# AgendaMan 1.0

User Manual For Public Access

Version 1

# Contents

# Groups

The purpose of groups is to gather agendas and meetings into specific collections.

# Meetings

Meetings contain details such as the date, time and location. A meeting may have multiple agendas assigned to it. The home page of the account displays all public meetings.

## How to Navigate to Existing Meetings:

To select a meeting, click on the appropriate meeting name under the Meetings Tab.  If the meeting name does not show, narrow the list of meetings by selecting a group from the "Show Meetings by Group" dropdown.







When the meeting is selected, it will expand to display any agendas associated with it.

# Agendas

## How to Navigate to Existing Meeting Agendas

Once the meeting is expanded, click on the appropriate agenda title to switch to that agenda.
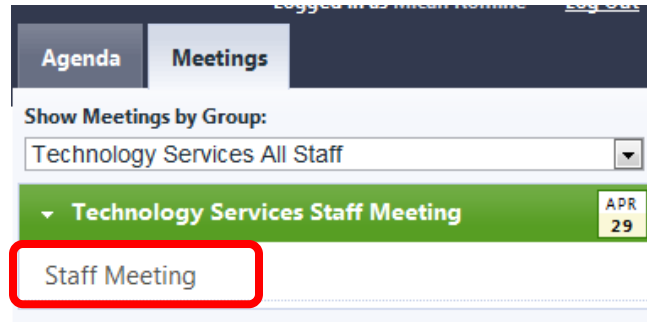


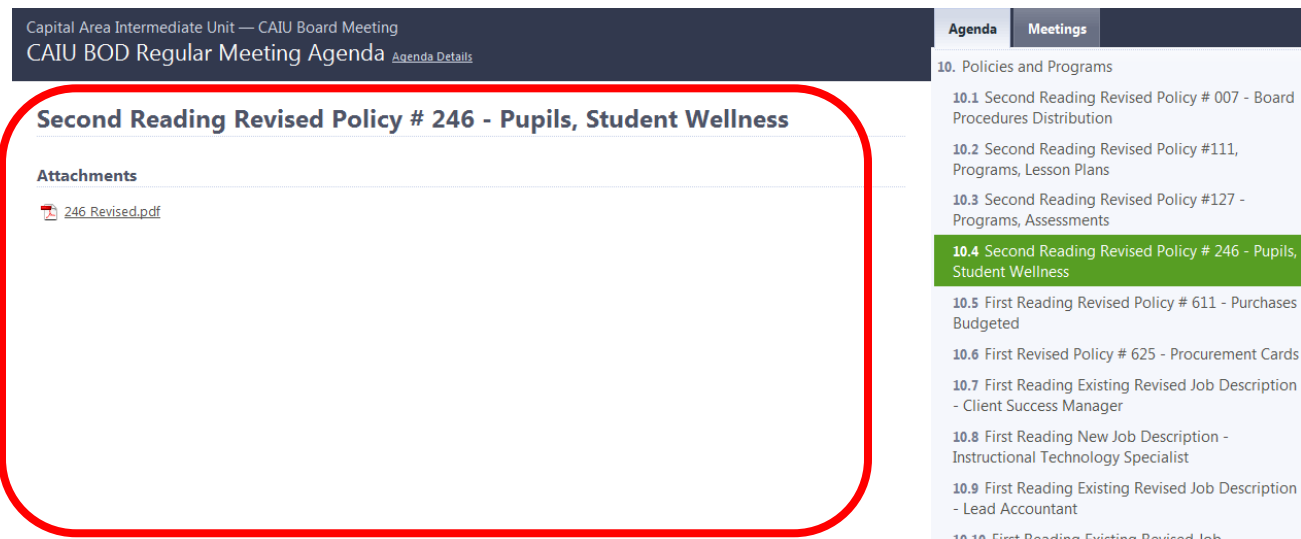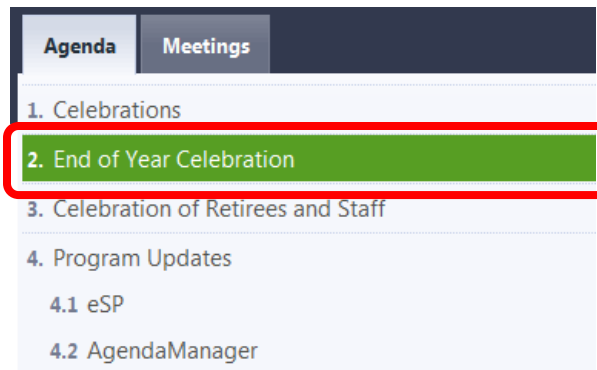When the agenda tab displays, the list of agenda items will show on the right side of the page. Clicking on the agenda item title will display the item title, description and attachments on the left side of the page.

## How to Navigate to the Agenda Details from Agenda Items

When moving through the agenda items within an agenda, the agenda item details display on the left side of the screen. To navigate back to the Agenda details, click on the "Agenda Details" link at the top of the screen, beside the agenda title.
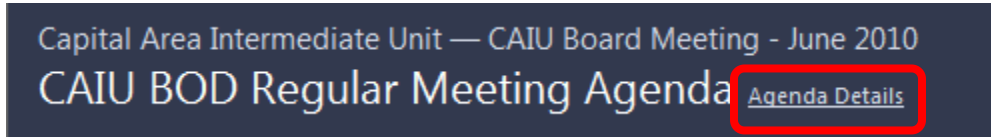


# Printing or Downloading Agendas

Navigate to the "Meetings" tab and click on the appropriate meeting. Then, beside the correct agenda, click the "Print" link.



## How to Include Descriptions and Attachments

On the print modal window, click the "+Descriptions" and/or the "+Attachments" button to include the item descriptions and attachments. Click the "Print" button to print the agenda as it displays on the screen. Click the "Download as PDF" to download the agenda and all attachments, if selected, as one document.
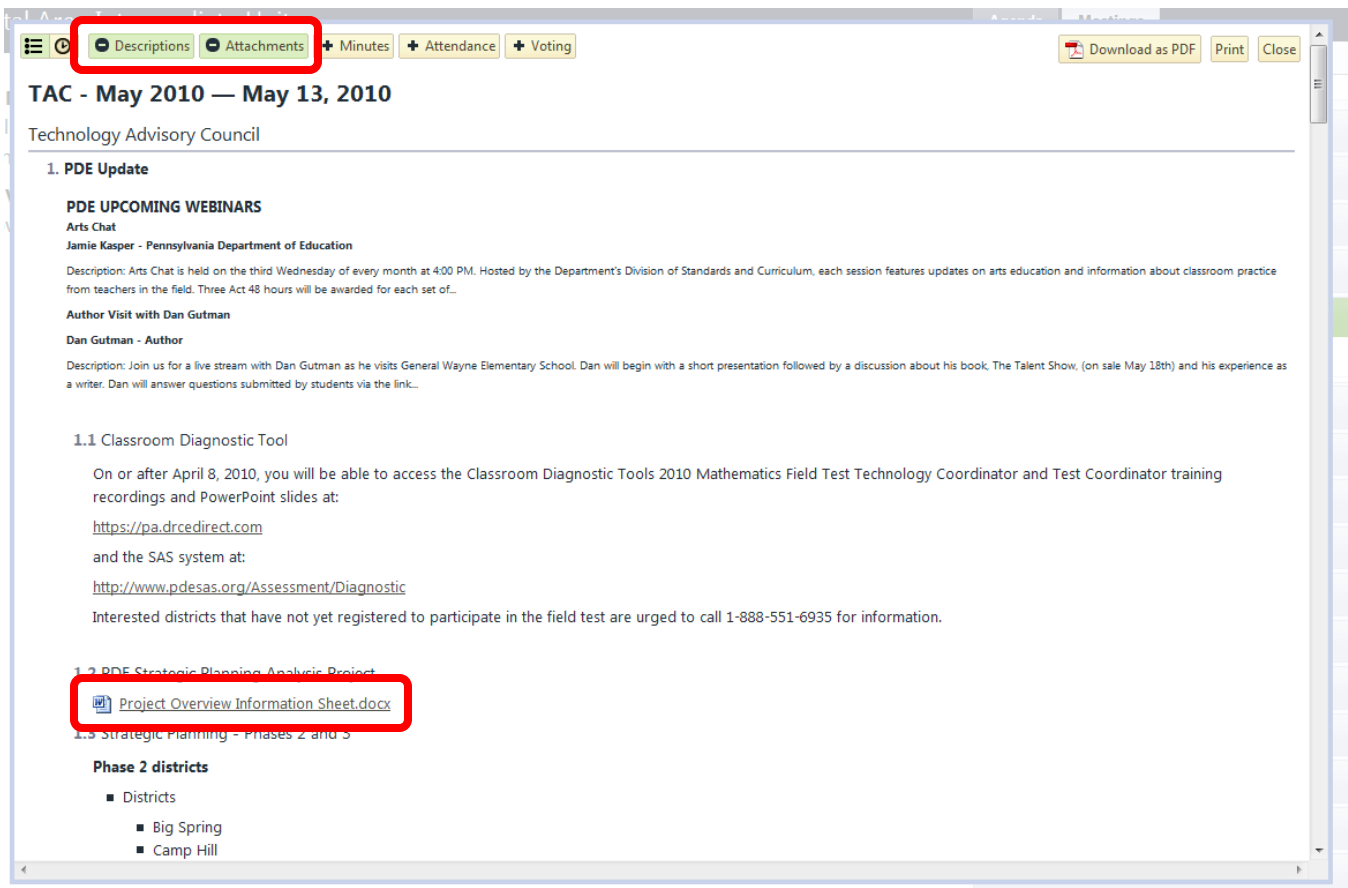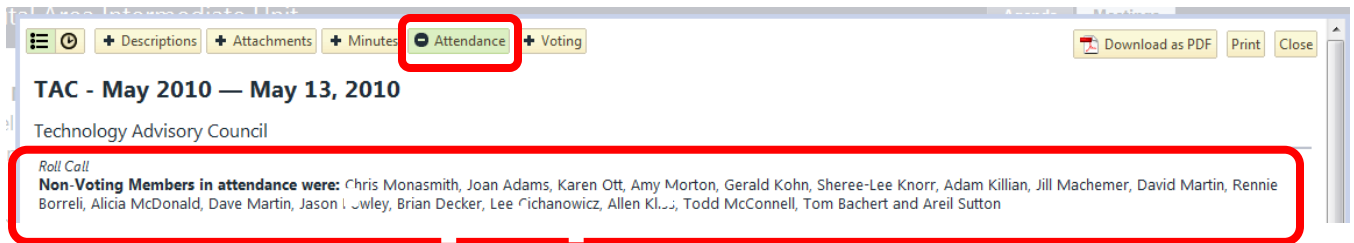
## How to Include Minutes

On the print modal window, click the "+ Minutes" button to include the minutes. Click the "Print" button to send to a printer or click the "Download as PDF" to save the agenda, with minutes, as a PDF.

NOTE: Minutes can only be printed or viewed if the minutes are taken within the application for that agenda.
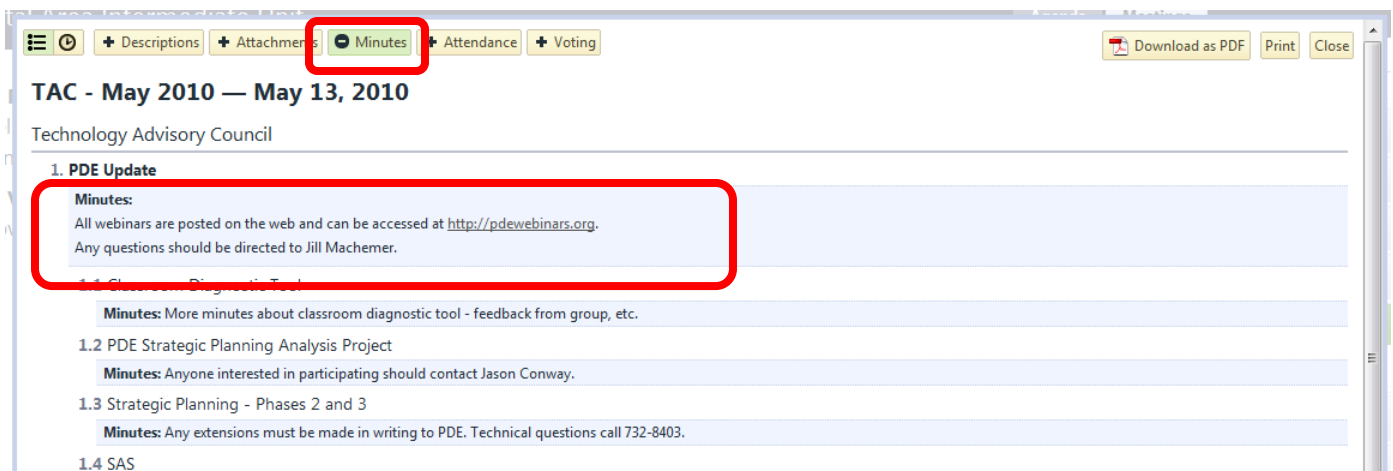


## How to Include Attendance

On the print modal window, click the "+ Attendance" button to include the attendance. Click the "Print" button to send to a printer or click the "Download as PDF" to save the agenda, with attendance, as a PDF.

## How to Include Voting Results

On the print modal window, click the "+ Voting" button to include the votes on the agenda. Click the "Print" button to send to a printer or click the "Download as PDF" to save the agenda, with voting, as a PDF.