HOW TO USE OCPS BOARD DOCS

What is Board Docs (Emerald Data Solutions)?

Board Docs was launched nationally in 2002, and in 2004, we committed 100% of our resources to developing, implementing and supporting on-line governance solutions. To date, over 1,500 organizations have selected our technology to save money, reduce staff time, improve board effectiveness, increase transparency and help the environment.

Board Docs' board management services give governing bodies turn-key electronic solutions for processing virtually any type of governance document, including agenda items, supporting documents, policies, procedures and more. Our services alleviate the enormous task of assembling, printing, distributing and revising board packets. Board Docs' unique, state-of-the-art solutions save taxpayers money, reduce staff time, improve board effectiveness, increase transparency in governance and have a positive effect on the environment.

How to Access Board Docs?

http://www.boarddocs.com/fla/orcpsfl/Board.nsf/vpublic?open or search *"OCPS Board Docs"* using an internet search engine

How to Navigate Board Docs?

There are six main tabs that public users can use to navigate Board Docs:

- **Featured** – Allows you to see the most recent meeting(s) and/or supporting material(s)
- **Meetings** – Allows user to view past and present meetings (e.g., agendas, minutes, video and etc.)
- **Policies** – Allow users the ability to view the School Board Policies
- **Library** – Allows the user to view the Approved Minutes; Board News; CTA & OESPA Contract; Employee News; Final Index; Press Releases/Media Advisory; and School Board Highlights
  - *Subcategories*: General Information; Events; Strategic Goals; and Board Members
- **Search** – Board Docs site is fully searchable using query techniques similar to other Web-based search engines. Depending on format, Board Docs can even include attachments in the search results that display. You can initiate targeted searches from the Search fields on Featured, Meetings, Agenda, Policies, and Library panels.

When Board Docs Goes Wrong:

Call 800-407-0141 Board Docs Support or 407-317-3236 OCPS Board Services

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