

What's New in Granicus: June 17, 2016

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Highlights from this Release

[New Features for iLegislate for Windows and OSX](#)

We've added several features to make the new desktop version of iLegislate even more user-friendly. [Read more about iLegislate for Windows and OSX here.](#)

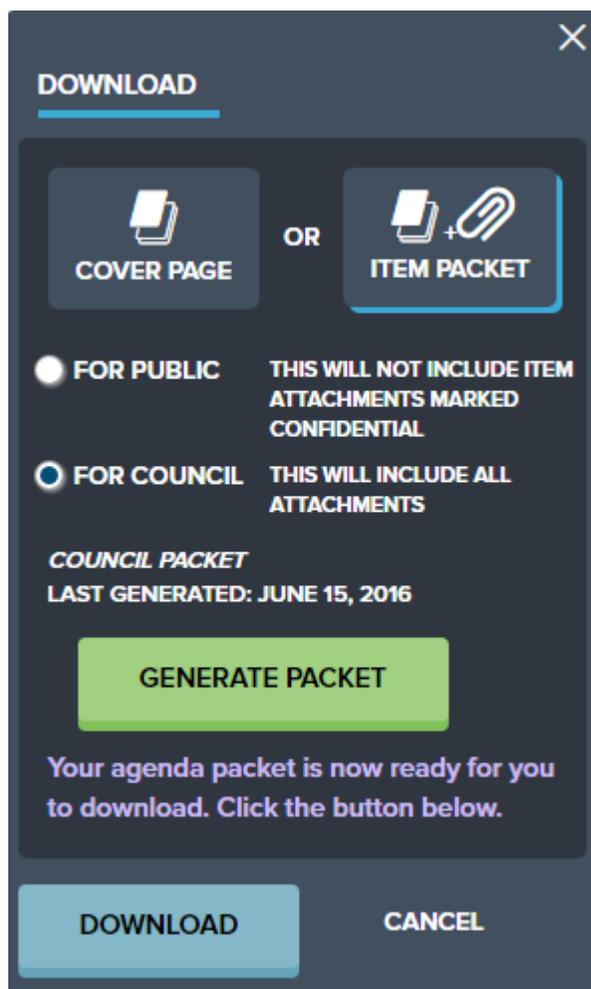
- We've added a Refresh button, which enables you to load updates to the various pages of the application, including agenda, attachments, notes, and bookmarks.
- You can now view PDF attachments to agenda items within the application; you'll no longer need to save the attachment to your computer to open it. Select a PDF, and the file opens in a PDF viewer within the application. From the PDF viewer, you can save the attachment if you wish, adjust the size/width of the PDF, and navigate through the pages of the attachment with a page selector.
- When you've joined a live meeting and are viewing the agenda, the current item on the agenda will now be highlighted within the application.

[Agenda Item Packets Available in Peak](#)

Administrators, Agenda Coordinators, and Drafters can now generate an agenda item packet for a given agenda item. Packets can be created for the public or for council and will contain the cover page along with attachments as ordered on the agenda item. You can generate this packet from the Agenda Item Details page by clicking **Download**, selecting **Item Packet**, selecting **For Public** or **For Council**, and clicking the **Generate Packet** button. Once the packet is complete, click **Download** to view the PDF packet.

- The public packet contains only those attachments labeled as **Public** in the attachment privacy settings.
- The packet for council contains all attachments that are marked Public as well as those marked Private. Attachments that are marked as Hidden are not included in the council item packet.

The agenda item and each attachment are bookmarked in the packet. Pages in the item packet are numbered consecutively starting at **1** in the bottom right corner.



Ability to Edit a Meeting Series in Peak

This function enables you to edit the time, location, and description of a recurring meeting. On the Meeting Details page, you'll select the meeting from the series on which you'd like the changes to start. Select the **Series** tab, make any needed edits, and then click **Save**. The updates will be applied to this and all subsequent meetings in the series. You can also still edit single instances of a recurring meeting by selecting the **Occurrence** tab (which is the default). Changes will be applied only to that meeting as usual.

Peak Items Page: New Filter Option

We've added a **Not Scheduled** option on the Items page so you can easily filter by agenda items with no meeting date. The filter appears in three places:

1. The main **Not Scheduled** filter on the left pane provides a count of all non-scheduled agenda items and displays those items when selected.
2. There is also a **Not Scheduled** filter under My Items on the left pane to show only those items that you've drafted but not selected.
3. Finally, a **Not Scheduled** entry has been added in the **Meeting Date** drop-down filter. This filter can be combined with the Meeting Body filter; for example, to find those agenda items belonging to the City Council meeting body but that have not been scheduled on an agenda.

The screenshot shows the Peak dashboard interface. At the top, there is a navigation bar with the Peak logo and menu items: DASHBOARD, MEETINGS, ITEMS, and CREATE NEW. Below the navigation bar, the main content area is titled 'AGENDA ITEMS'. On the left side, there is a list of agenda item categories, each with a corresponding count in a circle. The categories and their counts are: NEEDS MY APPROVAL (0), FYI ONLY (0), PREVIOUSLY APPROVED (0), NOT SCHEDULED (4), ALL ITEMS (78), MY ITEMS (33), IN DRAFT (8), IN REVIEW (3), and APPROVED (22). The 'NOT SCHEDULED' category is highlighted with a red circle. Below the list, there is a dark blue bar with the text 'NOT SCHEDULED' and a count of 3, also highlighted with a red circle. On the right side, there is a search bar with the placeholder text 'Search all your items' and a 'Show:' dropdown menu currently set to 'All Meeting Bodies'. Below the search bar, there are several cards: one for 'IN DRAFT' with a document icon, one for 'ATTACHMENTS' with a count of 0, and another card with a document icon.

Hosted Updates

Hosted services are automatically updated on the night of the release (June 17). You do not need to perform any specific actions to receive these updates.

What's New in Boards and Commissions

New Features

Under the Vacancies tab, the Apply button is now next to the board name

On public-facing websites, the **Apply** button is no longer displayed for each individual vacancy on a board. Instead, there is only one **Apply** button per board, on the right of the page next to the board name. The board name font size has also been increased to make the public experience more user-friendly.

Show address and phone number for members, and add page numbering on Board Roster PDF

The Board Roster PDF now displays a member's primary phone number and address if there is a value for the fields within their application. These values are not displayed on the redacted Board Roster PDF. Additionally, the board name and page numbers have been added to the footer of the Board Roster PDF and the Board Details PDF.

Show applicant and page number information on PDF Packet

We've added a footer to the Application PDF that shows the first and last name of the applicant on the left and the page number on the right. The page numbers will reset for each new application.

Bug Fixes

Application form renders poorly on mobile devices

- Salesforce Case #258636

The application has been adjusted and made mobile friendly. Citizens can now easily apply to boards on their mobile devices.

Resigned members still displaying on public-facing site

- Salesforce Case #261136

When the administrator changes the status of a board member whose term is ending soon to Resigned, the term-ending-soon vacancy is no longer listed on the Vacancies tab of the public-facing website.

Legitimate addresses don't pass validation on application form

Address validation has been removed from the user application. Now, the application validation fails only when there is no value added to the address field.

Page breaks occurring in the middle of member info on the Board Roster PDF

- Salesforce Case #247120

We've made changes to the Board Roster PDF to ensure that page breaks do not split a board member's information across two pages. If a member has too many custom appointment details or other information that does not fit on the same page, all of the member information will be moved to the next page. This functionality is also in place for board packets created in the packet creator.

Application PDF page breaks occurring in the middle of questions and headers

- Salesforce Case #214648

We've made changes to the application PDF to ensure that page breaks do not split questions from answers nor section titles across two pages. If a question falls toward the bottom of an application, and the corresponding answer does not fit, the question and answer will both be moved to the next page. If the section title is long enough that the title does not fit on one page, the entire title will be moved to the next page.

What's New in iLegislate for Windows and Mac

New Features

New Refresh button

Upon initial release, there was no way to refresh the application. We've added a Refresh button, which enables you to load updates to the various pages of the application, including agendas, attachments, notes, and bookmarks.

Ability to open PDF attachments within the application

We have implemented a feature that enables you to view PDF attachments to agenda items within the application; you'll no longer need to save the attachment to your computer to open it. Select a PDF, and the file will open in a PDF viewer within the application. From the PDF viewer, you can save the attachment, adjust the size/width of the PDF, and navigate through the pages of the attachment with a page selector.

Active agenda item is now highlighted

When you've joined a live meeting and are viewing the agenda, the current item on the agenda will now be highlighted.

What's New in Peak Agenda Management

New Features

Most recent saved details of agenda item are now reflected in agenda packet

Agenda packets now contain agenda item cover pages that reflect the latest saved details of the agenda item. You do not have to first generate the cover page on the agenda item details page itself. Prior to this fix, you had to download the cover page from the agenda item details page, triggering a regeneration that made the cover page available for the agenda packet.

Message text adjusted on download menu to indicate that packet generation is in progress

Text on the **Download** menu on the Agenda Details page now indicates that agenda packet generation will take a few moments. This solves confusion about whether a packet is generating, and avoids multiple clicks of the **Generate Packet** button while packet collation is working behind the scenes.

Title not updating when administrator edits a meeting type, then selects another

If the administrator selects a meeting type to edit, and then selects another meeting type from the list on the left, the Title field now properly updates to reflect the meeting type currently being viewed.

Include All Cover Pages option for agenda packets is now Use Cover Pages

We've changed the wording of the checkbox on the **Download** menu for agenda packets to avoid confusion. While the wording has changed, the function remains the same. The option to **Include All Cover Pages** is now called **Use Cover Pages**. The checkbox defaults to checked. When the box is checked, agenda items marked individually to include cover pages will have cover pages when the packet is generated. If you'd like to exclude all agenda item cover pages from the packet, uncheck the box prior to generating the agenda packet. Unchecking the **Use Cover Pages** option overrides any individual agenda item cover page settings; i.e., when the box is not checked, no cover pages will be included, regardless of individual settings.

Ability to create council member item packet

Administrators, Agenda Coordinators, and Drafters now have the ability to generate an agenda item packet for council members that combines an agenda item cover page with attachments for a given agenda item into a single PDF. The packet consists of the agenda item cover page/report first, followed by the public and private attachments as ordered on the agenda item.

You can generate this packet by clicking **Download**, selecting **Item Packet**, selecting the **Council** option, and clicking **Generate Packet**. Once the packet is complete, click the **Download** button to view the PDF item packet.

The council agenda item packet contains the agenda item report and all attachments that are marked **Public** and those marked **Private**. Attachments that are marked as **Hidden** are not included in the council member agenda item packet.

The agenda item and each attachment are bookmarked in the packet. The bookmark title is **[agenda item ID]—[attachment name]**. Pages in the item packet are numbered consecutively starting at **1** in the bottom right corner.

Note: Generating a cover page report on its own is a **Public** version and does not include any private attachments. If the council member version of the cover page is desired, generate it with the council member agenda item packet as described above. Additionally, if a council agenda packet is created from the agenda for which this item is a part and **Use Cover Pages** is checked, the council agenda packet will pick up the council of the items' cover pages provided those items are not marked to exclude the cover page.

Ability to create public item packet

Administrators, Agenda Coordinators, and Drafters now have the ability to generate an agenda item packet for the public that combines an agenda item cover page with attachments for a given agenda item into a single PDF. The packet consists of the agenda item cover page/report first, followed by the public attachments as ordered on the agenda item.

You can generate this packet by clicking **Download**, selecting **Item Packet**, selecting the **Public** option, and clicking **Generate Packet**. Once the packet is complete, click the **Download** button to view the PDF item packet.

The public agenda item packet contains the agenda item report and all attachments that are marked **Public**. Attachments that are marked as **Private** or **Hidden** are not included in the public agenda item packet.

The agenda item and each attachment are bookmarked in the packet. The bookmark title is **[agenda item ID]—[attachment name]**. Pages in the item packet are numbered consecutively starting at **1** in the bottom right corner.

Agenda item cover page linked from agenda report

The agenda item cover page is now linked from the agenda item title in the agenda report as a PDF link on the agenda item's title. When a user clicks the title, it will either redirect to the cover page or download the cover page in a PDF reader for that agenda item.

Customers should let the Granicus design team decide whether they want to have their agenda item titles appear as text links (using any optional formatting they provide at the item level) or as standard formatted hyperlinks to the item's cover page on agenda reports.

IMPORTANT: Agenda item cover pages are not currently generated when an agenda report is created. For those customers that will use agenda item titles as links to the respective cover page, if you make any changes to the agenda items or add a new item to your agenda, or if you have items marked as **Private** on your agenda, you should generate a **Public** agenda packet, which will create public cover pages for all the items on the agenda that would have a cover page included in the agenda packet. In this case, a generated agenda report will contain links to all updated public cover pages for those agenda items. **If this is not done, either the link will not function (for a new item), it will point to an older version of the cover page for the item, or it could be linked to a council version of the cover page containing private attachments.**

Items page: ability to filter by agenda items with no meeting date

This feature adds a **Not Scheduled** filter option on the Items page. The filter appears in three places:

1. The main **Not Scheduled** filter on the left pane provides a count of all non-scheduled agenda items and displays those items when selected.
2. There is also a **Not Scheduled** filter under **My Items** on the left pane to show only those items that you've drafted but not scheduled.
3. Finally, a **Not Scheduled** entry has been added in the **Meeting Date** drop-down filter. This filter can be combined with the **Meeting Body** filter; for example, to find those agenda items belonging to the City Council meeting body but that have not been scheduled on an agenda.

Ability to edit meeting series time, location, and description

This function enables you to edit the time, location, and description of a recurring meeting. On the meeting details page, you'll select the meeting from the series on which you'd like the changes to start. Select the **Series** tab, make any needed edits, and then click **Save**. The updates will be applied to this and all subsequent meetings in the series.

You can still edit single instances of a recurring meeting by selecting the **Occurrence** tab (which is the default). Changes will be applied only to that meeting as usual.

Notes: The date of the meeting is not shown as a field on the **Series** tab, as this field is currently not allowed to be changed; neither is the recurrence pattern.

If a one-time or recurring meeting is created in the platform, you must first edit the agenda details in Peak and populate a status, meeting body, and meeting type. Then you allowed to examine the meeting details and edit one-time meetings or recurring meetings as described above. For Peak- or platform-created meetings, once the meeting body and meeting type are selected, these are not allowed to be changed.

Icon indicating a recurring meeting has been added to meeting card

An icon (two circular arrows) has been added to the meeting cards on the left side of the calendar. The presence of the icon indicates that the meeting is part of a series. This icon is also visible on the meeting cards when you're editing a meeting from a series as an individual meeting, or editing the series as a whole.

Bug Fixes

Agenda item updates are reverted with certain click paths

If an agenda item is edited from an agenda and the title of the item is changed and saved, when the agenda is subsequently examined, the title of the agenda item is correctly updated.

Unsaved changes stored on agenda items when modifications made, but not saved, and then other actions are taken

If an agenda item's details are modified but not saved, the following actions do not result in saved changes: viewing the agenda on which this item is assigned, generating a cover page report, or using any of the buttons on the left side of the item details screen. You must always click the form's Save button to preserve any changes made to an agenda item.

Download button never becomes available on first packet generation attempt

This fix addresses an issue in which the **Download** button was not made available after you clicked the **Generate Packet** button. This happened in a number of scenarios when a cover page had not been previously generated on the item details page of an agenda item, and you then specified that the agenda packet should include agenda item cover pages.

Recurring OPEN/SAVE/CANCEL modal in Internet Explorer and Edge 13 from downloading an agenda report interferes with page rendering/operations in Peak

- Salesforce Case #253809

This fix addresses an issue in which creating an agenda report in Internet Explorer or Edge caused the Windows OPEN/SAVE/CANCEL dialog box to continually appear after the agenda report was dismissed and the **Download** menu closed, preventing further interaction with the Peak application without first responding to this persistent window.

Fix stale data for updating a meeting date

This fix updates approval emails such that in the rare case that an agenda item changes to a new meeting date, the emails are updated to reflect the changes.

What's New in MediaManager

New Features

Sort by Time Stamps

We have implemented a change that allows users to sort items chronologically in a section by timestamp. Navigate to a video in the Archives and select **Edit**. Select **Sort Items by Timestamp** from any of the tabs that display the items beneath the video.

Option for Non-Broadcast Events to show in Upcoming

We have implemented a change that enables users to prevent (or allow) a specified event from displaying on the View Page. When creating or editing an event, you can select or deselect a checkbox for **Show in Upcoming Events**.

Bug Fixes

New Forgot Password Link

In the event that you have forgotten your password, you can click the **Forgot Password** link on the login page of MediaManager. Provide your username, and we will send you an email with instructions on how to reset your password.

Trimming: Internet Explorer Caching issue

Trimming an archive using Media Manager in Internet Explorer was not working. The Archive would not trim although the trim process displayed as successful. This issue has been resolved, and trimming functions as it should in Internet Explorer.