## **Finding an E-Petition**

There are a number of ways to find an E-Petition you have an interested in. On the E-Petitions 'Home page' there are a number of quick links where you can view:

All – Show a table of All Petition including those currently running to E-Petitions which have been completed.

Active – Displays all currently active E-Petitions currently gathering signatures.

Submitted – All E-Petitions that have been Completed and currently waiting a decision from the Council

Concluded – Finished Petitions which the Council have responded to.

All of the above links will take you to a list of E-Petitions which matched the criteria you have chosen. Click on the title link to view the E-Petition. You are now able to search further by paging though the E-Petitions that have been return. By clicking on the column heading the list is sorted in the order of that column.

A Keyword Search is available which will search on words or phrases that have been use in the title or the description of the E-Petition. For a more detailed search an advanced search option is available where an E-Petition can be found using fields such as Status, Lead Petitioner and Category.

On the E-Petitions Home page there are a further two sections of quick links. The first is the 'Latest Petitions' these are the last five E-Petitions to be added. The second displays the 'Most Popular Petitions' these are the top five E-Petitions with the largest number of signatures. By clicking on the Title link you are taken into the E-Petition.

## **Viewing an E-Petition**

An E-Petition displays the text of the Petition along with other details such as end date and background information. If an E-Petition has other supporting attached a table is displayed with a link to the document.

If a discussion group was set up by the Lead Petitioner an option is available to view and take part in a discussion on the topic of the E-Petition.

You may also view the Signatories that have signed the E-Petition so far. Only the Name, Area of residence and date signed are displayed.

You can sign the E-Petition by clicking on the 'Sign Petition' link.