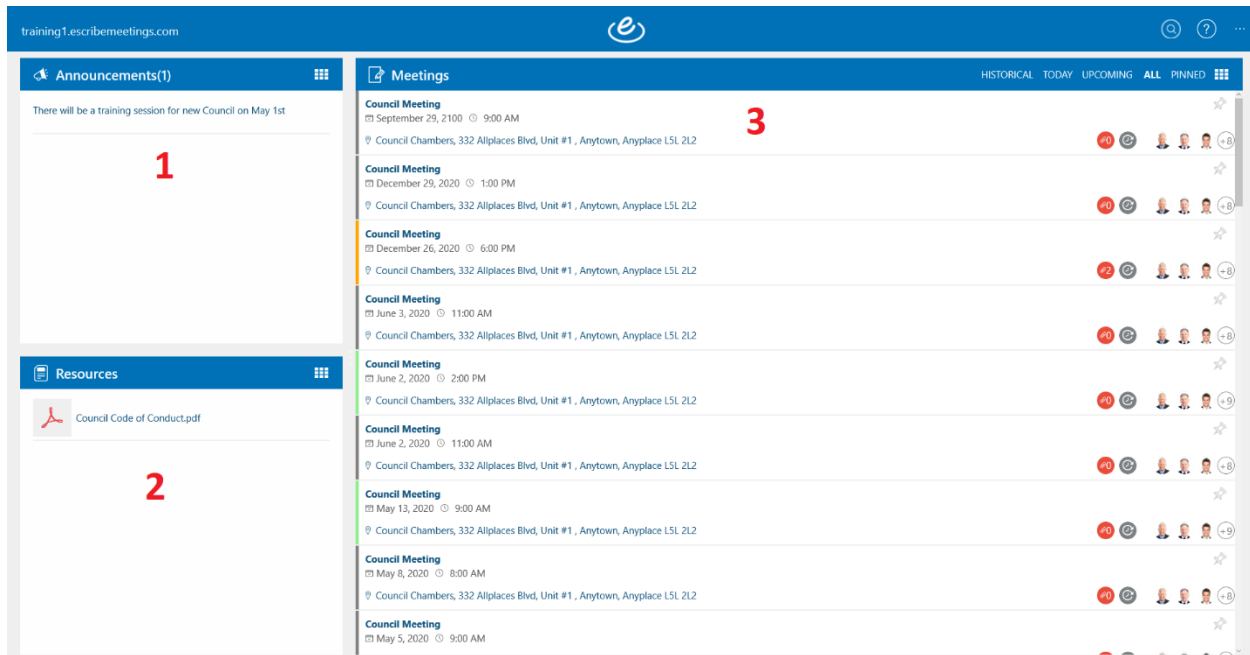


The eSCRIBE Portal Screen

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.

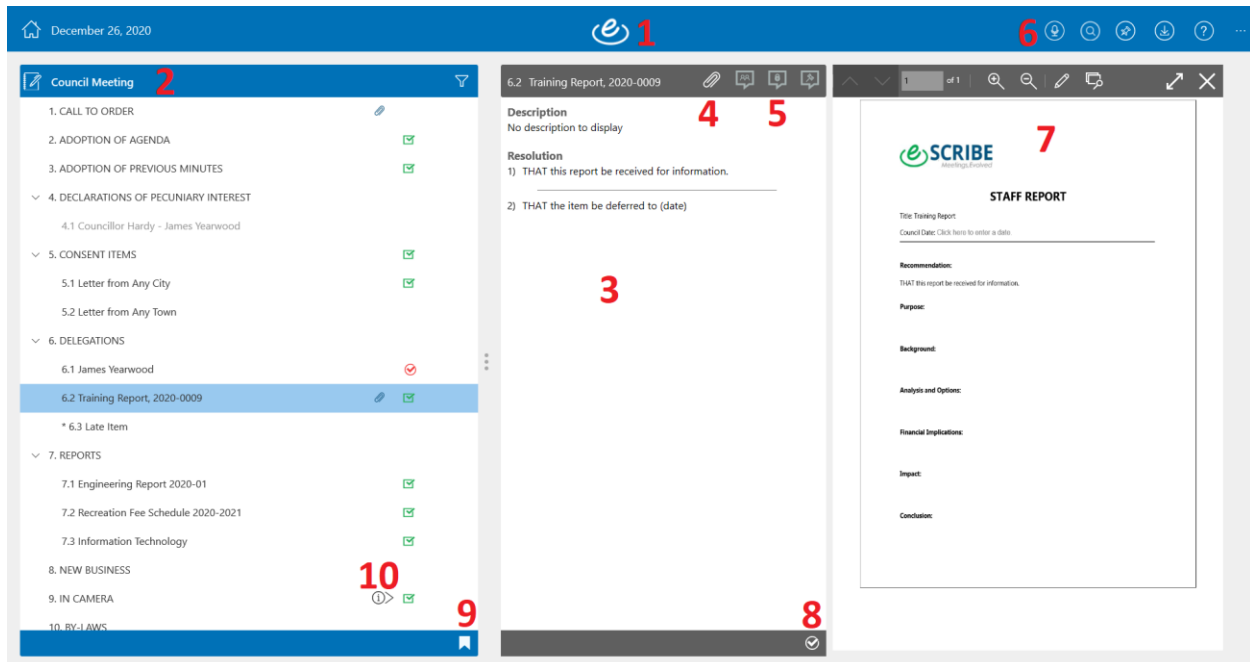


Zone	Explanation
1 – Announcements	This area displays announcements from eSCRIBE Administrators. Tip: Tap or click on an announcement to expand view
2 – Resources	This list displays resource documents that have been made available to users by administrators. Tap or click on a document to open it
3 – Meeting List	This list displays all eSCRIBE Meetings to which you have access. To visit a meeting, tap or click on the meeting. For additional options, tap and hold, or right-click on the meeting. Additional options include discard local content, sync changes, and pin meeting.

Tip: In list view, meetings are listed chronologically. In tile view, meetings are grouped alphabetically by meeting type, and sorted chronologically with past meetings to the left, and upcoming meetings to the right.

The eSCRIBE Meeting

Page Overview



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 (When Administrator Opens the Speaker's List)



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 and offline options

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 dragging the grey bar on the right edge of the panel • 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.
4 – Attachments	Tap on the paperclip to view any attachments for the item. Multiple attachments can be opened, and users can navigate between them by scrolling to the right.
5 – Comments	Tap an icon to view the comments – Options could include private comments (lock), group comments (silhouette of users), or chair comments (gavel). If there are comments, the icon will be fully colored. If there are no comments, the icon will appear as just the outline.
6 – Request to Speak	Tap to create a new request to speak, or to modify an existing one. If you have an active Request to Speak on the current item, the icon will be red. Otherwise, it will be white.
7 – Document Panel	Documents are opened in panels, to the right-hand side of the screen. Tap and hold a document's top-bar to drag & drop reorder multiple open documents.
8 – Conflict of Interest	Click this button to self declare a Conflict of Interest (if enabled).
9 – Current Item	Click this button to jump to the item that is selected by the Administrator
10 – Closed Session	Click the Information Icon to view the Closed Agenda if available, and if you are allowed to access Closed Session information.

Annotations

Annotations can be applied to any open document.

To annotate an open document, click or tap on the Pencil icon in the toolbar at the top of the document.



Tip: The double arrow icon  is used to view the document in Full-Screen mode. To exit full-screen mode, click the  icon.

Below is a legend of available annotation tools:

	Pencil Tool	Use this tool to draw on the document freehand, with your fingertip.
	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.
	Underline Tool	Use this tool to underline text within the document.
	Strikethrough	Use this tool to strikethrough text within the document.
	Line	Use this tool to draw a line on the document
	Square	Use this tool to draw a square on the document
	Circle	Use this tool to draw a circle on the document
	Undo	Undo the last annotation
	Redo	Redo the last annotation (available only after "undo" is used)
	Close Annotations	Closes the annotation menu