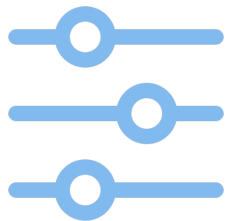# PRODUCT RELEASE NOTES

Q4 2023

What's New?

In this release, **we expanded Meeting Intelligence to include documents**, giving you the ability to search for keywords in meeting files like agendas and minutes.

Meeting-only Documents

Keyword Search Customization

Document Search & Text Highlights

Filter by Tags

Meeting Intelligence: Document Only Meeting Records

You can now access meetings with *only* documents in Meeting Intelligence! Discover meetings with Agendas or Minutes even when no meeting video is available, expanding your library of actionable intelligence!

City Commission Meeting
📅 11/27/2023 🏛 City of Winter Haven 📍 Florida 📄 Documents: 2

Document Only Meeting Record

Legislature Standing Committees
📅 11/27/2023 🏛 Chemung County 📍 New York 📄 Documents: 1

Number of Documents Available

HOW TO FIND IT

➜ Navigate to **Meeting Intelligence**
➜ **Open this search** to see examples of document only meetings, distinguished with the document icon thumbnail
➜ Click the Meeting Title or thumbnail to navigate to a **meeting details page**
➜ Click a document link to open up the full document
➜ *Note:* Documents are also available for meetings with video or audio (example)

City of Winter Haven, Florida

City Commission Meeting   11/27/2023

Documents   Files 2

Agenda Packet

📄 813a2957-2ed5-11ed-8da8-0050569183fa-a7964dfc-4738-43fa-98f1-f661db3c73ab-1700682805.pdf
PDF 31.92 MB

Agenda

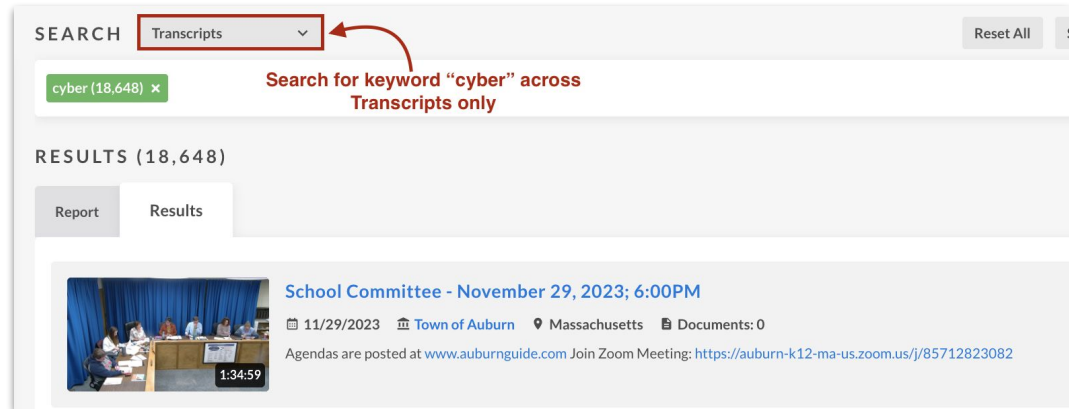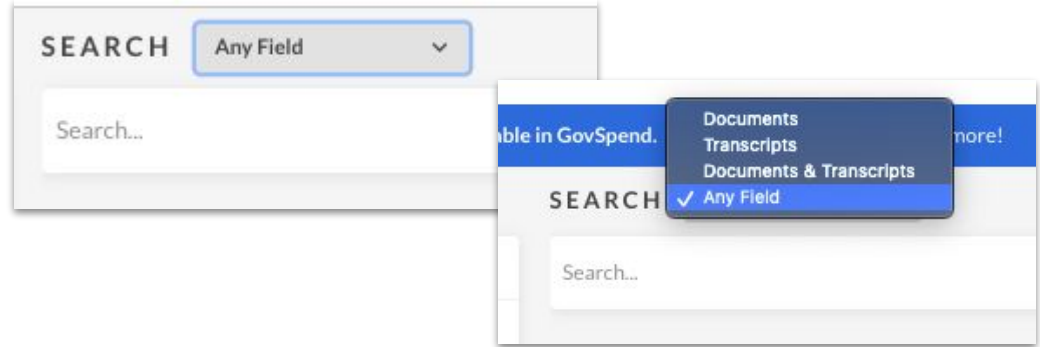📄 96d31603f1f74e4fc3239b8bde0c67730.pdf
PDF 921.20 KB

From the Details page, click to open available meeting documents

Meeting Intelligence: Keyword Search Customization

You now have more options available in the main search bar to customize what you're searching. Be specific about what you search and get more targeted results!

HOW TO FIND IT

→ Navigate to **Meeting Intelligence**
→ Use the dropdown above the search bar to select what you want to search:
  - Documents
  - Transcripts
  - Transcripts & Documents
  - Any field (Includes Documents, Transcripts, Title, and Description)
→ Type in a keyword
→ Click the **"Search"** button to filter your results

SEARCH Any Field

Search...

Documents
Transcripts
Documents & Transcripts
✓ Any Field

SEARCH

Search...

SEARCH Transcripts   Reset All

cyber (18,648) ✕   Search for keyword "cyber" across Transcripts only

RESULTS (18,648)

Report Results

School Committee - November 29, 2023; 6:00PM
📅 11/29/2023 🏛 Town of Auburn 📍 Massachusetts 📄 Documents: 0
Agendas are posted at www.auburnguide.com Join Zoom Meeting: https://auburn-k12-ma-us.zoom.us/j/85712823082
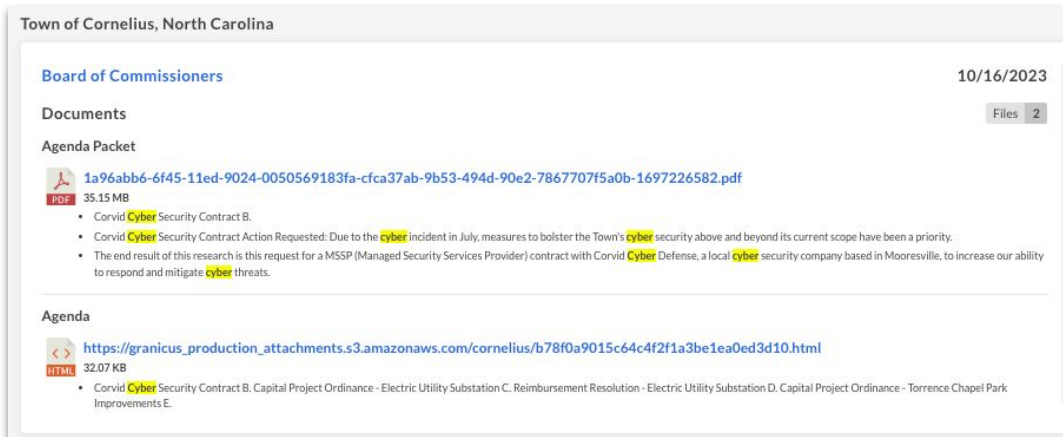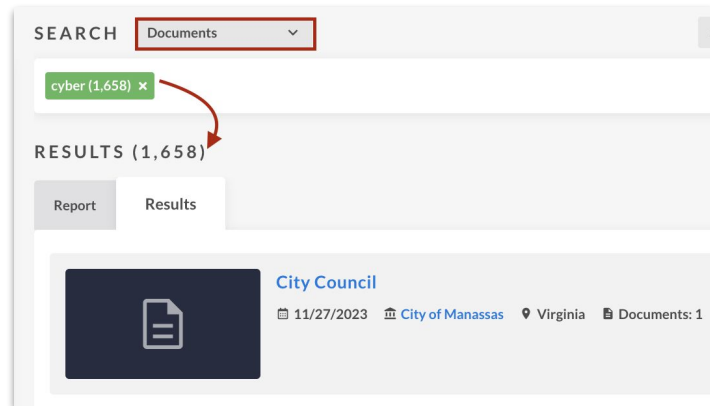
1:34:59

Meeting Intelligence: Document Search & Text Highlighting

Enrich your Meeting Intelligence search experience with document search! Perform searches across documents and see text where your keyword is mentioned. Search a wider range of meeting records to find additional insight and value!

HOW TO FIND IT

➜ Navigate to **Meeting Intelligence**
➜ Select **"Documents"** from the dropdown above the search bar
➜ Type a keyword in the main search bar, for example "cyber"
➜ Click the **"Search"** button to filter your results
➜ Results include records where your keyword(s) is mentioned in a meeting document
➜ Click the meeting title or thumbnail to navigate to a **meeting details page** and view mention of your keyword with context included
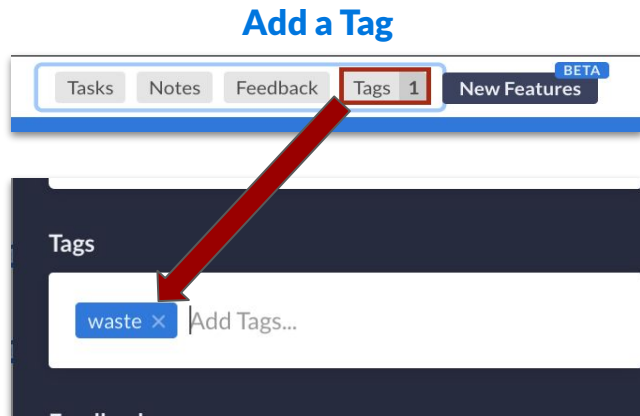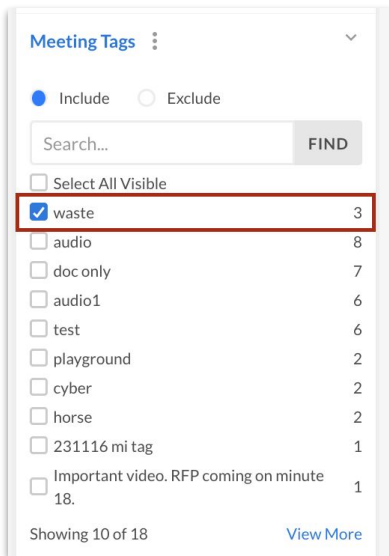➜ *Note:* Keyword highlighting does not carry over to the full document

Meeting Intelligence: Filter by Tags

Tag meetings and use that tag to filter your meeting search results. Track relevant meetings and create searches that are hyper focused on exactly what you need.

HOW TO FIND IT

➜ Navigate to **Meeting Intelligence**
➜ In the set of left filters, click **"Meeting Tags"** to expand the filter
➜ Select your tag from the list and choose to include or exclude meetings with that tag from your search results
➜ Click the **"Search"** button to filter your results
➜ To add a Tag:
  ◆ Navigate to a **meeting details page**
  ◆ In the top toolbar click **"Tags"**
  ◆ In the "Tags" section of the sidebar that opens, type your Tag and hit enter

Add a Tag

More Information

For more information, check out these helpful resources:

Video: How to Search Documents in Meeting Intelligence

Guide: How to Search Meeting Intelligence

Guide: Viewing Meeting Details