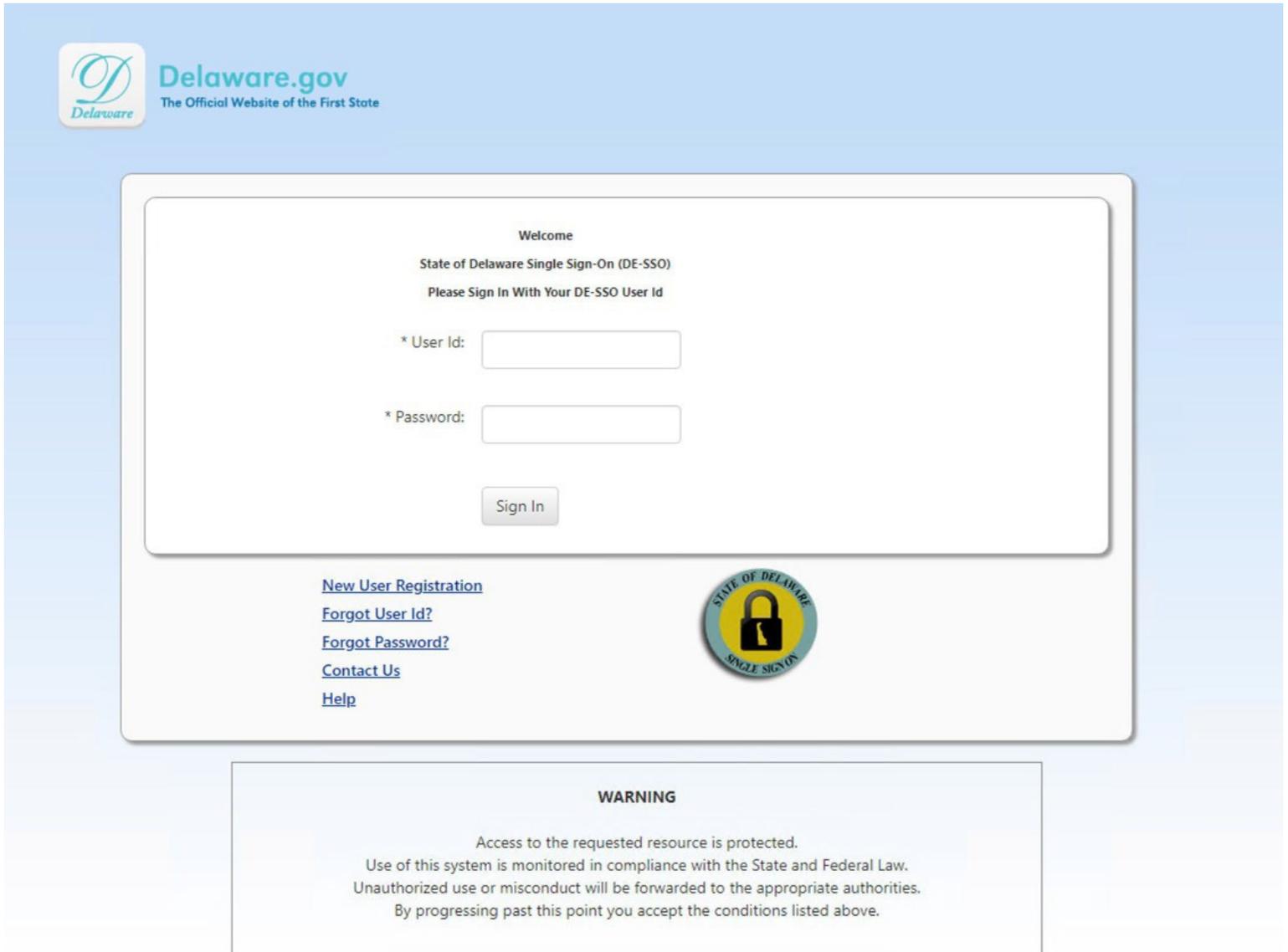


Sign In Screen



Delaware.gov
The Official Website of the First State

Welcome
State of Delaware Single Sign-On (DE-SSO)
Please Sign In With Your DE-SSO User Id

* User Id:

* Password:

Sign In

[New User Registration](#)
[Forgot User Id?](#)
[Forgot Password?](#)
[Contact Us](#)
[Help](#)

STATE OF DELAWARE
SINGLE SIGN-ON

WARNING

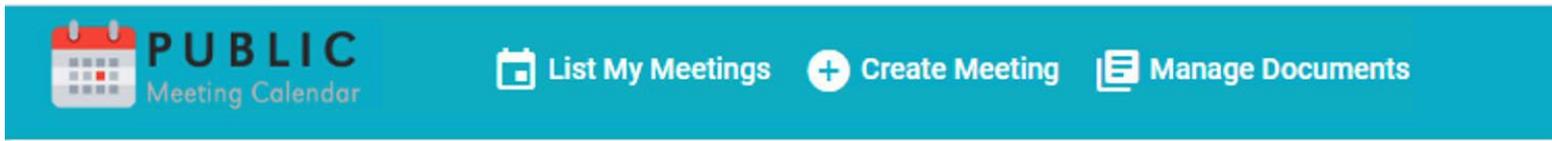
Access to the requested resource is protected.
Use of this system is monitored in compliance with the State and Federal Law.
Unauthorized use or misconduct will be forwarded to the appropriate authorities.
By progressing past this point you accept the conditions listed above.

Single Sign On (SSO) facilitates logging into Public Meeting Calendar (PMC).

When you type <https://pmc.delaware.gov>, the above screen will display. Log in using your SSO credentials. Once you sign in, you are automatically routed to List My Meetings

Note: Edge, Firefox and Chrome are recommended browsers when working in PMC.

Navigation Bar



The navigation bar includes three links: List my meetings, create meeting, and manage documents. This guide will introduce you to the functions and information under each navigation tab.

List My Meetings

Title	Date and Time	Agenda	Minutes-Final	Actions
Delaware Heritage Commission Board Meeting	2017-07-19 02:00 PM	✓	!	
Delaware Heritage Commission Board Meeting	2017-05-31 02:30 PM	✓	✓	
Delaware Heritage Commission	2017-05-03 02:30 PM	!	!	

This screen is the central repository for meetings you have entered. Listed here is the meeting title and, date and time, and if an agenda and minutes are attached to the meeting. Listed in the Actions Column are edit (pencil), copy (C in circle), meeting id information (i in blue circle) and cancel (trash can).

List My Meetings: Manage Documents

Agenda	Minutes	Actions
!	!	
Manage documents for this meeting	!	
!	!	
✓	✓	
✓	✓	
✓	✓	

The red circle surrounding the exclamation point under agenda and minutes indicates that no agenda, minutes document has been uploaded.

The check mark indicates an agenda, minutes document is uploaded.

Clicking the icon under the agenda or minutes opens the document history page for the meeting.

REWRITE List My Meetings: Agenda / Minutes Document History Page

The screenshot shows a meeting page for 'Administrative Law Improvement Task Force Meeting'. The meeting ID is 57330. The status is 'Active' and the date is '2018-02-23 09:30 AM'. The meeting is 'To Be Announced'. The contact information for David Mangler is provided. There is a document upload section with a 'Choose File' button and a 'No file chosen' message. Below this is a table of document history.

Document Name	Document Type	Text	Created	Migrated	Actions
57330_Agenda.pdf	Agenda		2020-10-22 By: jeffrey.boyer@delaware.gov	false	

Metadata for the document:

- Last Modified : Feb 16, 2018 09:53:18 PM
- Last Modified By : david.mangler@delaware.gov
- Created : Feb 16, 2018 09:53:18 PM
- Created By : david.mangler@delaware.gov

The meeting id for your meeting is listed first on the page.

Below that is the meeting name. Clicking the title of the meeting or the pencil adjacent to it returns you to the edit meeting page.

Next is general information about the meeting: Date, time, status, as well as contact information. To the right is the document upload function. Please see the Navigation item 3: Manage Documents section of this document for details.

The middle section is the document history for the meeting: document name, the document type (agenda, associated document, minutes-draft, or minutes-final) followed by three action buttons: a blue down arrow to download the document, an I in a blue circle for the document id, and a trashcan to delete the document.

The bottom of the page lists the last modified date and who uploaded the document, and several actions including: uploading a new document (blue up arrow), downloading the current document (blue down arrow), and deleting the current document (trash can).

Note: PMC only accepts PDF documents for security and accessibility. Please do not scan to PDF as doing this will turn your documents into images, which makes them inaccessible to those using screen reader technology. PMC places a size limit on PDF documents at 10 megabytes.

Note: FOIA laws may require these an agenda and a minutes document be present for compliance.

List My Meetings Edit Meeting Button

Agenda	Minutes	Actions
		   
		 Edit   
		   
		   
		   
		   

The first button under the Actions column looks like a pencil. Clicking this icon opens the ‘edit meeting’ screen where you can update any of the meeting information including time, location, date, and general descriptions. Please see Navigation Item 2 Create Meeting for details.

Agenda	Minutes	Actions
		Copy

The second icon under the Actions column looks like a ‘C’ surrounded in a circle. Clicking this icon opens the ‘copy meeting’ screen. This function is particularly helpful in creating a future meeting that contains the same or similar information. All the information of the meeting is copied into a new meeting where you can update any of the information for your new meeting.

Agenda	Minutes	Actions
		Info

The third icon in the Actions column looks like an 'i' surrounded by a blue circle. Clicking this icon displays a pop-up with the meeting id.

	2016-07-13 09:00 AM	!	!				
	2016-07-13 09:00 AM	!	!				
	2016-07-13 09:00 AM	!	!				
Meeting	2013-03-15 02:00 PM	✓	✓				
Meeting	2013-02-21 02:00 PM	✓	✓				
Meeting	2013-01-10 02:00 PM	✓	✓				
Meeting	2012-10-18 02:00 PM	✓	✓				
Public Hearing	2012-09-20 02:00 PM	+	+				
Meeting	2012-08-15 02:00 PM	✓	✓				
Meeting	2012-10-18 02:00 PM	✓	✓				
Meeting	2012-09-20 02:00 PM	✓	✓				
Meeting	2012-08-15 02:00 PM	✓	✓				

Meeting Id: 19514
OK

List My Meetings Cancel Button

Agenda	Minutes	Actions
!	!	
!	!	Cancel
!	!	
✓	✓	
✓	✓	
✓	✓	
✓	✓	

The last icon under the Actions column looks like a trashcan. Click this icon to cancel the meeting. A prompt will open to confirm the cancellation.

Note: Cancelling a meeting will not delete the meeting. PMC keeps a record of the cancelled meeting so that returning users see the meeting is cancelled, and why it was cancelled. You will not be able to edit the meeting after you cancel it.

Cancel Meeting Button Popup

Cancelling a meeting will not delete the meeting.

Administrative Law Improvement Task Force Meeting on 2018-02-23 at 09:30 AM

PMC keeps a record of the cancelled meeting so that returning users see the meeting is cancelled, and why it was cancelled.
You will not be able to edit the meeting after you cancel it.

Nevermind

CompleteCancellation

To complete cancelling the meeting click on CompleteCancellation, otherwise click Nevermind.

Navigation item 2: Create Meeting

Agency
African American Task Force

Tell us about this Location

Title * 0 / 100

Purpose * 0 / 500

Additional Info 0 / 1000

When

2020-11-13 09:00 AM - 2020-11-13 10:00 AM 

Where

To Be Announced  (1)

Room / Floor 0 / 35

Comments 0 / 200

Virtual Meeting

Information 0 / 1000

Url 0 / 200

Associated Link

Link to a video, documents, or a web site related to the meeting.
Be sure to give your link a descriptive name in the Associated Link Text field.

Associated Link Text 0 / 100

Associated Link Url 0 / 300

Contact Information

Name * 0 / 100

Phone *

Email *

Last Modified :
Last Modified By :
Created :
Created By :

Save

The second item in the navigation bar is the ‘Create Meeting’ tab. This page contains all the information related to your meeting, except documents like agenda, or minutes.

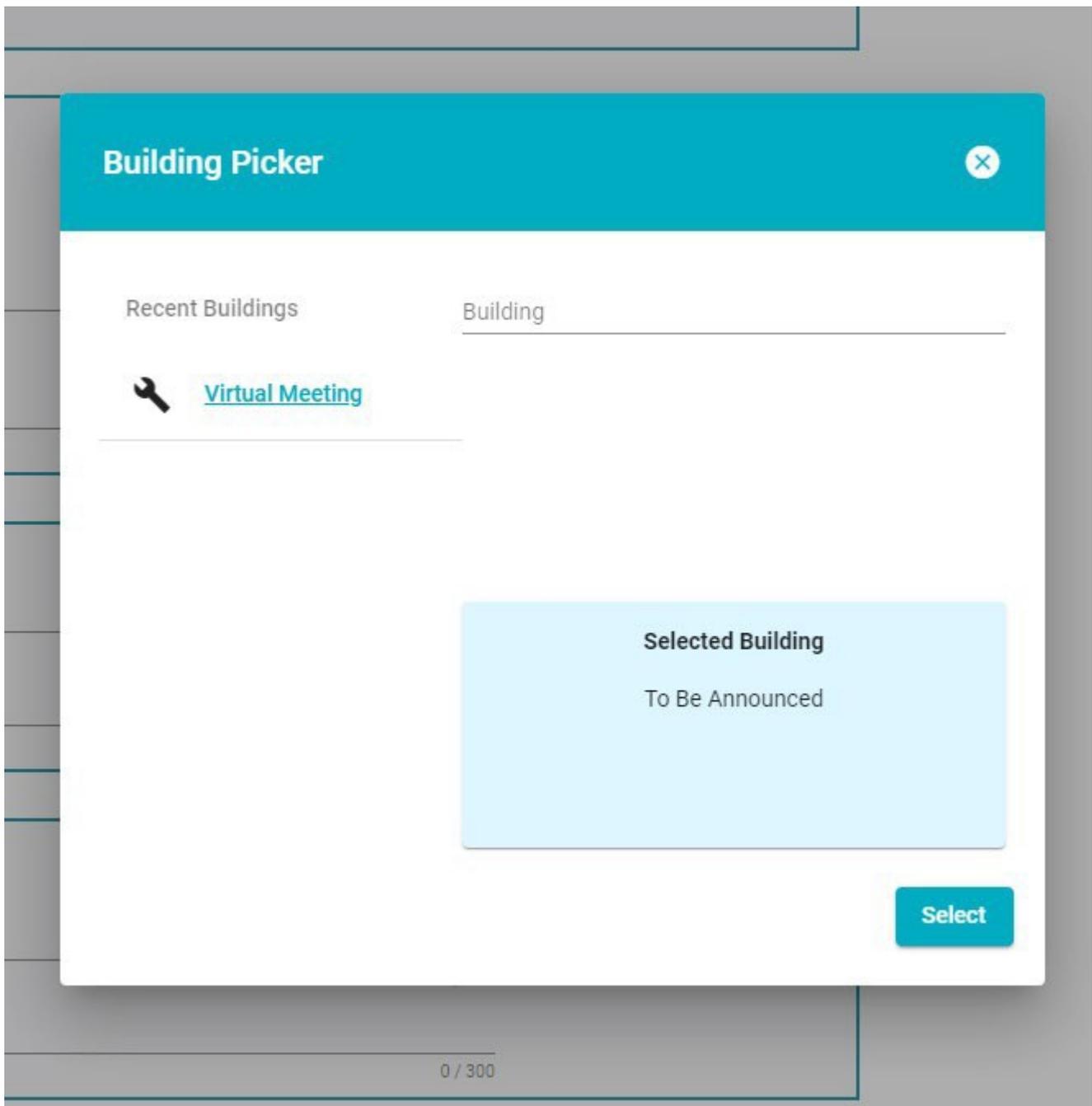
The information to be entered on this page:

- **Agency:** A dropdown menu to select to which calendar this meeting will be assigned.

- **Title:** This is a required field listing the name of the meeting in 100 characters or less.
- **Purpose:** This is a required field that describes the purpose of this meeting in 500 characters or less.
- **Additional Info:** An optional field to include information not included in the Purpose field.
- **When:** A pop-up date picker for you to choose the date and time of the meeting.

- **Where:** Click on the blue teardrop to choose the building address of the meeting or choose Virtual Meeting.

Note: Increasing your browser view above 100% may obscure the select button.



- **Room/Floor:** An optional field of 35 characters to list where in the building the meeting takes place.
- **Comments:** An optional field of 200 characters to include special instructions, or information about the location.
- **Virtual Meeting Information:** An optional field of 1000 characters detailing information about the Virtual Meeting that may include optional phone numbers to use.

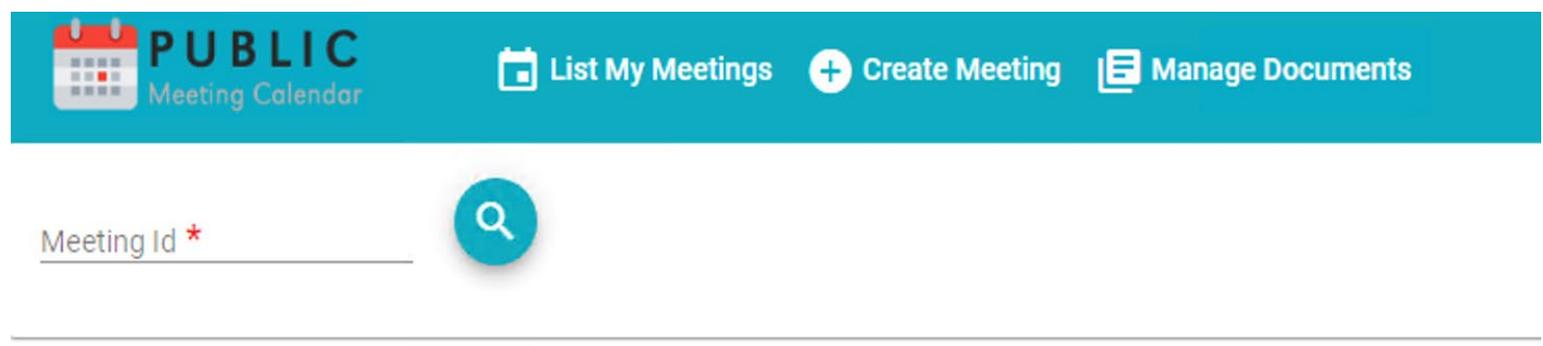
- **Virtual Meeting URL:** An optional 300-character field to add the website address of your virtual meeting be it Zoom, WebEx, or other.
- **Associated Link Text:** An optional 100-character field to describe materials related to the meeting located on an agency website.
- **Associated Link URL:** An optional 300-character field for the url to the materials or information described in the Associated Link text field.
- **Contact Information Name:** A required field to enter your name as having created the meeting.
- **Contact Information Phone:** A required field to enter your business phone number.
- **Contact Information Email:** A required field to enter for your business email.

Once the details of the meeting are completed click the save button to publish your meeting.

Manage Documents

The Meetings Document page is the same page described in List My Meetings: Agenda / Minutes Document History Page. In that instruction a specific meeting was being edited. The meeting id required here allows you to edit any of your meetings.

The meeting id is the last five digits in the URL of your meeting. Example <https://publicmeetings.delaware.gov/#!/meeting/63313>



Copy from rewritten List My Meetings: Agenda / Minutes Document History Page

A screenshot of the 'Manage Documents' page for meeting 30101. The page header is teal and includes the 'PUBLIC Meeting Calendar' logo, navigation buttons, and a 'Press F11 to exit full screen' button. The main content area shows the meeting title 'Fort DuPont Redevelopment and Preservation Corporation Board Meeting' and its details: '2015-10-21 08:30 AM', 'Status: Active', 'Parks and Recreation / Parks and Recreation / Natural Resources and Environmental Control', 'Fort Delaware/Fort DuPont State Park - Grass Dale Center', '108 N Reedy Point Rd', 'Delaware City DE 19706', and contact information for Jeffrey Randol. A file upload section shows 'Agenda' selected and 'Choose File' button. Below is a table of documents:

Document Name	Type	Created	Imported	Actions
30101_Agenda.pdf	Agenda	Oct 16, 2015 10:03:07 AM By: JRBandol@mac.com	true	
30101_Minutes.docx	Minutes	Oct 13, 2015 10:59:28 AM By: JRBandol@mac.com	true	

At the bottom, a light blue box contains metadata: 'Last Modified: Oct 16, 2015 10:02:47 AM', 'Last Modified By: JRBandol@mac.com', 'Created: Aug 30, 2015 08:03:39 PM', and 'Created By: RTI_AppsDelivery_EApps@state.de.us'.

The meeting id for your meeting is listed first on the page.

Below that is the meeting name. Clicking the title of the meeting or the pencil adjacent to it returns you to the edit meeting page.

Next is general information about the meeting: Date, time, status, as well as contact information. To the right is the document upload function.

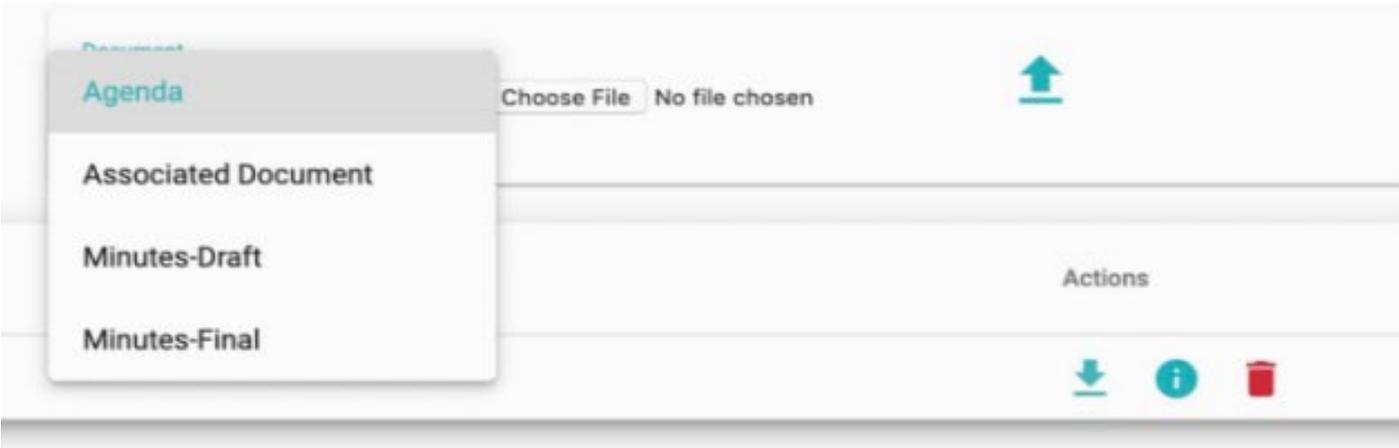
The middle section is the document history for the meeting: document name, the document type (agenda, associated document, minutes-draft, or minutes-final) followed by three action buttons: a blue down arrow to download the document, an I in a blue circle for the document id, and a trashcan to delete the document.

The bottom of the page lists the last modified date and who uploaded the document, and several actions including: uploading a new document (blue up arrow), downloading the current document (blue down arrow), and deleting the current document (trash can).

PMC only accepts PDF documents for security and accessibility. Please do not scan to PDF as doing this will turn your documents into images, which makes them inaccessible to those using screen reader technology. PMC places a size limit on PDF documents at 10 megabytes.

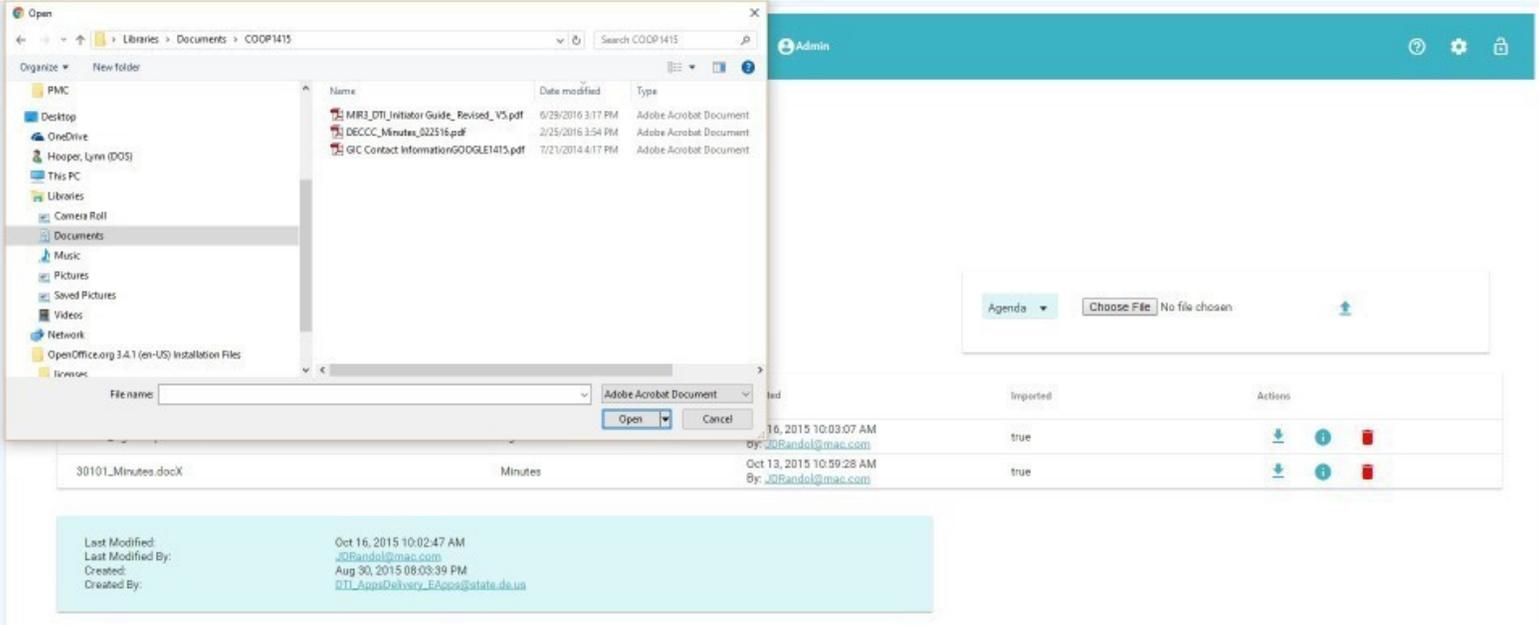
Note: FOIA laws may require these an agenda and a minutes document be present for compliance.

Manage Documents: Document Type



Click the dropdown box under documents to choose the type of file you’re uploading: Agenda, Associated Document, Draft Minutes or Final Minutes.

Manage Documents: Choose and Upload File



Click the button ‘Choose File’. This opens a pop up of directories on your computer. Navigate to the folder containing your saved file. Clicking on the file highlights the file your uploading. Clicking on Open attaches the document and closes the directory box. The text ‘no file chosen’ next to the ‘choose file’ button is replaced with the name of the upload file. Complete the upload process by clicking on the blue up arrow.

Manage Documents

Meeting ID* 54151

Delaware Heritage Commission Board Meeting

2017-07-19 02:00 PM Status: Active Archives, Delaware Public / Delaware Public Archives / State To Be Announced

Suzan Olenik 3027445050 suzan.olenik@state.de.us

PMC only accepts PDF files for security and accessibility. Please do not scan to PDF - doing this will turn your documents into images, which makes them inaccessible to those using screen reader technology. Need help turning a Word document into a PDF? Visit Microsoft's support page for this question. For even more information on creating accessible documents, please see the guidance for Section 508 compliance from HHS.gov.

Document: Minutes-Final Choose File: 67297_Agenda.pdf

Document Name	Document Type Text	Created	Actions
54151_Minutes-Final.pdf	Minutes-Final	2020-11-16 02:37:52 PM By: Boyer912@outlook.com	  
54151_Agenda.pdf	Agenda	2019-04-02 04:36:26 PM By: suzan.olenik@delaware.gov	  

Last Modified: Jul 18, 2017 09:21:43 AM
Last Modified By: suzan.olenik@delaware.gov
Created: Jul 18, 2017 09:21:43 AM
Created By: suzan.olenik@delaware.gov

The document appears automatically in your document history after the upload concludes.