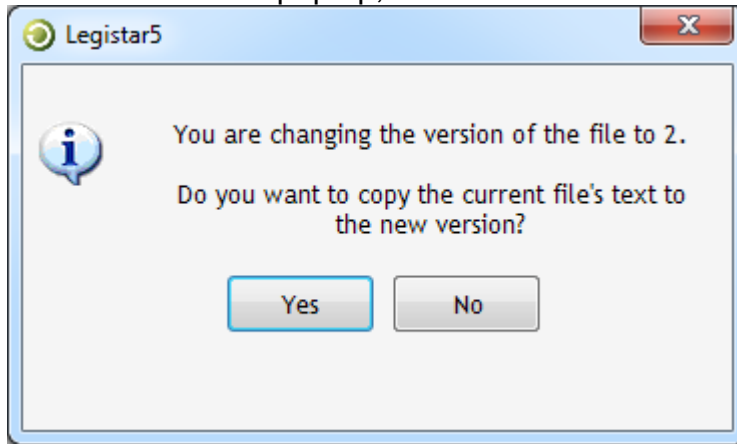
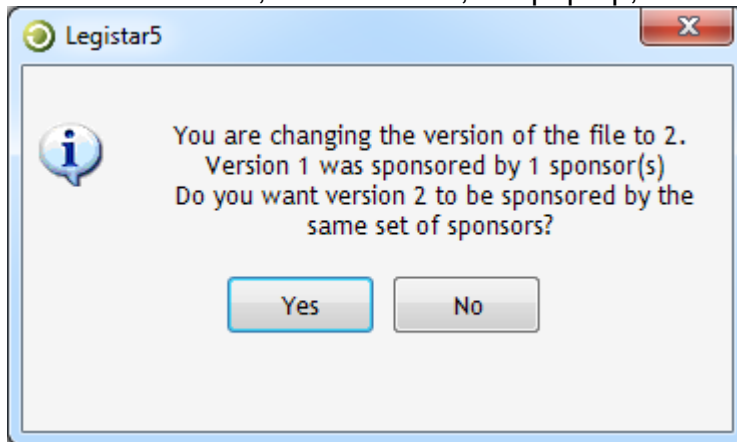


SENDING AN ITEM FOR AN AMENDMENT IN LEGISTAR

1. Open item to be amended in Legistar
2. Add any additional sponsors if necessary
 - a. Click on the Associations tab
 - b. Click "Edit" next to Sponsors
 - c. Double click on each addition sponsors name or click on their name and use the arrows to move them into the Selected Sponsors column
 - d. Once they are in the Selected Sponsors column highlight their name(s) and click on Tools and then "Mark as secondary"
3. Click on the Text File tab and then click on the gray "New" button
 - a. If you are not able to click on the button, make sure the file is unlocked by looking in the top green bar. If it says "Unlock" click on it to unlock it.
4. The below box will pop up, click "Yes"



5. Then another box, shown below, will pop up, click "Yes" as well

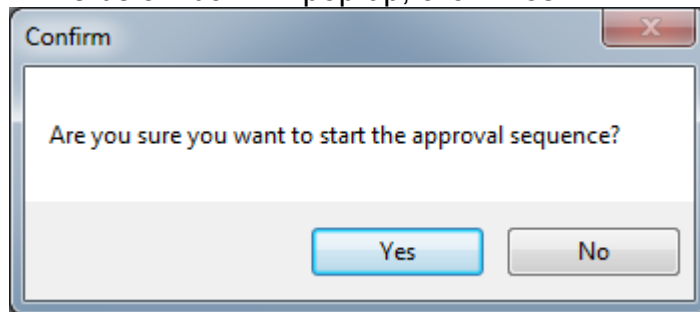


6. A word document will open (this may take a minute, just wait and do not click on anything in the meantime), once it does just click on the X in the top right corner of the document to close it

7. Click on the Details tab and enter the amendment details in the box next to Internal Notes.
8. Click on the Approval Tracking tab
 - a. Click on “New” in the bottom gray bar
 - b. In the drop down box on the right-hand side, next to Approver Name, select the name of the person who will be making the amendment
 - i. The County Attorney who drafted the legislation (initials can be found at the bottom the end of the word document)
 - ii. The County Attorney who staffed the meeting
 - iii. Brian Newman
 - iv. If it is a budget item then someone in OMB will make the amendment and then it will need to go to a County Attorney for review
 - c. In the Action Type drop down box select Approve
 - d. In the Email Template drop down box select Individual Review Request
 - e. Click on “New” in the bottom gray bar
 - f. The below box will pop up, click “Append”



- g. Repeat steps b through d to add the next approver, the last approver should be yourself.
 - i. If done adding approvers then click Start in the bottom gray bar
 - ii. The below box will pop up, click “Yes”



- iii. If more approvers are needed repeat steps a through until all have been added then follow step ii above

APPROVING AN AMENDED ITEM IN LEGISTAR

1. You will receive an email addressed to you (not Metro Clerk's Office) with the Subject "Approval Tracking - Individual Review Request"
2. Go into Legistar and open the item, which can be found on the Home screen in the bottom right-hand corner under Approval Requests
3. Click on the Text file tab
4. Click the gray "Edit" button which will open a word document (this may take a minute, just wait and do not click on anything in the meantime)
5. Review the word document to make sure the amendment is correct and has (as amended) at the end of the title
6. If not correct, the item will need to be delegated back to the person who made the amendment for correction
 - a.