



Boards and Committees Meeting Minutes User's Manual

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4/6/2022

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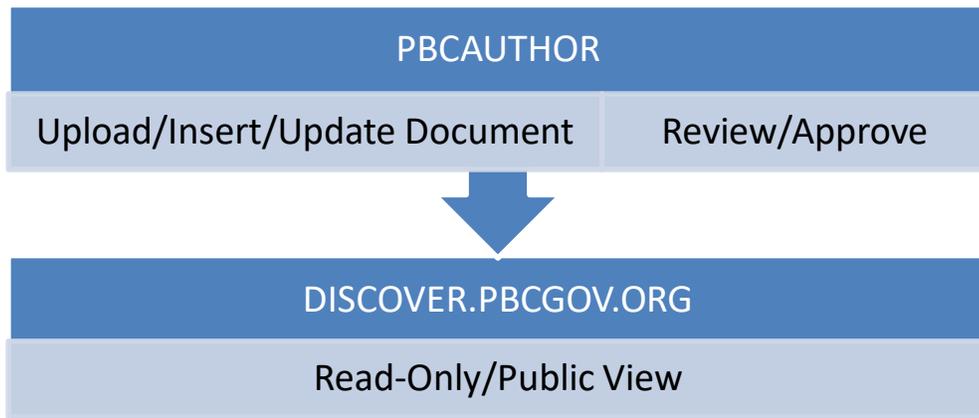
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Managing Documents

As the department board member (county employee), you have access to the internal SharePoint site (<http://pbcauthor/BoardMeetingMinutes>) where you manage your documents.

You have the permissions to perform:

- Read/Add/Update/Delete documents
- Review/Approve documents



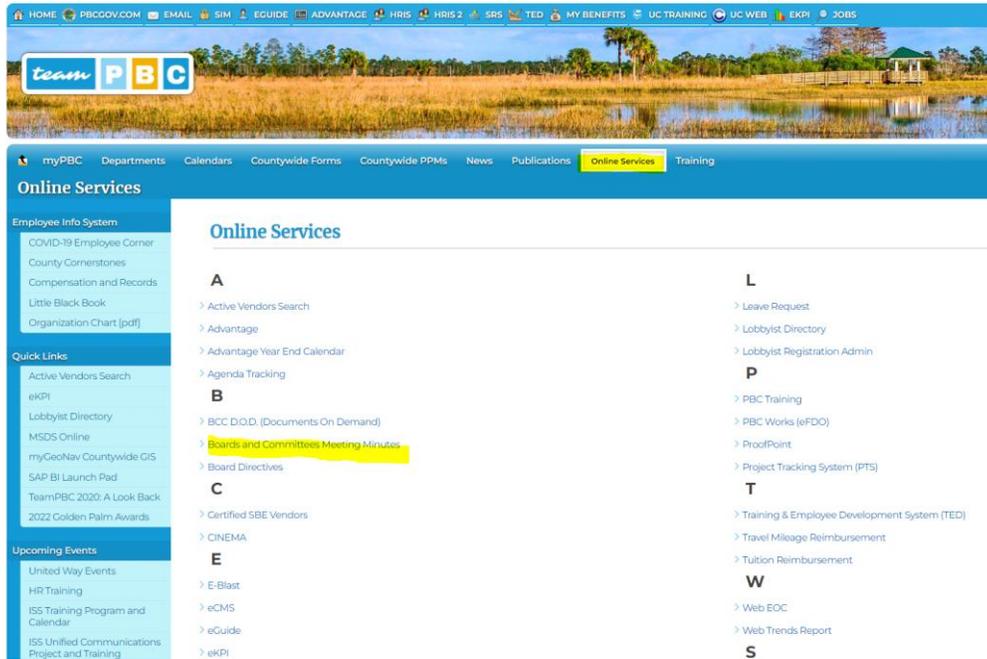
Uploaded documents will automatically be copied (**every 15-20 minutes**) to the external SharePoint site (<https://discover.pbcgov.org/Pages/Boards-Committees-Meeting-Minutes.aspx>) where the general public can view the documents.

NOTE: <http://discover.pbcgov.org> site is “**Read-Only**” Internet website. You must be on the county’s network to access <http://pbcauthor> for website documents management.

Upload Document

1. Enter this URL to browser: <http://pbcauthor/BoardMeetingMinutes>

OR access the workspace directly from the PBC Intranet website (<https://pbcportal.pbcgov.org/>) under “**Online Services**” link



2. Click the “**Sign In**” link from footer at the bottom of the page
To Login:
- Type in your **PC/SIM User Name**
 - Type in your **PC/SIM Password**

PBC Mission Statement

To drive a continuous improvement culture of excellence that achieves a measurably high level of public satisfaction.

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3. Click the “**New**” or “**Upload**” icon



4. Click the “**Browse...**” button to browse your document from PC

Add a document

Palm Beach County

Choose a file **Browse...**

[Upload files using Windows Explorer instead](#)

Add as a new version to existing files

Version Comments

OK **Cancel**

5. Locate and select your document from PC

IMPORTANT NOTE: Your document must be in **PDF** format and **ADA Compliance**.

For more information on ADA Compliance, visit our website:

<https://pbcportal.pbcgov.org/ISS/ADAWeb>

6. Click “OK” to upload your selected document

Add a document

Palm Beach County

Choose a file

[Upload files using Windows Explorer instead](#)

Add as a new version to existing files

Version Comments

Note: Leave the “Add as a new version to existing files” checkbox by default. This is for versioning control.

7. Rename your document as the date of the document (**Note:** the name must be as follows: **Month Day, Year (Committee Acronym)** i.e. **April 7, 2021 (CRC)**)

CRC = Contract Review Committee

Add a document

Palm Beach County

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

.pdf

Select Advisory Board Name

Select the year of document

Select the month of document

Version: 1.0
Created at 4/6/2022 3:52 PM by [Sophia Dang P.](#)
Last modified at 4/6/2022 3:52 PM by [Sophia Dang P.](#)

8. Select **Advisory Board Name** from the dropdown provided

Add a document

EDIT

Check In Cancel Paste Copy Delete Item

Commit Clipboard Actions

Palm Beach County

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

April 7, 2021 (CRC) .pdf

Contract Review Committee

Select Advisory Board Name

Select the year of document

Select the month of document

Version: 1.0
Created at 4/6/2022 3:52 PM by [Sophia Dang P.](#)
Last modified at 4/6/2022 3:52 PM by [Sophia Dang P.](#)

Check In Cancel

9. Select from the dropdowns the **Year** and the **Month** according to the document name

Add a document

EDIT

Check In Cancel Paste Copy Delete Item

Commit Clipboard Actions

Palm Beach County

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

April 7, 2021 (CRC) .pdf

Contract Review Committee

Select Advisory Board Name

2021

Select the year of document

04

Select the month of document

Version: 1.0
Created at 4/6/2022 3:52 PM by [Sophia Dang P.](#)
Last modified at 4/6/2022 3:52 PM by [Sophia Dang P.](#)

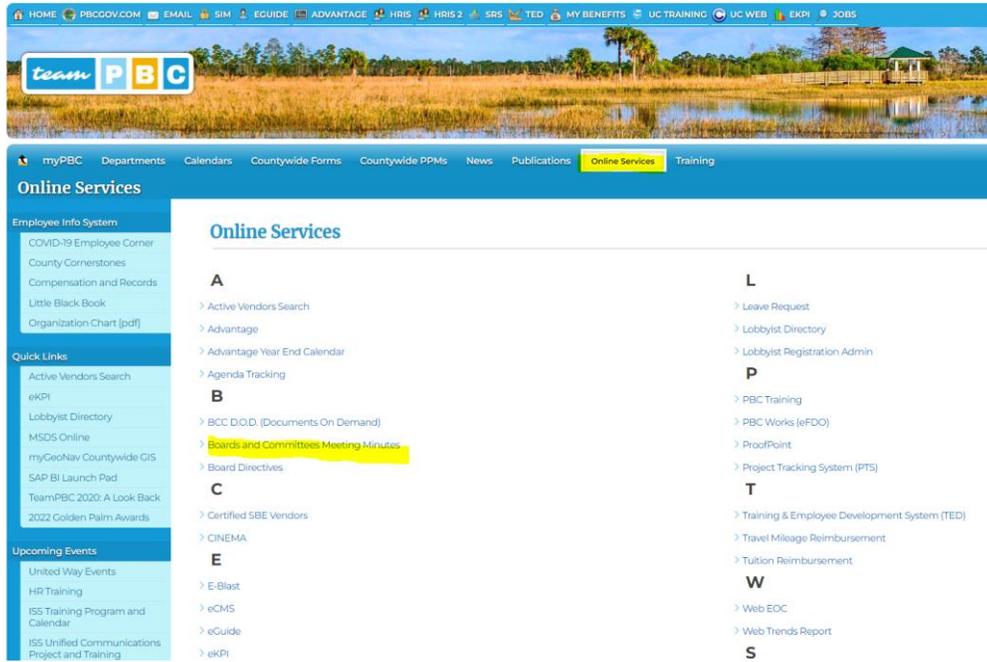
Check In Cancel

10. Click the **“Check In”** button to upload your document

Edit Document

1. Skip steps #2 and #3 if you're already logged to the website below
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4. Locate the board name and click the expand arrows to see the year(s) listed

▲>> : Infrastructure Surtax Independent Citizen Oversight Committee (2)

▲Year : 2021 (2)

 May 20, 2021 (ISICOC) ✱	2021	05	
 February 18, 2021 (ISICOC) ✱	2021	02	

5. Locate the year and click the expand arrow to see documents listed in descending order of year and month

▲>> : Infrastructure Surtax Independent Citizen Oversight Committee (2)

▲Year : 2021 (2)

 May 20, 2021 (ISICOC) ✱	2021	05	
 February 18, 2021 (ISICOC) ✱	2021	02	

6. Click the “Edit” icon

▲>> : Infrastructure Surtax Independent Citizen Oversight Committee (2)

▲Year : 2021 (2)

 May 20, 2021 (ISICOC) ✱	2021	05	
 February 18, 2021 (ISICOC) ✱	2021	02	

7. Modify information as needed and click the “Save” button to make the changes

May 20, 2021 (ISICOC) .pdf

Infrastructure Surtax Independent Citizen Oversight Committee

Select Advisory Board Name

2021

Select the year of document

05

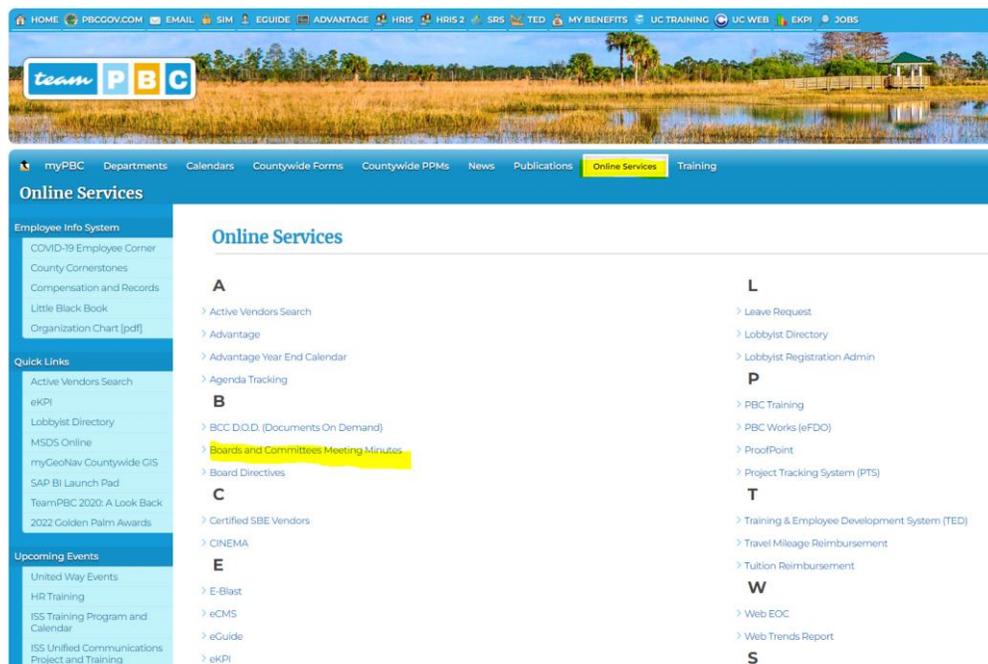
Select the month of document

Save Cancel

Delete Document

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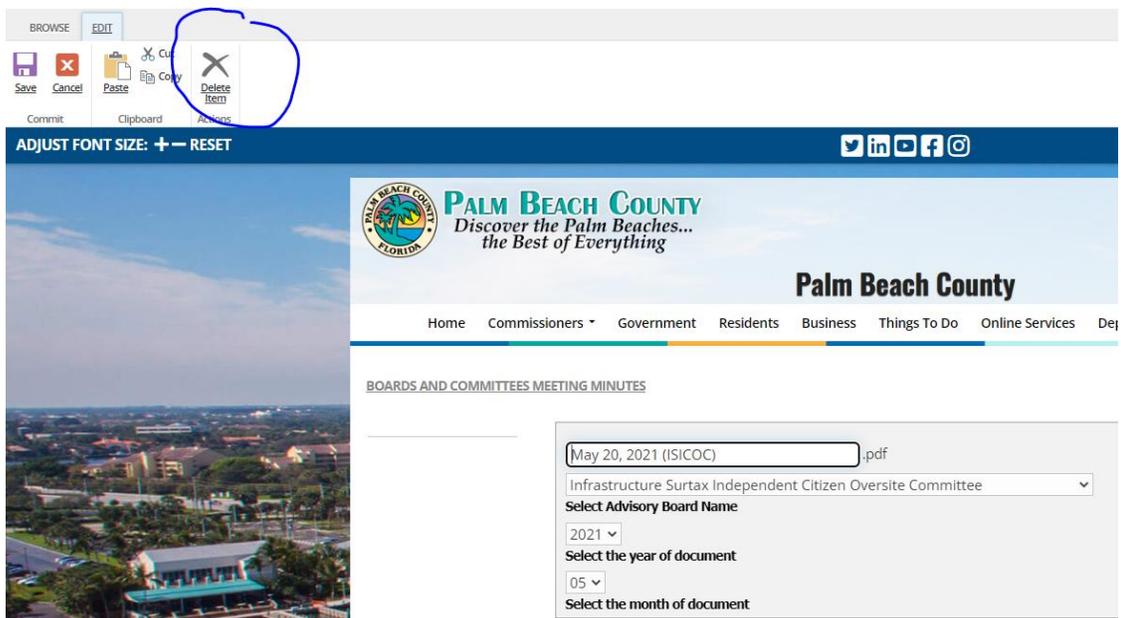
◀ Year : 2021 (2)

	May 20, 2021 (ISICOC) ✱	2021	05	
	February 18, 2021 (ISICOC) ✱	2021	02	

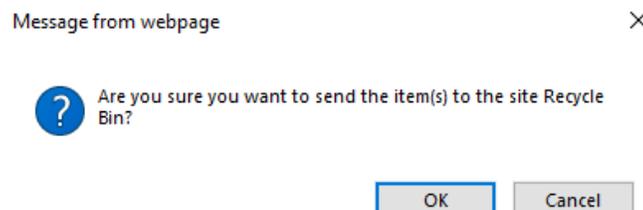
6. Click the “**Edit**” icon



7. Click the “**Delete Item**” button from the left top corner



8. Click the “**OK**” button to confirm or “**Cancel**”



View Uploaded Documents

1. Goto: <https://discover.pbcgov.org>
2. Uploaded documents can be viewed on the County homepage website under “**OPEN GOVERNMENT**” section with the name “**Boards & Committees Meeting Minutes**”

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Latest News

BCC Briefs for April 5, 2022

At the April 5, 2022 Board of County Commissioners meeting, the board took the following action: ...

National County Government Month

At the Board of County Commissioners meeting on April 5, 2022, Commissioner McKinlay sponsored a proclamation declaring April 2022 as National County Government Month in Palm Beach County. ...

Countywide Community Revitalization Team Virtual Public Meeting

Join the Countywide Community Revitalization Team (CCRT) for a virtual WebEx meeting hosted by the Office of Community Revitalization (OCR) on Tuesday, April 19, 2022 at 10 a.m. ...

Palm Beach County Victim Services & Certified Rape Crisis Center Asks for 604 Supporters to Stand Strong for Survivors of Sexual Violence

April is Sexual Assault Awareness Month (SAAM). The theme for SAAM 2022 is "Centering Survivors in Care, Community & Change." On Tuesday, April 5, from 5 to 7 p.m. ...

BCC MEETING MARCH 22, 2022

Full Size

OPEN GOVERNMENT

- BCC Agenda - 04/12/22
- BCC Briefs - 04/05/22
- BCC Zoning Calendar
- BCC Meetings On Demand
- BCC Planning Meetings
- BCC Zoning Hearings
- BCC Meetings Schedule
- BCC Workshop Schedule
- Boards & Committees Directory
- Boards & Committees Meeting Minutes**
- County Code
- Public Records Request

DEPARTMENT SPECIFIC INFORMATION

Technical Support

Network Operations Center (355- HELP)

NetworkOperationsCenter@pbcgov.org

SharePoint Services Team

ISS-WebServicesTeam@pbcgov.org

Note: Submit your requests for the permission to upload documents to the boards and committees meeting minutes' workspace to Sophia Dang at sdang@pbcgov.org.