AgendaItem	LegistarID
1	84589
2	84587
3	84588
4	82157

Title
Public Comment
Outdoor Overnight Storage Update
State Street Night Vending Program Update
Street Vending Staff Report

This worksheet is used to cross reference legistar items with agenda items.
- Each column needs to be filled
- See the Example Table tab

1. The Agenda ID comes from the Meeting Agenda and normally starts at 1 (public comment) and increments. This needs to only be a number; no letters (i.e., 1a, 1b, etc.).
2. The Legistar ID is be the 4-5 numeric ID from Legistar. If there isn't one, use the agenda ID again.
3. The Title is what is entered for the Legistar Item, this should match what is in Legistar. If you do not use Legistar, use the title of the agenda item.
4. Go to http://erpbiztalk/VirtualMeetings/CrossReference/ on the City network (wired into the network in the office or on VPN).
5. Enter your email address, select your meeting, and upload this saved Excel spreadsheet. **NOTE: The first tab below must be the cross-reference table for the meeting you are importing for.**
6. If you need to make changes, please change your spreadsheet and re-upload. NOTE: Changes can be spelling, **DO NOT re-number or re-order the agenda.**

AgendaItem	LegistarID	Title
1	99934	Public Comment
2	99901	Fake agenda item 2
3	99902	Fake agenda item 3
4	99904	Fake agenda item 4
5	99903	Presentation from Finance on fake agenda item 5
6	99910	Fake agenda item 6
7	99922	Fake agenda item 7
8	99905	Fake agenda item 8
9	99916	Fake agenda item 9
10	99906	Fake agenda item 10
11	99911	Fake agenda item 11