

# GAMUT MEETING

## Features

Setting Default Email for Public Comments




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# // SETTING DEFAULT EMAIL FOR PUBLIC COMMENTS //

The GAMUT Policy module will allow you to get public input on pending policies. There are a few steps you will need to take to ensure that this option is setup for your district and/or specific policy. The public should see pending policies appear on the home page.

- 1) Hover on the Policy Tab
- 1) Select **Policy Administration**
- 1) In the Public Comment box, enter email address to send comments to
- 1) Click **Save**



The screenshot shows a web interface for "Policy Administration" with a breadcrumb trail "Home > Policies Listing > Policy Administration" and a "Powered by simbli" logo. The main heading reads "Please enter an email address below that the public will submit comments to when commenting on 'Policies Available for Public Comment.'" Below this is a text input field labeled "Public Comment:" with "(Email address)" to its right. Further down are several settings, each with a radio button and a label: "Header Style" (Standard selected, Alternate), "Policy Manual" (Public selected), "Regulations" (Public selected), "Exhibits" (Public selected), and "Last Revisited Date" (Yes selected). Each setting has a sub-label in parentheses explaining the effect. A "SAVE" button with a lock icon is located at the bottom right of the form area.

Last Updated: June 2020

# // QUESTIONS? //

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