

Beyond Agendas

Public View Page



Beyond Software Solutions

Enhancing the Software Experience

This is a sample Public View page, which is customized to blend in with each agency's web site to match theme and colors. The page is divided into three sections; Upcoming Meetings (all upcoming meetings up two months in advanced), Past Meetings and Calendar.

The screenshot displays the ABC Agency website's public view page. At the top, there is a logo for "ABC Agency" and a navigation bar with links for "About Us", "Customers", "Efficiency", "Water Reliability", and "Departments". Below the navigation bar is a search bar and social media icons for "Share", "Email", "Print", and "RSS". A sidebar on the left contains links for "Online Bill Pay", "Agendas & Minutes", "Notify Me", "Doing Business with Us", "Employment", and "Report an Emergency". The main content area is titled "Meetings & Agendas" and features a section for "Upcoming Meetings". This section contains a table with the following data:

Meeting Type	Date	Time				
Regular Board Meeting	Wednesday, July 18, 2012	7:00PM	Agenda (HTML)	Agenda (PDF)	Agenda Packet (PDF)	Minutes (PDF)

Below the table, there are expandable sections for "+ Past Meetings" and "+ Calendar". At the bottom right of the page, it says "Powered by Beyond Software Solutions ©".

Within Past Meetings, agendas and minutes can be found by Meeting Type or meeting date range.

ABC Agency

About Us Customers Efficiency Water Reliability Departments

Search Share Email Print RSS

Meetings & Agendas

Online Bill Pay
Agendas & Minutes
Notify Me
Doing Business with Us
Employment
Report an Emergency

Upcoming Meetings

Meeting Type	Date	Time				
Regular Board Meeting	Wednesday, July 18, 2012	7:00PM	Agenda (HTML)	Agenda (PDF)	Agenda Packet (PDF)	Minutes (PDF)

Past Meetings

Meeting Type:

Meeting Date (From): Meeting Date (To):

Meeting Type	Date	Time				
Regular Board Meeting	Wednesday, June 13, 2012	7:00PM	Agenda (HTML)	Agenda (PDF)	Agenda Packet (PDF)	Minutes (PDF)
Workshop Board Meeting	Wednesday, June 27, 2012	6:00PM	Agenda (HTML)	Agenda (PDF)	Agenda Packet (PDF)	Minutes (PDF)
Regular Board Meeting	Tuesday, July 3, 2012	5:00PM	Agenda (HTML)	Agenda (PDF)	Agenda Packet (PDF)	Minutes (PDF)

Calendar

Covered by Beyond Software Solutions ©

Agendas can also be found with the Calendar view.

The screenshot displays the ABC Agency website interface. At the top, there is a logo for "ABC Agency" and a navigation menu with links for "About Us", "Customers", "Efficiency", "Water Reliability", and "Departments". Below the navigation is a search bar and utility icons for "Share", "Email", "Print", and "RSS".

The main content area is titled "Meetings & Agendas" and features a section for "Upcoming Meetings". This section contains a table with the following data:

Meeting Type	Date	Time				
Regular Board Meeting	Wednesday, July 18, 2012	7:00PM	Agenda (HTML)	Agenda (PDF)	Agenda Packet (PDF)	Minutes (PDF)

Below the upcoming meetings, there are expandable sections for "Past Meetings" and "Calendar". The "Calendar" section is currently expanded, showing a monthly calendar for July. The calendar grid includes dates from June 21 to August 1. Meetings are scheduled on the following dates:

- July 27: Workshop Board Meeting (6:00 PM)
- July 3: Regular Board Meeting (5:00 PM)
- July 18: Regular Board Meeting (7:00 PM)

An arrow from the text box above points to the "Calendar" link in the "Past Meetings" section.

For each meeting, HTML Agenda, PDF Agenda, PDF Agenda Packet and PDF Minutes can be selected when these documents have been published. HTML agendas are interactive and allow for further drill down of agenda items and attachments.

The screenshot displays the ABC Agency website interface. At the top, there is a navigation bar with links for 'About Us', 'Customers', 'Efficiency', 'Water Reliability', and 'Departments'. Below this is a search bar and social media icons for 'Share', 'Email', 'Print', and 'RSS'. The main content area is titled 'Meetings & Agendas' and features a section for 'Upcoming Meetings'. A table lists a 'Regular Board Meeting' on 'Wednesday, July 18, 2012' at '7:00PM'. The table includes links for 'Agenda (HTML)', 'Agenda (PDF)', 'Agenda Packet (PDF)', and 'Minutes (PDF)'. A sidebar on the left contains links for 'Online Bill Pay', 'Agendas & Minutes', 'Notify Me', 'Doing Business with Us', 'Employment', and 'Report an Emergency'. At the bottom, there are sections for '+ Past Meetings' and '+ Calendar'. The footer text reads 'Powered by Beyond Software Solutions ©'.

Meeting Type	Date	Time				
Regular Board Meeting	Wednesday, July 18, 2012	7:00PM	Agenda (HTML)	Agenda (PDF)	Agenda Packet (PDF)	Minutes (PDF)

Sample HTML Agenda



ABC Agency

AGENDA

Regular Board Meeting

**ABC Agency
District Office
4567 54th Street
Los Angeles, CA 92256**

**Wednesday, July 18, 2012
7:00 PM**

- 1. Call To Order**
- 2. Pledge of Allegiance**
- 3. Role Call**
- 4. Consent Calendar**
Consent items will be considered by the Board.
 - 4.1. Approval of Payments**
 - 4.2. [Approval of Minutes](#)**
Minutes from the meeting of xx/xx/2012.

[Attachment - Minutes of xx/xx/2012](#)

Sample HTML Agenda (Item selected)



ABC Agency

ABC Agency Regular Board Meeting

**ABC Agency
District Office
4567 54th Street
Los Angeles, CA 92256**

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Role Call**
4. **Consent Calendar**
Consent items will be considered by the Board.
 - 4.1. **Approval of Payments**
 - 4.2. **Approval of Minutes**
Minutes from the meeting of xx/xx/2012.
[Attachment - Minutes of xx/xx/2012](#)



ABC Agency

MEMORANDUM

TO: Board of Directors
FROM: Pat Grady
DATE: June 21, 2012
SUBJECT: Approval of minutes

RECOMMENDATION

DISCUSSION

FINANCIAL IMPACT

Sample HTML Agenda (Attachment selected)



AGENDA

Regular Board Meeting

**ABC Agency
District Office
4567 54th Street
Los Angeles, CA 92256**

**Wednesday, July 18, 2012
7:00 PM**

- 1. Call To Order**
- 2. Pledge of Allegiance**
- 3. Role Call**
- 4. Consent Calendar**
Consent items will be considered by the Board.

4.1. Approval of Payments

4.2. Approval of Minutes

Minutes from the meeting of xx/xx/2012.

[Attachment - Minutes of xx/xx/2012](#)



Minutes of the Board of Directors
ABC Agency
Wednesday, July 18, 2012
7:00 PM
Regular Board Meeting

- 1. Call To Order
- 2. Pledge of Allegiance
- 3. Role Call
- 4. Consent Calendar
 - A. Approval of Payments
 - B. Approval of Minutes
Minutes from the meeting of xx/xx/2012.
- 5. Presentations
 - A. Reports
 - General Managers Report
 - A. MWDOC Meeting
 - B. Chamber of Commerce

Sample PDF Agenda customized for each agency using MS Word templates.

ABC AGENCY
1234 Main Street, Los Angeles, CA 92550
Wednesday, July 18, 2012
7:00 PM
Regular Board Meeting

AGENDA

Before the meeting is called to order please set all electronic devices to vibrate or off. If you need to take a phone call please do so outside the Boardroom. All presenters are asked to speak directly into the microphone for recording purposes. Thank you.

- 1. Call To Order**
- 2. Pledge of Allegiance**
- 3. Role Call**
- 4. Consent Calendar**
Consent items will be considered by the Board.
 - 4.1. Approval of Payments**
 - 4.2. Approval of Minutes**
Minutes from the meeting of xx/xx/2012.

Sample PDF Agenda Packet. Each packet is assembled with bookmarks.

The screenshot shows a PDF viewer interface. The top toolbar includes icons for print, save, and search, along with a page indicator showing '1 / 5' and a zoom level of '68.6%'. A 'Find' search box is also present. On the left, a 'Bookmarks' sidebar is open, displaying two entries: '4. 2. Approval of Minutes (Consent Calendar)' and '4. 2 Attachment - Minutes of xx/xx/2012'. The main content area displays the following text:

ABC AGENCY
1234 Main Street, Los Angeles, CA 92550
Wednesday, July 18, 2012
7:00 PM
Regular Board Meeting

AGENDA

Before the meeting is called to order please set all electronic devices to vibrate or off. If you need to take a phone call please do so outside the Boardroom. All presenters are asked to speak directly into the microphone for recording purposes. Thank you.

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Role Call**
4. **Consent Calendar**
Consent items will be considered by the Board.
 - 4.1. **Approval of Payments**
 - 4.2. **Approval of Minutes**
Minutes from the meeting of xx/xx/2012.
5. **Presentations**
 - 5.1. **Reports**
 - General Managers Report
 - A. MWDOC Meeting
 - B. Chamber of Commerce meeting
 - C. City of Costa Mesa Meeting
 - Presidents Report
 - A. ACWA Conference
 - B. Legislation Update

Publishing an item is done by simply selecting the meeting with the drop down list, select the item to publish and click the Publish button.

The screenshot shows a window titled "Process Agendas" with a light green background. At the top, the title bar includes the application name and standard window controls. The main content area features a "Meeting" dropdown menu currently set to "Regular Board Meeting (7/18/2012)". Below this are several action buttons: "Create Agenda/Minutes", "Edit Agenda", "Update Agenda", "View Agenda", "Edit Minutes", "Update Minutes", and "View Minutes". There is also a checkbox for "Create PDF Bookmarks and Page Inserts" and buttons for "Create PDF Packet" and "View PDF Packet". A dashed box highlights the "Current Published status: Full Packet" section, which contains radio buttons for "None", "Agenda Only", and "Full Packet" (the selected option), and a checkbox for "Minutes". A "Publish" button is located to the right of these options. A "Close" button is at the bottom left of the window.

Process Agendas

Meeting
Regular Board Meeting (7/18/2012)

Create Agenda/Minutes Edit Agenda Update Agenda View Agenda
Edit Minutes Update Minutes View Minutes

Create PDF Bookmarks and Page Inserts Create PDF Packet View PDF Packet

Current Published status: **Full Packet**

None Agenda Only Full Packet Minutes

Publish

Close

For any questions about Beyond Agendas,
please contact Beyond Software Solutions at
(760) 820-4942 or email to
info@beyondsoftwaresolutions.com

