

# PSA VIEW PRE-JOB CONFERENCE MEETING MINUTES REPORT IN APPLICATION

## New Release – Generate Meeting Minutes Report after Pre-Job Conference Meeting is Closed

### 1. Login & Open project

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## 2. From Left Navigation of open Project, select Project Pre-Job Meetings

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### 3. Select the "OPEN" icon to generate & download the Meeting Minutes Report

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#### 4. Download File Rename 5. Save and 6. Click on Download File to VIEW

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# PSA VIEW PRE-JOB CONFERENCE MEETING MINUTES REPORT IN APPLICATION

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