

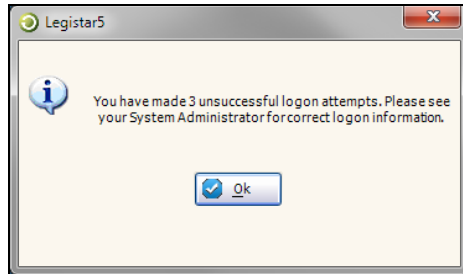
Legistar Users Group

Thursday, November 3, 2011

9:00 am

GR-22, CCB

1. System Administration
 - a. Contact the Clerk's Office for any/all Common Council Agenda items
 - b. Legistar Team still exists; Document Services first point of contact
 - c. Contact Document Services for all account issues
 - d. Lisa Veldran is the point of contact for new users and training.
2. IT Update
 - a. Legistar Server re-boot: Scheduled for Friday (11/3) morning
 - b. The external website will change before end of the year (InSite).
Example from Milwaukee: <http://milwaukee.legistar.com/Calendar.aspx>
3. Legislative Files
 - a. If you try logging in 3 times incorrectly and receive this message, you are not truly locked out. But if you can't remember your login/password, call Document Services and it will be reset.

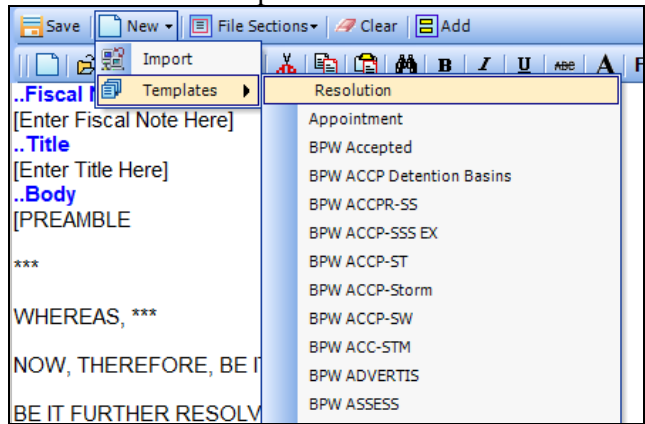


- b. By Title Only:
Question: "I create a By Title Only resolution to be introduced from the floor at a Council meeting. When I enter in the body of the resolution, the title changes. Does that make it a substitute?"
Mike May: "I would say that adding the body to the resolution does not itself create a substitute. If the title changes in any significant respect, I would say it is a substitute. If it is only a minor clarification, I could go either way."
 - c. Info that should be entered in the CC Note:
 - **Please remember to change the font size to 8 until further notice.**
 - Referrals in the order of Lead followed by Secondary.
 - Public Hearing.
 - Roll Call Votes.
 - Entering meeting minutes detail DOES NOT belong in the CC Notes field - it should be entered in the Action Text field after taking any voting.
4. Additional Meeting Template
 - a. www.cityofmadison.com/employee/legistar/additionalMeetings.cfm
 - b. English, Spanish, Hmong are all the languages that need to be listed
 - c. Disclosures and Recusals has been added
 - d. Be sure to edit the header on page 2 to reflect the meeting body and meeting date.
5. Schedule next meeting
 - a. December 1, 2011, 9:00 am, GR-22
 - b. Discussion of InSite Demo

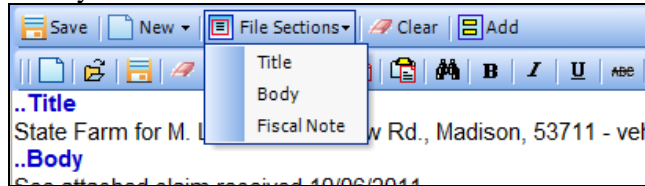
6. Q & A

a. Use of **Ordinance** File Type: “Ordinance” is completely reserved for use by the Attorney’s Office. It is only available in the file type list as a resource for performing searches.

b. Reminder about Templates Available:



c. Ability to add File Sections in the Text File:



7. Tip: Create a file but don’t need it - keep track of the file id number and reuse for next opportunity.

8. With the removal of TTY, please consider adding an e-mail address to the contact information on all agendas.

9. Update the “How do I” flowcharts . . . email edits to Document Services

10. “Save Settings” appear to be saving!

