What's New in Granicus: July 15, 2016

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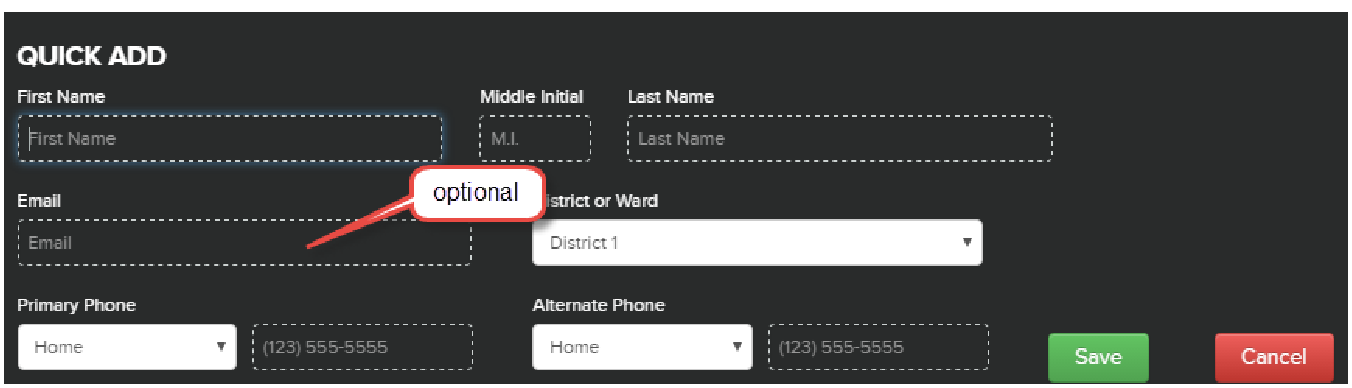
Highlights from this Release

Use Quick Add without Email Address to Fill Board Vacancies in Boards and Commissions

You can now use the **Quick Add** form to fill a board vacancy without entering an email address for the new person. Previously, if you did not enter an email address it would change the name you entered to someone else already in your system. Additionally, if you do enter an email address and it is already associated with a person in your system, a pop-up alert informs you that a unique email address must be entered to add the new person. To use the Quick Add feature go to Boards, select a board, then use the **Action** menu to select *Fill Vacancy*. In the **Enter a Name** field, enter a character and delete it to display the **Click HERE** link. Click the link to open the **Quick Add** form.

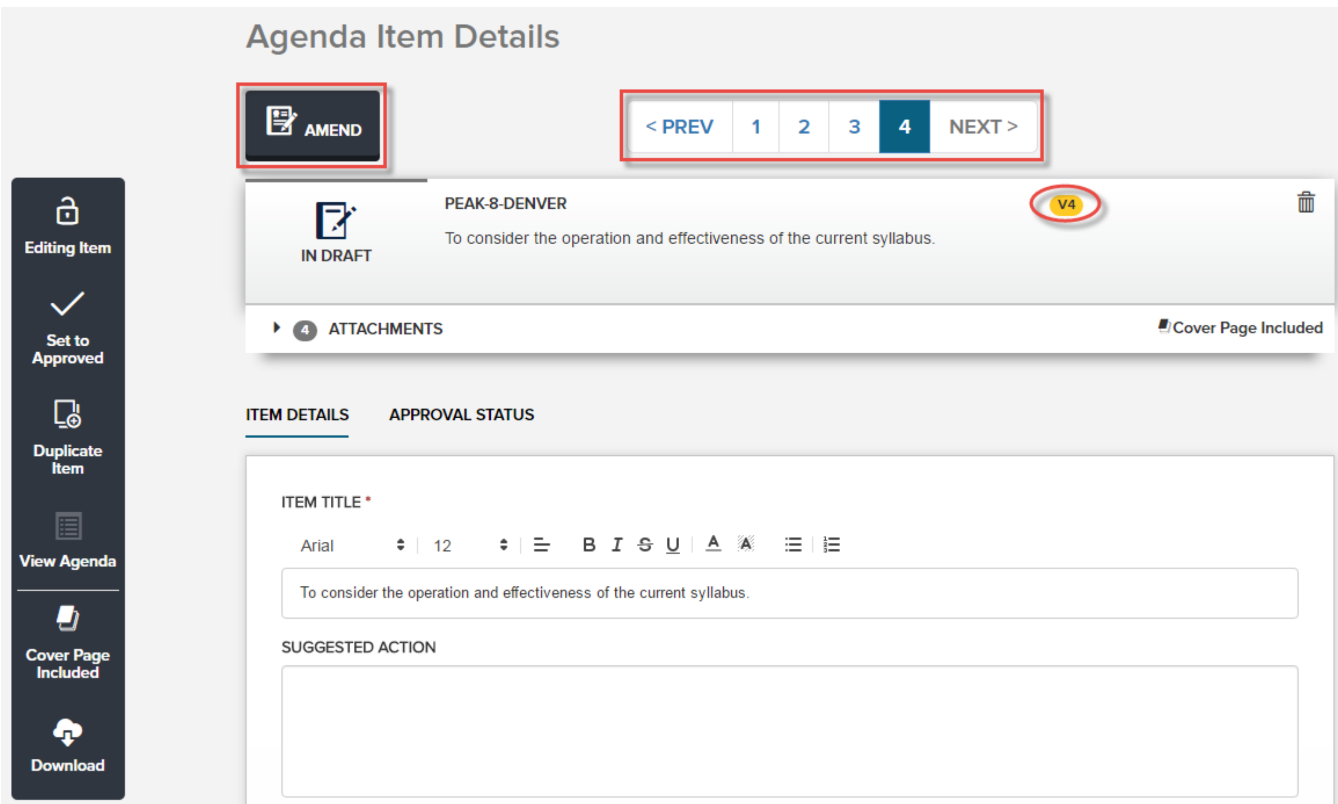


Attachment Uploads for Discussions in SpeakUp

We've made a change to the software used for uploading attachments to SpeakUp discussions. This change enables you to upload files on a discussion and lets your citizens view or download these files when visiting your site. When an administrator uploads a file to a discussion, the first page of the file is displayed in a thumbnail view. You can click the **View PDF** button to view the full document. If citizens visit a public-facing site and open a discussion, they'll also see a thumbnail display of the first page of the document. Citizens can then click **View PDF** to view the full attachment.

New Amend Function in Peak: Create Multiple Records of an Agenda Item

There is a new **Amend** button on the Item Details page that enables you to create a new record of an agenda item before making changes. This feature is useful for tracking and viewing what changes have been made to your items over time. Distinct from the **Duplicate** function, this new option creates a new record of the item with the same agenda item ID; the file can then be modified as desired while the original record is retained. On July 15, 2016, all of your agenda items will be supplied with a record number of V1, which will be considered the original or "parent" record. Agenda item cards will contain the record number in the upper right, and each new record number will increase by 1: V1, V2, V3, etc. The most recent record is considered the current version and is editable; all previous records of the item will be locked by default but can be unlocked by an Admin or Agenda Coordinator and then edited as usual. You'll have the ability to delete the most recent record, and the next most recent record will become current. Only the most recent record can be deleted at any given time, and an agenda item whose approval workflow is in process or that is scheduled on an agenda will not be amendable. The most recent record will be indicated by yellow highlighting on its number. From the Item Details page, you can navigate between different records via a navigation bar at the top of the page; click the **Prev** and **Next** buttons to move back and forth between the records. Read about more details of this feature in the Peak release notes below.



Recurrence Pattern and Meeting Type Now Editable in Peak Meeting Series

Peak Admins and Agenda Coordinators can now edit the recurrence pattern for meetings in a series. Changing the recurrence pattern as a series by selecting a particular meeting will reschedule all meetings in the series from the date edited forward. You'll also be able to edit the meeting type as a series; this will update the current meeting selected and all future meetings. If items are already scheduled for the meetings whose meeting type is to be changed, you'll get a message alerting you that agenda items scheduled for future meetings will be removed from the agendas for those meetings, i.e., the meeting body, meeting date, and meeting section will be cleared from the item. You'll be able to confirm or cancel this change. See more details below.

Hosted Updates

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

What's New in Boards and Commissions

New Features

Appointment terms on public sites and reports now display as ordinal numbers

Terms on the public page now display correctly using ordinal numbers (e.g., 1st Term, 2nd Term). The public page previously displayed cardinal numbers for terms (e.g., 1 Term, 2 Term).

We've also added a Current Term option to the **Term** drop-down menu in within Appointment Details. If you select this option, the public page will display "Current Term" in the **Term** field.

Bug Fixes

Quick Add without email address to fill board vacancies

You can now use the **Quick Add** form to fill a board vacancy without entering an email address for the new person. Previously, if you did not enter an email address it would change the name you entered to someone else already in your system. Additionally, if you do enter an email address and it is already associated with a person in your system, a pop-up alert informs you that a unique email address must be entered to add the new person. To use the Quick Add feature go to Boards, select a board, then use the **Action** menu to select *Fill Vacancy*. In the **Enter a Name** field, enter a character and delete it to display the **Click HERE** link. Click the link to open the **Quick Add** form.

Upcoming status not automatically changing to Active status on appointment start date

For the past month (June 17th through July 15th), appointments with a status of Upcoming were not automatically switching to Active status upon reaching the appointment term start date. This issue has been corrected, and Upcoming statuses correctly change to Active on the term's starting date.

What's New in iLegislate for Windows and OS X

New Features

Column headers consistent between Agendas and Videos

Column headers in the **Videos** tab are now the same as the column headers in the **Agendas** tab.

Agenda annotation

You can now make highlights and annotations on PDF attachments to agenda items. Additionally, annotations made on PDF attachments to agenda items are saved per user. You can log in, return to the PDF, and view annotations created at a previous time.

Bug Fixes

Agenda item attachments without file extensions need a file-type icon

File-type icons did not originally display on attachments with unidentifiable file types. We have implemented a fix for this by assigning an icon to attachments with unrecognized file formats.

What's New in Legistar

Bug Fixes

Issue with spacing on Legistar Text File Template (Columbia and Camas)

- **SalesForce Case #238108**

A new setting in **Admin** > **Legislative files** now controls this issue: "Insert new line on add template to Legistar text file." If set to **Yes**, this behaves as it always did; it adds a new line. If set to **No**, it will not add a new line.

Clarify error message "Operation failed with no details found" when two people take action on the same file

An unclear error would display if multiple people were taking action on the same file. If an action has been taken on a file since you last refreshed it, you will now get a clearer error message.

Legistar Admin has duplicate General sections in several databases

We have removed the duplicate General section that could appear in some databases in Admin and Local Settings.

WCF: Errors when changing file type order in Administration

- **SalesForce Case #280496**

We have fixed the error that would show up when legislative file types were moved in Administration.

Description field not pulling in the text (NYC)

- **SalesForce Case #279917**

Previously, when adding a file using the **Add Line** function, the description would not pull into the Agenda or Minutes. We've corrected this problem, and the description now correctly pulls into the Agenda and Minutes when adding a file using the **Add Line**, **Copy Selected Line**, and **Add Many Lines** functions.

What's New in Peak Agenda Management

New Features

Ability to edit the meeting type for a recurring meeting series

Peak Admins and Agenda Coordinators can now edit the meeting type for a single meeting or all future meetings in a series. Changing the meeting type as a series will update the current meeting selected and all future meetings. If items are already scheduled for the meetings whose meeting type is to be changed, you'll get a message alerting you that agenda items scheduled for future meetings will be removed from the agendas for those meetings, i.e., the meeting body, meeting date, and meeting section will be cleared from the item. You'll be able to confirm or cancel this change.

It is not expected that a meeting series will have multiple meeting types across the series. If, however, this is the case, and changes are made to a meeting in the series, all future meetings in the series will be updated with the meeting type of the meeting that you're currently editing. This is true even if you're not updating the meeting type but updating only a meeting location, for example—Peak will update the location as well as the meeting type of the meeting for this and all future meetings in the series. The system alerts you when this is about to happen and asks you to confirm or cancel.

Editing a meeting type in Admin refreshes future meetings in a series

1. When a Peak Admin changes a meeting type in **Admin** > **Meeting Types** > **Manage Meeting Type** that implies a modification to a section or sections (renaming, reformatting, deleting/adding a section, re-sorting, modifying standard text for a section), if that meeting type has future meetings already scheduled and the Admin saves these changes to the meeting type, Peak will clear all future agendas for meetings using this meeting type and build a new agenda with the changes.
2. If items are already scheduled for a future meeting, these items will be removed from the meeting and become "unscheduled items," meaning the meeting body, meeting date, and section will be removed from the item. These items can then be added to the new agendas or other agendas in the system.
3. Upon clicking **Save** after changing a meeting type section, you'll see a warning message informing you that all future meetings with this meeting type will have their agendas wiped and built anew using these modifications to the meeting type. All agenda items on those scheduled meetings will move off the agenda and become "unscheduled items." This warning will show only if changes are made to a section. You'll then have the option of canceling the changes and preserving the agendas and their items, or confirming the changes.

Note: If you modify only the name of the meeting type, archive folder, agenda template, or the numbering scheme, this does not constitute a change to the section information. Thus, already scheduled meetings on a future date using this meeting type will preserve their agenda and the items on that agenda.

Ability to edit a recurrence pattern for a meeting series

Peak Admins and Agenda Coordinators can now edit the recurrence pattern for meetings in a series. Changing the recurrence pattern as a series by selecting a particular meeting will rebuild meetings (and itemless agendas from the meeting type) from the date edited forward.

We recommend not selecting a meeting on a past date, as this will wipe out any agendas on past meetings. Also note that any changes to the meeting recurrence patterns will rebuild the series from the meeting selected forward. Even if an existing future meeting is part of the reconstructed series, it will still be rebuilt (and thus, the agenda wiped). If the new pattern includes dates for meeting that are within the start and end date range but are before the current meeting being scheduled, those meeting will not be scheduled. There are two exceptions to the rule of rebuilding a current meeting being edited. If you are editing a weekly or monthly series and only moving the day(s) of week earlier in the week than the currently selected meeting, the current meeting will be left alone (not moved backward in time) with the new pattern being applied to future dates.

If items are already scheduled for any future meeting as part of the series, you'll get a warning message informing you that agendas will be wiped and any items on those previous agendas will become unscheduled, meaning the meeting body, meeting date, and meeting section will be cleared from the item. You'll be asked to confirm or cancel these change to the recurrence pattern.

New Amend function enables you to create multiple records of an agenda item

Peak Admins, Agenda Coordinators, and a Drafter-owners can now amend an agenda item to create a new record of it. This feature is useful for tracking what changes have been made to agenda items.

We've added an **Amend** button to the Item Details page. When you click the **Amend** button, you'll first get a confirmation modal. If you confirm amendment of the item, a copy of the item is made, and the new record displays. This new version will have the same Agenda Item ID, metadata, and attachments. Comments and loaded approval workflows are not copied over. If you cancel, no additional record is created and you're returned to the current version of the item.

Note the difference between this and duplicate function: Duplicate makes a new item with a new agenda item ID; this new function creates a new record of the same agenda item ID so that the information on this new record can be modified if desired while the original record is retained.

When a record is created, the new record by default is an exact copy of the previous until you make changes to it. The previous record becomes locked.

The record numbers begin at 1 and increase by 1 each time you click the **Amend** button and confirm the operation. Upon amending, you'll land on the Edit page of the new record, and that record number will be highlighted on the agenda item card and in the navigation bar at the top of the page.

If changes need to be made to previous records(s), they can be unlocked by an Admin or Agenda Coordinator, and then edited by an Admin, Agenda Coordinator, or Drafter-owner.

The most recent (highest numbered) record is always considered the "current" record. When this feature is released on 7/15/16, all of a jurisdiction's items will be labeled with a record number of V1. All of these items are considered "current" at that point.

You can create a record of an item only if the item is the current (most recent) item and if the workflow of the current item is not in progress. Unlike duplication, amending will copy the item's drafter from the source item record regardless of who is doing the amending. After a new record is created, the status will be set to IN DRAFT, and the item will be unlocked.

If the current/newest record is deleted, the next most recent record becomes the current one and becomes amendable. The version number in this case would be re-used (e.g., if delete record V5, record V4 becomes current; if you then amend record V4, V5 is created and becomes the current record).

Edit a record of an agenda item

Once you create a new record of an agenda item, you'll have the same and complete editing capability that currently exists for an agenda item. Separate records are considered as unique items even though they have the same agenda item ID. Changes made to the new record do not affect or change any of the information on the original item or other records of the item.

Delete records of an agenda item

Admins, Agenda Coordinators, and Drafter-owners can delete a record of an agenda item with the **trash can** icon provided that both of the following conditions are met:

1. The item is the current record (highest record number).
2. The item record is not associated with a meeting.

In other words, you can never delete the original "parent" record until all its "children" are deleted.

Deletion of the unscheduled current record of the item can be accomplished from the Item Details page or from the Items page as normal. Upon clicking the **trash can** icon from the Item Details page, you'll be prompted with a confirmation as normal. Upon deleting the current item from the Items page, you'll be prompted with a confirmation including the record and agenda item title of the item you're about to delete.

Deleting a record does not delete the original agenda item, only that record of the item. Once a record is deleted, the next-highest-numbered record of the item becomes the "current" item, and it too can be deleted provided it is not assigned to a meeting. The process may continue in this fashion all the way through record V1; however, an unscheduled earlier record can never be deleted unless all later records are deleted first.

Edit/view previous records of agenda items

Note: All of your existing items on 07/15/16 will be updated to show that they are record number V1. All of the V1s are highlighted in yellow, indicating that this is the latest record of the item.

From the ITEMS page or for records of items placed on an agenda, users can take the following actions:

1. Edit/view the current record of an item (this is an existing functionality).
2. Edit/view previous records of an item by clicking the record number in the navigation bar on the Item Details page, from the Items page, or from the agenda where this record of an item is assigned.

View/edit rights based on users' roles remain the same on agenda items. The previous record is locked when an item is amended and a new record is created. A Drafter-owner may continue to view that earlier record, but Peak requires a Peak Admin or Agenda Coordinator to unlock that record of the item in order for the Drafter-owner to edit. Other Drafter users continue to see other people's items and their records in read-only mode whether they are locked or not. Users with the None role are allowed to access only those records in read-only mode for which they are involved in an approval workflow that is in progress or has been conducted, but they are allowed to do so only from the Items page or the approval email.

Agenda item record navigation

We’ve added a navigation bar to the top of the Item Details page for Admins, Agenda Coordinators, and Drafters. This enables users with these roles to navigate between agenda item records using one of the following methods:

1. Clicking a record number to view it (all existing items and any new items start with V1).
2. Clicking the **Prev** or **Next** button to navigate to the previous or next record, respectively.

The record number for the currently displayed record is highlighted in the navigation bar. When you’re editing a record of an item from an agenda, Peak will display the Item Details page with that record of the item highlighted in the navigation bar.

Currently the Items page shows all records of agenda items. The latest (current) record of the item has its record number highlighted in yellow.

The navigation bar will expand and collapse as records are created and deleted, for up to five records. Once more than five are created, the navigation bar will show a range of five records, which will shift as the **Prev** and **Next** button are used.

Users with a role of None who are approvers or FYI-ers on an item that has multiple records will have access to the particular record from the Items page as well as from the link in the approval email. They will not be able to access other records, as the navigation bar will not be available to them on the Item Details page.

Record number label on the item card

We’ve added a record number label to the agenda item cards in Peak. This label consists of a “V” and a number that indicates the record number. Record numbers always start at 1 and increase by 1 for each record created. All existing items on 07/15/16 will be labeled as V1. Any new agenda items created after this date will also be labeled V1. The label is not clickable. The record of an item with the highest version number is considered the current record and will be highlighted in yellow. The Items page displays all records of items, which will be grouped. The current record is listed first, and the earlier records will follow.

Note: You can filter the Items page by agenda item ID in the **Search** field in order to see all records of a particular item.

Avatars added to User menus throughout Peak

We’ve added avatars to the names in user drop-down fields throughout the application (e.g., approval workflow user selection).

Bug Fixes

UFC PDF conversion: formatting issues with Word attachments in Peak agenda packets

The Universal File Converter now has an additional PDF document converter with better accuracy for Microsoft Office files.

Agenda reports will not generate in Chrome when the event name contains commas

Commas are now supported in event names for meetings created in the platform. Prior to this fix, if a platform meeting event name had commas in it, when you attempted to create an agenda report for this meeting, it would fail. Other browsers did not pose this problem. The agenda packet, on the other hand, uses separate logic and would generate fine in Chrome. Now, Chrome can generate agenda reports for meetings created in the platform that include commas in the event name.

Agenda item cover pages will not generate if item title contains double quotation marks

Agenda item cover pages, item packets, and agenda packets including cover pages will now generate even if the agenda item has double quotation marks in the title.

Drafter can reorder and delete sections of an unlocked agenda with a Final status

Users with the Drafter role should not be able to manipulate agenda sections in an agenda whose status is Final. We've fixed this issue, and Drafters are no longer able to modify a finalized agenda if it is unlocked.

Clearing a meeting date from an agenda item does not remove the item from the agenda

When the meeting date is cleared from an agenda item via the Item Details view ("unscheduling the item") and the item is saved, the item card is now correctly removed from the agenda to which it was previously assigned.

What's New in MediaManager

New Feature

Display storage details for archive folders

You can now see how much storage space is occupied by video clips in the **Archives** tab. When selecting a folder, you can tell how many videos are in the folder and how much space is taken up by the total number of videos.

Bug Fix

Time Stamps not in sync

- **SalesForce Case #250014**

We've resolved an issue in which certain video players were not able to accurately seek to the nearest key frame. Time stamps now correctly navigate to the nearest key frame.

What's New in SpeakUp

New Feature

Attachment Uploads for Discussions in SpeakUp

We’ve made a change to the software used for uploading attachments to SpeakUp discussions. This change enables you to upload files on a discussion and lets your citizens view or download these files when visiting your site. When an administrator uploads a file to a discussion, the first page of the file is displayed in a thumbnail view. You can click the **View PDF** button to view the full document. If citizens visit a public-facing site and open a discussion, they’ll also see a thumbnail display of the first page of the document. Citizens can then click **View PDF** to view the full attachment.

Bug Fix

Invitation emails get stuck at around a 50% send rate

- **SalesForce Case #222793**

We've recieved reports that not all the invitation emails are being sent. After investigation we found that the emails were in fact being sent, but the Exports page did not update and show that 100% of the invitations had been sent. We've resolved this issue; now the Exports page updates and displays the accurate percentage of emails sent.