

OnBase[®] 18

Agenda To Go

Usage

Agenda To Go provides the ability to view meetings, view meeting documents, and make notes and annotations on meetings and meeting documents from an iPad.

Meetings are available in Agenda To Go only if they have been enabled in OnBase Agenda. You can log in to view and access meetings and meeting documents, or you can work on previously downloaded meetings and meetings documents in offline mode.

Definitions

The following terms are associated with the Agenda To Go module, and will be used throughout the documentation:

Term	Definition
Agenda	A list of items discussed at a meeting.
Agenda Document	A document generated from a meeting instance that typically shows the outline of the meeting, and the agenda items in the outline. It does not include any of the supporting documents for the agenda items.
Agenda Item	A specific issue, legislative action or topic that will be discussed and/or acted upon during a meeting.
Agenda Section	A part of an agenda. Agenda sections are used to organize agenda items.
Meeting	A formally arranged gathering between members of a meeting body.
Meeting Type	The type of meeting held by a meeting body.
Minutes Document	A generated document containing the minutes of a meeting.
Supporting Document	A document that supports an agenda item.

Agenda To Go App Installation

The Agenda To Go app is a free download from the App Store on your iPad.

To install the Agenda To Go app:

1. Open the App Store on your iPad.
2. Type **Agenda To Go** in the **Search** field located in the upper-right corner.
3. From the Agenda To Go tile, tap **Get**, and then tap **Install**. The app is installed and is displayed on your iPad.



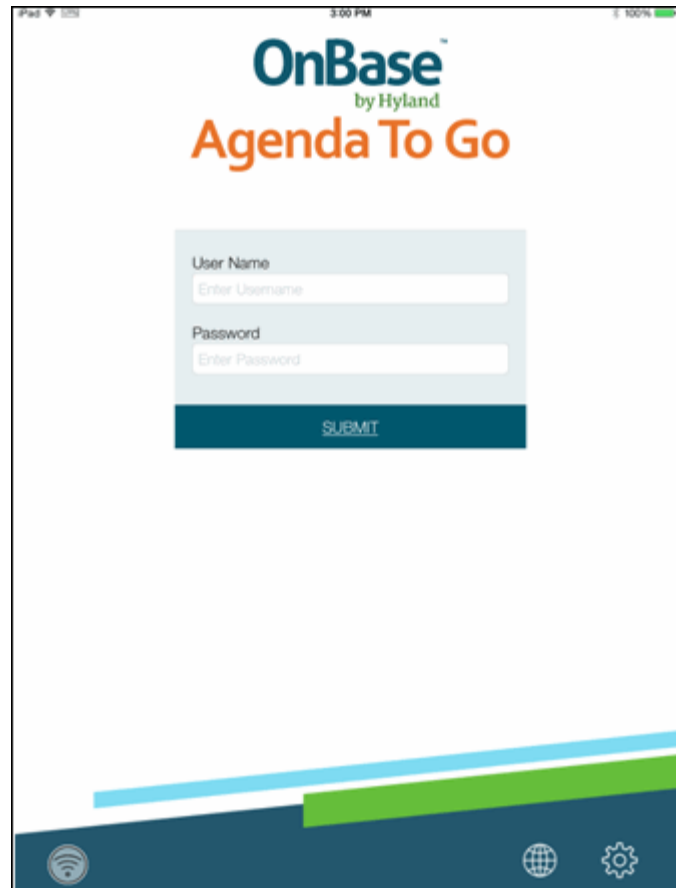
The first time opening the Agenda To Go app the first screen you see is the Server screen. Enter the path to the server and mobile broker:

<https://onbaseweb.madsewer.com/mobilebroker>
and then tap **Verify Server**.

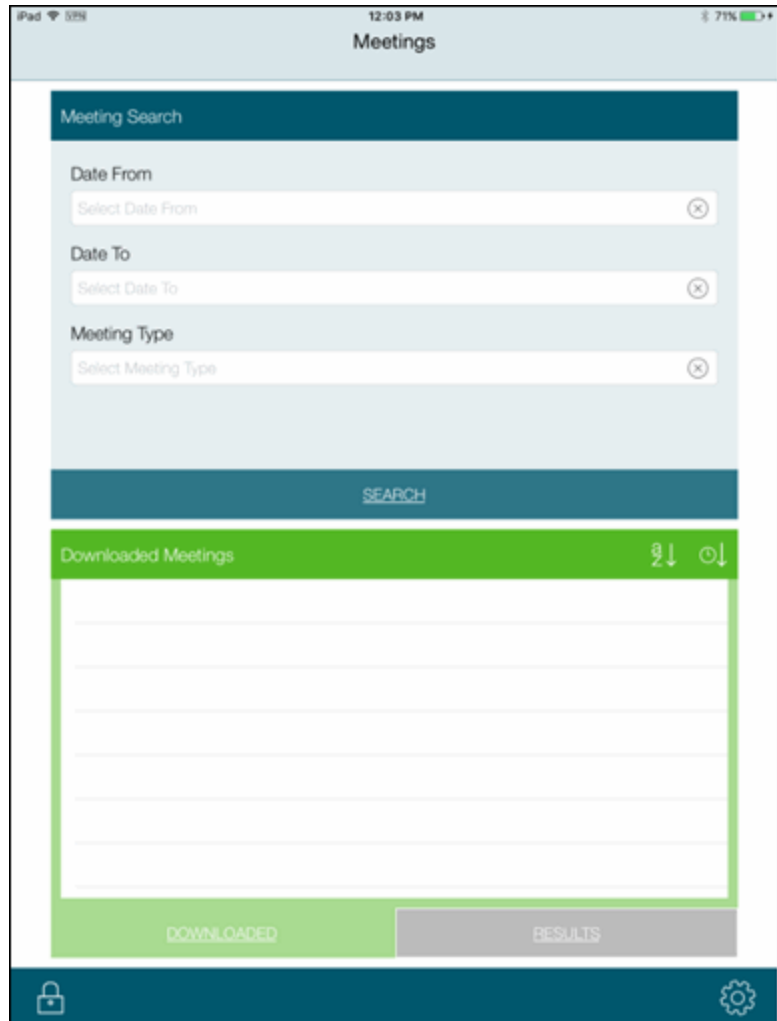
Logging On to Agenda To Go

To log on to Agenda To Go:

1. Tap the **Agenda To Go** app on your iPad. The login screen is displayed.

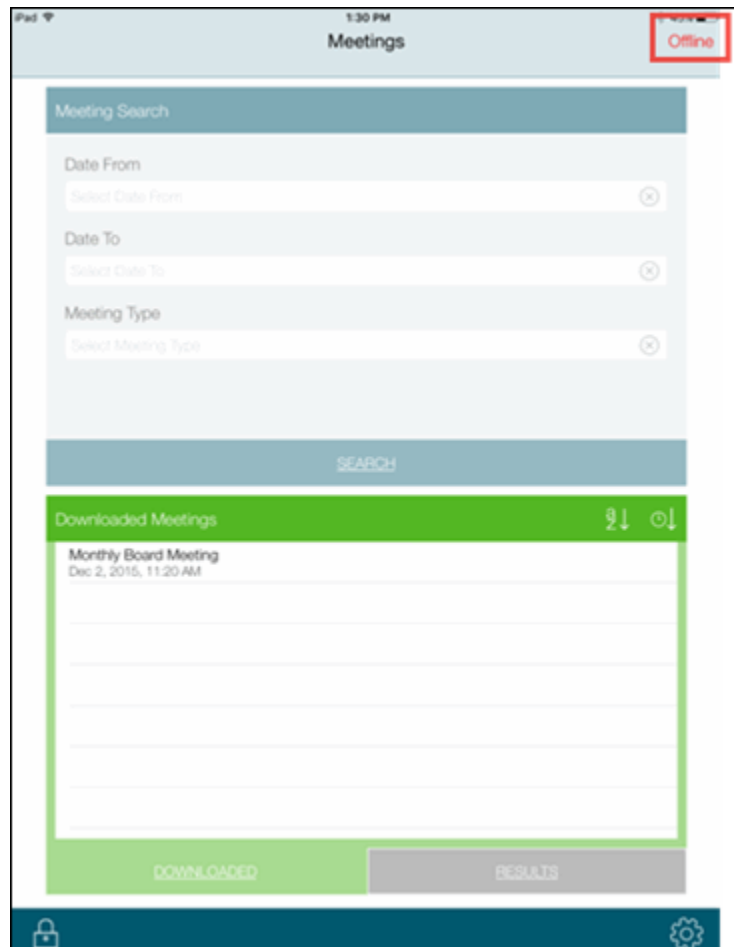


2. Tap the **User Name** field and enter your user ID.
3. Tap the **Password** field and enter your password.
4. Tap **Submit**. The Home screen is displayed.



Offline Mode

If you are not connected to the server when you log in, you are logged on in Offline mode, and **Offline** displays in the upper-right corner of the screen.



In Offline mode, you can perform the following tasks:

- Highlight meeting items
- View downloaded meetings and documents
- View downloaded documents in full screen mode
- Perform all available options on downloaded documents in the Viewer (notes, annotations, bookmarks)
- Search an agenda
- Set most of the system configuration options in the Settings screen
- View downloaded documents from the Storage tab in the Settings screen

Accessing Meetings

You can access any meeting that has been created in OnBase Agenda, and that has been marked as enabled for Agenda To Go. Meetings can also be downloaded to your mobile device. To access meetings, you must perform a search to locate the meetings you want, using criteria you define.

Searching for Meetings

You can search for meetings that were created in OnBase Agenda. The search criteria you can use include:

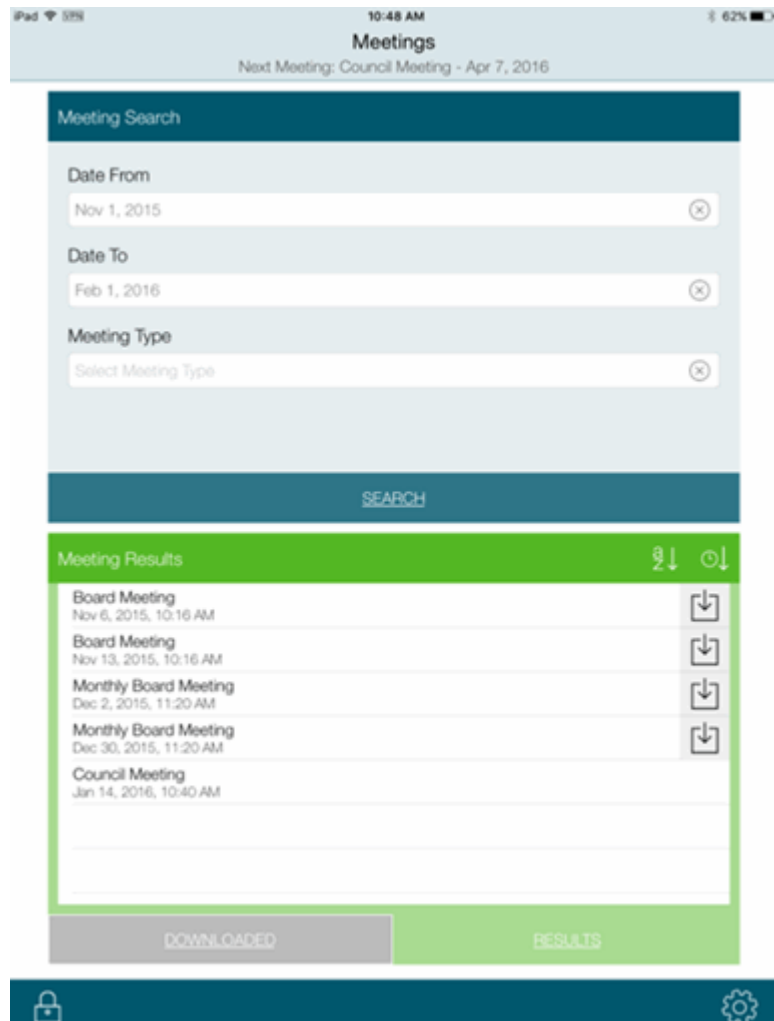
- Date From
- Date To
- Meeting Type

You do not have to enter any values in the search fields, but if you want to narrow your search, enter values in as many of the criteria options as possible. If you do not enter any values, when you tap **Search**, a generic search is performed going two weeks back in time pulling those meetings as well as any future meetings.

To narrow your search for specific meetings:

1. Tap the **Date From** field. A calendar is displayed allowing you to pick a specific date. Do the following to select a date:
 - a. Use the arrows on the top of the calendar to move backwards or forwards in time.
 - b. Tap the specific date you want to select as your date from. The date you selected is displayed in the **Date From** field. If you need to select a different date, tap in the field and select a new date from the calendar. You can also remove a value from the field by tapping the X option in the field.
2. Tap the **Date To** field. A calendar is displayed allowing you to pick a specific date. Follow the directions in step 1 to select a value for the **Date To** field.
3. Tap the **Meeting Type** field. A list of available meeting types is displayed. Scroll through the list to find the meeting type you want. Tap the meeting type to populate the **Meeting Type** field.
4. Tap **Search**. The results of the search is displayed in the **Results** tab. Note the following:
 - If you have any future meetings scheduled, the next future meeting is displayed in the Meetings banner.
 - If a meeting has been previously downloaded, that meeting is displayed in the **Results** tab without a Download icon next to it.

- If you perform a search, and then disable a meeting in OnBase Agenda, the meeting no longer displays in the **Results** tab.
- If you download a meeting to your device, and then disable the meeting in OnBase Agenda, the meeting still displays on the **Downloaded** tab.



Sorting Meeting Results

You can sort meetings in the Results tab by meeting name or meeting date:

Tap the **Meeting Name** Sort icon to sort meetings by meeting name. Meetings can be sorted in either ascending or descending name order. The icon changes depending on your prior selection.



Tap the **Date Sort** icon to sort meetings by meeting date. Meetings can be sorted in either ascending or descending date order. The icon changes depending on your prior selection.

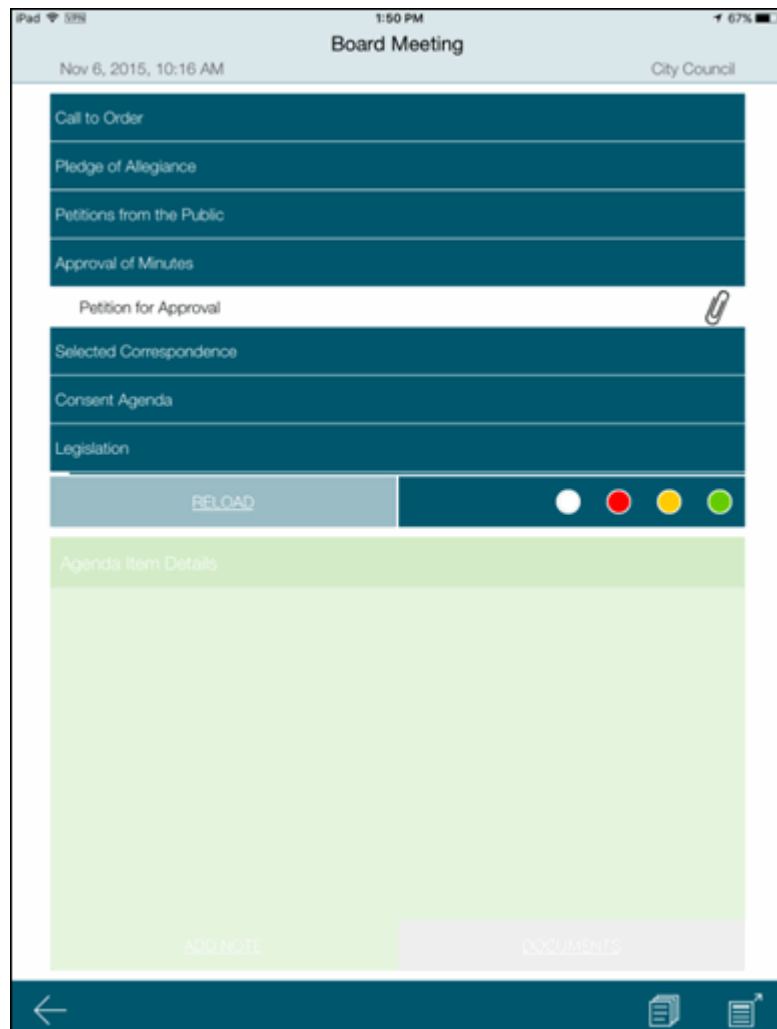


Downloading Meetings

You can download meetings onto your mobile device so you can work with them remotely, and view any attachments or notes that may be associated with the meeting.

To download meetings:

1. Perform a search as described in [Searching for Meetings on page 6](#).
2. Tap the meeting you want to download from the Results tab. The contents of the meeting is displayed on the screen.



Note: The meeting is also listed on the Downloaded tab and can be accessed at any time.

Note the following:

- If the **Download All Documents** setting is turned on in Configuration Settings (see Download All Documents on page 39 for more information), a message box displays asking you if you want to download all documents associated with the meeting. Tap either **Confirm** or **Close**.
- If you tapped **Confirm**, a dialog box displays showing the progression of the download. When the download is complete, tap **View Agenda** to return to the Meeting

Screen.

Note: Large files may not open. See your system administrator for more information.

Logging Off Agenda To Go

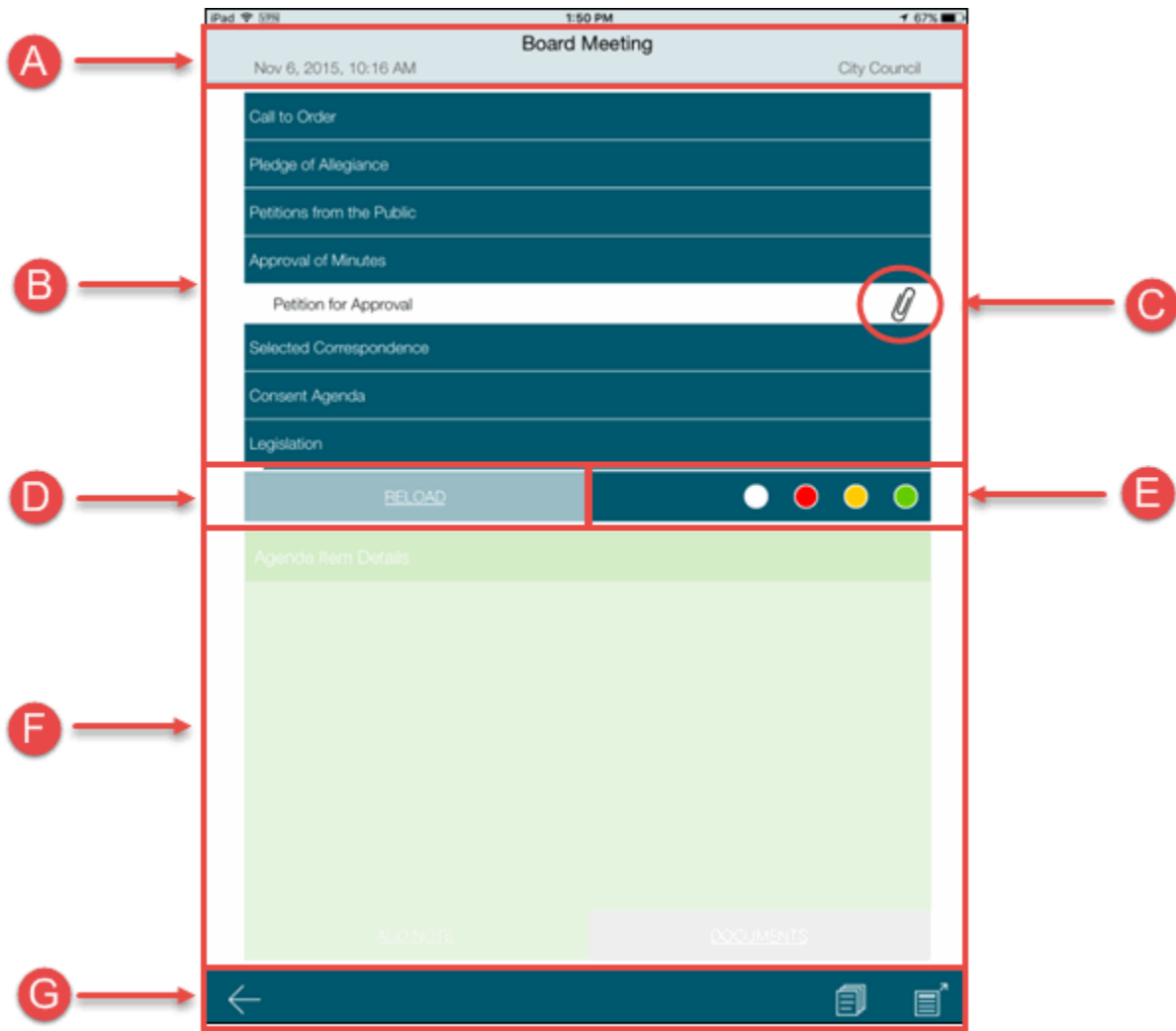
On the initial Agenda To Go screen, a lock icon is displayed in the lower-left corner.



Tap the **Lock** icon to log off Agenda To Go.

Exploring the Main Meeting Screen

The main meeting screen has several sections that allow you to work with items created for a meeting agenda.



From this screen, there are several sections including:

- A. **Meeting Information.** This section provides the meeting name, meeting date and meeting type.
- B. **Meeting Agenda and Agenda Items.** This section displays the meeting agenda and any agenda items that were created in OnBase Agenda.
- C. **Agenda Item Attachments.** If an agenda item has an attachment, the paper clip icon displays indicating that documents are available for viewing. For more information, see [Agenda Item Attachments on page 12](#)
- D. **Reload.** This option provides the ability to reload an agenda that has already been
- E. downloaded to your mobile device. A reload captures any new items or attachments since the download took place. For more information, see [Reload an Agenda on page 12](#).
- F. **Highlight Items.** If you want to highlight an agenda item so it stands out from the
- G. others, you can select an item, and then choose a highlighting color to apply it. For more information, see [Highlight Agenda Items on page 12](#).
- H. **Notes and Documents.** This section provides the ability to add notes to an agenda item, and view notes and documents for an agenda item. For more information, see [Notes and Documents on page 13](#).
- I. **Navigation Icons.** This section provides icons allowing you to navigate to different screens, and to allow you to view all notes taken on all items in the agenda. For more information, see [Navigation Icons on page 19](#).

Agenda Item Attachments

If an agenda item has a document attached to it, you can download and view the document on your mobile device. Attachments are indicated by a paper clip icon next to the item name.



When you tap the item, the attachment displays on the bottom half of the screen. See [Working with Documents on page 23](#) for more information.

Reload an Agenda

There may be times in which you have downloaded a meeting to your mobile device, and then items were added to the meeting in OnBase Agenda after the fact. In this case, your downloaded meeting would be out-of-date. You can use the **Reload** option to sync your meeting to the most recent information contained in OnBase Agenda.

To reload the meeting, tap the **Reload** option, then tap **Confirm** to confirm the reload.

Any new items that were added after you initially downloaded the meeting to your device

display in your meeting agenda. If you deleted any items in OnBase Agenda, those items are removed from your device after a reload.

Highlight Agenda Items

Agenda items can be highlighted so they can be easily identified. This comes in handy when you are working with a meeting agenda that has multiple items. The three color options (red, yellow and green) allow you to color code items as needed.



To highlight an agenda item, tap the item you want to highlight, and then tap the color you want. The agenda item is highlighted with the color you selected.



You can change the highlight color by tapping the item and then tapping a new color, or you can remove the highlighting by tapping the item, and then tapping the white highlight option.

Deleting Meetings

If a meeting has been downloaded, and it is no longer needed on your device, you can delete the meeting. This only deletes the meeting from your device, it does not delete the meeting from the system.

To delete a meeting from your device, on the downloaded meetings page, use your finger to swipe from right to left. Confirm that you want to delete the meeting. The meeting is removed from your device.

Notes and Documents

The tabs at the bottom of the meeting screen allow you to add and view notes to agenda items, and to download and view documents attached to agenda items.



Note the following:

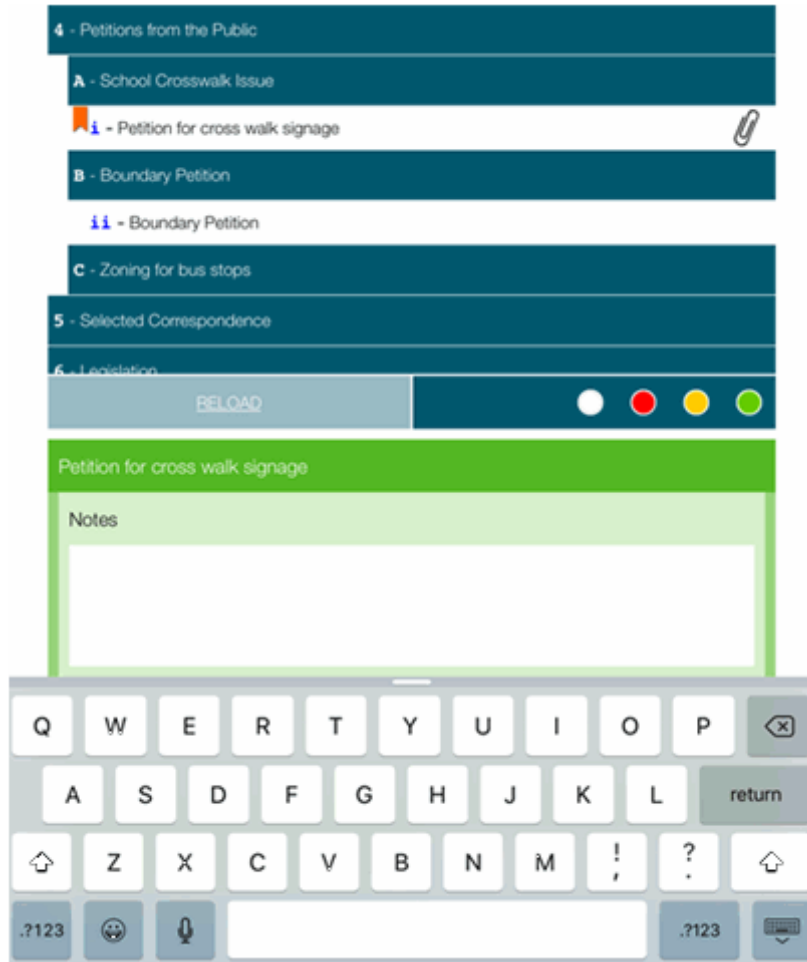
- If an agenda item has a document associated with it, the Documents pane is displayed by default.
- If no documents are attached to an agenda item, then the Notes panel is displayed by default.
- If an agenda item has both a note and a document associated with it, the Note pane is displayed by default.

Adding Notes to Agenda Items

If you need to take notes on an agenda item, you can use the **Add Note** tab at the bottom of the meeting screen.

To add a note to an agenda item:

1. Tap the agenda item to which you want to add a note.
2. Tap the **Add Note** tab to bring the tab into focus if it isn't already in focus.
3. Tap in the Notes area of the **Add Note** tab. The keyboard is displayed.



4. Enter your note.
5. Either tap **Save** or tap another agenda item to save your note.
6. Tap the **Keyboard** key to hide the keyboard.



The item to which you added a note contains an icon indicating that a note is available for that item.



If the item also has an attachment, the icon displays both the note and the paper clip.



Viewing Notes

If an agenda item contains a note, you can view the note on the main meeting screen.

To view a note for an agenda item, tap the item that contains a note. The note is displayed in the **Add Notes** tab.



If a note is no longer necessary and can be removed, tap **Clear**, and then tap **Confirm** in the message box

Viewing Documents

Documents can be viewed in the Document Viewer screen. When you select a document to view, you can either load it into the document viewer without downloading it to your device, or you can download it to your device while simultaneously opening it in the Document Viewer. If you have configured your device to download all documents when the meeting is downloaded, documents are downloaded automatically. See Download All Documents on page 39 for more information.

Note: If you are working in offline mode, you can only view documents that have already been downloaded to your device.

To view or download documents:

1. Tap an item to which a document is attached. Any associated documents display in the Documents tab.



2. Do one of the following:
 - To view the document, tap the document name.
 - To download and view the document, tap the Download icon.



Note: Large files may not open. See your system administrator for more information.

The document is displayed on your device. There are several options available in the Document screen. See [Working with Documents on page 23](#) for more information.

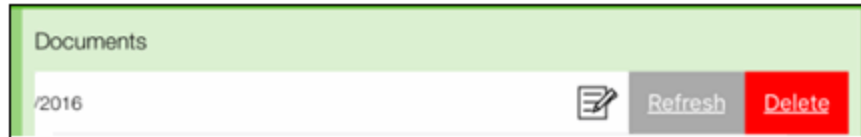
Note: If you are viewing a document, once you add annotations to the document in the Document Viewer screen, the document is automatically downloaded to your device.

Viewing Document Revisions

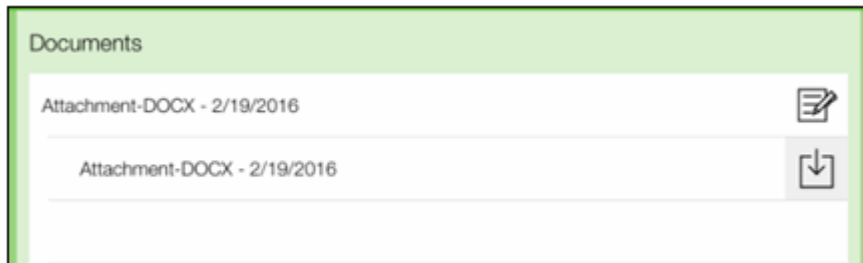
If a downloaded document has been revised and then refreshed in OnBase Agenda, you need to reload or refresh the document in Agenda To Go so you can view any revisions that have been made.

To view document revisions in Agenda To Go:

1. Ensure that you have selected the **Refresh Attachments** option in OnBase Agenda.
2. In Agenda To Go, open the meeting that contains the revised document. Keep in mind that the revised document does not display unless the original document has been downloaded first.
3. Do one of the following to view the revised document:
 - From the Documents pane, use your finger to swipe right-to-left on the downloaded document, and then tap **Refresh**.



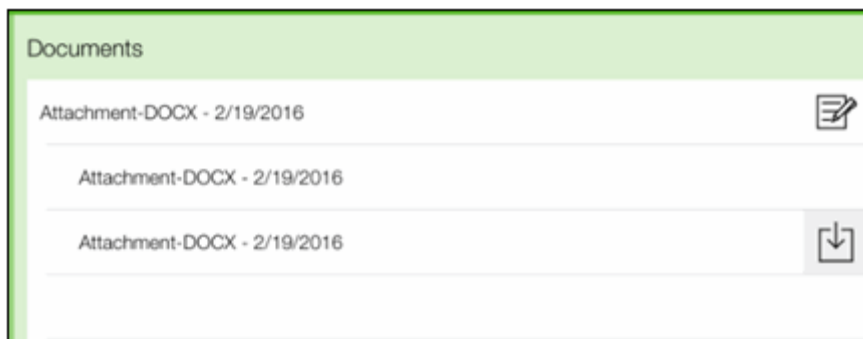
- From the Agenda pane, tap **Reload**.
- The revised document is indented and displayed under the original document.



4. Either view or download the revised document onto your iPad.

If you continue to make revisions on the document, note the following:

- If you have downloaded the revised document, when you refresh the document in both OnBase Agenda and Agenda To Go, another revision is displayed indented under the original document.



You may want to do this if you want to keep track of all revisions. If you continue to download each revision and then refresh with a newly revised document, you may have several documents listed.

- If you have not downloaded a revised document, and you make a revision to it, the most recently revised document is placed on top of the original revision. This means that only one document that contains all revisions is indented under the original document.
- If you delete the original document, the revised document listed first is no longer indented and becomes the main document for the agenda item.

Navigation Icons

On the bottom of the main meeting screen are navigation icons used to move from one area to another in Agenda To go.

Back Icon

The **Back** icon moves you back to the previous screen.



To move back to the previous screen, tap the **Back** icon. You may need to tap this icon more than once to get back to the screen you want to view.

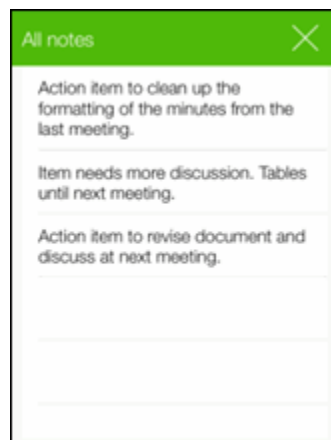
All Notes Icon

The **All Notes** icon allows you to view all of the notes entered on all of the items for the meeting.



To view all of the notes entered for all of the items for a meeting:

1. Tap the **All Notes** icon. The AllNotes box is displayed.



2. View the specific item for which the note was entered by tapping on a note entry. A bookmark displays on the entry for which the note was taken.



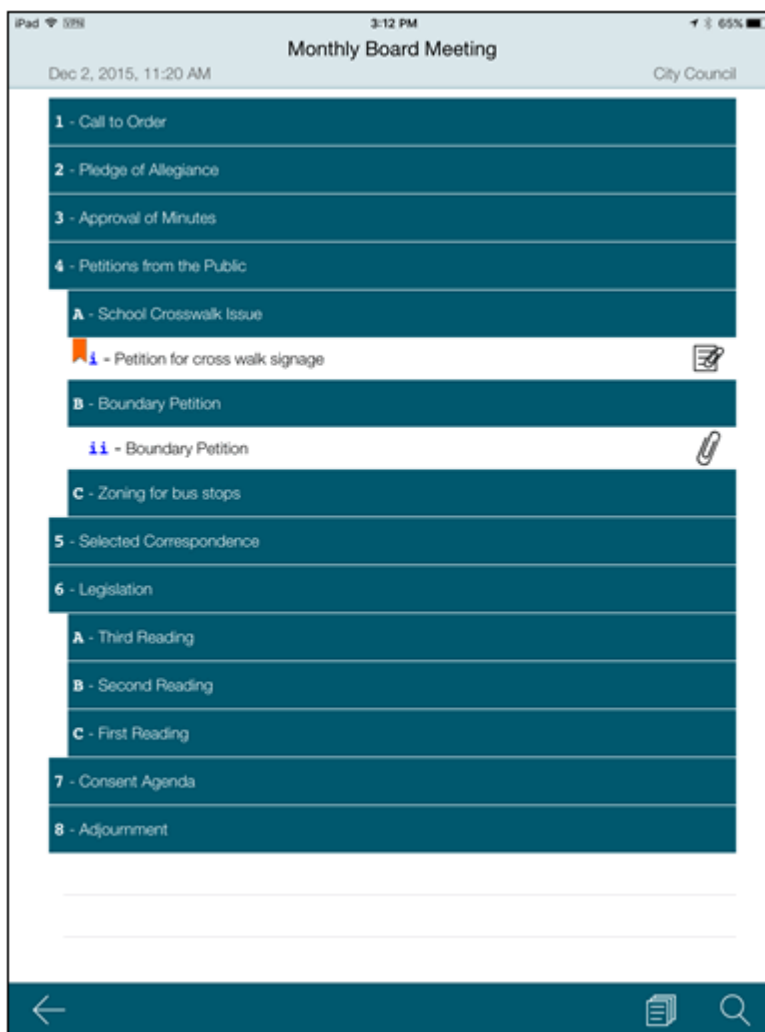
3. Tap the **X** to close the **All Notes** box.

Full Screen Icon

The **Full Screen** icon allows you to view the agenda in full screen mode. This mode is view-only, allowing you to only view notes and search for agenda item text.



To view the meeting in full screen, tap the **Full Screen** icon. The meeting is displayed in Full Screen mode.



The only options available in full-screen mode include:

- **View All Notes.** See [All Notes Icon](#) on [page 19](#) for more information.
- **Search Item Text.** To search for text in the meeting, tap the **Search** icon, and enter the text for which you want to search in the field.



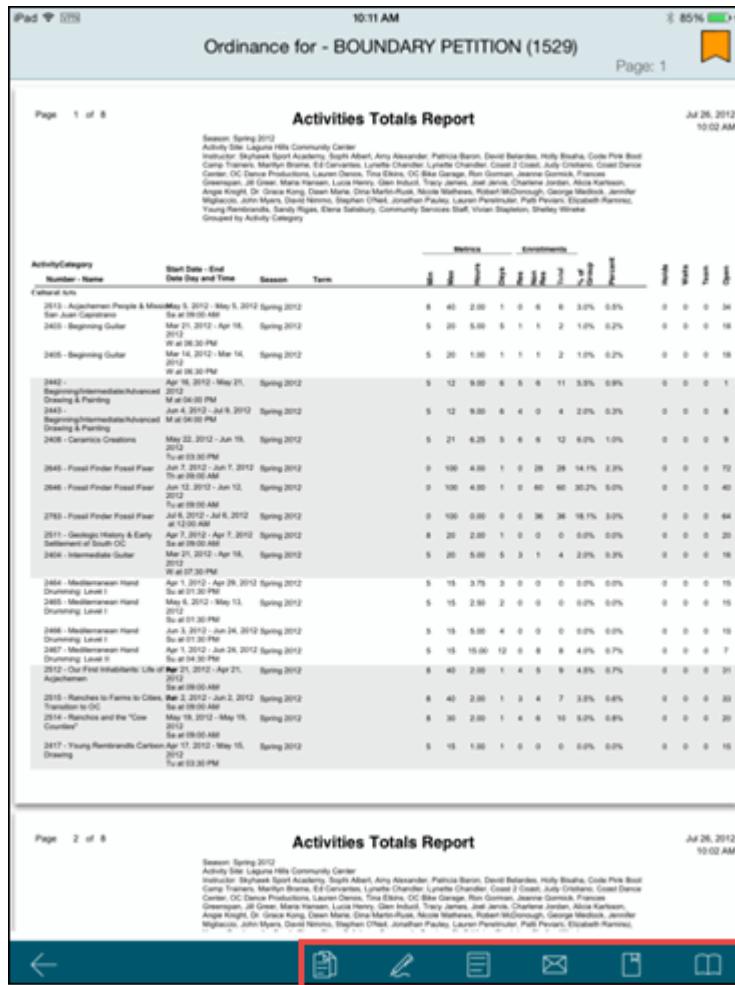
Tap the magnifying glass to perform the search. Any text that matches your search criteria is highlighted. If no matches are found, a message is displayed. Tap **Close** to close the message.



Note: The search does not search in attachments or notes.

Working with Documents

In many instances, agenda items have documents attached to them. When you download or view the document (see [Viewing Documents on page 16](#) for more information), several icons display on the bottom of the document screen.



These icons allow you to:

- List all documents for an agenda item (see [List All Documents for an Agenda Item on page 24](#) for more information)
- Annotate the document (see [Annotate Documents on page 25](#) for more information)
- Add a note to the document (see [Add Sticky Notes to Documents on page 27](#) for more information)
- Email the document. Depending on your server settings, this option may not be available. (see [Email Documents on page 30](#) for more information)
- Bookmark pages in the document (see [Bookmark Pages in a Document on page 31](#) for more information)
- Advance through pages of the document if the document contains multiple pages (see [Go To Pages in the Document on page 32](#) for more information)

Note: If you zoom in on the document, these icons are disabled until you zoom back out.

List All Documents for an Agenda Item

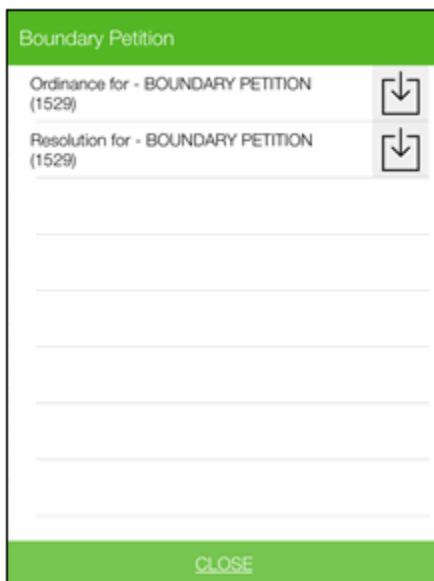
There may be times in which an agenda item has more than one document attached to it. You can view a list of the documents and open any document in the list.

To view a list of all documents for an agenda item:

1. Tap the Documents icon.



A list of documents attached to the agenda item is displayed.



2. Tap the document you want to view. The document you selected is displayed on the Documents screen.

Note: If the document has not been downloaded, the **Download** icon displays next to the document name. Click the icon to download the document onto your device.

Annotate Documents

The annotate option allows you to draw on the document you are viewing. This comes in handy when you want to mark up a section in the document that needs to be called out.

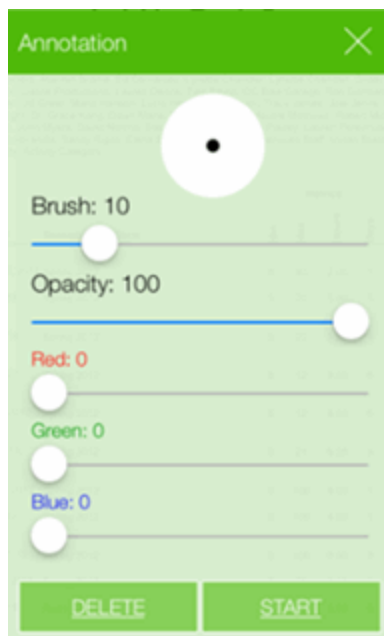
Once

annotations are added to a document, you can hide and show them as needed. To annotate documents:

1. Tap the **Annotate** icon.



The Annotate dialog box is displayed.



2. Lightly press and slide the **Brush** option to the brush width you want.
3. Lightly press and slide the **Opacity** option to the setting you want. Opacity determines how light or dark the annotation displays on the document.
4. Lightly press and slide the color options until you are satisfied with the color for the annotation
5. Tap **Start**. The annotation dialog box is minimized, and you are able to draw on the document using your finger.

Annotation dialog box with 'DELETE' and 'FINISH' buttons.

Activity/Category	Number	Name	Start Date - End Date	Season	Term	Enrollments	Waitlist	Open	Waitlist	Open		
2513 - Appalachian People & Music	5	40	2.00	1	6	8	3.0%	0.5%	0	0	34	
2403 - Beginning Guitar	5	20	5.00	5	1	2	1.0%	0.2%	0	0	18	
2405 - Beginning Guitar	5	20	1.00	1	1	2	1.0%	0.2%	0	0	18	
2442 - Beginning/Intermediate/Advanced Drawing & Painting	5	12	9.00	4	4	4	2.0%	0.3%	0	0	8	
2408 - Ceramics Creatives	5	21	4.25	3	6	6	12	6.0%	1.0%	0	0	9
2443 - Fossil Finder Fossil Fair	0	100	4.00	1	0	28	14.1%	2.3%	0	0	72	
2446 - Fossil Finder Fossil Fair	0	100	4.00	1	0	60	30.2%	5.0%	0	0	40	
2432 - Fossil Finder Fossil Fair	0	100	0.00	0	0	36	18.1%	3.0%	0	0	64	
2511 - Georgia History & Early Settlement of South OC	6	20	2.00	1	0	0	0.0%	0.0%	0	0	20	
2404 - Intermediate Guitar	5	20	5.00	5	3	4	2.0%	0.3%	0	0	18	
2444 - Mediterranean Hand Drumming Level I	5	15	3.75	3	0	0	0.0%	0.0%	0	0	15	
2445 - Mediterranean Hand Drumming Level I	5	15	2.00	2	0	0	0.0%	0.0%	0	0	15	
2446 - Mediterranean Hand Drumming Level I	5	15	5.00	4	0	0	0.0%	0.0%	0	0	15	
2447 - Mediterranean Hand Drumming Level II	5	15	10.00	12	0	8	4.0%	0.7%	0	0	7	
2512 - Our First Inhabitants Life of Appalachians	6	40	2.00	1	4	5	9	4.5%	0.7%	0	0	31
2515 - Ranches to Farms to Cities Transition in OC	6	40	2.00	1	3	4	7	3.5%	0.6%	0	0	33
2514 - Ranches and the "Cow Counter"	6	30	2.00	1	4	6	10	5.0%	0.8%	0	0	20
2417 - Young Rembrandt's Carbon Drawing	5	15	1.00	1	0	0	0.0%	0.0%	0	0	15	

- You can also do the following on the **Annotation** box:
 - Tap the **Expand** icon to open the Annotate dialog box. This allows you to change settings if needed.



- Tap **Delete** to delete the annotations from the document. Tap **Confirm** to complete the deletion.

Caution: The Delete Annotation option deletes all the annotations from the entire document.

- Tap **Finish**. The Annotation dialog box is removed from the screen. In the upper left corner of the document, the **Hide Annotation** link is displayed.

Hide Annotation link highlighted in red box.

Activities Totals Report

Season: Spring 2012

Activity Site: Laguna Hills Community Center

Instructor: Barbara Spurr Academy, Sarah Alcott, Amy Rowland, Patricia Barron, David Beckler, Holly Booth, Cole Pike Boat, Camp Trainers, Marilyn Brune, Ed Cervantes, Lynette Chandler, Lynette Chandler, Crest J Coast, Judy Crockett, Crest Dance Center, OC Dance Productions, Lauren Daniels, Tony Elmore, OJ Blue Garage, Ron Gorman, Joanne Gorman, Frances Greenman, Jill Gray, Maria Herman, Lucia Henry, Glen Inghel, Tracy James, Jill James, Charlene Jordan, Alice Karlsson, Angie Knight, Dr. Grace King, Cassi Marie, Doree Martin-Roth, Nicole Matthews, Robert McElrath, George Medlock, Jennifer Mighetto, John Moore, David Norris, Stephen O'Neil, Jonathan Pauls, Lorian Pennington, Paul Peters, Elizabeth Ramirez, Young Rembrandt, Sandy Rippe, Rene Salsbery, Community Services Staff, Victor Shapiro, Shelley Winke

Grouped by Activity Category

8. Tap the **Hide Annotation** link to hide the annotations from the page. If you have annotations on multiple pages, all annotations are hidden, and the link automatically changes to **Show Annotation**.

Note: If you zoom in on the document, annotations are not displayed. The annotations return when you zoom back out.

Once you have added an annotation or a note to a document, the document displays in the **Documents** tab with an icon indicating that there are annotations or notes available for the document.

Resolution for - BOUNDARY PETITION (1529)



Add Sticky Notes to Documents

The Add Sticky Note option provides the ability to add notes to the document. Sticky Notes can be added, and then dragged to any location on the page. You can also select a color for the note to suit your needs.

To add notes to a document:

1. Tap the **Add Sticky Note** icon.



A flashing note icon is displayed in the middle of your document.

Page 3 of 8 Jul 26, 2012
10:02 AM

Activities Totals Report

Season: Spring 2012
 Activity Site: Laguna Hills Community Center
 Instructor: Stephen Sport Academy, Sophie Albert, Amy Alexander, Patricia Barron, David Belandier, Holly Bratha, Colee Pike Boat, Dana Tramm, Marjorie Brown, Ed Concorato, Lynette Chandler, Lynette Chandler, Christl J. Covert, Judy D'Amico, Christl Dance Center, OC Dance Productions, Lauren Dennis, Tina Elkins, OC Blue Garage, Ron Gorman, Joanne Gormack, Frances Greenwood, Jill Green, Wanda Hansen, Lucia Henry, Glen Inoué, Tracy James, Just Jenik, Charlene Jordan, Alice Karlsson, Angie Knight, Dr. Grace King, Dawn Marie, Gina Martin-Rusk, Nancy Matthews, Robert McDonough, George Medlock, Jennifer Migliaccio, John Myers, David Nordin, Stephen O'Neil, Jonathan Pauley, Lauren Pennington, Paul Perera, Elizabeth Ramirez, Young Rembrandts, Sandy Riggs, Elena Salsbury, Community Services Staff, Vivian Stapleton, Shelley Wilson
 Grouped by Activity Category

Activity Category	Number - Name	Start Date - End Date Day and Time	Session	Term	Metrics										Hours	Days	Open
					Enroll	Drop	Wait	Wait	Wait	Wait	Wait	Wait	Wait	Wait			
Early Childhood - Cultural Arts	2473 - Do, Re, Mi Musical Me (Music/Piano)	Apr 12, 2012 - May 31, 2012 Th at 10:30 AM	Spring 2012		5	10	0.00	0	0	0	0	0.0%	0.0%	0	0	0	10
	2487 - Music Together	Apr 11, 2012 - Jun 13, 2012 W at 9:15 AM	Spring 2012		7	12	0.75	1	0	0	0	0.0%	0.0%	0	0	0	12
	2488 - Music Together	Apr 11, 2012 - Jun 13, 2012 W at 10:15 AM	Spring 2012		7	12	7.50	10	8	9	15	20.4%	1.2%	0	1	0	4
	2487 - Parent & Tot Clay Time	May 22, 2012 - May 22, 2012 Tu at 12:30 PM	Spring 2012		5	12	0.75	1	0	0	0	0.0%	0.0%	0	0	0	12
	2418 - Tunes and Tales	Apr 3, 2012 - May 8, 2012 Tu at 09:30 AM	Spring 2012		7	15	3.33	5	4	8	12	23.5%	1.0%	0	0	0	3
	2419 - Tunes and Tales	Apr 3, 2012 - May 8, 2012 Tu at 10:15 AM	Spring 2012		7	15	4.58	5	4	0	4	7.6%	0.3%	0	0	0	11
	2420 - Tunes and Tales	May 22, 2012 - Jun 18, 2012 Tu at 09:30 AM	Spring 2012		7	15	3.33	5	4	6	10	18.6%	0.8%	0	0	0	5
	2421 - Tunes and Tales	May 22, 2012 - Jun 18, 2012 Tu at 10:15 AM	Spring 2012		7	15	4.58	5	7	3	10	19.6%	0.8%	0	0	0	5
Sub-totals for Early Childhood Cultural Arts					5	106	14.83	32	26	24	51			8	1	0	54
Early Childhood - Music	2425 - Classic Combo A - Tap, Ballet	Apr 2, 2012 - Jun 18, 2012 W at 04:00 PM	Spring 2012		5	15	11.00	11	7	8	15	18.8%	1.2%	0	0	0	0
	2426 - Classic Combo A - Tap, Ballet	Apr 3, 2012 - Jun 12, 2012 Tu at 04:00 PM	Spring 2012		5	15	11.00	11	4	7	11	13.8%	0.9%	0	0	0	4
	2427 - Classic Combo B - Tap, Jazz	Apr 9, 2012 - Jun 14, 2012 Th at 04:00 PM	Spring 2012		5	15	11.00	11	2	5	7	8.6%	0.6%	0	0	0	8
	2428 - Classic Combo C - Instructional	Apr 9, 2012 - Jun 15, 2012 F at 04:00 PM	Spring 2012		5	15	16.50	11	7	6	13	16.2%	1.1%	0	0	0	2
	2517 - Free Wheel Party!	Apr 2, 2012 - May 21, 2012 M at 05:00 PM	Spring 2012		5	15	0.00	0	0	0	0	0.0%	0.0%	0	0	0	15
	2422 - Preschool Dance 1 - Tap & Ballet	Apr 6, 2012 - Jun 15, 2012 F at 10:00 AM	Spring 2012		5	12	8.25	11	5	8	13	16.2%	1.1%	0	0	0	4
	2423 - Preschool Dance 1 - Tap & Ballet	Apr 3, 2012 - Jun 12, 2012 Tu at 10:15 AM	Spring 2012		5	15	8.25	11	5	5	10	12.9%	0.8%	0	0	0	5
	2424 - Preschool Dance 2 - Tap & Ballet	Apr 6, 2012 - Jun 15, 2012 F at 10:00 AM	Spring 2012		5	15	8.25	11	8	3	11	13.8%	0.9%	0	0	0	4

2. Tap the flashing icon. The **Notes** dialog box is displayed.



3. Tap in the text box to display the keyboard.
4. Enter the note in the box and then tap **Save**. You can also tap **Clear** to clear the contents of the box and re-enter your note.
5. Tap the ellipsis on the top of the Notes dialog box to change the color of the note if necessary. Available note colors display in the dialog box.



6. Place your finger on the colors and slide up to view the entire color selection.
7. Tap the color you want. The **Note** icon on the document changes to the color you selected. Move the note by lightly pressing and sliding the note icon to any location on the document screen.
8. Tap or slide the **Note** icon to make modifications to the note as needed. You can also delete the note by tapping the ellipsis and tapping **Delete Note**. This removes the Note icon from the document completely.

When a note has been added to the document, the **Hide Annotation** link is displayed in the upper-left of the screen.



9. Tap the **Hide Annotation** link to hide the notes from the page. If you have notes on multiple pages, all notes are hidden, and the link automatically changes to **Show Annotation**.

Bookmark Pages in a Document

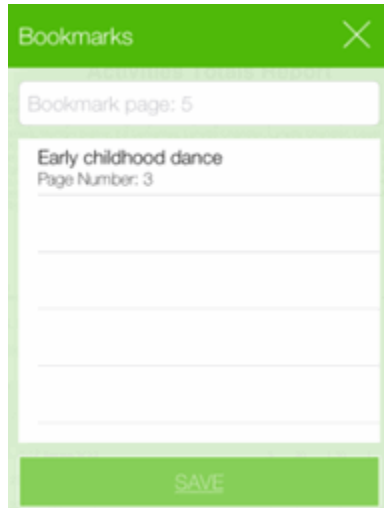
If you have information you want to bookmark on a page in a document, you can add bookmarks as needed. Once bookmarks have been added to the document, you can quickly jump to the location of the bookmarked information with the tap of a finger.

To add bookmarks to a document:

1. Navigate to the page in the document you want to add a bookmark.
2. Tap the **Bookmarks** icon.



The Bookmarks dialog box is displayed. Any bookmarks that exist for the document are listed.



3. Tap in the field at the top of the dialog box and type the name you want for the bookmark.
4. Tap **Save**. The bookmark is added to the list of bookmarks, and a bookmark icon is displayed at the top of the page.



5. Tap the **X** at the top of the Bookmarks dialog box to close.

When you want to locate a bookmarked section in the document, tap the **Bookmarks** icon and tap the bookmark from the dialog box. The referenced page is displayed.

Go To Pages in the Document

The Go To Pages feature provides the ability to advance to future pages in the document, or go back to previous pages without having to scroll through the entire document.

To go to pages in the document:

1. Tap the **Go To Page** icon



The Go To Page toolbar is displayed at the bottom of the page.



2. Do one of the following to go to pages in the document:
 - Tap the **+** or **-** page icons to move forward or backward in the document one page at a time. If you are at the end of the document and you tap **+**, you will be taken to the beginning of the document. Likewise, if you are at the beginning of the document and tap **-**, you will be taken to the end of the document.
 - Tap in the field and type the page number you want. Tap the arrow to go to the page.
3. Tap the **X** to close the Go To Page toolbar.

CONFIGURATION

Configuring the Agenda To Go for your mobile device is done by determining values for a few configuration settings. These settings can be accessed upon logging into Agenda To Go.

Configuration settings include:

- Language to use for your Agenda To Go session
- Server information
- User name setting
- Download document setting
- Preview setting for agenda lines

You can also view items placed in storage and view information in the Help tab.

Language Settings

Language settings can be accessed from the Log In screen. The following language options are available:

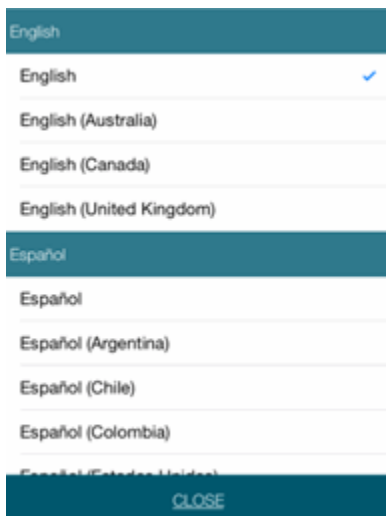
- English (including Australia, Canada and the United Kingdom)
- Deutsch (including Belgian, Liechtenstein, Luxemburg, Österreich and Schweiz)
- Español (including Argentina, Chile, Colombia, Estados Unidos, México, Perú and Puerto Rico)
- Français (including Belgique, Canada, Luxembourg and Suisse)
- Italiano (including San Marino and Svizzera)
- Português (including Brasil)

To set the language for your Agenda To Go session:

1. Tap the **Language Settings** icon from the bottom of the login screen.



The Language dialog box is displayed.



2. Use your finger to scroll up and down through the list until you find the language you want.

3. Tap the language you want. The Login screen is displayed with text in the language you selected.

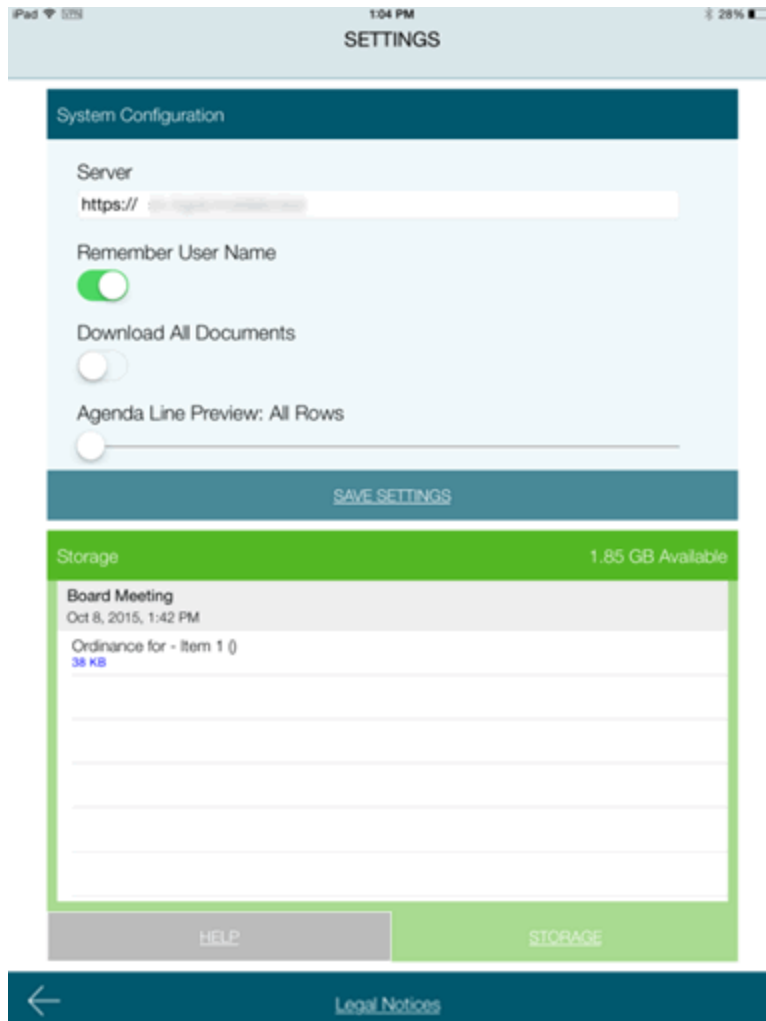
Configuration Settings

Configuration settings can be accessed from either the Login screen, or after you login from the main screen.

To access the configuration settings, tap the Configuration Settings icon from the bottom of either the Login screen or the Main screen.



The Settings screen is displayed.



Server

The server setting is entered by default. It is based off the server information you entered the first time you accessed Agenda To Go. You can only change the server location if you are not logged in to Agenda To Go. If you do change the server, a message is displayed indicating that if you change servers, you will lose all the data on your device.



If you are certain that you want to delete the data contained on the current server, tap **Confirm**. Keep in mind, if you change servers and delete the data, you are deleting all data related to the current server and you will not be able to retrieve it, so make sure that this is the action you want to take.

Remember User Name

The Remember User Name setting provides the ability to remember the user name from one session to the next.

To configure Agenda To Go to remember your user name:

1. Tap and slide the **Remember User Name** slider to the on position (the slider turns green).
2. Tap **Save Settings**. When you log in to Agenda To Go for your next session, the **User Name** field is populated with your user name.

Download All Documents

When the Download All Documents setting is on, all document attachments on all agenda items are downloaded when you download a meeting to your mobile device.

To configure the Download All Documents setting:

1. Tap and slide the **Download All Documents** slider to the On position (the slider turns green).
2. Tap **Save Settings**.

Agenda Line Preview

By default, when you download a meeting all rows of an agenda description display. You can limit the number of lines that display on the screen.

Note: This setting applies only to the meeting screen. The full-view screen always displays all lines.

To configure the Agenda Line Preview setting:

1. Tap and slide the **Agenda Line Preview** slider to the right. The number of rows that display is listed above the slider. Keep sliding until you reach the number of rows you want to display.
2. Tap **Save Settings**.

Application Timeout

This setting displays the amount of time before the application will timeout. The time displayed is determined in the configuration file of the mobile broker associated with your installation.

See your system administrator for more information.

Delete All Data From The Device

This setting is not displayed until you log in to Agenda To Go. If you have data downloaded on the device (meetings and documents), you can move the slider to the right to delete them from your device. This provides the ability to free up storage for more recent meetings and documents on your device.

Storage and Help Information

The Settings screen also displays the number of documents in storage, as well as a tab that contains helpful information while navigating through Agenda To Go on your mobile device.

Storage Information

The Storage tab displays any documents that have been downloaded for the meeting.

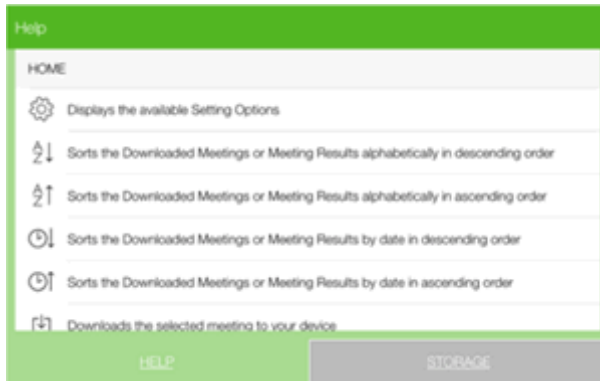


Note: If you access the Settings page before logging in, the Storage tab is inactive. You must be logged in to view this tab.

You can tap a document and preview it in the screen. Once you are finished with your preview, tap the **X** on the document to close the preview pane.

Help Information

The Help tab contains a description for each of the icons that display in Agenda To Go.



Swipe up and down through the list of icons to search descriptions of the icons available in Agenda To Go