

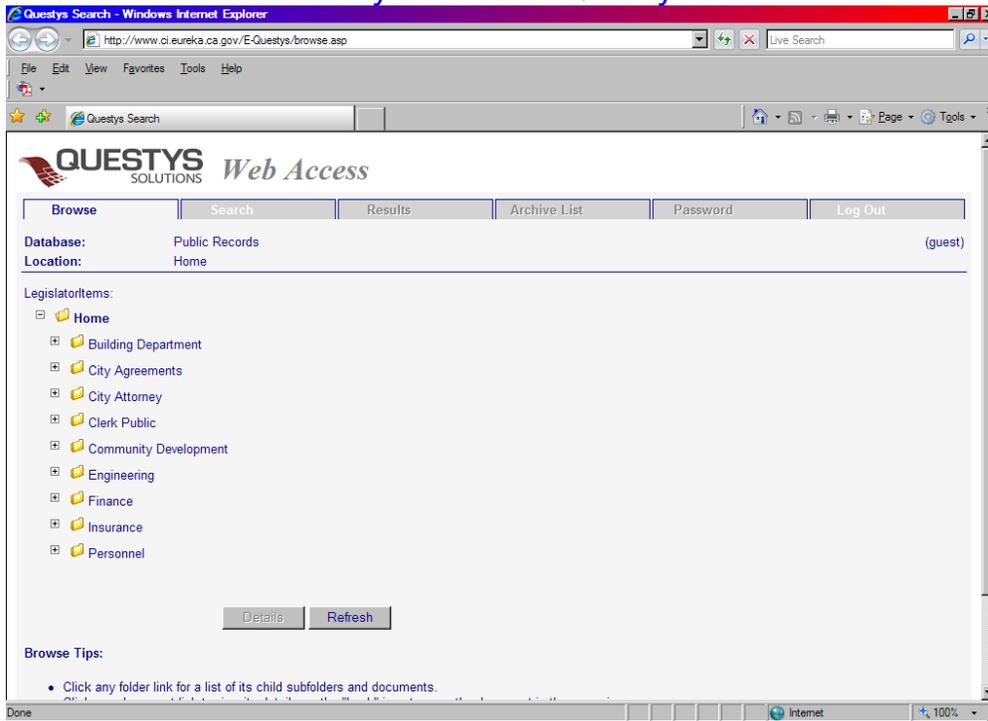
We are now able to offer the full agenda packets on-line. This function requires the Internet Explorer browser and Java (\*see below for troubleshooting tips).

- 1- Go to the City's website at [www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov) ;
- 2- Select the pull-down menu for "Departments";
- 3- Select "City Clerk";
- 4- Select "Search City Archives" (see sample image below)

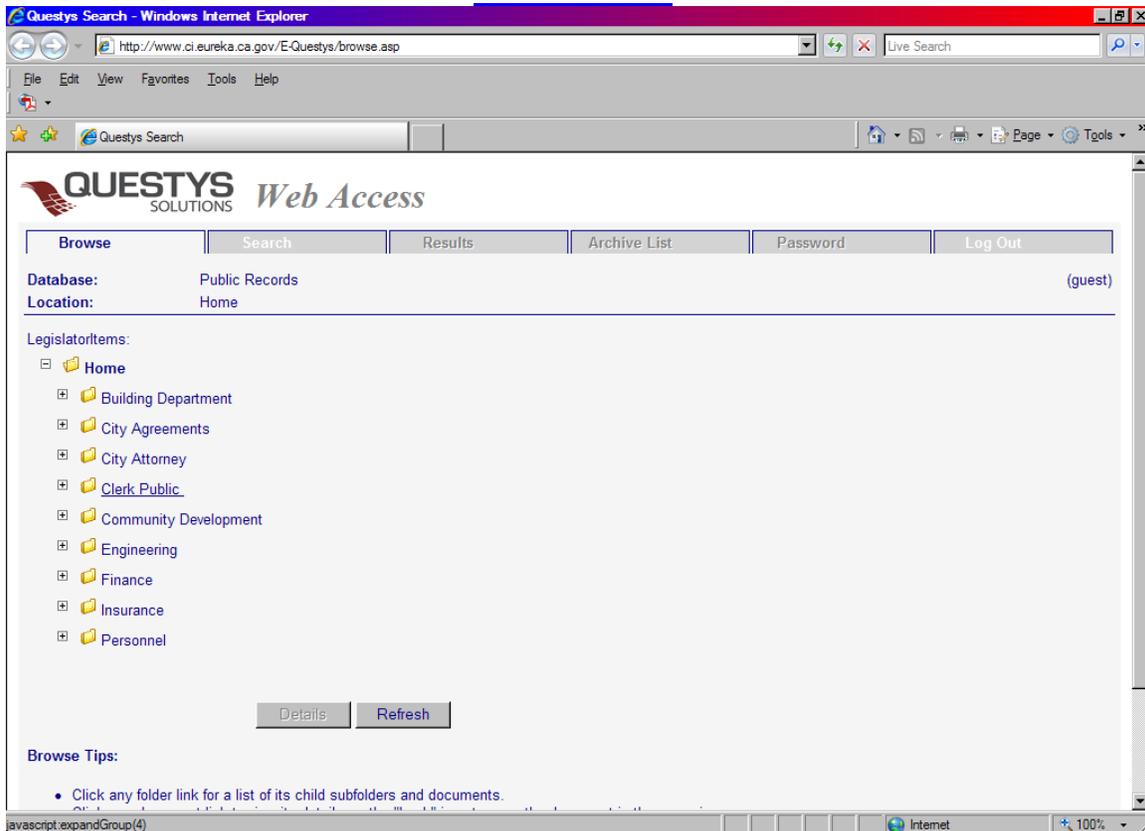


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5- This will take you to the “Questys Web Access” screen;



6- Click on the link to “Clerk Public”



## 7- Click on the link to "Agenda Packets"

Questys Search - Windows Internet Explorer

http://www.ci.eureka.ca.gov/E-Questys/browse.asp

File Edit View Favorites Tools Help

Questys Search

**QUESTYS SOLUTIONS** *Web Access*

Browse Search Results Archive List Password Log Out

Database: Public Records (guest)  
Location: Home\Clerk Public

LegislatorItems: LegislatorItems:

- Home
  - Clerk Public
    - Agendas
    - Eureka General Plan
    - Minutes
    - Ordinances
    - Resolutions
    - Agenda Packets
    - Boards & Commissions
    - Misc

Details Refresh

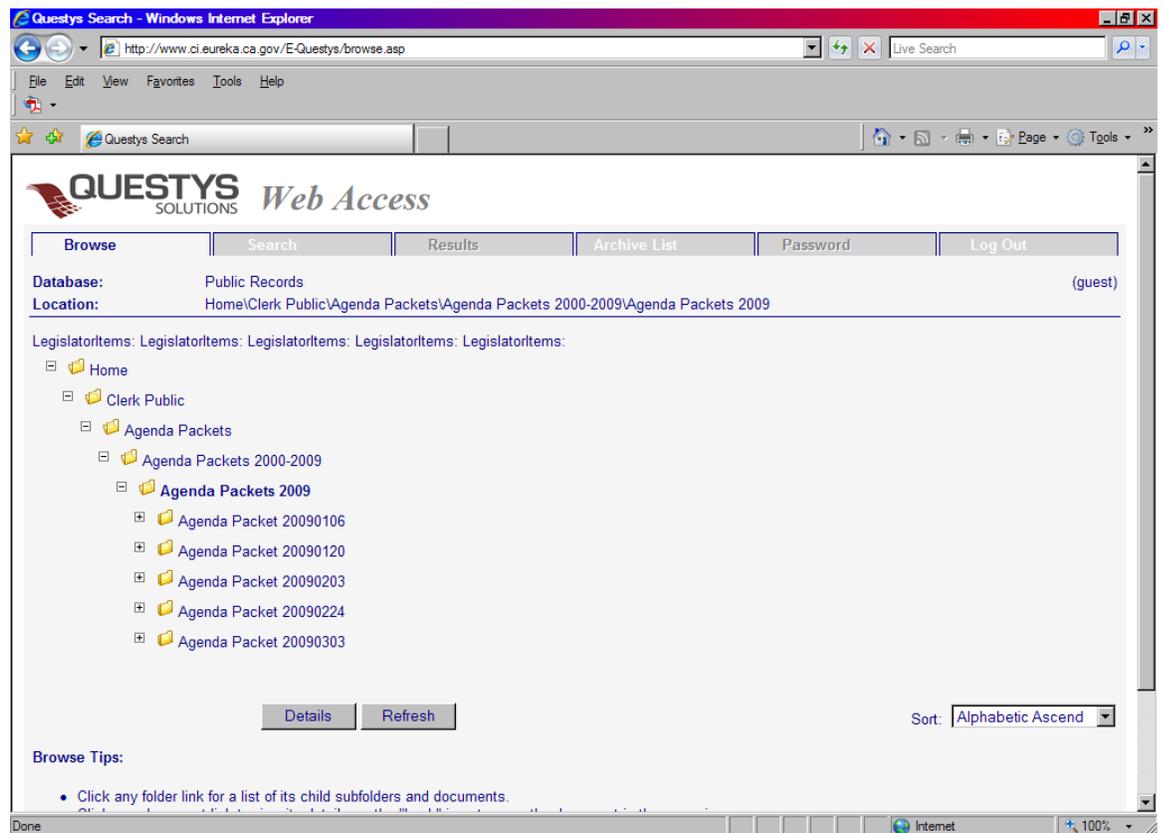
Browse Tips:

- Click any folder link for a list of its child subfolders and documents.

Internet 100%

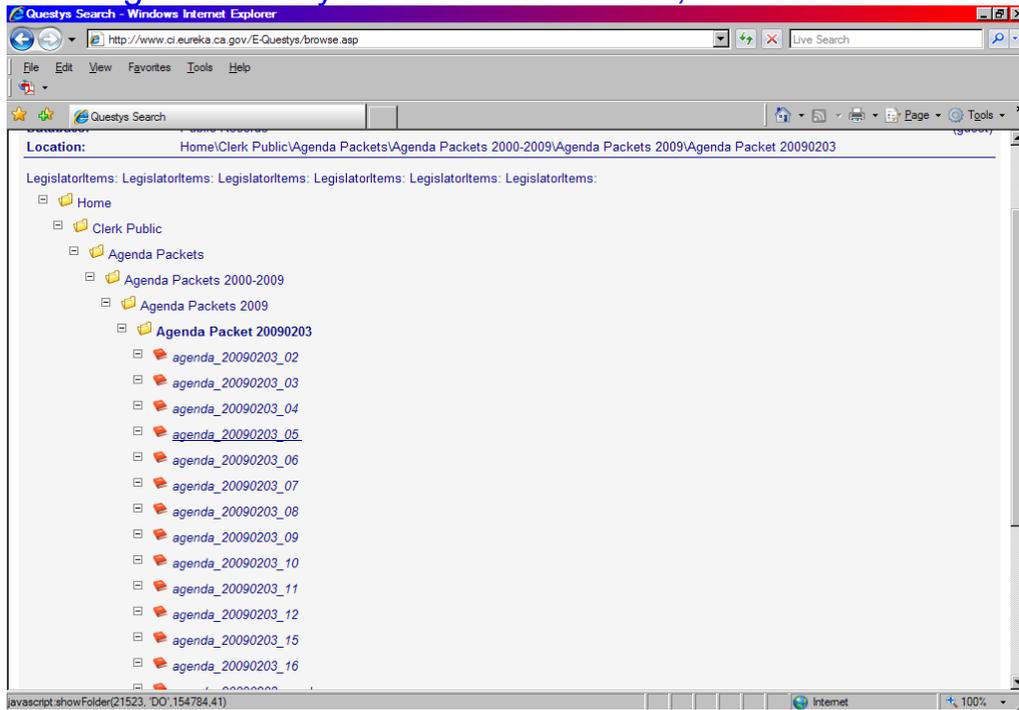
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- 8- Continue to *drill down* to find the agenda packet for the current meeting by clicking on “[Agenda Packets 2000-2009](#)”,
- then “[Agenda Packets 2009](#)”,
  - then click on “[Agenda Packet 20090203](#)”. Agenda items are labeled in this format: “agenda\_yyyymmdd\_nn” where y=year, m=month, d=day, n=item number. For example, the agenda backup materials for item 5, on February 3, 2009 would be labeled “[agenda\\_20090203\\_05](#)”.

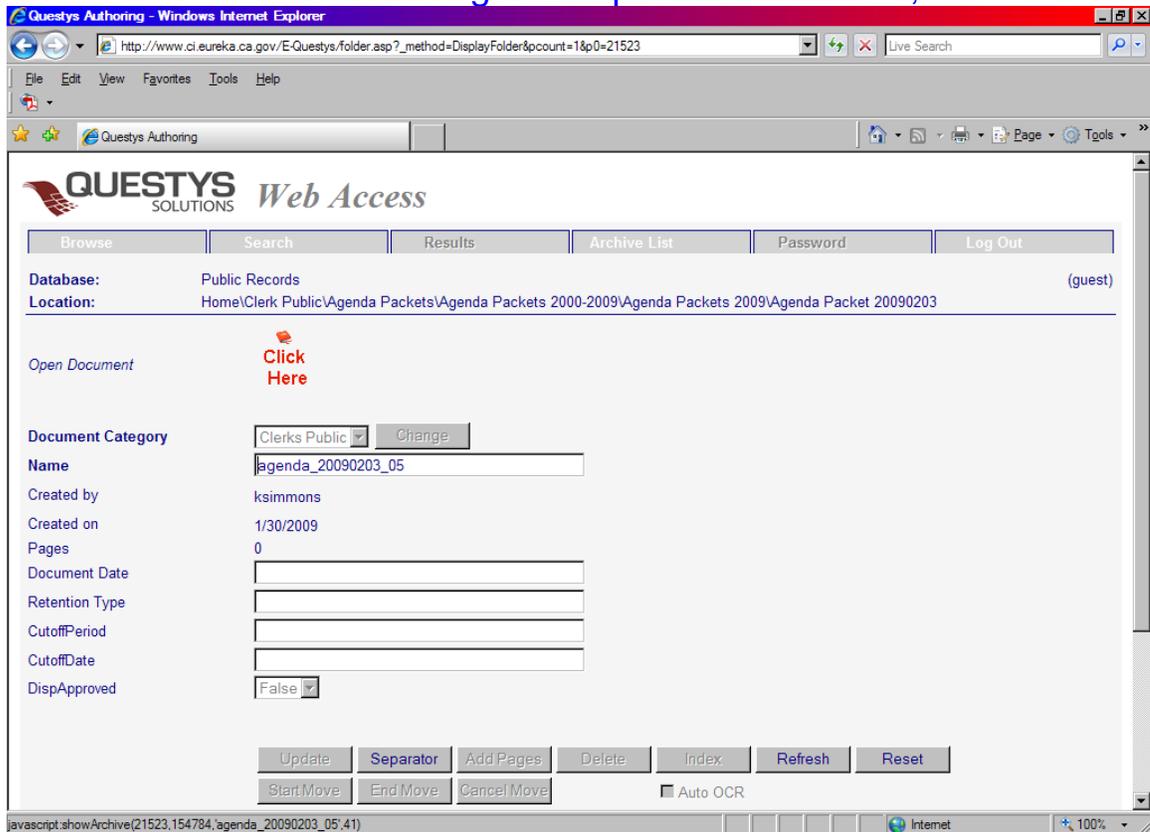


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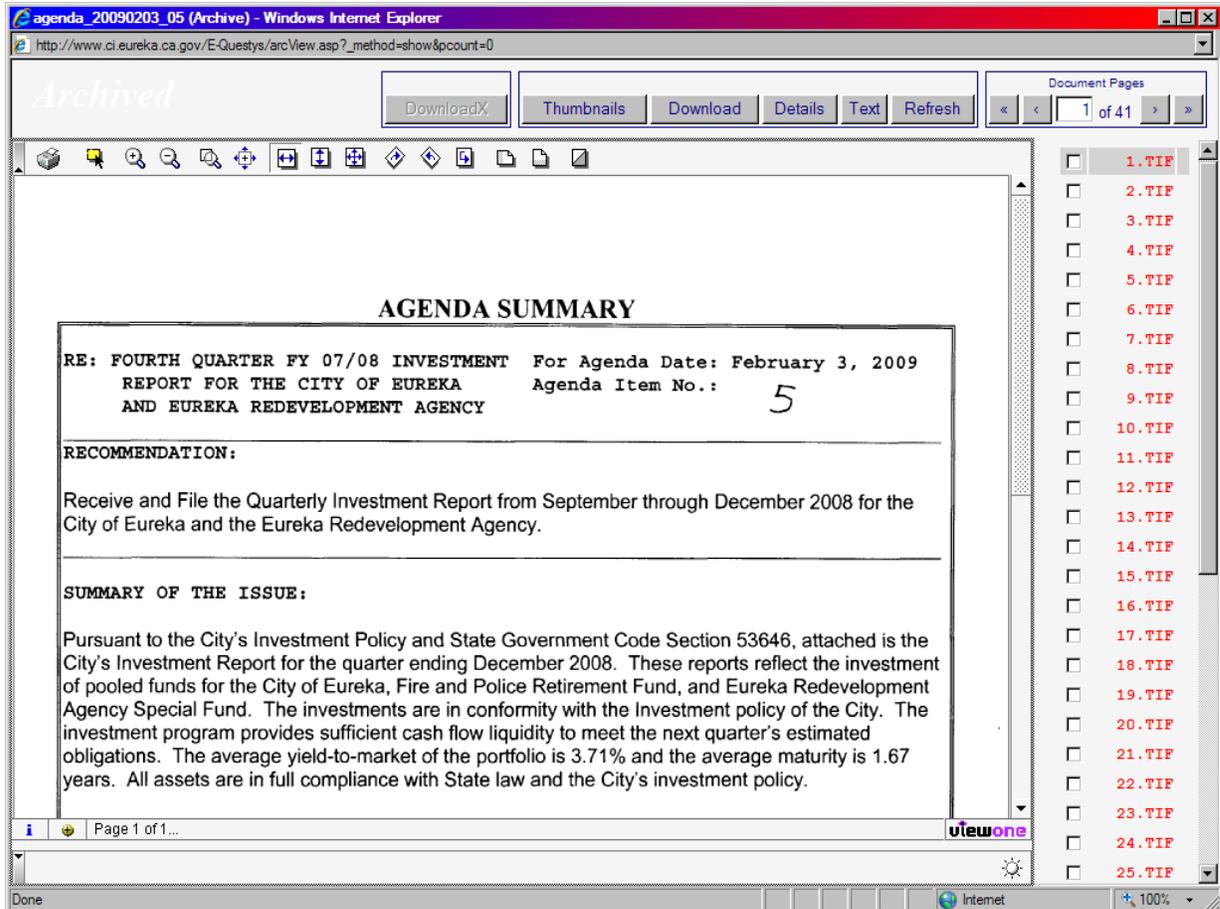
9- Click on the link to the red icon (looks like a red book) for the agenda item you would like to view;



10- Click on the red icon again to open the document;



- 11- A viewer window will open and load the document for viewing. This sometimes takes a minute to load the scanned documents.



If you need any assistance, please contact the City Clerk at (707) 441-4175.

\* **TROUBLESHOOTING TIPS:** The vendor that provides this solution for us supports only the Microsoft Internet Explorer Browser, so please make sure you are viewing the site using IE. The solution also uses java, pop-ups, and Active-X controls, so it is important to have Java installed and up to date on your computer, and enabled in your browser settings, and to allow pop-ups for this site. Here are some tips I have received from the vendor to help those having trouble viewing the archives:

- 1.) Install the latest version of Java from [www.java.com](http://www.java.com)
- 2.) In Internet Explorer (not Firefox), go to Tools > Options > Security > Sites > Trusted Sites >
- 3.) Enter the address of the website, uncheck the box that reads "Require server

verification (https:) for all sites in this zone”, click Add, and click Close

4.) Click Custom Level

5.) Scroll down to the ActiveX Controls and Plug-ins section. There should be about 10 items. Check Enable for all of them (or Prompt).

6.) Click OK, and exit out of all windows of Internet Explorer.

7.) Go to the website again and try viewing a document.