

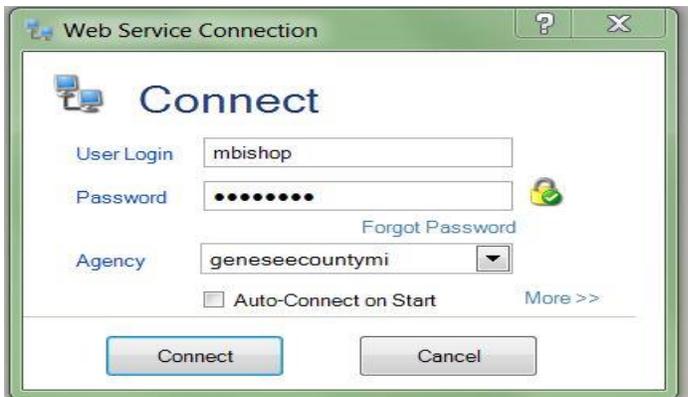
1. Sign into the SonicWALL with your county login



2. Login into MinuteTraq (located on your desktop)



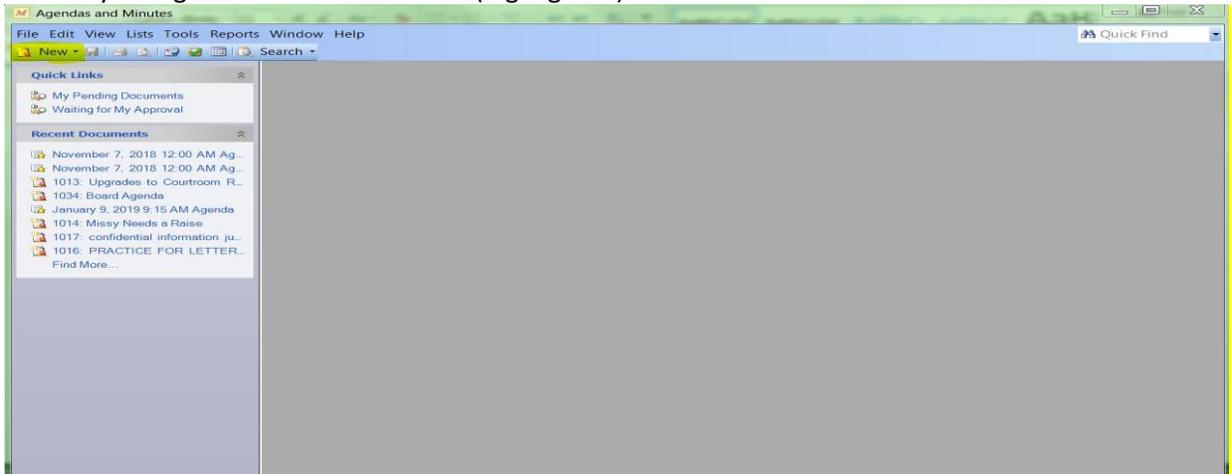
3. Your User Login will be 1<sup>st</sup> initial and last name  
The password is 12345 (you must change your password after initial login)  
Agency should always say geneseecountymi  
Then click connect



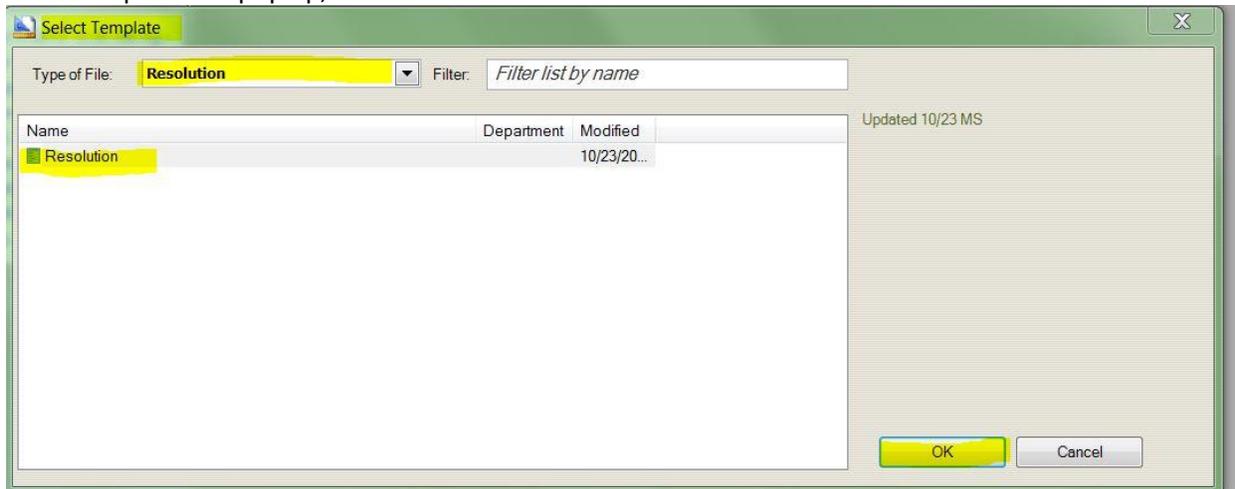
4. Once you connect it will take you to the screen called **Agendas and Minutes.**



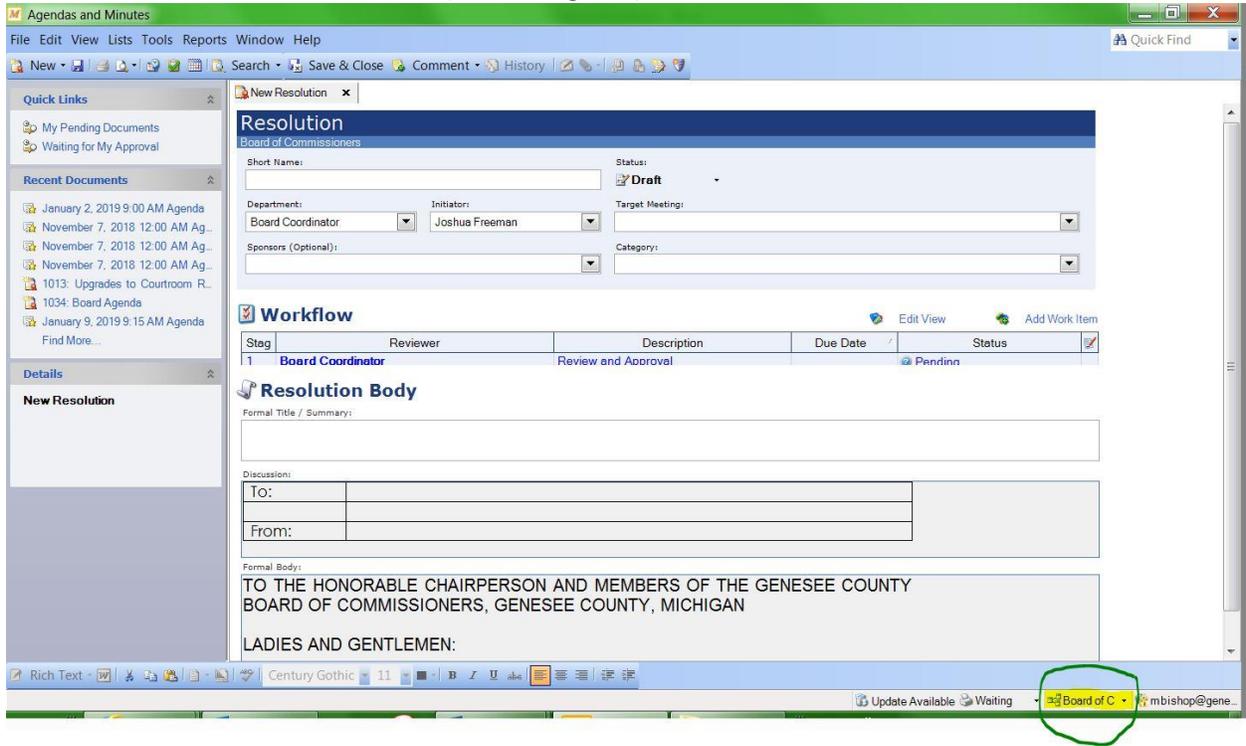
5. To start your agenda item click on NEW (highlighted)



6. Select template will pop up, click on Resolution and click OK



7. You will need to choose what agenda you want to add your item from the drop down window located at the bottom of the Resolution screen (circled in green).



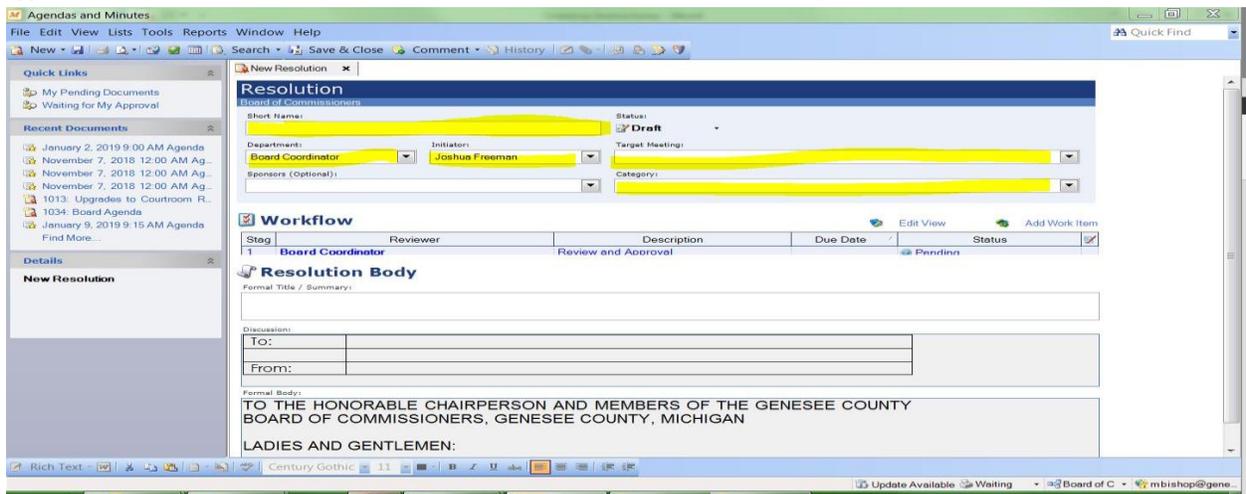
8. Fill in:

**Short Name:** what you are requesting

**Department and your name**

**Target Meeting:** choose what meeting date you are requesting your item to go on (drop down menu)

**Category:** Choose what category it should go under (drop down menu). Once you have that completed click off that area and it will automatically fill in the work flow of which Depts. will need to review your item.



9. Resolution Body (the portion directly below workflow)

In order to begin your memo place your cursor in the discussion area (highlighted in yellow) then click on the WORD icon located on the task bar at the bottom of the page and it will bring up a WORD template . Use your tab key to properly format your memo

To: Chairperson and which committee  
From: Initiator and which department.

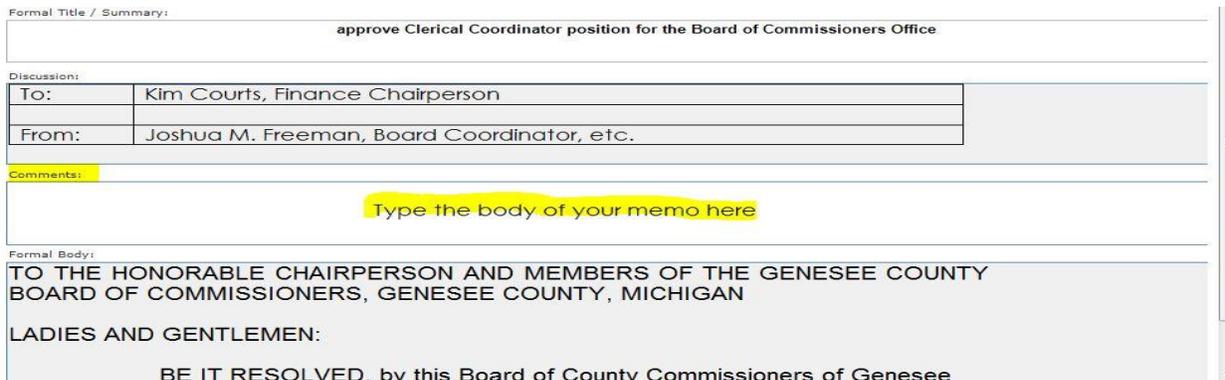
Save this information by clicking on the “x” in the upper right hand corner.



To type the remainder of your memo, you may either type directly in the “Comments” box or by using a Word Document by clicking the Word icon in the lower left corner of the page.

REMINDER – Memos must still include what you are requesting, amount requested and fund numbers. ROLL CALL votes must be request in the memo. Only one action per memo.

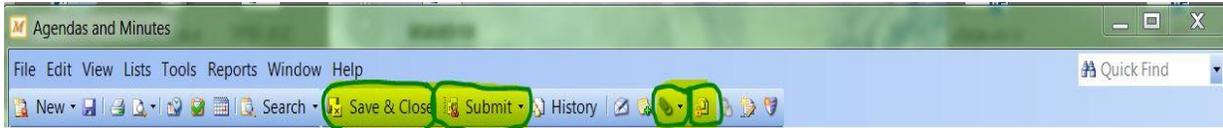
Save this information by clicking on the “x” in the upper right hand corner.



Now you can type your resolution. Place your cursor in the area where a partial resolution is filled out. Again, you must click on the WORD icon at the bottom of the page and that will bring up the resolution template. It may be beneficial to look at some old resolutions to make sure all pertinent information is in the body of the resolution.

Save this information by clicking on the “x” in the upper right hand corner.

**If you have attachments (budgets, etc) you will need to save & close and then reopen your document so the paperclip icon located in the top taskbar illuminates. Click the paperclip and attach your items. Once you have completed your Memo, Resolution and Attachments if any. It is recommended that you lock your item before submitting it for approval. the lock icon located by the paperclip in taskbar.**



You now can begin the review process by clicking on the submit icon (highlighted above). The review process then will begin and a message will show with the date it was submitted, initials of the person submitting and what stage of the process it is in.

Resolution ID# 1035  
Board of Commissioners Updated 11/13/2018 4:13 PM

Short Name: appoint josh as King Tut Status: Submitted

Department: Board Coordinator Initiator: Joshua Freeman Target Meeting: 8/14/2018 4:10 PM (Tue) - Regular Meeting

Sponsors (Optional): Category: Accept Grant

11/13 - MB: Submitted by Board Coordinator, sent to Board Coordinator at Stage 1

**Workflow** Edit View Add Work Item

Stag	Reviewer	Description	Due Date	Status
1	Board Coordinator	Review and Approval		Pending
2	Controller	Controller Review		Pending
3	Risk Management	Risk Management Review		Pending
4	Corporation Counsel	Legal Review		Pending