

# What's New in Legislative Management - "C" Release Q2 2012

The C Release for Q2 2012 contains some exciting new features in the Legislative Management suite. Granicus developers and designers have been hard at work developing a new look and feel for the Legistar application. You will notice a sleeker interface, fewer icons, and better navigation with no changes to functionality. We hope you enjoy this new experience!

# Legistar

### Updated Look and Feel of Legistar

Many of the user interface and navigational elements in Legistar have been updated with a new look. There are fewer icons, three new splash screens (startup, sign in, and launching Administration), cleaner tabs and navigation elements, bolder and more modern colors, and more refined menus.

🕤 Legistar - Sign In 📃 💌
Ogranicus. Legistar Version 5.2.122
Username:
daystar
Password:
******
Database:
Pleasantvile -
Connect: 💿 Local 🔘 Remote
Sign In

Figure 1 Legistar Sign In window



## What's New in Legislative Management?

"C" Release Q2 2012

⊚granicus. Legistar	
Recent Agendas	Recent Files
03/27/2012 - City Coundl	11-024 - Llens for Delinquent Business Fees
03/27/2012 - City Council	11-417 - title
03/26/2012 - Personnel Relations Board	11-416 - Title
03/26/2012 - Youth Advisory Commission - 888	11-338 -
03/26/2012 - City Council	11-009 - Polystyrene Foam Food Service Ware Ordinance
03/30/2012 - City Council	11-414 - read only
04/02/2012 - Airport Committee	iLeg - This is the title
05/14/2012 - Finance Committee	11-050 - Llens for Delinquent Buisness Fees
06/02/2012 - City Council	11-241 - Council Protocols
06/23/2012 - City Coundl	11-012 - Polystyrene Foam Food Sendoe Ware Ordinance
Recent Minutes	Approval Requests
05/08/2012 - City Coundl	
05/14/2012 - Finance Committee	
03/26/2012 - City Council	
04/02/2012 - Airport Committee	
03/26/2012 - City Council	
03/26/2012 - Youth Advisory Commission - 888	
03/26/2012 - Personnel Relations Board	
04/30/2012 - City Council	
05/30/2012 - City Coundl	
05/31/2012 - City Council	

Figure 2 Legistar Home interface

🧿 Legistar - Legislati	ve Files (Edit Record Mode)	
	Save Sourch • New Clear Clock   Edit • Tools • Browse •	Reports Help
	EZ Text Search	
Home	File ID 11-0017 ID Type Resolution   Status Draft	
Home	In Control City Council  File Created 12/14/2011	
<b>_</b> }	Title Resolution on banning pensions Agenda Date 12/14/2011	
Files	- Einal Action	
	Text File Attachments Associations Details Approval Tracking	
Agendas Minutes Search Exit	Edit         New         Delete         Version         1         1 [Current]	▼ Set as Current
Agendas	Title Resolution on banning pensions	
Minutes	Body Recommendation to adopt resolution in support of banning retroactive pension increases.	
Search		
Exit		

Figure 3 Legistar Files module interface



## What's New in Legislative Management?

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gistar - Meetin	g Agendas (Read Only Mode)		2 ···· ]	4. 3		- 0
	Save  Saurch  Here   Clear   d Lo	ock Edit Tools Brown Minutes				Reports - Help
n Home	City Council - Thu, Jun 7, 2012 7:00 PA Calendar Agenda	A - Draft 6007/2012 4:32 PM Published Date Agenda 1	.hes			40 💠 🕈 💔 1 of 2
Files	Agendaiten Headert	CALL TO ORDER	a			
	Line Item File ID	Description CALL TO ORDER	Comment	Action	Action Text	Action Note
gendas	1 1. 2 1.A	PLEDGE OF ALLEGIANCE				
	3 1.B	ROLL CALL	Members Cutter			
	4 1.C	ANNOUNCEMENTS				
0	5 2.	RESOLUTIONS				
inutes	61 11-230	ADOPT: Resolution Appointing Jane Ann Abelee as District 5				
indices	7 8 11-231	ADOPT: Resolution Approving the HOME Consortium Agreement				
~	8 K 11-149	ADOPT: Resolution Approving Amendment No. 2 to Contractual				
2	9 L 11-232	ADOPT: Resolution of Amendment of Contract with G.E. Chen				
	10 N 11-233	ADOPT: Resolution Authorizing City Manager, or Designee, to				
earch	11.0 11-234	ADOPT: Resolution Authorizing the Appropriation of Funds from	B. Alley Manufactory			
	12 3.	PUBLIC HEARINGS - CITY COUNCIL	Public Hearing			
Provide and	13 5.	PUBLIC COMMENTS	Public Commen			
Exit	14 13.	ADJOURN				

Figure 4 Legistar Agenda module interface



#### Quick Edit from the Legistar Home Screen

You now have the ability to go directly into edit mode when selecting a record from the home screen; you no longer have to open the file and select **Edit > Edit Record**.

ools	Report
agranicus. Legistar	
granicas. Legistar	
Recent Agendas	Recent Files
03/27/2012 - City Coundi	11-024 - Liens for Delinquent Business Fees
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03/26/2012 - Personnel Relations Board	11-416 - Title
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03/26/2012 - City Council	
03/26/2012 - Youth Advisory Commission - 888	
03/26/2012 - Personnel Relations Board	
04/30/2012 - City Council	
05/30/2012 - City Council	
05/31/2012 - City Council	

Figure 5 Opening a file in auto Edit Record mode from the Home interface

#### Ability to Search a Display List First

When performing a search in Legislative Files, the search results now display in a list format so you can select the record you want to view from a list. This new feature is automatically enabled and is controlled via the Search Results Threshold located in **Tools > Local Settings**.



#### New Functionality for Legistar Navigation Arrows

The search results navigation arrows now stay hidden until a search actually occurs. The arrows then display at the top of the form for ease of access if more than one record is found.

	4 ← → → ↓ □2 1 of 5			
<ul> <li>Legistar - Legislati</li> </ul>	ve Files (Read Only Mode)			
	Save   Search +   New   Clear   🔒 Unlock   Edit +   Tools +   Browse +   Reports + Help +			
Home	EZ Text Search       resolution <ul> <li>(**)</li> <li>(**)&lt;</li></ul>			
Files	Final Action     12/14/2011       Text File     Attachments       Associations     Details       Approval Tracking       Edit     New       Delete     Version       1     1[Current]       Version     1			
Minutes	AgendasTitle Recommendation to adopt resolution on Proposition 8 Body Recommendation to adopt resolution in support of overturning Proposition 8, which defined marriage as being only between one man and one woman.			
Search				
LAR				

Figure 6 Navigation arrows in Legistar

#### Customizable Tab Order on Legislative Files Screen

You now have the ability to set the order of your tabs on Legistar's Legislative Files screen; this allows you greater ease of access and navigation with your workflow. You can set the tab order in Administration > System Settings > Legislative Files > Legislative Files Tab Order.

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Legislative Files Tab Order	TextFile History Attachments Associations D

Figure 7 Legislative Files Tab order admin setting



### Edit Export Options per Meeting

You can now change the default values of an export for each meeting. This allows you to customize the export settings for each meeting. The Export Options are accessible on the Agenda screen through **Tools > Edit Export Options**.

#### Auto Export Checkbox for Meeting Bodies

You can now select the **Auto Export checkbox** to determine which meeting bodies are automatically exported to MediaManager. Select this checkbox in **Administration > Government Bodies > Bodies**.

#### Legistar Agenda Packet Attachment and Cover Page Names

When you click the Agenda Packet button, the Cover Page is now named with the name of the report, and the attachment name is now pulled from the attachment name field.

#### ..Recommended Action and Department Sync to iLegislate

The ..recommended Action text section and the department information will now automatically sync to iLegislate.