



Quick Reference Guide to PC-biz

(All “clicks” are left clicks)

To login:

1. Go to www.pcusa.org/ga218 (and click on PC-biz icon) or go directly to www.pc-biz.org.
2. If you are a new user, click “Register a New User” and follow the prompts.
3. Enter your username and password (upper right hand corner of screen).

To read an item:

1. Click on the “Explorer” tab (at the top of the screen under the PC-biz logo).
2. Option one: Use the “Assembly Committee” filter to find the committee whose business you want to explore. (Clicking on the arrow at the right of the box underneath “Assembly Committee” will reveal the list of committees.) Option two: Use only the Event filter for ‘218th General Assembly’ for a list of all the business coming to the assembly.
3. Click on the “Search” button. A list of business (item numbers and titles) will be displayed in “Search Results.” Clicking on any of those items will open all the components of that item.

To “Watch an Item”: (mark a particular business item for easy reference)

1. When reading an item (see above), move your cursor to the “Watch this Item” button in the orange bar above the item. [Note: you must be logged in for this button to appear.]
2. Once “Watch this Item” is clicked, the item is on your “Watched Items” list.
3. To view the list, go to the “Home” tab and choose the “I’m Watching” selection in the “Show Items” box.
4. You’ll see the item(s) you have marked to watch. Click on the item and PC-biz will take you to there.
5. To stop watching an item, go to the item and select “Stop Watching this Item” in the orange bar above the item.

To make your own notes on items:

1. While reading an item (see above), move your cursor to the “Notes” button in the orange bar above the item and click on it.
2. Write the note you want to attach to this item in the white space provided. When completed, click on “Add Note” (just below the white space).
3. To read your note(s), go to the item on which you have a note. Click on “Notes” in the orange bar above the item and your note(s) will appear in a green window.

To read an attachment (additional resource) to an item:

1. Go to an item that has an attachment (also known as “Additional Resources”).
2. Option one: Scroll down the page to “Additional Resources.” Option two: Click on “Additional Resources” in the gray box in the upper right corner (you’ll see the outline of the components of the item). You’ll see both the title of the document and a link to the name of the document.
3. Click on the document’s name and you will be given an option to either open the document or save it to your computer.

To print an item:

1. Open a business item (follow steps in “To Read an Item” above).
2. Move your cursor to the “Printer Friendly” button in the orange bar above the item.
3. Another window will appear. Use your browser settings to print that window (the settings are usually, “File,” then “Print”).
4. Close the “Printer Friendly” window when finished.

To print an attachment:

1. Retrieve the attachment (see above).
2. Open or save the attachment to your computer.
3. Print from the open or saved document.

Questions? Contact us at biz.help@pcusa.org.

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