BoardBook®

Agenda Item Requestor Process

The purpose of this document is to document the process by which non-agenda managers can create and contribute items to an agenda. The permissions Agenda Item Requestor and Requested Agenda Item Approver will be discussed as well as different options for how these capabilities can be used.

In this document we will cover the following subjects:

Benefits to using the Item Requestor Process:

Generally, the biggest benefit to using this feature is that it allows the departments or individuals who are most knowledgeable about a subject to create the agenda items for that area or subject while still allowing the agenda manager to maintain overall control of the agenda.

Another significant benefit is to limit the number of users who have the agenda manager permission. As we will discuss in the next section, the agenda manager permission is powerful and far reaching and we generally want to limit the number of users with this permission.

Understanding the user permissions involved and the two basic options for use:

Agenda Item Requestor: A user with this permission can essentially create a standalone agenda item and submit that item for a meeting. Specifically, what happens after the item is submitted depends on the process being used and will be discussed in a few minutes. Basically, the item will either end up added to the agenda or returned, presumably for some form of rework. This user cannot edit the item in any way once it has been added to the agenda.

Requested Agenda Item Approver: In the Requestor / Reviewer / Agenda Manager process a user with this permission reviews submitted agenda items and either approves them which forwards them to the Agenda Manager, or returns them to the Agenda Item Requestor, presumably for some form of rework. In addition to approving or returning a submitted item this user can add contribution comments to the item or delete the item. This user cannot edit the item in any way.

Agenda Manager: In this process, the agenda manager either places the submitted item into the agenda, saves the item for another meeting, or returns it, presumably for some form of rework.

The two basic options for use:

In the Requestor / Agenda Manger process only the Agenda Item Requestor and Agenda Manager permissions are used. The item is created by the Agenda Item Requestor and submitted. This generates an email to any users with the Agenda Manager permissions.   A user with the Agenda Manager permission then navigates to the edit agenda screen, views the requested item under the 'Requested' agenda item list. The agenda manager can either, place the item in the agenda, or return the item to the requestor.

Item Requestor → Agenda Manager → Into the Agenda

In the Requestor / Reviewer / Agenda Manager process the Agenda Item Requestor, Requested Agenda Item Approver and Agenda Manager permissions are used. The item is created by the Agenda Item Requestor and submitted. This generates an email to the selected approver, or all approvers if one isn't selected. An approver navigates to the contributed agenda items page and selects an item to review. The reviewer approves or returns the item adding any contribution comments. Returning an item generates an email to the original requestor and they may rework and resubmit. Approving an item generates an email to any users with the Agenda Manager permissions.   A user with the Agenda Manager permission then navigates to the edit agenda screen, views the requested item under the 'Requested' agenda item list. The agenda manager can either, place the item in the agenda, or return the item to the requestor.

Item Requestor → Item Reviewer → Agenda Manager → Into the Agenda
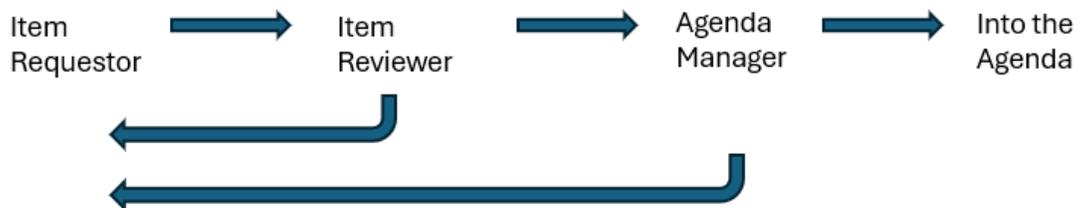
The Requestor, requesting an item, and tracking a requested item:

A user with the Item Requestor permission will have two screens where they can start requesting an item. On the home page a 'Request Agenda Item' button will appear in the left column above the list of recent meetings. On the Meetings Minutes and Agendas screen, a link used to request items will be seen in a row of links above the list of meetings.
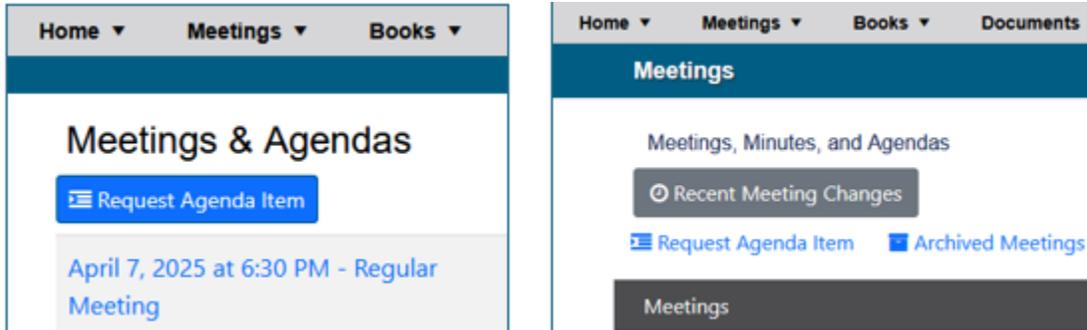
Once on the request agenda item screen the requestor fills in the appropriate agenda item information fields such as Subject, Presenter, Description and Attachments (more or different fields may be available on your account). Depending on settings there may be a dropdown to select which meeting the item is for. Once the appropriate information has been entered the request is submitted by clicking on the Request This Agenda Item button at the top of the screen.

Any submitted requests can be tracked at the top of the Meetings Minutes and Agendas screen. Statuses you may see for your requests include:
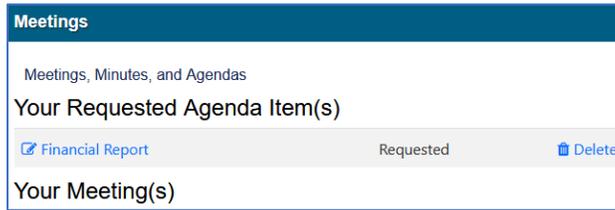
Statuses for requested items:

Requested	This indicates the item has reached the agenda manager(s) and will be either added to the agenda, saved for a different meeting, or returned.
Contributed	This indicates that the item has been submitted and is available for review.
Returned	This indicates the item that has been returned to the item requestor, presumably for some form of rework. The item requestor should check for contribution notes.
Active	The submitted item is now active in an agenda. The meetings date, time and meeting title are shown.
Deleted	This indicates that the item has been deleted either by the item requestor or agenda manager.

At this point your request will either be added to the agenda or returned to the requestor. If an item has been added to the agenda the requestor will no longer have access to make any changes to the item. Items which have been returned will likely have contribution notes in the right-hand column with information concerning the returned item. Returned items can be updated and re-requested.
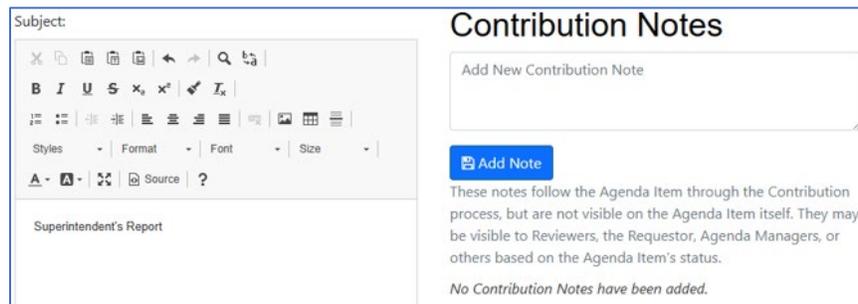
At this point the requestor will presumably update the item and resubmit.

The Reviewer approving or returning items:

When an item is requested, an email is sent to either the specifically identified reviewer, or all reviewers. To check on reviews specifically assigned to you, or any available reviews navigate to the Contributed Agenda Items screen by clicking on Meetings in the gray menu bar and selecting Contributed Agenda Items. This screen will show unassigned and assigned items

Click on a listed item in to review. On the Review Contributed Agenda Item screen you'll have options to approve, return to requestor, or delete the item. In the right-hand column you will have an option to add a contribution note. Notes added here will be available to the original requestor, reviewers, and agenda managers but will not display on the item once added to an agenda.

Note that you cannot edit any of the information on the item directly. For example, if an attachment needs to be updated or text updated in the subject, information to this effect should be added to the Contribution Notes and the item returned to requestor so the requesting individual can make those updates. Those updates could also be made by the Agenda Manager but are generally done by the submitting requestor.
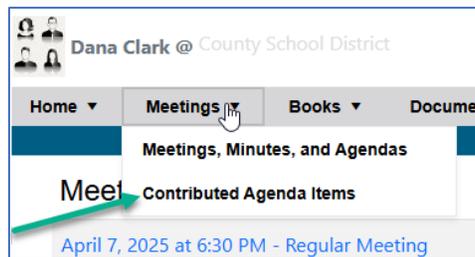
The Agenda Manager, returning or adding the agenda item:

Once the requested agenda item is ready, either having been approved by the reviewer, or when not using reviewers, when submitted by the requestor, an email is sent to users with the agenda manager permission. Navigate to the Edit Agenda screen and choose the Requested, or the Returned agenda item list to view items. To review an item, click on the item name. This will essentially show you the edit item screen without the positioning information. To accept the item click 'Save Agenda Item', to return the item to the requestor choose 'Additional Actions' then select Return to Requestor. The 'Save for Later' option will move the item to the Saved agenda item list.
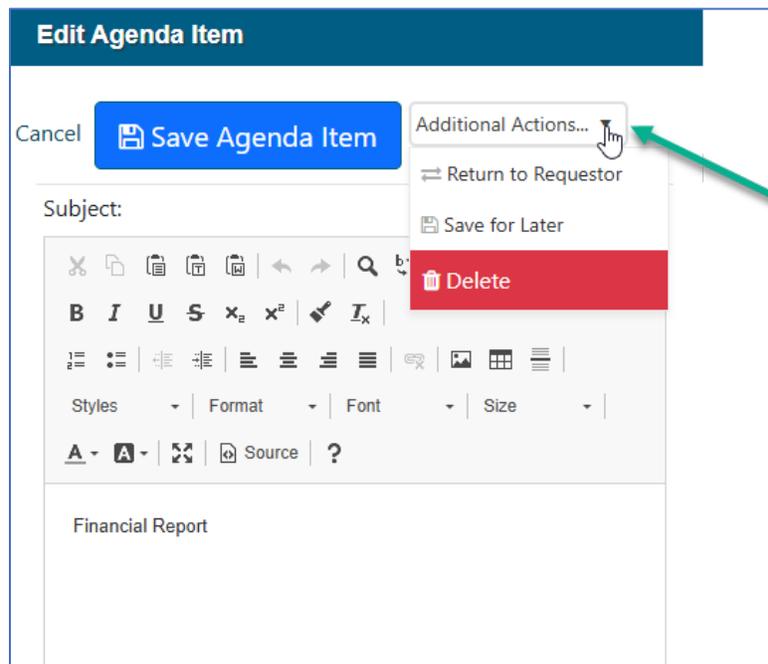
If you are returning an item we recommend adding a contribution note.

If you choose to click the 'Save Agenda Item' button you'll be presented with choices as to which meeting, and where in the meeting the item should be placed.