

Peak Agenda – How to Upload Agenda Packet to Media Manager

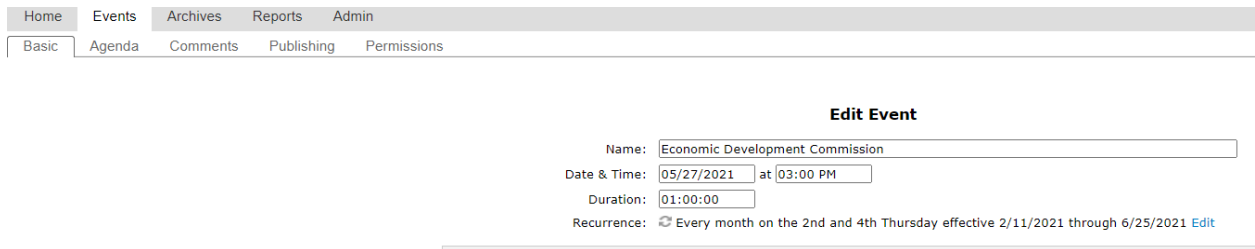
Follow these steps to successfully upload and publish an Agenda Packet

Requirements:

User must have either Platform Administrator role in Granicus Platform

Steps to upload and publish Agenda Packet:

1. Click on Upcoming Event in Granicus Platform Dashboard
2. Once in Event, you see the Basic Tab (See image 1 below)



3. Click on the Agenda tab – (See image 2 below)



4. You will see Link to a web page has text within it. This is your Agenda from Peak. We would now click on Publish a PDF or other file (Option 3 – See image 3 below)

Publish Agenda for May 27, 2021

[Save Changes](#)

Agenda Title:

Publishing Options:

- ☐ Do not publish an agenda
☐ Publish agenda data using the assigned template
☒ Publish a PDF or other file (click Browse to select the file to use):

[Choose File](#) No file chosen

☐ Link to a web page (enter URL below):

Agenda Posted:

Send date: 05/20/2021 at 3:34 PM

[View Agenda](#)

[Print Agenda](#)

[Send Agenda](#)

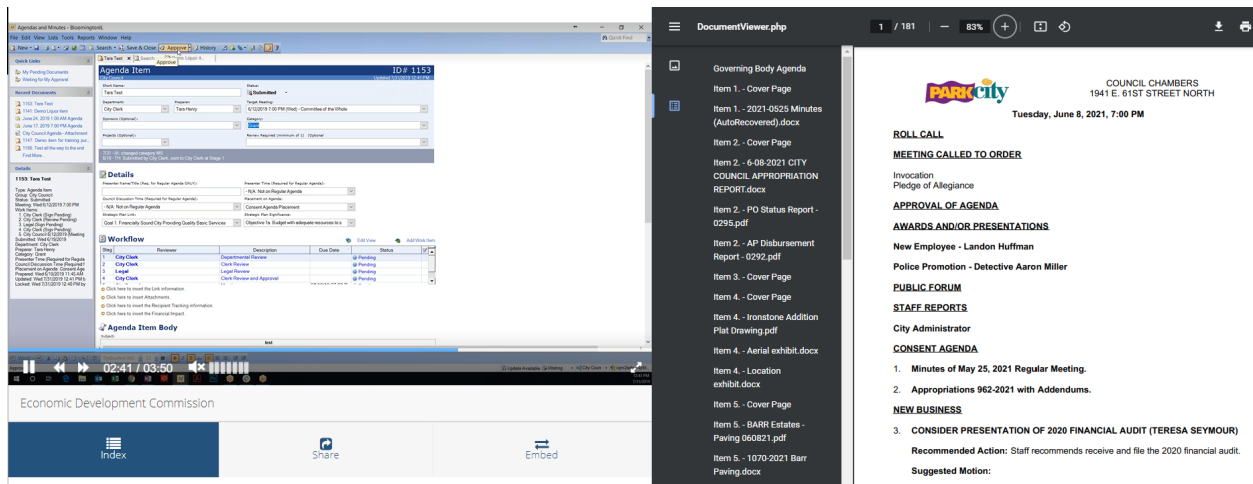
- Once you click on Choose file, select the desired Packet and Click Open to select it.

Now that you have Added the file, be sure to click Save Changes. This will now change the document viewers would see when they click on Agenda link and will also be what they see when watching the video on the web. (You will have essentially published the Packet twice on your view page, but now it is visible on the Player as well)

Here is the View page look (See image 4 below)

Economic Development Commission					
2021	2020				
Meeting Name	Date	Agenda	Summary	Audio/Video	Agenda Packet
Economic Development Commission	June 15, 2021 - 9:36 AM	Agenda		Video	
Economic Development Commission	March 9, 2021 - 1:40 PM	Agenda	Minutes	Video	

- If you click on the Agenda link, it will now show the Packet we recently uploaded. If you click the Video link it will open the video player and show the video on the left and that Agenda Packet we just uploaded, instead of the Agenda that is published by default from Peak. (see image 5 below)



The screenshot displays the Granicus interface. On the left, the 'Agenda Item' details for 'Economic Development Commission' are visible, including the date 'June 15, 2021 - 9:36 AM' and the agenda item 'Economic Development Commission'. The 'Details' section shows the agenda item's title, date, and time. The 'Workflow' section shows the item's status as 'Published' and the 'Agenda Item Body' section shows the item's content.

On the right, the 'Document Viewer' is open, displaying the 'Governing Body Agenda' for 'Economic Development Commission'. The agenda items listed are:

- Item 1 - Cover Page
- Item 1 - 2021-0525 Minutes (AutoRecovered).docx
- Item 2 - Cover Page
- Item 2 - 6-08-2021 CITY COUNCIL APPROPRIATION REPORT.docx
- Item 2 - PO Status Report - 0295.pdf
- Item 2 - AP Disbursement Report - 0292.pdf
- Item 3 - Cover Page
- Item 4 - Cover Page
- Item 4 - Ironstone Addition Plat Drawing.pdf
- Item 4 - Aerial exhibit.docx
- Item 4 - Location exhibit.docx
- Item 5 - Cover Page
- Item 5 - BARR Estates - Paving 060821.pdf
- Item 5 - 1070-2021 Barr Paving.docx

The 'Document Viewer' also displays the 'COUNCIL CHAMBERS' information, including the address '1941 E. 81ST STREET NORTH' and the date 'Tuesday, June 8, 2021, 7:00 PM'. The 'ROLL CALL' section lists the names of the council members: 'Invocation', 'Pledge of Allegiance', 'APPROVAL OF AGENDA', 'AWARDS AND/OR PRESENTATIONS', 'New Employee - Landon Huffman', 'Police Promotion - Detective Aaron Miller', 'PUBLIC FORUM', 'STAFF REPORTS', 'City Administrator', and 'CONSENT AGENDA'.

We hope this document helps to guide you in your Agenda/Packet publishing concerns.

