

**KENAI CITY COUNCIL JOINT WORK SESSION
MOBILE DEVICE & SOFTWARE TRAINING
MARCH 7, 2017 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
MAYOR GABRIEL, PRESIDING**

NOTES

Council present: R. Molloy, B. Gabriel, H. Knackstedt, T. Navarre, G. Pettay and J. Glendening

Others present: City Manager P. Ostrander, City Clerk S. Modigh, and City Attorney S. Bloom

Mayor Gabriel began the work session at approximately 6:00 p.m. advising the work session was called for Council to receive training from the Clerk's Office on the newly distributed iPad and iAnnotate software.

City Clerk Modigh and Deputy Clerk Heinz provided training on the following:

1. Basic Operations

- Review Items Provided (iPad Air 2 & charger/keyboard & charger/stylist/electronic clearer/quick reference manuals)
- Adjust keyboard for use
- Turning on the iPad
- Turning on the Keyboard
- Passcode – Fish
- If passcode changes, must be provided to clerk for troubleshooting
- Charging the iPad
- Charging the Keyboard
- Review Home Page (short cuts)
- Settings – auto lock enabled

2. Email

- Opening the Email Application
- City Email Accounts – public record – will not be accessed by city unless public records request is submitted, approved by city clerk and city attorney, city manager and councilors are all advised.
- Email Address & passcode – clerk must have if current is changed
- When you should or should not use your City Email Address

3. Safari

- Review of Safari (add favorite/read later)
- Opening your Agenda or Packet from Safari into iAnnotate and save

4. iAnnotate

- Closing and Opening the document (annotations automatically save when document is closed.)
- Reviewing the Directory Options (swipe or search)
 - Thumbnail View
 - Outline View

- Annotation View (will come back after entering annotations)
 - Annotations
 - Entering Annotations
 - Editing Annotations
 - Deleting Annotations
 - Finding Previously Entered Annotations
 - Annotations Tool Bar
 - Adding Tools
 - Deleting Tools
 - Review Tools
 - Creating Files
 - Deleting Files
 - Short Cuts
 - Glitch? Close and Reopen
- 5. Shutting Down Applications**
- 6. Shutting Down the iPad**
- 7. Wrap-Up**
- Phase One (iLegislate/Peak/eComment)
 - One-on-One Meetings
 - Updates

There was no one in attendance for public comment.

Council thanked the Clerk's for providing the training.

The work session adjourned at 8:14 p.m.

Notes prepared by:



Sandra Modigh, CMC
City Clerk

