



# Supplemental Item Numbering

Updated June 30 2021

Keeping up with the fast-paced world of agenda generation is difficult, and changes are expected. We know how important it is to provide clear and accurate information to your constituents, especially when agenda contents change post publication.

PrimeGov have now added support to mark and track supplemental agenda items quickly and easily, allowing for:

- Definition of specific numbering rules for supplemental items, including the ability reference the previous item number in the supplemental item number. For example, a new supplemental item added after item 19 may be 19A
- Quick and easy access to mark items as supplemental when adding to a meeting

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## Add Numbering Rules to Templates

Numbering rules can be added to the section in the meeting type templates or can be adjusted in an individual meeting instance from the pre-meeting page or templates area.

1. From the meeting type template or from the meeting instance, access the section settings for your required section



2. A new area has been added here to capture supplemental item numbering rules – all items marked as supplemental will follow these numbering rules. Options here are the same as the options already available today for section numbering and item numbering

A screenshot of a web form with three tabs: 'Section Numbering', 'Item Numbering', and 'Supplemental Item Numbering'. The 'Supplemental Item Numbering' tab is highlighted with a red box. Each tab contains settings for 'Numbering Type' (a dropdown menu), 'Number From' (radio buttons for 'Previous Numbered Section/Item', 'Do Not Number', and 'Start From' with a text input), and 'Number Format' (a text input field). The 'Start From' option is selected in all three tabs, with the value '1' entered in the input field.

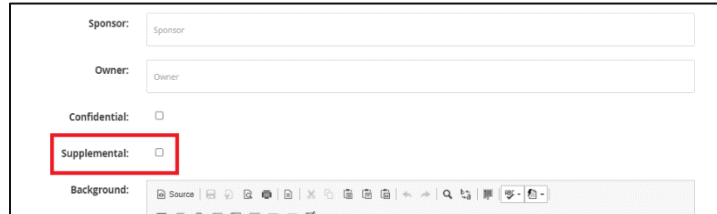
1. Numbering Type, select from:
  - None – no number will be applied
  - Numeric – 1, 2, 3, 4 5 etc
  - Alphabetical (Uppercase) – A, B, C, D, E etc
  - Alphabetical (Lowercase) – a, b, c, d, e etc
  - Roman (Uppercase) – I, II, III, IV, V etc
  - Roman (Lowercase) – i, ii, iii, iv, v etc
2. Number From, select from:
  - Previous Numbering Item – will take the number from the previous supplemental item number + 1
  - Do Not Number – will not apply a number
  - Start From X – will start from a X, where X is provided as a variable for this option
3. Number Format – provide the content required for the number format – fixed text plus magic codes are supported
  - Required Magic Code
    - {{number}} is added where the selected numbering rules are applied, this magic code is needed to support the number counter
  - Optional Magic Code
    - {{previousitemnumber}} is added where you wish to refer to the previous (non supplemental) item number in this supplemental item number

A screenshot of a rich text editor interface titled 'Number Format'. The editor contains the text '{{number}}'. At the bottom of the editor, the magic code 'S{{previousitemnumber}}{{number}}' is highlighted with a red box. The editor includes various formatting tools like bold, italic, underline, and font color options.

## Mark An Item As Supplemental

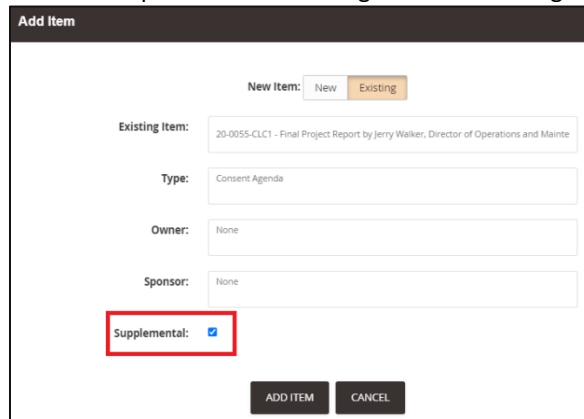
1. Items can be marked as supplemental when adding the item to a meeting from a variety of locations in the system – a new option now exists, ‘Supplemental’, which can be enabled/disabled as required, examples include:

- Marking an item as supplemental directly from the form when submitting the item
- ‘Add Item’ option from a meeting section – New Item



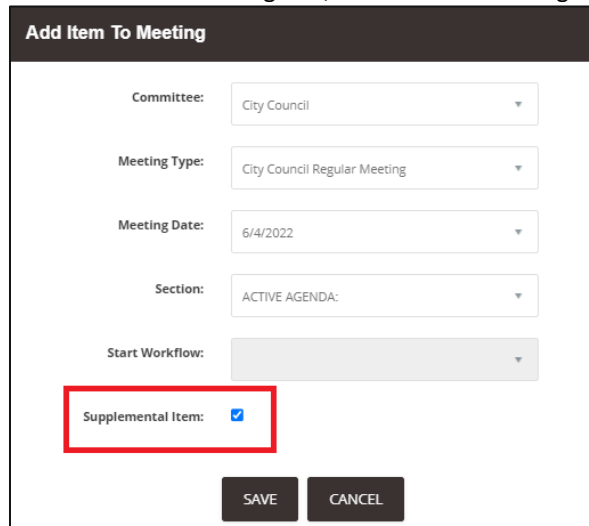
This screenshot shows the 'Add Item' form. The 'Supplemental' checkbox is highlighted with a red box. The form includes fields for 'Sponsor', 'Owner', 'Confidential', 'Supplemental', and 'Background'.

- ‘Add Item’ option from a meeting section – Existing Item



This screenshot shows the 'Add Item' form for an existing item. The 'Supplemental' checkbox is checked and highlighted with a red box. The form includes fields for 'Existing Item', 'Type', 'Owner', 'Sponsor', and 'Supplemental'.

- From the items ‘Meeting’ tab, ‘Add Item to Meeting’ option



This screenshot shows the 'Add Item To Meeting' form. The 'Supplemental Item' checkbox is checked and highlighted with a red box. The form includes fields for 'Committee', 'Meeting Type', 'Meeting Date', 'Section', 'Start Workflow', and 'Supplemental Item'.

2. Items can also be marked as supplemental from the item directly in the meeting by selecting the item menu in the pre-meeting page



This screenshot shows the 'REGULAR AGENDA ITEMS' page. The 'Mark Item as Supplemental' option is highlighted with a red box in the item menu. The page lists items like 'CAC Attendance Log' and 'CCTA Meeting Calendar'.

3. Once marked as a supplemental item, the supplemental item numbering rules will be applied for the item number in the pre-meeting page, the live meeting page and in compiled documents
  - Items are marked as supplemental in the selected meeting only. If the item appears in other meetings, it will not be marked as a supplemental item for those meetings
4. Once an item has been marked as supplemental in a meeting – the item menu option adjusts to 'Unmark Item as Supplemental' which will remove the supplemental item flag for this item in the meeting