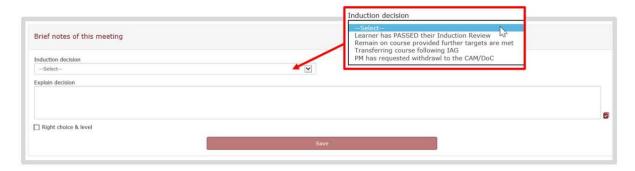
## ProMonitor Guide: Induction Review Meeting

To access the Induction review meeting simple click on the name/type of the meeting in Manage Leaner meetings page. (If the meeting is needed to be created, please see "Setting up any meeting" guide)



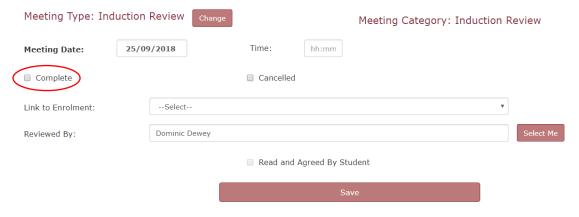
This will take you to the meeting page. The page is split into two parts: the meeting header and the body of the meeting. Go to body of the meeting first.



- First, you choose the appropriate decision from the drop down menu. (Requests for Withdrawal cannot be made via this meeting! Withdrawals are the result of ongoing, evidenced, discussion with CAM/Director).
- Give a reason for your decision in the text box
- Then tick the 'Right-choice and level' tick box, unless a transfer to another level is in progress.

Like all other ProMonitor meetings, current SMART Targets are displayed for review and new ones can be created.

After the body is complete, go to the header of the meeting and tick "Complete" and then click on "Save". This will then lock the meeting as complete.



The eLearning team can support you if you have any questions about how to do the above. If you are unclear about which decision to make, please discuss with your CAM.