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# Infocouncil Upgrade Installation Procedures

## **A note for those customers upgrading from versions prior to 7.0.0 to a version post 7.0.0.**

*This is a major upgrade. A substantial number of areas in Infocouncil have been completely rewritten, primarily as a prerequisite to the creation of a 64bit version that will integrate with 64bit Office. The nature of these changes is such that, for a particular implementation, some of the internal settings may have to be tweaked to ensure Infocouncil will perform as expected with the new release.*

*As a consequence, we are recommending that as a prerequisite to the upgrade process a copy of the production Infocouncil SQL server database and templates be supplied to us in order that we can carry out testing and supply as part of the upgrade, scripts to tweak any settings as required.*

*In addition, in v7.1.2, there have been substantial changes to the action sheets module. As part of the upgrade Councils should make sure that all users of action sheets are familiar with the new functionality.*

A number of components are required in order to successfully install an upgrade of Infocouncil:

1. All system update SQL scripts between the version you are upgrading from and the version you are upgrading to (provided in SQL Scripts folder).
2. Any Council-specific update SQL script – if applicable – used to modify scripts for document formatting.
3. The MSI install file to be upgraded to.
4. The appropriately configured Infocouncil.ini which must accompany the MSI. This should already be available with your current MSI.
5. Any new or modified document templates – if applicable.

**Note: If any of the following steps does not complete successfully then contact the Infocouncil Help Desk 1300 558 551, +61 2 9496 9599 or [support@infosphere.com.au](mailto:support@infosphere.com.au) for assistance with continuing or regressing.**

Steps to install an upgrade:

1. Backup the database to be upgraded.
2. Backup the existing templates.
3. Execute each system update SQL script in order (provided in SQL Scripts folder). Review all output for errors, halt if one is found and contact the Infocouncil Help Desk.
4. Execute the Council-specific update SQL script – if applicable. Review all output for errors, halt if one is found and contact the Infocouncil Help Desk.
5. Apply updated templates – if applicable.
6. If any Infocouncil v6 release is installed on a client, uninstall it, prior to installing any v7 upgrade.
7. Execute the MSI through whichever deployment/package management application is used. We recommend using a transform file for better control\*.
8. Confirm a successful installation by starting MS Word, confirming that the Infocouncil ribbon is visible and clicking on the “i” in a blue circle to confirm that the version number displayed is as expected.
9. Test the upgrade – a Governance staff member is probably most appropriate.

### \*Why Install the MSI with an MST Transform File

MST files are used to customize the install of an MSI file. The MST file is used together with the MSI file by the deployment/package management application. For an Infocouncil install this offers the specific benefit of deploying your site’s ini file and not the default one that comes with the MSI.

An MST file is included in the Infocouncil Release Package. Also, an example batch file is provided illustrating how to execute the MSI together with the MST. It must be modified to suit your site. It requires having

- the MSI and MST file in the same location,
- together with your site’s ini file
- together with either a Program Files 64 or Program Files directory (depending on bitness) that contains an Infocouncil directory, that in turn contains your site’s ini file.
- and it must be run by someone with install privileges.

This structure is important for the MST file to be able to customise the MSI to inject your site’s ini file during installation.

## **Infocouncil - Version 8.10**

The following sections apply to Infocouncil version 8.10

## Infocouncil - Version 8.10.2

Version 8.10.2 is an incremental upgrade to Version 8.10.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.10.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.10.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Attachments uploaded to EDRMS by Infocouncil may now include the format characters %ac and/or %al in their title format, to display the attachment's code (number) or letter respectively. (#IC-5471)
- A number of data grids in the various forms now preserve their row sort order. (#IC-9421)
- The ActionSheetId is now an available swap value for html templates for action emails. (#IC-9425)

### *Bug Fixes:*

- Provide an improved message when retrieving an attachment from InfoXpert that the user has no access to, rather than an exception error. (#IC-4524)
- Prevented paper creation, if the very same paper is already open by the user, messaging appropriately. (#IC-5420)
- Hooked the Move Item screen to online help. (#IC-5262)
- Prevent Desktop.exe from being run multiple times. (#IC-5106)
- Corrected an object not found error when producing an actions report for a user defined action with no notes and the actions report template is displaying notes. (#IC-5676)
- Modify tool tip on the Show/Hide Hidden text tool explaining it is overridden by Word's "Show all" formatting marks tool and also how to display formatting marks but not hidden text. (#IC-8511)
- A cloned report's metadata holding its agenda section name could be incorrect on when the agenda section name and the agenda section report name differed. This manifested by displaying the former in reports that surfaced this metadata into the visible document. (#IC-8919)
- Improvement to error message relating to directory not found when publishing. (#IC-9057)
- Now validating client codes in ini file and database match in the About Box verify function. (#IC-9424)
- HTTP user agent details added to web publishing API requests. (#IC-9426)



## Infocouncil - Version 8.10.1

Version 8.10.1 is an incremental upgrade to Version 8.10.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before installing Infocouncil application.**
- **If you did not upgrade to 8.10.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.10.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Original attachments may be “flattened” or not, prior to bringing into a PDF paper. Previously all attachments were always flattened. PDF attachments that contain form fields benefit from flattening which sometimes do not see their field values come into the paper otherwise. PDF attachments that contain hyperlinks, where document text does not match the link, will not work if flattened. A new system parameter “Flatten PDF Attachments” defaults a new attachment field “Flatten” which controls whether flattened in the PDF paper. (#IC-9398)
- Attachment hyperlinks in PDF papers, where document text does not match the link, are now working, so long as the attachment is not “flattened”. (#IC-9398)
- Sorting by the Meeting Date column in the Publish screen, now sorts by date, not alphabetically. (#IC-5392)
- The sort order of the papers in the Document Menu screen is now retained. (#IC-7271)
- Improved performance of Publishing function by using caching for the Meeting Schedule list. (#IC-9416)

### *Bug Fixes:*

- Tightened the taking minutes remote process, by checking the “data extraction for taking remote” step, produced a file to the expected location and the file is not stale, prior to continuing. (#IC-4548)
- HTML Generation now inserts double border in section breaks correctly. (#IC-5202)
- During paper creation if a corresponding document for one of its insert documents is absent a meaningful error is now displayed. (#IC-5257)
- Deleting a meeting schedule now shows a meaningful validation error if it has papers present. (#IC-5398)
- The error message when failed to find a paper’s save path now includes the committee name and document type. (#IC-9377)
- Emailing a report now involves one pop up screen instead of two. (#IC-6097)
- The Goto End of Recommendation button is now only visible for Minutes because not applicable to Agendas. (#IC-8514)
- Copying from the Inserts grid in Agenda Item maintenance now copies just the selected cell not the entire row. (#IC-8674)

- Added a prompt if there are any un-saved changes present in any opened maintenance forms upon clicking on the X box to close the form. (#IC-8675)
- On opening a document where Infocouncil does not want the document open code to execute, changed the flagging mechanism to avoid the need for a timer. (#IC-8886)
- Ensure that Actual/Approximate Meeting Time validation only occurs when creating a new record. (#IC-9336)
- Preventing inappropriate message “Unchecking function... will also uncheck this function in other groups...” displaying when adding a security function to a security group. (#IC-9341)
- Corrected preservation of grid settings for papers in Document Menu form. (#IC-9410)
- FTP publication destinations no longer require a directory. (#IC-9415)
- Prevented a bug during Remote Minute Offline process, where the process was not cleaning the tblMeetingMembershipStartAndEndDates table. (#IC-9417)
- Record level security is now correctly resetting when confidential reports are made public, with Content Manager 10.1. (#IC-9422)

## Infocouncil - Version 8.10.0

Version 8.10.0 is an incremental upgrade to Version 8.9.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.9.3 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.10.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Shifted the SharePoint authentication into an independent exe to circumvent the challenges experienced when authentication occurs within the add-in environment. SharePoint integration was initiating a browser upgrade (displaying "the man" web page). (#IC-9404)
- Two new system parameters to control how report titles and the paper titles are formatted. Such titles are visible in the file's properties on a file server or SharePoint. (#IC-9407)
- The accessibility of original attachments in PDF papers is largely preserved. E.g. previously a screen reader could not read the text within attachments in the paper but now should be able to. (#IC-9397)
- Increased length of the committee (name) field in the Committee table to 500 characters. (#IC-9393)

### *Bug Fixes:*

- Following report creation the cursor was not being positioned to an unprotected section for section based reports. (#IC-9409)
- Reports stored in SharePoint display a poor title. Changed to now be the title (subject) of the report. This default can be overridden by the above enhancement with the two new enhancements. (#IC-9396)
- Sporadically large file publishing to LGHub was freezing and never completed even though the file was actually being published. The Word process had to be killed to regain control. This is now fixed. (#IC-9395)
- The web site can now use the joint committee name (XML property <JointCommitteeNames>) in the XML - not the Committee name field from the Committee table. (#IC-9394)
- Updated the encryption for website password to prevent an error occurring during the preparation and publishing of the Secure.xml file. (#IC-9377)

## **Infocouncil - Version 8.9**

The following sections apply to Infocouncil version 8.9

## Infocouncil - Version 8.9.3

Version 8.9.3 is an incremental upgrade to Version 8.9.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.9.2 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.9.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Applied some minor change to Infocouncil to allow it to work with Content Manager 10.3.0.58. (#IC-9392)

### *Bug Fixes:*

- Further refinement of the bug (see version 8.9.2) which allowed user interaction with ribbon and document while processes were being executed (e.g. Save button). (#IC-9378)

## Infocouncil - Version 8.9.2

Version 8.9.2 is an incremental upgrade to Version 8.9.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.9.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.9.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- All membership must be removed before making a member inactive. (#IC-9382)

### *Bug Fixes:*

- Fixed an issue where the members list on Members screen sorted incorrectly. (#IC-9385)
- Prevented Members being made inactive if they have membership of any meetings. (#IC-9384, #IC-9382)
- Fixed an issue where clicking View on the Attachments screen could cause the report to prompt to be saved on close. (#IC-9383)
- Fixed an issue where during the initial phase of paper creation loading the sections was taking a long time. (#IC-9381)
- Fixed an issue where the Update Fields button on the Tools menu failed to update PageRef fields. (#IC-9380)
- Prevented the import of headers paste 'command not available' error when creating HTML version of papers and added a system parameter to not include the headers (under Paper Generation). (#IC-9379)
- Reversed the introduction of the Cancel process in version 8.8.0 which allowed user interaction with ribbon and document while processes were being executed (e.g. Save button). (#IC-9378)
- Fixed the situation where notes in Authorisation emails displayed bad characters. (#IC-9376)
- Fixed an issue where inactive members were still showing on the last tab of the Meetings screen and were allowed to be added to the Membership. (#IC-9375)
- Addressed an issue introduced in 8.3.0 for clients that have their INI files configured to make a selection for which database they wish to connect to (i.e. use LDAP settings and the Select Client screen). On using the About form's Verify button, prior to any other Infocouncil function for the Word session, an error occurred because a client selection had not yet been made. Another manifestation of this issue is that the Verify would work against a default database rather than allowing the client to select the database. (#IC-9374)

## Infocouncil - Version 8.9.1

Version 8.9.1 is an incremental upgrade to Version 8.9.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.9.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.9.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Fixed bug where only inactive committees were available for selection in recent new enhancement - Recording of Membership of Meetings Start and End Dates. (#IC-9371)

## Infocouncil - Version 8.9.0

Version 8.9.0 is an incremental upgrade to Version 8.8.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.8.3 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.9.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Allowed for Tracing of the Action Reassign message (instead of displaying a message). A new Actions system parameter - *Ask before reassigning actions when reallocating* - controls this. (#IC-9361)
- Allowed authors with un-released actions to be made inactive. (#IC-9360)
- A new tab page, Membership Dates, has been added to the Members screen to record the membership of meetings (committees) start and end dates. This is made visible by turning on a new System system parameter - *Show membership dates tab on members screen*. (#IC-9358)
- A new Actions system parameter has been added to automatically check display options - *Default For Action (1), Information Only (2) or both (3)*. (#IC-9252)
- Added alternative containers to uploaded attachments on the save of a report (For EDRMS based councils using alternative containers). (#IC-9246)
- Allowed Draft option for Council Notice (e.g. used for a Runsheet) option on Create Paper screen. (#IC-9346)

### Bug Fixes:

- Fixed an issue with the Actions Report list where hidden word files starting with “~\$” would be available as an option. (#IC-9371)
- Fixed a bug where only the first name of the author was being presented in the reallocation of actions emails. (#IC-9370)
- Fixed an issue where saving an ECM document could trigger an Infocouncil error. (#IC-9369)
- When producing a PDF paper version with original attachments, PDFs whose lower left MediaBox coordinates are not 0, 0, now render correctly. (#IC-9368)
- Eliminated a constraint error when displaying reports in the Document Menu screen, when a report’s author is in a division with a name greater than 50 characters. (#IC-9366)
- Fixed issue where a Sharepoint address in the Infocouncil.ini file caused a failure to complete the list of files to be cleaned. (#IC-9365)
- All fields in the table tblNSNumberSystem are now set to a length of 100 characters. (#IC-9359)
- Fixed a bug in the Authors Report where an error would occur if the data in the Login ID column was longer than 20 characters. (#IC-9356)
- Fixed a bug where status fields were not being updated when auto-completing information type actions. (#IC-9355)



- Updated Web HTML document creation routine *InsertHeaders* to use new paste method (to avoid 'This command is not available.' message introduced by Office 365 patch). (#IC-9353)
- Disallowed [ and ] characters in the title of attachments. They are reserved for replaceable parameters. (#IC-9352)
- Fixed a bug in PDF creation for the web where if original attachments are requested the navigation pane opens the attachment at the same page as it is in the agenda document, not the first page. (#IC-9351)
- Updated LG Hub service calls. (#IC-9348)
- Fixed bug where the further reports destination meetings combo on the actions screen caused an error if the committee selected is inactive. (#IC-9347)
- Fixed bug where the Meeting Events report would not display after it had been created. (#IC-9345)
- Fixed issue when approving actions where a failure in completing the EDRMS action record left the approval updated but the action not updated. (#IC-9305)
- Fixed issue where changing the container/folder for an EDRMS based report did not move any uploaded attachments to the new folder. (#IC-9246)

## **Infocouncil - Version 8.8**

The following sections apply to Infocouncil version 8.8

## Infocouncil - Version 8.8.3

Version 8.8.3 is an incremental upgrade to Version 8.8.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.8.2 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.8.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Inactive authors were able to use Infocouncil. This is now prevented. (#IC-9344)

## Infocouncil - Version 8.8.2

Version 8.8.2 is an incremental upgrade to Version 8.8.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.8.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.8.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Provided new 'Avoid Viewing Mode' option for clients experiencing the Read-Only document issue introduced by Microsoft in recent Office updates. (#IC-9338)
- Significant performance of the WebAPI paper publishing method. (#IC-9308)

### *Bug Fixes:*

- Improve tracing in SharePoint connectivity errors. (#IC-9310)
- During Objective or InfoXpert/Magiq document check in or release check out operations, introduced a retry attempt to address rare timing situations that caused the operations to fail. (#IC-9337)

## Infocouncil - Version 8.8.1

Version 8.8.1 is an incremental upgrade to Version 8.8.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before installing Infocouncil application.**
- **If you did not upgrade to 8.8.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.8.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Provide an option on the Export screen to continue with next documents if a serious error occurs with the export of any document. (#IC-9306)
- Allowed script to remove Infocouncil Identification via the Clean method. (#IC-9304)

### *Bug Fixes:*

- Fixed bug when inserting a section break via script where bookmarks are restored to the wrong position after normalising the text in the new section. (#IC-9303)
- PDF versions of papers, when clicking on the outline items, you are now navigated to the item and not just to the top of the page. (#IC-9297)

## Infocouncil - Version 8.8.0

Version 8.8.0 is an incremental upgrade to Version 8.7.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.7.3 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.8.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Display “Unconfirmed” or “Confirmed” minutes on the publish website. (#IC-4511)
- Allow admins to specify which Report Types can be changed on the Report Data and Clone screens. (#IC-4570)
- Enable users to refresh data in the Document Menu grid. (#IC-4572)
- Added the ability to cancel the paper creation process. (#IC-9146)
- Added support for encrypted passwords in the configuration file, which allow for more economical connection to Azure DB resources. (#IC-9255)
- In addition to a textual representation of time for a meeting date, an actual/approximate meeting time value can now also be entered. This is very useful for the correct ordering of meetings on the publish website. (#IC-9257)
- Added new masking command LoadMeetingNextForACommittee to get the next meeting of a specified committee. (#IC-9269)
- The minute item screen now shows up to 4000 characters of each resolution’s text. (#IC-9286)
- Enhanced the ability to declare action notes to be public by allowing the screen text to be defined and a verification message to be asked. (#IC-9296)

### *Bug Fixes:*

- It’s no longer necessary to have a Save Path defined for file based council when “Print Actions” is invoked. (#IC-4567)
- Fixed the LoadMeetings command where if there is no previous meeting, it uses a meeting date far in the past causing slow load of data. (#IC-9127)
- Prevent small opportunity for the ribbon to not display when taking minutes remote. (#IC-9280)
- On making an author inactive, its authorisers and delegates will be cleared after warning the user. On making a committee inactive, its default approver and paper signer will be cleared after warning the user. On making a division inactive, its division head will be cleared after warning the user. (IC#-9282)
- Mover and Seconder Last Name Procedural Motion tags now display surname only not full name. (#IC-9283)
- Fixed an issue where late items recommended to another meeting do not appear in the collection when creating the agenda. (#IC-9287)

- Improved the message that can appear on the Report Data screen when the Recommended To control is not entered. (#IC-9288)
- Prevent “SharePoint credentials callback not defined” error when from new Word instance run Verify in the About Box. (#IC-9289)
- Corrected handling of Actions reassignment when committed to Objective. (#IC-9291)
- Deleting a paper via the Document Menu failed on certain conditions with “..not allowed because the action items have already been uploaded..” error, even though there are no action items uploaded. This has been corrected. (#IC-9294)

## **Infocouncil - Version 8.7**

The following sections apply to Infocouncil version 8.7



## Infocouncil - Version 8.7.3

Version 8.7.3 is an incremental upgrade to Version 8.7.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.7.2 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.7.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- SharePoint group sites are now being displayed in the SharePoint browse dialog. (#IC-9275)
- Rename security function "Authorise - Approve Or Return Reports" to "Authorise - Approve Or Return Documents". (#IC-9272)
- Small performance improvement of Actions screen data loading by making the rights checking more efficient. (#IC-9271)
- Corrected an issue in the Report Data screen where a reference type was not loading depending on the date range rules that applied to its reference type versions. (#IC-9270)
- Ability to control the visibility of the Agenda tool 'Page Number Reset' via a system parameter. It will be defaulted to off because our belief is it is not used by anyone. (#IC-4527)
- EDRMS group names are no longer stored in the Path field of the Roles table but now in their own field, to prevent document migration from an EDRMS to file based being blocked. (#IC-8939)

## Infocouncil - Version 8.7.2

Version 8.7.2 is an incremental upgrade to Version 8.7.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.7.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.7.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Ability to send error/exception reports to Infocouncil Support via e-mail. (#IC-9253)

### *Bug Fixes:*

- Tab order corrected on Actions and Actions Report screen. (#IC-7611)
- Changed wording for hyperlinks in actions sheets. "Open Item in Minutes" is now "View Item in Minutes Document". "Open Report" is now "View the report". (#IC-8291)
- Changing the Meeting Type on the Meetings screen now correctly regenerates the deadlines. (#IC-8292)
- When priming the utility object for the masker for a minutes New Item, prime the Councillor's PropertiesRelatedToCommitteeld property, so that additional councillor properties such as TitleAtMeeting are available to scripting. Listed as a bug because it used to do this back in version 6. (#IC-8454)
- Moved converting numbers to text to after delete of content controls in Clean routine. This fixes an issue where Word throws a memory error when converting a list numbered paragraph to text that start with a content control. (#IC-8476)
- Provide clearer feedback to the user as to the precise reason why a specific report could not be included. (#IC-8647)
- Active Directory querying changes to make somewhat more efficient on Infocouncil load up. (#8778)
- Corrected querying the local Active Directory cache failing when old encryption types are turned off. (#IC-9256)
- The Authors Active Directory synchronisation was only retrieving up to 1000 authors details due to AD default limits. Have changed the AD search to a paged search to get all users. (#IC-9266)
- Deleting a PDF/HTML version of a paper via the publish screen now correctly cleans up any external attachments staged for the publishing of that paper. (#IC-8936)
- Fixed 'failed to find' error message after crash when creating paper. (#IC-9211)
- Improved error reporting on Web API Publish, and Un-publish operations. Numerous common communication/security error types have been broken down and meaningful on screen messages have been assigned to them. (#IC-9250)
- Fixed bug where deadline dates in authorisation emails did not work. (#IC-9267)

- Add exception handler for clicking the delete button in the grid on the Publish screen to allow display of any deletion errors to users. (#IC-9268)

## Infocouncil - Version 8.7.1

Version 8.7.1 is an incremental upgrade to Version 8.7.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.7.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.7.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- If the Minutes have been uploaded for a meeting, a new system parameter when true, prevents its reports from being transferred to another meeting, or having their meeting date changed in the report data screen. (#IC-4562)
- When generating Word or PDF versions of papers with attachments, force a reconvert if a PDF attachment has been changed since the last conversion. (#IC-9139)

### *Bug Fixes:*

- On click of a report link in an email, if a deadlines dialog is displayed, the email screen was staying on top, hiding the report. This has been corrected. (#IC-4550)
- Fixed an issue where, on the Create Paper screen, checking or unchecking Confidential would reset the selected late items list. (#IC-8290)
- Improved error reporting on Web API Publish, and Un-publish operations. Numerous common communication/security error types have been broken down and meaningful on screen messages have been assigned to them. (#IC-9250)
- Fixed bug in Preview Attachments for councils with Section Based reports if tracked changes was on. (#IC-9260)
- Improved logging during PDF stamping (alternate attachments) during PDF creation around the interim PDF saving. (#IC-9262)
- Make synchronisation screen resilient to high resolution screens. Change tooltip for delete icon to say "To be made inactive" when making inactive instead of deleting. When copying to clipboard make the state column display its tooltip instead of "bitmap". Improve logging for AD groups being searched for users. (#IC-9264)

## Infocouncil - Version 8.7.0

Version 8.7.0 is an incremental upgrade to Version 8.6.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.6.4 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.7.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Auto upgrade service. To simplify rolling out new Infocouncil versions by IT teams, this version introduces the ability to automatically upgrade from and to any version above 8.7.0. For example, if configured, once the database is upgraded to 8.7.1, when a user next uses Infocouncil they will be asked if they wish to auto upgrade. Clicking Yes will display a separate screen and after Word is exited at the user's leisure, Infocouncil can self-update itself. (#IC-9160)
- Ability to publish to the latest version of the Infocouncil Publish Website via a new method (publish destination type called "WebAPI"). This provides the benefits of (#IC-9186)
  - Automatic unpublishing of papers from within a new screen in the Infocouncil add-in.
  - Improve communications security by bypassing the need for an FTP data channel.
  - Paving the way for future functionality of the Infocouncil Publish Website, to be driven from the Infocouncil add-in.
- Added the ability to declare an action note to be a Public Comment (useful, for instance, for filtering only public notes). Also enhanced the notes tag in action reports to show the words Public Comment if a note is flagged as Public (e.g <tagNotes,ALL,Date,Officer,Public>). (#IC-9234)
- Notes in Action Reports can now be filtered by more than one type (e.g. <tagNotes,User;Email,Date,Officer,Public> will list the User and Email notes only). (#IC-9234)
- Allowing CC addresses to be manually added or removed for all approval emails, report emails, report officer emails, and action officer emails. (#IC-9237)
- Added new scripting function to validate the Report Data form when the OK button is clicked and add 10 new fields for use on the form. The fields are: (#IC-9228)
  - lbUtility1 (label), txtUtility1 (text field)
  - lbUtility2 (label), txtUtility2 (text field)
  - lbUtility3 (label), txtUtility3 (text field)
  - lbUtility4 (label), txtUtility4 (text field)
  - lblDivisionHeadAuthor (label), cboDivisionHeadAuthor (a selectable list of the heads of divisions)
- Added the scripting commands LoadLoggedInAuthor and AuthorHasSecurityRight. Also allowed deadlines for a meeting to be tested in the scripting language. (#IC-9243)

- Added new scripting ability to loop through all sections in a document and deliver back information about each section. Also added the ability to retrieve information about one section only. (#IC-9244)
- Added active flags to the following entities
  - Agenda Items (Report Types)
  - Agenda Sections
  - Divisions
  - Closed Acts
  - Subscribers

These entities can become unmanageable over time, and rather than delete the items (which may not be possible because they are referenced by reports, etc) or add “x” or “INACTIVE” to the name to identify they are not being used, making them inactive would be desirable, especially as they could be made active again. Inactive entities will be excluded from being selected in relevant place, e.g., an inactive agenda item (report type) will not be selectable in the Report Data screen. (#IC-8507)

- Added the ability to script dates with ordinals in them. Also added the ability to superscript or subscript any text. (#IC-9195)
- When an Infocouncil function is used and it is detected that the Reading View setting in Word is turned on, Infocouncil will turn it off automatically. This will prevent numerous opportunities for “..command not available..” errors to occur. The user may turn it on again at any time. (#IC-6138)
- Added System Parameter to enable displaying all meeting dates on the Report Data screen, instead of hiding those older than 9 months ago. (#IC-9227)

#### *Bug Fixes:*

- Added support for InfoXpert security groups Groups being added to Library Members. (#IC-8646)
- Corrected issue that can occur when an authoriser returns a report and in between the notify and the return, an additional authoriser has been added to the report’s list of authorisers. (#IC-9119)
- Fixed situation where hyperlinks were being cleared from Word attachments, in both preview attachments and agendas. (#IC-9193)
- Fixed bug where auto-finalise of information only actions was not changing the status of the action. (#IC-9198)
- When converting to PDF badly formed bookmarks within the paper (e.g. PDF2\_Resolution\_N\_N\_11) are now ignored. (#IC-9205)
- Fixed bug where EDRMS metadata may not be updated on close of the document. (#IC-9215)
- Added automatic truncation of long InfoXpert/MagiqDocs filenames to prevent errors when name too long. (#IC-9223)
- When cloning a report that has reference type items (master plan items), if all items are invalid for the new meeting of the cloned report, then the first invalid item was being left selected when it should have been cleared. (#IC-9232)

- Closed an issue that causes a published HTML version of a paper to fail when the user who performed the HTML conversion had an active language pack different from English. (#IC-9235)
- Eliminate the “No Record Id has been provided” error when saving a recreated paper for the first time to an EDRMS, when the original paper was saved to the file server. (#IC-9236)
- Minutes Upload form was showing empty First Officer where a minute item had no actions, but the minute item had resolutions which did. In this situation, it now shows the officer of the first action with an officer, for the first resolution with an action. (#IC-9239)
- Minor fix to display of progress for long-running activities. (#IC-9240)
- Improved error reporting during FTP process in case of failure, and allow the FTP publishing process to continue and re-try in case of failure. (#IC-9242)
- Fixed the scripting command RemoveAllWaterMarks and added a new scripting command – RemoveWatermarksForSection. (#IC-9245)
- Within subscriber emails, corrected document links to papers being invalid, where the public URL for the publish destination (FTP or WebAPI) began with “https//:”. (#IC-9247)

## **Infocouncil - Version 8.6**

The following sections apply to Infocouncil version 8.6



## Infocouncil - Version 8.6.4

Version 8.6.4 is an incremental upgrade to Version 8.6.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.6.3 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.6.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added a new flag to remove the requirement to save the Minutes document before using the Minutes Tools (see System Parameters-Papers-Force save of minutes to use the Minutes tools). (#IC-9206)

### *Bug Fixes:*

- Prevented unnecessary save of a paper when there are no Paper Save scripts. (#IC-9194)
- Fixed a bug when importing a recommendation to reports while uploading actions with option 4 set, at end of document in own section, failed in a content control based report with a group control at the end. (#IC-9202)
- The system now ignores authors with no email address when returning reports sent for authorisation and prevents a return if the report has only one author with no email address. (#IC-9204)
- Changed the updating of fields at the end of a paper build to use the a quick method for Header and Footers. (#IC-9207)
- Display an error node in the objective browse dialog when the objective api returns a not found error message. (#IC-9208)
- Updated product code certificates (#IC-9209)
- Allowed reports to be deleted from Infocouncil after report deleted from EDRMS first. (#IC-9210)
- Prevent the "Additional non-parsable characters are at the end of the string" error when publishing to an FTP location. (#IC-9213)
- Prevent the "The operation completed successfully" error occurring during 3 Heights attachment conversions. (#IC-9214)
- In Actions Reports, where an action has no notes but other actions for the same minute item do, no notes are now correctly displayed, instead of displaying all other actions notes. (#IC-9216)
- When Content Manager or other EDRMS has and an issue when changing the target date of an action, log the underlying issue so that when any error message appears, support can better detect the possible missing user security on the EDRMS. (#IC-9217)
- Refined the routine that adds watermarks to be more efficient. (#IC-9221)

- Fixed bug in Preview Attachments where track changes could cause the new document to throw an error when removing content controls. (#IC-9222)
- Corrected a bug introduced in 7.8.5 where the advanced report search in the Document Menu form would never search inactive meetings, even though “Include Inactive” was checked. (#IC-9226)

## Infocouncil - Version 8.6.3

Version 8.6.3 is an incremental upgrade to Version 8.6.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.6.2 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.6.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Prevent attachments converted pre 8.1.0 from causing a “Value .. is not valid... Should be between minimum and maximum” error when a paper imports such attachments in 8.5.1+. (#IC-9184)
- On occasion converting PDF attachments during agenda creation might produce an error with the text "The operation completed successfully". Steps have been taken to attempt to circumvent this unusual issue. (#IC-9196)
- Prevent carriage returns in report subjects for clients integrated with the Objective EDRMS to avoid “..the server committed a protocol violation..” errors. (#IC-9199)

## Infocouncil - Version 8.6.2

Version 8.6.2 is an incremental upgrade to Version 8.6.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.6.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.6.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow control of the display and following of Objective container and document aliases. Allow control of the display of Objective user special folders. (#IC-9191)

### *Bug Fixes:*

- Get Infocouncil eVoting (not Dicentis eVoting) working again after breaking it with a dependency conflict in a recent version. (#IC-9189)

## Infocouncil - Version 8.6.1

Version 8.6.1 is an incremental upgrade to Version 8.6.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.6.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.6.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow Server Communication Security Protocol TLS1.2 for the entire Infocouncil system. (#IC-9177)

### *Bug Fixes:*

- None

## Infocouncil - Version 8.6.0

Version 8.6.0 is an incremental upgrade to Version 8.5.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.5.3 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.6.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Provide support for Exchange Online utilising OAuth Authentication. (#IC-9145)
- Publishing enhancements
  - Allow publish destination parameters to be overridden at the committee level. New button Publish Destinations on the Meetings screen to access this. (#IC-9147)
  - Allow any number of FTP, Directory, SharePoint and/or LG Hub publish destinations to be defined. A new Publish Destinations screen under Maintenance enables this. Most of the System Parameters relating to Publish Destinations have been removed, to be managed in the new Publish Destinations screen instead. (#IC-9147)
  - Remove ISys publish destination altogether. No longer used by any client. (#IC-9147)
- Now shows additional or information only in Meeting Date Combo in Create Report and Create Paper screen using naming convention for these options on the Meetings Dates screen. (#IC-8735)
- Improve error message relating to Protected View settings in Word when creating a report. (#IC-9060)
- Remote Minutes now works with Sql Server version 2019 (#IC-9107)
- Actions authorisations enhancements
  - Where actions authorisations are used, between when an officer clicks to complete an action and notifies the first authoriser, the opportunity to enter a completion note in the same way that officers do when they are not using actions authorisations, is now provided. (#IC-9120)
  - Details of actions authorisation emails for notifying, approving and returning an action, including optional notes, are now added as notes to the action and will be visible in the Action Notes screen. (#IC-9121)
  - View the Authorisation history of an Action from the Actions list. In ribbon, Main>Actions>List Actions, select Authorisers button to display the authorisation window and history. (#IC-9122)
- Action Notes can be sorted in newest to oldest or oldest to newest order. (#IC-9132)
- All system parameters containing passwords or secret text able to be hidden when editing. Data contained in those fields in the database now encrypted when saved. (#IC-9156)

- Added the ability to produce late/supplementary attachment documents for one or more late items. (#IC-9163)
- Provided alternative method of updating fields at end of paper creation process. Flag is in System Parameters-Xbeta - Use Alternative Method of Updating Fields. (#IC-9165)
- Added new scripting command AdjustHeaderAndFooterTablesAndRightTabStops (replaces AdjustRightTabStops). (#IC-9170)
- An alternate method to connecting to SharePoint, that supports multi factor authentication, is now provided by setting the new system parameter - Microsoft 365 MFA enabled - to true. (#IC-9176)
- Added flag to assign all attachments to a confidential minutes document, as confidential (this is currently the default). Setting this flag to false means that only attachments explicitly assigned as confidential will appear in the confidential minutes attachments document. All open attachments will appear in the open version. (#IC-9180)
- Added new scripting command InsertContentControlDropDownList. (#IC-9172)
- Added new scripting command DeleteRangeAtBookmark to completely clear all text in a bookmark. (#IC-9171)

#### *Bug Fixes:*

- Set Corporate Value for an Objective Document when marking as a Revision. (#IC-6132)
- Auditing of email for action sheets is now working. (#IC-9126)
- Display the issue, when saving a report to an invalid Records Manager container, instead of carrying on silently. (#IC-9135)
- Handle SharePoint error when password has been changed, to give user opportunity to reset the password within Infocouncil. Specific error message handled is "The partner returned a bad sign-in name or password error...". (#IC-9137)
- Prevented an error when check out path had anything other than an uppercase version of <LOGIN> in it. (#IC-9141)
- Corrected handling of InfoXpert Library Members of individual user overrides. (#IC-9157)
- Fixed bug where reports with multiple sections overwrote headers and footers in papers during paper creation. (#IC-9167)
- Fixed bug where an inserted section break (via script) was not normal text. (#IC-9168)
- Fixed the routine that adjusts the tab stops and table in the header and footers of papers so that it updates only when it needs to. (#IC-9169)
- Fixed bug where an EDRMS document that was not changed since it was opened was being reattached to the EDRMS record. (#IC-9173)

## **Infocouncil - Version 8.5**

The following sections apply to Infocouncil version 8.5



## Infocouncil - Version 8.5.3

Version 8.5.3 is an incremental upgrade to Version 8.5.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.5.2 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.5.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Prevented SharePoint credentials callback not defined error, when committing actions to EDRMS and the user's My Documents folder maps to One Drive. (#IC-9183)

## Infocouncil - Version 8.5.2

Version 8.5.2 is an incremental upgrade to Version 8.5.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.5.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.5.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Handle Content Manager logins stored as Domain\User instead of just User. (#IC-9144)

### *Bug Fixes:*

- None

## Infocouncil - Version 8.5.1

Version 8.5.1 is an incremental upgrade to Version 8.5.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.5.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.5.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Ensure the attachment insert document for confidential attachments located with reports in SharePoint, is checked in on close. This will hopefully prevent a difficult to reproduce "Command Failed" error when creating a confidential agenda with attachment placeholders. (#IC-9136)
- Prevented the script error "..MasterPlanItem does not resolve to any public properties..". (#IC-9140)
- Fixed an issue, introduced by Office 365 Current Channel update, where Word will crash after pasting text, when the system reapplies the last line style from a paragraph with list style formatting. (#IC-9128)
- Correct issue prevent Infocouncil's retry loop working when a content manager check in first fails. (#IC-8498, #IC-4564)

## Infocouncil - Version 8.5.0

Version 8.5.0 is an incremental upgrade to Version 8.4.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.4.2 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.5.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Content Manager 10 is now supported. Switch to the Content Manager integration in the System Settings screen if previously using the TRIM or Records Manager integrations. (#IC-9102)
- Provide methods for opening reports and papers from email templates using a document's id rather than its path. (#IC-9047)
- When browsing Objective, display and respect folder and document aliases, as well as Handy and related special folders. (#IC-6121)
- Increased length of the Author's Login Id, Email Address, EDRMS Login and SharePoint Login fields, to 254 characters. (#IC-5411)

### *Bug Fixes:*

- Resolved "Failed to enable constraints" issues caused when an action is displayed in the action screen with a subject greater than 256 characters. Also allowed the Title column in the actions screen to show up to 2000 characters. (#IC-9124)
- Prevent cross thread issue when exporting documents from file server/SharePoint to an EDRMS. (#IC-9118)
- When importing attachments to papers the paragraph spacing is now set to zero points afterwards, to prevent a blank page sometimes appearing after the last page of the attachment. (#IC-9105)
- Added help link to Authors Report screen. (#IC-9103)
- Fix the last name / first name sort issue on the Division screen in the Head column, to comply with the Author sort and first name last name system parameters. (#IC-8992)
- Instead of carrying on silently, display the issue when saving a report to an invalid Content Manager container. (#IC-5237)

## **Infocouncil - Version 8.4**

The following sections apply to Infocouncil version 8.4

## Infocouncil - Version 8.4.2

Version 8.4.2 is an incremental upgrade to Version 8.4.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.4.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.4.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow watermarks to be visible when original attachments with images are inserted to the PDF paper. (#IC-9096)
- A new administration report is available to display the list of all authors in the system, which can be copied to Excel for analysis as desired. (#IC-5851)

### *Bug Fixes:*

- Committing and Emailing an action from the Minute Item screen now updates the Commit date and EDRMS No. (#IC-9099)
- Change system parameter description for Update items directly attached from EDRMS, to clearly indicate not fit for InfoXpert/Magiq presently. (#IC-9098)

## Infocouncil - Version 8.4.1

Version 8.4.1 is an incremental upgrade to Version 8.4.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.4.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.4.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Fixed constraint issue when deleting committees when going remote using the Remote Minutes function. (#IC-9094)
- Fixed a Word bug where, when deleting a blank page at the end of a paper, if the last page is a landscape attachment it changes the orientation to portrait. (#IC-9092)

## Infocouncil - Version 8.4.0

Version 8.4.0 is an incremental upgrade to Version 8.3.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.3.4 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.4.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Add new scripting functions called once on create of a new report - *ReportCreatePreScript* and *ReportCreatePostScript*. (#IC-9085)
- Add scripting commands to add and delete group content controls - *InsertContentControlGroup*, *DeleteGroupContentControlsInDocument*. (#IC-9084)
- Add the ability to have a different attachment insert document for confidential attachments. (#IC-9071)
- Add the ability to delete unused styles when cleaning a document via the scripting language. (#IC-9068)
- Add the ability, on the actions screen, to search the Purpose field. This is a field that can be used on the Report Data screen to collect information (for example a long title). (#IC-9067)
- Add the ability to apply Record Level Security to attachments attached directly from a Document Management System such as Content Manager. *Note: Known Issue – this will not work for InfoXpert (MAGIQ) yet.* (#IC-9066)
- Provide a mechanism to present a warning that an Infocouncil document has been shared to the cloud and is no longer an Infocouncil document. (#IC-9065)
- Adjust System Parameters list display to start at Actions instead of Attachments. (#IC-9003)
- Allow actions visible on upload, uses email for action, uses EDRMS for action, to be committee level parameters. (#IC-9064)
- Separate concepts of releasing an action to the user versus copying an action into an EDRMS. (#IC-9045)

### Bug Fixes:

- Prevent original bookmark deletion from papers if paper creation process is stopped in *PaperPreInitial* or *PaperInitial* scripts. (#IC-9086)
- Fix the *Tools-Insert Landscape Section* error in reports with a Group Control, and adjust the Right tab stoops in headers and footers. (#IC-9083)
- Rollback IC-9080 - Put in time delay for getting SharePoint file handle immediately after saving for first time, to counter file not being found when it does exist. (#IC-9081)
- Fix message at end of PDF creation and ensure that the focus remains on the opened PDF document. (#IC-9078)



- 
- Fix a bug in the Outline Tool in papers where sometimes when a Table of Contents is included it throws an error. (#IC-9073)
  - Fix a bug where tables in actions reports are resizing. (#IC-9072)
  - Improve the unlinking sections process to avoid the LinkToPrevious bug that sometimes occurs. (#IC-9070)
  - Improve the Paste command to mitigate against the "Command not available" message that can occur when pasting. (#IC-9069)

## **Infocouncil - Version 8.3**

The following sections apply to Infocouncil version 8.3

## Infocouncil - Version 8.3.4

Version 8.3.4 is an incremental upgrade to Version 8.3.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.3.3 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.3.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Put in time delay for getting SharePoint file handle immediately after saving for first time, to counter file not being found when it does exist. (#IC-9080)

## Infocouncil - Version 8.3.3

Version 8.3.3 is an incremental upgrade to Version 8.3.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.3.2 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.3.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Handle SharePoint sites that have policy preventing deletion of folders with content in them. This will allow attachment conversions to not fail when Infocouncil cleans up the temporary files it creates. (#IC-9076)

### *Bug Fixes:*

- When saving a new document to SharePoint refresh SharePoint connection if failure occurs on check in to avoid a potential timing issue with the Word SharePoint change not quite available to other connections such as Infocouncil. (#IC-9075)
- Change the SharePoint CheckIn and CheckOut methods to compare the user's SharePoint login with the UserPrincipalName property instead of the Email property. Whilst they are often the same, they can show a different form of the same email address, e.g. tim.farrelly@.. vs t.farrelly@.. and this can cause the methods to fail. (#IC-9074)

## Infocouncil - Version 8.3.2

Version 8.3.2 is an incremental upgrade to Version 8.3.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before installing Infocouncil application.**
- **If you did not upgrade to 8.3.1 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.3.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow more than 200 items to be displayed when searching for folders/files in Objective. (#IC-4571)
- New Actions report tag (TagReportId) to display Infocouncil's report identifier. (#IC-9024)

### *Bug Fixes:*

- Improve error messaging when a user is unauthorized to access an objective record for read. (#IC-5239)
- Improve error reporting when moving documents between objective folders. (#IC-4569)
- Improve error handling when an error occurs retrieving a document from Objective. (#IC-5234)
- Apply a fix to 'OpenDocument' signature when opening document from email templates. (#IC-9048)
- Changing master plan selection now updates a report's dvMasterProgramItem1, 2 & 3, variables which some councils used to render the selection in their report. (#IC-9043)

## Infocouncil - Version 8.3.1

Version 8.3.1 is an incremental upgrade to Version 8.3.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.3.0 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.3.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- New authorisation filter on Document Menu advanced report search - Not approved. Also changed name of "Unapproved" to "Zero approved" and "Approved" to "Fully approved". (#IC-9041)

### *Bug Fixes:*

- Corrected SharePoint issue where document created in library with a space in the name remain checked out. (#IC-9040)
- Several user error message improvements
  - For certain email errors, refer user to their IT team. (#IC-9039)
  - Improve error message - "TrackRevisions method or property is not available because the document is protected" when creating a paper. (#IC-9038)
  - Improved error message when Word is doing a paste operation and the error "This command is not available." occurs. (#IC-9037)
  - Improve user message for trying to authorise or return a document when no one yet notified. (#IC-9036)
  - Improve error message displayed when attempting to delete a report that has a related minute item. (#IC-9034)
  - Improved error message occurring when there is a corruption in MS Registry settings. (#IC-9033)
  - Improved user message when deleting a paper that has uploaded actions. (#IC-8993)
  - Improved user message for authorisation emails when an email address has not been entered for a recipient. (#IC-8916)
- Corrected an error thrown in the Report Data screen, when selecting a Recommended Meeting, which can occur if there is only one report type possible for the meeting selected. (#IC-9032)
- Corrected Reference Type screen view issue with text overlapping when using a long report type name. (#IC-9031)
- Reversed this change from 8.3.0 - when a document's Infocouncil record type has changed and a user has permission to modify record fields for Content Manager then attempt to change the record type. (#IC-5214)
- Corrected spelling on tooltip for reference type on Report Data screen. (#IC-8891)

## Infocouncil - Version 8.3.0

Version 8.3.0 is an incremental upgrade to Version 8.2.9 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.9 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.3.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- New scripting commands
  - to get the value of a system parameter. (#IC-9018)
  - to allow directories to be created. (#IC-9016)
  - to allow checking if running in remote state for remote minutes or not. (#IC-9015)
  - to restart list numbering. (#IC-9027)
  - to set range to the cursor position. (#IC-8927)
- Modify script command SelectRange to have optional parameters to also activate the document and scroll the range to view. (#IC-9017)
- Provide a means for ad hoc files to be taken across to the machine when taking minutes remote. Such files should be intended to support the minute taking process in some way. Such files can be for a specific minutes document or for any. (#IC-9013)
- Modified the PDF Conversion Choice screen to emphasise the “Convert with Word and outline with Infocouncil” option is the preferred option. (#IC-9010)
- On the PDF Conversion Choice screen, removed the options "Preoutline with Word and convert with PDFMaker" or "Preoutline with Word and convert with Word". This are no longer required and can cause pagination issues. (#IC-9009)
- The incorrect database version error message now refers a user to their IT team. (#IC-8895)
- Added the Minutes Confirmed by Meeting field to the Meeting Maintenance screen to allow the committee responsible for confirming the minutes of this committee, to be changed. (#IC-8894)
- New system parameter to specify the format for LG Hub Document titles. (#IC-5713)
- Increase the maximum length of a Division name from 50 to 100 characters. (#IC-4762)
- New Actions report tag (TagReportId) to display Infocouncil’s report identifier. (#IC-9024)
- Action sub types are now sorted by name through the system. (#IC-9005)
- Providing a paper creation performance enhancement. Now, only the PDF attachments that are to be included in a paper are converted when creating the paper. (#IC-8924)

### Bug Fixes:

- Corrected casting error when clicking browse button from Meeting screen, insert pages tab, for a rows with an empty file name. (#IC-9026)

- Provided a means to prevent a browser from displaying the top of page 2 (or the bottom of page 1) when clicking a link to an attachment, inside the HTML version of a paper. (#IC-9025)
- Add the following system parameters but only if missing: "Acknowledge Information Only In EDRMS On Commit", "Acknowledge Information Only In Infocouncil On Commit Or Email", "Acknowledge Unacknowledged Information Only On Delete" and "PDF Attachments (3) - Ask to include attachment images or placeholders". (#IC-9021)
- Resolved the "Access to the path.." error shown when viewing an attachment for a read only report, when the Infocouncil is EDRMS integrated and the check out folder is in the c:\users\- Prevent auditing when a new report is closed without save. (#IC-9014)
- When going remote, if a client had templates in sub-directories under their templates folder, i.e. Reports, Inserts, Email, these are now copied to the remote machine. (#IC-9012)
- Corrected blank pages appearing for a specific attachment converted for an agenda. (#IC-9007)
- Prevent author deletion if they have been a paper approver. (#IC-9001)
- After recreating paper already existing in EDRMS, clicking save, then cancelling at the EDRMS save dialog, then closing the document without saving, prevented an EDRMS check in error. (#IC-9000)
- Exceptions now handled if raised from InfoXpert Save Parameters validation. (#IC-8999)
- Resolved issue where actions were not showing in the Actions screen due to no commit date being applied to them as part of the client's normal process. (#IC-8980)
- Address the issue where authors were unable to be made inactive if they had outstanding Information Only actions. (#IC-8979)
- Fixed bug in Actions Report REVERSE property for notes where if asking for notes in reverse order that are greater than a certain number it would skip the first note. (#IC-8944)
- Fixed bug in the scripting command to clean a document where a request to delete all section breaks and replace them with page breaks did not always work. (#IC-8929)
- Fixed bug where the attached file was being deleted sometimes when an attachment row was deleted (in file-based systems). (#IC-8770)
- Fixed sort bug for minutes and actions attachments collections where the sort was left justified. (#8769)
- Improve performance of document menu business paper display. (#IC-4533)
- Improved error messages when database connection string is invalid. (#IC-5476)
- HP Content Manager custom fields can now be associated with a Record Type by using the custom field format <record type>.<field name>. (#IC-5154)
- Clear Reports Filter for newly cloned Committee. (#IC-5318)
- Prevent deletion of a minutes document when it is checked out from an EDRMS to another user. (#IC-5336)
- When publishing Council Notice Papers to HTML, navigation links will now be added. (#IC-5194)
- The Previous Items dialog, meeting date drop down has been updated to show dates less than the meeting date instead of less than the current date. (#IC-5339)



- Improved error message when user has no rights to a directory when opening report on Document Menu. (#IC-5299)
- On the Report Data form, ensure the selected meeting is excluded from the Recommended To Meeting drop down. (#IC-5216)
- When a document's Infocouncil record type has changed and a user has permission to modify record fields for Content Manager then attempt to change the record type. (#IC-5214)

## **Infocouncil - Version 8.2**

The following sections apply to Infocouncil version 8.2

## Infocouncil - Version 8.2.9

Version 8.2.9 is an incremental upgrade to Version 8.2.8 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.8 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.9.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Force reload of the reports collection after PreInitial or Initial scripts are run during paper creation. (#IC-8997)

## Infocouncil - Version 8.2.8

Version 8.2.8 is an incremental upgrade to Version 8.2.7 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before installing Infocouncil application.**
- **If you did not upgrade to 8.2.7 see the Prerequisites for that version below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.8.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added new scripting command to explicitly activate a document. (#IC-8996)

### *Bug Fixes:*

- When initially saving a document to Objective now checking for create rights instead of update rights. (#IC-8995)
- Correct broken help linking for some screens at the occasional client. (#IC-8997)
- EDRMS save dialog now defaults the folder that a paper was previously saved to, if it is regenerated and then saved for the first time. (#IC-8737)

## Infocouncil - Version 8.2.7

Version 8.2.7 is an incremental upgrade to Version 8.2.6 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.6 see the Prerequisites for Version 8.2.6 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.7.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Exporting to default file based folders, where role based or login based confidential folders is employed, now uses the first active person's role/login folder from a document's: Typist, Author 1 to 4, Authoriser 1 to 4, or as last resort from the user running the export. (#IC-8991)
- Improvements to several user messages. (#IC-8911, #IC-8915, #IC-8917, #IC-8925, #IC8930)

## Infocouncil - Version 8.2.6

Version 8.2.6 is an incremental upgrade to Version 8.2.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.5 see the Prerequisites for Version 8.2.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.6.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Corrected issue where file save paths containing macrons defined for papers, would flow through to papers being saved without stripping the macrons off, preventing a document not found error on reopening. (#IC-8977)

## Infocouncil - Version 8.2.5

Version 8.2.5 is an incremental upgrade to Version 8.2.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before installing Infocouncil application.**
- **If you did not upgrade to 8.2.4 see the Prerequisites for Version 8.2.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- SharePoint integration is now possible for the purposes of locating Infocouncil documents and templates and as a basic publish destination. This has been possible since 8.2.0. However, it is only in this release that it is being publicised due to minor instabilities that were being tackled. (#IC-8297)
- The script InsertTable command now provides an optional table title and description for accessibility. (#IC-8970)
- Exporting from Objective to SharePoint is now possible. (#IC-8955)

### *Bug Fixes:*

- For clients that have switched Infocouncil to an EDRMS integration and where documents on a file server were edited and saved into the EDRMS, subsequent check outs from the EDRMS were being checked out to the original file server location. This has been corrected. (#IC-8882)
- Improved stack reporting when an exception occurs. (#IC-8948)
- Corrected where a report has a master plan (reference type item) selection and it is subsequently cleared to no selection, the selection was leaving one item selected. (#IC-8961)
- Add additional tracing for logic controlling if help button is displayed on the ribbon to aid tracking why one of our clients is having issue here. (#IC-8962)
- Corrected descriptions for some system parameters where the list of replacement format specifiers was incomplete or incorrect. (#IC-8963)
- Corrected typo in Security Function "Maintenance - Online Users". (#IC-8964)
- To reduce or maybe eliminate the "Command not available" error that occasionally occurs when Infocouncil pastes from the clipboard, such as during paper creation, introduced calling a DoEvents prior to the paste operation. DoEvents forces an opportunity for other processes (such as the clipboard) on a computer to get attention ahead of Infocouncil. (#IC-8969)
- The invalid document check is now able to be switched off for papers as well as reports. (#IC-8972)
- From 8.2.0 export DOC files was problematic. This was partially addressed in 8.2.4 and fully addressed in this release. (#IC-8975)
- Eliminated crash for HPCM integrated clients when clicking an email link to open a report - "The process was terminated due to an unhandled exception". (#IC-8976)

## Infocouncil - Version 8.2.4

Version 8.2.4 is an incremental upgrade to Version 8.2.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.3 see the Prerequisites for Version 8.2.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Attachments may now be exported independently of their reports or minutes. (#IC-8910)
- Allowed the meeting number, the meeting cycle year and the meet cycle number to be used with EDRMS metadata. (#IC-8921)

### *Bug Fixes:*

- Made export process more robust should an unexpected error occur such that Infocouncil remains in a valid state whether that state be valid pre-export or valid post-export. (#IC-8909)
- Circumvented issue where exporting from Objective to SharePoint can give a document corrupted error. (#IC-8920)
- During PDF conversion of papers, caught exception where Aspose fails to update metadata (Title, Author etc), reports issue to user and allows process to continue instead of terminating. (#IC-8931)
- Browsing for a folder in RolesMaintenance did not provide an opportunity to browse into SharePoint when integrated with SharePoint. (#IC-8932)
- Remote Minutes was not respecting the previous AD selection when returning online. (#IC-8914)
- In the export screen, when Document Export Path is not chosen, then Document Export Path should not have been an option for the attachments export location. (#IC-8918)
- Fixed a bug where if a user does not have the security right "Actions - Edit or Delete Action Notes" they could not add notes either. (#IC-8941)
- Corrected an error that occurred whilst exporting reports in the .DOC format introduced in the prior release. (#IC-8907)



## Infocouncil - Version 8.2.3

Version 8.2.3 is an incremental upgrade to Version 8.2.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.2 see the Prerequisites for Version 8.2.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Improved messages when cleaning up extracted edrms files for export. (#IC-8905)
- Prevent cross-thread error during export. (#IC-8906)
- Corrected remote minutes could not load MS.SQLServer.ConnectionInfo error. (#IC-8908)
- Corrected an issue where Action Finalisation Notes were not been applied to the EDRMS Action record. (#IC-8913)
- Corrected an issue where when Actions were Finalised on behalf of another user, even if requested, that user was not being sent an email informing of this activity. (#IC-8914)
- Prevented Incorrect File Header error. When paper converted to PDF, with a non PDF attachment located in EDRMS, the attachment was incorrectly not converting to a PDF before inlining original PDFs into the paper. (#IC-8918)

## Infocouncil - Version 8.2.2

Version 8.2.2 is an incremental upgrade to Version 8.2.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.1 see the Prerequisites for Version 8.2.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Increased logging of the UserHasDirectoryRights routine. (#IC-8900)
- Restore the Prevent Actions Generation minute tool. (#IC-8897)
- Corrected when the Send Mail function, when attaching a file from an EDRMS, incorrectly extracts the file to the attachments directory instead of the checkout directory. (#IC-8893)
- Set 3 Attachment PDF System Parameters to True: (1) Convert Word to PDF flag, (2) Insert real PDF's in the PDF version of Papers, (3) Include images in the Word Version of Papers. (#IC-8890)
- Resolved InfoXpert single sign on issue where users were not being prompted for new password on accessing Infocouncil. (#IC-8871)
- Corrected when unprotecting a document can fail with a null reference exception if content controls exist with no tag property populated. (#IC-8892)

## Infocouncil - Version 8.2.1

Version 8.2.1 is an incremental upgrade to Version 8.2.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.2.1 see the Prerequisites for Version 8.2.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allowed parameter Convert Minutes numbers to Text, to be overridden at the committee level. (#IC-8880)
- Added the ability to have two page number schemes in the same document. (#IC-8879)
- Display progress for PDF & HTML generation. (#IC-8864)

### *Bug Fixes:*

- The PDF Converters (3Heights & Aspose) were not respecting the council switcher choice. (#IC-8872)
- Correct display of the other person who has a document open when there is contention in a file-based environment. (#IC-8783)
- Correct non-display of EDRMS password, extract & attach progress. (#IC-8752)
- Report Data screen, Agenda sections not repopulating after change in Committee. (#IC-8876)
- Fix bug in Load Clauses where a single character in the inserted text was being deleted. (#IC-8878)
- Refined the clear clipboard routine to try twice and to trace if failure. (#IC-8875)
- Fixed the Maximum Reports warning message to reflect the actual number of maximum reports (not 0). (#IC-8873)
- Fixed the AddRow command where the range failed to go to the requested cell in the new row. (#IC-8874)
- When exporting if a document is checked out to another user, the document was incorrectly being exported. (#IC-8869)
- Corrected attachment not found error when Aspose conversion choices system parameter is incorrect. It now provides a relevant error message about the system parameter. (#IC-8865)
- Worked around issue where GetCustomProperty and SetCustomProperty sometimes silently fail with an ignored casting exception. (#IC-8859)
- Corrected export from Sharepoint to CM where it was failing to check the document in. (#IC-8832)
- Corrected progress indication during preview attachments. (#IC-8672)

## Infocouncil - Version 8.2.0

Version 8.2.0 is an incremental upgrade to Version 8.1.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.1.1 see the Prerequisites for Version 8.1.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.2.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Introduced the ability to include the original PDF attachments in the PDF version of papers (not images of each page). See Help for a full explanation of this feature. (#IC-8695, IC-8696)
- The following enhancements have been made to the Export screen
  - Provide system parameters to control the default of each of the options in the Export screen (#IC-8309)
  - When exporting documents, clear the Infocouncil identification in them, so Infocouncil no longer treats them as Infocouncil document. Where the setting to have Infocouncil point to exported documents instead of the originals is selected, then the originals will have their identification cleared instead. (#IC-8725)
  - For clients that export Infocouncil documents from the file system into an EDRMS, allow EDRMS parameters to be defined at the meeting date level, to override the same parameters defined at the meeting (committee) level. (#IC-8308)
  - Enhanced the export screen to allow richer filter criteria for what documents are to be exported. A data range and any number of meetings (committees) may be selected. (#IC-8307)
  - Record level security is now being applied when Infocouncil documents are exported to an EDRMS. (#IC-5052)
  - When exporting from File System to File System, or EDRMS to File System, provide an additional export destination option to be the default file save paths. (#IC-8311)
  - A new export option is provided to allow a user to select whether metadata files are to be produced for each report or paper exported. This will allow a utility program to be written to allow automated pushing of the exported documents into EDRMSs not currently supported by Infocouncil (or other application). (#IC-8310)
  - The export screen now allows exporting of attachments together with their reports or minutes papers. (#IC-8294)
- Provided a new method for converting PDF attachments to images – AsposePDF.
- Report subjects longer than 255 characters will now flow through to the minute item and their action sheets. Maximum length is now 2000 characters to match the report subject. (#IC-8733)
- Made the Special/Extraordinary, Information Only and Additional Meeting fields respect terminology and / or invisible if not required. (#IC-8736)

- Provided replaceable parameters for screen and EDRMS titles for Information Only and Additional Meeting fields. (#IC-8736)
- A new feature has been added to the Reports part of the ribbon - Report Notes (under Other). Any number of notes may be added to a report. (#IC-8777)
- A new tag has been added to the List Reports report - tagReportNotes (see help for the parameters that may be added to the tag to configure the appearance of the notes list). (#IC-8777)
- Any Infocouncil.ini file setting that is a path, may now contain <LOGIN> anywhere in the path and/or MY DOCUMENTS at the start of the path. #IC-8842
- Added support for script and function level variables in the scripting language. (#IC-8738)
- Add better tracing and messaging to the InvalidDocument Routine to enable easier diagnostics. (#8813)
- Add commands DELETECOLUMN and AUTOFITTABLE to scripting language. (#IC-8807)
- Added 2 new tag parameters to tagNotes (Action reports) and tagReportNotes (List Reports reports) - Reverse and LT (Less than). (#IC-8804)
- Added committee abbreviation tag to all Minutes Index based reports (**TAGCOMMITTEEABBR**). (#IC-8797)
- Added PaperPreInitial Mask function. (#IC-8791)
- Updated log4net library from version 2.0.8 to version 2.0.12

#### *Bug Fixes:*

- During PDF attachment conversion fixed contention issue in use of INI file particularly where it is located in one drive. #IC-8846
- Fixed bug in GotoRowPlus command that throws an error when setting the HeadingFormat. #IC-8798
- Fixed issue where report remained checked out after sending approval email and the document closed. #IC-8847
- Fixed Object has been deleted error when creating draft agenda with no reports. #IC-8827
- Invalid document check now makes sure any %20 in URLs are converted to spaces, so always comparing like for like. #IC-8730
- Error trying to import Reference Types with same name as existing label. #IC-8722
- Fixed issue where on the Generate Actions Screen, the Horizontal scroll bar was missing. #IC-8448
- Fixed issue when cloning a report and including attachment that caused "Failed to copy attachment" when saving the cloned report. #IC-8453
- Fixed issue where the Action Screen, Open button showed the 'EDRMS Record for Minutes' option when it should not. #IC-8437
- Fixed error "Input string was not in a correct format" when saving Logo Path. #IC-8416
- Fixed issue where opening a report from Document Menu hung for EDRMS Magiq if user had no EDRMS password in Author table. #IC-5873
- Fixed issue where the routine ValidateConnection was not populating the ValidationMessage when there was a problem. #IC-6359

## **Infocouncil - Version 8.1**

The following sections apply to Infocouncil version 8.1

## Infocouncil - Version 8.1.1

Version 8.1.1 is an incremental upgrade to Version 8.1.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before installing Infocouncil application.**
- **If you did not upgrade to 8.1.0 see the Prerequisites for Version 8.1.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.1.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Improved tagNotes in action reports to provide options to eliminate commas and apply a space between notes. (#8769)

### *Bug Fixes:*

- Corrected delegates not always being included on actions authorisations emails. (#8818)
- Fixed issue when loading a single action from an email link where a notified authoriser or delegates have no rights to the action. (#8869)
- Fixed actions upload screens where the time was being lost on some date/time columns. (#8831)
- The Authors Active Directory synchronisation now accounts for users in nested AD groups. (#8837)
- Allowed the author role to be populated in the mapping fields for the authors synchronisation process. (#8245)
- Corrected reassignment of Actions Sheet documents caused by the actions authorisation process, that are stored in Objective where the document has not also been submitted to a Workflow. (#8807)

## Infocouncil - Version 8.1.0

Version 8.1.0 is an incremental upgrade to Version 8.0.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.0.5 see the Prerequisites for Version 8.0.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.1.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- An actions authorisations workflow is now provided if the new System Parameter supporting this is turned on. (#8574):
  - Authorisers can now be notified via the Complete button
  - A new checkbox has been added – Waiting for my Approval – to allow authorisers and their delegates to see the list of notified or returned actions
  - Approve and Return buttons have been added to allow authorisers to act on an action
  - New columns Status, Status Description, Authoriser and Authorised Date have been added. The status can be Outstanding, Notified, Acknowledged, Completed or Unable to be Completed
  - New tags have been added for actions reports – TAGACTIONSTATUS, TAGACTIONSTATUSDESCRIPTION, TAGACTIONCONFIDENTIAL, TAGAUTHORISER, TAGAUTHORISEDDATE
- Actions can now have any number of attachments if the new System Parameter supporting this is turned on. (#8574)
- Other Actions enhancements. (#8574)
  - A new column Confidential has been added and actions may be declared as either Open or Confidential
  - Actions can now be flagged as Unable to be Completed and searched for on the Actions screen
  - New flags have been added to allow all open and/or closed actions to be searched for and presented in a read-only format where the user has no rights to the action. This allows the Actions screen to be used as a resolution register for any action officer.
  - The Completed Date range search on the Actions has been enhanced to say, allow for the search of all outstanding action plus all actions completed in the last month. For example
- In the Actions screen, if no Action Officers are entered then only actions for the logged in user were displayed. Now actions that the user is also a delegate for will be displayed. (#7858)
- Provided ability to be able to report on member conflict of interests reported at meetings. When a conflict of interest occurs in a meeting, it can be tracked for later reporting by time period, meeting or member. (#8701)
- Added multi column sorting to the Actions and Document Menu screens. Clicking the column heading is still available to sort actions by that column and overrides any multi column sorting. Multi column sorting overrides any single column sorting. Sort order is preserved between searched and screen use. (#8516, #8749)



- Added a system parameter, “Show the Prevent Actions Being Generated for this Item minutes tool”, that when true, displays a tool under the Other menu of the Minutes ribbon group. When invoked the user can flag the minute item that the cursor is at, to prevent actions being auto generated during the Minutes Upload process. Invoking the tool again allows the flagging to be cleared. (#8495)
- Multi-select from multiple reference types (master plans, operational plans, strategic plans, etc, is now possible. Selecting from multiple levels in a reference type is now possible. Reference types with unlimited depth and uneven depth now possible. Talk to help desk to realise these changes as scripts will require changing to make use of the enhanced selections. (#8362, #7923, #77, #6972)
- Allowed confirmation of Minutes Attachments documents (#8742)
- Audit when a paper is published to a destination (#8597)
- Audit when an email is sent via the system (#8597, #7008)
- Where the system can, the Section and Master Plan will be retained, when changing the report type on the Report Dialog. (#7899)

*Bug Fixes:*

- For EDRMS integrated sites, when record level security is turned on and an action is committed to the EDRMS, it was possible to change the action’s officer without Infocouncil changing it in the EDRMS. This has been corrected. (#5706)
- Corrected the Attachment Integrity Check error message which referenced an Edit button which no longer exists on the attachment screen. (#8484)
- Corrected the situation when in the Meeting Screen, select any existing meeting, select any existing file save path, change from Closed to Open or visa versa, save, gave an error. (#8581)
- Improved wording of user message when attaching a disallowed file type. (#8613)

## **Infocouncil - Version 8.0**

The following sections apply to Infocouncil version 8.0

## Infocouncil - Version 8.0.5

Version 8.0.5 is an incremental upgrade to Version 8.0.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.0.4 see the Prerequisites for Version 8.0.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.0.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Corrected handling for InfoXpert UserGroups being used for user membership of a Domain/Library. (#8865)
- Improved retrieval of custom Objective folder icons. (#8866)
- Improved performance of Minutes Index Report generation for large data volumes. (#8850)
- Corrected reassignment of Actions Sheet documents stored in Objective where the document has not also been submitted to a Workflow. (#8863)
- Corrected display of progress when extracting an attachment from Objective or InfoXpert. Improved progress display when converting large PDF documents. (#8864)
- Corrected handling for zero-byte documents in Objective. (#8247)
- Removed the requirement to have the redundant DatabaseConnectionString and ToolbarUserFolder entries in the [InfoCouncilRemote] section of the infocouncil.ini file. (#8849)
- Improved performance of document download from Objective. (#8867)
- Correction of possible inappropriate publication of confidential content to public web site or directory. (#8871)

## Infocouncil - Version 8.0.4

Version 8.0.4 is an incremental upgrade to Version 8.0.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.0.3 see the Prerequisites for Version 8.0.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.0.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Address issue of slow update of fields at the end of the paper creation process. (#8571)
- Fix SetApproveOrReturnEmailText in DocumentApprovalBase where the Return section is loading the Approve text. (#8671)
- Fixed editing of Meeting and Meeting Date system level parameters. No longer will unedited boolean (True/False) value be defaulted when saving. (#8672)
- Options missing from Open list at bottom of Actions screen have been restored. (#8687)
- Handled user defined, new item and procedural motions actions when reallocating an action on the Actions screen for an EDRMS. (#8688)
- Actions screen shows horizontal scroll bar when appropriate. (#8694)
- The Actions reports hyperlink tags often titled "Open Item in Minute" and "Open Report" are behaving as hyperlinks. (#8704)
- Trim (not HPRM/HPCM) integration working again after broken in 8.0.2. (#8717)
- Make all stored procedures function in Azure DB. (#8723)
- Closed acts were not ordering correctly for some sites. (#8724)

## Infocouncil - Version 8.0.3

Version 8.0.3 is an incremental upgrade to Version 8.0.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.0.2 see the Prerequisites for Version 8.0.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.0.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added MessageYesNo, MessageYesNoCancel and LoadAuthor commands to the scripting language. (#8442)

### *Bug Fixes:*

- Corrected a number of screen rendering issues on high resolution displays. Infocouncil is "System Aware" for hi res displays. This means it will nicely scale itself to the primary monitor's resolution. If its screens are displayed on secondary or tertiary monitors with different resolutions, the screens will be stretched or shrunk and a degree of blur may occur. (#8513)
- The functionality of the NextCell macro was missed out during the deprecation of Word VBA. This macro captured the pressing of the Tab key when the cursor was inside the resolution table in reports and minutes and inserted a tab character rather than moving to the next cell/row as per normal Word behaviour. (#8519)
- Converting attachments now comes before the initial scripts when creating a paper. This means that attachments are converted if the pre-scripts need to use them. (#8308)
- Created a flag-driven process to re-paginate a paper as it is opened to force an update of all fields. This is useful if a client is experiencing the Word bug, where PAGeref fields are displaying incorrectly when the document is opened. (#8511)
- Fixed command - LoadMinuteltemAttachments - so that it works for all paper types, not just the Minutes Attachments document. (#8512)

## Infocouncil - Version 8.0.2

Version 8.0.2 is an incremental upgrade to Version 8.0.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.0.1 see the Prerequisites for Version 8.0.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.0.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Prevent PDF bookmarks resetting the page zoom when clicked when using the Kofax PDF application. (#8387)

### *Bug Fixes:*

- Corrected the following scenario. For EDRMS based clients, for an already saved report, a further modification, then a save, then a close, could see the further modification not persisted to the EDRMS. (#8412)
- Prevented a second message appearing when opening a document from the document menu which another user has open for edit and the first user sees a message asking if they want to open read only and the user clicks cancel. (#8428)
- During an authors' Active Directory synchronisation, prevented an error occurring on entering the screen when the data map field definitions do not have all those fields that map to AD defined prior to those that do not. (#8408)
- Further work to reduce potential for controls to disappear from a screen. Targeted Document Menu. (#8410)
- Fixed a bug in Move Item tool where when a full report was moved the bookmark of the report being moved above was left behind. (#8438)
- The InsertDocument command now allows content controls with a name or tag of 'ICKeep' to be retained (#8439)
- The bookmark for an item in a minutes with no recommendation bookmark is not now being deleted on save. (#8440)
- An officer who has only completed actions can now be set to inactive on the author screen. (#8443)
- Fixed bug where Preview Attachments was not retaining updates to attachments. (#8444)

## Infocouncil - Version 8.0.1

Version 8.0.1 is an incremental upgrade to Version 8.0.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 8.0.0 see the Prerequisites for Version 8.0.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.0.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allowed custom fonts to be published with HTML papers for councils that use non-standard fonts. This feature adds the ability to inject font references into the HTML generated by Word, governed by a system parameter. The correct fonts will be displayed on computers that do not have the font installed. (#8387)

### *Bug Fixes:*

- Attachments are now being made confidential/open in Objective after first save of report. (#8400)
- Fixed bug where, when selecting all Minutes attachments for a minutes attachments document, it failed to load the Paper class (scripting issue). (#8401)
- Prevented a "CompressionOption" error when taking minutes remote to do with SQL Server version mismatches. (#8368)

## Infocouncil - Version 8.0.0

Version 8.0.0 is an incremental upgrade to Version 7.9.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.9.0 see the Prerequisites for Version 7.9.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 8.0.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- This version includes new libraries to allow for the introduction of Infocouncil Online features in coming releases. There are no changes to the desktop version for this release.



## **Infocouncil - Version 7.9**

The following sections apply to Infocouncil version 7.9

*Note 7.9.0 sees the minimum Microsoft SQL Server version change from 2005 to 2008. If you are running the database on 2005 please take this opportunity to upgrade to a recent version such as 2019.*

## Infocouncil - Version 7.9.0

Version 7.9.0 is an incremental upgrade to Version 7.8.7 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.7 see the Prerequisites for Version 7.9.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.9.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added a new field to an action – Action Sub Type. Any sub types may be defined in the system and actions may be given a defined sub type. Actions may be filtered by sub type. The sub type can appear on the action sheet or in an actions report. Action sub type will only be available if a new system parameter under actions, Display Action Sub Type, is turned on. (#8136)
- Add group-based security for Objective. (#8215)
- Added update fields option to the tools ribbon. This will update all fields in the document including headers and footers. (#8190)
- Eliminated usage of NText or Text data types from the database, replaced with NVarChar(Max) instead (affected 7 fields). Eliminated use of old style table joining from the database (affected 9 stored procedures). (#8196)

### *Bug Fixes:*

- Fixed issue where a picture attachment (jpg, png) appearing on the last page of an agenda would be anchored to the previous page. (#8213)
- Handled an SQL constraint message presented when attempting to delete an author with actions or action notes. A clean message is now presented. (#8189)
- Prevented a report clone from occurring if the original report's committee's abbreviation contains an "&". Whilst inconvenient for the user this will prevent problems later when publish a paper containing the report to the web. (#8164)
- Eliminated the need for providing the client code as one of the mapping fields for the authors synchronisation process. (#8192)
- Remove 'Tabled at Meeting' field from Minutes Attachments screen. It is not relevant for users to be able to see it. (#8126)
- Remove Domino.Doc from the list of EDRMS Type options under System Settings. (#8135)
- Rename the 'Print' button on Actions screen to 'Create Report'. (#8110)
- Prevented an exception occurring when saving a meeting, when a meeting (committee) name has an apostrophe in it. (#8085)
- In the Document Menu, when selecting <all meeting types>, <all documents> and Inactive only, it now shows documents from inactive meetings only. (#8081)

## **Infocouncil - Version 7.8**

The following sections apply to Infocouncil version 7.8

## Infocouncil - Version 7.8.7

Version 7.8.7 is an incremental upgrade to Version 7.8.6 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.6 see the Prerequisites for Version 7.8.6 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.7.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added new tags to List Reports report - tagSectionHeaderDisplayName, tagRealSectionHeaderDisplayName, tagSectionReportName, tagRealSectionReportName. (#8088)
- Added new tag TAGRESOLUTIONSYSTEM to import the resolution to an action report using the system parameter 'Format of Resolution from Minutes Document'. For example, if the parameter is set to 4, the whole item will be imported. (#8179)
- The Minutes Type field on the Generate Actions screen now shows the description - not Open or Closed. This is required for some councils where all of the Minutes versions are closed (for example). (#8137)

### *Bug Fixes:*

- Marginal but further improvement to performance of update of fields after paper generation. This issue manifested in some versions of Word and may be caused by a Word patch. (#8174)
- Fixed issue where retrieving a report filename greater than 30 characters from the database was causing the Document Menu screen to throw an exception. (#8172)

## Infocouncil - Version 7.8.6

Version 7.8.6 is an incremental upgrade to Version 7.8.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.5 see the Prerequisites for Version 7.8.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.6.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Introduced two Masking commands - SetPaginationOff and SetPaginationOn. These may help when diagnosing slow update of page number fields when inserting new sections in a paper. (#8139)

### *Bug Fixes:*

- Fixed issue with slow update of fields after paper generation. This issue manifested in some versions of Word and may be caused by a Word patch. (#8138)

## Infocouncil - Version 7.8.5

Version 7.8.5 is an incremental upgrade to Version 7.8.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.4 see the Prerequisites for Version 7.8.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Fixed bug in TrackRevisions when calling an Approvals script. (#8099)

## Infocouncil - Version 7.8.4

Version 7.8.4 is an incremental upgrade to Version 7.8.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.3 see the Prerequisites for Version 7.8.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- When removing an author in the Report Data Screen the author's authorisers are now also removed. An authoriser will be removed if they are not an authoriser for any other author, and no manual edits of the authoriser list have occurred. (#6119)
- Added EnableSSL to FTP Publishing. (#6693)
- When cloning a report, default include attachments to false. A new system parameter controls what this default is. (#7868)
- Adding an attachment to a report with a disallowed file type now results in a more helpful error message. (#7915)
- Added an option to not reset the Authoriser list when cloning a report. (#7935)
- Added post check to report save to clean up ICSection Content Controls that have been pasted into the document. (#7950)
- The Action Screen now auto-populates the actions list, if the advanced options are not being displayed when the form opens. (#7954)
- Allowed Track Changes to remain turned on when creating a non-draft agenda. There is a new System Parameter in Papers to turn this on. (#7994)
- Added the section number as a parameter to the ImportHeader and ImportFooter commands in the scripting language. (#7998)
- Searching for inactive authors is now possible on the Actions screen. (#8007)
- Added new actions report tag - TAGACTIONTYPE - to display either For Action or For Information. (#8058)
- Refined how deactivated meetings and authors are listed on the Document Menu. Now, on the basic screen, the option to include inactivate meetings has been changed to Inactive only. On the advanced screen the Meetings combo has been changed to Include inactive and the Author drop-down has been changed to view Inactive only. (#8062)
- When publishing confidential papers to LG Hub, a new system parameter controls whether the file's "share status" is set to "blocked", preventing user's from sharing the paper with others. The default behaviour is that all papers published have the share status set to "optional". (#8069)

- Added two new System Parameters to control the chunk size when publishing to FTP locations. Testing has shown that changing from the current size of 2048 to a value above 1Mb can dramatically improve performance when uploading larger files. (#4665)
- The Email, Clone and Preview Attachments options are now buttons on the Reports Section of the Ribbon. A Goto place in the report option has also been added. (#7989)

#### *Bug Fixes:*

- Corrected publishing to a secondary FTP server which was using the business paper directory defined for the primary FTP server. (#132)
- Prevent a report being referred/deferred to the same meeting as it is already in. (#1215)
- Corrected issue where changing an agenda section for a meeting, within the Agenda Item maintenance form caused an error. (#7398)
- When publishing papers with 'delete temporary files after publish' checked, delete non paper specific reference files as well. (#7478)
- Confirmation now requested prior to opening an html document after conversion from a business paper. (#7479)
- Prevented Track Changes updating protected sections of a report. (#7664)
- Prevented ampersands being allowed in a committee abbreviations. It causes issues when papers are published to the web because an ampersand is a reserved character that delimits parameters. (#7771)
- Limit Author Maintenance Initials field to 5 characters. (#7861)
- Fixed issue introduced in Content Manager 9.X, where if user has no rights to the container of a record (it could have been shifted in Content Manager itself), an error would occur when attempting to open the document in Infocouncil. (#7864)
- Implemented a check of the Objective user's login that is case sensitive, in the About Box's verification check for a valid Objective user. This allows us to easily diagnose permission issues that arise in Infocouncil when the login spelling case mismatches what Objective has. (#7900)
- Improved the performance when publishing PDF papers with original attachments included, to multiple directories. The publish process was publishing each paper more than once. (#7904)
- Sped up the production of multi-row tag driven reports. Previously they could be much slower than single-row tag driven report (e.g Action Sheet reports). (#7951)
- Corrected an issue where some specific PNG image files were causing the FTP upload to crash. (#7957)
- Fixed issue where users found list items in the List Reports report that they could not see on the Document Menu. This affects clients who prevent report writers from seeing items other than their own on the Document Menu. (#7990)
- Fixed issue where the Closed Reasons list for Attachments was not being updated correctly. (#7991)
- Fix bug where running the Minutes caused the Reset Item Number screen to be displayed - Fairfield Only. (#7992)
- Prevented deleted Minute Items generating actions. (#7993)
- Fixed issue where an extra blank last page of an attachment was being inserted in agendas. (#7995)



- Fixed issue where Word windows were being maximised when using the Minutes tools. (#7996)
- Removed the 3 dots (..) from the Email Author button on the Authorisers screen. (#7997)
- Fixed DAS issue, clicking the Corporate Report option on the DAS window now creates a new report correctly. (#8008)
- Fixed an issue during an attachments preview or a paper creation, where an error was shown twice if an attachments integrity issue was encountered. (#8009)
- Fixed an issue with divisions in minutes where the reason was not being updated in the members array. It is now available for scripting to use. (#8010)
- Corrected an object not found error, occurring when producing an actions report displaying notes, when a user defined action with no notes is being reported on. (#8058)
- Corrected the new item tool from showing a validation message with a title of Infocouncil.BusinessAdmin. Now shows Infocouncil. (#8065)
- Fixed bug that occurred when the second approver of a paper returns the paper. (#8072)
- The system parameter Email Relevant Officers On Action Reallocation has been renamed to Allow User Choice To Email Relevant Officers On Action Reallocation to reflect its true purpose. (#8074)
- A recent Office update has caused Infocouncil's document identification check to fail, when opening Infocouncil documents last edited in Infocouncil pre version 7. This has been worked around. (#8090)
- Corrected an issue introduced in 7.8.2 where it was possible for file based (non EDRMS integrated) councils to see closed documents being saved to the defined open directory and open documents being saved to the defined closed directory. (#8091)

## Infocouncil - Version 7.8.3

Version 7.8.3 is an incremental upgrade to Version 7.8.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.2 see the Prerequisites for Version 7.8.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Bug Fixes:*

- Fixed issue where the option to upload actions to an EDRMS was missing for councils who are not using the full EDRMS integration (for example, Penrith-ECM integration). (#8029)

## Infocouncil - Version 7.8.2

Version 7.8.2 is an incremental upgrade to Version 7.8.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.1 see the Prerequisites for Version 7.8.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Improved the error message when attempting to delete a report via the Document Menu screen, and the report cannot be deleted because it is checked for inclusion into an agenda on the Create Paper screen. (#7910)
- Provided button on Tools part of ribbon to toggle hidden text on and off. This can be turned on or off via a System Parameter under the Ribbon node. (#7905)
- Modified the way all stored procedures retrieve error information so the Infocouncil DB will also work in Azure DB. (#7893)
- When cloning a report, the "recommended to another meeting" information is now cleared, and the cloning of a report that requires a reference committee or a related report is now prevented. (#7743)
- Provided a new EDRMS parameter to prevent authentication to the EDRMS from falling back to an explicit login is single sign on fails. Currently this EDRMS parameter is respected by the Objective EDRMS only. (#7916)

### *Bug Fixes:*

- Fixed a bug in the Delete Hidden Text tool for reports where protected Content Controls with hidden text caused an error. (#7785)
- Fixed issue where Post Report Save scripts are executed before the attachments were committed to the database. (#7854)
- Corrected a situation where in some environments, non-Infocouncil, password protected documents are displaying "Invalid Password" messages, on open and close. (#7856)
- Fixed broken help links from the forms to create Minutes Index and Minutes Items for a Meeting Reports. (#7856)
- Fixed an issue where icon images could not be pulled from an Objective server when only HTTPS is enabled. (#7860)
- Improved the error message the user sees in the Document Menu, when opening a document that the user has no access to in the EDRMS container. (#7570)
- Handled the situation where a Word crash occurs whilst connected to Dicentis eVoting such that on reconnecting Dicentis does not let you because it thinks you are already logged in. A

detection mechanism has been put in place and a logout is attempted prior to login accordingly. (#7889)

- Fixed issue when previewing PDF attachments. It presented the Integrity Dialog and failed the first time it tried to convert. (#7894)
- Fixed issue where, if a saved report EDRMS record is shifted to another folder in the EDRMS, Infocouncil puts it back in the original folder when re-saving. It will now stay in in the new folder and Infocouncil will be updated correctly. (#7895)
- Updated the stored procedures for the FileName field in the reports table which has been lengthened to 100 characters. Now saving a report with a long file name works. (#7896)
- Prevented an exception that could occur when typing an Objective folder identifier into the Save to Objective dialog, and then clicking the search button. (#7909)
- Fixed a synchronisation issue that caused a deadlock when starting a vote in Infocouncil eVoting. (#7919)
- Fixed an issue where the file names in Objective for reports and uploaded attachments were not correct (DOCX was repeated). (#7929)

## Infocouncil - Version 7.8.1

Version 7.8.1 is an incremental upgrade to Version 7.8.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.8.0 see the Prerequisites for Version 7.8.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added new command - LoadMinutes - to retrieve a collection of Minutes that have been confirmed between this and the last meeting. (#7823)
- Enhanced the LoadReportAttachments command to help with scripting. (#7824)

### *Bug Fixes:*

- Prevented non-Infocouncil documents, protected with a blank password, from being unlocked by Infocouncil and then relocked with the Infocouncil password. (#7820)

## Infocouncil - Version 7.8.0

Version 7.8.0 is an incremental upgrade to Version 7.7.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.7.1 see the Prerequisites for Version 7.7.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.8.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Enhance action report notes tags to specify a note number and specify notes greater than a number. (#7781)
- Added system parameter to default the 'Prevent Change' tickbox on the Action upload screen to True. (#7784)
- Allow control over the Interim Results Mode for eVotes cast with the Dicentis Integration. (#7694)
- Handle the Dicentis session timing out during eVoting. (#7724)
- Minutes now fully support the ability create lists in recommendations. (#7727)
- On closing an unchanged, new report, user will now be asked if they wish to save. (#7754)

### *Bug Fixes:*

- Addressed a possibility for Dicentis to give a "Cannot change state from 1 to 1." error. (#7766)
- Improve performance and stability when stopping a Dicentis vote. (#7767)
- During a Dicentis or SignalR Evote, the vote reason fields are now disabled. (#7775)
- During Dicentis start up, if error, show Dicentis message as well as generic ".failed to start." message. (#7776)
- The InvalidDocument routine now handles Sharepoint URLs. (#7778)
- Hide eVote button when eVoting is not configured. (#7779)
- Prevent a situation where a document could not be closed that had been copied from an EDRMS (outside of Infocouncil) and opened read-only. (#7788)
- Further improvement to eVoting logging. (#7665)
- Prevented unnecessary error message showing if the tool "Paste as Test" is used and the clipboard is empty. (#7749)
- Corrected a bug introduced in 7.6.3 where deleting a confidential attachment and saving the report gave an error. (#7758)
- Ex-Officio column on Meetings screen changed to reflect council Terminology. (#7810)

- Prevented EDRMS integrated clients, that allows their users read only access to each other's check out locations, from receiving a potential error when opening documents via Infocouncil report and approval emails. (#7765)
- Prevented user invoking Content Control Properties in a Content Control based report (unless unprotected). (#7809)

## **Infocouncil - Version 7.7**

The following sections apply to Infocouncil version 7.7



## Infocouncil - Version 7.7.1

Version 7.7.1 is an incremental upgrade to Version 7.7.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.7.0 see the Prerequisites for Version 7.7.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.7.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added new scripting command SetStyleFormat. This command superceeds the SetStyle command and enforces correct list numbering formatting and starting or continuing multiple lists in the same document (for example, can be used to maintain list numbering in Minutes for each item rather than turning the numbers to text). (#7723)

### *Bug Fixes:*

- Deleted the extra linefeed inserted by word when inserting a page break after an attachment image. This caused some landscape PDF attachments to skip a page. (#7707)
- Ensured that all EDRMS custom field replacements are possible on reallocation of an Action. (#7709)
- Improve ImportTextFromContentControl scripting command to support retaining styles and cleaning. (#7722)

## Infocouncil - Version 7.7.0

Version 7.7.0 is an incremental upgrade to Version 7.6.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.6.5 see the Prerequisites for Version 7.6.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.7.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Increase length file name that can be stored in the database for a report. (#1726, #7343)
- Provided a system parameter to control whether the Division Tool (including the Infocouncil and Dicensis eVoting screens) display Abstain as a vote option or not. (#4702)
- Provide override option to Publish Original Attachments (council may want to create PDF for their own use with no originals). (#6530)
- Allowed attachment embedded and non-embedded versions to be created as separate uploadable PDF documents. (#6530)
- On creating a PDF version of a paper, warn of locked or already created PDF after the user presses OK. (#6530)
- Re-design of PDF Conversion Choice screen. (#6530)
- In the Monitor Actions report, added a new tag to show resolution, as it is stored in the database (not from Minutes doc). (#6704)
- Add Recommended From/To Columns on Actions Screen to show any meeting and date that the action's related report was recommended from or to. Also added actions reporting tags to match: TAGRECOMMENDEDFROM, TAGRECOMMENDEDTO (#7058)
- When Draft mode is selected in the create paper screen, the screen now displays a message explaining why the Included List is different than Non-Draft Mode. (#7225)
- Add ability to email any action in the Actions screen. (#7354)
- New system parameter to control whether an option to email is provided when finalising an action. (#7354)
- New system parameter to control whether an option to email is provided when revising a target date for an action. (#7354)
- When opening a document that can only be opened read-only, the user is now notified that it will be read-only and asks if they wish to continue to open or not. (#7384)
- Meeting Timetable report provides a new tag TAGLOCATION, enabling the meeting locations to be shown. (#7391)
- Allow Minutes Tools remember their screen positions. (#7399)
- Enhanced action report tags and formatting of notes as follows: (#7481)

- Added Email type note
- Added the ability to use commas as the delimiter in tags (e.g. <tagDate,dd MMMM yyyy>). You can still use brackets <tagDate(dd MMMM yyyy)>
- Add a formatting extension for tagResolution (e.g. <tagResolution,0\_8\_Arial>) - see formatting)
- Added these formatting options for tagNotes:
  - Type - ALL for all notes OR a type of note (User, Target Date Revision, Reallocation, Completion, Email) (e.g. <tagNotes,User> - will show only User type notes).
  - OneLine - note will be listed on one line instead of two with date, time on first line and note on second line
  - NoteOnly - no note metadata such as date or time - the note only
  - First - the first note only. Combined with a Type option this could, for instance, list the first user type note.
  - Last - the last note only. Combined with a Type option this could, for instance, list the last user type note.
  - Date - will show the date (note: if this option and the next 4 are not used then all except EDRMS No. will be shown)
  - Time - will show the time
  - Officer - will show officer name
  - Type - will show the type of note (e.g. Reallocation)
  - EDRMSId - will show the action sheet EDRMS record number
- Retired several Note tags - TAGNOTESWITHEDMSNO, TAGFIRSTNOTE, TAGLASTNOTE, TAGFIRSTNOTEONLY, TAGLASTNOTEONLY. Note that these are still supported but should not be used in the future.
- Improved the layout of the list of notes
- A Deadlines button now appears at the bottom of Document Menu screen for reports. When pressed it shows the same deadline information that is seen when opening the same report (if no deadlines then a message will say no deadline information). (#7483)
- Provided a new system parameter to control whether actions created for closed reports in an open Minutes, will be open or closed. (#7486)
- Verified integration with InfoXpert 8.6.x. (#7567)
- Added Significance field to the Report Data screen and allowed it to be populated by calling an external tool. (#7572)
- Improved potential for immediate compatibility when new HP Content Manager versions are released. (#7585)
- Add New scripting command SetPartOfDelimitedString. (#7609)
- Added the author's division and branch and the report's utility fields to the list of columns displayed in the Document Menu screen. (#7630)
- New scripting commands for manipulating content controls have been added
  - InsertContentControlRichText
  - ContentControlExistsByTitle

- DeleteContentControlByTitle
- GotoContentControl
- GotoContentControlStart
- GotoContentEnd
- ImportTextFromContentControl
- GotoSection
- InsertMacroButtonField
- Added the ability to call a script before a report is saved. This might be used to check the document and prevent the save if necessary. (#7681)
- Added Paste Special option to InsertDocument routine. This guarantees that the range will be at the end of the pasted text. (#7686)
- Added the ability to nominate a specific report template for a report type (agenda item). (#7689)
- Added the ability to retain styles when importing text from minutes and reports in the scripting language. (#7698)
- Added new document property for use when scripting - CommitteeMeetingTypeId (the id of the type of meeting). (#7699)

#### *Bug Fixes:*

- Make system generated notes against actions more consistent. (#4584)
- Prevent use of the Email Report Link tool before the report is saved. (#5815)
- During the PDF conversion, eliminate an “Object not found” error that was hiding real errors. (#6530)
- Added defensive paper operations to update fields and clean hidden text immediately before preparing the bookmark pane outline, to try to prevent the PDF conversion on very rare and unreproducible occasions, paginating ever so slightly differently, but in the process reducing the page count. If the issue should occur, now resets any bad page numbers in the outline to the last page, continued with conversion then warned the user of the issue. (#6530)
- Action Sheet reports now do not show time when showing the Meeting Date, Target Dates, or Finalised Dates. (#6737)
- Prevent error using Insert Text if cursor in protected section. (#7191)
- The LoadReportsForPaper scripting command now handles the late report list. (#7353)
- Some minutes tools would act upon the previous item if the cursor preceded the item’s bookmark. (#7390)
- Corrected issue where paper approvers are in incorrect order after adding new approvers. (#7401)
- On the Actions screen, now you cannot tick both Outstanding AND Overdue at the same time. (#7418)
- When both the PDF and HTML versions of a paper are being published in the same operation, corrected possibility for original attachments not to be published for one version. (#7420)

- Corrected a null object reference error in the Active Directory author synchronisation process. (#7422)
- Handled situation where Word ExportAsFixedFormat command failed when converting Word documents to PDF's. All subsequent calls would also fail. Now it fails with a message and halts the process. (#7424)
- When Emailing administrators while processing Presentations, the wrong email template was being used. (#7426)
- Removed the possibility when taking a Minutes document remote for a file not found error. (#7447)
- Prevented an update links message appearing when opening document with links to other documents in it. (#7480)
- Removed the following columns from the Document Menu screen to improve performance of the screen: Been Reversed, Awaiting My Approval and Deadlines. (#7483)
- Made paper descriptions consistent between the Papers grid in the Document Menu screen and with the paper's EDRMS record (in the Document Title field). (#7483)
- Prevented "Command Not available" messages when processing the document by clearing unnecessary content controls on document save. (#7495)
- Prevented a meeting abbreviation from being the same as the council prefix. The council prefix is the 2 to 4 character identifier we give to each council arbitrarily when Infocouncil is first implemented at the council. When the meeting abbreviation is the same and the abbreviation forms part of the name given to documents produced by Infocouncil, then Infocouncil treats it as an Infocouncil template instead of a document. The ribbon will then hide report, agenda and minutes tools. (#7619)
- Fixed New Item tool where the year-based item number was being incremented after editing a New Item. (#7662)
- Fixed bug in GotoStartSection and GotoEndSection script commands where range was being set to the first section instead of the current section. (#7667)
- Fixed bug where the the SetStyle script command failed to restart a number list when requested. (#7671)
- Confidential reasons screen now shows the check boxes in the first column at very high resolutions. (#7679)
- Prevent the SelectRange script command throwing an error when the range is empty. (#7687)
- Fixed bug in scripting command LoadCouncillorsForMeeting where asking for members only, returned the opposite. (#7697)
- Prevented being able to set the colour and appearance properties on content controls when using Office 2010, to avoid crashing. (#7700)
- Fixed bug where the Agenda Item flags: Exclude Report Type From Agenda and Exclude Report Type From Minutes; were not being respected. (#7701)



## **Infocouncil - Version 7.6**

The following sections apply to Infocouncil version 7.6

## Infocouncil - Version 7.6.5

Version 7.6.5 is an incremental upgrade to Version 7.6.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.6.4 see the Prerequisites for Version 7.6.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.6.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow the existing Role-based security to be active at the same time as EDRMS integration, and if an Author has a Role applied to them, then use this as a Group or Position Location when setting the access control to a record in Content Manager. This enhancement overcomes the recently imposed limit of 64 locations per record by Content Manager. Far less locations result by using role-based security than author-based security, making the limit unlikely to be reached. Please speak to Infocouncil support before using role-based security for assistance in setting this up correctly. (#7657)

### *Bug Fixes:*

- Prevented reports left open after an agenda error from being saved. (#7658)
- Fixed an attachment import issue which could occur where semi-colons are part of the report title. (#7659)
- Fixed issue where, when converting a PDF a contention error occurred on the Infocouncil.ini file. (#7660)
- Fixed issue where, if an error occurred in an attachment script the screen would remain locked for refreshing. (#7668)
- Corrected papers being created with a built in "Title" property containing "00" in the meeting date, when it should be showing the month name. This could also be seen when the paper was converted to a PDF and pushed up to the Infocouncil publishing web site, where the PDF title would also show the "00" in the name. (#7669)
- Fixed issue to set focus to the first editable area of a report when first opened or created. For certain circumstances this was not occurring. (#7670)
- Clone screen now renders well at very high resolutions (#7674)
- Improved logging for eVoting. (#7665)



## Infocouncil - Version 7.6.4

Version 7.6.4 is an incremental upgrade to Version 7.6.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.6.3 see the Prerequisites for Version 7.6.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.6.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Bug Fixes:*

- Corrected compatibility issue with Micro Focus CM 9.3.2 which manifested when getting an error when clicking a report link in an email. (#7626)
- Fixed issue where Read-Only documents in the Checkout directory were not being cleaned up. (#7625)
- Fixed issue where a zero-length range text object in GetMinuteNumber routine causes an error. This happens when a MinuteNumber bookmark in a Minutes document has been collapsed to the start of the range. (#7622)
- Documents that are opened in a final script when creating papers are now being closed by the system. (#7621)
- On opening a document, prevented the message asking if this is really an Infocouncil document when some users are working with drive mappings and others with UNC paths. (#7618)

## Infocouncil - Version 7.6.3

Version 7.6.3 is an incremental upgrade to Version 7.6.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.6.2 see the Prerequisites for Version 7.6.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.6.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Bug Fixes:*

- Fixed issue where documents in Role/Login based folders were moving to the current users folder on change of meeting details. (#7351)
- Fixed issue where user-defined actions were causing an error on the Actions Screen. (#7392)
- Fixed item numbering bug where wrong section was being used for year-based item numbering. (#7396)
- Fixed bug where, when creating a paper, the IncrementReportCountersAndGetHeading routine was not returning a False. This caused an error in some rare circumstances. (#7397)
- Now changing deadline date information does not cause all committee date deadlines to be updated. (#7408)
- The Document Menu now always refreshes on load with the previously selected details. This was a problem occurring on some machines. (#7416)
- Fixed an issue, where uploading attachments to an EDRMS (Magiq) caused the file extension to be lost. (#7421)
- Fixed an issue where stopping the execution of initial scripts fails to stop the execution of final scripts. (#7427)
- Fixed an error displayed when a paper is closed from code while it being created. It failed to do this cleanly. (#7430)
- A permissions issue arose post an API change in infoXpert. The code was not correctly identifying and walking the library members group, only explicit user groups. This is fixed. (#7433)
- Fixed the Remove Hidden tool which could cause a crash in Word. (#7434)
- Removed orphaned rows in tblCommitteeInsertPages and LinkTemplateCommittee. (#7437)
- Fixed a problem where the original bookmarks were not being deleted from a paper after creation. (#7448)
- Fixed the Load Clauses feature. It was not working in version 7. (#7449)
- Corrected the issue where reports created in pre-version 7.0.0 of Infocouncil, when opened in versions 7.5 to 7.6.2, are not recognised as Infocouncil reports. (#7485)
- Fixed a timeout issue where converting PDF's was taking much longer than it should. (#7487)

- Fixed a bug in Document Approval where a return could send two emails to the same person. (#7491)
- Corrected a problem where, in 7.4.0, if a user had more than one Infocouncil report open then the "Email report link" feature was not correctly tracking the active document. (#7496)
- Fixed a bug in scripting command "Clean" where removing bookmarks of type "C" removed all bookmarks. (#7524)
- Fixed report bug where 'tagMerge' and 'tagRemoveHeaderRow', if capitalised would not work. (#7552)
- Now the system administrator security group has rights, by default, to uncomplete actions. (#7587)
- Fixed a bug where revisions not being saved for file-based councils (since 7.5.0). (#7596)
- Fixed an error message 'Object reference not set' when running agenda where the person has no access to a report. (#7604)
- Corrected an issue where selecting a member on the minutes New Item form returned the wrong one to the Minutes document. (#7606)
- Fixed a display issue where the InfoXpert Save Parameters form was displaying the default folder id in a truncated form. (#7610)
- Fixed an Objective error that displayed when "Viewing" an attachment that is already checked out to the user. (#6939)

## Infocouncil - Version 7.6.2

Version 7.6.2 is an incremental upgrade to Version 7.6.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.6.1 see the Prerequisites for Version 7.6.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.6.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Made Preview Attachments watermark optional (new system parameter under the System node). (#7345)
- Optionally prevented line feeds in the subject/title of a report if a new system parameter under the Report Dialog node is set. This can be used where a document management system does not support line feeds (e.g. Objective). (#7317)
- Improved the Outline Tool in Minutes (#7344):
  - To make screen up/down arrows and default item work better. Now the up and down arrow keys can be used to move to the next item and pressing Enter will go to the item.
  - Added option to default the Enter key to go to the start of the recommendation instead of the start of the item. This is controlled by a new system parameter under the Paper node.
  - Fixed slow load (see below).

### *Bug Fixes:*

- Fixed an issue where PDF/A attachments when uploaded to the web were displaying with errors in embedded pictures. (#7328)
- Fixed slow load of the Outline Tool in Minutes, which occurred for some council's with very large Minutes documents with many items. (#7344)
- Fixed issue where after upgrade to 7.5.X, uploading actions caused a 'nullable object must have value' error. This was caused by reports cloned in a pre-7.5.X version of Infocouncil, for a meeting that was then uploaded after the upgrade. **Note: we have a script that can be run to prevent this error in pre-7.6.2 installations.** (#7371)
- Fixed bug where Inserting headers for the HTML version of the web document, was throwing an error, in some cases. (#7370)
- Prevented message being displayed by new InvalidDocument check when a temporary copy of a paper is created when creating HTML web versions. (#7370)

## Infocouncil - Version 7.6.1

Version 7.6.1 is an incremental upgrade to Version 7.6.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.6.0 see the Prerequisites for Version 7.6.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.6.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Bug Fixes:*

- Fixed an issue, where on running a late agenda, when using the Late Options popup to exclude reports, excluded reports are not excluded. (#7325)
- Fixed a spelling issue where an LG Hub integration error message said “LGHub” instead of “LG Hub”. (#7326)

## Infocouncil - Version 7.6.0

Version 7.6.0 is an incremental upgrade to Version 7.5.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.5.2 see the Prerequisites for Version 7.5.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.6.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- The authorisation process has been updated: (#7299, 7134, 7318, 7321, 7323, 7324, 7009)
  - Provided the ability to return directly to the author(s) at any stage
  - Allowed the default for a return to be to the previous notifier or the author(s)
  - Provided the user with a choice to return to author or notifier, and provided default via a parameter
  - Corrected the setting of status in many situations
  - Corrected history notes which were not accurate.
  - Prevented notification out of order (unless a system flag is set OR the Notify All button is visible)
  - Made the Notify All option make sense and work
  - Allowed for returns up the chain of authorisers
  - Provided feedback messages to the user about what has happened and what will happen
  - If a person is Authorising their own report then let them do it with a OK/Cancel Message - No email (#7134)
  - Added three System Parameters:
    - Default return to author(s)
    - Force notify in order
    - Prompt for return to author or notifier
  - Added two Committee level Parameters (to override the same System Parameter):
    - Default return to author(s)
    - Prompt for return to author or notifier
  - Approval History window - made resizable and added scroll bar. Also, column width corrected.
- Added pre/post scripting hooks for cloning and added Infocouncil-Version-Number and Report-Cloned-From-ID custom properties. The pre-script could be used for preventing cloning based on any criteria. The post-script could update the cloned document with anything. (#7322)

- Added an Action Date security feature where an Action Officer would only be allowed to change the Target Date, if they have the rights. Administrators can apply the right per action item on the Generate Actions sub-screen. (#7314)
- Added Related report name as a new column on the Document Menu and the Create Paper screen. (#7237)

*Bug Fixes:*

- Fixed an issue, where on Document Open the InvalidDocument check can fail for council's that have moved from File-Based to EDRMS-Based. (#7229)
- Fixed an issue where using the Clear button on the Actions screen gave access to actions for other divisions. (#7310)
- Fixed an issue where, on the Actions screen users with Divisional rights now always see the correct list of actions. (#7312)
- Fixed an issue where getting the resolution text for displaying in eVoting added an extra line to cell. (#7304)
- Fixed a spelling error on the Agenda Items screen. (#7320)

## **Infocouncil - Version 7.5**

The following sections apply to Infocouncil version 7.5



## Infocouncil - Version 7.5.2

Version 7.5.2 is an incremental upgrade to Version 7.5.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.5.1 see the Prerequisites for Version 7.5.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.5.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- MicroFocus CM9.3 now supported. (#7308)

### *Bug Fixes:*

- Fixed issue where some pre V7 reports were not being recognised as Infocouncil documents (no report tools visible) in version 7.5+. (#7305)
- Fixed item numbering issue for TOC type agendas. (#7303)

## Infocouncil - Version 7.5.1

Version 7.5.1 is an incremental upgrade to Version 7.5.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.5.0 see the Prerequisites for Version 7.5.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.5.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Fixed the problem where cloned reports gets incorrect action due date. (#5431)
- Fixed the problem where a report is cloned the new report keeps the old report's item no. (#7246, #7247)
- Fixed the problem where process destination folders fails when processing agenda (#7241)
- Fixed the problem where Objective - allow authentication fall-back from SSO (#5925)
- Fixed the problem where process destination folders doesn't set record name (#6923)
- Fixed the problem where the scripting document Save command fails (#7231)
- Fixed the problem where View button on Attachments screen does not work in certain scenarios (#7233)
- Fixed the problem where scripting document ImportSetup command failed when 1 is passed to the 3<sup>rd</sup> position of the asterisk delimited parameter of the 5<sup>th</sup> position of the tilde delimited parameter, of the 2<sup>nd</sup> parameter. (#7242)
- Removed the warning message displayed if the system determines that a copy of an Infocouncil document is being opened. This reverses #7085, introduced in 7.5.0, due to certain situations not behaving as expected. (#7235)
- Fixed the problem where Infocouncil after saving a report with the Save As command, closing and then reopening the resulting document, treats the document as an Infocouncil report. (#7238)
- Fixed the problem where a “file not found error” occurs when closing a new report without saving. (#7248)

## Infocouncil - Version 7.5.0

Version 7.5.0 is an incremental upgrade to Version 7.4.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.4.0 see the Prerequisites for Version 7.4.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.5.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- All legacy code has now been removed from the product:
  - As a result, there are no longer any attached templates (Infocouncil\_Reports.dot etc.).
  - The Office 356 bug, where controls disappear from screens, is now fixed (see bug #7221 below).
  - The product may be installed to any directory on any machine.
  - All forms have been converted to .NET forms. (#6976, #6981, #6986, #6988, #7001, #7016, #7039, #7046)
  - Many processes have been improved during the conversion. For example, cloning a report function provides better information to the user.
  - Removed the Install Path and the non-V6 connection string(s) from the INI file. They are no longer required. As well, many other lines in the INI file can be removed (see the Installation Document). (#6772, #7075)
  - The Create New report process now presents the Report Dialog before the report itself is loaded. This means that more than one base report template can be implemented for a client.
- Added the ability to script approvals for papers. For example, at the point of approval text could be inserted into an agenda. (#5439)
- Transfer Reports function has been rewritten to more robust and provide better information during the process. (#6662, #3753)
- Added an additional column titled "Author" (who is the first officer on the report) to the Generate Action screen. By default, it is to the right of the "First Officer" column. (#7035)
- Added a Load by Filter method to all COM collections so that an external program can retrieve the data it requires. (#7056)
- Allowed macrons to be stored in all fields in the reports table (e.g. UtilityText). (#7082)
- Change the default selection on the Finalise Screen to Reports. (#7083)
- A warning message is now displayed if the system determines that a copy of an Infocouncil document is being opened. The user now has the opportunity to retain it as the Infocouncil document or remove all Infocouncil identification from the document. (#7085)

- By default, now the Finalise function only allows meetings in the past to be finalised. There is a System Parameter to allow finalisation before a meeting had been completed. (#7105)
- The full path is not now required on the Text Definition screen for documents in Inserts or Templates directories. (#7206)
- Added a progress messages to paper creation. It is now much easier to see where the process is up to. (#7210)

#### *Bug Fixes:*

- Fixed the problem where, after an Office 365 update was applied for users who are on the Monthly Channel for updates in Word, controls would disappear from some screens in Infocouncil. (#7221)
- Fixed an issue where the final part of paper creation (agendas, attachments, minutes) could be very slow to complete. This could occur for very large papers. (#7214)
- Reversing the combination of under-separate-cover / confidential on the attachment screen failed to remove the wording in the document. (#6033)
- New Item tool allowed selection of absent member - fixed. (#6451)
- The Document Menu now refreshes automatically after changing details of a report. As of 7.4.0 the Document Menu does not close after opening reports. (#6910)
- For clients that use EDRMS-Destination folders, the record name was not being set correctly when the Folders were processed. This is fixed. (#6923)
- Fixed an Objective error when "Viewing" an attachment that is already checked out to the user. (#6939)
- Fixed an issue where in a Minutes document, Ctrl-1, Ctrl-2 etc did not work with the number pad part of keyboard. (#6945)
- Fixed the Creation Date failing to update when cloning. (#6954)
- The test for a Content Control based document is now being executed only for reports (there was an issue with Content Controls from reports being pasted into Minutes documents). #6980)
- Fixed an issue in GetTextFromReport where a paragraph marker is entered at an EndOfCell marker. (#6992)
- In Actions Further Reports tab, when you select "Exclude" and run the report the criteria summary at the top of the list says, "Including Further Reports". It should read "Excluding Further Reports" – this is now fixed. (6997)
- The Actions Screen-Division combo is now sensitive to naming conventions. (#7034)
- The list on the Procedural Motions screen is now alphabetically sorted. (#7048)
- Fixed an issue where the Minutes Hyperlink in action sheets did not work. (#7049)
- Fixed an issue where opening a finalised EDRMS document warned the user that the document was requested as a read-only document. It should not because it was requested to be Read-Only in the first place. (#7055)
- Fixed an issue where, when building a new report with inserts that contain protected content controls, a failure occurred. (#7057)
- Fixed an issue with the tag "tagSummary" in ListReports where it was restricted to a getting the section from the table cell only, if a table was present in the section. (#7060)

- Fix a bug in the minutes tool Procedural Motion, where an error occurred if a motion was added in a non-resolvable table. (#7063)
- When Uploading Actions from a Minutes that contains Content Controls an error could occur. This is fixed. (#7081)
- Added enhanced error trapping to test for an unproducible exception in MoveItem. (7106)
- Fixed a bug where opening reports from meetings over 9 months ago changed the meeting date in Report Data screen. (#7135)
- The file number field on the Report Data Screen is now made a required field using a System Parameter, not a Custom Property. This will now have to be turned to True for clients upgrading to 7.5.0, if it was required previously. (#7145)
- Fixed an issue where changing the meeting date on the Meetings Screen did not change deadlines dates. (#7146)
- Fixed an issue where borders were being removed when exporting to a PDF document. (#7205)

## **Infocouncil - Version 7.4**

The following sections apply to Infocouncil version 7.4

## Infocouncil - Version 7.4.0

Version 7.4.0 is an incremental upgrade to Version 7.3.9 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.7.1 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.9 see the Prerequisites for Version 7.3.9 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.4.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- eVoting is now available. It operates from the division tool and improves the democratic process by minimising member influence during a vote. Vote results are directly updated into the minutes document in the same way that the division tool worked previously. Full minute taker override ability exists as final safeguard. It comes in two flavours: (#3912)
  - Infocouncil – Utilises any device (phone, tablet, PC)
  - Dicientis – Utilises Dicientis eVoting hardware
- Council Dashboard api interface has been rewritten. BigTinCan is deprecating their old api interface on 30<sup>th</sup> Jun, 2019 so we must utilise their new interface. Note: councils will need to contact Task Exchange to obtain new value for *LG Hub connection string*.

Also included are a number of improvements to the interface: (#4992)

- Rebrand “Dashboard” to “LG Hub” (#5307)
- Improved cover text defaulting. Increased size of text to 2000 characters. Allows text to be HTML. Allows meeting variables to be substituted into the text. (#5777, #5167).
- Allow two default channels to be specified for each meeting, one overall default and one for closed papers. (#5771)
- Allow story titles to be customised (#3547, #4643, #5088)
- Allow the list of channels to publish to, to be restricted (#4683)
- Allow means for subsequent publishing of a paper to LG Hub to not overwrite previous versions (#5839)
- Eliminated Access from Infocouncil resulting in the following form migrations to .NET.
  - Meeting Maintenance. Now available under Maintenance menu. (#5009)
  - Division Maintenance. Now available under Maintenance menu. (#5850)
  - Agenda Sections Maintenance. Now available under Maintenance menu. (#5886)
  - Confidentiality Clauses Maintenance. Now available as two screens: Confidentiality Acts and Confidentiality Clauses; under Maintenance menu. (#5926)
  - Agenda Items Maintenance. Now available under Maintenance menu. (#5978)
  - Send Email. Now available under Functions menu. (#5986)
  - Maintain Who Will Address the Meeting. Now available via “Speakers” button in the Meeting Date maintenance form. (#5987)

- Setup Cover Sheets. Now available via “Coversheets” button in the Meeting Date maintenance form. (#5988)
- System Settings. Now available via the “System Settings” button on the System Parameters form. (#6082)
- Converted the following screens from Word VBA to .Net
  - Outline Tool. (#5817)
  - Move Item Tool. (#5817)
    - Table of contents (TOC) is now refreshed after moving an item. (#5941)
  - Reset Resolution Number Tool. (#6023)
  - Preview Attachments. (#5720)
- Allow columns in Publish form to be resized at will and remembered. (#5498, #5628, #6455)
- Provide a completion message to the paper PDF conversion process in case the user does not have a default PDF viewer thereby opening the new PDF and indicating process completion. (#4914)
- Added ability to control the sort order of confidential reasons in the Confidential Reason screen as opposed to strictly being alphabetical order. (#5788)
- Ex-Officio term can be customised with new system parameter. (#6072)
- Added new tags to Actions Report:
  - <TAGFIRSTNOTE>, <TAGFIRSTNOTEONLY>, <TAGLASTNOTEONLY>. (#6138)
  - <TAGREPORTAUTHORNAME>, <TAGREPORTAUTHORFIRSTNAMELASTNAME>, <TAGREPORTAUTHORLASTNAMEFIRSTNAME>. (#6506)
- Add new tag to List Reports report to list attachments in one line per item - <TAGATTACHMENTSNOLINEFEEDS>. (#6273)
- Allow the format of the author’s name in action notes (whether first name / last name or the other way around) to be controlled independently to elsewhere in the system. (#6307)
- Provided a new method to Convert Numbers to Text. XBeta flag provided to revert to old method if desired. (#6357)
- On the Send Mail screen, when choosing to send to members, you may now select a meeting to list just the members of the meeting. (#6360)
- The publication destinations “Primary FTP”, “Secondary FTP” and “Directory(s)” can now have their names customised via new system parameters. (#6457)
- Where Meeting is displayed in the screens, attempts have been made to widen the field where possible and/or widen the size of the drop down list. (#6478)
- Added new tag to Minutes Index report - <TAGREPORTAUTHORNAME>, <REPORTAUTHERFIRSTNAMELASTNAME>, <REPORTAUTHERLASTNAMEFIRSTNAME>. (#7122)
- Added system parameter to not strip track changes for draft agendas. (#6559)
- Provided system parameters to control the default states of the "Notify Subscribers" and “Silently Send” checkboxes on the Publish form. (#6656)
- Allow meeting memberships to be defined from the Meeting Maintenance form. (#6658)
- Add Database Utility to About box (replacing MS Access linked tables). (#4437)
- Add Google Group information to About box. (#6287)



- New scripting command – LoadMeetingLastBetweenDates. (#6738)
- Allow content of confidential attachments document to be configured:
  - To include all open and confidential attachments. (#6272)
  - To include confidential attachments to open reports only i.e. exclude attachments to confidential reports. (#4310)
- Member maintenance – added check for duplicate. (#6537)

#### *Bug Fixes:*

- Fixed issue where an error occurs saving a report that has a presenter added (#2214)
- Fixed issue when reallocating an action that had been completed via TRIM/HPRM. (#4114)
- Fixed grammar issue in a finalise confirmation message. (#4244)
- Explicitly turn on table gridlines when opening minutes documents. (#4552)
- Prevent deletion of an author if the author is identified as an authoriser or division head. (#4656)
- Fixed issue where under certain circumstances selecting a report type that requires a related late report to be specified, continues to prompt for the related report when the report type is changed to a report type that does not require it. (#5126)
- Fixed an unusual agenda save error. (#5276)
- Fixed various tooltip spelling. (#5280)
- Fixed the Text Definitions form not always displaying all its button on first show. Resizing corrected this issue but should not have occurred in the first place. (#5288)
- Corrected bad link in the Infocouncil Reports – Quick Reference online help topic. (#5295)
- Renamed the EDRMS – Alternate Containers parameters so they both start with “Alternate Locations” and appear next to each other. (#5308)
- Fixed issue where LG Hub (Dashboard) story names do not distinguish meeting time. (#5088)
- Fixed error message when the email template does not exist for action sheets to be more helpful and say which template file it was looking for. (#5330, #5713)
- Improved tracing in action sheets generation process. (#5338)
- Corrected security function names for Functions – Export and Functions – Document Finalisation. (#5366)
- LG Hub (Dashboard) password issues now obsolete because new integration does not use individual passwords anymore. (#5375)
- Fixed spelling error in message detailing connection and author validation. (#5376)
- Fixed issue when adding a meeting membership in the Members form where the member is already a member of all meetings and a validation error shows repeatedly. (#5393)
- Fixed issue when items are resolved, the Minutes Outline tool does not show them as resolved. (#5437, #5755)
- Fixed form scaling issue for the Objective & InfoXpert Save screens. (#5578)
- Fixed issue with InfoXpert if security on a record is based on Library membership, the call to GetDomainMembers is failing to find the domain. (#5581)
- Fixed issue when tracked changes turned on, field codes appeared to be changed each save of the document, but no actual change. (#5613, #6021)

- Fixed issue where Confidential Reasons screen did not render well on the Surface Pro. (#5624)
- Fixed the Add Authoriser dialog for adding authorisers to a paper, to respect the system parameter for sorting and displaying author names by first or last name. (#5688)
- Fixed issue when a report based on a template with mixed portrait and landscape sections had an incorrect header when coming through to the agenda. (#5763)
- Fixed when importing a document, the border can sometimes be applied to last section - not the first. (#5816)
- Fixed when actions for copied items are generated, the original and copied item both get the same recommendation text. (#5856)
- Fixed the Mail screen to correctly encode the HTML template. This manifested as seeing the symbol Â throughout the mail body. (#5930)
- Fixed issue where Load Clauses screen did not render well at high resolutions. (#5940)
- Fixed issue where could not delete a meeting date because papers had been published to LG Hub, even though they, and any reports, had subsequently been removed from Infocouncil. (#6013)
- Fixed issue when first importing a master plan a “cannot insert the value null” error occurred (#6014)
- Made the Confidential Review Event field on the Confidentiality Reasons Screen wider. (#6043)
- Correction to the Maintaining Authors topic in the online help file. (#6047)
- Fixed incorrect headers/footer on attachments in the agenda at certain situations. (#6071)
- Fixed when templates referencing dvCommitteeName variable not updating. (#6111)
- Fixed issue for meeting that by default Includes All Reports In Confidential Agendas. On the Create Paper screen and in the Late Options pop up, only closed reports were showing when open reports should have also. (#6113)
- Fixed issue when deleting a report that is referenced by another report generating a constraint error. (#6117)
- Fixed issue when a report approval notification email is sent by a delegate, the mail incorrectly states it is being sent to the authoriser instead of the author. (#6129, #6130)
- Fixed issue during agenda creation when importing a minute item it was possible to get a clipboard error. (#6208)
- Fixed issue where time was being displayed incorrectly with seconds in actions notes. (#6275)
- Fixed issue where Preview attachments is not resetting the ribbon correctly to hide the Infocouncil Save As backstage option. (#6288)
- Fixed issue where <tagApproved> in List Reports does not always work. (#6327)
- Fixed issue for a file-based council that manually entered a File Number on the Report Data form, this value passed through to the Send Report email as the EDRMS id, which caused the hyperlink to fail to find the report. (#6365)
- Fixed issue where occasionally when users launch the Load Clauses window that the descriptions for the paragraphs are not being displayed. (#6459)
- Meeting name on Document Menu has been widened. (#6508)
- For Text Definitions, make tags case in-sensitive. (#6587)

- Add check in `GetSectionNumberAtRange` to test for end of document. (#6641)
- Fixed issue where Objective system fields were not correctly recognised and custom field data was not been written to the record. (#6758)
- Removed extraneous save to EDRMS when creating a PDF. (#6444)
- Insert Text tool now displays when there is the text to insert. (#5265)
- Fixed issue where error regarding writing to log folder occurred when Infocouncil is installed on SOE and logged-in user is not in Infocouncil Users AD group and therefore has no access to logs folder. (#6626)
- Ensure when first publishing to LG Hub with V7.4, Infocouncil displays useful message regarding system parameter update. Note: it will be necessary for councils to contact Task Exchange to obtain new value for *LG Hub connection string*. (#6063)
- Fixed error “Value cannot be null” in Authors Synchronisations, Members Synchronisations and Membership Synchronisations. (#6066)
- Fix “RemoveBookmarks” parameter to `CleanFlags` – option “C” – it now removes all bookmarks starting with PDF and a number e.g. `PDF2_ReportName`. (#6074)
- When report approval email is sent, ensure email correctly indicates who notification is going to. (#6129)
- Fix About box scaling issue on high resolution devices. (#6083)
- Fix issue where selecting an apology on Members screen caused form to be flagged as dirty. (#6017)
- Ensure when a read-only document is opened, the Infocouncil ribbon is activated. (#6100)
- Ensure File Save As is enabled for document created as result of Preview Attachments. (#6288)
- Ensure script field `MotionText` displays `MotionName` if text for motion has no value. (#5429)
- Remove reference to “non-draft” when running Minutes with no reports. (#1553)
- On Authors screen, order Security Group by `segOrder`. (#1599)
- Ensure `LeftRoom` property set before `LeftReturnedMask` script called. (#5977)
- Ensure master plan defaults to latest master plan. (#2741)
- For Actions screen, ensure search parameters are loaded on-demand to improve screen load performance. (#5812)
- When importing a document, the border can sometimes be applied to the last section – not the first. (#5816)
- DAS Menu is now using system parameter for templates path. (#5912)
- New Item screen is now using system parameter *System – Sort member by last name – Minutes tools*. (#5849)
- Fix command `UnlinkSections` so that if a bookmark is passed in it only clears the sections with this bookmark. (#6011)
- Script command *LoadCouncillorsForMeeting* now uses parameters *IncludeLeaveOfAbsence* and *IncludeApologies* correctly. (#6078)
- Ensure page references (`PageRef` fields) are updated at end of paper creation process. (#6255)
- Ensure *CleanFlags* parameter on *InsertDocument* includes *DeleteContentControls* and *ContextControlsToExclude*. (#6358)

- Cancel on Notify button from Create Paper screen now works correctly. (#6036)
- Infocouncil ribbon icons are now fully transparent. (#6582)
- Help is no longer displayed top-most. (#6155)
- User friendly message is now displayed when no SMTP parameter specified when emailing Actions. (#5586)
- Fix descriptions for system parameters *Papers - Councillor Format* and *Papers – Councillor UI Format*. (#5944)
- System parameters for Alternate Containers are now grouped together. (#5308)
- Papers are now generated cleanly without Word swapping between other applications while opening/closing documents. (#5952)
- Fix “Method or property is not available because there is no previous section” error in routine DeleteLastPage. (#6763)
- Apologies and Leave of Absence on Member maintenance are now shown with most recent first. (#1443)
- Meeting deadlines are now displayed in date order. (#6786)
- Fix captions on Master Plan Import screen. (#6079)
- Fix bug where insert minute number returns 00 for meeting date year. (#6900)
- Fixed bug where To Date filter for Minutes Index Report was being ignored. (#6905)
- Fix crash when user is being authenticated to Objective by login/password if password has expired. (#5717)

## **Infocouncil - Version 7.3**

The following sections apply to Infocouncil version 7.3

## Infocouncil - Version 7.3.9

Version 7.3.9 is an incremental upgrade to Version 7.3.8 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.8 see the Prerequisites for Version 7.3.8 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.9.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Fixed “Unable to connect to: [Records Manager] engine” error when clicking on hyperlink in email for EDMRS based councils (especially TRIM/RM/CM). (#6659)

## Infocouncil - Version 7.3.8

Version 7.3.8 is an incremental upgrade to Version 7.3.7 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.7 see the Prerequisites for Version 7.3.7 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.8.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Corrected the situation in some circumstances where the title page of a paper incorrectly displays headers/footers. (#6366)
- Fixed the issue where an author is updating the notes for an action they have access to and the action's minute item has other actions for which the author does not have access to, then the other actions will be deleted from Infocouncil and finalised in EDRMS if one is in use. Affects versions 7.1.0 to 7.3.7. (#6562)
- For councils using InfoXpert there is now an EDRMS parameter – File Name Format – which gives control over how a file is named. (#6568)
- Correction to the hyperlink embedded in the email when using the "Email Report Link" feature when a council is file-based and manually entering file numbers. (#6574)
- Corrected the possibility with 7.3.7 that the last section of the agenda has no headers/footer. (#6578)
- Corrected problems that can cause content control based reports to fail with the tools: Delete Unused Fields, Delete Hidden Text, Convert Numbers to Text Tools. (#6579)
- Now getting correct list of meetings for a paper where a committee's minutes is confirmed by another committee. (#6583)

## Infocouncil - Version 7.3.7

Version 7.3.7 is an incremental upgrade to Version 7.3.7 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.6 see the Prerequisites for Version 7.3.6 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.7.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- For councils using Objective as EDRMS, fixed error “The file appears to be corrupted” when opening a previously saved and edited large document. Note, this fix prevents this error from occurring, it does NOT fix already corrupted documents (please contact the Infocouncil for a workaround for already corrupted documents). Also a faster method of reading a document from Objective has been implemented. (#6289).
- Fixed issue when using Notify on Create Paper screen - the note entered was not appearing in the email. (#6160).
- Some HP TRIM, RM and CM systems have a check for duplicate records enabled (under System Options, Storage). When this is enabled, Infocouncil encountered an issue when checking-in an unchanged document (e.g. re-running an agenda) – this has been fixed. The error message included text “This document has already been registered” and “Duplicate records are” (#6264)
- For councils using certain releases of HP RM/CM, fixed error “Sorry, you do not have permissions to relate to the following records” while saving a document if the document has an “alternatively within” relationship defined with a container for which the user does not have “Update Record Metadata” access. (#6210)
- Fix crash in DeleteLastPage when unlinking header/footer if the header/footer is blank. (6263)



## Infocouncil - Version 7.3.6

Version 7.3.6 is an incremental upgrade to Version 7.3.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.5 see the Prerequisites for Version 7.3.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.6.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Fixed “Invalid column name” error when script refers to Meeting.FirstMeetingInYear. (#6121)
- Fixed script command ImportTextFromMinutes which did not find the resolution if the only bookmark present is PDF2\_Recommendations\_999\_1 (i.e. there is no related PDF2\_Recommendations\_999). (#6122)
- Fixed “StartIndex cannot be less than zero” error when approving a report as a delegate which occurs for certain SMTP servers. (#6125)
- Fixed V7.0.0.sql – conversion of <IMPORTTEXT> was not handling first parameter correctly. (#6120)

## Infocouncil - Version 7.3.5

Version 7.3.5 is an incremental upgrade to Version 7.3.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.4 see the Prerequisites for Version 7.3.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added new tags for Monitor Action Sheet reports. Tags are <TAGOFFICERTITLE>, <TAGOFFICERNAMEITITLE>, <TAGOFFICERPHONE>, <TAGOFFICERBRANCH>, <TAGMANAGERTITLE>. (#6045)

### *Bug Fixes:*

- Fixed bug in Export to an EDRMS where export process considered the default container to be invalid. (#5748)
- Fixed bug where document variables are not populated in certain situations on sections with different first page headers. (#5943)
- Fixed bug on Minute Item screen where actions sheets which were deleted appeared not to be. (#6067)
- Fixed bug on Minute Item screen where changing an action sheet's association to Minute Item did not persist in the database. (#6068)
- Fixed bug where if Agenda Item is flagged to Update Item Number, the item number was not being generated during the report save process. (#6075)
- Fixed bug where authorise/return emails were copied to authoriser and text indicating who the notification was sent to was incorrect. (#6035)
- Fixed bug in EDRMS where misleading error message displayed if user did not have rights to create a record of the type used by Infocouncil. (#6040)
- Improved Actions permissions checking for Objective. (#5703)
- Added informational message when user opens document has been finalised. (#5877)
- Fixed "Cannot activate application" error after clicking on Create Acknowledgement Letter on Acknowledge toolbar. (#6076)
- Fixed error relating to "UpdateNotesBufferWithIds" when saving an Action after adding notes (without saving the Action first). (#6077)
- Fixed bug in script command LoadCouncillorsForMeeting where setting sort order parameter had no effect. (#6069)
- Add foreign key in database from table linkTemplateCommittee to tblDocumentTypes. (#6065)
- Fixed error "Database in use by another thread" which occurred sometimes when exporting to TRIM/HPRM/HPCM. (#5005)

## Infocouncil - Version 7.3.4

Version 7.3.4 is an incremental upgrade to Version 7.3.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.3 see the Prerequisites for Version 7.3.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

### Bug Fixes:

- Fixed bug where web password was not getting encrypted on Author Maintenance screen. (#5811)
- Fixed bug where re-ordering reports in Create Paper screen resulted in “max pool size reached” error. (#5924)
- Fixed bug where Officer Name was not available to New Item script. (#5942)
- For councils using EDRMS, fixed attach on save loophole. There was an issue which causes a user to unexpectedly lose work if system parameter *EDRMS/Attach Document on Save* is False. A user opens a document from an EDRMS and edits/saves the document a number of times (without closing the document). At this stage the updated document is saved to the Checkout folder only. Then the user makes some more edits and decides to discard them by closing the document. Infocouncil would previously rollback to when the document was first opening from the EDRMS. This has been fixed. (#5948)
- Add extra process to mitigate the LinkToPrevious headers error in papers. If incorrect headers appear in papers, a new system parameter – *XBeta/Select end of document when unlinking headers and footers* - has been added to help resolve this issue. (#5967)
- Fixed bug on Author Maintenance screen, where Infocouncil administrator is unable to set Security Group for author if the Security Group had no inheritance or members. (#5381)
- Added Security Functions for Subscriber maintenance. (#6003)
- Fixed bug where a Chairman’s report changed to be a non-Chairman’s report still appeared in the Chairman’s Agenda. (#5976)
- Fixed bug where if system parameters – *Actions/Acknowledge Information Only in EDRMS on Commit* and *Actions/Acknowledge Information Only in Infocouncil on Commit or Email* are True, and action sheets are emailed, than all actions and information items were automatically completed. Now only information items are automatically completed. (#5810)
- Fixed error when previewing attachments for content control based report with track changes turned on. (#5949)
- For HPRM, when the report author is changed, Infocouncil will attempt to change the Author on the HPRM record if HPRM allows it. (#5820)

## Infocouncil - Version 7.3.3

Version 7.3.3 is an incremental upgrade to Version 7.3.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.2 see the Prerequisites for Version 7.3.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Fixed bug where the DAS Menu could not open DOCX versions of the various templates that it works with. Additional documents created via the DAS Menu will be saved as DOCX if the system parameter Save As XML is true.(#5881)

## Infocouncil - Version 7.3.2

Version 7.3.2 is an incremental upgrade to Version 7.3.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.1 see the Prerequisites for Version 7.3.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Fixed bug where error messages were displayed when a Word document is saved if Infocouncil is installed on non Infocouncil user's machine. (#5841)
- Fixed bug where getting previous bookmark fails if there is an enclosing bookmark. (#5845)
- Fixed bug where incomplete resolutions were imported from committee minutes, if new rows had been added to the item. (#5847)

## Infocouncil - Version 7.3.1

Version 7.3.1 is an incremental upgrade to Version 7.3.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.3.0 see the Prerequisites for Version 7.3.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow for login based storing of the Toolbar INI file (add \<LOGIN> to the end of the ToolbarUserFolder item in Infocouncil.ini). (#5787)
- Migrated Master Plan from Access to .NET. Now available under Maintenance menu. (#5008)

### *Bug Fixes:*

- Fixed bug where Committee Report Id was not being updated (in version 7) for council's using the Committee Report control on the Report Dialog (2 councils). (#5789)
- Increase the Author EDRMS Password field length to 100 characters to allow for longer passwords. (#5780)

## Infocouncil - Version 7.3.0

Version 7.3.0 is an incremental upgrade to Version 7.2.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.2.4 see the Prerequisites for Version 7.2.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.3.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Automatic population of the authorisers list on the Report Dialog has been revised (#4612):
  - Add of first author updates list with defaults.
  - Adding an additional author no longer clears and rebuilds list. If a new system parameter (Report Dialog-Update authorisers list with author changes) is true any new authorisers will be added to the bottom of the list. If false, there will be no update to the list.
  - Delete author will have no effect unless it is the last author in which case list is cleared down.
- Now, if the meeting type is changed on the Report Dialog (#4908):
  - the author/authorisers remain
  - the report type remains if it is the same as the old one
  - the section remains if it is the same as the old one
  - The plan information remains if the report type/section supports it (it may not)
- Added new function to masker to check if a date is current (valid) or not. (#5745)
- Enhanced the Custom Fields options for EDRMS integration for Objective in particular but can be used by any EDRMS). Now these additional custom fields may be added (#5388):
  - report typist
  - report first author
  - report all authors
  - report all authorisers
  - report first authoriser
  - report last authoriser
  - action first author (affectively assignee)
  - paper all authorisers
  - paper first authoriser
  - paper last authoriser

For each of these the formatted result can be one of the following:

- abbreviation
- branch
- division
- email address
- first name

- last name
- first last
- last, first
- title

*Bug Fixes:*

- Fixed issue where reversing authorisation in a report (not via Order & Authorise) and clicking save on report left the report "included" in the meeting. (#4472)
- Fixed issue where the minute number was not updated if the field SEQ MINUTES is in capitals. (#5622)
- Fixed issue where the reason on the Revise the Target Date dialog was always being always retained. (#5702)



## **Infocouncil - Version 7.2**

The following sections apply to Infocouncil version 7.2

## Infocouncil - Version 7.2.4

Version 7.2.4 is an incremental upgrade to Version 7.2.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.2.3 see the Prerequisites for Version 7.2.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.2.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Allowed the Move Item routine to be called by the scripting language. This provides a one line command to move any item in a paper to another part of the paper. (#5377)
- Added a flag to override order of Resolution and Division screens to show members in alpha order. (#5387)
- Small improvements to scripting language – new type test commands and new LoadMember call. (#5638, #5640)
- Minutes Tools - added the ability to make a make a resolution row the only resolution row and to run a script after the reverse of a resolution row. These changes provide more power to Make a Resolution Row tool. (#5641)

### Bug Fixes:

- Fixed error saving confidential minutes with record security on (Objective). (#5714)
- Fixed bug where saving a confidential paper a second time with *Attach Document on Save* set to True reverses the Record Level Security. (#5721)
- Fixed error when evaluating *AgendaItemsId* in the MinutesItems collection in the scripting language by allowing for nullable types. (#5705)
- Corrected a situation where confidential reports were not being flagged as confidential actions if they were the open minutes. (#5646)
- Fixed Record Level Security loophole - when calculating the set of people to allow access to a confidential record, the routine is always regarding the current user as the typist. It now retains the original user as the typist. (#5385)
- Fixed issue, in all EDRMS layers, where any call to get a record that could not be found resulted in a new "orphan" record being created. (#5514)
- Fixed bug when sending an email, where the routine *GetAppDataPath* returned as the path for the temporary file the root directory of C drive. (#5623)
- Fixed an issue where an error occurred when editing a report directly from HPRM after deleting the report from Infocouncil – The report is now opened in Word and may be resaved to Infocouncil. (#5527)
- Fixed a bug which caused a Word crash when viewing an attachment that had been checked out in HPRM. (#5177)
- Fixed a bug Move Item Tool where a bookmark may end up outside a moved item. (#5377)

- Handled an error on the Create Paper 'Include' checkbox if the person has no access to the record in HPRM. A message is now displayed. (#5393)
- Fixed an problem where the Email Action Sheet routine was not returning a result when it could not find a an email template. A better message is now displayed. (#5698)
- Improved the handling of an Objective upload of an action failure, where the user has no rights to the folder. (#5701)
- Prevented macros firing when editing Infocouncil templates. Unhelpful messages were being displayed. (#5653)
- Fixed a bug where the Closed Reasons sort order was incorrect if ID of one of the items selected is > 9. (#5687)
- Fixed an issue in List Reports for a Meeting where excluded attachments were not showing in list. (#5643)
- Presents a message now if the Returned to the Meeting screen has no one to return. (#5644)
- Removed the Allow Authors To Add Edit Notes system parameter because it is now redundant (Security Settings now control this. (#5413)
- TOC Fields now update when calling the scripting command UpdateWordFieldsOfType(13). (#5708)
- Fixed a landscape bug when cleaning up blank pages at the end of a just created agenda where the last page flips to portrait. (#5625)
- Made further tweaks to the new Text Definitions function to handle Word removing spaces when it should not (SmartCopyAndPaste). (#5639)
- Fixed issue where, if the last page of an agenda has a floating image on it, it can be deleted by the routine which attempts to remove the last page if it is blank. (#5635)
- Fixed a bug where and extra line would be inserted when inserting parts of a report on build of a new report. (#5636)
- Corrected the wording of a validation message when saving a Text Definition. (#5605)
- Now allowing Resolution bookmarks to be included in the list of bookmarks in the PDF version of a paper. (#5637)
- Sometimes got a Command Failed error when creating a very large Monitor Action Sheets Report. Improved memory clean-up to help prevent this. (#5629)
- Now can display the Item Numbering Form for supplementary committees (Fairfield Council uses this). (#5645)
- Fixed Objective action reassignment issue. When an action is reassigned in Objective, currently only the Task is reassigned, not the Slip or the Document. Reassigned them all. (#5704)
- Fixed an issue where the UnlinkAndClear routine beta flag to set the range did not work in two cases. This could occasionally cause the header in a section of an agenda to be linked to the previous section. (#5707)

## Infocouncil - Version 7.2.3

Version 7.2.3 is an incremental upgrade to Version 7.2.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.2.2 see the Prerequisites for Version 7.2.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.2.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Add Convert options to Convert Attachments screen. (#5517 )
- Add new DELETEREPORT script command. (#5550)

### Bug Fixes:

- Remove section breaks on each attachment page (introduced in V7.2.1) as it was causing significant degradation in performance while generating papers. (#5518, #5433)
- Add support for PDF attachments larger than A3. System parameter *Attachments – Reduce Size of Big PDF Attachments* is removed. Please note A2/A1 attachments will be reduced to A3 or A4 as per system parameters. (#5353, #5496)
- Fix garbage characters in Action Sheet email (#5522)
- Fix garbage characters in Authorise email. (#5528)
- Fix open report from hyperlink issue – if report was read-only, it was being checked out of EDRMS and remained checked out. (#5579)
- Set landscape attachments page margins to be the same as insert document to give better pagination results. Please note, we may need to edit your council's attachment insert for achieve the best results. (#5545)
- Fix script command INSERTDOCUMENT – it was losing page borders if the insert document had page borders. (#5519)
- Fix “Cannot edit Range” error when creating report referring to another report if report template is content control based. (#5526)
- Fix error “An error occurred in CommitActionSheetsToEDRMS” if *Always Use Actions Folder* is on and the *Default Action Folder* doesn't exist. (#5354)
- Eliminate use of ToShortDateString when saving dates to strings.(#5374)
- Facilitate re-allocation of TRIM/HPRM “For Information” Action (#5379)
- *All A3 pages start on right hand side* for Attachments now works again. (#5390, #5282)
- For Monitor Action reports - <tagCommitteeText> is now includes the meeting date as per previous releases. (#5414)

- When using doc (not docx) templates, fix HRESULT error when cropping PDF attachment. (#5434)
- Fix exception when resetting page set up for a section with TextColumns width if there is 1 column only. (#5436)
- Improve cropping of PDF attachments. (#5495)
- Reduce size of images for downsized pdf pages i.e. A2 to A3. (#5497)
- Fix out of memory error which occurs when converting Agenda to PDF if publishing original attachments and excluded attachment document exists. (#5357, #5588)
- Fix error running Preview Attachments when Include Cover Sheet is ticked with content control based report template. (#5523)
- Fix error saving using track changes on content control based report when "Warn before printing, saving or sending a file that contains tracked changes or comments" is turned on. (#5524)
- Fix Goto Recommendation failure for content control based report. (5525)
- Use naming convention for Proforma (if it exists) to name minutes on Generate Actions form. (#5521)
- Mitigate against a possible word bug that eliminates the space before the inserted field in text definitions (pre Word 2016). (#5547)
- Change 7.0.0 sql to delete any orphaned minute item attachment records. (#5584)
- Add online help for Item Numbering Options screen. (#5350)
- Change the test temporary file name used in UserHasDirectoryRights to test if a user can write to a directory. (#5411)
- Remove "Compress Images" option from PDF Conversion screen (it does nothing). (#5587)
- Clean up extra last page in papers when it occurs and delete original bookmarks. (#5543)
- As part of ADJUSTRIGHTTABSTOPS script command, if there is a single table in the header, then autofit it to the window. (#5546)

*Known Issues:*

## Infocouncil - Version 7.2.2

Version 7.2.2 is an incremental upgrade to Version 7.2.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.2.1 see the Prerequisites for Version 7.2.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.2.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

### Bug Fixes:

- Producing an agenda with large Word attachments was very slow due to how the custom variables were being transferred. This is now fixed. (#5389)
- For certain councils, the confidential text inserted for report and paper is similar (inserted via the *ClosedText* script). For papers only, if multiple confidential reasons had been selected, Infocouncil was showing the first confidential reason only. This has been fixed. (#5397)
- Scripts for Addressing the Meeting return no details for selected report. This has been fixed. (#5398)
- When a report with more than nine attachments is imported into an agenda, attachment number ten onwards is allocated an incorrect alpha value in certain situations. This has been fixed. (#5383)
- Fixed “Object has been deleted” error which occurred when *InsertTable* script command invoked in certain circumstances.
- Checkboxes on Attachment screen are now undocked and so, no longer clickable in any empty space beside the checkboxes. (#5380)
- The *InsertTCFieldForEachMinuteNumberOfAResolution* script command does not always remove the @MN tag when embedded in a TC field. This has been fixed. (#5395)
- The *InsertTCFieldForEachMinuteNumberOfAResolution* script command (which creates a TC field that references a minute number) now has an option to not take the format style of the minute number. (#5396)

### Known Issues:

- System Parameters / Attachments / A3 (2) All A3 Pages Start on Right Hand Side will only place the 1st 2 pages of the attachment on right hand side pages, subsequent pages will incorrectly appear on next page.
- There is currently no support for PDF documents larger than A3. Report writers need to be instructed that A3 is the maximum size attachment size that can be used. Make sure System parameters / Attachments / Reduce size of PDF attachments is False.

## Infocouncil - Version 7.2.1

Version 7.2.1 is an incremental upgrade to Version 7.2.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.2.0 see the Prerequisites for Version 7.2.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.2.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Enable saving of documents to Alternate containers for HP TRIM, HPRM and HPCM. Contact the helpdesk to find out how to use this option. Please note this functionality does not apply to attachments automatically uploaded or Actions committed to the EDRMS. (#4681)
- Allow subscribers to be notified via email when papers are published to the Infocouncil website. Contact the helpdesk to find out how to use this option. (#3311)
- Add more options for listing closed codes/letters during scripting. (#5270)
- Improve how scripting command ImportRecommendation handles closed and open Minutes. (#5345)

### Bug Fixes:

- Macrons in HTML navigation pane are now presented correctly. (#5116)
- Macrons in report titles were not shown in PDF bookmarks or HTML navigation panes – this is fixed. (#5311)
- When committing Action to Trim/HPRM the Container property is now set on the Trim/HPRM record. (#4989)
- Delegates for Committee Approver are now able to authorise papers. (#5196)
- Fix error – *An error has occurred trying to open C:\Infocouncil\Infocouncil\_Bridge.dot* – when opening a document from outside of Word (i.e. double-clicking from File Explorer or editing from EDRMS) and then clicking on the Infocouncil ribbon. (#5257)
- Handle TRIM/HPRM/CM exception if user cannot change the container. With TRIM/RM/CM if a user doesn't have rights to change the container that a record is in, when the confidential status of the record changes and the default container is different from the current container, then the Save dialogue was incorrectly recalculating and overriding the Folder ID. If the save continued, an exception was presented telling the user that they didn't have rights to change the container. (#5220)
- Handle “unknown” location gracefully when saving confidential documents with Record Level Security enabled i.e. display information message regarding “unknown” location and continue to save document and apply security. Note this issue affects Infocouncil TRIM Context interface only i.e. RM8.1 and previous versions of RM/TRIM. (#5260)
- Creating an action sheet for new item gives *object reference not set to an instance of an object* error if action sheet template includes ConfType flag (tag is generally <CONFIDENTIAL>). (#5216)

- Record level security is now applied to actions when they are committed to an EDRMS – it will be applied for all items in a confidential Minutes document and for confidential reports in an open Minutes document. (#5348)
- Fix Objective Inspect method issue by explicitly not returning any disposal schedule information when performing an Inspect. (#5207)
- After upgrading from V6 to V7 if publish to Dashboard is configured, opening the Publish screen causes a password decryption failure – the user is now prompted to re-enter their password. (#5273)
- Fixed issue with Crop Image where dimensions are different and also ensure section break inserted for each attachment page. Also added system parameter for number of millimetres to crop. (#4945)
- The load of Minutes Tools *Outline* and *Block Resolve* has been improved. (#5396)
- Load Clauses tool now clears all items from right pane to left pane, not just the ones in a section. (#5193)
- Minor editing on some tooltips (#5281)
- Minor changes in help file for Remote Minutes. (#5293)
- Enable searching of all subscribers for a meeting type/committee. (#5209)
- Added a number of retries when error “The action was blocked by organization policy” occurs – (Word 2016 only). (#5258)
- Include %z (for Draft papers) to the EDRMS naming convention parameters descriptions. (#5329)
- Add handling for different default ports for a clean installed Objective 10.x server (vs one that was upgraded from v8.x). (#5386)
- Handle missing “=”s in <CONTEXT> statements. Fix 7.0.0 conversion script (#5269)
- Fix error 5416 *The setting could not be created* when setting Options Save Interval. (#4948)
- Check to see if action has been committed to EDRMS before creating Action Sheet document. (#5058)
- EDRMS Search screen now remembers how it was sized. (#5078)
- Fixed error creating agenda (“Failed to get/create the Document”) when reports saved using file-based database, then enabled InfoXpert. (#5147)
- Modify And Save tools now enabled for councils that export to an EDRMS and have *Allow Specify EDRMS Export Location Per Doc* turned on. (#5150)
- The Access Send Email function now works for subscribers. (#5217)
- Fixed error *DELETE statement conflicted with REFERENCE constraint “FK\_tblCommitteeSubscribers\_cosClientCode\_cosComId”* when taking Minutes remote if subscribers are set up for a committee. (#5335)
- Fixed error when deleting a subscriber. (#5304)
- Disable *List Reports* and *Generate Actions* when in “remote” state. Also make sure *Disable Remote* is available. (#5291)
- *Reverse Authorisation* now works if Authoriser has been notified but has not yet approved/returned the document. (#5263)
- Fix incorrect text in system parameter *Allow section breaks in content control based reports* (#5294)
- Fixed issue where *Insert Minute Text* requires a member to be selected even though the Text Definition did not specify it. (#5290)
- Fixed error *Cannot insert duplicate key row in object ‘dbo.tblSubscriberTypes’* when adding a duplicate subscriber type. (#5299)
- Fixed issue where it was possible to add a subscriber without specifying a meeting type/committee. (#5300)



- Fix error when deleting a committee if a subscriber exists for that committee. (#5305)
- Minor change to text of “unknown location” message displayed when saving a document with record level security turned on for TRIM/HPRM. (#5306)
- Fix ribbon display after coming back online (from remote minutes). (#5289)
- Prevent meeting date being created if two meetings on the same day and Template table is not correctly set up (i.e. doesn't include meeting schedule id M). (#4802)
- Fix minor conversion issues in V7.0.0 sql script. (#5163)
- Fix up EDRMS Parameter group name for parameter Default Destination Utility Paper Folder. (#5215)
- Remove Minutes Confirmed check box from Meeting Date maintenance screen. (#5199)
- Uninstall now checks for open Microsoft Office applications (as Install does). (#4819)
- Fixed a bug where, if a council which uses Recommended to another meeting on report data screen, if the first report is recommended to council and other reports are not, List Reports shows all reports as recommended to council. (#5341)
- Fix exception in tracing when Objective checkout fails. (#5149)
- When saving/restoring document menu screen, show any exception message in the trace log. (#5153)
- Fixed bug in scripting commands *GotoSectionStart* and *GotoSectionEnd* – passing zero always sent to first section of document. (#5261)
- Fixed bug in scripting command *GetTextFromBookMarkedCell* – check for text before calculating length of text. (#5262)
- Fixed bug in masking routine *GetTextFromMinutes* – range was being moved before not found message was inserted. (#5205)
- Fixed bug in Item Numbering Options screen – OK and Cancel were unresponsive. (#5200)
- Fix issue closing Word document when user not in AD group. (#5164)
- Fix error “The specified path, file name or both are too long” trying to open Action sheet related to long report name (Objective integration only). (#4982)
- Fix 7.0.0 conversion script to handle Author.Name – it should be defaulted to FirstNameSurname. (#5221)
- Handle *Command failed* exception gracefully when user presses cancel on read-only message from Word. (#5137)
- Fix error "That property is not available on that object" when unlinking fields during PDF generation. (#5089)
- Ensure label control on EDRMS Search form is docked to bottom of base form. (#5077)
- Minutes tool *Insert Procedural Motion* now eliminates fourth parameter code from the MoverSeconder bookmark. (#5370)
- The Minutes Attachments tab was missing for previously saved Minutes Attachments documents – this is now fixed. (#5327)
- Fix ActionSheetsProcess for new items – there is no report object so attempting to get the Corrold will fail. (#5339)
- In Cover Sheet Setup - Limit Print to Subscriber Type is now enabled. (#5303)
- Enable Enter key in Office 2016 for new report. (#5069)
- Fix bug in CopyAttachmentToInsertDocument that caused a header object to be orphaned when importing attachment. (#5169)

*Known Issues:*

- System Parameters / Attachments / A3 (2) All A3 Pages Start on Right Hand Side will only place the 1st 2 pages of the attachment on right hand side pages, subsequent pages will incorrectly appear on next page.
- There is currently no support for PDF documents larger than A3. Report writers need to be instructed that A3 is the maximum size attachment size that can be used. Make sure System parameters / Attachments / Reduce size of PDF attachments is False.

## Infocouncil - Version 7.2.0

Version 7.2.0 is an incremental upgrade to Version 7.1.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.1.3 see the Prerequisites for Version 7.1.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.2.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Councils may now have their report template converted to a Content Control Based layout. (#4941). This means that:
  - There is only 1 section in the document.
  - No more “Do not delete these lines” lines.
  - No more cell around the recommendation – instead it is bounded by a rich text content control which is highlighted when the user mouses over it or clicks within it.
  - The document does not jump around at all when the user clicks in a protected section. The user can click in a protected section but cannot type.
  - All Office tools are fully available (Track Changes, Footnotes, in-line editing of pictures etc.)
  - You can put landscape sections in a report (there is a new tool to help you do this).
  - Content controls are all cleared down to text in agendas/minutes.
  - .and, the reports have a better look and feel.
- New Insert Text in Minutes Tool. This feature provides the means for an administrator to add edit or delete individual blocks of text that can be inserted into Word document, for example Minutes (Maintenance-Text Definitions). This is done using the Insert Text tool which is available from the Minutes ribbon and the general toolbar. It is used to insert any text based on choices made by either the Minute Taker or anyone else who wishes to insert blocks of predefined text (for instance in reports). An example of where this might be used is inserting multiple choice conflict of interest text into a Minute’s document. (#4942)
- Added option to email an officer from a report with link. From ‘Other’ on the Report Ribbon, you may email another officer with details of the report. The email may have a hyperlink to the report and an optional note. Please contact the help desk for the associated email template. (#4984)
- In Minutes, speed up the loading of Division, Procedural Motion and Resolution tools. (#5114)
- In Minutes, enhanced the Division tool to provide a dropdown (on Unanimous button) and accelerator keys to select Unanimous For (Ctrl-F1), Unanimous Against (Ctrl-F2), Remainder For (Alt-F1) and Remainder Against (Alt-F2). You can also skip down (Down-Arrow) and up (Up-Arrow) through the list. (#4657)
- More sort options have been added, via a Committee table override method, for listing items on the Create Paper screen (for example reports from committees to another meeting may be listed in meeting date and time order). (#5198)

- Now you can have Report Templates (Administration-Reporting) both in the new Reports directory as well as the main directory (but it's better to move them all to the Reports directory). (#5194)
- Allowed the Enter key to be used in the Optional Note box in the Create Mail screen. (#5076)
- Added option to "Repeat as header row at the top of each page" for any table. (#4944)
- Migrated Subscribers Maintenance from Access to .NET and added Subscriber Types screen. Also, added the ability to list all subscribers for a meeting. (#5014)
- Renamed Upload Minutes button and form to Generate Actions. This is more informative. (#5241)
- Exposed membership position description through Councillor object. This aids scripeter's in creating membership lists. (#5247)
- Added confidential checkbox to Minutes Index Report. (#1416)
- Show/hide columns in Generate Actions and Actions forms depending on Actions system parameters *Use EDRMS for Actions* and *Use Email for Actions settings*. (#4895)
- On Generate Actions form, the number of attachments is now shown for each minute item. (#4885)
- Added the ability to view attachments to minute items from Minute Item form (via Generate Actions and Actions forms). (#4764)
- The script command `IsTextInSection` now allows length of text to be specified. (#4929)
- Allow publication of meeting date XML files to be configurable for FTP and file server destinations. This will improve the performance of Publication function as most council do not require these files. (#5090)

#### Bug Fixes:

- Page Reference fields are now updating in Office 2013/2016. (#5204)
- Prevented the deletion of reports that have been included in a meeting. (#2216)
- Addressed an error that could occur when creating an agenda - This method or property is not available because there is no previous section. (#4770)
- Fixed `Infocouncil.ExpressAddIn` exception when creating PDF if agenda has Word attachments and publish original attachments is turned on. (#5165)
- Fixed issue for EDRMS HPRM when confidential security is removed from a record and default security applied - the group location was not being searched correctly and as a result security was incorrectly set as inherited. (#5214)
- Fixed Ribbon exception occurring when an Infocouncil document is opened outside of Word if Word is not already open (e.g. double clicking a Word file from Windows Explorer or editing directly from an EDRMS). (#5211)
- Fixes issue where file in use exception is thrown when generating HTML/PDF ("original" attachments enabled) with large attachment file (250+MB). (#5251)
- Fixed issue where "BeforeCleanPaperMask" was not passing in the paper object. This makes it easier to, for example, override item numbers in the scripting language. (#4937)
- Remove Minutes Confirmed checkbox from Meeting Dates screen (now on Business Papers tab – note that Confirm Minutes function is turned on via a System Parameter) (#5156)
- Fixed issue where Create paper screen late reports were not always populating in pop up. (#4797)
- When report is cloned, the Infocouncil tab should be active not the Word Home tab. (#5091)
- Fixed issue where late committee reports were not in the collection of items to the next Council next meeting, when using automatic ("Chairman's") method. (#4927)
- Fixed issue where items of a report type which were flagged to be in the collection of items to the next Council next meeting, were not appearing. Relevant to automatic ("Chairman's") method. (#5170)

- A warning message is now displayed when closing/attempting to save a read-only Infocouncil document if the document has been edited. (#4940)
- When a minutes dialog e.g. Resolution, is open via accelerator key Ctrl-1, pressing Ctrl-1 again no longer opens a second dialog. (#5117)
- Fixed bug where Report templates do not work when the tags are in uppercase, e.g. <TAGCOMMITTEE>. (#5208)
- When Infocouncil non content control based report is saved outside of Infocouncil (e.g. via File Save As), the document is now unprotected. (#5210)
- Late Item Numbering for AB\_SEQ is incorrect in some situations (when there is only one other report in the agenda section). (#5148)
- Fix issue where Mover/Seconder are incorrectly presented when re-resolving an item (if bookmark e.g. Seconder\_1234 is present in row). (#4973)
- Script command LoadReportsReferredFromMeeting now returns reports referred from a meeting. (#5206)
- Fix error in Resolution tool error if report bookmark name is e.g. PDF2\_ReportName\_2037\_RO. (#5139)
- Improved error messaging when user unable to create folder in "Attachments save path". (#5155)
- Improved error messaging when validating meeting cycle. (#4953)
- EDRMS parameter *Infxpert Destination Title Folder Level* was not being used. This has been corrected. (#4695)
- Remove *Create New Revision* checkbox from EDRMS Save screen on initial document save. Also ensure EDRMS parameter *Infxpert destination title folder level* is used correctly. (#4750)
- Correct 7.0.0 script to prevent blank Mask Function descriptions and also correct Bayside mask conversion issue. (#5151)
- Change defaulting of the Uses EDRMS for Action parameter in the 7.1.0 script. (#5152)
- Make Help visible in the Report Data form for all clients via the 7.1.0 sql script (#5154)
- Make sure *Help* and *Client Authored Help* buttons render appropriately on Report Data screen. (#5160)

*Known Issues:*

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## **Infocouncil - Version 7.1**

The following sections apply to Infocouncil version 7.1

## Infocouncil - Version 7.1.3

Version 7.1.3 is an incremental upgrade to Version 7.1.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.1.2 see the Prerequisites for Version 7.1.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.1.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Fix Infocouncil.ExpressAddIn exception when Word is opened in the background (#5211)

### *Known Issues:*

- When an Infocouncil document is opened outside of Word when Word is not already open (e.g. double clicking a Word file from Windows Explorer or editing directly from an EDRMS), the document will open but Infocouncil will not be loaded correctly. Clicking on any of the buttons in the Infocouncil ribbon will cause an error. Closing Word will also display an error message. The work around is to open Word first, then open the document.

## Infocouncil - Version 7.1.2

Version 7.1.2 is an incremental upgrade to Version 7.1.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.1.1 see the Prerequisites for Version 7.1.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.1.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- None

### *Bug Fixes:*

- Objective integration performance improvement (#4970)
- Fixed occasional issue where double clicking on a folder in either the Objective of the InfoXpert Folder Search screen could crash Word. (#4980)
- Fixed tooltips on the Objective of the InfoXpert Folder Search screen. (#4978)

### *Known Issues:*

- Two situations:
  - Clicking the links to external documents from notification emails, when Word is not already open, or
  - Opening an Infocouncil document from outside of Word when Word is not open (e.g. double clicking a Word file from Windows Explorer)

will open up the document, display an error message and result in Infocouncil not loading correctly. The document will also not be able to be closed and Word will need to be shut down via Task Manager. This is an issue that we are aiming to redress promptly. The work around is to open Word first, then click your link or open your document.



## Infocouncil - Version 7.1.1

Version 7.1.1 is an incremental upgrade to Version 7.1.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.1.0 see the Prerequisites for Version 7.1.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.1.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Objective integration – Infocouncil now supports Objective ECM 8.3. The integration supports creating and editing document records, setting values for system and catalogue fields, checking in and out, applying security for confidential records, submitting documents to workflow, reassigning tasks, updating task target dates, completing tasks. (#4291)
- Added the meeting time to EDRMS naming conventions. Record titles may now include the time of the meeting. (3568)
- Added a warning to a user that tracing has been turned on for more than 1 day. Because tracing can slow down Infocouncil this will encourage them to turn it off. (#4684)

### *Bug Fixes:*

- Fixed a bug where the ReportChairmans table was not being updated correctly in the save on a report. (#4951)
- Fixed a bug where Chairman's reports were showing on the CreatePaper screen for special meetings. (#4981)
- Fixed a bug where the Minutes Division tool was not exposing the report and its properties in the masking utility object. (#4933)
- Disabled the relevant buttons when the last authoriser is deleted on the Authorise Paper screen. (#4897)
- Fixed an issue where the 7.0.0 conversions script missed the CloseDocument command conversion. (#4952)
- Made the shortcut key to the Make This Row the Resolution Row tool work. (#4799)
- Addressed an issue where, Word would not open a file larger than 512mb with an extension of TMP. Changed this to DOCX. (#4935)
- Restored the ability to reverse a completed action. A new security function has been added to permit this. Note that the reversal occurs only in Infocouncil, not in the corresponding EDRMS Action record. (#4996)
- Fixed an issue where some Council Notice type papers were causing an error on the Meeting Dates screen. (#4987)
- Fixed an issue where the defaulting of the save container was not working for Council Notice type papers. (#4947)
- The new Block Resolve tool was missing some Utility fields to aid in scripting – fixed. (#4926)

## Infocouncil - Version 7.1.0

Version 7.1.0 is an incremental upgrade to Version 7.0.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.0.3 see the Prerequisites for Version 7.0.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.1.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- **Compatibility with 64 bit office (#4289)**
- Online help now available, replacing the report writers manual and the administrator manual. Blue question marks will appear on the ribbon and screen where help can be invoked from. Help will open up about the current screen and from there any other help topic can be navigated to. (#4882)
- Conversion of Minutes Upload screen (aka Action Sheets Upload) to .Net (#4687)
  - Ability to automatically create information only actions against the first report approver for minute items of type report. (#3721)
  - Significant flexibility in how minute items can now be uploaded. Initially all items must be uploaded. Subsequently, just changed items, just new items, just selected items may be uploaded or re-uploaded.
  - Significant flexibility in how actions that are automatically created for a minute item during upload are defined. Includes number of actions generated, choice of action officer, type and target completion date. (#3822, #1427)
  - Complete control over which minute item's action sheets are emailed or committed to an EDRMS.
  - Action items can now be associated with a minute item resolution as opposed to just the minute item itself.
  - Provide indication on screen for what minutes documents are available to upload for a meeting (e.g. Open, Closed, Pro-Forma)
- Conversion of the Actions screen and its sub screens to .Net (#4697)
  - Ability to leave the actions screen open whilst working in Word.
  - Ability to create new actions unrelated to minute items. (#3159)
  - More logical layout of buttons (functions) (#4260)
  - Additional search filters – Branch (#4260), Action Completion Date (#4661), Action Target Date, Report Type. Also the ability to filter by multiple meeting types, Officers and Divisions.
  - The ability to search for actions relating to a minute item (these were all actions prior to 7.1.0), actions relating to a minute item resolution (new), or user actions that do not relate to anything (new).
  - Provide the ability to prevent actions being displayed in the Actions screen until they have been emailed.

- New minute item detail screen which displays, minute item details, all minute item resolution details and in a subsequent tab any and all action sheets for the minute items. This replaces the detail screen available from the old Minutes Upload screen and the detail screen available from the old Actions screen.
- A set of new and improved report templates have been created and are available in the build package or available on request. They may be used as is or customised to your needs.
- Report templates can now be in their own folder. Previously they resided in the Templates folder. This is still supported but if there exists a Reports folder in the Templates folder, Infocouncil will look only there for its report templates. We recommend taking the new report templates we have created and placing them in a Report folder under Templates, then moving any report templates that you additionally still wish to retain from the Templates folder into the Reports folder.
- Conversion of Reports to .Net (#4688)
  - Actions Report. Includes numerous additional data tags that can be embedded into a report template, see online help.
  - List Reports for a meeting. Can now display reports recommended to a report as well as those for the meeting.
  - Minutes Index Report. Now has the ability to choose the particular type of item you wish to list as opposed to all types.
  - Minutes Item for a Meeting Report.
  - Meeting Timetable Report.
  - Meeting Schedule Report.
- Conversion of InfocouncilDesktop.exe, used for launching certain Infocouncil functions from outside of Word (e.g email hyperlinks to open reports/papers), to .Net. The newly converted module is called Infocouncil.Desktop.exe (note the extra period in the name) (#4652)
- Conversion of New Item minute tool to .Net (#4688)
- Conversion of Procedural Motions Maintenance screen to .Net
- Minutes documents can now be confirmed via the Meeting Maintenance screen if a new system parameter is turned on.
- A meeting's papers can now be opened from the Meeting Maintenance screen.
- Elimination of VB6 usage from the Report, Business Paper and DAS (Document Admin System) templates and also the Access Database. (#4705, #4706, #4707, #4793)

#### *Bug Fixes:*

- When displaying minute tools with the list of members, where there were more than 32 members an error "Could not find the specified object." Occurred. Rectified. (#947)
- Uploading a minutes document with a report item whose report has been deleted from Infocouncil produced an error "Object variable or With block not set". Rectified by displaying a message notifying of the missing report and then carries on with the upload. (#827)
- Fixed Bug in ItemRecommendationAndMinuteRows where rows are deleted wrongly (#812)
- New Item tool causing a Type Mismatch error, while auto-generating an item number. Rectified. (#3813, #1449)
- Confidential Reasons screen, the review date defaults to today even when a site does not use the field. It now default to nothing which is correct. (#1657)

- When two meeting in the same day for a meeting type, when committing one of the meeting's actions to an EDRMS, Infocouncil can refer to the incorrect minutes document. Rectified. (#3863, #4468)
- InfocouncilClient crashes when uploading actions if a minute item attachment is not accessible. Rectified. (#4507)
- When a reasonable error occurs reallocating an action, following the reporting of the error, the action screen closes down. It now remains open. (#4242)
- When Word loads and connectivity to the Infocouncil database is not possible (e.g. working away from network) it is very slow for Word to load. This has been improved such that any such delay is now only experienced when an Infocouncil tool is clicked not when Word first loads up. (#4650)
- Authorisation emails are inappropriately sent to inactive delegates. Rectified. (#4651)
- Removed references to Informatik. (#4653)
- Cannot hide the file number and file name from the Create Paper screen. Rectified. (#4662)
- Unable to delete a meeting date with no reports. Rectified. (#4663)
- When creating a council notice paper the relevant ribbon group does not appear and it is impossible to save or close the paper. Rectified. (#4722)
- In the Report Data screen, the default section for a mayoral minute could not be found. Rectified. (#4723)
- When using right mouse click on the column headers in e.g. the doc menu, some of the fields are not completely readable. Rectified. (#4737)
- Clone Report - Report Type/Agenda Section Inconsistency, EDMS Destination Folder Not Cleared on New Report. Rectified. (#4751)
- Create Paper screen - Clear Item Numbers button should not be available for meetings in the past. Rectified. (#4754)
- When using HPRM 8.3, if user A has a record checked out and user B attempts to check out & open the same document via Infocouncil, if user B does not have the "view user profile" permission, then the HPRM API call to Record.GetDocument fails with an exception saying the user cannot access the 'network login' property. This exception is now being handled as "this record is checked out". (#4875)
- When only view rights to an action sheet's notes, large notes now do not disable the ability to scroll to the end.

## **Infocouncil - Version 7.0**

The following sections apply to Infocouncil version 7.0

## Infocouncil - Version 7.0.3

Version 7.0.3 is an incremental upgrade to Version 7.0.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.0.2 see the Prerequisites for Version 7.0.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.0.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Converted the following minute tools to .Net: Resolution, Motion, Division, Block Resolve, Mover/Seconder, Attendance, Left the Meeting, Returned to Meeting, Councillor Names, Code of Conduct and Pecuniary Interest. (#4535, #4595, #4602)
- Allow the subject to be configurable in the authorisation emails. They can now be configured like the Naming Convention parameters can be. (#4514)
- Move the Next Field tool out of the Report ribbon group and into the Tools ribbon group and made available to all Infocouncil documents. (#4548)
- Make the minutes tools that display a list of councillors (members) work for more than 32 councillors. (#4553)

### *Bug Fixes*

- The Load Standard Clauses window was not hiding correctly when Hide button clicked (#4536)
- The attachment screen in the confidentiality details, was displaying a “Reason” even if the implementation did not capture reasons for confidentiality. (#4534)
- For EDRMS based implementations, where a report residing on the file system (as opposed to within the EDRMS). Including it into a paper creation resulted in an “Empty path name is not legal” error. Corrected. (#4542)
- In the Author Maintenance screen, the displayed message for when a division has not been entered referred to division rather than the custom label for that implementation. E.g. Directorate. Corrected. (#4543)
- Deleting some unused fields can result in an error. Change to handle this and not show an error. (#4545)
- The InsertClosedReportText masking function only acted on business papers when should also be able to act on reports. (#4554)
- Prevented a meeting date from being able to be deleted if it has any reports recommended to it. (#4556)
- Prevented Infocouncil loading errors from occurring until an Infocouncil tool is clicked. (#4557)
- Inactive meetings were incorrectly appearing in the meeting combo box on the Create Paper screen (#4582)
- Corrected error occurring when on save of a report, administrators are emailed for any changes to presenters for the report. (#4596)

- Correct the LoadMeeting masking command so that it does not alter the state of the ClosedReasons utility variable. (#4598)
- The CreatePaper screen was not resetting the report order on load of the screen. Corrected. (#4601)
- Actions Upload causing tblMinuteItemResolution not found error corrected. (#4603)
- Changed Business Paper saving routine to not delete duplicate recommendation bookmarks or move start item bookmarks. It appeared to be causing out of order bookmarks, so will be looked at again in the near future. (#4642)
- Word's F9 accelerator to update fields was not working. Corrected. (#4646)
- Not all delegates for an authoriser were receiving the relevant authorisation emails. Corrected. (#4647)
- 

*Known Issues:*

- Unable to save to "Utility" type ("Council Notice") papers as no paper toolbar/ribbon is available. (#4722)

## Infocouncil - Version 7.0.2

Version 7.0.2 is an incremental upgrade to Version 7.0.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.0.1 see the Prerequisites for Version 7.0.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.0.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow clients to author their own help and be able to link to it from the Infocouncil ribbon and screens. (#4411)
- Added support for TLS/SSL connection when emailing. (#4023)

### *Bug Fixes*

- The Save As tool was missing from the Infocouncil ribbon (#4470)
- When reallocating an action, with the system configured to notify the affected staff an “Invalid object name: HTMLFiles” occurred. Now rectified. (#4469)
- Admin group was still being displayed in the Ribbon even though the author had no access to any admin functions. Now rectified (#4466)
- Fixed issue where email login/password specified in System Parameters were not been used. (#4495)
- Fixed issue where progress bar on Publish screen do not reach 100% sometimes. (#4499)
- Fixed issue when emailing relevant officers on action re-allocation. (#4537)
- Removed Open Database functionality when user is offline (when using remote Minutes). (#4533)
- On authors screen, remove SMTP Server/User/Password. (#4506)

**This package also includes fixes in V6.2.38 – see page 169**

### *Known Issues:*

- None.



## Infocouncil - Version 7.0.1

Version 7.0.1 is an incremental upgrade to Version 7.0.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 7.0.0 see the Prerequisites for Version 7.0.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.0.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow filtering of active and all authors on the Document Menu form advanced search. (#4412)
- Script change: modify the InsertTable command to allow margins with value of 0.
- Script change: add a SetRowColumnWidths command.

### *Bug Fixes*

- When Windows is set to display fonts at 125% the checkboxes in the reports list for the Create Paper screen was not displaying (#4404)
- File Save As when invoked from the backstage is now being intercepted in Word 2013 and 2016 (#4415)
- Ribbon accelerator keys now don't execute when a dialog is displayed (#4417)
- Fix document menu column name "Original Section" so showing space between words (#4435)

### *Known Issues:*

- None.

## Infocouncil - Version 7.0.0

Version 7.0.0 is an incremental upgrade to Version 6.2.37 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Microsoft Word version 2010 or higher version of Word is required before Installing Infocouncil application.**
- **If you did not upgrade to 6.2.37 see the Prerequisites for Version 6.2.37 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 7.0.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- The custom Infocouncil scripts each client has, which allow documents to be produced to the exact requirement of each client depends on the "masking engine" to read those scripts and perform the work. This is a significant and very complex part of the Infocouncil product. This engine has been converted to VB.Net as part of our very high priority push to enable Infocouncil to operate with 64 bit Word. Infocouncil is still not ready to work with 64 bit but this was a major hurdle. There are now just under a dozen screens left to convert before Infocouncil can operate with 64 bit Word. (#295)
- Mail functions have been converted to VB.Net
- Approval functions have been converted to VB.Net
- DAS tools have been converted to VB.Net
- Clauses tools have been converted to VB.Net
- Acknowledge tools have been converted to VB.Net
- The Ministry Portfolio maintenance screen has been converted to VB.Net
- The Councils maintenance screen has been converted to VB.Net
- The Infocouncil Ribbon has changed the "Create" and "Open" groups to the "Main" and "Administration" groups respectively. The "Main" group contains Create Report, Document Menu, Actions, List Reports for a Meeting and About Infocouncil. The "Administration" group contains the functions that were in the, now removed, Admin Menu form.
- The Administrator menu screen has been removed and replaced with new tools in the Infocouncil Ribbon:
  - Create Paper: shows a new screen which does the work of the Create paper tab and the Order & Authorise screen combined
  - Publish: Allows entry to the publish screen or to the convert paper to HTML or PDF functions
  - Reporting: Allows access to the Meeting Timetable report and Yearly Schedule report.
  - Maintenance: Accesses all the maintenance screens
  - Functions: Allows access to Archive, Process Destination Folders, Remote Minutes, Transfer Reports and Open Database
- Author's Dashboard and EDRMS passwords longer than 15 characters were encrypting to a string longer than what the database was designed for. Now handles and restricts up to 30 character passwords. (#4276)

- Facilitate the stable customisation of our ribbon to add your own custom tool (not encouraged but possible) (#2182)

#### *Bug Fixes*

- Restore functionality available in prior versions where the specifying of authorisers for an individual author allowed the specifying of, for example, the 2<sup>nd</sup> and 4<sup>th</sup> but not the 1<sup>st</sup> and 3<sup>rd</sup> authoriser. When the screen was upgraded to .Net (around version 6.1.0) this ability was lost and in the example it would have simply been treated as the 1<sup>st</sup> and 2<sup>nd</sup> authoriser having been entered. (#2204)
- Scaling of the Infocouncil forms when Windows scaling is set to 125% or 150% has been significantly improved to render themselves correctly. (#130, #180)
- For Office 2010 File-Save-As was no longer being intercepted. This meant that the Infocouncil template was not being stripped from the document. This has been addressed. (#3949)
- When date metadata is being associated with a report, the time component has been removed. This was done to overcome an issue where the workstation had unusual regional date/time settings. The error "SqlDateTime overflow. Must be between 1/1/1753 12:00:00 AM and 12/31/9999 11:59:59 PM." would manifest itself on the save of a report. This does not however overcome the regional date/time setting being US ie MM/DD/YY (changeset #5943).

#### *Known Issues:*

- For Office 2013 and above File-Save-As is being intercepted for the F12 shortcut but not for the backstage File Save As tab. Use the backstage Infocouncil File Save As command instead until rectified.

## **Infocouncil - Version 6.2**

The following sections apply to Infocouncil version 6.2

## Infocouncil - Version 6.2.42

Version 6.2.42 is an incremental upgrade to Version 6.2.41 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.41 see the Prerequisites for Version 6.2.41 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.42.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- 

### Bug Fixes

- Handle “unknown” location gracefully when saving confidential documents with Record Level Security enabled i.e. display information message regarding “unknown” location and continue to save document and apply security. Note this issue affects Infocouncil TRIM Context interface only i.e. RM8.1 and previous versions of RM/TRIM. (#5260)

### Known Issues:

- For Office 2013 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed in version 7.
- When system parameter *System - Save new documents as XML format* is set to False and item text boxes are included in the papers, there may be some issues with the positioning of the text boxes after the paper is saved. Re-creating the paper with system parameter *System - Save new documents as XML format* set to True will resolve the problem.

## Infocouncil - Version 6.2.41

Version 6.2.41 is an incremental upgrade to Version 6.2.40 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.40 see the Prerequisites for Version 6.2.40 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.41.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Enhanced Actions Sheets to better display all officers responsible for a minute item in a grid format in action sheet Word document. (#4269)

### *Bug Fixes*

- Fixed bug where Reference Meeting/Date control on Report Dialog saves wrong date if there are two meetings on same day. (#4649)

### *Known Issues:*

- For Office 2013 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed in version 7.
- When system parameter *System - Save new documents as XML format* is set to False and item text boxes are included in the papers, there may be some issues with the positioning of the text boxes after the paper is saved. Re-creating the paper with system parameter *System - Save new documents as XML format* set to True will resolve the problem.

## Infocouncil - Version 6.2.40

Version 6.2.40 is an incremental upgrade to Version 6.2.39 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.39 see the Prerequisites for Version 6.2.39 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.40.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Added system parameter (*Papers – Turn off auto-save when generating papers*) to allow Word auto-save to be turned on/off when generating Infocouncil papers. Turning it off could cause a message to be displayed in some systems. (#4540)
- Enhance About Dialog Verify button – added Templates path, EDRMS, OS, Word, Word Add-Ins. (#4547)
- Fully implement *Re-allocate Actions* function with EDRMS of InfoXpert. (#4549)

### Bug Fixes

- Corrected descriptive text for system parameters – *System – Recommended minimum application version* and *System – Required minimum application version*. (#4550)
- Remove misleading messages when using *Revise Target Date* function with EDRMS of InfoXpert. (#4583)
- Rename default EDRMS Destination folders to ensure consistency with names of default Current folders. (#4585)
- When transferring reports, make sure meeting date document variable does not include the time of the meeting. (#4587)
- In some situations, the converted (PDF) attachments show the pages in the incorrect order – this has been addressed. (#4594)
- Remove recursive use of HPRM.Engine to address warning messages during compilation. (#4599)
- For some versions of Office and Windows, there was an error using the Master Plan (“*The expression On Click you entered as the event property setting produced the following error: The Open Form action was cancelled.*” This has been fixed. (#4627)

### Known Issues:

- For Office 2013 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed in version 7.
- When system parameter *System - Save new documents as XML format* is set to False and item text boxes are included in the papers, there may be some issues with the positioning of the text boxes after the paper is saved. Re-creating the paper with system parameter *System - Save new documents as XML format* set to True will resolve the problem.

## Infocouncil - Version 6.2.39

Version 6.2.39 is an incremental upgrade to Version 6.2.38 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.38 see the Prerequisites for Version 6.2.38 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.39.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

#### Bug Fixes

- Set database version to 6.2.37 so that councils can run both 6.2.37 and 6.2.39 versions of Infocouncil software against the same database. (#4520)

### Known Issues:

- For Office 2013 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed in version 7.
- For some versions of Office and Windows, there is an error using the Master Plan ("*The expression On Click you entered as the event property setting produced the following error: The Open Form action was cancelled.*")
- When system parameter *System - Save new documents as XML format* is set to False and item text boxes are included in the papers, there may be some issues with the positioning of the text boxes after the paper is saved. Re-creating the paper with system parameter *System - Save new documents as XML format* set to True will resolve the problem.



## Infocouncil - Version 6.2.38

Version 6.2.38 is an incremental upgrade to Version 6.2.37 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.37 see the Prerequisites for Version 6.2.37 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.38.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

#### Bug Fixes

- Fixed database constraint error when Processing Destination Folders (see System Parameters / Show Draft and Official Locations). Error was “Save Failed – UPDATE statement conflicted with the FOREIGN KEY SAME TABLE constraint”. (#4241)
- Fixed exception caused by invalid Trace statement in InfoXpert (Magiq) if library allows anonymous access. (#4405)
- Fixed inappropriate EDRMS instantiation in report template – problem occurred when *EDRMS Type* selected but *Uses EDRMS* not checked. (#4410)
- Fixed problem with number of replacement tokens on GetMessage when user cancels the InfoXpert login screen. (#4496)
- Fixed formatting of message when an error occurs during Process Destination Folders if user is unable to Move document to destination folder. (#4497)
- Restrict access to Councillor area of website to “active” councillors (authors). (#4414)
- Populate *Original Section* field on Document Menu correctly. (#4416)
- Add “SQL command timeout” to Remote Minutes to prevent timeout when processing large databases. (#4475)
- Fix issue where multiple copies of Word are opened when converting papers to PDF with *Publish Original Attachment (PDF)* is checked on. (#4491)
- Reduced text box margins to zero. Note, for Councils who use text boxes in the margins of any of their business papers, should test to make sure the positioning is not affected by this upgrade. If this is found it can be corrected by a minor scripting change. (#4492)
- Handle “unknown” locations in TRIM/HPRM gracefully when applying record level security. (#4493, #4509)
- Handle situation where user is unable to save paper in TRIM/HPRM as container/folder is blank and disabled (note: user does not have TRIM/HPRM permission *Change Container*). (#4498)
- Fix “Value cannot be null” error on Authors/Members/Membership Synchronisation. (#4501)
- Fix mix-up with some system parameters – *Email - Use From Email Not Author Email When Sending (243)* and *System -Display messages on document open (244)* (#4508)

- Fix Remote Minutes issue – when offline, Infocouncil erroneously attempts to connect to HPRM. (#4510, #4511)

*Known Issues:*

- For Office 2013 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed in version 7.
- For some versions of Office and Windows, there is an error using the Master Plan (“*The expression On Click you entered as the event property setting produced the following error: The Open Form action was cancelled.*”)
- When system parameter *System - Save new documents as XML format* is set to False and item text boxes are included in the papers, there may be some issues with the positioning of the text boxes after the paper is saved. Re-creating the paper with system parameter *System - Save new documents as XML format* set to True will resolve the problem.

## Infocouncil - Version 6.2.37

Version 6.2.37 is an incremental upgrade to Version 6.2.36 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.36 see the Prerequisites for Version 6.2.36 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.37.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- A meeting's documents may now be published to more than one channel in Dashboard. Previously any subsequent publishing would result in all documents ending up in the one story in the latest channel published to. Now when publishing to a different channel, any documents in the prior channel remain and a new story is created in the new channel. This is useful particularly if it is desired to publish confidential documents to one channel and open to another. (#4316)
- Changed connection at an infoXpert server to recognise anonymous logins being allowed and bypass it to force an authenticated connection. (#4328)
- Provide website with information about original attachments for use with presentation and Google indexing – requires companion website update. (#4258)
- Archive function has been re-badged as Export. (#4316). (Please note Administrator Menu still refers to Archive).

### Bug Fixes

- Block the upload of a duplicately named attachment document to an infoXpert server. New message is "A document of the same name [filename] already exists at this location [folder]. Please consult your administrator." (#4006)
- Become more sensitive to a user not being able to completely use a TRIM/HPRM record type and fail more cleanly. New message is "Record type [{record type name}] is unusable, this is probably due to a security restriction. Please contact your administrator." (#4329)
- Reset the potential unset document object when converting PDFs to Word documents. Error was "Object has been deleted" (#4339)

### Known Issues:

- For Office 2013 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed in version 7.

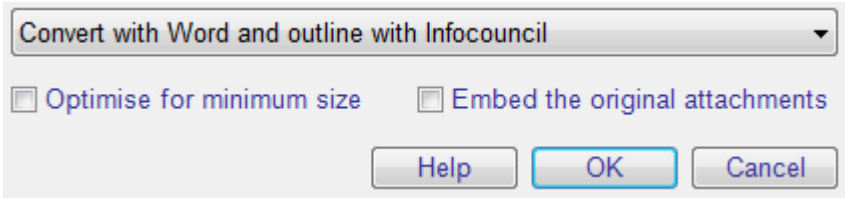
## Infocouncil - Version 6.2.36

Version 6.2.36 is an incremental upgrade to Version 6.2.35 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.35 see the Prerequisites for Version 6.2.35 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.36.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- **Publish Original Attachments [FOR FURTHER DETAILS ON SYSTEM PARAMETERS ASK US] (#4255)**  
When publishing a paper, original versions of attachments can now be also published in PDF format. This works for both PDF and HTML publishing. If the attachment is originally a PDF, it will remain as a PDF. If it is not a PDF, for example a Word Document, it will be converted to a PDF before it is published. Note that this is still the original document in PDF format – it is not the document converted to images as occurs when Infocouncil embeds a PDF attachment in a paper. Note that:
  - One way this option might be used is to create a version of a paper (e.g. Agenda) without any attachments embedded within it. All attachments will be linked once published and will be presented in their original format. However, links will also be provided for attachments images that exist within the paper, or in externally published attachment document, if found.
  - In the past councils may have excluded some attachments from the main agenda for size or other reasons. These would be published in another document containing only these excluded items. Now, the new option to publish original attachments may mean that the need to create and publish a separate excluded attachment document is no longer necessary.
  - Original attachments will be able to be downloaded, printed and will be searchable.
- **Embed Original Attachments in PDF Web Documents (#4256)**  
Original versions of attachments may now be optionally embedded in a PDF version of a paper (as opposed to being linked and published separately). This means that they will be a part of the PDF document and will always be available if the main document is downloaded (this also applies to separate original attachments, but only if the sub-directory containing them is also downloaded). Note that:
  - The option is available at the time of publication on the PDF Conversion screen.  

  - This option is especially suited to publication to tablet devices and could be used when publishing directly to Dashboard via Infocouncil.




- The option applies by default to agendas only. It can be used for minutes that contain the report attachments list for each item. It can also be used for attachments document, but a script change will be required to make this work.

- New Icons

Icons are now used to link attachments from the body of report (and in navigation pane for HTML versions of web documents). There are 3 possible icons

- PDF icon – links to the original version (in PDF format) of the attachment
- Down-arrow icon – links to attachment embedded with the paper
- Right-arrow icon – links to the attachment in separately published attachment document
- Example of icons in the attachment list in a report:




**Attachments**

No.	Title	Page
A 	Plan of Building	11
B 	Map of Area	14
C 	Definition of Structure <i>(Under Separate Cover)</i>	
D	Standard Conditions <i>(Under Separate Cover) - CONFIDENTIAL</i>	

- Example of icons in the navigation pane in HTML document:

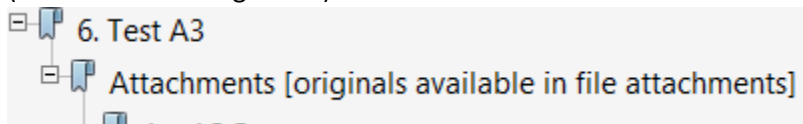
6. New Building in Smith Street Recommendation Minute

Attachments

- A - Plan of Building 
- B - Map of Area 
- C - Definition of Structure [published separately] 
- D - Standard Conditions [confidential]

- Navigation Pane (#4257)

- Optional and configurable text may be added to the navigation pane for both PDF and HTML output to indicate if an item is confidential and/or published separately.
- Text may be added to the Attachments List link to inform viewers that original embedded versions are available within the PDF (for example, in Acrobat Reader opening the File Attachments list with show all attachments. An item may be found using the Description column (which is also configurable).



- If original attachments are being published for PDF web documents the Navigation Pane will link to the original attachment (not the embedded image version in the agenda itself even if there is one). For HTML versions there will be two links, one to the original and one to an embedded image one following the report (if there is one).
- Navigation Panes can be configured to have an Attachments link to the list of attachments in a report. The attachments can be indented in the pane after this link. This works for both PDF and HTML publication.

- The ability to indent items at any level has been refined. Default indentation positions as defined on the System Parameters screen can be overridden by Custom Properties added by the scripting language.
- Miscellaneous
  - There is a new flag which forces all non-PDF Word document attachments to be converted to a PDF before being added to a paper (first introduced in 6.2.35). (#4144)
  - There is a new Reduction in size of large PDF attachments option. If the System Parameter is on, the system will reduce the size of large (A1, A2) PDF attachment pages which can help with the rendering problems sometimes encountered where Word presents these attachments as an icon. (#332)
  - Added additional log file tracing when publishing reference files. (#3900)

#### *Bug Fixes*

- Fixed bug where creating HTML document from Word Draft layout would fail. (#3937)
- Fixed bug where a crash would occur if no PDF viewer is installed. (#970)
- Fixed bug where when creating PDF or HTML document, if the user had no permissions to the publish folder Word would crash. (#2191)
- TIFF attachments now are converted correctly. (#4261)
- Allow macros to be used in all text fields on Members screen. (#4263)
- Fixed bug where opening confidential minutes would cause type mismatch error. (#4307)

#### *Known Issues:*

- For Office 2013 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed in version 7.

## Infocouncil - Version 6.2.35

Version 6.2.35 is an incremental upgrade to Version 6.2.34 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.34 see the Prerequisites for Version 6.2.34 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.35.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Infocouncil now supports HP Records Manager 8.2 and above. This is a brand new EDRMS layer (class) in Infocouncil required because HP have made major changes to their model. If a council upgrades to HP RM 8.2 or above the new EDRMS type – HP Records Manager – will need to be selected. (#3335)
- An option has been provided to automatically convert Word document attachments to PDF before including them in business papers (System Parameters-Attachments-Convert Word document attachments to PDF). (#4144)
- Added a new script command UNLINKSECTIONS. This can be used to unlink and/or clear headers and footers in all or some sections in a document. (#4143)

### *Bug Fixes:*

- Fixed issue with Month based item numbering where, if an agenda was created before the month of the meeting, the wrong item number and date would be generated. (#4142)
- Made changes to help with situation where the Word LinkToPrevious (section) command fails. This causes headers to be overwritten. This is a Word bug and is to do with the size of the document on screen. (#4143)
- Fixed issue with Actions screen which was displaying Initial Target date of 31 Dec 1899. (#4234)
- Fixed issue where if council is using HP Records Manager 8.1 or less and they have a value for EDRMS Parameters ->System Settings->Container Types, then they will get a “Null pointer passed to function call” error when clicking the folder button to browse for a folder/container when saving a report or paper. (#4235)
- HPRM Integration occasionally fails in GetActiveLocation. (#4240)

### *Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.34

Version 6.2.34 is an incremental upgrade to Version 6.2.33 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.33 see the Prerequisites for Version 6.2.33 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.34.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script, please report them to the Infocouncil Help Desk.

### Enhancements:

- Added new flags to advanced clean-up scripting command. This allows more flexibility when, for example, copying a planning document into an Infocouncil report via script. (#4058)
- Enhanced TEXTFROMBOOKMARK command to allow destination style pasting. This provides better control over the destination results after a script based paste of text into a document. (#4059)
- Office 2013/2016 - Navigation Pane Causes Word to Crash. Now switching off the navigation pane to prevent this. (#3915)
- F11 now works in Minutes documents. (#3796)
- All allocations, revisions of dates are now logged to the person completing the action - not the person assigned the action. (#4062)
- Added the ability for an agenda opened from a hyperlink to go directly to a bookmark in the opened document. (#3525)
- Text Boxes in margins can now show the section name. (#2668)
- Added new system parameters for Recommended and Required minimum versions of Infocouncil. In general, the Recommended version will be the latest one running at a Council (e.g. 6.2.34), and the Required version will be the minimum version that can run with the current version of the database (e.g. 6.2.33). (#4007)
- Added a new Verify button to the About window. This provides more detailed database and version information as well as verifying that installed version of Infocouncil will work. (#4007)
- All Tracing is now controlled from the About window. The Trace Flag in the INI file will no longer work. As well, tracing from the About window now works for all the EDRMS layers. (#4081)
- Remote Minutes now creates a backup of the Minutes document before attempting to bring it back on-line. This stored in a “backup” subdirectory of the remote directory on the workstation. (#3899)
- The status information for having a machine in the “remote” state with Remote Minutes is now held in the registry. (#3905)

### Bug Fixes:

- When a paper is completed the correct text is now displayed in the ‘creation complete’ message. (#4061)



- Corrected a bug where new Action EDRMS record was not being related to the associated report. (#4063)
- Fixed issue where the margin text box loses background colour when an attachment section switches to landscape. (#3737)
- Fixed an issue where reports with more than 10 attachments were listed in the wrong order on the published agenda Web page. (#3926)

*Known Issues:*

- With HPRM 8.2, errors occur when re-allocating Action Sheets to another officer. (#3872 and #3873)
- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.33

Version 6.2.33 is an incremental upgrade to Version 6.2.32 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.32 see the Prerequisites for Version 6.2.32 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.33.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Fix problem with Remote Minutes – when offline, if a save was done using any of the Word save methods and error would be generated. (#3895)

### *Known Issues:*

- With HPRM 8.2, errors occur when re-allocating Action Sheets to another officer. (#3872 and #3873)
- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.32

Version 6.2.32 is an incremental upgrade to Version 6.2.31 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.31 see the Prerequisites for Version 6.2.31 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.32.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Ensure post scripts always run when generating papers when no reports. (#3828)

### *Bug Fixes:*

- Fix problem with Remote Minutes – when offline, Infocouncil was attempting to connect to HPRM. (#3828)
- Fix problem when creating action sheets with HPRM 8.2 (error message was 'Get' or 'Set' of this property is no longer supported). (#3864)

### *Known Issues:*

- With HPRM 8.2, errors occur when re-allocating Action Sheets to another officer. (#3872 and #3873)
- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.31

Version 6.2.31 is an incremental upgrade to Version 6.2.30 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.30 see the Prerequisites for Version 6.2.30 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.31.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Added TRIM dataset awareness – the EDRMS parameter Server Connection can now be used to specify the TRIM dataset used by Infocouncil. This parameter should contain the Dataset Identifier, Server name and port, delimited by semicolons. If the parameter is empty or not in the format “string;string;integer”, then Infocouncil connects to the default dataset. (#3399)
- When a paper is authorised via Authorise option or returned via the Return option on the Authorise menu, the document is automatically closed. Please note the document is NOT automatically closed when the Notify Authorisers option is used. (#2203)

### Bug Fixes:

- Fixed issue where upload of attachments to an EDRMS was setting Record Level Security even if the attachment was not confidential. This could cause a limitation of rights to update metadata in the EDRMS record. (#3594)
- Fixed issue where A3 PDF attachment images were not appearing in the converted attachment documents (the page where the image should be will just contain a next page section break). The problem would only occur when using Word 2013. (#3623)
- Added error handling to eliminate message “Method accName of object ‘IAccessible’ failed” in some Office 2013 environments when a report was created or a report/paper was opened. (#3545)
- PAGEREF fields failing to update correctly especially in office 3013 – fixed. (#3656)
- Fixed an issue where Move item (complete report) in Minutes left the bookmark in wrong place. (#3592)
- Fixed “Object doesn’t support this property or method” issue with Acknowledge toolbar during the finalise function. Error was related to update of HP Records Manager interface. (#3136)
- Fixed issue where Council Switcher was defaulting to last group specified in Infocouncil.INI file, instead of last previously selected group. (#3657)
- Fixed issue where Council Switcher was specifically using the en-AU culture rather than retrieving it from the environment. (#3318)
- Transfer Reports – bypass report’s AutoOpen routine during transfer process. This will stop e.g. deadline messages appearing during report transfer. (#3503)

- With HP Records Manager, Word crashed during the upload of attachments when relating the records (the report and the attachment) failed. Infocouncil now checks for Update Metadata access before attempting to relate the records. (#3595)
- Fixed issue where user was unable to add a new meeting date and time if reports for a meeting with the same date (not time) already existed. (#3644)
- For older versions of HP Records Manager, added improved Location checking. As well as checking for logon and complete email address, Infocouncil will now try with a truncated version of email address - truncated to first 30 characters. (#3501)
- Included more complete error handling - there were a number of modules that were generating ApplicationException rather than CustomApplicationException. The biggest problem with this was that none of the exceptions so handled are logged. (#3316)
- Fixed a further issue with the Acknowledgement toolbar where the Trim records were not being related. (#3094)
- Restore some missing VBA code relating to the new Committee Report controls on the Report Data screen. (#3798)
- Correct handling of Council Switcher timeout for 24 hour time. (#3319)

*Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.30

Version 6.2.30 is an incremental upgrade to Version 6.2.29 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.29 see the Prerequisites for Version 6.2.29 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.30.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- For HP Records Manager, add new system parameters which facilitate check-in retry. (#3404)
- When record level security is on, log the list of login ids/emails being applied. (#3410)

### *Bug Fixes:*

- Acknowledgement toolbar was not working - fixed. (#3094)
- Enable Extraordinary/Special meeting dates to be created without error. (#3412)
- On Report Data screen, fix bug with Meeting (Committee) default - “Do not default Report Action Completion Date”. (#3418)
- Update wording in EDRMS Parameter Types for Action Definitions. (#3400)
- Enable application of EDRMS terminology to title of save window and change TRIM save window to have appropriate terminology (HP Records Manager). (#3401)
- For Remote Minutes, fix error when Minutes includes a “Report of Committee” type report or a “Recommended to” type report. (#3427)

### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.29

Version 6.2.29 is an incremental upgrade to Version 6.2.28 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.28 see the Prerequisites for Version 6.2.28 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.29.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added a scripting hook when updating resolutions in Actions reports. Now the resolution can be reformatted on the fly. (#2854)
- Added a new security function “Maintenance – Maintain All Security”. This function must be assigned to at least one author or one security group. By default, it is assigned to the System Administrators security group. (#1137)
- Enhancements to ADD\_HYPERLINK script command to facilitate the creation of hyperlinks between papers (agendas and minutes) which work in Word, HTML and PDF. (#2535)
- New controls on the Report Data screen to allow selection of report from a previous meeting – may be used when creating a report of committee type report and associating it with a previous committee report. (#2536)

### *Bug Fixes:*

- Fix to OpenAttachmentDocument for EDRMS layer instantiation. Issue occurred when using remote minutes. (#2011)
- Prevent meeting date from being updated if any reports had been associated with that date. (#3127)

### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.28

Version 6.2.28 is an incremental upgrade to Version 6.2.27 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.27 see the Prerequisites for Version 6.2.27 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.28.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- 

### *Bug Fixes:*

- Fixed Related Report control on Report Dialog which was disabled in 6.2.27. (#)

### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.



## Infocouncil - Version 6.2.27

Version 6.2.27 is an incremental upgrade to Version 6.2.26 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://go.microsoft.com/fwlink/?LinkId=140384>**
- **If you did not upgrade to 6.2.26 see the Prerequisites for Version 6.2.26 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.27.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added the ability to automatically default the Recommended Meeting on the Report Data form to a specific Meeting (controlled via the Meeting maintenance form). The next meeting date is also selected and the requirement for the Recommended Meeting can now be overridden and historical dates optionally allowed. This enhancement also includes database structural modifications which do not affect functionality but improve maintainability. (#2112)
- Within the Apologies tab on the Members screen, the height of the drop down combo for the Meeting has been increased to make it quicker to identify the meeting of choice (#1604)
- When displaying reports in the Document Menu screen, an additional column is included to show the item selected from the master plan for those councils that use master plan functionality. (#2207)
- A new system parameter has been provided to control the session flag passed to Technology One ECM when connecting. Possibilities are: 0=AppSessionDefault; 1=AppSessionLogon; 2=AppSessionLogoff; 3=AppSessionLogonDlg; 4=AppSessionInfoOnly. ECM most recently recommended using 1. (#2218)
- On the closed reasons screen a button can now be displayed that can open a PDF document with any kind of documentation that might be desired to assist report authors with choosing confidentiality attributes. A different PDF document can be used for each Act. This button is not available to councils who already utilise the same button for a PDF document specifically to assist the report author in setting the confidentiality Review Date or Review Event fields, where those same councils utilise those fields. (#2220)
- New Future Report function for Actions (#2159):
  - Within the Action Sheet Details screen the “Actual Target” date has been relabelled to “Revised Target”.
  - When an action item is flagged as requiring a further report by checking the checkbox labelled “Further Report Required” within the Action Sheet Details screen, the meeting that the report is destined for can now be selected. This selection can also be made mandatory if desired.
  - Within the Actions screen, the list of actions can be filtered by the destination meeting when the filter Further Reports is set to “Only in List”.

- Within the Actions screen, a new security function has been created to control access to “Change Revised Date” (previously labelled “Change Estimated Completion Date”).
  - Within the Actions screen new columns have been added, “Initial” to show the original target date for the action and “Destination” which is relevant to actions identified as requiring a further report and show the meeting the report is destined for.
  - Within the Actions screen two labelling changes have occurred. The “Estimated” column is now titled “Revised”. The “Change Estimated Completion Date” button is now labelled “Change Revised Date”.
  - The output of report that can be created from the Print button has been enhanced to include the Future Reports details. A sample report is available.
- The following changes were made to the SQL Structure:

Infocouncil Database uses Collation Setting of “Latin1\_General\_CI\_AS” which is windows default collation for English-Australia. Collation controls the way string values are sorted. As of SQL 2000 collations can be specified at many levels i.e. SQL Server Level, Database level & Table Column level.

Within Infocouncil Database there were instances where columns in different tables were using “SQL\_Latin1\_General\_CP1\_CI\_AS” collation which is different collation from then Default Collation “Latin1\_General\_CI\_AS” for the Infocouncil Database. To make collation settings consistence and avoid potential issues while trying to run queries across multiple tables, we have updated the collation for columns for all the tables where columns had a different collation. Approx. 60+ Tables have been updated to make column collation settings identical to Database collation “Latin1\_General\_CI\_AS”.

#### *Bug Fixes:*

- Within the Members screen an incorrect validation error sometimes occurred “Validate failed – Councillor [couMepID – Field Mandatory - Default Membership Position]”. This has been rectified. (#2205)
- On the Memberships tab, within the Members screen, when copying a cell from the grid, the whole row was copied. Now only the cell will be copied. (#2206)
- A long delay and a timeout message can be received on deleting reports with closed attachments. This has been rectified. (#348)
- Within the Meeting Dates screen the list of meetings was showing the correct dates but the incorrect meeting. The selection of a meeting date correctly showed the meeting with the details section of the screen, just not in the list on the right hand side of the screen. This has been rectified. (#2259)
- Fixed issue where the Create Mail screen was showing the raw HTML text. (#1701)

#### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.26

Version 6.2.26 is an incremental upgrade to Version 6.2.25 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.25 see the Prerequisites for Version 6.2.25 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.26.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Improved the performance of TRIM Location lookup. (#2091)
- Add Document ID's as new columns in the Document Menu. (#5440)

### *Bug Fixes:*

- Major changes to address the Trim 7.3.X GPF problem. (#5415,5439)
- Updated the database integrity handling of Remote Minutes to handle deferred or referred reports. (#1727)
- Corrected button placement on About form. (#1560)

### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.25

Version 6.2.25 is an incremental upgrade to Version 6.2.24 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.24 see the Prerequisites for Version 6.2.24 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.25.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added the ability to apply a post save script when saving papers (agenda, minutes, attachment documents). An example of its use is updating document ID's in footers). (#2052)
- Further enhancements to Text Boxes in margins to provide precise positioning (#2053):
  - A new automatic configuration mode has been added. The text box will be positioned relative to the height and width of the current section whether it is landscape or portrait. Different margin sizes will be taken into account.
  - The text box may now be configured be positioned left, right or in the centre of the margin.
  - The text may now be configured vertically to be positioned top, bottom or in the middle if the text box for both odd and even pages.
- Added new scripting option for selection of reports to get all items referenced to a meeting sorted by the date of the meeting. (#2054)
- Added publishing of meeting date information as XML files (2 formats – committee-centric & date-centric) generated as part of the Publishing process for every paper. (#1988)

### *Bug Fixes:*

- Fixes for better handling of missing content (eg. deleted report) when publishing. (#1741)

### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.24

Version 6.2.24 is an incremental upgrade to Version 6.2.19 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.19 see the Prerequisites for Version 6.2.19 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.24.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Further changes to address the Trim 7.3.X GPF problem. (#1566)

### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Versions 6.2.20 to 6.2.23

Version 6.2.20 to 6.2.23 where no-release versions of Infocouncil.

### Infocouncil - Version 6.2.19

Version 6.2.19 is an incremental upgrade to Version 6.2.18 of Infocouncil. **Note: this package includes all previous upgrades.**

#### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.18 see the Prerequisites for Version 6.2.18 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.19.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

#### *Enhancements:*

- Now Information type action items are auto-completed in Infocouncil as well as in the Document Management system (e.g. HP Records Manager). (#789)
- Now, when committing an action to a Document Management system, if the council is using DOCX then the Action will also be DOCX. (#789)

#### *Bug Fixes:*

- Fixed crash in Document Menu when searching on all Papers. (#1659)
- Fixed issue in Business Papers - load of approval forms was not setting the ActiveDocument which in very rare cases could cause a problem. (#1621)
- Further changes to address the Trim 7.3.X GPF problem. (#1566)

#### *Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.18

Version 6.2.18 is an incremental upgrade to Version 6.2.17 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.17 see the Prerequisites for Version 6.2.17 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.18.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

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### *Bug Fixes:*

- Further changes to address the Trim 7.3.X GPF problem. (#1566)
  - Introduction of a System Parameter to turn off Single Instancing of the EDRMS classes.
  - New parameter added to instancing of the EDRMS classes, to name each instance.
  - Migrated all the attachment save processes for reports to .NET. (#1660)

### *Known Issues:*

For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.17

Version 6.2.17 is an incremental upgrade to Version 6.2.16 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.16 see the Prerequisites for Version 6.2.16 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.17.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Further enhancements to Text Boxes in margins. They may now be configured to have any orientation (Up, Down), and any justification (Left, Right, Centre) on both odd and even pages. (#949)
- Re-position resolution type dialogs so they display on primary monitor. Minutes can now display on secondary monitor with these dialogs always presenting in the primary monitor. (#1587)
- Allow attachments and recommendations links in outline for minutes and attachment PDF web documents (previously only agendas). (#1603)

### *Bug Fixes:*

- Fixed issue where members' names would not appear on the resolution screen. (#1602)
- Corrected the infoXpert permissions handling for Library/Domain members. (#1563)
- Increased progress maximum in Remote Minutes. (#1577)
- Further changes to address the Trim 7.3.X GPF problem. (#1566)

### *Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.



## Infocouncil - Version 6.2.16

Version 6.2.16 is an incremental upgrade to Version 6.2.15 of Infocouncil. **Note: this package includes all previous upgrades.**

*Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.15 see the Prerequisites for Version 6.2.15 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.16.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

*Enhancements:*

- Added the ability for a Planning document to be referenced in an EDRMS on the Report Data form, and for the parent container/folder of this record to be applied as an alternate container/folder for the report record. *This only works with TRIM/HP Records Manager at present.* (#76)

*Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.15

Version 6.2.15 is an incremental upgrade to Version 6.2.14 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.14 see the Prerequisites for Version 6.2.14 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.15.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- A new Draft Mode for use when generating agenda and attachment documents has been added. Points to note are:
  - A Draft check box is available when either agendas or attachments are selected. *Draft mode can be disabled.*
  - The draft document set of reports is selected on the Order & Authorise screen for this version of the document. *This is different to the set of reports selected in non-draft mode.*
  - Reports may be included without authorising them and the ability to authorise is disabled when in Draft Mode.
  - The document is produced with a Draft watermark on each page. The format (and text) of the watermark is configurable. *The watermark may be disabled.*
  - The document is saved as a separate item to the non-draft version. Both are available on the Document Menu. (#1405)
- If no reports have been selected for either non-draft or draft mode, a warning will be displayed before production of the document. You can continue or stop at that point. (#1405)
- Text boxes in margins may now be configured to display in different colours for different sections of the document. It will require a script change to configure this. (#949)
- Added New Paste Type parameter to PASTE and COPYANDPASTE commands. (#1240)
- Now Information type action items are auto-completed in the EDRMS. (789)
- Added a Delete Unused Fields function to the Tools part of the Infocouncil ribbon. This will remove all unused Macrobutton and Form fields from a document. It will remove the whole line if the field is the only thing on the line. (#1081)
- The ability to notify all authorisers at once has been restored. This can be turned on using a new System Parameter. (#946)
- Confidential Minutes will now start with the correct Minute Number. (#695)
- Added the option to not prompt for a seconder for specific motions. The tag [NOSECONDERPROMPT] should be included in the motion text. (#1485)
- Changed the Save-As function for both Reports and Papers to default to My Documents and to change the default name of the document. This should prevent possible document overwrite issues. (#1495)

- Hidden text is now always turned on when a report is opened. A hidden text clean-up tool has been provided (Infocouncil Ribbon-Tools-Options). (#1521)
- Added new report file naming option. The logged in persons author ID can now be included in the file name. (#1438)
- Added the ability for the EDRMS layers to recognise and support multiple relationships between records. Current support is for TRIM, infoXpert and ECM to create relationships between a report and its action sheets, and a report and its automatically uploaded attachments. Relationships between a paper, its reports, and all attachments will be forthcoming. (#1354)

#### *Bug Fixes:*

- Prevented printed action sheets from being displayed on the Document Menu if an EDRMS. They are never relevant in this situation. (#1255)
- Fixed bug in Text Boxes in margins where confidential attachments did not show the confidential word. (#949)
- Removed the extra line feed at end of each page of an imported attachment. (#1281)
- Stopped the Deadlines message appearing when uploading actions if update report with recommendation is turned on. (#689)
- Fixed bug where the incorrect attachment template was being used for annexure type attachments. (#235)
- Fixed an issue with a Committee flags conflict. (#1315)
- Fixed HYPERLINK command Sub-Address property, which changed in Office 2010. Hyperlinks will now translate to PDF's correctly. (#1321)
- Fix additional panes closing issue in ProtectMe routine (in case pane closes before execution). (#825)
- Fixed maximum numbers of characters for the title on a New Item in Minutes (now 200). Also eliminated problems with semicolon delimiter in custom property. (#1368)
- Fixed an inconsistency in the Set Resolution (Minute) Number tool where it displayed the wrong number. (#695)
- Fixed bug in minutes, where a new recommendation row unique number could sometimes conflict with other MoverSecunder bookmarks. (#1490)
- Further refinements to avoid occasional report overwrite problem. (#1517)
- Further adjustments to the removal of pictures from headers when generating HTML versions of papers for publication. (#560)

#### *Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.14

Version 6.2.14 is an incremental upgrade to Version 6.2.13 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=44074>**
- **If you did not upgrade to 6.2.13 see the Prerequisites for Version 6.2.13 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.14.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allow Late Agenda to include all reports. (#698)
- For scripting language, make report variables available to NOTCLOSEDTEXT mask. (#917)
- Text Boxes can now be inserted in the margins of any section in agendas, minutes or attachment documents. For instance, they could be shown for a Minutes document inserted into an agenda. (#949)
- Added new flag to force PDF image backgrounds to be transparent (by default set to True). Word 2007 has a problem where documents print slowly if images have transparent backgrounds. (#1015)
- Added testing of TRIM Record Access permissions prior to modifying record security. (#133)
- When determining the agenda section a report is saved to, allow the late section to be considered before the confidential section. (#958)
- Added ability to switch between different Active Directory lookup mechanisms. (#1078)

### *Bug Fixes:*

- Fixed recommendation table in new reports where the recommendation section is not the default. The Table would start on a new page. (#994)
- Corrected a tracing issue in Active Directory lookup processing. (#921)
- Fixed an AddRow scripting bug where it did not set the cell or collapse to start of it. (#1076)
- Fixed an issue where a message was displayed if no Author was granted the feature to receive notifications of presenters being assigned, but there should be. (#1079)

### *Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.13

Version 6.2.13 is an incremental upgrade to Version 6.2.12 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=43664>**
- **If you did not upgrade to 6.2.12 see the Prerequisites for Version 6.2.12 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.13.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Allowed for exclusion of ex-officio type members from full collection of voting members for any meeting type (committee). (#820)
- Prevented chairman's items from committees being renumbered when creating agendas. (#831)
- Added 'set vertical alignment to cell' command to scripting language. (#875)
- Added Initial Target Date to Action Sheets. (#830)
- Adjusted the help text on the Security Group maintenance form (#582)

### *Bug Fixes:*

- Fixed a bug where a late open report with a closed attachment might end up in the wrong section. (#759)
- For Monitor Action Sheets report, Infocouncil now closes all the open Minutes documents and then displays the report completed successfully message. (#876)
- Adjusted the way .Net objects are instantiated, destroyed & finalised to reduce memory and crash issues. (#549)
- Prevent duplicates being inserted in security functions lists. (#893)
- Improve special character handling for HTML. (#914)
- Improve tolerance for corrupt New Item in minutes during HTML & PDF generation. (#913)
- Correct first display of Security Functions on Author form. (#892)

### *Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.12

Version 6.2.12 is an incremental upgrade to Version 6.2.11 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=43664>**
- **If you did not upgrade to 6.2.11 see the Prerequisites for Version 6.2.11 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.12.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Added List type indenting to the IndentParagraph command. (#200)
- Added new flag to turn off warning received if a Recommended Meeting date is not entered on the Report Dialog. (#451)
- Added new fields to the Agendaltems table to allow a report type to be always included in confidential agendas or minutes. (#551)
- Further enhanced the Move Item tool for minutes to add in Copy button. (#151)
- Enhanced tracing in InfoXpert integration layer for setting property set values (#592)
- Enhanced tracing in EDRMS layer for instance reuse & TRIM integration layer for identifying a location (#170)
- Added Meeting Type ID Property to the Meeting class to aid scripting. (#668)

### Bug Fixes:

- Fixed bug where late items are not numbered correctly when item numbering AB\_CNT is used. (#543)
- The asterisk (\*) on the Outline tool for resolved items was not showing for some Block Resolved items - this is now fixed. (#542)
- During archive from file system to TRIM, custom fields such as Meeting Type, Meeting Date, etc are not coming through to TRIM – this is now fixed (#349)
- During archive from file system to TRIM, confidential documents are not going to the confidential folder that has been configured - this is now fixed (#350)
- Publishing files to dashboard results in them having their "share from device" parameter set to false, but we want true – this is now fixed (#472)
- Corrected security groups relationships on the maintenance form. (#582)
- Corrected release of EDRMS instances when uploading attachments (#564)
- Enhanced PDF & HTML logging to assist with issue determination (#560)
- Correct log creation issue when Active Directory is enabled for a non-Infocouncil user (#454)
- Correct strange characters appearing in HTML navigation pane (#321)
- Fixed the problem with producing Cover Sheets – “5097 Word has encountered a problem” relating to a bug in Word that occurs when certain Word commands are executed and you're working with a doc (not a docx) and the Word version is 2010.

*Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

## Infocouncil - Version 6.2.11

Version 6.2.11 is an incremental upgrade to Version 6.2.10 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.10 see the Prerequisites for Version 6.2.10 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.11.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- The Move Item tools in Minutes have been updated and consolidated (see the Administrator Manual). (#151)
- Made the text for the checkbox in the top right hand corner of the Resolution screen flexible (it defaults to Insert Minute Number). This checkbox may be used for other purposes. (#158)
- Allowed scripts to always run from the Attendance screen. (#165)

### *Bug Fixes:*

- Fixed issue where the upload of attachments was causing a Word crash on close of a report. (#134)
- Fixed an issue where publishing to the secondary FTP server was using the directory associated with the primary FTP server. (#132)
- The Reference Meeting Date control on the Report Data screen now shows future dates. (#163)
- Fixed a bug where the system attempted to copy attached EDRMS items to a central directory. (#169)
- Corrected the situation where the Author of the last report processed during generation of a paper could be carried forwards and applied to the paper as well. Forced to the current logged in user. (#70)
- Corrected TRIM location identification processing and improved user feedback. (#73)
- Corrected upload action sheet issue where a message displays being “The engine for TRIM is not installed.” This problem arises when connected to TRIM and where the upload process appends the recommendation from the minutes to the original report (#66).
- Changed multiple VB6 calls to .Net calls in the Client database to reduce reliance on VB6 and address the EDRMS object being destroyed too early in the Action upload process when report recommendations are being updated. (#177)
- Got rid of message that comes up when editing templates. (#199)

### *Known Issues:*

- For Office 2010 and above File-Save-As is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.



## Infocouncil - Version 6.2.10

Version 6.2.10 is an incremental upgrade to Version 6.2.9 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.9 see the Prerequisites for Version 6.2.9 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.10.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- 

### *Bug Fixes:*

- Fix issues with PDF 3-Heights converter where page images were being imported into the Attachment\_Insert.doc(x) template in the incorrect order. (#113)

### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.
- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)

## Infocouncil - Version 6.2.9

Version 6.2.9 is an incremental upgrade to Version 6.2.8 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.8 see the Prerequisites for Version 6.2.8 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.9.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

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### *Bug Fixes:*

- Fix issues with Recommended Meeting control on Report Data screen. (#91)
- Fix issue where incorrect role details appearing for some authors on author maintenance screen. (#105)
- Fix issue where sending of email fails due to incorrect details in special folder path. (#112)
- Fix issue where GETPAPERPATH did not return correct details for late paper. (#85)
- Fix issue where Page Setup incorrectly called from ImportReport. (#96)
- Fix issue with multiple reference committees. (#110)

### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.
- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)

## Infocouncil - Version 6.2.8

Version 6.2.8 is an incremental upgrade to Version 6.2.7 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.7 see the Prerequisites for Version 6.2.7 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.8.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

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### *Bug Fixes:*

- Incorporates new Attachment Upload processing to fix a problem that, in some circumstances, caused Word to crash when uploading attachments to Trim on save of a report.

### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.
- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)

## Infocouncil - Version 6.2.7

Version 6.2.7 is an incremental upgrade to Version 6.2.6 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.6 see the Prerequisites for Version 6.2.6 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.7.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Added a new flag to force the entry of a Reference Meeting and Date on the Report Dialog (for councils that use this feature. (#4940)
- Changed the display of Security Functions on the Security Group maintenance form to display the function name rather than the description. The description is now displayed as a tooltip. (#5354)
- Enhanced Document Security:
  - Changed the system parameter “Authors and Typist Only till Authorisation” to “Restrict Access to Notified Authorisers Only”. This restricts access to reports to authorisers (and delegates) who have been notified. This is effective only for security groups which give access to only authors, typist and authorisers. (#5399)
  - Added these new rights (see Admin Manual for explanation):
    - *Documents - Administrator Rights to Open Reports* (permission to update open reports regardless of status).
    - *Documents - Administrator Rights to Confidential Reports* (permission to update confidential reports regardless of status).
    - *Documents - Administrator Rights to Papers* (Documents - permission to update papers (agendas, minutes etc.))
    - *Documents - View Open Reports* (permission to view all open reports)
    - *Documents - View Confidential Reports* (permission to view all confidential reports)
    - *Documents - View Open Reports for Division* (permission to view all open reports in the users division)
    - *Documents - View Confidential Reports* (permission to view all confidential reports in the users division)
    - *Functions - Defer or Refer a Report* (permission to defer or refer a report)
    - *Functions - Delete Documents* (Functions - permission to delete documents)
- Added TRIM location testing to attempt to only return locations that are A active, B can login, C a person and D a position. The testing hierarchy is ABCD, ACD, AB, A. The reason for this pattern is that it is known that some clients work around TRIM license limitations by having locations that cannot login. (#5323)

- The original section is now available from the document menu screen. (#5104)
- Added scripting command to update built-in Word properties (e.g. Title: 2014-03-26 Ordinary Meeting Agenda). (#5412)
- New script hooks have been added for Line Above and Below in Minutes giving scripters complete control over what happens when Ctrl-Uparrow or Ctrl-Downarrow are pressed. (#5386)
- Added an explicit exception to handle the situation where the user did not have the correct TRIM permission to release the checkout. (#5383)

#### *Bug Fixes:*

- Modified the behaviour of instantiating the EDRMS layer (particularly for TRIM) when starting a new report, so that a failure to connect to the EDRMS server is handled more gracefully. (#5314)
- Fixed an issue where an open report could be saved into a closed folder when it should be going to the defined open folder. (#5355)
- Altered text of message if there are no previous meeting dates for committee when using Previous Items on Report Data screen. (#5381)
- An author can now not be deleted if it is a typist on a report. (#5308)
- Fixed collection of authors receiving presentation notifications so that only those with the security right are notified. (#5395)
- Adjusted the way hidden text (e.g. Help Text) appears in a report. It is now turned on when a report is created and not turned off again. (#4075)
- Improved handling for corrupt encrypted EDRMS passwords. They are now regarded as missing and require re-entry. (#5408)
- Corrected bug where Coversheet notices were being given a description based on an Action sheet's settings, not the Utility settings. (#5407)
- The system now deletes any apologies before deleting the parent meeting schedule. (#5343)
- Removed message on the Authors screen where if the person has no rights Edit Web Passwords, a message "This function is not available - you have insufficient rights" would appear. (#5415)
- Correct a mismatch between record type lists which was causing an issue when saving a Utility paper to an EDRMS. (#5378)

#### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.
- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)

## Infocouncil - Version 6.2.6

Version 6.2.6 is an incremental upgrade to Version 6.2.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.5 see the Prerequisites for Version 6.2.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.6.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

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### *Bug Fixes:*

- Corrected bug in BOOKMARKLIST collection where it would handle only bookmarks with greater than 2 parts. (#5358)
- Fixed bug where the LOGIN name in files paths was sometimes not returning the correct path (EDRMS systems). (#5369)
- Fixed a bug in Infoxpert interface that was not limiting a security test by the specified user. (#5389)
- Fixed a bug where, if an Infocouncil Minutes Document was attached to a report, it would cause the agenda generation to fail. (#5391)

### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.
- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)

## Infocouncil - Version 6.2.5

Version 6.2.5 is an incremental upgrade to Version 6.2.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.4 see the Prerequisites for Version 6.2.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Bug Fixes:*

- Updated the Record Type enumerator in the COM layer. An incorrect entry was creating issues when working with the Utility record type as it matched to the ReportAttachment record type in the non-COM .Net layer. Wrong terminology and title formats were resulting. (#5337)

### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.
- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)

## Infocouncil - Version 6.2.4

Version 6.2.4 is an incremental upgrade to Version 6.2.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.3 see the Prerequisites for Version 6.2.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- A new system parameter has been added to allow for documents to be opened read-only without Infocouncil displaying a message as to why this is happening. This was added to provide better integration with 3<sup>rd</sup>-party tools that load and display documents differently, in particular the InfoXpert Document Navigator utility. At this point we are not aware of any other situations in which this parameter should be ever set to anything other than True meaning “display messages on document open”. (#5326)

### *Bug Fixes:*

- Accommodate all business paper types when archiving to EDRMS. (#5331)

### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.
- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)



## Infocouncil - Version 6.2.3

Version 6.2.3 is an incremental upgrade to Version 6.2.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Microsoft .NET Framework 4.0 Full package is required before Installing Infocouncil application.**
- **Visual Studio 2010 Tools for Office Runtime – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>**
- **If you did not upgrade to 6.2.2 see the Prerequisites for Version 6.2.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Added the ability for the number of PDF conversion choices to be flexible when using the 3-Heights PDF converter. The number of choices when using the Informatik converter is still set at 3. (#4404)
- Minutes Attachments documents - Now open Minutes Attachments includes all open attachments from open minutes. Confidential Minutes Attachments includes all attachments from confidential minutes and all confidential attachments from open minutes. (#5258)
- Added new buttons to the About form to provide easy user access to the log file and directory. (#5267)
- Added the ability to “colourise” item number text boxes that appear in the margins of agendas and attachment documents. The font, background and border colours can be set. (#5260)
- Provided an Optimise option for PDF conversion for the web. For conversion options using Word PDF conversion there is now a choice to optimise for minimum size (this was the only option before this change). By default the PDF will be created optimised for Print and Web (better quality). This option also prevents problems with the bleeding of images in the PDF when viewing in Acrobat. (#5273)
- Improved linking between document when publishing to the web: (#5282)
  - The creation of web documents no longer opens multiple attachment documents to determine links, giving improvements in speed and stability.
  - For HTML web documents, the links to attachments now work from both the navigation pane and embedded links with a report.
  - For PDF web documents, the links to attachments now work from the embedded links with a report.
- The Document Menu screen now allows inactive papers to be searched. (#5251)
- The following labels on the Closed Reasons screens (for Reports and for Report Attachments) are now customisable via the System Parameters screen – Review Date, Review Event, Review Assist and Reason. Some of these labels may not be visible depending on other system parameters and how closed acts are defined at your installation. (#5187)
- The Publish, Archive and Document Finalisation screens now have improved and uniform design in the way they manage the progress of their respective processes. Included is the ability to cancel the process midway, control the output log size, save the log or copy the log to the clipboard. (#5296)

- The Destination Folder is now included on the reports Document Menu. (#5245)
- The Infocouncil ribbon, visible in Word 2007, now displays a File Save As tool (nested under the Save split button – part button, part drop down menu) for Reports and Papers. This should be used instead of the Word File-SaveAs option for Word 2013 (we are working with the new Word Backstage functions to restore SaveAs to the File menu). (#5262)
- The Dashboard paper publishing is now significantly more efficient by employing a new Hub command which allows us to update a story, instead of republishing the entire story each time. (#5073)
- The synchronisation screens, after synching, will now disable the Synch button if nothing more to synchronise. (#5297)
- Within the synchronisation screens, the text colour management has been redesigned to make its function more understandable. (#5297)
- Modified the defaulting of EDMRS folder for use when uploading Action Sheets for New and Set Items. The defaulting is now the same folder as the Minutes document. This can be overridden in the EDRMS parameters to force the use of the Action Sheets folder, which falls back to the Minutes and then the Default folder. (#5270)
- Implemented the optional marking of EDRMS records as being used as an attachment to a report when automatically uploading attachment document to the EDRMS. This duplicates the functionality already in place for optionally marking existing EDRMS records as being used as report attachments. (#5292)
- Integration with InfoXpert has been enhanced to allow use of multiple property sets. When defining an EDRMS custom field the name can be in the format [property set name].[field name] or [field name] alone, in which case the field is assumed to belong to a property set with the same name as the record type. If all custom field names include the property set name, then the record type does not need to match any property set name. (#4978)
- Enhanced InfoXpert integration to better support v8.2.114 by explicitly marking new records as published. (#5293)
- All .Net forms, by default, will be displayed in the centre of the screen. (#5298)
- Some Infocouncil forms save and restore their positions. This now works on systems with multiple monitors. (#5298)
- Added a Letter property to the Attachment class for presentation of attachment codes in Web Panes and for easier updating of Custom Properties in papers (eg 1 can be represented as "a" or "A", 33 can be represented as "ag" or "AG"). (#2808)
- Added ability to force system parameter 'Email: From Email' address to be used when sending emails from Infocouncil. (#5310)
- Added scripting command to better get text from any range. (#5311)

#### *Bug Fixes:*

- Fixed an issue when browsing for an InfoXpert folder to save a document. It was possible for a node titled Dummy to be seen. This is no longer the case. (#5255)
- Fixed bug where authorisers were not populating correctly when system parameter was set to "Automatically default author to current user". Authorisers were being defaulted on change of meeting date instead of change of meeting. (#5257)
- Corrected calculation of hyperlink directory depth when converting a paper to HTML. (#5269)
- Corrected a problem where the images in a converted HTML documents were of inferior quality. This affected councils on the new JPG 3-Heights settings for the 3-Heights converter. Note that there is a work-around for this (set AllowPNG option to True in Web Options). (#5272)

- Fixed an issue where if an authoriser is changed (by an administrator) on a document which has previously been fully authorised and included in a meeting, the item still remained included in the meeting. Now it will be excluded from the meeting. (#5253)
- Fixed a bug where, when displaying the report dialog, an inactive author or authoriser did not appear in the list. (#5250)
- Fixed an issue where, on the Order and Authorise screen, it was possible to authorise or include a report when the actual document was open. (#5247)
- Fixed problem when using Save-As for a report or paper, where the template was not being removed from the saved document. (#5281)
- Within the Members (aka Councillors) screen apologies can now exist for meetings that the member is no longer a member of. Without this, errors are raised when editing a member who has old apologies against meetings of which they are no longer a member. (#5210)
- Archiving Infocouncil documents to TRIM is now prevented (and reported to the user) if an invalid TRIM folder is specified to archive to. (#5299)
- Within the Document Menu screen, when displaying reports, the Awaiting My Approval column now takes into account author delegates. (i.e. if you are a delegate to an author who has a report waiting their approval then the author will see this column as True, as will now the delegate) (#5256)
- The Infocouncil ribbon, visible in Word 2007 and greater, is now hidden if the user is not an LDAP user. (#5262)
- Dashboard paper publishing has been experiencing remote server (500) errors. Infocouncil has changed some of its parameters it uses to communicate to Dashboard; changed the size of the parcel of data submitted to Dashboard as it iterates through a files content; changed its publishing method so that an existing story is updated and not republished each time; and created a system parameter to introduce a timing delay during the story publish process which testing has shown by slowing the Infocouncil publish process down, the error no longer occurs. All of these changes have eliminated the occurrence of this error during our testing, as well as making the process significantly more efficient. (#5073)
- If an error occurs mid-way through publishing to Dashboard files that were previously in the story can be lost. Also, Infocouncil may not find an existing Dashboard story when republishing a subsequent paper if the story is modified outside of Infocouncil. Both these errors have now been addressed by the new story updating ability (as opposed to republishing a full story each time), and utilising a new piece of data that Dashboard provide. This is an identity number that is preserved across any changes to a story. (#5073)
- Fixed a System Object Cast error when copying attachments on saving a report. This occurred in some circumstances. (#5295)
- Fixed a bug where Attachments to Minutes that were being uploaded to an EDRMS or copied to a central directory were being deleted from their original location. (#5300)
- The save process for reports has been changed to both attempt to solve and isolate a problem where documents are being overwritten at a few councils. As well, all saves to disk and re-referencing to the active document are auto-logged to the Trace file. (#5123)
- Fixed a bug where an uploaded Minutes attachment was being related back to the container instead of the Minutes. (#5306)

#### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.

- Integration with InfoXpert Workflow was due to be released in this version but due to ongoing Application Programming Interface issues it has been withdrawn. (#4944)

## Infocouncil - Version 6.2.2

Version 6.2.2 is an incremental upgrade to Version 6.2.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Visual Studio 2010 Tools for Office Runtime** – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>
- **If you did not upgrade to 6.2.1 see the Prerequisites for Version 6.2.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- A new Document Finalise function has been added for EDRMS based systems. This allows documents to be finalised in the EDRMS at any time during or after the meeting process. (#245)
- Enhanced Document Security:
  - The Document Rights function has been re-written to use the new Security model.
  - Changed the names of all Security Functions to group them and make them easier to select.
  - Added these new rights (see Admin Manual for explanation). Note that several Security Functions have been deprecated and replaced with these ones:
    - *Document Menu - Display All Confidential Reports* (Note: Strict Rights has been deprecated).
    - *Document Menu - Display All Open Reports* (Note: Strict Rights has been deprecated).
    - *Documents - Open Reports/Actions* (Administrator type access)
    - *Documents - Open Reports/Actions For Division*
    - *Documents - Confidential Reports/Actions* (Administrator type access)
    - *Documents - Confidential Reports/Actions For Division*
    - *Authorise - Approve Or Return Open Documents In Division* (Note: replaces flag on Division screen)
    - *Authorise - Approve Or Return Confidential Documents In Division* (Note: replaces flag on Division screen)
    - *Authorise - Override Authorisation*
    - *Functions - Create Papers*
    - *Maintenance - Security Functions*
    - *Maintenance - Security Groups*
    - *Actions - Advanced Options*
    - *Actions - Reallocate*
    - *Actions - Select Any Division*
    - *Authors - Edit Web Password*
- In a file-based system, when a user adds a confidential attachment (or an open attachment to a confidential report) the attachment file may be copied to a role/logon based folder (depending on the system parameter settings). If another user (e.g. an administrator) changes this attachment file, the original user lost rights to the attachment (because it was moved to the second user's confidential folder). This enhancement saves the attachment file in the original user's confidential folder – if the second user has access to that folder. (#5163)

- Actions screen enhancements: (#5189)
  - Added Minute/Resolution number search
  - Added Open only option
  - Prevented screen from flickering when searching on resolution text
- Authors screen enhancements: (#5216)
  - Migrated the Author screen to the new interface (as mentioned in version 6.2.1).
  - Added the ability to add officers who are delegated to authorise and/or update actions on behalf of an authoriser. This list is updated on the forth tab of the Authors screen.
  - A new Security Tab has been added.
- Authorisation enhancements:
  - When an authoriser is notified, its delegates and divisional authorised approvers are also notified in the same email, if new authorisation system parameters are true (one for delegates and one for divisional approvers). (#5221)
  - When an authoriser approves or returns a report, whoever is doing it, be it the original authoriser, a delegate or a divisional authoriser, all others are included in the email notifying of the approve or return. (Also dependent on the same system parameters). (#5221)
  - Prevented notification of more than one Authoriser at once. (#5218)
- Adjusted the way hidden text (e.g. Help Text) appears in a report. It will always show for a new report and it will always show if Word-Options-Display Hidden Text is on. If it set to off, all non-new reports will not display hidden text. (#4075)
- The Document Menu screen has been enhanced to allow deletion of reports and business papers. This is a restricted function requiring the security right to be able to access all documents. The Delete function has been removed from the Order and Authorise screen. (#5191)
- Added scripting language override ability to ResetPageSetupForSection so that, for example, header and footer distance from margin reset can be prevented when importing Word documents as attachments. (#5194)
- New tag (Action ID) made available for 'Monitor Action Sheet' reports. (#5205)
- For file-based councils, report revisions can be retained via a system parameter (Retain Revisions for File Based Councils under System Group); possible values are: 0=> Do not retain, 1=>Retain before first save (i.e. retain original report), 2=> Retain on every save. (#5123). Please contact us for more details.
- Added the ability to add hyperlinks to Tabled Attachment references in a Minutes documents either in a list associated with the item or as an appendix in the Minutes document and then have them link to the attachments on the web either in a separate published Minutes Attachments document or as individual attachments. (#5214)
- Added a Security Right to show or hide Override/Reverse buttons on the Authorise screen. (#5217)
- Added three new Scripting commands - GETPAGENUMBER, GETPAPERPATH AND UPDATEDATE. The first two enable the referencing of page numbers in one document to items in another document (e.g. a Run Sheet for a Meeting which references items in an Agenda or Attachments documents). The last one improves the ability to manipulate dates. (#4620)
- Changed the Default EDRMS folder behaviour so that all EDRMS folder defaulting falls back to this value, except the Default Report Folder. Also renamed the EDRMS parameter and changed the description appropriately. (#5233)
- The search function on the Action screen has been refined. Searching for a word or a string of words will return only items with words in them - not with the words embedded anywhere in

the text. Putting quotes around the search term will search anywhere in the text. *[Note: Wildcards not supported yet]* (#5238)

- Added the ability to automatically search for a TRIM location based on the Author's email address. This allow for TRIM locations to not consume a license. (#5246)

#### *Bug Fixes:*

- Microsoft have announced that API function SHGetSpecialFolderLocation is no longer supported. This function is used by Infocouncil when sending emails. It has been replaced by SHGetFolderLocation. (#5171)
- Fixed bug in Master Plan Import so that master plan items are now imported in ORDER they appear in spread sheet. The order in which they are displayed on the Report Data screen will correspond to the order in which they are imported. (#5097)
- When a report is cloned, the division details are now refreshed from the first author's current division, if the agenda section is not divisionally based. (#5182)
- Fixed Save and Modify cancel bug (manifests when the user invokes the Save & Modify screen on a Paper and then cancels the screen - would check the document in). (#5190)
- An author may not be made inactive if a division head. This fixes an issue with inactive authorisers. (#5169)
- The File Number is now updated on load of report (prevents problem with archived file based reports in EDRMS). (#5207)
- Bug fixed where uploaded attachments Record Level Security was not being applied in the EDRMS. (#5213)
- Prevented the Archiving (to an EDRMS) of items that have no default folder. (#5220)
- The mail routines have been changed slightly. They were accepting multiple SMTP variables (server, user, password) one set for each mail recipient. This did not make sense as the only SMTP variables we are concerned with are the sender's (the logged in user). So the routines have been changed to accept only one set of SMTP variables. (#5225)
- Fixed Administrator form options visible problem where all five options would not show. (#5230)
- Fixed issues with defaulting of Action Target Dates for Cloned reports. Also defaulted new manually entered actions to the default number of days from the meeting date. (#5201)
- Fixed issue where, when a Tiff is imported as an attachment, the image sizes incorrectly. (#5228)
- Fixed issue with upload of Minutes Items, where, if the MinutetItem Auto-number exceeded the Integer threshold the process would fail with an Overflow error. (#5203)
- Fixed issue where, after adding new officers for action or information, the actions resorted themselves on the Actions sub-screen. (#5185)
- Fixed problem where the "LastName" property, when used in a Division script, returned the correct value the first time, but the second time it returned an empty string. (#5158)
- The default reason text on the Confidential Reasons screen now defaults in all circumstances. (#5018)
- The Navigation Pane is now turned off when generating papers because it caused a crash in Office 2013. (#5019)
- Corrected an issue preventing the deletion of a Security Group (#5244)

#### *Known Issues:*

- For Office 2010 and above File-SaveAs is no longer being intercepted. This means that the template is not being stripped from the document. This is being addressed for the next version.





## Infocouncil - Version 6.2.1

Version 6.2.1 is an incremental upgrade to Version 6.2.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **Visual Studio 2010 Tools for Office Runtime** – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <http://www.microsoft.com/en-us/download/details.aspx?id=42513>
- **If you did not upgrade to 6.2.0 see the Prerequisites for Version 6.2.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Added a no relink option when inserting sections in reports. Useful for councils that have different sections headers/footers. (#5168)
- The Authors screen has been migrated to .NET and an Authors Delegates control has been added (this will have no effect until 6.2.2). Also a new Security Tab has been added. (#4960)

### *Bug Fixes:*

- 

### *Known Issues:*

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## Infocouncil - Version 6.2.0 (BETA)

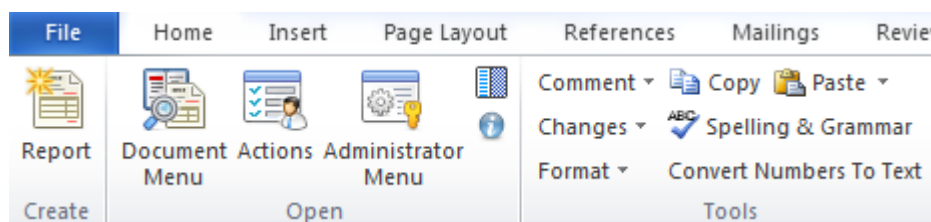
Version 6.2.0 is an incremental upgrade to Version 6.1.6 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **Visual Studio 2010 Tools for Office Runtime** – this is required to run Microsoft Office based solutions built using Microsoft Visual Studio 2010 and 2012. It can be downloaded from <https://www.microsoft.com/en-us/download/details.aspx?id=48217>
- **If you did not upgrade to 6.1.6 see the Prerequisites for Version 6.1.6 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.2.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Infocouncil now has an Office ribbon for all functions, for Office 2007 and above. The old Add-Ins 2003 style toolbar will no longer be available in these versions of Office. It is presented below. The ribbon expands to present Report, Agenda or Minutes related functions when that type of document is active on screen.



- The new security model now has its own interface which allows an administrator to adjust group or individual rights to Infocouncil functions. (#4945)
- The set of security rights has been expanded to give greater control over which groups or which people have rights to Document Menu, Administrator Menu and Actions screen functions. For example:
  - It is now possible to allow one person rights to the Meeting Dates screen on the Administrator menu, but prevent them from using any other function on the Administrator Menu (the Create Paper tab will disappear). The same thing can apply to all other functions.
  - Depending on security rights, one group or person will see only the documents that they have rights to on the document menu, while another group or person will see all documents (security will be checked when they try to open the document).
- Users of Technology One's Enterprise Content Manager (ECM), now have a more useful interface from Infocouncil. Documents can be archived from Infocouncil into ECM with complete control over which indexes each document is registered against. Action sheets can also be pushed through to ECM after uploading and tasked back to the report author. The ECM interface is in beta testing at four pilot sites and is not ready for full release.

### Bug Fixes:

- Fixed a bookmark length issue in Web creation which sometimes caused an error message for very short bookmark names. (#5067)
- Fix issue with getting the bookmark name in tabled attachments. (#5122)

- Bug in bookmark placement for HTML docs.
- Fixed bug in Publish to HTML – the heading levels could appear out of order when publishing to HTML for Attachment documents. (#5128)
- Reinstated the option to exclude the Browse button on the Attachments screen. (#5096)

*Known Issues:*

- No sort buttons on the Security Group Maintenance form.
- The Email hyperlink does not work.
- Cannot delete a Deadline row from the Meeting dates screen because Meeting Dates exist for the Meeting Type. *Note: there is a simple workaround for this.*

## **Infocouncil - Version 6.1**

The following sections apply to Infocouncil version 6.1

## Infocouncil - Version 6.1.6

Version 6.1.6 is an incremental upgrade to Version 6.1.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **If you did not upgrade to 6.1.5 see the Prerequisites for Version 6.1.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.1.6.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Added the publication of the Committee sort order to the website publish function. Added a website setting to allow a choice between listing committees alphabetically or by the sort order. Additionally added a flag to the Committee form to control which committees are published to the website list. (#5113)
- Enhanced the InfoXpert integration layer to better understand the security model and add dedicated support for the recognition of the Sysadmin account and Library Managers. (#4676)

### Bug Fixes:

- Fix text wrapping issue of member's names on the Resolution/Motion screen and allowed more room for long names. (#5115)
- Catered for situation where a document remained checked out after a Word crash. Fixed this by re-attaching the document that was left stranded (and checked out) to the EDRMS. A new revision is created in the EDRMS (if possible), and the user is informed. (#5116)
- Corrected an issue with two controls on the Report Data screen. The controls "Current Reference Reports" and "Requested by" would display a ListViewItem error when an item was selected. (#5133)
- Corrected an issue where attachments automatically uploaded to InfoXpert would appear with poor filenames. (#5136)
- Corrected an issue where the Process Destination Folders form encountered an error when attempting to migrate a paper. Also improved form behaviour and tracing. (#5138)

### Known Issues:

- Cannot delete a Deadline row from the Meeting dates screen because Meeting Dates exist for the Meeting Type. *Note: there is a simple workaround for this.*

## Infocouncil - Version 6.1.5

Version 6.1.5 is an incremental upgrade to Version 6.1.4 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **If you did not upgrade to 6.1.4 see the Prerequisites for Version 6.1.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.1.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Infocouncil now provides multiple options for converting documents to PDF for the Web. This includes options which do not require Acrobat (see the Administrators Manual and the Help provided on the PDF Conversion screen itself).
- Allowed for the situation where normal case is required in the PDF Outline and the heading text is set to a font of All Capitals. (#4988)
- Now fully support a default document layout of A5 page size. (#4993)
- Improved the way the date controls work on the Actions (Running Person) screen. (#5021)
- Provided the ability to default the Reason box on the Confidential Reasons screen with pre-defined text. The default text is added to a new column in the tblClosedActs table (it can be multiple lines long). (#5018)
- On the advanced pane of Document Menu for reports, the start date has been changed to default to today's date so search results are more current. (#5024)
- Notes are now listed with latest date first in Action Sheets reports. (#4996)
- Added user interface for maintenance of security groups and security functions. (#4956)
- A new Clone function has been added to the Meeting screen. A Meeting (Committee) and all of its sub-tables can be cloned (File Paths, Insert documents, Report Types, Sections). This simplifies the process of setting up a new Meeting type. (#5027)
- A Delete button has been added to the Meeting screen. (#5027)
- The simple search date dropdown on the Document Menu changes the default meeting date to the next one, not the latest one. (#5030)
- Minutes Tools improvements: (#5031)
  - Split For/Against into two columns.
  - Highlighted Against in Red.
  - Allowed Absent members to be included in the Division.
  - Provided running totals.
  - Added new system parameters to mask the Title/Name/Absent reason/Ex-Officio text on all screens (see System Parameters-Papers).
- Included all properties in the Section collection for the Scripting Language. (#5033)
- Added the SaveDocument command (to allow the scripting language to save a new document). Also allowed the OpenDocument command to open a new version of a template. (#5035)
- Added debug version information to the About screen. (#5037)

### Bug Fixes:

- Fixed problem with wrapping bookmarks at top of the page after inserting a section break. This delivers better formatting in the outline (navigation pane) when generating PDF documents for the web. (#4987)

- Ensure authorisers are regenerated when deferring or referring a report. (#5017)
- Correct InfoXpert security model handling when using record level security. (#4676)
- Fixed an Attachment screen problem where, if the text of an excluded option was too long, the Browse buttons would only be visible if the screen was widened. (#5029)
- The Busy column has been removed from the Document Menu
- Fixed a bug in the Publish Screen Directory Copy option, where confidential items were able to be published even if the flag to disallow publishing of these items was set to False. (#5036)
- In the word document report for a meeting (List Reports) Attachment column the Page text will not show if there are zero pages. (#5038)
- Fixed Report Details form referred date bug (no time in date caused crash on exit). (#5053)
- Fixed bug where the “referred to” section was not being set on save of a referred report. (#5048)
- InfoXpert integration fixes: (#4676)
  - Corrected an issue with the setting of record level security where a specific right (ViewRecord) may not have been set in certain circumstances.
  - Added recognition of the Sysadmin account to the security testing. This will enable someone to masquerade as Sysadmin (configured in second tab of Author Maintenance) should it be necessary.
  - Changed the behaviour when a record is already checked out to the user. The system blocked access, but, if the user has the right, it will now be opened read-only.
  - Changed the behaviour when an initial record save is interrupted by an error and then a subsequent save is attempted. Presently the system does not like to find a record with the same name in place. The system now checks the existing record for content and if it's exceptionally thin then the system will assume that it was a failed initial save and continue on, otherwise the existing message will be returned.
  - Add more debugging information in an effort to more easily diagnose problems.

*Known Issues:*

- Cannot delete a Deadline row from the Meeting dates screen because Meeting Dates exist for the Meeting Type. Note: there is a simple workaround for this.

## Infocouncil - Version 6.1.4

Version 6.1.4 is an incremental upgrade to Version 6.1.3 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **If you did not upgrade to 6.1.3 see the Prerequisites for Version 6.1.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.1.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

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### *Bug Fixes:*

- Fixed a problem with the InfoXpert integration where the Folder Permissions were not being inherited on save of the record. (#4955)

### *Known Issues:*

- Cannot delete a Deadline row from the Meeting dates screen because Meeting Dates exist for the Meeting Type. *Note: there is a simple workaround for this.*



## Infocouncil - Version 6.1.3

Version 6.1.3 is an incremental upgrade to Version 6.1.2 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **If you did not upgrade to 6.1.2 see the Prerequisites for Version 6.1.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.1.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Tweaked conversion of scanned PDF landscape pages so that when they are rotated they retain the same image type (e.g. jpeg). This results in a smaller image size in the Word document. (#4935)

### Bug Fixes:

- Fixed a problem with defaulting of report authors (new feature in 6.1.2). The author and authorisers default correctly for new reports but if the user opens the report data screen once a report had been created, they were added if they are not in the author list already. (#4924)
- Fix for Strict Rights – the document menu sometimes included reports which should not be visible to the user. (#4926)
- Stopped message “You can’t open this location using this program. Please try a different location” appearing when browsing for attachments using the file system on Windows 7. (#4929)
- Fixed issue where under some circumstances, the councillor names were not shown on the Division screen if it was used more than once while editing the minutes. (#4930)
- Fix for MS Access crash when typing into Meeting dropdown on Action Sheets screen. (#4918)
- Fixed issue where Infocouncil was unable to open a previously saved Business Paper after moving from File-based to EDRMS-based. (#4933)
- Fixed issue the default list of member names in a Minutes document was formatted with the word Councillor repeated. (#4678)
- Resolved a bug in the new Security Model where not all Committee Secretaries would be added to the list of people who have access to confidential reports for their division (Trim Record Level Security). (#4938)
- Sorted Meeting Dates descending on the Document Menu. (#4939)

### Known Issues:

- Cannot delete a Deadline row from the Meeting dates screen because Meeting Dates exist for the Meeting Type. *Note: there is a simple workaround for this.*

## Infocouncil - Version 6.1.2

Version 6.1.2 is an incremental upgrade to Version 6.1.1 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **If you did not upgrade to 6.1.1 see the Prerequisites for Version 6.1.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.1.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- The Report Data screen can now automatically populate the author and authorisers for the current logged in user to Windows. *[Note: a new System Parameter in the node Report Dialog has been added to switch this to on or off].* (#4605)
- Added more detail to description of EDRMS parameter Default Folder. (#4871)
- Added Meeting Time to the lists of Minutes on the Remote Minutes form and also added more testing of network connectivity status prior to going online. (#4856)
- Added new System Parameter to control the number of months of Minutes that are displayed in Remote Minutes. Default is 3 months. (#4856)
- Yearly Meeting Schedule Report and Meeting Timetable reports – dates now default to the current year. (#4897)
- Added the ability to filter by confidential items only on the Actions (Running Person) screen. (#4347)
- Enhanced the Meeting and Meeting Type maintenance forms so that a change to the Meeting Type will trigger a regeneration of the Deadline information of the appropriate Meeting Dates. (#4382)
- Both the Delete and Backspace keys can now be optionally used to clear any .Net combo, but this is enabled only for the Deadlines popup on the Meeting Types form. (#4908)
- Generation of HTML and/or PDF is now blocked for read-only papers. (#4909)
- Publication is now blocked for a paper that is remote. (#4909)
- Added new security functions to the new security model: (#4911)
  - Access All Papers – gives rights to create and update business papers (agendas, minutes and attachments documents) *[Note: assuming the user has rights to the document in EDRMS].*
  - Access All Reports – gives rights to edit reports if they are authorised or included in a meeting *[Note: assuming the user has rights to the document in EDRMS].*
  - Access All Actions – on the Actions screen (Running Person) screen gives rights to advanced options and to all actions.
  - Access Actions for Division – on the Actions screen (Running Person) screen gives rights to advanced options and to all actions for the user's division (department).
  - Access Archive Function – allows access to Archive function on Administrator's screen.
  - Access Transfer Reports Function – allows access to Transfer Reports function on Administrator's screen.

### Bug Fixes:

- Fixed issue where extra heading text was coming into the navigation pane for HTML documents because it was enclosed in a bookmark. (#4875)

- Fixed issue in the Addressing the Meeting screen. If the meeting selected has no addressing the meeting details an error “No current record” occurred on clicking the Down button. (#4878)
- Fixed issue for new report where authorisers on report data screen did not match authorisers in Notify Authorisers screen. (#4883)
- Fixed issue in Minutes Tools where the first member was not being disabled when resolving if they were absent from the meeting. (#4822)
- Yearly Meeting Schedule Report – removed a message saying "The year must be entered". (#4897)
- Fixed a Null field issue which occurred on the commit of an Action Sheet without notes. (#4899)
- Fixed problem where invoking the Action Notes form on machines with big monitors could cause an error, in some circumstances. (#4729)
- Fixed Deleted Report problem where system would not let you re-save a deleted report. (#4914)

*Known Issues:*

- Cannot delete a Deadline row from the Meeting dates screen because Meeting Dates exist for the Meeting Type. *Note: there is a simple workaround for this.*

## Infocouncil - Version 6.1.1

Version 6.1.1 is an incremental upgrade to Version 6.1.0 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **If you did not upgrade to 6.1.0 see the Prerequisites for Version 6.1.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.1.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- The Synchronise Authors form now allows the user to control the text colours for the three important field states. The colour will be preserved between sessions. (#3561)
- New controls that allow browsing for a document may be added to the Report Dialog. The controls will be enabled for specified report types. The scripting language could be used to open the document and update sections of the report (one example of its use). (#4804)
- Revised the process of linking attachments to HTML web documents. This includes linking to attachments within the same document and in separate attachment documents, as well as single attachments published separately when the Publish Separate Attachments flag is on and the attachment is not found in the current document. (#4812)
- Added 2 new parameters available for the formatting of document titles for screen display & EDRM usage – %ea action sheet item id (associated Minute item id) & %ra action sheet record id. (#4417)
- Added a new column – TitleAtMeeting - to the Membership tab of the Members screen allowing the title of members of specific meetings to be anything (eg. Dr instead of Cr). The field will default to the Chairperson's, Deputy's or Members default titles from the Meetings screen. (#4838)
- Minutes Tools enhancements: (#4822)
  - Revised the tag system for allowing configuration of Motions on the Motion Types screen (*See Administrators manual*).
  - Added new parameter to the STYLE command to restart numbering in the case of a List Style being applied.
  - Added new FIND command to find a string and optionally delete the text.
  - Added new "TitleAtMeeting" properties to the Councillor class to help with scripting.
  - Added the full title at the meeting of each member on the Attendance screen (and other associated screens such as Divisions. *Note: this does not include the Resolution or Motions screen – this is by design.*
  - Increased length of text in table MinuteTypes. This allows much longer Procedural Motions to be added.
  - Added a new check-box column to the Division screen to flag a person as Absent from the vote (as opposed to Abstained).
- The Members and Meeting Dates screens are now in constant Edit mode (no Edit button).

### Bug Fixes:

- Fixed problems that occurred when stripping closed reports bug and attachments from open papers when publishing to the web. Specially 'Object not assigned' message and the wrong attachments being removed. [*Note: feature used only by Fairfield*]. (#4739)

- Fixed a problem with the new Document Menu where, for council's who have Strict Rights applied, items were showing in the list that should have been hidden. (#4715)
- Fixed an issue where attachments to reports that were copied to a central directory or uploaded to an EDRMS, were being deleted from their original locations. (#4741)
- New Document menu:
  - 'Authored by' field is now sorted in Alphabetical order.
  - All columns and selection combos for authors are now displayed either first name first or last name first depending on the system flag. (#4743)
  - Section column used wrong field – "HeaderDisplayName" - it now displays "asReportName" column.
  - Date columns now sort properly.
  - Attachment Count column now has an asterisk next to the number if there are any confidential attachments.
  - The file path column is now blank for EDRMS councils.
  - Fixed Document Menu problem where multiple instances of the meeting name were being added to the box as they were selected. (#4742)
  -
- New Attachment screen:
  - Fixed problem when browsing for more than one attachment – it now defaults to the directory of the previous attachment – not the file name. (#4726)
  - When saving an attachment focus now returns to list - not the view button.
- New Author Synchronise Form:
  - Boolean columns are now checkboxes.
  - Form position and size is now saved.
- When selecting list of report for inclusion in a Chairman's agenda or minutes document the selection chooses only items greater than the last meeting date (Fairfield) [*Note: feature used only by Fairfield*]. (#4744)
- Fixed a bug in Minute Tools where the first councillor on the resolution screen was not using the councils default format for names. (#4678)
- Fixed a bug in Minute Tools where the first councillor on the Left the Meeting screen was not being remembered. (#4678)
- Fixed a Linked Attachments Save As problem. When separate attachments are requested while creating HTML documents for the web, they are now saved as filtered HTML which ensures PNG or JPG files are saved (not GIF). *Note: If the WebOptions flag in Word "Allow PNG as a graphics format" is set then the web output will give better quality for PNG images.* (#4769)
- Fixed a PDF for the Web conversion issue where page numbers and other links were not being hyperlinked correctly in the PDF. (#4790)
- Added new security check to the Meeting Dates form. (#4777)
- Fixed "violation of PRIMARY KEY constraint" error which occurred if multiple Minutes documents for the same meeting type are selected to "Go Remote". (#4806)
- Fixed ADD\_HYPERLINK command in scripting language (it returned an out of memory error). Also added Target parameter. (#4811)
- Fixed problem with Cover Sheets where an unknown Paper Type generation error was presented (*used by Penrith*). (#4819)
- Fixed macro error with Transfer Reports form. (#4797)
- Fixed issue where buttons on Report Data form would sometimes appear out of place, usually one of the Add/Edit/Remove buttons on the second or greater tab. This fix may require a minor

data modification for a council if an alternate work-around has been attempted in the past. (#4778)

- Fixed issues on Meeting Schedule maintenance form where deadlines with duplicate significances were allowed but threw a message on save, and deletion of a Meeting Schedule automatically removes the associated deadline records. (#4801)
- Fixed issue where selecting a new meeting on the Membership tab did not trigger the Save button to be enabled. (#4813)
- In Members Synchronisation window, the Words (Magenta = Overridden) have been taken off as the members and memberships can't be edited after uploading. (#4818)
- Fixed issue with confidential attachments in file based systems, where the attachment was moved to the current users confidential folder when changes were made on the Attachments screen and the report saved. It should have stayed in the original folder. (#4844)

*Known Issues:*

## Infocouncil - Version 6.1.0

Version 6.1.0 is an incremental upgrade to Version 6.0.6 of Infocouncil. **Note: this package includes all previous upgrades.**

### Prerequisites:

- **If you did not upgrade to 6.0.6 see the Prerequisites for Version 6.0.6 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.1.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Added facility to allow multiple Minutes documents to be taken offline or remote from the parent office in order to attend a meeting at another location. Live minute taking is supported and on return to the office the document will be reintegrated to the main application and database. (#4529)
- Added the ability to synchronise the Infocouncil Authors table with Active Directory. There is a new button on the Authors screen to do this. *See the administrator's manual.* (#3561)
- InfoCouncil now provides a new security level which allows access to the administrator screen but prevents access to functions which are of a configuration or system administration nature.
- New Members screen: (#3561)
  - The Councillors screen has been replaced with a new Members screen that conforms to new the Infocouncil standard for forms (for example, it will remember the size and position if changed).
  - The Membership tab now allows the selection of a member's position by meeting (committee). It also lets a member be flagged as ex-officio by meeting.
  - Added the ability to synchronise the both the Members and the Membership from an Excel spreadsheet (2 new buttons at the bottom of the screen). *See the administrator's manual.*
- Enhancements to Minute Tools: (#4678)
  - A new Attendance form has been added. This lets Minute Takers control which members are at the meeting. The form is script-enabled so the document can be updated with information from this form.
  - The Resolution and Motion forms now use the councils default format for names (instead of always using Initials and Last Name).
  - The Resolution and Motion forms now disable members who are not present (and shows the reason).
  - A new flag has been added which defaults the Insert Minute Number flag to False the first time an item is resolved, but defaults it to True for subsequent times. This can be used if, for example, only the Mover and Seconder are inserted the first time, but the second time the Minute Number and the Carried text are inserted. As of version 6.0.5 the Resolution Tool remembers the Mover and Seconder. *Please note that a change to scripts is necessary to take full advantage of this enhancement. (also #3568)*
- Added new scripting GOTO command – RANGEATPOSITION. This allows more flexibility in setting the range to a start and end position. The Start and End position can be saved using new parameters in the UPDATECOLLECTION command. (#4698)
- Allowed the scripting language to list details of confidential attachments to an open report. There is a new collection to do this. (#4600)
- New Document Menu:

- The ability to include inactive meetings (committees) on the Document Menu advanced mode has been added. (#4588)
- The Attachment Count column now has an asterisk next to the number if there are any confidential attachments.

#### *Bug Fixes:*

- Removed attempts to publish inappropriate reference files for website version. (#4643)
- Corrected InfoXpert handling of record level security permissions. (#4650)
- Fixed bug where resolution numbers in Action Memos were truncated if there were a large number of resolutions for one item. Increased length of MinuteNumber in tblMinuteItems. (#4593)
- Fixed bug where if two meetings for the same committee are held on the same day, it was possible for reports to go to the wrong meeting and for papers to overwrite each other. *Note: This requires an update to the database to add the meeting id to the file name. So if you think you might have two meetings for the same committee on the same day please ask us for this.* (#4717)
- Fixed a Strict Rights issue where divisional users in Divisions where the flag “Allow divisional users rights to all reports” is set to True, could see all reports for all divisions in the document menu. Now they see only reports for any of the authors divisions (and the report’s division, if it is different than the authors). (#4621)
- Fixed a sequence number issue for closed papers where closed items with AB\_SEQ numbering were being renumbered in sequence instead of retaining their item number. (#4723)
- New Document menu:
  - ‘Late Report’ field not pulling through correct records when the option selected = No – Fixed
  - ‘In Meeting’ field not pulling through correct records when the option selected = No – Fixed
  - When there is no authoriser specified for a report, then those reports are pulled through for both 'Unapproved' and 'Approved' options in 'Authorisation' field – Fixed
  - Shows the Day and the Month in Deadline Dates column

#### *Known Issues:*

- New Document Menu - ‘Authored by’ field is not sorted in Alphabetical order.
- Transfer Reports function delivers a No Macro Found’ message in some circumstances.



## **Infocouncil - Version 6.0**

The following sections apply to Infocouncil version 6.0

## Infocouncil - Version 6.0.6

Version 6.0.6 is an incremental upgrade to Version 6.0.5 of Infocouncil. **Note: this package includes all previous upgrades.**

### *Prerequisites:*

- **If you did not upgrade to 6.0.5 see the Prerequisites for Version 6.0.5 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.0.6.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

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### *Bug Fixes:*

- Increased the Master Plan Report levels load to 5 (Penrith did not get the highest level in Report Class load). (#4643)
- Fixed issue where the XML file associated with each web document was not being uploaded in some circumstances. (#4646)
- Fixed issue where inactive administrators were being added to the record level security list. (#4644)
- Fixed indent problem when inserting a new line in a Minutes table using Ctrl-UpArrow or Ctrl-DownArrow. It now always puts cursor at the beginning of a cell even if Normal left indent is not zero. (#4645)

### *Known Issues:*

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## Infocouncil - Version 6.0.5

Version 6.0.5 is an incremental patch to Version 6.0.4 of Infocouncil. **Note: this package includes all previous patches.**

### Prerequisites:

- **If you did not upgrade to 6.0.4 see the Prerequisites for Version 6.0.4 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.0.5.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- The old Document Menu screen has been replaced with a new one. *See the Infocouncil Report Writer Manual for details.* The main features are: (#3561):
  - The screen displays many more columns of information. The columns may be reordered and selected. The system will remember your preferred layout.
  - A new advanced mode has been added with additional search options.
- A new calendar control has been introduced to the Confidential Reasons screen. This addresses issues such as defaulting to old dates. (#4546)
- The handling of A3 documents in agendas and attachment documents has been improved to help with the transitioning of A3 to A4 pages. The system now forces a real even page after the A3 page. This should fix issues with printing. Also a new option has been added in System Parameters – All A3 sections start on Right-Hand Side. (#4550)
- Added conversion status information to the new Attachments screen and provided the ability to force a reconvert if required. (#3561)
- Added the ability to view the EDRMS record from the attachments screen. (#3561)
- Enhanced Record Level Security to include all divisional type authors from all authorisers divisions. (#4390)
- Improved the Minute Tools so that the Mover and Seconder is remembered and does not have to be re-selected when resolving Motions. *Please note that a change to scripts is necessary to take full advantage of this enhancement.* (#3859)

### Bug Fixes:

- Fixes to Deadlines Dates function (#3561):
  - Meeting Type Maintenance – the form allowed multiple Significance Type usage of the same type. This is corrected.
  - Corrected issue where if two deadline types are associated to the Meeting Type 'unspecified' appeared in the Email body.
  - In Meeting Type Maintenance 'one' is misspelt as 'on' in an error message – fixed.
- Removed the 'blank' option from the PDF Conversion combo on the new Attachments screen. (#3561)
- Fixed various issues with the update of custom fields for EDRMS records created for attachments which are uploaded by Infocouncil. (#4550)
  - Sometimes a stray 'r' character was appearing in the Confidential Reasons field. This is fixed.
  - The Confidential Review Date field now supports both the listing of the Review Date as well as the Review Reason (if there is no date). THIS FIELD SHOULD BE A STRING IN THE EDRMS.

- The Confidential fields and Record security are updated in all cases (eg..... Confidential report and open or confidential attachments).
- The document type field defaults to “Report Attachment” now. There is a new System Parameter which contains the text for this field.
- The Confidential Review Date field now supports formatting using the additional date formatting parameter. An example is “%crd(dd, d MMMM yyyy)”.
- Fixed issue where Container Number was not displayed for attachments to minutes - open and closed. (#4545)
- Added additional check when uploading documents to the web to prevent problem that occurred at some councils where the XML was not being uploaded. (#4445)
- Fixed problems with CLEARBOOKMARK command. (#4611)
- Fixed issue where late/supplementary items were being assigned a letter based item number if the report was the first in its section. (#4374)
- Fixed report delete process where a report could not be deleted from the Order and Authorise screen because of new constraints on the Reports table. (#4576)

*Known Issues:*

- The ability to edit an attachment from the attachment screen has been temporarily disabled. There are too many problems with it.
- The multi-combo selection control on the new Document Menu screen has an issue with selection via the keyboard.
- Security is not being applied to Attachments Tabled at a Meeting if the attachment has not been made confidential.

## Infocouncil - Version 6.0.4

Version 6.0.4 is an incremental patch to Version 6.0.3 of Infocouncil. **Note: this package includes all previous patches.**

### Prerequisites:

- **If you did not upgrade to 6.0.3 see the Prerequisites for Version 6.0.3 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.0.4.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Enhanced SETVARIABLE command to apply to reports as well as papers. (#4463)
- Document properties are now converted to text for Word document attachments. (#4365)
- Item Number added to Action Sheets main screen. (#4498)
- Text of Notes to Officer is shown in full on Action Sheet (previously it was truncated at 255 characters). (#4493)
- Increase length of time of meeting field on Meeting Date screen to accommodate e.g. "At the Conclusion of the Informal Gathering, no later than 8:00 pm". (#4464)
- Increase maximum of meeting number on Meeting Date screen to 9999. (#4381)
- When a report has been cloned, the report scripts are now run to update the cloned report appropriately. (#2969)
- Infocouncil Database – System Maintenance – renamed Committees to Meetings and Closed Committees to Confidentiality Clauses. (#4512)
- Allowed Web navigation pane indent levels to be set when creating a new section for headings, reports, attachments and annexures. (#4525)
- Improved web navigation pane output for Minutes Attachments documents (new feature in 6.0.3). (#3561)
- Adjusted the maximum date on the Actions screen to be a further one year in the future. (#4527)
- Split the handling for InfoXpert Current and Destination folder level restrictions and title reporting, new EDRMS parameters added. (#4449)
- Increase length of Summary field in Confidentiality Clauses table (tblClosedReasons). (#4535)
- Removed blank option from the PDF Conversion combo on the Attachments screen. (#3561)
- Added publication of Minutes Attachments to the Infocouncil website. (#4456)
- Added default EDRMS save locations for Minutes attachments papers and Utility/Council Notice papers. (#4403)

### Bug Fixes:

- Fixes to Deadlines Dates function (#3561):
  - Deadline Type Maintenance - Cancel button disabled on Edit - corrected
  - Deadline Type Maintenance - error on Delete - corrected
  - Deadline Type Maintenance - all controls disabled after attempted delete - corrected
  - Prevented the entry of duplicate Deadline Types and Meeting Types
  - Meeting Type Maintenance - Help button - this was erroneously displayed in the image in the specification
  - Meeting Type Maintenance - Time Required not being enabled - corrected

- Meeting Type Maintenance - typographic error in message - corrected
  - Meeting Type Maintenance - multiple Significance Type usage - corrected
  - Meeting Type Maintenance - Significance Type Id column displayed – corrected by moving the two ID columns to the left-hand edge of the grid (both are zero width) with the idea that it's unlikely a user will attempt to resize this part of the grid.
  - Meeting Type Maintenance - error on Save without a Description – corrected
  - Fixed an issue where, if one authoriser is specified then the deadline date is 'unspecified' in the Email body.
- 
- Fixed a bug that occurred when stripping confidential attachments from open papers during web publication that sometimes causes attachments to be missed. (#4462)
  - Corrected the handling of System and EDRMS parameters that have their value deleted. Now the database records are also deleted. (#4468)
  - Fixed a bug where, if a report had been referred it could not be put to a late section. (#2133)
  - Corrected problem where a watermark did not show behind converted PDF image. (#4475)
  - Non-Administrators can now authorise agenda, minutes and attachment documents. (#4465)
  - Fixed problem that could occur when loading a report and replacing a section that has no paragraph marker at the end (eg..... two tables butted up against one another - Hurstville top section). (#4485)
  - When a report is cloned to another committee, the authoriser(s)/approver(s) are now determined based on the committee selected (they are no longer copied from the original report). Please note: this change also affects the defaulting of authoriser(s)/approver(s) on Report Data Screen. (#4399)
  - Tool-tips updated on Administrator Menu (Minutes – Proforma) and on Order and Authorise screen (Uninclude All changed to Exclude All). (#4497)
  - The date field on the Addressing the Meeting screen now shows meeting time and system parameter for Special word if appropriate. (#4511)
  - Moved some attachment related system parameters to group Attachments. (#4509)
  - Fixed error uploading action sheets if meeting time was e.g. 10 a.m. (i.e. not 10am). (#4522)
  - Fixed Force Odd Pages routine - where real pages are inserted in an agenda instead of using Word Odd section pagination - fixed failure to retain headers and footers instead of clearing them down when creating the new section. (#4523)
  - Fixed error (“Invalid procedure call”) when generating an agenda which occurred when a report with a confidential attachment is cloned but Include Attachments was not ticked. (#4534)
  - Fixed the following bugs in the Publish screen. (#3561)
    - Fixed issue where an error message was received on first coming into publish screen saying unexpected error whilst setting up Dashboard. Dashboard may not be published to at his time.
    - Fixed an issue where files were being left behind after the publish process.
    - Fixed an issue where the Publish button on the Publish screen re-sizes off the screen when you make the screen bigger.
  - Fixed the following bugs in the Archive screen. (#4444)
    - Fixed issue where if a months' worth of reports was archived an error was raised due to a foreign key conflict.
    - Fixed an issue where after archiving four reports but only one appeared archived.
  - Fixed bug where the Act was not being passed through to the EDRMS record when updating the Confidential Reasons custom field. (#4540)

- Fixed an issue where a placeholder page appears instead of the attachment that when creating a Minutes attachments document. (#4539)
- Fixed an issue where a stray “r” was being carried through to confidential reasons custom field. (#4533)

*Known Issues:*

- Membership of Joint Committees as it impacts on Agendas and Minutes needs to be discussed.

## Infocouncil - Version 6.0.3

Version 6.0.3 is an incremental patch to Version 6.0.2 of Infocouncil. **Note: this package includes all previous patches.**

### Prerequisites:

- **If you did not upgrade to 6.0.2 see the Prerequisites for Version 6.0.2 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.0.3.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### Enhancements:

- Single instancing the interaction with all 3rd party EDRMS products to reduce workstation system overheads, server sessions and potential server conflicts, and increase overall performance. (#4082)
- The Archive screen has been rewritten and moved to the Administrators Maintenance Tab. *See the Administrators Manual.* (#4444)
- The Attachments screen has been completely rewritten. *See the Infocouncil Report Writer Manual and the Infocouncil Administrators Manual for details.* (#3561):
  - The List pane is now to the left and Details pane to the right.
  - You may resize this form, or expand the size of the List pane by dragging the bar between the List and the Detail panes. The system will remember your preferred layout.
  - The form is immediately in Edit mode. No need to click an Edit button.
  - The confidential reasons now show in the Details pane.
  - The form can also be invoked from a Minutes document to add items Tabled at a meeting. *Note: to take advantage of this feature a new script will need to be written to produce the Minutes Attachment document – please ask us.*
  - You may now edit, as well as view, a Word document attachment directly from this form.
  - A new node – Attachments – has been added to System Maintenance which allows the Attachments screen to be configured.
- The Confidential Reasons screen has been enhanced. *See the Infocouncil Report Writer Manual and the Infocouncil Administrators Manual for details.* (#3561):
  - Optionally display a confidentiality review date.
  - Optionally display a confidentiality review event.
  - Optionally display confidentiality specificity options (confidentiality applies to the report and/or its attachments and/or its resolutions, at least one option must be selected).
  - Display a button linking to a document describing how to determine a review date or event, show if review fields displayed.
  - The reasons for confidentiality and the review date can be passed to the EDRMS system as two new custom fields (*Note: these must be configured in EDRMS Parameters-Custom Fields*).
- A new Deadline Dates process has been introduced to Infocouncil. Infocouncil is to be able to define deadline dates for a meeting and display them at certain times. (#3561). The function will:
  - Allow the concept of meeting (committee) types
  - Allow a meeting to have a meeting type defined



- Allow deadline types to be defined thereby allowing a council to have as many deadline types as they like, labelled however they like
- Allow a meeting type to have any number of deadline types identified to it, such that a meeting defined for a committee of that committee type will automatically have deadlines of those types calculated relative to its meeting date.
- Allow the calculation of a deadline for a deadline type, to base on a defined number of business days prior to the meeting date, which can vary between committee types.
- Allow any calculated deadlines to be stipulated as mandatory to be present or not mandatory.
- Allow any calculated deadlines to be overridden by the user with authority to set up the meeting schedule.
- The deadlines defined will be made visible to authors and approvers at the follow places and times in the system.
- On creating a new report
  - Each time the report is revisited but only if meeting date has not elapsed
  - In the email notification sent to approvers but only the deadline relevant to the approver.
  - In the Document Menu screen report list as additional columns
- The ability to configure meetings for more than one committee has been added (Joint Committees). A meeting can have multiple committees identified against it instead of just one. To achieve joint committees for a meeting new committees will be able to be set up, named as desired, but flagged as “Joint Committee”. Typically it would be expected that only one such committee would be created this way and more than likely it would be named “Joint Committee”. (#3561)
- Enhanced the RUNSCRIPT command to accept the table object parameter. (#4228)
- Remove the Notify All button from the Authorisation Notification form (#2975)
- Added new swap field - FilePathAlt - to Authorisation emails to provide better Lotus Notes integration (#4407)
- The FTP publishing screen has been enhanced to include a checkbox for each item that prevents the source document from being deleted after publishing. Individual papers can be deleted by clicking the trash button in its row. A confirmation will appear. (#4453)
- Comments are now being removed from reports when creating agendas and minutes documents. (#4401)
- The Confidential Reasons button has been moved to main Report toolbar rather than under options. (#4401)
- Added an “Include All” button to the Block Resolve screen. (#4432)
- Changed the way dates are listed for selection on the Clone Report and Refer/Defer screens. Only future dates in ascending order are listed. (#3561)
- The following enhancements were made to the Dashboard interface:
  - Dashboard cover notice text default at system level
  - Dashboard cover notice text default definable per Meeting Schedule, in turn this is defaulted to what is defined at the system level.
  - Entry on the Meeting Schedule screen of the Dashboard cover notice text is compulsory depending on a new system parameter.
  - During publish if a channel is not selected a friendlier message is displayed.
  - Nice publishing completion messages displayed for other publish targets (e.g. FTP, directory), to be consistent with dashboard.

- Automatic deletion of a file after publishing can be turned on or off by the user. Default is that it automatic deletion will occur.
- Manual deletion of any file in the publish screen is now possible, regardless of whether before or after a publishing.
- Each publish target (ftp 1 or 2, directory, ISys, Dashboard) has a system parameter which if set, will prevent the publish screen from allowing confidential files from being selected for publishing, ie. a safeguard is now in place to ensure certain targets never receive confidential files.

#### *Bug Fixes:*

- Fixed a bug where, if a council which uses Recommended to another meeting on report data screen, if the first report is recommended to council and other reports are not, List Reports shows all reports as recommended to council. (#4413)
- Fixed the following bugs in the Council Dashboard integration. (#4453)
  - Republishing of the same document now correctly replaces the old versions in Dashboard
  - Occasionally some documents, even though selected in the publish screen, were not successfully being published, this is now corrected.
- Fixed an issue where the Publish screen did not handle the publishing of multiple papers very well. It was necessary to hit the Publish button a number of times or to publish each paper individually. (#4453)
- Fixed bug in the DAS toolbar printing option which caused a crash on a non-password protected document. (#4408)
- Fixed meeting date listing in Previous Items on the Report Data screen. They are now listed in descending order and all dates in the past are included. (#4402)
- Fixed bug in Clone Report where sometimes an error was raised if the report being cloned had no attachments bookmark. (#4454)

#### *Known Issues:*

- Membership of Joint Committees as it impacts on Agendas and Minutes needs to be discussed.
- Item numbers in margins not available for Minutes Attachment Document yet.
- Minutes Attachment upload to Web is not working yet.
- When creating a minutes attachments document which has PDF documents in Trim which are yet to be converted, you may get a placeholder message. Running it a second time cures this. This is a bug.

## Infocouncil - Version 6.0.2

Version 6.0.2 is an incremental patch to Version 6.0.1 of Infocouncil. **Note: this package includes all previous patches.**

### *Prerequisites:*

- **If you did not upgrade to 6.0.1 see the Prerequisites for Version 6.0.1 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.0.2.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Add alphabetic and roman conversion parameters to the swap fields function in the scripting language. (#4377)

### *Bug Fixes:*

- Fix to late item numbering for agenda numbering type AB\_SEQ. (#4285)
- Fix crash on Master Plan screen when screen opens or new period is selected (System Maintenance in the Infocouncil Client). (#4373)

### *Known Issues:*

- The Publish screen does not handle the publishing of multiple papers very well. It may be necessary to hit the Publish button a number of times or to publish each paper individually.

## Infocouncil - Version 6.0.1

Version 6.0.1 is an incremental patch to Version 6.0.0 of Infocouncil. **Note: this package includes all previous patches.**

### *Prerequisites:*

- **If you did not upgrade to 6.0.0 see the Prerequisites for Version 6.0.0 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.0.1.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

### *Bug Fixes:*

- Ensure active directory checking handles group names with characters “\” and “&”. (#4311)
- When a new report is created, ensure Infocouncil goes to the first macro field works when the report template contains content controls. (#4307)

### *Known Issues:*

- The Publish screen does not handle the publishing of multiple papers very well. It may be necessary to hit the Publish button a number of times or to publish each paper individually.

## Infocouncil - Version 6.0.0

Version 6.0.0 is an incremental patch to Version 5.9.9 of Infocouncil. **Note: this package includes all previous patches.**

### *Prerequisites:*

- **If you did not upgrade to 5.9.9 see the Prerequisites for Version 5.9.9 below.**
- **Run Infocouncil SQL Database script** – included with this package is an SQL script (Infocouncil 6.0.0.sql). Run this against the Infocouncil database before installing this package. If any other errors occur when running the script please report them to the Infocouncil Help Desk.

### *Enhancements:*

- Infocouncil now integrates with the Council Dashboard product from BigTinCan and will be available to councils using this product. This allows administrators to publish documents directly to Council Dashboard from Infocouncil. BigTinCan is a company that offers an intranet based tablet publishing solution called Dashboard. InfoCouncil will push files up to the intranet in a similar way to the way we currently publish to a website. Tablet (IPad) owners then require an app provided by BigTinCan to view the files published by InfoCouncil. See the Infocouncil Administrators manual for instructions on how to setup and use this feature.
- Added a new Item Numbering option - AB\_BMK – which uses the Master Bookmark Count to accumulate item numbers. (#4285)
- Added new command - GOTO Page – to scripting language. It selects the whole page. (#4284)
- Added the ability to get paper collections, such as meetings, to report dialog. This is useful, for example, for loading a list of meetings for confirmation into a report thus saving the report writer the need to do it. (#4289)
- Added a new section break parameter in the Scripting Language to force all subsequent parameters to operate on the previous section, not the new section. This helps when creating cover pages for attachments, for example. (#4296)
- Added to the Scripting Language a new CLEARBOOKMARK parameter to add the bookmark if it was not found. (#4297)
- Removed the meeting and date selection combos from the Order and Authorise screen to prevent confusion with Administrators screen that calls it. (#3988)
- Added the ability to add and delete comments to reports [Infocouncil Toolbar-Tools]. (#4314)
- Added the ability to put a border around text to the BORDER command in the scripting language. (#4315)
- Added the ability to test for the existence of a bookmark in a report to the scripting language. (#4318)
- Enhanced the new RUNSCRIPT command to accept parameters. (#4228)
- When inserting a bookmark using the INSERTBOOKMARK command, the unique number may now start from any point. (#4320)
- Added the ability for scripts to check if the item being resolved is a report. (#4321)
- Added the ability to update both section keys to the UPDATEREPORTFIELD command and also added a flag to either save the change or not. (#4325)
- Added new DELETE parameter – LINEFEEDS – which will remove blank linefeeds from the beginning or end of the range. #4330)
- Added a new parameter Fore-Colour to INSERTWATERMARK command. (#4327)

- Added the ability to script the update of reports, as resolutions are uploaded during Action Sheet creation. (#4336)
- Added the ability to execute a pre-script before agenda numbers are set during agenda compilation. (#4337)

*Bug Fixes:*

- Fixed problem with single item mode on Actions Screen where the item would not display when single item mode was chosen. (#4137)
- Fixed issue with new changes to the LINEFEED command where the last linefeed was not being picked up in the selection. (#3736)
- Fixed issue where language was always defaulting to English (Australia). (#4306)
- Fixed issue where it was possible for the ID of a related record to be carried forward to other report during the generation of a paper (TRIM, InfoXpert, ECM). (#4316)
- Fixed issue with Internet Explorer not being able to display the apostrophe character when specified as &apos;, changed to &#039; which is supported. (#4324)
- Fix a bug which where the Minutes documents path loaded for a Meeting class was ignoring the confidential flag. (#4335)

*Known Issues:*

- The Publish screen does not handle the publishing of multiple papers very well. It may be necessary to hit the Publish button a number of times or to publish each paper individually.