

## Frequently Asked Questions about PC-biz

### What is “PC-biz”?

“PC-biz” is the name for the electronic system that will be used at the 218th General Assembly (2008) in San Jose, California, in June. It is the primary way that commissioners and advisory delegates will access (read and follow) assembly business. It will also be the means by which all others (staff, observers, press, etc.) will have access to read and follow assembly business – whether onsite in San Jose or from their office or home through the Internet.

### Why this move to PC-biz?

In addition to the obvious one of being better stewards of our natural resources, finances, and information, the benefits of this move are many: easy online access to information for the assembly; more time available to spend on critical issues and less on shuffling papers; the tracking of all amendments adopted, as well as approvals and disapprovals done in real time; and more.

### How do I know if my laptop is compatible with PC-biz?

Here are the **minimum specifications** that will be required to use the system:

- For Windows laptops:

Minimum: Pentium III processor with 256 MB RAM, Windows 2000, Internet Explorer version 6 (version 7 is recommended) or Firefox browser, wired network interface card (NIC), and wi-fi accessibility (wireless using 802.11b standard)

- For Macintosh laptops:

Minimum: G3 processor with 256 MB RAM, OS9.1 (operating system), Firefox browser, wired network interface card (NIC), and wi-fi accessibility (wireless using 802.11b standard)

In addition, in order to read attachments, you will need to have Adobe Reader on your laptop. It is a free installation available at <http://www.adobe.com/products/acrobat/readstep2.html>.

### How do I access PC-biz?

PC-biz is Web-based. Simply go to [www.pc-biz.org](http://www.pc-biz.org). There is also a link to PC-biz on the 218th General Assembly Web site at [www.pcusa.org/ga218](http://www.pcusa.org/ga218).

### Do I have to set up an account to use PC-biz?

It is not essential that you create an account to access the business material in PC-biz. Click on the Explorer tab on the PC-biz home page to search for the business you wish to read.

However, there are advantages to setting up an account (it’s free). *(Note: If you are a commissioner, advisory delegate, or middle governing body staff, an account will be created for you and you will be notified of your login and password beginning in early March.)*

When you are logged into the system, you’ll be able to use features that mark items you particularly want to follow through the legislative process, or create notes on items of business with your questions and comments.

### Do I need to use my email address as my login name?

Yes. A valid email address is very helpful in the event that your password is misplaced or lost. The system will send your password to this email address. This will also enable us to more quickly assist you if there are other system difficulties. In case your password is misplaced or lost at the assembly, a process will be in place to reset your password.

**What browser should I use to access PC-biz?**

As a PC user, you are encouraged to use either the Firefox browser (available free at [www.firefox.com](http://www.firefox.com)) or Internet Explorer version 7 (although version 6 has proven to be fairly reliable as well). As a Mac user, you are encouraged to use the Firefox browser.

**When I'm in San Jose, will I need to take my laptop with me every time I leave my committee room or the plenary hall?**

This is a frequently asked question, for sure! We are very aware of the need to provide adequate security so that you will be able to leave your laptop at your seat for breaks and meals. You will want to take your laptop with you when you leave at the end of the day so that you can access PC-biz back in your hotel room. If you will be bringing a laptop from home, it would help very much for you to bring a computer lock with you. If you will be renting a laptop, you will be supplied with a lock.

**What if I need help with PC-biz when I'm at the assembly?**

It will truly be a miracle if we go through the week in San Jose without one of the several hundred laptops at the assembly encountering a problem. While that would be wonderful, rest assured we will have plenty of helpers on hand and on call to assist you.

**How is the best way to get assistance with PC-biz between now and San Jose?**

We have established a helpline for you via an email address. Don't hesitate to be in touch with us anytime at [biz.help@pcusa.org](mailto:biz.help@pcusa.org). We will do our best to be back in touch with you within 24 hours.

**Was there an electronic system named "Les"?**

Yes. "Les" was the name of the electronic system utilized at the 217th General Assembly (2006) in Birmingham, Alabama. It was a first-generation program designed to read and reflect actions taken on items of business. Data from Les has been migrated to the next-generation system known as PC-biz, so that readers will have access to the business of both the last assembly and this year's assembly.

**What are the similarities and differences between Les and PC-biz?**

After the 217th General Assembly (2006), the program designers took the feedback received from the users of the Les system and redesigned the database and interface. The result is PC-biz. The functionality that was built into Les has been carried over to the new system, including a printer-friendly view, allowing users to create notes and track specific business – all with a fresh new interface.

One major difference is the way in which PC-biz displays the list of business. In Les, a tree structure allowed the user to "drill down" through the committee folders to find specific items. In PC-biz, under the Explorer tab, the user is offered a robust search function to find business by a word search on the title, by the submitting entity or presbytery, by item number if known, or a myriad of combinations – or use none of the filters and get an entire list of business.

*March 4, 2008*