

Council Index Documentation

Adding Agendas and Minutes to the Council Index

Basic Formatting

YYMon-agenda/-minutes

Each file is named following a simple naming scheme. YYMon-agenda/-minutes now since every meeting has a unique year and month with the repeating trend of -agenda/-minutes then we can create a unique “ID” for each of our meetings. This ID is created by taking the unique part of the naming scheme, YYMon, and then the system adds -agenda/-minutes to the end of the request when it comes time to fetch the files for the user.

Creating A Unique ID

Abv.YY

The ‘YY’ part of the unique ID is the abbreviated year so the last two digits of the year. 2001 would be 01, 2005 would be 05, 2016 would be 16, etc.

Abv.Mon

The ‘Mon’ part of the unique ID is the abbreviated month. See a complete list below:

January	jan
February	feb
March	mar
April	apl
May	may
June	jun
July	jul
August	aug
September	sep
October	oct
November	nov

December	dec
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Saving files

Great now you know how to create a unique id, now let's use it. When saving the agenda/minutes you must follow a naming scheme so the system can display it when it comes time fetch the files based on the request.

Agenda

ID-agenda.pdf

e.g. 18jun-agenda.pdf

Minutes

ID-minutes.pdf

e.g. 18jun-minutes.pdf

Upload to

You can upload directly to /ci/dl/ OR use the file uploader on the CPanel page.

Adding an Item to the Council Index Webpage

Great! You have successfully named and uploaded the newest addition to the Council Index. Now we have to add it to the webpage so that our members can easily access it.

Formatting

More formatting! For the most part you can ignore most of the code, all you need to know how to edit is the that in pink and gold. The pink is what the user will see and the gold is the link to the council meeting agenda and minutes.

CPanel

Go to Council Index Updater(<http://seniorcomputer.com/cpanel/ciUpdater>)

Let's break down the formatting on this page:

```
<div class="row">
<div class="col-lg-6">
    <strong>2018</strong><hr>
    <a href="p.php?id=18mar">March</a><br>
    <a href="p.php?id=18jun">June</a><br><br><br>
</div>
```

```

<div class="col-lg-6">
  <strong>2017</strong><hr>
  <a href="p.php?id=17aug">August</a><br>
  <a href="p.php?id=17dec">December</a><br><br><br>

```

```

</div>
</div>

```

- Row border
- Column border
- Format Tags, Bolding/Link defining
- What the user sees / what shows up on the website
- Link to the site

Visualization

Council Meetings Index

Advanced Search

[Documentation here](#)

A alphabetized list of all uploaded agendas and mintues can be viewed here.

<p style="margin: 0;">2018</p> <p style="margin: 5px 0;">March</p> <p style="margin: 5px 0;">June</p> <p style="margin: 0;">2016</p> <p style="margin: 5px 0; font-size: small;">January April</p>	<p style="margin: 0;">2017</p> <p style="margin: 5px 0;">August</p> <p style="margin: 5px 0;">December</p> <p style="margin: 0;">2015</p> <p style="margin: 5px 0; font-size: small;">June September</p>
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Advanced Search

The advanced search function of the Council Index uses the basic naming scheme of the saved files to quickly find the desired council meeting and agenda. Each file is named following a simple naming scheme. YYMon-agenda/-minutes now since every meeting has a unique year and month with the repeating trend of -agenda/-minutes then we can create a unique "ID" for each of our meetings. This ID is created by taking the unique part of the naming scheme, YYMon, and then adding -agenda/-minutes to the end to bring up the correct set of files. If we want to bring up the agenda and minutes from the year 2001 and the month of March then we would type in 01mar into the Advanced Search box and hit enter on the keyboard.