
Palm Beach County **Commission on Ethics**



Tracking System

Public Search Guide

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Public Search Guide Overview

This user's guide is intended to provide a detailed, step-by-step explanation for the general public of the Commission on Ethics Tracking System. This manual is available to users under the **Help** link located on the Palm Beach County Commission on Ethics Tracking System website.

This document is updated when modifications are made to the system. The last updated date is displayed immediately following the Table of Contents on page two (2). An updated version of this manual is uploaded at the time system modifications are promoted.

Conventions Used in this Document

- Button, dropdown, link, and field names are **bolded**
- Data types and lengths are [bracketed]

Minimum System Requirements

For optimal use of the Ethics Tracking System the following are required:

- Windows 7 / 2000/ XP
- Internet Explorer 8
- Screen resolution of 1280 x 1024 (recommended) or lower
- Adobe® Reader or other PDF reader (See Appendix A)

Definitions

The following are brief definitions of terms used in each module of this system:

1. Political Subdivision: The primary governmental agency or entity identified by the reporting employee as his/her main employer.
2. Department / Board (or Public Employer): The section, branch, or division within a political subdivision identified by the reporting employee as his/her primary work location.
3. Reporting Year: The year during which the employee reports receipt of a gift. This date represents County fiscal year (October 1 – September 30) or, if applicable, the State of Florida quarterly reporting (March, June, September, and December).
4. Form Type: One of two possible forms submitted by the reporting employee.
 - a. County – PBC Gift Form “Yearly Gift Disclosure (Gifts Over \$100)”
 - b. State – Form 9 “Quarterly Gift Disclosure (Gifts Over \$100)”
5. Calendar Year: The year during which the employee submits a Voting Conflict of Interest form (January 1 through December 31).
6. Private Employer: The business, proprietorship, or entity identified by the reporting employee as his/her secondary employer.
7. Document Source: The description of the module in the Ethics Tracking System within which an employee has an associated document on file.

Tracking System Access

Within the Ethics Tracking system, users are able to search for Gift Reporting, Outside Employment Waiver, and Voting Conflict of Interest forms that have been uploaded into the system.

Access the Ethics Tracking System - Search and Statistics modules via the World Wide Web. Open Internet Explorer web browser and type in the address bar:

<http://www.palmbeachcountyethics.com/COEPUB>



Figure 1

Application Menu

After accessing the Ethics Tracking system website, the Application Menu is displayed:



Figure 2

To return to the Application Menu from within any module of the Ethics Tracking System, click on the **Application Menu** link in the list of links at the bottom of the page:



Figure 3

Select Application

When the Application Menu is displayed, select one of the three available search modules:

Click on the link of an application module:



Figure 4

Gift Search

After selecting the **Gift Search** link, the Gift Search page will be displayed. The following search criteria can be used in the Gift Search page:

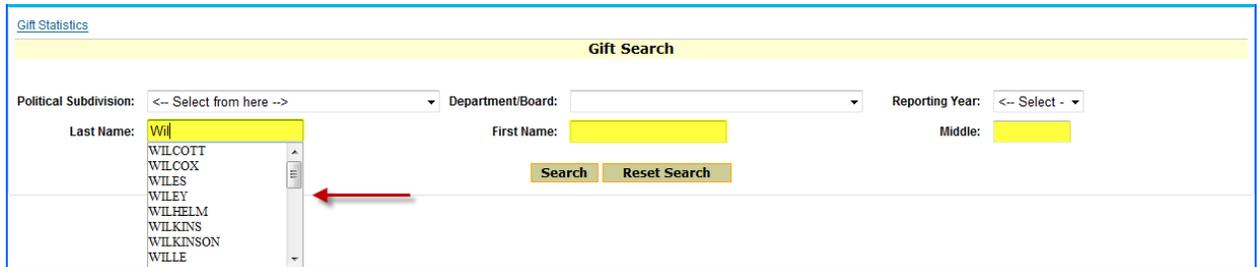
- Political Subdivision
- Department / Board
- Reporting Year
- Last Name
- First Name
- Middle (Name/Initial)

Once the search page is displayed, enter search criteria as shown highlighted in yellow below:

The screenshot shows the "Gift Search" page. At the top left is a link for "Gift Statistics". Below it is a yellow header bar with the text "Gift Search". The search criteria are as follows: "Political Subdivision:" followed by a dropdown menu with the text "<-- Select from here -->"; "Department/Board:" followed by a dropdown menu; "Reporting Year:" followed by a dropdown menu with the text "<-- Select -"; "Last Name:" followed by a text input field; "First Name:" followed by a text input field; and "Middle:" followed by a text input field. At the bottom of the form are two buttons: "Search" and "Reset Search".

Figure 5

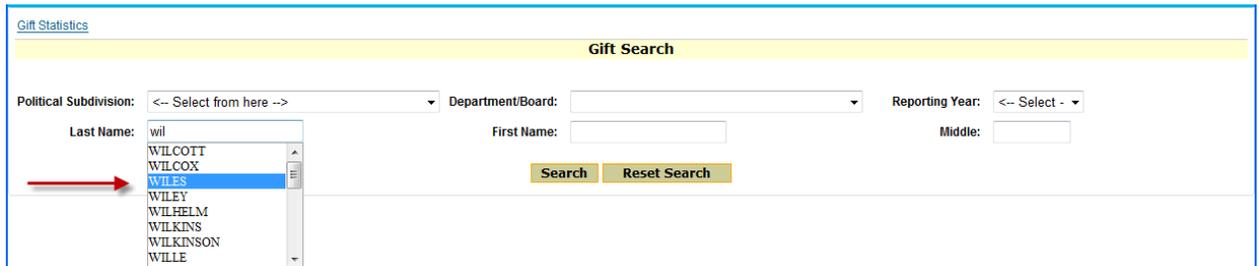
If entering a **Last Name**, **First Name** or **Middle** (Name/Initial), the system will display a list of search suggestions based upon the first few letters typed:



The screenshot shows the 'Gift Search' form. The 'Last Name' field contains 'Wil' and a dropdown menu is open, displaying a list of suggestions: WILCOTT, WILCOX, WILES, WILEY, WILHELM, WILKINS, WILKINSON, and WILLE. A red arrow points to the 'WILES' suggestion. The 'First Name' and 'Middle' fields are empty. The 'Search' and 'Reset Search' buttons are visible below the suggestions.

Figure 6

To select one of the search suggestions, use the keyboard down arrow and press the **Enter** key, or click on the name using the mouse:



The screenshot shows the 'Gift Search' form. The 'Last Name' field now contains 'WILES' and the dropdown menu is closed. A red arrow points to the 'WILES' text in the dropdown list. The 'First Name' and 'Middle' fields remain empty. The 'Search' and 'Reset Search' buttons are visible.

Figure 7

The name will display in the field:



The screenshot shows the 'Gift Search' form. The 'Last Name' field now contains 'WILES'. A red arrow points to the 'WILES' text in the field. The 'First Name' and 'Middle' fields are empty. The 'Search' and 'Reset Search' buttons are visible.

Figure 8

After entering search options, click on the **Search** button:



The screenshot shows the 'Gift Search' form. The 'Last Name' field contains 'WILES'. A red arrow points to the 'Search' button. The 'First Name' and 'Middle' fields are empty.

Figure 9

If there are no records that match the search criteria, the system will display the following message:

The screenshot shows the 'Gift Search' form with the following fields: Political Subdivision (dropdown menu with '<-- Select from here -->'), Department/Board (dropdown menu), Reporting Year (dropdown menu with '<-- Select -'), Last Name (text input with 'WILES'), First Name (text input), and Middle (text input). Below the fields are 'Search' and 'Reset Search' buttons. A red arrow points to the message 'No Record Found for the selected criteria' which is circled in red.

Figure 10

Click the **Reset Search** button to clear the current search options and/or results:

The screenshot shows the 'Gift Search' form with the same fields as Figure 10. A red arrow points to the 'Reset Search' button. The message 'No Record Found for the selected criteria' is still visible below the buttons.

Figure 11

Successful searches will display a table similar to the one pictured in the figure below:

The screenshot shows the 'Gift Search' form with the following fields: Political Subdivision (dropdown menu with 'LAKE WORTH'), Department/Board (dropdown menu with '<-- Select from here -->'), Reporting Year (dropdown menu with '<-- Select -'), Last Name (text input), First Name (text input), and Middle (text input). Below the fields are 'Search' and 'Reset Search' buttons. Below the buttons is a table with the following data:

Political Subdivision	Department	Employee	Reporting Year	View Document	Form Type
LAKE WORTH	LAKE WORTH UTILITIES	GEORGE T SAIONTZ	2011	View file	County

Figure 12

To view a document, click on the link labeled **View file** to open a PDF version of a submitted gift form:

The screenshot shows the 'Gift Search' form with the same fields as Figure 12. A red arrow points to the 'View file' link in the table, which is circled in red.

Figure 13

(Note: Files will open in a separate pop-up window. For optimal use of the system, disable any pop-up blockers before clicking the link to view a document. Refer to Appendix A for information on how to disable pop-up blocker in Internet Explorer. For other pop-up blocker tools, refer to help files / instructions for guidance.)

Gift Statistics

Within the Gift Statistics page, users are able to view the statistical count per Political Subdivision of Gift Reporting forms that have been uploaded into the system.

Gift Statistics Access

Access the Gift Statistics from within the Gift Search module.

Once the search page is displayed, click on the **Gift Statistics** link in the upper left corner of the page:



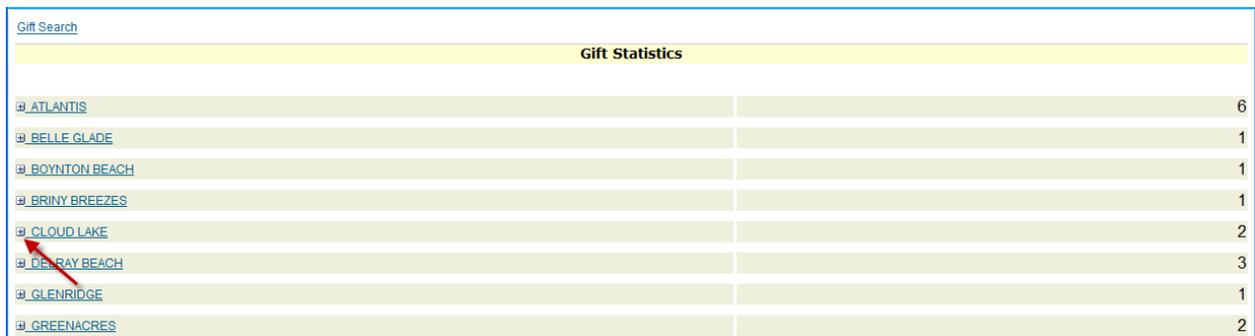
The screenshot shows the 'Gift Search' page. At the top left, there is a link labeled 'Gift Statistics' with a red arrow pointing to it. Below the link is a yellow header bar with the text 'Gift Search'. Underneath the header bar are several search filters: 'Political Subdivision: <-- Select from here -->', 'Department/Board: <-- Select from here -->', and 'Reporting Year: <-- Select from here -->'. Below these are three text input fields for 'Last Name:', 'First Name:', and 'Middle:'. At the bottom of the search area are two buttons: 'Search' and 'Reset Search'.

Figure 14

View Gift Statistics

Statistical information within the Gift Statistics module is displayed in an interactive table format sorted by Political Subdivision and displays the total number of gift forms that have been entered into the system for each political subdivision.

Click on the expand (+) icon next to each political subdivision to view additional detail of gift records sorted by department:



The screenshot shows the 'Gift Statistics' page with a table of political subdivisions and their gift form counts. A red arrow points to the expand (+) icon next to 'DEERAY BEACH'.

Political Subdivision	Count
ATLANTIS	6
BELLE GLADE	1
BOYNTON BEACH	1
BRINY BREEZES	1
CLOUD LAKE	2
DEERAY BEACH	3
GLENRIDGE	1
GREENACRES	2

Figure 15

Click on the collapse (-) icon next to each political subdivision to close the detail display:

The screenshot shows a table titled "Gift Statistics" with a "Gift Search" link in the top left. The table lists several political subdivisions with their respective counts. A red arrow points to the collapse icon (-) next to "CLOUD LAKE".

Gift Statistics	
[-] ATLANTIS	6
[-] BELLE GLADE	1
[-] BOYNTON BEACH	1
[-] BRINY BREEZES	1
[-] CLOUD LAKE	2
[-] CLOUD LAKE POLICE DEPARTMENT	2
[-] DELRAY BEACH	3
[-] GLENRIDGE	1

Figure 16

Click on the **Gift Search** link in the upper left corner of the page to return to the Gift Search module:

The screenshot shows the same "Gift Statistics" table as Figure 16. A red arrow points to the "Gift Search" link in the top left corner of the page.

Gift Statistics	
[-] ATLANTIS	6
[-] BELLE GLADE	1
[-] BOYNTON BEACH	1
[-] BRINY BREEZES	1

Figure 17

Outside Employment Waiver Search

After selecting the **Outside Employment Waiver Search** link, the search page will be displayed. The following search criteria can be used in the Outside Employment Waiver Search module:

- Political Subdivision
- Department / Unit
- Last Name
- First Name
- Middle (Name / Initial)
- Private Employer Name

Once the search page is displayed, enter search criteria as shown highlighted in yellow below:

The screenshot shows the "Outside Employment Waiver Search" form. The search criteria are highlighted in yellow:

- Political Subdivision: <-- Select from here -->
- Department/Unit: [Dropdown]
- Employee Last Name: [Text]
- First Name: [Text]
- Middle: [Text]
- Private Employer Name: [Text]

Buttons for "Search" and "Reset Search" are located at the bottom of the form.

Figure 18

If entering a **Last Name, First Name, Middle** (Name/Initial), or **Private Employer Name**, the system will display a list of search suggestions based upon the first few letters typed:



The screenshot shows the 'Outside Employment Waiver Search' form. The 'Private Employer Name' field contains the letter 'g'. A dropdown menu is open, showing two suggestions: 'Goodwill' and 'Gulfstream Goodwill'. A red arrow points to the 'Gulfstream Goodwill' suggestion. The 'Search' and 'Reset Search' buttons are visible at the bottom.

Figure 19

To select one of the search suggestions, use the keyboard down arrow and press the **Enter** key, or click on the name using the mouse:



The screenshot shows the 'Outside Employment Waiver Search' form. The 'Private Employer Name' field now contains 'Gulfstream Goodwill'. A red arrow points to the selected item in the dropdown menu. The 'Search' and 'Reset Search' buttons are visible at the bottom.

Figure 20

The name will display in the field:



The screenshot shows the 'Outside Employment Waiver Search' form. The 'Private Employer Name' field now contains 'Gulfstream Goodwill'. A red arrow points to the text in the field. The 'Search' and 'Reset Search' buttons are visible at the bottom.

Figure 21

After entering search options, click on the **Search** button:



The screenshot shows the 'Outside Employment Waiver Search' form. The 'Private Employer Name' field contains 'Gulfstream Goodwill'. A red arrow points to the 'Search' button. The 'Reset Search' button is also visible.

Figure 22

If there are no records that match the search criteria, the system will display the following message:

The screenshot shows the 'Outside Employment Waiver Search' form. The search criteria are: Political Subdivision: <-- Select from here -->, Department/Unit: <-- Select from here -->, Employee Last Name: (empty), First Name: (empty), Middle: (empty), and Private Employer Name: Bruzzi. Below the search buttons, a red arrow points to a message: 'No Record Found for the selected criteria'.

Figure 23

Click the **Reset Search** button to clear the current search options and/or results:

The screenshot shows the same search form as Figure 23. A red arrow points to the 'Reset Search' button. The message 'No Record Found for the selected criteria' is still visible below the buttons.

Figure 24

Successful searches will display a table similar to the one pictured in the figure below:

The screenshot shows the search form with criteria: Political Subdivision: <-- Select from here -->, Department/Unit: <-- Select from here -->, Employee Last Name: p, First Name: (empty), Middle: (empty), and Private Employer Name: a. Below the search buttons, a table displays search results. A red arrow points to the 'View' button in the table row.

Private Employer				Public Employer			
Employee Name	Name	Hire Date	Term Date	Subdivision	Department	Term Date	View Doc
BRIAN E PACE	ABC Inc.	06/04/2011	08/20/2011	ATLANTIS	POLICE DEPARTMENT		View

Figure 25

To view a document, click on the button labeled **View** to open a PDF version of a submitted Outside Employment Waiver form:

The screenshot shows the same search form and table as Figure 25. A red arrow points to the 'View' button in the table row.

Figure 26

Outside Employment Waiver Statistics

Within the Outside Employment Waiver Statistics page, users are able to view the statistical count per Political Subdivision of Outside Employment Waiver forms that have been uploaded into the system.

Outside Employment Waiver Statistics Access

Access the Outside Employment Waiver Statistics from within the Outside Employment Waiver Search module.

Once the search page is displayed, click on the **OEW Statistics** link in the upper left corner of the page:



OEW Statistics

Outside Employment Waiver Search

Political Subdivision: <-- Select from here --> Department/Unit: <-- Select from here -->

Employee Last Name: First Name: Middle:

Private Employer Name:

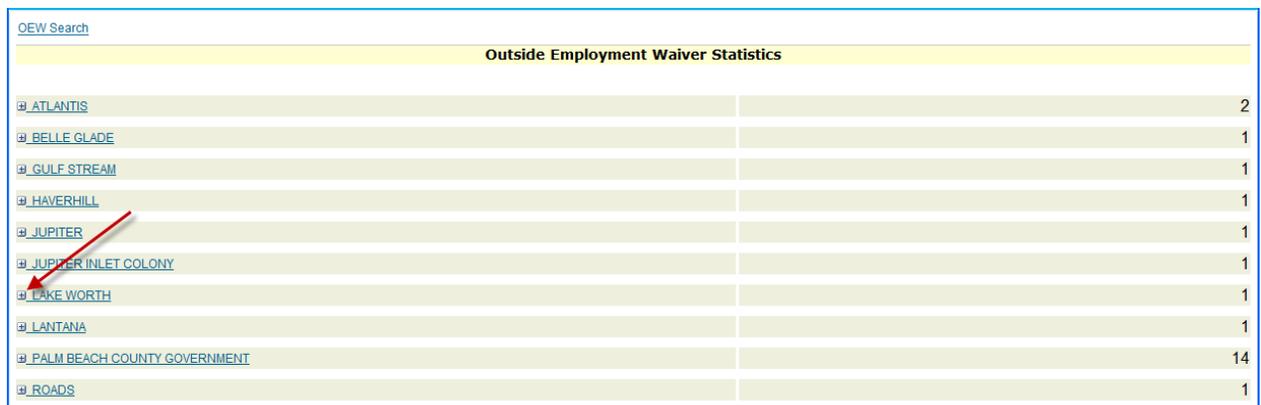
Search Reset Search

Figure 27

View Outside Employment Waiver Statistics

Statistical information within the Outside Employment Waiver Statistics module is displayed in an interactive table format sorted by Political Subdivision and displays the total number of Outside Employment Waiver forms that have been entered into the system for each political subdivision.

Click on the expand (+) icon next to each political subdivision to view additional detail of Outside Employment Waiver records sorted by department:



Outside Employment Waiver Statistics	
⊕ ATLANTIS	2
⊕ BELLE GLADE	1
⊕ GULF STREAM	1
⊕ HAVERHILL	1
⊕ JUPITER	1
⊕ JUPITER INLET COLONY	1
⊕ LAKE WORTH	1
⊕ LANTANA	1
⊕ PALM BEACH COUNTY GOVERNMENT	14
⊕ ROADS	1

Figure 28

Click on the collapse (-) icon next to each political subdivision to close the detail display:

Outside Employment Waiver Statistics	
[-] ATLANTIS	2
[-] BELLE GLADE	1
[-] GULF STREAM	1
[-] HAVERHILL	1
[-] JUPITER	1
[-] JUPITER INLET COLONY	1
[-] LAKE WORTH	1
LAKE WORTH UTILITIES	1
[-] LANTANA	1

Figure 29

Click on the **OEW Search** link in the upper left corner of the page to return to the Outside Employment Waiver Search module:

Outside Employment Waiver Statistics	
[-] ATLANTIS	2
[-] BELLE GLADE	1
[-] GULF STREAM	1

Figure 30

Voting Conflict of Interest Search

After selecting the **Voting Conflict Search** link, the search page will be displayed. The following search criteria can be used in the Voting Conflict Search page:

- Political Subdivision
- Department / Unit
- Calendar Year
- Last Name
- First Name
- Middle (Name / Initial)

Once the search page is displayed, enter search criteria as shown highlighted in yellow below:

Voting Conflict Search

Political Subdivision: <-- Select from here --> Department/Board: <-- Select --> Calendar Year: <-- Select -->

Last Name: <--> First Name: <--> Middle: <-->

Search Reset Search

Figure 31

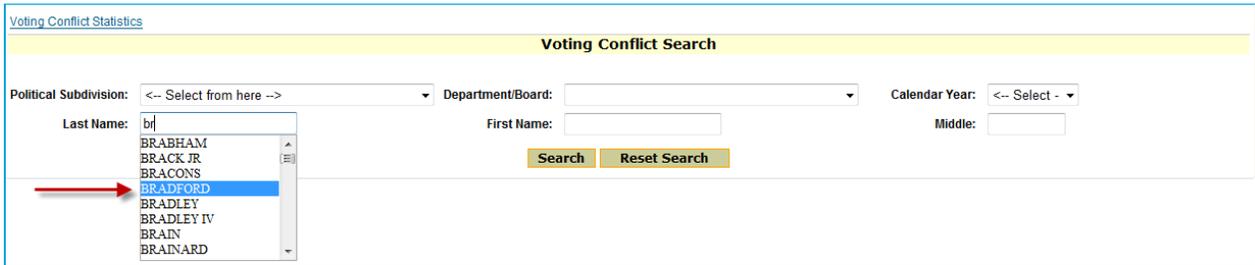
If entering a **Last Name**, **First Name**, or **Middle** (Name/Initial), the system will display a list of search suggestions based upon the first few letters typed:



The screenshot shows the 'Voting Conflict Search' form. The 'Last Name' field contains 'br', and a dropdown menu is open, displaying a list of suggestions: BRABHAM, BRACK JR, BRACONS, BRADFORD, BRADLEY, BRADLEY IV, BRAIN, and BRAINARD. A red arrow points to the 'BRADFORD' suggestion. Other fields include 'Political Subdivision', 'Department/Board', and 'Calendar Year', all with dropdown menus. 'First Name' and 'Middle' are empty text boxes. 'Search' and 'Reset Search' buttons are visible below the suggestions.

Figure 32

To select one of the search suggestions, use the keyboard down arrow and press the **Enter** key, or click on the name using the mouse:



This screenshot is similar to Figure 32, but the 'BRADFORD' suggestion is now highlighted in blue. A red arrow points to this highlighted suggestion. The 'Last Name' field now contains 'br|', indicating that the selection process is complete.

Figure 33

The name will display in the field:



The screenshot shows the 'Voting Conflict Search' form with 'BRADFORD' entered in the 'Last Name' field. A red arrow points to the text in the field. The dropdown menu is closed. The 'Search' and 'Reset Search' buttons remain visible.

Figure 34

After entering search options, click on the **Search** button:



The screenshot shows the 'Voting Conflict Search' form with 'BRADFORD' in the 'Last Name' field. A red arrow points to the 'Search' button, indicating the next step in the process.

Figure 35

If there are no records that match the search criteria, the system will display the following message:

Voting Conflict Statistics

Voting Conflict Search

Political Subdivision: <<- Select from here --> Department/Board: <- Select from here --> Calendar Year: <- Select ->

Last Name: BRADFORD First Name: Middle:

Search Reset Search

No Record Found for the selected criteria

Figure 36

Click the **Reset Search** button to clear the current search options and/or results:

Voting Conflict Statistics

Voting Conflict Search

Political Subdivision: <<- Select from here --> Department/Board: <- Select from here --> Calendar Year: <- Select ->

Last Name: BRADFORD First Name: Middle:

Search Reset Search

No Record Found for the selected criteria

Figure 37

Successful searches will display a table similar to the one pictured in the figure below:

Voting Conflict Statistics

Voting Conflict Search

Political Subdivision: PALM BEACH COUNTY GOVERNMENT Department/Board: <- Select from here --> Calendar Year: <- Select ->

Last Name: First Name: Middle:

Search Reset Search

Political Subdivision	Department	Employee	Calendar Year	View Document
PALM BEACH COUNTY GOVERNMENT	BOARD	AL VOTER	2011	View file
	AIRPORTS	BILL ELECTOR	2011	View file
	ROADS	DIRT P JOE	2011	View file

Figure 38

To view a document, click on the **View File** link to open a PDF version of a submitted Voting Conflict of Interest form:

Voting Conflict Statistics

Voting Conflict Search

Political Subdivision: PALM BEACH COUNTY GOVERNMENT Department/Board: <- Select from here --> Calendar Year: <- Select ->

Last Name: First Name: Middle:

Search Reset Search

Political Subdivision	Department	Employee	Calendar Year	View Document
PALM BEACH COUNTY GOVERNMENT	BOARD	AL VOTER	2011	View file
	AIRPORTS			

Figure 39

Voting Conflict of Interest Statistics

Within the Voting Conflict Statistics page, users are able to view the statistical count per Political Subdivision of Voting Conflict of Interest forms that have been uploaded into the system.

Voting Conflict Statistics Access

Access the Voting Conflict Statistics from within the Voting Conflict Search module.

Once the search page is displayed, click on the **Voting Conflict Statistics** link in the upper left corner of the page:



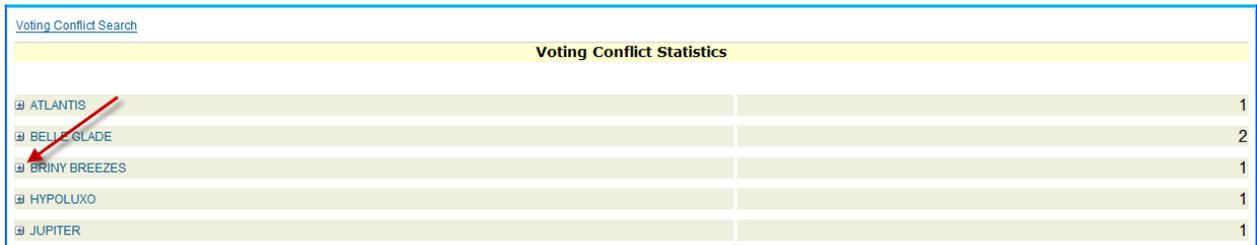
The screenshot shows the 'Voting Conflict Search' interface. At the top left, there is a link labeled 'Voting Conflict Statistics' with a red arrow pointing to it. Below this is a yellow header bar with the text 'Voting Conflict Search'. The main area contains search filters: 'Political Subdivision' (dropdown menu), 'Department/Board' (dropdown menu), and 'Calendar Year' (dropdown menu). Below these are input fields for 'Last Name', 'First Name', and 'Middle'. At the bottom right of the search area are two buttons: 'Search' and 'Reset Search'.

Figure 40

View Voting Conflict Statistics

Statistical information within the Voting Conflict Statistics module is displayed in an interactive table format sorted by Political Subdivision and displays the total number of Voting Conflict of Interest forms that have been entered into the system for each political subdivision.

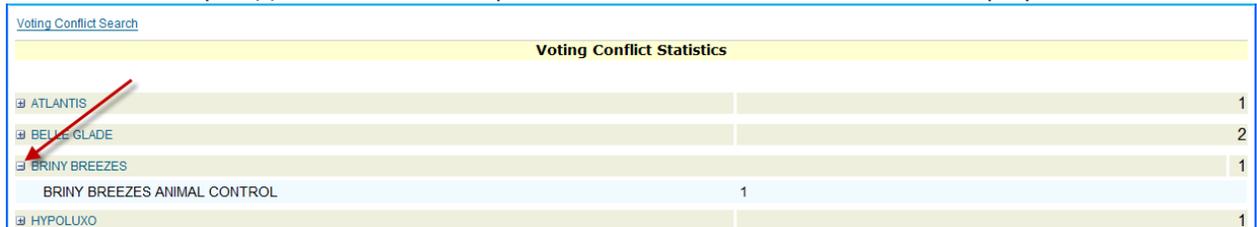
Click on the expand (+) icon next to each political subdivision to view additional detail of Voting Conflict of Interest records sorted by department:



Voting Conflict Statistics	
ATLANTIS	1
BELLE GLADE	2
BRINY BREEZES	1
HYPOLUXO	1
JUPITER	1

Figure 41

Click on the collapse (-) icon next to each political subdivision to close the detail display:



Voting Conflict Statistics	
ATLANTIS	1
BELLE GLADE	2
BRINY BREEZES	1
BRINY BREEZES ANIMAL CONTROL	1
HYPOLUXO	1

Figure 42

Click on the **Voting Conflict Search** link in the upper left corner of the page to return to the Voting Conflict of Interest Search module:

OEW Search		Outside Employment Waiver Statistics
ATLANTIS		2
BELLE GLADE		1
GULF STREAM		1

Figure 43

Ethics (Global) Search

The Ethics Search module is a global search of the database for all modules in the Ethics Tracking System. Within this module, users can view all form types associated with an employee’s record.

Ethics Search Access

To access the Ethics Search module, click on the link labeled **Ethics Search** located at the bottom of the page in any module in the Ethics Tracking System:



Figure 44

Ethics Search

After selecting the **Ethics Search** link, the search page will be displayed. The following search criteria can be used in the Ethics Search module:

- Political Subdivision
- Department/Unit
- Year
- Employee Last Name
- First Name
- Middle (Name/Initial)
- Private Employer Name

Once the search page is displayed, enter search criteria as shown highlighted in yellow below:

Figure 45

If entering a **Last Name, First Name, Middle** (Name/Initial), or **Private Employer** Name, the system will display a list of search suggestions based upon the first few letters typed:



The screenshot shows the 'Ethics Search' form with the following fields: Political Subdivision (dropdown), Department/Unit (dropdown), Year (dropdown), Employee Last Name (text), First Name (text), Middle (text), and Private Employer Name (text). The Private Employer Name field contains the letter 's', and a dropdown menu is open showing suggestions: 'Santaluces High School', 'Sears Roebuck Co', and 'State Farm Insurance Company'. A red arrow points to the first suggestion, 'Santaluces High School'. There are 'Search' and 'Reset Search' buttons at the bottom right.

Figure 46

To select one of the search suggestions, use the keyboard down arrow and press the **Enter** key, or click on the name using the mouse:



The screenshot shows the 'Ethics Search' form with the same fields as Figure 46. The Private Employer Name field now contains 'Sears Roebuck Co', which is highlighted in blue. A red arrow points to this text. The 'Search' and 'Reset Search' buttons are still present.

Figure 47

The name will display in the field:



The screenshot shows the 'Ethics Search' form with the same fields. The Private Employer Name field now contains 'Sears Roebuck Co' in yellow text. A red arrow points to this text. The 'Search' and 'Reset Search' buttons are still present.

Figure 48

After entering search options, click on the **Search** button:



The screenshot shows the 'Ethics Search' form with the following fields: Political Subdivision (dropdown), Department/Unit (dropdown), Year (dropdown), Employee Last Name (text) containing 'brown', First Name (text), Middle (text), and Private Employer Name (text). A red arrow points to the 'Search' button at the bottom right.

Figure 49

If there are no records that match the search criteria, the system will display the following message:

Ethics Search

Political Subdivision: <-- Select from here --> Department/Unit: <-- Select from here --> Year: <-- Select -->
 Employee Last Name: brown First Name: Middle:
 Private Employer Name:

Search Reset Search

No Record Found for the selected criteria

Figure 50

Click the **Reset Search** button to clear the current search options and/or results:

Ethics Search

Political Subdivision: <-- Select from here --> Department/Unit: <-- Select from here --> Year: <-- Select -->
 Employee Last Name: brown First Name: Middle:
 Private Employer Name:

Search Reset Search

No Record Found for the selected criteria

Figure 51

Successful searches will display a table similar to the one pictured in the figure below:

Ethics Search

Political Subdivision: LAKE WORTH Department/Unit: <-- Select from here --> Year: <-- Select -->
 Employee Last Name: First Name: Middle:
 Private Employer Name:

Search Reset Search

Political Subdivision	Department	Employee	Document Source	View Document
LAKE WORTH	LAKE WORTH UTILITIES	GEORGE T SAIONTZ STEVE A WATERMAN	Gift Employment	View file View file

Figure 52

To view a document, click on the **View File** link to open a PDF version of a submitted Voting Conflict of Interest form:

Ethics Search

Political Subdivision: LAKE WORTH Department/Unit: <-- Select from here --> Year: <-- Select -->
 Employee Last Name: First Name: Middle:
 Private Employer Name:

Search Reset Search

Political Subdivision	Department	Employee	Document Source	View Document
LAKE WORTH	LAKE WORTH UTILITIES	GEORGE T SAIONTZ STEVE A WATERMAN	Gift Employment	View file View file

Figure 53

Appendix A

All forms associated with an employee record will open in a separate pop-up window in PDF format.

PDF Reader

If the user's computer does not already have a PDF reader installed, click the **get Adobe Reader** link that is displayed on the website in the lower left side of the application:



The link will take you to a website to download the latest version of Adobe® Reader. Click on the **Download now** button and follow the instructions provided on the website.

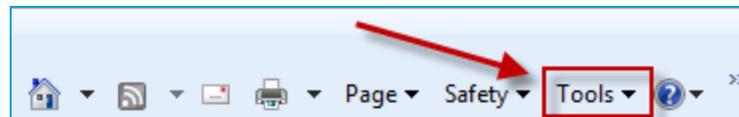
Pop-Up Blockers

To permanently allow pop-ups from the Palm Beach County Commission on Ethics website within Internet Explorer, follow these steps:

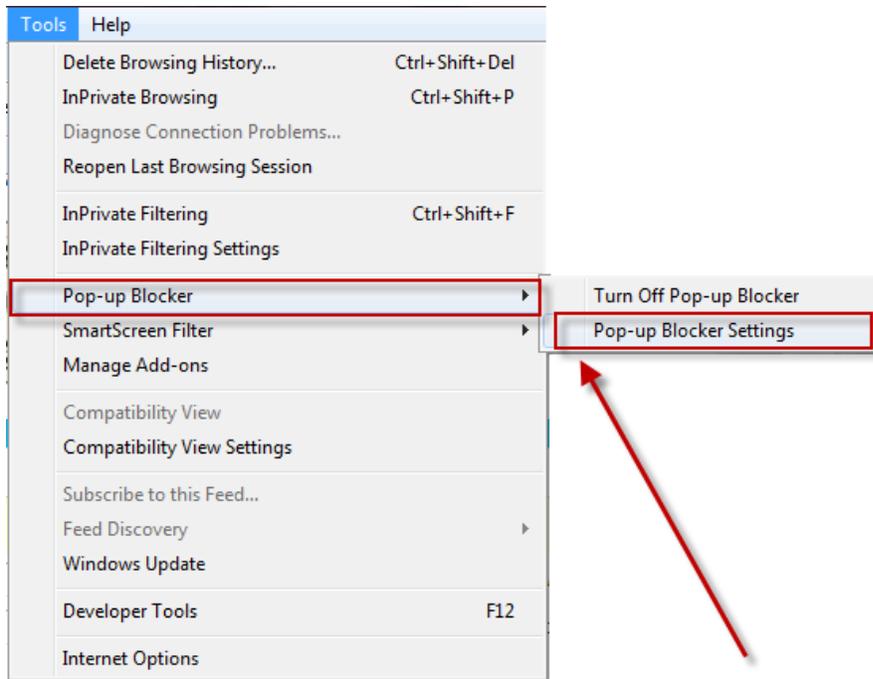
Select Tools from the main menu in Internet Explorer:



or



Select Pop-Up Blocker and click on Pop-up Blocker Settings:



A new window will open. In the box labeled **Address of website to allow** type in the web address for the Commission on Ethics website, if it has not been pre-filled, and click on the **Add** button, then click the **Close** button:

