# Log in Now to Experience the Power of eCode 360



Once you log in using your password, your screen will look like the image above.

# Menu Bar

### Multicode Search\*

Search a topic across several Codes at the same time to see how other municipalities are handling the same issue.

2 Help

View step-by-step instructions to maximize your experience.

#### 3 Search

Find exactly what you're looking for across your entire Code.

# Navigation Bar

#### 4 Dynamic Table of Contents

Designed for simple navigation, the Dynamic Table of Contents opens, closes and moves with you so you always know where you are in your Code.

#### **5** Online Code Archives

Easily view previous versions of your Code online.

#### 6 New Laws

Access and search PDFs of recently adopted legislation that has not yet been codified.

#### **Manage Your Notes**

Display a list of all Notes viewable by you. Click the chapter title to view a note in your Code, or choose Edit to make changes.

#### 8 PubDocs<sup>™</sup>\*

Upload meeting notes, agendas, and other public documents to your online Code for easy searching and public access.

(Only Admin Users can upload documents. For more information, ask us for Admin training)

# Tool Bar



To use a tool on a particular section, chapter or article, click the checkbox to the left of the content.

# 9 Print

Print chapters or sections of your Code with just a few clicks.

### 10 Email

Share Code content by using the checkbox to send a direct link via email.

## Download

Simplify offline Code access by downloading sections to a PDF.\* When you're logged in, you can also download Code content to a Word document to easily draft new legislation.

# 12 Share

Click to share selected Code content on Facebook or Twitter, or copy the displayed link to paste it to another location.

### eAlert Update Notifications\*

Citizens can select sections in your Code and subscribe to receive automatic email alerts whenever that content is updated.

### **14** Notes and Custom Links

Create annotations anywhere within your Code that you can make viewable to everyone, a group of staff, or just to yourself. A note can contain a link to external information, another part of your Code, or even a form on your municipal website.

### **15** Search Selected Content

You can use eCode's robust seach capability to pinpoint anything within your selected content.