



REPORT SUBMISSION FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

Note to the Report Writer:

1. Create the staff report to Council using Templates on CWW or in eDocs
2. Save your report to Council in eDocs and ensure all relevant attachments are also saved in eDocs. The report workflow should not be started until the report package is complete and saved in eDocs.
3. Ensure the document access/security in eDocs includes the following groups:

Open/Public Council or Committee Meeting reports and attachments

- Full Access: City Clerk Users
- Read-Only Access: Communication Users

Closed Council Meeting reports and attachments

- Full Access: Closed Council Reports Users

4. **TABLE:** List the staff report and all report attachments on the table along with their corresponding eDOC file number. Ensure the eDOC number is hyperlinked to the recent (last) version of the report. (When your cursor hovers over the hyperlink it should read /r at the end of the hyperlink.)
5. **SUBJECT:** Copy and paste the report title from your covering staff report.

SUBJECT:

#	Document Title	eDOC Number (Hyperlink)
1	Minutes - June 24	721434
	List Report Attachments Below	
2	Voting Summary	692217
3		
4		
5		
6		