

You will have the option to view the following:

MINUTES AGENDAS ORDINANCES RESOLUTIONS

After selecting your option, it will direct you to a sign-in page



These are required fields, however, you could enter initials or a unique alias if you do not wish to enter your name.

Note: You will need to enter a name or alias in both fields.

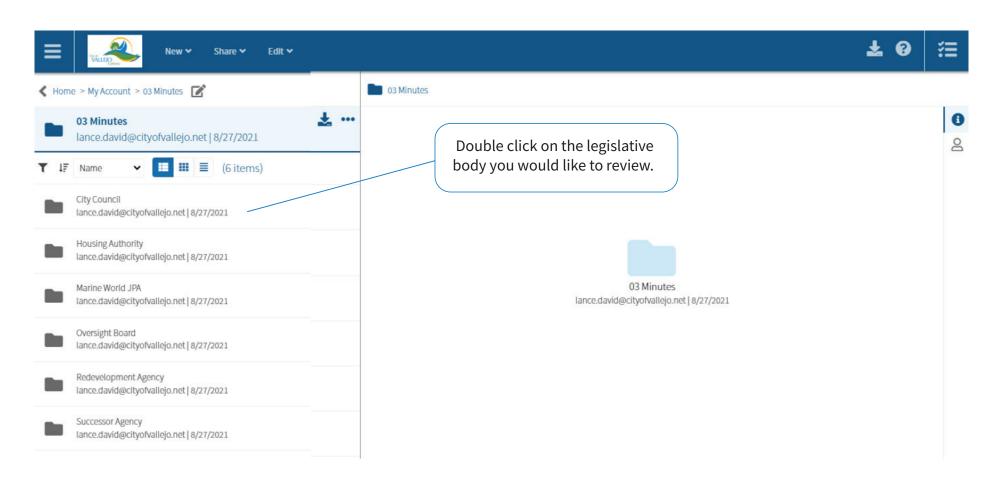
Once you enter your name or unique alias click on the [CONTINUE] button.

After you sign in you will need to agree to eFile Cabinet's terms of agreement. This will only be asked after your initial sign-in. In order to proceed you will need to agree to their terms.



# **How To: Navigate through Rubex Minutes**

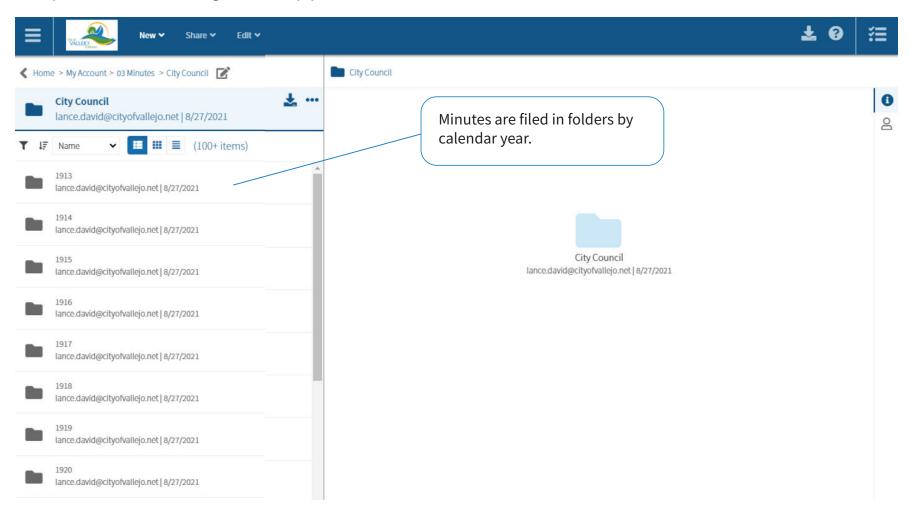
This is the Home screen once you log in. Here you will need to select the legislative body to view their corresponding minutes.





# **How To: Navigate through Rubex Minutes**

Once you have selected the legislative body, you will have access to the minutes.

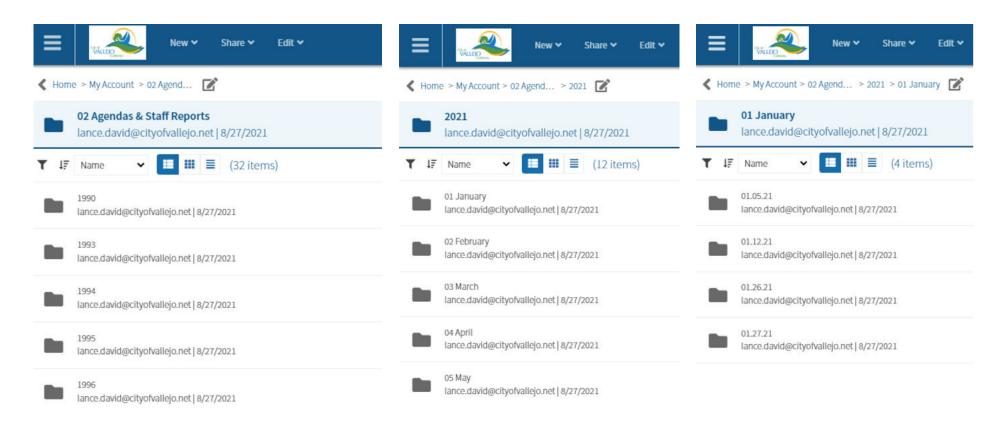




### **Agendas**

Follow the sign-in steps (First, Last name and optional email).

You will access the City Council Agendas. These are filed by calendar year > month > meeting date.

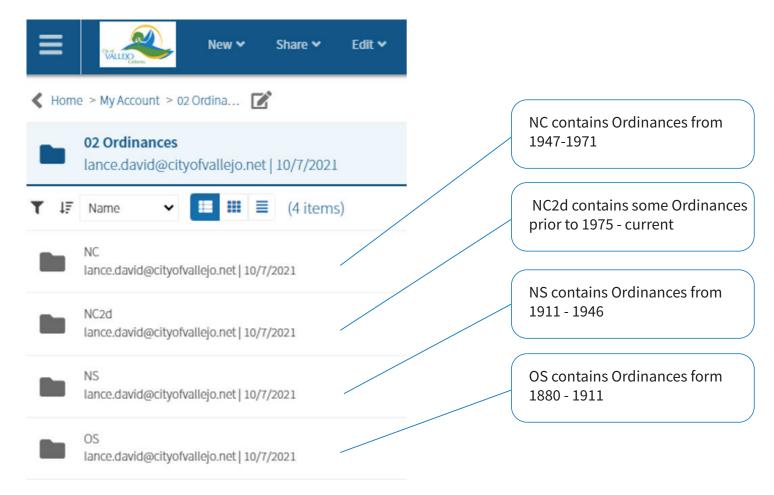




#### **Ordinances**

Follow the sign-in steps (First, Last name and optional email).

You will have access to City Council Ordinances by series > year.

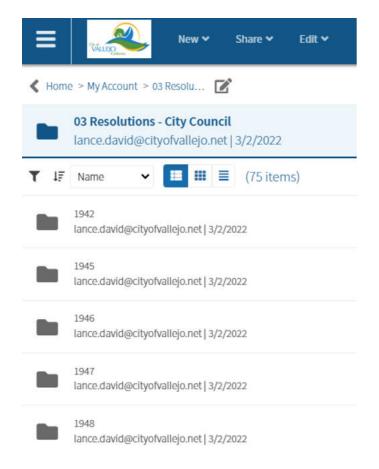


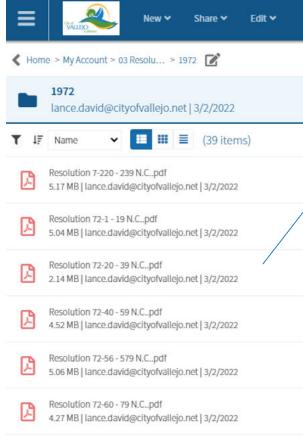


#### Resolutions

Follow the sign-in steps (First, Last name and optional email).

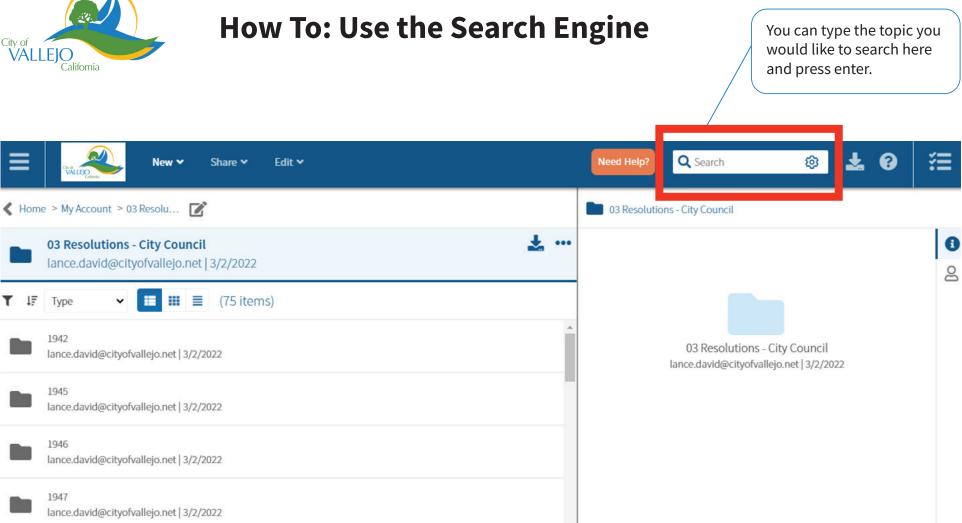
You will have access to City Council Resolutions by year





Please note that some of the older resolutions are grouped. (i.e. this group will contain all resolutions from 72-20 through 72-39).



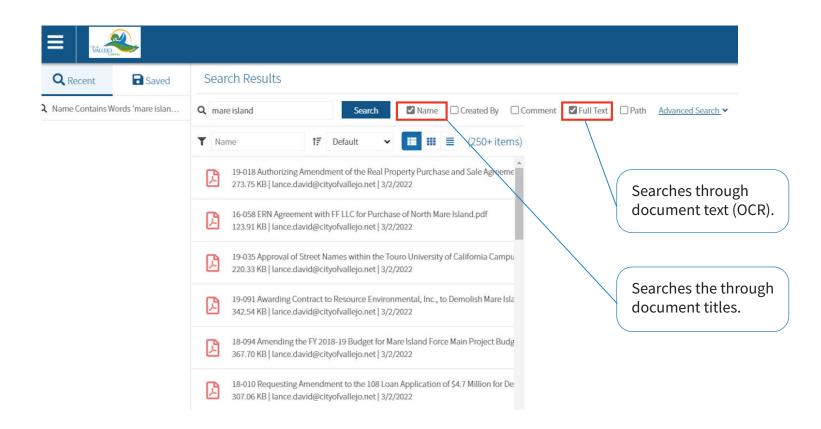




### **How To: Use the Search Engine**

After entering your search topic, you will be redirected to the search advanced settings while it looks for documents pertaining to your search.

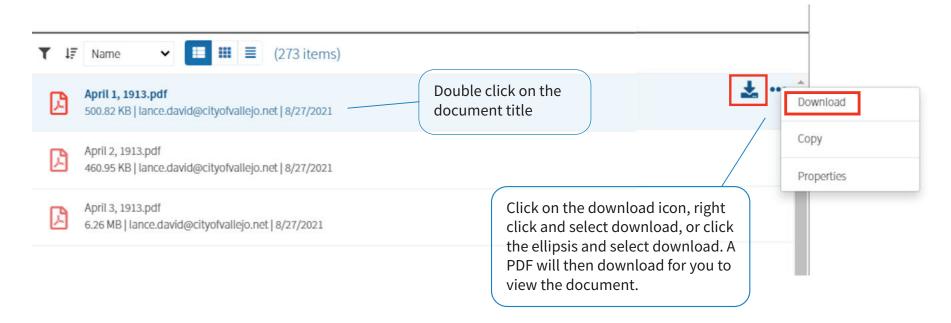
Here you can also change the search settings. It is highly recommended to use full text over all other options.





#### **How To: Download and View Documents**

Once you have found the document you want to download you can download a couple of ways.





## **How To: Log Off**

\*\*\*MAKE SURE TO LOG OFF TO AVOID ANY ERROR MESSAGES\*\*\*

Select the Menu button to see the drop down list and select log off.

