TOWN OF SOUTHAMPTON

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OFFICE OF TOWN CLERK
SUNDY A. SCHERMEYER

How to create a Mini Packet in Minutetraq

1. Run a Legislative File search for the desired item(s)
2. Select the desired item(s) in the results (you may need to use your CTRL and/or SHIFT keys to select multiple items)
3. Right-click on the item(s) in the search results and select "Generate Mini-Packet".
4. In the box that pops up, be sure to check the boxes for Full Rebuild and Include Attachments, then hit Generate