OnBase® Foundation EP5

Minutes

Reference Guide

Includes:

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Administration Guide

User Guide

Copyright

Document Name .... Minutes
Department/Group .... Documentation
Revision Number .... Foundation EP5

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Overview

OnBase Minutes is designed to assist meeting mangers with meeting and post-meeting processes. Using Minutes, meeting managers have the tools necessary to:

- Pre-annotate meetings to prepare for the live meeting
- Conduct live meetings
- Record motions and votes during the meeting
- Manage speakers at the meeting
- Record minutes, actions and notes during the meeting
- Allow members to vote and display voting information to the public (requires the Agenda Voting license)
- Manage recording and streaming of audio/video of the meeting (requires the Agenda Media license)

After the meeting, Minutes provides the means for finalizing the meeting minutes. Using Minutes, users are able to edit entries made during the meeting, such as minutes, motions and votes.

Applications

Any organization that holds meetings can use Minutes to revolutionize the meeting process. The time, frustration, and cost of paper and e-mail based processes are replaced by convenient access to in-process and published agendas, meeting packets, and minutes documents. The time spent preparing for meetings is reduced, which frees those tasked with managing agendas and minutes for higher value tasks.

Minutes leverages other OnBase modules, including OnBase Agenda, Agenda Voting, and Agenda Media.

Licensing

Beginning in OnBase Foundation EP5, new customers must use simplified licensing to access Minutes functionality. Existing customers upgrading from a version of OnBase prior to OnBase Foundation EP5 can continue to use legacy licensing to access this functionality.

If you are a new customer as of OnBase Foundation EP5 or greater, see Simplified Licensing on page 2.

If you are upgrading from a version of OnBase prior to OnBase Foundation EP5, see Legacy Licensing on page 2.

Simplified Licensing

In addition to a base package license for standard OnBase functionality, the OnBase Agenda add-on license is required to access standard Minutes functionality.

Optional Licensing

The EDM Services add-on license is required to access the Electronic Document Management features.

Legacy Licensing

The following licenses are required to use Minutes:

- Agenda Management license
- A Named User license
- A valid Client license
- An EDM Services license

Note the following:

- When Agenda and Minutes are running on the same machine at the same time, Minutes shares the Agenda Minutes Concurrent license with Agenda.
- If the Agenda Minutes Concurrent license is not available, it will instead consume a Concurrent Client license.
- If you want to allow member voting, you must have the Agenda Voting license.

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Requirements

The following sections outline requirement information specific to Minutes in OnBase Foundation EP5.

General Requirements

For general requirement information that applies to Minutes and other modules, see the sections on the following topics in the **Installation Requirements** manual:

- Supporting Operating Systems
- Unity Client Web Browser Requirements
- Microsoft .NET Framework Requirements
- Databases Supported
- Databases/File Services
- Microsoft Visual C++ Requirements
- Hyland Software - Microsoft Service Pack Statement
- Third-Party Software Compatibility
- About Virtual Environments
- 64-Bit Support Statement
- Windows User Account Control Statement

Licensing

See Licensing on page 1 for licensing requirements.

Upgrade Considerations

The following information should be considered or noted when upgrading deployments to OnBase Minutes. Read this information prior to upgrading your version of OnBase.

Use of Motion Tags in Minutes Documents

If you are using Motion Tags in the Motion text box, the following tags have been removed as they are no longer supported:

- Mover
- Seconder

- Seconder_Text
- MotionStatus

These tags will continue to be available for the Summary and Minutes Meeting documents.

- Meetings must be uploaded to the server prior to installing this upgrade.
- There is an updated Minutes Configuration file. Be sure to use the new file rather than copying in an old configuration file.
- Customers using the <MotionType> tag within the Motion text box must update the tag to <motion_type> for it to continue to work properly.

Media Streaming Privileges

This version of Minutes has additional Upgrade Considerations when upgrading to it from one of the following earlier versions:

- Any pre-Foundation releases prior to 18 SP 1, Build 250
- Foundation EP1
- Foundation EP2
- Foundation EP 3
- Foundation EP 4

When upgrading from any of these versions, you must ensure that all instances of Minutes are also upgraded to the new version.

In this version, the Media Streaming privilege was added to add a level of security to media streaming. This privilege must be enabled for the User Group to which Media Publisher, Minutes, and Agenda Online users are assigned in order to run the Media Publisher Service, and to provide media access in Minutes and Agenda Online. When media is accessed, a privilege check is performed on the media service methods. Only those users belonging to a User Group with the Media Streaming privilege enabled will have the ability to stream media.

This setting must be configured for the user groups to which the Media Publisher, Minutes, and Agenda Online users belong in order to run a meeting with media (most users are assigned to different user groups, so this setting may need to be configured for several user groups). See the **Agenda Media** module reference guide for more information on enabling the Media Streaming privilege.

Installation

Standard (EXE or MSI) Installers — There are two methods for running OnBase installers: Interactive and silent. An interactive installation requires user interaction with dialog boxes during the installation process. A silent installation does not require user interaction during the installation process.

OnBase installers may consist of both an executable file (**.exe**) and a Windows Installer Package file (**.msi**). When performing an interactive installation, and both an executable file and MSI are available, use the executable file to ensure a complete installation. The executable validates that all prerequisites are met before proceeding with the installation. If any missing prerequisites are identified, the installer alerts the user. Most missing prerequisites can be installed directly from the installer before continuing the installation process.

Note: The Microsoft .NET Framework prerequisite must always be installed separately before running either the EXE or MSI installer. Refer to the Licensing on page 4 for more information.

When performing a silent installation, and both an executable file and MSI are available, use the MSI. Since the MSI package does not validate prerequisites, you must ensure that Windows Installer 3.0 or greater is installed on each workstation and that all other prerequisites are met before running the MSI. If any prerequisites are not met, a silent installation from the MSI will fail without alerting the user.

For more information about configuring a silent installation, see http://msdn.microsoft.com/en-us/library/aa367988.aspx.

User Account Control (UAC) — If Windows User Account Control (UAC) is enabled, the installer must be run with elevated administrator privileges, even if an administrator is currently logged on. This can be accomplished by right clicking on the installer executable and selecting **Run as Administrator** from the right-click menu. MSI files cannot be run using the **Run as Administrator** option. Instead, you must launch the MSI package using the command line. For more information on installing files through the command line, refer to your Microsoft support information or see http://technet.microsoft.com/en-us/library/cc759262(WS.10).aspx.

Silent Installation Using setup.exe — If you are running setup.exe silently from the command line you must use the **/q** switch and the **/CompleteCommandArgs** switch, followed by the required command-line arguments.

The **q** switch specifies quiet mode and is required to suppress the GUI. The **CompleteCommandArgs** switch must be followed by the command-line parameters required to configure and install the desired components.

The complete string of command-line parameters must be included in double quotes after the **CompleteCommandArgs** switch. If a parameter in the string also requires double quotes, those quotes must be escaped using ****. For example: **setup.exe /q /CompleteCommandArgs "INSTALL_PROPERTY=\"my value\" INSTALL_PROPERTY_2=\"my value 2\""**.

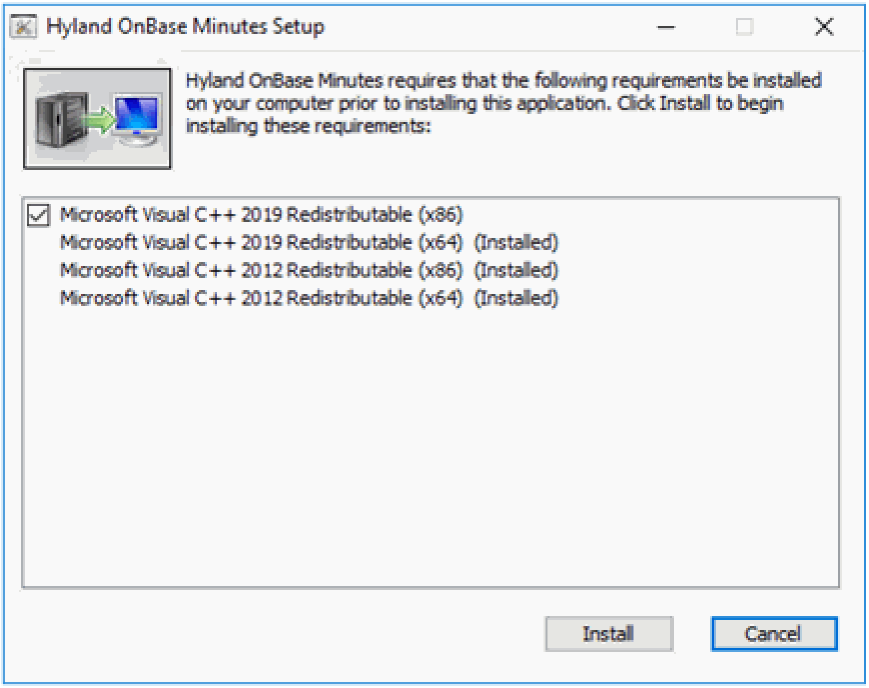
Note: You should check the return value of the setup.exe process. A return value of **0** (zero) indicates success. Any other value returned may indicate that an error was encountered and the installation failed.

Minutes Installer

The Minutes installer (**Hyland OnBase Minutes.msi**) is located in the **install\Minutes** folder of your OnBase Core Services build.

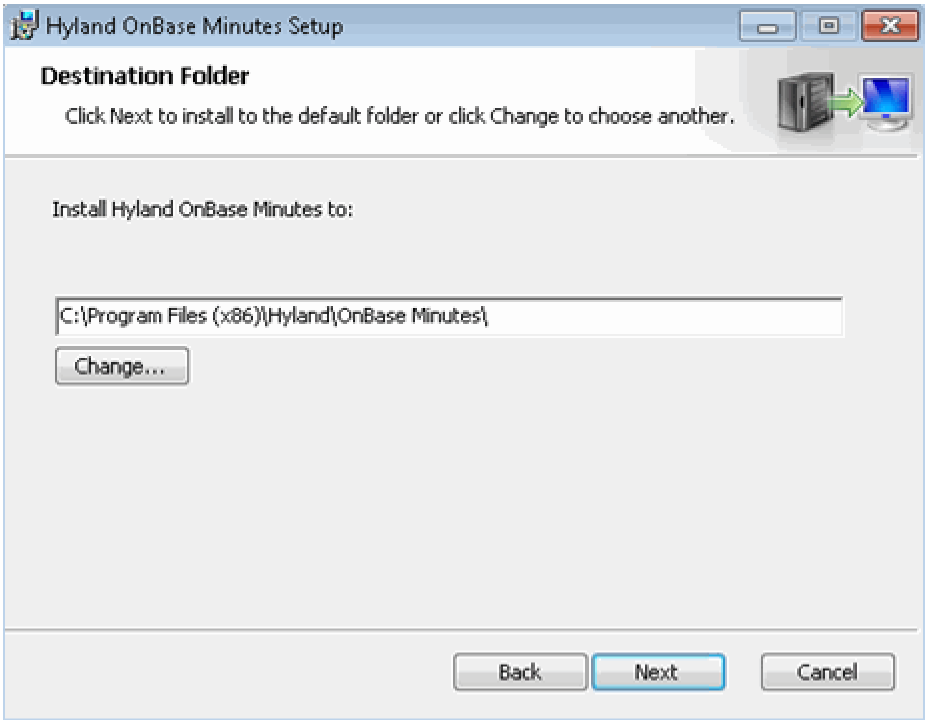
1. Double-click **Hyland OnBase Minutes.msi**.

   If the Visual C++ 2012 (x64 or x86) or Visual C++ 2019 (x64 or x86) Redistributable packages are not installed on your machine, a dialog box is displayed allowing you to install the necessary components.

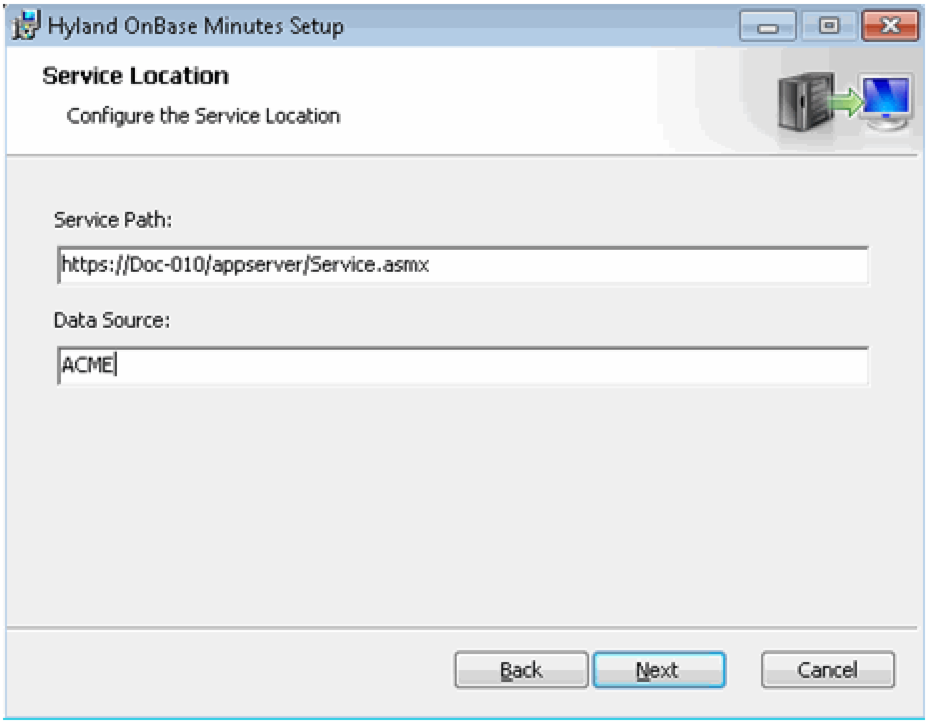
   Click **Install** to install the components.

2. Click **Next** on the Welcome dialog. The **Destination Folder** dialog box is displayed.



3. At the **Destination Folder** dialog box, select the local folder to install the components to. By default, components are installed to **C:\Program Files\Hyland\OnBase Minutes** (32-bit operating systems) or **C:\Program Files(x86)\Hyland\OnBase Minutes** (64-bit operating systems). Click **Change** to select a different folder for the installation.

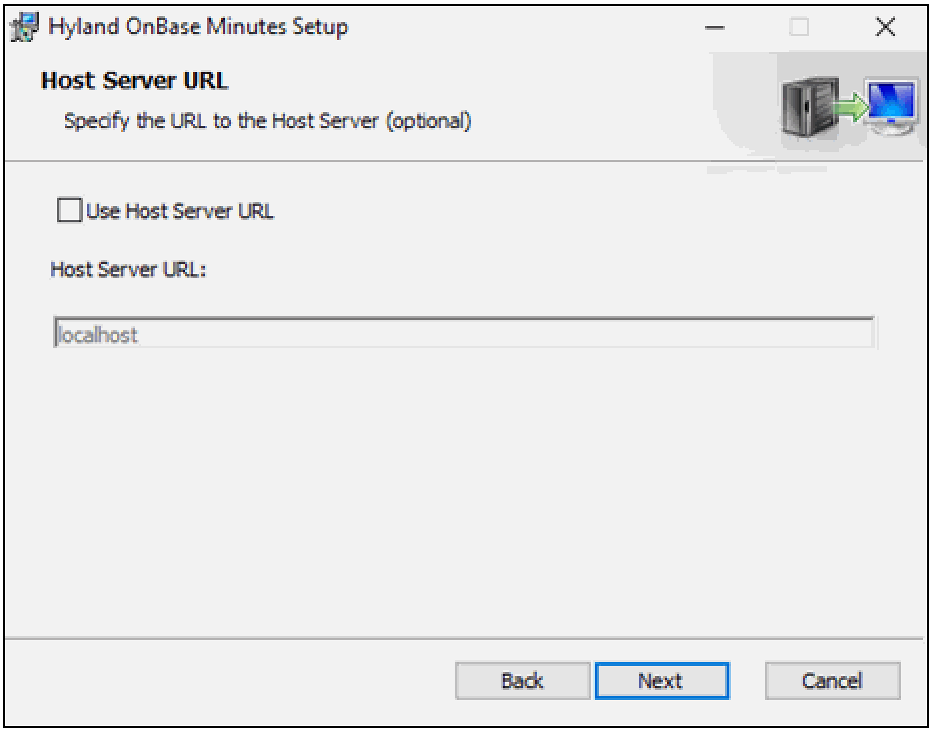
4. Click **Next**. The **Service Location** screen is displayed.



5. Specify the following:

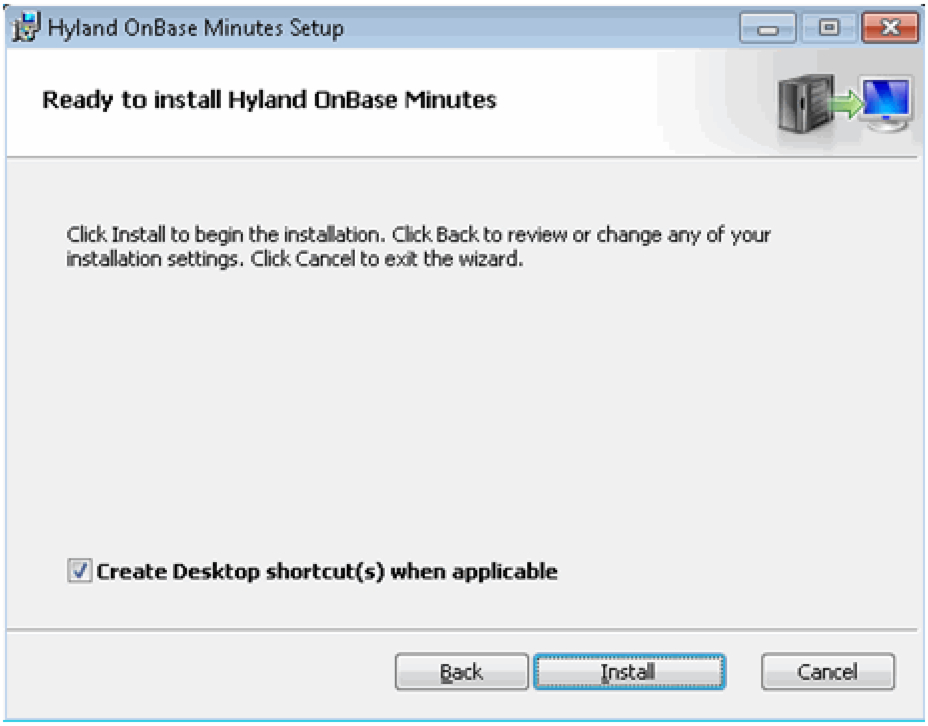
Setting Name	Description
Service Path	Type the display name of the service location. For example, https://servername/appserver/service.asmx.
Data Source	Type the data source name (configured at the Application Server) that Minutes will connect to. For example, OnBase.

6. Click **Next**. The **Host Server URL** dialog box is displayed.



7. If you have a license for the Voting module, and you need to connect to the Voting server, select the **Use Host Server URL** check box. The **Host Server URL** field is activated.
8. In the **Host Server URL** field, type the name of the server being used for Voting. This path typically includes the server name and port number. The format is the following: http://<servername>:<port number>.

9. Click **Next**. The **Ready to install Hyland OnBase Minutes** dialog box is displayed.



10. If a Minutes desktop shortcut should not be created, de-select the **Create Desktop shortcut(s) when applicable** option.

Note: The **Create Desktop shortcut(s) when applicable** option is selected by default.

11. Click **Install**.
12. When installation is complete, click **Finish**.

Connecting Minutes to the Board Meeting Service

If you are using OnBase Minutes with the Voting Client, you must modify the OBMinutes.exe.config file to include the host service URL, which is used to establish a connection to the Board Meeting Service.

To connect Minutes to the Board Meeting Service:

1. Upon opening the OBMinutes.exe.config file, locate the `Hyland.Applications.PushNotification` section.
2. In the HostServer url setting, type the following: `<HostServer url="http://<machinename>:<port number>`. By default, the port number is 8080.

Controlling the Installer from the Command Line

The Minutes installer can be run from an installation CD or a local drive. If upgrading from a previous installation that used the Minutes installer, it is not necessary to uninstall the old components before running the installer.

The following properties can be applied to the command line to configure Minutes settings:

Property Name	Description
CREATE_DESKTOP_SHORTCUTS	Set this property to **1** to create a Desktop shortcut. If a Desktop shortcut should not be created, leave this property empty.
CREATE_MENU_SHORTCUTS	Set this property to **1** to create a Program Menu shortcut. If a Program Menu shortcut should not be created, leave this property empty.
SERVICE_LOCATION_DATA_SOURCE	Set this property to the data source name (configured at the Application Server) that the Minutes will connect to. For example, OnBase.
SERVICE_LOCATION_DISPLAY_NAME	Set this property to the display name of the service location. For example, OnBase.
SERVICE_LOCATION_SERVICE_PATH	Set this property to the **Service.asmx** page of the Application Server.

Troubleshooting

1. **When generating an meeting packet, a "Unable to use Meeting Field to Keyword Mapping" error is logged to the Diagnostics Console, along with the Meeting Field, Keyword Type, and Value.**

   This error occurs when you have keywords that were mapped to meeting type fields but were not populated during document generation.
2. **When copying an agenda item to another meeting, the "To Agenda Section:" field does not populate with agenda sections.**

   This error occurs when you attempt to copy an agenda item to a meeting that has never been opened after it was created. Open the meeting at least once from the **Meeting List** before copying an agenda item into it.

Contacting Support

When contacting your solution provider, please provide the following information:

- The OnBase module where the issue was encountered.
- The OnBase version and build.

- The type and version of the connected database, such as Microsoft SQL Server 2014 or Oracle 12c, and any Service Pack that has been installed.
- The operating system that the workstation is running on, such as Windows 10 or Windows Server 2012 R2, and any Service Pack that has been installed. Check the supported operating systems for this module to ensure that the operating system is supported.
- The name and version of any application related to the issue.
- The version of Internet Explorer and any Service Pack that has been installed, if applicable.
- A complete description of the problem, including actions leading up to the issue.
- Screenshots of any error messages.

Supplied with the above information, your solution provider can better assist you in correcting the issue.

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Most of the configuration options occur in the Minutes module, however, there are a few configurations needed outside of the Minutes module including:

- **IdP Authentication**. This configuration options determines how you log in to the Minutes module. See Configure Standard or IdP Authentication on page 15 for more information.
- **Media Streaming**. This configuration is required for users who need to run a meeting with media. See Media Streaming on page 16 for more information.

There are four configuration tabs you can use to set up your meeting environment in the Minutes module. These tabs include:

- **General**. Provides options on how the meeting is saved, how the meeting displays and general behavior during a meeting. See General Tab on page 17 for more information.
- **Motions**. Provides options to configure motions and assign them to meeting types. See Motions Tab on page 19 for more information.
- **Shorthand**. Provides the ability to create abbreviations for commonly used words and phrases. See Shorthand Tab on page 23 for more information.
- **Voting**. Provides options used to configure Agenda Voting and how it is used in the Minutes module. See Voting Tab on page 25 for more information.

Configure Standard or IdP Authentication

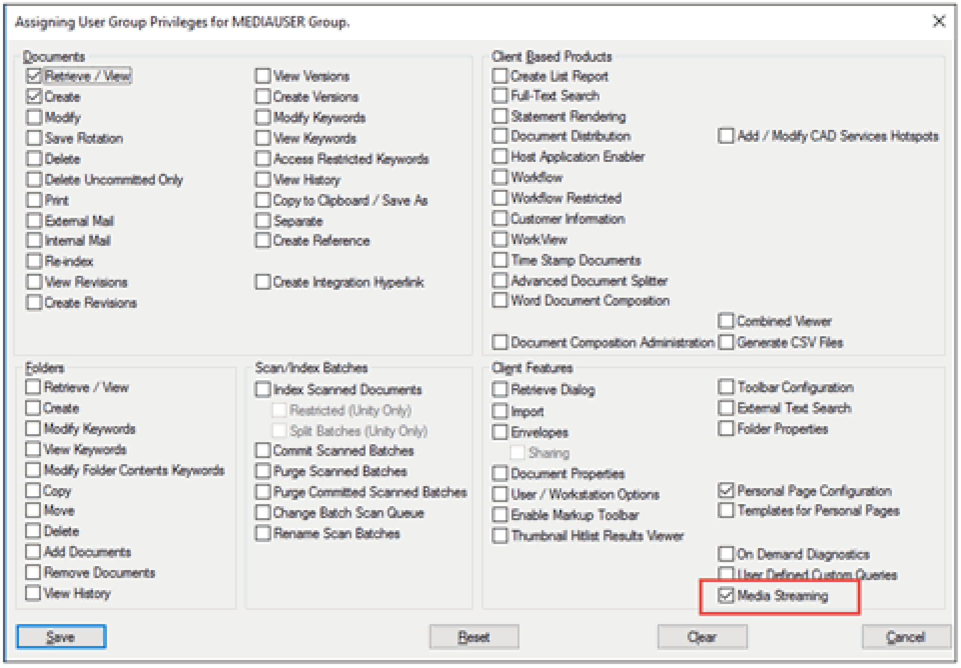
When you login to the Minutes module, you can login using either the Standard Authentication or the Hyland Identity Provider (IdP) server.

You can specify the option you want to use in the `<ServiceLocations>` section in the ObMinutes.exe.config file, located in the following directory: **C:\Program Files (x86)\Hyland\OnBase Minutes\.**

See the **Identity and Access Management Services** module reference guide for more information.

Media Streaming

In order to run a meeting with Media, the Minutes user must belong to a User Group in the OnBase Configuration module that has the Media Streaming privilege assigned to it. This privilege is found in the **Privileges** option of the User Group to which the user has been assigned.



See the **Agenda Media** module reference guide for more information on setting this option.

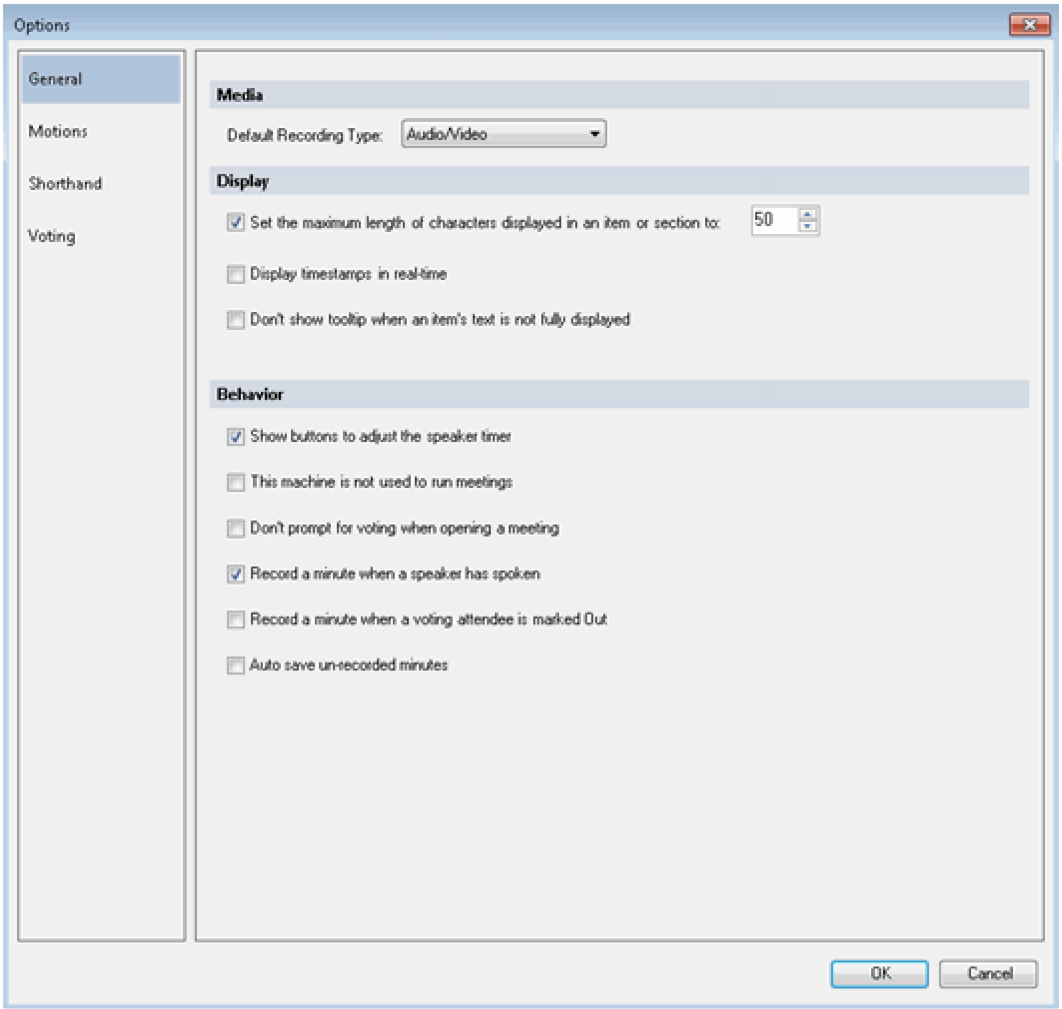
General Tab

To configure the General tab:

1. From either the **Minutes Meeting Selection** window, or the **Meeting** window, select the **Tools** menu and then select **Options**.

Note: Press the **Alt** key to view the menu shortcuts. Shortcuts are underlined in the menu bar and drop-down menu. For example the T in the Tools menu is underlined. While pressing the **Alt** key, press the letter T on your keyboard and the Tools menu displays. Then press the O in Options to display the Options dialog box.

The **Options** dialog box displays.



2. Configure the following options on the **General** tab:

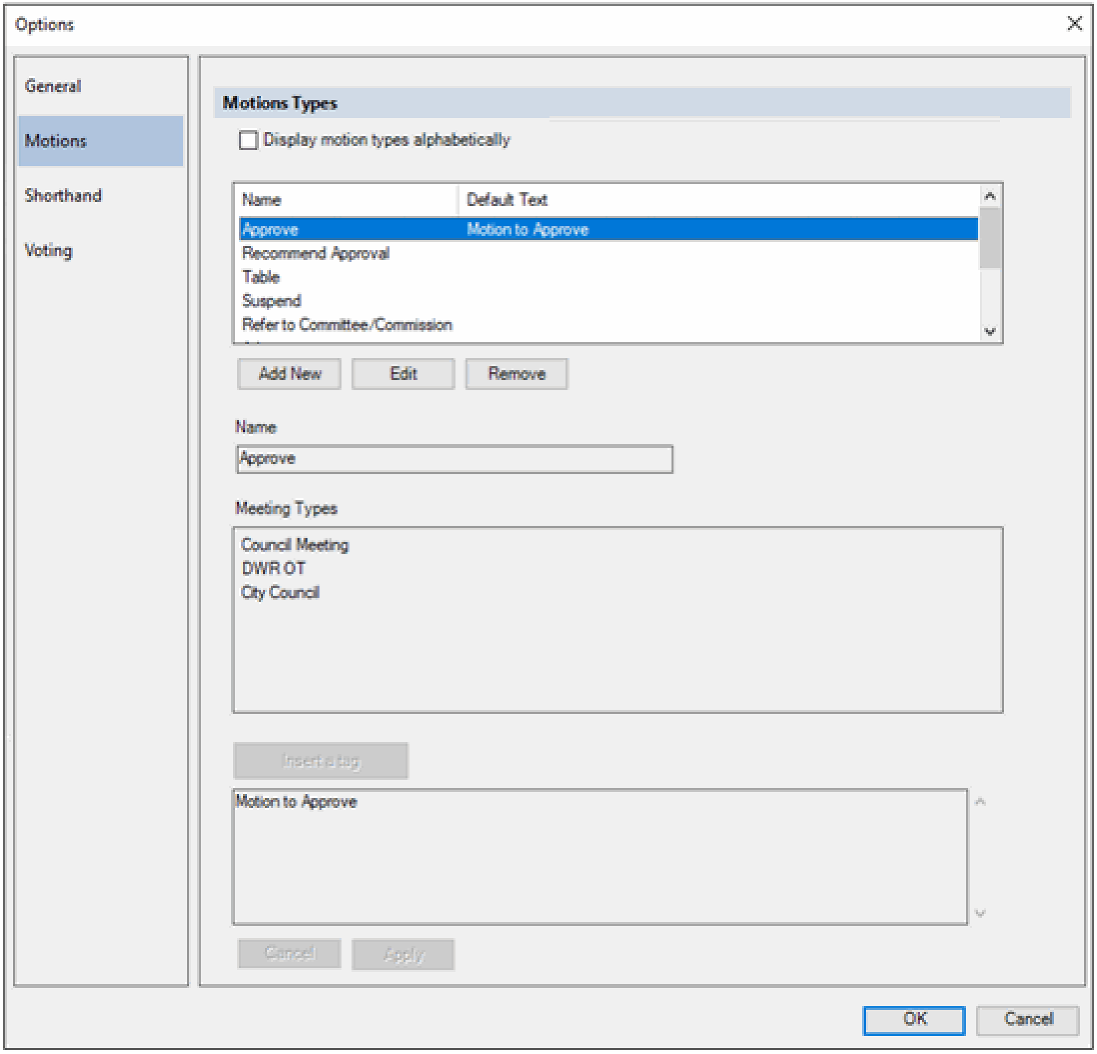
Options	Description
Default Recording Type	Select a default recording type from the drop-down list. When you open a meeting, the option selected here is automatically selected by default when you are prompted to select a media option. If you change the default media type for a meeting that already has a media option selected, the media option for the existing meeting does not change. **Note:** This option is not available if Media Publishers are not configured for your instance of Minutes.
Set the maximum length of characters displayed in an item or section	Select the total number of characters that display in the meeting tree. The minimum is 50 and the maximum is 255.
Display timestamps in real-time	Select this option to show or hide timestamps. Timestamps display as HH:MM:SS AM/PM and mark when the item or section was activated.
Don’t show tooltip when an item’s text is not fully displayed	Select this option to hide tooltips when only a portion of the text displays in the meeting tree.
Show buttons to adjust the speaker timer	Select this option to remove the speaker timer adjustment options from the Speaker Timer screen
This machine is not used to run meetings	Select this option to indicate that the machine currently running minutes can not be used to run meetings. This removed the **Run Meeting** option from the Meeting screen.
Don’t prompt for voting when opening a meeting	Select this option to remove the **Use Voting** prompt when starting a meeting.
Record a minute when a speaker has spoken.	Select this option to automatically record a minute when a speaker has been selected to speak. Both the speaker name and speaker notes are recorded in the minute entry.
Record a minute when a voting attendee is marked Out	Select this option to automatically record a minute when an attendee is marked as "out" in the voting grid.

Options	Description
Auto save un-recorded minutes	Select this option to have any unrecorded minutes automatically saved.

3. Click **OK** to close the **Options** screen.

Motions Tab

The **Motions** tab provides the ability to view, edit and add motion types so they can be used in meetings in Minutes and Agenda.



The first option available on the Motions tab is the ability to list the motion types in alphabetical order in the meeting screen. Select the **Display motion types alphabetically** check box to enable this option.

Other options include:

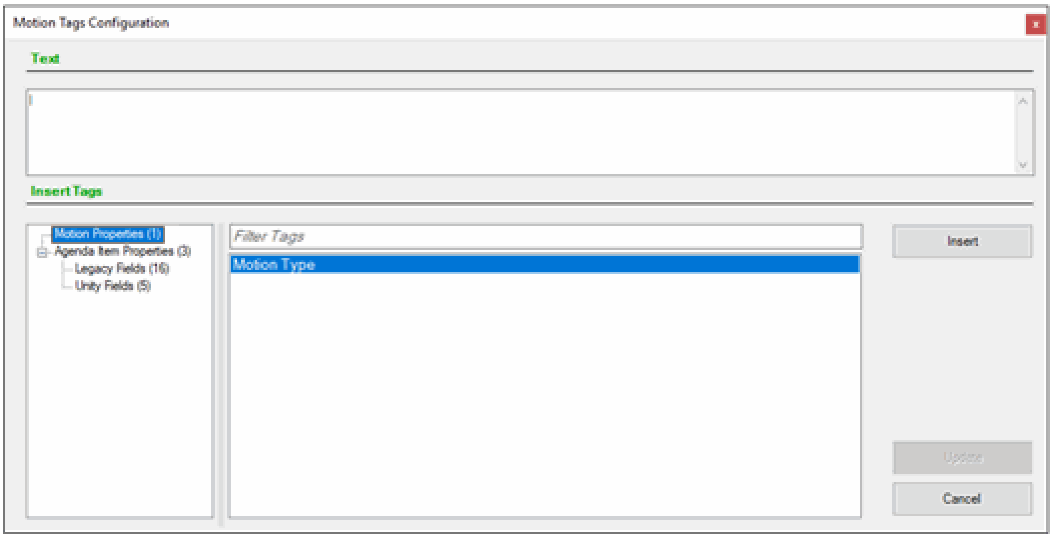
- Add new motion types
- Edit motion types
- Remove motion types

Add New Motion Types

To add new motion types:

1. Click **Add New**. The fields on the **Motions** tab are activated.
2. Type a name for the new motion in the **Name** field.
3. Select the check boxes next to the meeting types for which this motion will be made available in the **Meeting Types** section.

4. Do one (or all) of the following to add a motion tag:
   - In the text box, type the text you want displayed as the default text for the motion.
   - Click the **Insert a tag** button to select a tag to use as the default text for the motion. You can choose from a pre-configured list of motion tags and agenda field tags that were added in Agenda.

     Do the following to insert a tag:
     - Select a variable from the left pane to view the available tags. The number in ( ) indicates the number of tags available for the variable.
     - Double-click the tag you want from the right pane to add it to the **Text** box.
     - Click **Update** to close the Motion Tags Configuration window.
   - Type text into the text box, and then insert a tag to use both text and tags together.
5. Click **Apply**. The new motion is highlighted in green in the motion types list indicating that this is a new motion. The highlighting is removed once the motion is saved.
6. Click **OK** to close the **Options** dialog box and add the new motion type to the **Motions** list in the meeting screen.

Edit Motion Types

This allows you to select a motion type and then make any necessary changes.

To edit a motion type:

1. Select the motion you want to edit from the list.
2. Click **Edit**. The fields on the **Motions** tab are activated.
3. Make any necessary changes, and then click **Apply**.
4. Click **OK** upon completion to close the **Options** dialog box.

Remove Motion Types

You can remove a motion type from the list if it is no longer needed.

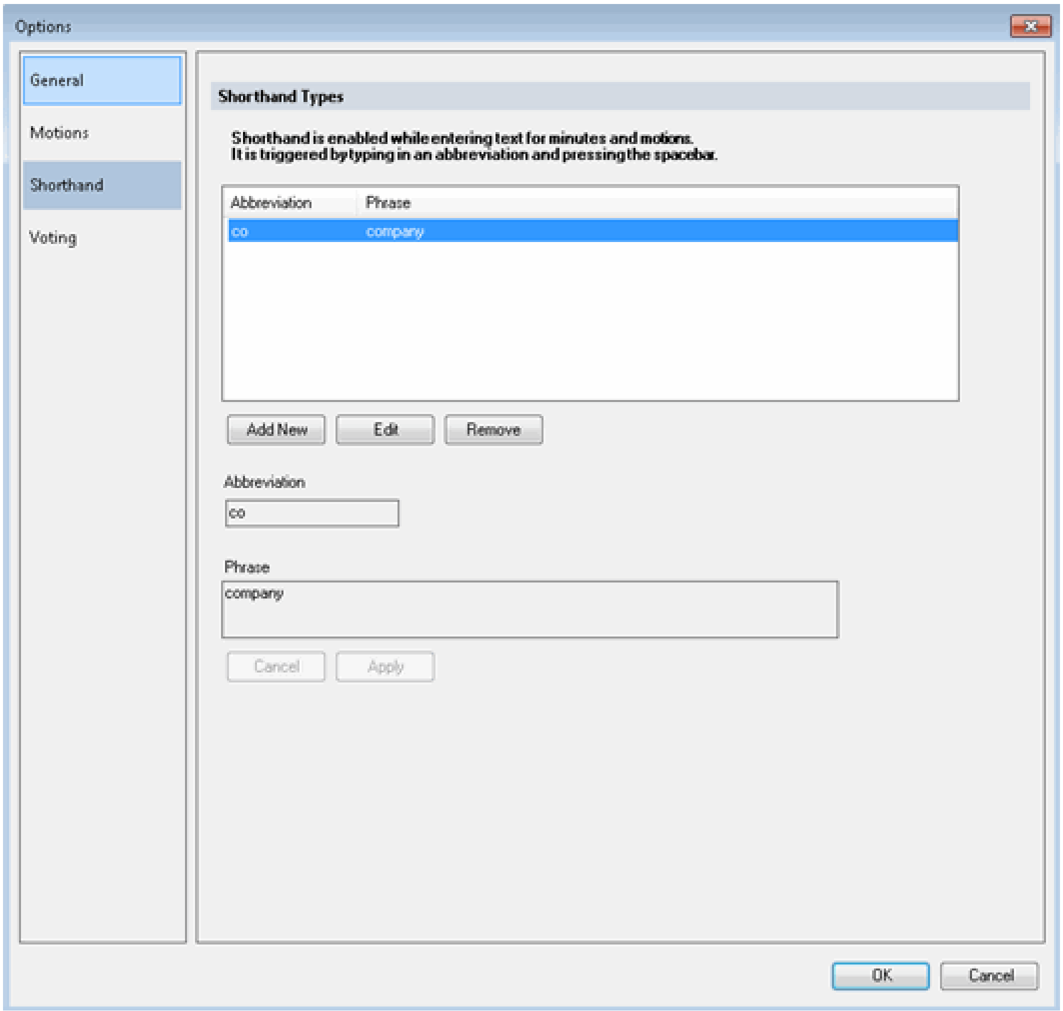
To remove a motion type:

1. Select the motion type you want to remove from the motion type list.
2. Click **Remove**. The motion type is highlighted in gray indicating that this motion type is marked for removal. The highlighting is removed once the motion is saved.
3. Click **OK** to close the **Options** dialog box and remove the motion type from the **Motions** list in the meeting screen.

Note: If you no longer want to remove the motion, click **Cancel** instead of **OK**.

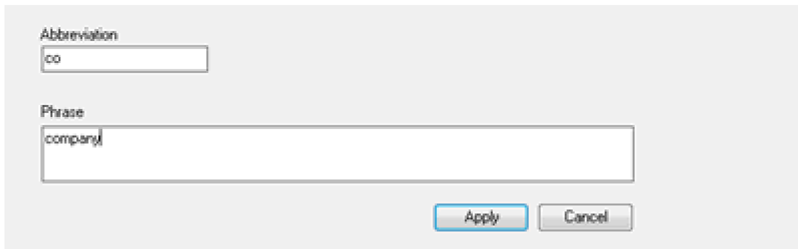
Shorthand Tab

The **Shorthand** tab provides the ability to create abbreviations for common words and phrases used throughout a meeting. You can use shorthand when typing Minutes, Notes, Actions, or Motions on the Meeting screen.



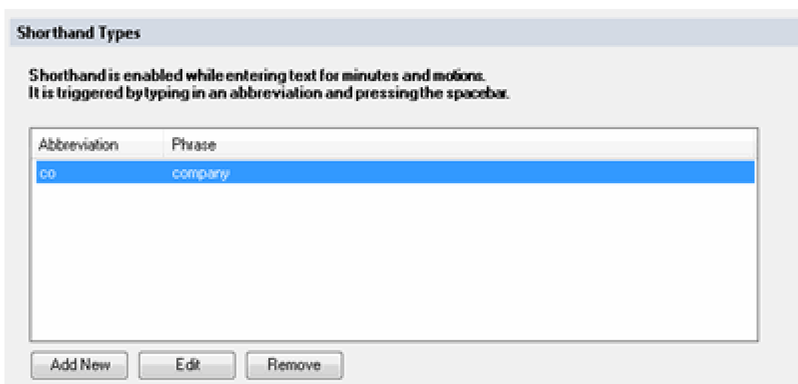
To configure the shorthand tab:

1. Click **Add New**. The **Abbreviation** and **Phrase** fields are activated.
2. In the **Abbreviation** field, type a shortened version of a common word or phrase. For example, if you frequently type the word “company” during a meeting, you may want to type "co" in the Abbreviation field, and then the full word in the **Phrase** text box.



Note: If you add an abbreviation that already exists in the system, a message is displayed indicating that the shorthand value already exists.

3. Click **Apply**. The shorthand option you created displays in the dialog box.

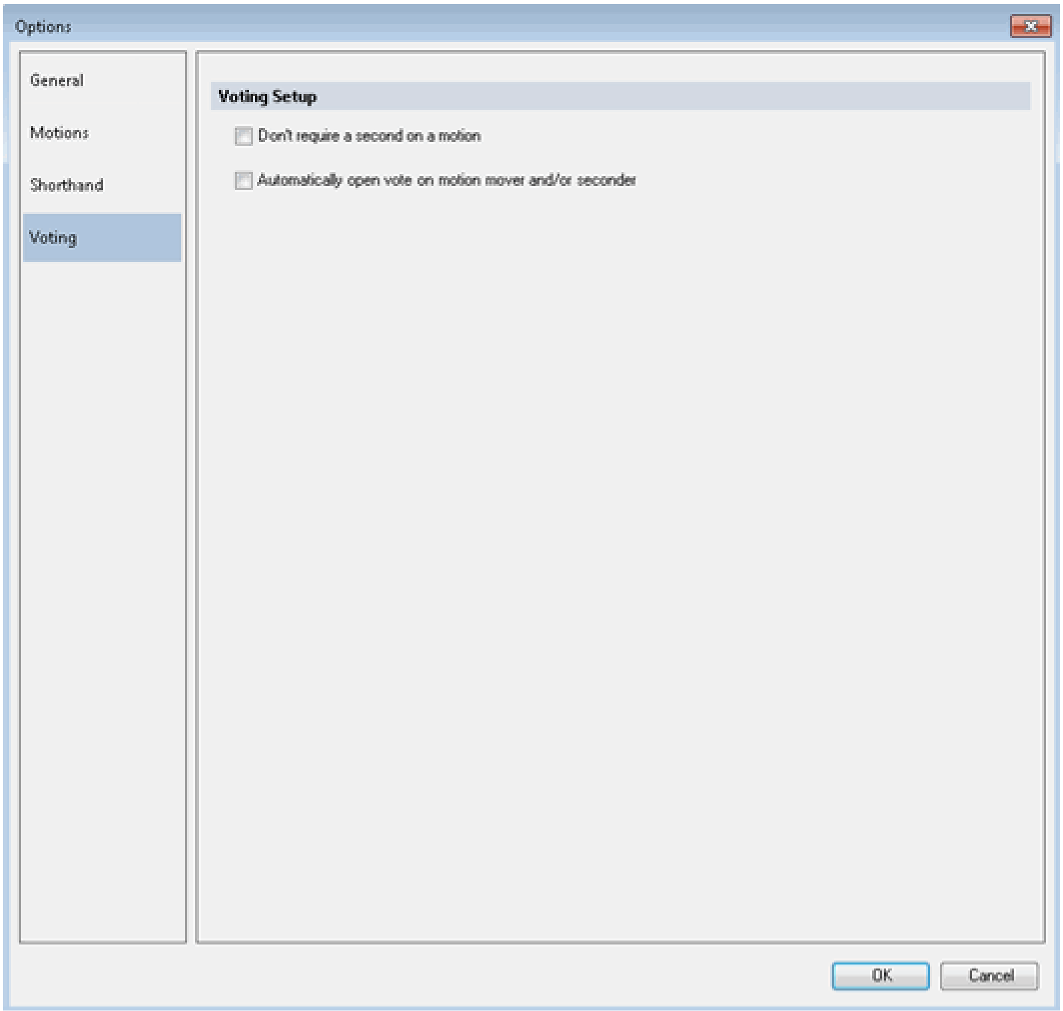


   You can edit or remove the shorthand entry by selecting either the **Edit** or **Remove** buttons.

4. Click **OK** to close the **Options** screen.

Voting Tab

The **Voting** tab provides the ability to determine which voting options to use when Agenda Voting is being used with Minutes.



The following options are available in the Voting tab:

Option	Description
Don't require a second on a motion	Select this option to not require a seconder on a motion. This removes the **Seconder Required** option from the **Motion** section in the Minutes window.
Automatically open vote on motion mover and/or seconder	Select this option to automatically open the vote to the members when a mover or seconder has been established.

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Usage

Minutes can be used during all phases of a meeting.

Before a meeting, you can:

- Select and open meetings
- Pre-annotate meetings in pre-meeting mode
- Start and Stop encoders

During a meeting you can:

- Start the meeting and activate items
- Take roll call
- Record a motion
- Add/Edit motions
- Record votes
- Record minutes, notes and actions
- Add public speakers
- Add items and sections
- Copy motions to other items
- Vote on individual or multiple items simultaneously
- Record audio, video and audio/video
- Publish audio only and audio/video files to OnBase Agenda Online
- Stream live meetings on Agenda Online through Hyland Cloud Media Services or YouTube.
- Present motions and votes to members who have Voting installed
- Present meeting progression and motion results to an overhead display

After a meeting you can:

- Edit the meeting
- Upload the media or audio/video for publishing using Agenda Online
- Update event points in the media recording

Definitions

The following terms are associated with the Minutes module, and will be used throughout the documentation:

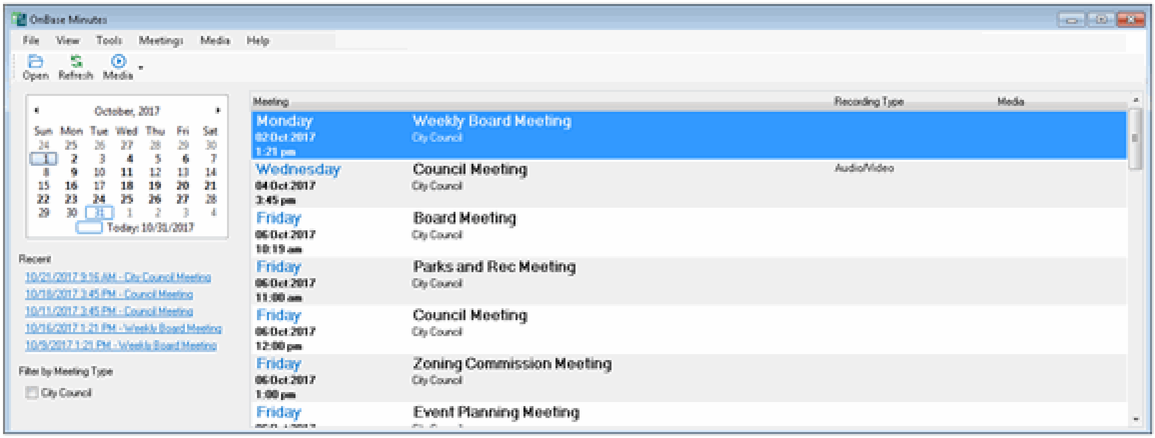
Term	Definition
Abstain	Used to indicate a member who has declined to vote on an item.
Action	Used to indicate action items that were agreed upon during a meeting.
Agenda	A list of items discussed at a meeting.
Agenda Document	A document generated from a meeting instance that typically shows the outline of the meeting, and the agenda items in the outline. It does not include any of the supporting documents for the agenda items.
Attendee	A member that is part of a meeting. Each attendee is assigned a role, which determines how active of a role they play in a meeting.
In Meeting	Used to define the mode for a meeting that is in progress.
Item	Used to classify individual agenda items.
Minute	Used to create a written record of a meeting section or item.
Motion	An action that you want to put to a vote.
Motion Controls	The area of the application where votes are indicated. You can also view the status of a member (In or Out) and whether they are the mover or seconder of an item.
Note	Used to create a noteworthy item that took place during a meeting.
Post-Meeting	Used to define the mode for a meeting that has been run.
Pre-Meeting	Used to define the mode for a meeting that has not yet been started.
Recuse	Used to indicate a member who has excused themselves from a vote due to a possible conflict of interest or lack of impartiality.
Role	The position in a meeting body held by a member.
Section	A main agenda topic added to the agenda tree.
Set Current	Used to activate agenda items so they can be used to record motions, votes, minutes, actions and notes.

Term	Definition
Return to Current	If you navigate away from an item that has been set as current, this option allows you to return to the last item that was set as current.
Roll Call	Used to take attendance on individual meeting items.
Speaker	A public speaker added to a meeting who can speak on sections or items of the agenda.
Upload	Used to upload media to the server where it can be opened in OnBase Agenda Online.

Logging On

To log on to Minutes:

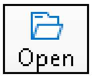
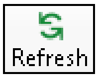
5. Double-click the Minutes icon.
6. Type your user name and password in the appropriate fields and then click **Login**. The **Meeting Selection** screen is displayed.



Note: If motion result types, vote types and attendance status types are not configured, a message displays indicating that you must configure these items in Agenda before votes can be taken. See the **OnBase Agenda** module reference guide for more information.

Tool Bar Icons

The Meeting Selection screen contains icons in the tool bar that allow you to perform several functions with the meetings displayed in the list. The following table provides a description of each icon.

Icon	Description
Open 	Select this icon to open a meeting from the meeting selection list. You must first select the meeting you want to open from the meeting list, and then click the **Open** icon.
Refresh 	Select this icon to refresh the meetings listed in the meeting selection list.

Icon	Description
Media 	This icon has several options that allow you to work with any media files connected with the meeting: • **Upload**. Click to upload the media file to the server. **Uploading** displays in the Media Status column. Once the meeting is fully uploaded, **Uploaded** is displayed. • **Archive**. Click to import a media file to your local OnBase system. • **Upload and Archive**. Click to upload the file to the server, and to archive the media file locally. • **Cancel Upload**. Click to cancel an upload in progress. • **Publish**. Click to publish the media file to be viewed in Agenda Online. **Publishing** is displayed in the meeting list. On the Media drop-down menu, **Publish** becomes disabled and **Unpublished** is enabled. Once the meeting is fully published, **Published** is displayed. • **Unpublish**. Click to remove the media file from Agenda Online. **Note:** This icon is displayed only if you have Media Publishers configured for your instance of Minutes. The same applies to the Media menu option. See the **Agenda Media** module reference guide for more information.

Meeting Selection Area

The meeting selection area lists all the meetings that have been created in Agenda for the selected month. The columns in this area display the following:

- **Meeting**. The date and time of the meeting, as well as the name of the meeting.
- **Recording Type**. Indicates if a recording type has been selected for the meeting. Values include, Audio/Video, Audio Only, or None.
- **Media**. Indicates the status for the media, if media exists for the meeting. Statuses can include **Outgoing**, **Recording**, **Uploading**, **Uploaded**, **Publishing**, **Published**, **Trimming**, **Archiving** and **Archived**. You may see more than one status display in this column.

Note: The Recording Type and Media columns are displayed only if you have Media Publishers configured for your instance of Minutes. See the **Agenda Media** module reference guide for more information.

Select Meetings to Open

There are several options available to select meetings from the **Minutes** main screen. These options include:

- Using the Calendar to Select Meetings on page 32
- Selecting a Meeting from the Meeting List on page 33
- Using the Filter Options to Select Meetings on page 34

Note: You are only able to view/edit those meetings to which you have been provided access. Access is determined when setting up user groups in Agenda. See your system administrator if you do not have access to the meetings you need.

You can also view the Details for each meeting (see Viewing Meeting Details on page 34 for more information), which can provide information that is used for troubleshooting purposes.

Using the Calendar to Select Meetings

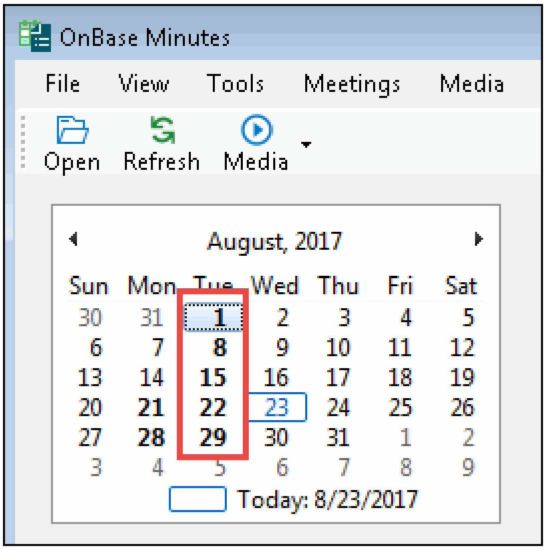
The calendar can be used to select a specific date to view meetings that are scheduled to take place.

Note the following:

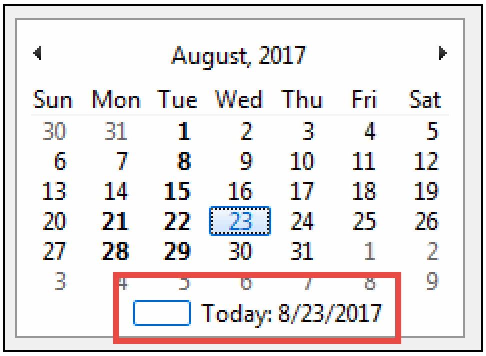
- Dates that have meetings scheduled display in bold font.
- Today's date has a box drawn around it.
- Arrows on the top of the calendar allow you to move forward or backward between months.

Do one of the following to select meetings using the calendar:

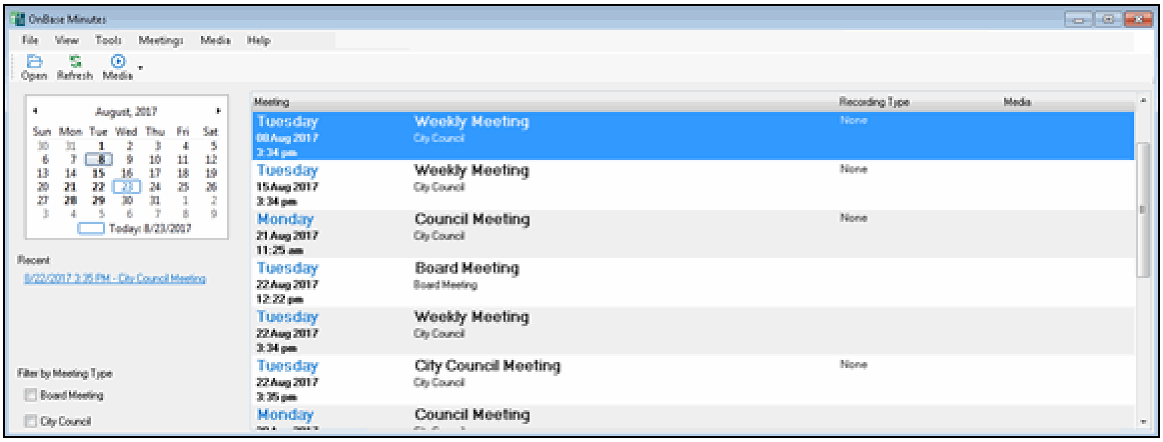
- Select a bolded date from the calendar.



- Select Today's date at the bottom of the calendar to select meetings on or near today's date.



Any meetings scheduled for the date you selected are listed in the meeting list. If more than one meeting is scheduled for the selected date, only the first meeting is highlighted.



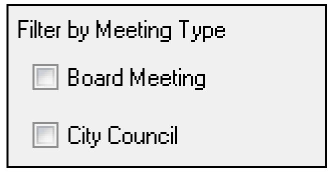
Selecting a Meeting from the Meeting List

When Minutes is opened, a list of meetings that have been configured in Agenda is displayed. Use the scroll bar to scroll up or down the meeting list to locate the meeting you want, and then click once with your mouse to select the meeting.

Note: Only meetings configured for the current month are displayed in the meeting list. If no meetings display, then no meetings exist, or you do not have rights to see the meeting for the dates selected. You would need to select a different date on the calendar.

Using the Filter Options to Select Meetings

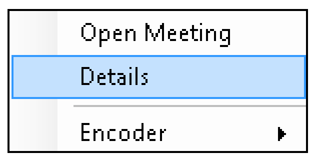
A list of meeting types that have been configured in Agenda is displayed in the **Filter by Meeting Type** section on the Main Meeting screen.



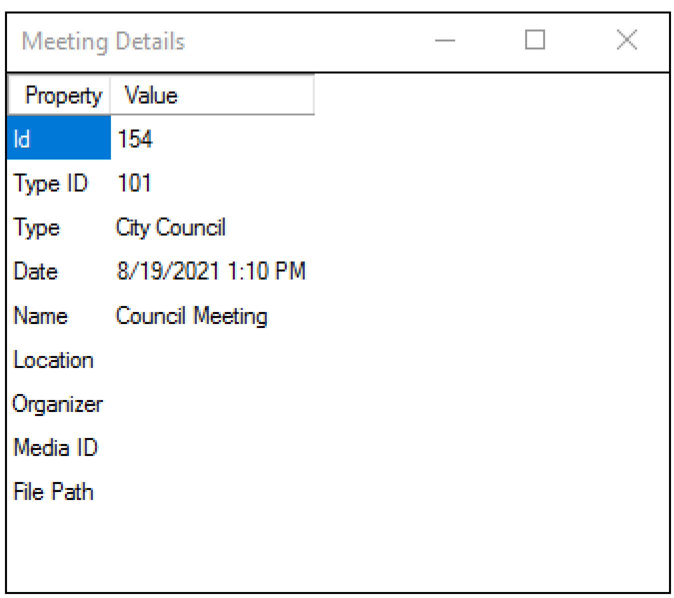
Select a meeting type to narrow the search for meeting, and then select the meeting you want from the meeting list.

Viewing Meeting Details

Meeting details provide information about the meeting that can be used for troubleshooting purposes. To view meeting details, right-click on the meeting for which you want to view the details and then select **Details**.



Details are displayed in the Meeting Details message box. Click **Close** to close the box.



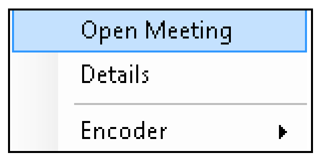
Open Meetings

Once you have selected the meeting you want to view, you can open the meeting in Minutes.

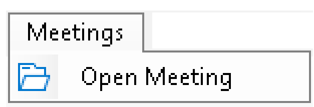
Do one of the following to open a meeting:

- Double-click the meeting you want to open.
- Click the **Open** icon from the tool bar.

- Right-click the meeting you want to open, and then select **Open Meeting** from the menu.

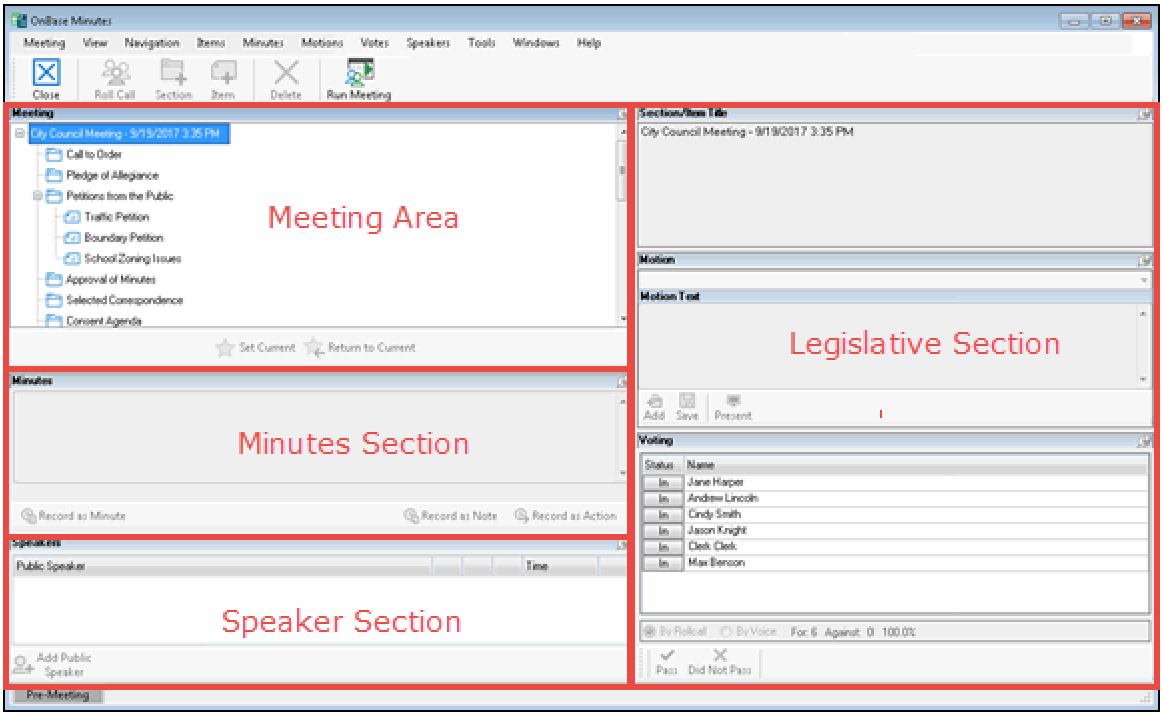


- Select the **Meetings** menu from the Menu bar and then select the **Open Meeting** option.



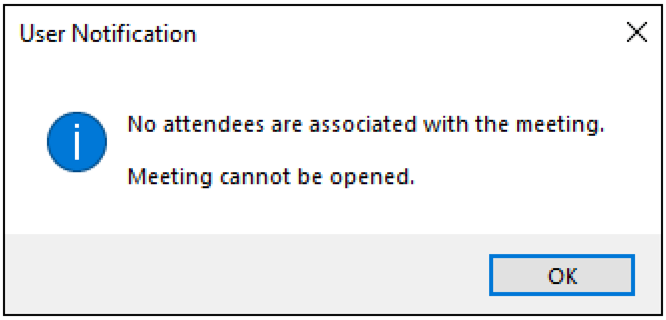
- If the meeting was opened recently, it is displayed in the **Recent** meeting list. Click the link for the meeting you want to open.

The meeting is displayed in Minutes.



Note: See Understanding the Meeting Screen on page 38 for more information.

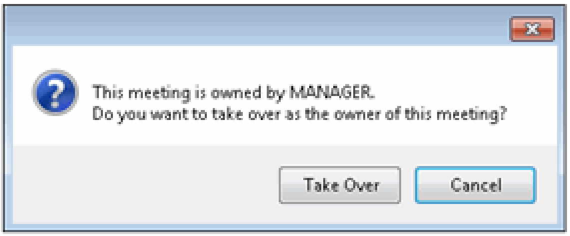
If you attempt to open a meeting that does not have attendees assigned to the meeting, the following message is displayed:



Click **OK** to close the message box. Before you can open the meeting, you must open OnBase Agenda to assign members to the meeting body. See the **OnBase Agenda** module reference guide for more information.

Opening an Instance of the Same Meeting

If your session was interrupted by a system crash or other similar event, and you are able to access the meeting on a different machine with a different user name, upon running the meeting, the following message is displayed:



Do one of the following:

- Choose **Take Over** to take over the meeting. Remember, this option should only be used if the instance of Minutes that had started this meeting is no longer running.
- Choose **Cancel** to close the message box. Access to the meeting is not provided.

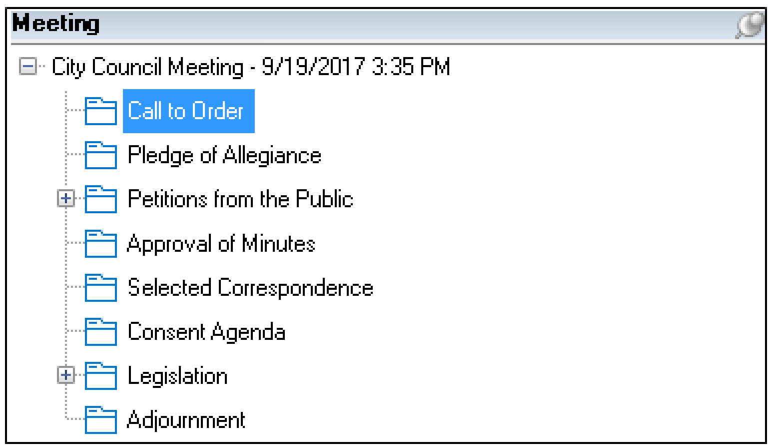
Understanding the Meeting Screen

There are four main sections to the Meeting screen:

- Meeting Area on page 38
- Minutes Section on page 43
- Speaker Section on page 44
- Legislative Section on page 44

Meeting Area

The **Meeting Area** lists the agenda sections and items entered in Agenda, as well as items entered during the course of a meeting. All motions, votes, minutes, actions and notes display in this area in a tree format.



Note: Timestamps can be configured to be displayed in the **Meeting Area**. See the General Tab on page 17 for configuration information.

In the **Meeting Area**, you can use right-click functionality to perform any of the following tasks:

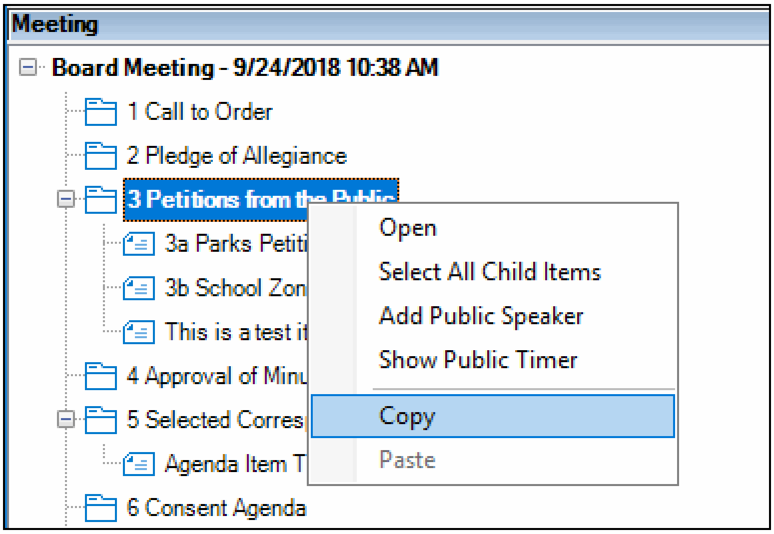
- Copy and Paste Sections and Items on page 38.
- Modify Sections on page 40
- Modify Items on page 41
- Selecting Child Items on page 42.

Copy and Paste Sections and Items

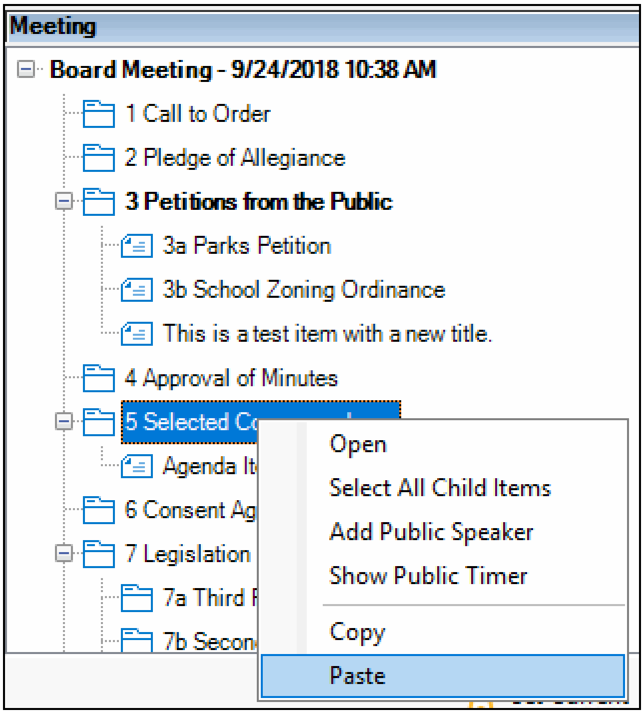
You can only copy and paste items when you have started a meeting, when a meeting is paused, or when a meeting is in Post-Meeting mode. See Run and Start Meetings on page 48 for more information on starting a meeting.

Do the following to copy and paste sections and items from one section to another:

1. Right-click the section or item you want to copy to another section/item, and then select **Copy**.



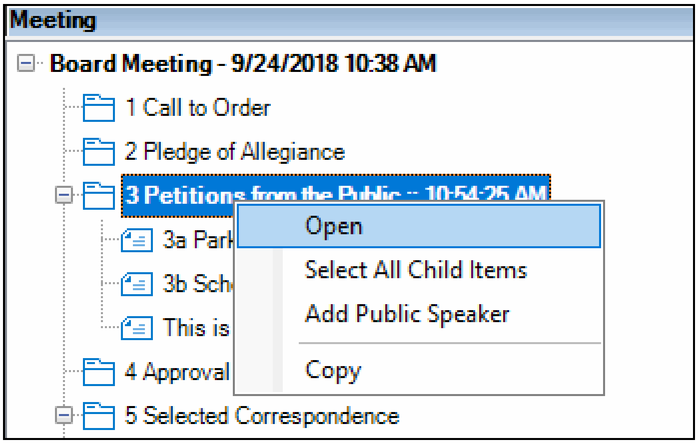
2. Select the section to which you want to paste, right-click, and then select **Paste**.



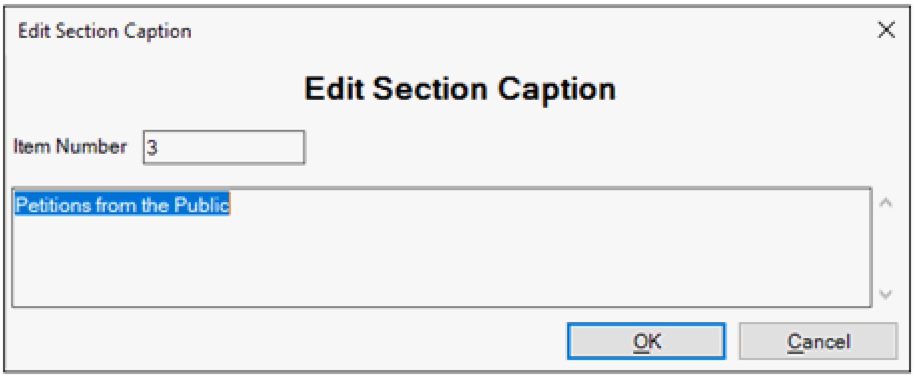
Modify Sections

To modify section names:

1. Right-click the name of the section you want to modify, and then select **Open**.



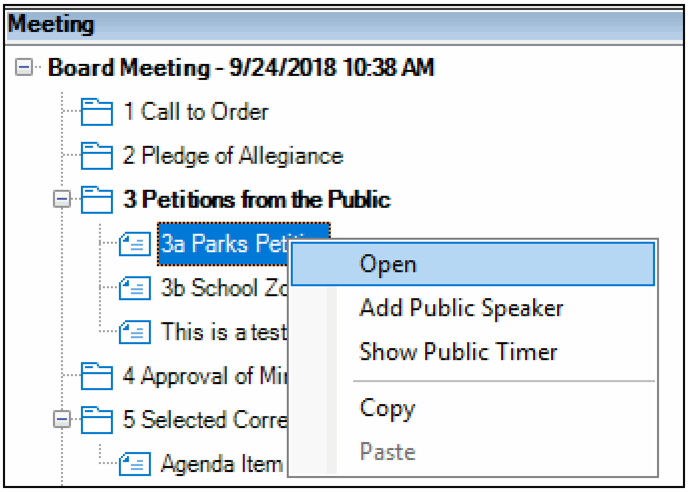
   The **Edit Section Caption** dialog box is displayed.



2. Modify the information as needed and then click **OK**. The modified name is displayed in the agenda tree.

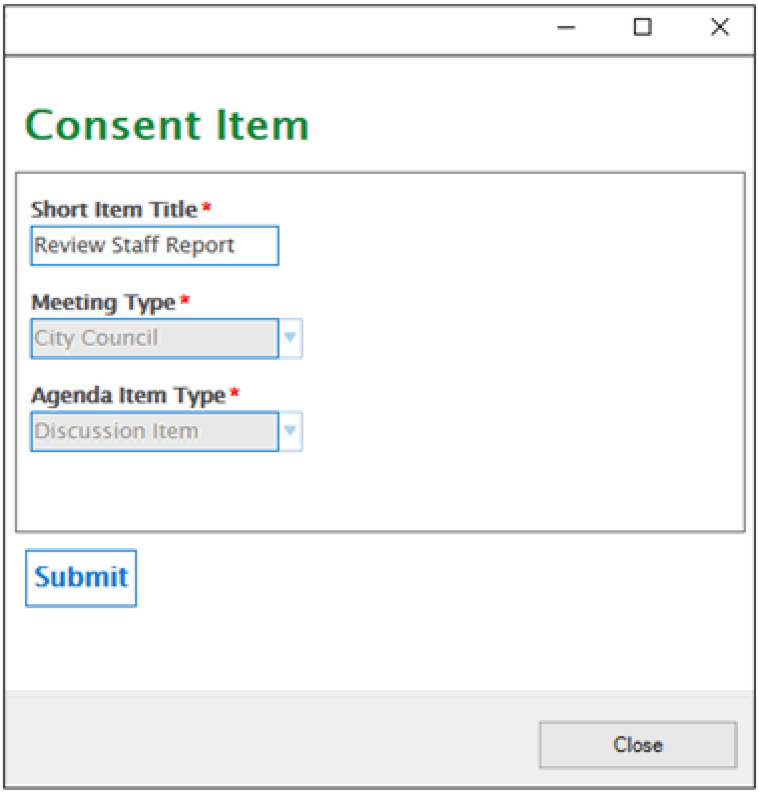
Modify Items

1. Right-click the name of the item you want to modify, and then select **Open**.



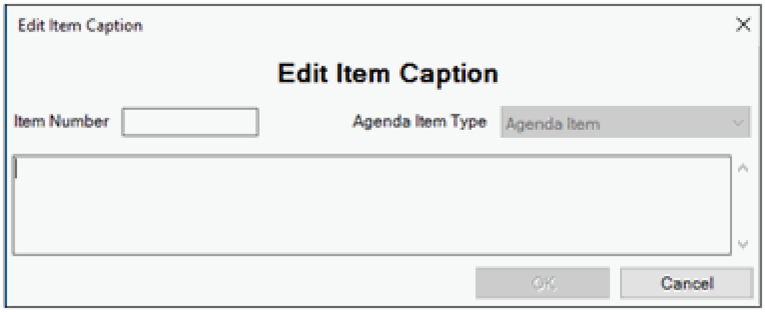
Depending on how the agenda item was created, you will see one of the following:

- Agenda item created with a Unity form.



Note: If the Unity form that was created for this agenda item is deleted, a message is displayed indicating that the form has been either deleted or purged.

- Agenda item created with a Legacy form.



Note: The Legacy form is being phased out and replaced with the Unity form. This dialog box is displayed only if you still have agenda items created from Legacy forms in your system.

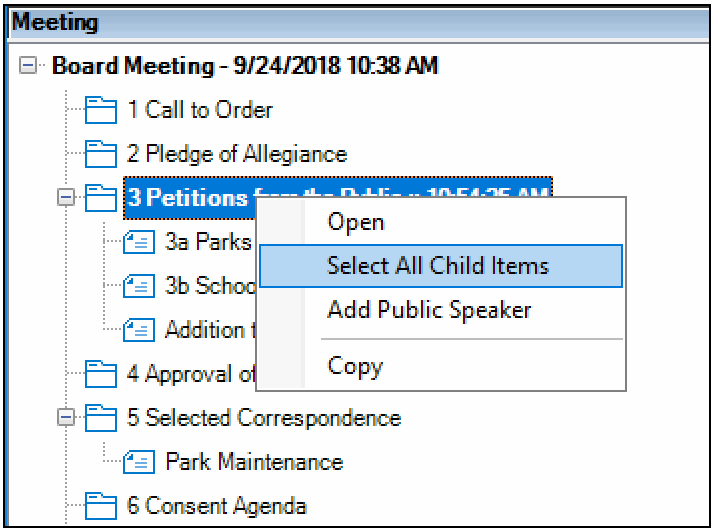
2. Modify the item as needed and then click **Submit** or **OK**. If you changed the title of the agenda item, the new title is displayed in the agenda tree.

Note: You cannot modify the information in fields that are grayed out.

Selecting Child Items

If you have a section that has items under it (child items), you can select all the items together. This allows you to either delete all of the child items or add a minute to the child items at the same time.

To select all child items under a section, right-click a section that has child items, and select **Select All Child Items** from the pop-up menu.



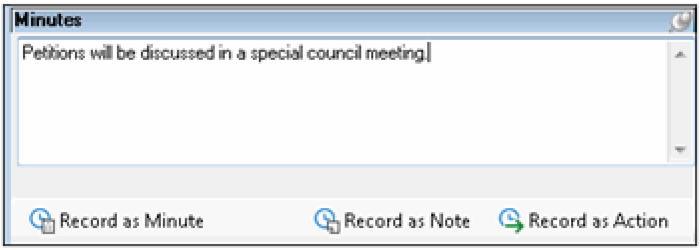
All items are selected. You can either delete them, add a minute to them, or make a motion and vote on all selected items.

Depending on which item you selected, the following occurs:

- If you selected the main meeting node, all agenda items in the tree are selected. By design, all items are descendants of the meeting node.
- If you selected a parent item, all agenda items that are descendants of the section are selected.
- If you selected an agenda that does not have any descendants, the **Select All Child Items** option does not display in the right-click menu.

Minutes Section

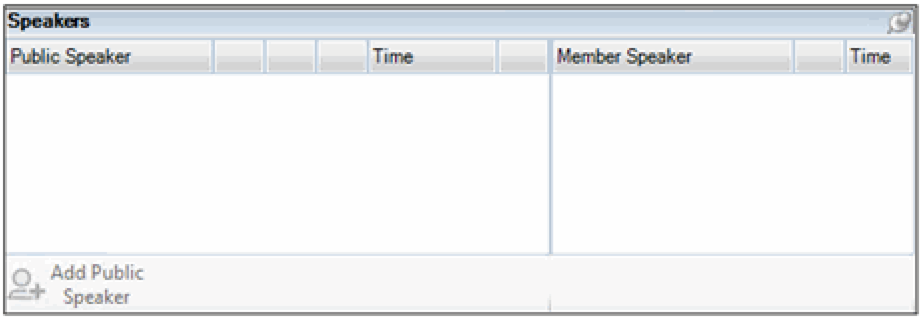
The **Minutes** section allows you to enter minutes, notes, and actions for sections and items.



Once you have entered text, you can select to record the information as either a Minute, Note, or Action. See Adding Minutes, Notes or Actions on page 95 for more information. If shorthand options have been configured for Minutes, you can use those options in this text box. See Shorthand Tab on page 23 for more information.

Speaker Section

The **Speaker** section provides the ability to add public and member speakers to sections and items either prior to a meeting or during a meeting. You can also indicate whether the speaker is for or against an item, edit the speaker information, and add notes on the speaker. When a speaker is speaking, the speaker timer can be displayed in Minutes and in the Voting Client and Voting Display if Voting is installed. See Speaker Management on page 99 for more information.



Legislative Section

The **Legislative** Section allows you to view section and item titles, record a motion, modify motion text, and vote on motions. You can also mark meeting attendees as In or Out, and view attendee votes that have been entered in the Voting Client. Each of these sections is explained in detail in the following sections of this manual:

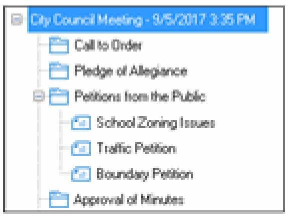
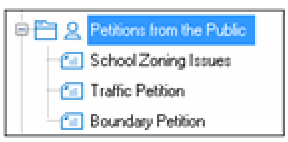
- **Voting Attendee List**. See Voting Member List on page 85.
- **Save Motions**. See Working with Motions on page 86.
- **Adding Motions**. See Adding Motions on page 89.
- **Vote on Motions**. See Record Votes on page 93.

Pre-Meeting Mode

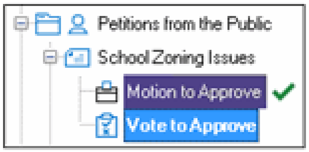
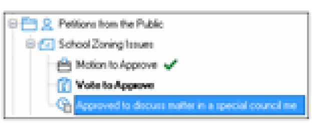
When you open a meeting that has not yet been started in Minutes, it opens in Pre-Meeting mode. To ensure that you are in pre-meeting mode, look for the words "Pre-Meeting" displayed in the lower left corner of the screen.

Common actions performed in pre-meeting mode include, marking attendees as absent if you know they will not be in attendance, and pre-entering minutes, motions, and votes on sections and items. Once you have made any necessary modifications in pre-meeting mode, you can start the meeting.

Depending on what you have selected in the main meeting area, different parts of Minutes are available to you. The following table lists the actions you can take when a meeting is in **pre-meeting mode**.

Meeting Area	Options Enabled
Meeting Root is Selected 	Options enabled on the tool bar and in the menus include: • Close • Run Meeting • Details • View Attendees No items in the Legislative or Minutes sections are enabled with the exception of the Voting grid. The actions that can be taken in the Voting grid are the ability to add members and to mark them as In or Out.
Section is Selected 	Options enabled on the tool bar and in the menus include: • Run Meeting • Roll Call • Close • Details • View Attendees • Save Motion • Add Public Speakers to Item • Go to Meeting/Minute/Motion/Votes Legislative options enabled: • Initially, everything is disabled with the exception of the Motion Type drop-down list and Motion Text. The Save icon is also enabled. Once a motion has been saved, the voting options are enabled. • The Voting Grid is enabled, which allows you to add members and mark them as In or Out. Minutes options enabled: • Minutes text box and **Record as Minute**, **Record as Note**, **Record as Action** buttons when text is entered in the Minutes text box are all enabled. Speaker options enabled: • The ability to add public speakers is enabled. The Edit, Notes, and Delete options are also enabled.

Meeting Area	Options Enabled
Item is selected 	Options enabled on the tool bar and in the menus include: • Run Meeting • Roll Call • Close • Details • View Attendees • Save Motion • Add Public Speakers to Item • Go to Meeting/Minute/Motion/Votes Legislative options enabled: • Initially, everything is disabled with the exception of the Motion Type drop-down list and Motion Text. The Save icon is also enabled. Once a motion has been saved, the voting options are enabled. • The Voting Grid is enabled, which allows you to add members and mark them as In or Out. Minutes options enabled: • Minutes text box and **Record as Minute**, **Record as Note**, **Record as Action** buttons when text is entered in the Minutes text box are all enabled. Speaker options enabled: • The ability to add public speakers is enabled. The Edit, Notes, and Delete options are also enabled.
Motion is selected 	Options enabled on the tool bar and in the menus include: • Run Meeting • Delete • Close • Details • Delete Meeting Objects • View Attendees • Save Motion • Pass • Fail • Go to Meeting/Motion/Motion Text/Votes Legislative options enabled: • All options are enabled. Motion text and votes are editable. Minutes options enabled: • All options are disabled. Speaker options enabled: • All options are disabled.

Meeting Area	Options Enabled
Vote is selected 	Options enabled on the tool bar and in the menus include: • Run Meeting • Delete • Close • Details • Delete Meeting Objects • View Attendees • Save Motion • Edit Pass • Edit Fail • Go to Meeting/Motion/Motion Text/Votes Legislative options enabled: • All options are enabled. Motion text and votes are editable. Minutes options enabled: • All options are disabled. Speaker options enabled: • All options are disabled.
Minute is selected 	Options enabled on the tool bar and in the menus include: • Run Meeting • Delete • Close • Details • Delete Meeting Objects • View Attendees • Edit Minute • Change to Note • Change to Action • Go to Meeting/Minute Legislative options enabled: • All options are disabled Minutes options enabled: • All options are enabled Speaker options enabled: • All options are disabled.

Run and Start Meetings

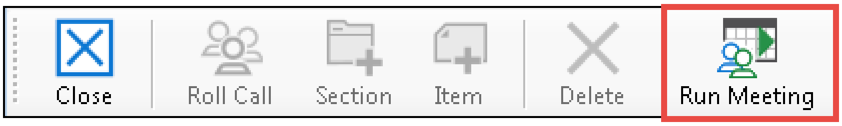
Before you can record any information in a meeting, you must first run and then start the meeting. Once you have started the meeting, you must set each section and item as current in order to take action on them.

Note: The **Run** option is not available if the machine you are using has been configured to not run meetings. See Most of the configuration options occur in the Minutes module, however, there are a few configurations needed outside of the Minutes module including: on page 15 for more information.

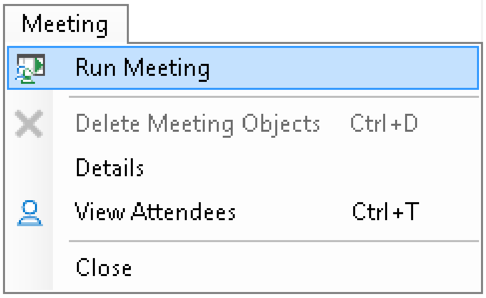
Running a Meeting

Do one of the following to run a meeting:

- From the Meeting toolbar, click **Run Meeting**.

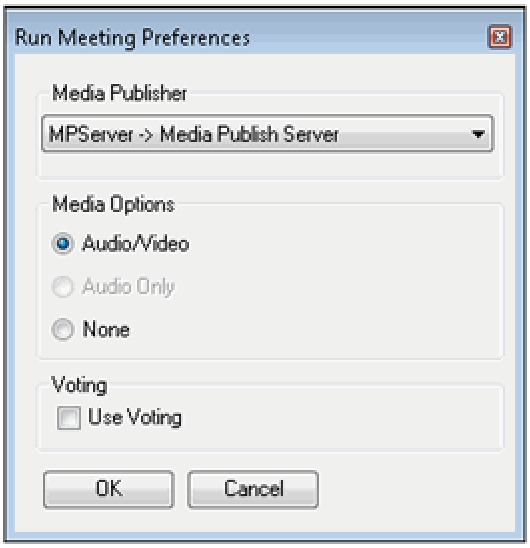


- From the Meeting menu, select **Run Meeting**.



Selecting Meeting Preferences

If you have a Media Publisher configured, or the Agenda Voting license, the **Run Meeting Preferences** dialog box is displayed.



Note: If you do not have a Media Publisher configured or an Agenda Voting license, this dialog box does not display, and you can continue to Starting a Meeting on page 51.

Do the following to select meeting preferences:

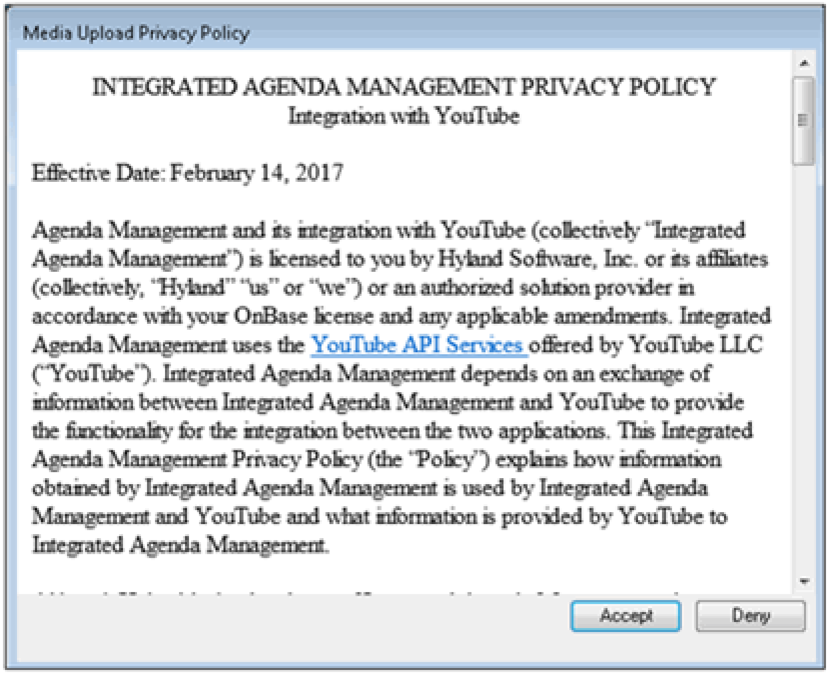
1. If you have more than one Media Publisher configured, select the one you want from the **Media Publisher** drop-down list.
2. Select a recording option from the **Media Options** section. The options include:
   - **Audio/Video**. Records the meeting with both audio and video enabled.
   - **Audio Only**. Records the meeting with only audio enabled. This option is disabled if you are integrating with YouTube, and YouTube Integration is licensed.
   - **None**. Audio and Video recording is disabled for this meeting.

   If you selected the Audio/Video media option when you opened the meeting, the Recording and Broadcasting starts and a status is displayed in the toolbar. See Record Video and Audio on page 118 for more information.

Note: If you have previously opened and run the meeting, and have selected a media publisher and media option, the **Media Publisher** and **Media Options** do not display.

3. Select the **Use Voting** option to allow the meeting contents to be displayed in the Voting Client and the Voting Display.
4. Click **OK**.

5. If you have set up an account to provide Integrate with YouTube (see Streaming Meeting Contents to YouTube on page 124 for more information), a message is displayed outlining the **Media Upload Privacy Policy**.



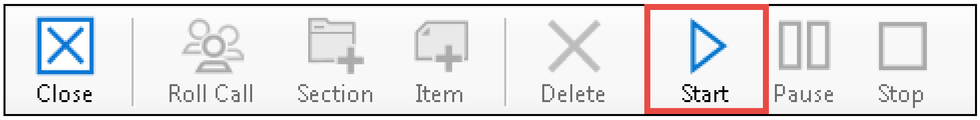
6. Scroll through the policy. Click **Accept** to continue.

Note: The privacy policy is displayed only the first time you run a meeting after setting up YouTube integration. Once you accept the policy, you will not see this message again.

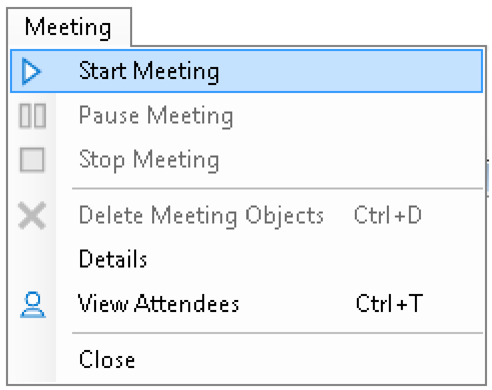
Starting a Meeting

To start a meeting, do one of the following:

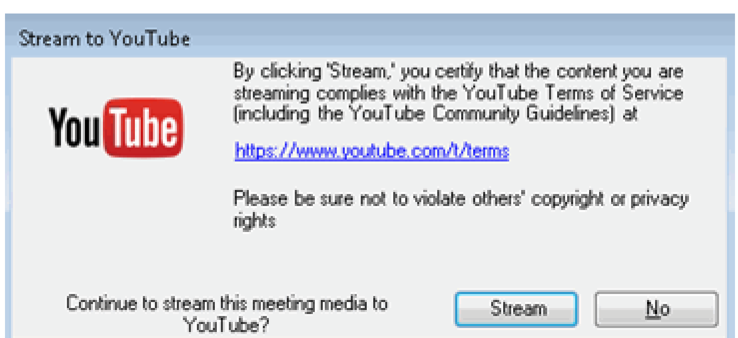
- From the Meeting toolbar, select **Start**.



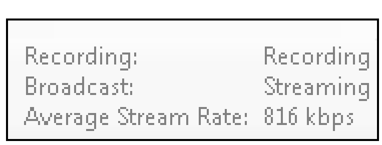
- From the Meeting menu, select **Start Meeting**.



If your system has been integrated with YouTube, and this is the first time opening a meeting after the integration, you will see a series of message boxes. See Streaming Meeting Contents to YouTube on page 124 for more information on these messages. One message that is displayed any time you open a meeting connected to a media publisher is the **Stream to YouTube** message. Click **Stream** if your system is configured to stream to YouTube.



The Recording and Broadcast status are displayed in the toolbar.



The bottom of the meeting screen displays information about the meeting:

- If the meeting is started without media, the following information is displayed:

- If the meeting is started with media, the following information is displayed, including the name of the media publisher used to run the meeting:

Note: If the meeting is connected to the Voting service, the **Connected** status is displayed with a green background.

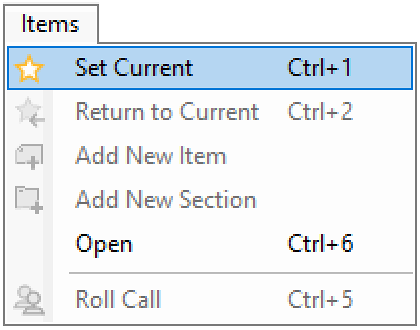
Setting Sections and Items as Current

When a section or item is set as current, you can record motions and votes for the item. You can also record minutes, notes and actions, and set speakers for the item.

To set sections and items as current:

1. Select the section or item you want to set as current, and then do one of the following:
    - Select **Set Current**.

    - From the **Items** menu, select **Set Current**.

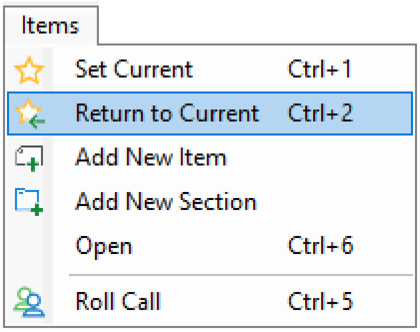


2. Once a section or item has been set as current, the section or item text turns **bold**, and any motions and/or motion text pre-entered for the item display in Minutes.

Note: You can set multiple items as current. Hold down the **Ctrl** key, and then select the items you want to activate. Click **Set Current**. The activated items are highlighted.

3. If you select a different meeting section or item, and you want to quickly return to the item that was last set as current, do one of the following:
    - Select **Return to Current**.

    - From the Items menu, select **Return to Current**.

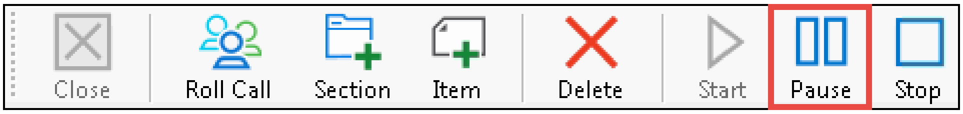


Note: When an item is set as current, an updated event point and timestamp for media is created. When **Return to Current** is selected, an updated event point or timestamp is not created.

Pause and Stop Meetings

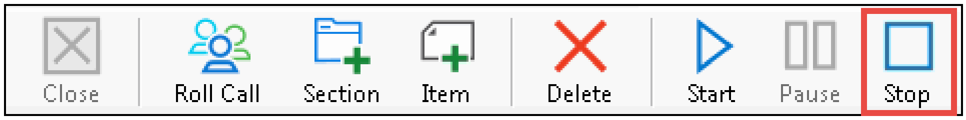
At anytime during the meeting, you can do the following to pause or stop the meeting, and then restart it:

- Click **Pause** to pause the meeting.

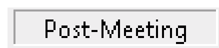


At the bottom of the screen, a message is displayed indicating that the meeting is paused.

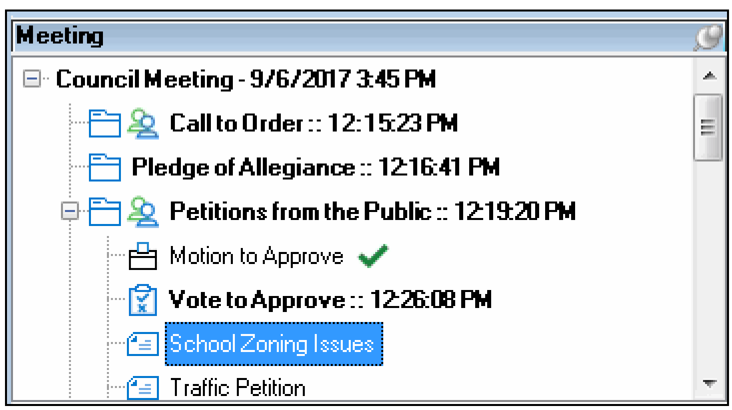
- Click **Stop** to stop the meeting.



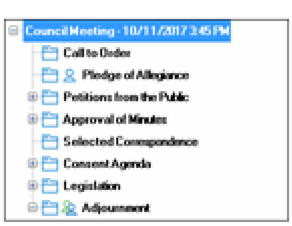
At the bottom of the screen, a message is displayed indicating that the meeting is now in post-meeting mode.

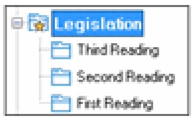


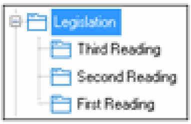
If timestamps were enabled in the Options dialog box, timestamps for each item are displayed (see Most of the configuration options occur in the Minutes module, however, there are a few configurations needed outside of the Minutes module including: on page 15 for more information)



Depending on what you have selected in the main meeting area, different parts of Minutes are available to you. The following table lists the actions you can take when a meeting has been **started** and is in **In Meeting mode**.

Meeting Area	Options Enabled
Meeting Root Selected 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Add Section • View Attendees • Details No items in the Legislative or Minutes sections are enabled.

Meeting Area	Options Enabled
Set Current selected for a section 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Roll Call • Add Section • Add Item • Add Speaker • Go To Meeting/Minute/Motion/Votes • Record Minute/Motion • View Attendees • Return to Current • Save Motion • Add Speaker • Show Speaker Timer Legislative options enabled: • Motion drop-down list is enabled with the first item selected. • Motion Text Box • Save Motion Button • Voting Motion Controls Minutes options enabled: • All controls enabled. Speakers Section • All controls enabled.

Meeting Area	Options Enabled
Set Current not selected 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Roll Call • Add Section • Add Item • Add Speaker • Go To Meeting/Minute/Motion/Votes • Record Minute/Motion • View Attendees • Return to Current • Save Motion • Add Speaker • Show Speaker Timer Legislative options enabled: • Motion drop-down list is enabled with the first item selected. • Motion Text Box • Save Motion Button • Voting Motion Controls Minutes options enabled: • All controls enabled. Speakers Section • All controls enabled.

Meeting Area	Options Enabled
Item **set as current** is selected 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Roll Call • Add Section • Add Item • Details • Add Speaker • Show Speaker Timer • Go To Meeting/Minute/Motion/Votes • Return to Current • View Attendees Legislative options enabled: • Motion drop-down list is enabled with the first item selected. • Motion Text Box • Save Motion Button • Voting Motion Controls Minutes options enabled: • All controls are enabled Speakers Section • All controls enabled.

Meeting Area	Options Enabled
Item not set as current is selected 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Details • View Attendees • Set Current • Save Motion • Add Motion • Withdraw Motion • Add Public Speaker • Pass/Fail Vote • Show Speaker Timer Legislative options enabled: • Motion drop-down list is enabled with the first item selected • Motion Text Box • Save Motion Button • Add Motion Button • Withdraw Motion Button Minutes options enabled: • No controls enabled. Speakers Section • All controls enabled.
Motion under item set as current is selected 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Details • View Attendees • Roll Call • Go to Minutes/Motion/Motion Text/Votes • Set Current • Save Motion • Add Speaker • Show Speaker Timer Legislative options enabled: • All options are enabled Minutes options enabled: • All options are enabled Speakers Section • All controls enabled.

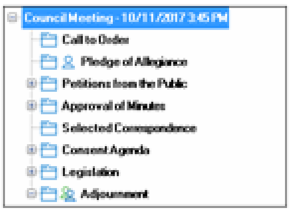
Meeting Area	Options Enabled
Motion under item not set as current 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Details • View Attendees • Go to Meeting/Motion/Motion Text/Votes • Return to Current • Save Motion • Withdraw Motion • Pass/Fail Votes Legislative options enabled: • All options are enabled Minutes options enabled: • All options are disabled Speakers Section • All controls disabled
Vote is selected 	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Details • View Attendees • Go to Meeting/Motion/Motion Text/Votes • Return to Current • Save Motion • Pass/Fail Votes • Present Vote Legislative options enabled: • All options are enabled Minutes options enabled: • All options are disabled Speakers Section • All controls disabled

Meeting Area	Options Enabled
Minute is selected  	Options enabled on the tool bar and in the menus include: • Pause • Stop • Delete • Details • View Attendees • Go to Meeting/Minutes • Return to Current • Edit Minute • Change to Note • Change to Action • Present Vote Legislative options enabled: • All options are disabled Minutes options enabled: • All options are enabled Speakers Section • All controls disabled

If you need to pause the meeting, the available options change. The following table lists the actions you can take when a meeting has been **paused** and is in **Meeting Paused** mode.

<table>
<tr><th>Minutes Area</th><th>Options Enabled</th></tr>
<tr><td>

Meeting Root Selected



</td><td>

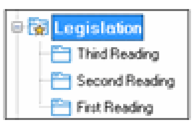
Options enabled on the tool bar and in the menus include:

- Start
- Stop
- Section
- Details
- View Attendees

No items in the Legislative, Minutes or Speakers sections are enabled.

</td></tr>
<tr><td>

Section is Selected



</td><td>

Options enabled on the tool bar and in the menus include:

- Start
- Stop
- Roll Call
- Section
- Item
- Speaker
- Go To Meeting/Minute/Votes/Motion
- Record Minute/Motion
- View Attendees
- Details
- Add Public Speakers
- Show Speaker Timer
- Pass/Fail Votes

Legislative options enabled:

- Motion drop-down list
- Motion Text Box
- Save Motion Button
- Voting Controls

Minutes options enabled:

- All controls disabled

Speaker options enabled:

- All options are enabled

</td></tr>
</table>

Minutes Area	Options Enabled
Item is selected 	Options enabled on the tool bar and in the menus include: • Start • Stop • Roll Call • Delete • Add Public Speaker • Show Speaker Timer • Go To Meeting/Minute/Motion/Votes • Record Minute • View Attendees • Details Legislative options enabled: • Motion drop-down list is enabled with the first item selected. • Motion Text Box • Save Motion Button • Voting Motion Controls Minutes options enabled: • All controls are disabled Speaker options enabled: • All options are enabled
Activated Motion is selected 	Options enabled on the tool bar and in the menus include: • Start • Stop • Delete • Go To Meeting/Motion/Motion Text/Votes • Record Minute • View Attendees • Details • Pass/Fail Votes Legislative options enabled: • Motion drop-down list is enabled with the first item selected. • Motion Text Box • Save Motion Button • Voting Motion Controls Minutes options enabled: • All controls are disabled Speaker options enabled: • All options are disabled

Minutes Area	**Options Enabled**
Inactive Motion is selected 	Options enabled on the tool bar and in the menus include: • Start • Stop • Delete • Go To Meeting/Motion/Motion Text/Votes • View Attendees • Details • Pass/Fail Votes • Save Motion • Withdraw Motion Legislative options enabled: • Motion drop-down list is enabled with the first item selected. • Motion Text Box • Save Motion Button • Voting Motion Controls Minutes options enabled: • All controls are disabled Speaker options enabled: • All options are disabled
Vote is selected 	Options enabled on the tool bar and in the menus include: • Start • Stop • Delete • Go To Meeting/Motion/Motion Text/Votes • View Attendees • Details • Pass/Fail Votes • Save Motion • Present Vote Legislative options enabled: • Motion drop-down list is enabled with the first item selected. • Motion Text Box • Save Motion Button • Voting Motion Controls Minutes options enabled: • All controls are disabled Speaker options enabled: • All options are disabled

Minutes Area	Options Enabled
Minute is selected  	Options enabled on the tool bar and in the menus include: • Start • Stop • Delete • Details • View Attendees • Edit Minute • Go to Meeting/Minute Legislative options enabled: • All options are disabled Minutes options enabled: • All options are enabled Speaker options enabled: • All options are disabled.

Add Sections and Items to a Meeting

Sections and Items can be added during the meeting as needed. Items may also be added to the meeting tree prior to the meeting in Agenda. See the **OnBase Agenda** module reference guide for more information.

A section can be added to either the top level of the agenda or under an existing section, whereas an item must be added to a section. Once a section or an item has been added to the meeting, you can set the item as current and vote on them immediately.

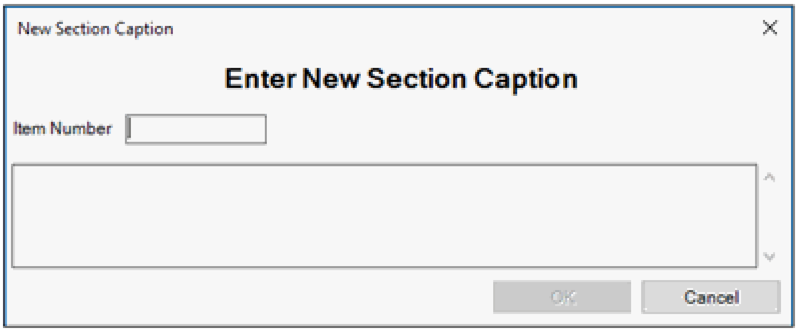
Adding Sections to a Meeting

To add a section to a meeting:

1. Select either the meeting name (to place the section on the first level of the agenda), or an existing section in the agenda (to place the section underneath an existing agenda section), and then click the **Section** icon.

Note: You can only add a section to another section that has been set to current, and only if the meeting is in In Meeting mode.

The **New Section Caption** dialog box is displayed.

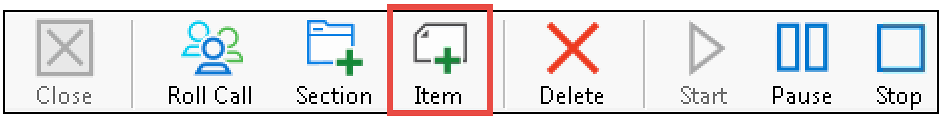


2. Type a number in the **Item Number** field. This is not required, but may help to organize your agenda and keep track of your sections. The character limit for this field is 30 characters.
3. Type the description for the section in the text box. This should be a short description such as "Approval of Minutes," or "Adjournment." The character limit for this field is 255 characters.
4. Click **OK**. Your section displays in the tree in the location you selected.

Note: If you need to modify the section title, right-click the title, select **Edit** from the right-click menu, and then modify the title as needed. Click **OK** to save the change.

Adding Items to a Meeting

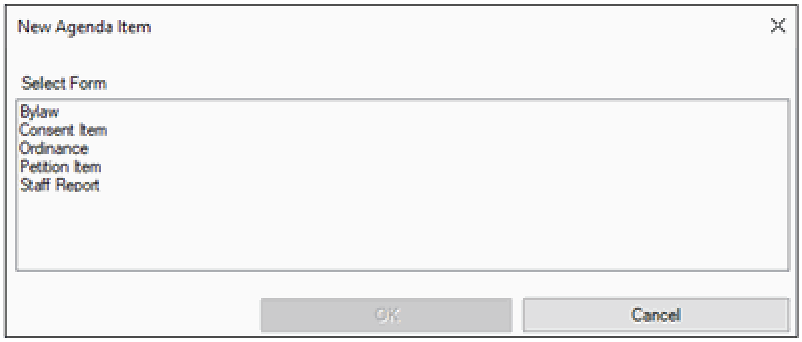
To add items to a meeting, select the section where you want to place the item, and then click the **Item** icon.



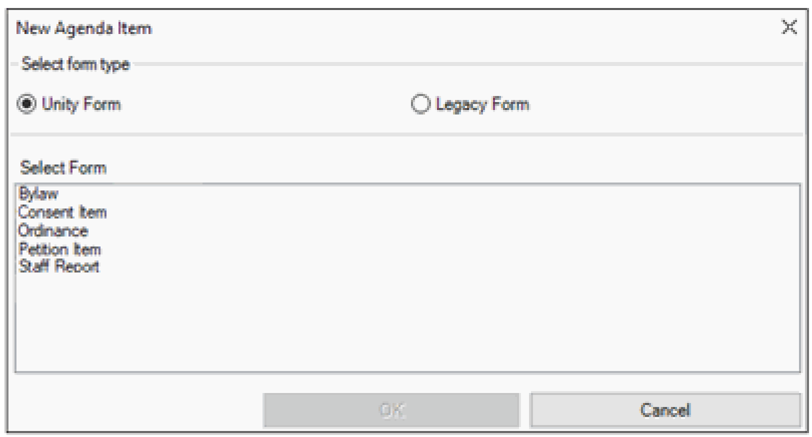
Note: You can only add an item to section that has been set to current, and only if the meeting is in In Meeting mode

Depending on if you have Unity form agenda items or Legacy form agenda items assigned to the meeting, the following is displayed:

- Unity forms only:



- Unity and Legacy forms:

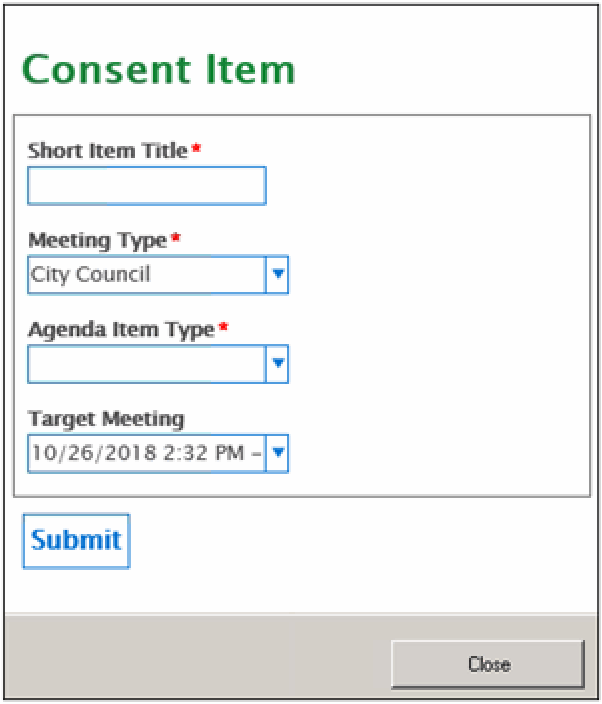


Note: The Legacy form is being phased out and replaced with the Unity form. This dialog box is displayed only if you still have agenda items created from Legacy forms in your system.

Unity Form Agenda Item

To create a Unity form agenda item:

1. Select the agenda item form you want to add.
2. Click **OK**. The agenda item Unity form is displayed.

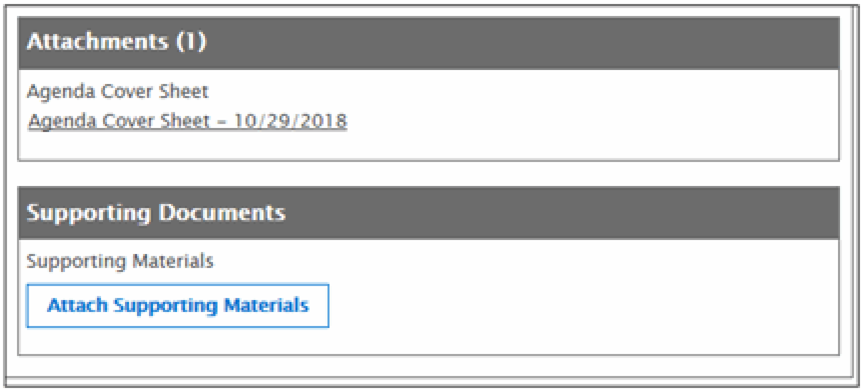


Note: The **Meeting Type** and **Target Meeting** fields are automatically populated with the values pertinent to the meeting to which the agenda item has been assigned. If you modify the meeting type, an error message is displayed and you cannot submit the item.

3. Complete the fields on the form with information necessary for your agenda item.

Note: The names of your fields may not be the same as reflected in this module reference guide.

4. If the **Attachments** option is available on your form, you can attach documents to the item. The documents are then able to be viewed from OnBase Agenda.



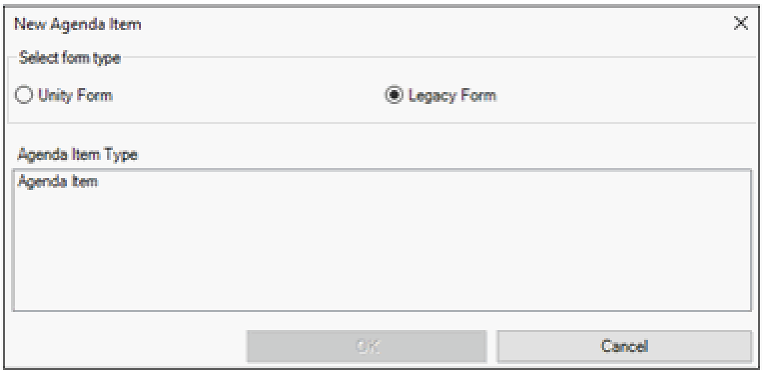
5. Click **Submit**. The agenda item is added to the meeting.

Note: If you click **Close** before completing the form, a message is displayed asking if you want to submit the form before continuing.

Legacy Form Agenda Item

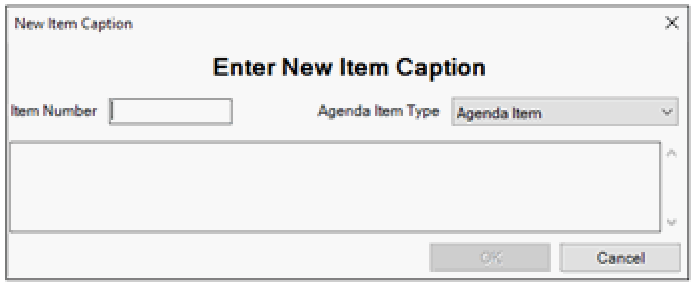
To create a Legacy form:

1. Select the Legacy option. Agenda Item Type's created from Legacy forms is displayed in the New Agenda Item box.



2. Select the agenda item you want from the **Agenda Item Type** box.

3. Click **OK**. The New Item Caption dialog box is displayed.



4. Type a number in the **Item Number** field. This is not required, but may help to organize your agenda and keep track of your items. The character limit for this field is 30 characters.
5. Select an item type from the **Agenda Item Type** drop-down list. You must select an agenda item type in order to add an item. The item type is created in Agenda. See the **OnBase Agenda** module reference guide for more information.
6. Type the description for the section in the text box. This should be a short description such as "Approval of Minutes," or "Adjournment." The character limit for this field is 255 characters.
7. Click **OK**. The item is added to the section you selected.

Deleting Sections, Items, Motions and Votes

You can delete sections, items, motions and votes in either **In Meeting** or **Post-Meeting** modes. Any child items (motions, votes, roll calls, supporting text, etc.) are deleted along with the section or item. You can also delete several items at the same time by pressing **Ctrl**, and then selecting the sections or items you want to delete.

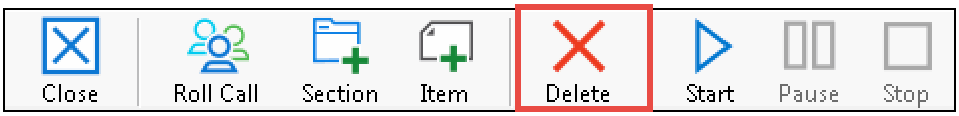
Note: If you moved an item from one section to another section, and then delete the original section, the moved item is not deleted.

The Delete functionality is not available when the following is selected:

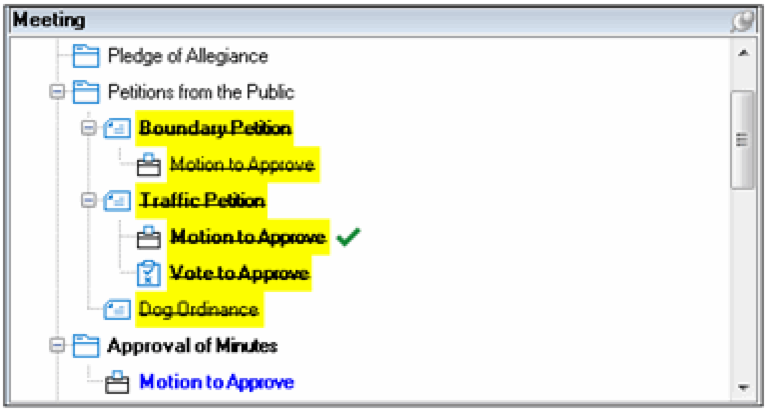
- The main meeting node
- A section or item when the meeting is in the **Pre-Meeting** mode
- A motion or vote when the parent item is set as the current item

To delete a section, item, motion or vote:

1. Select the items or sections you want to delete.
2. Click the **Delete** icon.



The items set for deletion are highlighted in yellow and crossed out.



3. Click **Delete** in the message box that is displayed. The section, item, motion or votes (along with any child items) are deleted.

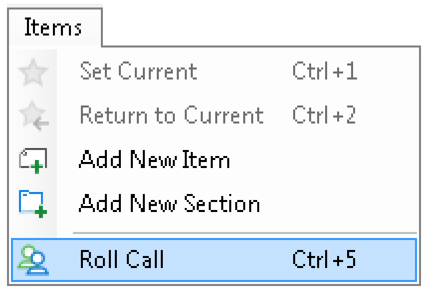
Note: If **Cancel** is selected, the highlighted and cross-outs are removed, and the items remain in the Meeting tree.

Taking Roll Call

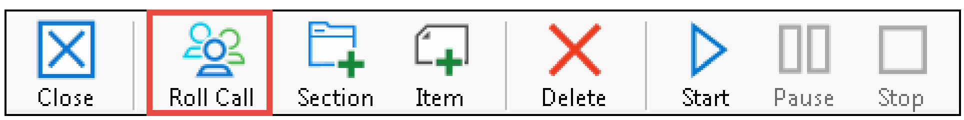
You can take roll call either before the meeting in **Pre-Meeting** mode, or once the meeting has started. Roll call can be taken for any section or item for the meeting. When the meeting is in **In Meeting** mode, a roll call can be added only if the section or item is set to current.

To take roll call:

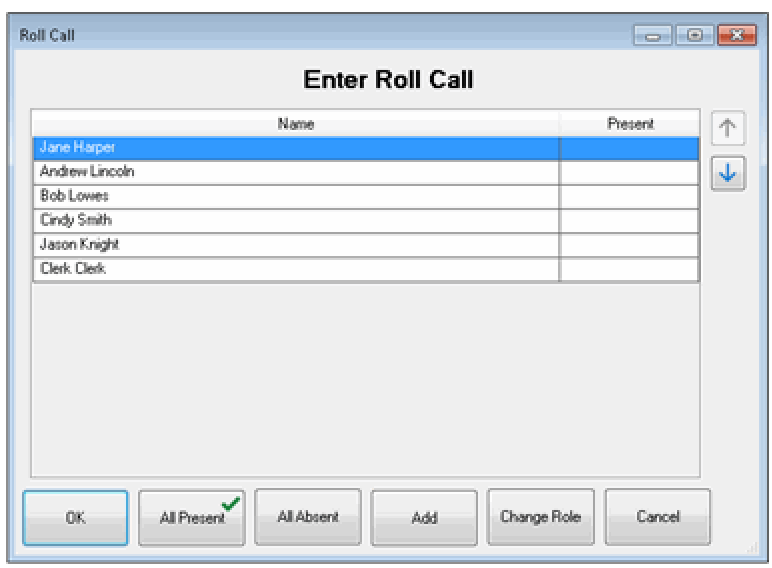
1. Do one of the following:
   - Select the **Roll Call** option from the **Items** menu.



   - Select an agenda item, and then click the **Roll Call** icon.



   - Press **Ctrl+F5** on your keyboard to access the Roll Call dialog box.
2. The Roll Call dialog box is displayed.



3. Click in the **Present** field for each attendee to indicate who is either present or absent and then click **OK**.
4. Other options in this dialog box include:
   - Indicate that the members are all present (click **All Present**)
   - Indicate that the members are all absent (click **All Absent**)
   - Add members (see Adding Members to Roll Call on page 73)

- Change the current role of a member. See Changing the Role for Members on page 73 for more information.
- Re-order attendees in the list using the up and down arrows on the dialog box. Select the attendee you want to move, and then click either the up or down arrow until the selected attendee displays where you want it to. Click **OK** to save the change.

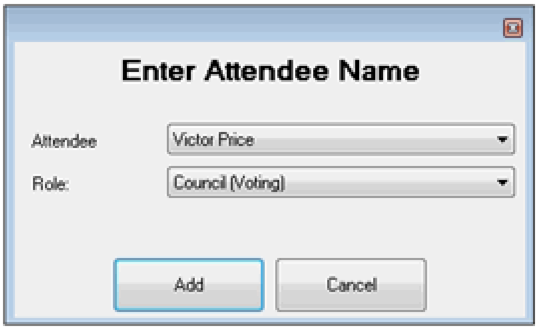
Note: Changes made to the roll call affect only the current meeting.

Adding Members to Roll Call

If a member does not display in a roll call list, you can add them. Existing members that reside in the Attendee list are also available to add to the roll call. See Using the View Attendees Dialog Box on page 76 for more information.

To add a member to the roll call:

1. From the **Roll Call** dialog box, click **Add**. The **Enter Attendee Name** dialog box is displayed.



2. Select the attendee you want to add from the **Attendee** drop-down list.
3. Select a role for the attendee from the **Role** drop-down list.

Note: The **Role** list is populated from **OnBase Agenda**. Contact your system administrator if a role you want does not display in the list.

4. Click **Add**. The new attendee displays in the list of attendees, and in the **Voting** grid if they were provided with voting privileges.

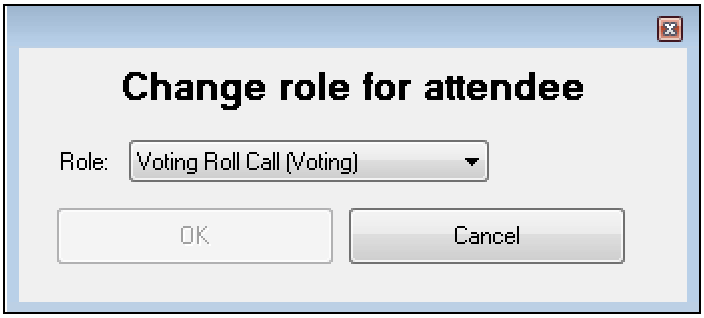
Changing the Role for Members

The roles for each member in a roll call are defined in Agenda. You can change the role for members in both a new roll call and an existing roll call in Minutes. Note the following:

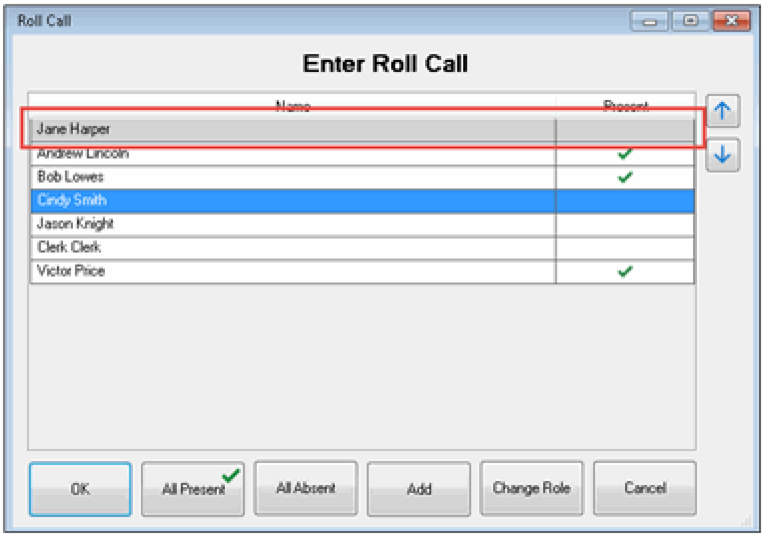
- Changes made to one roll call does not affect any other roll calls for other sections or items.
- All changes made in the roll call are reflected in the **Meeting Attendees** list in Minutes only, and for that specific meeting only.
- If you change a role from voting to non-voting, the member’s name is removed from the **Voting** grid. If votes have already taken place for a motion, they are not affected by the role change.
- If you change a member’s role on an existing role call to a role without roll call privileges, the member’s name is grayed out until you click **OK**. The next time you open that roll call, the member’s name does not display.

To change a member's role:

1. Select a section or item that contains an existing roll call.
2. Click the **Roll Call** icon to display the **Roll Call** dialog box.
3. Select the member for which you would like to modify their role, and then click **Change Role**. The **Change Role for Attendee** dialog box is displayed.



4. Select the role you want the member to have from the **Role** drop-down list.
5. Click **OK**. Note the following:
   - If the member's role is set to a non-roll call role, the member's name is grayed out and the check mark is removed from the Present column.



   - If the member's roll is set to a voting role, the member's name displays in the **Voting** grid and the member is able to participate in future votes on motions for this section or item.
6. Click **OK** in the Roll Call dialog box. Any changes made here are also represented in the View Attendee option from the Meeting Controls menu.

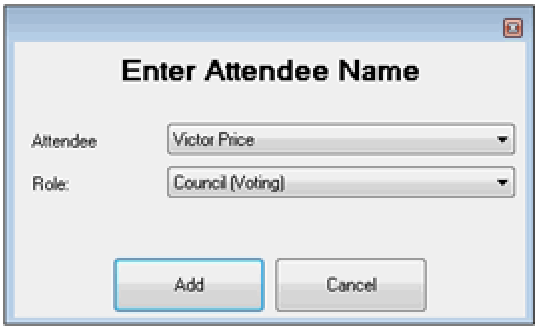
Note: Roles can also be changed in the **View Attendee** dialog box. See Changing a Member's Role on page 84 for more information.

Adding New Members to the Roll Call List

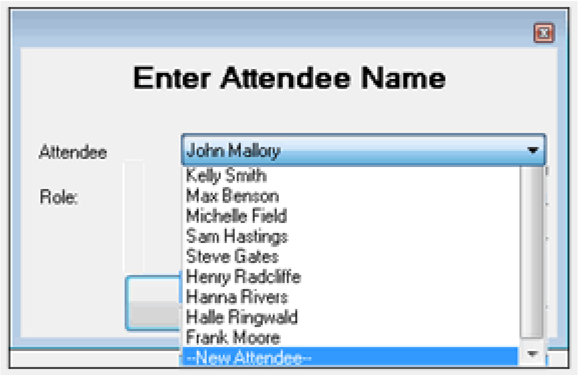
If the member you want to add to the roll call does not display in the Attendee list, you can add them.

To add a new member to the roll call list:

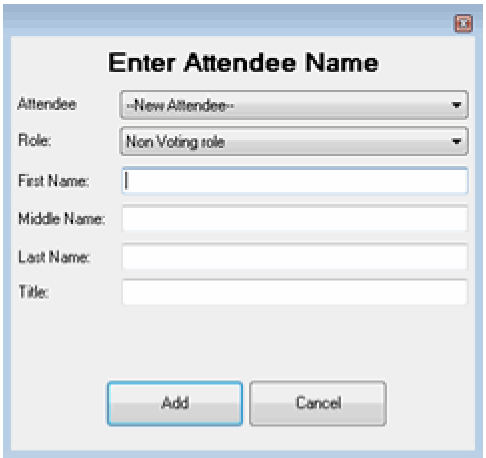
1. Select a section or item that contains an existing roll call.
2. Click the **Roll Call** icon to display the **Roll Call** dialog box.
3. Click **Add** from the **Roll Call** dialog box. The **Enter Attendee Name** dialog box is displayed.



4. Select the drop-down arrow in the **Attendee** field. Scroll down to the bottom of the list, and then select **New Attendee**.



The **Enter Attendee Name** dialog box contains fields allowing you to enter information for the new attendee.



5. Select a role for the attendee from the **Role** drop-down list.
6. Type the attendee's name in the **First Name**, **Middle Name** and **Last Name** fields.
7. If needed, type a title for the attendee in the **Title** field.
8. Click **Add**. The new attendee displays in the list of attendees and in the **Voting** grid if they were provided with voting privileges.

Using the View Attendees Dialog Box

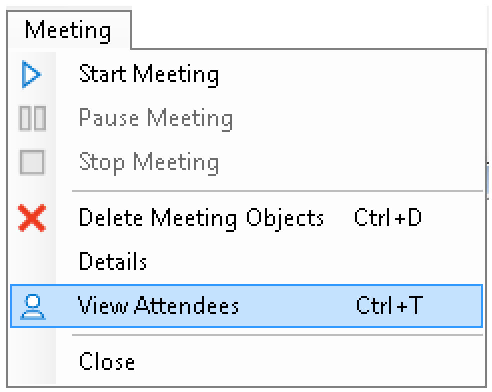
When attendees are added in OnBase Agenda, you can specify their role. Roles include Voting Only or Observing. You can then add each attendee to a meeting in Minutes outside of the roll call window. When the attendees are added, they take on the privileges provided to them in OnBase Agenda. Finally, you can add the attendees to the meeting as needed, or remove them.

The following options are available from the Attendee dialog box:

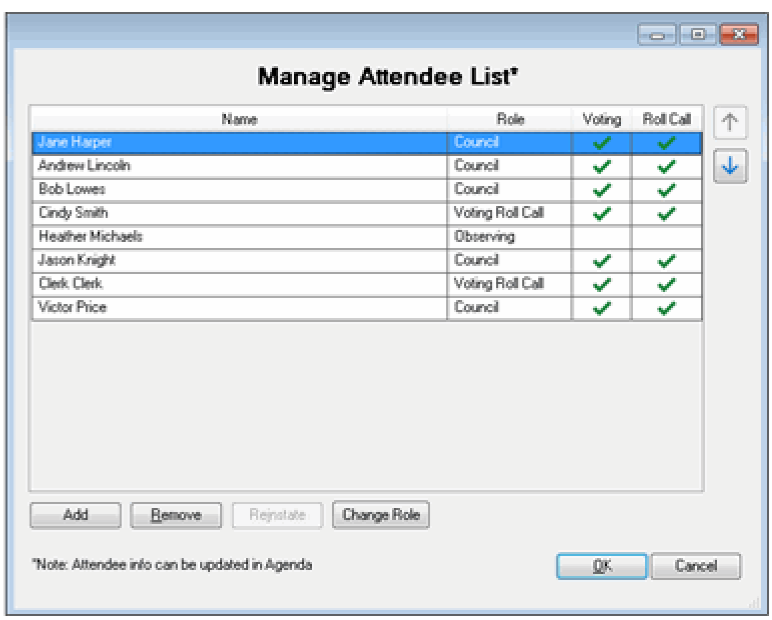
- Adding Members to the Attendee List on page 78
- Removing Members from the Attendee List on page 81
- Changing a Member’s Role on page 84

Accessing the Attendee List

To access the Attendee List, select **View Attendees** from the **Meeting** menu.



The **Manage Attendee List** dialog box is displayed.

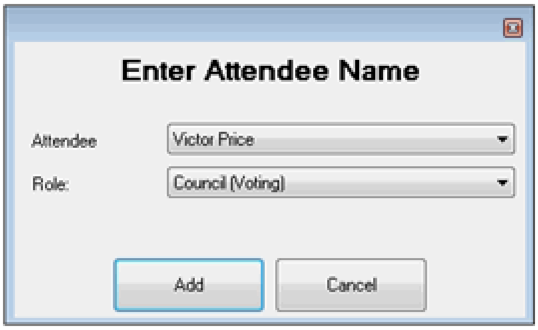


The Attendee List displays members that have been added to a meeting from either Agenda or from Minutes. From the Attendee List, you can view the attendee name, their current role, and whether they have Voting or Roll Call privileges.

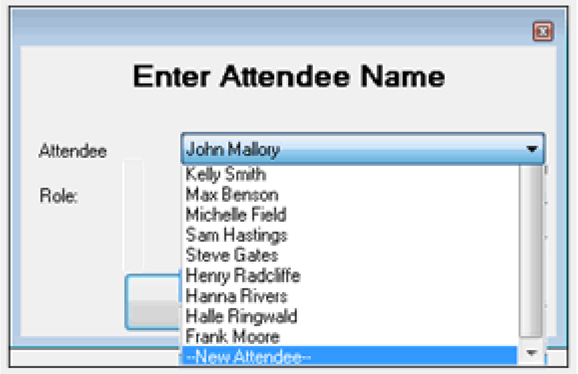
Adding Members to the Attendee List

To add members to the attendee list outside of a roll call:

1. Open a meeting from Minutes.
2. Access the **Manage Attendee List** dialog box. See Accessing the Attendee List on page 77.
3. From the **Manage Attendee List** dialog box, click **Add**. The **Enter Attendee Name** dialog box is displayed.

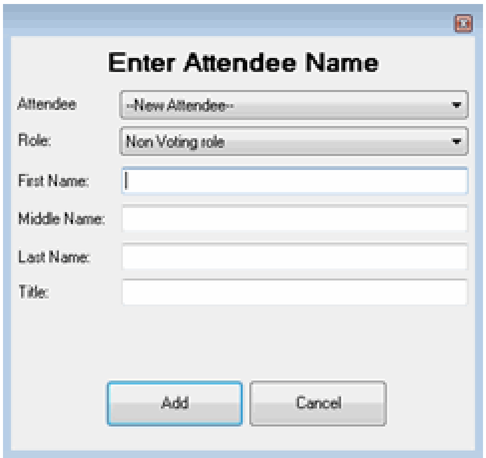


4. Select the drop-down arrow in the **Attendee** field.



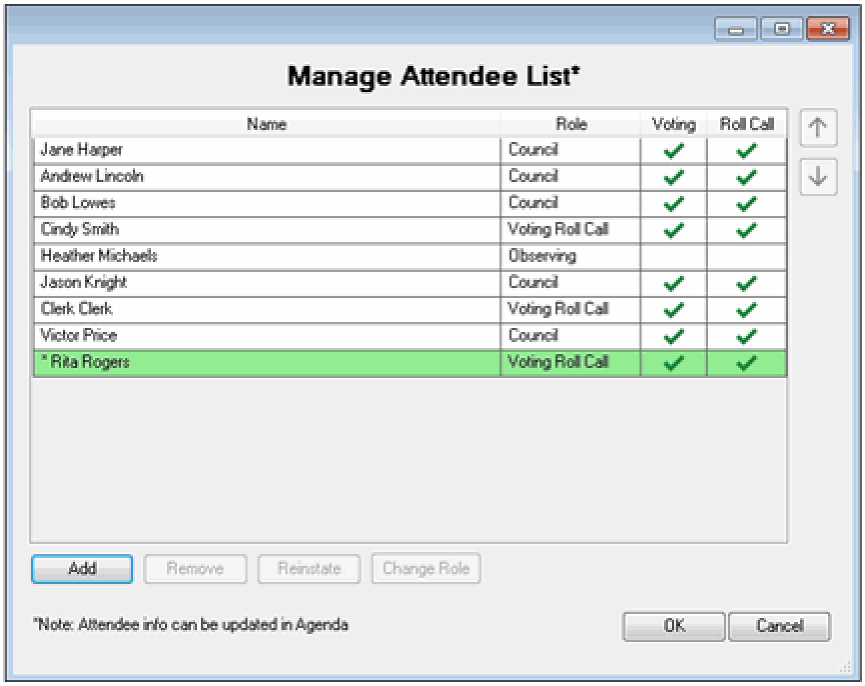
5. Scroll down to the bottom of the list, and then select **New Attendee**.

   The **Enter Attendee Name** dialog box contains fields allowing you to enter information for the new attendee.



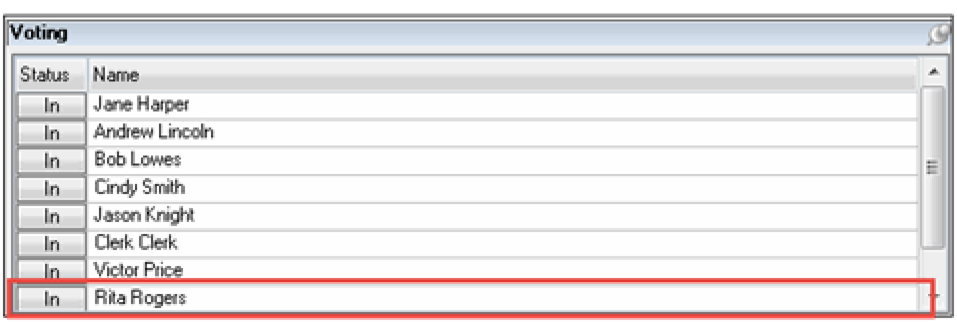
6. Enter the appropriate information in the fields provided.

7. Click **Add**. The new attendee displays in the **Manage Attendee List** dialog box, highlighted in green.

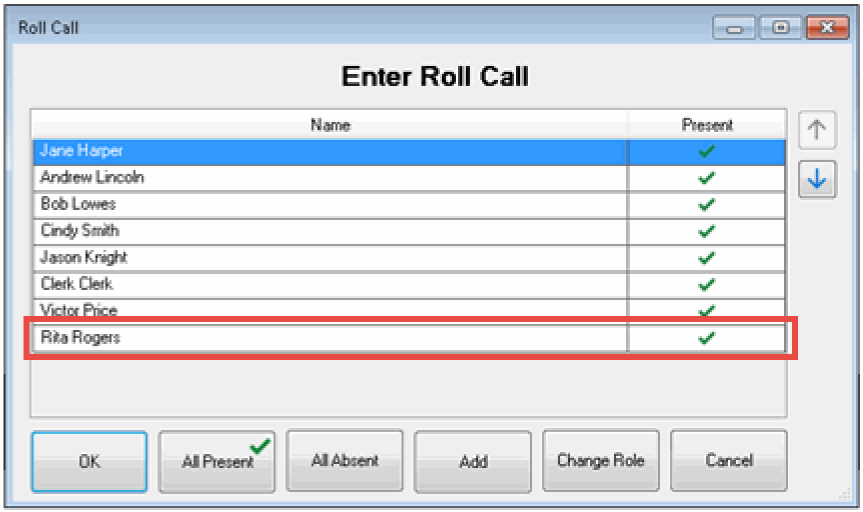


Note: When you click **OK** to close the dialog box, the green highlighting goes away.

8. Click **OK** to close the **Meeting Attendees List** dialog box. Note the following:
   - If the attendee has voting rights, they are automatically added to the **Voting** section in Minutes.



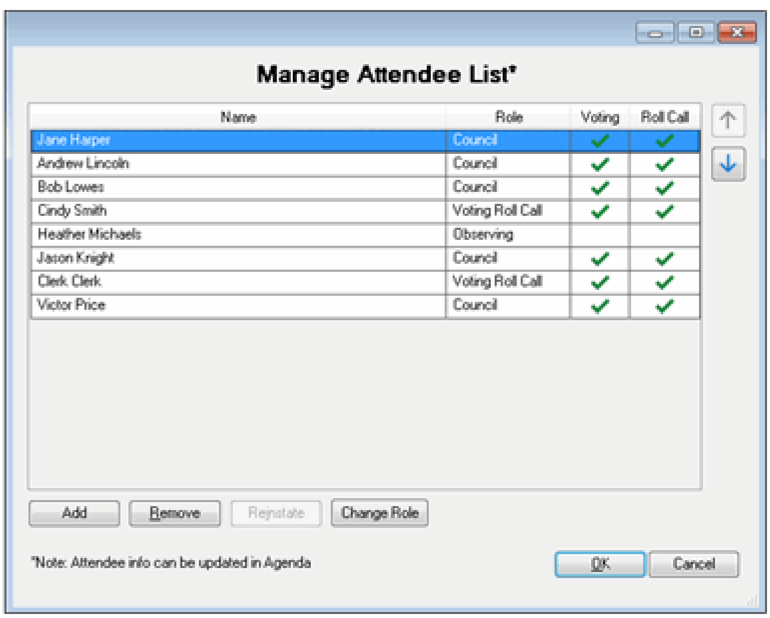
   - If the attendee is part of the roll call, they are added to the roll call list, but only for items that do not yet have a roll call. If you want the attendee to display on an item with an existing roll call, you would need to remove the roll call from that item and then add it back again.



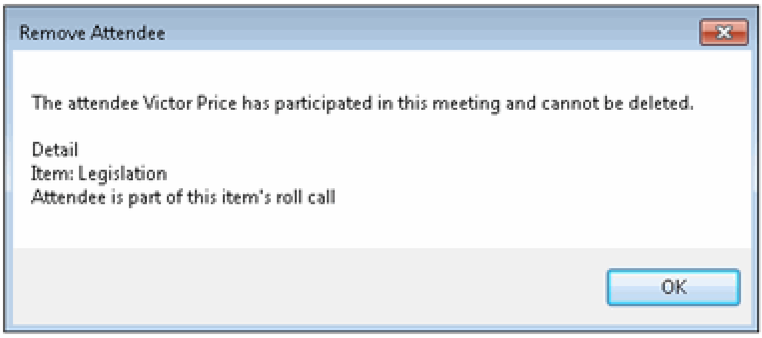
Removing Members from the Attendee List

To remove members from the Attendee List outside the roll call:

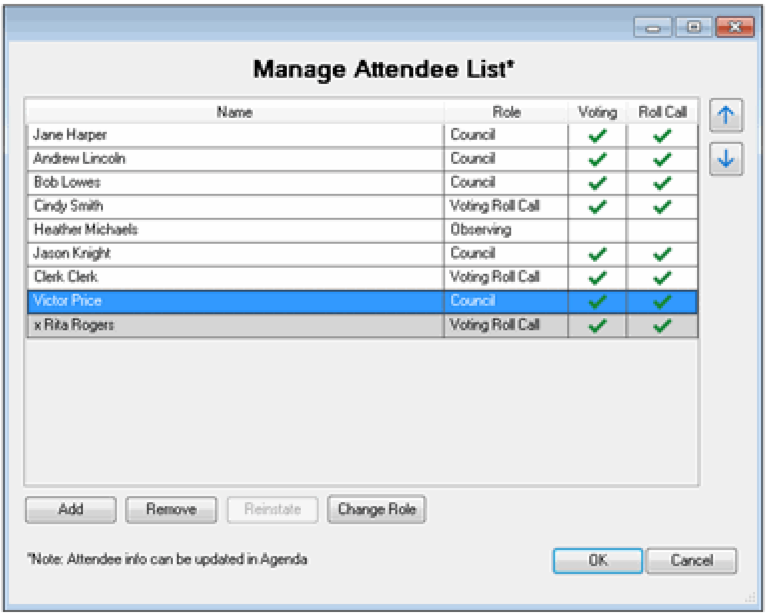
1. Open a meeting from Minutes.
2. From the **Meeting** menu, select **View Attendees**. The **Manage Attendee List** dialog box is displayed.



3. Select the attendee you want to remove, and then click **Remove**. One of the following displays:
   - If the attendee is part of a roll call within a section or an item, has moved a motion, is a mover or seconder on a vote, or is a speaker on an item, a dialog box is displayed indicating that they cannot be removed. Click **OK** to continue.



- If the attendee has not participated in the meeting, when you select the attendee you want to remove, the removed attendee is highlighted in gray and displays with an **X** next to their name.



Note: When you click **OK** to close the dialog box, the gray highlighted row is deleted, and when you reopen the dialog box, the record is gone.

- If the attendee had voting or roll call privileges, they are automatically removed from those areas in Minutes.
- If you removed an attendee by mistake and you have not yet clicked **OK** to close the dialog box, you can reinstate the attendee. Select the removed attendee, and then click **Reinstate**. The attendee is automatically added back to the areas from which they were removed in Minutes.

Note: If you have already run the meeting, and you need to reinstate an attendee, you must add them back using the procedures from Using the View Attendees Dialog Box on page 76.

4. Click **OK** to close the **Meeting Attendees List** dialog box and save your changes, or click **Cancel** to close without saving your changes.

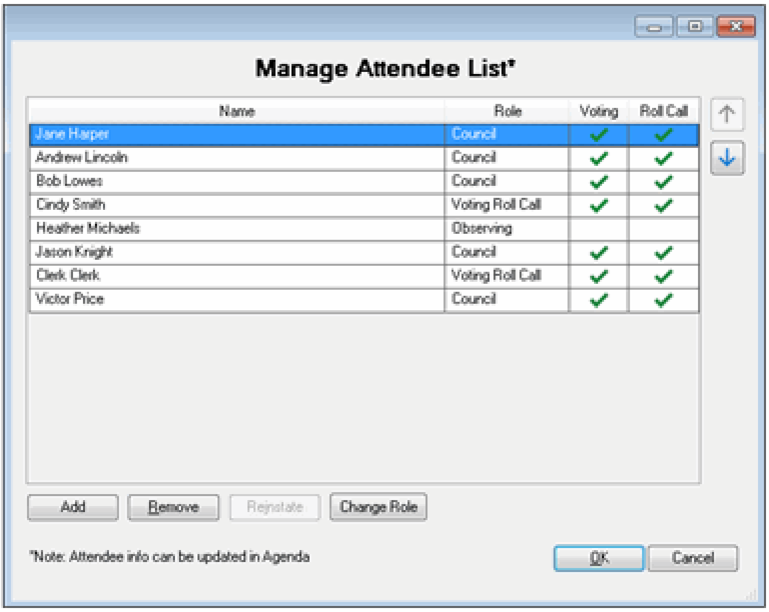
Note: You can also change the role for a member in the Attendee List. See Changing the Role for Members on page 73 for more information.

Changing a Member's Role

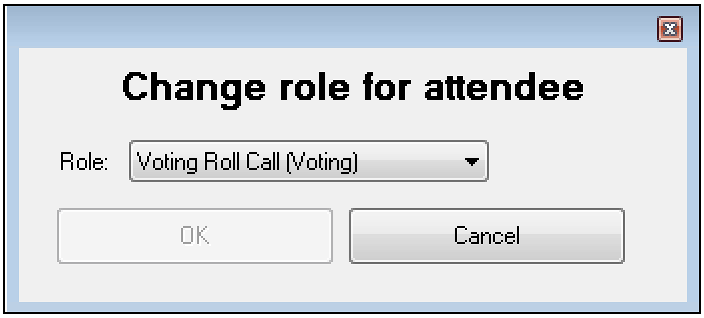
The roles for each member are initially defined in Agenda. You can change the role for members in the **Manage Attendee List** by selecting either individual attendees, or multiple attendees.

To change a member's role:

1. From the **Meeting** menu, select **View Attendees**. The **Manage Attendee List** is displayed.



2. Depending on if you want to change the role of a single member or multiple members, do one of the following:
   - Select a single member whose role you want to change
   - Hold down the **Ctrl** key, and then select the members whose roles you want to change.
3. Click **Change Role**. The **Change role for attendee** dialog box is displayed.

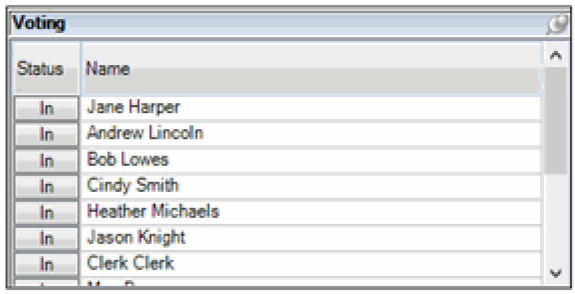


4. Select the new role from the **Role** drop-down list.
5. Click **OK**. The member role is changed.

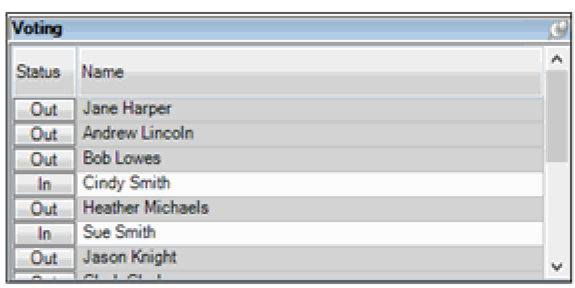
Voting Member List

The Voting member list displays the members invited to the meeting who have voting privileges. Depending on if you are using the Voting Client, you will see one of the following:

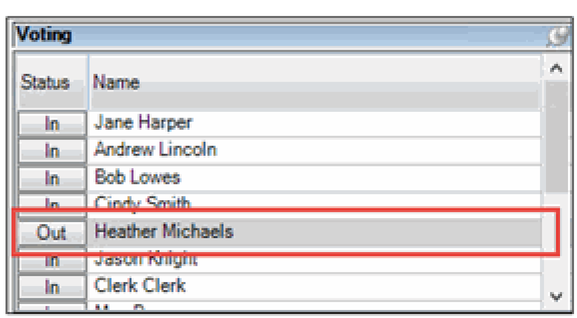
- If you are not using the Voting Client, all attendees are marked as In by default.



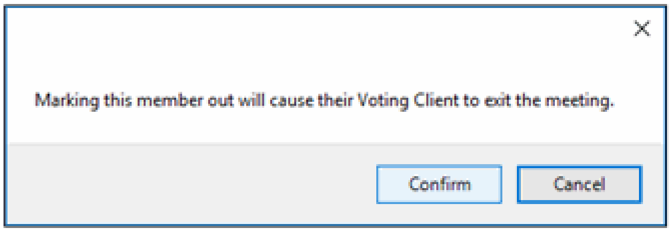
- If you are using the Voting Client, only the members who have logged into the Voting Client are marked as In. Everyone else is marked as Out until they log in through the Voting Client. This allows you to know who has logged in, so you do not inadvertently mark them as Out.



You can mark a members as Out by clicking the **Status** button next to the member's name. The member name is grayed out, and that member is unable to vote.



If a member is using the Voting Client, when you mark them as Out, the following message is displayed:



If you click **Confirm**, the member is exited from the Voting Client and can no longer view the meeting. If you click **Cancel**, the member remains in the meeting with a status of In.

Working with Motions

In **Pre-Meeting** mode, or during the course of a meeting, you can select a motion for an item and then save and present the motion. Note the following:

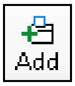
- If you save a motion in **Pre-Meeting** mode, upon starting the meeting you must first set the item as current, and then present the motion before electronic voting can take place. In **Pre-Meeting** mode, votes can be manually recorded on a motion that is not being presented for either a current or non-current item. If the item was previously set as current, then you only need to present the motion.
- You can record motions during the meeting both on current or non-current items.
- If you are using Voting, when a motion is saved on an item, the **Present** icon is automatically added to the motion and is available for viewing in the Voting Client.
- If you are not using Voting, the **Present** icon is enabled when a motion does not contain a time stamp.

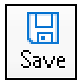
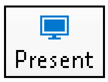
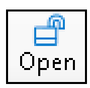
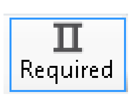
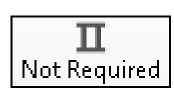
Both options end in the same result, which is to allow members to vote on the item. Votes can then be recorded by roll call or by voice. See Record Votes on page 93 for more information.

Once you have recorded a motion under an item, you can edit the motion as needed.

Motion Icons

The **Motions** section contains icons that allow you to work with the motions and motion text. The icons available to you depend on whether the Voting application is installed and connected to OnBase Minutes. The following table provides a description of the motion icons:

Icon	Description
Add 	The **Add** icon provides the ability to add a motion to a section or item that may already have a saved motion. Essentially, this allows you to have more than one motion for a section or an item. See Adding Motions on page 89 for more information.

Icon	Description
Save 	The **Save** icon saves any new motions to a section or item. See Saving Motions on page 88 for more information.
Present 	The **Present** icon is used differently, depending on if you are using Voting. In Voting, when a motion is saved, it is automatically presented to the Voting Client. If a motion has been saved in pre- or post-meeting modes, or In-Meeting on a non-current item, the **Present** icon is used to present the motion to the Voting Client once the meeting has been started. If you are not using Voting, the **Present** icon is used to set the timestamp for pre-annotated motions.
Open 	The **Open** icon is available only when Voting is being used. This icon allows the motion to be moved or seconded by members in the Voting Client.
Withdraw 	The **Withdraw** icon allows you to withdraw a motion saved on a section or an item. The **Withdraw** icon is available only if a vote has not taken place on a motion. See Withdrawing Motions on page 90 for more information.
Seconder Required 	The **Seconder Required** icon is available only when Voting is being used. This icon indicates that before a vote can be taken on a motion, it must be seconded by a member. By default, this button is set to required. When clicked, it toggles to the **Seconder Not Required** icon.  The **Seconder** icon can be configured to default to not required. See Most of the configuration options occur in the Minutes module, however, there are a few configurations needed outside of the Minutes module including: on page 15 for more information.

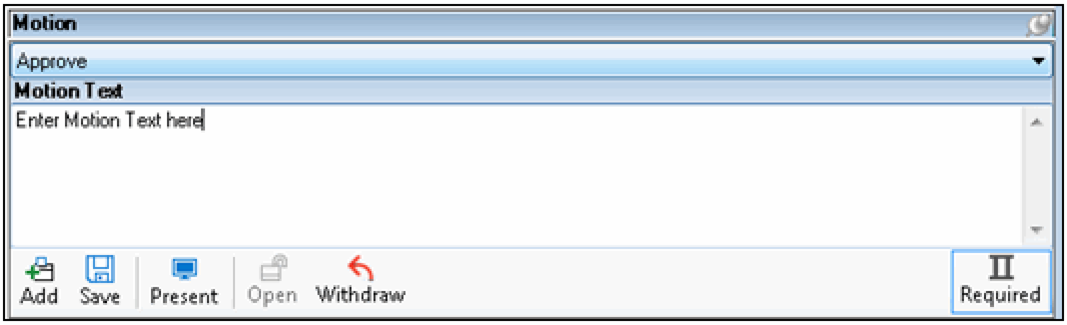
Saving Motions

Motions can be saved either during a meeting, in **Pre-Meeting** mode or **Post-Meeting** mode.

To save a motion:

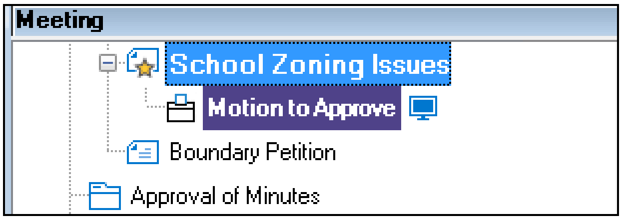
1. Select the item for which you want to save the motion.
2. Select the motion you want from the **Motion** drop-down list in the **Motion** section. In some cases, text already configured for the item displays in the Motion text box. This text can be configured as default motion text, or text that comes directly from a pre-configured agenda item. See Add New Motion Types on page 20 for more information.

3. If you want to add motion text, enter the text in the **Motion Text** dialog box.



Note: If you have shorthand options set up in the **Options** menu, you can enter your text with abbreviations, and then press the space bar to expand the text. For example, if you set up a shorthand option of "co," which expands to the word "company", you can simply enter "co" in the Motion Text section, press the space bar, and the text expands to the word "company." See Shorthand Tab on page 23 for more information.

4. Click **Save**. Two things happen:
   - **Motion to** <motion type> is displayed under the selected item in the **Meeting** section.



   If the meeting has been started, the item has been set as Current, and you have Voting installed and enabled, the **Present** icon is displayed next to the motion.

   This icon indicates that the motion is being displayed in the Voting Client and the Voting Display. Those with access to the Voting Client can vote on the motion using their own personal screen.
   - The **Voting** section is activated allowing you to record the vote. See Record Votes on page 93 for more information.

Editing Motions

You can edit the motion listed under an item, as well as any text that has been entered for the motion.

To edit a motion listed under a meeting item:

1. Select the motion you want to modify from the meeting tree.
2. Select a new motion from the **Motion** drop-down list.
3. Click **Save**.

To edit the text that has been entered for a motion:

1. Select the motion you want to modify from the meeting tree.
2. Place your cursor in the **Motion Text** text box, and then enter any new text.
3. Click **Save**.

Adding Motions

You can add more than one motion for a section or an item. The motions can then be voted on separately by members.

To add motions:

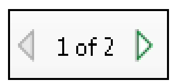
1. Select a section or item to which you want to add a motion.
2. Select the **Set Current** option to set the section or item as current.

Note: This option is needed only if the meeting is running.

3. Click **Add** from the **Motion** section.

Note: The **Add** icon is enabled only if a motion has already been saved for the section or item.

4. Select a motion from the **Motion** drop-down list.
5. Type text in the **Motion Text** section if needed.
6. Click **Save**. The motion is added under the section or item you selected. When more than one motion is available, arrow keys are displayed that allow you to scroll between the motions.



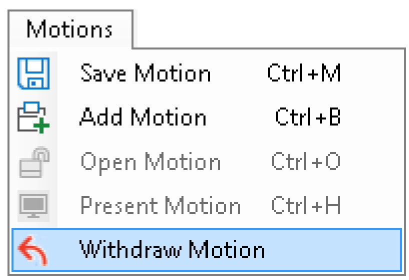
Withdrawing Motions

You can withdraw a motion from a section or item before a vote has been recorded. If the motion is part of a motion series, all of the motions in the series are withdrawn. If a vote has already been recorded for the motion, the **Withdraw** option is disabled. If you need to remove a motion or vote after a vote has been taken, you can delete them. See Deleting Sections, Items, Motions and Votes on page 69 for more information.

To withdraw a motion:

1. Select the motion or motion series you want to withdraw.
2. Do one of the following:
   - Click **Withdraw** from the **Motion** section.

   - Select **Withdraw Motion** from the Motions menu.



The motion (or motions) is removed from the section or item.

Presenting a Motion for Voting in the Voting Client

Before a motion can be voted on by members, it must be presented to the Voting Client. During a live meeting, when a motion is saved to a section or item that has been set as current, it is automatically presented to the Voting Client. If a motion was saved in pre- or post- meeting modes, you must manually present the motion after you start the meeting. If you select multiple motions from different motion nodes, the **Present** icon is disabled.

Note: If you are not using the Voting Client, the **Present** icon is enabled if the motion does not have a time stamp (for example, when a motion is pre-annotated).

To present a motion to the Voting Client:

1. Upon starting the meeting, select the section that contains the motion you want to present.
2. Click **Set Current**.

3. Click the motion you want to present.
4. Click **Present** from the **Motion** section. The **Present** icon is displayed next to the motion, indicating that this motion is now available on the Voting Client for member voting.

Opening Motions for Moving and Seconding

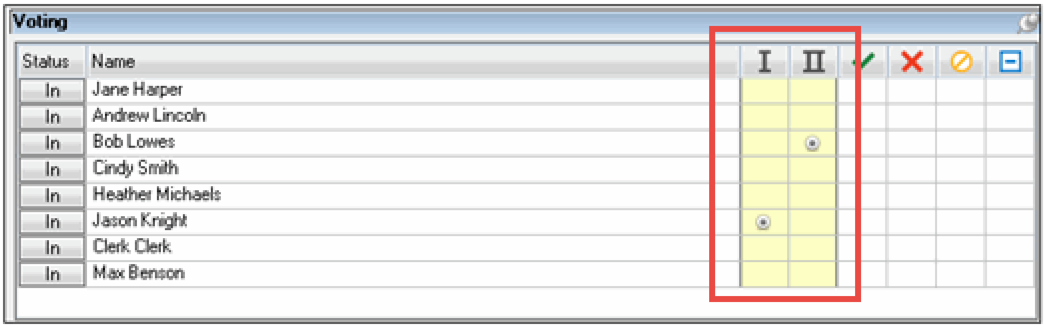
Note: This option is available only if you are using the Voting Client.

When you open a motion from the Motion section, it allows meeting members to either move or second the motion from their Voting Client.

Note: When the motion is opened, the **Open** icon toggles to **Close**.

To open a motion for moving and seconding:

1. Upon starting the meeting, select the section that contains the motion you want to open.
2. Click **Set Current**.
3. Select the motion. If the motion has not yet been presented to the Voting Client, click **Present**.
4. Click **Open** to open the motion up for moving and seconding by members. When a member moves or seconds the motion, the result is displayed in the **Voting** section.



5. Click **Close** once the motion has been moved and seconded by voting members.

Record Votes

Once a motion has been moved or seconded, you can record votes for the motion. You can record the votes by each member. The results of the vote display in the meeting tree under the motion being voted on.

If you are using Voting, members can submit their votes from the Voting Client. You will need to open and close the voting session. See Opening Motions for Moving and Seconding on page 92.

Note the following:

- If a motion is not selected in the tree, the **Move**, **Second**, **For**, **Against**, and **Recuse** columns are hidden.
- When a member has a status of Out, the **For**, **Against**, **Abstain**, and **Recuse** columns are locked. If Voting is being used, the clerk has the ability to mark a vote even if a member is marked as out.
- If a motion does not have a mover, the **Second** column is locked for all members.
- When a member is marked as a **Mover**, note the following:
  - The **Second** column for the mover is locked.
  - If there is not a second, the **Move** column for the mover is unlocked, and the move can be withdrawn by de-selecting the **Move** column.
  - If there is a second, the **Move** column for the mover is locked, and the move cannot be withdrawn.
  - The **Move** column is unlocked for other members. The move can be changed to another member, except to seconder.

Note: If you are using Voting, the clerk can set movers and record votes as needed.

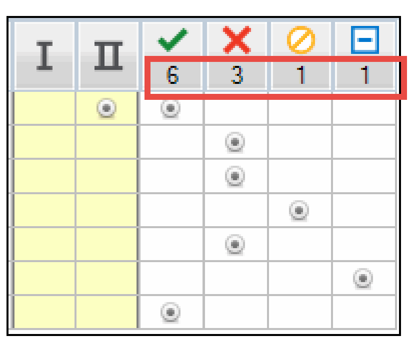
- When a member is marked as **Seconder**, note the following:
  - The **Move** column for the seconder is locked.
  - The **Move** column for the mover is locked, and the move cannot be withdrawn.
  - The **Second** column for the seconder is unlocked, and the second can be withdrawn by de-selecting the **Second** column.
  - The **Move** and **Second** columns are unlocked for non-move and second members. The move can be changed to another member except to seconder. The second can be changed to another member except the mover.
- For members that did not cast a vote, but are marked as In, their vote is displayed as **Abstain**.
- If a member logs into the Voting Client, they are automatically marked as **In** in the **Voting Grid**.
- If not using Voting, the default value is **For**.

To record each members vote from Minutes:

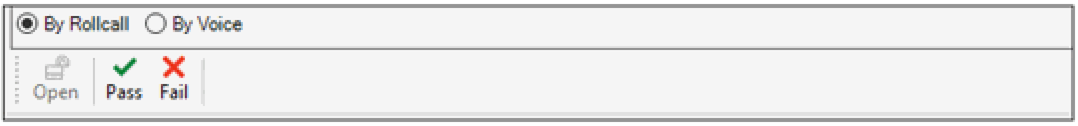
1. Record each members vote by selecting the appropriate option next to their name. Options include:

Option	Description
Mover 	Select this option to indicate that this member is the mover for this motion.
Seconder 	Select this option to indicate that this member is the second to move this motion.
For Vote 	Select this option to indicate that this member voted **for** the motion. Select the green check mark to mark all attendees as voting for the motion.
Against Vote 	Select this option to indicate that this member voted **against** the motion. Select the red X to mark all attendees as voting against the motion.
Abstain 	Select this option to indicate that this member has chosen to abstain from voting.
Recuse 	Select this option to indicate that this member has chosen to recuse their vote.

2. If you are using the Voting Client along with Minutes, click **Open** to allow members to cast their own votes on the motion. Click **Close** once the voting is complete. Their votes automatically display in the Voting grid. The vote count also displays underneath each voting option.

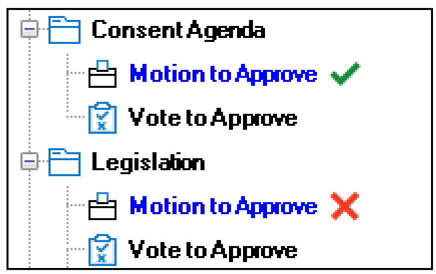


3. Indicate whether the vote was taken by roll call or by voice, and then select either **Pass** or **Fail**.



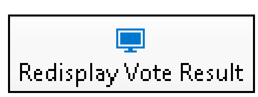
Note: The **Pass** and **Fail** buttons can be configured to display any verbiage you want. See the **OnBase Agenda** module reference guide for more information.

4. The motion is updated under the item indicating whether it passed or failed. A green check mark indicates that the vote passed, whereas a red **X** indicates that the vote failed.



Note: If you click on a motion for an item in the meeting tree, the vote for that motion is highlighted. Similarly, when you click on a vote for an item in the meeting tree, the motion that corresponds with the vote is highlighted.

If Voting is being used, and an item has been voted on previously, the **Redisplay Vote Result** icon is displayed. This redisplays the result of the vote on the Voting Display.



Record Minutes, Notes and Actions

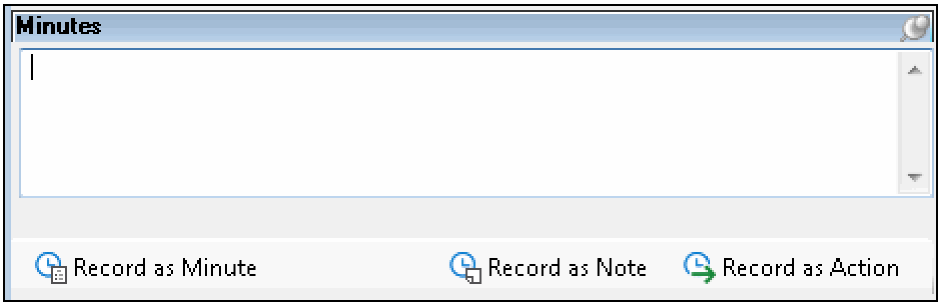
Before, during and after the meeting, you are able to add, record, edit, and delete any minutes, notes or actions.

Adding Minutes, Notes or Actions

Add a minute, note or action to an item to provide more detail for that specific item.

To add a minute, note or action:

1. Select an item, and then click inside the **Minutes** text box.



2. Enter any necessary text, and then select from one of the following options:

Note: If you have shorthand options set up in the Options menu, you can enter your text with abbreviations, and then press the space bar to expand the text. For example, if you set up a shorthand option of "co," which expands to the word "company", you can simply enter "co" in the Minutes section, press the space bar, and the text expands to the word "company." See Shorthand Tab on page 23 for more information.

- **Record as Minute**. The text displays under the item for which the minute was recorded with a clock and piece of paper icon.

- **Record as Note.** The text displays under the item for which the note was recorded with a clock and blank paper icon.

- **Record as Action**. The text displays under the item for which the action was recorded with a clock and green arrow icon.

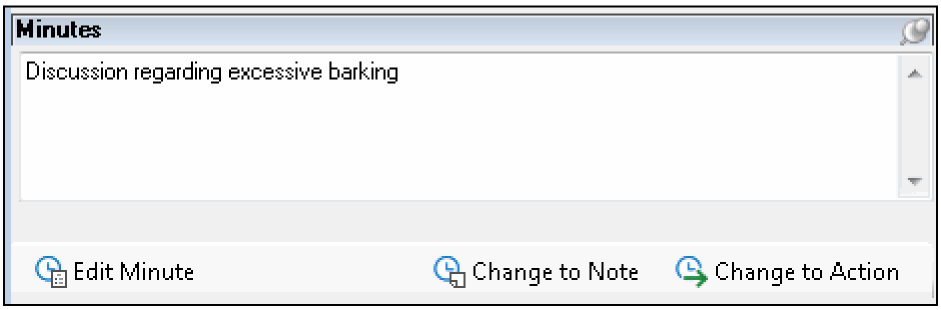
Note: Minutes and Actions display in the Minutes document when the document is compiled. The Notes are internal-only, and do not display in the compiled Minutes document.

Editing Minutes, Notes or Actions

If you need to modify the text of any minute, note or action, you can select the appropriate option in the meeting tree, and then make your modifications. You can also change the item to a different item. For example, if you are editing a Minute and want to change it to a Note instead, you can click the **Change to Note** button and the item displays as a Note.

To edit the text of a minute, note or action:

1. Select the minute, note, or action under the appropriate item. The full text is displayed in the **Minutes** section.



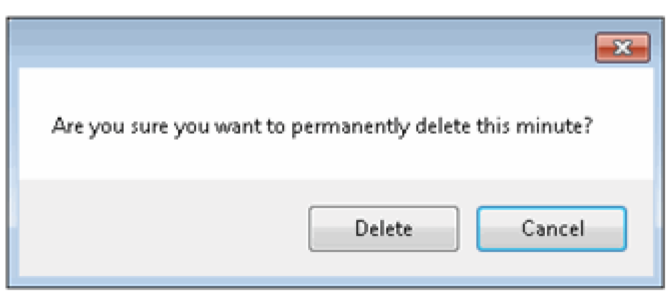
2. Modify the minute, note or action as needed, and then select the appropriate button (**Edit Minute**, **Edit Note** or **Edit Action**). The text is modified and saved with the meeting.

Deleting Items from the Meeting Tree List

You can delete any item you want from the **Meeting Tree** list. This includes Sections, Items, Roll Calls, Motions, Votes, and Minutes.

To delete items from the **Meeting Tree** list:

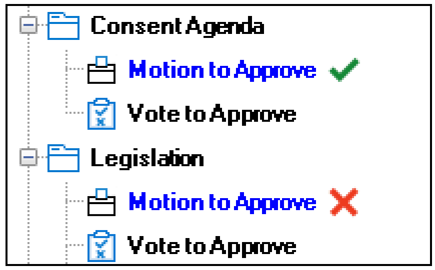
1. Select the option you want to delete.
2. Click **Delete** from the tool bar. The item you selected is crossed out and highlighted, and the following message is displayed.



3. Click **Delete**. The item you selected is removed from the **Meeting Tree** list.

Rearrange Items, Motions, Votes and Minutes

When you open a meeting in Minutes, the meeting items open in a meeting tree. Once each item has had motions and votes recorded, they display in the tree for a specific item.



The following list provides guidelines as to what can and cannot be rearranged in **In-Meeting** mode, **Post Meeting** mode and **Paused** mode:

- A section cannot be moved to an item node.
- An item cannot be moved to an item node if the item is a sibling directly above or below the item.
- An item cannot be moved to the Meeting node.
- An item cannot be moved before or after a level 1 section.
- A motion/vote **can** be moved from a parent section to child sections.
- A motion/vote cannot be moved to the Main Meeting node.

To rearrange an item, motion, vote or note, click and hold your left mouse button on the option you want to move, and then drag it to the new location. A black bar displays at the location where the item, motion, vote or note will be moved.

Speaker Management

There are two types of speakers that can speak on an item, member speakers and public speakers.

Member Speakers

If you are using the Voting Client, members who are logged into the Voting Client can request to speak on items. Those speakers are displayed in the **Member Speaker** section in Minutes.

Note: See the **Agenda Voting** module reference guide for information on adding member speakers.

Member speakers may or may not be displayed in the **Member Speaker** section depending on the following scenarios:

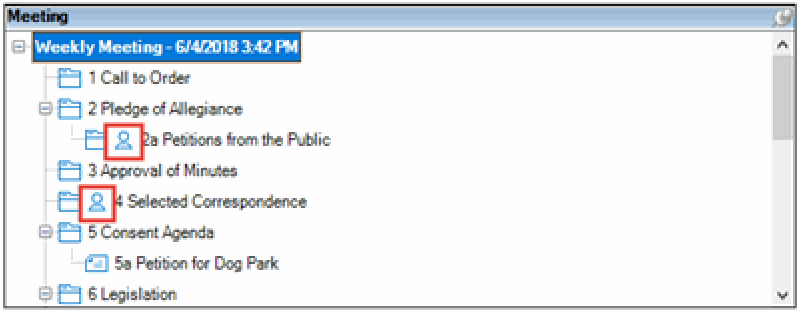
- In **Pre-Meeting** mode, before the meeting has been set to **Run**, member speakers are not visible in the **Member Speaker** section. Members cannot request to speak from the Voting Client until the meeting is started.
- When the meeting has been set to **Run**, members who have requested to speak on items are displayed in the **Member Speaker** section.
- During the meeting, once a member has finished speaking, their name is removed from the list of member speakers.
- In **Post-Meeting** mode, the **Member Speaker** section displays all the member speakers that requested to speak, along with members that have already spoken on an item. Members who have spoken on the item are displayed in gray text.

Public Speakers

When a public speaker would like to speak on an item, you can add them to the **Speakers** section for each item. Public speakers must be manually added to each agenda item on which they want to speak. Speakers can be added either prior to, or during the meeting. Depending on if speakers have already been added to the meeting, you will see different dialog boxes as described in the following sections:

- Adding Public Speakers to Sections and Items on page 100
- Adding Existing Public Speakers to Sections and Items on page 102
- Editing Public Speakers on page 103

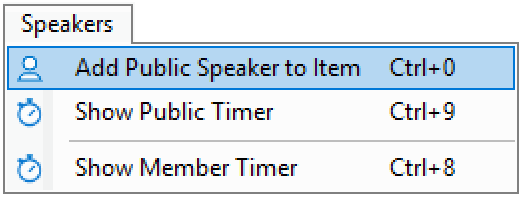
If public or member speakers have requested to speak on an item, the **Speaker** icon is displayed next to the item.



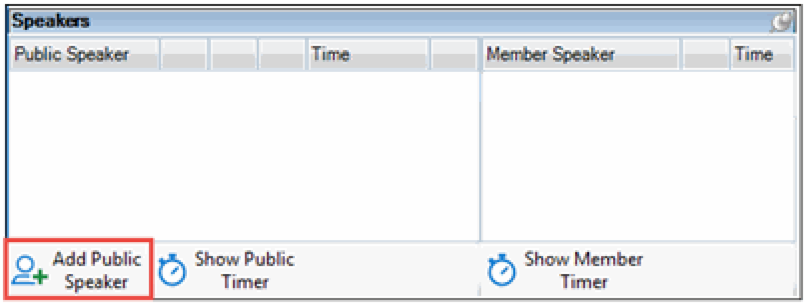
Adding Public Speakers to Sections and Items

To add public speakers to sections and items:

1. Select the section or item to which you want to add a public speaker, and then do one of the following:
   - Select **Add Public Speaker to Item** from the **Speakers** menu.

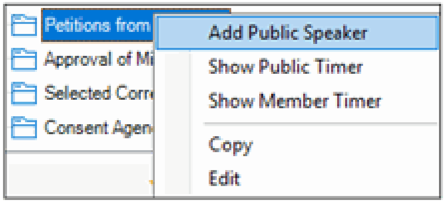


   - Select the **Add Public Speaker** icon from the **Speakers** section on the **Minutes** window.



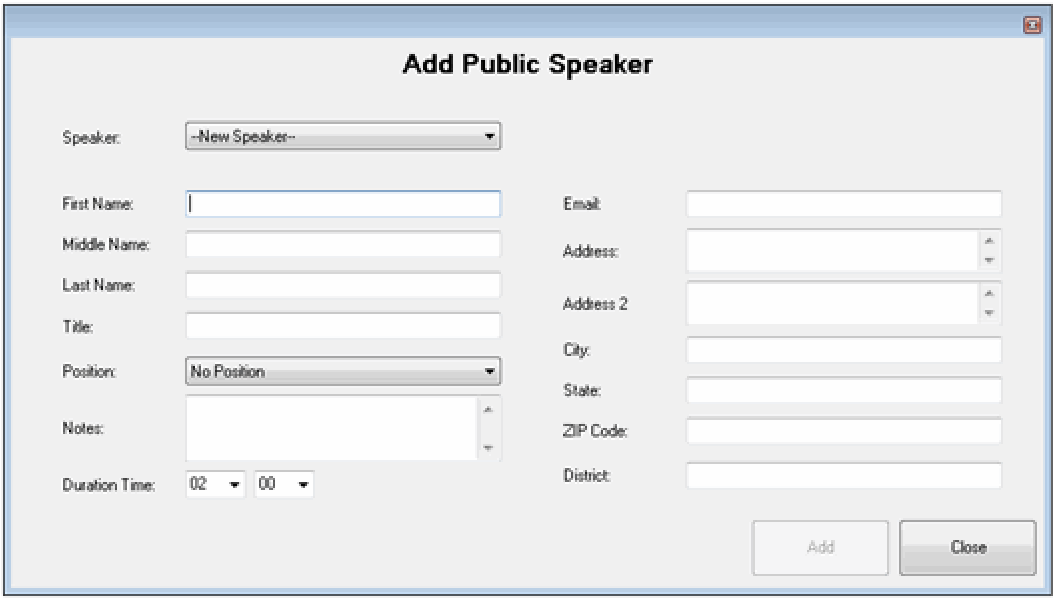
- Right-click on the item to which you want to add a speaker. Select **Add Public Speaker** from the right-click menu.

Note: Speakers can also be added to multiple items. To add speakers to multiple items, press **Ctrl** and then select the items to which you want to add the speaker. Finally, right-click and select **Add Public Speaker**.



Note: This option is available only when the meeting is in **Run** mode.

The **Add Public Speaker** dialog box is displayed.

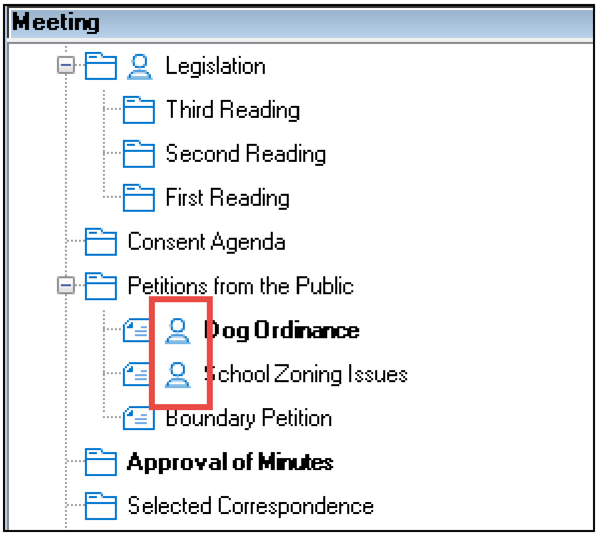


Note: If the meeting already contains speakers, see Adding Existing Public Speakers to Sections and Items on page 102 for more information.

2. Type the speaker information in the appropriate fields. The **First Name** field is required, all other fields are optional.
3. Click **Add**. The speaker is displayed in the **Speakers** section on the **Minutes** window. The **Add Public Speaker** dialog box remains open in case you need to add more speakers.

4. Do one of the following:
   - Enter more speakers in the **Add Public Speaker** dialog box and click **Add** after each one.
   - Click **Close** to close the dialog box.

   The **Minutes** window is displayed with **Speaker** icons next to those items to which you have added speakers.

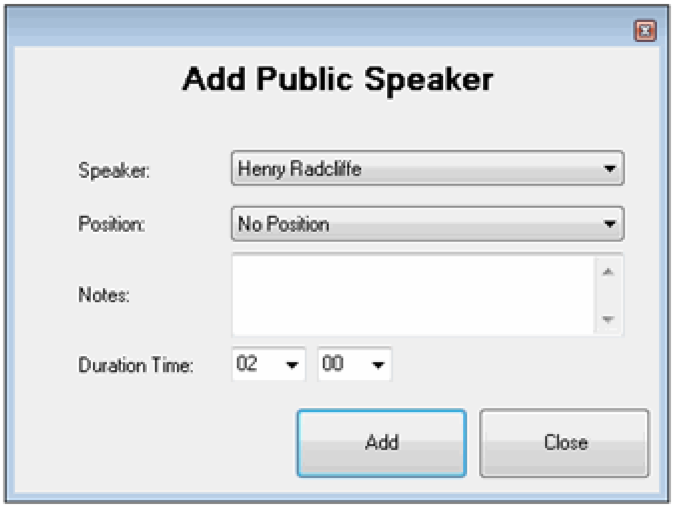


Adding Existing Public Speakers to Sections and Items

If the meeting to which you are adding speakers already has speakers added to items, the dialog box that is displayed after selecting the **Add Public Speaker** option is modified.

To add existing speakers to items:

1. Select the **Add Public Speaker** button from the **Speakers** section. The **Add Public Speaker** dialog box is displayed.



2. Select a speaker from the **Speaker** drop-down list.

Note: You also have the option to add a new speaker by selecting the **New Speaker** option from the drop-down list. See Adding Public Speakers to Sections and Items on page 100 for instructions on adding a new speaker.

3. Select the speaker's position from the **Position** drop-down list. Options include **No Position**, **For**, and **Against**. This is optional, and can be modified in the **Speakers** section if needed.
4. Enter any notes for the speaker in the **Notes** section if needed.
5. Modify the duration time in the **Duration Time** drop-down fields if needed.
6. Click **Add**. The speaker is added to the item.

Editing Public Speakers

When a speaker has been added to an item for a meeting, the speaker name and title is displayed in the **Speakers** section, along with a set of actions that can be taken to edit information for the speaker. These actions include:

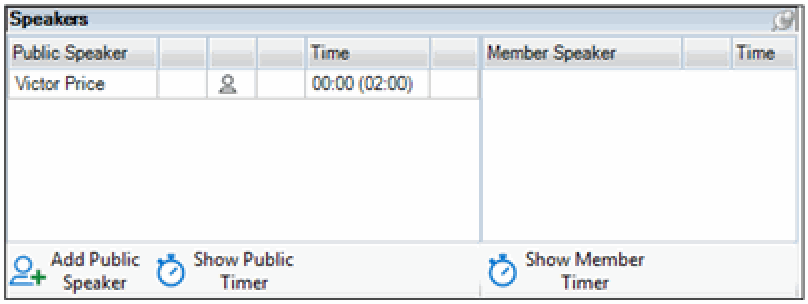
- Editing Speaker Information on page 103
- Changing the Speaker's Position on page 104
- Editing Speaker Notes on page 105
- Deleting Speakers on page 105

Editing Speaker Information

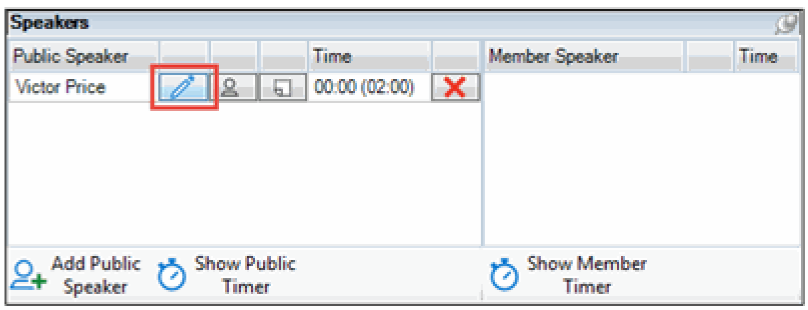
You can modify the speaker information at any time.

To edit the speaker information:

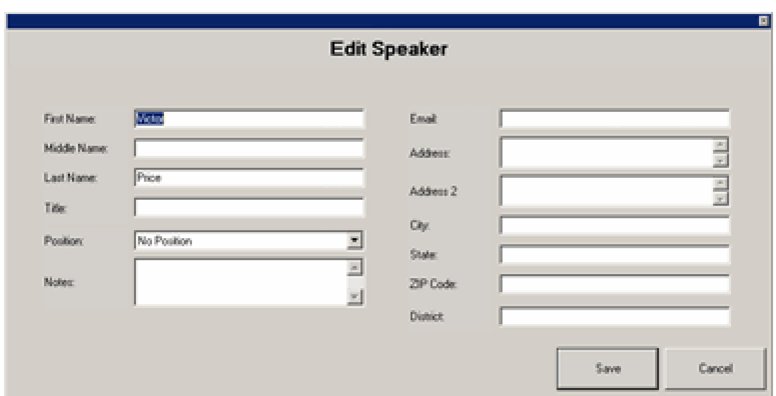
1. Select an item that has a public speaker added. The speaker is displayed in the **Speakers** section on the **Minutes** window.



2. Hover your cursor over the speaker name. The **Edit Speaker** icon is displayed.



3. Click the **Edit Speaker** icon. The **Edit Speaker** dialog box is displayed.

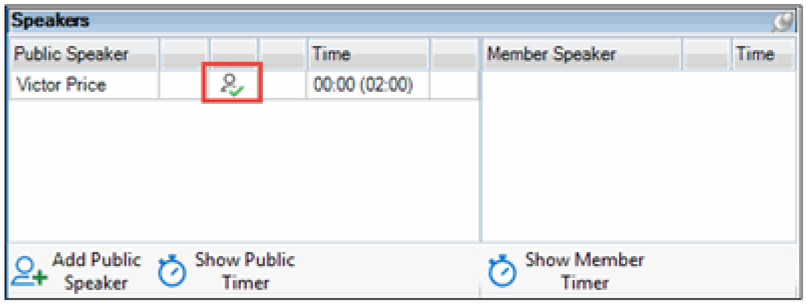


4. Modify the speaker information as needed.
5. Click **Save**. The speaker information is modified.

Changing the Speaker's Position

When a speaker is added to the meeting, they can be added with a position of **For**, **Against**, or **No Position**. The default value is **No Position**. The position icon is a toggle that, when selected, changes to represent the speaker's position for a specific item.

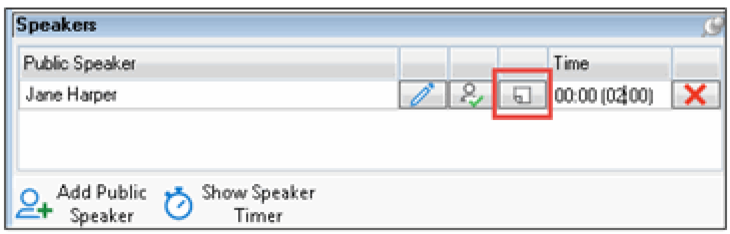
To change the position, click the **Position** icon until it reflects the position for the speaker.



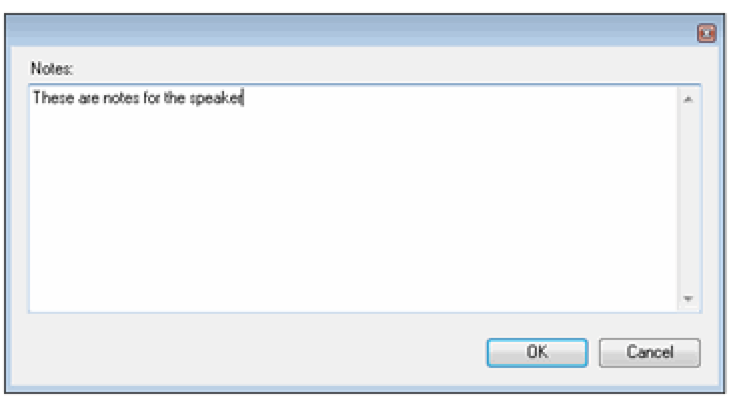
Note: You can only change the speaker position for public speakers.

Editing Speaker Notes

If a speaker has notes entered for them, the **Notes** icon is displayed.



To edit a speaker note, select the **Notes** icon. Modify the speaker notes as needed in the **Notes** dialog box, and then click **OK**.

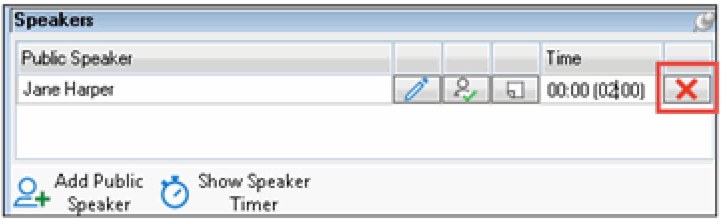


Deleting Speakers

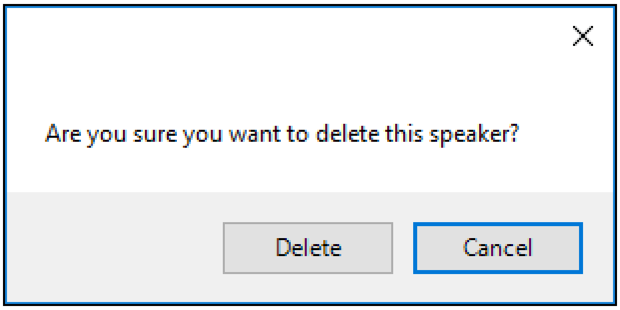
If a speaker no longer wants to speak on a specific item, you can delete the speaker from that item.

To remove a speaker from an item:

1. Hover your cursor over the speaker name. The **Delete** icon is displayed.



2. Click the **Delete** icon. A dialog box is displayed confirming whether or not you want to delete the speaker.



3. Click **Delete** to delete the speaker from the speaker list.

Allowing Public and Member Speakers to Speak

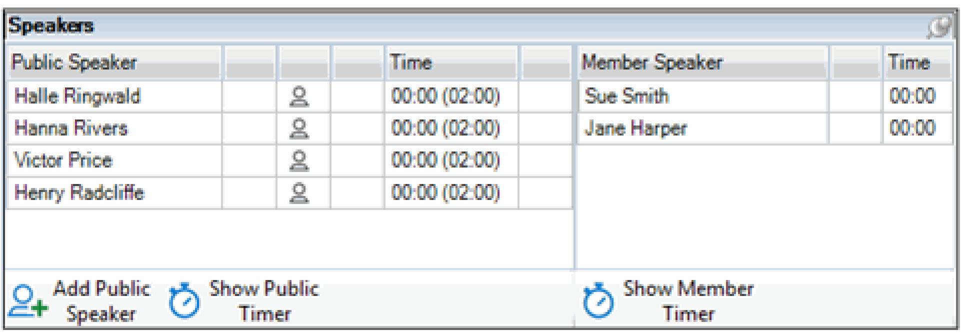
Once public or member speakers have been added to the meeting, you can allow them to speak during the meeting.

Note: The meeting must be in **In Meeting** mode to allow speakers to speak.

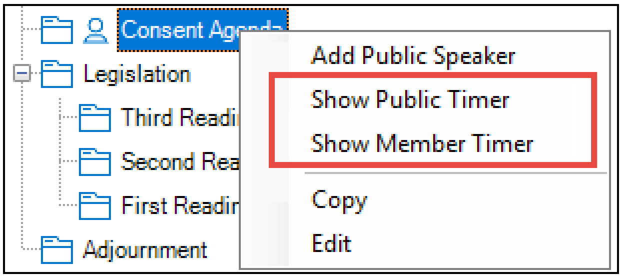
Accessing the Speaker Timer Window

To access the **Speaker Timer** window:

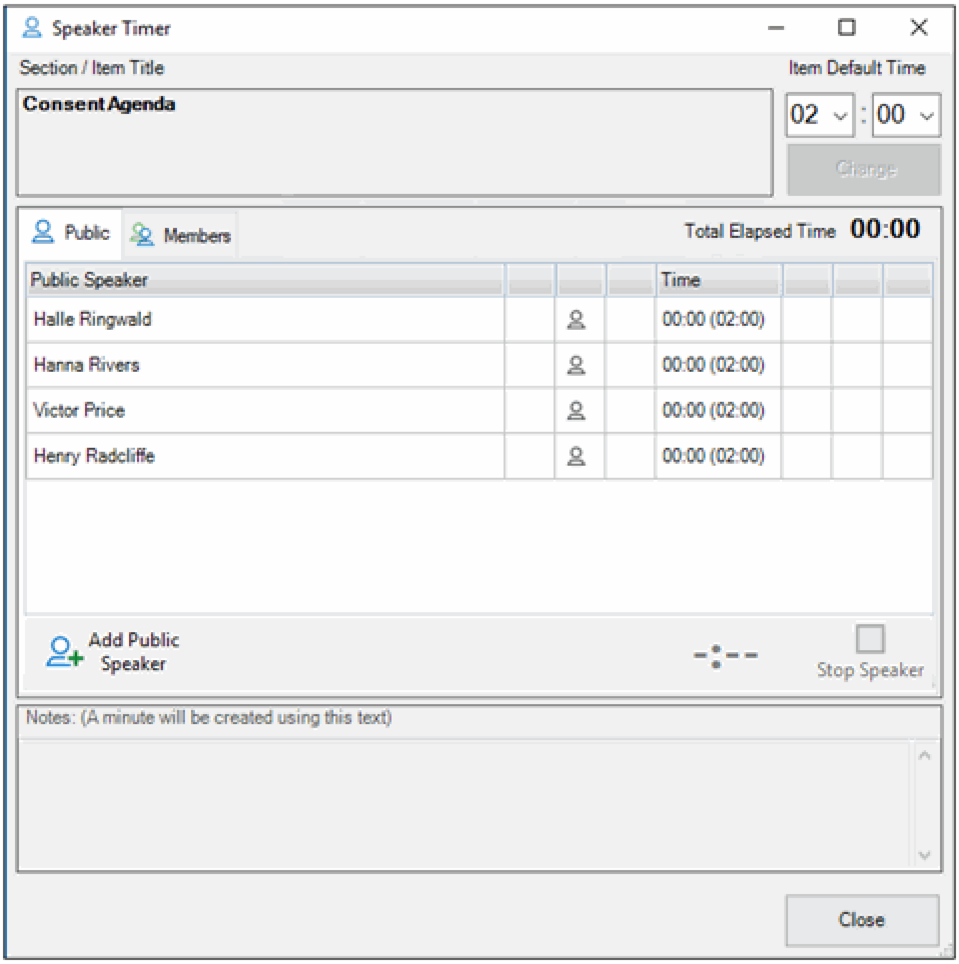
1. Do one of the following:
   - Select an item from the Meeting Tree to which speakers have been added. Public or member speakers added to the item are displayed in the **Speakers** section on the **Minutes** window. Select **Show Public Timer** or **Show Member Timer**.



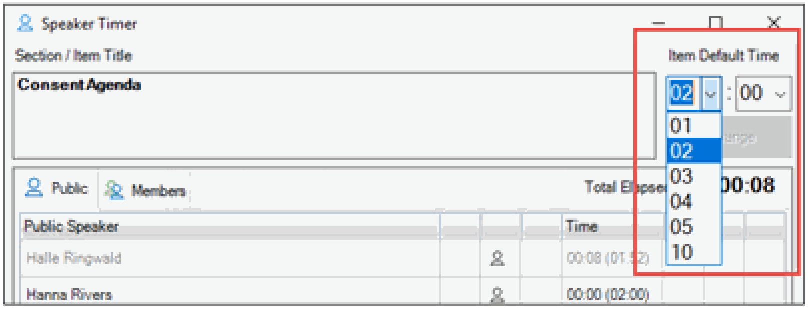
- Right-click an item in the Meeting Tree that has a speaker assigned to it, and select either **Show Public Timer** or **Show Member Timer**.



The **Speaker Timer** window is displayed.



2. If you need to modify the default time allowed for all speakers for this item, use the drop-down arrows in the **Item Default Time** field to select a new time. Click **Change** to modify the time.



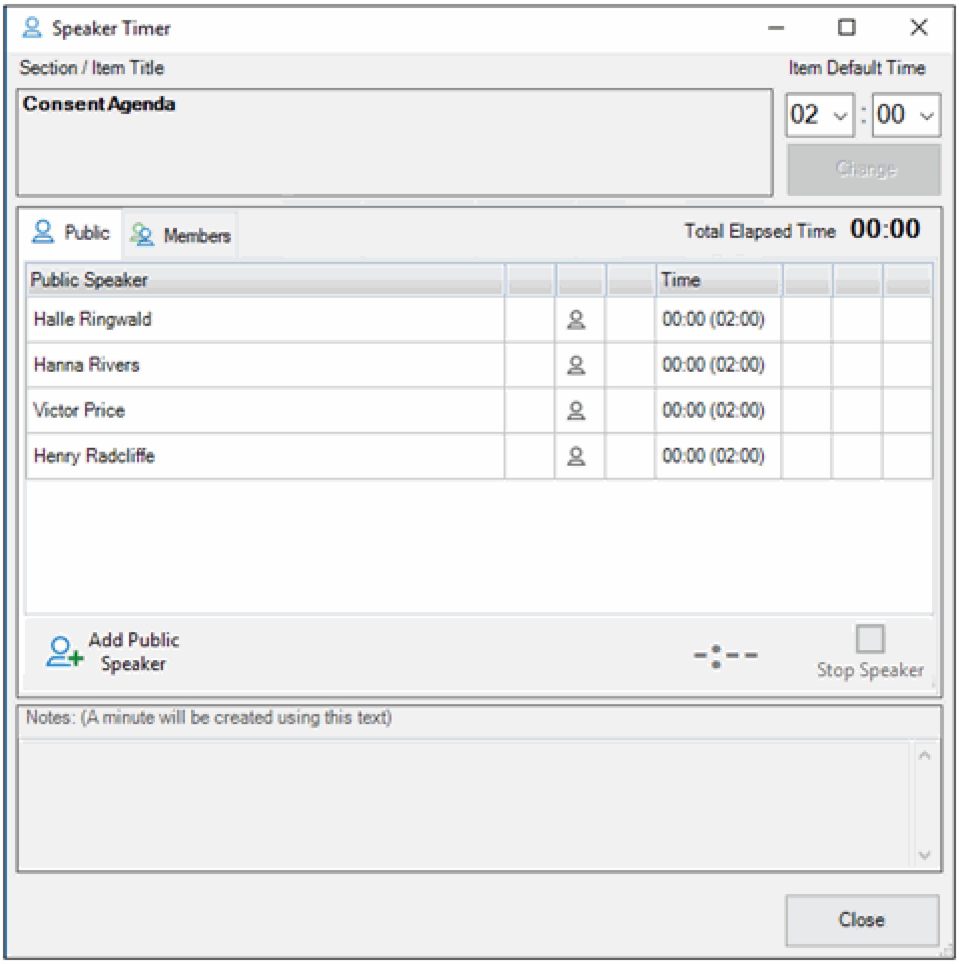
Allowing a Public Speaker to Speak

The **Public** tab displays any public speakers who want to speak on an agenda section or item.

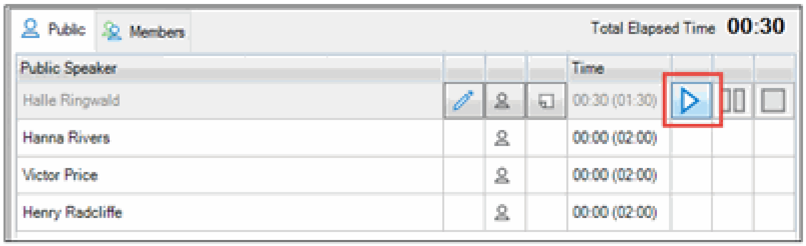
Note: You cannot start a public speaker if a member speaker is currently speaking.

To allow a public speaker to speak:

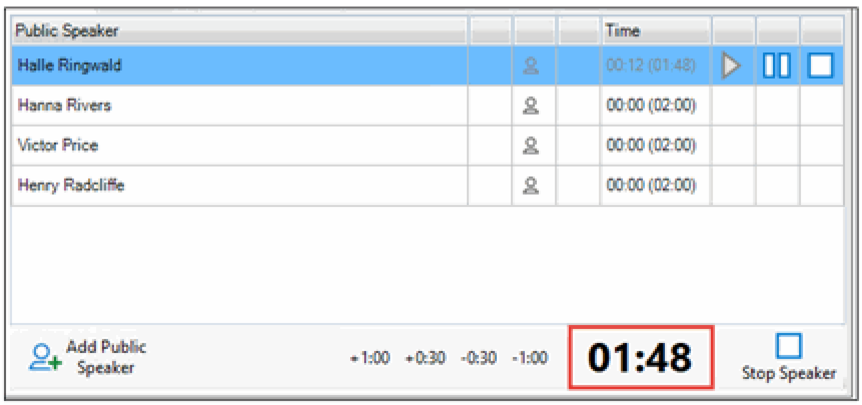
1. Select the **Public** tab. Public speakers who want to speak on an item or section are displayed.



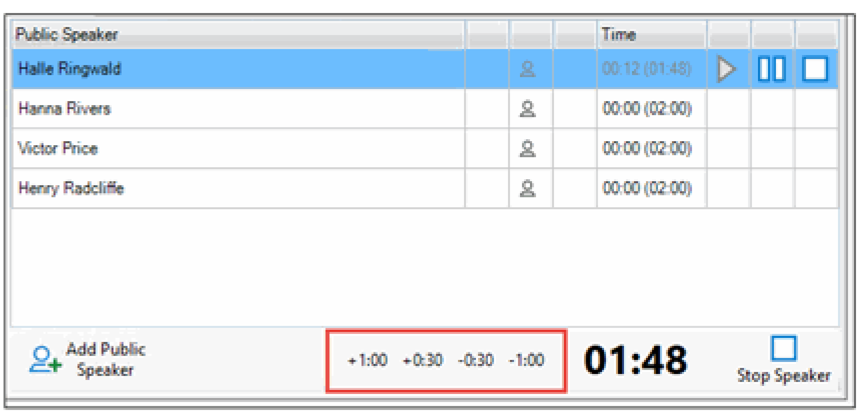
2. If there are multiple speakers assigned to this item, hover your cursor over the speaker who would like to speak and then select the **Start Speaker** icon.



The timer is started and the countdown is displayed.

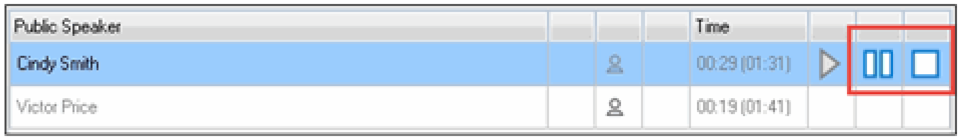


3. Once a speaker is speaking, you can do the following:
   - **Modify the speaker time**. Use the add or subtract time buttons to add to or remove seconds or minutes from the original speaker time.



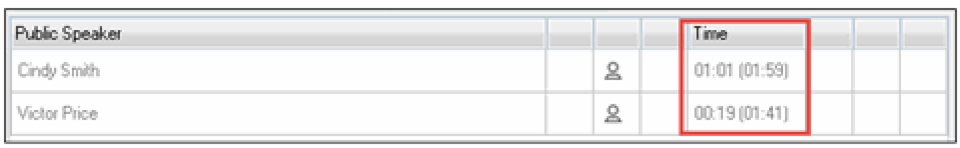
Note: Depending on your system's configuration, you may not be able to modify the speaker time. See General Tab on page 17 for configuration information.

- **Stop or pause the timer**. Select either the **Stop Speaker** or **Pause Speaker** icons to either stop the timer completely or simply pause the timer.

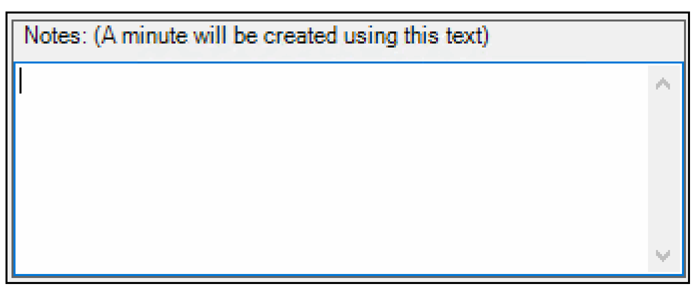


  You can also select the **Stop Speaker** button.

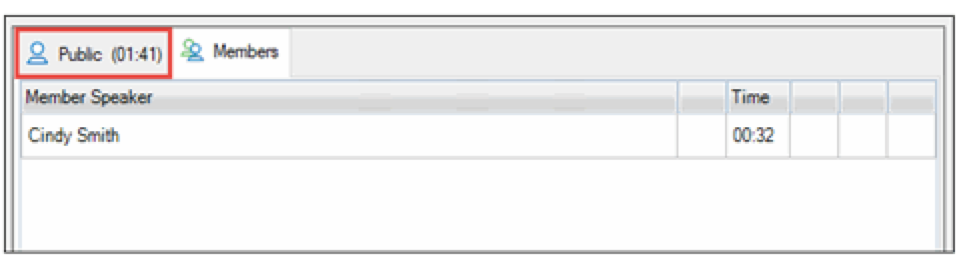
4. When the timer is stopped, the amount of time the speaker has left (if any) is displayed in the **Time** field.



5. When the speaker is speaking, you can enter notes in the **Notes** field in the **Speaker Timer** screen.



6. If you select the **Member** tab while a public speaker is speaking, the elapsed time for the public speaker is displayed in the **Public** tab.



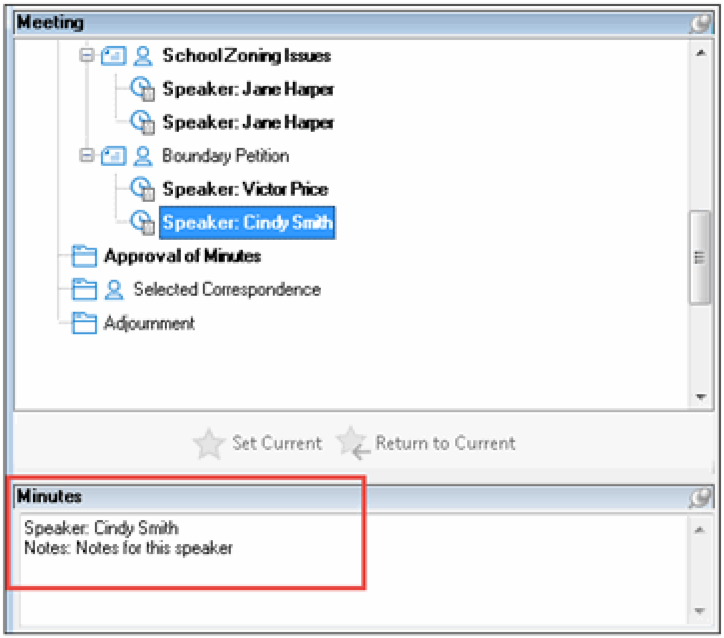
7. Click **Close** to close the **Speaker Timer** window.

Viewing Public Speaker Notes

You can view public speaker notes from one of the following locations:

- When a note is taken, a minute is displayed in the Meeting Tree for the speaker. When you click the minute, the speaker note is displayed in the **Minutes** section.

Note: Depending on your system's configuration, you may not be able to modify the speaker note. See the Record a minute when a speaker has spoken configuration option on the General Tab on page 17 for configuration information.



- Select the **Notes** icon from the **Speakers** section to view and edit the note. See Editing Speaker Notes on page 105 for more information.

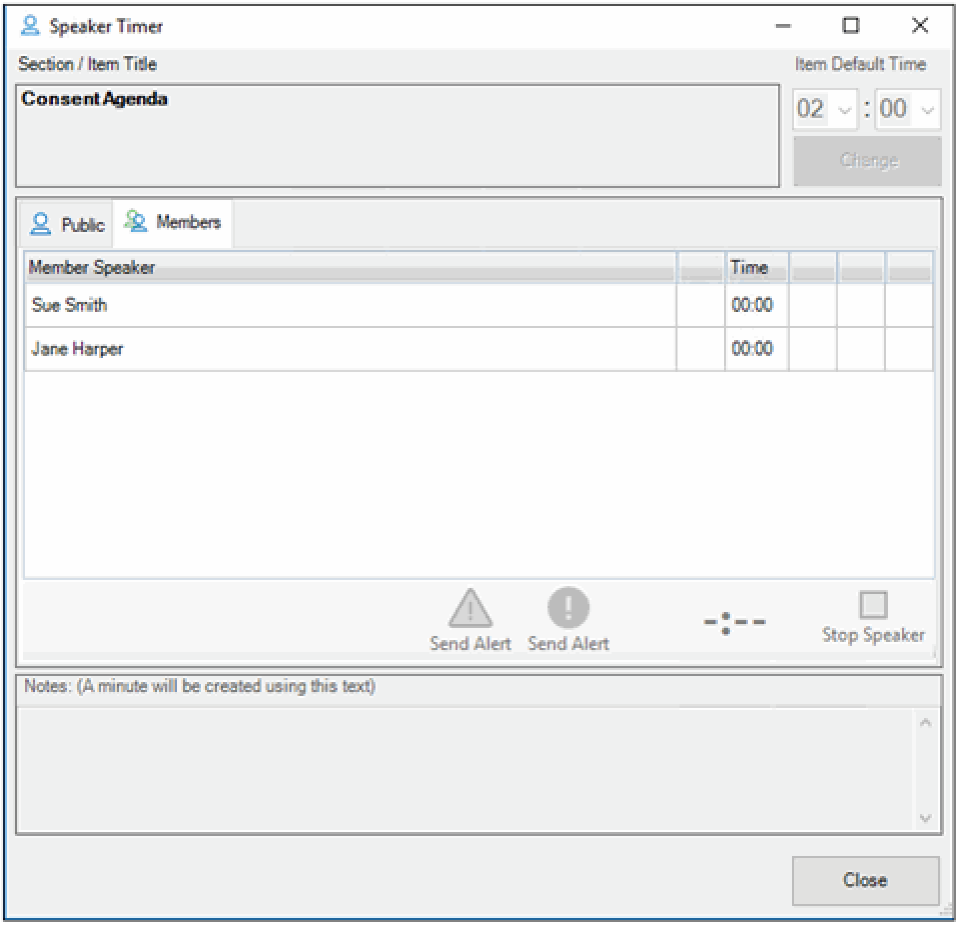
Allowing Member Speakers to Speak

The **Member Speakers** tab displays meeting members who have requested to speak on an item from the Voting Client.

Note: You cannot start a member speaker if a public speaker is currently speaking.

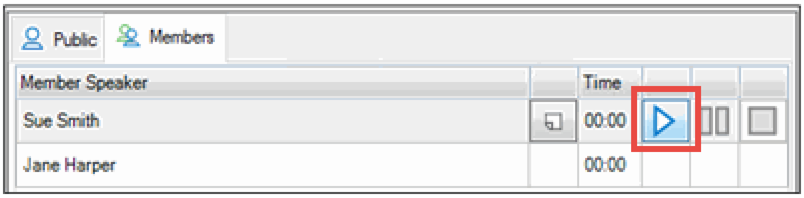
To allow a member speaker to speak:

1. Select the **Members** tab. Meeting members who have requested to speak on an item are displayed.



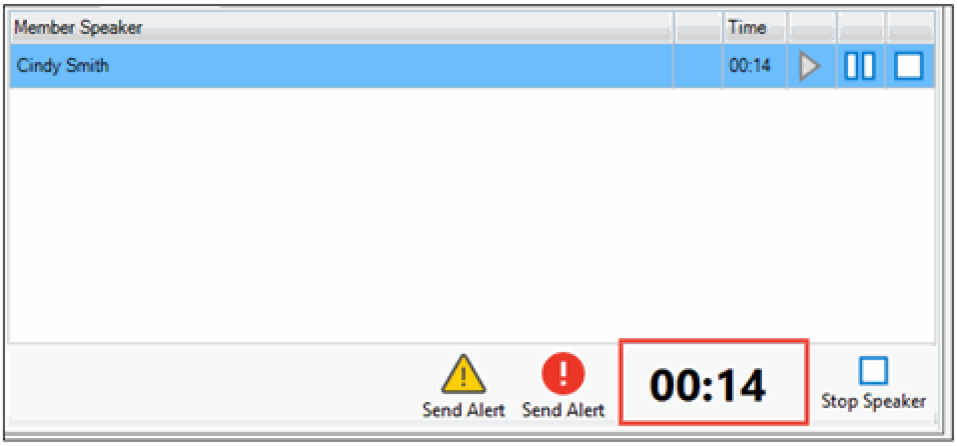
Note: You cannot change the **Item Default Time** for a member speaker.

2. If there are multiple speakers assigned to this item, hover your cursor over the speaker who would like to speak and then select the **Start Speaker** icon.

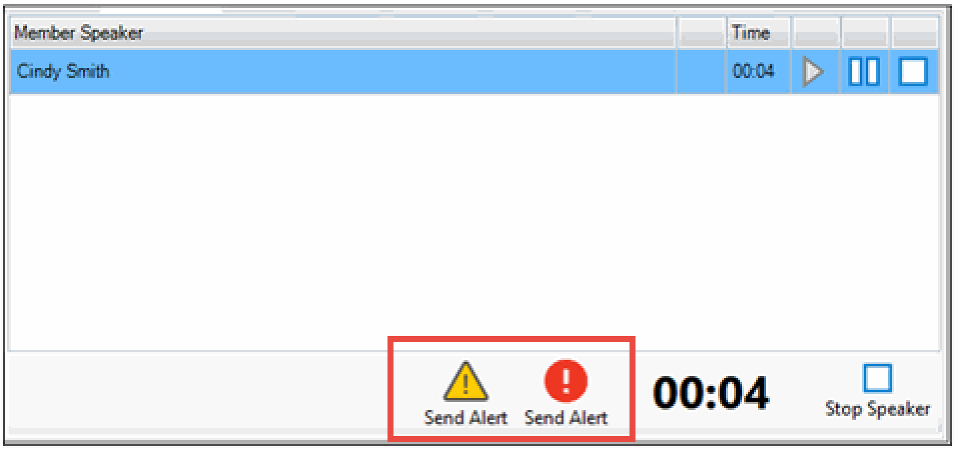


Note: Member speaker options can also be controlled from the Voting Client. See the **Agenda Voting** module reference guide for more information.

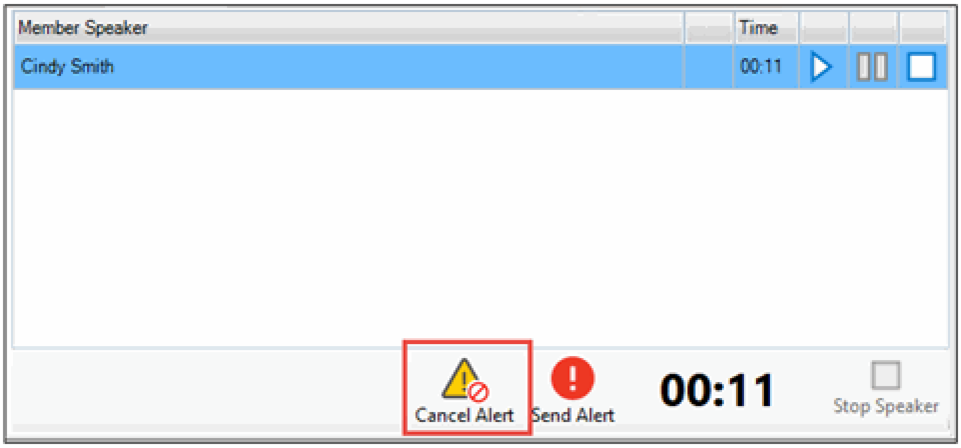
The elapsed time for the member speaker is displayed.



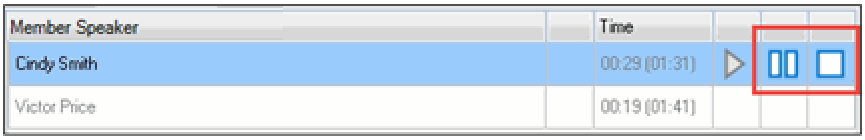
3. Once a speaker is speaking, you can do the following:
   - **Send alerts to the Voting Client**. There are two different alerts that can be sent to the Voting Client. The significance of these alerts is typically determined prior to the start of the meeting. The alert can be invoked by either the clerk in Minutes, or by the meeting chairperson in the Voting Client.

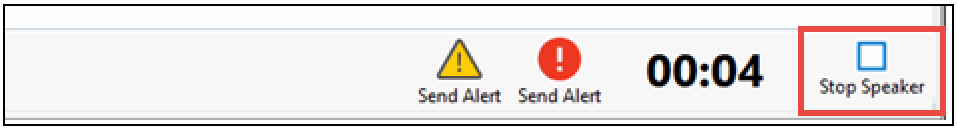
     When this alert is selected, the alert flashes on the screen of the member speaker in the Voting Client. Also, the icon is modified allowing either the clerk or the meeting chairperson to cancel the alert.

   - **Stop or pause the timer**. Select either the **Stop Speaker** or **Pause Speaker** icons to either stop the timer completely or pause the timer.

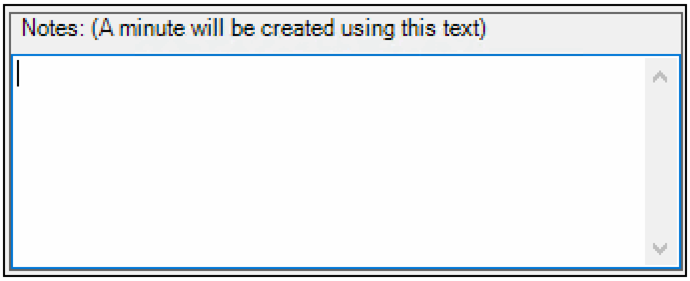
     

- Select the **Stop Speaker** button next to the timer countdown.

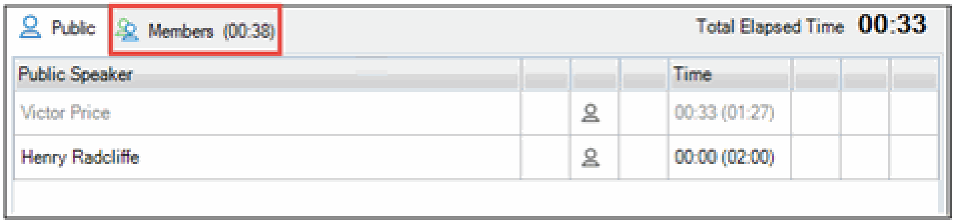


4. Depending on the option selected above:
   - When the timer is paused, the amount of time the speaker has left (if any) is displayed in the **Time** field.

   - When the timer is stopped, the speaker is removed from the **Member Speaker** section.
5. When the speaker is speaking, you can enter notes in the **Notes** field in the **Speaker Timer** screen.



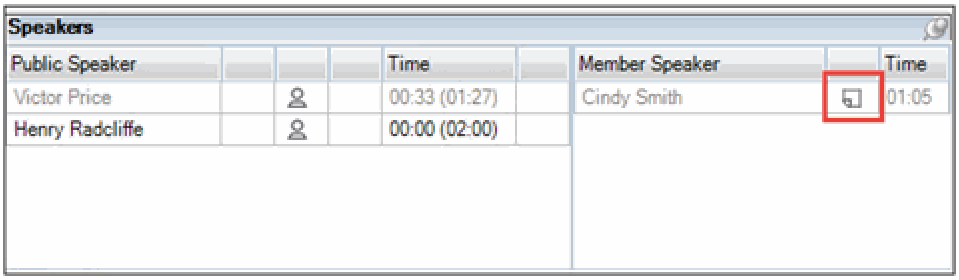
6. If you select the **Public** tab while a member speaker is speaking, the elapsed time for the member speaker is displayed in the **Member** tab.



7. Click **Close** to close the **Speaker Timer** dialog box.

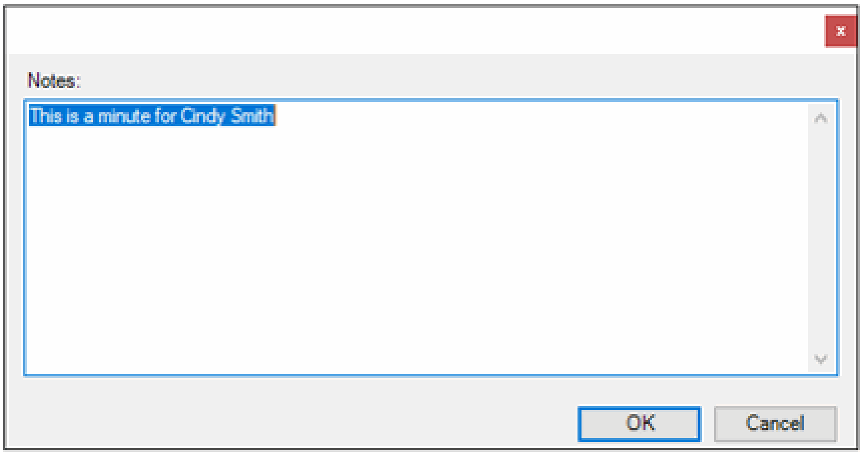
Viewing Member Speaker Notes

If a note was taken while the speaker was speaking, the **Notes** icon is displayed in the **Member Speaker** section.



Note: You can view the note only when the meeting is in **Post-Meeting** mode.

When you select the **Notes** icon, you can view and edit the note that was taken while the speaker was speaking.



Record Video and Audio

During a meeting, you can record video and audio. Video and audio recordings are stored in media files that can be uploaded to the server, or published to Agenda Online either live or on demand. Meetings can also be streamed to YouTube where they can be viewed either live or on demand. They can also be configured to be viewed and recorded with closed captioning enabled.

Before you can record meetings, you must have a media publisher in place, and an encoder set up and configured. See the **Agenda Media** module reference guide for more information on setting up the media publisher.

Note: In order to run a meeting with Media, you must have Media Streaming privileges assigned to your user group. See Media Streaming on page 16 for more information.

Encoders can be managed in Minutes, but the encoder setup is described in the **Agenda Media** module reference guide. To setup meetings to stream to YouTube, you must set up Google and YouTube accounts. See Streaming Meeting Contents to YouTube on page 124 for more information.

Note: If Media Publishers are not configured for your instance of Minutes, you will not see any of the media options or be able to record audio and video.

Viewing Media Status

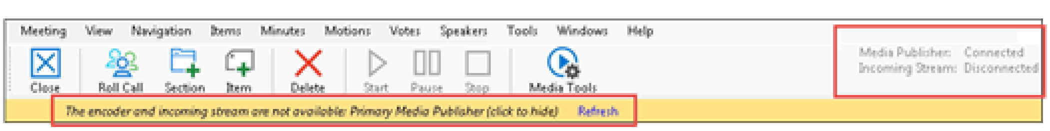
After clicking **Run Meeting**, the media status is displayed in the upper-right corner of the meeting window. Messages may also display under the toolbar that indicate the status of the media or streaming connection. Messages can be one of the following:

- Messages displayed in blue are informational messages. They go away after eight seconds.
- Messages displayed in yellow are error messages. An action may need to be taken to correct the media connection.

The media status indicates whether video is recording and broadcasting (streaming), and may change depending on any of the following variables:

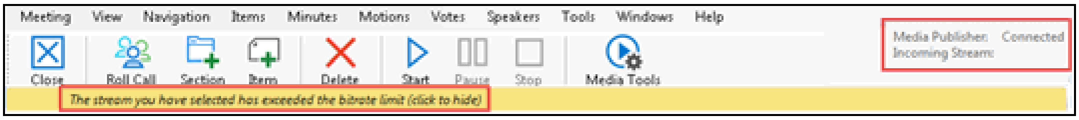
- If both the encoder and the Media Publisher service are turned on and operating correctly, the initial **Recording** status displays as **Not Recording**, and the **Broadcast** status displays as **Not Streaming**.

- If the encoder is not streaming, but the Media Publisher is on, the **Media Publisher** status displays as **Connected**, but the **Incoming Stream** status displays as **Disconnected**. This indicates that video will be recorded, but it will not be streamed to Agenda Online. A message highlighted in yellow also displays indicating that the encoder and incoming stream are not connected.



- If the Media Publisher service is restarted during a meeting, the status displays with **The media publisher is not available**, and then the name of the media publisher service. A message highlighted in yellow indicates that the media publisher is not available.

  Click **Refresh** to start the recording and the stream.
- If the bitrate limit for the encoder has been reached, the **Media Publisher** status displays as **Connected**, and the **Incoming Streams** status is blank. A message highlighted in yellow indicates that the selected stream has exceeded the bitrate limit.



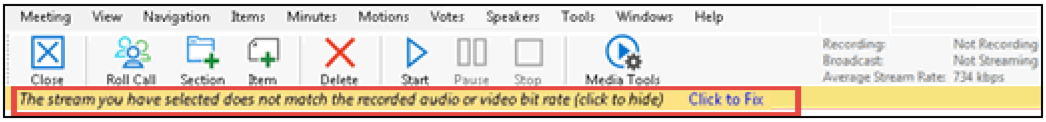
  The bitrate must be modified on the encoder in order to start the stream once again. Keep in mind that encoders may report lower than average bitrates than what was originally configured.
- If the Media Publisher service is stopped, the meeting opens with no status indicated. Essentially, the meeting is opened as if you did not select a media option. You will need to start the Media Publisher to record video for the meeting.

Starting a Recording

A recording begins when a meeting is started. When you start the meeting, the **Recording** status changes to **Recording**, and the **Broadcast** status changes to **Streaming**. A message highlighted in blue displays indicating that the recording and broadcasting have started successfully.

Bit Rate Mismatch

If you stop the meeting, and then start it again, the recording continues and is merged together with the previous recording. However, if the bit rate is modified on your encoder, when you restart the meeting, the following message is displayed:



You must select the **Click to Fix** link, and then choose from one of the following options:

- **Recording cannot be started**. Select this option if you want to be able to merge prior recorded content with new content into one media file. However, before you can continue with the recording, you must contact your system administrator to access the encoder and change the bit rate to match that of your prior recording.
- **Start a new recording**. Select this option to create two separate media files. The media file that is used for uploading and publishing will be the file with the newly recorded content. The original media file from the prior recording is available, but it is not the default file used by Agenda Online or Minutes.

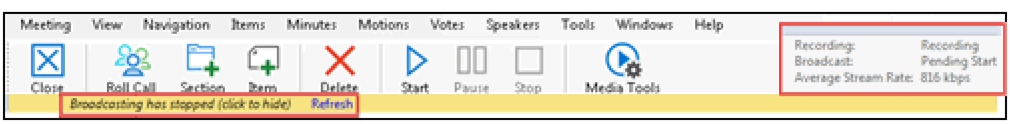
Essentially, if you want to retain the information from the prior recording, the best practice is to fix the bit rate mismatch so you can merge the two recordings into one media file.

Pausing a Recording

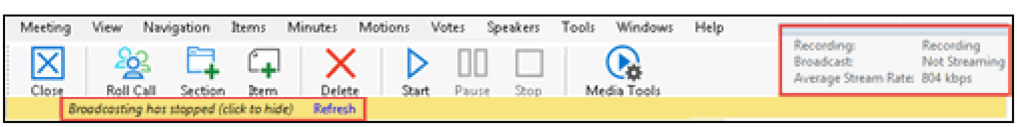
If the meeting is paused at any time, the recording is paused as well. The Recording status displays as **Not Recording**.

Restart a Broadcast

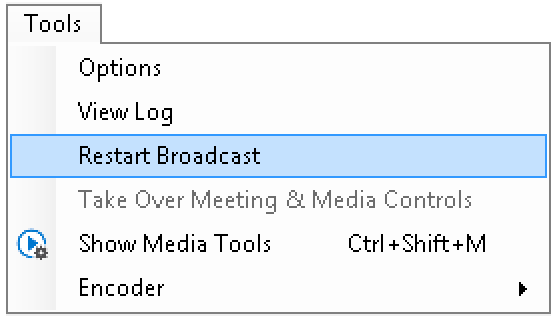
If the stream goes down at any time during the meeting, the status changes and a message is displayed indicating that the stream has stopped. By default the stream automatically tries to reconnect, and the **Broadcast** status changes to **Pending Start**. A message highlighted in yellow indicates that the broadcast has stopped.



If the stream is not able to reconnect, the **Broadcast** status changes to **Not Streaming**, and the message highlighted in yellow remains the same.



To restart the broadcast, select the **Restart Broadcast** option from the Tools menu.



Stopping a Recording

The recording stops when the meeting is stopped. The status indicates that both recording and streaming have stopped.

Setting Encoder Options

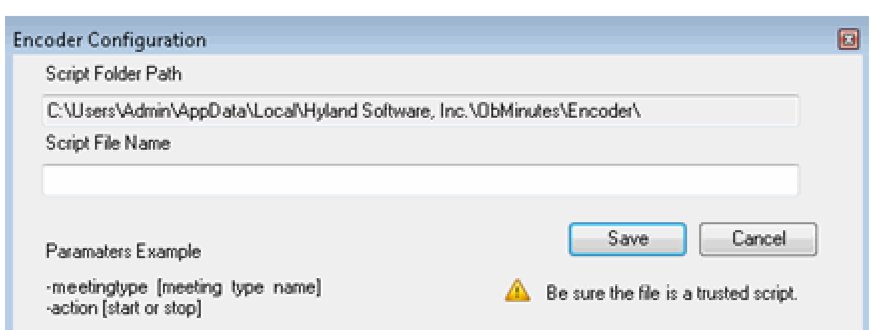
If you have an encoder set up to record audio and video, and a license for **Agenda Media**, you can configure the encoder using a script file to allow you to start and stop it either before, or during a meeting.

Configuring the Encoder

When selecting the **Encoder** option from either the **Media** menu on the **Meeting Selection** window, or the **Tools** menu on the **Main Meeting** window, the **Configure** option is available. This option allows you to configure a script that Minutes uses to allow you to start and stop the encoder. When the script is configured, the **Start** and **Stop** options are activated.

To configure a script for the encoder:

1. From either the **Media** menu on the **Meeting Selection** window, or from the **Tools** menu on the **Main Meeting** window, select the **Encoder** option, and then select **Configure**. The **Encoder Configuration** dialog box is displayed.

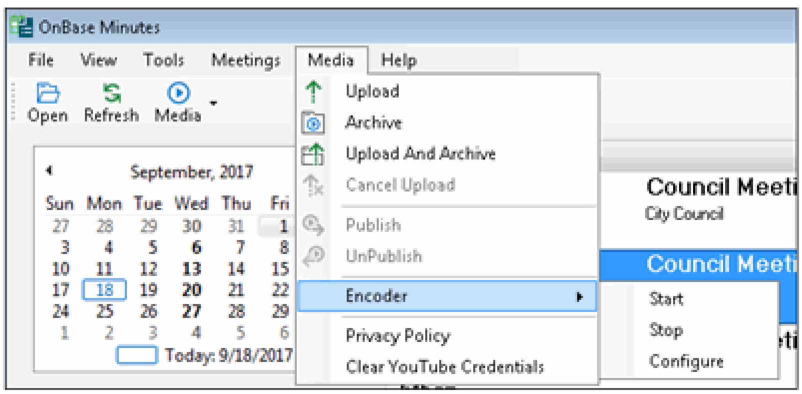


2. Type the file name that contains the script you want to use to manage the encoder. These are the values that are passed to the script as command line parameters:
   - When the encoder stops: -action stop -meetingtype [meeting type name]
   - When the encoder starts: -action start -meetingtype [meeting type name]
3. Click **Save**. The **Start** and **Stop** options are activated and can be selected from the **Meeting Selection** list, or during an active meeting in the **Main Meeting** window.

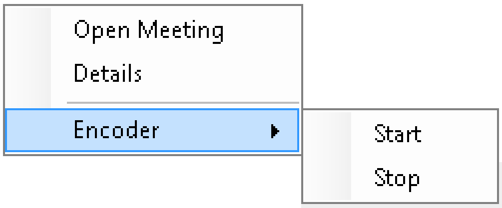
Starting and Stopping the Encoder

If the encoder is configured with a file containing start and stop scripts (see Configuring the Encoder on page 122 for configuration information), the encoder can be started or stopped either before a meeting is started or during a live meeting. You can access the **Start** and **Stop** options from the following locations in Minutes:

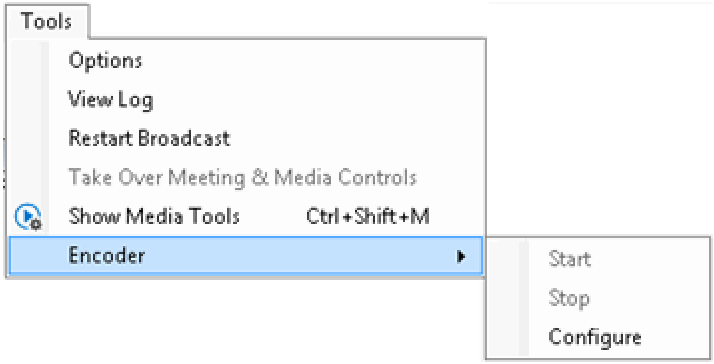
- From the **Meeting Selection** window, click the **Media** menu and then select **Encoder**.



- From the **Meeting List**, right click on the meeting for which you want to manage the encoder and then select **Encoder**.



- From the **Main Meeting** window, click the **Tools** menu, and then select **Encoder**.



Streaming Meeting Contents to YouTube

Before you can stream the contents of a meeting to YouTube, you must have set up a Google account and a YouTube channel. See the **Agenda Media** module reference guide for more information.

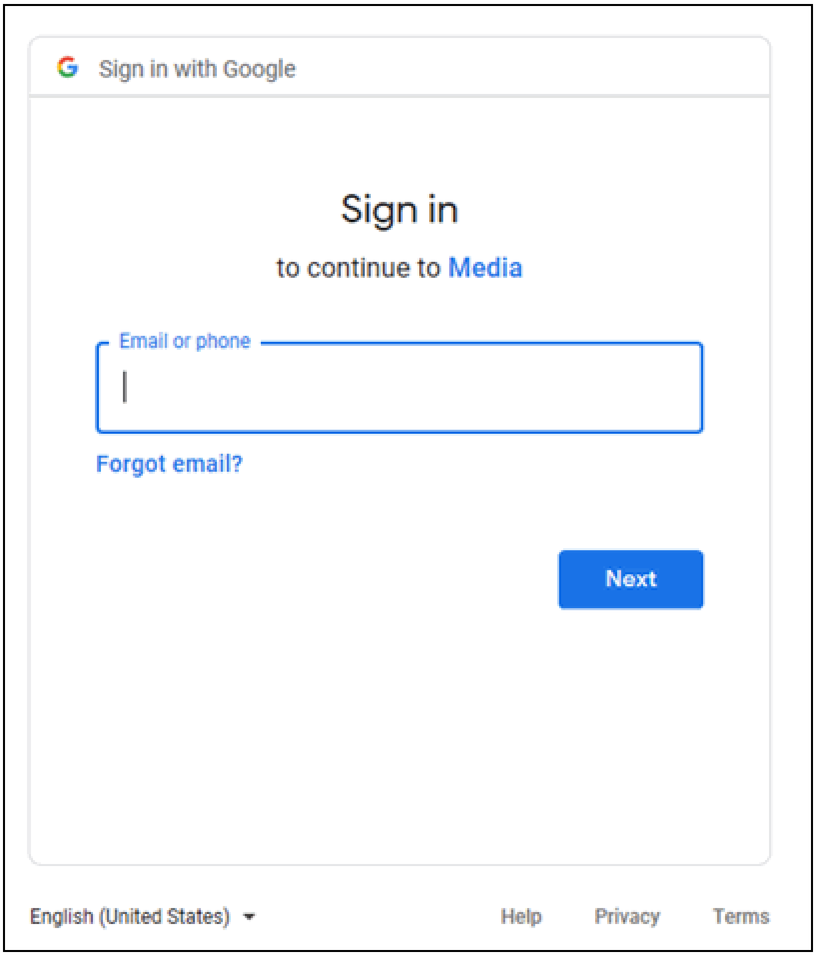
Once Minutes has been integrated with YouTube, you are able to livestream meetings to YouTube, and make them available for on-demand viewing on a YouTube channel. The first time you open a meeting in Minutes that has been integrated with YouTube, a series of messages display that need your attention.

Do the following to work through the YouTube messages:

1. When YouTube is integrated with Minutes, the following warning message is displayed when the **Run Meeting** option is selected.

2. Select **Click to Fix**. The **Sign in with Google** dialog box is displayed.

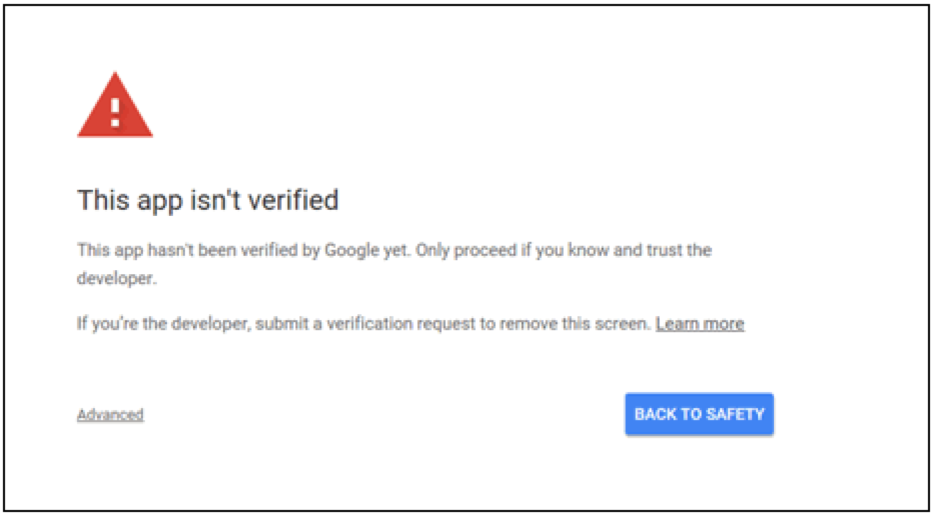
, listing



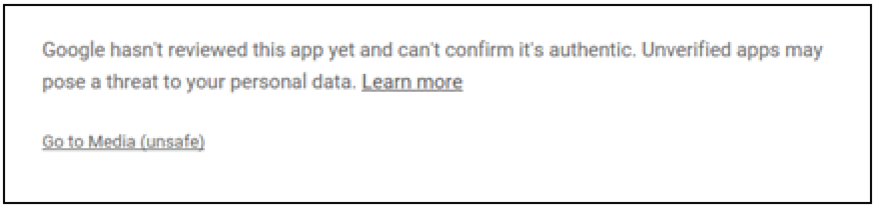
Note: If you are utilizing a brand account, an additional dialog box is displayed, listed both the individual Google account, as well as the brand account. If utilizing the brand account, ensure that this account is selected for authentication.

3. Sign in with the Google account you created. See **Create a Google Account** in the **Agenda Media** module reference guide for more information.

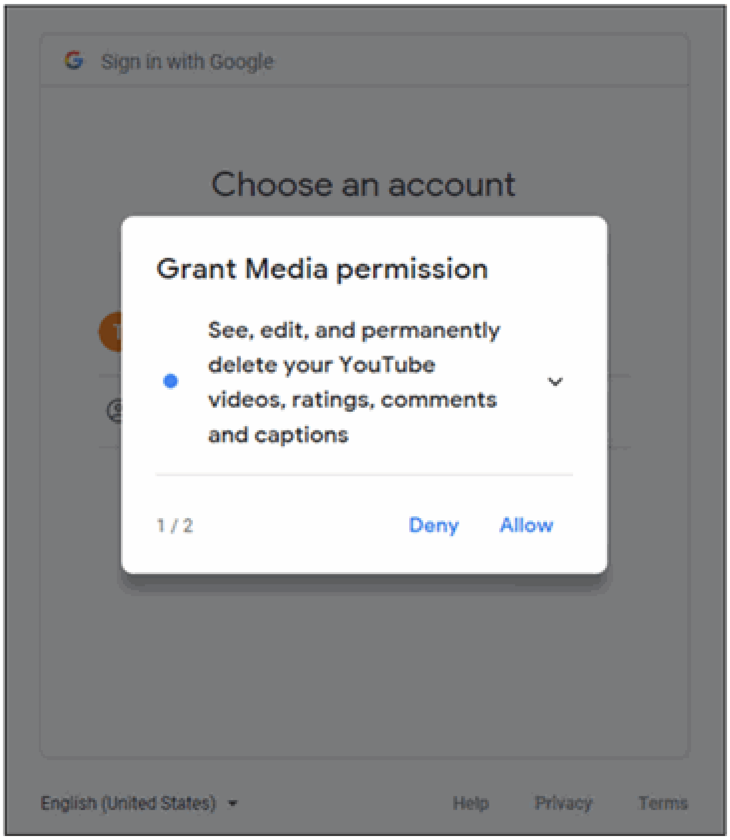
4. Click **Next**. A screen is displayed indicating that the app is not verified.



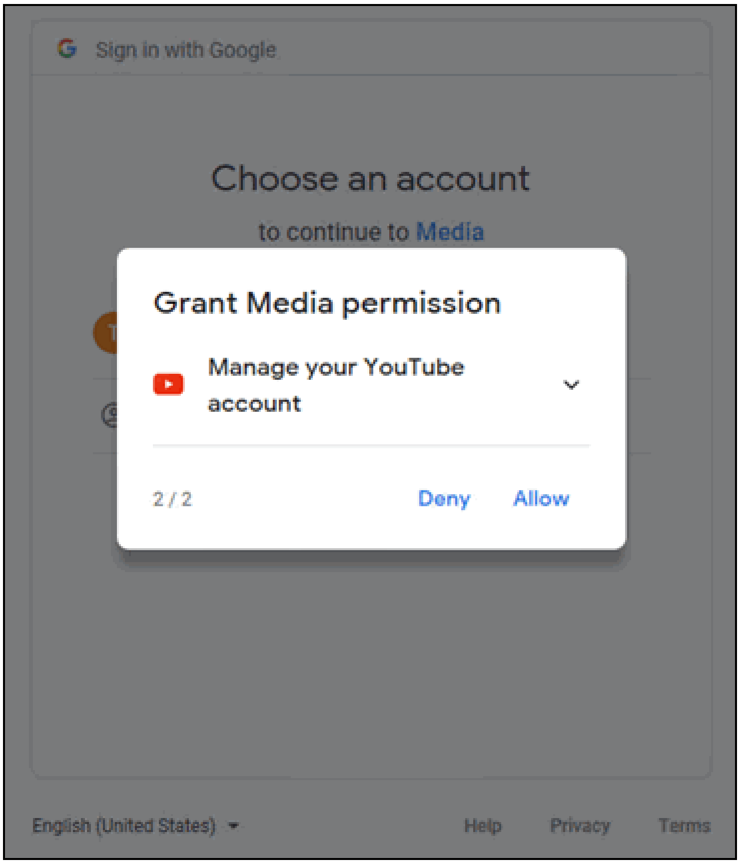
5. Click **Advanced**. A message is displayed where you can continue to media to verify the app.



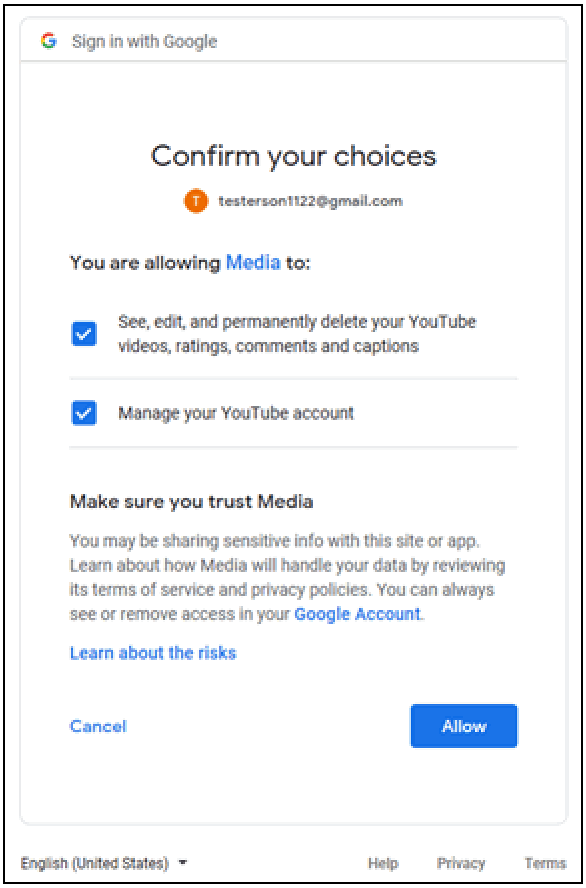
6. Click the **Go to Media** link. A message box is displayed providing the ability to grant media permission to allow you to view and modify videos and comments on your YouTube account.



7. Click **Allow**. A message box is displayed allowing you the ability to manage your YouTube account.



8. Click **Allow**. A dialog box is displayed confirming your selections.



9. Review your choices, and then click **Allow**. You are now able to stream content using Youtube.

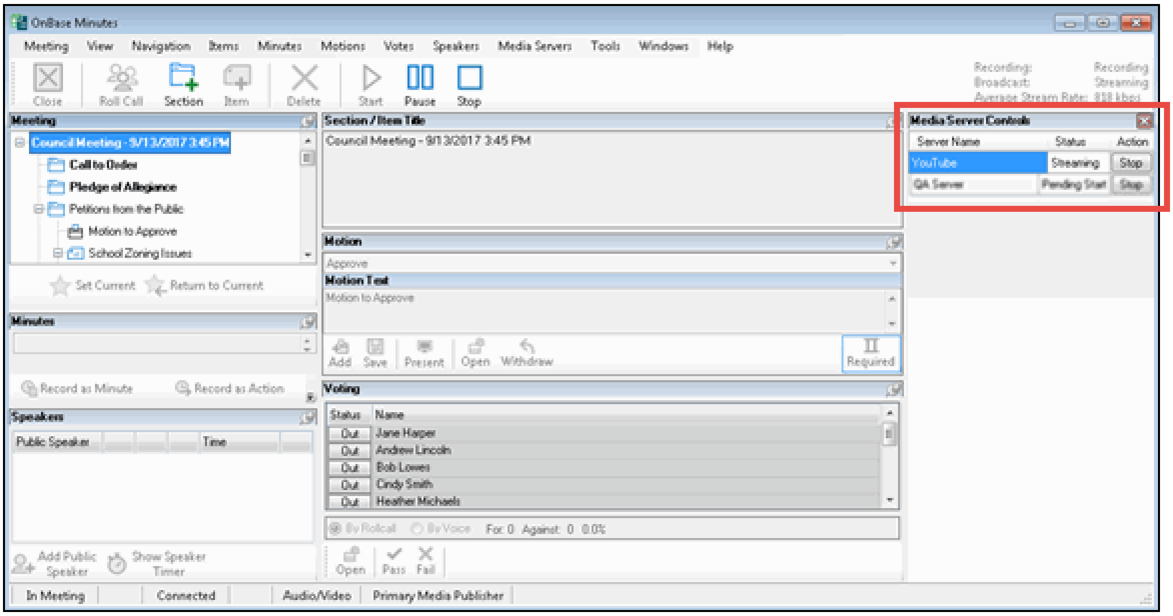
Managing Multiple Servers

If the Media Publisher you use to run meetings has been configured with multiple media servers, you can change servers during meeting that has been set to **Run**. With multiple servers, you can switch between one that has YouTube enabled and one that does not. Multiple servers are set up in the MediaPublisher.exe config file. See the **Agenda Media** module reference guide for more information.

Once a meeting has been started, you can access multiple servers using one of the following methods:

- From the **Media Servers** menu, select **Pop in Window**. The **Media Server Console** dialog box is displayed with a list of servers configured in the MediaPublisher.exe config file.

Note: The **Media Servers** menu is displayed only if media servers are being used for the meeting.



This is a toggle command which, when de-selected, removes the **Media Server Console** dialog box from the Minutes window, and displays it as a floating dialog box on top of the Minutes window.

- In the upper-right corner of the Minutes window, double-click the **Broadcast** status area. The **Media Server Console** dialog box is displayed according to how the toggle was set from the **Media Servers** menu.

From the **Media Server Console**, you can view the status of each server, and select a server to either stop or start, depending on it’s current status.

Media Options

Once media has been recorded for a meeting, it is displayed in Minutes in the **Media Tools** dialog box. From this dialog box, you can:

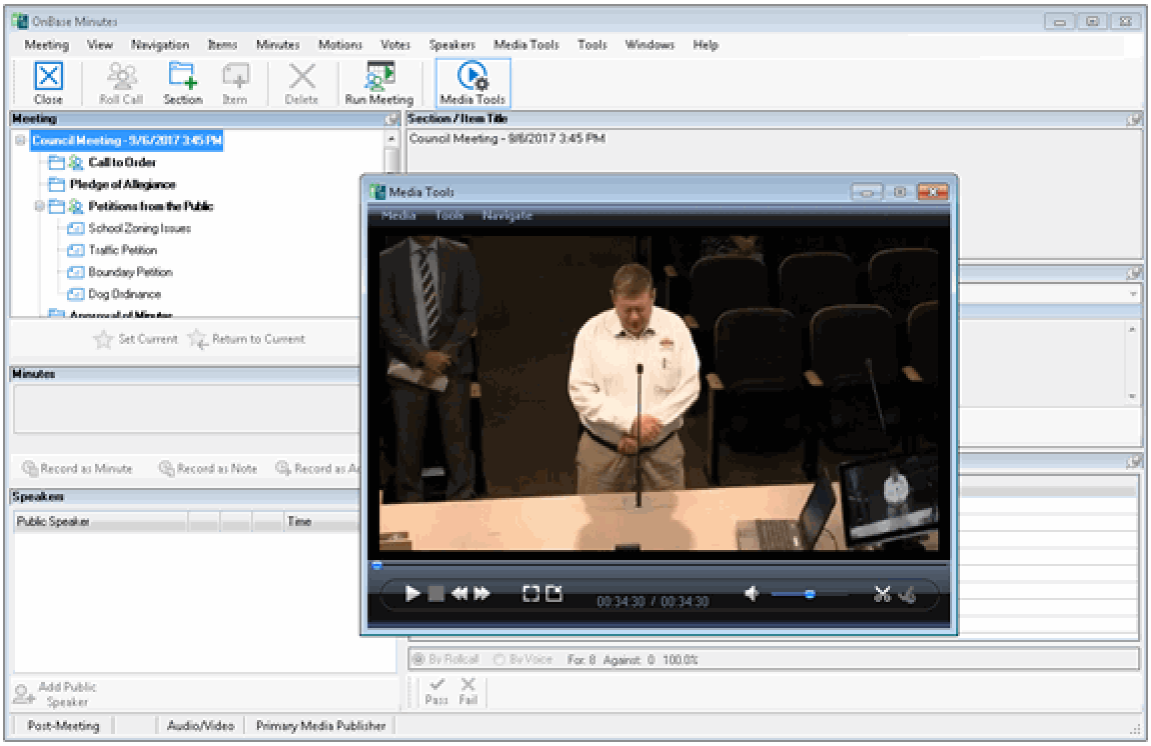
- View media
- Trim media including audio/video and audio files
- Set and Update event points in media files

Note: If the Media Tools dialog box does not open, it may be that the Windows Audio service is not running. See your system administrator for more information.

Viewing Media in the Media Tools Screen

To view media using the Media Tools screen:

1. Open the meeting that contains the media you want to view. The **Media Tools** window is displayed.



This window is a media player that allows you to view the contents of the recording. If you recorded audio only, the **Media Tools** screen is displayed, and "~Audio Recording~" is visible on the screen.

Note: The **Media Tools** window is displayed only if the meeting has been recorded with audio/ video or audio only. If the **Media Tools** window does not display, click the **Media Tools** icon from the toolbar.

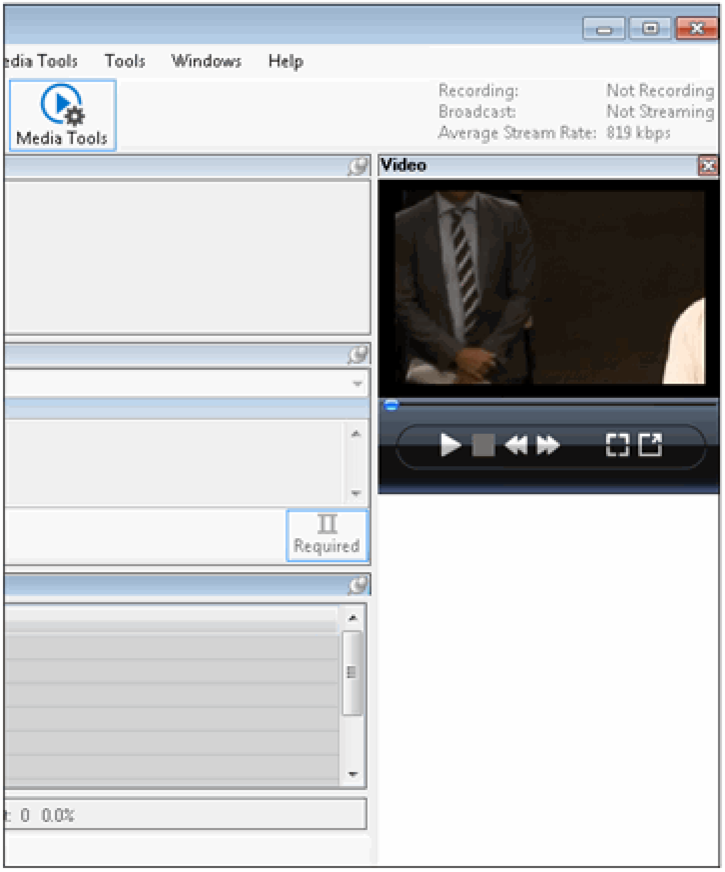
2. View media using one of the following methods:
   - Use the controls on the bottom of the screen to play, pause, stop, fast-forward, or rewind the media.

   - From the **Media Tools** menu, select from the following options:

Option	Description
Play/Pause	Select this option to play or pause media.
Stop	Select this option to stop media.
Seek	This option contains the following sub-options: • Skip Back 5 seconds • Skip Back 1 second • Skip Forward 5 seconds • Skip Forward 1 second Select the option you want to move forward or back in the media.
Mute	Select to mute any audio that was recorded with the video.

3. If needed, select one of the following options from either the **Media Tools** menu, or from the icons located next to the viewing icons:

- **Fullscreen**. This places the Media Tools screen in Fullscreen mode.
- **Pop in window**. This docks the Media Tools screen on the right side of the Minutes screen.



The icons changes to a **Pop out** icon. Click it to undock the window from the Minutes screen.

4. If you do not want to view the **Media Tools** window, click the **Media Tools** icon from the Minutes toolbar.

This icon acts as a toggle, so if you select it again, the **Media Tools** screen is displayed in Minutes.

5. You can resize the **Media Tools** screen as needed. While the **Play**, **Stop**, **Fast-forward** and **Rewind** buttons will always display on the screen, the **Volume** and **Trim** buttons may not display depending on how small you make the screen.

Trimming Media

You can shorten the length of media files by trimming them from either the beginning or the end of the media file.

Note: This includes audio/video and audio only files.

To trim the media file:

1. Open a meeting that contains a media file.
2. Select either the **Trim Mode** icon from the bottom of the video screen, or select **Trim Mode** from the Tools menu.

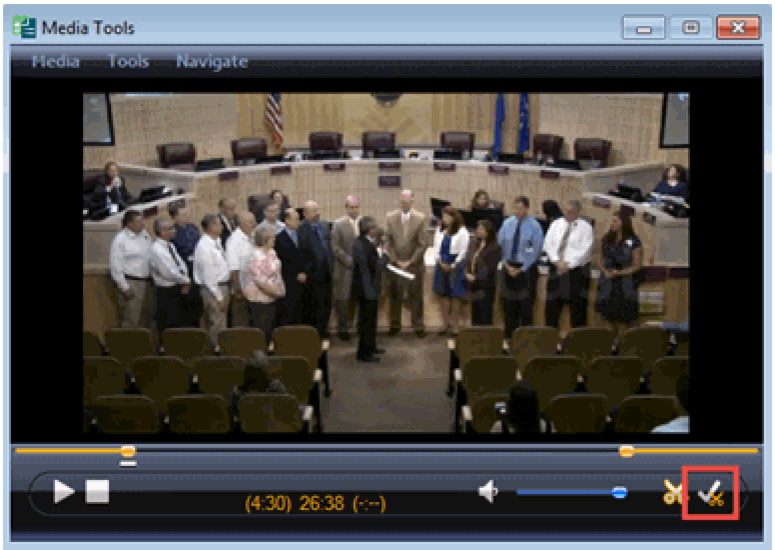
Trim instructions are displayed on the media screen.

3. Click and drag either end point to mark where you want the video or audio file to start or end. Do the following for better precision:
    - Use either the left or right arrow keys to fine-tune the trim.
    - Press the **Shift** key while using the arrows for even more precision.

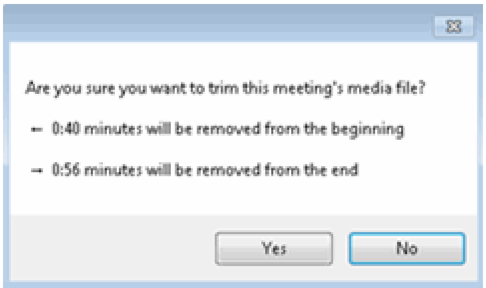
The numbers on the bottom of the screen indicate how much time you are trimming from the beginning and/or end of the media file.

Note: You can trim all but 10 seconds of a media file.

4. Either click the **Trim** icon to execute the trim, or select **Apply Trim Points** from the **Tools** menu.



A message is displayed that provides the amount of time being trimmed from the media file.



5. Click **Yes** to continue. A message is displayed in the **Media Tools** window indicating that the trim was successful. The new video or audio time is displayed in the bottom of the video screen.

   If for some reason the trim fails, a message is displayed indicating that the trim failed, and you should check the Diagnostic Console for more information. See your system administrator for more information.

Note: Information regarding the media trim is logged in the Event Viewer of the box running the Media Publisher. To view the log, open the Event Viewer, and navigate to the following location: Applications and Services Log | OnBase Log.

Once the trim is complete, two media files are stored locally - the original media file and the newly trimmed file. When you publish media to Agenda Online, the trimmed media file is published by default.

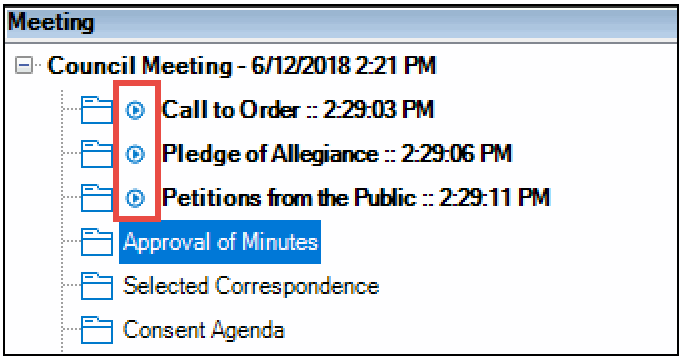
Note: In order to view the updated media file in Agenda Online, you must publish the meeting. See Tool Bar Icons on page 30 for more information.

Setting Event Points

Event points are set in the media files when you set meeting items as current during a running meeting. Event points can also be set to a recorded meeting to an item that was not set as current.

When you set meeting items as current, a timestamp is placed on the item. This timestamp is transferred to the media file, allowing you to jump to the event point both in the **Media Tools** window in Minutes, and in OnBase Agenda Online.

When an event point is set, an icon is displayed in the meeting tree indicating that the item has an event point.



To set event points during a meeting:

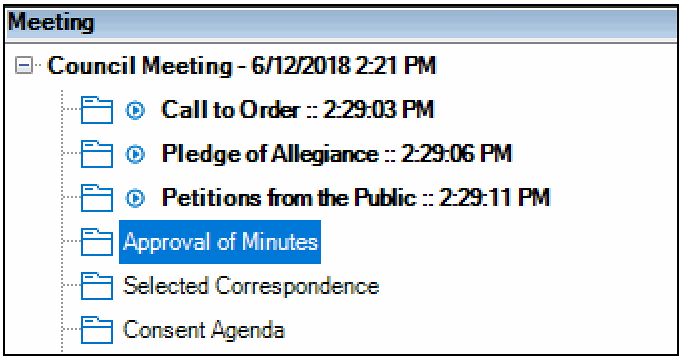
1. Start a meeting with media enabled.
2. Set agenda sections and items as current. See Run and Start Meetings on page 48 for more information.
3. Stop the meeting and close it.

Each time you set an agenda section or agenda item as current, an event point was placed in the media file.

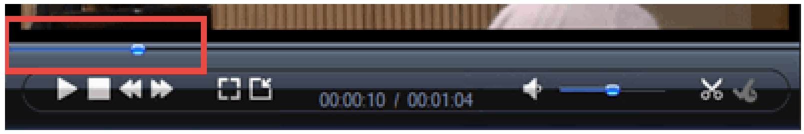
To set event points on items in a recorded meeting:

1. Open the meeting that contains the recording for which you want to set event points.
2. From the toolbar, select **Media Tools**. The **Media Tools** dialog box is displayed.

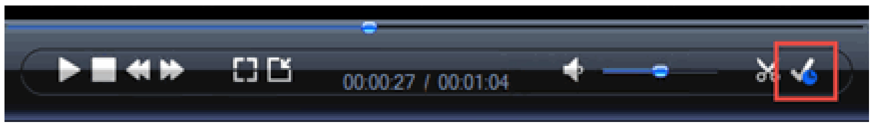
3. In the Meeting tree, select the item to which you want to add an event point.



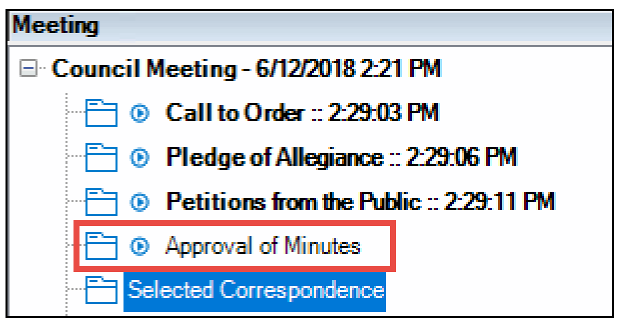
4. In the **Media Tools** window, move the slider at the bottom of the screen to where you want the new event point to be.



5. Click the **Update Event Point** icon.



The item you selected now has the event point icon next to it in the meeting tree.



Viewing Event Points in the Media File

You can view event points in the media file in the **Media Tools** window from a meeting in Minutes. To view event points from Minutes:

1. Open a meeting with a recorded media file that has event points set.
2. From the Minutes window, select a meeting item that has been set as current. In the **Media Tools** window, the video jumps to the event point that was set during recording.

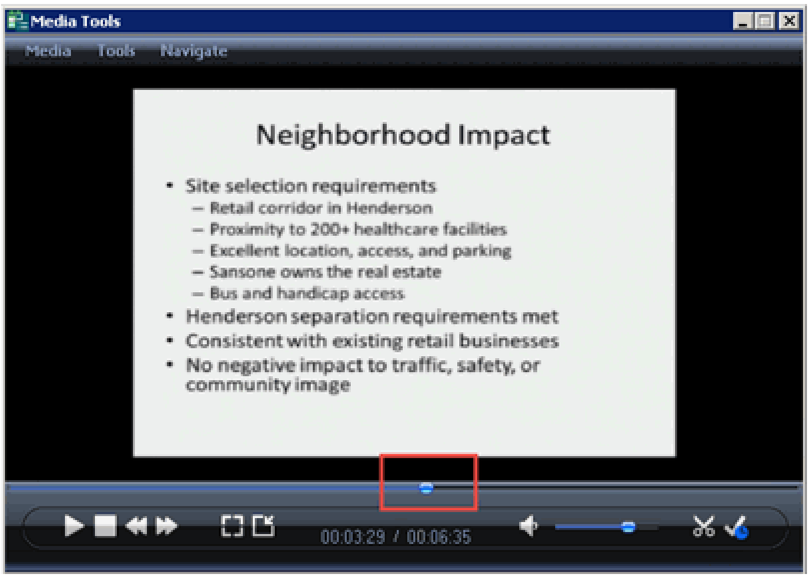
Note: See the OnBase Agenda reference guide for information on how to view event points in Agenda Online.

Editing Event Points

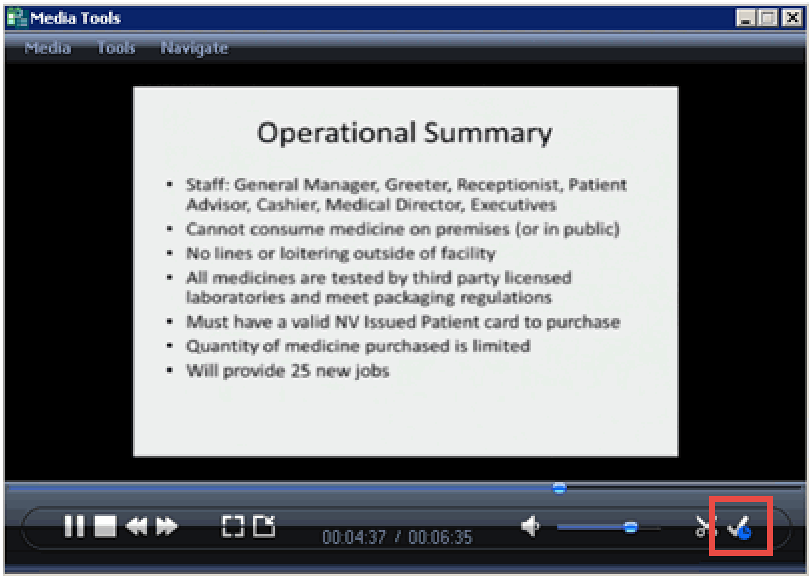
If you need to change the location of an event point in a media file, you can modify the media file in the **Media Tools** window. If an item was not set as current during a meeting, and you need to set an event point for that item, you can also set the event point at this time.

To edit an event point:

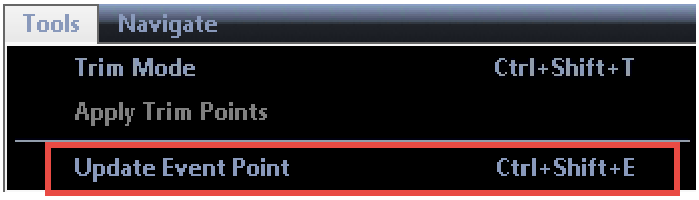
1. Open a meeting with a recorded media file that has event points set.
2. Do one of the following:
   - Select an item that was set as current for the event point you want to edit.
   - Select an item that was not set as current for an event point.
3. From the **Media Tools** window, click and drag the video progress indicator to where you want the new event point located.



4. Do one of the following to set the location for the updated event point:
   - Click the **Update Event Point** icon.



   - From the **Tools** menu, select **Update Event Point**.



   The event point is updated and jumps to the new location when you click on the item in the meeting tree.
5. Click **Save**. The event points are saved.

Note: In order to view the updated event points in Agenda Online, you must re-publish the meeting. See Tool Bar Icons on page 30 for more information.

Uploading and Publishing Media Files

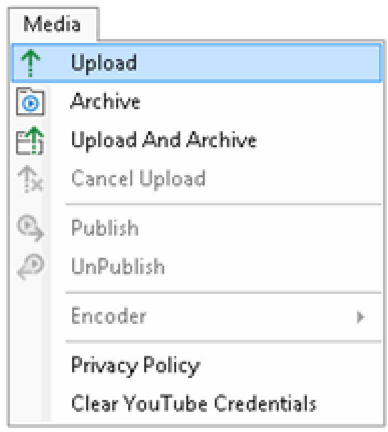
Once a meeting is completed, you can upload the media file to GCS or YouTube and then publish the media file for viewing in Agenda Online.

Uploading a Media File

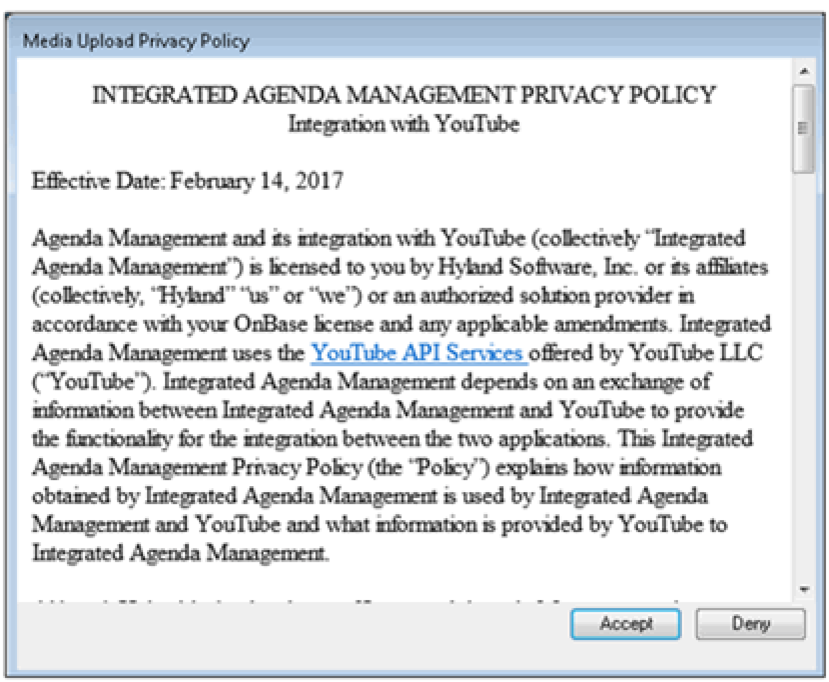
Complete the following steps to upload a media file:

1. Select the meeting you want from the meeting selection screen, then select **Media | Upload**.

Note: When uploading a video integrated with YouTube, initially there is a 15 minute length limit. To upload longer videos, click the following link for more information: https://support.google.com/youtube/answer/71673?hl=en.

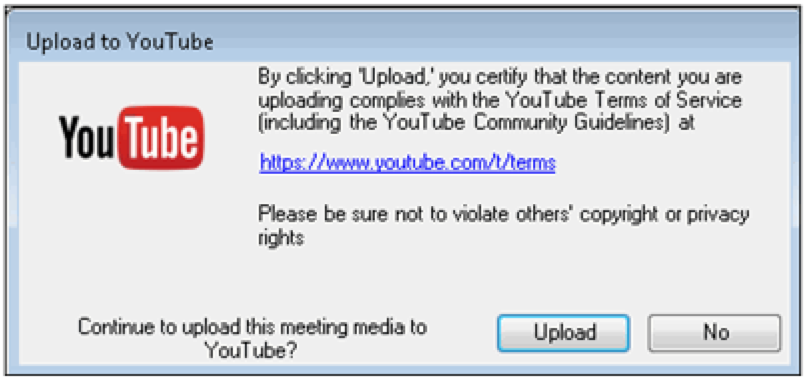


If you are uploading a video that was streamed to YouTube for the first time, the **Media Upload Privacy Policy** dialog box is displayed. This policy outlines the licensing agreement for the Integration with YouTube.

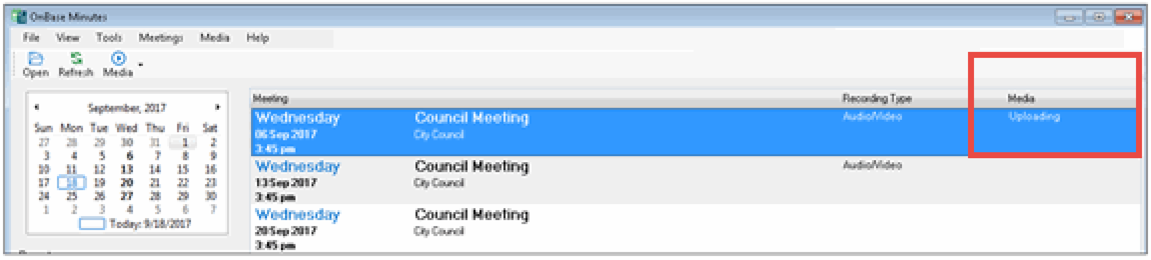


Note: You can also select the Privacy Policy option from the **Media** menu to accept the terms of the policy prior to uploading media.

2. Do one of the following:
   - Select **Accept** to accept the privacy policy. The **Upload to YouTube** message is displayed. Continue to the next step.

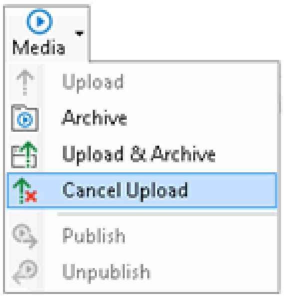


   - Select **Deny** to deny the privacy policy. The dialog box closes and the media is not uploaded.
3. Click **Upload**. The media status changes to **Uploading**. When the file is completely uploaded, the status changes to **Uploaded**.



Note: The **Media Status** column is automatically refreshed every 60 seconds. You can also click the **Refresh** icon to refresh the status manually.

If you need to cancel the upload, select **Media | Cancel Upload**.

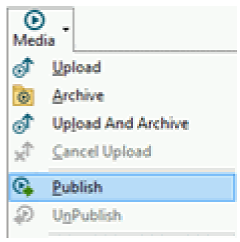


The **Uploading** status is removed from the Media Status column and the upload is canceled.

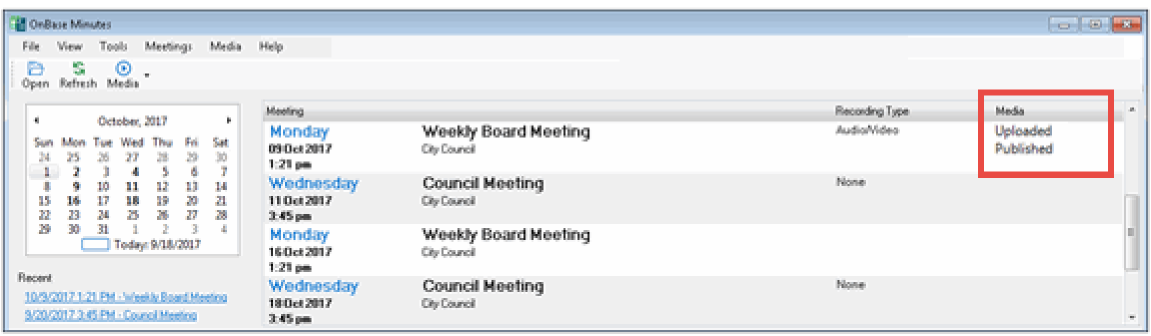
Publishing Media Files

Media files can be published to Agenda Online for any meeting that contains an uploaded agenda, minutes, or summary document. Published media files display with a **View Media** link next to the meeting documents.

To publish media files, select the meeting you want from the meeting selection screen, select the **Media** icon, then select **Publish**.

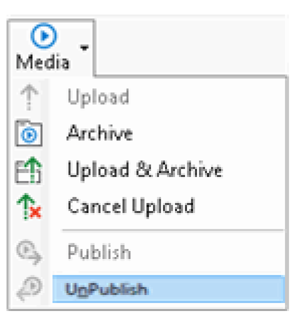


The media status column is updated to display both the **Uploaded** and **Published** statuses.



Note: The **Media Status** column is automatically refreshed every 60 seconds. You can also click the **Refresh** icon to refresh the status manually.

If you need to remove the link from Agenda Online, select **Media | Unpublish**.



The **Published** status is removed from the **Media Status** column, and the **View Media** link is removed from Agenda Online.

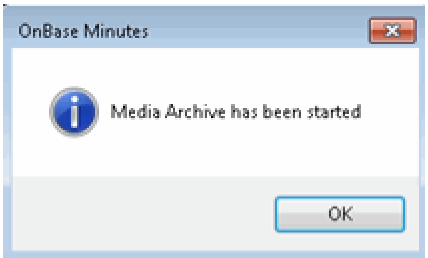
Archiving Media Files

Media files can be archived to your local application server disk group as an mp4 file. This allows you to store the media file in case you need it for future use. You can also upload media files while you are archiving them.

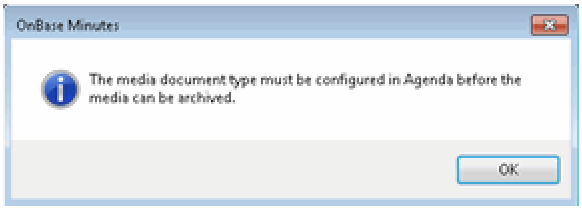
Note: Before you can archive a media file, you must first select a media type for the meeting type in OnBase Agenda. See the **OnBase Agenda** module reference guide for more information.

To archive media files:

1. From the Minutes meeting screen, select the meeting you want to archive.
2. Select the **Media | Archive** option from the toolbar. One of the following messages is displayed:
    - **Archive Started**. The archiving process has started.

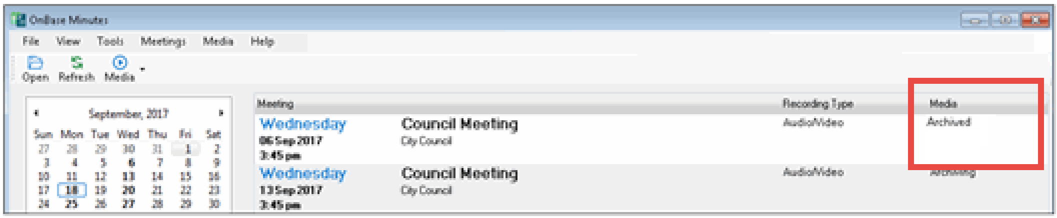


    - **Media document type not configured**. You must configure the media type in OnBase Agenda before archiving this media file. See the **OnBase Agenda** module reference guide for more information.



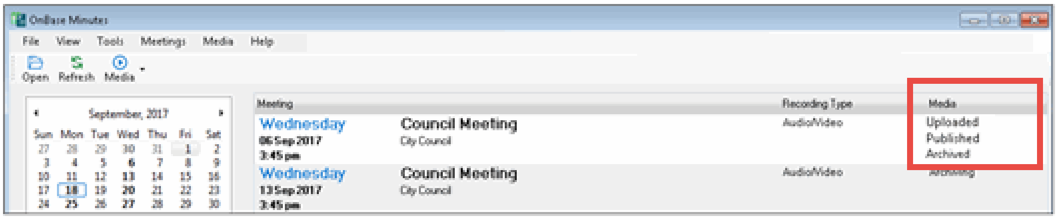
3. Click **OK** to dismiss the message box.

During the archiving process, the **Media** column for the media file you archived displays as **Archiving**. Once the archive process is complete, the status changes to **Archived**.



Upload and Archive

If you want to both archive and upload the media file, select **Media | Upload and Archive**. The media file is uploaded to the server, and archived to the disk group simultaneously. The file is also published to Agenda Online where it can be viewed on-demand. Once the upload and archive process is complete, the status in the **Media** column changes to **Archived**, **Uploaded** and **Published**.



Note: In order for the upload to work, you must have configured the Transfer service. See your system administrator for more information.

Purging Media Files

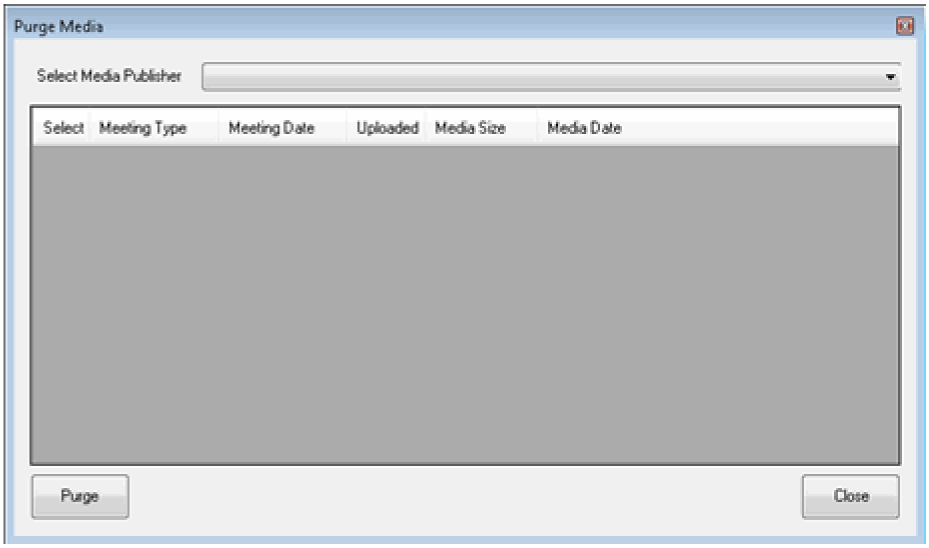
In an effort to free up server space from the Media Publisher server that stores uploaded media files, you have the option to purge old or obsolete media files as needed. Purging can be done manually, as described below.

Note the following:

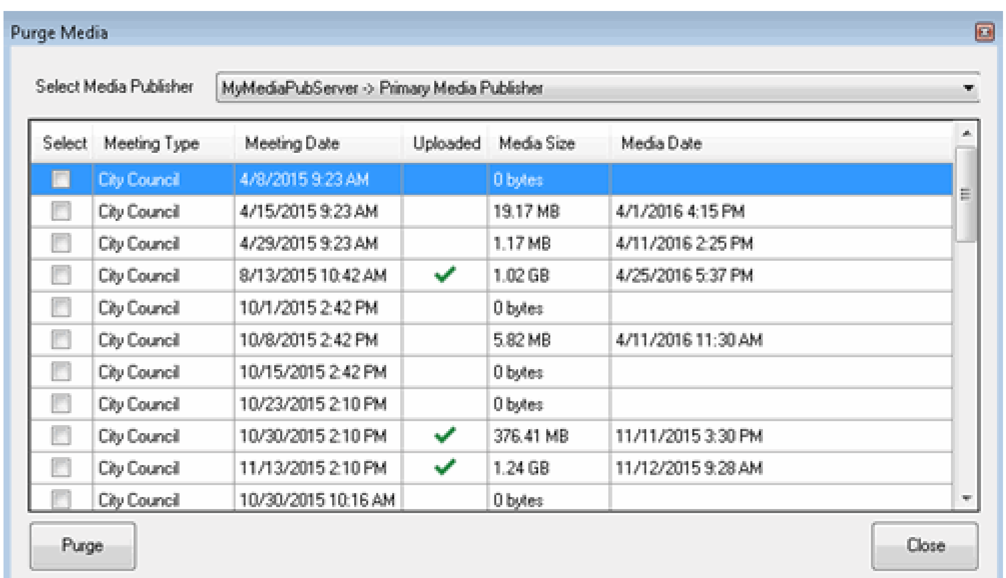
- You can only purge media files for meetings that you have permission to access.
- Purging media files does not remove them from being uploaded or archived.

To purge Media files:

1. From the main Minutes window, select **Tools** | **Purge Media**. The **Purge Media** window is displayed.



2. Select the media publisher from **Select Media Publisher** drop-down list from which you want to purge. A list of media files recorded using that media publisher is displayed.



3. Select the media file(s) you want to purge by selecting the check box next to each meeting.

4. Click **Purge**. A message is displayed indicating that all media files associated with the meeting are deleted.

Caution: All purge actions are permanent, so make sure that you definitely want to purge the media files before continuing.

5. Click **OK**. The media file(s) are purged from the server.

Note: Information regarding the media purge is logged in the Event Viewer of the box running the Media Publisher. To view the log, open the Event Viewer, and navigate to the following location: Applications and Services Log | OnBase Log.

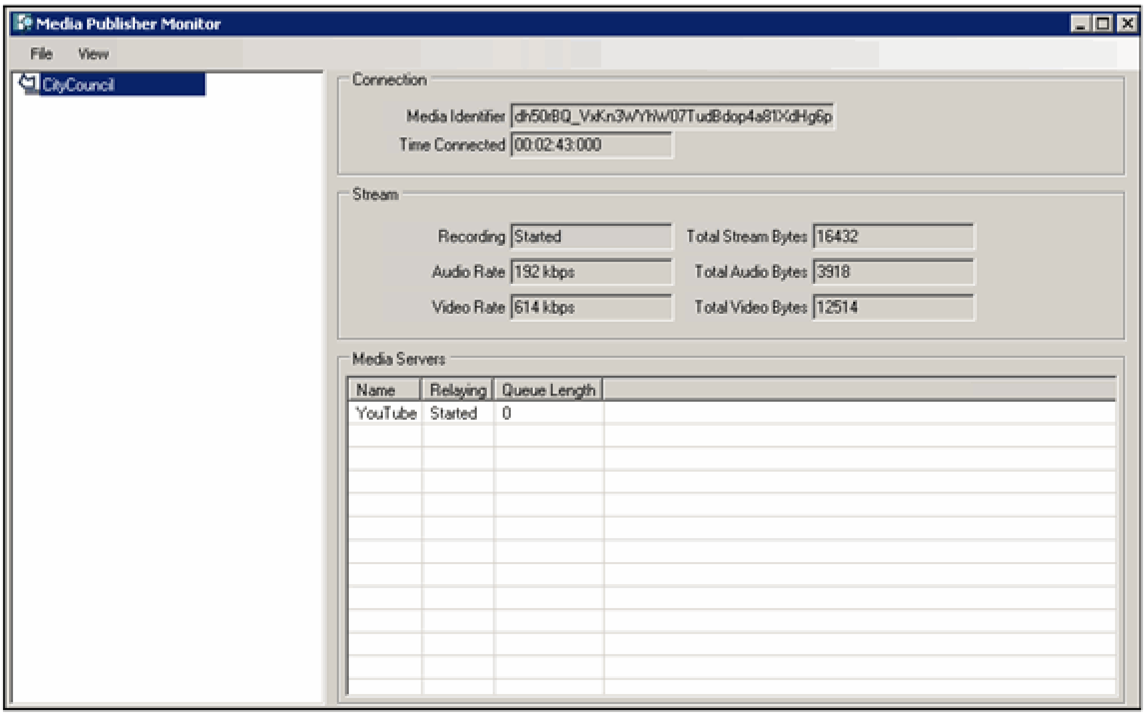
Using the Media Publisher Monitor

The Media Publisher Monitor provides a way for you to determine the status of the media stream. From the Media Publisher Monitor, you can ensure that the stream is running.

The Media Publisher Monitor is located in the System Tray.

To use the Media Publisher Monitor:

1. From the System Tray, right-click the **Media Publisher Monitor** icon.
2. Select **Login** from the right-click menu.
3. Login with your user name and password. The **Media Publisher Monitor** window is displayed.



If a stream is running, you can view the status of the stream. Options in this screen include:

- From the **View** menu, select **Refresh** to manually refresh the stream.
- From the **View** menu, select **Auto-refresh Connection List** to automatically refresh the list every half-second.

To log out of the Media Publisher Monitor, right-click the Media Publisher Monitor in the system tray, and then select **Exit**.

View Log Files

There are two types of log files available for viewing:

- **Minutes Client Log Files**. This file is available from the Minutes Client screen. The log file displays the basic interactions that take place in the Minutes Client.
- **Minutes Client Exception Files**. This file is available as a log file that is saved to a location you determine. The log file is configurable and can display as much or as little detail as you want.

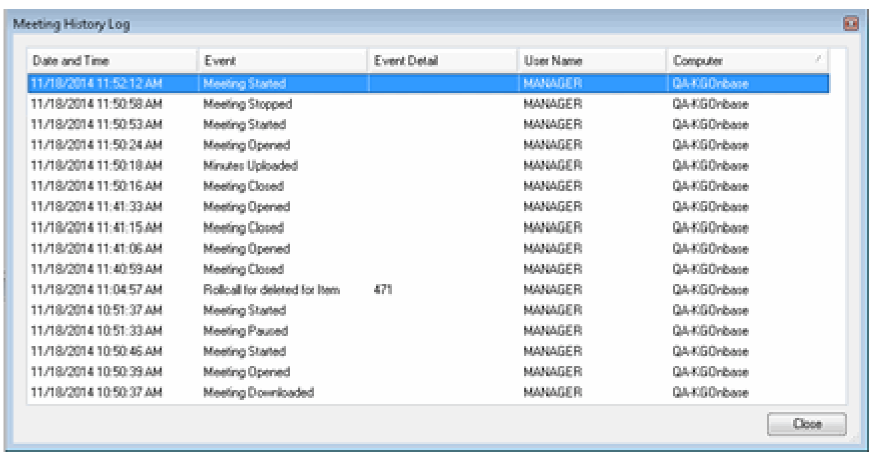
Minutes Client Log File

The log file that is available from the Minutes Client displays the basic interactions that have taken place in Minutes Client. Items that are logged include:

- Meeting Opened
- Meeting Started
- Meeting Stopped
- Meeting Closed
- Meeting Paused
- Meeting Resumed
- Meeting Saved
- Meeting Uploaded
- Meeting Downloaded
- Roll call deleted for an item or section

To view the log file:

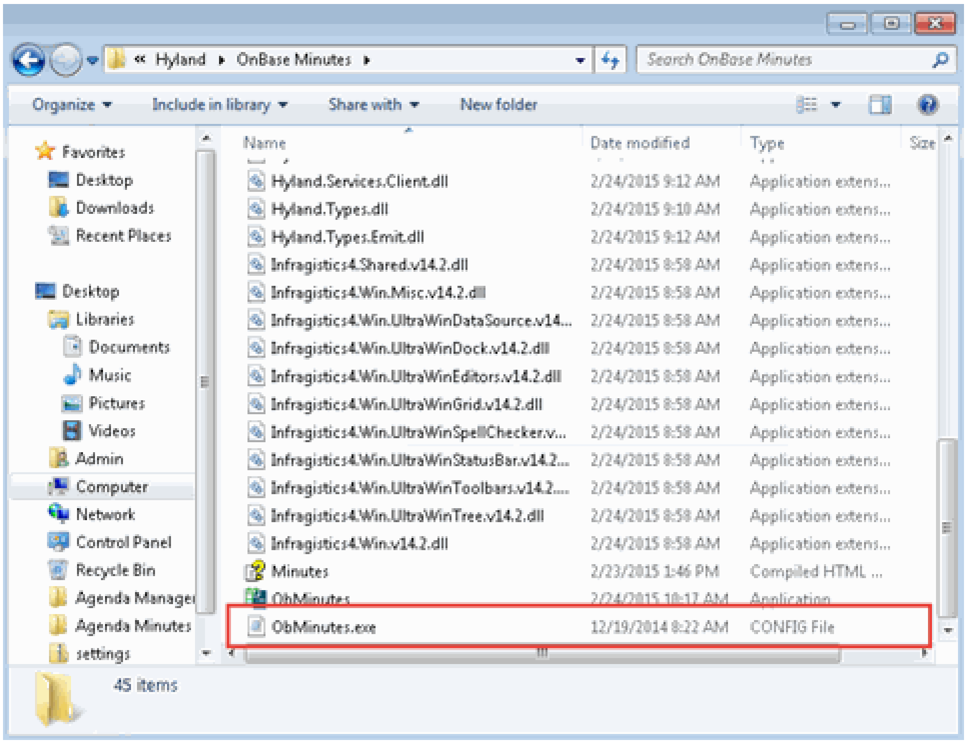
1. From the **Minutes Client** screen, select the **Tools** menu, and then click **View Log**. The **Meeting History Log** window is displayed.



2. View the following information in the log file:
   - **Date and Time**. Date and time of the log event
   - **Event**. The event as it occurred. This includes Meeting Started, Meeting Stopped, etc.
   - **Event Detail**. If there is any information available for the event, it is listed here.
   - **User Name**. The name of the user who initiated the event.
   - **Computer**. The computer from where the event occurred.
3. Click **Close** to close the log screen.

OnBase Minutes Exception File

The OnBase Minutes Exception file is configurable so you can provide as much or as little information as needed in order to help troubleshoot OnBase Minutes. For example, you can set the logging values to display all actions taken in Minutes, or you can set the values to display information only. In order to configure the log file, you must access the ObMinutes.exe configuration file. You can locate this file in your OnBase Minutes directory.



There are two areas you need to configure:

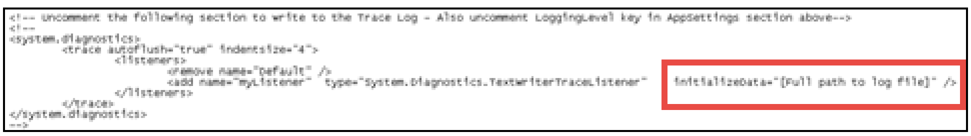
- **<appSettings>**. When you open the configuration file, this setting is commented out. You will need to uncomment the **LoggingLevel** variable to turn it on.

  Logging values are set in the **LoggingLevel** variable. The logging values you can set include:

  - **0**. No log tracing will occur.
  - **1**. Only errors will be logged.
  - **2**. Errors and warnings will be logged.
  - **3**. Logs errors and warnings, and provides information on forms that were loading as well as debugging information.

- **<system.diagnostics>**. This setting allows you to determine the file path where the error log file is stored. You must uncomment this section in order to allow items to be written to the log. The file path is set in the initializeData variable.

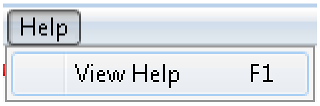
  Be sure to enter the full path to the location of your log file.

Using Help

Help provides the ability to locate information about items within Minutes while remaining in the application.

Do one of the following to use Help:

- From either the **Meeting Selection** screen or the main **Minutes Meeting** window, select the **Help** menu, and then click **View Help**.

  The Help files display, allowing you to search for the information you need.
- While working in Minutes, press **F1** to display the Help files.