
Public Meeting Calendar User Guide

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Sign In Screen

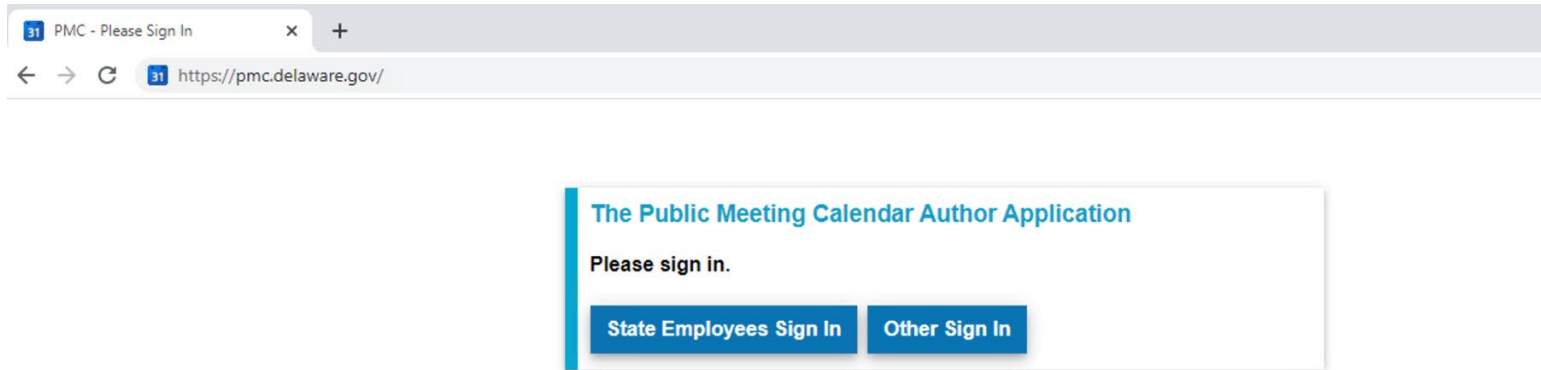


Figure 1: PMC Sign In Screen

Enter <https://pmc.delaware.gov> into your browser. The webpage pictured above will render in your browser.

Click State Employee if you have a state employee email address like @delaware.gov or @dow.k12.de.us. Login using your state credentials.

Click Other Sign In if you have a personal email address like @yahoo.com or @gmail.com and have registered an account in my.delaware.gov. Use your my.delaware.gov credentials to login.

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.

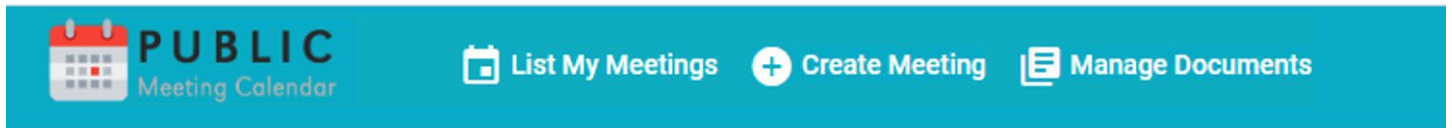


Figure 2: Public Meeting Calendar Navigation Bar

Navigation Bar Item 1: List My Meetings

This screen is the central repository for your meetings. 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).

The screenshot shows the 'List My Meetings' page in the PUBLIC Meeting Calendar. The navigation bar includes 'List My Meetings', 'Create Meeting', and 'Manage Documents'. The user is logged in as 'jboyer912@outlook.com'. The page displays a table of meetings with the following data:

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	!	!	
Delaware Heritage Commission	2017-03-01 02:30 PM	!	!	
Delaware Heritage Commission	2015-11-04 02:30 PM	✓	+	
Delaware Abraham Lincoln Bicentennial Commission	2008-12-05 02:00 PM	+	+	
Delaware Heritage Office Board Meeting	2008-12-03 03:00 PM	+	+	
Delaware Abraham Lincoln Bicentennial Commission	2007-01-19 03:00 PM	+	+	

At the bottom right, there is a pagination control showing 'Items per page: 25' and '0 of 0'.

Figure 3: Example of the List My Meetings page.

List My Meetings: Manage Documents

There are three function icons under Agenda and Minutes:

- 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.
- A plus sign (not pictured) to add an agenda or minutes document.




































Agenda	Minutes	Actions			
					
Manage documents for this meeting					
					
					
					
					

Figure 4: Close up image of the columns on the List My Meetings page.

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

List My Meetings: Agenda / Minutes Document History Page

The documents history page includes information about your meeting including meeting title, meeting date, and contact information.

The screenshot shows the 'PUBLIC Meeting Calendar' interface. At the top, there are navigation links: 'List My Meetings', 'Create Meeting', and 'Manage Documents'. The user's email 'jboyer912@outlook.com' is displayed in the top right. Below the navigation bar, the meeting ID '52939' is shown next to a search icon. A search bar contains the text 'Delaware Heritage Commission Board Meeting'. To the right, a message states: '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.' Below this, the meeting details are shown: '2017-05-31 02:30 PM To Be Announced', 'Status: Active', and contact information for Dick Carter, Commission Chair (3027441500, dick.carter@state.de.us). A document upload bar is visible, showing 'Document Agenda' and a 'Choose File' button. Below the upload bar is a table of document history:

Document Name	Document Type	Text	Created	Actions
52939_Minutes-Final.pdf	Minutes-Final		2020-11-16 01:54:44 PM By: jboyer912@outlook.com	
52939_Agenda.pdf	Agenda		2017-05-26 08:38:08 AM By: suzan.olenik@delaware.gov	

Below the table, a light blue box contains the following information:

- Last Modified : May 26, 2017 08:37:39 AM
- Last Modified By : suzan.olenik@delaware.gov
- Created : May 26, 2017 08:37:39 AM
- Created By : suzan.olenik@delaware.gov

Figure 5: Example of the Document History page.

This page also includes the document upload function in the middle right of your screen.

This is a close-up of the document upload bar. It shows a dropdown menu with 'Document Agenda' selected. To the right of the dropdown is a 'Choose File' button and the text 'No file chosen'. A blue upload icon is located to the right of the 'Choose File' button.

Figure 6: Close up the Document Upload bar.

The three pieces to the upload function are:

- Choose the type of document to upload
- Choose your file
- Upload your document.

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.

List My Meetings: Edit Meeting

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
!	!	   
!	!	Edit   
!	!	   
✓	✓	   
✓	✓	   
✓	✓	   

Figure 7: Close up of the Edit icon on the List My Meetings page.

List My Meetings: Copy Meeting

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
		   
		 Copy  
		   
		   
		   
		   

Figure 8: Close up of the Copy icon on the List My Meetings page.

List My Meetings: Meeting Information

Meeting Information is the third icon in the Actions column. It looks like an 'i' surrounded by a blue circle.





Agenda	Minutes	Actions
		   
		  Info 
		   
		   
		   
		   

Figure 9: Close up of the Info icon on the List My Meetings page.

Clicking this icon displays a pop-up with the meeting id.

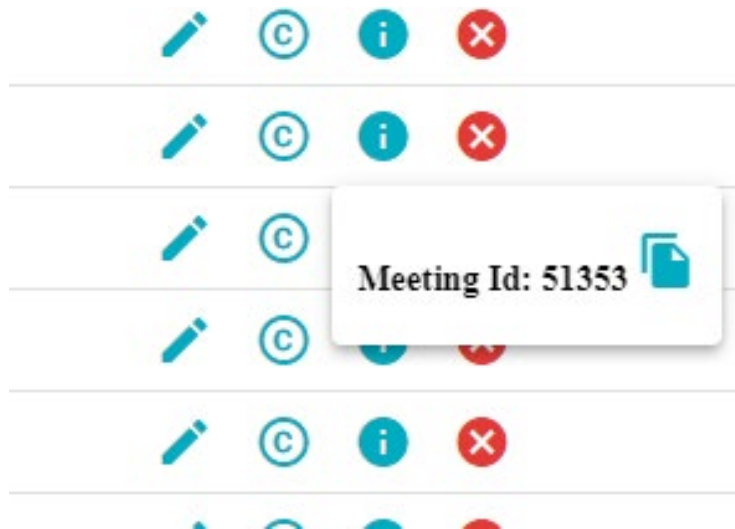
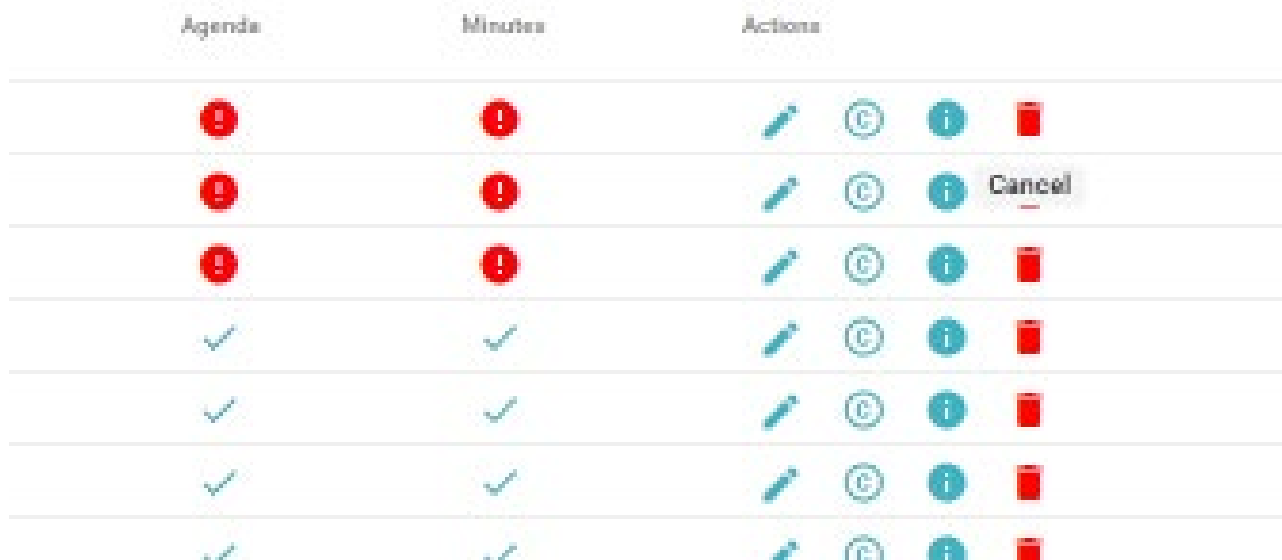


Figure 10: Example of the Meeting ID.

List My Meetings: Cancel Meeting

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.



Agenda	Minutes	Actions
!	!	✎ © ⓘ 🗑
!	!	✎ © ⓘ Cancel
!	!	✎ © ⓘ 🗑
✓	✓	✎ © ⓘ 🗑
✓	✓	✎ © ⓘ 🗑
✓	✓	✎ © ⓘ 🗑
✓	✓	✎ © ⓘ 🗑

Figure 11: Close up of the Cancel Meeting icon on the List My Meetings page.

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

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**

Figure 12: Image of the buttons used in the final step to Cancel Meeting.

Be aware that some browsers are currently misinterpreting where the above pop up is placed. Rather than popping up at you location on the screen, it will appear at the bottom of the browser page.

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.

Navigation Bar Item 2: Create Meeting

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.

PUBLIC Meeting Calendar

List My Meetings Create Meeting Manage Documents Agencies Buildings Permissions History Reports

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 / 300

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 * 0 / 100

Email * 0 / 100

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

Save

Figure 13: An image of the Create Meeting page.

Some information fields on this page are required, while other information fields are optional. Here's list of the required and optional fields 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.

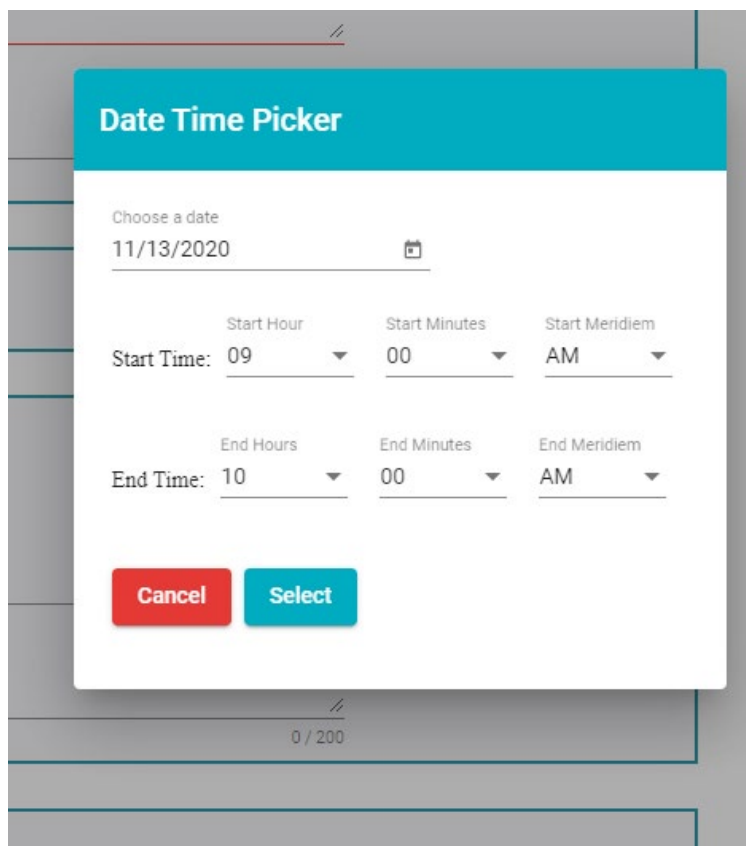


Figure 14: Image of the Date and Time Picker pop-up under Create Meeting.

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

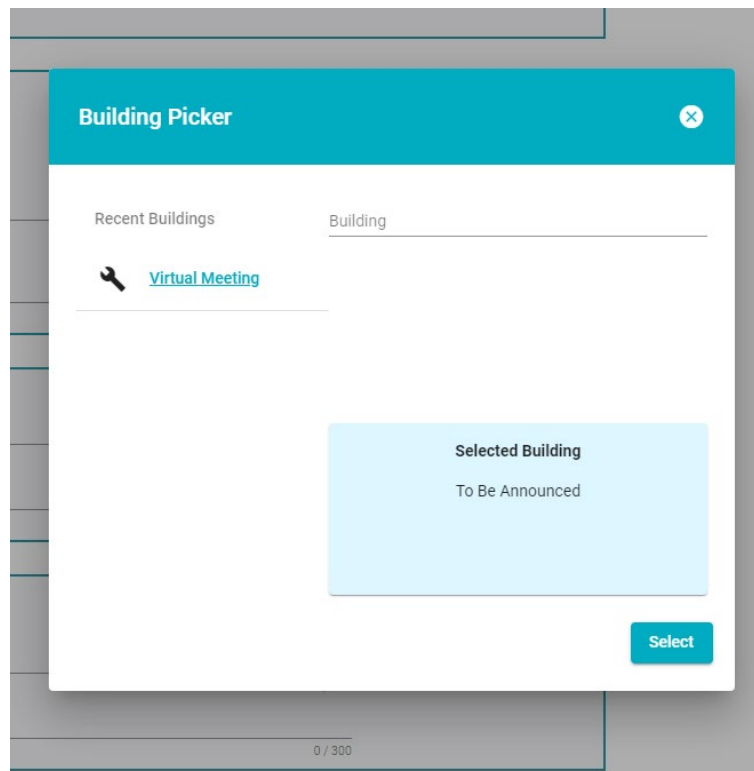


Figure 15: Image of the Building Picker pop-up in Create Meeting.

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

- **Room/Floor:** An optional field of 35 characters to list a specific location in the building where 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.

Navigation Tab Item 3: Manage Documents

The Meetings Document page is the same page introduced 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.

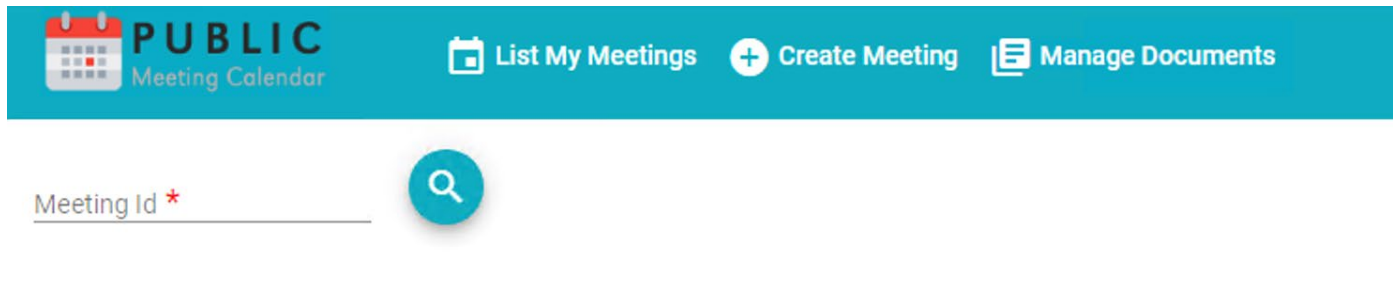


Figure 16: Image of the Meeting Id field under Manage Documents.

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

Entering the meeting id goes to the same Document History page introduced in List My Meetings: Agenda / Minutes Document History Page.

A screenshot of the 'Document History' page for a meeting. The page has a teal header with navigation tabs and a user profile. The main content area shows meeting details for 'Delaware Heritage Commission Board Meeting' and a table of document history. A 'Choose File' button is visible for uploading documents.

Meeting Id *
52939

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.](#)

[Delaware Heritage Commission Board Meeting](#)

2017-05-31 02:30 PM **Status:** Active Archives, Delaware Public / Delaware Public Archives / State
To Be Announced Dick Carter, Commission Chair
3027441500
dick.carter@state.de.us

Document
Agenda No file chosen

Document Name	Document Type Text	Created	Actions
52939_Minutes-Final.pdf	Minutes-Final	2020-11-16 01:54:44 PM By: jboyer912@outlook.com	
52939_Agenda.pdf	Agenda	2017-05-26 08:38:08 AM By: suzan.olenik@delaware.gov	

Last Modified : May 26, 2017 08:37:39 AM
Last Modified By : suzan.olenik@delaware.gov
Created : May 26, 2017 08:37:39 AM
Created By : suzan.olenik@delaware.gov

Figure 17: Example of the Document History page under Manage Documents and List My Meetings.

Manage Documents: Uploading Documents

The three steps to the upload function are:

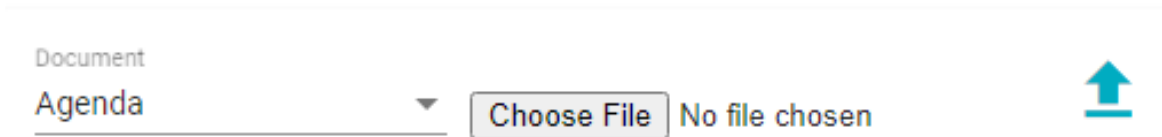


Figure 18: Image of the Document Uploader function under Manage Documents and List my Meetings.

- Choose the type of document to upload
- Choose your file
- Upload your document

Step 1: choose the type of document you want to upload. Clicking in that field opens a drop-down menu with the choices.

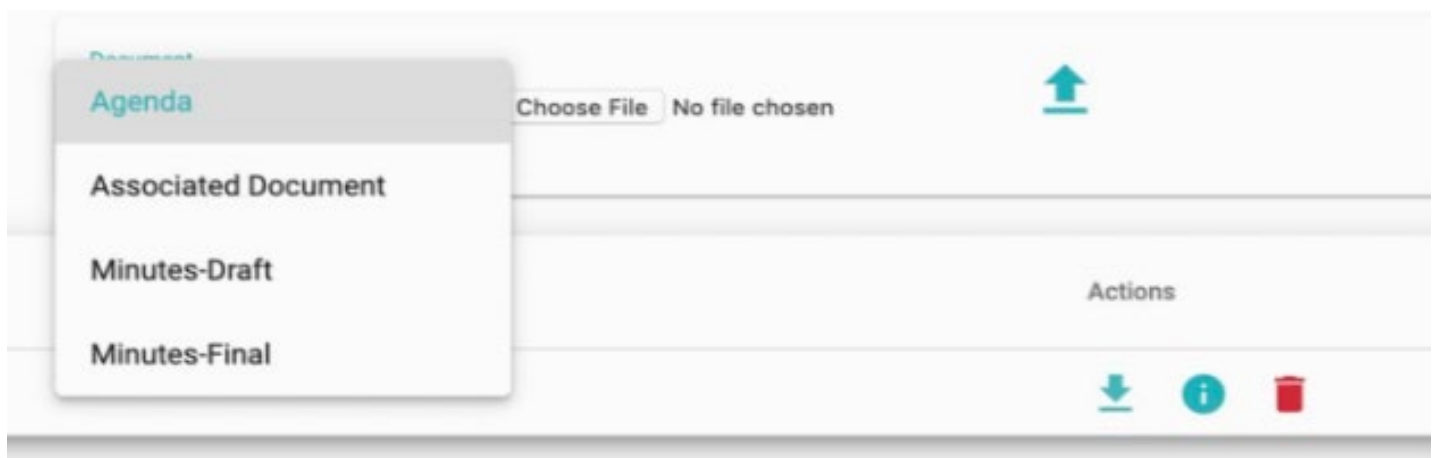


Figure 19: Image of the document types available when uploading a file.

Click on the type of document you want to upload.

Step 2: 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.

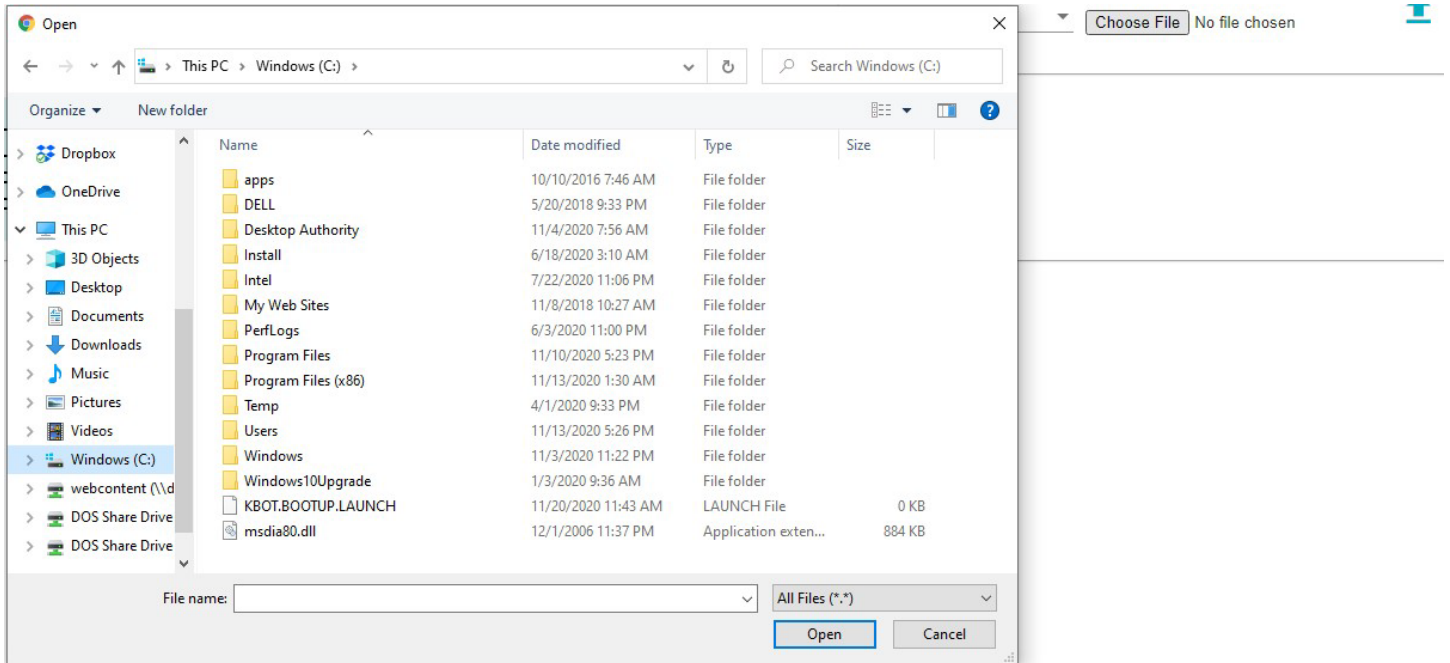


Figure 20: Example of the pop-up after clicking Choose File.

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.

Step 3: Upload your document by clicking on the blue up-arrow. The document appears in your document history after the upload completes.

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