Configuring Page Numbers in Downloaded Reports

In this document we'll go over the various ways page numbers can be configured for your downloaded reports such as your agenda, or agenda packet (agenda and attachments). For simplicity's sake all of information below applies equally to agenda reports, public notice reports, and minutes reports, we will be simply referring to report and report packet. This document contains references to other documents and videos located on our support page. As always access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Meeting Administration and Meeting Management Help'.

Different Types of Numbering

Page Numbering:

This is simply adding the number of the current page to the downloaded report or report packet. For example, this might appear in the bottom right or center of the page. This type of numbering is controlled in the report template. Whether numbering appears and where on the document can be controlled. The specifics of how this is controlled is covered in the 'Managing Page Numbers' section later in this document.

Table of Contents:

This is only used when downloading a report packet, such as the agenda report, with attachments. When enabled, the table of contents places a page number to the right of any agenda item which has an attachment included in the downloaded packet. This page number corresponds with the first page of any attachment or attachments for that particular agenda item. The specifics of how this is controlled is covered in the 'Managing the Table of Contents' section later in this document.

Managing Page Numbers

There are two ways of managing page numbers, each has advantages and disadvantages. These will be discussed below:

Managing via the report template settings:

Advantages:
Easy, doesn't require updating the template file itself, only the settings
Numbering shows up on both the downloaded report and report packet

Disadvantages:
Limited formatting, adds a simple number '1'

Managing via the report template file:

Advantages:
Page numbers can be formatted in more detail such as 'Page 1' or 'Page 1 of 20'.

Disadvantages:

Page number will only appear on the report pages, will not appear on attachment pages when using the report packet
More complex, requires downloading and updating the template file and then uploading the updated file.
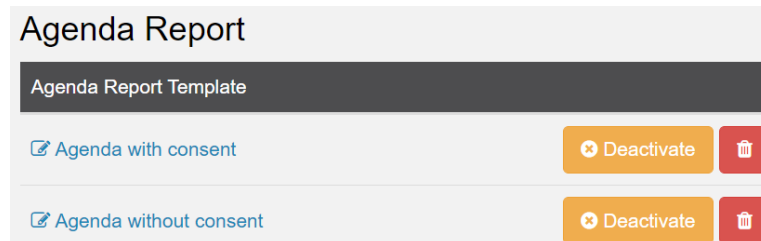

NOTE: If both options are used this can produce undesired results. For example, if numbering is added to the footer of the template file, and selected for bottom of the page in the template settings the downloaded report will show double numbering.

How to manage via the report template settings:

Using the Gray Menu bar select 'Meetings' and then 'Templates'
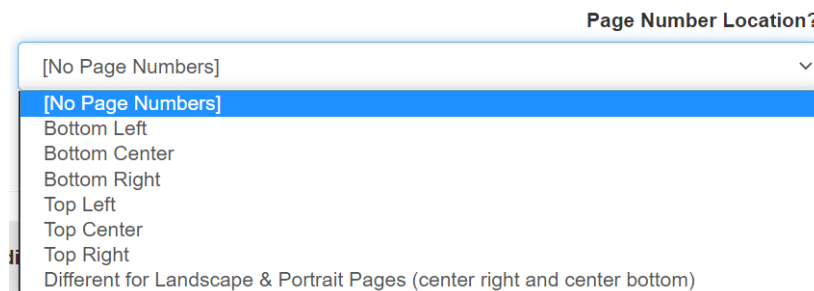Towards the bottom of this screen click on the 'Show Advanced Settings' link.

[Show Advanced Templates]

Find the section for the type of report you want to update Agenda Report, Minutes Report, Public Notice, and then click on the name of the specific report you want to update. In the screenshot below, you'll see there are two Agenda Report Templates available. To update 'Agenda with Consent' I would simply click on the 'Agenda with Consent' title.

Agenda Report

Agenda Report Template		
✎ Agenda with consent	✖ Deactivate	🗑
✎ Agenda without consent	✖ Deactivate	🗑

Note: If you don't see any reports listed, your account settings may need to be updated. Contact support for assistance.

Once you've clicked on the name of the report, you'll see a list of settings running down the right-hand side of the screen. Find the setting named 'Page Number Location?' The options are fairly self-explanatory.

Page Number Location?

[No Page Numbers] ⌄
[No Page Numbers]
Bottom Left
Bottom Center
Bottom Right
Top Left
Top Center
Top Right
Different for Landscape & Portrait Pages (center right and center bottom)

After making your selection, be sure to save at the top of the screen. For information on other settings and options please look at the Working with Report Templates handout on our support page.

How to manage via the report template file:

Please look at the Working with Report Templates handout on our support page. This document covers how to manage the template file. You'll be able to download the file so you can update it in Word or another document editor. Simply add page numbers to the header or footer as you normally would. Then upload the updated file as described in the handout and save the template.
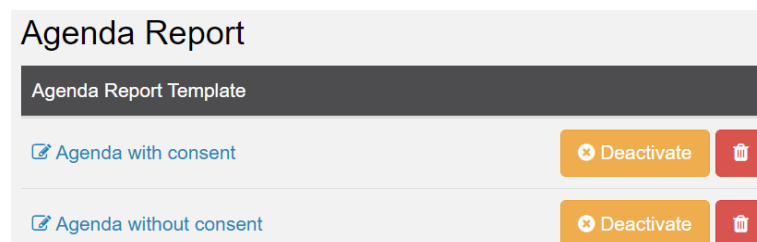
Enabling the Table of Contents

If downloading a report packet does not already add a page number next to any agenda item with one or more attachments as shown below, this can be enabled as described.

4. Consent Agenda
   A. Approve Last Meeting's Minutes   →   2

Using the Gray Menu bar select 'Meetings' and then 'Templates'
Towards the bottom of this screen click on the 'Show Advanced Settings' link.

[Show Advanced Templates]

Find the section for the type of report you want to update Agenda Report, Minutes Report, Public Notice, and then click on the name of the specific report you want to update. In the screenshot below, you'll see there are two Agenda Report Templates available. To update 'Agenda with Consent' I would click on the 'Agenda with Consent' title.

Agenda Report

Agenda Report Template		
✎ Agenda with consent	⊗ Deactivate	🗑
✎ Agenda without consent	⊗ Deactivate	🗑

Note: If you don't see any reports listed, your account settings may need to be updated. Contact support for assistance.

Once you've clicked on the name of the report, you'll see a list of settings running down the right-hand side of the screen. Find the setting named 'Include Attachment Page Numbers with your Agenda Item Subjects'.

☑ Include Attachments Page Numbers with your Agenda Item Subjects? ❓

Click the check box to the left of the title to enable. After making your selection, be sure to save at the top of the screen. For information on other settings and options please look at the Working with Report Templates handout on our support page.