



# User Guide

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

## New Laws

1. Email your newly passed legislation to: [ezsupp@generalcode.com](mailto: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

*Help video*

**New Laws** ▶ ?

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.

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

*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
<b>Ord. No. 2018-173</b> <span style="font-size: small;">📄</span>	2018-06-19	Exterior Property Maintenance Amendment; Signs Amendment	<b>Ch 178, Ch 272</b>

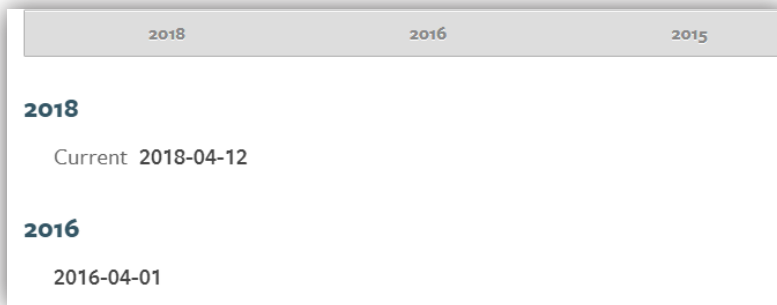
## Manage New Laws

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.

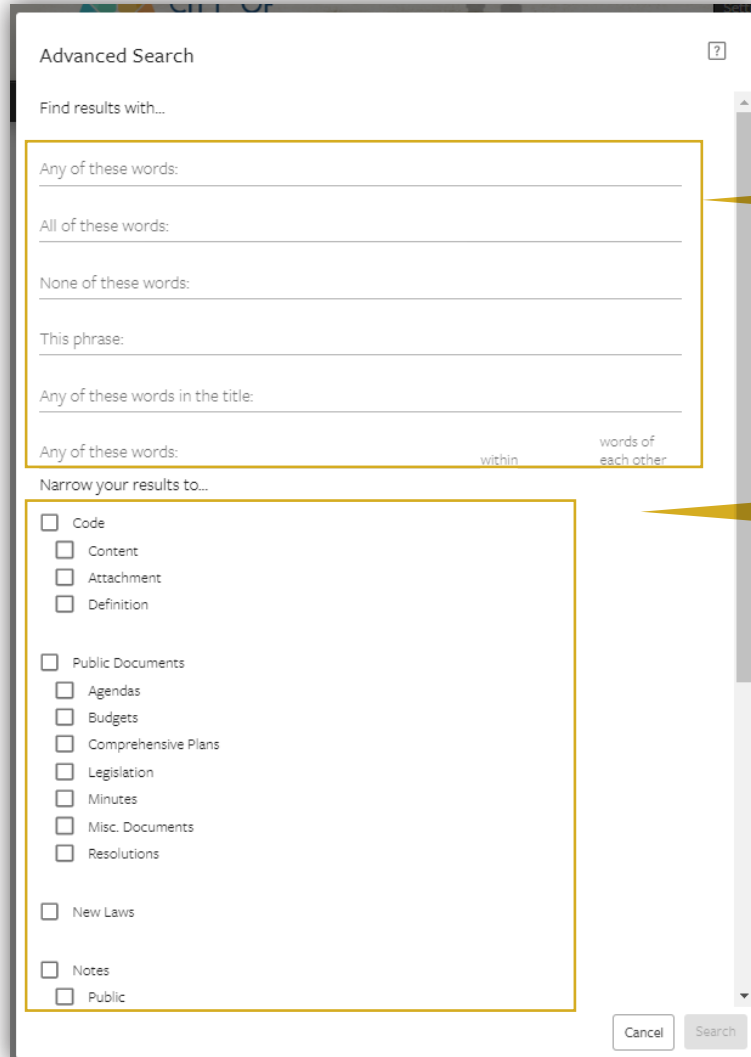
1. Click in the Search box
2. Type the Search term
3. Press Enter



## Advanced Search



Click here to access  
Advanced Search options



Enter keywords or phrase on  
these lines

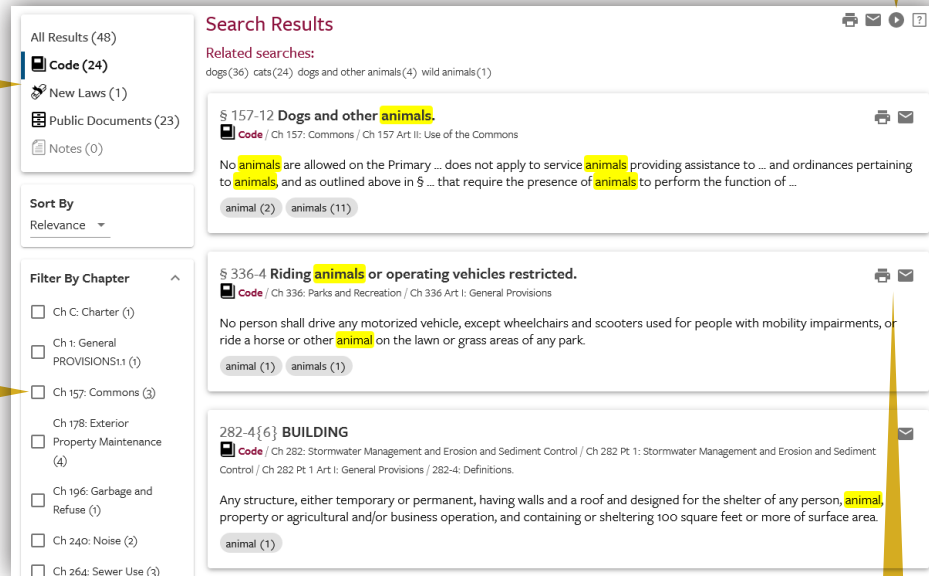
Restrict the search to only  
these types of content.

## 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)

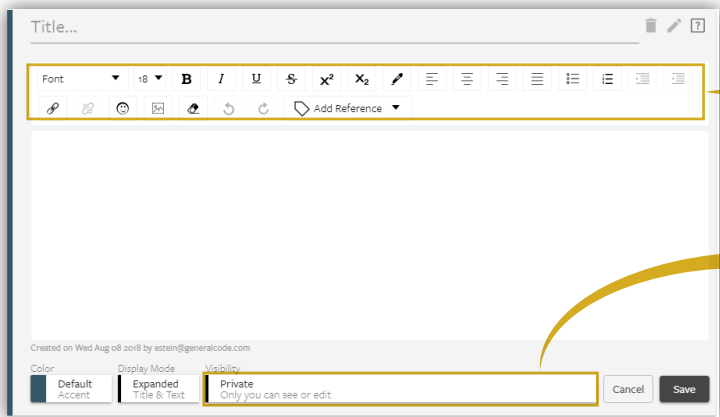
**282-4{6} BUILDING**  
Code / Ch 282: Stormwater Management and Erosion and Sediment Control / Ch 282 Pt 1: Stormwater Management and Erosion and Sediment Control / Ch 282 Pt 1 Art I: General Provisions / 282-4: Definitions.

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.*
5. Click the Save button.

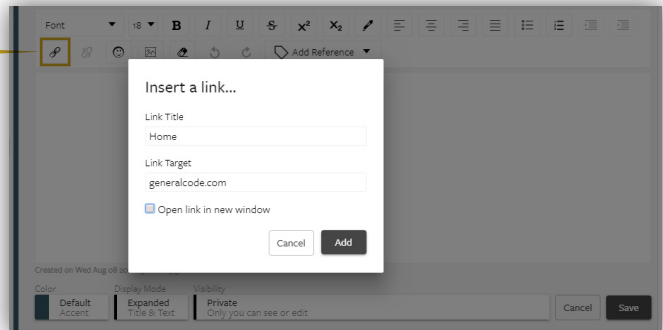


Text formatting options

Who will be able to view the note?

## Add a Link to Your Note

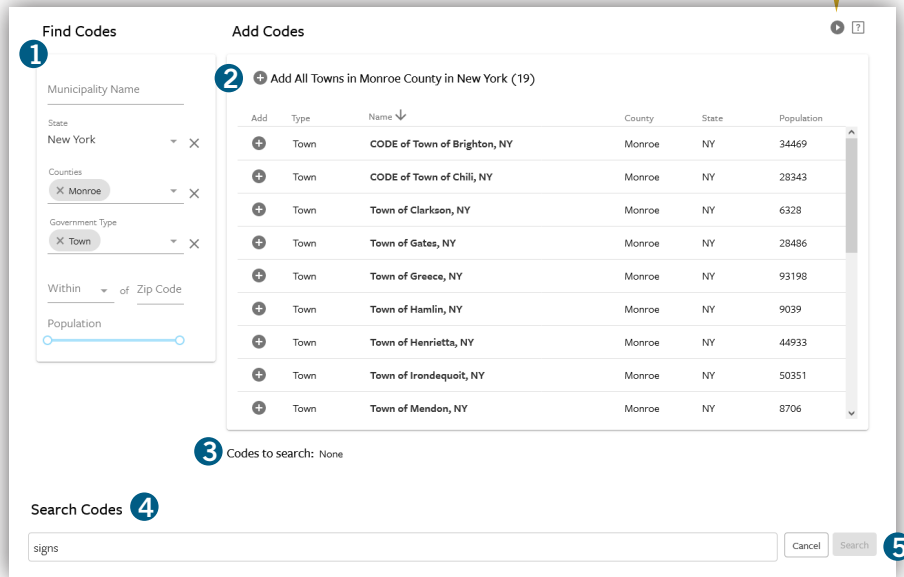
1. Navigate to the page that you want to link to.
2. Copy the URL.
3. Navigate to your Note; select the place where you want the link to go.
4. Click the Hyperlink button.
5. Paste the link into the Link Target field.
6. Click the Add button.
7. Click the Save button.





## 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.

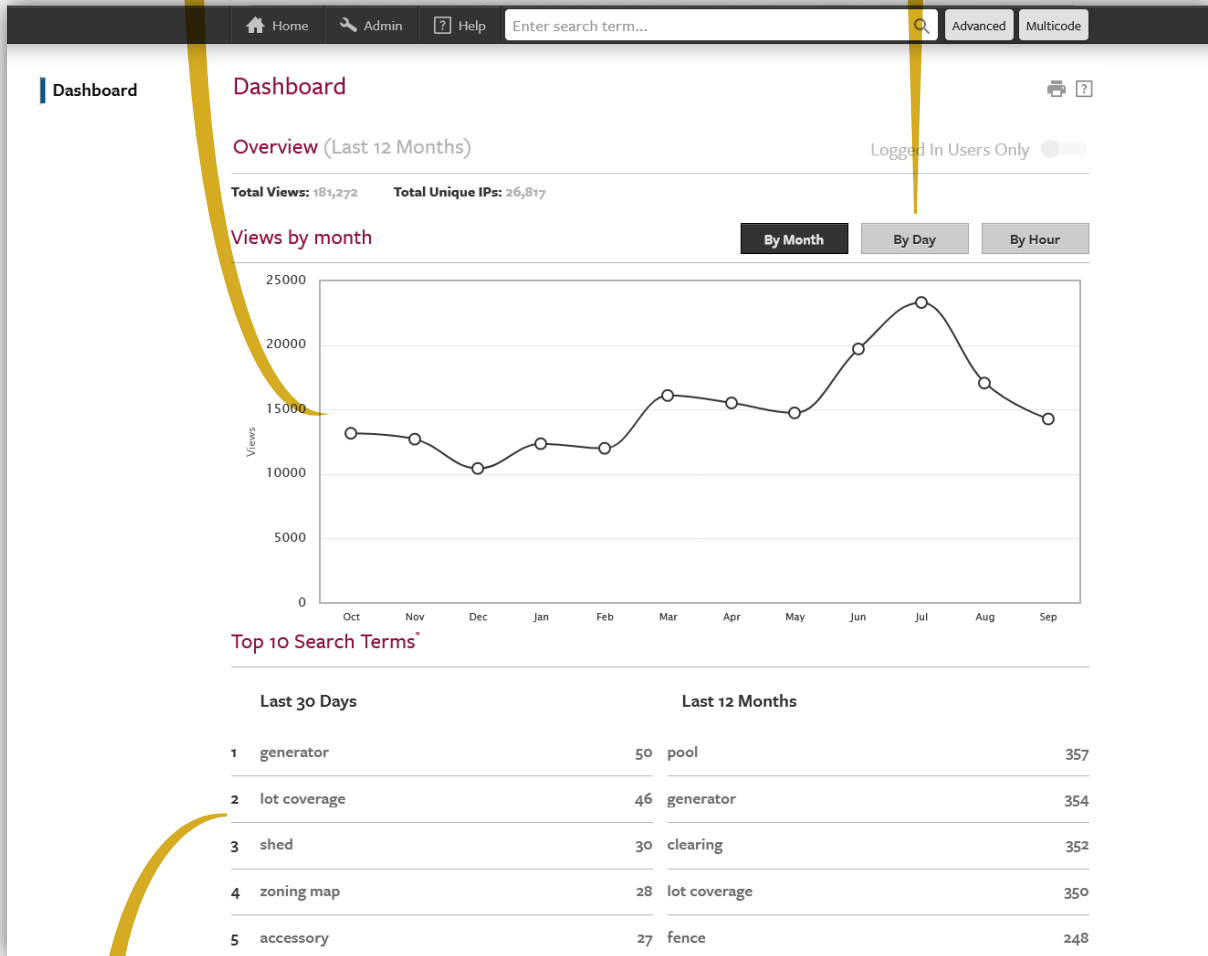
Add	Type	Name	County	State	Population
+	Town	CODE of Town of Brighton, NY	Monroe	NY	34469
+	Town	CODE of Town of Chili, NY	Monroe	NY	28343
+	Town	Town of Clarkson, NY	Monroe	NY	6328
+	Town	Town of Gates, NY	Monroe	NY	28486
+	Town	Town of Greece, NY	Monroe	NY	93198
+	Town	Town of Hamlin, NY	Monroe	NY	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

## Using the Dashboard

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

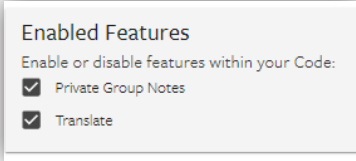
Change the graph to view how often your eCode is accessed by Month, Day of the week, or Time of Day



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

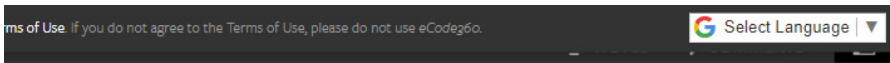
## Translation

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



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

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.

