# Viewing Backup Items in NetFYI

NetFYI is the City's *document management system*. When you click "View All Backup Items" on the City Commission Meeting Agendas and Minutes page, the system searches for all of the agenda items for that date. The results of the search are organized in folders. The folders display in the upper frame of the NetFYI window. The documents contained within each folder display in the lower frame of the window when a folder is opened.
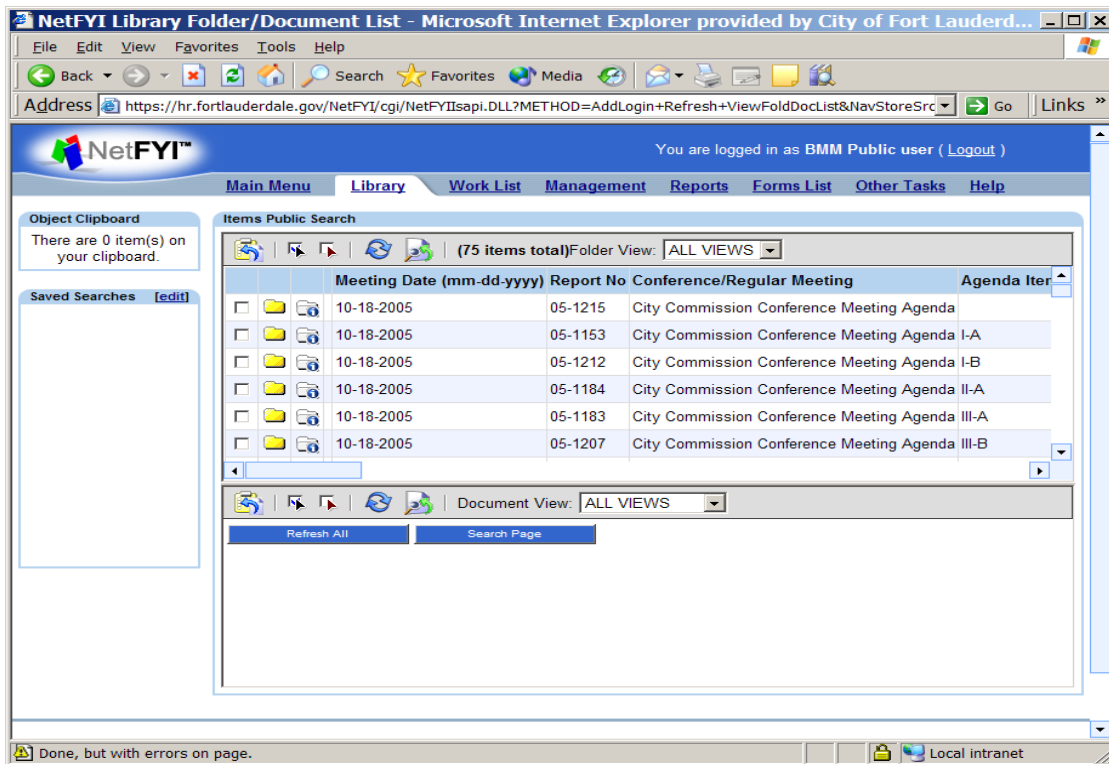
The results are sorted by the meeting type, **Conference/Regular Meeting**, and the **Agenda Item No** columns.

Click the **Yellow Folder Icon** to open a folder and display its contents.

Use the **Scroll Bars** that are available at the bottom and sides of each frame to view more information, if available.

Opening Agenda Item Backup Documents

Click the **Yellow Folder Icon** to open the folder that contains the document you want to view.

To open the document, click the **Document Icon** or the underlined link of the **Document Name** in the **Document Name Column**, as shown in the example below.
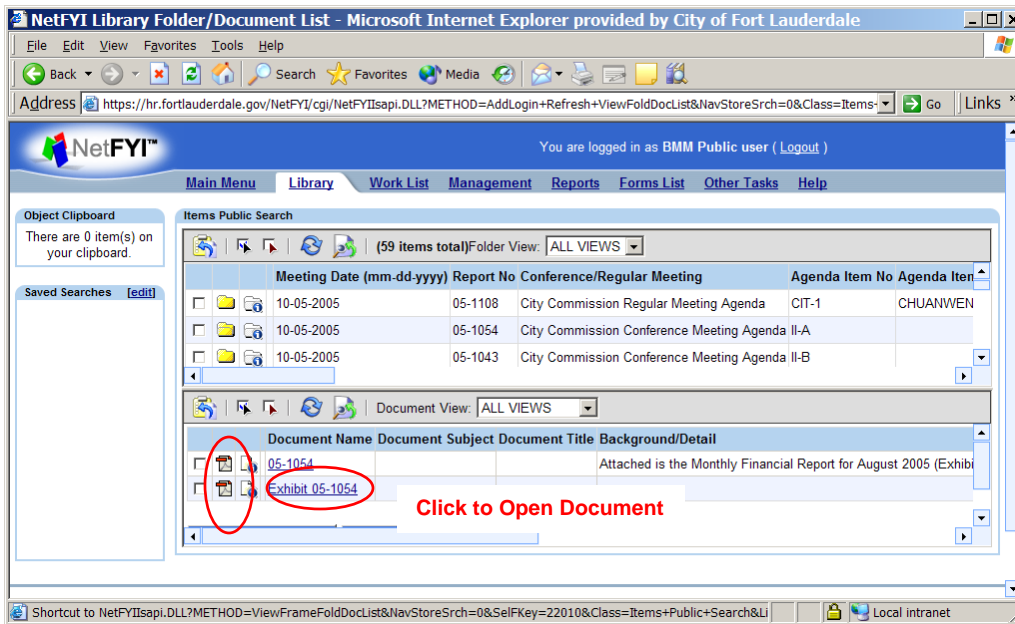
The document will open in the browser window using the appropriate application, if installed on your PC. If the application is not installed, the document will open in your Windows image viewer application. You may now view or print the document.

Exiting Documents

Use your browser's **Back Button** when you are finished viewing or printing a document to return to the **Folder/Document List**. Closing the document any other way will exit you from the search application.