Novus Agenda Training Assistance
Zoning Board of Appeals
Town of Arlington, MA
9/10/2020

Create a Meeting (watch video)

1) To create a meeting, click the **Meetings** tab
2) Click **New Meeting**
    a) Alternatively, first search for all existing meetings, by selecting the **Meeting Type** and clicking **Search**
    b) To open an existing meeting, simply click on the date
3) Set the Meeting details, including the **Meeting Type**, **Voting Department**, **Location**, and the **Date and Time**. Click **Save** to finalize meeting creation.

Create an Agenda Item with Administrative Type (watch video)

1) On the main Meeting screen, click **Update Agenda**
2) Click **Quick Add,** to open the Item window
3) Enter the **Title**, select the **Department**, and from **Agenda Category**, select **Administrative**
4) Click **Save**. This will save and display the function tabs.
5) Enter details in the **Summary** box
6) If you want to upload documents, click the **Attachments** tab
    a) Click **Choose File**, select the file you want to upload, and click the **Open** button
    b) Type a **Description**. This will be shown alongside the uploaded file in the agenda.
    c) Select a **Type** to categorize the uploaded file
    d) Click the **Upload Attachment** button

7) To upload more files, repeat step 6 or click the **Save** button to save your progress or click the **Push to Agenda** button to finalize this agenda item

Creating a Numbered List in an Agenda Item (watch video)

1) Open an existing Agenda Item or Quick Add a new agenda item
2) Enter the **Title**, select the **Department**, and from **Agenda Category**, select **Administrative**
3) Click **Save**. This will save and display the function tabs.
4) Enter a list of items in the **Summary** box, one item per line
5) Highlight the entire list and click the **Numbered List** button on the toolbar

Creating a Hyperlink in an Agenda Item (watch video)

1) Open an existing Agenda Item or Quick Add a new agenda item
2) Enter the **Title**, select the **Department**, and from **Agenda Category**, select **Administrative**
3) Click **Save**. This will save and display the function tabs.
4) Enter text into the **Summary** box
5) Navigate to the webpage where the link is. Right-click and Copy Link
6) Navigate back to Novus Agenda
7) In the **Summary** box, highlight the part of the text to turn into the hyperlink
8) Click the **Hyperlink Manager** button in the toolbar
9) Paste the website link into the **URL** box
10) Set the **Target** to **New Window**. This will open the file in a new window instead of in the same window as the agenda.
11) Adding a **Tooltip** is preferred as it helps with vision impaired screen readers.
12) Click **OK** to exit the window. Click **Save** in the Agenda Item window.

Copy an Agenda Item from a Previous Meeting (watch video)

1) Open the previous meeting and find the agenda item
2) Check the box next to the agenda item and click the Copy Items button
3) In the pop-up window, set all the dropdown lists to the appropriate selections. The available **Meeting Dates** will display only meetings already created in Novus Agenda that have a **Draft** status
4) Click Save to copy the item to the meeting.
5) Navigate to the new meeting and find the agenda item that was just copied
6) From here, you may want to edit the item, save it, and click **Push to Agenda**

Use Inside Routing to Send an Item to the Planning Department for Review (watch video)

1) Open an existing Agenda Item or Quick Add a new agenda item
2) Enter the **Title**, select the **Department**, and from **Agenda Category**, select **Administrative**
3) Click **Save**. This will save and display the function tabs.
4) Click the Inside Routing tab and click the Submit button
    a) This will send Planning staff an email notifying them that this item is ready for their review
    b) Once they have completed their review and uploaded their document, they will also click Submit to send the ZBA an email notification
5) ZBA will then have to re-open the item and click **Push to Agenda** to finalize the item