

Dagsordenspunkt

The screenshot illustrates the process of creating a new agenda item in a software application. It is divided into four numbered steps:

- 1**: The user clicks on the 'Ny...' button in the top menu bar, which opens a dropdown menu. The 'Dagsordenspunkt' option is highlighted in yellow.
- 2**: The 'Nyt dagsordenspunkt' form is displayed. The user enters a title, the case handler (TJD - Tora Djernæs), and the access type (Åben).
- 3**: The user selects the case to be decided from a dropdown menu. The 'PTM Chefgruppe' option is highlighted in blue. A 'Gem' button is visible at the bottom left of the dropdown.
- 4**: The final view shows the completed agenda item 'Orientering om undervisning' with details such as case number (23/28386), handler (TJD - Tora Djernæs), access (Åben), and area (TEST). The 'Sagen afgøres i:' field is set to 'Superbrugermøde'. The interface includes a 'Redigeres' button and a 'Punktvisning' dropdown.

Fire hurtige:

1. Klik på *Ny* og vælg *Skabelon*
2. Giv dagsordenen en titel
3. Vælg udvalg og **Gem**
4. Rediger indhold