

- Log into the Agenda Summary Pages Utility
- Find meeting (bring up calendar)
- Highlight meeting
- Choose “Get Summary Pages”
- Items will download (do not touch while downloading is taking place)
- Hit ok once “Download Complete”
- Go back to the top and double click on first item
- Once ASP page comes up the first thing to correct is the page number on the right of the page. (Please note for Consent Item, all ASP pages should be [Blue](#), including backup
- The words *Agenda Item No.:* should be Arial 10 and not bold
- The actual Page number should be **Arial 12** and bolded
- Also while in the header, remove the extra paragraph mark (there should only be one)
- Close out the header and look at the department and director lines. Both should be Times Roman 12 and bold
- Check body of ASP and delete any other extra paragraphs. Remove any extra returns after the last backup listed.
- Check page setup; should be 1” all around.
- Close and save.
- After all items are done, choose “Upload Files” (Again do not touch while uploading)
- Once done click on ok
- Next step click “Another Meeting”
- Select same meeting again by highlighting the meeting
- Click “Publish Minutes”
- This process will take a while because it is bringing up the backup, motions and minutes
- Once complete a message will appear (Files are ready for review), click ok
- Go back to the top, open ASP page, correct minutes formatting
- Look at minutes and if the second page has few lines, drag margin ruler down on page one to make space, eliminating page two
- If there is a second page, revise “*Agenda Item No.:*” and page number as in previous step
- If there is a second page, make sure it has a header
- Make sure the month is all in caps in the second page header and check seal to make sure present and matches first page seal.
- ***NOTE: In this program all the backup will be listed. You can check it against the ASP page to make sure it is listed on the ASP page. If not listed add to it the ASP page and make a note for correction in SIRE. If listed on ASP but not in the utility, make a note of that item.***
- Print corrected Agenda Summary Page (ASP) on pink or [blue](#) paper. Close and save ASP page.
- When all items are complete, make a copy of the underlying file by going into Word, select C:\ProgramsFiles\SIRE\AgendaSummaryPageUtility\temp
- Right click on temp and copy to f:\common\SIREMasterTempDirectory\ paste (it will say temp; right click and rename file to temp mm/dd/yy-council
- Return to utility and click on “Complete Publish”
- Once program has run click ok.