



User Guide

ADMIN USERS



The screenshot shows the City of Townsville eCode360 website. Key elements are highlighted with callouts:

- Login:** A yellow callout points to the 'Login' button in the top right banner.
- Menu Bar:** A blue callout points to the navigation bar containing 'Home', 'Admin', 'Help', a search box, and 'Advanced'/'Multicode' filters.
- Tool Bar:** A green callout points to the toolbar with icons for 'Print', 'Email', 'Download', 'Share', 'Get Updates', and 'Add Note'.
- Navigation Bar:** A green callout points to the left-hand navigation menu, which includes sections for 'Charter', 'Code', and 'Public Documents'.
- Check Box:** A green callout points to a checkbox next to 'Chapter 55 Ethics, Code of' in the 'Administrative Code' section.

Login to eCode







1. Click the Login button located in the banner.
2. Enter your Email Address and Password.
3. Click the Login button.

The login form includes fields for 'Email Address / Username' and 'Password', a 'Forgot password?' link, and a 'Login' button. A 'Help video' link is also present.

Navigating eCode

- Hover over the Table of Contents to reveal a condensed view of your Code. Click on a chapter to go directly to that specific chapter of your Code.
- Click the Home button in the menu bar, or click Code in the Navigation bar to get to the beginning of your Code.
- Jump to a specific place in your Code. Click in the Search box. Type the Code Chapter name or number. Click the result that you would like to navigate to.

The Table of Contents shows 'Part I: Administrative Legislation' with sub-chapters: 'Ch 1 General Provisions', 'Ch 4 Administration of Government', and 'Ch 17 Cable Commission'. The search dropdown shows results for 'zoning', including 'Ch 325 Zoning', '§ 55-8 Zoning districts', '§ 178-8 Board of Zoning Appeals exemptions', and '§ 295-4 Zoning considerations'.

Function	Button	Use
Print		<ol style="list-style-type: none"> 1. Select the chapter(s) or section(s) that you would like to print by clicking the checkbox. 2. Click the Print button.
Email		<ol style="list-style-type: none"> 1. Select the chapter(s) or section(s) that you would like to include a link to in an email. 2. Click the Email button.
Download		<ol style="list-style-type: none"> 1. Select the chapter(s) or section(s) that you would like to download. 2. Click the Download button. 3. Choose between download to a PDF and download to Word.
Share		<ol style="list-style-type: none"> 1. Select the chapter or section that you would like to share a link to on social media. 2. Click the Share button. 3. Choose between share on Twitter and share on Facebook, or paste the link to another social media app.
Get Updates		<p>Be informed when there is a change to the Code.</p> <ol style="list-style-type: none"> 1. Select the part of the Code that you are interested in, or leave the checkboxes unchecked to receive updates on any part of the Code. 2. Click the Get Updates button. 3. Enter your email address.
Add Note		<p>Annotate your Code.</p> <ol style="list-style-type: none"> 1. Click the Add Note button. 2. Enter a Title for the note and then type your Note in the large white box. 3. Decide who can see your Note. You can keep it private for you, select the group of municipal users, or make it viewable by the public. 4. Click Save.

New Laws

1. Email your newly passed legislation to: ezsupp@generalcode.com. It will be viewable in the New Laws tab.
2. Click the New Laws tab in the Navigation Bar.

- Charter
- Code
- New Laws (16)**
- Index
- Notes

New Laws Help videos

Adopted legislation that has not yet been incorporated into the Code can be found below. Once a new law has been codified, it will no longer appear in this section. Legislation emailed to General Code is typically posted to New Laws within hours. If you have new legislation, please attach your file(s) in an email to ezsupp@generalcode.com.

Title	Adopted	Subject	Affects
L.L. No. 4-2020	2020-04-19	Charter Amendment	Ch C
L.L. No. 5-2020 - Affordable Housing <i>By Resolution No. 93-19</i>	2020-05-21	Charter Amendment	Ch C
L.L. No. 6-2020	2020-07-21	Charter Amendment	Ch C
Ord. No. 2020-162	2020-06-19	Water and Sewers: Water Rates and Sewer Rents Amendment	Ch 348 Art VI

Add information about any New Law

Click the bold link to view the new law

The affected chapter appears in this column

New Law Indicators

- Chapter 240 **Noise** (§ 240-1 – § 240-15) >
- Chapter 264 **Sewer Use** (§ 264-1 – § 264-54) >
- Chapter 268 **Shopping Carts** (§ 268-1 – § 268-8) >
- Chapter 272 **Signs** (§ 272-1 – § 272-20) >

Appears in the Table of Contents

Notes with links have been added to the top of each chapter or article affected by the new law.

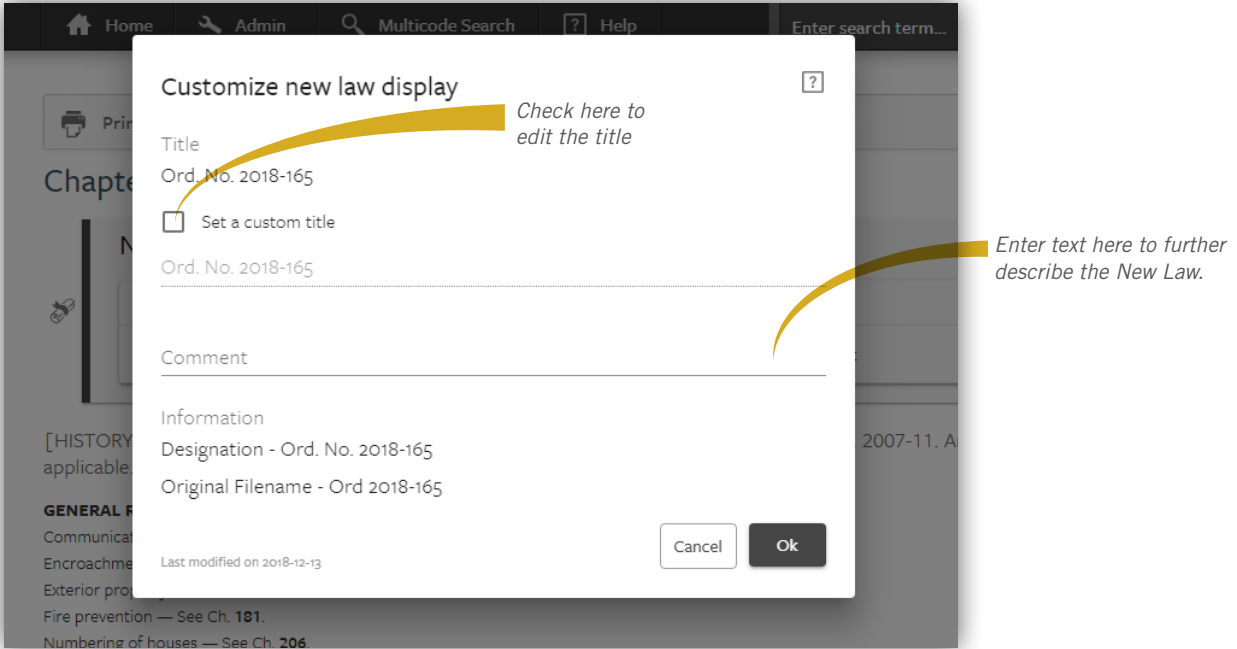
Chapter 272 Signs

New Laws

Title	Adopted	Subject	Affects
Ord. No. 2018-173	2018-06-19	Exterior Property Maintenance Amendment; Signs Amendment	Ch 178, Ch 272

Manage New Laws

Admin users can log in to control how New Laws appear in the online Code.

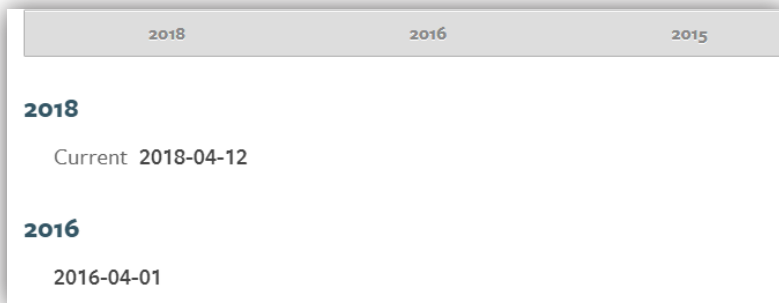


When your Code is supplemented, the New Laws will be codified, and the New Laws tab will be empty until new ordinances are sent to General Code.

View Archives

1. Click the Archives button in the Navigation Bar.
2. Click on the dated Archive that you want to review.
3. Click the (Return to current version) link to return to the current Code.

- Charter
- Code
- Archives**
- New Laws
- Index
- Notes



Displaying Archived Version from 2015-08-01
 (Return to current version)

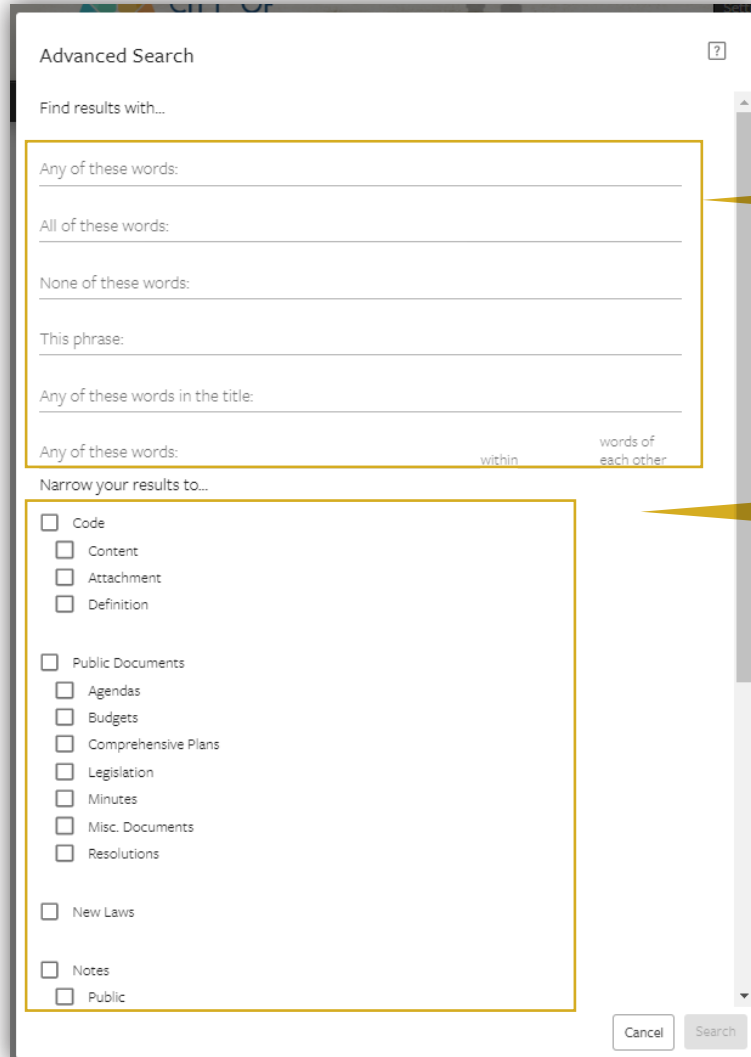
Search eCode

Entering a term in the search field will bring you to the Search Results page.

1. Click in the Search box
2. Type the Search term
3. Press Enter



Advanced Search



Click here to access
Advanced Search options

Enter keywords or phrase on
these lines

Restrict the search to only
these types of content.

Search Results

Help videos

Click here to view only the Content that you are interested in.

Narrow your Search Results by checking the boxes that are of interest.

The screenshot shows a search results page with a left sidebar and a main content area. The sidebar includes a filter for 'Code (24)' which is selected, and a 'Filter By Chapter' section with several unchecked checkboxes. The main content area displays search results for 'animals', including sections for 'Dogs and other animals' and 'Riding animals or operating vehicles restricted'. Annotations with yellow arrows point to the 'Code (24)' filter, the 'Filter By Chapter' section, the 'Help videos' link, and the print/email icons for a search result.

All Results (48)
Code (24)
New Laws (1)
Public Documents (23)
Notes (0)

Sort By
Relevance

Filter By Chapter

- Ch C. Charter (1)
- Ch 1: General PROVISIONS:1.1 (1)
- Ch 157: Commons (3)
- Ch 178: Exterior Property Maintenance (4)
- Ch 196: Garbage and Refuse (1)
- Ch 240: Noise (2)
- Ch 264: Sewer Use (3)

Search Results

Related searches:
dogs(36) cats(24) dogs and other animals(4) wild animals(1)

§ 157-12 Dogs and other animals.
Code / Ch 157: Commons / Ch 157 Art II: Use of the Commons

No animals are allowed on the Primary ... does not apply to service animals providing assistance to ... and ordinances pertaining to animals, and as outlined above in § ... that require the presence of animals to perform the function of ...
animal (2) animals (11)

§ 336-4 Riding animals or operating vehicles restricted.
Code / Ch 336: Parks and Recreation / Ch 336 Art I: General Provisions


No person shall drive any motorized vehicle, except wheelchairs and scooters used for people with mobility impairments, or ride a horse or other animal on the lawn or grass areas of any park.
animal (1) animals (1)

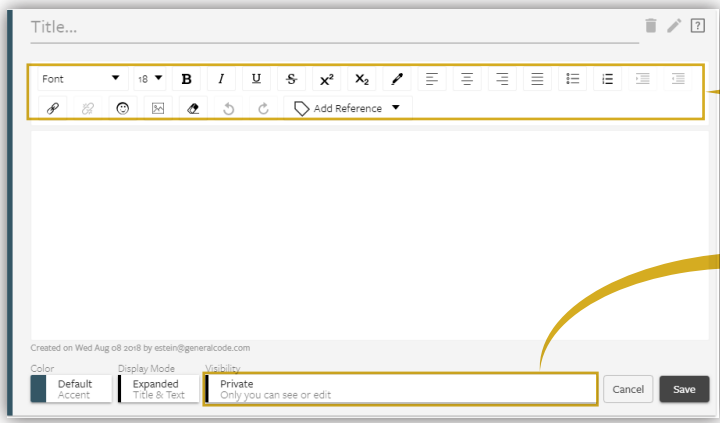
282-4{6} BUILDING
Code / Ch 282: Stormwater Management and Erosion and Sediment Control / Ch 282 Pt 1: Stormwater Management and Erosion and Sediment Control / Ch 282 Pt 1 Art I: General Provisions / 282-4: Definitions.

Any structure, either temporary or permanent, having walls and a roof and designed for the shelter of any person, animal, property or agricultural and/or business operation, and containing or sheltering 100 square feet or more of surface area.
animal (1)

Print or email a link of your results

Adding Notes to Your eCode

1. Annotate your Code by clicking on the  button.
If you don't check a box for a specific section of the Code, then the Note will get added to the top of your Code. If you do select a specific chapter or section, then the Note will appear at the start of that chapter or section.
2. Enter a description in the Title field.
3. Click in the large white field and type the contents of your note.
4. Use the visibility field to change who will be able to view the note.
If you leave it as it defaults, then you will be the only person to view the Note. You can change it so that all of your municipal employee eCode users can view it or change it to Public for the note to be visible to your residents.
5. Click the Save button.

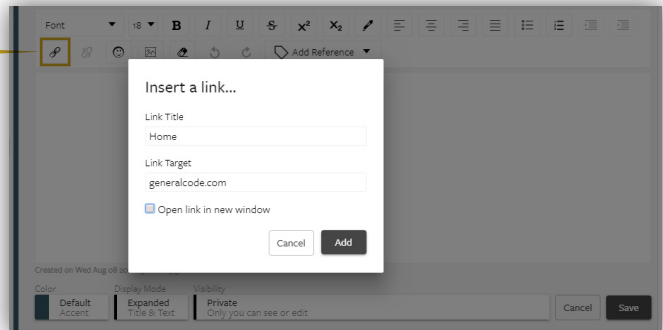


Text formatting options

Who will be able to view the note?

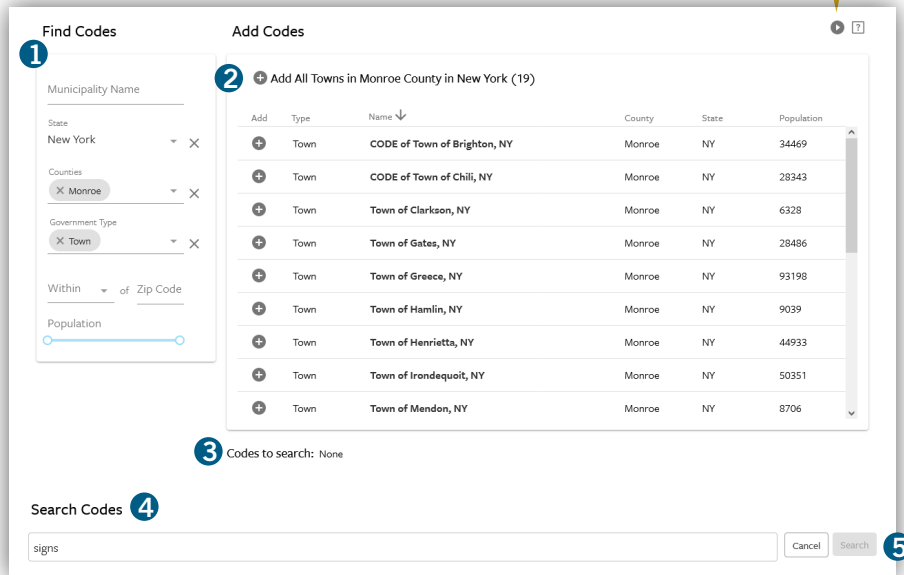
Add a Link to Your Note

1. Navigate to the page that you want to link to.
2. Copy the URL.
3. Navigate to your Note; select the place where you want the link to go.
4. Click the Hyperlink button.
5. Paste the link into the Link Target field.
6. Click the Add button.
7. Click the Save button.



Multicode

Help videos

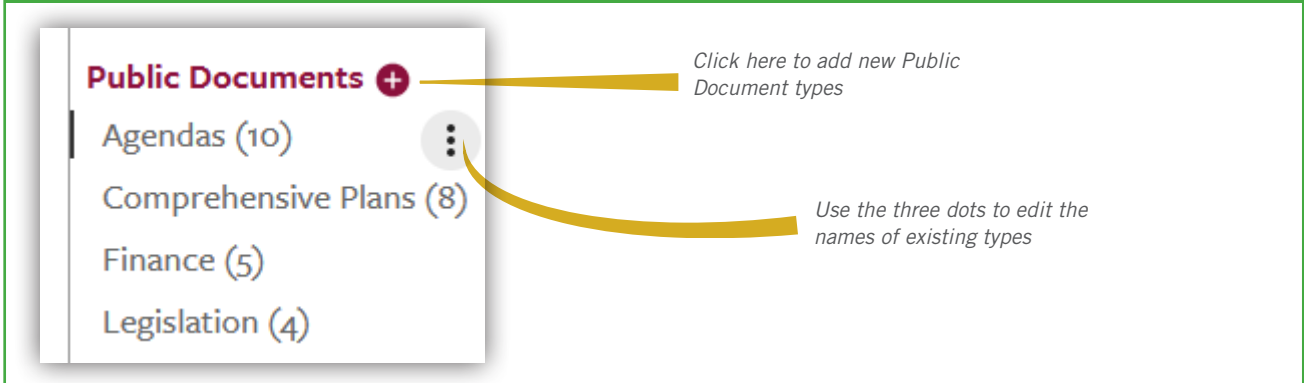


The screenshot shows a 'Find Codes' and 'Add Codes' interface. On the left, under 'Find Codes', there are filters for Municipality Name (New York), State (New York), Counties (Monroe), Government Type (Town), and a Population slider. On the right, under 'Add Codes', a table lists 19 towns in Monroe County, NY, with columns for Add, Type, Name, County, State, and Population. A yellow arrow points to a 'Help videos' link above the interface. At the bottom, there is a 'Search Codes' field with the text 'signs' and 'Cancel' and 'Search' buttons.

Add	Type	Name	County	State	Population
+	Town	CODE of Town of Brighton, NY	Monroe	NY	34469
+	Town	CODE of Town of Chili, NY	Monroe	NY	28343
+	Town	Town of Clarkson, NY	Monroe	NY	6328
+	Town	Town of Gates, NY	Monroe	NY	28486
+	Town	Town of Greece, NY	Monroe	NY	93198
+	Town	Town of Hamlin, NY	Monroe	NY	9039
+	Town	Town of Henrietta, NY	Monroe	NY	44933
+	Town	Town of Irondequoit, NY	Monroe	NY	50351
+	Town	Town of Mendon, NY	Monroe	NY	8706

1. Enter criteria here that produces a list of Codes that you want to Search
2. Click the + to add Codes to the Search
3. Inspect this list to confirm that this is the list of Codes that you want to Search on
4. Enter Search term or phrase
5. Click Search

Manage Public Document Types



Public Documents + *Click here to add new Public Document types*

- Agendas (10) *Use the three dots to edit the names of existing types*
- Comprehensive Plans (8)
- Finance (5)
- Legislation (4)

Manage Categories

Agendas

Category: (All) | Year: (All) | Month: (All) | Day: (All) | Add Document

- Select the Public Document type that you want to create categories for. i.e. Agendas
- Select the three dots opposite that type.
- Select Add Category.
- Enter the Category Name in the Title box.
- Choose the preferred order of display for the documents.

Add a Category

Title:

Description:

Private?

Group By: Ungrouped | First Sort By: **Alphabetical Ascending** | Then Sort By: No Sorting

View Document Upload Information

- Click the + next to the document in question.

Feasibility

+ Feasibility Study - New Power Generation Site

Feasibility

Feasibility Study - New Power Generation Site

Date: 2012-09-05

Created on 2018-03-08 by Jeanie Sanders - Trainer; Last modified on 2022-11-01 by Jeanie Sanders - Trainer

The date the file was approved or created

When the file was originally uploaded, and by whom.

When the file was last modified, and by whom.

Upload Documents

1. Select the type of document you would like to upload. i.e. Agendas
2. Click the Add Document button.
3. Click the Upload Button.
4. Select the file and click the Open button.
5. Choose the Category. i.e. Planning Commission
6. Click the Date field and select the date from the calendar
7. Click OK.
8. Click Save.

Add a new Public Document

Document Type
Document

Upload No file uploaded

Type: Agendas

Category
(Uncategorized)

Name

Description

Date
Thu, Nov 10

Private?

Cancel **Save**

2022

November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Clear **Cancel** **OK**

Move or Delete Documents

1. Select the documents that you want to move or delete.
2. Click the Actions button.
3. Select Move or Delete. If you choose Move, fill in the Type and Category lines where the documents are moving to; then click Move.

Misc. Documents

Category (All) Year (All) Month (All) Day (All) **Add Document** **Actions**

(Uncategorized)

1933

- The Daily Record 1933-05-27
- The Daily Record 1933-05-25
- The Daily Record 1933-05-24

Move
Delete
Download

Move Documents:

- The Daily Record 1933-05-27
- The Daily Record 1933-05-25
- The Daily Record 1933-05-24

Type:
Misc. Documents

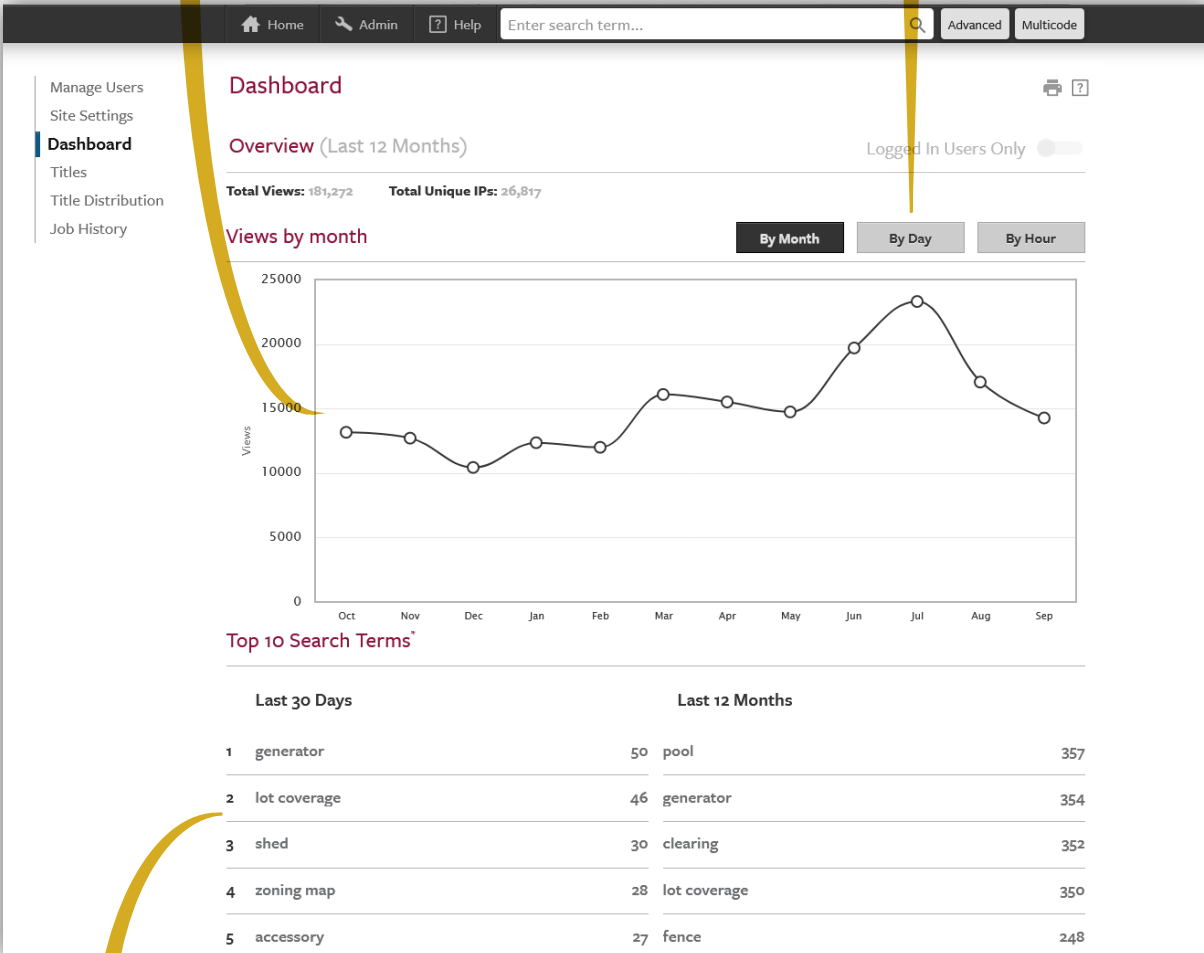
Category:
(Uncategorized)

Cancel **Move**

Using the Dashboard

Hover your mouse over the graph to view how often your eCode is accessed.

Change the graph to view how often your eCode is accessed by Month, Day of the week, or Time of Day



The dashboard interface includes a navigation menu on the left with options like 'Manage Users', 'Site Settings', and 'Dashboard'. The main content area features a 'Dashboard Overview' for the last 12 months, showing 'Total Views: 181,272' and 'Total Unique IPs: 26,817'. A line graph titled 'Views by month' is displayed with tabs for 'By Month', 'By Day', and 'By Hour'. Below the graph is a table of 'Top 10 Search Terms' split into 'Last 30 Days' and 'Last 12 Months'.

Month	Views
Oct	13000
Nov	12500
Dec	10500
Jan	12500
Feb	12000
Mar	16000
Apr	15500
May	14500
Jun	19500
Jul	23500
Aug	17000
Sep	14000

Last 30 Days		Last 12 Months	
1	generator	50	pool 357
2	lot coverage	46	generator 354
3	shed	30	clearing 352
4	zoning map	28	lot coverage 350
5	accessory	27	fence 248

View the most popular Search terms in the last month, as well as the past year.

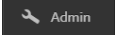
Manage eCode Logins

1. Click the  button in the Menu bar.
 - To add a user, click in the username@example.com text box and type the user's email address. Click the .
 - To remove a user, click the  adjacent to that user's email address.
 - To change a user's password, click the  adjacent to that user's email address.

Manage Users

- Site Settings
- Dashboard
- Titles
- Title Distribution
- Job History

View Account Information

1. Click the  button in the Menu bar.
2. Click Titles in the Navigation bar.
3. View how often your Code is updated under the Supplement Schedule column.
4. View how many paper copies of your Code are on hand for your municipality.

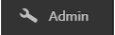
Manage Users

- Site Settings
- Dashboard

Titles

- Title Distribution
- Job History

Color Customization

1. Click the  button in the Menu bar.
2. Click Site Settings in the Navigation bar.
3. Click Banner Background button.
4. Choose a color or enter the RGB or Hex value for the color.
5. Click outside of the color box to close it.
6. Click Accent Color and/or Title Color buttons as desired to alter those colors.
7. Click Apply Color Changes.
8. Click OK.

Manage Users

Site Settings

- Dashboard
- Titles
- Title Distribution
- Job History

Banner Customization

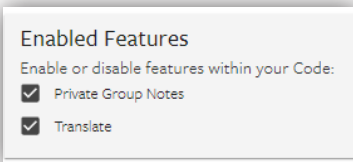
1. Check the “Use custom banner” box.
2. Drag a .png or .jpg file to the banner image box.
3. To link the eCode banner to your municipal website, enter the website url on the “Link to municipality website” line.
4. Click Apply Banner Changes.

- Manage Users
- Site Settings**
- Dashboard
- Titles
- Title Distribution
- Job History



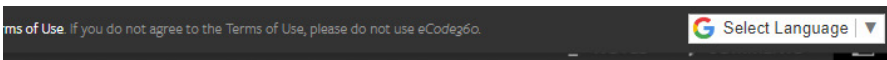
Translation

1. Administrators enable translation by checking this box in Site Settings



- Manage Users
- Site Settings**
- Dashboard
- Titles
- Title Distribution
- Job History

2. Users will be able to change the view of their eCode to the language of their choice.



App

Access your Code from your smart phone or tablet.

Download the free eCode Search App from the App Store or Google Play.

