

Technical Steps to Create Substitutes

Before executing any of these steps, be familiar with the "[Procedures for Substitute or Alternate Ordinances or Resolutions](#)" memo from the City Attorney.

FIRST SUBSTITUTE

1. Attach (import) PDF file of current version
 - Reports, Master, Run, File, Save As
 - Choose a location to temporarily store the attachment: 08186-version1.pdf (suggested filename)
 - Import as an attachment.
2. Text File sheettab:
 - Click on New
 - Input New Version #: 2
 - Click on OK
 - Yes to text file
 - Yes to sponsors
3. Modify sponsors if necessary
4. Click on Edit Current (right side)
5. Using strikeout and underline, modify text as needed.
6. Add "SUBSTITUTE - " at the beginning of the Title field. Click on Go Back
7. Select Fiscal Note Approval sequence. Click on Initiate.

SECOND SUBSTITUTE (OR THIRD, FOURTH, ETC.)

1. Attach (import) PDF file of current version
 - Reports, Master, Run, File, Save As
 - Choose a location to temporarily store the attachment: 08186-version2.pdf (suggested filename)
 - Import as an attachment.
2. Text File sheettab:
 - Click on Draft New (right side)
 - Input New Version #: 3 (or Version 4 (3rd Substitute) or Version 5 (4th Substitute) etc.)
 - Click on OK
 - Yes to text file
 - Yes to sponsors
3. Modify sponsors if necessary
4. Click on Edit Current (right side)
5. Delete all of the strikeout information and remove all of the underlining to start with the substitute wording.
6. Using the strikeout and underline, modify text as needed.
7. Add "2ND" in front of SUBSTITUTE ("2ND SUBSTITUTE"). Copy the new title. Click on Go Back.
8. Click on Yes to replace the title.
9. Paste the new title in the File field on the Details page.
10. Select Fiscal Note Approval sequence. Click on Start.