

Granicus.

Meeting Cheat Sheet



Timestamping in LiveManager Quick Reference Guide

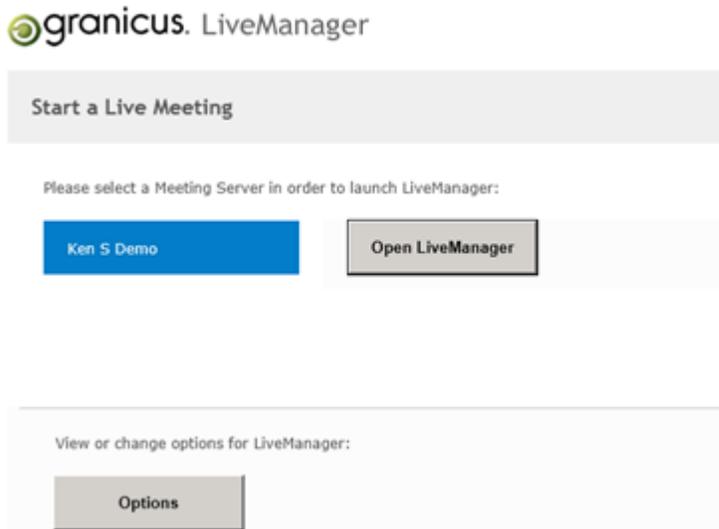
This quick reference guide provides step-by-step instructions for meeting clerks when timestamping agenda items in LiveManager.

Step 1: Launch LiveManager

1. Double click the LiveManager icon to launch LiveManager from your desktop.

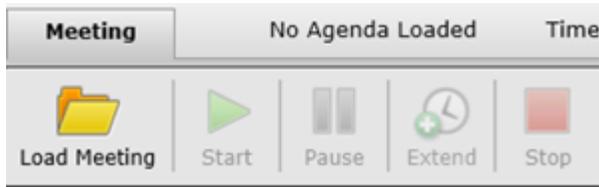


2. Click **Open LiveManager**.



Step 2: Load a Meeting

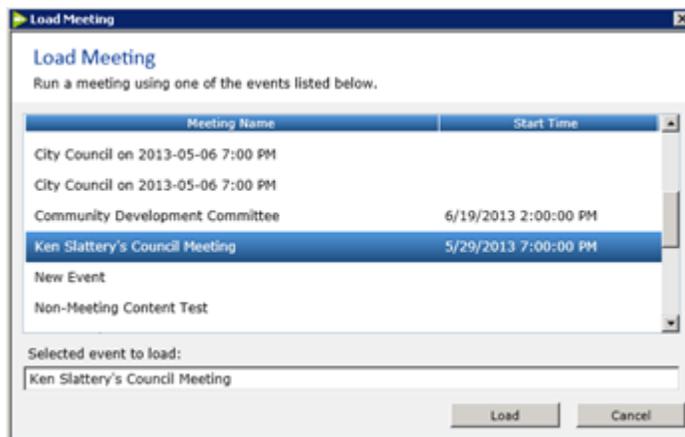
1. Click the **Load Meeting** button. The **Load Meeting** menu appears.



2. Select your meeting from the list of available meetings (it becomes highlighted and appears in the **Selected event to load** field).

Note: If LiveManager is configured to open more than one meeting at a time, hold down **Ctrl** to select more than one meeting to load.

3. Click **Load**.



Step 3: Add New Agenda Items Before and During the Meeting

Note: This is a rare occurrence.

1. Click **Agenda Item** at the top of the screen, or right-click an existing agenda item in the left **Agenda** panel and select **Add Agenda Item** (this adds a new child item to the selected item). The **New Agenda Item** tab becomes available in the middle of the screen.
2. In the **Agenda Item Text** field, enter the title of the agenda item.
3. (Optional) In the **Department** field, enter the name of the department associated with the agenda item.
4. (Optional) In the **Suggested Action** field, enter a suggested action for this agenda item, e.g., approve, amend, etc.
5. Click **Save**. (If necessary, drag and drop the item to where you want to place it on the agenda.)

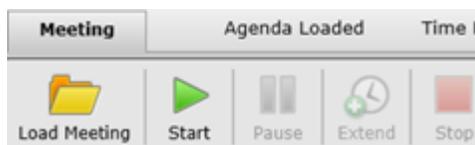
Notes:

You can edit existing agenda items before the meeting. Select the agenda item you want to edit from left **Agenda** panel, make the appropriate edits in the **Agenda Item Text**, **Department**, and **Suggested Action** fields, then click **Save** (or press **Ctrl + S**).

You can also delete an agenda item: right-click on the selected item, click **Delete** (or press **Ctrl + D**), and then click **Delete** again at the confirmation prompt.

Step 4: Start the Meeting

Click the **Start** button to start the meeting.

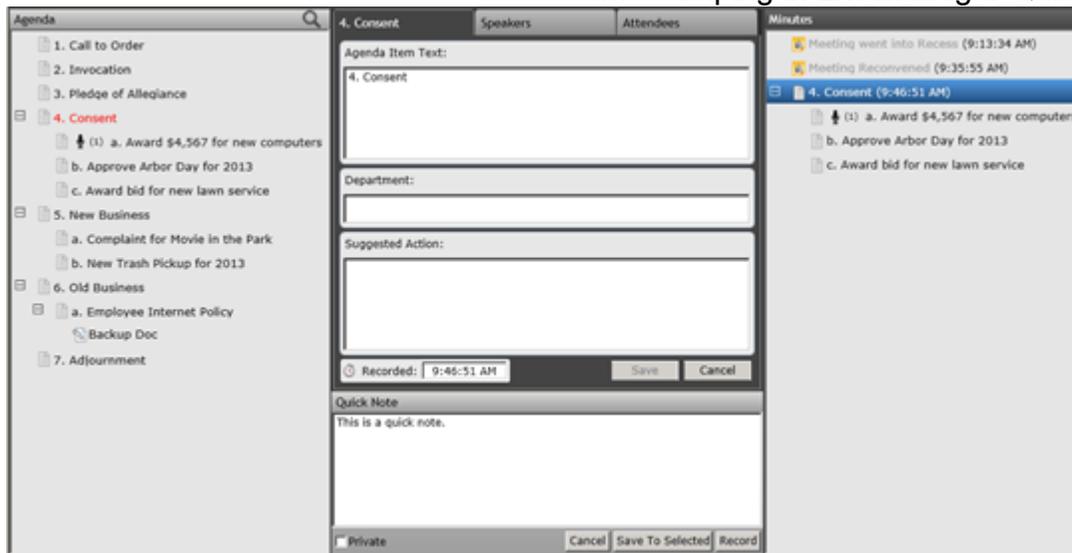


Note: During the meeting, use the following buttons as necessary:

- Click **Pause** to pause the meeting (if it goes into recess). You will need to click **Start** to resume the meeting when it reconvenes.
- Click **Extend** to extend the meeting time by 30 minutes.
- Click **Stop** to finalize meeting details and end the meeting.

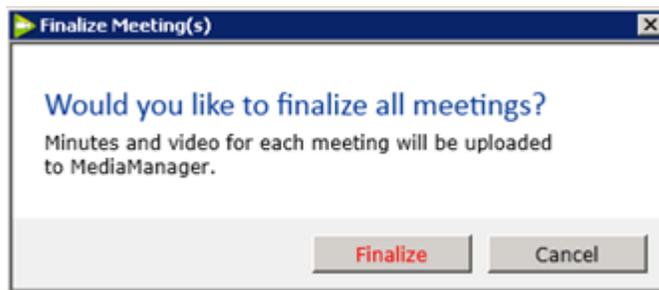
Step 5: Timestamp an agenda item

Select the item from the left **Agenda** pane, and either double-click the item or click **Record** in the middle of the screen. The item is timestamped in the **Minutes** panel.



Step 6: Finalize the Meeting

1. Click **Stop**. The following message is displayed.



2. Click **Finalize**. The meeting data will be available in MediaManager after it finishes uploading.