What's New in Granicus: February 12, 2016

Hosted Updates

Hosted services are automatically updated on the night of the release (February 12). You do not need to perform any specific actions to receive these updates.

Jump to Release Notes for a Specific Product:

Highlights from this Release

Custom Appointment Details Option in Boards and Commissions

With this new feature, you can customize appointment details using the **Board Customizer** found in the **Tools** drop-down menu. From the link on the left, you'll go to the Custom Appointment Details page, where you can add short text, checkbox, single-select, and attachment field types. These custom details display along with the other appointment details when the person record is opened from either the Appointments or the People page, and when adding or editing appointment details from a board. Each custom field also has an option to make the field public, and an option to generate within reports. To accommodate this new feature, we also made some modifications to the Board Roster displayed on the public-facing webpage, which now contains three columns rather than two. Read the release note below for specifics on report generation with these custom fields.

Manage Approvals Page Added to Peak Admin

In Peak Admin, there is a new **Manage Approvals** section that enables Admins to delete existing workflow templates that are no longer needed, build new templates from scratch, and edit templates that are still used but need changes applied. Deleting a template will remove it from the **An Existing Workflow** drop-down menu in the Approval Status section of an agenda item. Templates created from scratch will be added to the **An Existing Workflow** menu. When editing an existing template, the name, description, phases, and approvers can be changed, added, and deleted. Neither deleting nor editing a template will affect any historical data, i.e., it will not affect the workflow for current or past agenda items using a workflow that has since changed or been eliminated. The changes are available for use on subsequent approval workflows, but in-process workflows will remain the same unless stopped and assigned a new workflow.

What's New in Boards & Commissions

New Features

Custom Appointment Details in Board Customizer

With this new feature, you can now customize appointment details using the **Board Customizer** found in the **Tools** drop-down menu. Using the link on the left, you'll go to the Custom Appointment Details page, where you can add short text, checkbox, single-select, and attachment field types. These custom details display along with the other appointment details when the person record is opened from either the Appointments or the People page, and when adding or editing appointment details from a board.

Each custom field also has an option to make the field public, and an option to generate within reports. If the option to make public is selected, the custom field will display on the customer-facing webpage. If the option to generate within reports is selected, the custom field will be included on the following reports:

- From the Boards Page: Board Roster as PDF, Redacted Board Roster PDF, Board Roster as a Spreadsheet.
- From the Appointments Page: Download all appointments CSV, Download selected appointments as spreadsheet.
- From the Download Cloud Icon Reports Downloads: Vacancies Report PDF & DOC, Boards Report PDF & DOC, Master Roster CSV, All Vacancies CSV.

Update Board Roster view on public-facing website

To accommodate the new custom appointment details feature, we made some modifications to the Board Roster displayed on the public-facing website. The Board Roster now has three columns, with the required fields listed in the first two rows as follows. Row one: member name, position, and office; and row two: appointing authority and term number. Following the required fields, any custom fields that have been marked as displayed to the public are listed. If a custom field has more than two lines of text, the text is truncated on the webpage. When a citizen hovers over the truncated text, however, a pop-up with the full text displays.

Bug Fixes

Single Board widget incorrectly displays a top navigation bar

The single board pane on the public webpage no longer displays an erroneous navigation bar across the top. It previously displayed a navigation bar with two tabs (**Boards** and **Members**) on the top of the public-facing page.

What's New in Peak Agenda Management

New Features

Ability to delete a workflow template

Users with the Peak Admin role can now delete existing workflow templates from the **Admin** > **Manage Approvals** form. Once deleted, a workflow template will no longer appear in the **An Existing Workflow** drop-down menu under the **Approval Status** link on agenda items. Deleting a workflow template in Admin does not affect any historical data (it will not change current or past workflows on agenda items using an instance of the workflow template); it only removes the template from those available for use going forward. If the Peak drafter (their item), Agenda Coordinator, or Admin wishes to restart a workflow that is using a now-deleted template, they will need to choose a different template or build one from scratch.

Ability to edit a workflow template

Users with the Peak Admin role can now add a new workflow template as well as edit existing workflow templates via the **Admin** > **Manage Approvals** form. Existing templates consist of those saved on the Approval Status form for an agenda item as well as those created in Admin. Admins may edit the following: name, description, phases, and approvers. Editing a workflow template does not affect any historical data nor any agenda items currently using the workflow template; it only updates the workflow template in Admin, and those changes are available for use on subsequent approval workflows.

System messaging for Manage Approval Workflows page

Before the workflow has been initialized in the **Approval Status** form of an agenda item, you'll be prompted as follows when you select **Remove Template**:

Do you wish to remove this template from this agenda item and start over with a different template?

- If you select **Yes**, you'll have the option of using the same template, choosing a new template, or creating one on the fly.

If a workflow has been initialized and you choose to **Restart Workflow**, you'll be prompted as follows:

Do you wish to restart the workflow for this item? All approvers will have to review and approve the item again in order for the item to be approved.

- If you select **Yes**, you'll have the option of using the same template, choosing a new template, or creating a workflow on the fly and then initializing it.

Increase character limit of Item Title and Suggested Action fields to 5000

We've changed the character limit for the **Item Title** and **Suggested Action** fields on the **Agenda Item Details** form from 2,000 to 5,000 characters. Character counters now display below each field to indicate the number of remaining available characters. A portion of the **Item Title** is displayed on the agenda item card. On the platform and in iLegislate, all characters display on agenda items. Agenda reports for the **Item Title** also display all characters.

Multi-line custom field for Agenda Item Template

Peak Admins can now add to the Item Template a custom multi-line text field that supports up to 5000 characters.

Bug Fixes

Universal File Converter—Chinese characters showing in bookmark name

We've improved the special character handling in agenda packet bookmarks.

Universal File Converter is not working with files that have capital letters in the file extension

Prior to this fix, if you attached any text files (.TXT, .RTF) or Microsoft Office documents (.DOC, .DOCX, .PPT, .PPTX, .XLS, .XLSX) with uppercase letters in the file extension, they wouldn’t be converted to .pdf files and would instead remain in their original format on agendas. In addition, since these files were not being converted, they would not be included in agenda packets. These files would also remain in their original format when published to iLegislate and the Granicus Platform. All of these files types are now properly converted to .pdf and are included in agenda packets.

.PDF files not included in Universal File Converter collation of agenda packets

You can now attach .PDF files (with uppercase letters in the file extension) to an agenda item, and these files will properly collate at the end of an agenda packet when generated.

Admin link showing for non-Admins

The **Admin** link on the top navigation bar is now visible only to those who have the permissions to use it (i.e., Peak Admins and Platform Administrators).

What's New in LiveManager

Golden Folder View Changes (OREGON)

You can now filter meetings to load in the **Load Meeting** dialog box based on date ranges as follows: next 30 days, next 15 days, next 7 days, or Today.

What's New in MediaManager 5.7.1

Bug Fix

HTML character codes showing in time stamps on Media Player

The HTML characters &rsquo, &lsquo, &ndash, and &mdash were showing on Agenda and Minutes text in place of dashes, quotes, and apostrophes. This issue would present itself after time stamping was done in either Live Manager or Media Manager. This has been corrected, and the HTML characters are no longer showing after time stamping has been completed.