

Public Meeting Calendar Author Guide

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Administration Tool

The Public Meeting Calendar administration tool is used by state agencies and the Secretary of the State's office (SOTS) to create and post meeting information (events) to a public website.

User Roles and workflow

There are two roles:

An "Administrator" role—used strictly by SOTS—who will have the following rights in the system.

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 other role is "Author." This role enables agency personnel to post events with agendas and minutes, select venues, and edit their contact information. Authors cannot use the "Administrator Menu" they can use only the "Author Menu."

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

New Administrator Request:

- Only SOTS employees will be administrators of the Public Meeting Calendar application.
- SOTS managers will send requests for new admin users to the primary SOTS administrator at Taffy.Womack@ct.gov.
- This SOTS Administrator will then send an email to CTI_DevDesignTeam@egov.com with the:
 - o Title "SOTS Calendar Admin User" in the subject line
 - o Name of the person
 - o Person's phone number

- Person's email address
- Connecticut Interactive will then load the information into the database and create a Userid and Password.
- Connecticut Interactive will then email the new user with the Userid and Password.
- SOTS will provide any training after the project.

New Author User Request:

- The SOTS administrator will collect the information needed from the agency requesting an ID. They will send an email to CTI_DevDesignTeam@egov.com with the:
 - Title "SOTS Calendar Author User" in subject the line
 - Name of the person
 - Person's phone number
 - Person's email address
 - Names of agencies the author will create events for. If the agency is not in the system then the administrator will have to create a new record for that agency. Then the administrator will need to add the agency to the user id.
- Connecticut Interactive will then load the information into the database and create a Userid and Password.
- Connecticut Interactive will email the new user with the new Userid and Password.
- SOTS will provide any training after the two training sessions provided by Connecticut Interactive.

Removal of a User:

- The SOTS administrator will send an email to CTI_DevDesignTeam@egov.com with the:
 - Title "SOTS Calendar USER removal" in subject line
 - Name of the person
- Connecticut Interactive will remove the user from the database
- Connecticut Interactive will then email the administrator a confirmation of the removal.

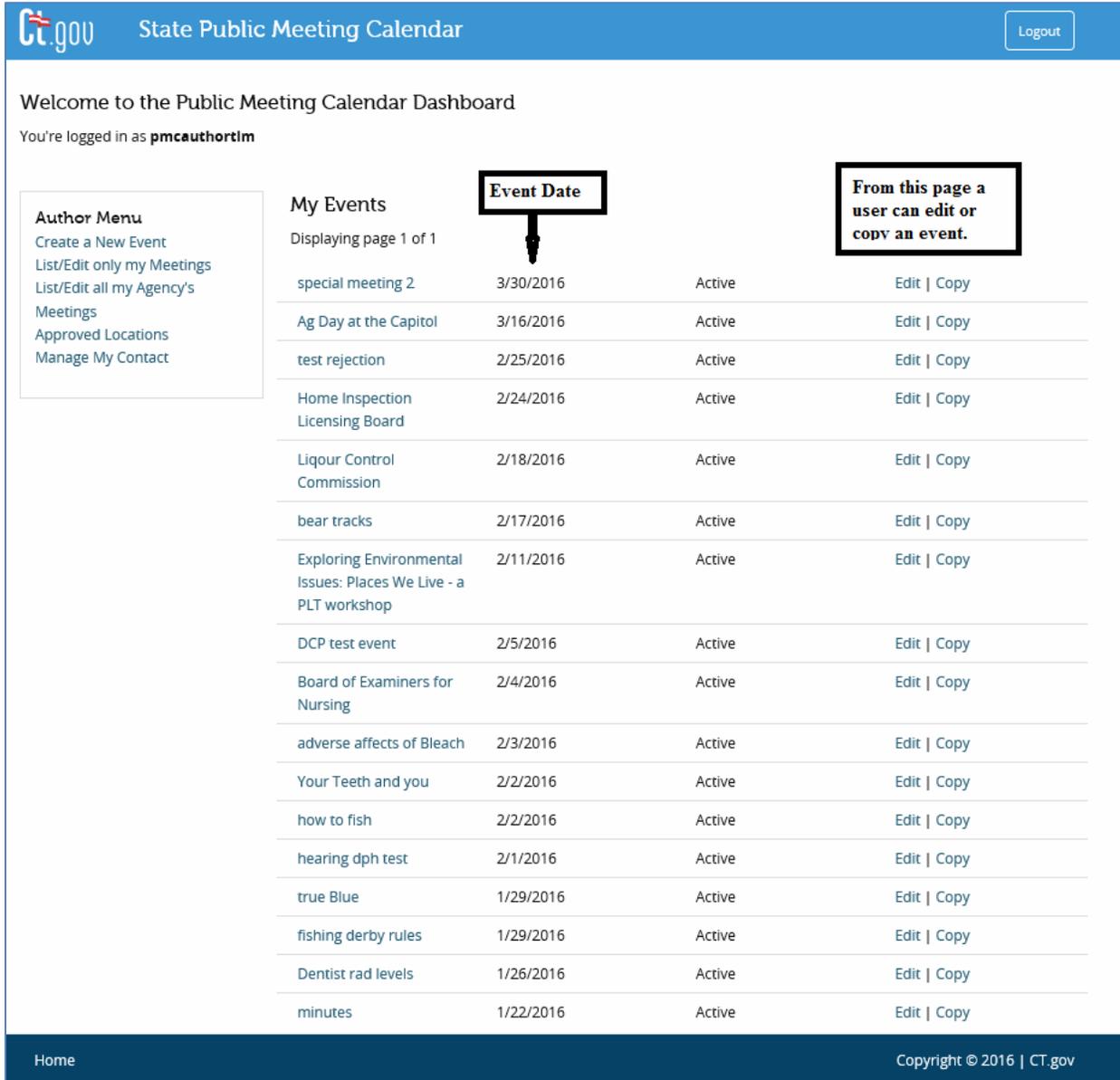
Adding a new Group/Agency:

- A new group or agency wishing to utilize the Public Meeting Calendar will email the SOTS administrator with the following mandatory information:
 - The official group or agency name
 - The group or agency website
 - The agency name if the group is a subset of an agency
- The administrator will then create the new group/agency record using the administration tool.

Workflow for EVENT Creation:

Create an Event

This is the page an author will see when they log into the system.



The screenshot shows the 'State Public Meeting Calendar' dashboard. At the top, there is a blue header with the 'ct.gov' logo, the text 'State Public Meeting Calendar', and a 'Logout' button. Below the header, the main content area is white. It starts with a welcome message: 'Welcome to the Public Meeting Calendar Dashboard' and 'You're logged in as pmcauthoritm'. On the left, there is an 'Author Menu' with links: 'Create a New Event', 'List/Edit only my Meetings', 'List/Edit all my Agency's Meetings', 'Approved Locations', and 'Manage My Contact'. The main part of the dashboard is a table titled 'My Events' with the subtitle 'Displaying page 1 of 1'. A callout box labeled 'Event Date' points to the date column of the first row. Another callout box labeled 'From this page a user can edit or copy an event.' points to the 'Edit | Copy' links in the rightmost column. The table contains 17 rows of event data. At the bottom, there is a dark blue footer with 'Home' on the left and 'Copyright © 2016 | CT.gov' on the right.

Event Name	Event Date	Status	Actions
special meeting 2	3/30/2016	Active	Edit Copy
Ag Day at the Capitol	3/16/2016	Active	Edit Copy
test rejection	2/25/2016	Active	Edit Copy
Home Inspection Licensing Board	2/24/2016	Active	Edit Copy
Liquor Control Commission	2/18/2016	Active	Edit Copy
bear tracks	2/17/2016	Active	Edit Copy
Exploring Environmental Issues: Places We Live - a PLT workshop	2/11/2016	Active	Edit Copy
DCP test event	2/5/2016	Active	Edit Copy
Board of Examiners for Nursing	2/4/2016	Active	Edit Copy
adverse affects of Bleach	2/3/2016	Active	Edit Copy
Your Teeth and you	2/2/2016	Active	Edit Copy
how to fish	2/2/2016	Active	Edit Copy
hearing dph test	2/1/2016	Active	Edit Copy
true Blue	1/29/2016	Active	Edit Copy
fishing derby rules	1/29/2016	Active	Edit Copy
Dentist rad levels	1/26/2016	Active	Edit Copy
minutes	1/22/2016	Active	Edit Copy

To create an "Event" an author will select "Create a New Event" in the side menu. If the user has not setup their contact information, they will see the following.

ct.gov State Agency Public Meeting Calendar Logout

Welcome to the Public Meeting Calendar Dashboard
You're logged in as pmcauthoritm

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

Create Public Event

You must provide your contact information before entering any fields!

Setup your contact information

No Contact Information Here

click "Setup your contact information"

Choose Group [Agency] Calendar *
Powerball Commission

Search Locations *
|
Type the name of the venue to use an existing location
Location not in list

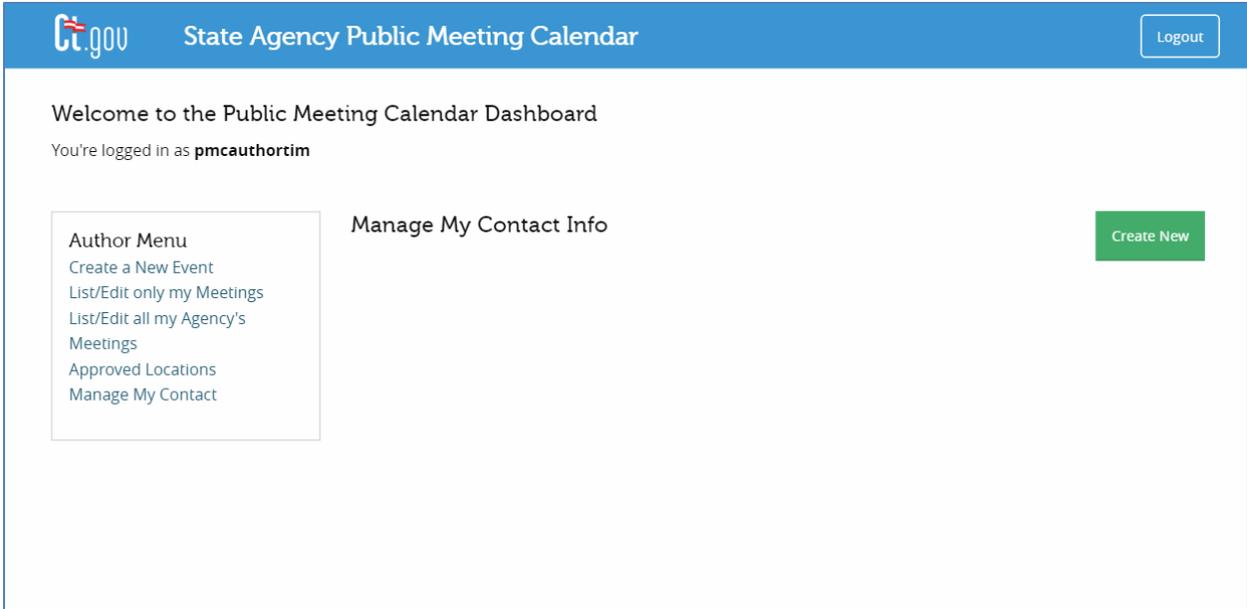
Meeting Type *
Regular Meeting

Title *
|

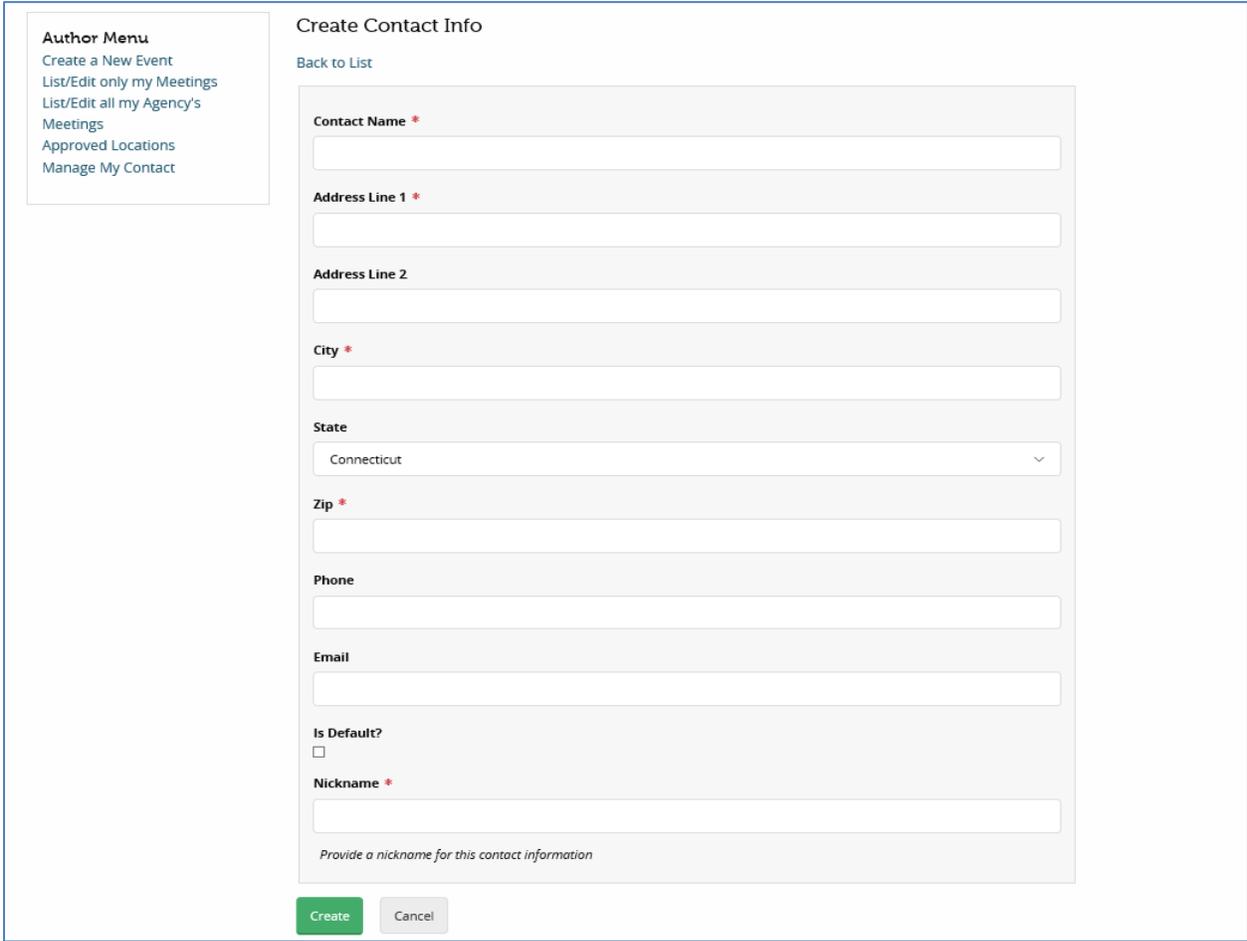
Event Date *
|

End Date *
|

The user must update their contact information in order to create an event. The user should select "Manage My Contact" from the side menu to edit their contact information. When they do this, they will see the following screen.



From here, the user should select "Create New" and the next screen will appear.



The fields with "*" (an asterisk) next to them are required fields. Fill in the fields and press "Create" and it will take you to following page. Notice you can edit and delete your contact information.

Manage My Contact Info

Contact Information Saved!

Create New

Tom Jones	<i>78 winter rd</i>	<input type="checkbox"/> Default	Edit Delete
Jones12@sbcglobal.com	<i>New Britian, CT 06710</i>		
<i>Nickname: Tom</i>			

Select "Create a New Event" from the side menu and the system will take you to the following screen. Notice that the contact information is displayed with no warning message.

Welcome to the Public Meeting Calendar Dashboard

You're logged in as pmcauthor:tim

Author Menu

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

Create Public Event**Choose Group [Agency] Calendar ***

Connecticut Sitting Council

Search Locations *

Type the name of the venue to use an existing location

Location not in list

Contact

Tim Whitney

1 Constitution Plaza
Hartford, CT 06103

Available meeting types are "Regular", "Special", and "Emergency Special"

* - denotes a mandatory field

Meeting Type *

Regular Meeting

Title ***Event Date *****End Date *****Purpose *****Agenda File** **Minutes Being Taken****Deaf Interpreter****Video Conferencing****Additional Info**

The fields with asterisks are required fields to create an Event. The user can also add an agenda by uploading it. There are checkboxes to note in the event details if there will be minutes taken, a Deaf Interpreter available, video conferencing available. In addition there is a place to add additional information if the author chooses.

To select a location, the author can type the first few letters of a location and select from a drop down list. If the author does not know what locations are available, he can select "Approved Locations" in the side menu to see what venues exist. If the author cannot find the venue he or she needs, the author can create a new location.

Create new location

To create a new location, select the "Location not in list" button on the Create Public Event screen and the "search location" box will expand. See below.

The image shows a form titled "Search saved locations" with the following fields and controls:

- Venue Name**: Text input field with an asterisk (*) indicating it is mandatory.
- Room**: Text input field with an asterisk (*) indicating it is mandatory.
- Phone**: Text input field.
- Comments**: Text input field.
- Handicapped Accessible**: A checkbox.
- Address Line 1**: Text input field with an asterisk (*) indicating it is mandatory.
- Address Line 2**: Text input field.
- City**: Text input field with an asterisk (*) indicating it is mandatory.
- State**: A dropdown menu currently showing "Connecticut".
- Zip**: Text input field with an asterisk (*) indicating it is mandatory.
- County**: A dropdown menu currently showing "Fairfield".

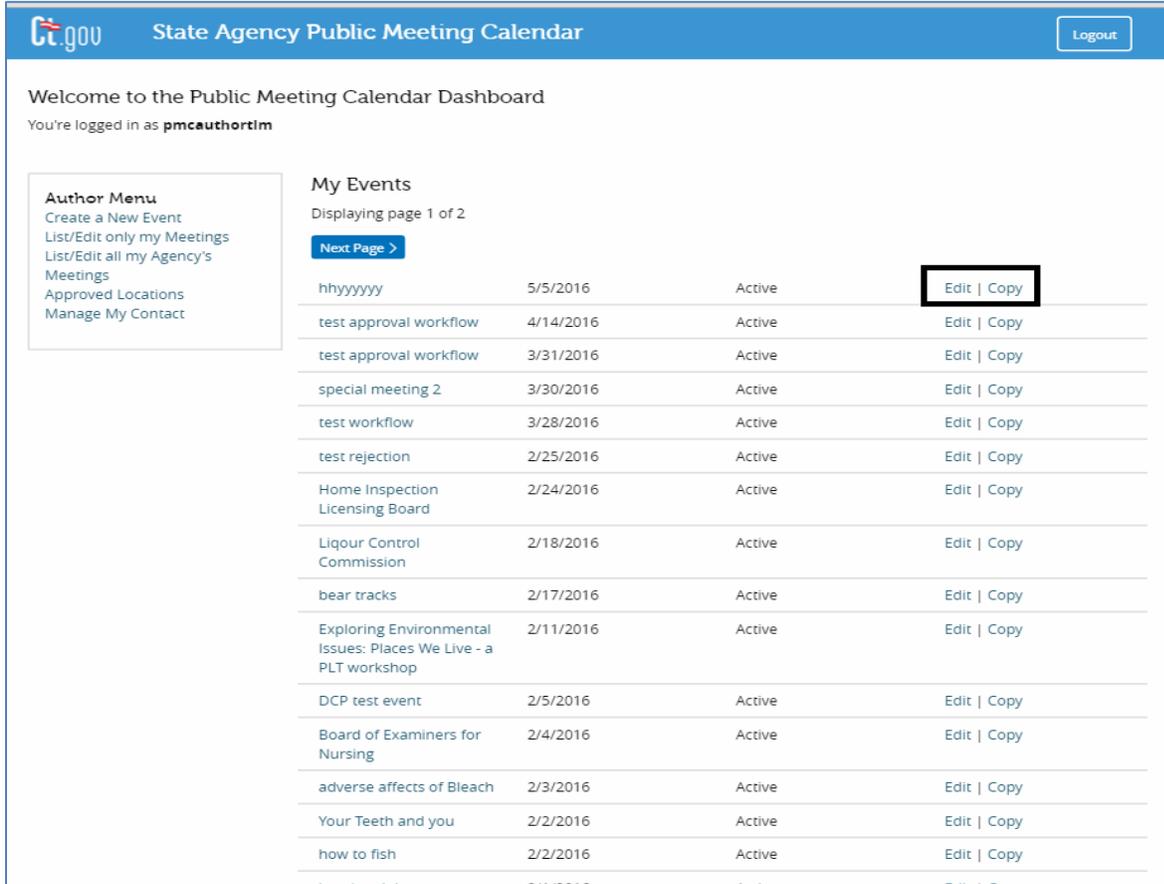
Below the main form is a separate section with a dropdown menu showing "Public Meeting" and a label "Title".

The fields with astericks by them are mandatory

Once the author has entered all the mandatory fields for a new location as well as all the mandatory fields for an event, he or she can press the create button and both the event and location will be created bringing the user back to the "List My Events" page.

Uploading Minutes after the Event

After the event has occurred, the author might want to post the minutes of the meeting. To do this the author should log into the Public Meeting Calendar Administration tool. The "My Events" page is the default page.



The screenshot shows the 'State Agency Public Meeting Calendar' dashboard. The user is logged in as 'pmcauthor@tim'. The 'My Events' section displays a list of events. The first event, 'hyyyyyy', has a date of 5/5/2016 and is marked as 'Active'. The 'Edit | Copy' link for this event is highlighted with a black box.

Event Name	Date	Status	Actions
hyyyyyy	5/5/2016	Active	Edit Copy
test approval workflow	4/14/2016	Active	Edit Copy
test approval workflow	3/31/2016	Active	Edit Copy
special meeting 2	3/30/2016	Active	Edit Copy
test workflow	3/28/2016	Active	Edit Copy
test rejection	2/25/2016	Active	Edit Copy
Home Inspection Licensing Board	2/24/2016	Active	Edit Copy
Liquor Control Commission	2/18/2016	Active	Edit Copy
bear tracks	2/17/2016	Active	Edit Copy
Exploring Environmental Issues: Places We Live - a PLT workshop	2/11/2016	Active	Edit Copy
DCP test event	2/5/2016	Active	Edit Copy
Board of Examiners for Nursing	2/4/2016	Active	Edit Copy
adverse affects of Bleach	2/3/2016	Active	Edit Copy
Your Teeth and you	2/2/2016	Active	Edit Copy
how to fish	2/2/2016	Active	Edit Copy

Notice that an author has the capability to copy an event as well as edit it. To add minutes the author should select the "Edit" button. The "Edit Event" page will then appear. Scroll to the bottom of the page and you will see the following.

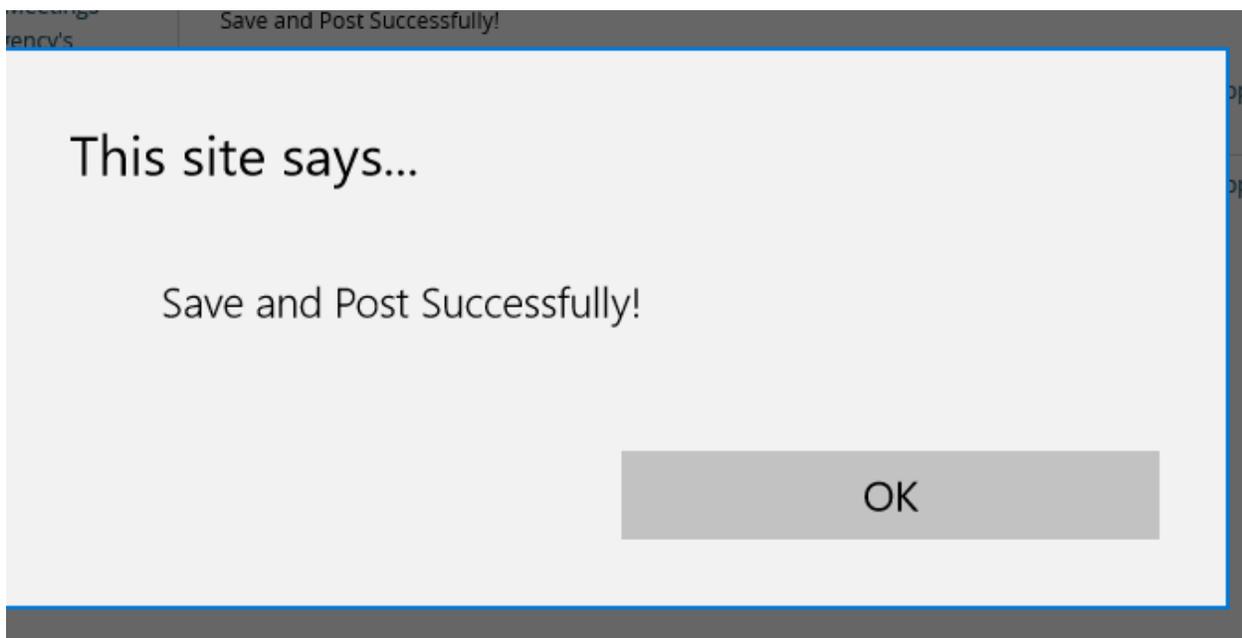
Select "Browse" next to "Upload new minutes" to open an explore menu and select a minutes file to upload from your computer.

Documents library Arrange by: Folder ▾

Status

Name	Date modified	Type	Size
Archive	1/15/2016 11:23 A...	File folder	
012916 SOTS Public Calendar Status Report	1/29/2016 10:11 A...	Microsoft PowerPoint Presentation	172 KB
SEC_of_ST_Calendar_Meeting_Notes_012816	1/29/2016 8:43 AM	Microsoft Word Document	81 KB
~\$C_of_ST_Calendar_Meeting_Notes_012816	1/27/2016 2:48 PM	Microsoft Word Document	1 KB
SEC_of_ST_Calendar_Meeting_Agenda_012816	1/27/2016 1:40 PM	Microsoft Word Document	80 KB
012216 SOTS Public Calendar Status Report	1/22/2016 11:33 A...	Microsoft PowerPoint Presentation	173 KB
SEC_of_ST_Calendar_Meeting_Notes_012116	1/21/2016 5:20 PM	Microsoft Word Document	81 KB
SEC_of_ST_Calendar_Meeting_Agenda_012116	1/20/2016 1:23 PM	Microsoft Word Document	80 KB
011516 SOTS Public Calendar Status Report	1/15/2016 2:51 PM	Microsoft PowerPoint Presentation	171 KB
SEC_of_ST_Calendar_Requirment_Notes	1/12/2016 4:07 PM	Microsoft Word Document	80 KB
SEC_of_ST_Calendar_Meeting_Agenda_011416	1/12/2016 3:55 PM	Microsoft Word Document	83 KB
SEC_of_ST_Calendar_Meeting_Agenda_011115	1/11/2016 4:08 PM	Microsoft Word Document	80 KB

You will then see the name of the minutes file in the text box next to "Browse". Click "Save and Post" and the following message box should appear.



Click "OK" to be taken back to the "My Events" page. Use the same process to post agendas. Post agendas after the event is created or at the time an event is made.

Delete a Meeting

If an author wishes to delete a meeting after it has been posted to the public website, then he or she must contact the SOTS administrator and have the administrator perform the function. The administrator does this by logging onto the administration tool and going to the "List My Events" page. The administrator will select "Delete" next to the event to be removed from display in the public calendar. The event will continue to appear in the author's "My Events" list, but it will be marked "Deleted" and will be available for viewing only.

Cancel a Meeting

Both authors and administrators can cancel meetings. Only meetings that have not yet occurred can be canceled. It is assumed that past events have taken place and therefore, cannot be canceled.

Minutes Being Taken

Deaf Interpreter

Video Conferencing

Additional Info

Update
Cancel

Upload an agenda

Browse...
Save and Post
Cancel

Upload new minutes

Browse...
Save and Post
Cancel

Cancel this Meeting
Delete this Meeting

Here is a view of the Calendar detail showing the Event "-oral hygiene" (in the "Thursday 28" column) before cancel.

City.gov Public Meeting Calendar

Calendar View
List By Agency

Week of January 25 DAY WEEK MONTH

Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29
- Agency 2 test 1 - PM	- Fly Fishing - Dentist rad levels - Agency 2 test 3 - PM	- affects of sun on elderly	- oral hygiene - Fly Fishing - sdfasd sdsasdf	- true Blue - LTRZC Board Meeting - fishing derby rules

< Previous
Next >

Once an event is "Cancelled", the event will still appear on the public calendar but the words "(Cancelled)" will appear under the title. See image below.

Calendar View

List By Agency

Week of January 25

DAY WEEK MONTH

Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29
- Agency 2 test 1 - PM	- Fly Fishing - Dentist rad levels - Agency 2 test 3 - PM	- affects of sun on elderly	- oral hygiene (Cancelled) - Fly Fishing - sdfasd sadasdf	- true Blue - LTRZC Board Meeting - fishing derby rules

< Previous

Next >

The event will still appear on the author's "My Events" list but it will remain cancelled.

Other Author Functions

Link to use on agency web sites

When a SOTS administrator creates an agency record, an “Agency Link” is composed as highlighted in the image below. The administrator should provide the author and/or the agency's webmaster with this link.

The screenshot shows the 'Public Meeting Calendar Dashboard' with the following sections:

- Welcome to the Public Meeting Calendar Dashboard**
You're logged in as **pmcadmintm**
- 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
- Approver Menu**
 - Unpublished Events
 - Unpublished Minutes
- Agency Details**
 - Agency Link**: <https://egov.ct.gov/PMC/#agency3> (highlighted in yellow)
 - Group Name**: Bristol-Burlington Health District
 - Group Website**: <http://bbhd.org/>
 - Agency Name**
- Agency Users**

Display Name	User Id	Options
Charles Motes	charles.motes	Revoke Access Details
Tim Whitney Admin	pmcadmintm	Revoke Access Details

This link can be placed on the agency's home page or other web pages. When a user clicks this link, they will be taken to the public calendar website with only that agency's events displayed.

List/Edit all my Agency's Meetings

If an author with access rights to a particular agency would like to edit an event for that agency, even one she or he did not create, the author can use this function.

The screenshot shows the 'State Agency Public Meeting Calendar' interface. At the top, there is a blue header with the 'ct.gov' logo, the title 'State Agency Public Meeting Calendar', and a 'Logout' button. Below the header, a welcome message reads 'Welcome to the Public Meeting Calendar Dashboard' and 'You're logged in as pmcauthoritm'. On the left, an 'Author Menu' contains links: 'Create a New Event', 'List/Edit only my Meetings', 'List/Edit all my Agency's Meetings', 'Approved Locations', and 'Manage My Contact'. The main content area features an 'Agency' dropdown menu currently set to '1 Department of Energy and Environmental Protection [Permits and Licenses]'. Below this, the title '1 Department of Energy and Environmental Protection [Permits and Licenses] Events' is displayed. A 'Next Page >' button is visible. A table lists events with columns for event name, date, status, and actions. Annotations with arrows point to the dropdown menu, the date '4/28/2016', and the 'Edit | Copy' link for the first event.

Users can search events for agencies they have access to by using this drop down list

Agency

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

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

Displaying page 1 of 2

Next Page >

dasdf	4/28/2016	Active	Edit Copy
Test to delete record	4/21/2016	Deleted	
Another Test to Delete A Record AND CHANGE ITS NAME AFTER EVENT CREATION AND DOCUMENT POSTING	4/21/2016	Active	Edit Copy
Another emergency special meeting test	4/17/2016	Active	Edit Copy
Emergency Special Meeting of the Permits and Licensing Board	4/4/2016	Modified	Edit Copy
3/16/16 special meeting	4/4/2016	Modified	Edit Copy
Licensing of Arborists	3/25/2016	Cancelled	Edit Copy
asdf	3/22/2016	Active	Edit Copy
asdf	3/22/2016	Active	Edit Copy
My Emergency Special Meeting	3/20/2016	Active	Edit Copy

Home

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List of Approved Locations

If an author would like to see what rooms are listed for a site, he or she can use the "Approved Locations" function shown in the side menu.

The screenshot displays the 'State Agency Public Meeting Calendar' dashboard. At the top, there is a blue header with the 'ct.gov' logo, the title 'State Agency Public Meeting Calendar', and a 'Logout' button. Below the header, a welcome message reads 'Welcome to the Public Meeting Calendar Dashboard' and 'You're logged in as pmcauthoritm'. On the left, an 'Author Menu' is visible with options: 'Create a New Event', 'List/Edit only my Meetings', 'List/Edit all my Agency's Meetings', 'Approved Locations' (highlighted in yellow), and 'Manage My Contact'. The main content area is titled 'Index of Approved Locations' and contains a list of five location entries, each with a checkbox for accessibility and a 'Comments' link.

Venue Name	Room	Handicapped Accessible	Address	Phone	Comments
Venue Name test 1	Room 11	<input checked="" type="checkbox"/>	One Constitution Plaza Hartford, CT 06103	8609566302	comments test 1
Venue Name test 2	Room 12	<input checked="" type="checkbox"/>	100 Constitution Plaza Hartford, CT 06103	8609566303	comments test 2
Venue Location test 3	Room Room 3	<input checked="" type="checkbox"/>	63 Summerset Drive East Hartford, CT 06118	8609566302	loc comment
DEEP Pheonix	Room Phoenix Auditorium, 5th Floor	<input checked="" type="checkbox"/>	79 Elm Street Hartford, CT 06103	860-424-3389	Comments
Legislative Office Building	Room Legislative Office Building	<input type="checkbox"/>	300 Capitol Avenue, Hartford, CT 06103		Comments testing the edit function for the managing locations function

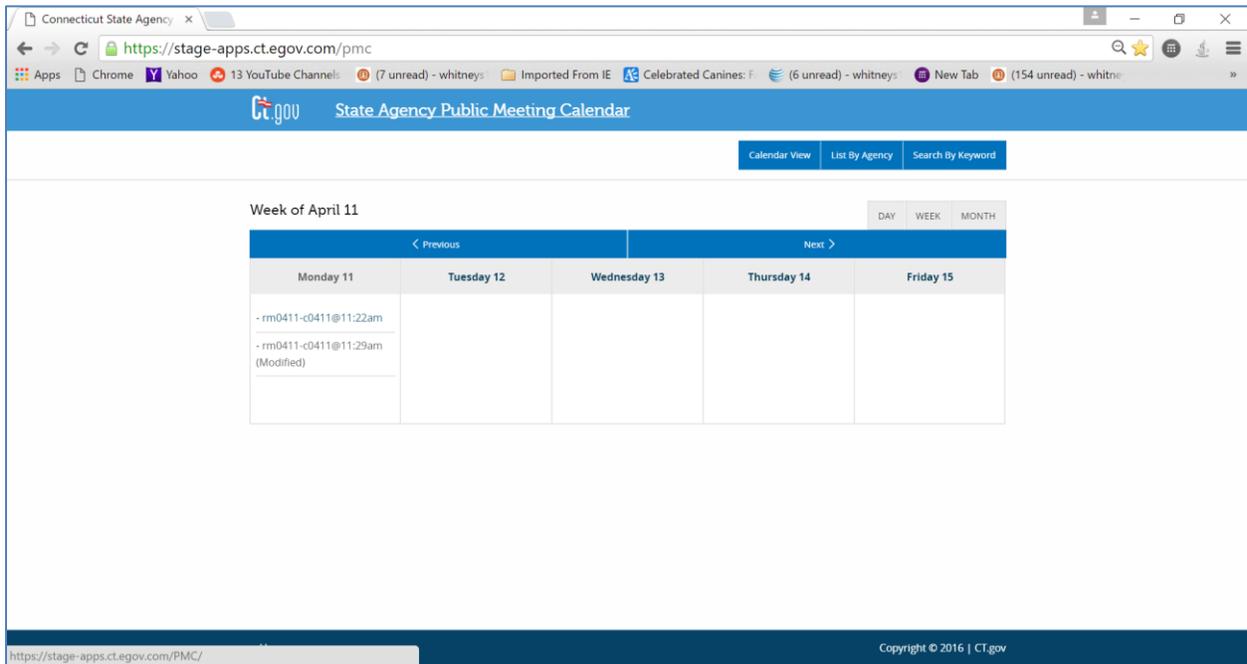
At the bottom of the dashboard, there is a dark blue footer with 'Home' on the left and 'Copyright © 2016 | CT.gov' on the right.

Authors can use these locations when creating events. The just have to start typing the name of the venue and a list will appear with the names of the locations starting with the characters they type.

The screenshot displays the 'State Agency Public Meeting Calendar' dashboard. At the top, there is a blue header with the 'ct.gov' logo, the page title 'State Agency Public Meeting Calendar', and a 'Logout' button. Below the header, a welcome message reads 'Welcome to the Public Meeting Calendar Dashboard' and 'You're logged in as pmcadmin1m'. On the left side, there are three menu sections: '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), and 'Approver Menu' (Unpublished Events, Unpublished Minutes). The main content area is titled 'Create Public Event' and contains several form fields: 'Choose Group [Agency] Calendar *' (a dropdown menu showing '1 Department of Energy and Environmental Prt'), 'Search Locations *' (a text input field with 'venu|' and a dropdown list of suggestions including 'Test New Venue - Room 50', 'test venue 90 - rm 123', 'test venue3', 'Venue Location test 3 - Room 3', 'Venue Name = the building where the meeting will take place - Room = the meeting location in the Venue', 'Venue Name test 1 - 11', and 'Venue Name test 2 - 12'), 'Title *', 'Event Date *', 'End Date *', and 'Purpose *'. A 'Contact' sidebar on the right lists 'Tom Jones' with email 'Jones12@sbcglobal.com' and address '78 winter rd, New Britain, CT 06710'. The form fields for Title, Event Date, and End Date include calendar icons.

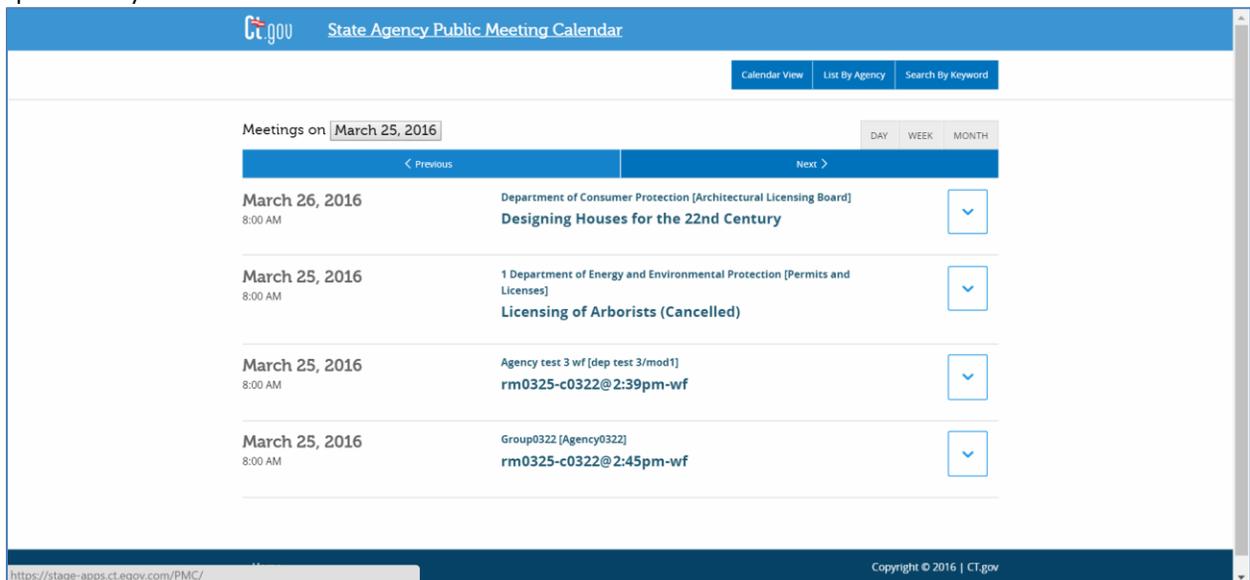
Public Calendar Usage

Calendar View



The Home page for the calendar will be the Week View. Users can find events on different weeks by using the "Previous" and "Next" buttons.

If "Day" is selected a page similar to the one below should appear with events showing for that specific day.



If "Month" is selected the following screen should appear showing events for a given month.


 State Agency Public Meeting Calendar

[Calendar View](#)
[List By Agency](#)
[Search By Keyword](#)

Meetings on **March 25, 2016**

[DAY](#)
[WEEK](#)
[MONTH](#)

[< Previous](#)
[Next >](#)

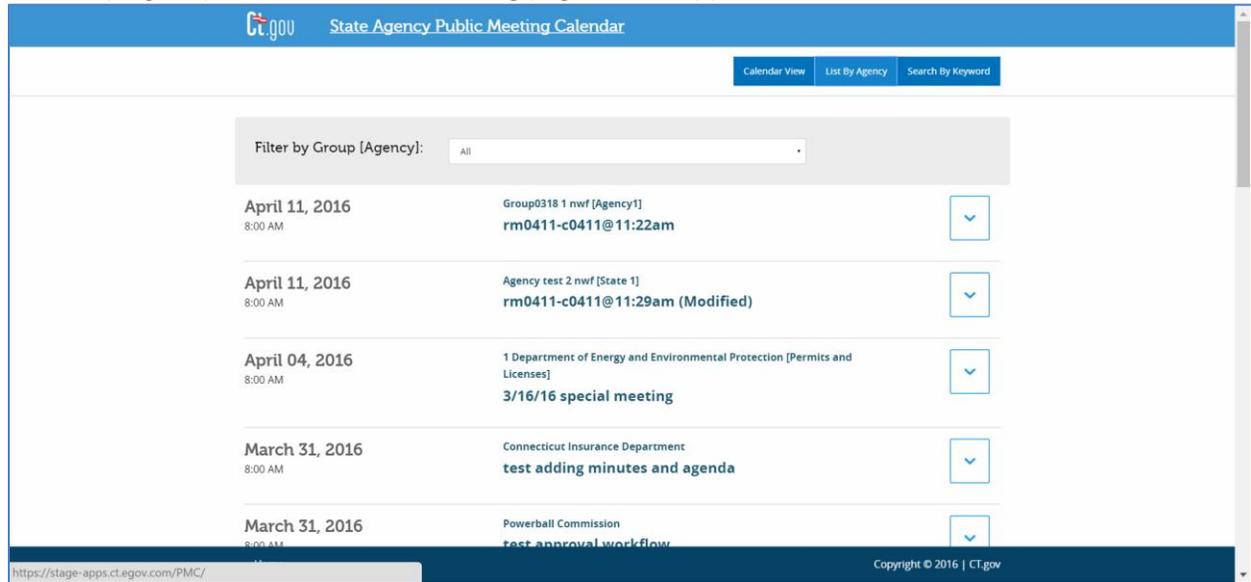
March 26, 2016 8:00 AM	Department of Consumer Protection [Architectural Licensing Board] Designing Houses for the 22nd Century	<input type="button" value="v"/>
March 25, 2016 8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses] Licensing of Arborists (Cancelled)	<input type="button" value="v"/>
March 25, 2016 8:00 AM	Agency test 3 wf [dep test 3/mod1] rm0325-c0322@2:39pm-wf	<input type="button" value="v"/>
March 25, 2016 8:00 AM	Group0322 [Agency0322] rm0325-c0322@2:45pm-wf	<input type="button" value="v"/>

[Home](#)
Copyright © 2016 | CT.gov

The listing of events will change by month using the "Previous" and "Next" buttons.

List by Agency

If "List by Agency" is selected the following page should appear.

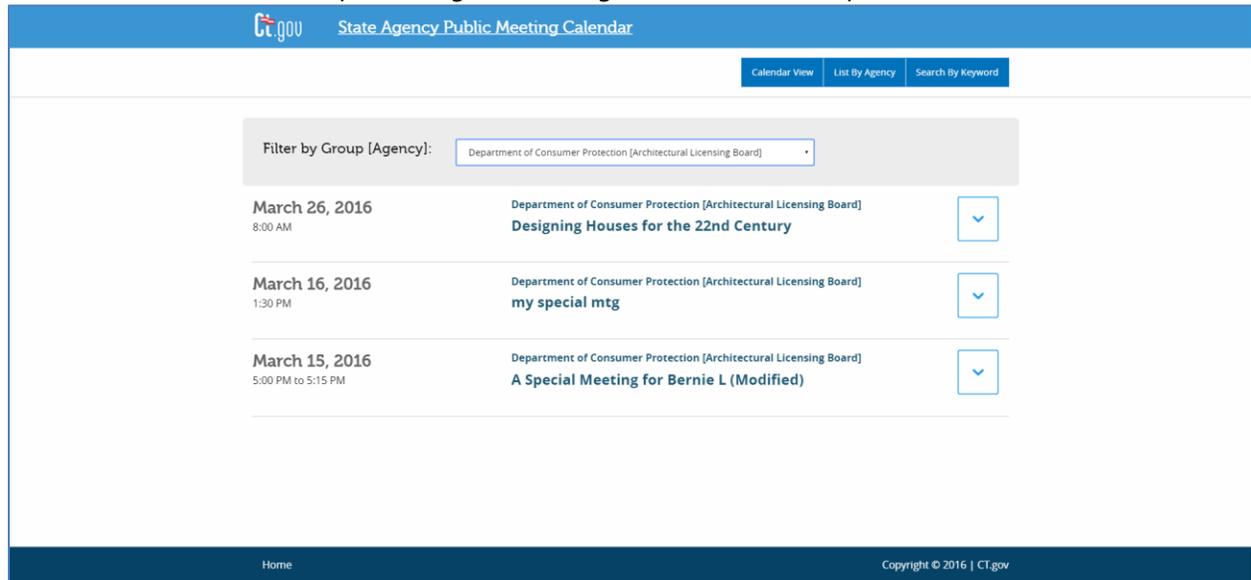


The screenshot shows the 'State Agency Public Meeting Calendar' interface. At the top, there are navigation buttons for 'Calendar View', 'List By Agency', and 'Search By Keyword'. Below this, a filter section labeled 'Filter by Group [Agency]:' has a dropdown menu set to 'All'. The main content area displays a list of five meeting entries, each with a date and time on the left, the meeting title and agency name in the middle, and a dropdown arrow on the right.

Date	Time	Meeting Title	Agency
April 11, 2016	8:00 AM	rm0411-c0411@11:22am	Group0318 1 nwf [Agency1]
April 11, 2016	8:00 AM	rm0411-c0411@11:29am (Modified)	Agency test 2 nwf [State 1]
April 04, 2016	8:00 AM	3/16/16 special meeting	1 Department of Energy and Environmental Protection [Permits and Licenses]
March 31, 2016	8:00 AM	test adding minutes and agenda	Connecticut Insurance Department
March 31, 2016	8:00 AM	test approval workflow	Powerball Commission

At the bottom left, the URL <https://stage-apps.ct.gov.com/PMC/> is visible. At the bottom right, the copyright notice 'Copyright © 2016 | CT.gov' is present.

Users can filter the results by selecting different agencies from the drop down list.



This screenshot shows the same 'State Agency Public Meeting Calendar' interface, but with the 'Filter by Group [Agency]:' dropdown menu set to 'Department of Consumer Protection [Architectural Licensing Board]'. The list of meetings is now filtered to show only three entries related to this agency.

Date	Time	Meeting Title	Agency
March 26, 2016	8:00 AM	Designing Houses for the 22nd Century	Department of Consumer Protection [Architectural Licensing Board]
March 16, 2016	1:30 PM	my special mtg	Department of Consumer Protection [Architectural Licensing Board]
March 15, 2016	5:00 PM to 5:15 PM	A Special Meeting for Bernie L (Modified)	Department of Consumer Protection [Architectural Licensing Board]

At the bottom left, there is a 'Home' link. At the bottom right, the copyright notice 'Copyright © 2016 | CT.gov' is present.

Event Detail

Select the expand button shown on the following screen and the event details will be displayed.

February 04, 2016
1:00 PM to 3:00 PM

Connecticut Siting Council
Energy/telecommunications meeting in New Britain

Expand and collapse button

EVENT SUBMITTED DATE
March 23, 2016

MEETING LOCATION
Ten Franklin Square, New Britain Hearing rm 2
Hearing Room 2
*Ten Franklin Square,
New Britain, CT, 06050*

CONTACT
Tim Whitney

*1 Constitution Plaza
Hartford, CT 06103*

MEETING PURPOSE
Status on upcoming dockets

MEETING TYPE
Regular Meeting

AGENDA
• - Download Agenda 03/23/2016 03:55

MINUTES
The status of this minutes document is Revised.
• - Download Minutes 03/31/2016 11:05

ADDITIONAL INFORMATION

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

Change Date	Change Reason
3/23/2016	New

Show traffic | Get Directions |
Map will display if a valid address is provided

Any user can download available minutes or agendas.

The “Return” and “See More Meetings From this Agency” buttons are disabled in this view. The reason is because you have the “expand /collapse” buttons and you are already showing all the meetings from the agency.

To view other events in the results list for the agency you selected, use the collapse button to continue viewing the list.

To return to the calendar view for all agencies, click the “Calendar View” button on the top of the page and it will take you back to the calendar view.

ct.gov State Agency Public Meeting Calendar

Calendar View | List By Agency | Search By Keyword

Meetings in May 2016

DAY WEEK MONTH

< Previous | Next >

May 31, 2016 8:00 AM	Secretary of the State test new location (Modified)	▼
May 30, 2016 8:00 AM to 8:38 AM	1 Department of Energy and Environmental Protection [Permits and Licenses] Fishing derby	▼
May 29, 2016 11:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses] Fishing derby	▼

Next, click on the event title for one of the events and you will see an event detail page similar to the one below.

ct.gov State Agency Public Meeting Calendar

May 30, 2016
8:00 AM to 8:38 AM

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

EVENT SUBMITTED DATE
5/12/2016 10:32 AM

MEETING LOCATION
home
rm12
*1233 harold
Hartford, CT, 06010*

CONTACT
Tim

*whatever
Hartford, CT 06010*

MEETING PURPOSE
win prizes

MEETING TYPE
Regular Meeting

AGENDA
• [New Text Document.txt](#) 5/12/2016 10:33 AM

MINUTES

ADDITIONAL INFORMATION



Show traffic | Get Directions |

< Return | See More Meetings from this Agency

CHANGE DATE | **CHANGE HISTORY**

Additional things to note on the detail page.

EVENT SUBMITTED DATE
5/3/2016 11:35 AM

MEETING LOCATION
SOTS
2nd floor conference room

*Ye Old Phoenix Insurance Co. Building
30 Trinity St
Hartford, CT, 06106*

CONTACT
Gnu Contact

*50 Zoo Drive
Brooklyn, CT 00000*

[Return](#)

[See More Meetings from this Agency](#)

CHANGE DATE

MEETING PURPOSE
To discuss whatever comes up.

MEETING TYPE
Regular Meeting

- AGENDA**
- Board-package.pdf  5/3/2016 11:39 AM
 - Meeting Notice.pdf  5/3/2016 11:38 AM
 - TRC-DCP-t2015REG2015-019A-PUB.PDF  5/3/2016 11:35 AM

MINUTES

ADDITIONAL INFORMATION

CHANGE HISTORY

Map not available

[Show traffic](#) | [Get Directions](#) |

If the address can not be found then this message will be displayed.

If agenda's or Minutes have been altered, the calendar captures all versions and the dates they were posted to the event.

Any changes to an event's details are captured, and previous versions of the event details can be viewed by selecting its adjacent expand/collapse button.

May 11, 2016
8:00 AM

Agency test 2 nwf [State 1]
rm0510-c0511@11:15pm (Cancelled)



EVENT SUBMITTED DATE
5/10/2016 12:15 PM

MEETING LOCATION
Venue Name test 1
1123

*One Constitution Plaza
Hartford, CT, 06103*

CONTACT
PMCAuthor Pham
phampmcauthor@egov.com
8609566302

*63 Summerset Drive
East Hartford, CT 06103*

[Return](#)

[See More Meetings from this Agency](#)

CHANGE DATE

5/10/2016 12:17 PM

MEETING PURPOSE
p1

MEETING TYPE
Regular Meeting

AGENDA

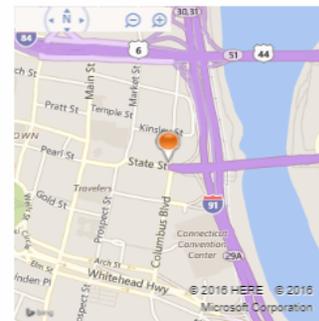
MINUTES

ADDITIONAL INFORMATION

- Wheelchair accessible

CHANGE HISTORY

rm0510-c0511@11:15pm

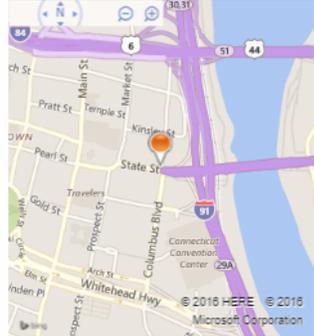


[Show traffic](#) | [Get Directions](#) |

Any changes to the event details are captured and you can look at previous versions of the event by clicking this expand button.



Here is the event with the history expanded. Notice that the previous version had a meeting location of "Venue Name test 1 11" and the current version shows "Venue Name test 1 1123"

<p>EVENT SUBMITTED DATE 5/10/2016 12:15 PM</p> <p>MEETING LOCATION Venue Name test 1 1123</p> <p><i>One Constitution Plaza Hartford, CT, 06103</i></p> <p>CONTACT PMCAuthor Pham phampmcauthor@egov.com 8609566302</p> <p><i>63 Summerset Drive East Hartford, CT 06103</i></p>	<p>MEETING PURPOSE p1</p> <p>MEETING TYPE Regular Meeting</p> <p>AGENDA</p> <p>MINUTES</p> <p>ADDITIONAL INFORMATION</p> <ul style="list-style-type: none"> • Wheelchair accessible 	 <p>Show traffic Get Directions </p>
<p>Return See More Meetings from this Agency</p>		
<p>CHANGE DATE 5/10/2016 12:17 PM</p>	<p>CHANGE HISTORY rm0510-c0511@11:15pm</p>	
<p>EVENT DATE 5/11/2016 8:00 AM</p> <p>EVENT SUBMITTED DATE 5/10/2016 12:15 PM</p> <p>MEETING LOCATION Venue Name test 1 11</p> <p><i>One Constitution Plaza Hartford, CT, 06103</i></p> <p>CONTACT PMCAuthor Pham phampmcauthor@egov.com 8609566302</p> <p><i>63 Summerset Drive East Hartford, CT 06103</i></p>	<p>GROUP [AGENCY] Agency test 2 nwf [State 1]</p> <p>MEETING PURPOSE p1</p> <p>MEETING TYPE Regular Meeting</p> <p>ADDITIONAL INFORMATION</p> <ul style="list-style-type: none"> • Wheelchair accessible 	
<p>Home</p>		<p>Copyright © 2016 CT.gov</p>

Keyword Search

You can use the Keyword search function on the calendar to look up events. You must enter at least three characters to perform a search. The search looks for any of the words you entered in the following fields:

Group/Agency Name Contact Name Location/Venue

Name Event Type Purpose Title

State Agency Public Meeting Calendar

Calendar View List By Agency **Search By Keyword**

deep Search

Date	Time	Agency	Title
February 11, 2016	9:00 AM to 12:00 PM	1 Department of Energy and Environmental Protection [Permits and Licenses]	Exploring Environmental Issues: Places We Live - a PLT workshop
February 01, 2016	8:00 AM	Department of Public Health [Regulation and Licensure]	hearing dph test
February 02, 2016	8:00 AM to 11:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses]	how to fish
February 25, 2016	8:00 AM	Department of Consumer Protections	test rejection
February 01, 2016	8:00 AM	Connecticut Insurance Department	test reject minutes as Admin
February 19, 2016	8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses]	test3 (Modified)
March 12, 2016	8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses]	test3 (Modified)

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Glossary

Agency Name- The name of a larger or parent agency under which a meeting "group" is organized. For example, the State Properties Review Board (group) is placed within the Dept. of Administrative Services (agency). See "**Group Name**" below.

Contact - the person to contact with questions about the meeting. The contact person does not have to be the person who posted the meeting event.

Event - a meeting.

Event Submitted Date – The date and time a meeting event is posted to the SOTS Public Meeting Notice website.

Group Name The name of a group holding a meeting, e.g., a board, commission, committee, department, agency etc. A group can be a standalone entity or a subset of a larger agency.

Title - the "subject" of a meeting.

Venue - the building or agency where a meeting is held.