

eSCRIBE Participant Training

eSCRIBE Meetings Professional App



www.escribemeetings.com

Training Outline

- Participant Options
- Login to the app
- The eSCRIBE Portal Screen
- Accessing Meeting Sites
- Private Comments
- Viewing Attachments
- Annotations

Participant Options

3 Options for Participants:

- eSCRIBE Standard or eSCRIBE Meetings Professional (iPad app)
- Participant Web-Portal
- eSCRIBE Meetings Professional (Windows app)

Login to the app

eSCRIBE

Meetings Professional

Portal URL (Without https://)

NEXT

Support 1-855-299-0023, support@escribecorporate.com
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eSCRIBE

https://demo3.escribemeetings.com

Form

User Name

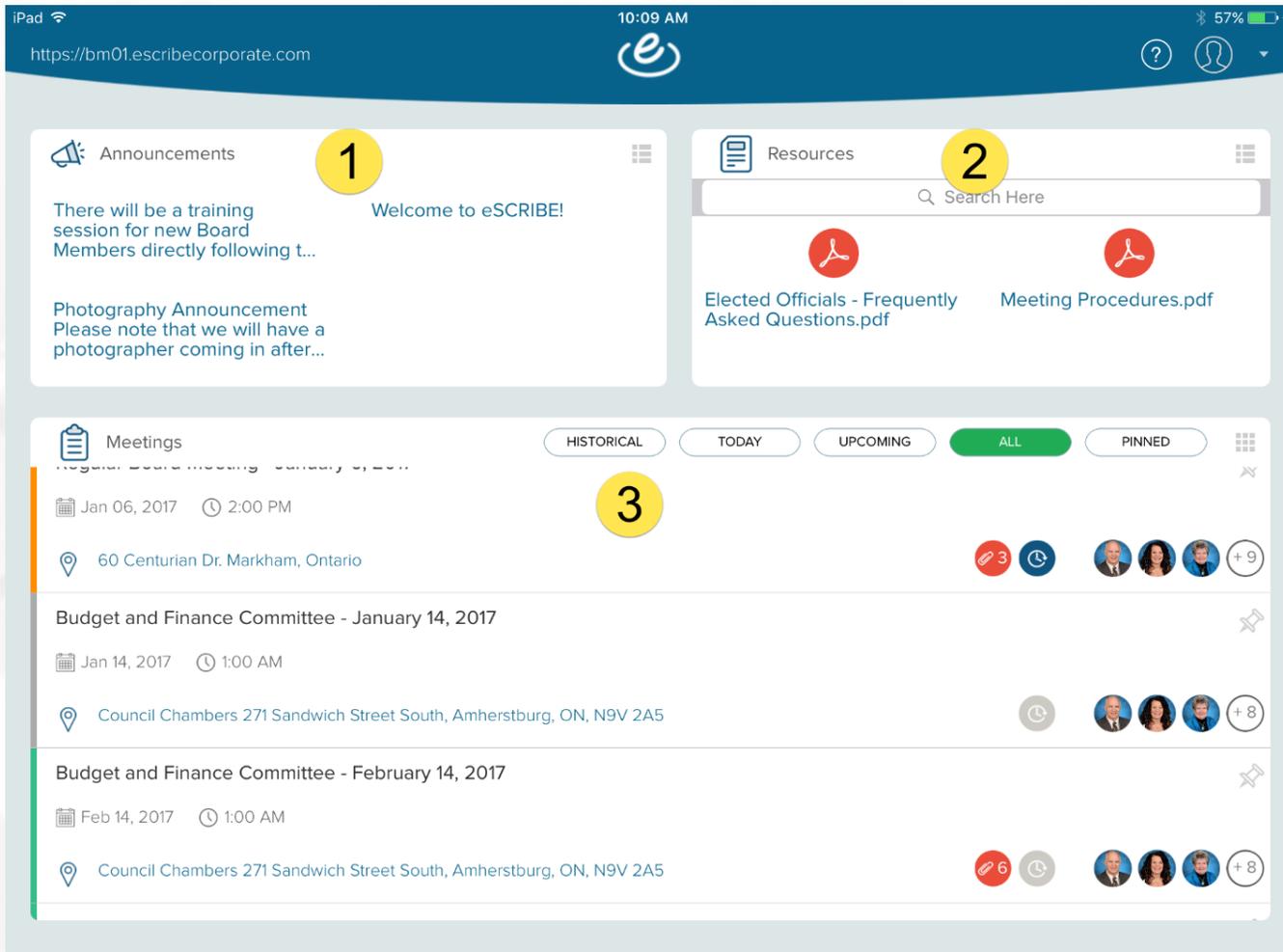
Password

LOGIN

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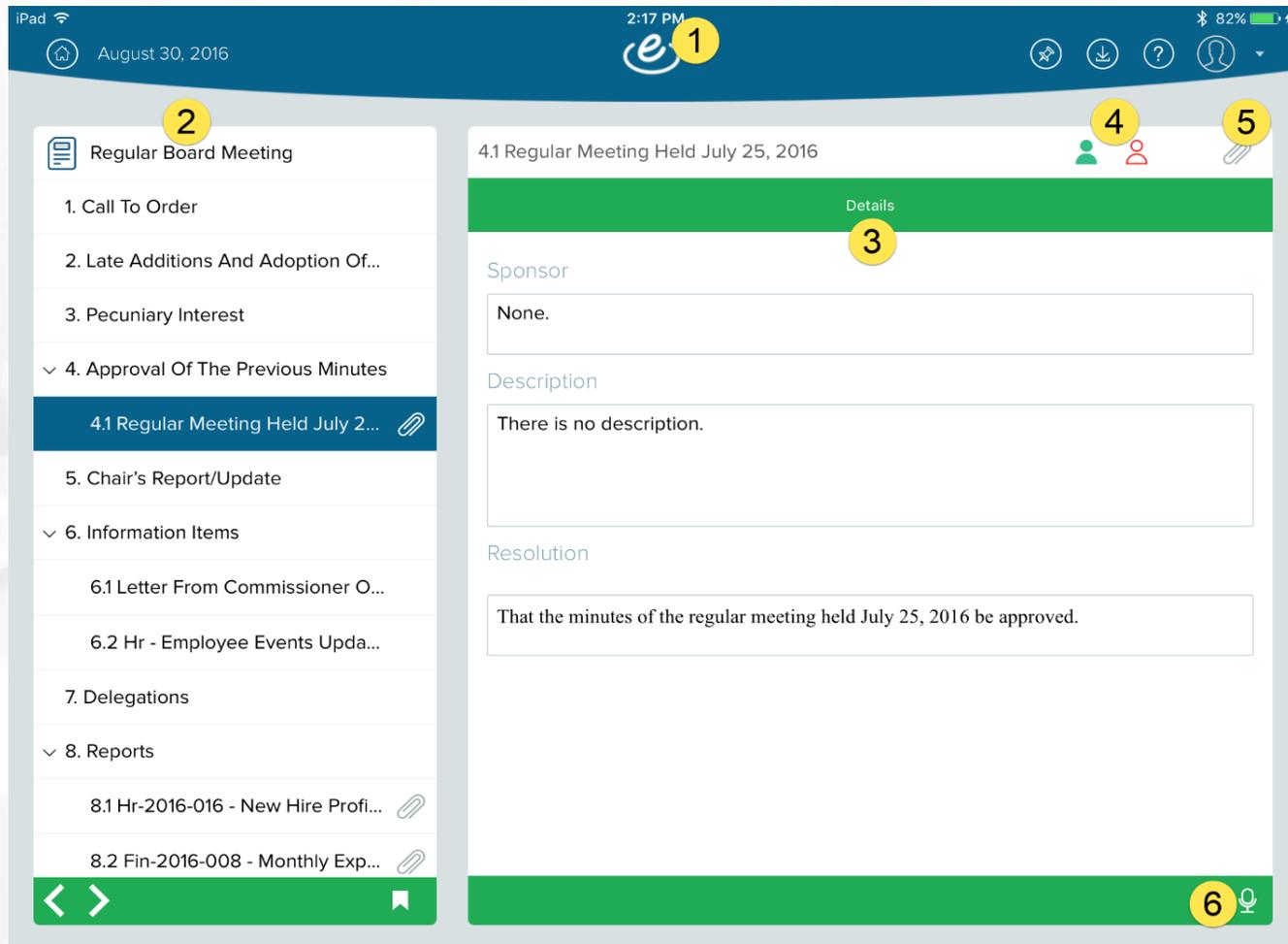
- Enter your portal url [xxxxx.escribemeetings.com](https://demo3.escribemeetings.com) then click next.
- Select Forms or ADFS/Azure then enter your username & password that has been provided

The eSCRIBE Portal Screen



1. Announcements: This area displays announcements from eSCRIBE Administrators. Tip: 2 Finger Double-tap on an announcement to expand view
2. This list displays resource documents that have been made available to users by administrators. Tap on a document to open it, pull down on the list to display the search bar to search through published resources.
3. This list displays all eSCRIBE Meetings to which you have access. To visit a meeting, tap on the meeting. For additional options, tap and hold on the meeting. Additional options include Sync Changes, which can be used to save any annotations to the server, discard local content, or pin meeting so it can easily be found later.

Accessing Meeting Sites



1. On the top bar we have our menu ribbon: Return to site, 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 option

2. 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 using the arrow icons at the bottom left.

If the meeting is in session, click on the bookmark icon to navigate to the current item that the administrator is on.

Accessing Meeting Sites Continued

The screenshot displays the eSCRIBE mobile application interface on an iPad. The top status bar shows the time as 2:17 PM and battery at 82%. The app header includes the date August 30, 2016, and the eSCRIBE logo. A yellow circle with the number '1' is placed over the logo. On the left, a sidebar menu titled 'Regular Board Meeting' (with a yellow circle '2' over the title) lists agenda items. Item '4.1 Regular Meeting Held July 25, 2016' is selected and highlighted in blue, with a yellow circle '3' over the paperclip icon next to it. The main content area shows the details for this item, including a 'Details' header (with a yellow circle '3' over the word 'Details'), 'Sponsor' (None), 'Description' (There is no description), and 'Resolution' (That the minutes of the regular meeting held July 25, 2016 be approved.). At the top right of the details view, there are icons for comments (a green person icon with a yellow circle '4' and a red person icon) and attachments (a paperclip icon with a yellow circle '5'). At the bottom right, there is a microphone icon with a yellow circle '6' over it. The bottom navigation bar has back and forward arrows on the left and a home icon on the right.

3. Displays the details for the selected agenda item.

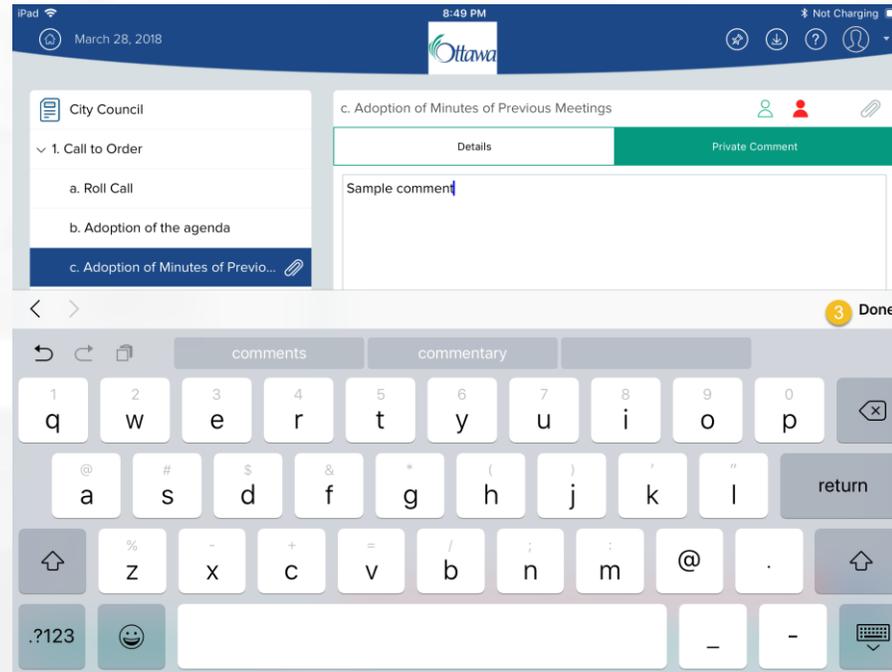
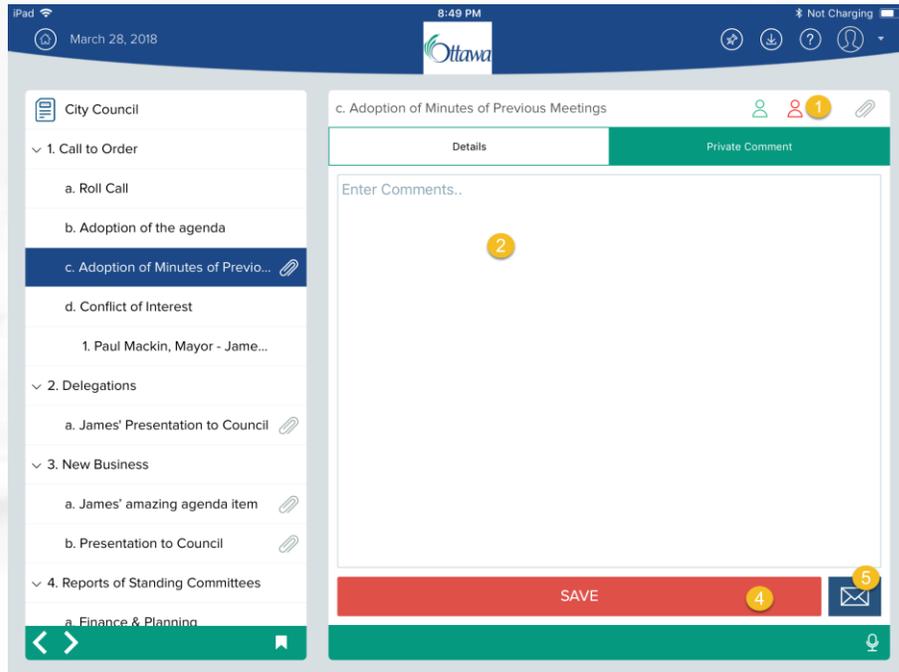
4. Tap an icon to view the comments – Options could include private comments (red), group comments (green), or chair comments (blue).

5. Tap on the paperclip to view any attachments for the item. Multiple attachments can be opened, and users can navigate between them by tapping on the tab.

6. 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.

Private Comments



1. Tap on the indicated icon to create a private comment.
2. Tap on the open text box area then type your comment.
3. Tap on done .
4. Save your comment
5. Email your private comment if desired.

Viewing Attachments

The screenshot shows the eSCRIBE mobile application interface on an iPad. The top status bar displays 'iPad', signal strength, Wi-Fi, the time '7:20 PM', and battery level '63%'. The app header includes the date 'March 28, 2018', the 'Ottawa' logo, and navigation icons. The main content area is divided into a left sidebar and a right main panel. The sidebar lists agenda items under 'City Council', with 'c. Adoption of Minutes of Previous Meetings' selected and highlighted in blue. The main panel displays details for this item, including a description, sponsor, and resolution. An 'Attachments' modal window is open over the details, showing a list of two attachments: '1 Post-Meeting Minutes - Board of Di...' and '2 Post-Meeting Minutes - CC_Mar22...'. The modal has tabs for 'Attachments' and 'Open All'.

- To access an attachment against an agenda item simply tap on the paperclip then tap on the desired attachment title
- If there are multiple attachments you can select open all, all attachments will open. Toggle through the attachments by selecting the tabs across the item details

Viewing Attachments Continued

The screenshot shows an iPad interface for a mobile application. At the top, the status bar displays 'iPad', signal strength, Wi-Fi, the time '7:23 PM', and battery level '62%'. Below the status bar is a navigation bar with a home icon, the date 'March 28, 2018', the 'Ottawa' logo, and several utility icons. The main content area is split into two panels. The left panel is a table of contents for a 'City Council' meeting, with items like '1. Call to Order', '2. Delegations', and '4. Reports of Standing Committees'. The right panel shows a document viewer for 'c. Adoption of Minutes of Previous Meetings'. The document content includes the 'REGIONAL DISTRICT OF NORTH OKANAGAN' logo and title, followed by meeting details: 'Date: Monday, November 13, 2017', 'Time: 10:00 a.m.', and lists of 'Members Present' and 'Staff Present'. A vertical toolbar on the right side of the document viewer contains icons for zooming, scrolling, and editing.

- Once the attachment is up tap on the arrow pointed to the left to expand the viewing area of the document
- Tap on the arrow pointed to the right to expand on the agenda categories area to revert back to the normal viewing are
- You can further expand the viewing area of the agenda categories by tapping on the right facing arrow again

Annotations Options

	Full-Screen Reading Mode	View the document in full-screen mode. To exit full-screen mode, click the "X" in the top left corner.
	Select	Toggle "select" mode on or off, so that text from the document can be selected and copied to the clipboard.
	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.
	Pencil Tool	Use this tool to draw on the document freehand, with your fingertip.
	Underline Tool	Use this tool to underline text within the document.
	Toggle Annotations	This option will show or hide all annotations on the document

Annotation Options Continued

	Annotations List	Shows a list of all annotations made within the document. Tap on an annotation to view.
	Outline and Bookmarks	View any section bookmarks, if they exist within the document.
	Fit to Screen	Reset a zoomed document to fit the width of the available screen.
	Search	Search for text within the document
	Go To Page	Jump to a particular page of the document
	Save	Saves the annotations to the eSCRIBE server. See section below for more information.
	Rotate	Rotate the document. Note, annotations will not rotate with the document.
	External Apps	Contains options to email document (with or without annotations), and to print document without annotations.

Thank you