


ENTERING AGENDA ITEMS IN AGENDA.NET

Access using the Agenda.Net desktop icon.

MAIN SCREEN

1. Click “Agenda Items” under Agenda Management. Hint: To search for items, enter the % symbol followed by your search criteria in the applicable field (see example below for meeting date search of 11/16/2020).
2. Click the Green Button  to open the new agenda Item creation window.

▸ **Municipal Data**

▸ **Agenda Management**

- Request Items
- Agenda Items
- Meetings
- Item tracking
- Search
- Announcements

▸ **System Management**


Agenda Items ✕

Module menu

Recommendation Document
Background Document
Agenda Item Document
Review
Extended Search
Workflow Preview
Export PDF
Import P

Type	Number	Created	Creator	Subject	Enabled	Sealed	Public	Status	Search	Attachm
Agenda	35/2021	1/28/202	Debra Weary	Minutes - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	2
Agenda	291/2021	11/12/20	Steve McNally	Contingency Summary - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	1
Agenda	290/2021	11/12/20	Korena Weichel	Open Broadband Tower Agreement for Oak Hill Tower - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	2
Agenda	289/2021	11/11/20	Michael Felts	Potential Refunding of Series 2010A RZEDBs - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	1
Agenda	288/2021	11/11/20	Michael Felts	Proposed Lease of Office Space - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	3
Agenda	287/2021	11/11/20	Michael Felts	Pay and Classification Study Presentation - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	0
Agenda	286/2021	11/11/20	Michael Felts	Surplus Property Request - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	0
Agenda	285/2021	11/10/20	Debra Weary	Closed Session as allowed by G.S. 143-318.11(a)(5) - Property Acquisition -	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	0
Agenda	284/2021	11/10/20	Debra Weary	Closed Session as allowed by G.S. 143-318.11(a)(3) - Attorney-Client Matte	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	0
Agenda	283/2021	11/10/20	Lynn Cooper	Resolution for Granville County Application for CDBG Grant Funding - 11/1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	1
Agenda	282/2021	11/9/202	Korena Weichel	GAP Entrance Signage - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	4
Agenda	281/2021	11/9/202	Debra Weary	Contracting of Services for Litter Removal - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	0
Agenda	280/2021	11/9/202	Debra Weary	Solid Waste Engineering Firm Selection - 11/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Ager	<input checked="" type="checkbox"/>	1

AGENDA ITEM TAB

1. A new window opens after clicking the Green Button.  Information fields automatically completed by the software will be greyed out. Mandatory fields will have a red border.
 - a. Agenda Item Type: Select “Agenda Item”.
 - b. Subject: Enter topic followed by a dash (-) and the meeting date formatted as mm/dd/yyyy without leading zeros (i.e., 10/3/2022 not 10/03/2022).
 - c. Description: Copy the topic name from the subject field (without the date). This topic name will appear on the final agenda.
 - d. Initiator: Select “staff” from the drop down list.
 - e. Department: Select appropriate department from the drop down list.
 - f. In the bottom right part of this screen, there are five check boxes. Enter a checkmark for “Published” and “Search Enabled”.

Agenda Item Meetings Budget Attachments Departments Security Ordinance and Resolution Numbers

Status: On Agenda ID: 1177 created 11/9/2020 2:16 PM by Korena Weichel modified 9/15/2022 1:43 PM by Korena Weichel

Agenda Item Number 282 / 2020 Version 1

Agenda Item Type **Agenda Item**

Visibility public non public

Subject GAP Entrance Signage - 11/16/2020

Description GAP Entrance Signage

Text wrapping

Comments Please enter (optional) Comment here.

Text wrapping

Co-Author

Initiator **Staff**

Department **Administration**

Additional

Responsible Organization

Review Date Select a date Review Finished

Documents

Published on 11/9/20.

Available for consultation after 11/9/20.

Header sealed on

Item sealed on

Search enabled on 11/9/20.

Internet enabled on

Save Cancel

MEETING INFORMATION

1. Click on the “Meetings” tab.
2. Select Organization (i.e., Board of Commissioners).
3. Select the meeting date for the item (same as you entered in the subject line in step #3(d)).
4. Choose the applicable topic category. This will dictate what heading the item will appear under on the final agenda.
5. Checkmark “Public”




GAP Entrance Signage 11/16/2020 282/2020

Agenda Item Meetings Budget Attachments Departments Security Ordinance and Resolution Numbers

On agenda Organization Meeting Date On hold Co-Author Topic Prior Publ

Board of Commissioners 11/16/2020 Select a Purchasing 1

ATTACHMENTS

1. Click on the “Attachments” tab.
2. Click the Green Button  to add a new attachment.
3. Fields will pop-up on your Agenda Item attachments screen.
 - (a) File: Select the desired attachment from your computer.
 - (b) Comment: Enter description of the attached file. This is the file name as it will appear on the final agenda report.
 - (c) Click “OK” to close the pop-up.
4. Use the Green Arrows   to organize the attachments according to the order in which you want them to appear on the final agenda.

GAP Entrance Signage - 11/16/2020 282/2020

Agenda Item Meetings Budget Attachments Departments Security Ordinance and Resolution Numbers

File	Comment	Url	created	modified	public	Add to PDF package
GAP Entry Sign Locations Map.pdf	Gap Entry Sig		11/9/2020	11/9/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attachment 2.pdf	Graphic Desi		11/9/2020	11/9/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attachment 3.pdf	Graphic Desi		11/9/2020	11/9/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

File

Select from Default Attachments

Url

Comment

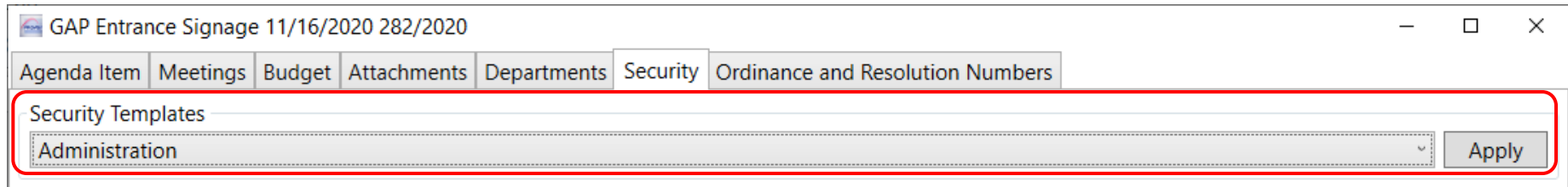
public

Add to PDF package

OK Cancel

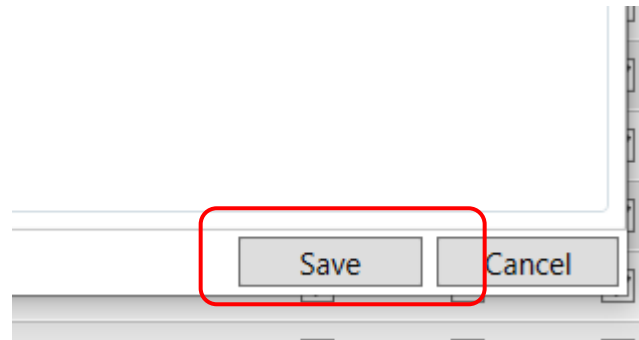
SECURITY

1. Click on the “Security” tab.
2. Select your department’s security template from the drop-down list.
3. Click “Apply”



SAVE

At any point as you enter information and upload attachments, all information can be saved by clicking the **Save** button in the lower right hand corner of the Agenda Item. **All information and/or changes will be disregarded by clicking the Cancel button.**

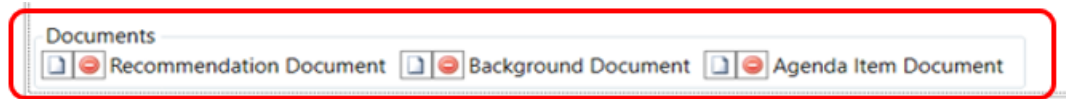


Clicking the “Save” button will take you back to the Home Screen with the list of agenda items you have permission to view or edit.

To continue editing and adding the recommendation and background documents, open your agenda item with a double mouse click.

CREATING THE AGENDA ITEM DOCUMENT

In the bottom portion of the home screen, there are three document types listed. Click on the document button in the order listed below to open the template in Microsoft Word.

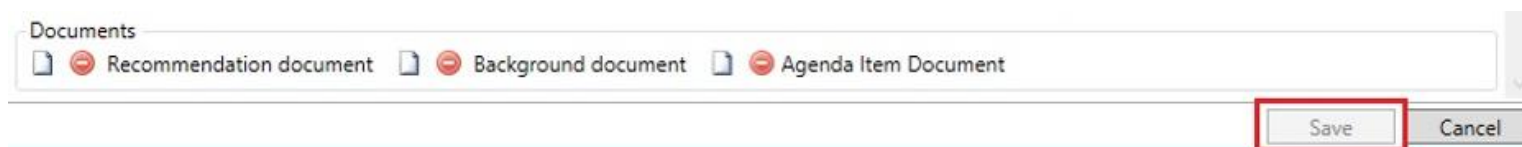


- 1. Recommendation Document**
 - Merges later into Agenda Item Document.
 - Use one sentence and begin with your department title. For example, "Solid Waste Management Director recommends . . ."
 - If no recommendation, enter "N/A", "Discussion Item Only", or other appropriate wording.
 - Click "save" in Word before closing the document.

- 2. Background Document**
 - Merges later into Agenda Item Document.
 - Enter a one-sentence summary statement for the purpose of the agenda item, supporting details for the background (strive to be concise and simple yet provide enough background and related information to enable the Board to make an informed decision), compliance with purchasing policy, and funding information. If you know what budget account the item will be paid from, please list it. If it is from a grant or other source that you do not know the number and cannot determine it, please state grant or other funding source and add an explanation.
 - Click "save" in Word before closing the document.

- 3. Agenda Item Document**
 - This is the final document and pulls information directly from the recommendation and background documents.
 - Select the applicable type from the drop down list: Agenda Item, Emergency Management Template or Sheriff's Office Template.
 - Note: Once you have created the Agenda Item Document, any changes you make to the background or recommendation documents will not update to the Agenda Item Document, you will need to delete the Agenda Item Document and rebuild it.
 - Reformat as needed to make the document easy to read and concise. One-page is preferred if information will fit.
 - Click "save" in Word before closing the document.

h. After you have completed the required fields to create a new agenda item, click the SAVE button in the bottom right-hand corner.



You are now back at the Home Screen with the list of agenda items you have permission to view or edit.