

Legistar Users Group: Minutes

Thursday, August 9, 2012

9:00 am

GR-22, CCB

1. Application Update scheduled for Monday, August 13, 2012 in the morning.
DO NOT WORK IN LEGISTAR UNTIL NOTIFIED THAT THE UPDATE IS COMPLETE.
 - a. Video / Handout
 - b. When selecting a record from the Home screen (files, agendas, minutes), you will go directly into edit mode
 - c. 8 pt. font – should be resolved
 - d. Alerts – If your password is still “password,” it must be changed in order to login to the website
 - e. Please “copy shortcut” to **published** agendas/minutes from the website for CL MEETINGS

2. Review Local Settings
 - a. Check them after the update on Monday.
<http://www.cityofmadison.com/employeenet/legistar/Documents/LocalSettings.pdf>
 - b. “Refresh Administration” occasionally:
Tools: Refresh Administration
 - c. Please do not add a Final Action date

3. 15 minute delay

4. Transparency
 - a. Clean up returns, spaces, etc.
 - b. Searches – consistent wording for streets, locations, etc.
 - c. Can add related files located under the “Associations” tab (for internal use)
 - d. Can add hyperlinks of related files to attachments

5. Q & A
If a legislative file does not pull into your agenda after it is generated, do not create another legislative file or type it in as a header. There may be a reason. Please email/call Lisa Veldran or Julie Blome and they will review the file.