



SOTS Public Meeting Calendar Training

The Connecticut Public Meeting Calendar (PMC)

The screenshot shows the 'State Agency Public Meeting Calendar' interface. At the top, there is a blue header with the 'ct.gov' logo and the title 'State Agency Public Meeting Calendar'. Below the header, there are three navigation buttons: 'Calendar View', 'List By Agency', and 'Search By Keyword'. The main content area displays a calendar for the week of November 14, 2016. A sidebar on the left lists events for Monday 14, including the Governor's Council on Climate Change Meeting, SERC Board of Directors Regular Meeting, and FOIC Notice of Special Meetings. The main calendar view shows a meeting on November 30, 2016, at 9:30 AM, titled 'Public Utilities Regulatory Authority PURA Regular Meeting'. The meeting details include the event submitted date (10/21/2016 7:31 AM), meeting location (10 Franklin Square, New Britain, CT, 06051), meeting purpose (Consideration of proposed final decisions), meeting type (Regular Meeting), agenda, minutes, and additional information (See the PURA website for Agenda/Minutes and for access to listen to the meeting on line. http://www.ct.gov/pura/site/default.asp). A map of the meeting location is also displayed. At the bottom, there are buttons for '< Return' and 'See More Meetings from this Agency'.

- Replaces the paper system used by the Secretary of the State's Office.
- The PMC lets Agencies reach their constituents quickly and clearly:
 - Schedule and modify, amend or cancel Events live online.
 - Upload agendas and minutes.
 - Display maps to Venues with traffic and directions options.
 - Searchable by agency or keyword.
 - Desktop and Mobile viewing.

Connecticut Interactive

- Master Contract with the State of Connecticut.
- Digital Services, Mobile Applications, Payment Processing.
- Portal Office in Downtown Hartford.
- Member of the NIC family of Companies.
- 25 Years eGovernment Leadership.
- 34 Offices Nationwide.
- 11,300 Total Online Services Built in Company History.
- Including CT.gov!



Training Overview

- Introducing the Public Meeting Calendar (PMC)
- Login
- Authoring Menu
- Setup Contact Information
- Event Author Tasks:
 - Create a New Event
 - Edit an Existing Event
- System Administrator Tasks:
 - Manage User Accounts
 - Manage Agencies
 - Manage Locations

Introducing the Connecticut Public Meeting Calendar (PMC)

Public View

<https://egov.ct.gov/PMC/>

- Banner - Select to display the Calendar.
- Displays current week by default.
- **Previous** and **Next** to change weeks.
- Select an Event to expand Event info.
- Select **Day**, on a day of in the Calendar or **More...** to get the daily view.

State Agency Public Meeting Calendar

Calendar View | List By Agency | Search By Keyword

Week of November 14

DAY WEEK MONTH

Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18
- Governor's Council on Climate Change Meeting - SERC Board of Directors Regular Meeting - FOIC Notice of Special Meetings for the week of November 14, 2016 to November 18, 2016 (Modified)	- Diabetes Advisory Council - CTHSS Board Meeting, November 15, 2016 - CSLF Board of Directors Meeting More...	- DDS - South Region Advisory and Planning Council Meeting - DDS - North Region Advisory and Planning Council Meeting - Public Hearing	- Council on Developmental Services Meeting - DDS - West Region Advisory and Planning Council Meeting - CHW Advisory Committee	- Connecticut Green Bank Deployment Committee (Cancelled) - Connecticut Siting Council Petition No. 1259 Field Inspection/Eversource/Montville-Ledyard

November 15, 2016
2:00 PM to 3:30 PM
Department of Public Health
Diabetes Advisory Council

Meetings on November 17, 2016

DAY WEEK MONTH

November 17, 2016
6:00 PM
Council on Developmental Services [Council on Developmental Services]
Council on Developmental Services Meeting

- Select **Month** to get the monthly view.

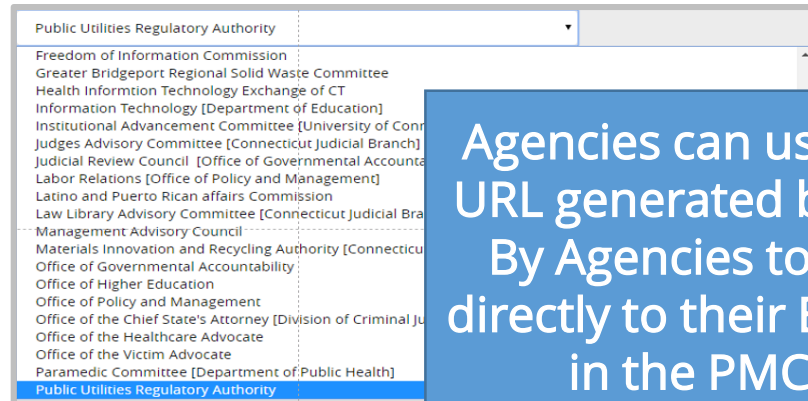
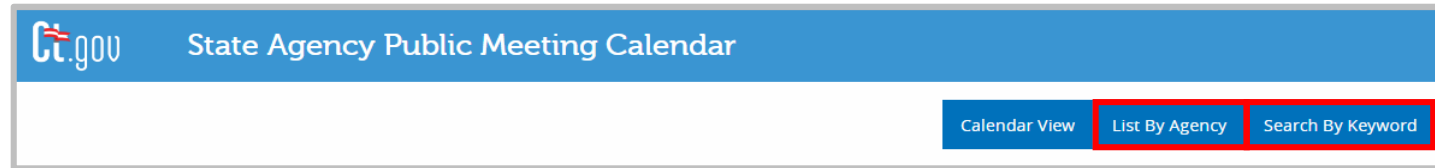
Meetings in November 2016

DAY WEEK MONTH

November 30, 2016
9:30 AM
Public Utilities Regulatory Authority
PURA Regular Meeting

November 29, 2016
10:30 AM
Connecticut Siting Council
Connecticut Siting Council Petition No. 1266 Field Inspection/Doosan/Waterbury

Introducing the Connecticut Public Meeting Calendar (PMC)



Agencies can use the URL generated by List By Agencies to link directly to their Events in the PMC.

- Select **List By Agency** to display a dropdown list of all Agencies and filter by a specific state Agency.

- Select **Search by Keyword** to search the Calendar for keywords.



Introducing the Connecticut Public Meeting Calendar (PMC)

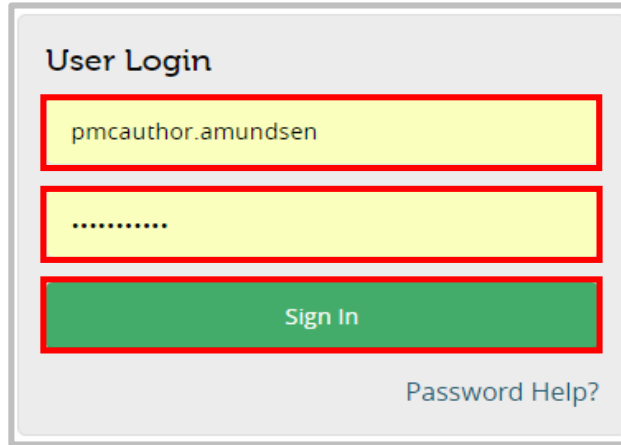
The screenshot displays the Connecticut Public Meeting Calendar (PMC) interface. At the top, a calendar grid shows the days of the week from Monday 14 to Thursday 17. A date picker is set to November 15, 2016, with a time range of 2:00 PM to 3:30 PM. The event title is "Department of Public Health Diabetes Advisory Council". Below this, a section titled "Meetings in November 2016" shows a list of events. The selected event is for November 30, 2016, at 9:30 AM, titled "Public Utilities Regulatory Authority PURA Regular Meeting". The event details are displayed in a structured layout:

- EVENT SUBMITTED DATE:** 10/21/2016 7:31 AM
- MEETING LOCATION:** PURA HR1, 10 Franklin Square, New Britain, CT, 06051
- CONTACT:** Tyra Anne Peluso, tyra.peluso@ct.gov, 8608272979, Public Utilities Regulatory Authority, 10 Franklin Square, New Britain, CT 06051
- MEETING PURPOSE:** Consideration of proposed final decisions
- MEETING TYPE:** Regular Meeting
- AGENDA:**
- MINUTES:**
- ADDITIONAL INFORMATION:** See the PURA website for Agenda/Minutes and for access to listen to the meeting on line. <http://www.ct.gov/pura/site/default.asp>
 - Minutes will be taken
 - Wheelchair accessible

A map view is shown on the right side of the event details, with a blue callout box stating: "The map view will launch directions for mobile users." At the bottom of the event view, there are buttons for "< Return" and "See More Meetings from this Agency".

- Select an Event to open the Event view.
- Select the Expand option to view the full Event information.

Login to PMC



The image shows a 'User Login' form with three input fields and a 'Sign In' button. The first field contains the username 'pmcauthor.amundsen'. The second field contains a masked password '.....'. The 'Sign In' button is green. A 'Password Help?' link is located at the bottom right of the form.

Contact Taffy.Womack@ct.gov to set up a PMC account.

At the time of account activation, PMC Users will receive two emails from PMC Administrators.

Connecticut Public Meeting Calendar Account Notification which contains the username.

Connecticut Public Meeting Calendar Account Password Notification which contains the password.

In a web browser, navigate to <http://egov.ct.gov/PMC/Account/Login>

Enter the credentials found in those emails in the fields available and select **Sign In**.

The PMC Dashboard

ct.gov State Agency Public Meeting Calendar Logout

Welcome to the Public Meeting Calendar Dashboard
You're logged in as **pmcauthor.amundsen**

Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's Meetings
Approved Locations
Manage My Contact

My Events
Displaying page 1 of 1

Sample Meeting	11/16/2016	Cancelled	Edit Copy
Learn about SOTS	11/14/2016	Modified	Edit Copy

<https://egov.ct.gov/PMC/>

- The Public Meeting Calendar Dashboard is the default view upon login and contains the following items.
 - Author Menu
 - Administrator Menu (for Administrators)
 - A list of Events created by the logged-in User.

The Authoring Menu

Event Authors are PMC users whose responsibility it is to create and edit events.

The screenshot shows the 'State Agency Public Meeting Calendar' dashboard. A blue header bar contains the title and a 'Logout' button. Below the header, the page title is 'Meeting Calendar Dashboard' and the user name 'Andersen' is visible. The main content area is titled 'My Events' and shows 'Displaying page 1 of 1'. A table lists two events: 'Sample Meeting' (11/16/2016, Cancelled) and 'Learn about SOTS' (11/14/2016, Modified). Each event has 'Edit | Copy' links. An 'Author Menu' is overlaid on the left side of the dashboard, listing five options: 'Create a New Event', 'List/Edit only my Meetings', 'List/Edit all my Agency's Meetings', 'Approved Locations', and 'Manage My Contact'. Each menu item is enclosed in a red rectangular box.

- Select **Create a New Event** to create a new Event.
- Select **List/Edit only my Meetings** to show a list of meetings created by the user.
- Select **List/Edit all my Agency's Meetings** to show a list of meetings created all the Agencies that the user is part of.
- Select **Approved Locations** to show a list of Venues available to be assigned to an Event.
- Select **Manage my Contact** to set up contact information.

Set Up Contact Info

Manage My Contact Info Create New

Erik Amundsen Nickname: Author Erik	1 Constitution Plaza, 8th Floor Hartford, CT 06105	<input type="checkbox"/> Default	Edit Delete
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<https://egov.ct.gov/PMC/Authoring/ContactInfo>

- In the Author Menu, select **Manage My Contact**.
- On the **Manage My Contact Info** page, select **Edit**.

Author Menu

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- Manage My Contact**

Manage My Contact Info Create New

Erik Amundsen Nickname: Author Erik	1 Constitution Plaza, 8th Floor Hartford, CT 06105	<input type="checkbox"/> Default	Edit Delete
---	--	----------------------------------	----------------------

Set Up Contact Info

Edit Contact Info

Contact Name
Erik Amundsen

Address Line 1 *
1 Constitution Plaza, 8th Floor

Address Line 2

City *
Hartford

State
Connecticut

Zip *
06105

Phone

Email

- Enter Contact information in the available fields. Red asterisks (*) are required.

Set Up Contact Info



The screenshot shows a form with two highlighted fields: 'Is Default?' with a checkbox and 'Nickname *' with an asterisk. Below the 'Nickname *' field is a text input box and a hint: 'Provide a nickname for this contact information'.

- Users that require multiple contact info profiles can designate one their default profile.
- All user account profiles must have Nicknames.

Save

- Select **Save** to save changes.

Create a New Event

Create Public Event

Choose Group [Agency] Calendar *

Contact

01 Training Agency [Training Agency]

1 Department of Energy and Environmental Protection [Permits and Licenses]

Create a New Event

Search Locations *

DEEP - Russell Room - Kurt Russell Room

deep - 3rd Floor Conference Room

DEEP - Russell Room

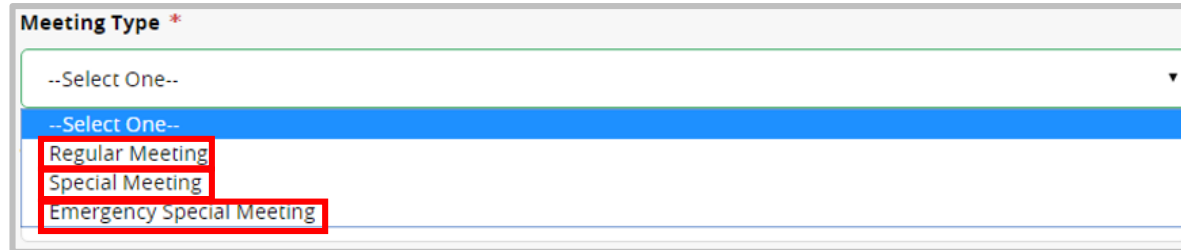
deep 56 - rm 56

DEEP Pheonix - Phoenix Auditorium, 5th Floor

<https://egov.ct.gov/PMC/Authoring/Event/Create>

- Select **Create a New Event** to create a new Event.
- Select **Choose Group [Agency] Calendar** display a list of Groups or Agencies to which a user can assign an Event. Choose one of them.
- Enter text in the **Search Locations** section to search for the desired Venue and select one.

Create a New Event



The image shows a screenshot of a web form with a dropdown menu labeled "Meeting Type *". The dropdown is open, showing three options: "Regular Meeting", "Special Meeting", and "Emergency Special Meeting". Each option is enclosed in a red rectangular box. The dropdown menu itself is highlighted in blue.

- Under **Meeting Type**, select the type of meeting this Event will be.
 - Select **Regular Meeting** for an **Event** that is part of or intended to be a part of a series of **Events** which are regularly scheduled and recurring.
 - Select **Special Meeting** for an **Event** which is scheduled as a one-time-only meeting with sufficient advance notice.
 - Select **Emergency Special Meeting** for a one-time-only **Event** scheduled in response to an urgent issue requiring immediate attention.

Create a New Event

Title *

- Enter a **Title** for the **Event**.

Event Date *

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Time
8:00 am

Hour

Minute

Now **Done**

- Enter the **Date** for the **Event**.
- Selecting the field or the Calendar Icon below **Event Date** to display a Calendar
 - Use the sliders to set **Event** start time in hours and minutes.
 - Select **Now** for the current time and **Done** when finished

- Use the **End Date** to set the end time for the **Event**. This field is identical in function to the **Event Time** field above.

- Do not enter an end to the **Event** before the beginning; the system will not save the **Event**.

Create Public Event

The end date must fall after the start date

Create a New Event

Purpose *

Learn to use the [PMC](#) application to schedule Events on the calendar

Brief description of the Event. 500 Chars Max

- Enter a **Purpose** to create a new Event.

Agenda File

Choose File content_man...around.pptx

- Select **Choose File** to upload an agenda file.

Minutes Being Taken

Deaf Interpreter

Video Conferencing

- Select any services that will be available during the Event.
- Include any additional information as needed.

Additional Info

e.g. Parking Instructions

Create

- Select **Create** to add the Event to the Calendar.

Edit an Event

<https://egov.ct.gov/PMC/Authoring/Event/>

November 16, 2016
4:30 PM to 10:29 PM

EVENT SUBMITTED DATE
11/16/2016 12:46 PM

MEETING LOCATION
DEEP - Russell Room
Kurt Russell Room
*79 Elm Street
Hartford, CT, 06106*


CONTACT
Erik Amundsen
*1 Constitution Plaza, 8th Floor
Hartford, CT 06105*

01 Training Agency [Training Agency]
Sample Meeting

MEETING PURPOSE
Learn to use the PMC application to schedule Events on the calendar

MEETING TYPE
Regular Meeting

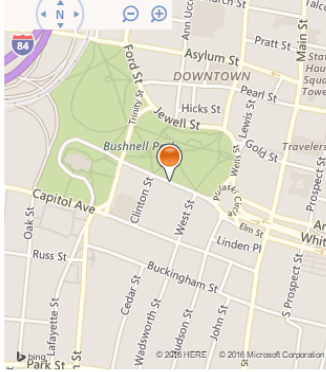
AGENDA

- content_manager_workaround.pptx  11/16/2016 12:46 PM

MINUTES

ADDITIONAL INFORMATION

- Wheelchair accessible



Show traffic | Get Directions |

[Return](#) [See More Meetings from this Agency](#)

CHANGE DATE **CHANGE HISTORY**

- From the Dashboard find the **Event** to be edited and select **Edit**.

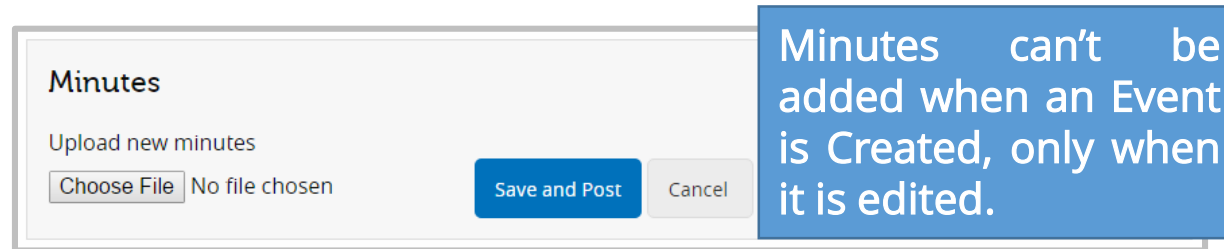
Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's Meetings
Approved Locations
Manage My Contact

My Events
Displaying page 1 of 1
Sample Meeting Created Successfully!

Sample Meeting	11/16/2016	Active	Edit Copy
Learn about SOTS	11/14/2016	Modified	Edit Copy

Edit an Event

- It's possible to edit and change any information entered when the Event was created, before or after the Event takes place.



Minutes

Upload new minutes

No file chosen

Minutes can't be added when an Event is Created, only when it is edited.

- Attach meeting minutes to the Event, as needed.




- Select **Update** to save changes to the Event.




- Select the **Cancel this Meeting** option at the bottom of the page to cancel the Event.

Edit an Event

- Changes to a Event appear in the entry for the Event under **Change History**.

CHANGE DATE	CHANGE HISTORY	
11/16/2016 4:41 PM	Sample Meeting	

- Select the **Show More** option to see the full change history for the Event.

CHANGE DATE	CHANGE HISTORY	
11/16/2016 4:41 PM	Sample Meeting	
EVENT DATE 11/16/2016 4:30 PM	GROUP [AGENCY] 01 Training Agency [Training Agency]	
EVENT SUBMITTED DATE 11/16/2016 12:46 PM	MEETING PURPOSE Learn to use the PMC application to schedule Events on the calendar	
MEETING LOCATION DEEP - Russell Room Kurt Russell Room 79 Elm Street Hartford, CT, 06106	MEETING TYPE Regular Meeting ADDITIONAL INFORMATION • Wheelchair accessible	

Putting it All Together

November 16, 2016
4:30 PM to 10:29 PM

EVENT SUBMITTED DATE
11/16/2016 12:46 PM

MEETING LOCATION
DEEP - Russell Room
Kurt Russell Room
*79 Elm Street
Hartford, CT, 06106*


CONTACT
Erik Amundsen
*1 Constitution Plaza, 8th Floor
Hartford, CT 06105*

01 Training Agency [Training Agency]
Sample Meeting

MEETING PURPOSE
Learn to use the PMC application to schedule Events on the calendar

MEETING TYPE
Regular Meeting

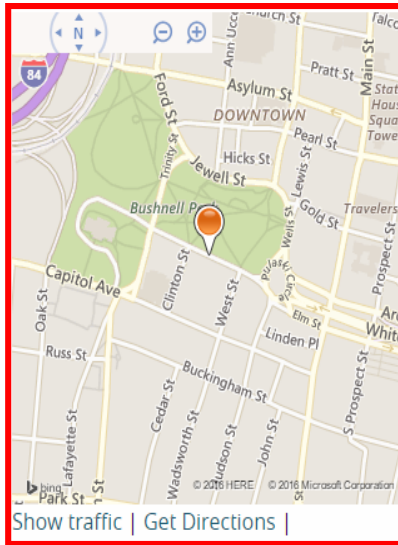
AGENDA

- content_manager_workaround.pptx  11/16/2016 12:46 PM

MINUTES

ADDITIONAL INFORMATION

- Wheelchair accessible



Show traffic | Get Directions |

[Return](#) [See More Meetings from this Agency](#)

CHANGE DATE **CHANGE HISTORY**

- Agency.
- Title.
- Purpose.
- Venue.
- Event Author Contact.
- Agenda.
- Minutes.
- Information.
- Map
- Change History

Resources

- PMC User Manual

<http://www.ct.gov/sots/cwp/view.asp?a=3184&q=581526>

- PMC Login URL

<https://egov.ct.gov/PMC/Account/Login>

- Public Meeting Calendar

<https://egov.ct.gov/PMC/>



Question and Answer



System Administrator Training

Managing User Information

<https://egov.ct.gov/PMC/Admin/Users>

Welcome to the Public Meeting Calendar Dashboard
You're logged in as erik.amundsen

Administrator Menu
Manage Users
Manage Agencies
Manage Locations

Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's Meetings
Approved Locations
Manage My Contact

Manage Users

User ID

Go

Administrator Menu
Manage Users
Manage Agencies
Manage Locations

Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's Meetings
Approved Locations
Manage My Contact

- The **Manage User** screen is default for System Administrators upon login.
- Enter a **User ID** in the User ID field and select **Go** to display that user's information.
- Make sure that the user's name is complete and correct or the system will not find them.

Managing User Information

- PMC displays the user's information and the Groups or Agencies to which they belong.

User Details

User
pmcauthor.amundsen
Email

User has access to the following Groups [Agency]

1 Department of Energy and Environmental Protection [Permits and Licenses] ✖ Revoke Access

01 Training Agency [Training Agency] ✖ Revoke Access

Group [Agency]

Type the name of the agency

Add User to Agency

Manage Another User

- 1 Department of Energy and Environmental Protection [Permits and Licenses]
- Agency test 2 wf - 20160210 modified [Department Agency test 2]
- Architctural Licensing Board [Department of Consumer Protection]
- Commission of Pharmacy [Department of Consumer Protection]
- Connecticut Insurance Department
- Department of Agriculture
- Department of Consumer Protection [Home Inspection Licensing Board]
- Department of Consumer Protections
- Department of Corrections
- Department of Developmental Services
- Department of Energy and Environmental Protection [Air Pollution Control]
- Department of Environmental Protection [Public Utilities Regulatory Authority]
- Department of Pot Luck Supper Planning
- Department of Public Health [Regulation and Licensure]

- Use the **Group [Agency]** field to search for Groups.
- Select **Add User to Agency** to add a user.
- Select **Revoke Access** to remove a user from an Agency for which they no longer need to schedule Events.

Managing Agency Information

<https://egov.ct.gov/PMC/Admin/Agency>

- The **Manage Agencies** Dashboard displays a list of all available Agencies. Scroll through the list to the desired Agency.

Welcome to the Public Meeting Calendar Dashboard
You're logged in as **erik.amundsen**

Administrator Menu
Manage Users
Manage Agencies
Manage Locations

Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's Meetings
Approved Locations
Manage My Contact

Manage Group [+ Create New Agency](#)

Group	Agency	
01 Training Agency	Training Agency	Details Edit Events
1 Department of Energy and Environmental Protection	Permits and Licenses	Details Edit Events
Agency test 2 nwf	State 1	Details Edit Events
Agency test 2 wf - 20160210 modified	Department Agency test 2	Details Edit Events

- Select **Create New Agency** to add a new Agency, if needed.
- Select **Details** to view Agency information.

Managing Agency Information

Agency Details

Agency Link
<https://stage-apps.ct.egov.com/PMC/#agency39> Edit Back to List

Group Name
Department of Pot Luck Supper Planning

Group Website
<https://google.com>

Agency Name

Agency Users

Display Name	User Id	Options
Barbara Sladek	barbara.sladek	Revoke Access Details
Pmcauthor Amundsen	pmcauthor.amundsen	Revoke Access Details
Test User4	tempuser4	Revoke Access Details

- Select **Agency Link** to display the Calendar view for the Agency.
- Select **Edit** to change Agency information.
- Select **Back to List** to return to the **Manage Agencies** Dashboard.
- Select **Group Website** to navigate to the Agency's website.

- **Agency Users** displays a list of users attached to the Agency with ability to remove them and access their user information.

Managing Agency Information

- Select **Edit** to change Agency Information.

Agency Edit - Department of Pot Luck Supper Planning

Group Name *
Department of Pot Luck Supper Planning

Group Website *
If Group does not have a website then enter an agency website.
https://google.com

Agency Name

Has Approval Workflow

- Select **Create** to add a new Agencies.

Create New Agency

Group Name *

Group Website *
If Group does not have a website then enter an agency website.

Agency Name

Has Approval Workflow

- Fields marked with a red asterisk (*) are mandatory.
- **Group Name** is the name of the Group or Agency.
- **Group Website** is the site of the Group or Agency.
- **Agency Name** is the name of the Agency that a Group is part of.

Managing Venue Information

Manage Locations + Create New Location

Legislative Office Building Room Legislative Office Building Handicapped Accessible <input type="checkbox"/>	<i>300 Capitol Avenue, Hartford, CT 06103</i>	Edit Delete
	Comments testing the edit function for the managing locations function	

- Edit or create Venues as needed for Events.

Search saved locations

Venue Name *

Room

Comments

Handicapped Accessible

Address Line 1 *

Address Line 2

City *

State

Zip *

- Fields marked with a red asterisk (*) are mandatory.