municode

MEETINGS

Legislators Help Sheet

This guide outlines Legislators can access Meeting Agendas, Packets, and Minutes in the Municode Meetings system, as well as how they can navigate through their packets using the Google Chrome web browser.

These steps will show you how to add users to the system.

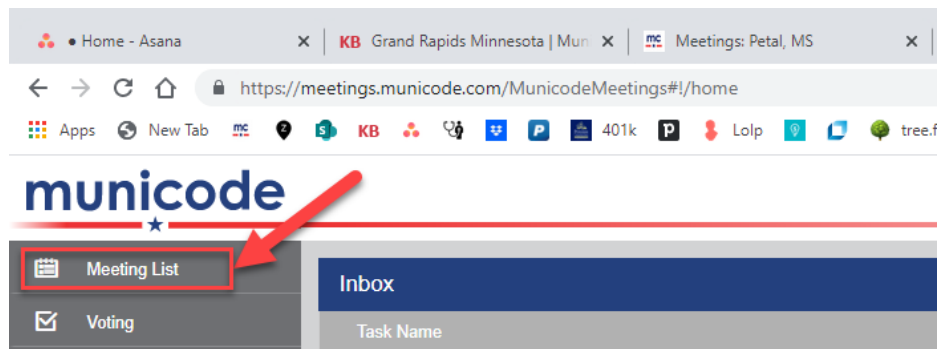## Step 1: Login to Municode Meetings

a. Open Chrome browser

b. Go to https://meetings.municode.com/

c. Log in by pressing the "Sign in with Microsoft" button

OR: You can choose instead to enter your email address and password in the boxes on the left side of the screen.

Step 2: Locate the Appropriate Meeting

a. Select the "Meeting List" button from the left-hand menu

b. By default, the Meeting List will display all scheduled meetings that are set to occur within 60 days before and 60 days after the current date (red arrows). If the meeting you wish to see is outside of that time range, you can entered different Date parameters in the search boxes. Alternatively, you may select to see "All" or "Future only" meetings instead (green arrow).

Once you have made your selection, click "Search" to update the list of viewable meetings.
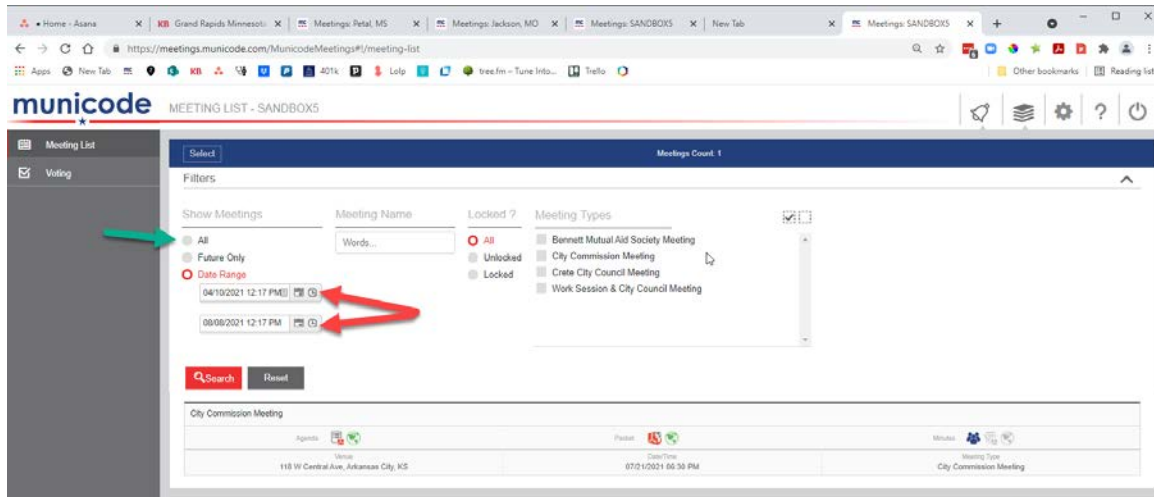

Step 3:   Open the Agenda Document(s)

a. Select the "Meeting List" button from the left-hand menu
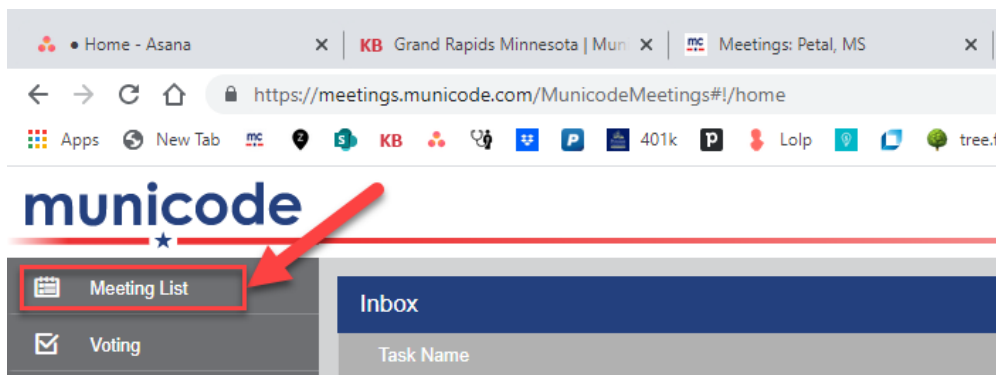
b. In the Meeting List entry, you will see icons that indicate the status of various Agenda Documents. Icons that appear in color indicate that the corresponding document is available for review. To open the document, click the PDF icon (indicated by the green arrows), and the document will open in a new browser tab.
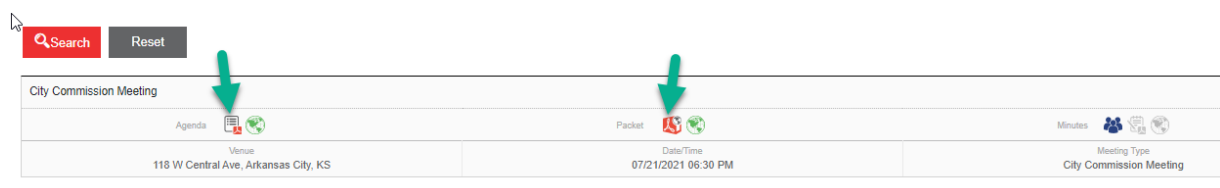

Icons that appear in gray rather than in color on the Meeting List indicate that those documents are not yet available for viewing.

c. You can navigate through the Agenda by scrolling through the document, or by using the page icons on the left side of the screen.
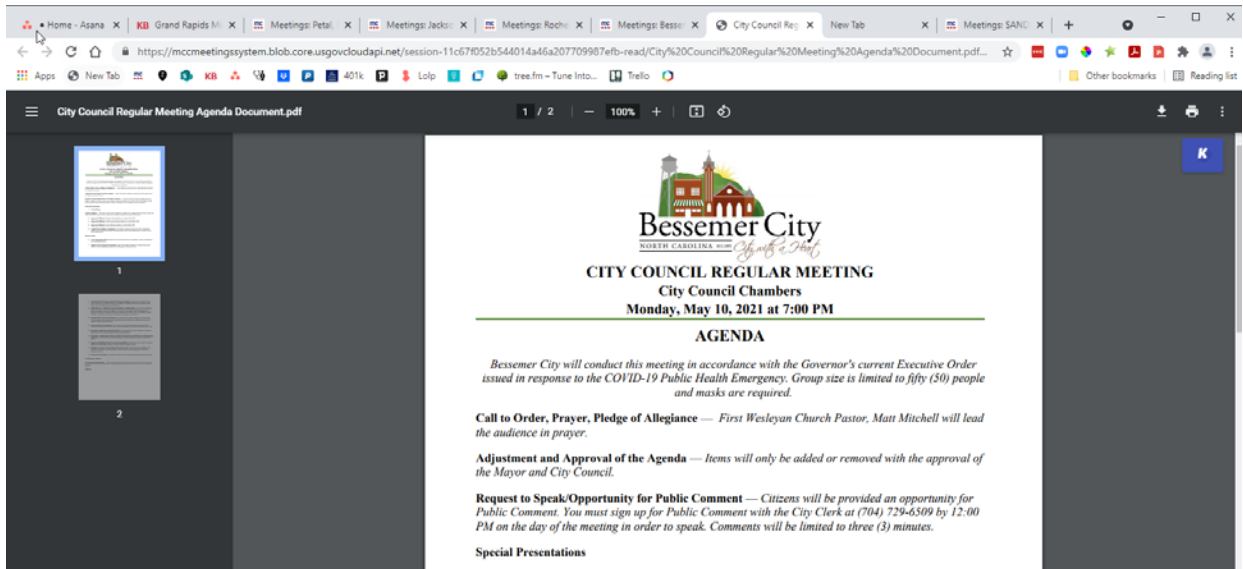
d. When you open the Packet in your Google Chrome Browser, the Bookmarks Bar (the darker colored column on the left side of the window) will be displayed in Image View (as seen above). To make finding individual attachments easier, you may select the List View icon (it appears like a bulleted list, as indicated by the green arrow). Simple click on the name of any attachment (indicated by the green box) to be taken directly to the first page of that attachment in the packet.
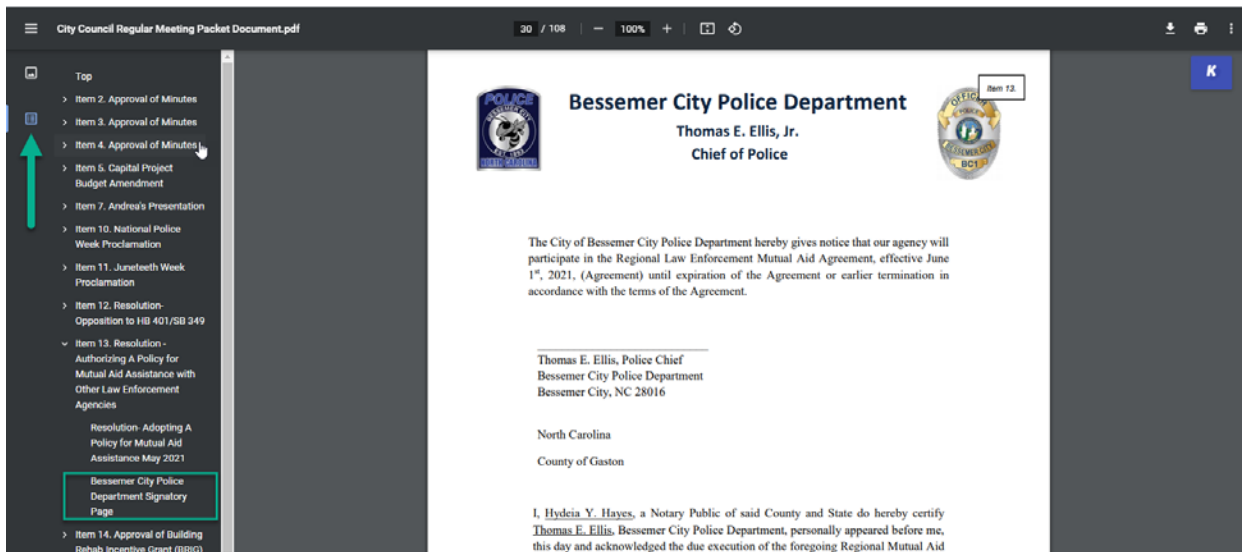
e. To return to the Agenda, you may scroll up, or simply click the word "Top" at the top of the Bookmarks Bar.
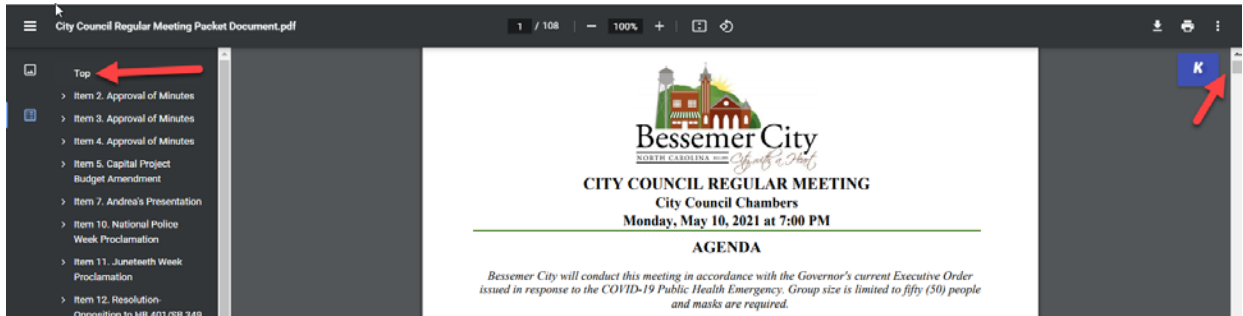
f. To download your Agenda or Packet and save it to your computer, click the underlined downward arrow in the top right corner of your Document View (indicated by the red arrow). To print your Agenda or Packet, click the printer icon (indicated by the yellow arrow) in the corresponding Document View.