The City of McKinney’s Legistar InSite [mckinney.legistar.com](http://mckinney.legistar.com) is an online, open government solution that provides citizens with the ability to search legislation, attachments, meeting calendars, agendas, minutes, votes, etc... This site will provide 24/7 public access. This is a feature rich website, however this guide focuses on basic features citizenry will need to be familiar with in order to navigate and use the site.

1. **McKinney’s InSite Home Page:**

Visitors will first notice tabs across the top of the page which offer easy navigation to the different pages of the site.

![Calendar Section screenshot](image)

2. **Calendar Section:**

The Calendar tab provides on-demand access to scheduled and past meetings, including meeting details, agendas, minutes and video.

![Calendar Section screenshot](image)

The searchable InSite Calendar’s multi-view will show published agendas and minutes by day, week, month or a user defined range. Search through all legislative items by keyword or through a powerful advanced filter search.

Using the **Date, Time** and **Location** features in the column headers will help you perform an alpha or numeric sort for that column. A unique feature of the McKinney InSite website is called **SmartLinking**. This allows you to go from Calendar, to Agenda, to a specific agenda file, to the history, and to their minutes.

3. **Legislation Section:**

The **Legislation** tab provides a listing of all the legislation that has been posted on InSite, this listing can be narrowed down by using the search features on the page, as instructed below.
Using the **Search** field and the **This Year** and/or the **All Types** filters will assist in narrowing searches for specific legislation. Use these filters independently or jointly. Search results will be highlighted as context hits. These search results can also be exported for reporting purposes if desired. Search past meeting histories including minutes, motions and votes.

For example, when searching the term “water”, you can see the text is highlighted.

Within the search results screen you can further refine your search results by utilizing the “**Show**” and “**Group**” filters. Search results may also be exported within the search results screen for reporting.