



How to generate an agenda using the Agenda Wizard

Agendas and Minutes

File Edit View Lists Tools Reports Window Help

Quick Find

Quick Links

- My Pending Documents
- Waiting for My Approval

Recent Documents

- 39702: Home Improve
- January 12, 2022 9:00 AM
- 39700: Steven Fadem v L.O.
- January 12, 2022 9:00 AM
- February 9, 2022 9:00 AM
- January 13, 2022 2:00 PM
- 39592: Landmarks Test
- Find More...

Meeting List

Date: [] To: [] Status: Scheduled Refresh

Group: Licensing Review Board

Meeting Date	Meeting Group	Meeting Type	Status	Agenda	Minutes	Media
1/12/2022 9:00 AM	Licensing Review Board	Licensing Review Board	Scheduled	Generated 2/9/2022 2:58	Finalized 1/18/2022 8:19	
2/9/2022 9:00 AM	Licensing Review Board	Licensing Review Board	Final & Published	Finalized 2/16/2022 12:18		MPEG4
3/9/2022 9:00 AM	Licensing Review Board	Licensing Review Board	Scheduled			
4/13/2022 9:00 AM	Licensing Review Board	Licensing Review Board	Scheduled			
5/11/2022 9:00 AM	Licensing Review Board	Licensing Review Board	Scheduled			

Meeting Meeting Show Filters

- 1 Right click the meeting date
- 2 Choose **Open Agenda Wizard**

Meeting List 2/9/2022 9:00 AM

Agenda Wizard - Wednesday, February 9, 2022 9:00 AM - LRB

Click to Add Item

Document # or I	File Type	Status	Short Title	Category
39702	Licensing Review Board	Reviewed	Home Improvement License Renewal Applications	Renewal Home Improvement License Applications
39700	Licensing Review Board	Reviewed	Steven Fadem v L003632/Steven E DiMartino Home Improvement L	New Complaints

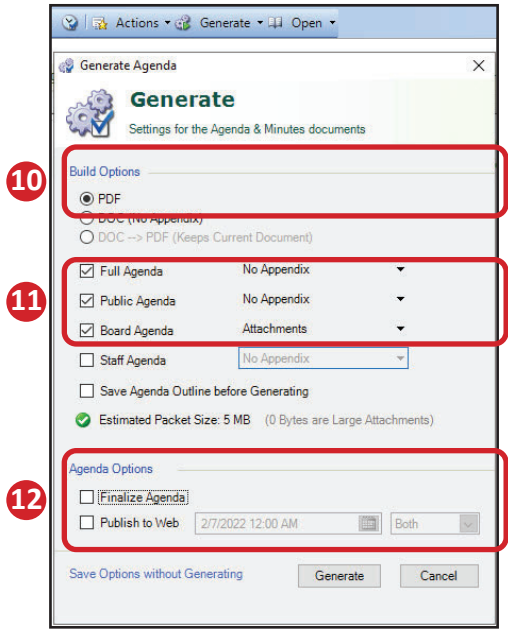
- 3 To the left will be an empty agenda outline
- 4 To the right will be all of the items that have been scheduled for this meeting:
 - Legislative Files**
 - Public hearings**
 - Communications**
 - Minutes Agenda Wizard**



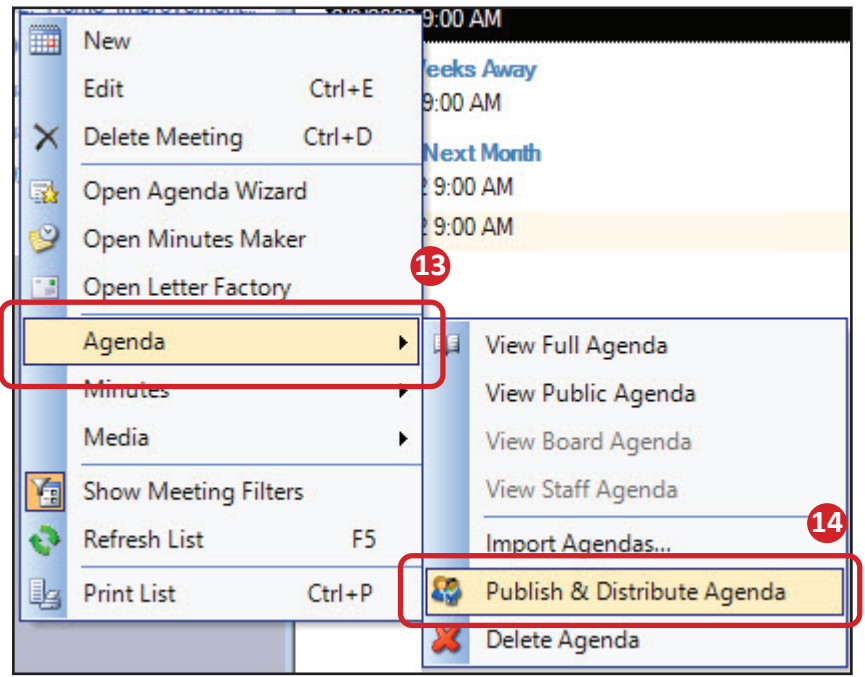
The screenshot shows the 'Agenda Wizard' interface for a meeting on Wednesday, February 9, 2022, at 9:00 AM. The interface is divided into several sections:

- Left Panel (Callout 7):** A navigation tree with categories like 'Zoom Meeting Information', 'Pledge of Allegiance', 'Call to Order', 'Roll Call', 'Also Present', 'Approval of Minutes', 'Hearings', 'Closed Hearings', 'New Complaints', 'Pending Complaints', 'Previous Applications Not Approved', 'Taxi Appeals & Hearings', 'Taxi Postponements', 'New Home Improvement License Applications', 'Renewal Home Improvement License Applications', 'New Plumbing Registration Applications', 'Renewal Plumbing Registration Applications', 'Additional Information', 'Next Scheduled Meeting', 'Executive Session', 'Communications', and 'Adjourned'.
- Top Menu (Callout 5):** A menu with 'Actions' selected, showing options like 'Auto Fill', 'Synchronize Attachments', 'Save Default Outline', 'Clear Default Outline', 'Automatically Lock All Documents', 'Lock All Documents', 'Unlock All Documents', 'Number Documents', 'Clear Numbers', 'Un-Finalize Agenda', 'Publish & Distribute', 'View History', 'Delete Agenda', 'Import External', 'Edit Template Settings', and 'Settings...'. 'Auto Fill' is highlighted (Callout 6).
- Main Table (Callout 8):** A table with columns: Document # or I, File Type, Status, and Short Title. It lists two items: '39702 Licensing Review Board Reviewed Home Improvement License Renewal Applications' and '39700 Licensing Review Board Reviewed Steven Fadem v L003632/Steven E DiMartino Home Improvement L...'.
- Right Panel (Callout 9):** A detailed view of the 'Approval of Minutes' section, listing dates from April 14, 2021, to January 12, 2022. A context menu is open over this list, with 'Delete' selected.

- 5 Click **Actions**
- 6 Choose **Auto Fill**
- 7 The left hand side will populate with the appropriate items
- 8 The items that have been placed in the outline will turn green
- 9 If there are any items that do not belong on the outline, select the items, right click and choose delete
 - If items are in the wrong category they can be moved to the correct one
 - Click Save



- 10 Choose PDF
- 11 Choose Full, Public and Board Agenda
- 12 If you are done with Agenda edits choose Finalize Agenda and Publish to Web



- 13 In the meeting list, right click Agenda
- 14 If you wish to distribute the agenda to a distribution list choose Publish & Distribute Agenda
- 15 Check the Distribute Agenda check mark Choose the distribution list and click OK

