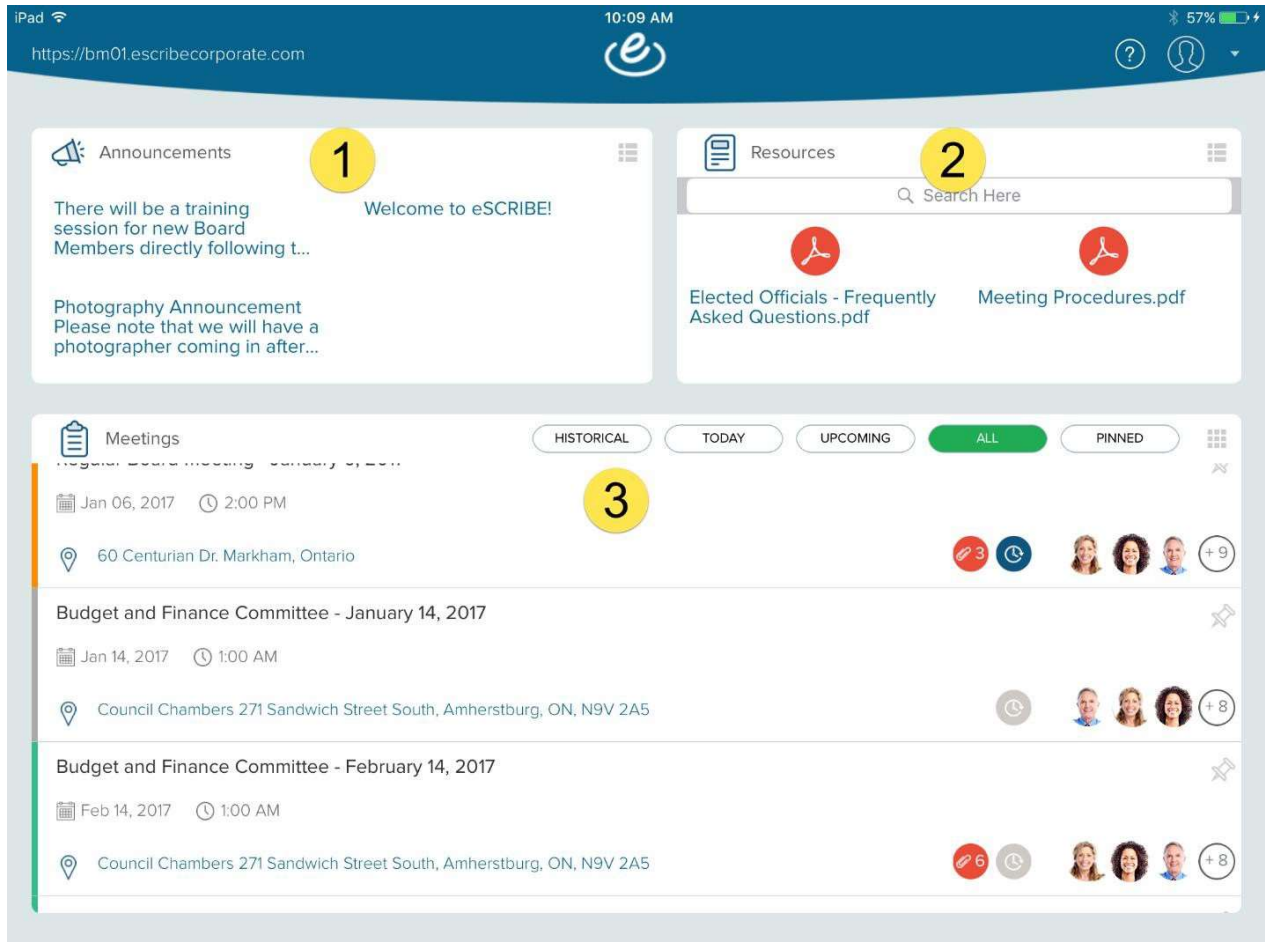


The eSCRIBE Portal Screen

Page Overview

The eSCRIBE Portal Home Page is the starting point once logged into the App. It provides access to meetings, announcements, and resources. Note: Specific colours and logos will vary from Portal to Portal.

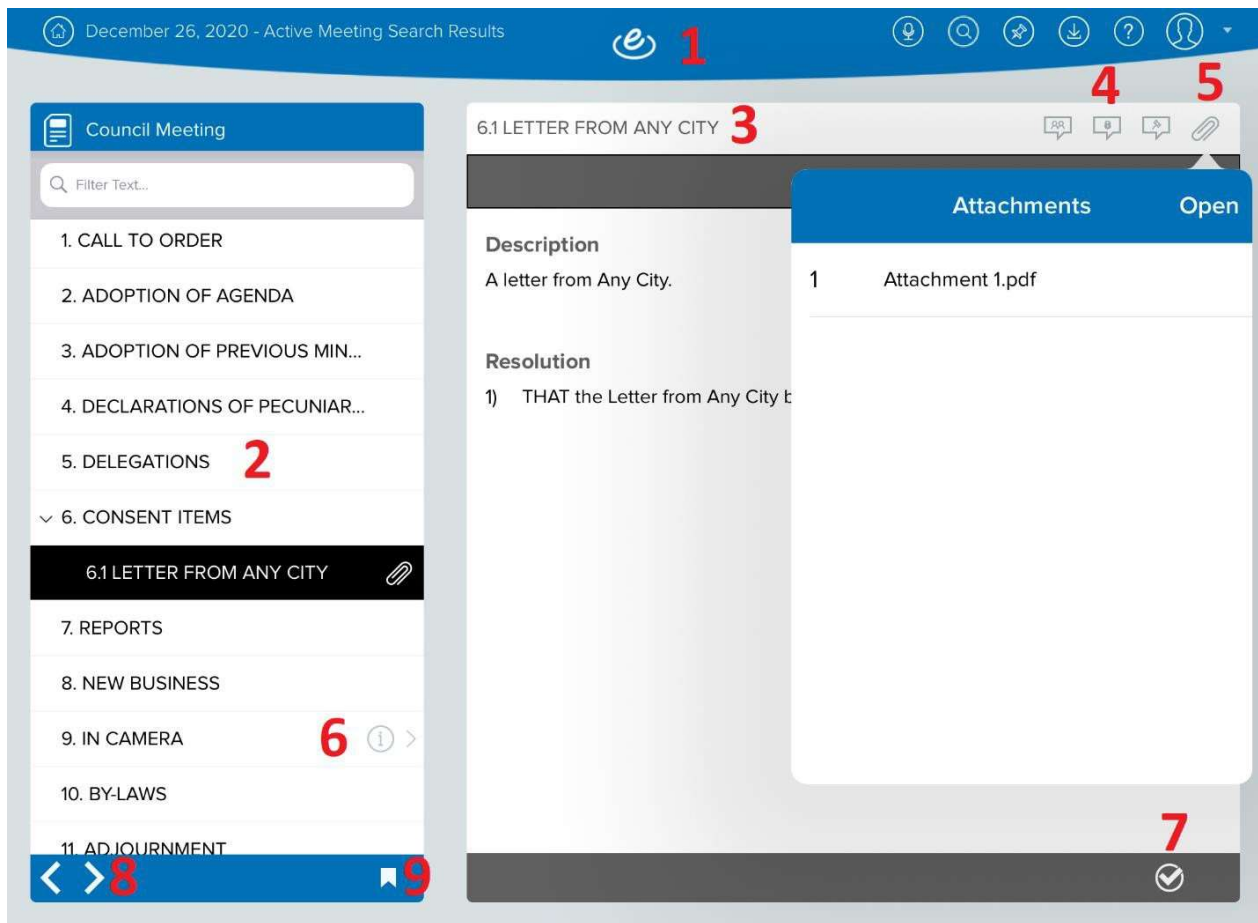
Each section can be viewed in list or tile mode. Tap on the   icons to toggle back and forth between views.



Zone	Explanation
1 – Announcements	This area displays announcements from eSCRIBE Administrators. Tip: 2 Finger Double-tap on an announcement to expand view
2 – Resources	This list displays resource documents that have been made available to users by administrators. Tap on a document to open it Pull down on the list to display the search bar, to search through published resources.
3 – Meeting List	This list displays all eSCRIBE Meetings to which you have access. To visit a meeting, tap on the meeting. For additional options, tap and hold on the meeting. Additional options include Sync Changes, which can be used to save any annotations to the server, discard local content, or pin meeting so it can easily be found later. Tip: In list view, meetings are listed chronologically. In tile view, meetings are grouped by meeting type, and sorted chronologically with past meetings to the left, and upcoming meetings to the right.

The eSCRIBE Meeting

Page Overview



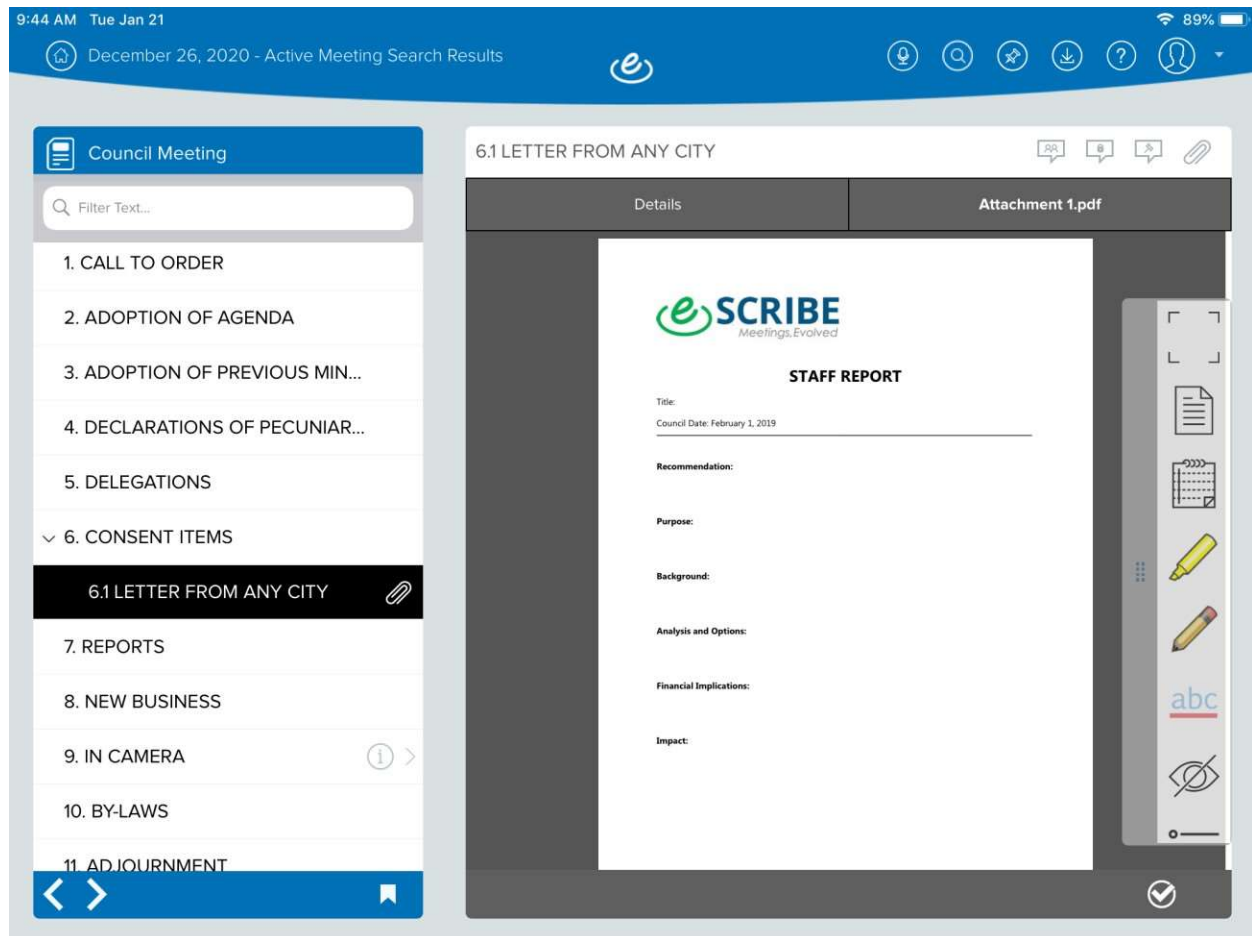
The screenshot shows the eScribe Meeting app interface. At the top, a blue bar contains a home icon (1), a microphone icon (2), a search icon (3), a pin icon (4), a download icon (5), a help icon (6), and a user menu icon (7). Below this is a sidebar menu for a 'Council Meeting' with items 1 through 11. Item 6, '6.1 LETTER FROM ANY CITY', is selected and highlighted in black (8). To the right of the sidebar, the main content area shows the details for '6.1 LETTER FROM ANY CITY' (3), including a description, resolution, and an attachments list (4, 5). The attachments list shows 'Attachment 1.pdf'. At the bottom of the screen, there are navigation arrows (8) and a bookmark icon (9).

Zone	Explanation
1 – Top-Bar	The top bar of a meeting site has several icons and functions. From left to right:
	Return to Portal Home Screen
	Request to Speak (If Enabled)
	Search this meeting
	View pinned meetings
	Download Center – Tap to manage downloaded content for this meeting
	Help – Tap to view this help document
	User Menu – Tap to access Logout option

2 – Agenda Navigation	• Displays the agenda items for the meeting. • Items with sub-items can be expanded or collapsed using the chevron to the left of the item title. • Tap on an item on the agenda navigation to view the item's details • Agenda-Navigation can be expanded to show additional information, by using the arrow icons at the bottom left. • If the meeting is in session, click on the bookmark icon to navigate to the current item that the administrator is on.
3 – Item Details	Displays the details for the selected agenda item. Tip: 2 Finger Double-tap on a resolution to expand view
4 – Comments	Tap an icon to view the comments – Options could include private comments (red), group comments (green), or chair comments (blue). If there are comments, the icon will be fully colored. If there are no comments, the icon will just be the outline.
5 – Attachments	Tap on the paperclip to view any attachments for the item. Multiple attachments can be opened, and users can navigate between them by tapping on the tab. Tip: Only 3 open attachments will display across the top of the item at one-time. If you have more than 3 attachments open, click on the "..." to view the full list of open attachments.
6 - Closed Session	Click on the Info Icon  > to access the closed session (if enabled). This is only visible to any attendees that have access to the closed session, when the closed session is published to the Participant Portal.
7 – Conflict of Interest	Click on the Conflict of Interest icon  to submit a Conflict of Interest (if enabled).
8 - Expand Agenda	Click on the  to either Expand (right facing arrow) or Collapse (left facing arrow) the Agenda Navigation.
9 - Current Item	Participants can click on the Ribbon  to select the current item that the Administrator, in Conduct Meeting, currently has selected.

Annotations

Annotations can be applied to any open document.



The screenshot displays the eScribe mobile application interface. At the top, a status bar shows the time as 9:44 AM on Tuesday, January 21, and a battery level of 89%. Below the status bar, a blue header contains the text "December 26, 2020 - Active Meeting Search Results" and a search icon. The main interface is divided into two panels. The left panel, titled "Council Meeting", contains a search bar labeled "Filter Text..." and a list of agenda items: 1. CALL TO ORDER, 2. ADOPTION OF AGENDA, 3. ADOPTION OF PREVIOUS MIN..., 4. DECLARATIONS OF PECUNIAR..., 5. DELEGATIONS, 6. CONSENT ITEMS (expanded), 7. REPORTS, 8. NEW BUSINESS, 9. IN CAMERA, 10. BY-LAWS, and 11. ADJOURNMENT. The item "6.1 LETTER FROM ANY CITY" is highlighted with a paperclip icon. The right panel displays the document "6.1 LETTER FROM ANY CITY" with a tab labeled "Attachment 1.pdf". The document content includes the eScribe logo, the title "STAFF REPORT", and several sections: Title (Council Date: February 1, 2019), Recommendation, Purpose, Background, Analysis and Options, Financial Implications, and Impact. A vertical toolbar on the right side of the document provides various annotation tools, including a document icon, a list icon, a yellow highlighter, a red pencil, a text input field with "abc", and an eraser icon. A checkmark icon is located at the bottom right of the document panel.

Below is a legend of available annotation tools:

	Full-Screen Reading Mode	View the document in full-screen mode. To exit full-screen mode, click the "X" in the top left corner.
	Select	Toggle "select" mode on or off, so that text from the document can be selected and copied to the clipboard.
	Sticky Note	Use this tool to add a sticky note comment anywhere in the document
	Highlighter	Use this tool to highlight text within the document.
	Pencil Tool	Use this tool to draw on the document freehand, with your fingertip.
	Underline Tool	Use this tool to underline text within the document.
	Toggle Annotations	This option will show or hide all annotations on the document
	Annotations List	Shows a list of all annotations made within the document. Tap on an annotation to view.
	Outline and Bookmarks	View any section bookmarks, if they exist within the document.
	Fit to Screen	Reset a zoomed document to fit the width of the available screen.
	Search	Search for text within the document
	Go To Page	Jump to a particular page of the document
	Save	Saves the annotations to the eSCRIBE server. See section below for more information.
	Rotate	Rotate the document. Note: annotations will not rotate with the document.
	External Apps	Contains options to email document (with or without annotations), and to print document without annotations.