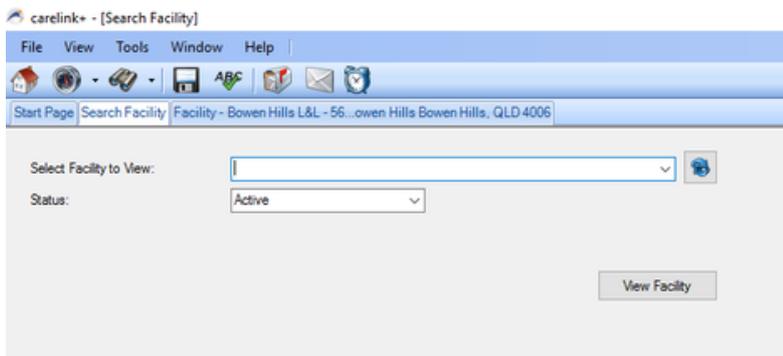


Uploading stakeholder service meeting minutes to Carelink

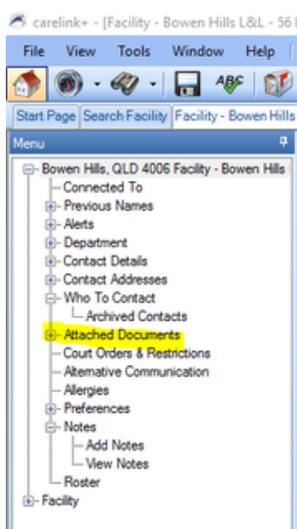
- 1 Click on the 'Facility' button in the 'Search' menu



- 2 Type in the name of the facility (site) where the meeting took place

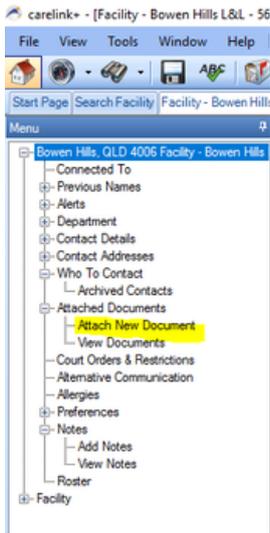


- 3 Click on 'Attached Documents'



4

Click on 'Attach New Document'



5

When saving, please use the following naming convention as the description:

- 'year.month.date_name of document_street number and street name'
- eg. '2023.09.23_October stakeholder service meeting minutes_34 Wiemers Crescent'

