UTAH PUBLIC NOTICE WEB SITE
QUICK GUIDE FOR OWNERS AND POSTERS

The content of this quick guide is based upon the *Utah Public Notice Website: A Comprehensive Website Manual* and is intended to supplement that document. The intent of this Quick Guide is to provide an abbreviated version of the larger guide, specifically focusing upon the tasks of the Owner and Poster.

This Quick Guide assumes familiarity with the concepts and definitions laid out within the *Comprehensive Website Manual*. If questions arise due to the abbreviated nature of this guide, the *Comprehensive Website Manual* should be consulted.

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PROCEDURES

Access the Website

Address
Utah Public Notice Website: http://utah.gov/pmn. Use this address to perform any of the actions listed in this guide.

Login (Administrator, Owner, and Poster)
1. Access http://utah.gov/pmn
2. Click on the Login tab.
3. Enter email address.
4. Enter password.
5. Click on the Login button.

Add

Add an Additional Owner
After logging in:
1. Locate the Owner section in the left navigation menu.
2. Click on Add.
3. Enter information in each of the fields.
4. Click on the Add link. A message confirms that an Owner "was successfully added."

Add a New Notice
After logging in:
1. Locate the Notices section in the left navigation menu.
2. Click on Add.
3. Enter all required information and other information as available.
4. Click on Save to retain the notice as a draft.
5. Click on Publish to post the notice to the website immediately.
6. Click on Publish and Create New to post the notice to the website immediately and to open a new form.
Note: Once a notice has been published, it cannot be removed from the system. It can only be edited or cancelled. Drafts can be deleted from the system.

Adding Attachments
Minutes and other public information are attached to the original public notice (not a new posting).
After logging in:
1. Locate the Notices section in the left navigation menu.
2. Click Search.
3. Enter required information and other information as available. Click Show Results button.
4. From the Search Results list, select the notice to which you wish to add attachments by clicking the Edit button.
5. At the bottom of the notice page you will see a section for attachments. Use the browse box to find the file from your computer you wish to attach then select that file. Supported formats are listed above the browse box. Click Upload to continue or Cancel.
6. Click Attach to Notice.
7. Attached files will be listed in the space below the available formats and above the browse box. (If you make a mistake, such as adding the wrong file, there is an option to remove a file. Click "Delete" next to the file you wish to remove.)

8. Repeat steps 5 and 6 to add additional files.
9. When you have finished adding files, click Publish.

Add a Poster
To add a Poster for the first time (public body must already be in the system).
After logging in:
1. Locate the Poster section in the left navigation menu.
2. Click on Add.
3. Enter information in each of the fields.
4. Click on the Add link. A message confirms that a Poster "was successfully added."
5. To add a Poster to multiple Public Bodies, change the Public Body name and click Add. Repeat as necessary.

To add an existing Poster to multiple Public Bodies:
1. Complete a search to locate the Poster. See Search for a Poster for details.
2. Click the associated Edit button.
3. Click the Assign to Another Public Body link.
4. Select the additional Public Body and click the Add link. A message indicates the Poster "was added successfully."

Add a Public Body
Note: Duplicate public body entries can only be deleted from the system by the Administrator. See Search for Existing Public Bodies before adding a new public body.
After logging in:
1. Locate the Public Bodies section in the left navigation menu.
2. Click on Add.
3. Enter all required (*) information.
4. Click the Add link.

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Edit

Edit a Public Body
After logging in:
1. Locate the Public Bodies section in the left navigation menu.
2. Click on Search.
3. Enter a Government Type.
4. Enter an Entity name.
5. Click on the Show Results link.

6. Under Options, click on the Edit button associated with the public body to be edited.
7. When finished editing, click on the Save button. A message confirms the edit "was successfully saved."

Edit or Delete an Owner
After logging in:
1. Complete a search to find the owner. See Search for an Owner for details.
2. Click on the appropriate Edit icon .
3. Make the required changes.
4. Click on Save or Assign to Another Entity. Make selection, then click Add or Delete.

Edit Poster Information
After logging in:
1. Complete a search to locate the Poster. See Search for a Poster for details.
2. Click on the Edit button for the appropriate Poster.
3. Complete necessary edits.
4. Click the Save link.

Edit or View a Draft Notice
After logging in:
1. Locate the Notices section in the left navigation menu.
2. Click on Drafts.
3. Click on an associated Edit button to view or edit a draft.
4. Make necessary changes.
5. Click on Publish, Save as a Draft, or Delete.

Edit or View a Pending Notice
After logging in:
1. Locate the Notices section in the left navigation menu.
2. Click on Pending. All pending notices appear in a list.
3. Click on the associated Edit button.
4. Make all necessary changes.
5. Click on the Save link.

Edit, View, or Cancel a Published Notice
After logging in:
1. Locate the Notices section in the left navigation menu.
2. Click on Published. All published notices appear in a list.
3. Click on the associated Edit button to view or edit an active notice.
4. Make necessary changes.

5. Click the Publish link to immediately update the notice. A message indicates the notice "was created successfully."
6. Click on the Cancel Meeting link to immediately cancel the meeting.

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Delete

Delete a Poster
After logging in:
1. Complete a search to find the Poster. See Search for a Poster for details.
2. Click on the Delete this Poster button. If the Poster is associated with multiple Public Bodies, click the Delete button associated with each of the appropriate Public Body names. A message indicates that the Poster has been deleted.

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Search

Browse for a Posted Notice (User)
Access http://utah.gov/pmn
1. Select a Government Type.
3. Select an Entity.
4. Select a Public Body.
5. To view a notice, click on a Notice title.

Search for a Notice
After logging in:
1. Locate the Notices section in the left navigation menu.
2. Click on Search. All notices that you have created appear in a list.
3. To narrow the search, select appropriate search criteria.
4. Click on the Show Results link.
5. Click on an associated Edit button to view notice information.

Search for a Posted Notice (User)
Access http://utah.gov/pmn
1. Click on the Advanced Search link.
2. Enter any combination of the following: entity name, keyword, date, deadline date, or posted on date.
3. Click Submit.
4. To view a notice, click on the public meeting.

Search for a Poster
After logging in:
1. Locate the Poster section in the left navigation menu.
2. Click on Search.
3. Select the appropriate search criteria.
4. Click the Show Results link.

Search for an Owner
After logging in:
1. Locate the Owner section in the left navigation menu.
2. Click on Search.
3. Enter information in the fields you wish to search.
4. Click on the Show Results link.

Search for Existing Public Bodies
After logging in:
1. Locate the Public Bodies section in the left navigation menu.
2. Click on Search.
3. Enter a Government Type.
4. Enter an Entity name.
5. Click on the Show Results link.
6. To view information on a listed Public Body, click on the associated Edit button under Options.
7. Once the information is edited, click on the Save button.
Note: Once a public body is added, it cannot be deleted; it can only be edited. Only the Administrator can delete duplicate entries.