Public Meeting Calendar Author Guide

Secretary of the State

Version 2.0
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Overview

This Training Guide provides step-by-step instructions for Content Authors to schedule and edit meetings using the Public Meeting Calendar (PMC). This State of Connecticut CT.gov Training Guide covers the following topics:

1. User Roles.
2. Logging in to the System.
3. Managing Author Information.
5. Scheduling an Event.
7. Administrative tools for Authors.

Definitions

Throughout this manual, the following terms are used.

Public Meeting Calendar (PMC): The application chosen by the State and Connecticut interactive to maintain the schedule of public meetings on the Secretary of the State's (SOTS) calendar.

Event Author: End users of PMC with the authority to create and schedule an Event.

Event: An individual meeting, including its time, venue, agenda and minutes as it appears within the system.

Venue: The building, agency, or location where an Event is held.

Contact: Point of contact for attendees and observers of the Event for questions and information. The Contact need not and may not be the Event Author.

Agency Name: Name of the parent agency under which the Group is organized, e.g. Department of Administrative Services.

Group Name: Name of the group responsible for creating and holding an event, be it a board, commission, committee, etc. Usually part of an Agency; e.g. State...
Properties Review Board is a group within Department of Administrative Services.

**Title**: Subject of the Event.

**Event Submitted Date**: The date and time that an Event is posted to the SOTS calendar.

## User Roles

PMC supports two user roles. These are **System Administrator** and **Event Author**. This guide will touch on the Administrator role briefly and concentrate on the tasks and procedures for the Author role.

### System Administrator

The **System Administrator** handles the maintaining of Agencies and Users and has the ability to modify Events created by **Event Authors**. Their responsibilities are:

- **Manage Users** – Add new users or remove inactive ones, assign **Content Authors** to Agencies.
- **Manage Agencies** – Add new Agencies or Groups. Remove inactive Groups.
- **Manage Locations** – Add and remove venues for Events.

### Event Author

The Event Author’s primary function is creating and scheduling Events and assigning them to Venues. Their responsibilities are:

- **Create a New Event** – Create and schedule a meeting at a Venue.
- **Manage Events** – Edit information, cancel if necessary and attach minutes to the record of Events which have taken place.
Logging in to PMC

1. In a web browser, navigate to [http://egov.ct.gov/PMC/Account/Login](http://egov.ct.gov/PMC/Account/Login)

2. At the time of account activation, Event Authors will receive two emails from PMC administrators.
   a. *Connecticut Public Meeting Calendar Account Notification* which contains the username.
   b. *Connecticut Public Meeting Calendar Account Password Notification* which contains the password.

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

4. Once logged in, an **Event Author** will see the **PMC Dashboard**, which displays events created by that author and the **Author Menu**.
Forgotten Password or Username
1. Select the **Password Help?** link from the home page
2. Select the Forgot Password? link at the bottom of the second login window.

3. Enter the email address and fill in the CAPTCHA field. Select Send Password.

4. The system will generate a new password and send a message to the email address provided in a message entitled **Password Recovery**. Select the link in that email.
5. Enter and confirm a new password within the fields provided. Select **Reset Password**.

![Reset Your Password form]

- **New Password:** 
- **Confirm Password:**

   - Reset Password button

6. If the passwords do not match, the system will warn of the discrepancy.

![Password mismatch]

7. Login using the newly reset password.

8. The system will generate another email confirming that the password has been reset.

9. Content Author usernames are formatted as first name.last name for each Content Author. If this does not appear to be the correct username, contact a PMC Administrator.
Session and Account Inactivity

1. PMC logs out after a certain amount of inactivity in a session. Before it logs out, it will display the following warning dialog:

![User Inactivity](image)

2. Select **Stay Logged In** to remain active in the session or **Log Out** to log out.
3. If an Event Author does not log in for 90 days, the account will lock. During the last 14 days, the system will generate a daily email reminder to log in and keep the account current.
4. If an Event Author does not log in during this time, they may follow the link provided in any of the reminder emails to reset their account.
5. If the Event Author has a locked account and does not have any of the email reminders, they must contact a PMC Administrator to reset their account.

---

**Hi, Ken**

Your Connecticut Interactive account password will expire in 6 day(s).

[Reset Password]

Please take a moment to change your password by visiting
https://egov.ct.gov/UserMgmt

Thanks,

Connecticut Interactive Support
Set Up Contact Information

https://egov.ct.gov/PMC/Authoring/ContactInfo

1. **Event Authors** must enter their **Contact Information** before they can create events.
2. In the **Author Menu**, select **Manage My Contact**.
3. On the Manage **My Contact Info** page, select **Edit**.
4. Enter Contact Info in the fields provided.

```
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
```

5. Fields marked with red asterisks (*) are mandatory fields. PMC will not permit an Event Author to save without populating these fields.

```
Contact Name

The Contact Name field is required

Address Line 1 *

Address Line 1 is required
```
6. PMC supports multiple Contact Information entries for a single Event Author if needed. Select Is Default for the contact information that is desired to display by default.

7. Provide a Nickname for the Contact Information, if desired.

8. Select Save to commit changes.

9. If additional Contact Info entries are required, select Create New and follow the above procedure to create an additional Contact Info entry.
Navigating the Calendar

The Author Menu

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

1. The Author Menu contains necessary authoring and editing tools.
   a. **Create a New Event** allows Event Authors to schedule an Event to a Venue, define purpose, and upload an agenda.
   b. **List/Edit only my Meetings** displays a list of an individual Event Author’s scheduled Events. This displays by default on the dashboard upon first login.
   c. **List/Edit all my Agency’s Meetings** displays a list of Events by Agency to which the Event Author is attached, allowing the author to edit the Events they created and view the Events created by other authors in their agency.
   d. **Approved Locations** displays a list of venues for reference.
   e. **Manage My Contact** allows an Event Author to modify their Contact Information or add a new Contact Information Entry.

Author Menu

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency’s Meetings
- Approved Locations
- Manage My Contact
## Calendar View

### State Agency Public Meeting Calendar

**Week of November 14**

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

### Instructions

**1.** Select the **State Agency Public Meeting Calendar** in the banner on any page in PMC to enter the calendar view.
   
   a. **Best Practice:** Right-select the link and select Open Link in New Tab option to open the calendar view in a different tab. Once in calendar view, navigation buttons and menus that direct to the authoring functionality of PMC do not display.
   
   b. Calendar **Week** view for the current week displays by default.

**2.** Select **Previous** or **Next** to view past or future weeks.

**3.** Select an individual **Event** title to display the full view of that Event.

[https://egov.ct.gov/PMC/](https://egov.ct.gov/PMC/)

### Example Events

- **Diabetes Advisory Council**

- **Department of Public Health**
  - Diabetes Advisory Council
4. **Select the More... Option on any day to open the Day view.**

5. **Select the Day view to display the events scheduled for the current day.**

6. **Select Previous or next to view past or future dates.**

7. **Select the Expand Option at the far right of each Event Entry to display the full Event information.**
8. Select the Month view to see all of the events scheduled for the current month, displaying from last to first.

<table>
<thead>
<tr>
<th>Meetings in November 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 30, 2016</strong></td>
</tr>
<tr>
<td>9:30 AM</td>
</tr>
</tbody>
</table>
| 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 |
| **November 28, 2016**     |
| 1:00 PM to 4:00 PM        |
| State Education Resource Center
SERC Board of Directors Regular Meeting (Cancelled) |

9. Select Previous or next to view past or future dates.

10. Select the Expand Option at the far right of each Event Entry to display the full Event information.

<table>
<thead>
<tr>
<th>Meetings in November 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 30, 2016</strong></td>
</tr>
<tr>
<td>9:30 AM</td>
</tr>
</tbody>
</table>
| Public Utilities Regulatory Authority
PURA Regular Meeting |

   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

11. The map allows visitors to Show traffic or Get Direction.
12. Select the See More Meetings from this Agency in any Event entry to display a list of Events filtered by Agency.

13. On any page of the calendar, it is possible to return to the default calendar view by selecting the Calendar View option at the top right.

14. Select the List By Agency option to display a filtered search for Events by Agency.
15. Use the dropdown menu to choose the Agency under which to search.
16. Select the Search by Keyword option to display a keyword-search field.

The Author Menu
https://egov.ct.gov/PMC/Authoring/Event

1. My Events displays the Events an author has created, their date and status.

2. Select the title of an Event to display its full information.
3. Select Edit to edit the Event’s information.

4. Select Copy to create a new instance of an existing Event to schedule.
Create a New Event

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

1. In the **Author Menu**, select **Create a New Event**.
2. Choose the **Group [Agency] Calendar**.

3. If the **Event Author** is associated with more than one **Group** or **Agency**, these will be available as a dropdown list. Select the appropriate **Group** or **Agency**.

4. Each **Event Author** should be assigned to one or more **Group** or **Agency** by their **Content Administrator**. If this is not the case, PMC will not allow them to create a new **Event** and instruct the **Event Author** to contact their **Content Administrator**.

5. Enter the **Venue** name under Search Locations.
6. PMC will populate **Venue** options in a dropdown for this field following the third keystroke. If the desired **Venue** is available among the options, select it.

![Search Locations](image)

```
Search Locations *

  dee
```

- DEEP - Russell Room - Kurt Russell Room
- deep - 3rd Floor Conference Room
- DEEP - Russell Room
- deep 56 - rm 56
- DEEP Phoenix - Phoenix Auditorium, 5th Floor

7. If a desired **Venue** does not appear in the search, select **Approved Locations** in the **Author Menu**.

![Author Menu](image)

**Author Menu**
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency’s Meetings
**Approved Locations**
Manage My Contact
8. Browse the **Index of Approved Locations** for the name of the **Venue** and return to the **Create a New Event** page via the **Author Menu**.

![Index of Approved Locations](image)

9. If a new venue must be created, choose the **Create New Location** option.

10. Enter the Venue Name and location information for the Venue as completely as possible. Red asterisks mark mandatory fields.

![Create New Location](image)

11. Do not select the **Handicap Accessible** option unless the Venue is clearly marked at the physical location with the Handicap Accessible sign.
12. Under **Meeting Type**, select the type of meeting this Event will be.

   **Meeting Type**

   *Select One*

   --Select One--

   Regular Meeting
   Special Meeting
   Emergency Special Meeting

   a. 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.
   b. Select **Special Meeting** for an **Event** which is scheduled as a one-time-only meeting with sufficient advance notice.
   c. Select **Emergency Special Meeting** for a one-time-only **Event** scheduled in response to an urgent issue requiring immediate attention.

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

   **Title**

   PMC Training

14. Enter the Date for the **Event**.

   **Event Date**

15. Selecting the field or the Calendar Icon below **Event Date** brings up a calendar that **Event Authors** should use to schedule date and time for the meeting start.

   a. Use the sliders to set **Event** start time in hours and minutes.
   b. Select **Now** for the current time.
   c. Select **Done** when finished.
16. Use the **End Date** to set the end time for the **Event**. This field is identical in function to the **Event Time** field above.
   a. 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
```

17. Enter a **Purpose** to briefly describe what the purpose and agenda are for the **Event**. Select the bottom-right of the field and drag to expand it, if necessary.

```
Purpose *
Learn to use the PIMC application to schedule Events on the calendar
```

18. Select **Choose File** under the **Agenda File** heading to upload an Agenda to attach to the **Event**, if desired.
   a. Navigate the file explorer window to the target file and select **Open** to attach it to the **Event**.
   b. Once chosen, the filename will appear next to the **Choose File** option.

```
Agenda File
Choose File [content_man...around.pptx]
```

19. Select the appropriate check boxes if the following are true about the **Event**.
   a. Meeting minutes will be taken.
   b. An Interpreter for Deaf/Hard of Hearing persons will be present.
   c. Video Conferencing will be involved.

```
Minutes Being Taken

Deaf Interpreter

Video Conferencing
```
20. Enter any additional information (e.g. special parking instructions) as required. Select the bottom-right of the field and drag to expand it, if necessary.

![Additional Info](image)

21. Select Create to save the Event to the calendar. A dialog box will confirm successful creation of the Event.

22. PMC will also generate an email to inform the Event Author of successful Event creation.

23. The Event will also display on the Event Author's Dashboard.

![Event Details](image)

24. Select the title of the Event to view the Event information.
Edit Event Information

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

1. Event Authors are able to edit and change information on Events after creation, and both before and after the Event itself.

2. From the Dashboard find the Event to be edited and select Edit. Use List/Edit only my Meetings in the Author Menu if necessary to see the list of Events.

3. Event Authors are able to edit and change any information entered in the Create a New Event procedure:
   a. Group or Agency.
   b. Venue.
   c. Meeting Type.
   d. Title.
   e. Start and End Date/Time.
f. Purpose.
g. Special Considerations.
h. Additional Info.
i. Uploaded Agenda.

4. In addition, Event Authors are able to upload Minutes to an Event that has already taken place. To do this, scroll down to the Minutes section of the Edit page and select Choose File to upload the minutes from a local computer.

5. Navigate the file explorer window to the target file and select Open to attach it to the Event.

6. Once chosen, the filename will appear next to the Save and Post option.

7. Select the Update option to commit the changes.

8. A dialog box will display to confirm successful update.

9. Select the Cancel this Meeting option at the bottom of the page to cancel the meeting.

10. Select OK in the dialog box that appears to confirm cancellation.
11. The Event will display on the **Event Author's** Dashboard.

<table>
<thead>
<tr>
<th>Author Menu</th>
<th>My Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a New Event</td>
<td>Displaying page 1 of 1</td>
</tr>
<tr>
<td>List/Edit only my Meetings</td>
<td>Sample Meeting Created Successfully!</td>
</tr>
<tr>
<td>List/Edit all my Agency's Meetings</td>
<td></td>
</tr>
<tr>
<td>Approved Locations</td>
<td></td>
</tr>
<tr>
<td>Manage My Contact</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample Meeting</th>
<th>11/16/2016</th>
<th>Active</th>
<th>Edit</th>
<th>Copy</th>
</tr>
</thead>
</table>

| Learn about SOTS | 11/14/2016 | Modified | Edit | Copy |

12. Select the title of the **Event** to view the **Event** information.

![Event Information Screen](image)

13. The edits committed to the **Event** will display under **Change Date** and **Change History** below.

14. Select the Show More option in the bottom right to expand the **Change History**.
15. The **Change History** lists all the things that were changed during the edits.

<table>
<thead>
<tr>
<th>Change Date</th>
<th>Change History</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16/2016 4:41 PM</td>
<td>Sample Meeting</td>
</tr>
</tbody>
</table>

**Event Date**
- 11/16/2016 4:30 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

16. If the **Event** was cancelled, that fact will be reflected in the **Event Information**.

---

**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

**Meeting Purpose**
- Learn to use the PMC application to schedule Events on the calendar

**Meeting Type**
- Regular Meeting

**Additional Information**
- Wheelchair accessible

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

**Minutes**
- Minutes will be taken
- Wheelchair accessible
- Deaf interpreter available
- Video conference available

---

Show traffic | Get Directions |
System Administrator Overview

This Training Guide provides step-by-step instructions for System Administrators to manage Groups and Agencies, Venues, Events, and Event Author information using the Public Meeting Calendar (PMC). System Administrators are expected to be familiar with Event Author tasks and functions as outlined in the preceding section. This State of Connecticut CT.gov Training Guide covers the following topics:

3. The Agency Dashboard.
4. Setting up an Agency.
5. Editing an Agency.
6. Administrator Editing Functions.

Managing User Accounts

Request a new System Administrator Account
1. Requests for new System Administrator Accounts must be routed to the primary SOTS System Administrator.
2. Contact Taffy.Womack@ct.gov
   a. Subject Line: SOTS Calendar Admin User.
   b. Body: Include name of prospective System Administrator, Phone Number and email address.
3. SOTS Administrator will contact Connecticut Interactive to set up the account.
   a. Subject Line: SOTS Calendar Admin User.
   b. Body: Include name of prospective System Administrator, Phone Number and email address.
4. Connecticut Interactive will generate a user id and password and contact the new System Administrator.
5. Connecticut Interactive will provide 2 monthly trainings on the PMC system, each month. The System Administrator is responsible for attending one or more of these sessions as needed.
Request a new Event Author Account

1. Requests for new Event Author accounts must be routed to the primary SOTS System Administrator.
2. Contact Taffy.Womack@ct.gov
   a. Subject Line: SOTS Calendar Author User.
   b. Body: Include name of prospective Event Author, Phone Number and email address.
3. SOTS Administrator will contact Connecticut Interactive to set up the account.
   a. Subject Line: SOTS Calendar Author User.
   b. Body: Include name of prospective Event Author, Phone Number and email address.
   c. Names of Agencies or Groups for which the Event Author will be creating events. If a needed Agency or Group is not yet extant in the system, the requesting System Administrator will need to create it.
4. Connecticut Interactive will generate a user id and password and contact the new Event Author.
5. Connecticut Interactive will provide 2 monthly trainings on the PMC system, each month. The Event Author is responsible for attending one or more of these sessions as needed.

Remove a PMC User Account

1. Requests to remove a user account must be routed to the primary SOTS System Administrator.
2. Contact Taffy.Womack@ct.gov
   b. Body: Include name of user account to be removed.
3. SOTS Administrator will contact Connecticut Interactive to remove the account.
   b. Body: Include name of user account to be removed.
4. Connecticut Interactive will remove the user account from the system and contact the SOTS System Administrator with confirmation of the removal.
5. User Accounts expire after 90 days of inactivity.
Managing User Account Information

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

1. For **System Administrators**, the **Manage Users** screen is default upon login.
2. Enter a User ID in the marked field to manage that user's account and permissions. Select **Go**.

3. Make certain the user's name is complete and correct, or the system will not recognize the user name.
4. PMC displays the user's information and the Groups or Agencies to which they belong.

4.

User Details

<table>
<thead>
<tr>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>pmcauthor.amundsen</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

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, then you may "Add User to Agency"

Add User to Agency  Cancel

Manage Another User

5. PMC displays the Agencies to which an Event Author is attached and allows a System Administrator to Revoke Access to Agencies to which an author should no longer have access.

5.

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

01 Training Agency [Training Agency]  Revoke Access

6. Enter the name of an Agency to attach an Event Author to it and give them access to create Events for that group.

6.

Group [Agency]

depa

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

Agency test 2 wfl - 20180210 modified [Department Agency test 2]
7. PMC will populate Agency options in a dropdown for this field following the third keystroke. If the desired Agency is available among the options, select it.

8. Once an Agency is chosen, select Add User to Agency.

9. PMC will display the updated list of Agencies to which an Event Author belongs.

10. Select the Manage Another User option to return to the main User Account Information page.
Managing Agencies

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

1. The **Manage Agencies Dashboard** displays a list of all available **Agencies**. Scroll through the list to the desired **Agency**.
2. Select the Details option to view the **Agency** details.
3. Each Agency has an Agency Link, which allows users to view that Agency and its Events directly within the PMC system.

![Agency Link](https://stage-apps.ct.egov.com/PMC/#agency39)

4. Group Name refers to the name of the Group or Agency itself.
5. Group Website links to the web page of the Group or Agency.
6. Agency Name is the name of the larger Agency to which a Group belongs, if any.

![Group Name](Department of Pot Luck Supper Planning)

Group Website: [https://google.com](https://google.com)

Agency Name

7. Agency Users lists all System Administrators and Event Authors associated with the Group or Agency.
   a. Select the Revoke Access option to remove them from the Group or Agency.
   b. Select the Details option to access the user’s account details, enabling a System Administrator to Manage User Account Information as needed.

### Agency Users

<table>
<thead>
<tr>
<th>Display Name</th>
<th>User Id</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Sladek</td>
<td>barbara.sladek</td>
<td>Revoke Access</td>
</tr>
<tr>
<td>Pmcauthor Amundsen</td>
<td>pmcauthor.amundsen</td>
<td>Revoke Access</td>
</tr>
<tr>
<td>Test User4</td>
<td>tempuser4</td>
<td>Revoke Access</td>
</tr>
</tbody>
</table>

8. Select the Edit option to edit Agency details.
9. Select Back to List to return to the list of all Agencies.
10. System Editors not associated with a Group or Agency will not be able to edit it, and must Associate their own account with the Agency.

### Agency Edit - Department of Pot Luck Supper Planning

You have no right to edit this agency.
11. In the edit screen for an agency, it is possible to edit the name, website and larger Agency to which a Group or Agency is attached.

12. Workflow functionality is not supported in the CT.gov instance of PMC, so **DO NOT** select the **Has Approval Workflow** option. If selected, it will prevent any **Event Authors** from successfully creating events.

13. Select + Create New Agency to create a Group or Agency.

14. Fields marked with a red asterisk (*) are mandatory.
15. Enter a **Group Name**.

   **Group Name** *

16. Enter the URL for the **Group Website** or **Agency Website** as needed.

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

17. If this is a **Group** which is part of a larger **Agency**, enter the Agency Name here.

   **Agency Name**

18. **DO NOT** select the **Has Approval Workflow**. CT.gov’s instance of PMC does not support workflows, and selecting this option will prevent **Event Authors** from creating **Events**.

19. Select **Create** when finished.

20. Select **Event Authors** using the [Managing User Account Information](#) process and associate them with the **Group** to allow them **Event Creation** access.
Managing Locations

https://egov.ct.gov/PMC/Admin/Location

1. The Manage Locations Dashboard displays a list of all available Venues. Scroll through the list to the desired Venue.

2. Select the Edit option to view the Venue details.

3. Select + Create New Location to add a new Venue.

4. Edit and existing or create a new Venue by entering the Venue Name and location information for the Venue as completely as possible. Red asterisks mark mandatory fields.

5. Do not select the Handicap Accessible option unless the Venue is clearly marked at the physical location with the Handicap Accessible sign.

6. Select Save to commit the changes or Create to save the new Venue.
System Administrator Event Editing Options

1. The process for editing Events is already covered in the Authoring Section of this documentation and will not be reproduced here. This section focuses on the options available only to the System Administrator Role.

2. System Administrators have the option of deleting an Event as well as Cancelling it. A deleted event does not appear at all on the calendar once it has been deleted.