

---

# AgendaMan 1.0

---

User Manual For Public Access

---

Version 1

---

## Contents

Groups.....	2
Meetings .....	2
How to Navigate to Existing Meetings:.....	2
Agendas.....	3
How to Navigate to Existing Meeting Agendas.....	3
How to Navigate to the Agenda Details from Agenda Items.....	4
Printing or Downloading Agendas .....	4
How to Include Descriptions and Attachments .....	4
How to Include Minutes.....	5
How to Include Attendance .....	5
How to Include Voting Results.....	6

## 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.

The image shows two screenshots of a web application interface. Both screenshots have a dark header with 'Agenda' and 'Meetings' tabs. The 'Meetings' tab is active. Below the tabs is a 'Show Meetings by Group:' dropdown menu. In the left screenshot, the dropdown is set to '- All Groups -' and a list of meetings is displayed, including 'CAIU Board Meeting - July 2010', 'CAIU Board Meeting', 'CAIU Board Meeting - May 2010', 'May 2010', 'All Staff Celebration Day', 'April Communications Meeting', 'CAIU Board Meeting - April 2010', and 'CAIU Board Meeting - March 2010'. In the right screenshot, the dropdown menu is expanded, showing a list of groups: '- All Groups -', 'All Staff Communications Group', 'Cabinet', 'CAIU Board Meetings', and 'Communications'. The 'All Staff Communications Group' is highlighted in blue. Below the dropdown, the same list of meetings is visible.

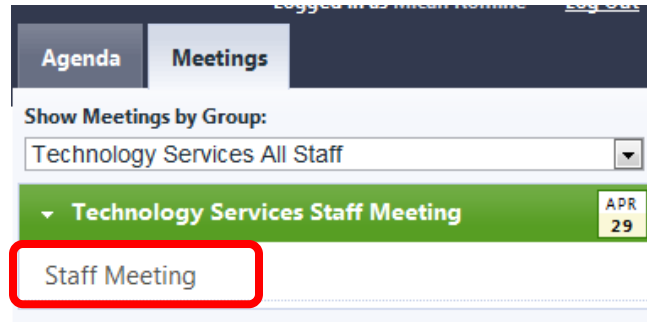
The image shows a screenshot of the web application interface. The 'Meetings' tab is active. Below the tabs is a 'Show Meetings by Group:' dropdown menu. The dropdown is set to 'Technology Services All Staff'. Below the dropdown, a meeting entry is highlighted in green: 'Technology Services Staff Meeting' with a date of 'APR 29'. Below this entry, the agenda 'Staff Meeting' is visible.

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

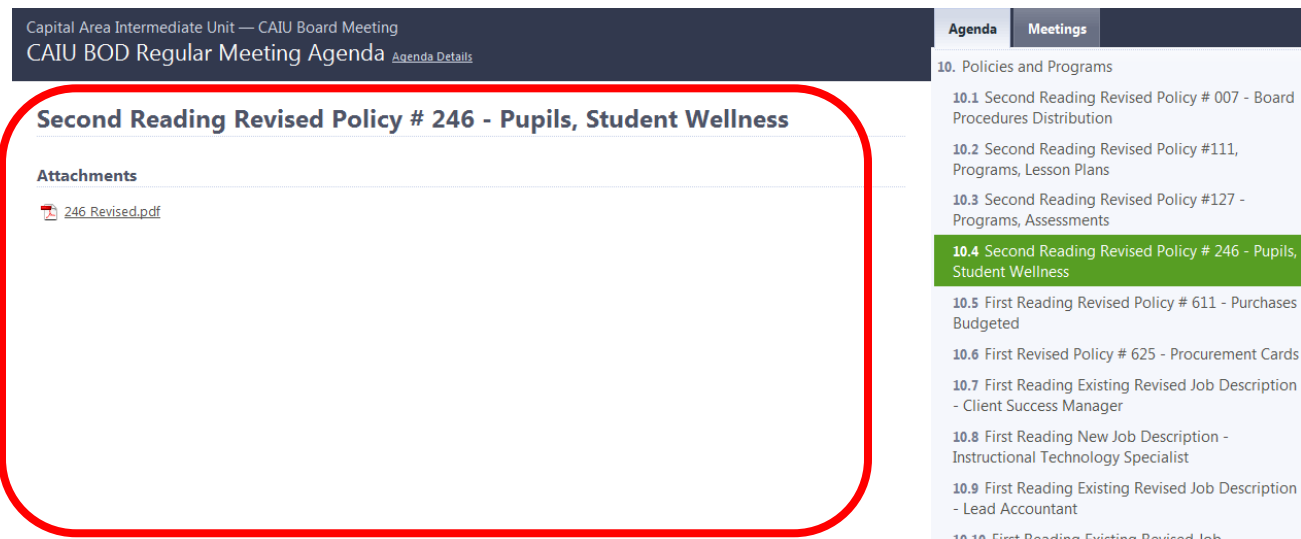
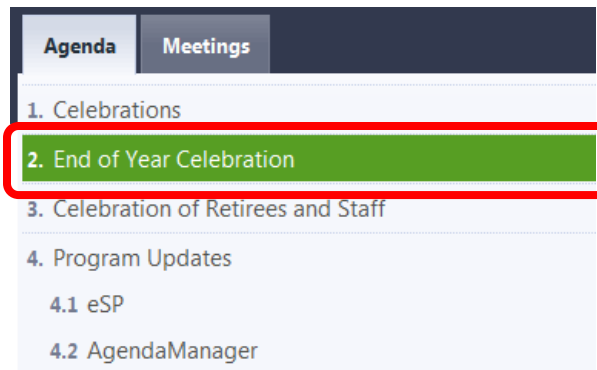
# Agendas

## How to Navigate to Existing Meeting Agendas

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

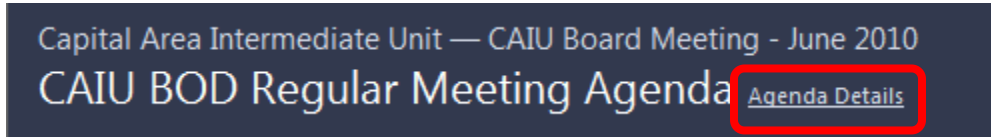


When the agenda tab displays, the list of agenda items will show on the right side of the page. Clicking on the agenda item title will display the item title, description and attachments on the left side of the page.



## 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.



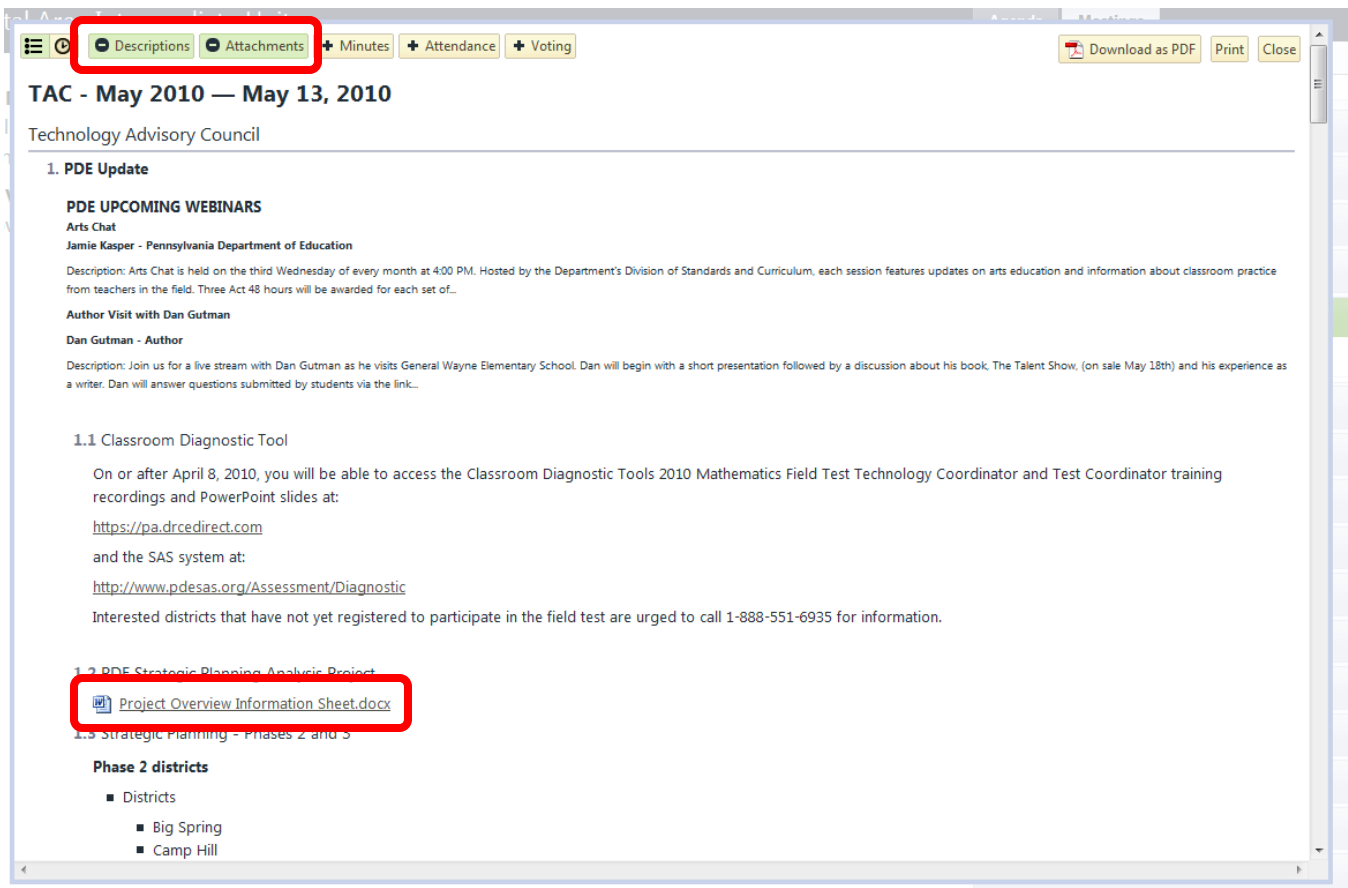
## Printing or Downloading Agendas

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

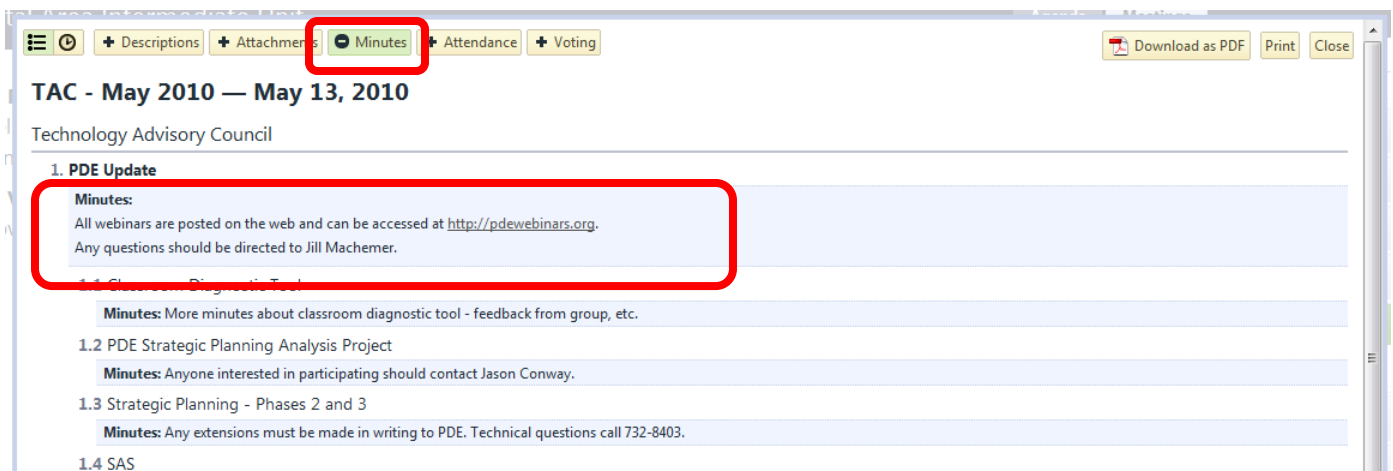
On the print modal window, click the “+Descriptions” and/or the “+Attachments” button to include the item descriptions and attachments. Click the “Print” button to print the agenda as it displays on the screen. Click the “Download as PDF” to download the agenda and all attachments, if selected, as one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



## How to Include Minutes

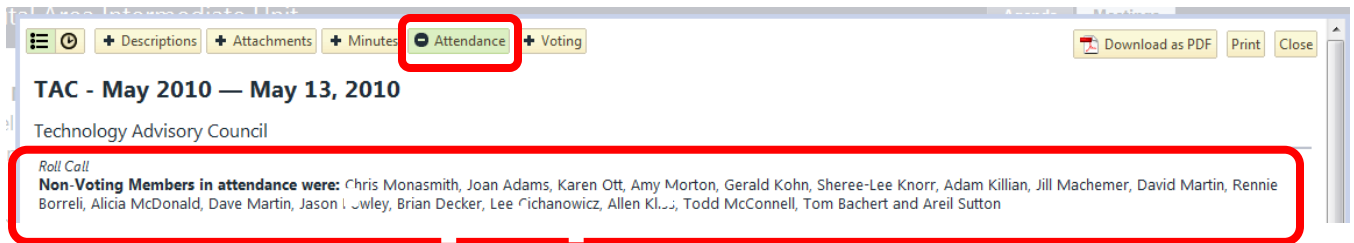
On the print modal window, click the “+ Minutes” button to include the minutes. Click the “Print” button to send to a printer or click the “Download as PDF” to save the agenda, with minutes, as a PDF.

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.

