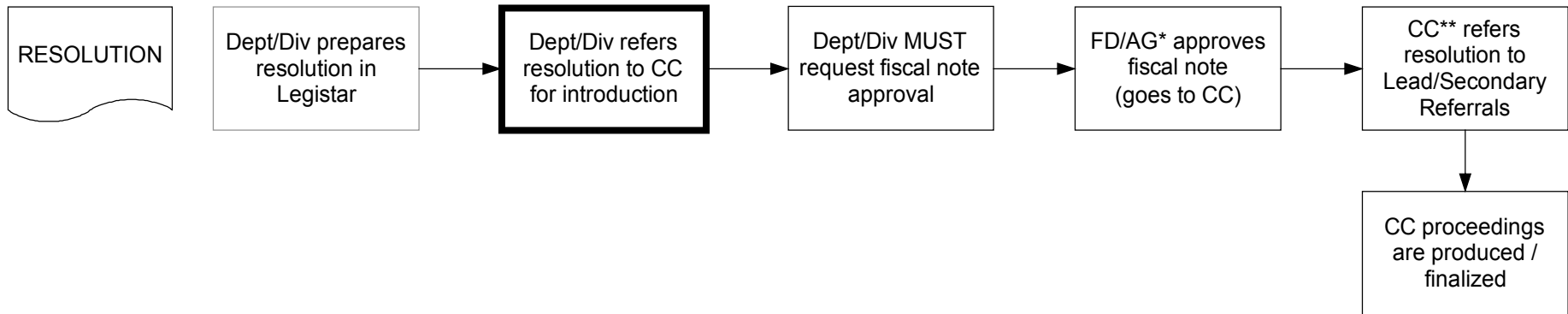


Dept/Div prepares resolution in Legistar

1. Click on Files (left side menu) - you are in Search Mode
 - Click on New (File ID will populate)
 - Select Type: Resolution
 - Select Controlling Body (defaults to your agency)
 - Select CC Agenda Date: Enter CC agenda date
2. Text File sheettab
 - Edit (Text File Tab)
 - Click on New drop-down
 - Click on Template
 - Select Resolution
 - Replace bracketed text with information
 - Font style/size should be Arial 11
 - Click on Go Back (top right button)
(this updates the Title)
3. Click on Attachments sheettab:
 - Click on Attach drop-down (lower left corner)
 - Click on Attach File (browse to PDF from folder)
 - Click on Open (PDF will appear in the Attachment list)
4. Click on Associations sheettab:
 - Sponsors:
 - Click on Edit
 - Select Sponsors (Lead Sponsor first, then list other sponsors)
 - Click on Close
5. Click on Details sheettab:
 - File Name: Copy/paste Title from the File Text window
 - Lead Referral: drop-down
 - Entered by: (defaults to your email)
 - Author: author of resolution
6. Review legislative file.
7. Save
8. Clear

*FD/AG - Finance Department/Approval Group

**Common Council



Dept/Div refers resolution to CC for introduction

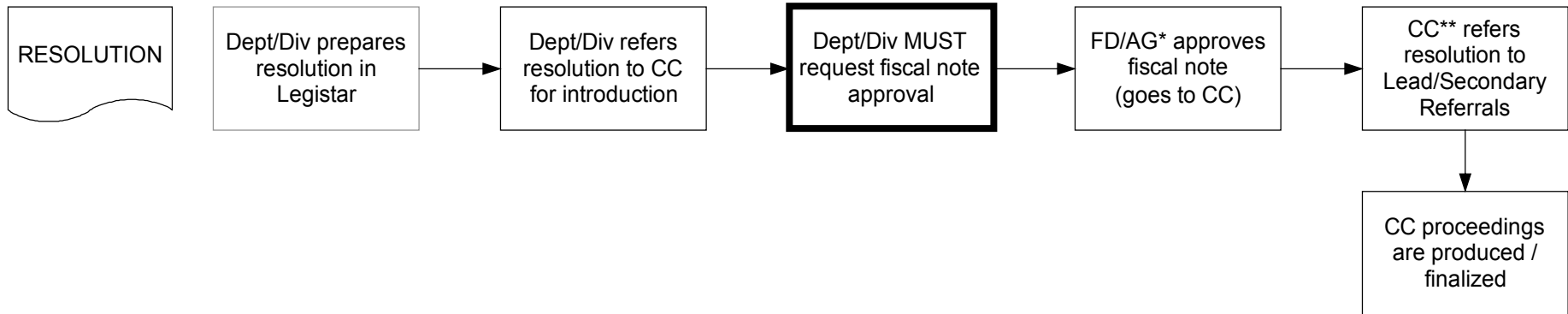
1. Go to Files
 - Retrieve file
2. Go to History sheettab:
 - Go to Acting Body on right side menu: Select your agency from drop-down
 - Go to Action Taken on right side menu: Select "Referred for Introduction" from drop-down
 - Go to CC Note: Enter Lead Referral, plus any Secondary Referrals (This action sends the file to the Clerk's Office for placement on the next Common Council agenda. Please spell out all meeting body names.)
Ex. Board of Estimates, Community Services Commission, Senior Citizens Advisory Committee, Senior Center Board of Directors
 - Click on Save (the History) button in lower left-hand corner.
3. Fill out Common Council Items Submittal Form (<http://www.cityofmadison.com/employeeenet/legistar/CCItemsSubmittalForm.cfm>) to insure that your item will appear on the appropriate Common Council agenda.

Note: The status will change from Draft to Council New Business.

Deadline: 12:00 Noon on Wednesday prior to next Common Council meeting (see Deadlines for CC Agenda: <http://www.cityofmadison.com/employeeenet/clerk>).

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**Common Council

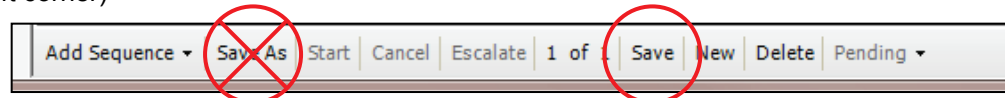


Dept/Div MUST request fiscal note approval

The approval process must occur - whether there is cost involved or not.

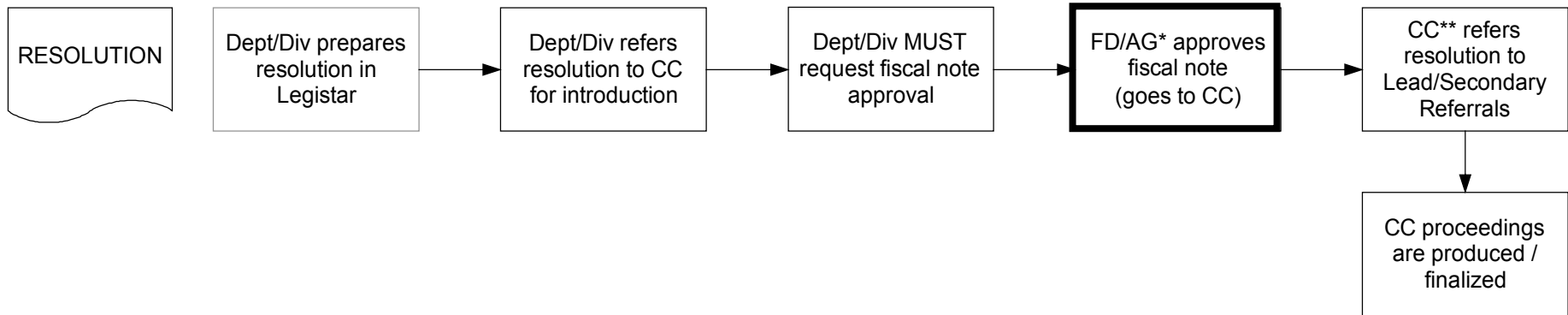
1. Go to Approval Tracking sheettab:
 - Click on Add Sequence (lower left corner)
 - Select Approver
 - Click on Save (**NOT** "Save As")
 - Click on Start

The status of the file will change to ATS Review.
An email will be sent to notify approvers of pending items.
2. If you need to edit text after you initiated the approval process, you need to:
 - Click on Cancel on lower toolbar
 - Click on Yes
 - Make edits
 - Repeat Step 1.
3. Clear does not delete information. It clears the screen and you are ready to enter another legislative file.



*FD/AG - Finance Department/Approval Group

**Common Council



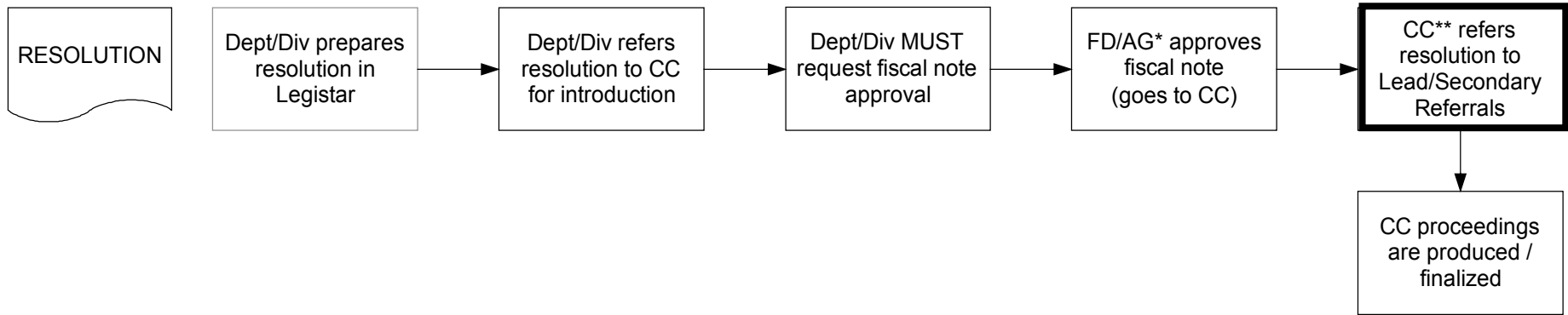
Finance Department/AG approves fiscal note (goes to CC)

The file will not be editable by any users other than the approval requester and the approvers until the process has been completed.

After the sequence is complete, you will receive an email indicating that the file has been approved. The file is then sent on to CC.

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**Common Council



CC refers resolution to Lead/Secondary Referrals

At the Common Council meeting, the Council refers your legislation to the Lead/Secondary Referrals (no action is needed on your part).

When the Lead/Secondary Referrals generate their next agenda, this legislation will be imported under the correct headings of the agenda.

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**Common Council