



Contents

1	Boards for Windows – Forgot Password?	3
2	Boards for Windows – Updating the app	6
3	Boards for Windows – Installing the application	9
4	Boards for Windows – Installing and starting the application	10
5	Boards for Windows – Welcome, let's get started!	15
6	Boards for Windows – Alerts	21
7	Boards for Windows – Download and manage current books	23
8	Boards for Windows – Finding conferencing information	27
9	Boards for Windows – Using the agenda and opening a book	29
10	Boards for Windows – Resetting a book	30
11	Boards for Windows – Update History	32
12	Boards for Windows – Annotations list	33
13	Boards for Windows – Archived Books	34
14	Boards for Windows – Resource Center	37
15	Boards for Windows – Resource Center filters	43
16	Boards for Windows – Site search	45
17	Boards for Windows – Book navigation – Viewing book contents	47
18	Boards for Windows – Book navigation – Navigation panel	50
19	Boards for Windows – Book navigation – Search	52
20	Boards for Windows – Reading and navigating a book	53
21	Boards for Windows – Selecting and managing books	56
22	Boards for Windows – Creating notes and annotations	59
23	Boards for Windows – Creating annotations	63

24	Boards for Windows – Annotations panel	65
25	Boards for Windows – Sharing notes	67
26	Boards for Windows – Commenting on notes	70
27	Boards for Windows – Note saver	73
28	Boards for Windows – Tab-level notes	78
29	Boards for Windows – Sync annotations across devices	81
30	Boards for Windows – Exporting annotations	82
31	Boards for Windows – Printing	87
32	Boards for Windows – Contacts	93
33	Boards for Windows – Adding or updating a signature	95
34	Boards for Windows – Calendar	99
35	Boards for Windows – View voting items and cast your vote	101
36	Boards for Windows – Voting status	104
37	Boards for Windows – Questionnaires – Manage questionnaires	106
38	Boards for Windows – Questionnaires – Responding to a questionnaire	110
39	Boards for Windows – Keyboard and mouse controls	113
40	Boards for Windows – Keyboard and mouse controls – Reference guide	116
41	Boards for Windows – Security – Change Password	117
42	Boards for Windows – Security – Account Information	120
43	Boards for Windows – Security – Security questions	126
44	Boards for Windows – Security – Log Off	128
45	Boards for Windows – Settings and personalization	130
46	Boards for Windows – Language settings	133
47	Boards for Windows – Support numbers by region	136

1 BOARDS FOR WINDOWS — FORGOT PASSWORD?

Passwords can be reset using the Diligent Boards self-service password reset feature.

Note: To use the self-service password reset feature, you will need to have a valid email on file and to have answered all of your Security Questions.

1 Select the **Forgot Password** link on the log-in screen of Diligent Boards for Windows.

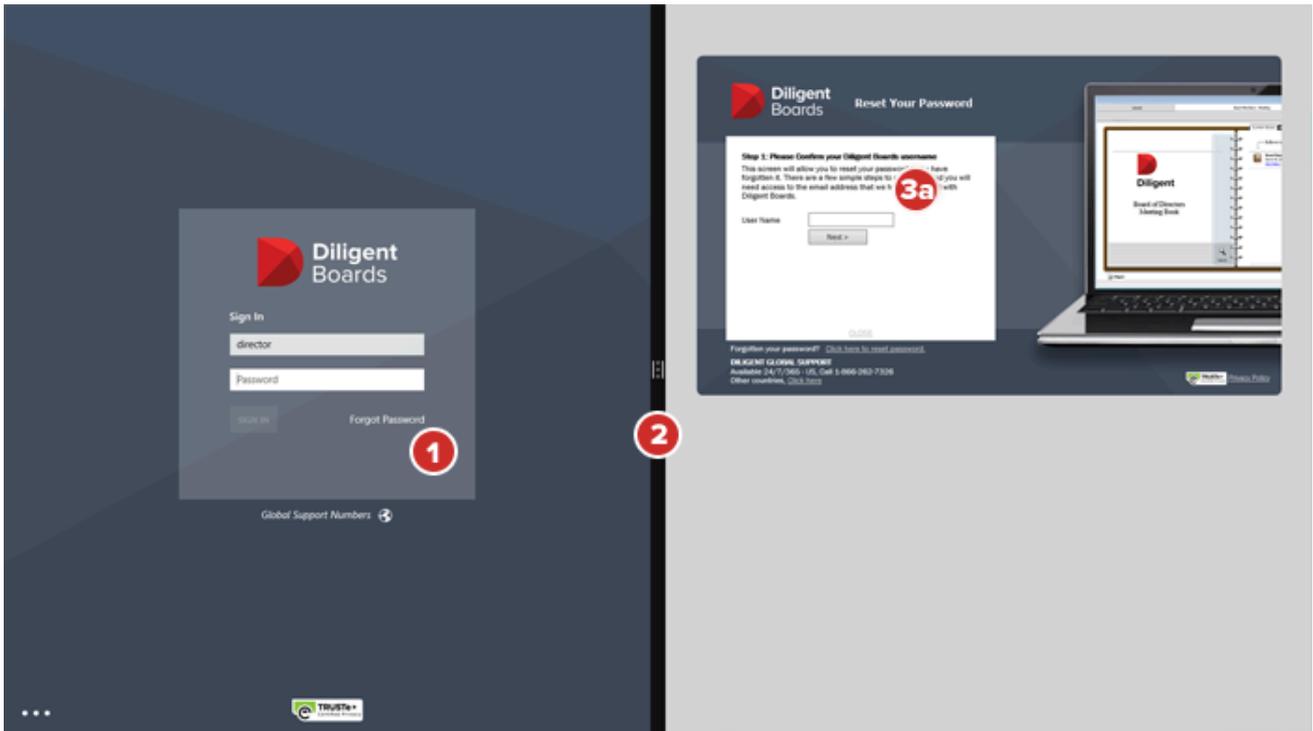
2 The password reset website will open in your web browser.

Tip: To exit out of split view mode, press and drag the vertical bar in the center of the screen to the far left or right depending on the application you want to focus on.

3 The steps below outline the self-service password reset sections:

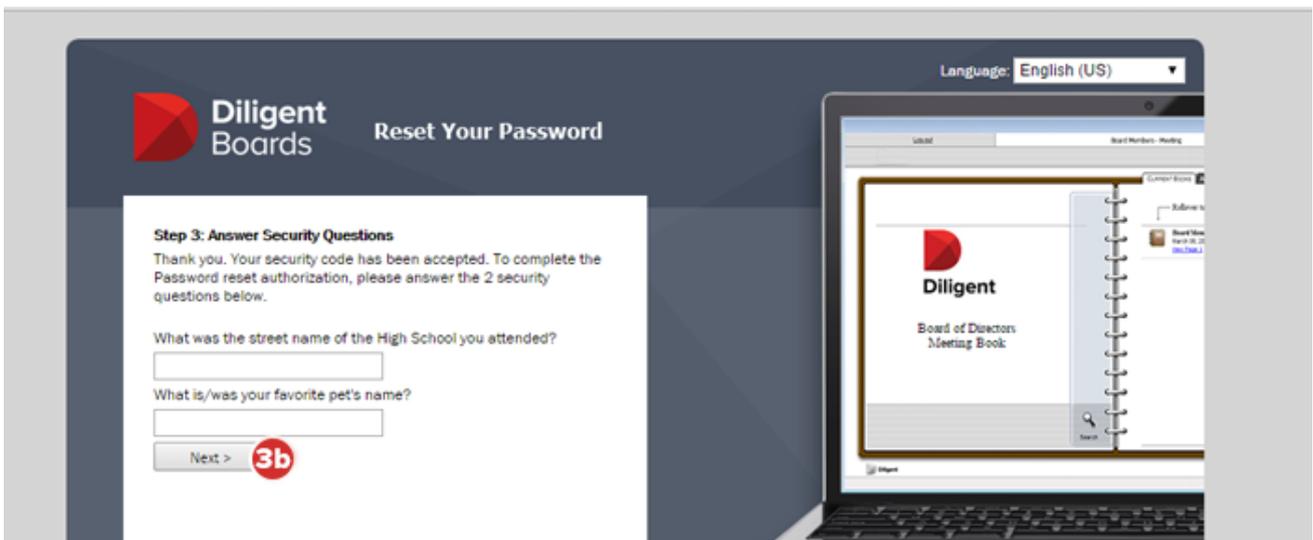
3a Enter your User Name and select the **Next** button. A unique security code will be sent to the email address you have on file.

Enter the security code that was sent to your email and select **Next**. The password reset window will remain in its current state in case you need to close Internet Explorer to check your email on the same device.



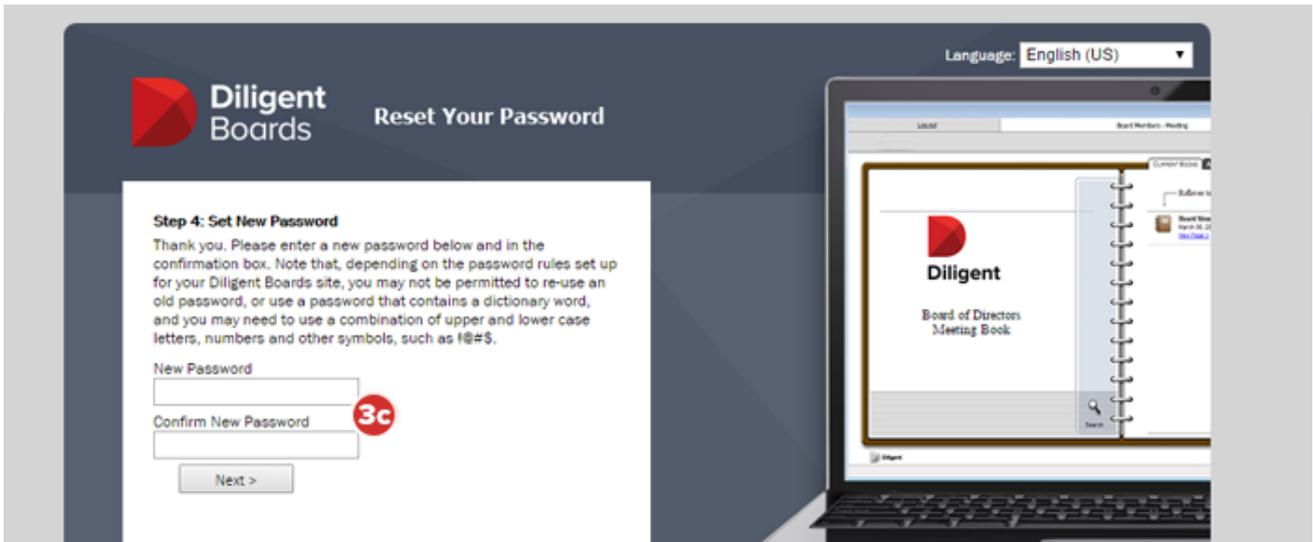
Note: If you do not receive an email from Diligent Boards after completing step 3a, please check the spam folder of the email service you use. You can repeat step 3a as many times as necessary.

3b Upon entering the security code successfully, the next screen will prompt you to answer one or more **security questions** that you have on file. Please respond to all the questions listed and select the **Next** button.



Note: Your security question responses are not case sensitive, but they need to be typed exactly how they were entered when created. This should include any hyphens or spaces between words.

3c The final screen will prompt you to enter a new password, and confirm it. After successfully creating the new password, you can return to Diligent Boards for Windows and use the new password to log in.

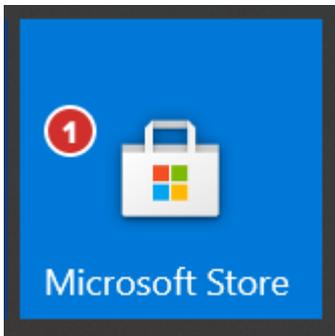


2 BOARDS FOR WINDOWS — UPDATING THE APP

In order to maintain the maximum level of signature Diligent security, it is critical to use the latest version of Diligent Boards. This page describes how to enable automatic app updates to ensure that you are always up to date, and also lists the steps for manual app updating.

Enabling automatic updates (Recommended)

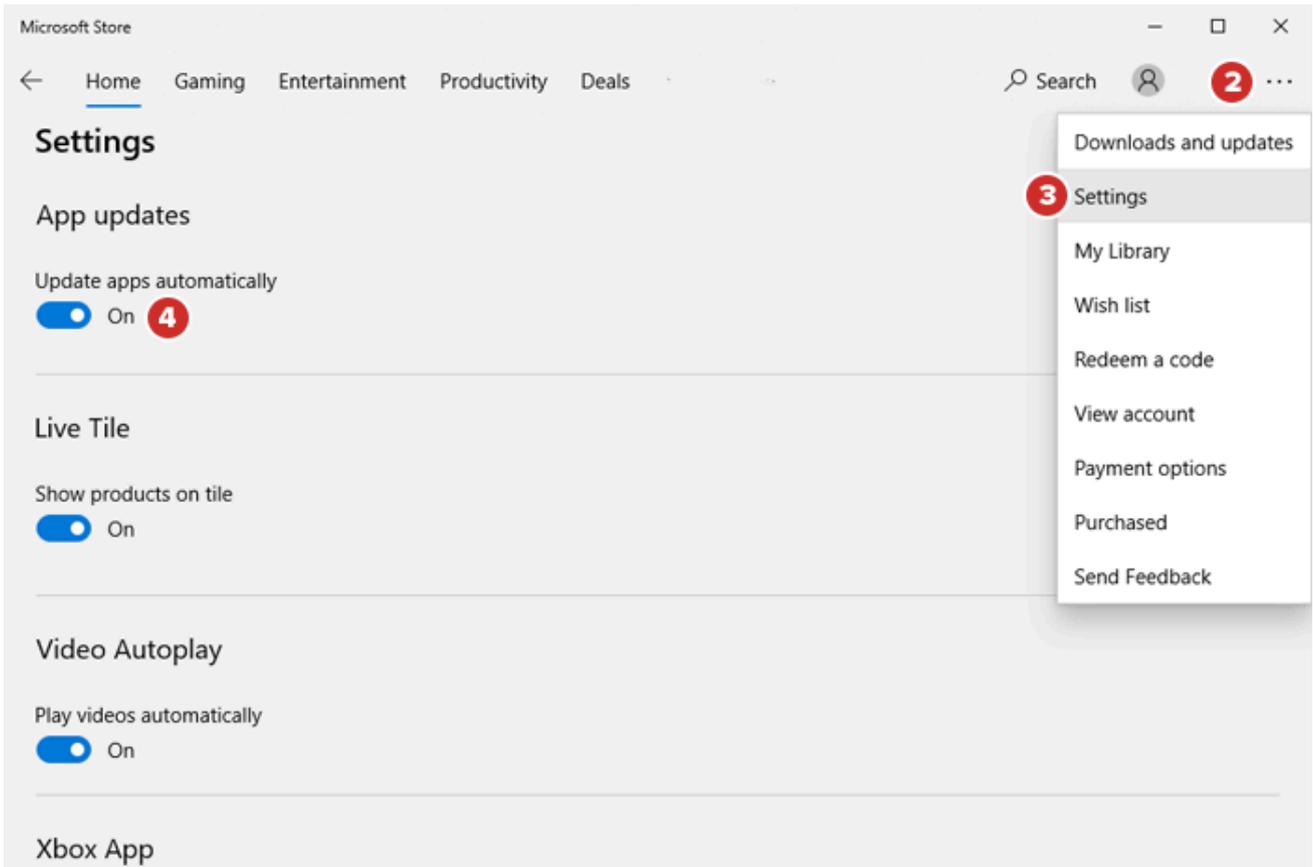
1 Open the **Microsoft Store** on your device.



2 Select the Settings menu **icon**.

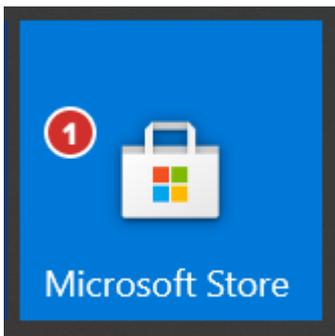
3 Select Settings from the list.

4 Enable the Update apps automatically option. This option ensures that your device will download updates to Diligent Boards, as well as all other apps on your device, as soon as they are available, without any further action on your part.

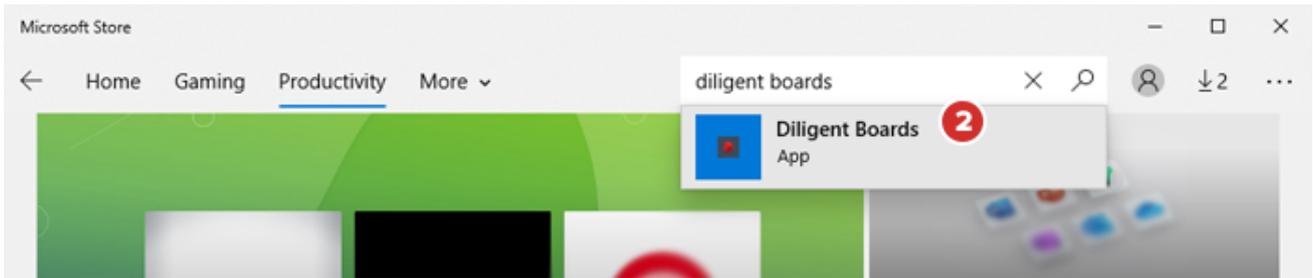


Updating Diligent Boards manually

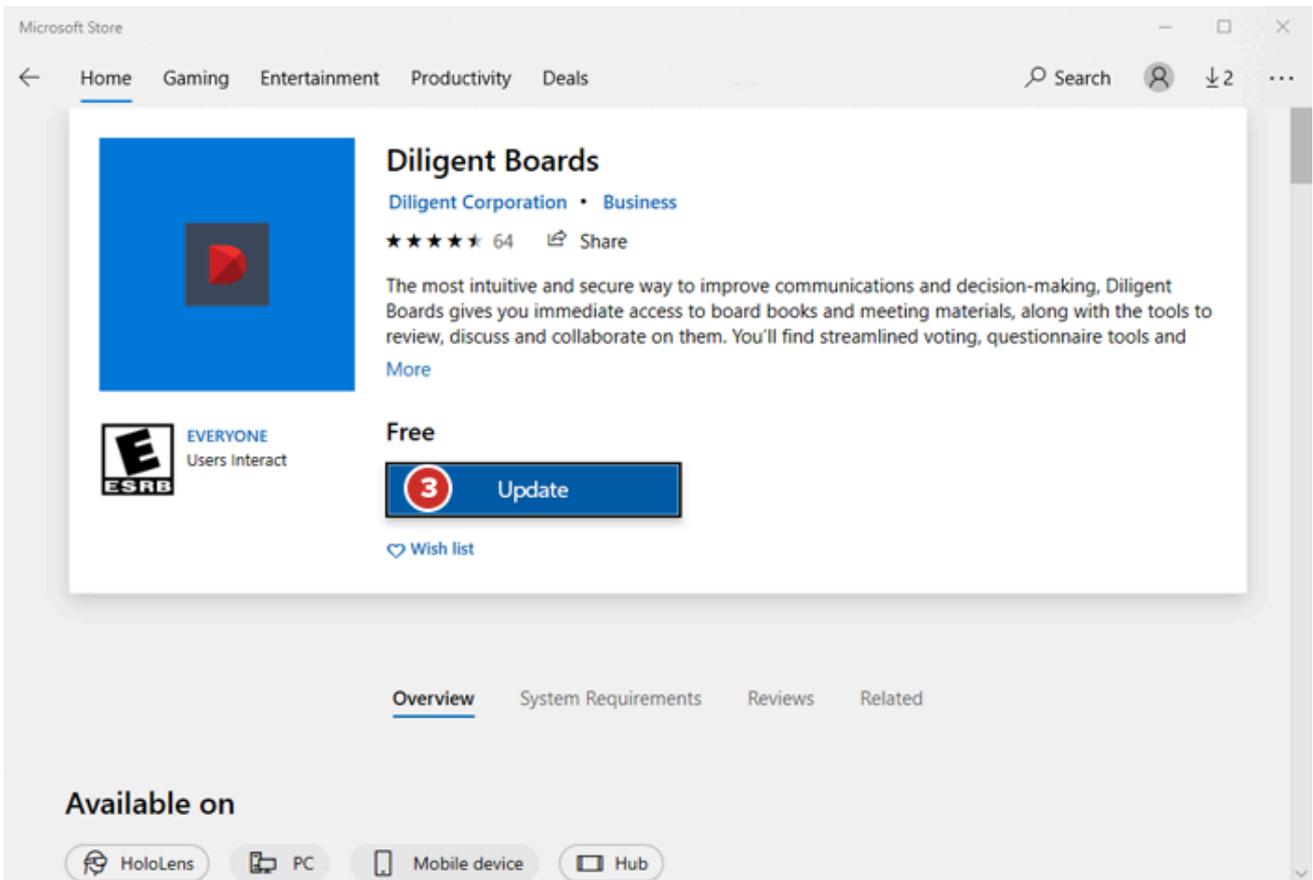
1 To update Diligent Boards manually, open the **Microsoft Store**.



2 Use the **Search** function to search for Diligent Boards.



3 Select **Update** to update your app to the latest version.



Note: If you do not see an "Update" option, you are already using the latest version of Diligent Boards and do not need to update.

3 BOARDS FOR WINDOWS — INSTALLING THE APPLICATION

Installing Diligent Boards from the Windows App Store requires a Microsoft account. If your Windows device was issued by your organization and you are not authorized to install applications on it, please contact your site administrator for assistance.

1 To access the Windows App Store in Windows 8.1, swipe up from the center of the **Start** screen to reveal a list of apps installed on your device. In Windows 10, select the Start button  at the lower-left side of the screen. Then, in either version of Windows, select the **Store** icon that appears.

Note: If you don't know what version of Windows you have, [go here](#) to find out.

2 In the search field, enter the keyword **Diligent Boards**.

3 A list of results will automatically appear. Select **Diligent Boards** when it appears in this list.

4 Select the **Free** button. If you've installed Diligent Boards in the past, this button may also be labeled **Install**.

5 If you have signed into Windows with your Microsoft account, the store may prompt you for a password, and then install the application. Otherwise, it will ask you to sign in with or create a new account.

6 If you do not have a Microsoft account, in Windows 8.1, select **Sign up for a Microsoft account**. In Windows 10, select **Create one!** Then, in either version of Windows, follow the prompts.

Tip: If you have an existing Microsoft account, but do not remember the password, please visit [Microsoft's self-service password reset website](#).

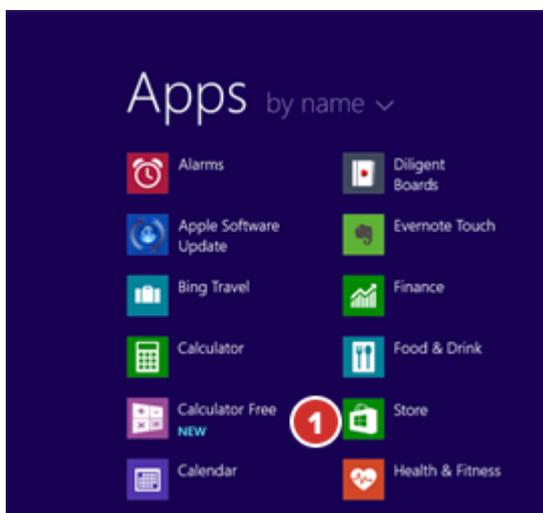
Once your Microsoft account is successfully created, the application will download and an icon will appear on your Apps screen.

Note: If you created a new Microsoft account and the application did not download automatically, repeat steps 1–5, and sign in with your new Microsoft account.

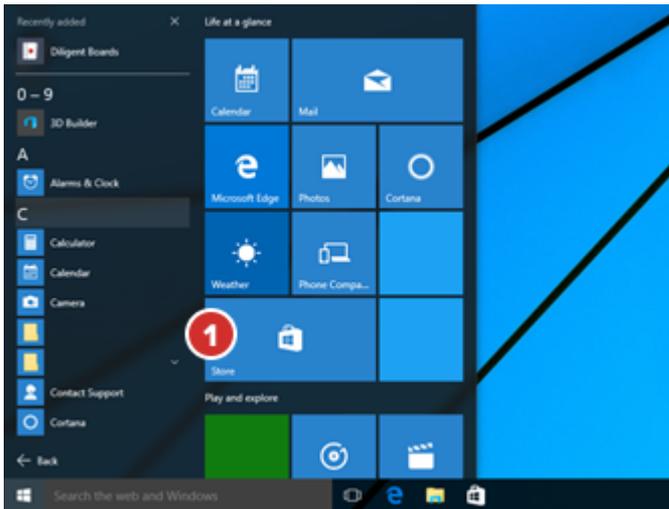
4 BOARDS FOR WINDOWS — INSTALLING AND STARTING THE APPLICATION

1 To access the Windows App Store in Windows 8.1, swipe up from the center of the **Start** screen to reveal a list of apps installed on your device. In Windows 10, select the Start button  at the lower left of the screen. Then, in either version of Windows, select the **Store** icon that appears.

Windows 8.1



Windows 10



Note: If you don't know which version of Windows you have, click here to find out.

2 In the search field, enter the keyword **Diligent Boards**.

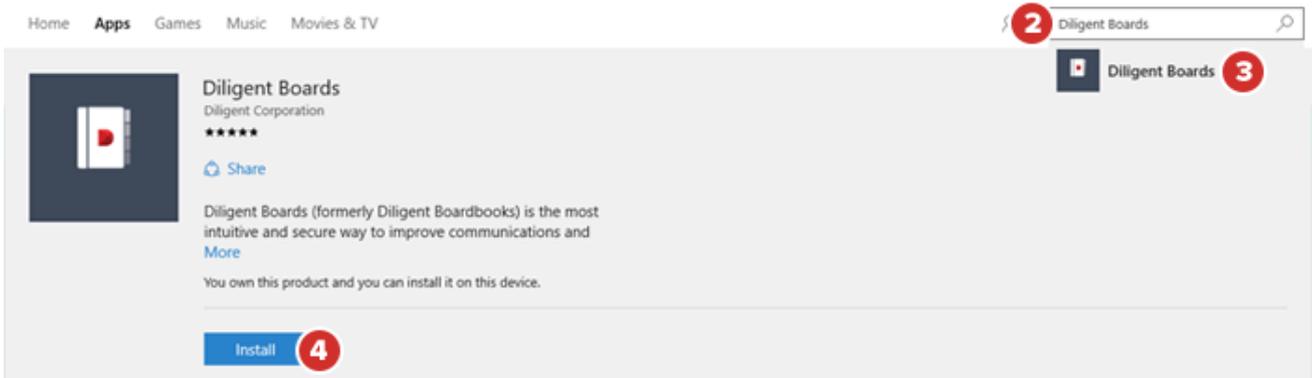
3 A list of results will automatically appear. Select **Diligent Boards** when it appears in this list.

4 Select the **Free** or **Install** button. If you have signed into Windows with your Microsoft account, the store may prompt you for a password, and then install the application. Otherwise, it will ask you to sign in with or create a new account.

Windows 8.1



Windows 10

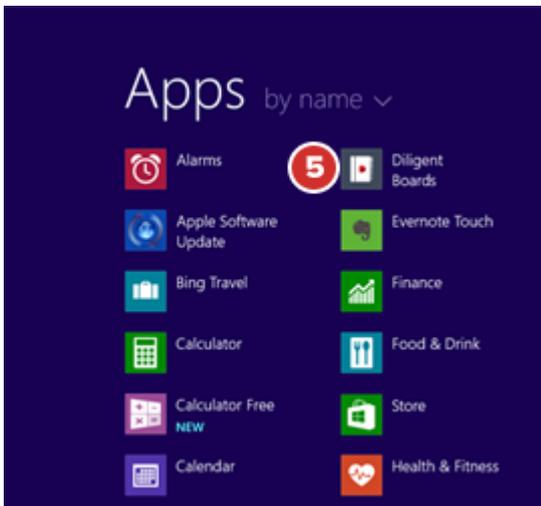


Note: If you do not have a Microsoft account and create a new one at this point, you may have to start the installation process over again.

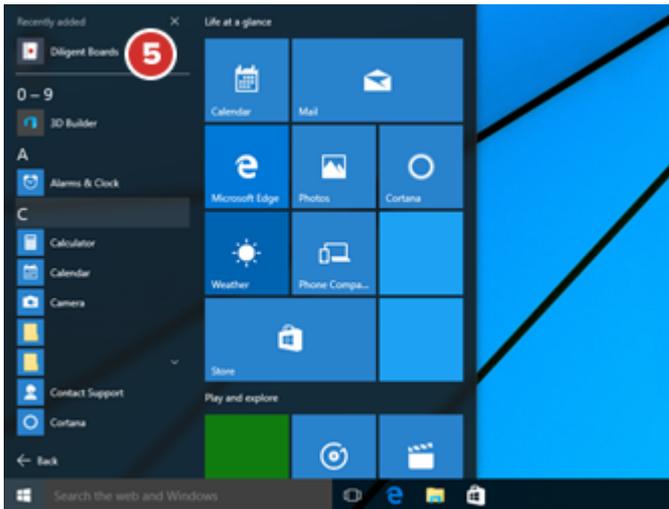
Press the Start button  to return to the Start screen. The Start button will be either a keyboard key with the Windows logo  printed on it, a touch-sensitive  on the edge of your touchscreen display, or, in Windows 10, the  icon at the lower left of the screen that you selected in Step 1.

5 In Windows 8.1, swipe up from the center of the screen to reveal your list of apps. In Windows 10, select the Start button and select the **All apps** button that appears directly above it. If installation was successful, the **Diligent Boards** icon will be on the list. Select this icon to open Diligent Boards for Windows.

Windows 8.1



Windows 10

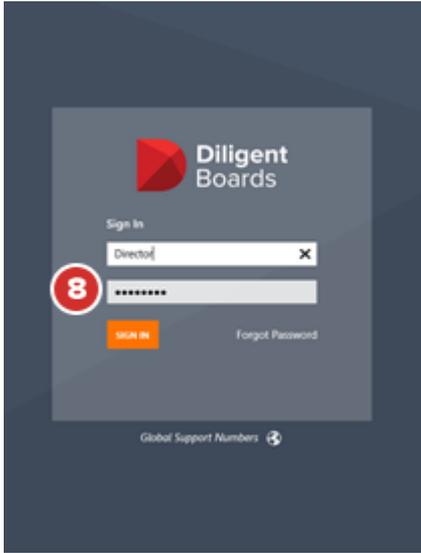


6 The first time you launch the application, you will need to enter your company's Diligent Boards address. Select on the address field and enter the address you have been provided with by your Customer Success Manager.

7 Select **Continue** to proceed to the sign-in screen.



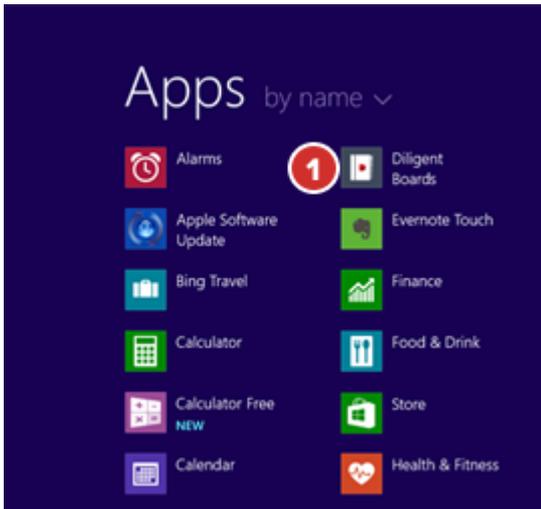
8 Enter the username and the case-sensitive password you have been provided with. Select **Sign In**.



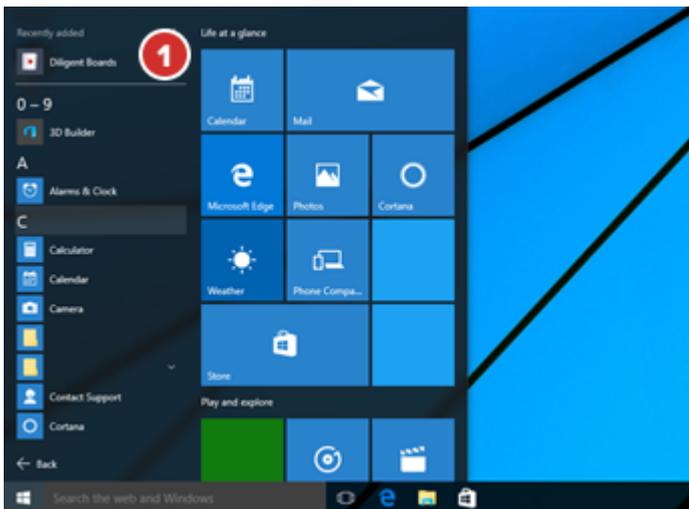
5 BOARDS FOR WINDOWS — WELCOME, LET’S GET STARTED!

1 In Windows 8.1, swipe up from the center of the screen to reveal your list of apps. In Windows 10, select the Start button and select the **All apps** button that appears directly above it. If installation was successful, the **Diligent Boards** icon will be on the list; you may have to swipe down the list to see more of it. Select the icon.

Windows 8.1



Windows 10



Tip: To customize the apps that appear automatically in the “Start” screen, you can reference Microsoft’s Start Screen Tutorial.

2 The first time you launch the application, you will need to enter the site name for your company. Select the site name field and enter the address provided to you by your Customer Success Manager.

3 To proceed to the log-in screen, select **Continue**.



4 Enter the username and the case-sensitive password you have been provided.

5 Select **Sign In**.



Note: If you get a notice that your account has not been authorized, call the number listed in the notification.

6 If signing in for the first time, you will be prompted to **Add an email address to your account**. This makes it easier for you to reset your password if you ever forget it.

7 Enter your email address and select **Continue**.

Note: You may also have the option to skip this step, if your organization's security policy allows it. If you skip this step, you'll be asked to enter this information again after 24 hours. Your organization also controls the number of times you'll be able to skip this step. After skipping this step enough times, entering this information will become mandatory.

6 Add an email address to your account

Adding an email address makes it easier to sign in, and reset your password if you ever forget it.

Email address

pgreen@company.com

7

CONTINUE

8 After adding your email address, an email will be sent to that address containing a six-digit security code. Enter that code in the field that appears and select **Continue**.

Enter security code

We have sent an email to pgreen@company.com containing a security code.
Please enter it below.

Security code

123456

[Email not received?](#)



9 If signing in for the first time, you will also be prompted to **Complete your security questions**.

Note: Security questions are used for identification purposes, and are required in the event of a password reset. The security questions dialogue window will appear every time you sign in if your questions on file have not been recorded.

10 Select the **Select A Question** field to view a list of available questions from which to choose.

11 Once you have selected a question, begin typing your answer in the **field** directly below the question. Answers are not case sensitive, but must be at least 5 characters long, excluding spaces and non-alphanumeric characters.

12 Select **Continue** to save your questions and answers.

Note: If you cancel this process at any time, you won't be signed in to Diligent Boards.

9 Complete your security questions

These questions help us verify your identity if we ever need to reset your password. Answers must be at least 2 characters long.

Question 1

 10 ▼ **11** [SHOW](#)

Question 2

 ▼ [SHOW](#)

12 [CONTINUE](#)

6 BOARDS FOR WINDOWS — ALERTS

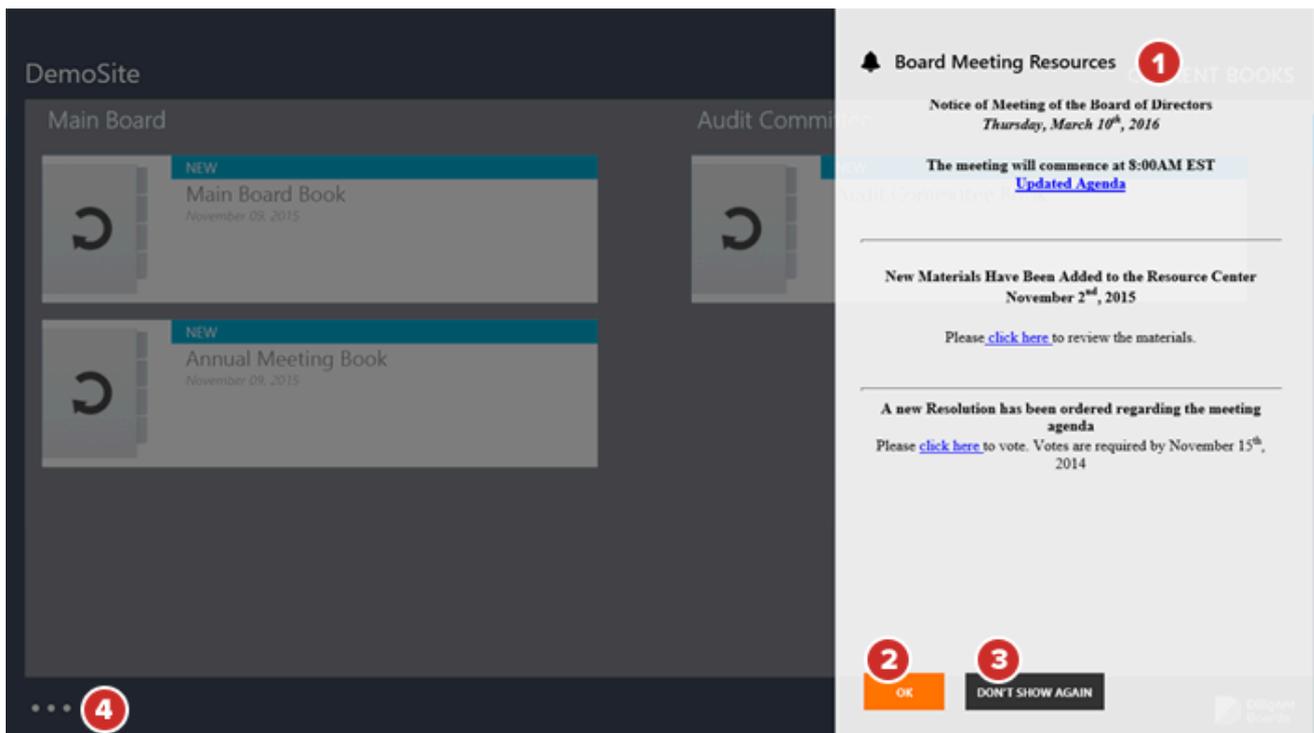
Your board administrator may notify you of important changes or announcements via an alert. This alert will appear when you sign in.

1 When you sign in to your board site, an **Alerts** sidebar may appear. This window will contain a message from your board administrator.

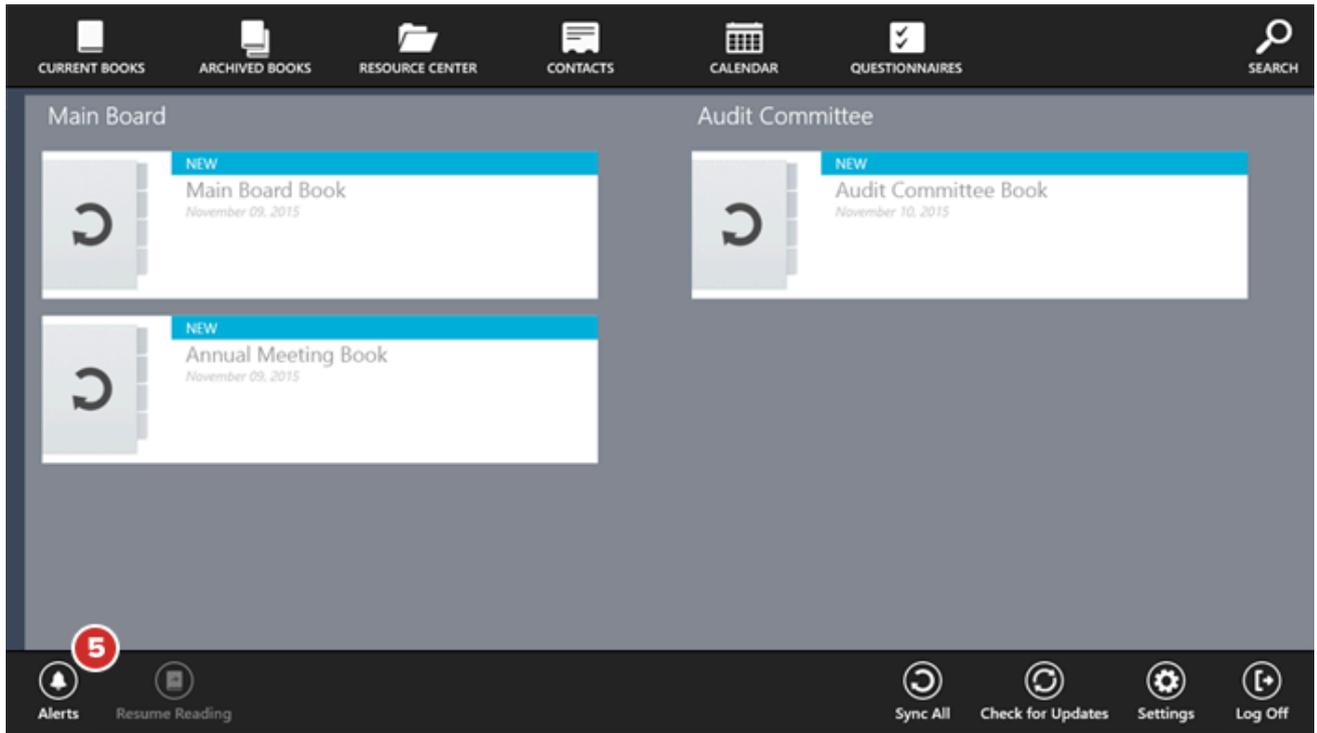
2 Use the **OK** button to dismiss the message. The message will appear the next time you sign in.

3 If you don't want the message to appear the next time you sign in, use the **Don't Show Again** button.

4 If you've dismissed the message and would like to see it again, select the Ellipses button in the lower-left corner of the screen. Select the **Bell** icon to make it appear again.



5 In the bottom app bar that appears, select the **Alerts** button to reveal the alert.



The screenshot displays the Diligent software interface. At the top, a dark navigation bar contains icons and labels for: CURRENT BOOKS, ARCHIVED BOOKS, RESOURCE CENTER, CONTACTS, CALENDAR, QUESTIONNAIRES, and SEARCH. Below this, the main content area is divided into two columns: 'Main Board' and 'Audit Committee'. The 'Main Board' column features two book cards, each with a 'NEW' tag, a circular refresh icon, and the text 'Main Board Book' (dated November 09, 2015) and 'Annual Meeting Book' (dated November 09, 2015). The 'Audit Committee' column features one book card with a 'NEW' tag, a circular refresh icon, and the text 'Audit Committee Book' (dated November 10, 2015). At the bottom, a dark footer bar contains icons for Alerts (with a red circle containing the number 5), Resume Reading, Sync All, Check for Updates, Settings, and Log Off.

7 BOARDS FOR WINDOWS — DOWNLOAD AND MANAGE CURRENT BOOKS

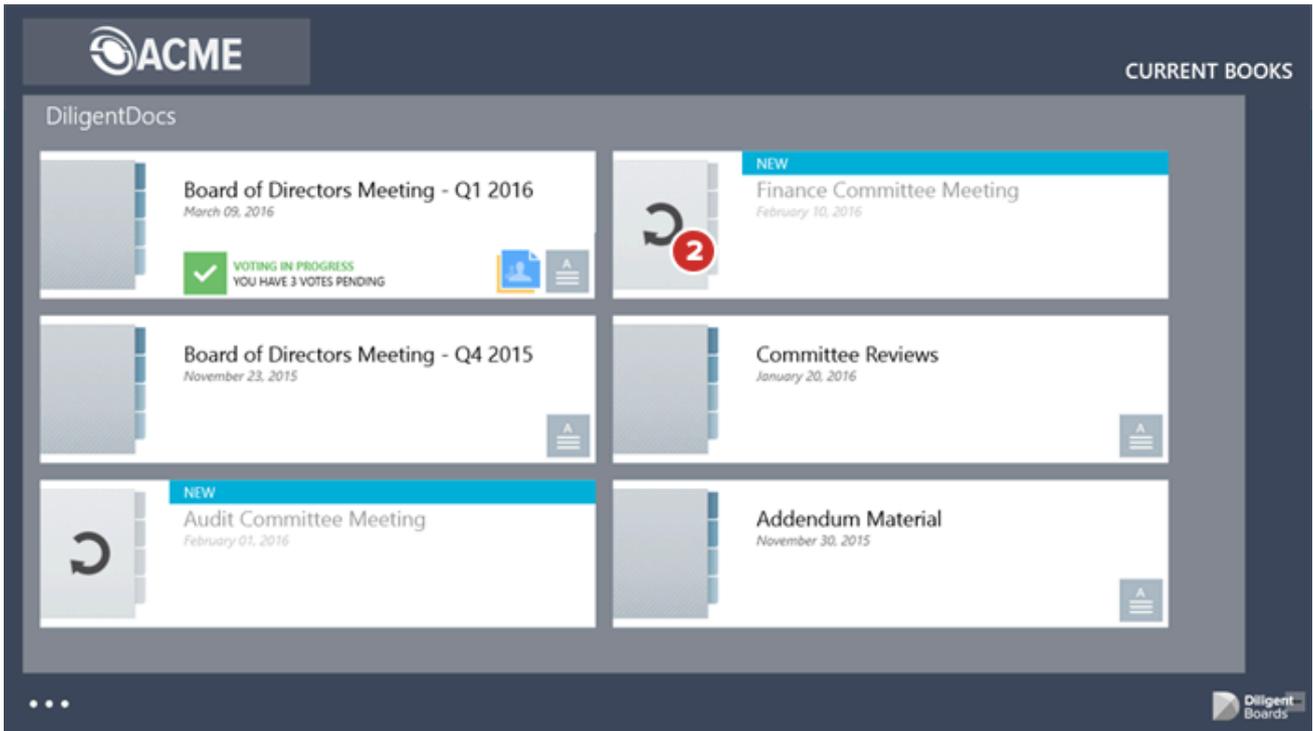
Diligent Boards for Windows will allow you to manage and sync your Board materials for each board.

1 If you sit on multiple Boards, you may be presented with the **Board Selector** screen. Select a board to open by selecting its name or logo.



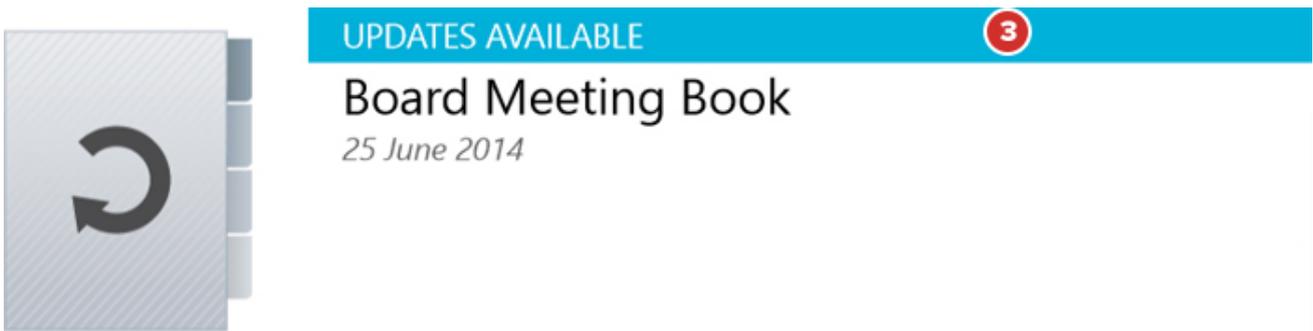
Note: If you do not sit on multiple boards, upon log-in, you will be taken directly to the Current Books Hub, which lists your books for all available meeting groups.

2 Before you can view content in a book, you must first download, or sync, the book's contents to your device. Select the **Sync** icon to download the book. You can start reading a book while it syncs in the background.

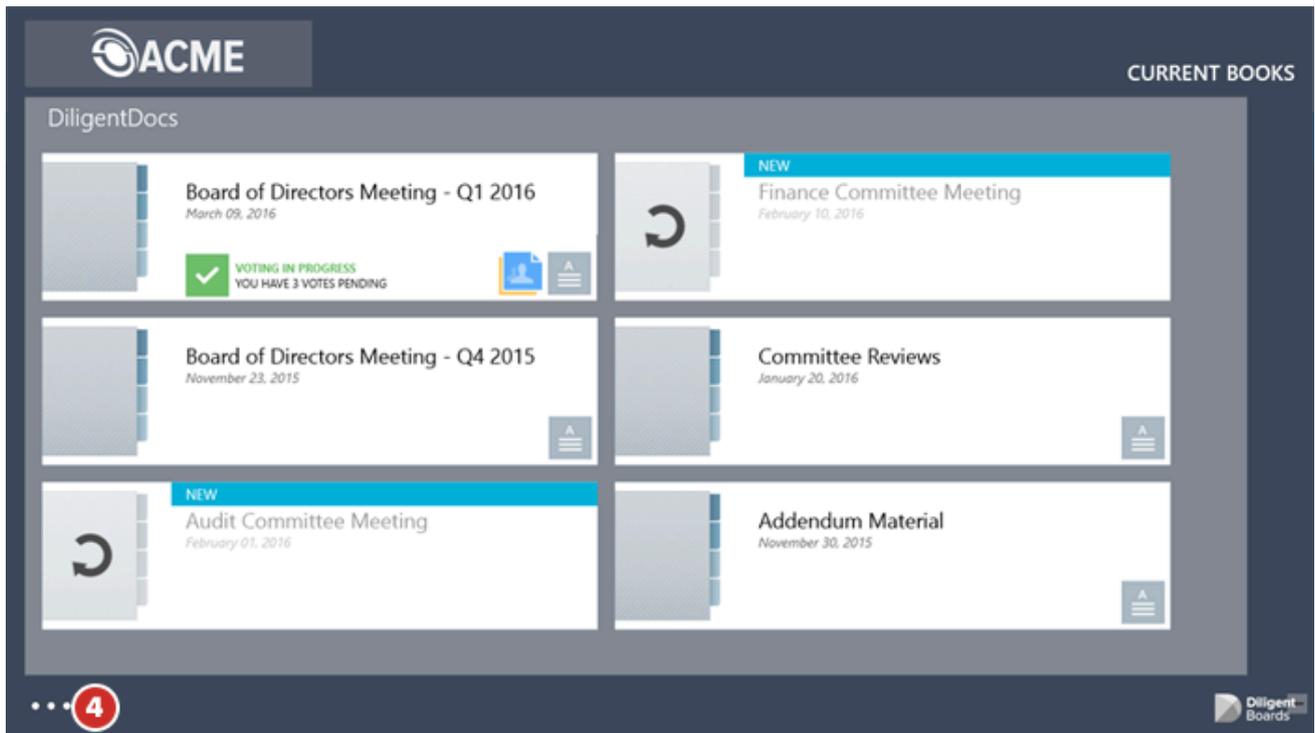


Note: Sync times will vary based on the speed of your internet connection and the amount of content contained in the book. Since there is limited bandwidth and connectivity with cellular networks, it is strongly recommended to use a Wi-Fi connection whenever possible to reduce your sync times.

3 Diligent Boards for Windows will automatically check for updated versions of your books each time you log in. The book tile for New or Updated Books will be labeled accordingly:



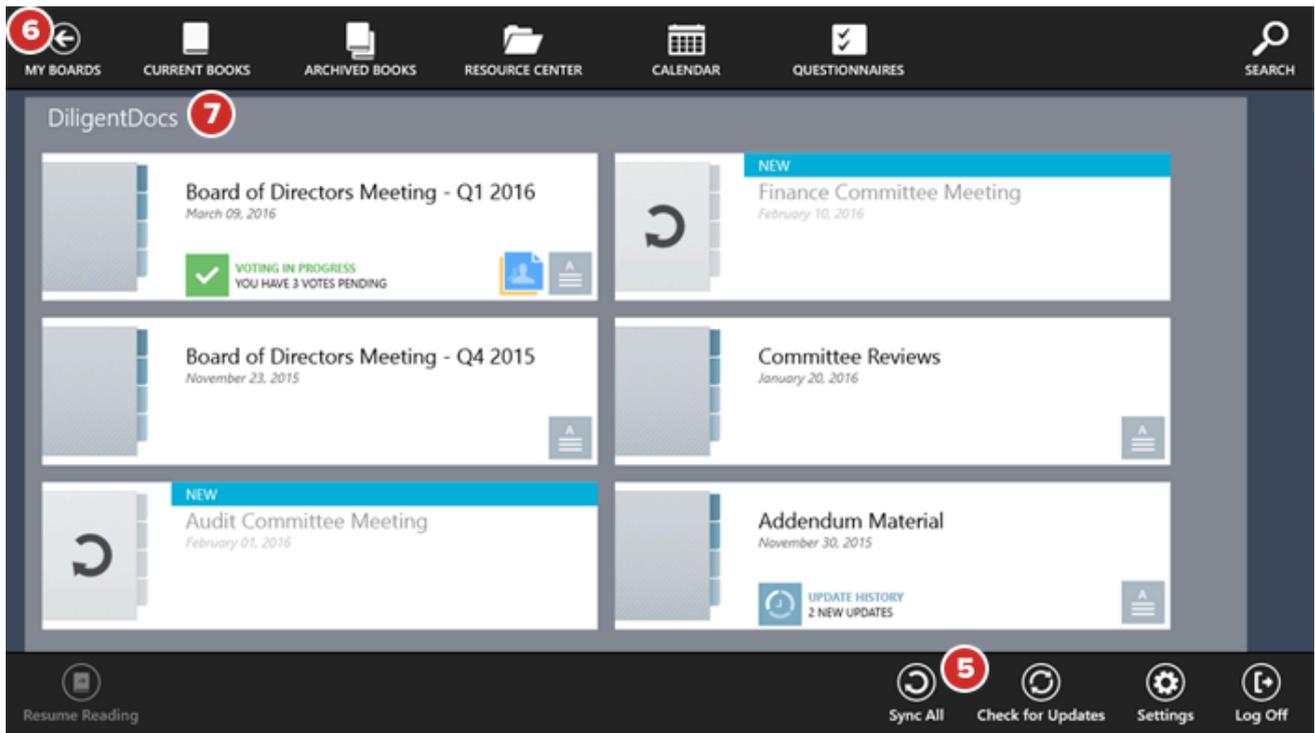
4 Select the Ellipses button in the lower-left corner of the screen to reveal the top and bottom app bars. These app bars contain a variety of navigation and sync options.



5 From the bottom app bar, you can **Sync All** updates or **Check for Updates**.

6 If you sit on multiple boards, you can return to the Board Selector screen by selecting the **My Boards** button.

7 Select on a committee or meeting group name to display only books relevant to that group. A back arrow icon will appear in the upper-left corner to return to the complete book list.

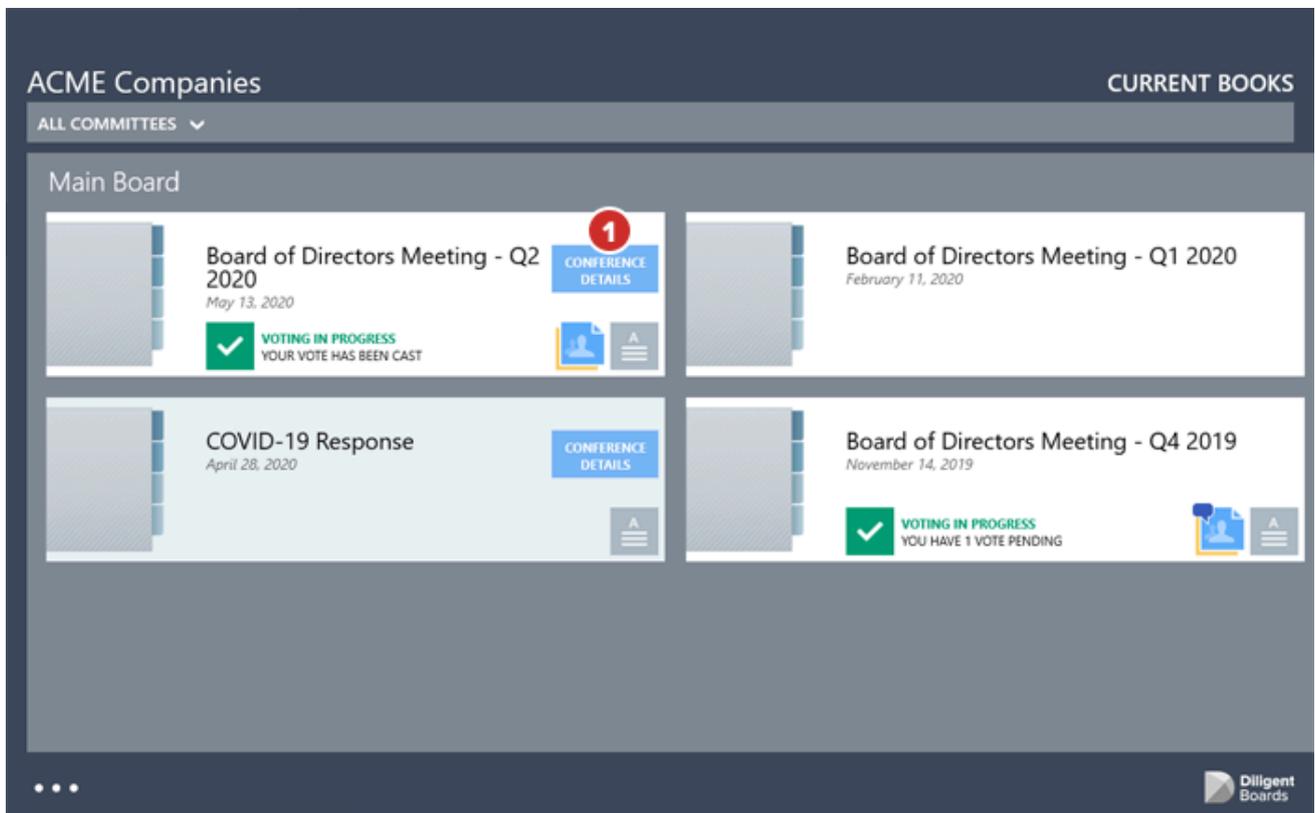


Note: Pinch anywhere in the middle of the screen to display a list of all available meeting groups. Select a meeting group name to view the relevant books for that section.

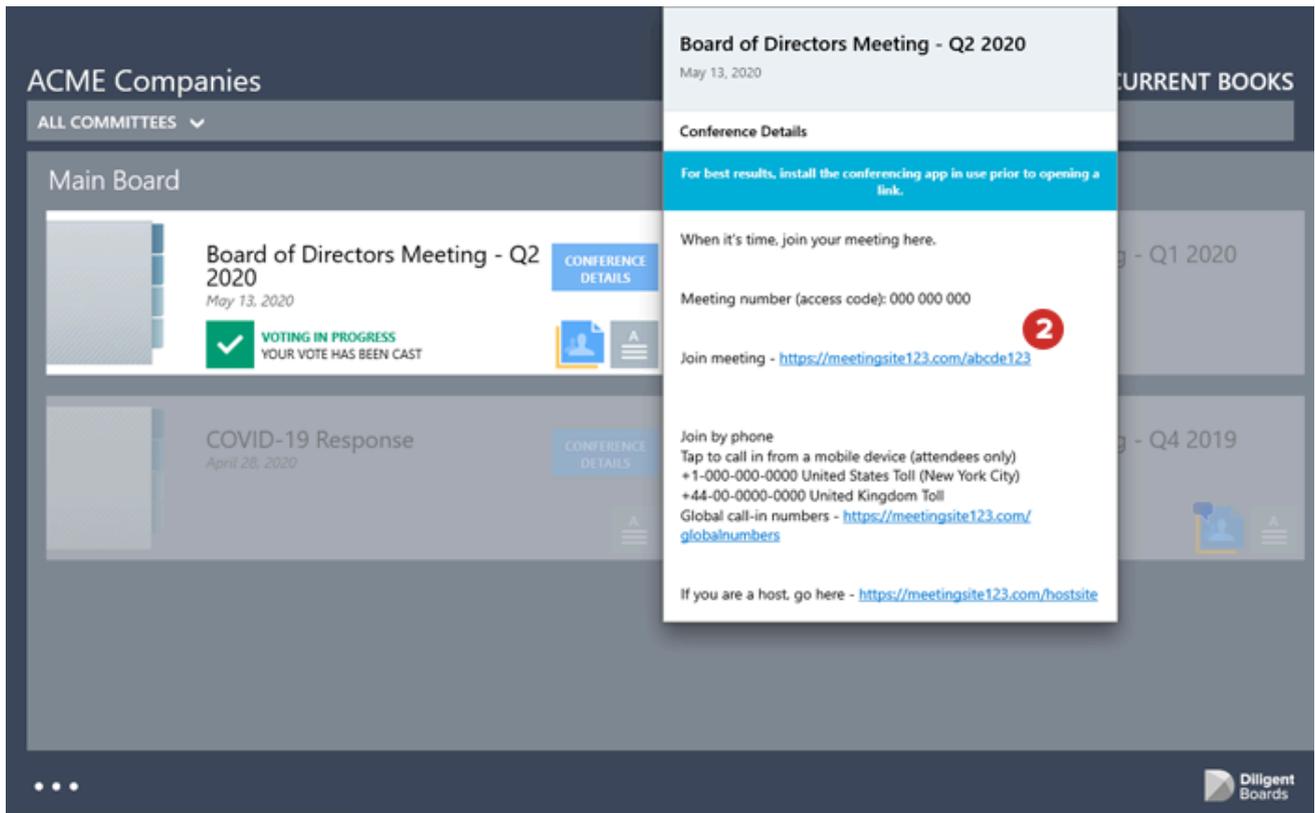
8 BOARDS FOR WINDOWS — FINDING CONFERENCING INFORMATION

Conference details can appear directly on a book, making it easy to open links to third-party video conferencing solutions and more.

1 On the Current Books screen, select the **Conference Details** button for the meeting book for which you would like to view information. This button will appear when your administrator has added conferencing information to the book's details.



2 The "Conference Details" window will open, displaying the conference information that your administrator has added. Select a **link** to open the conferencing app or web page.



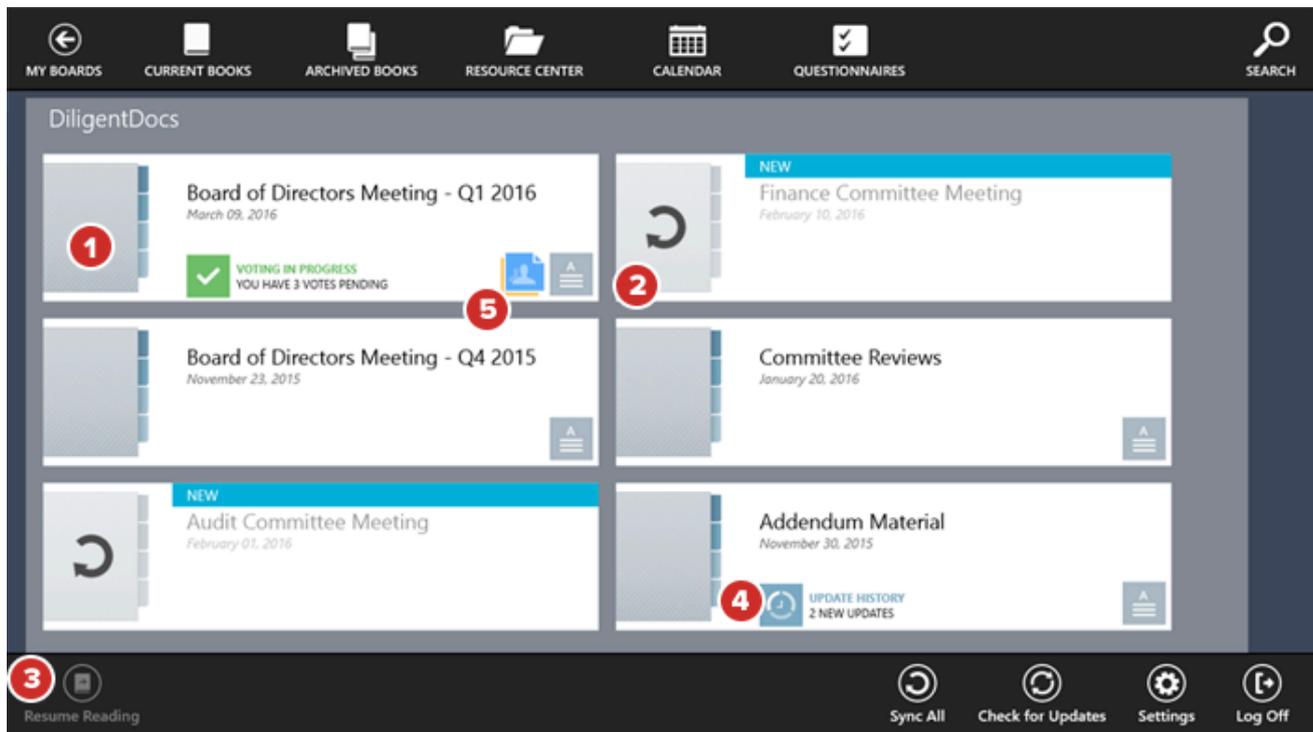
The screenshot displays the Diligent Boards interface. On the left, the 'Main Board' shows a card for 'Board of Directors Meeting - Q2 2020' with a 'VOTING IN PROGRESS' status and a 'CONFERENCE DETAILS' button. A second card for 'COVID-19 Response' is visible below. On the right, a 'Conference Details' overlay is open, providing the following information:

- Conference Details**
- For best results, install the conferencing app in use prior to opening a link.
- When it's time, join your meeting here.
- Meeting number (access code): 000 000 000
- Join meeting - <https://meetingsite123.com/abcde123>
- Join by phone
 - Tap to call in from a mobile device (attendees only)
 - +1-000-000-0000 United States Toll (New York City)
 - +44-00-0000-0000 United Kingdom Toll
 - Global call-in numbers - <https://meetingsite123.com/globalnumbers>
- If you are a host, go here - <https://meetingsite123.com/hostsite>

Note: To easily view Diligent Boards and your video conferencing app side by side in Windows 10, use [Snap](#), or just drag and resize each window so that they're next to each other.

9 BOARDS FOR WINDOWS — USING THE AGENDA AND OPENING A BOOK

- 1 To open a book to its first page, select the book icon or title.
- 2 To go to the book agenda, select the **Go To Agenda** icon. If there is no agenda icon, the book does not contain an agenda tab.
- 3 To pick up where you were last reading, select the Ellipses button in the lower-left corner of the screen and tap the **Resume Reading** icon in the bottom app bar.
- 4 Select the **Update History** icon to see a list of recent important changes to a book. select any item on the list to go directly to the updated content.
- 5 Books that contain annotations will display an annotation icon in the book tile. Select this icon to see a list of all the annotations in the book. Select any item in this list to go directly to the section that contains that annotation.



10 BOARDS FOR WINDOWS — RESETTING A BOOK

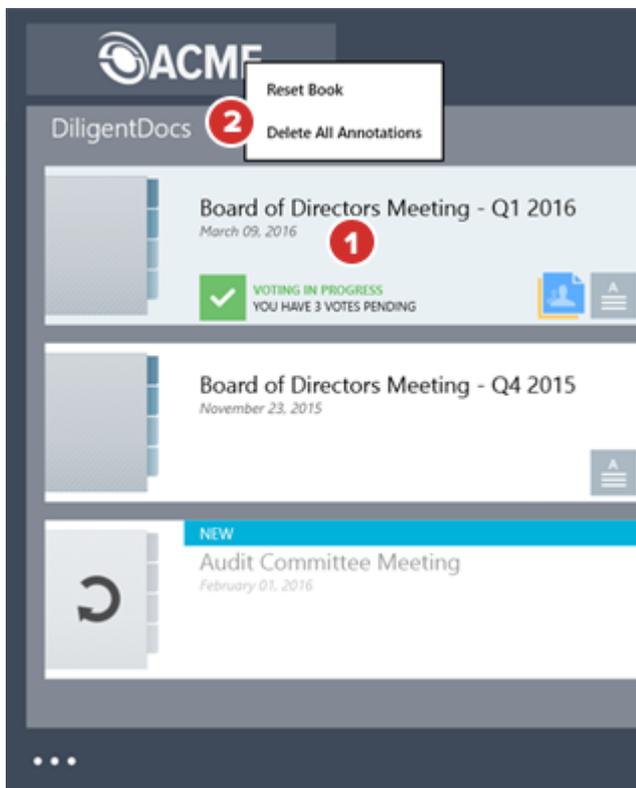
Individual books or entire books for a meeting group can be removed from being stored offline and reset. Annotations for an individual book or an entire meeting group can be permanently deleted.

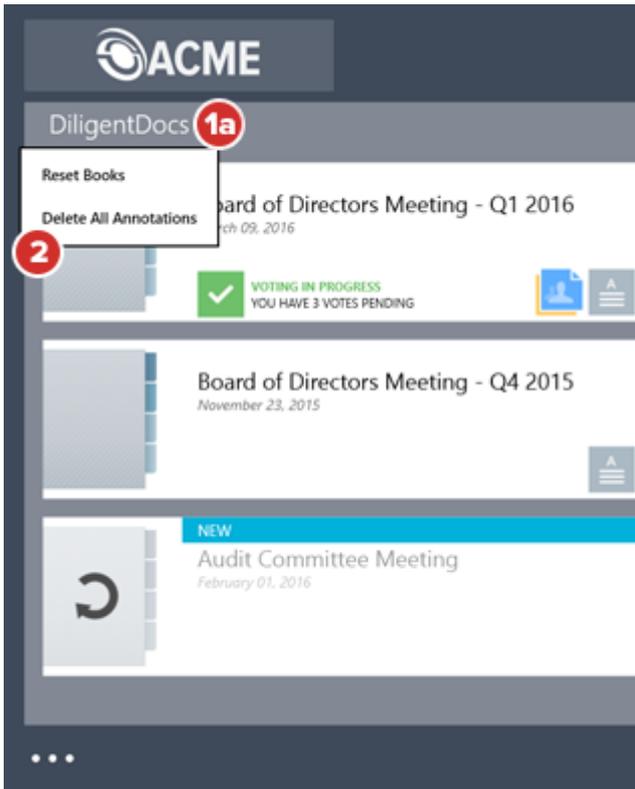
1 To remove an individual book from offline storage or delete its annotations, press and hold anywhere on the book tile for several seconds.

1a To remove all books from offline storage or delete all annotations from the meeting group level, press and hold anywhere on the meeting group name for several seconds.

2 A menu will appear above or below the relevant book tile or meeting group name with an option to Reset Book(s) or Delete All Annotations. Selecting either option will prompt an alert to confirm your choice.

Note: If there are no associated annotations, you will only see the “Reset Book(s)” option. Resetting one or more books may permanently delete any associated unsynced page markups and may also delete your notes, depending on your site configuration.





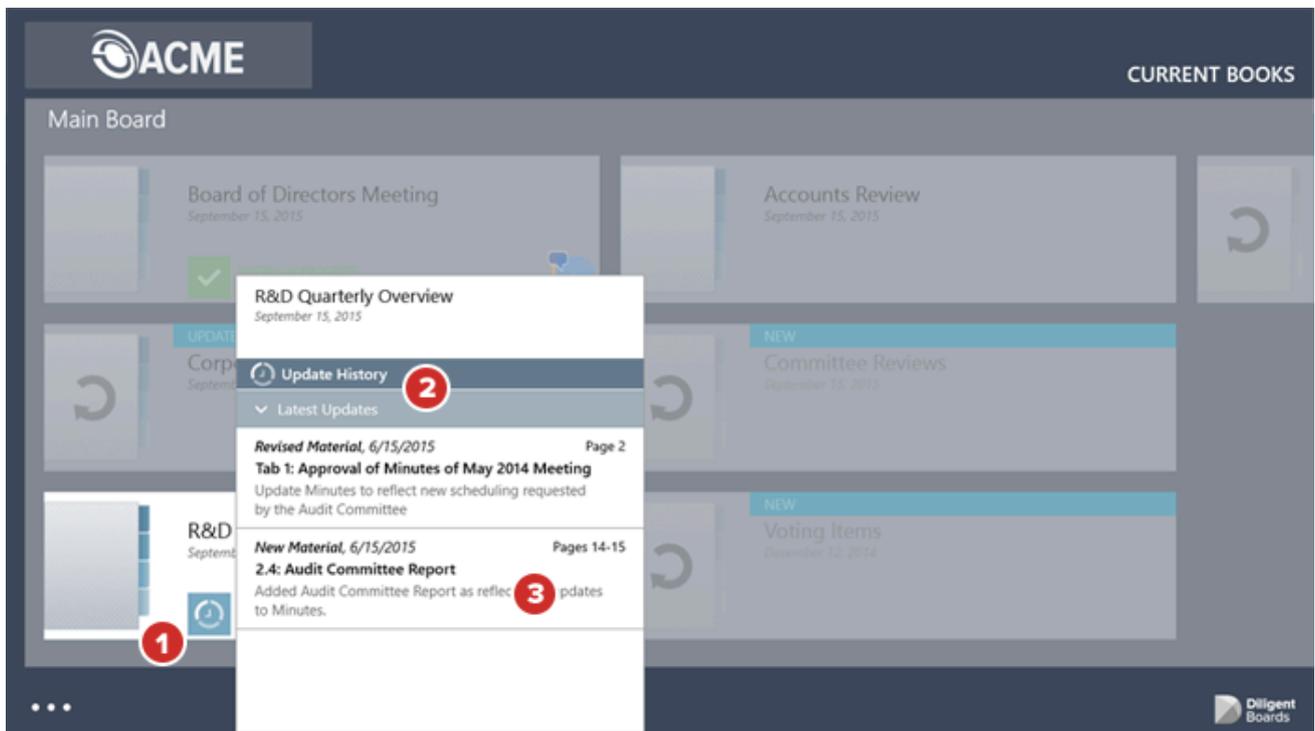
11 BOARDS FOR WINDOWS — UPDATE HISTORY

Update History presents a list of important changes that have been made to a book since the last time it was synced, allowing you to review them easily.

1 After downloading a newly updated book, an **Update History** icon will appear. Select this icon to reveal the list of book updates.

2 The Update History list will display the book changes your administrator has chosen to highlight, as well as any comments pertaining to the change.

3 Select any item in the list to go directly to the updated section of the book.



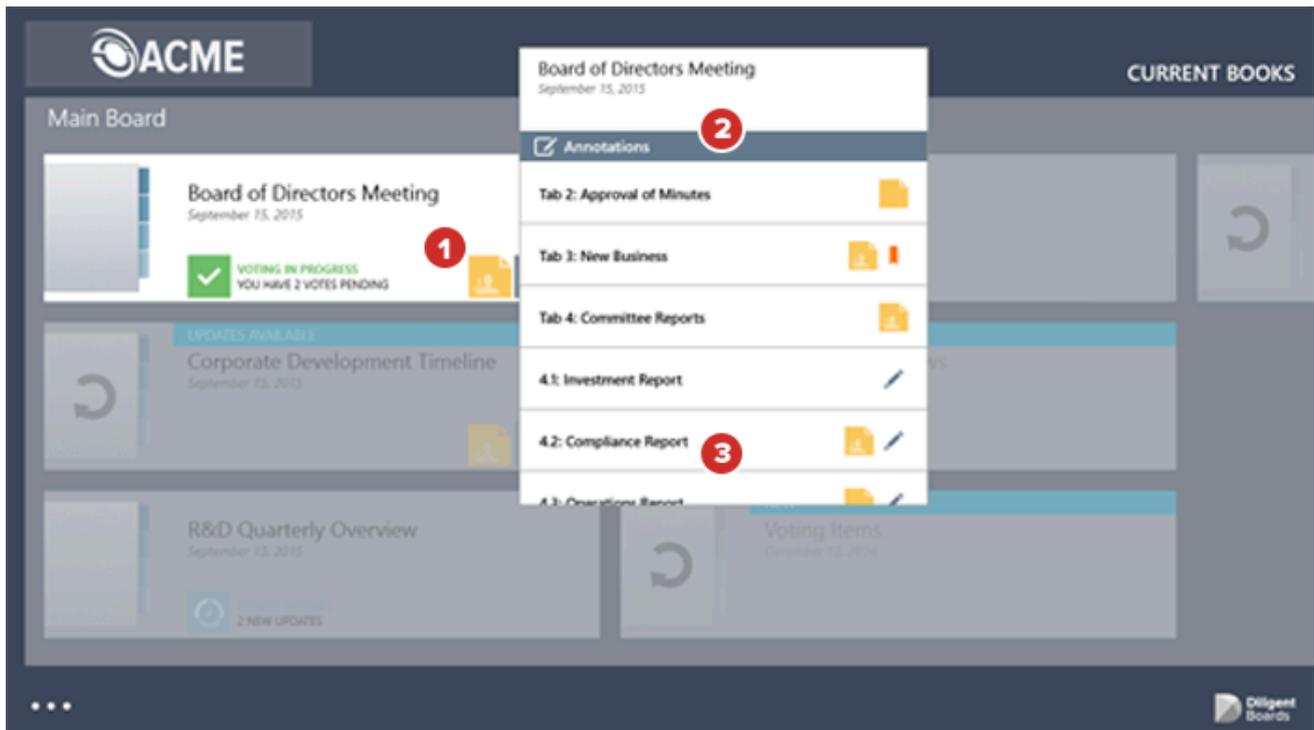
12 BOARDS FOR WINDOWS — ANNOTATIONS LIST

The annotations list presents all of your personal and shared book annotations, and allows you to go directly to their location in the book.

1 If a book contains public annotations or annotations that you have created, an **annotations** icon will appear. Select this icon to reveal the annotations list. Annotations include notes, pen marks, highlighter marks and bookmarks.

2 The **annotations list** will display your public and private notes, public notes belonging to others, and any pen markups and highlights that you have made.

3 Select any **item** in the list to go directly to the section of the book where that annotation appears. You will be brought to the first annotated page of the section or tab where your chosen annotation appears.



13 BOARDS FOR WINDOWS — ARCHIVED BOOKS

Books from prior meetings can be viewed in the Archived Books section. Archived Books are not synchronized to the Windows device and will require a Wi-Fi or cellular network to be viewed.

1 To access archived books, swipe down anywhere from the top border of the screen or select the Ellipses button in the lower-left corner of the screen. Select the **Archived Books** icon in the top app bar that appears.

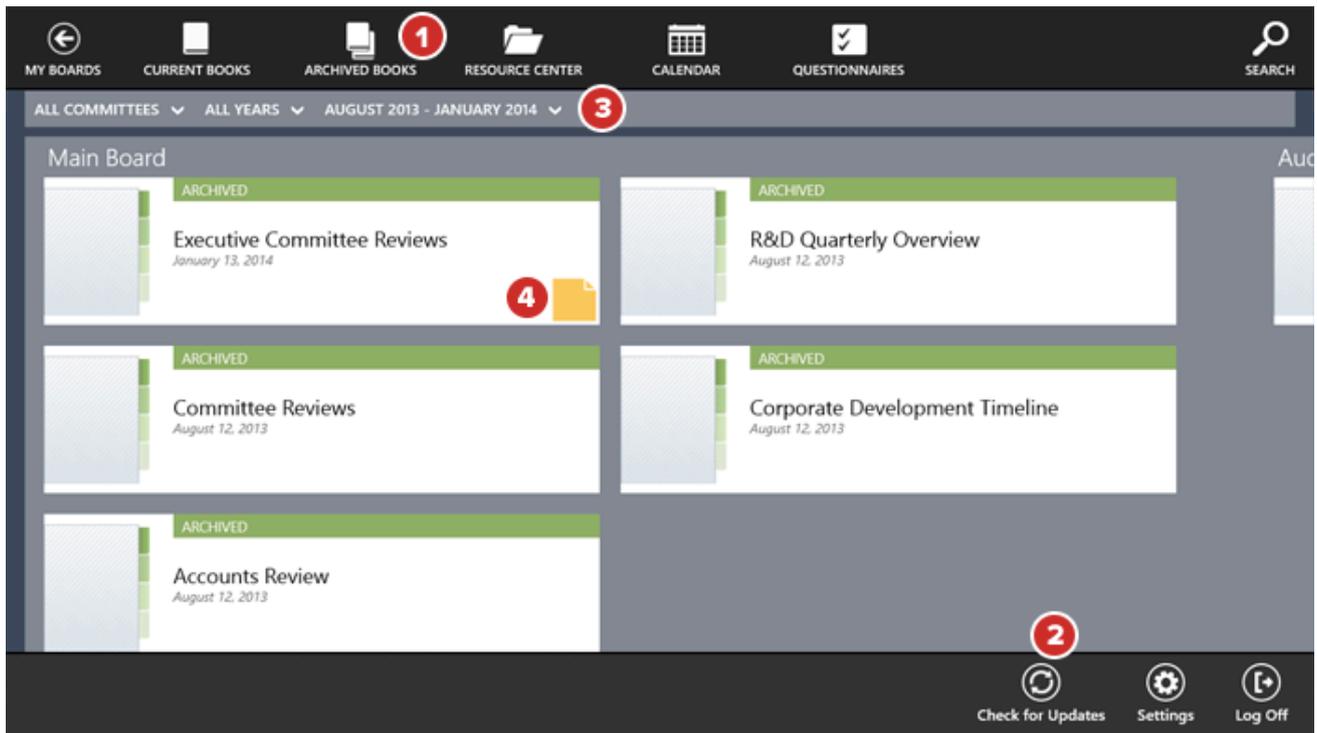
Tip: The first time you access the Archived Books section, it will check for updates and list the latest set of books from your previous meeting(s).

2 To manually check for updates to Archived Books, swipe up anywhere from the bottom border of the screen or select the Ellipses button in the lower-left corner of the screen, and select the **Check for Updates** icon in the bottom app bar.

Note: The application will automatically check for recent updates or changes the first time you navigate to the Archived Books section after log-in.

3 The filter bar above the book tiles reflects the criteria determining the range of books displayed.

4 If annotations were made on a book before it was archived, the **Annotations** icon will appear. This indicates that previously made annotations can be viewed. Annotations cannot be added to or updated once a book is archived.



Note: Books can be archived with or without annotations at the discretion of your site's administrator.

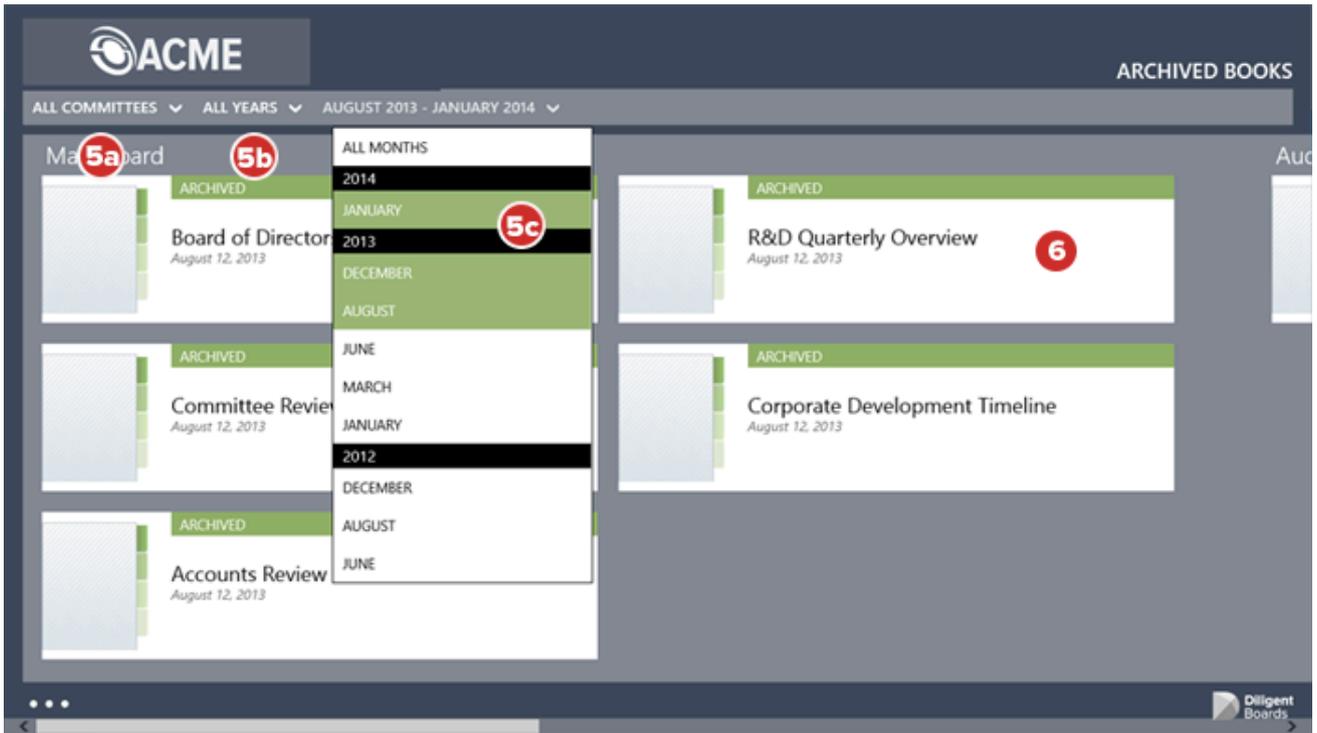
5 To change the range of archived books displayed, select from any of the drop-down menus in the filter bar, which include the following criteria:

5a Committee Filter, including an option for "All Committees."

5b Year Filter, including an option for "All Years."

5c Date Range Filter, allowing "All Months" or any range of months to be selected.

6 To open an archived book to its first page, select anywhere on the relevant book tile



ACME

ARCHIVED BOOKS

ALL COMMITTEES ALL YEARS AUGUST 2013 - JANUARY 2014

Ma 5a 5b

ARCHIVED

Board of Directors
August 12, 2013

ARCHIVED

Committee Review
August 12, 2013

ARCHIVED

Accounts Review
August 12, 2013

ALL MONTHS

2014

JANUARY 5c

2013

DECEMBER

AUGUST

JUNE

MARCH

JANUARY

2012

DECEMBER

AUGUST

JUNE

ARCHIVED

R&D Quarterly Overview
August 12, 2013 6

ARCHIVED

Corporate Development Timeline
August 12, 2013

Diligent Boards

14 BOARDS FOR WINDOWS — RESOURCE CENTER

A library of reference documents and governance information can be found in the Resource Center.

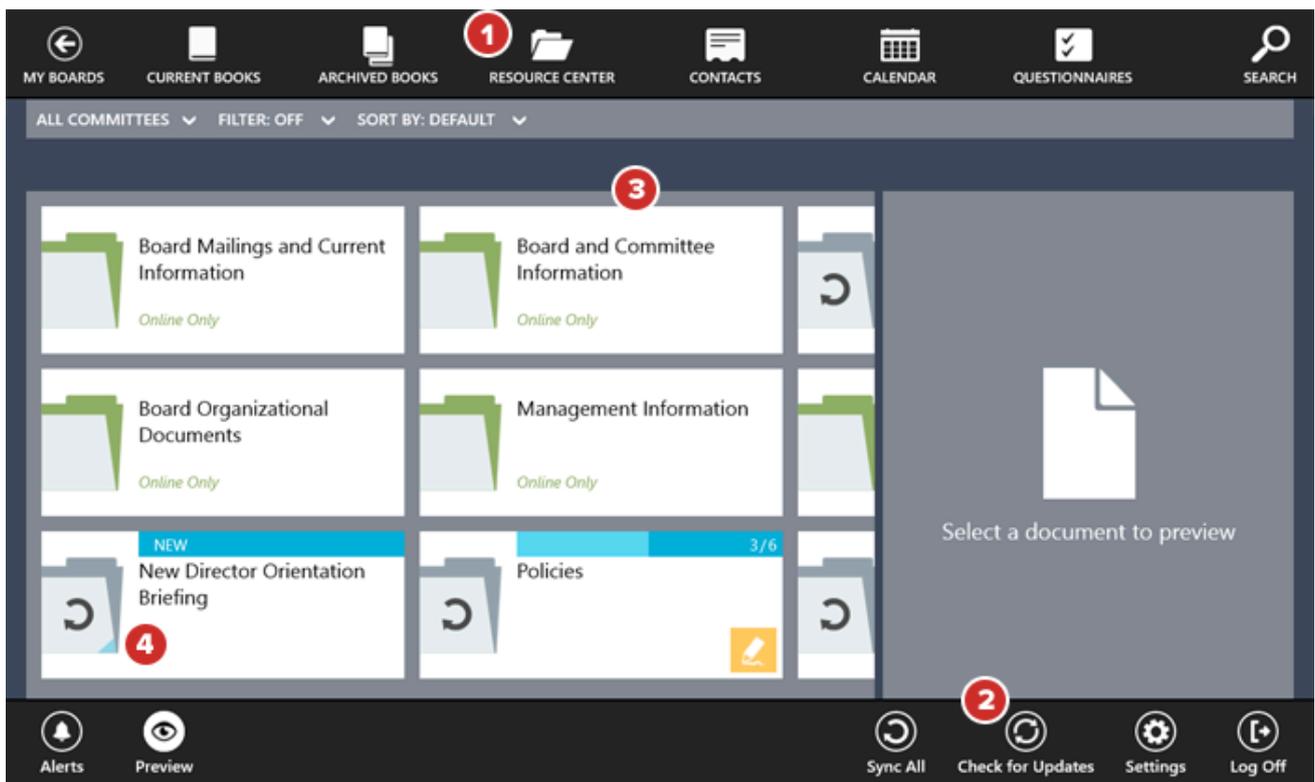
1 To access the Resource Center, select **Resource Center** from the top app bar.

Note: The application will automatically check for recent updates or changes the first time you navigate to the Resource Center section after signing in.

2 To manually check for updates in the Resource Center, select the **Check for Updates** icon in the bottom app bar.

3 The Resource Center may contain a collection of offline and online-only items. **Online-Only** items require an internet connection to access them. **Offline** items can be synced to the device for access at any time.

4 Folders that contain new or updated items will have a **Colored Corner**.

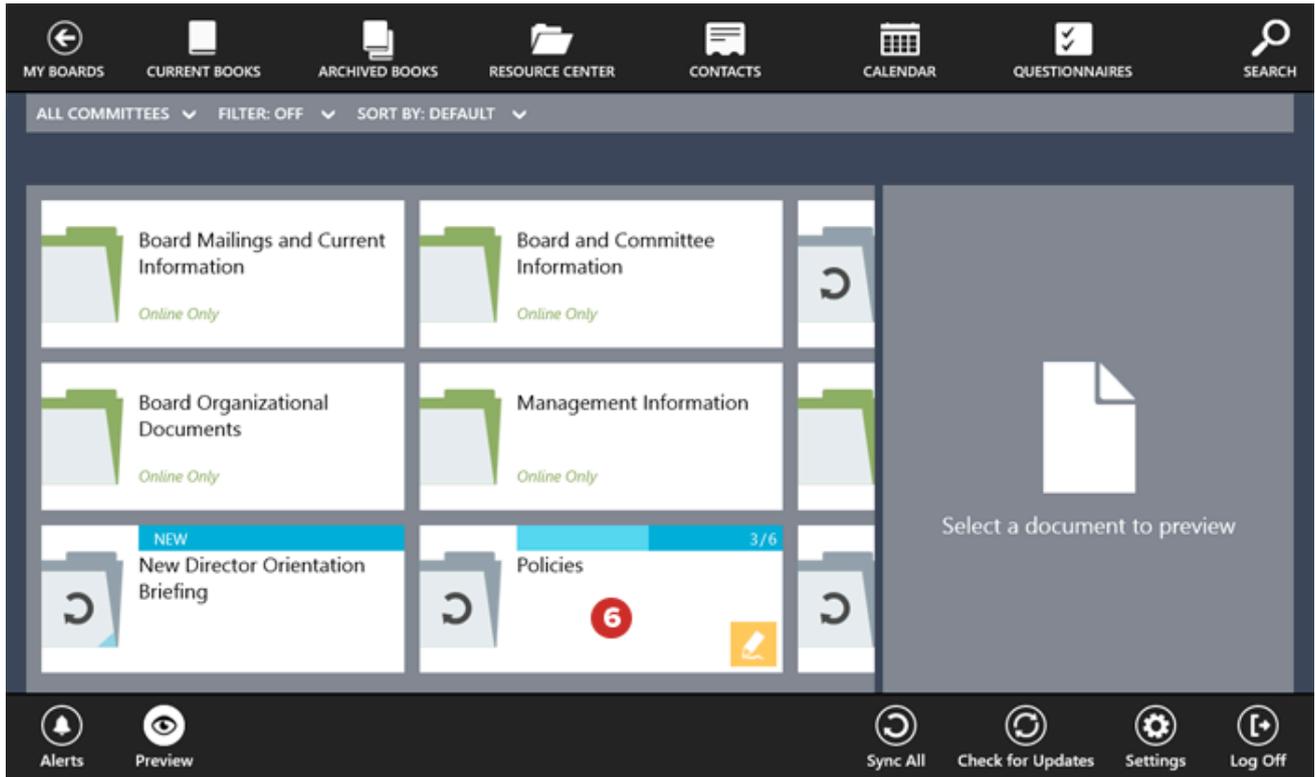


5 To sync every offline document in an offline folder, select the **Sync** arrow on the folder tile. This will let you

access those documents while offline.

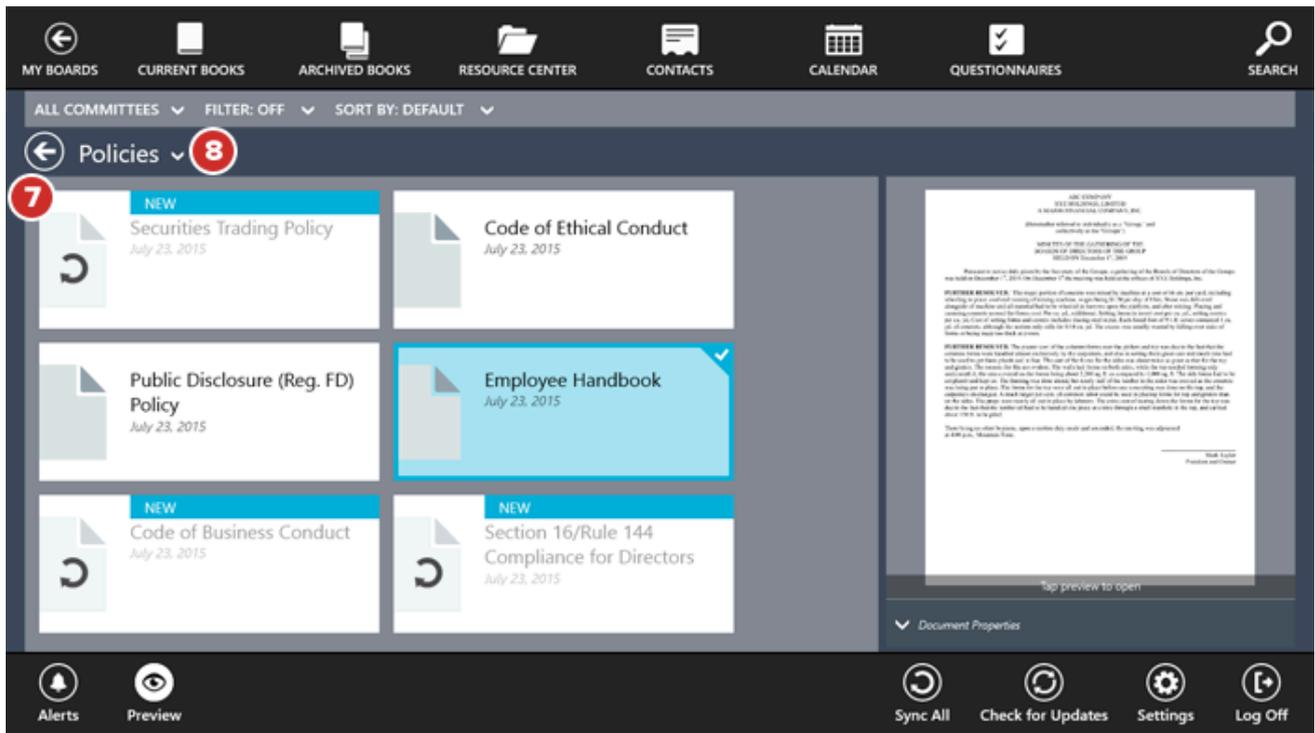
Note: Offline folders may contain online-only documents. These will require an internet connection to view, even if the rest of the folder is synced.

6 Select any folder tile to view the folder's contents. You can look inside offline folders even if you haven't synced them.

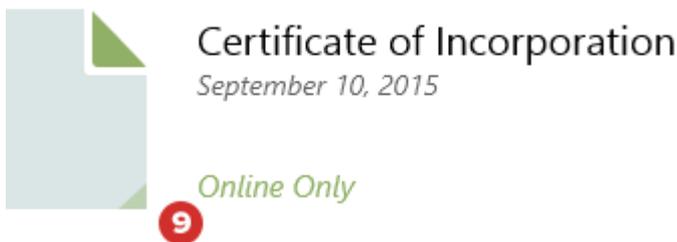


7 To go back to the last folder you were in, select the **Back** button.

8 To see a list of all of the parent folders of the folder you are in, select the **Name of the Current Folder**. Select any folder from the list that appears to return to that folder.



9 New or updated documents will have a Colored Corner.



10 To view an individual, unsynced offline document, you must sync it. Select the **Sync arrow** on the document icon.



11 You can sync all offline documents in the folder you have open by selecting **Sync All** in the bottom app bar. Offline documents in sub folders will also be synced.

Note: If you exit all Resource Center folders and select “Sync All,” you will sync every offline document in the Resource Center.

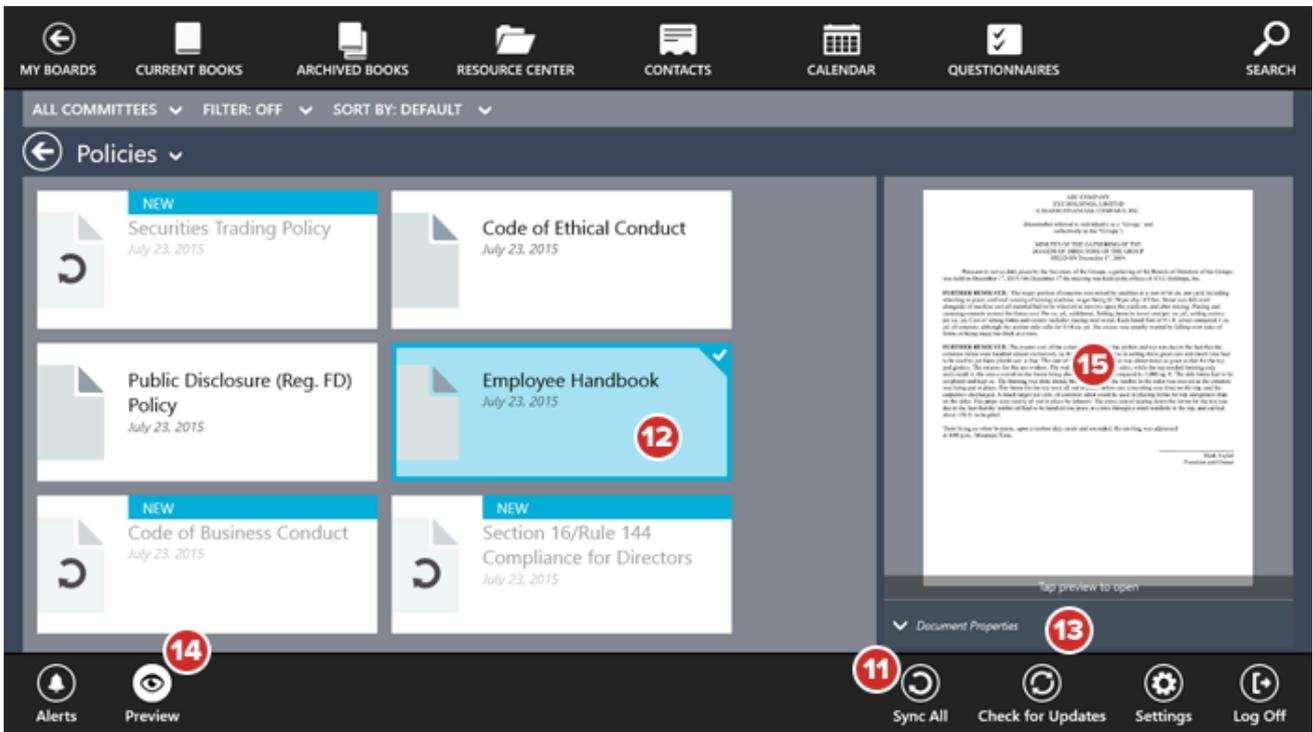
12 Select any document to preview it. Select on the edges of the preview to move between the pages of the document.

Note: Unsynced and online-only items can only be previewed with an internet connection.

13 Select **Document Properties** to see more information about the document, including its length, the date it was added and its location in the Resource Center.

14 If you would rather see more folders and documents at once, the preview window can be disabled. In the bottom app bar, select **Preview** to turn it off.

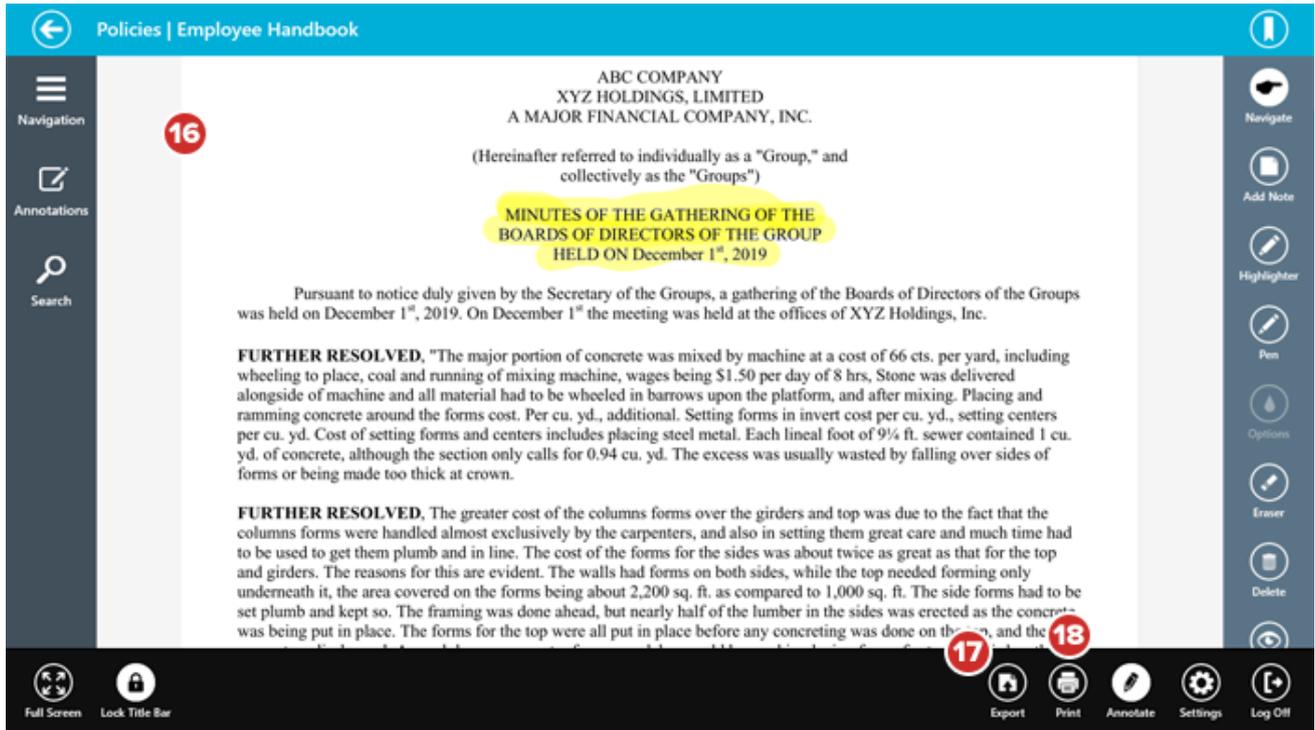
15 Select the preview page to open the document. You may be asked to sync. If you’ve disabled Preview, you can open the document simply by selecting its icon.



16 Navigating a Resource Center document is like navigating a book. See [Book navigation](#) for more information.

17 To export annotated pages to a PDF, select **Export**. See [Exporting annotations](#) for more information.

18 Select **Print** to print the document in whole or in part, or to print all documents in the folder. See the section on [Printing](#) for more information.



Note: Online-only documents cannot be printed or exported.

19 Offline Resource Center documents have full annotation functionality. See the [Book Annotations and Notes](#) section for more information.

Note: Online-only documents cannot be annotated.

20 When you're done using a Resource Center document, select the **Back** button.



21 To remove a Resource Center document from your device, select and hold until the **Delete** menu appears, and select **Reset item**. You can also select and hold on a folder to remove all items in that folder from your device. You'll be able to get any of these documents back later by syncing.



Note: If you tap and hold offline documents or folders, you'll also be given the option to remove all annotations from those items.

15 BOARDS FOR WINDOWS — RESOURCE CENTER FILTERS

Resource Center filters can hide any documents and folders based on select criteria, making it easier to find items in large or complex Resource Centers.

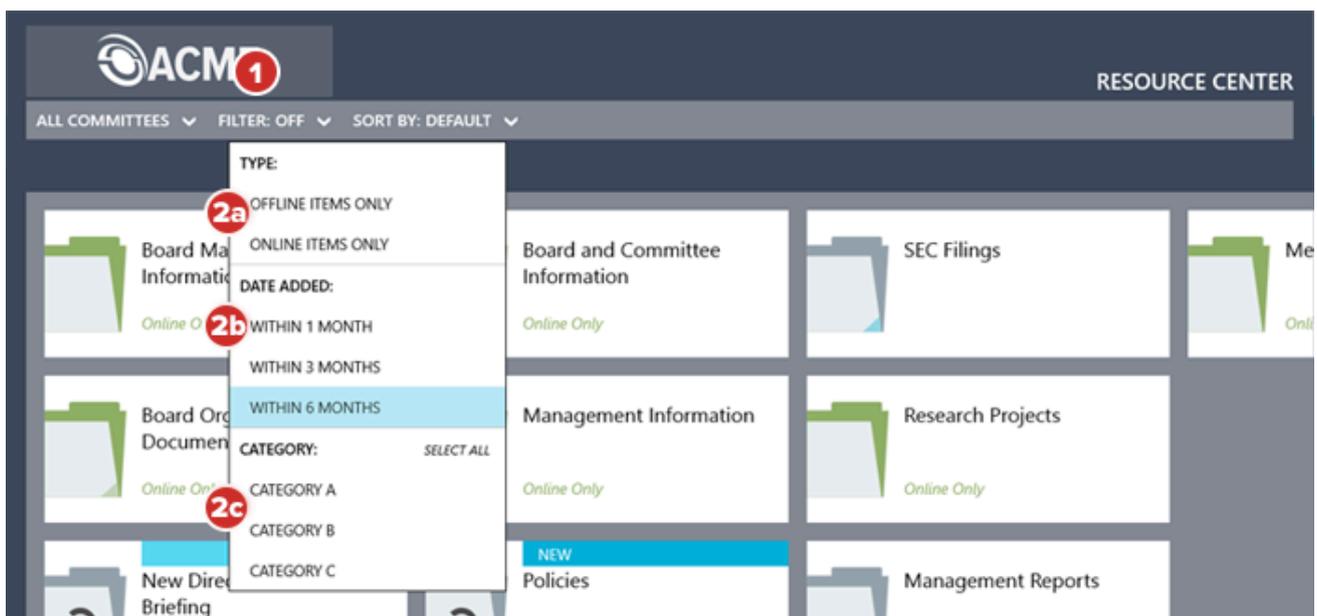
1 While in the Resource Center, select **Filter**.

2 In the filter menu that appears, you can filter by:

2a Type - Whether the items are available online or offline only

2b Date Added - How recently the item was added to the Resource Center

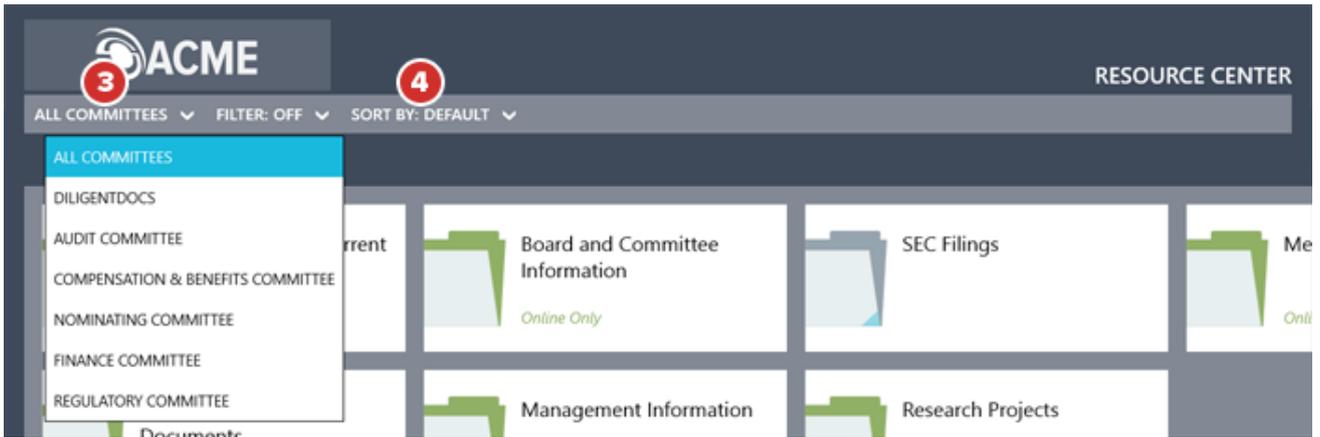
2c Category - The category the item is in



Note: You can use any of these filters simultaneously. If your Resource Center does not use categories, the "Category" filter will not be available.

3 Select the **All Committees** filter to show only Resource Center items from a specific group or committee.

4 By default, Resource Center items will be sorted by the order that was chosen by your Diligent Boards administrator. Select the **Sort By** option to sort alphabetically instead.



The screenshot shows the ACME Resource Center interface. At the top left is the ACME logo with a red circle containing the number 3. To its right is a red circle containing the number 4. The top right corner says "RESOURCE CENTER". Below the logo is a navigation bar with "ALL COMMITTEES", "FILTER: OFF", and "SORT BY: DEFAULT". A dropdown menu is open under "ALL COMMITTEES", listing: "ALL COMMITTEES", "DILIGENTDOCS", "AUDIT COMMITTEE", "COMPENSATION & BENEFITS COMMITTEE", "NOMINATING COMMITTEE", "FINANCE COMMITTEE", and "REGULATORY COMMITTEE". The main content area is a grid of folders: "Board and Committee Information" (Online Only), "SEC Filings", "Management Information", and "Research Projects".

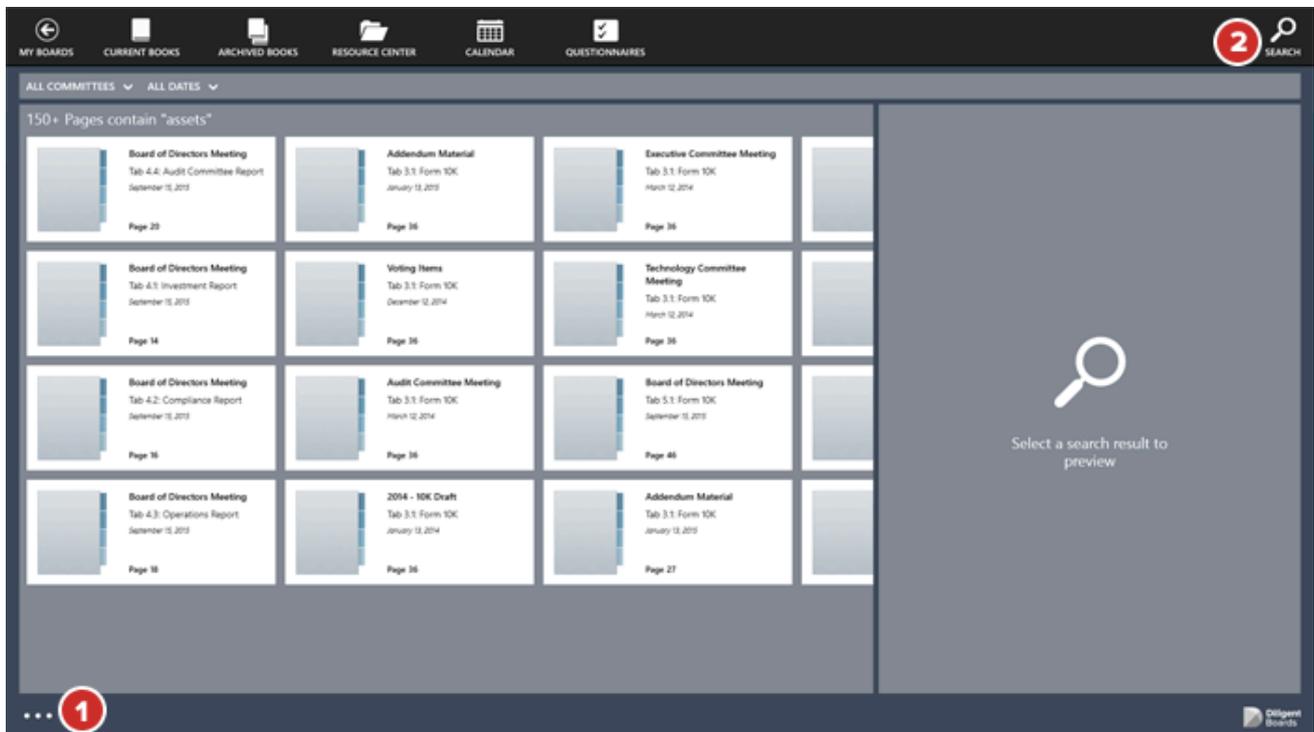
16 BOARDS FOR WINDOWS — SITE SEARCH

The Search screen makes it easy to find a word or term in almost any section of the site.

Note: You must have an active internet connection in order to use Search.

1 Before opening a book, select the **ellipses** button in the lower-left corner of the screen or swipe down anywhere from the top border of the screen.

2 Select the **Search** icon in the top app bar that appears.



Note: You can also search within a book that you are currently reading. See [Book navigation - Search](#) for more information.

3 Select the **Current Books**, **Archived Books** or **Resource Center** buttons to select the sections to search. You can search multiple sections at once.

4 Select the **arrow above the Search field** to reveal search options:

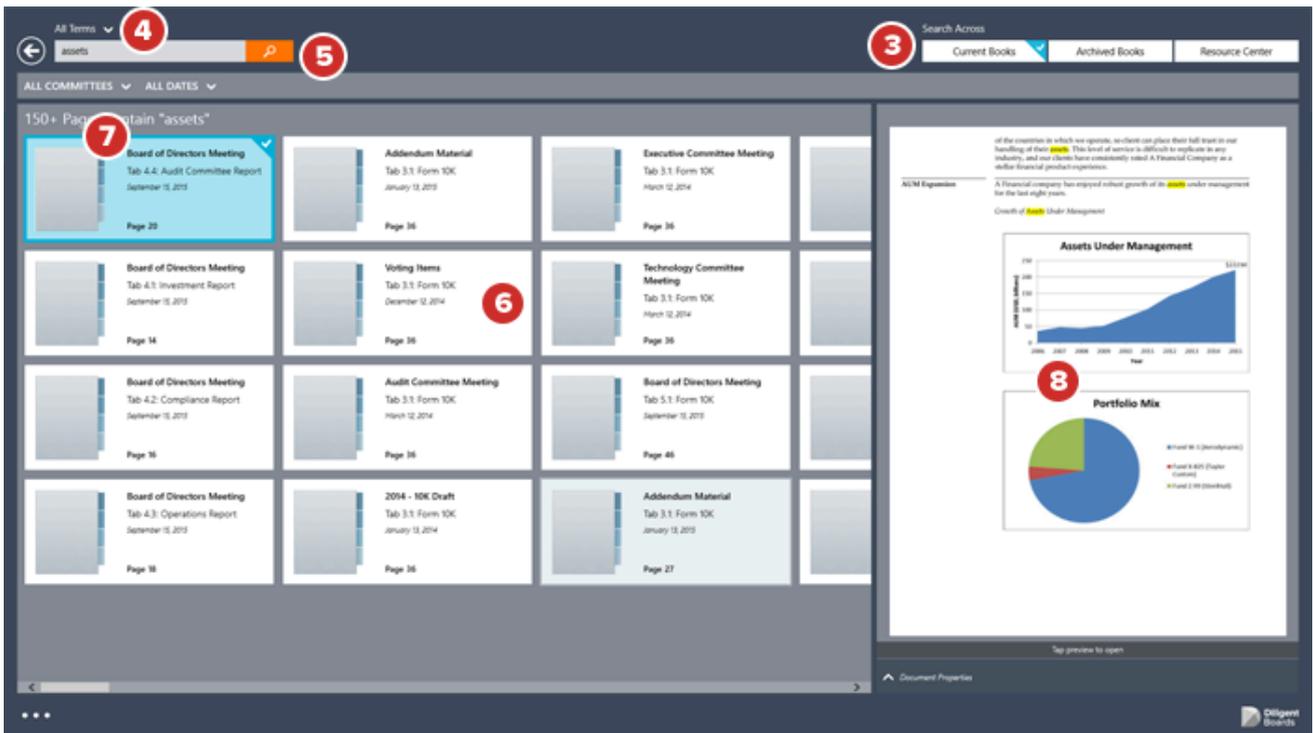
- > **Search All Terms** shows only documents where all terms appear. If you searched for “My Documents,” this search would result in a list of documents that only include both the words “My” and “Documents.”
- > **Search Any Term** shows all documents that contain any one of the words being searched for.
- > **Search Exact Phrase** shows only documents where the exact phrase being searched for appears.

5 Select the **Search** field and type in the terms for which you would like to look. Select the orange Search button; the search itself may take several moments.

6 Search results will appear in a list of tiles. Swipe left and right on this list to explore the results. Select a result to display a preview of the document on the right of the display.

7 Select the **Filter** options to filter the search results by committee, or to sort results by meeting date.

8 Search terms will appear highlighted on the **Page Preview**. Select this preview to go to that page in the Page View; your search terms will remain highlighted. Swipe the preview to the right or left to go to the previous or next result.



Note: Your most recent search will be retained on the search screen until you conduct a new search, are disconnected from Diligent Boards or perform a “Check for Updates.”

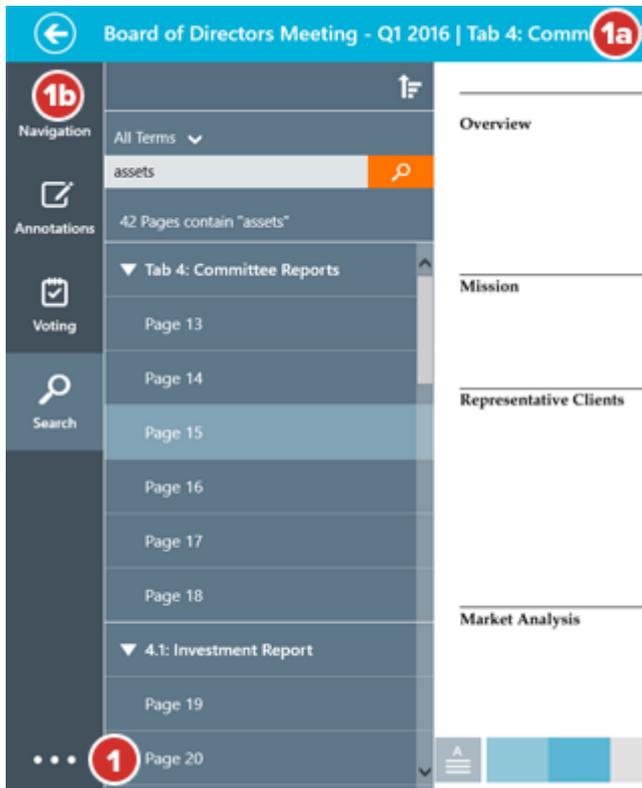
17 BOARDS FOR WINDOWS — BOOK NAVIGATION — VIEWING BOOK CONTENTS

The Page View offers multiple ways to navigate and view the content of a book.

1 Select the **Ellipses** button in the lower-left corner of the screen, or swipe down anywhere from the top border of the screen, to view the top and bottom app bars.

1a The top app bar displays the book and tab titles.

1b Selecting the **Back Arrow** icon in the top app bar will return to the Current Books Hub.



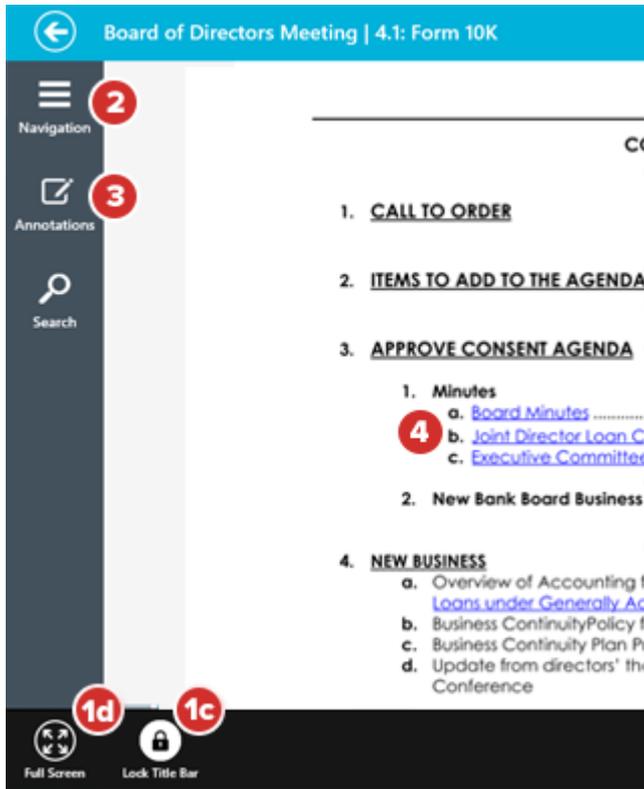
1c To keep the top app bar visible while navigating the book, select the **Lock Title Bar** icon in the bottom app bar.

1d Select the **Full Screen** icon to hide all of the buttons and bars, making only the page visible. To exit Full Screen mode, swipe up from the bottom of the screen or right-click with the mouse, and select the icon again.

2 Select the **Navigation** icon to view an outline of the book's tab sections.

3 Select the **Annotations** icon to view an outline of the book's annotations.

4 Select a blue link to be taken to a referenced section of the book, an external website or another application.



5 After you've selected a link, the Back Arrow button will become the **Link History** button. Select this button to go back to the page that contained the link, or select and hold the button to see a list of all the page links you've selected while reading the book.

Note: Only links within Diligent Boards will be recorded in Link History.

6 Select the left or right sides of the document to turn pages or swipe left and right to turn pages.

7 To view the book agenda, select on the **Agenda** icon. Select this button again to return to the page you were reading.

8 Press and slide your finger on the **Page Slider** to quickly scroll through pages.

9 To navigate to a specific page, select the **Page Number** icon, type the page number in the field that appears and

press **Enter** on your keyboard.

10 If you see a light **Watermark** on the page, your administrator has enabled watermarking on your site. You cannot disable or change the watermark.



The screenshot shows a mobile application interface for a meeting agenda. The title bar at the top is blue and contains a back arrow, a red circle with the number 5, and the text "rd of Directors Meeting - Q3 2017 | Tab 1: Agenda". The main content area is white and displays the following text:

XYZ Company
Board Meeting – Q3 2017
Agenda

9:30 – 10:00 AM
CALL TO ORDER

10:00 -11:00 AM
Approval of Minutes
[1. Audit Committee Minutes](#)
[2. Board Minutes](#)
[3. Executive Committee Minutes](#)
[4. Technology Committee Minutes](#)

10:00 -10:30 AM
[New Business](#) – Sarah Adams

10:30 -11:30 AM
[Committee Reports](#) – Ronald Hall

11:30 -12:00 PM
[Financial Reporting Progress](#) – Michael Thompson

1:00 – 2:00 PM
[Executive Management and CEO Presentation](#) – Michael Thompson

The interface includes a left sidebar with icons for Navigation, Annotations, Voting, and Search. A right sidebar contains icons for Navigate, Add Note, Highlighter, Pen, Options, Eraser, Delete, and Hide Annotations. A bottom navigation bar shows a blue bar with a white arrow and a red circle with the number 7, and a grey bar with a white arrow and a red circle with the number 8. A red circle with the number 9 is located in the bottom right corner of the document area. A large, light grey watermark "Confidential - Do Not Share - 8/22/2017" is overlaid diagonally across the center of the page. A red circle with the number 10 is positioned near the top right of the watermark.

18 BOARDS FOR WINDOWS — BOOK NAVIGATION — NAVIGATION PANEL

The Navigation Outline will allow you to view and navigate the contents of a book.

- 1 Select the Navigation icon to open the Navigation Outline.
- 2 The Navigation Outline displays a list of all the tabs and sub tabs in the book.
 - 2a Selecting a tab or sub tab title will take you to the relevant section of the book.
 - 2b The titles in the Navigation Outline will remain highlighted as you navigate through their corresponding pages.
- 3 Selecting the arrow icon next to a tab name will expand or collapse the sections in that tab.
- 4 Select the Expand/Collapse icon to expand or collapse all of the sections in the menu at once.



The screenshot shows the Diligent Boards interface. On the left is a navigation panel with a list of tabs: Tab 1: Agenda, Tab 2: Approval of Minutes, Tab 3: New Business, Tab 4: Committee Reports (selected), 4.1: Investment Report, Tab 5: Financial Reporting Progress, Tab 6: Executive Management and CEO Presentation, Tab 7: Appointment of Committees, and Tab 8: Votes and Approvals. The main content area displays a document page with a line graph titled "Assets Under Management" showing AUM (USD, billions) from 2006 to 2015, reaching \$222 billion in 2015. Below the graph is a pie chart titled "Portfolio Mix". The interface includes a top navigation bar with a back arrow and a search icon, and a right-hand sidebar with various tool icons like Highlighter, Pen, Eraser, and Hide Annotations.

Note: When your Windows device is in portrait orientation, or if Diligent Boards is using a view that makes it

taller than it is wide, the Navigation Panel will display as a hover menu over the page. In this mode, selecting an item in the Navigation Panel will close the hover menu and take you to the relevant section of the book.

Tip: You can always hide or show the Navigation Panel by selecting the “Navigation” icon.

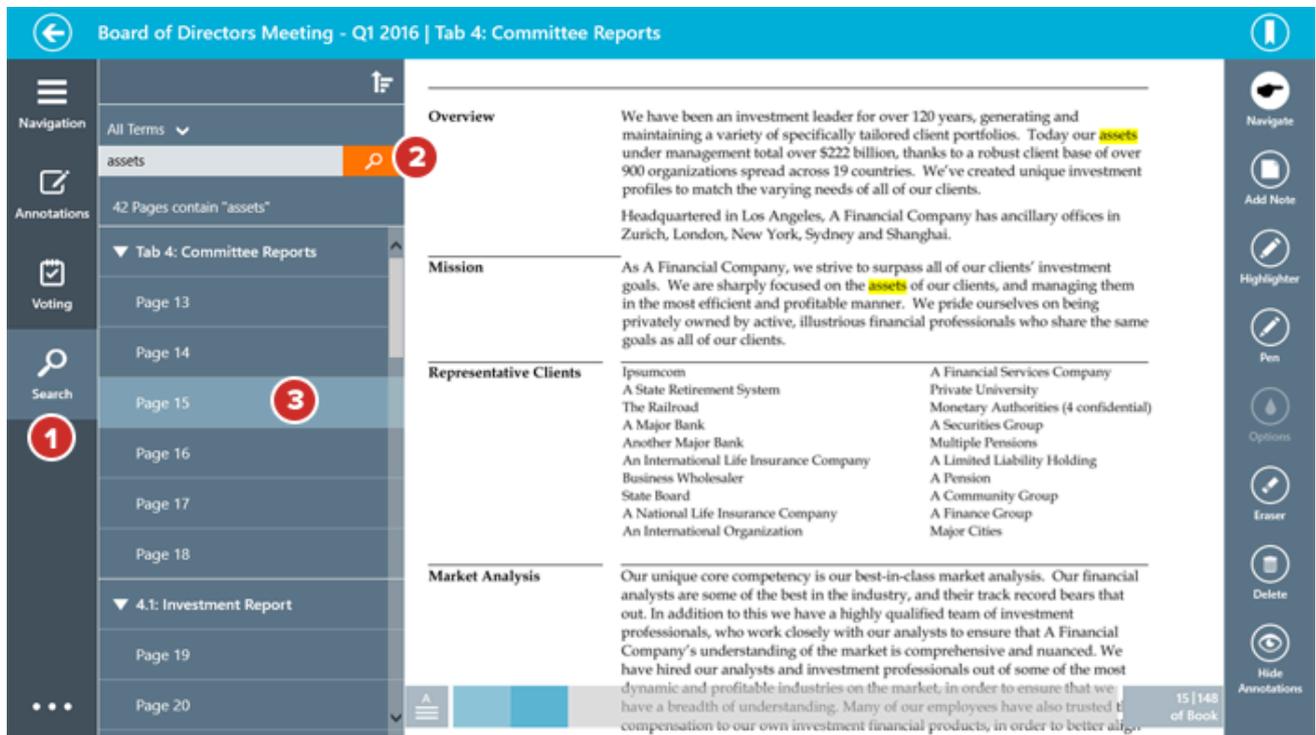
19 BOARDS FOR WINDOWS — BOOK NAVIGATION — SEARCH

1 To find words or phrases in the book, select the Search icon.

Note: Select the Search icon again to close the search menu. Search requires an internet connection.

2 Select the Search field and type in the terms for which you would like to look. Select the orange Search button; the search itself may take several moments.

3 Search results will appear in an outline. Select a result to go to that page.



The screenshot displays the Diligent Board of Directors Meeting app interface. The top navigation bar shows "Board of Directors Meeting - Q1 2016 | Tab 4: Committee Reports". The left sidebar contains navigation options: Navigation, Annotations, Voting, Search (highlighted with a red circle 1), and a menu icon. The search field is populated with "assets" and has an orange search button (highlighted with a red circle 2). Below the search field, it indicates "42 Pages contain 'assets'". The search results list pages 13 through 20, with page 15 highlighted (highlighted with a red circle 3). The main content area shows the text of page 15, which includes sections for Overview, Mission, Representative Clients, and Market Analysis. The right sidebar contains various annotation tools: Navigate, Add Note, Highlighter, Pen, Options, Eraser, Delete, and Hide Annotations. The bottom status bar shows "15 | 148 of Book".

20 BOARDS FOR WINDOWS — READING AND NAVIGATING A BOOK

The page view displays all your book content and includes features for an optimal book reading and navigation experience. To get to the page view, select any book in the bookshelf list view.

1 To turn pages, select the left or right sides of the document, or swipe left or right anywhere on the page.

2 Select the **Navigation** icon to view a list of sections in the book. Select a section in this list to move to the first page of that section. Select the Navigation icon again to hide the list.

3 Select or click the **Ellipses** icon in the bottom-left corner to show the top and bottom menu bars. Select anywhere on screen to hide the bars.

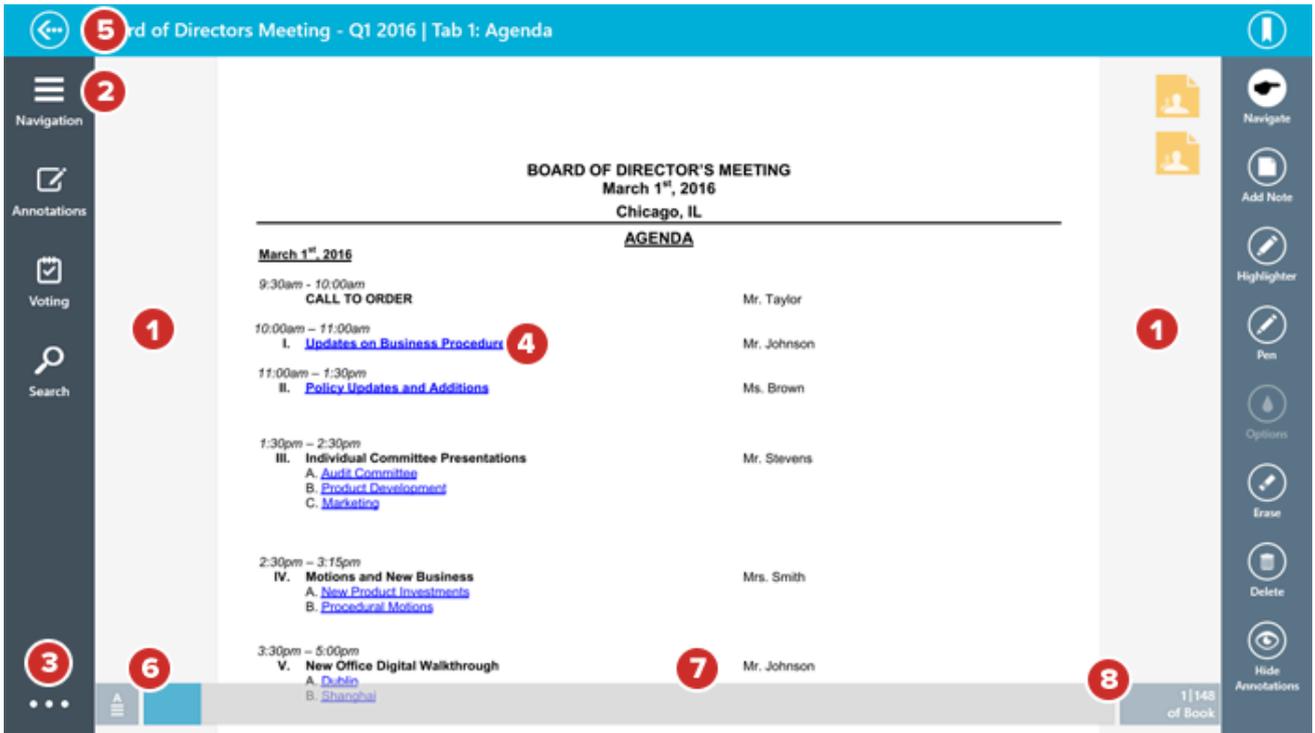
4 Some books may contain links. Select on a link to be taken to the referenced section of the book, or to an external website or application.

5 After you've selected on a link, the Back Arrow button will become the **Link History** button. Select this button to go back to the page that contained the link, or select and hold the button to see a list of all the page links you've selected while reading the book.

6 Select the **Agenda** icon to open the book's agenda. Select the icon again to return to the last page that was viewed in the book.

7 Select and slide your finger on the page slider to scroll through the book.

8 Select the page number icon to display the keyboard and a field to enter a specific page number. Select **Enter** on the keyboard to go to the page entered.



The screenshot displays the Diligent app interface for a document titled "Board of Directors Meeting - Q1 2016 | Tab 1: Agenda". The document content is as follows:

BOARD OF DIRECTOR'S MEETING
March 1st, 2016
Chicago, IL

AGENDA

March 1st, 2016

9:30am - 10:00am
CALL TO ORDER Mr. Taylor

10:00am - 11:00am
I. Updates on Business Procedures Mr. Johnson

11:00am - 1:30pm
II. Policy Updates and Additions Ms. Brown

1:30pm - 2:30pm
III. Individual Committee Presentations Mr. Stevens
 A. [Audit Committee](#)
 B. [Product Development](#)
 C. [Marketing](#)

2:30pm - 3:15pm
IV. Motions and New Business Mrs. Smith
 A. [New Product Investments](#)
 B. [Procedural Motions](#)

3:30pm - 5:00pm
V. New Office Digital Walkthrough Mr. Johnson
 A. [Dublin](#)
 B. [Shanghai](#)

Callouts in the image: 5 (Back Arrow), 2 (Navigation menu), 1 (Search icon), 4 (Link icon), 1 (Right sidebar icon), 3 (Bottom left menu), 6 (Bottom left search bar), 7 (Bottom right search bar), 8 (Bottom right page indicator).

9 Select the Search icon to reveal the in-book search menu.

10 From the search menu, type any word or phrase and select the **Search** button to look for those terms in the book you're currently viewing.

11 Select **Print** to print the book in whole or in part, or **Export** to save a PDF of your annotated book content.

12 To return to the bookshelf list view, select the **Back Arrow** icon in the upper-left-hand corner of the screen.

← 12 Board of Directors Meeting - Q1 2016 | Tab 4: Committee Reports
📌

Navigation

All Terms ▾

assets 🔍 10

42 Pages contain "assets"

▼ Tab 4: Committee Reports

Page 13

9 Page 14

Page 15

Page 16

Page 17

Page 18

▼ 4.1: Investment Report

Page 19

Annotations

Voting

Search

Overview

We have been an investment leader for over 120 years, generating and maintaining a variety of specifically tailored client portfolios. Today our **assets** under management total over \$222 billion, thanks to a robust client base of over 900 organizations spread across 19 countries. We've created unique investment profiles to match the varying needs of all of our clients.

Headquartered in Los Angeles, A Financial Company has ancillary offices in Zurich, London, New York, Sydney and Shanghai.

Mission

As A Financial Company, we strive to surpass all of our clients' investment goals. We are sharply focused on the **assets** of our clients, and managing them in the most efficient and profitable manner. We pride ourselves on being privately owned by active, illustrious financial professionals who share the same goals as all of our clients.

Representative Clients

Ipsumcom	A Financial Services Company
A State Retirement System	Private University
The Railroad	Monetary Authorities (4 confidential)
A Major Bank	A Securities Group
Another Major Bank	Multiple Pensions
An International Life Insurance Company	A Limited Liability Holding
Business Wholesaler	A Pension
State Board	A Community Group
A National Life Insurance Company	A Finance Group
An International Organization	Major Cities

Market Analysis

Our unique core competency is our best-in-class market analysis. Our financial analysts are some of the best in the industry, and their track record bears that out. In addition to this we have a highly qualified team of investment professionals, who work closely with our analysts to ensure that A Financial Company's understanding of the market is comprehensive and nuanced. We

📌

📄

🖋️

🖋️

🖋️

🖋️

🗑️

👁️

🖥️ Full Screen

🔒 Lock Title Bar

🏠 Export

🖨️ Print

🖋️ Annotate

⚙️ Settings

👤 Log Off

11

21 BOARDS FOR WINDOWS — SELECTING AND MANAGING BOOKS

The bookshelf list view displays all of your board's current meeting books. From here, you can select a book to read, or update a book to its latest version with one select.

1 After logging on, you will be taken to the bookshelf list view. All of your upcoming and recent meeting books are available in this view.

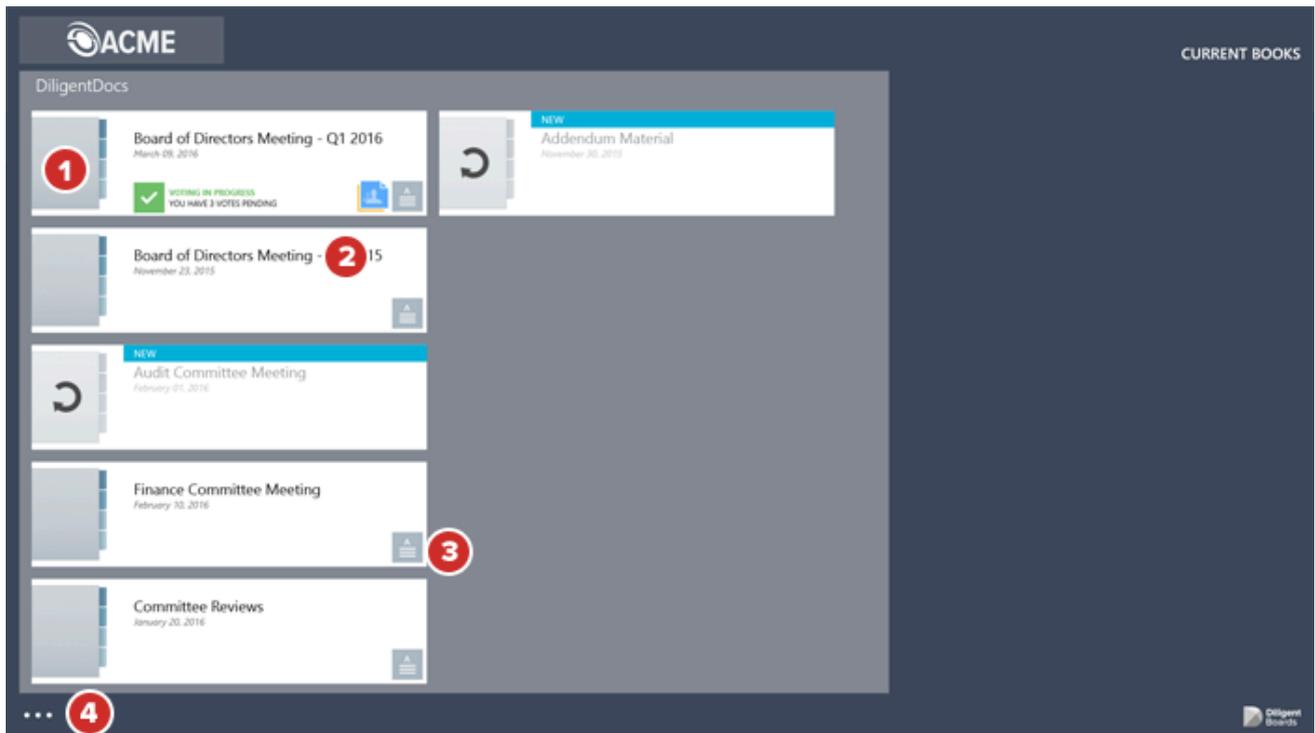
Note: If you sit on multiple boards, you may be asked to select a board instead. Select one of your boards to enter the bookshelf list view for that board.

Select on a book to download it to your device.

2 After it starts to download, select on a book's name to begin reading it. You can read a book while it downloads in the background.

3 Select the **Go To Agenda** icon to go directly to that book's agenda page.

4 For additional options, select the **Ellipses** icon in the bottom-left corner, or right-click anywhere on the screen. Top and bottom menu bars will appear.



5 Diligent Boards will automatically check for updated versions of your books when you log on. Select each book to download these changes.



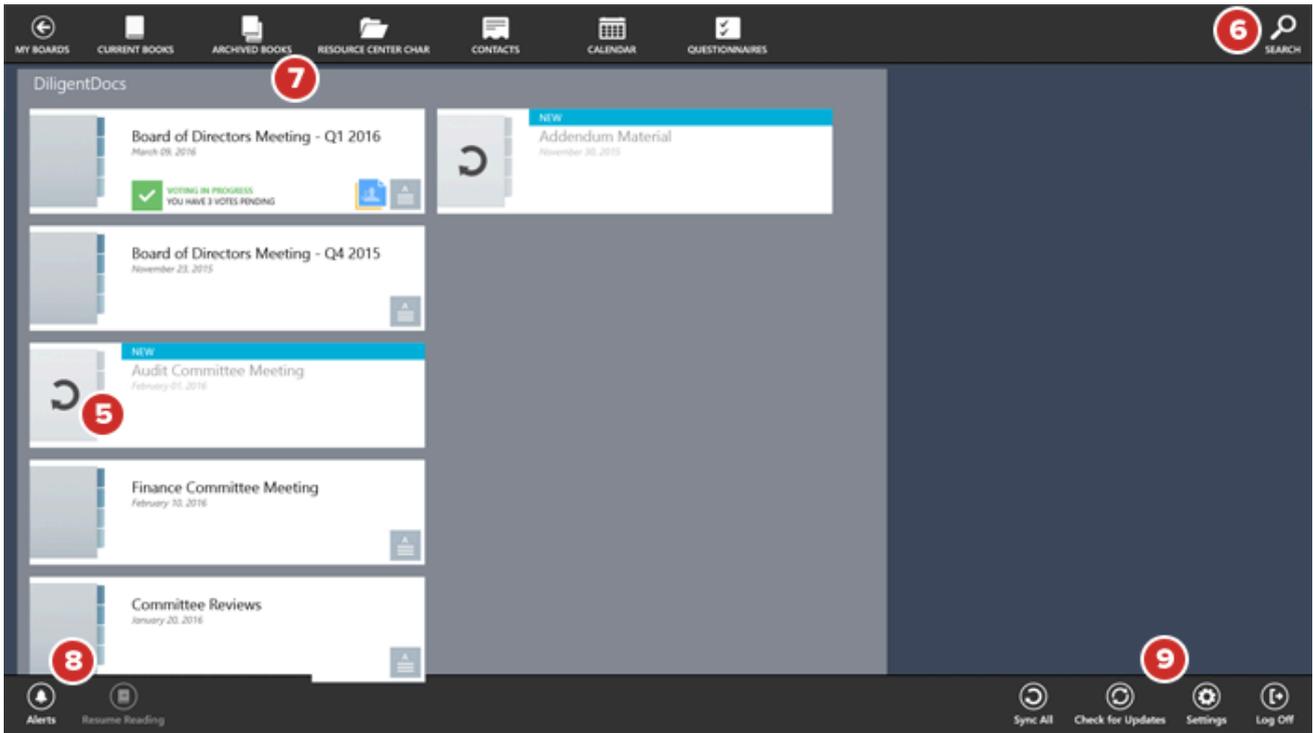
Note: Once a book is downloaded, it can be read with or without an Internet connection.

6 Select the **Search** icon to reveal the search screen. From this screen, you can search for any word or phrase in a variety of board resource locations.

7 Books from previous meetings are available to view by selecting **Archived Books**.

8 If your administrator has created an alert message, it will pop up when you log on. To make it reappear at any time, select the **Alerts** icon.

9 From the bottom menu bar, you can **Check for Updates** or **Sync All** to download all books and updates at once. You can also access **Settings** or **Log Off**.



The screenshot displays the DiligentDocs application interface. At the top, a navigation bar includes icons for MY BOARDS, CURRENT BOOKS, ARCHIVED BOOKS, RESOURCE CENTER CHAT, CONTACTS, CALENDAR, and QUESTIONNAIRES. A search icon with a '6' notification badge is located in the top right corner. The main content area is titled 'DiligentDocs' and features a list of documents on the left and a larger preview area on the right. The document list includes:

- Board of Directors Meeting - Q1 2016** (March 09, 2016) with a '7' notification badge and a status 'VOTING IN PROGRESS YOU HAVE 3 VOTES PENDING'.
- Board of Directors Meeting - Q4 2015** (November 23, 2015).
- Audit Committee Meeting** (February 01, 2016) with a 'NEW' badge and a '5' notification badge.
- Finance Committee Meeting** (February 10, 2016).
- Committee Reviews** (January 20, 2016) with an '8' notification badge.

The right-hand preview area shows a document titled 'Addendum Material' (November 30, 2015) with a 'NEW' badge. The bottom navigation bar contains icons for Alerts, Resume Reading, Sync All, Check for Updates, Settings, and Log Off, with a '9' notification badge positioned above the Settings icon.

22 BOARDS FOR WINDOWS — CREATING NOTES AND ANNOTATIONS

The Markup Toolbar will display several options to create annotations, which includes Sticky Notes, Page Markups and Bookmarks.

Tip: To show or hide the Annotations Toolbar, swipe up anywhere from the bottom border of the screen and select the “Annotate” icon in the bottom app bar.

1 Select the upper-right-hand corner to **Bookmark** the page. This can be done out of markup mode as well, by selecting in the upper-right corner of the document.

2 The **Add Note** icon will open a note on the screen where you can type information using your keyboard.

Tip: You can also select and hold your finger anywhere on the page to create a note there.

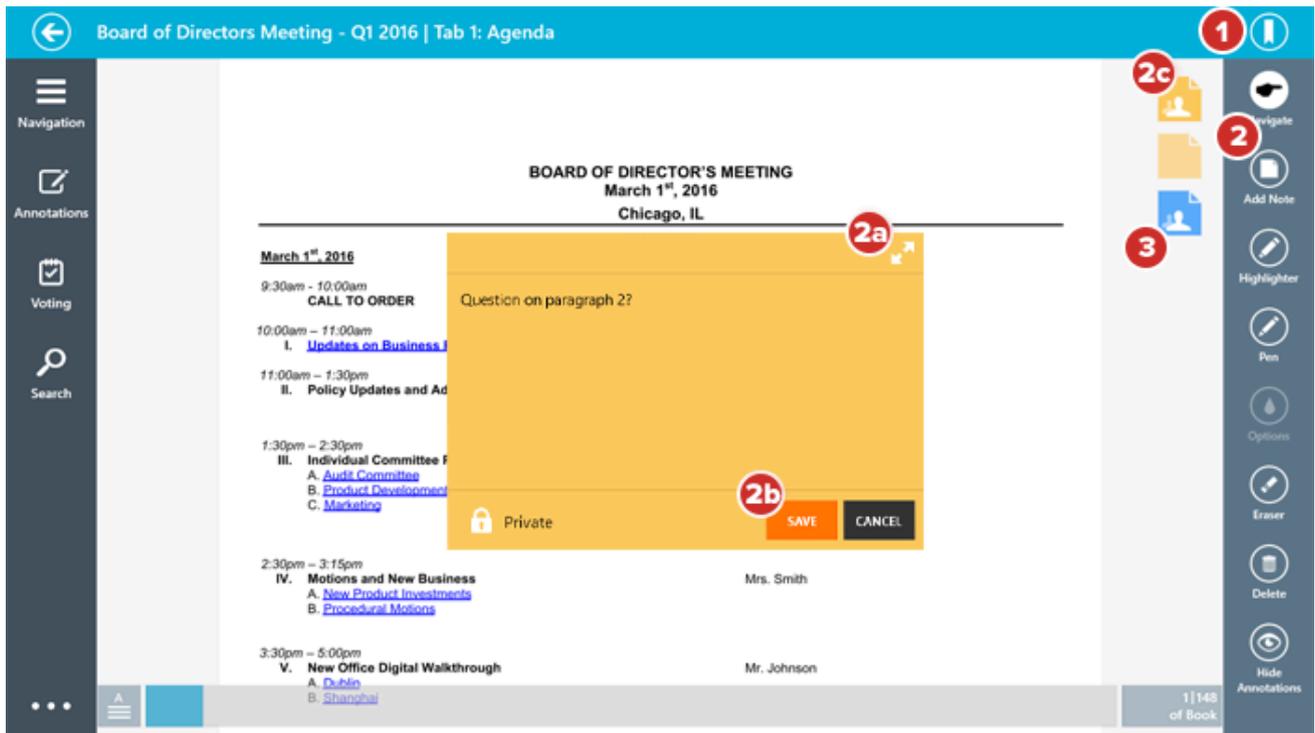
2a Select the **Expand** icon to see more of the note at once.

2b When finished typing, select **Save**.

2c Upon saving your note, a stack with note icons will appear on the right side of the page. Notes you have created appear yellow. Select the icon to view or edit the note. Select and hold the icon to move it anywhere on the page.

Tip: If the note time stamp setting is enabled by your administrator, a time stamp indicating the time the note was created will appear in the corner. This time stamp will update if the note is edited. If the note is shared, the time stamp will reflect when others could first see the note.

3 Notes that are being shared with you by others appear blue. You can read these notes, but you cannot move them or change the original note message.



4 The **Highlighter** tool draws a thick translucent line on the page.

5 The **Pen** tool draws a solid line on the page.

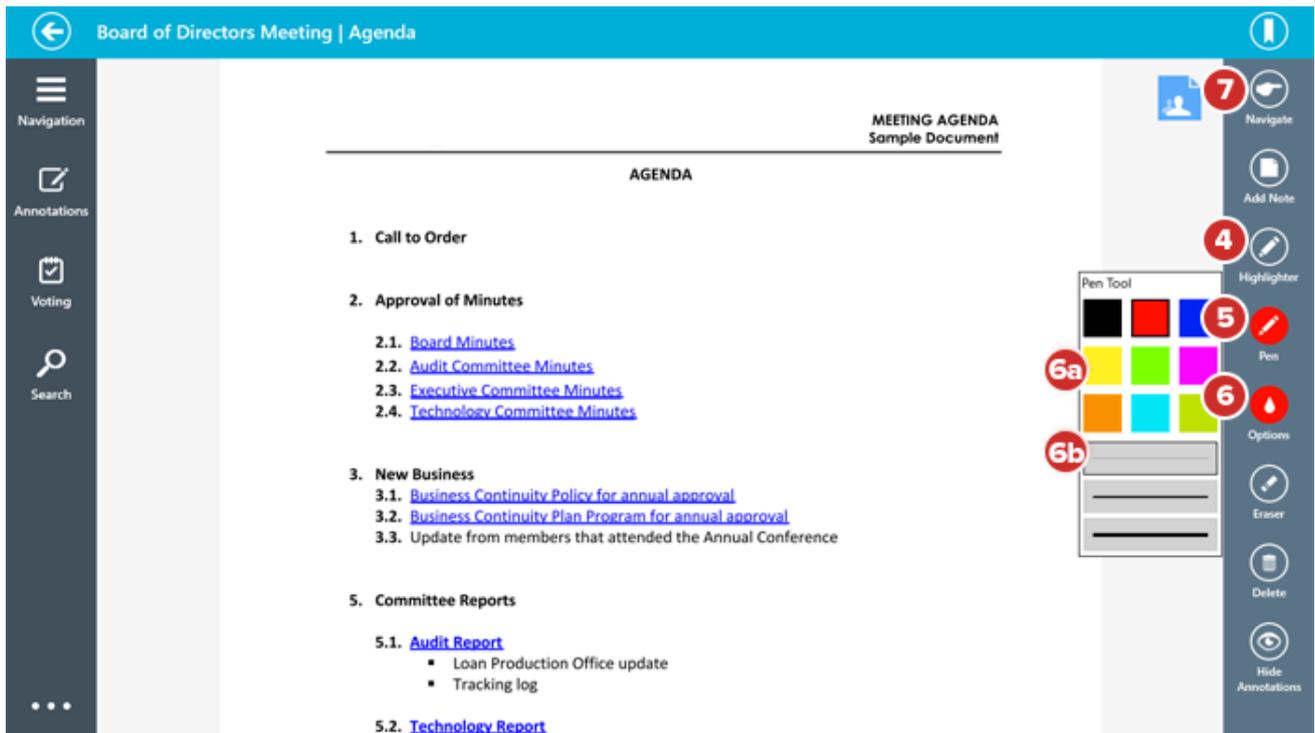
6 When the highlighter or pen tool is selected, selecting the **Options** icon will display a panel with options.

6a Select a **Color** swatch to change the color of the pen or highlighter.

6b The panel for the pen tool will include options to set the **Line Thickness**.

Tip: Creating markups can also be done using a Windows stylus pen, which is available at most office supply stores.

7 Select the **Navigate** icon to turn pages and zoom without drawing on the page. This effectively turns off the pen and highlighter tools.



8 The **Eraser** tool allows you to delete individual pen or highlight markups on the page. When this option is selected, slide your finger or stylus over any part of the markup line. The entire stroke of the line will be deleted.

Note: The Eraser tool works only with pen and highlight markups. Once a markup has been erased, it cannot be retrieved.

9 Select the **Delete** icon for a menu of options to remove all page annotations, markups only or all book annotations.

10 To keep your annotations from appearing on the screen, select the **Hide Annotations** icon. Select this button again to reveal your annotations.

Board of Directors Meeting - Q1 2016 | Tab 1: Agenda

Navigation

Annotations

Voting

Search

BOARD OF DIRECTOR'S MEETING
March 1st, 2016
Chicago, IL

AGENDA

March 1st, 2016

9:30am - 10:00am
CALL TO ORDER Mr. Taylor

10:00am - 11:00am
I. Updates on Business Procedure Mr. Johnson

11:00am - 1:30pm
II. Policy Updates and Additions Ms. Brown

1:30pm - 2:30pm
III. Individual Committee Presentations Mr. Stevens
 A. [Audit Committee](#)
 B. [Product Development](#)
 C. [Marketing](#)

2:30pm - 3:15pm
IV. Motions and New Business Mrs. Smith
 A. [New Product Investments](#)
 B. [Procedural Motions](#)

3:30pm - 5:00pm
V. New Office Digital Walkthrough Mr. Johnson
 A. [Dublin](#)
 B. [Shanghai](#)

Navigation

Add Note

Highlighter

Pen

Eraser

Delete

Hide Annotations

8 Delete All Page Annotations

9 Delete Page Markups Only

10 Delete All Book Annotations

1 | 145 of Book

23 BOARDS FOR WINDOWS — CREATING ANNOTATIONS

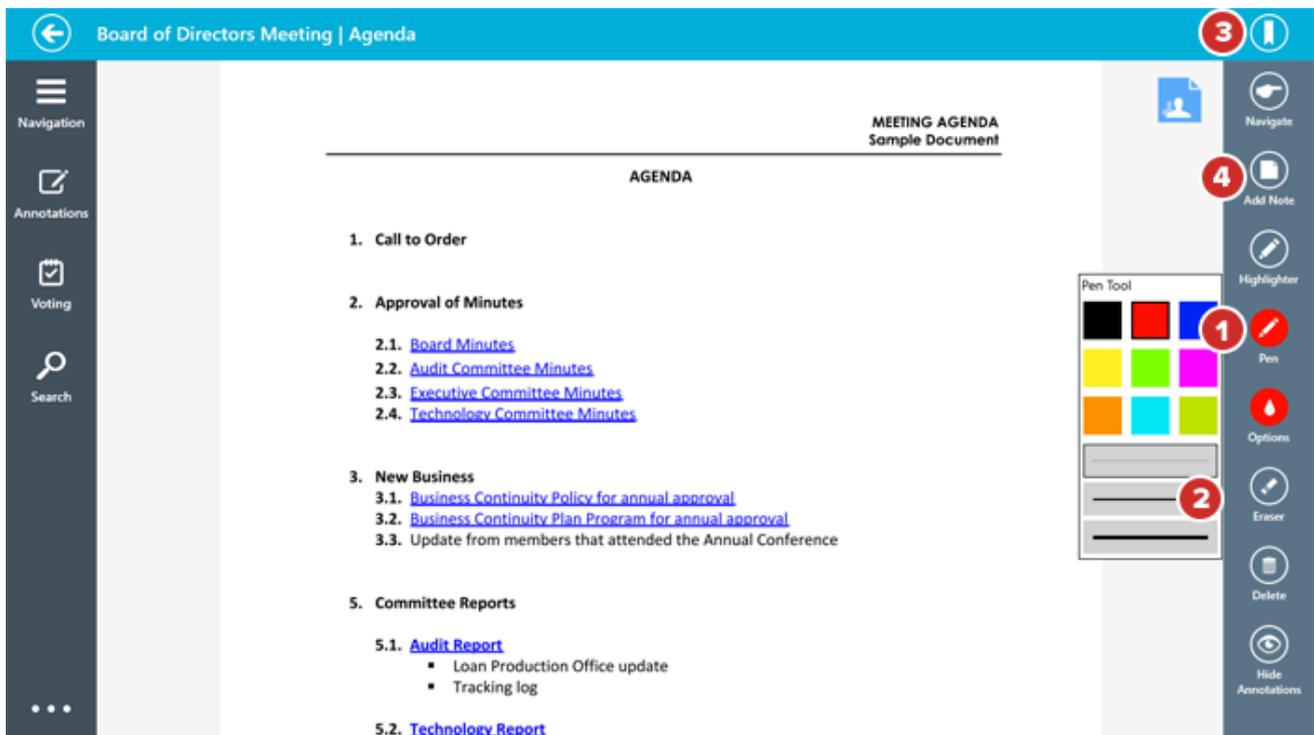
The annotations toolbar contains several options for easily adding your own annotations to a page, including a pen, highlighter, sticky notes and bookmarks. To show or hide the annotations toolbar, swipe up from the bottom border of the screen and select the Annotate icon in the bottom menu bar.

1 Select the **Highlighter** or **Pen** button to draw markups on the page. After selecting a tool, select the Options button to change its color, or the line thickness of the pen.

2 Select the **Erase** button to remove any pen marks or highlights. Select any mark to erase it. This action cannot be undone.

3 Select the **Bookmark** button to create a bookmark on the current page. This can also be done while the annotations toolbar is hidden by selecting the upper-right-hand corner of a document at any time.

4 Select the **Add Note** button to create a sticky note on the page. Use your keyboard to enter text. Select **Save** to keep the note or select **Cancel** to delete it.



Note: Select and hold your finger anywhere on the page to create a sticky note in that location.

5 Your saved sticky notes appear in the upper-right-hand corner in yellow. Select on a sticky note to view or edit it. The public notes of others appear in blue. Select on one to view it. You cannot edit the notes of others.

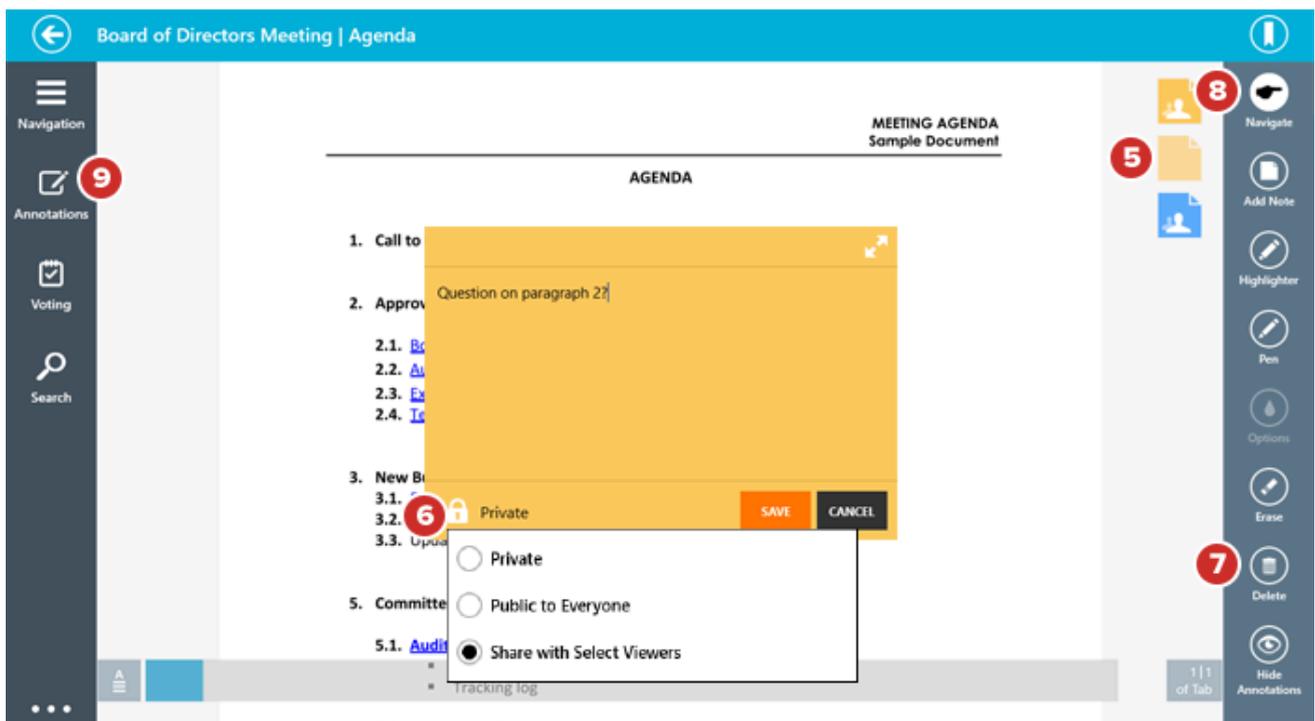
6 To make your sticky notes visible to others, select the **Private** icon. From the menu that appears, select **Public to Everyone** or **Share with Select Viewers**.

Note: If this option isn't available, it has been disabled by your administrator.

7 Select the **Delete** button for a menu of options to remove all page annotations, markups only or all book annotations.

8 Select the **Navigate** button to cease using the annotations tools and return to turning pages normally.

9 To view and manage all of your annotations, select the **Annotations** button.



Note: The annotations toolbar is optional, and may be disabled by your site's administrator.

24 BOARDS FOR WINDOWS — ANNOTATIONS PANEL

The Annotations Outline can be used to preview and manage all of the notes in the entire book.

1 Select the **Annotations** icon to open the outline.

2 The annotations panel displays all sticky notes on each page.

2a Selecting a **Note Preview** from the list will take you directly to the page associated with the note and open the note on the screen.

3 If a page has been bookmarked or has markups, the relevant icons will appear in the row with the associated page number. Selecting this page row will take you to the document without opening any notes.

4 Select the **Refresh** icon to sync any recent changes that may have been made to annotations that are being shared with you, or that you've made on other devices.

Note: Changes to notes will automatically sync every 30 seconds; you don't need to do anything. If your site has note commenting enabled, comments will also auto-sync.

5 Select the **Expand/Collapse** icon to expand or collapse all of the sections in the menu at once.

Board of Directors Meeting - Q1 2016 | 4.1: Investment Report

Navigation

- Page 1
 - Move start time to 9AM
 - Will the HK office be ready for...
- Tab 4: Committee Reports
 - Page 13
- 4.1: Investment Report
 - Page 20
 - Nice work, Steelhull team! This is phenomenal growth for such a young offering. **2**
 - We need to go over this page i...
 - Sarah, Michael, Sally -- can you...
 - Mark Taylor: Nice work, Steelhu...
 - Tab 6: Executive Management and...

Annotations

1 Voting

Search

4 **5**

AUM Expansion

Review

of the countries in which we operate, so client can place their full trust in our handling of their assets. This level of service is difficult to replicate in any industry, and our clients have consistently rated A Financial Company as a stellar financial product experience.

A Financial company has enjoyed robust growth of its assets under management for the last eight years.

Growth of Assets Under Management

2a

Add Comment

You 8/28/2015 11:45 AM

Nice work, Steelhull team! This is phenomenal growth for such a young offering.

Public

CLOSE

\$222 bil

2014 2015

Portfolio Mix

20 | 148 of Book

Fund W-1 (Aerodynamic)

Navigation

Add Note

Highlighter

Pen

Options

Eraser

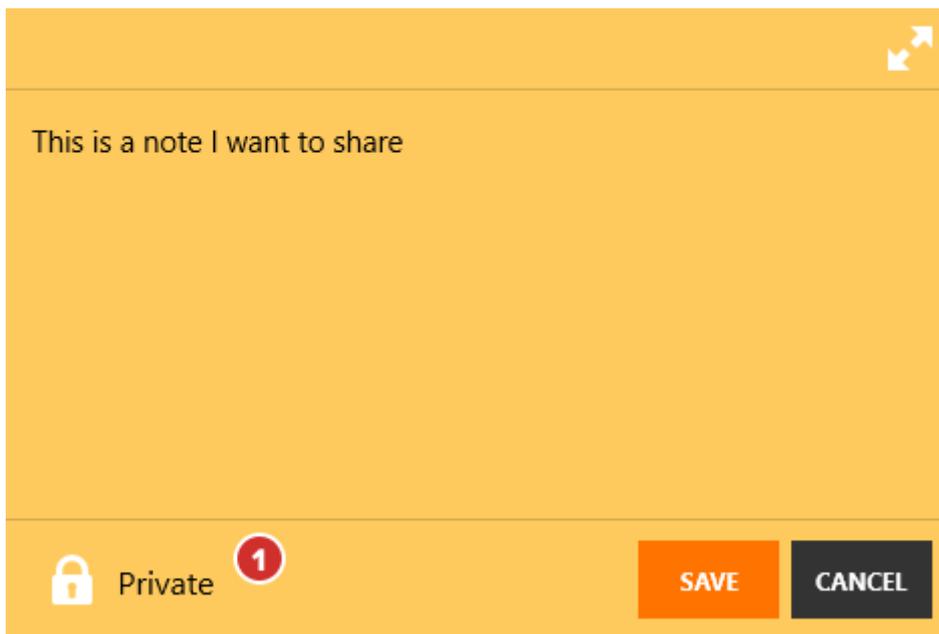
Delete

Hide Annotations

25 BOARDS FOR WINDOWS — SHARING NOTES

By default, your notes are private – they can only be seen by you. To make a note visible to anyone else, you must share it.

1 While creating or editing a note, select the **Private** icon. A sharing menu will appear.



Note: If selecting this icon doesn't do anything, note sharing may have been disabled by your administrator.

2 To share the note with everyone who has access to the page or tab the note is on, select **Public to Everyone**.

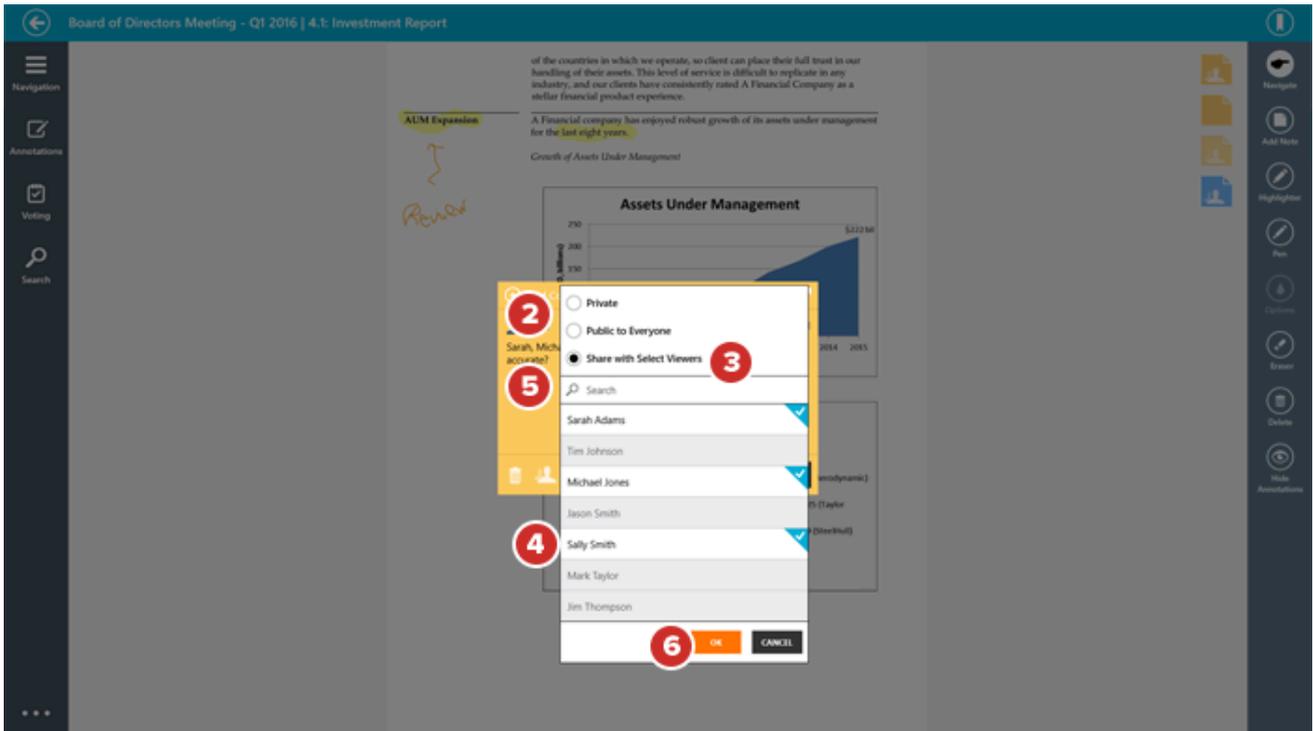
3 To choose who specifically should see the note, select **Share with Select Viewers**.

Note: If this option isn't available, it has been disabled by your administrator.

4 If you chose to share with selected viewers, a list of other people who can see the page or tab the note is on will appear. Select the name of each person with whom you'd like to share the note.

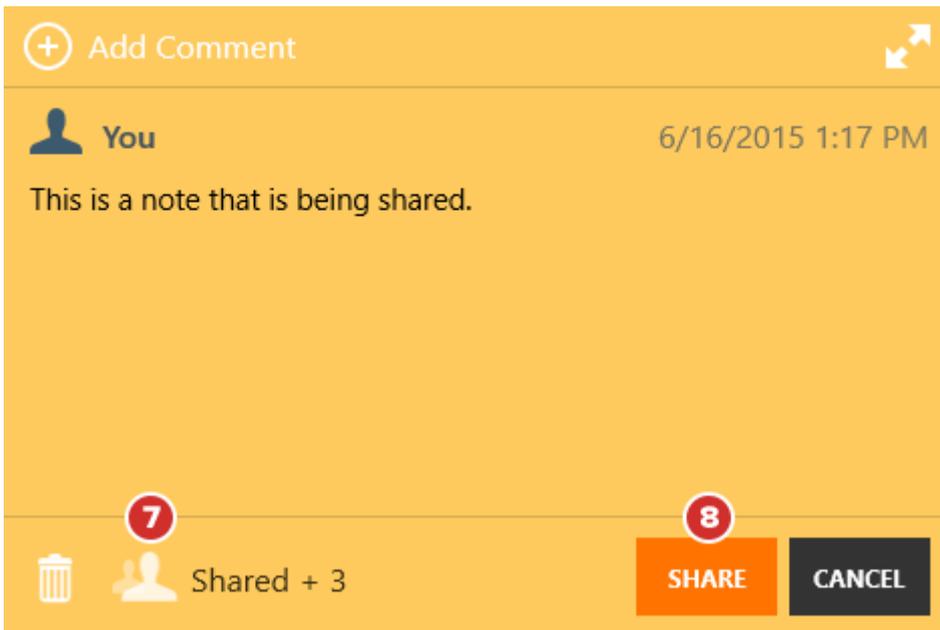
5 Use the **Search** field to search the list of people. Typing into this field will reveal search results as you type.

6 Select **OK**. You may have to confirm your sharing options.



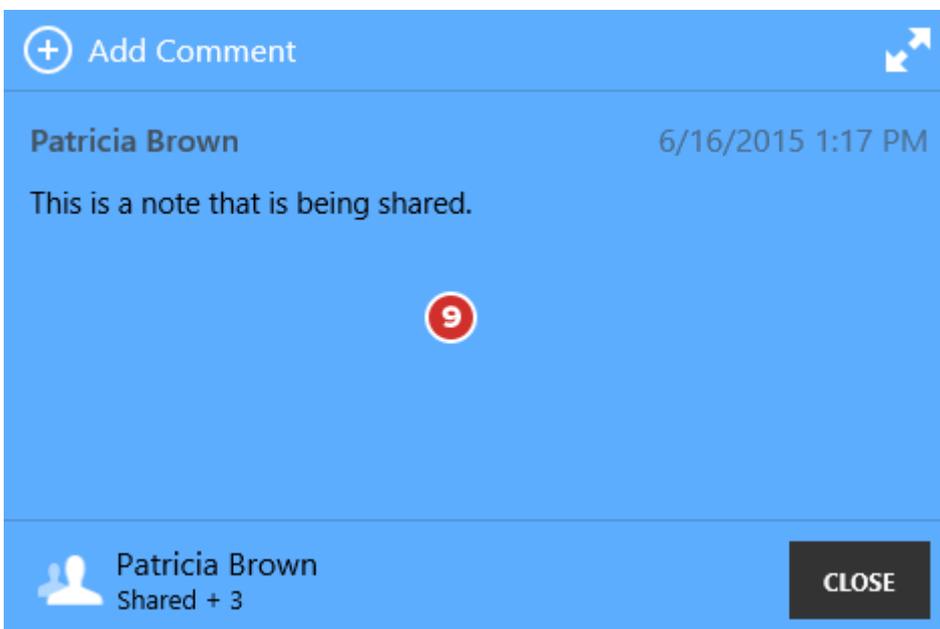
7 The **Viewers** icon will display the number of people with whom the note will be shared. If you need to add or remove viewers from your note, select this icon. The list of viewers will appear again. Follow the above steps to change who can see the note.

8 The note will not be shared with your selected viewers until it is saved. Select **Share** to publish the note and make it visible to others.



Note: You can also follow these instructions on existing notes to change who can see them, or to make public and shared notes private again. If the creator of a shared note makes the note private again, they will still be able to read the comments on the note, but nobody else will.

9 Notes that you share will appear to others in blue. Shared notes will appear in all versions of Diligent Boards.

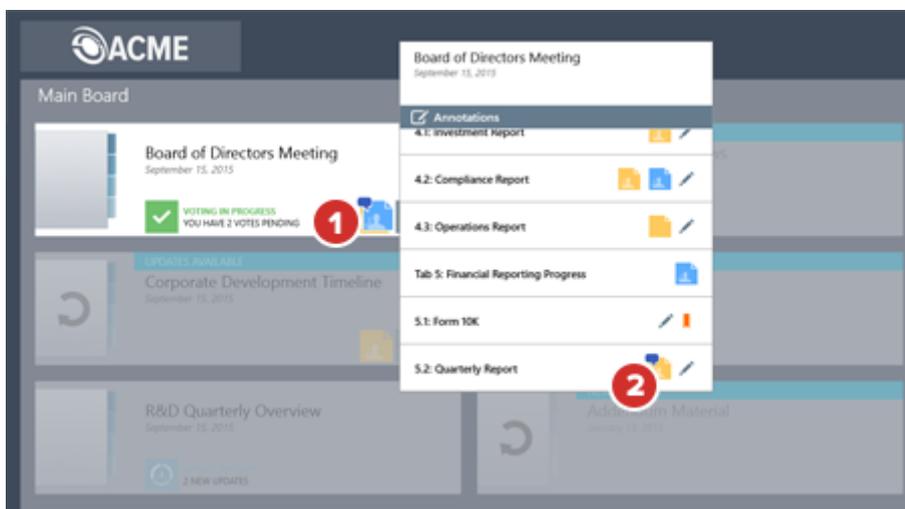


26 BOARDS FOR WINDOWS — COMMENTING ON NOTES

Note commenting allows you to leave remarks on other people's shared notes, and to read and respond to comments others have left on notes you have shared.

1 Books that contain comments you haven't read yet will display a speech bubble icon above the annotations icon on the book tile. Select the annotations icon.

2 In the annotations flyout that appears, every note containing comments you haven't read will display the same speech bubble icon. Select any one of these to open the book up to the page the note is on.

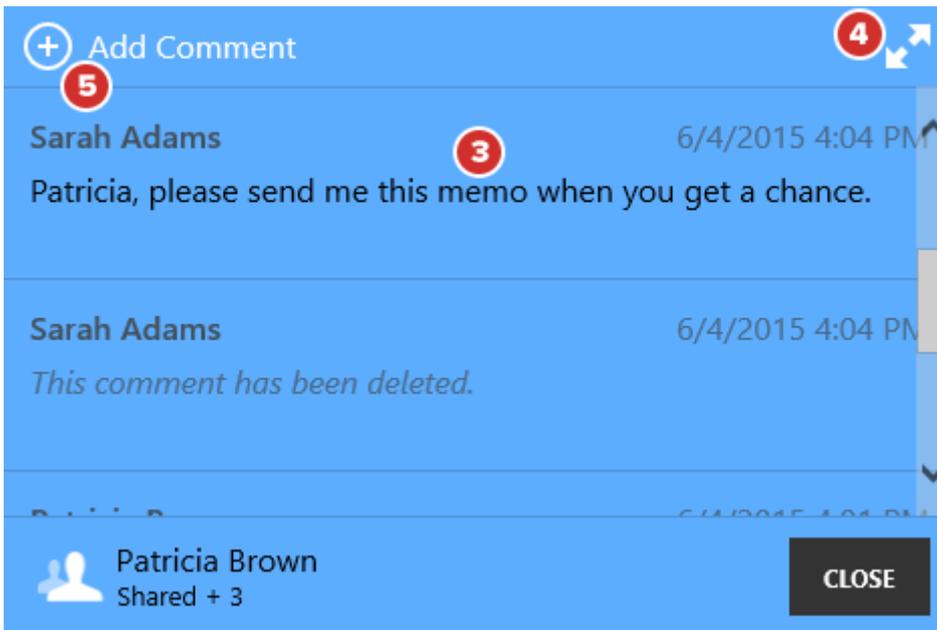


Note: If a note has comments you haven't read, the speech bubble icon will also appear on the note, both in the annotations panel and on the page where the note appears.

3 Comments that you and others have made on a shared note will appear above the note text, with the most recent comment at the top. If there are more comments on the note than are visible, swipe or scroll up and down this list to see more of them.

4 Select the **Expand** icon to reveal more of a long comment list at once.

5 While viewing a shared note, select **Add Comment**.



Note: If this option isn't available, commenting has been disabled by your administrator.

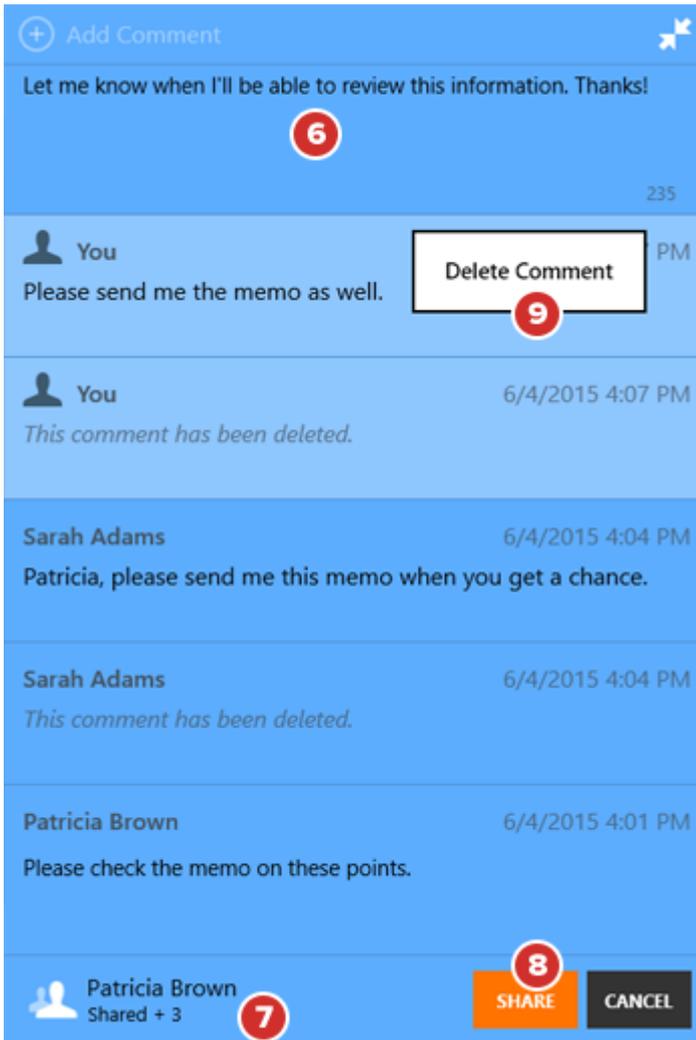
6 Type your comment into the text field.

Note: The maximum comment length is 300 characters.

7 Select the **Viewer** icon to see a list of everyone who can see this note. They will be able to see your comment as well.

8 Select **Share**. Your comment will be added above the note, at the top of the comment thread. The date and time you created the comment will also appear.

9 To remove your comment, select and hold or right-click it and select **Delete Comment** when it appears. No one will be able to see the comment after it has been deleted. A record of removal will take the place of any deleted comment.



The screenshot shows a comment thread on a blue background. At the top, there is an 'Add Comment' button with a plus sign and a share icon. The first comment is from an anonymous user: 'Let me know when I'll be able to review this information. Thanks!' with a red circle '6' above it and '235' replies below it. The second comment is from 'You': 'Please send me the memo as well.' with a red circle '9' above it and a 'Delete Comment' button next to it. The third comment is from 'You' and has been deleted, showing the text 'This comment has been deleted.' with a timestamp of '6/4/2015 4:07 PM'. The fourth comment is from 'Sarah Adams': 'Patricia, please send me this memo when you get a chance.' with a timestamp of '6/4/2015 4:04 PM'. The fifth comment is from 'Sarah Adams' and has been deleted, showing the text 'This comment has been deleted.' with a timestamp of '6/4/2015 4:04 PM'. The sixth comment is from 'Patricia Brown': 'Please check the memo on these points.' with a timestamp of '6/4/2015 4:01 PM'. At the bottom, there is a user profile for 'Patricia Brown' with 'Shared + 3' and a red circle '7' next to it. To the right are 'SHARE' and 'CANCEL' buttons, with a red circle '8' above the 'SHARE' button.

Note: If the creator of the note deletes the note, all comments on the note will be deleted as well. They cannot be recovered.

27 BOARDS FOR WINDOWS — NOTE SAVER

Note Saver protects your annotations, so they can't be lost in cases where an administrator updates or replaces a book page.

Note: Note Saver must be enabled before it can be used on your site. Contact your site administrator or Customer Success Manager for more information.

1 After a page has been updated or replaced in a book and those changes have been synced, select the **Annotations button**. The annotations panel will appear.

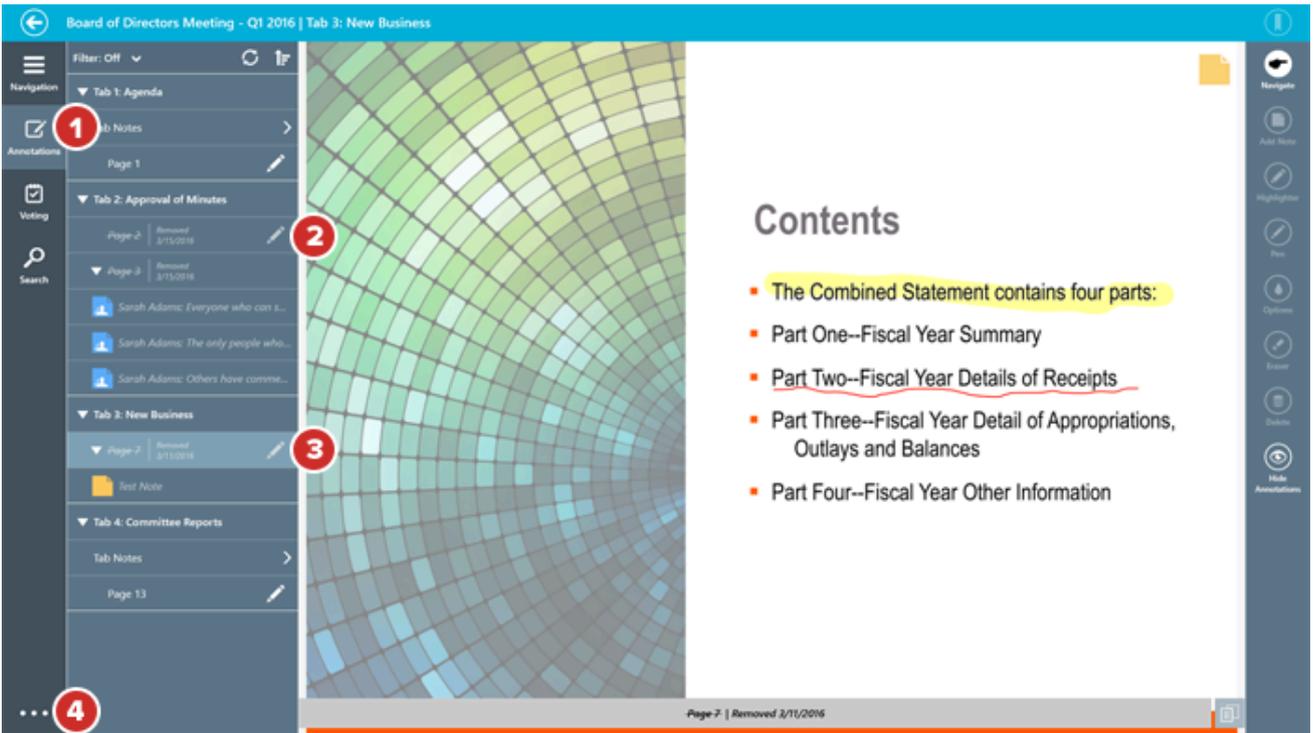
2 Any pages that were annotated before they were replaced or removed will appear in the panel as a **Removed Page**. Removed pages will contain annotations created by you, as well as notes that have been shared with you.

Note: You can continue to create and share comments on existing shared notes that appear on removed pages.

3 Select the **Removed Page** to see a copy of the old page, with annotations in place.

Note: If you don't want to see removed pages in your annotations list, you can change the filter setting at the top-left of the list from "Off" to "Current Pages Only." You can also set the filter to show "Removed Pages Only."

4 To print or export the page to PDF for your records, or to delete it entirely, select the **ellipses** button to open the bottom app bar.



Board of Directors Meeting - Q1 2016 | Tab 3: New Business

Navigation: Filter: Off

Annotations: 1 Tab Notes

Voting: 2 Page 1

Search: 3 Tab 2: Approval of Minutes

Page 2 Removed 2/11/2016

Page 3 Removed 2/11/2016

Sarah Adams: Everyone who can s...

Sarah Adams: The only people who...

Sarah Adams: Others have come...

Tab 3: New Business

Page 7 Removed 2/11/2016

Test Note

Tab 4: Committee Reports

Tab Notes

Page 13

4

Contents

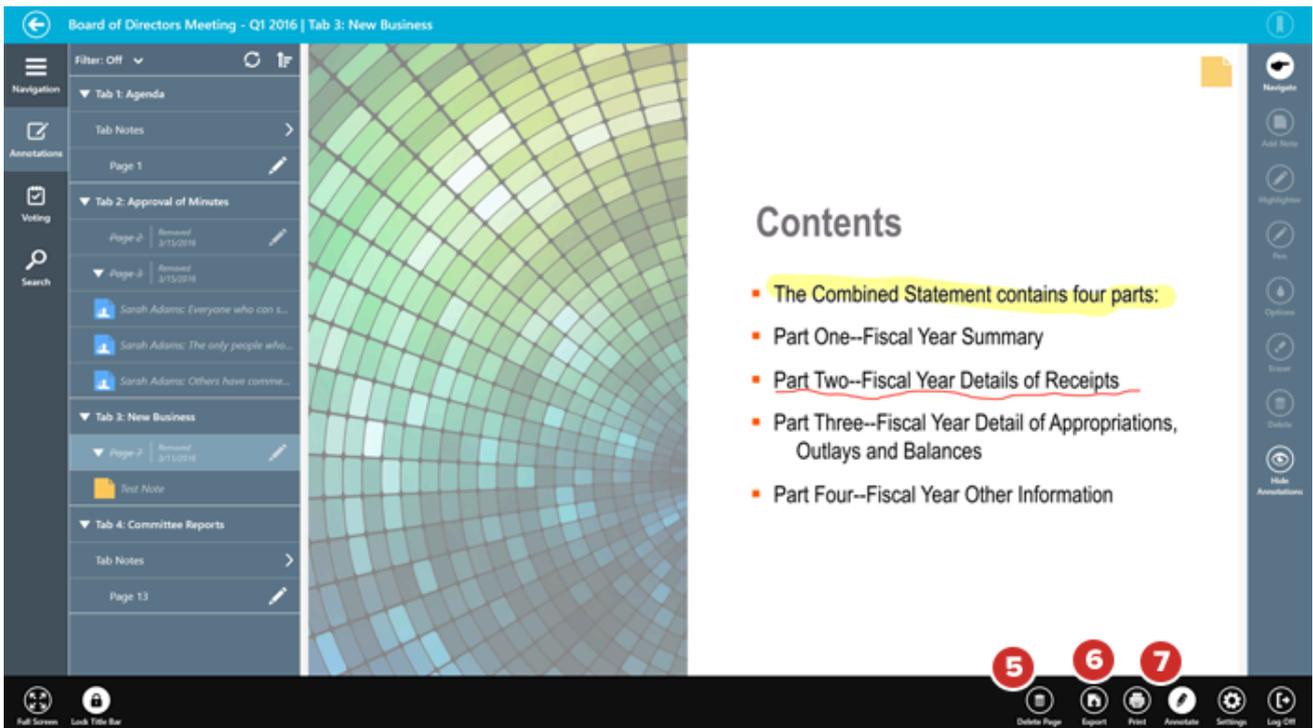
- The Combined Statement contains four parts:
- Part One--Fiscal Year Summary
- Part Two--Fiscal Year Details of Receipts
- Part Three--Fiscal Year Detail of Appropriations, Outlays and Balances
- Part Four--Fiscal Year Other Information

Page 7 | Removed 2/11/2016

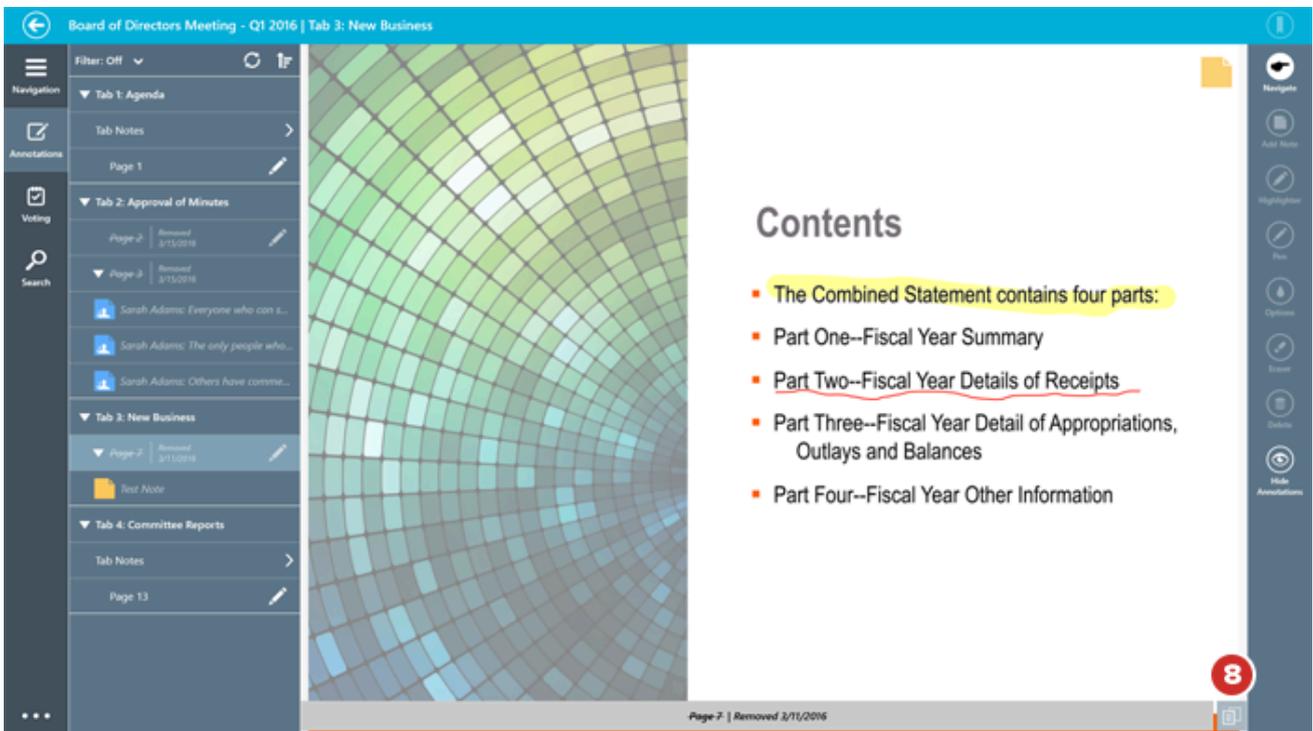
5 To discard the removed page, select the **Delete Page** button.

6 Select **Export** to create a PDF of one or more removed pages, with or without an annotation summary. You'll be able to save the PDF or share it using your installed sharing applications, if available.

7 Select **Print** to print one or more removed pages, with or without an annotation summary.



8 To move annotations back into the book, use the **Compare** button. You may need to select anywhere on the screen to dismiss the bottom app bar first.



9 The removed page will appear as a thumbnail over the equivalent current page. You can navigate the book as you normally would until the old version of the page appears.

10 Use **Move All**  to move all of the annotations from the removed page to the open page.

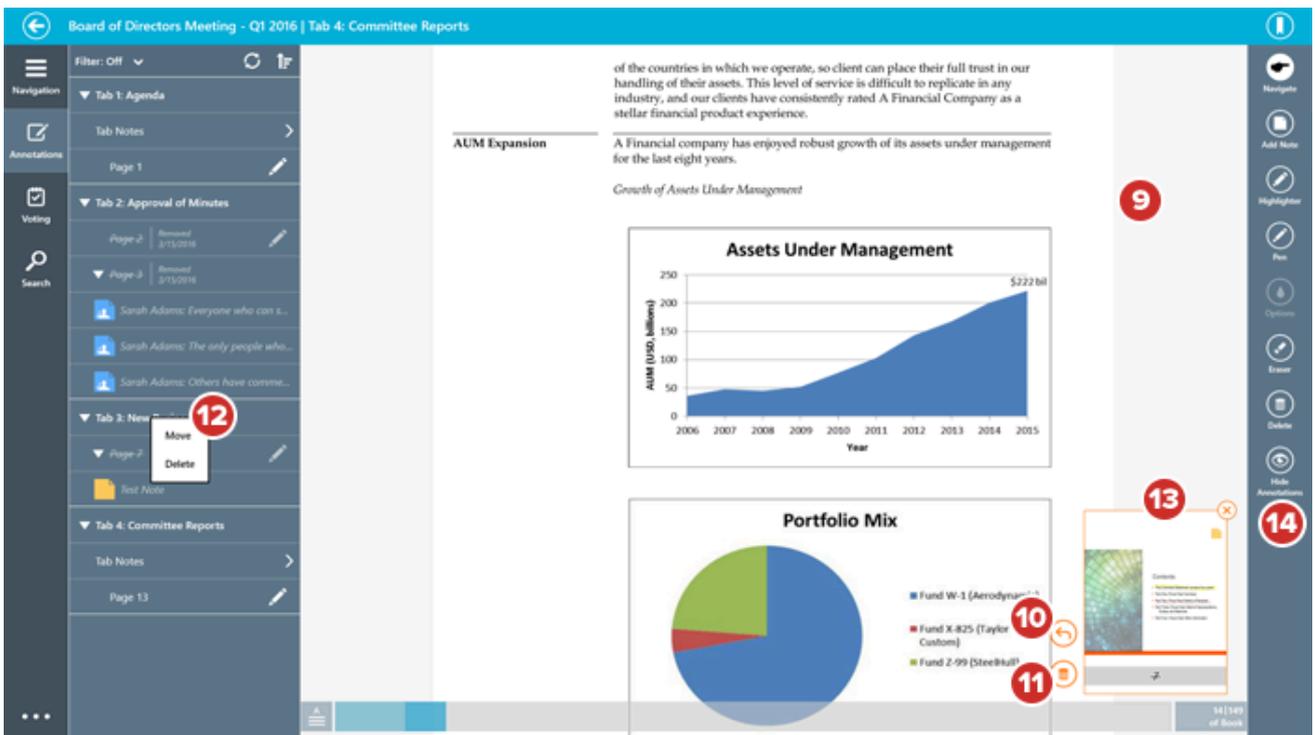
11 Use **Delete All**  to discard the removed page, as well as all annotations.

12 You can also **Move** or **Delete** individual notes from a removed page, if only some notes are still relevant.

Note: If all annotations are moved or deleted from a removed page, the removed page will be discarded.

13 To return to the removed page, select its **Thumbnail**.

14 To continue viewing the current book with the thumbnail closed, select the **X** button to the right of the thumbnail.



The screenshot displays the Diligent software interface for a document titled "Board of Directors Meeting - Q1 2016 | Tab 4: Committee Reports". The interface includes a navigation pane on the left with sections for "Navigation", "Annotations", "Voting", and "Search". The main content area shows a document page with text and two charts: "Assets Under Management" (a line graph showing growth from 2006 to 2015) and "Portfolio Mix" (a pie chart showing three funds). A removed page thumbnail is visible on the right side of the document, with a red circle '9' next to it. A context menu is open over the thumbnail, showing options for "Move" and "Delete", with a red circle '12' next to the "Move" option. A red circle '10' is next to the "Move All" option, and a red circle '11' is next to the "Delete All" option. A red circle '13' is next to the thumbnail, and a red circle '14' is next to the "X" button to close the thumbnail. The bottom right corner of the interface shows "14 | 140 of Book".

15 With the thumbnail closed, you can still move annotations from removed pages back into the book. While viewing the current page, tap and hold or right-click the removed page in the annotations list. Select **Move All** when the menu appears. You can also choose to **Delete Page** from this menu, which removes the recovered page.

Board of Directors Meeting - Q1 2016 | Tab 4: Committee Reports

Filter: Off

Navigation

- Tab 1: Agenda
- Tab Notes
- Page 1
- Tab 2: Approval of Minutes
- Page 2 Revised 3/15/2016
- Page 3 Revised 3/15/2016
- Tab 3: No
- Page 7 Revised 3/15/2016
- Tab 4: Committee Reports
- Tab Notes
- Page 13

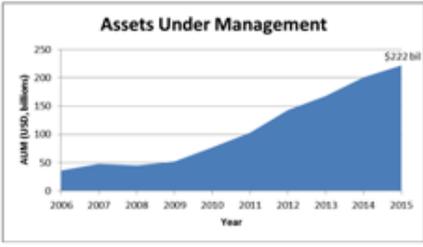
of the countries in which we operate, so client can place their full trust in our handling of their assets. This level of service is difficult to replicate in any industry, and our clients have consistently rated A Financial Company as a stellar financial product experience.

AUM Expansion

A Financial company has enjoyed robust growth of its assets under management for the last eight years.

Growth of Assets Under Management

Assets Under Management



Year	AUM (USD, millions)
2006	~10
2007	~20
2008	~30
2009	~40
2010	~60
2011	~80
2012	~100
2013	~130
2014	~180
2015	222

Portfolio Mix



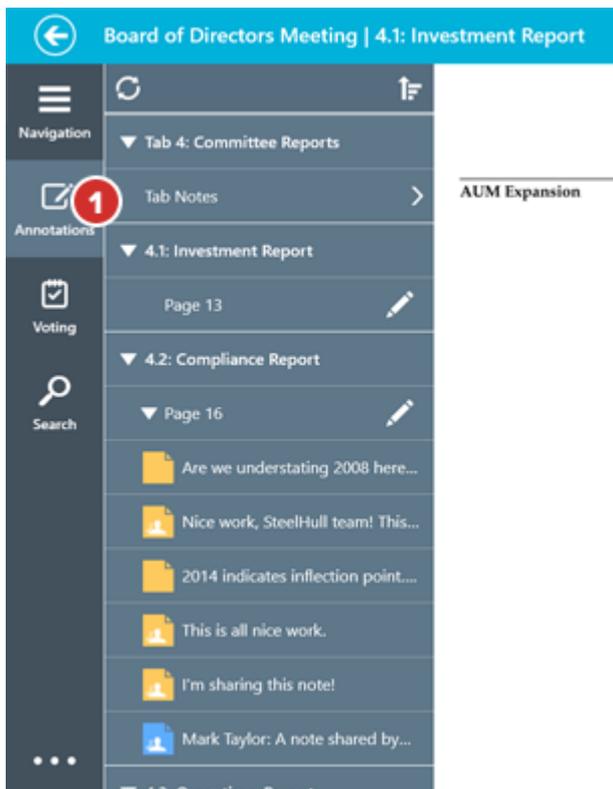
Fund	Color
Fund W-1 (Aerodynamic)	Blue
Fund X-825 (Taylor Custom)	Red
Fund Z-99 (Steelkull)	Green

28 BOARDS FOR WINDOWS — TAB-LEVEL NOTES

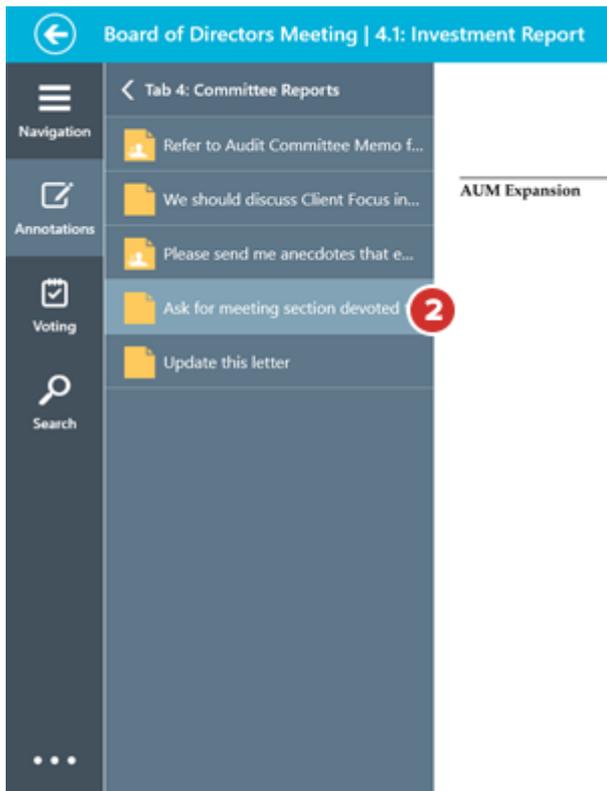
Tab-level notes are notes that reference an entire tab, rather than a specific page within the tab. Diligent Boards for Windows will display tab notes created on Diligent Boards OneClick and the Diligent Boards Web Client. It will also convert notes to tab notes if the page the note is on is removed or replaced.

Note: You cannot create tab notes in Diligent Boards for Windows. Tab notes will appear, however, if they were created in Diligent Boards OneClick or the Diligent Boards Web Client, or when the corresponding document to a sticky note is deleted or replaced.

1 Select the row labeled **Tab Notes** to view a list of all tab notes available. A tab note is created dynamically under the tab name of the book with which it is associated.



2 Select a tab note in the list to open it on the page and allow you to edit or delete it. Each note within the list will display a limited preview of its contents.



Note: Public notes shared by other users will also appear in the tab note list. Selecting a public tab note will open it on the screen and allow you to read the contents. You cannot edit or delete another user's public note.

3 Press and hold or right-click on a tab note to reveal the following options:

3a Select **Move** to move the tab note to the current page. This will remove it from the tab notes list.

3b Select **Delete** to delete the highlighted tab note.

3c Select **Delete All** to delete every tab note in the list. This will only delete notes you created, not notes that have been shared with you.

4 To return to the Annotations Outline, select the **Back** arrow or the tab title at the top of the tab notes list.

← 4 Board of Directors Meeting | 4.1: Investment Report
📌

Navigation

Annotations

Voting

Search

Tab 4: Committee Reports

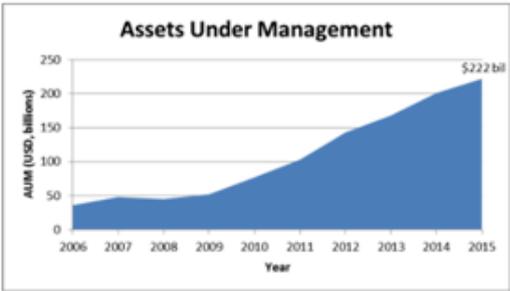
- Re 3a Move
- We sh 3b Delete
- pl 3c Delete All
- Ask for meeting section devoted 3
- Update this letter

of the countries in which we operate, so client can place their full trust in our handling of their assets. This level of service is difficult to replicate in any industry, and our clients have consistently rated A Financial Company as a stellar financial product experience.

AUM Expansion

A Financial company has enjoyed robust growth of its assets under management for the last eight years.

Growth of Assets Under Management



Year	AUM (USD, billions)
2006	25
2007	30
2008	35
2009	45
2010	60
2011	80
2012	100
2013	130
2014	170
2015	222

📌

🔍

📄

🖋️

👉

🔍

🖋️

🔍

🗑️

👁️

29 BOARDS FOR WINDOWS — SYNC ANNOTATIONS ACROSS DEVICES

Annotations created on most devices can be synced across all devices as a background process. A few highlights are outlined below.

- > The Diligent Boards site can be configured by your administrator to back up your annotations. If this setting is enabled, your annotations will automatically sync to the Diligent Boards servers as a background process.
- > Your sticky notes will be available on all devices you use to access Diligent Boards and will automatically appear in the annotations panel for the relevant page of the book.
- > All of your other annotations, including your highlights and pen markups, will be available on any Windows device or iPad you use to access Diligent Boards. They will appear automatically on the relevant page of the book.

Note: Your Windows device will automatically sync any sticky notes created on other devices when you first log in or any time you use the “Check for Updates” feature.

Note: Highlights made in Diligent Boards OneClick will not sync to Windows devices or the iPad.

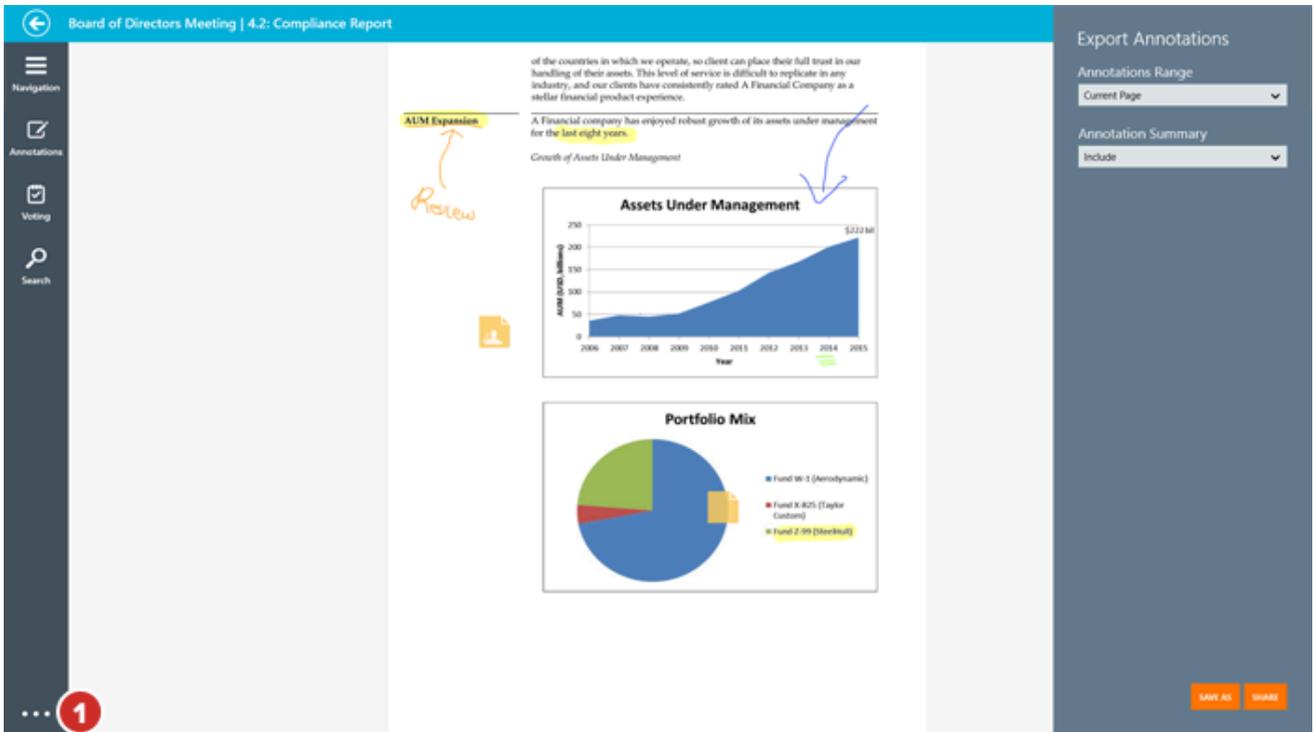
- > When you manually delete an annotation on any device, it will be permanently deleted from all devices.

30 BOARDS FOR WINDOWS — EXPORTING ANNOTATIONS

Annotations can be saved as a PDF file, as well as emailed via built-in Windows sharing tools.

Note: Annotations can only be exported from current books and offline items in the Resource Center.

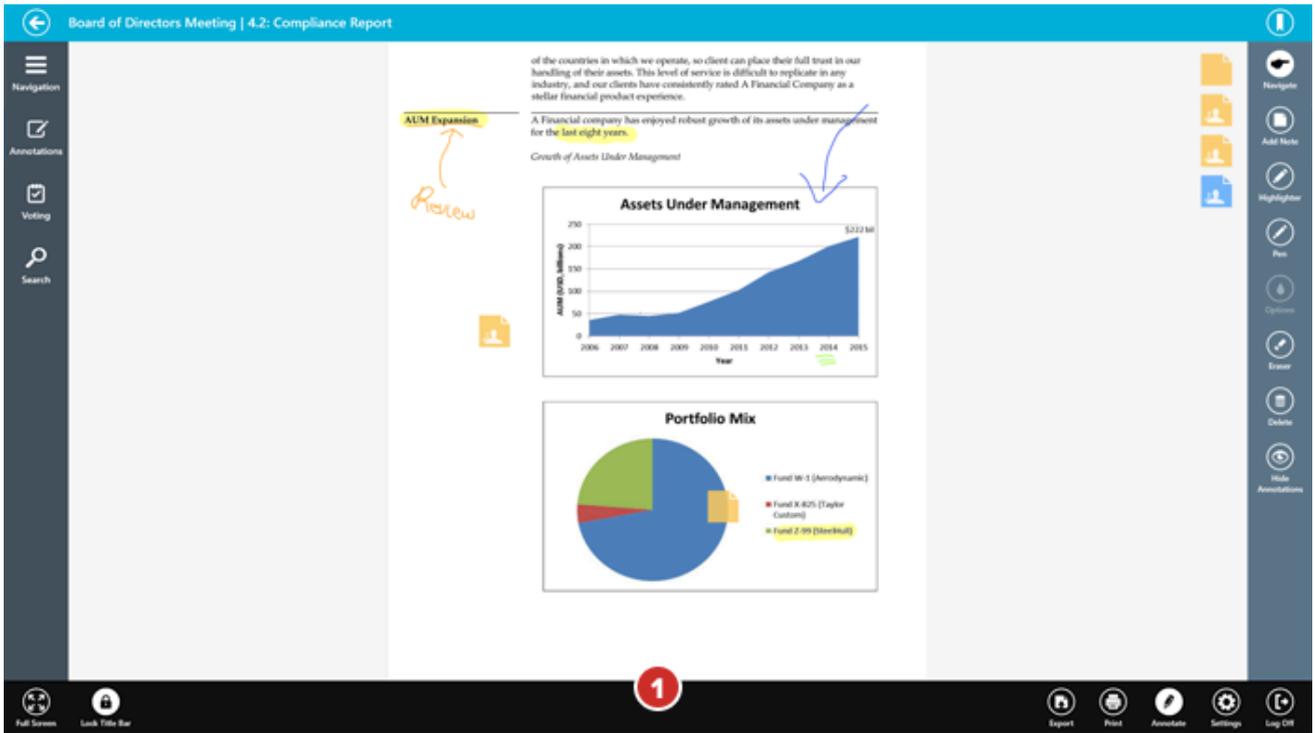
1 While reading a current book or offline Resource Center item, select the **ellipses** button in the lower-left corner of the screen or slide your finger up from the bottom edge of the screen to reveal the bottom app bar. If you are using the mouse, click the right mouse button to reveal the bottom app bar.



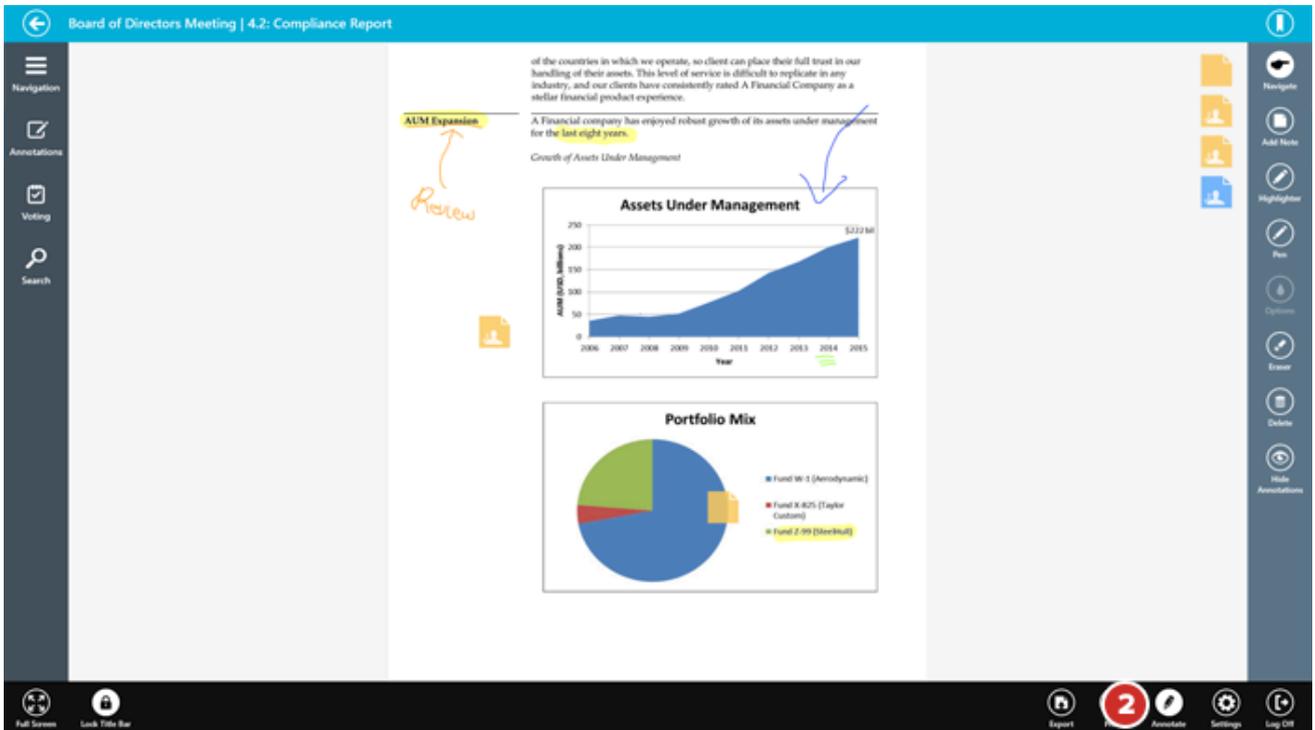
The screenshot displays the Diligent Windows app interface. The main content area shows a document titled "Board of Directors Meeting | 4.2: Compliance Report". The document text includes a paragraph about client trust and a section titled "Growth of Assets Under Management" with a line graph. The graph shows assets under management from 2006 to 2015, with a value of \$222M in 2015. Below the graph is a pie chart titled "Portfolio Mix" showing three funds: Fund W-1 (Aerodynamic), Fund X-R25 (Taylor Custom), and Fund Z-99 (Steakhouse). The interface includes a left sidebar with navigation, annotations, voting, and search options. A right sidebar titled "Export Annotations" has dropdown menus for "Annotations Range" (set to "Current Page") and "Annotation Summary" (set to "Include"). At the bottom right of the right sidebar are "SAVE AS" and "SHARE" buttons. A red circle with the number "1" is in the bottom left corner of the app bar.

Year	Assets Under Management (\$M)
2006	0
2007	0
2008	0
2009	0
2010	0
2011	0
2012	0
2013	0
2014	0
2015	222

Fund	Percentage
Fund W-1 (Aerodynamic)	~60%
Fund X-R25 (Taylor Custom)	~30%
Fund Z-99 (Steakhouse)	~10%



2 Select **Export**. An Export Annotations menu will appear on the right side of the screen.



Note: If the Export button does not appear, exporting annotations may have been disabled by your site's administrator.

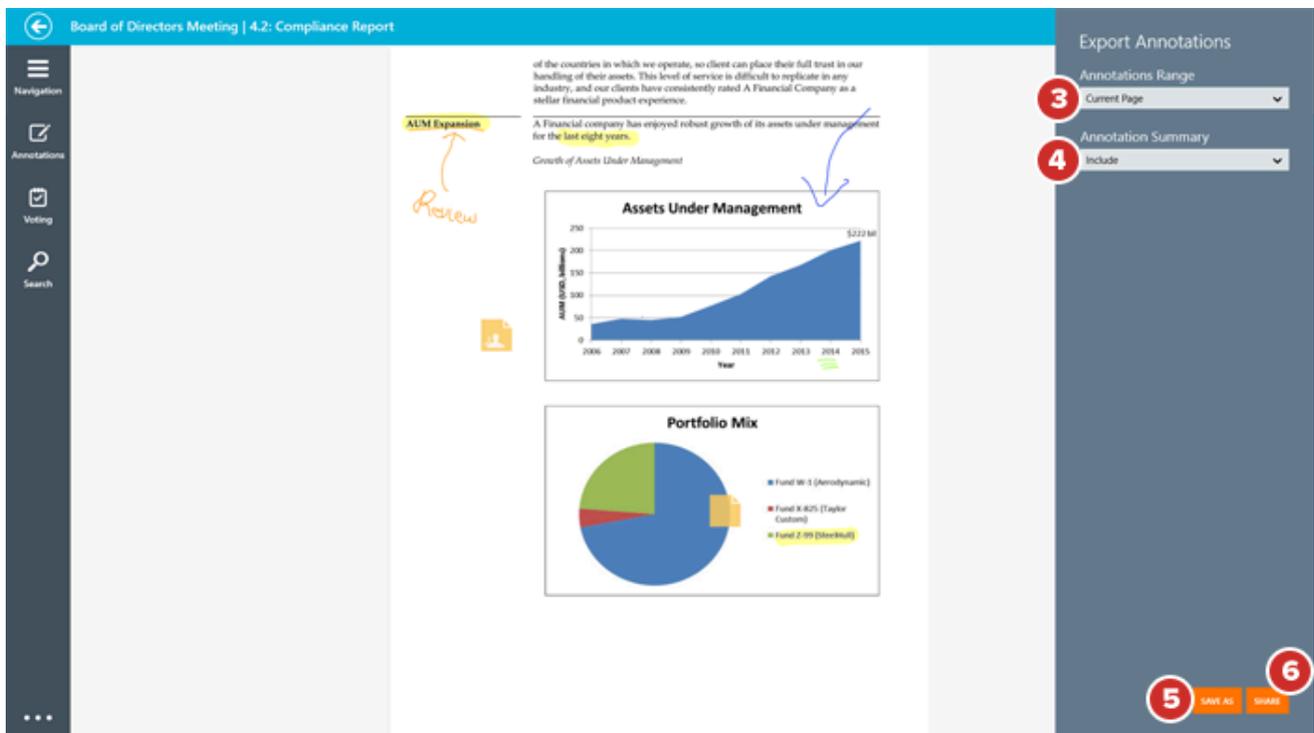
3 Select what you would like to export from the **Annotations Range** menu. You can select to export the current page, the current tab, the entire book or any combination of tabs. Only sections of the book that have annotations will be available in this list.

Note: When exporting annotations from the Resource Center, you can select to export the current page (if it's annotated), all annotations on the current document, or all annotated pages on every document in the current folder.

4 Choose whether you would like to include an annotation summary in your export by selecting from the **Annotation Summary** menu. This summary will contain a list of pages that contain bookmarks, pen marks, highlights and sticky notes. It will also contain sticky note content. To print just the annotations summary, select **Summary Only** from this list.

5 Select **Save As** to save a PDF of your selected annotations to your local or network storage.

6 Select **Share** to send a PDF of your selected annotations via email. The Windows sharing tools menu may contain other options for sharing your annotations, depending on your computer's settings.



The screenshot displays the Diligent interface for a document titled "Board of Directors Meeting | 4.2: Compliance Report". The document content includes a text block, a line graph titled "Assets Under Management", and a pie chart titled "Portfolio Mix". The sidebar on the right shows the "Export Annotations" menu with the following options:

- Annotations Range: Current Page
- Annotation Summary: Include
- Buttons: Save As, Share

The document content includes the following text and charts:

of the countries in which we operate, so client can place their full trust in our handling of their assets. This level of service is difficult to replicate in any industry, and our clients have consistently rated A Financial Company as a stellar financial product experience.

AIM Expansion

A Financial company has enjoyed robust growth of its assets under management for the last eight years.

Growth of Assets Under Management

Assets Under Management

Year	Assets Under Management (Millions)
2006	0
2007	0
2008	0
2009	0
2010	0
2011	0
2012	0
2013	0
2014	0
2015	222.34

Portfolio Mix

Fund	Percentage
Fund W-1 (Aerodynamic)	~45%
Fund X-R25 (Taylor Custom)	~35%
Fund Z-99 (BlackHull)	~20%

7 If you've chosen to save a PDF, the **Save** screen will appear. Select the arrow to the right of **This PC** to switch between local storage and any cloud storage solutions you may have.

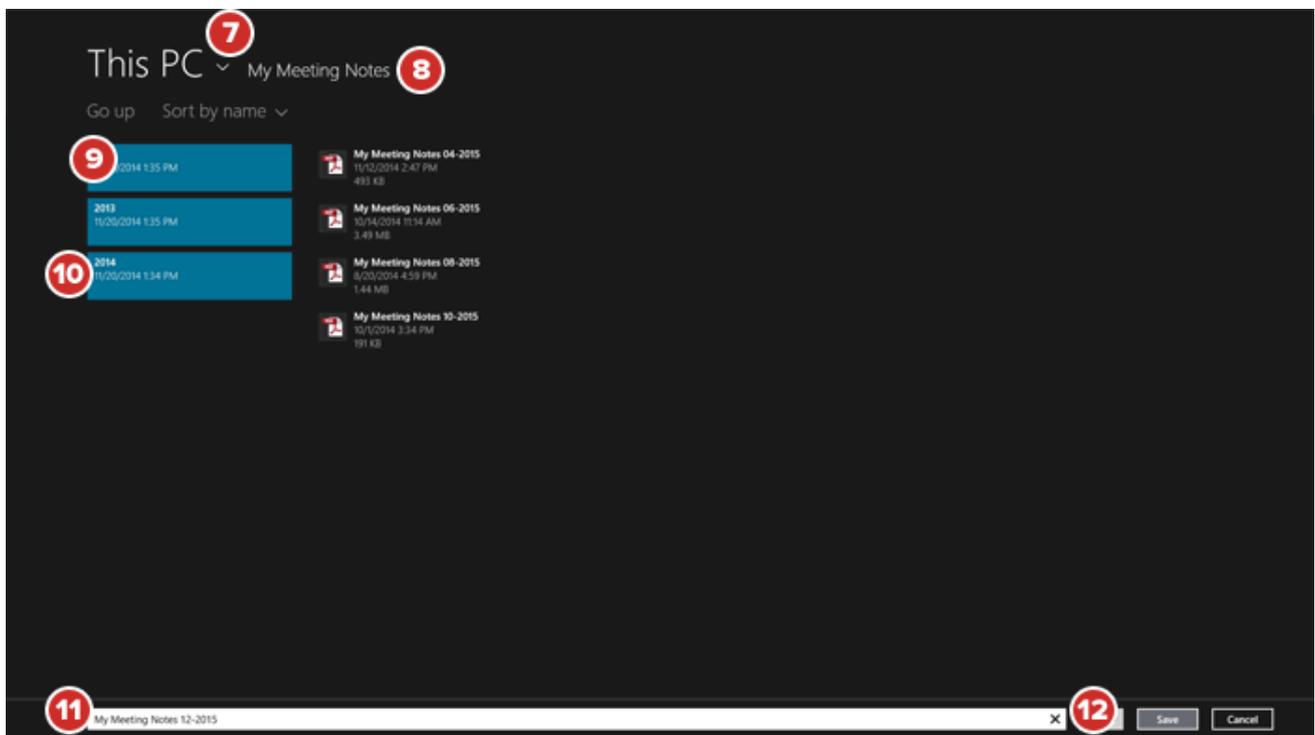
8 The name of the folder or location you will be saving to will be to the right of **This PC**. This will usually be set to the desktop by default.

9 Select **Go Up** to move up one folder level, to the parent folder of the one you're currently in.

10 Select any Folder button to move into that folder.

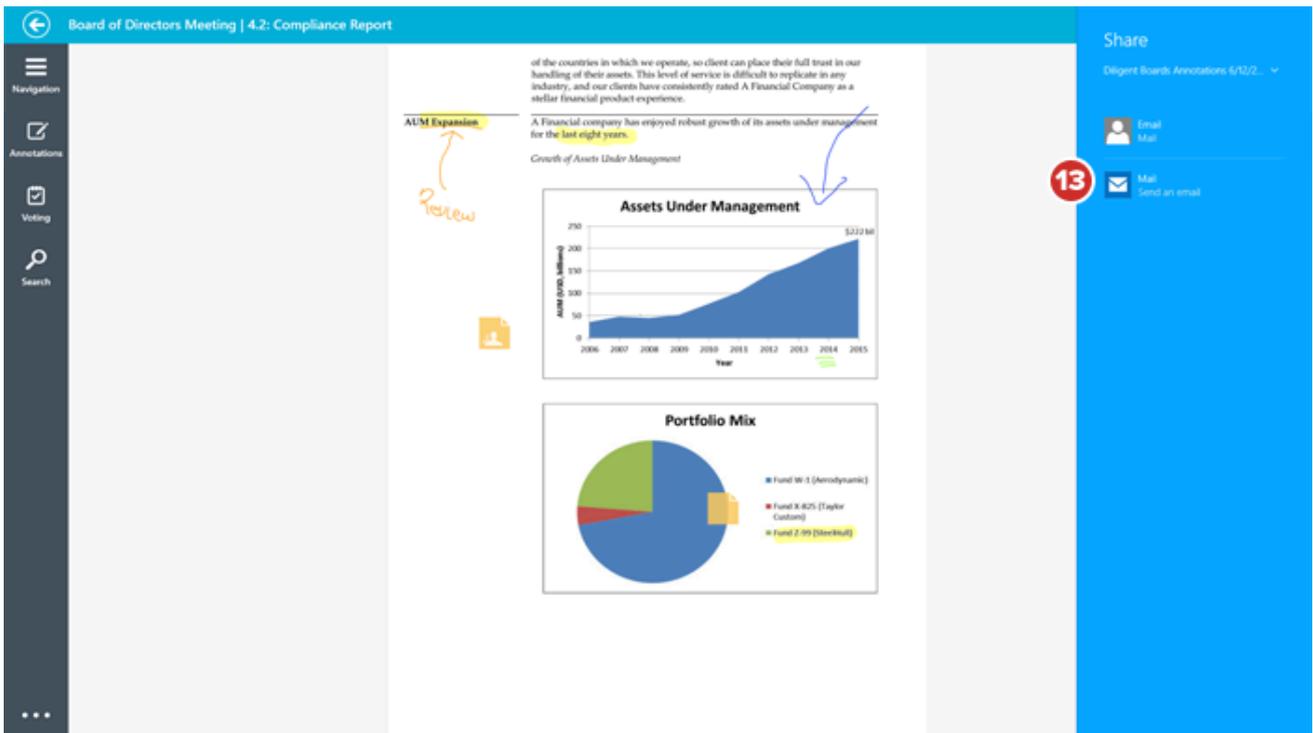
11 Type the name of the PDF into the **Name** field at the bottom of the screen.

12 Select **Save** to complete the PDF export.



Note: If watermarking is enabled for your site, each page of the exported PDF will display your name and the time of printing, as well as any custom text added by your administrator.

13 If you've chosen to share a PDF, the Share charm will appear. Select **Mail** to send an email that will include an attached PDF of your selected annotations. Besides this attachment, the email will be blank.



Board of Directors Meeting | 4.2: Compliance Report

of the countries in which we operate, so client can place their full trust in our handling of their assets. This level of service is difficult to replicate in any industry, and our clients have consistently rated A Financial Company as a stellar financial product experience.

AUM Expansion
Review

A Financial company has enjoyed robust growth of its assets under management for the last eight years.

Growth of Assets Under Management

Assets Under Management

Year	Assets Under Management (\$222M)
2006	0
2007	0
2008	0
2009	0
2010	0
2011	0
2012	0
2013	0
2014	0
2015	222

Portfolio Mix

- Fund M-3 (Assetlynnic)
- Fund K-R25 (Taylor Custom)
- Fund Z-99 (BlackHull)

Share
Diligent Board Annotations 5/10/22

13

Email
Mail
Send an email

Note: If the mail icon does not appear in the Share charm, it may be disabled in your PC settings.

Note: Other options besides Mail may appear in the Share charm, depending on your PC configuration. These third-party applications may not always function correctly with exported annotations.

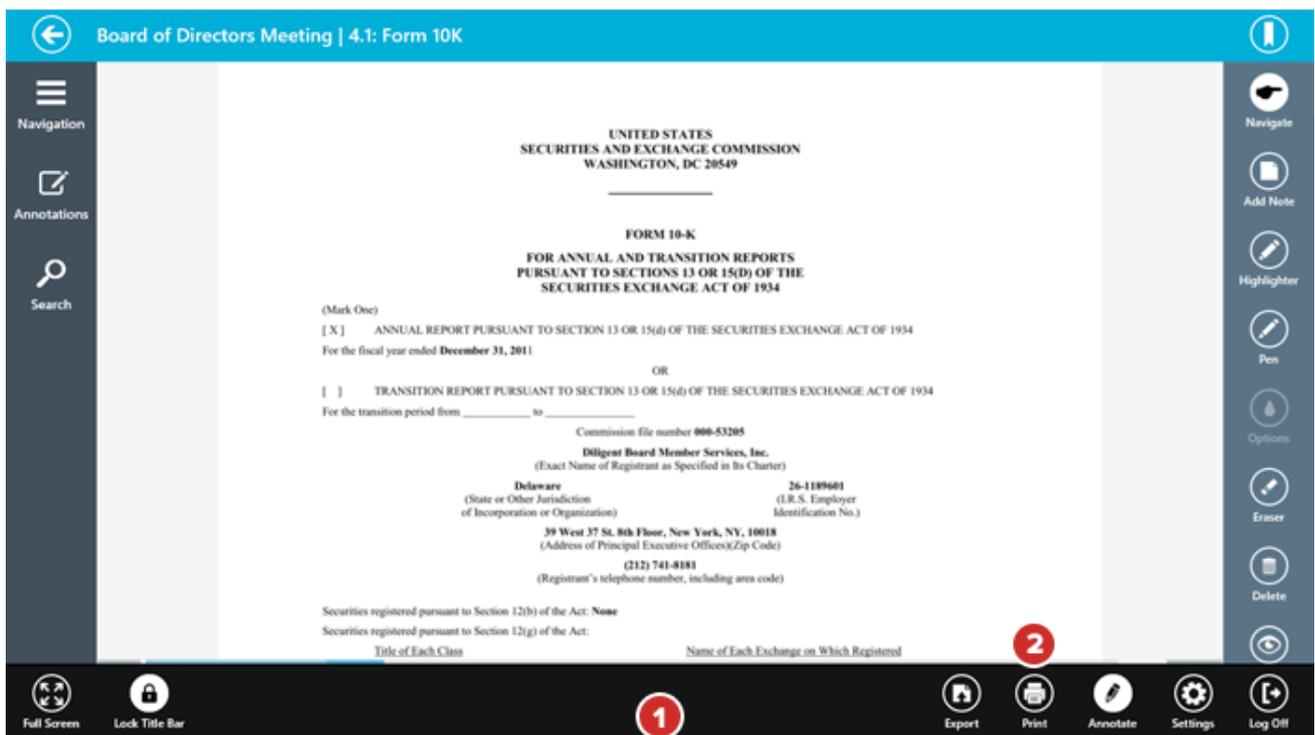
31 BOARDS FOR WINDOWS — PRINTING

Selected tabs or pages of the book, including annotated pages, can be printed directly from the page view of any current book.

Note: Printing is available in current books and for offline items in the Resource Center. It is not available in archived books or online-only Resource Center items.

1 While reading a current book or offline Resource Center item, select the Ellipses button in the lower-left corner of the screen or slide your finger up from the bottom edge of the screen to reveal the bottom app bar. If you are using the mouse, click the right mouse button to reveal the bottom app bar.

2 Select **Print**. The Print Settings menu will appear on the right side of the screen.



Note: If the Print button does not appear, printing may have been disabled by your site's administrator.

3 To print book content, select the **Print Pages** option.

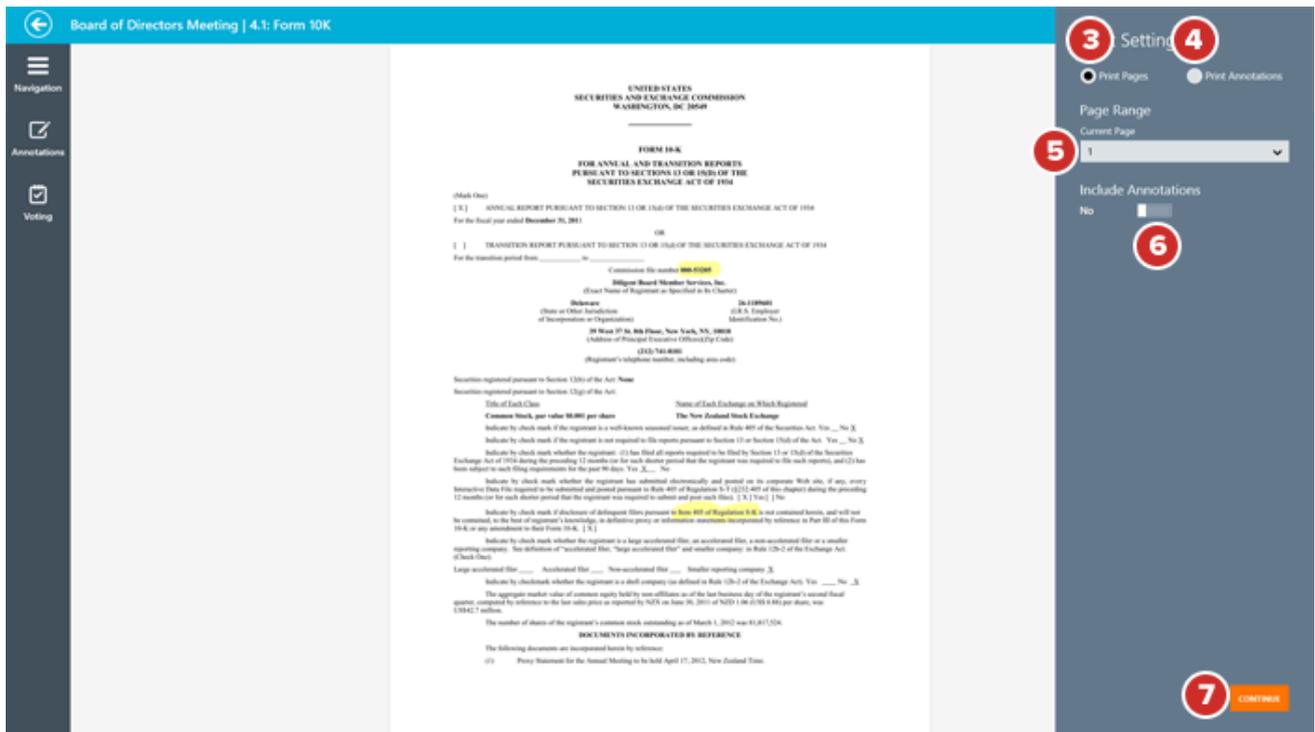
4 To print annotated content only, select the **Print Annotations** option.

5 If you've chosen to print pages, select what you would like to print from the **Page Range** menu. You can select to print the current page, the current tab or the entire book. You can also type in a custom page range, separating your chosen pages with commas and dashes. For example, to print just pages 3 and 14 through 27, type **3, 14-27** into the field.

Note: When printing from the Resource Center, you can select to print the current page, the current document or all synced documents in the folder.

6 Slide **Include Annotations** to Yes if you would like your pen marks, highlights, bookmarks and sticky note locations to appear on your printed pages. An annotation summary containing your sticky note content will also be added to the start of the print job.

7 Select **Continue**.

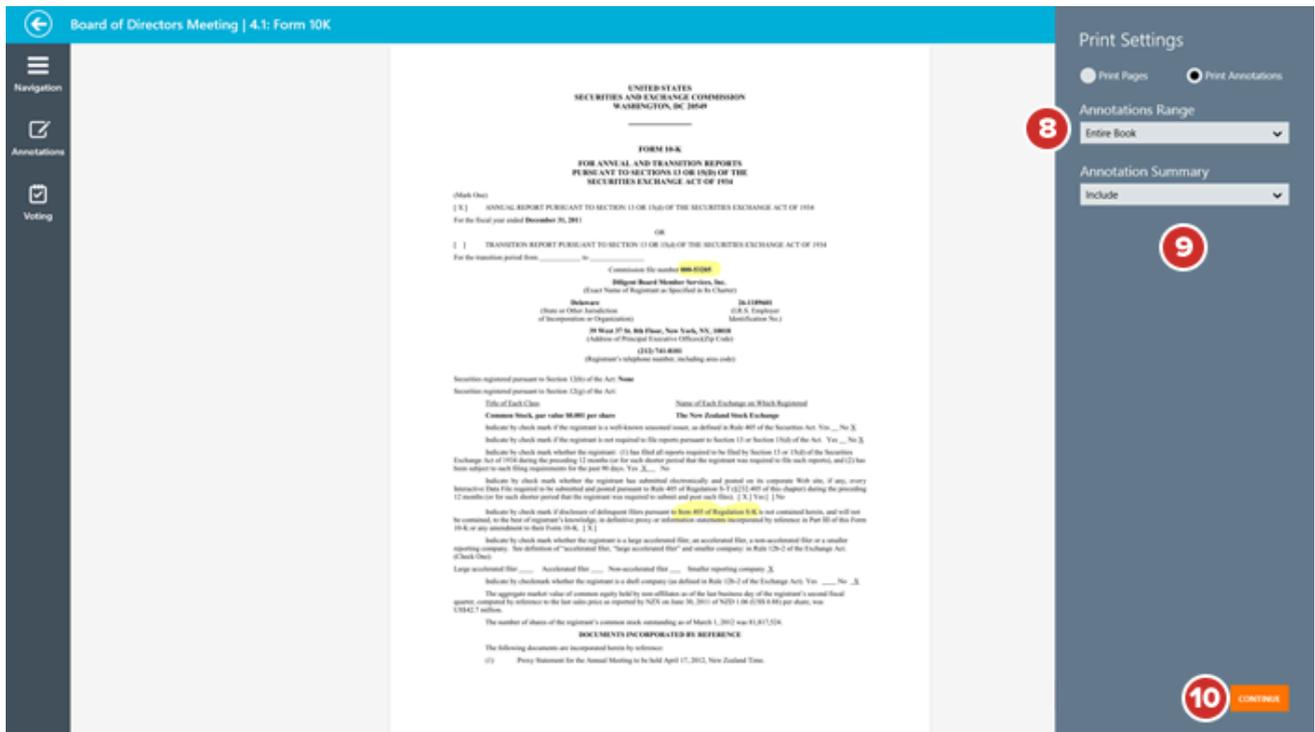


8 If you've chosen to print annotations, select what you would like to print from the **Annotations Range** menu. You can select to print the current page, the current tab, the entire book or any combination of tabs. Only sections of the book that have annotations will be available in this list.

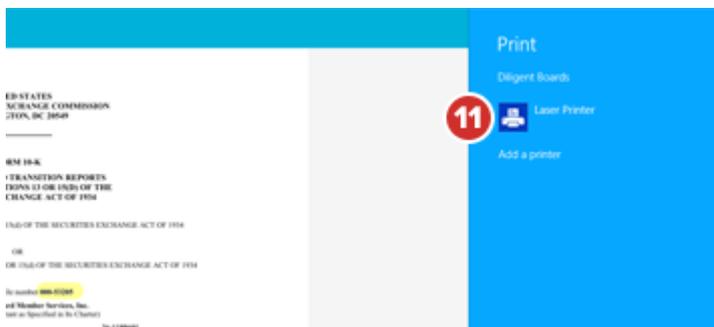
Note: When printing annotations from the Resource Center, you can select to print the current page (if it's annotated), all annotations on the current document, or all annotated pages on every document in the current folder.

9 Choose whether you would like to include an annotation summary in your printout by selecting from the **Annotation Summary** menu. This summary will contain your sticky note content. You can also print just the summary.

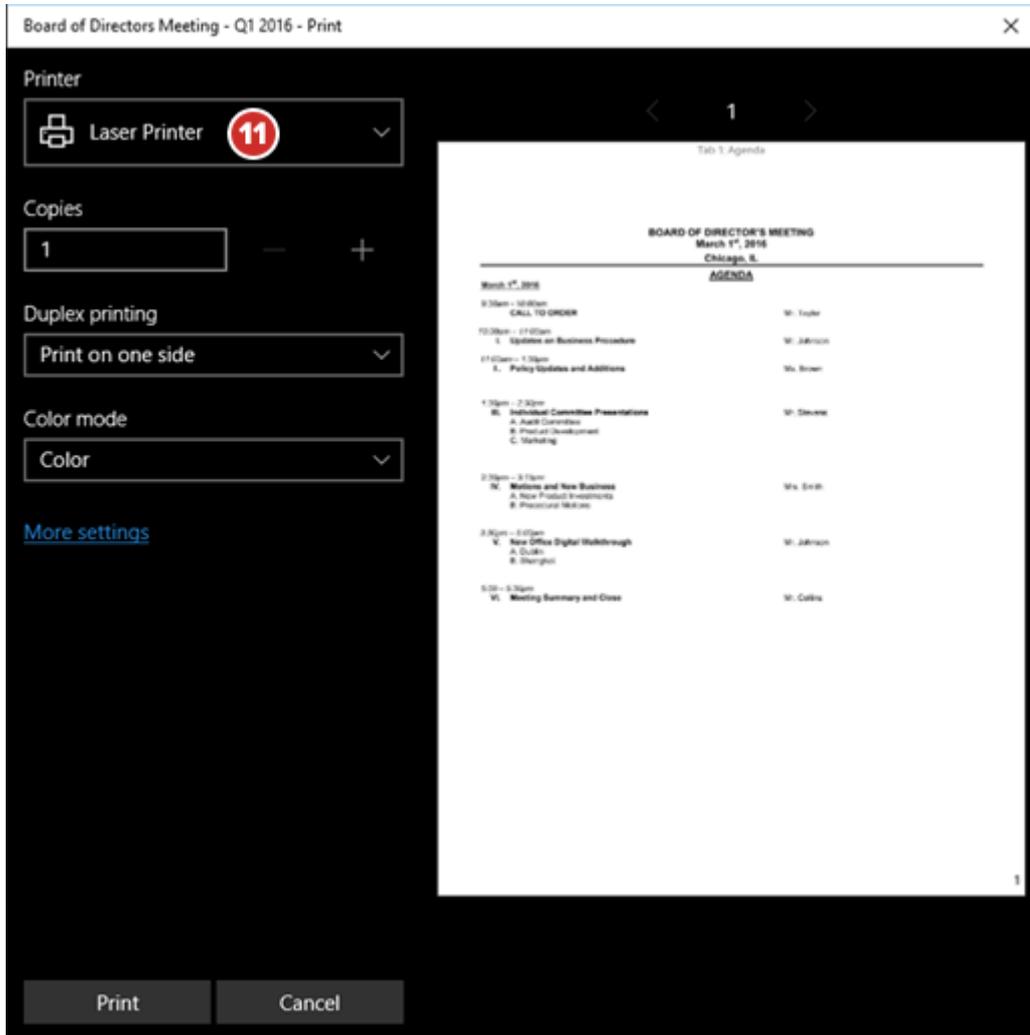
10 Select **Continue**.



11 In the **Printer List**, select the printer you want to use.



Windows 8.1



Windows 10

12 In the menu that appears, select how many **Copies** of your selection should be printed.

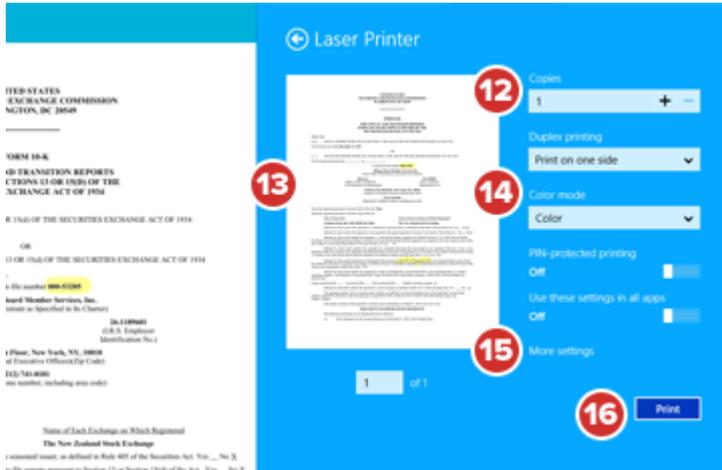
13 You may check your print selection using the **Print Preview**.

14 Additional options, like printer duplexing or color selection, will appear depending on the capabilities of your printer.

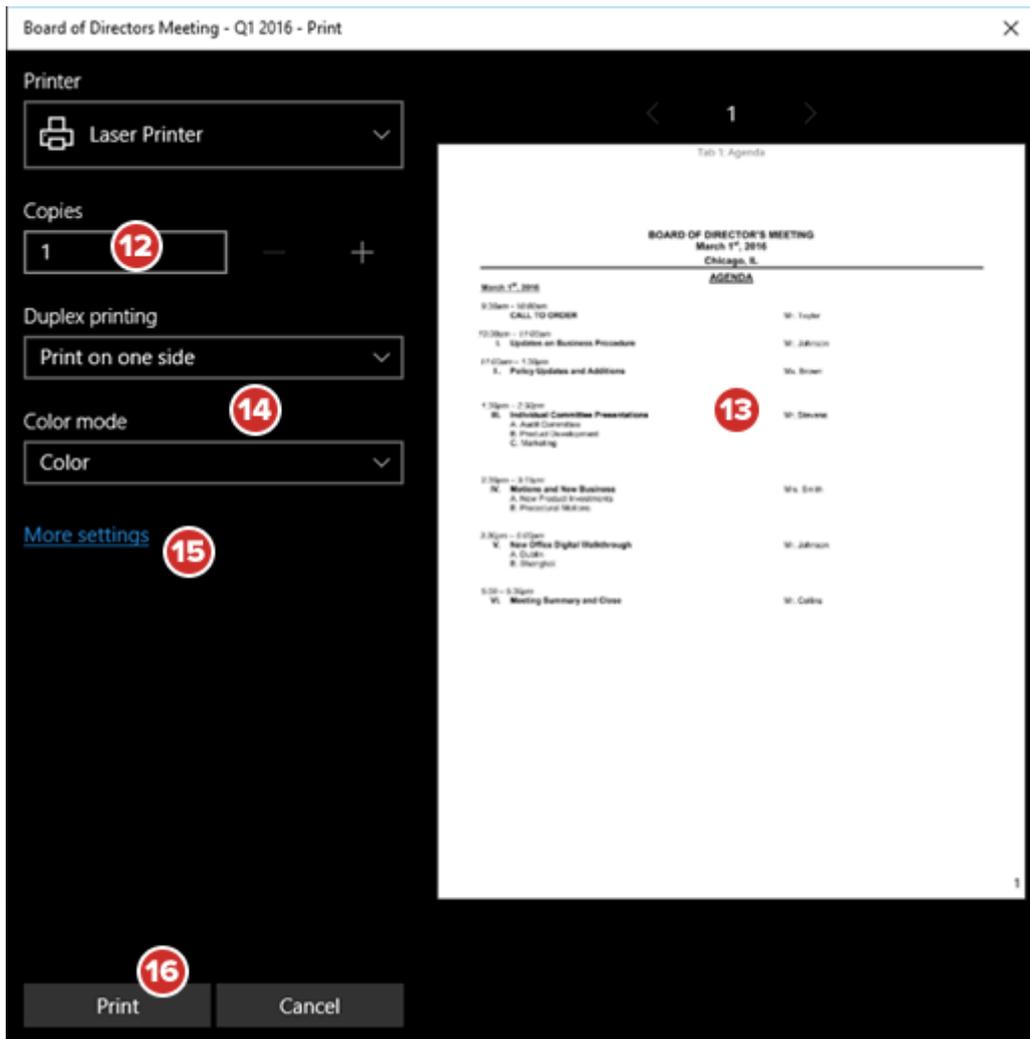
15 Select **More settings** to choose additional options, including page orientation, collation settings and paper quality configuration.

Note: Select the back button by the name of your printer at the top of the “More settings” menu to return to the print settings menu.

16 Select **Print**. Your print job will begin.



Windows 8.1



Windows 10

Note: If watermarking is enabled for your site, each page of your printout will display your name and the time of printing, as well as any custom text added by your administrator. When enabled, watermarks will also appear on the Print Preview and on documents exported as a PDF via the Print dialog.

Did you know? Printing annotations to share with other board members may present security and compliance risks. You can communicate among your board quickly and safely using [Diligent Messenger](#), a secure messaging tool built right into Diligent Boards.

32 BOARDS FOR WINDOWS — CONTACTS

The contacts section contains a detailed list of all your board contacts.

1 To open the contacts list, in the bookshelf list view, select the Ellipses button in the lower-left corner and select **Contacts** from the menu.

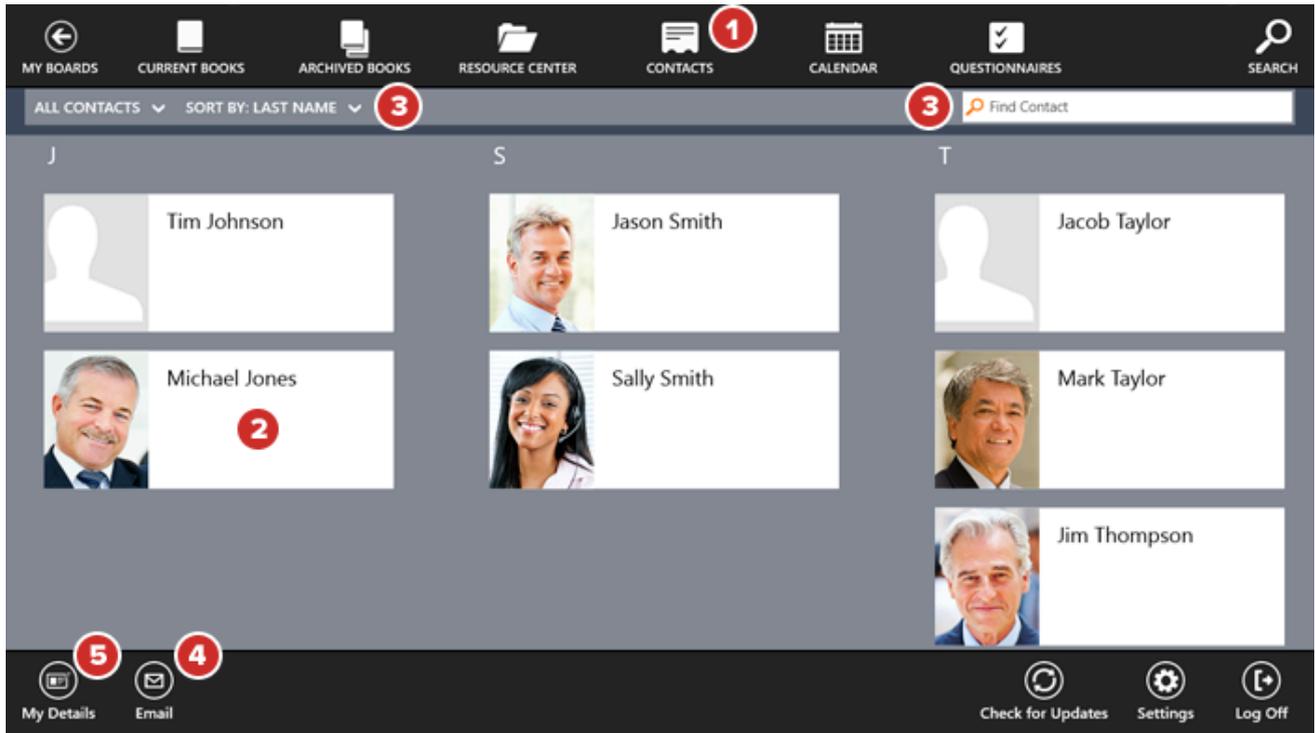
2 Select any contact in the list to display their detailed information.

3 Multiple sort and search options are available above the contact list. From here, you can search by typing a name, filter by committee, or display only board or company contacts.

4 Select **Email** to email all board members or administrators. You can email an individual from their contact detail view.

Note: Email functionality is optional and may be disabled by your administrator.

5 Select **My Details** to view your contact details. To edit your details, select the Ellipses button, and then select Edit. You can then select most displayed details to edit them directly, including your photo and signature.

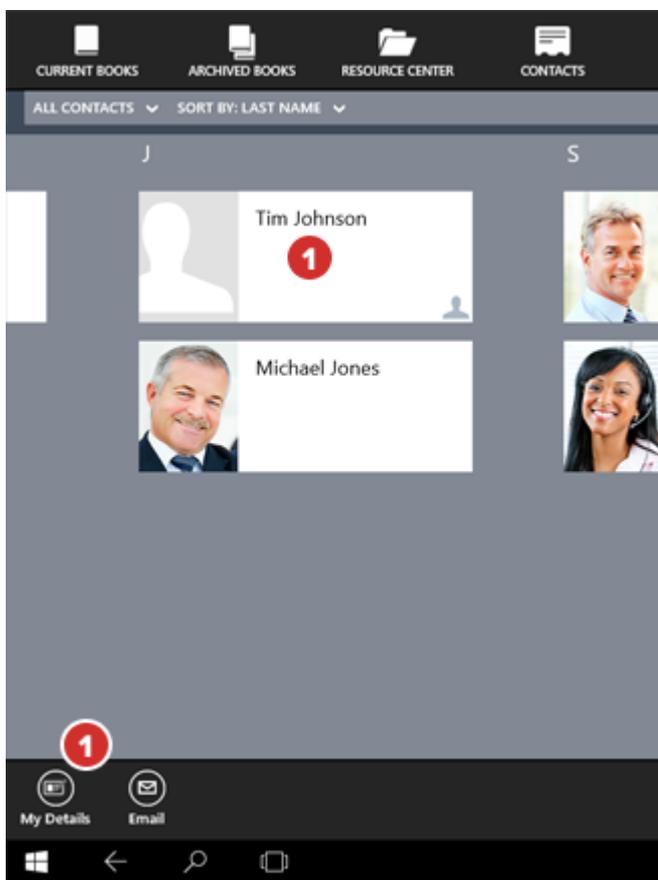


The screenshot displays the Diligent Contacts interface. At the top, a navigation bar includes icons for MY BOARDS, CURRENT BOOKS, ARCHIVED BOOKS, RESOURCE CENTER, CONTACTS (with a red circle containing the number 1), CALENDAR, and QUESTIONNAIRES. A SEARCH icon is located on the far right. Below this, a secondary bar shows 'ALL CONTACTS' with a dropdown arrow, 'SORT BY: LAST NAME' with a dropdown arrow, and a search input field containing 'Find Contact' (with a red circle containing the number 3). The main area is a grid of contact cards, organized by last name into columns labeled 'J', 'S', and 'T'. The 'J' column contains cards for Tim Johnson and Michael Jones (with a red circle containing the number 2). The 'S' column contains cards for Jason Smith and Sally Smith. The 'T' column contains cards for Jacob Taylor, Mark Taylor, and Jim Thompson. At the bottom, a footer bar contains icons for My Details (with a red circle containing the number 5), Email (with a red circle containing the number 4), Check for Updates, Settings, and Log Off.

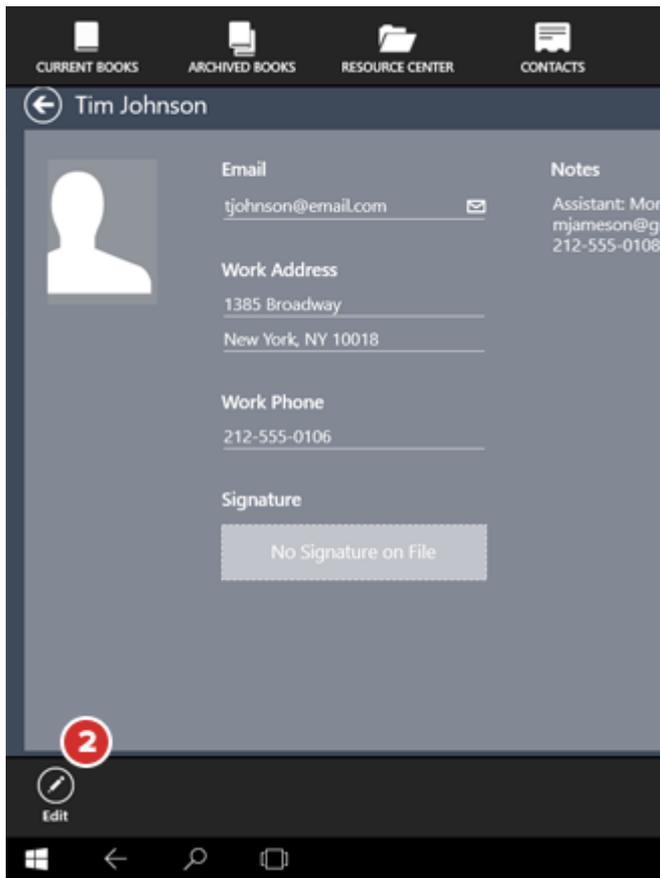
33 BOARDS FOR WINDOWS — ADDING OR UPDATING A SIGNATURE

Digital signatures, which can be used for confirming voting decisions or questionnaire answers, can be updated directly from the Contacts section.

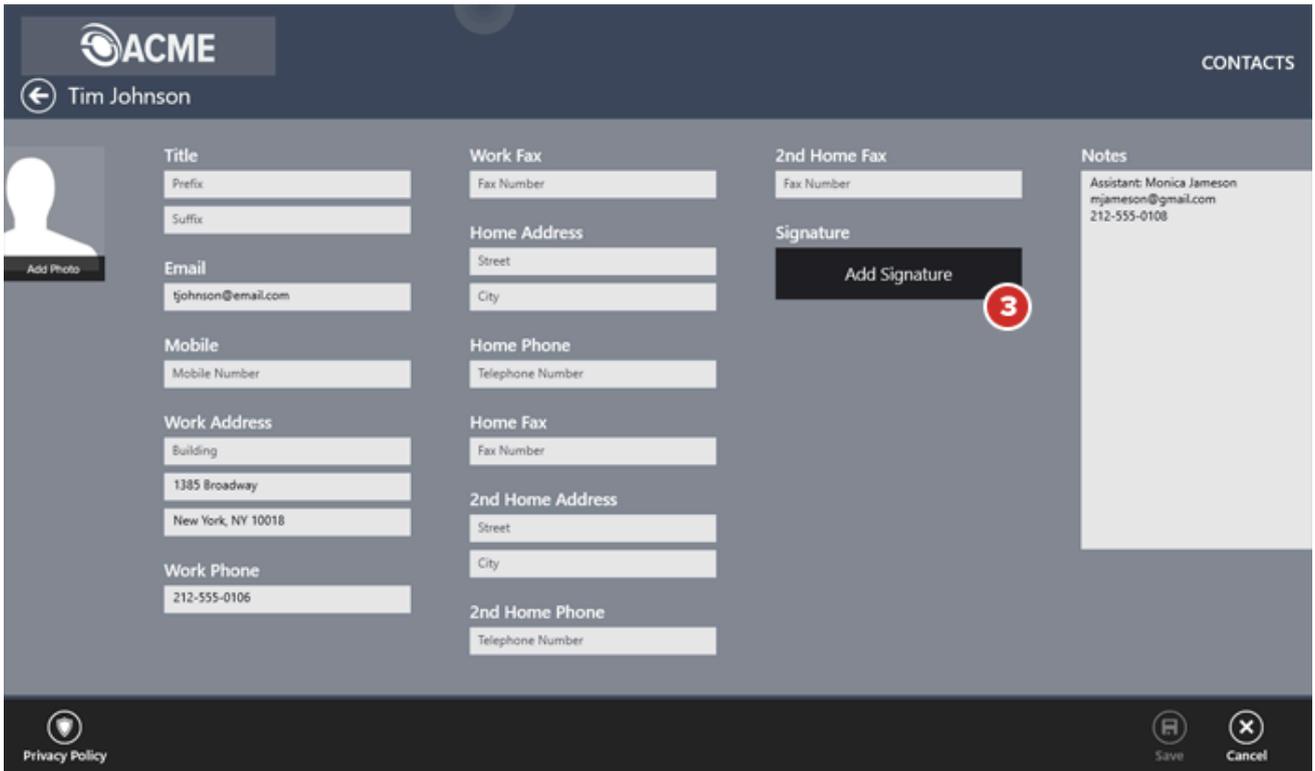
1 In the **Contacts** section, either select **Your Name** from the list of contacts or select **My Details** from the bottom app bar.



2 In the contact detail view, select **Edit** from the bottom app bar.



3 Select the **Add Signature** button that appears. If you already have a signature, select it now to change it.



ACME CONTACTS

← Tim Johnson

Add Photo

Title

Prefix

Suffix

Email

tjohnson@email.com

Mobile

Mobile Number

Work Address

Building

1385 Broadway

New York, NY 10018

Work Phone

212-555-0106

Work Fax

Fax Number

Home Address

Street

City

Home Phone

Telephone Number

Home Fax

Fax Number

2nd Home Address

Street

City

2nd Home Phone

Telephone Number

2nd Home Fax

Fax Number

Signature

Add Signature

Notes

Assistant: Monica Jameson
mjameson@gmail.com
212-555-0108

Privacy Policy Save Cancel

4 A signing interface will appear. Sign the field on this screen.

Note: If the signature field is too small or too large, you can change its size by pinching in or out on your touchscreen.

5 To clear the signature field and try signing again, select **Redo**.

6 To close the signing interface without saving a signature, use the **Back** button.

7 To accept your signature changes, select **Confirm**. Your signature won't be saved to your profile just yet.

← Signature

6 Please Sign Below

4 

5

By selecting Confirm, you authorize Diligent Corporation and its affiliates to add a digital signature to your Diligent Boards profile, and you hereby consent to the use of your electronic signature as provided and represent that it is your own signature. This will allow you to use Diligent Boards features that support signing.

7

Redo Confirm

8 You will return to your contact information. To save your signature to your contact information, select **Save**.

ACME CONTACTS

← Tim Johnson

Add Photo

Title

Prefix

Suffix

Email

tjohnson@email.com

Mobile

Mobile Number

Work Address

Building

1385 Broadway

New York, NY 10018

Work Phone

212-555-0106

Work Fax

Fax Number

Home Address

Street

City

Home Phone

Telephone Number

Home Fax

Fax Number

2nd Home Address

Street

City

2nd Home Phone

Telephone Number

2nd Home Fax

Fax Number

Signature

Add Signature

Notes

Assistant: Monica Jameson
mjameson@gmail.com
212-555-0108

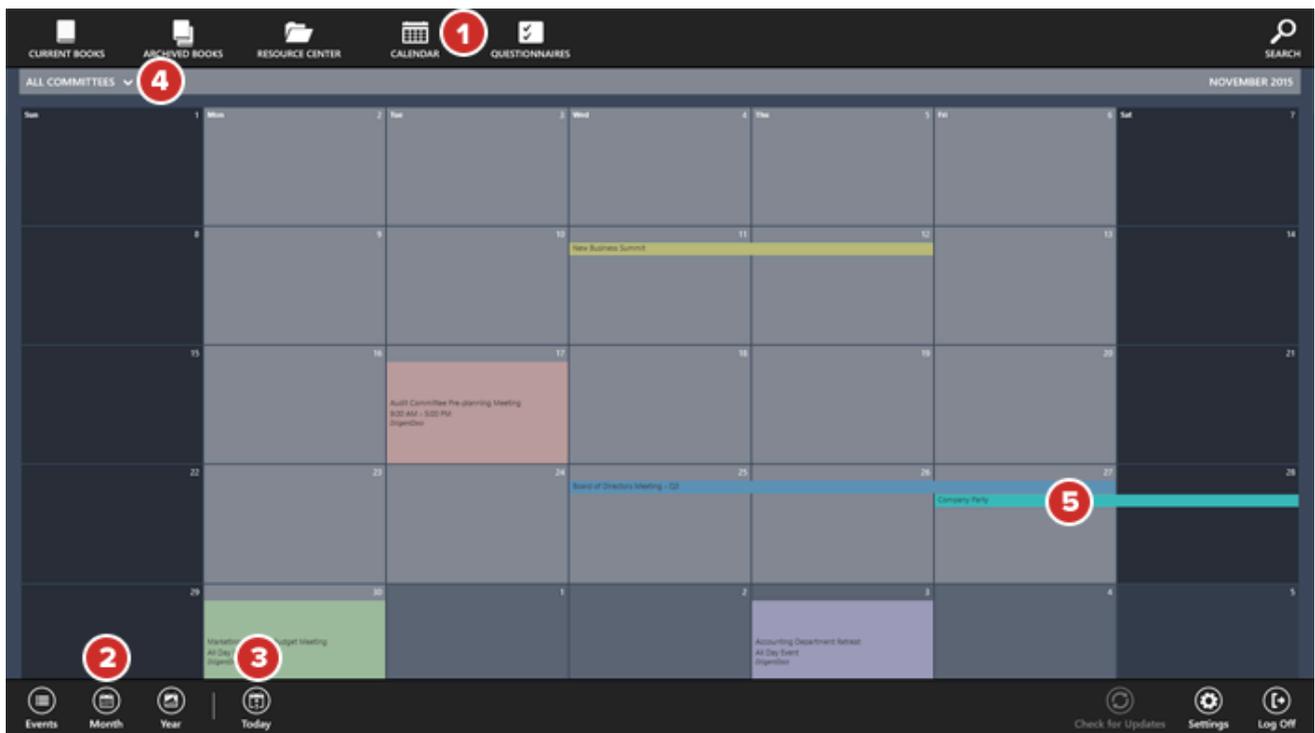
8

Privacy Policy Save Cancel

34 BOARDS FOR WINDOWS — CALENDAR

The calendar lets you view all of your board's meetings and events in a single, centralized location.

- 1 Select the **Calendar** button in the top menu bar. A list of events will be displayed.
- 2 Select **Events, Month** or **Year** to change how your calendar items are displayed.
- 3 Select **Today** to return the calendar to the current date.
- 4 Select the **Filter** arrow to view only events specific to a board or committee.
- 5 While in Event or Month view, select any event to get detailed information about that event. If there are multiple events on a given day, you may have to select from an additional flyout menu.

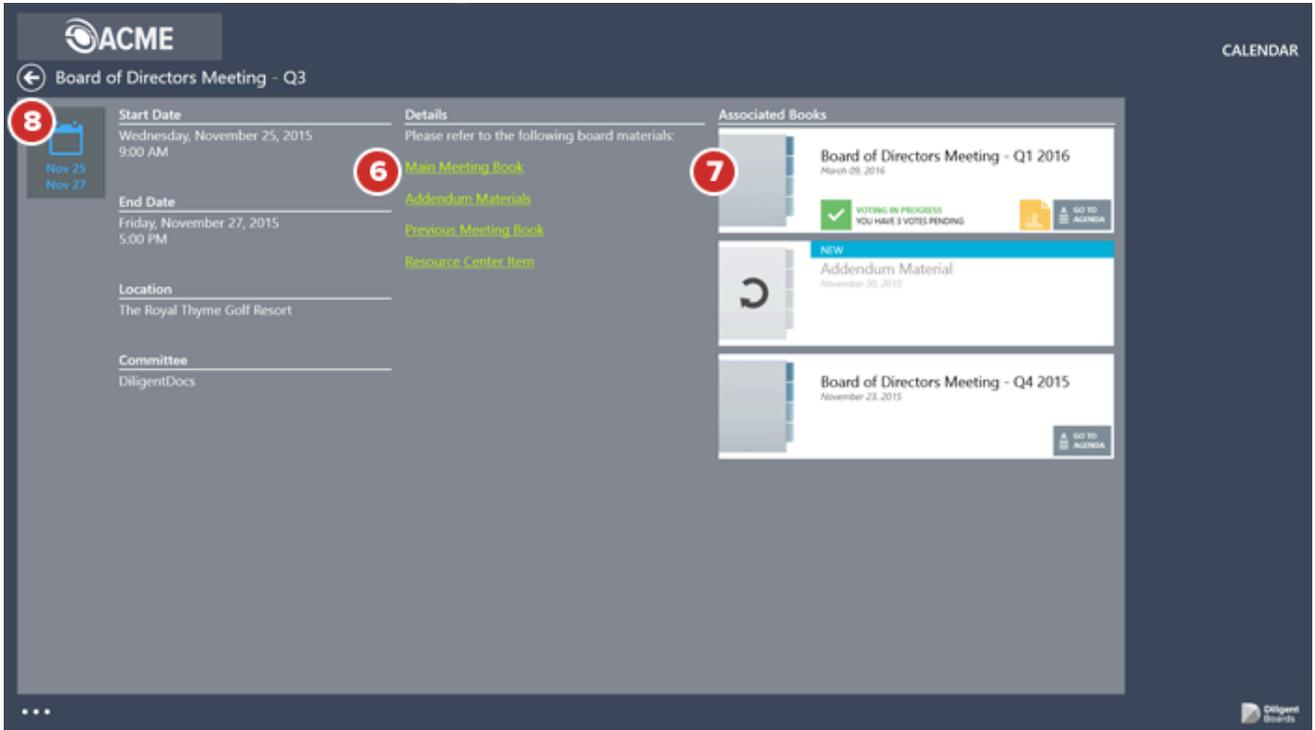


6 Some event information may contain links. Select on a link to be taken to the referenced section of the book, or to an external website or application.

7 If your administrator has **Associated Books** with an event, you can select and manage those books directly from

the event information.

8 Select the **Back** button to return to viewing the calendar.



ACME

CALENDAR

← Board of Directors Meeting - Q3

8

6

7

Start Date
Wednesday, November 25, 2015
9:00 AM

End Date
Friday, November 27, 2015
5:00 PM

Location
The Royal Thyme Golf Resort

Committee
DiligentDocs

Details
Please refer to the following board materials:

- [Main Meeting Book](#)
- [Addendum Materials](#)
- [Previous Meeting Book](#)
- [Resource Center Item](#)

Associated Books

- Board of Directors Meeting - Q1 2016**
March 09, 2016
VOTING IN PROGRESS
YOU HAVE 3 VOTES PENDING
GO TO AGENDA
- NEW**
Addendum Material
November 30, 2015
- Board of Directors Meeting - Q4 2015**
November 28, 2015
GO TO AGENDA

Diligent Boards

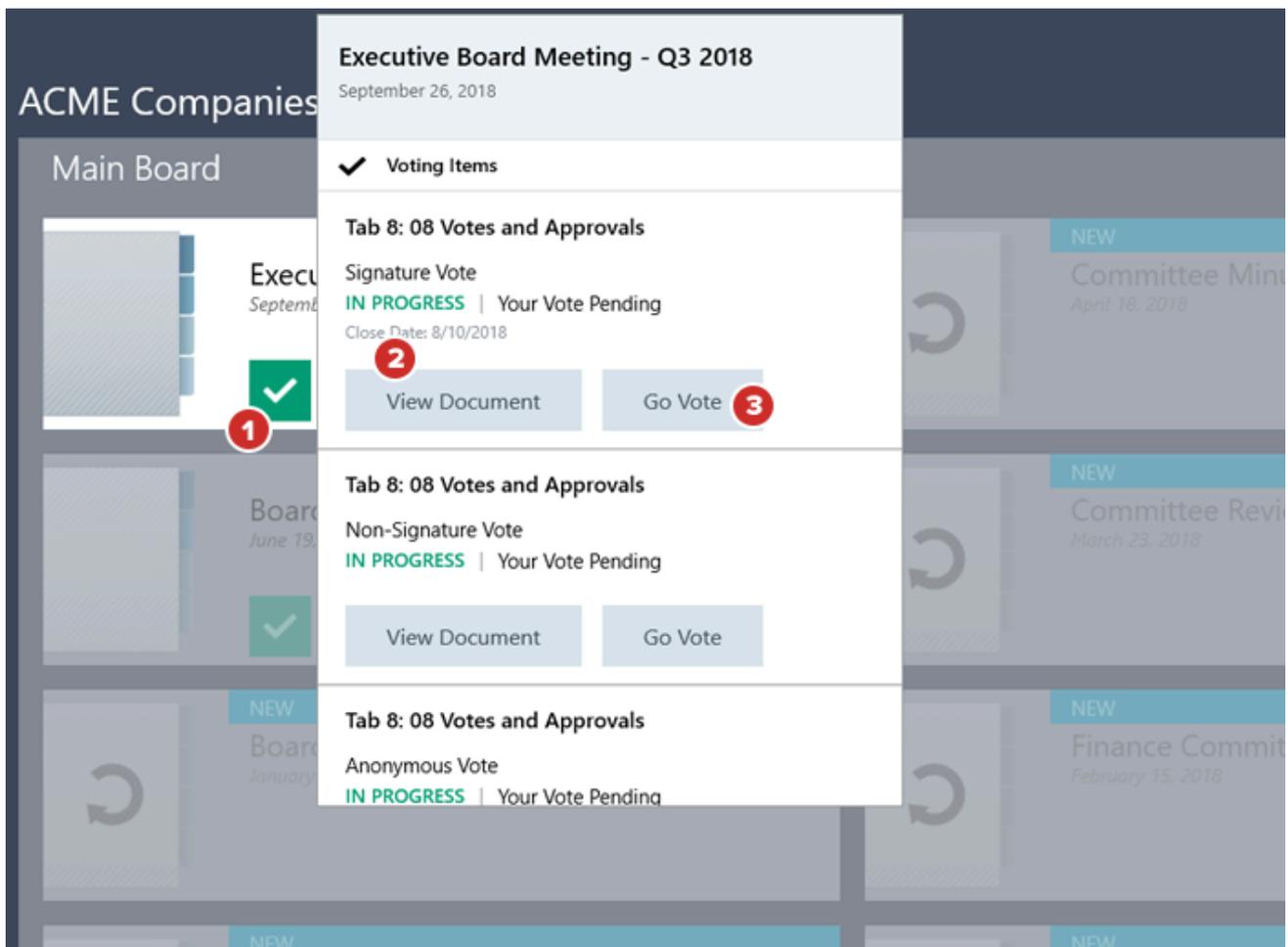
35 BOARDS FOR WINDOWS — VIEW VOTING ITEMS AND CAST YOUR VOTE

Books can contain documents that can be voted on with or without electronic signature.

1 If a book contains voting documents that need your attention, a green **Voting** icon will appear on that book tile in the bookshelf list view.

2 Select the Voting icon to see a voting panel containing more information about votes. Select **View Document** to go directly to the voting document, which will contain information about the vote.

3 Select **Go Vote** to go directly to the signature page of the document, if voting requires signature confirmation.

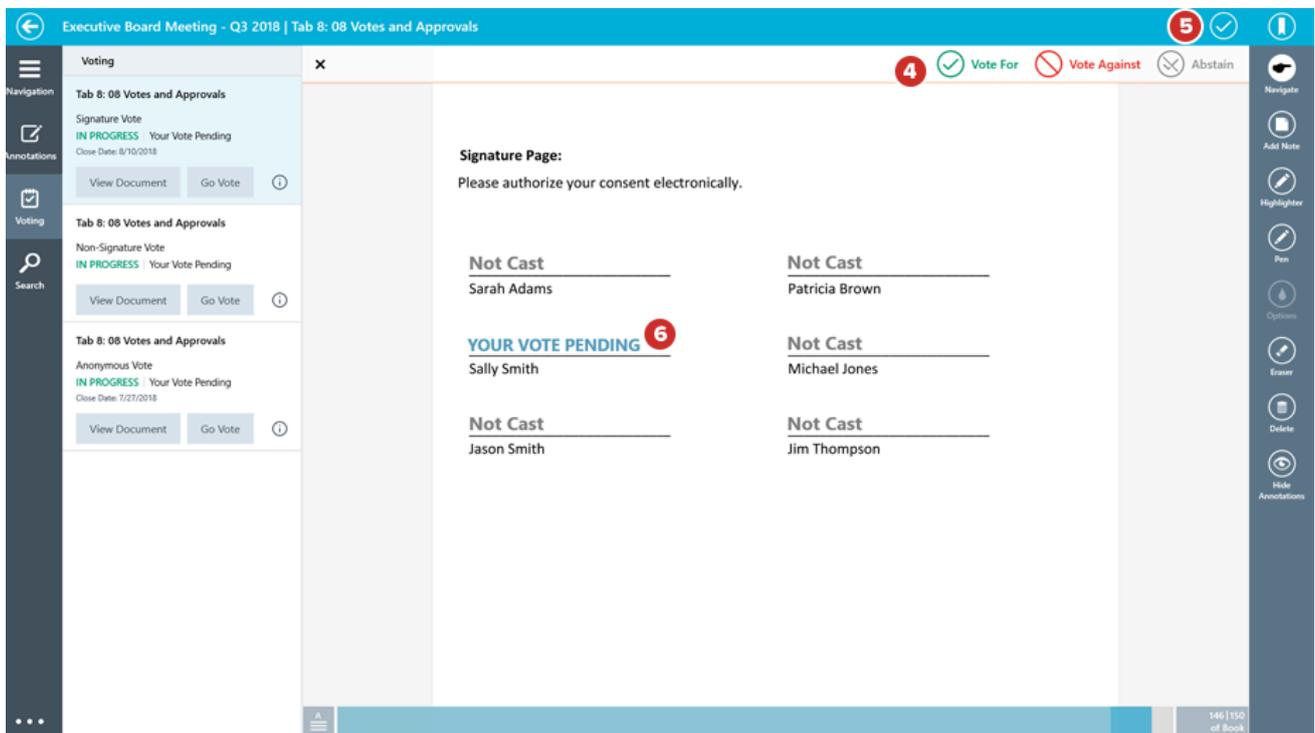


Note: If the vote doesn't require a signature, the "Go Vote" button will direct you to the first page of the voting document.

4 A **voting menu bar** will appear at the top of the page. **To vote**, select from the options in this menu.

5 A **voting check icon** at the top of the window will show or hide the voting menu bar. This icon is present on all pages of a voting document.

6 If the vote requires signature confirmation, the text label **Your Vote Pending** appears on your signature line. After you vote in the affirmative, your signature will appear here instead.



7 Once you select a voting option, you will be asked to confirm your selection. You may also be asked to leave an optional comment. Only you and administrator users will be able to view this comment.

Confirm Your Vote

You have selected to cast your vote as: **Yes**

Once cast, you cannot change your vote.

Comments (Optional)

1000

7

CONFIRM

CANCEL

Note: If you leave a comment, you can review it later via the voter status panel.

Note: Depending on the type of vote that was created, you may be asked to vote “For” or “Against” a motion. You may also be asked to vote “Yes” or “No” on an item. In either case, you will have the option to abstain.

Note: Casting a vote requires an online connection to Diligent Boards. Voting will not work in offline mode. Once you cast your vote, you cannot change your decision.

36 BOARDS FOR WINDOWS — VOTING STATUS

1 Once opened, books with active voting documents have a **Voting Panel** icon near the navigation and annotations panel icons. Select it to display a list of all of your voting documents within the book.

2 Each vote's row will display the tab name, the current state of the vote, your voting status, and, if applicable, the date the vote closes. You also have the option to view the document or go vote. Select the **status icon**.



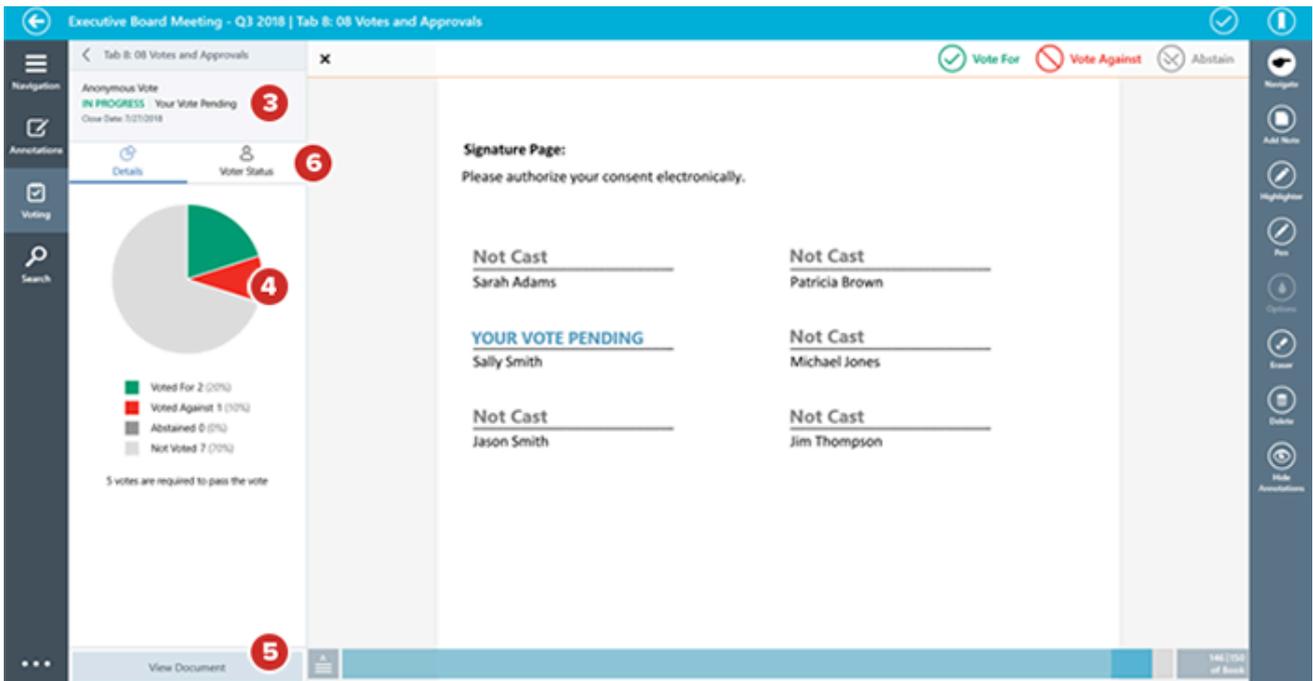
3 The **Status** sidebar displays many details of a voting document, including if the vote requires signature confirmation, if it is anonymous, the close date of the vote, how you voted, and the number of affirmative votes required for the vote to pass.

4 A **pie chart** displays the current state of the vote. Selecting any part of the pie chart reveals the list of voters who voted in that category. For example, if you selected on the green section of the chart, a list will show you who voted in the affirmative.

Note: If the vote is anonymous, the pie chart cannot be selected to reveal this list. Exactly how each individual voted will be hidden from both voters and administrator users.

5 Select **View Document** to go directly to the first page of the voting document.

6 Select the **Voter Status** button to see more information on voting participants.



Executive Board Meeting - Q3 2018 | Tab 8: 08 Votes and Approvals

Anonymous Vote
IN PROGRESS Your Vote Pending
Close Date: 7/27/2018

Vote For Vote Against Abstain

Signature Page:
Please authorize your consent electronically.

Not Cast Sarah Adams

Not Cast Patricia Brown

YOUR VOTE PENDING Sally Smith

Not Cast Michael Jones

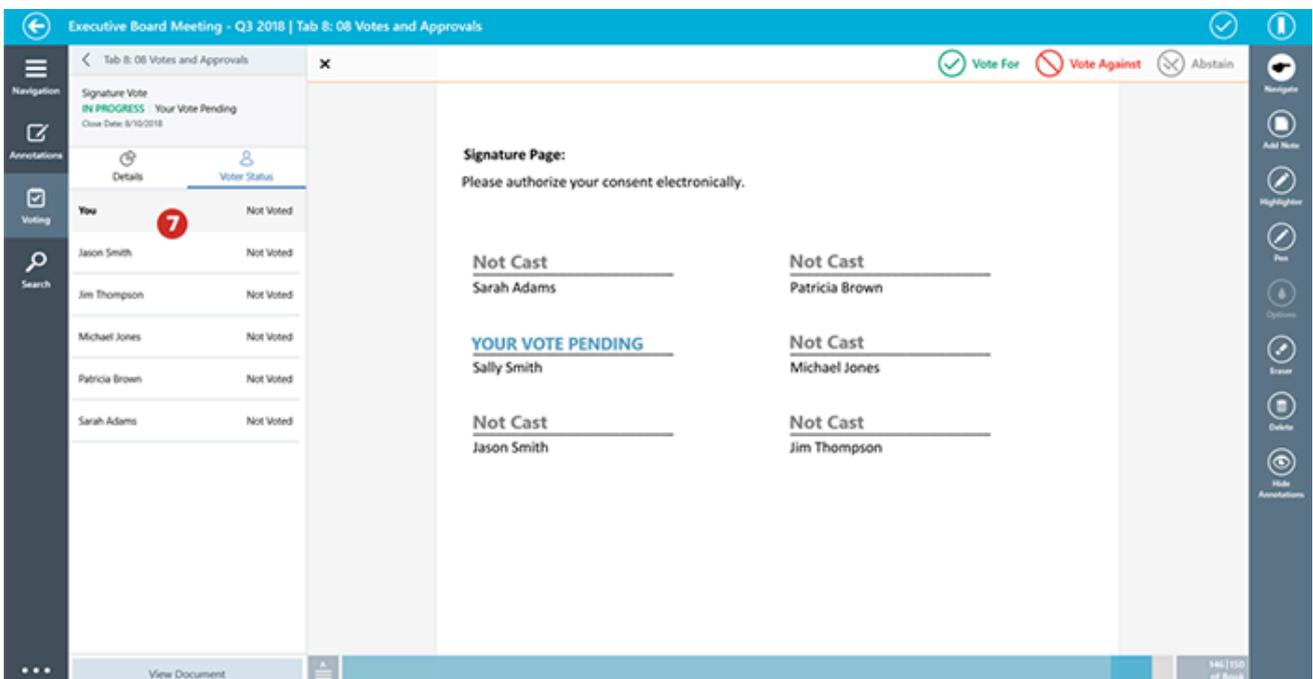
Not Cast Jason Smith

Not Cast Jim Thompson

Voted For 2 (20%)
Voted Against 1 (10%)
Abstained 0 (0%)
Not Voted 7 (70%)

5 votes are required to pass the vote

7 The voting status of other board members appears next to the voter's name. Your voting status will appear at the top of the list.



Executive Board Meeting - Q3 2018 | Tab 8: 08 Votes and Approvals

Signature Vote
IN PROGRESS Your Vote Pending
Close Date: 8/10/2018

Vote For Vote Against Abstain

Signature Page:
Please authorize your consent electronically.

Not Cast Sarah Adams

Not Cast Patricia Brown

YOUR VOTE PENDING Sally Smith

Not Cast Michael Jones

Not Cast Jason Smith

Not Cast Jim Thompson

Name	Status
You	Not Voted
Jason Smith	Not Voted
Jim Thompson	Not Voted
Michael Jones	Not Voted
Patricia Brown	Not Voted
Sarah Adams	Not Voted

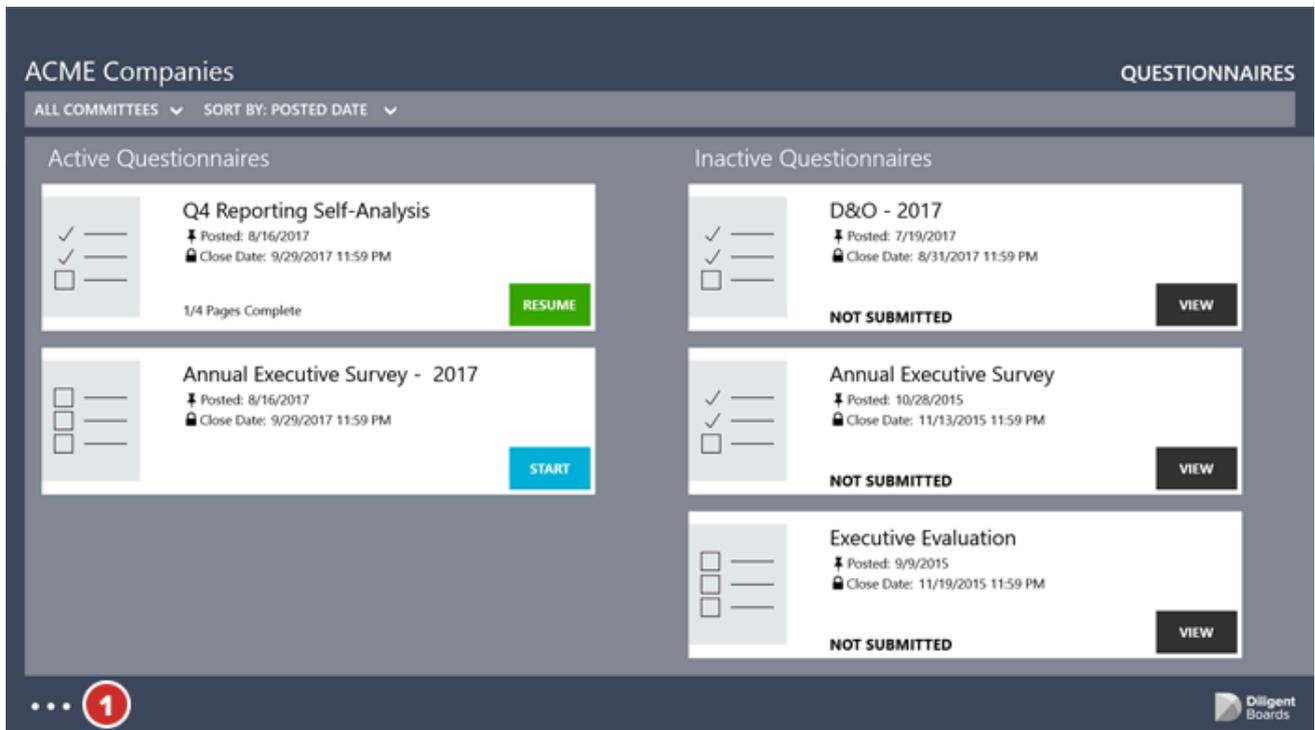
Note: If the vote is an anonymous vote, the list of voters will appear empty.

37 BOARDS FOR WINDOWS — QUESTIONNAIRES — MANAGE QUESTIONNAIRES

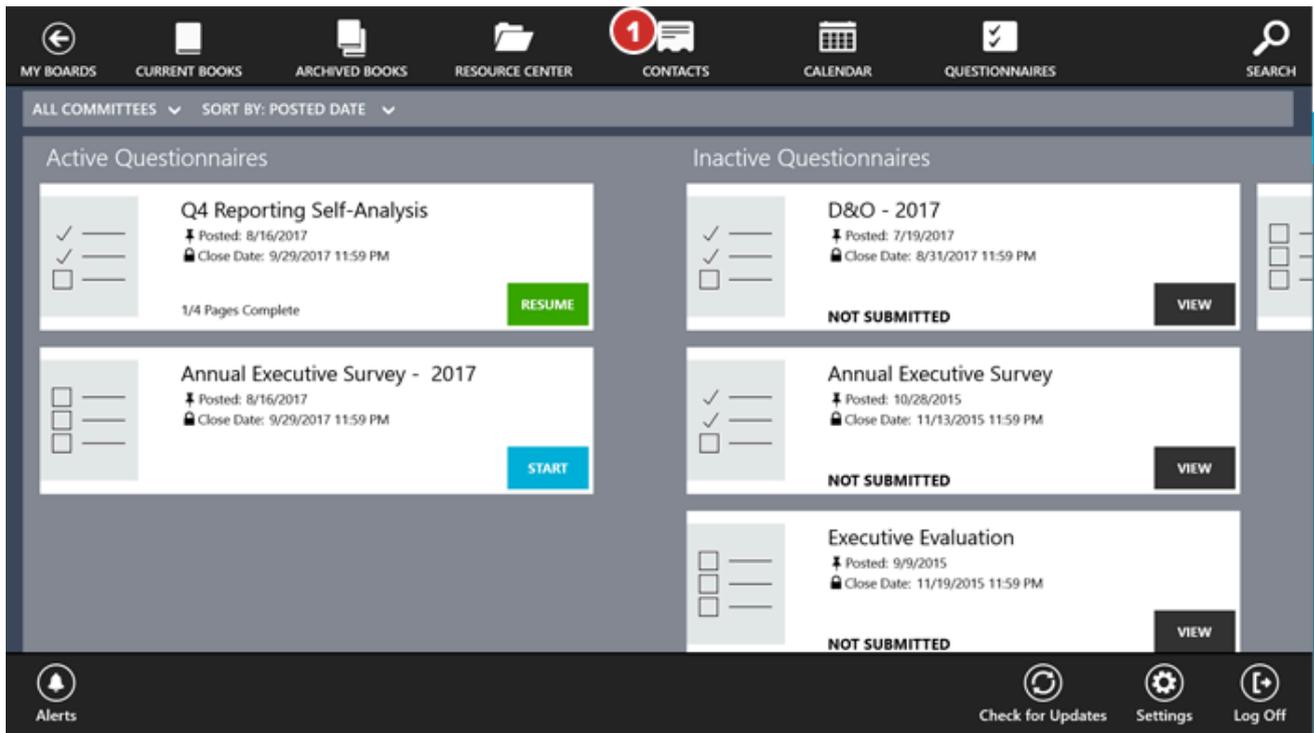
Questionnaires allow you to view and respond to surveys where your input is requested. Progress is saved after every answer, so you can return to the questionnaire and continue at any time.

Note: You must have an active Internet connection in order to use questionnaires.

1 To access your questionnaires, select the **Ellipses** button in the lower-left corner of the screen or swipe down anywhere from the top border of the screen.



The screenshot displays the 'QUESTIONNAIRES' section for 'ACME Companies'. At the top, there are filters for 'ALL COMMITTEES' and 'SORT BY: POSTED DATE'. The interface is divided into two columns: 'Active Questionnaires' and 'Inactive Questionnaires'. Each questionnaire card shows a progress indicator (checkboxes), the title, posted date, close date, and a status (e.g., '1/4 Pages Complete', 'NOT SUBMITTED'). Action buttons like 'RESUME', 'START', and 'VIEW' are present. A red circle with the number '1' highlights the ellipsis menu icon in the bottom-left corner. The Diligent Boards logo is in the bottom-right corner.



2 Select the **Questionnaires** icon in the top app bar.

3 Questionnaires are categorized:

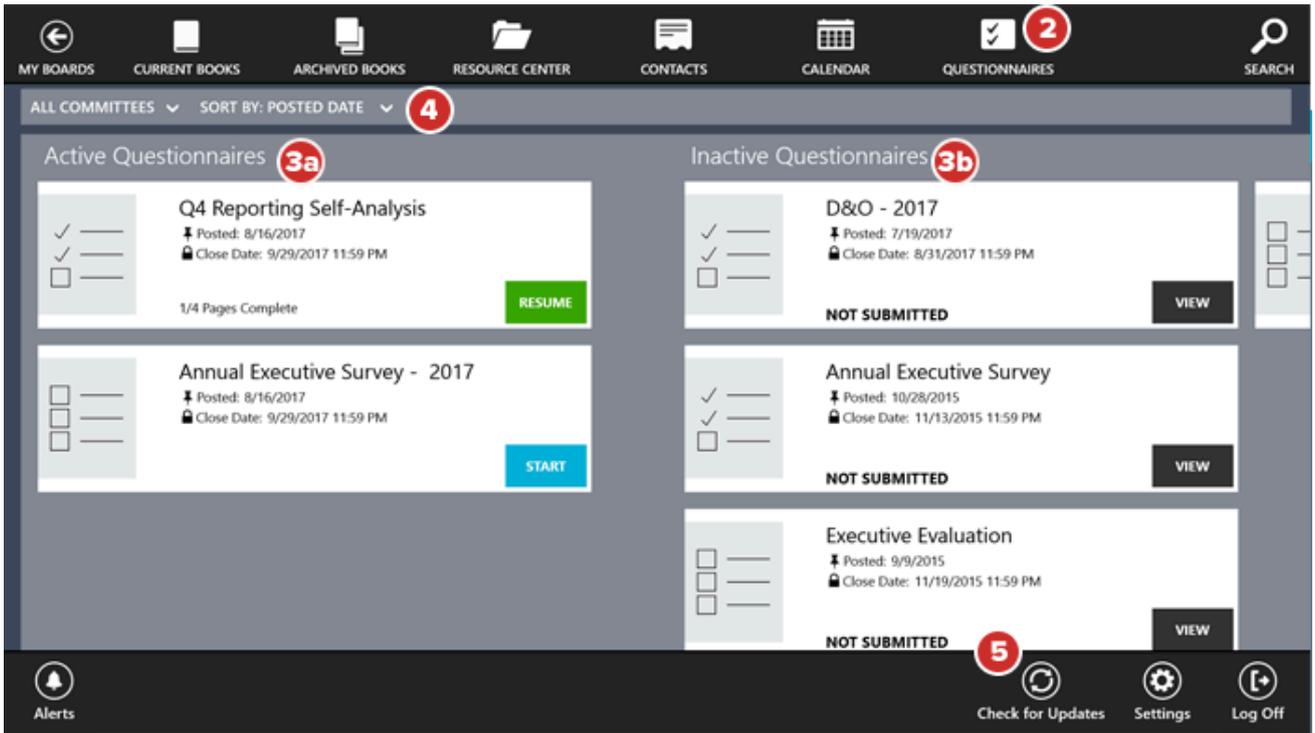
3a Active questionnaires are pending your response.

3b Inactive questionnaires are ones that you have already submitted or that have been closed for submission.

Note: To go directly to active or inactive questionnaires, pinch the screen and select the “Active” or “Inactive” buttons that appear. Inactive questionnaires may be disabled by your administrator.

4 Select the **Filter** options to filter the search results by committee, or to sort results by either the start or end dates of the questionnaires.

5 Select **Check for Updates** to make sure you have the most current list of questionnaires.



6 Each questionnaire tile may include the following labels:

6a Start indicates a questionnaire that has yet to be started.

6b Resume indicates that you have started the questionnaire, but have not yet completed it.

6c View indicates that the questionnaire can be viewed but cannot be responded to.

6d Questionnaire progress is displayed for active questionnaires which have been started but not completed.

6e Each tile will display the date the questionnaire was posted, as well as the close date, which is when all responses are due.

7 Select anywhere on a questionnaire's tile to open it.

ACME Companies
QUESTIONNAIRES

ALL COMMITTEES ▾
SORT BY: POSTED DATE ▾

Active Questionnaires

—
 —
 —

Q4 Reporting Self-Analysis

Posted: 8/16/2017
 Close Date: 9/29/2017 11:59 PM

1/4 Pages Complete

6b

RESUME

—
 —
 —

Annual Executive Survey - 2017

Posted: 8/16/2017
 Close Date: 9/29/2017 11:59 PM

6a

START

Inactive Questionnaires

—
 —
 —

D&O - 2017

Posted: 7/19/2017
 Close Date: 8/31/2017 11:59 PM

NOT SUBMITTED

6c

VIEW

—
 —
 —

Annual Executive Survey

Posted: 10/28/2015
 Close Date: 11/13/2015 11:59 PM

NOT SUBMITTED

6e

VIEW

—
 —
 —

Executive Evaluation

Posted: 9/9/2015
 Close Date: 11/19/2015 11:59 PM

NOT SUBMITTED

7

VIEW

...
 Diligent Boards

38 BOARDS FOR WINDOWS — QUESTIONNAIRES — RESPONDING TO A QUESTIONNAIRE

The Questionnaire Page View makes it easy to provide responses to various question types, and saves your progress in real time.

Video – How to Submit and Respond to a Questionnaire

[Youtube](#)

Note: Although this video shows questionnaires on an iPad, the questionnaire interface functions identically across all devices.

Step-By-Step Instructions

1 The navigation bar at the bottom of each page may include one or more of the following options:

1a Next proceeds to the next page of the questionnaire.

1b Save and Finish Later saves your progress and returns to the questionnaire list.

Note: Your responses are also being saved automatically as you enter them. You do not need to save them manually with this button.

1c Previous returns to previous pages in the questionnaire.

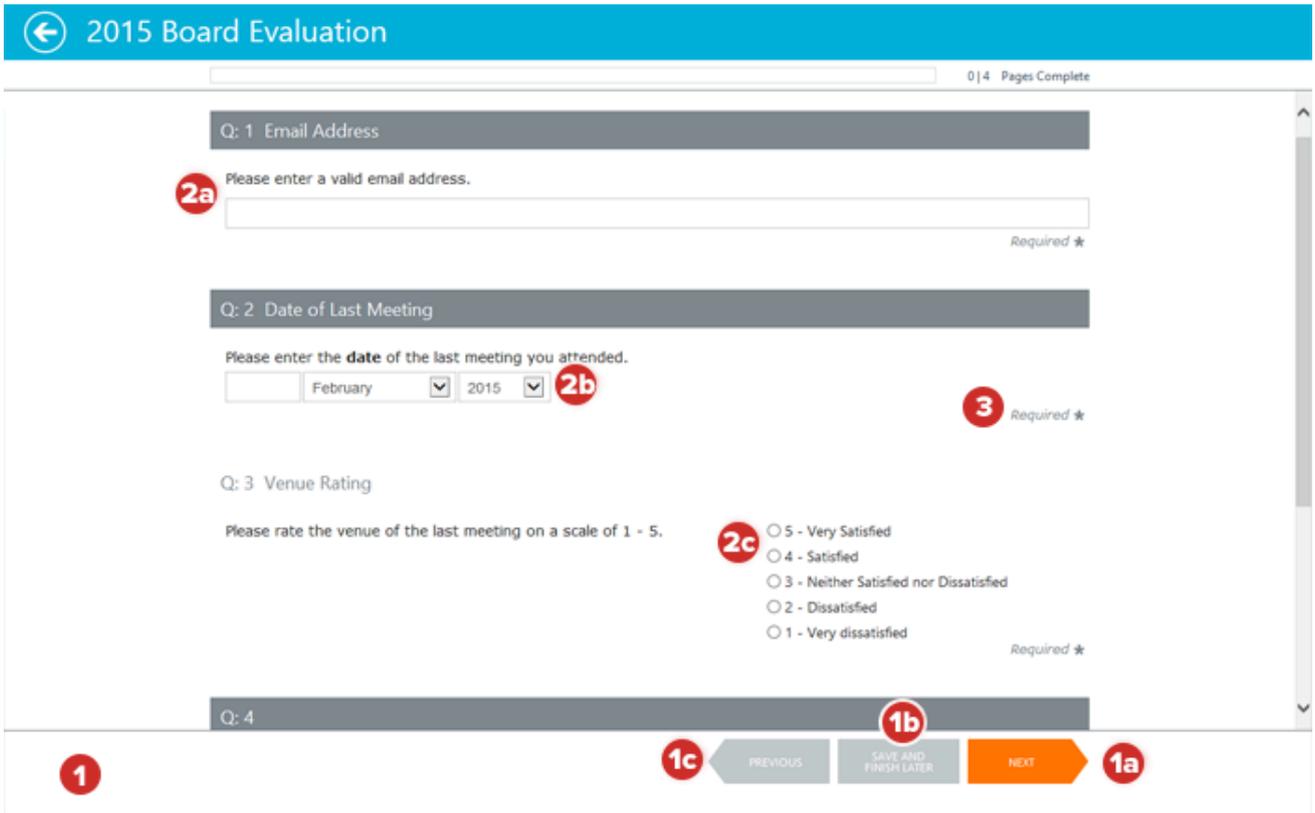
2 Questions may contain one or more of the following answer fields:

2a A Text Box for typing an answer.

2b A Drop-down menu for selecting from a predefined list of options.

2c Checkboxes or **Radio Buttons** for selecting one or more options from a list.

3 A **Required** icon will appear if a question is mandatory. All required questions must be answered before continuing to the next page.



4 A header above the page tracks progress as the questionnaire is completed.

5 The final page of the questionnaire is the submission page. Select **Submit** to submit your final responses.

Note: Once a questionnaire is submitted, its answers cannot be altered or removed. Questionnaires will automatically be moved to the “Inactive” section once submitted.

6 Some questionnaires may require you to digitally sign the last page before you can submit your answers. To do this, select **Add Signature** before selecting the Submit button.

SUBMISSION PAGE

Thank you for your participation in this questionnaire!

Select the submit option to mark your responses as final and complete your participation in this questionnaire. If you would like to review or change any of your responses, use the previous button to access prior pages.

6

 Add Signature

PREVIOUS

SAVE AND
FINISH LATER

SUBMIT

5

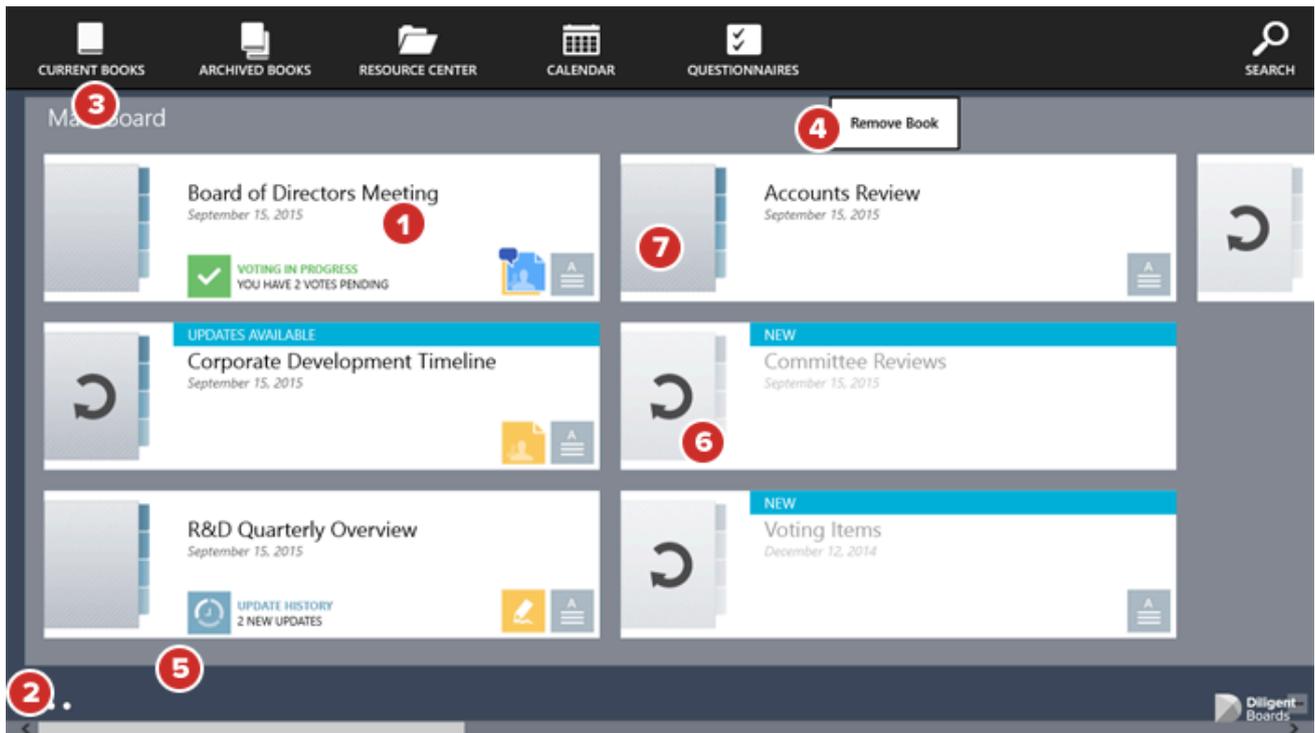
39 BOARDS FOR WINDOWS — KEYBOARD AND MOUSE CONTROLS

Diligent Boards for Windows supports keyboard and mouse commands, so it can be used on Windows computers that don't have touchscreens.

- 1 Selecting the **left mouse button** has the same effect as selecting on a touchscreen with a finger.
- 2 Click the **right mouse button** anywhere but on a book to **reveal** and **hide both the top and bottom app bars**. The app bars can also be revealed and hidden with the keyboard by holding the Windows logo key  and pressing Z, or by selecting the Ellipses button in the lower-left corner of the screen.
- 3 You can move through the items in the top and bottom app bars by pressing **Tab** while the bars are visible. Press **Enter** to open the selected item.
- 4 **Right-click** a book to delete it, or to remove all the annotations in the book.
- 5 Select and drag the scroll bar or use the mouse wheel to scroll through Current Books, Archived Books and the Resource Center.
- 6 Select the **sync icon** of a book to copy it to your device for reading, if necessary.

Note: Some items are available online only, and do not have to be synced to be read.

- 7 Select a book or Resource Center document to open the item in Page View.



8 In **Page View**, use the up and down arrows or the mouse wheel to scroll up and down the page.

9 Press the **Enter** key to go to the next page.

10 To quickly move around the book, select and drag the **scroll bar** at the bottom of the screen. If you do not see this scroll bar, select anywhere on the page to reveal it.

11 You can also select the current page number, type in a new page number and press **Enter** to go directly to that page.

12 Select the **Back** button to return to the book list.

← 12 3rd of Directors Meeting - Q1 2016 | Tab 1: Agenda

Navigation

Annotations

Voting

Search

BOARD OF DIRECTOR'S MEETING
March 1st, 2016
Chicago, IL

AGENDA

March 1st, 2016

9:30am - 10:00am
CALL TO ORDER Mr. Taylor

10:00am - 11:00am
I. Updates on Business Procedure Mr. Johnson

11:00am - 1:30pm
II. Policy Updates and Additions Ms. Brown

1:30pm - 2:30pm
III. Individual Committee Presentations Mr. Stevens
 A. [Audit Committee](#)
 B. [Product Development](#)
 C. [Marketing](#)

2:30pm - 3:15pm
IV. Motions and New Business Mrs. Smith
 A. [New Product Investments](#)
 B. [Procedural Motions](#)

3:30pm - 5:00pm
V. New Office Digital Walkthrough Mr. Johnson
 A. [Dublin](#)
 B. [Shanghai](#)

Navigation

Add Note

Highlighter

Pen

Options

Eraser

Delete

Hide Annotations

10 11 1 | 148 of Book

Note: To reveal the settings menu, hold the Windows logo key  and press the “i” key. Select anywhere off this menu to hide it.

40 BOARDS FOR WINDOWS — KEYBOARD AND MOUSE CONTROLS — REFERENCE GUIDE

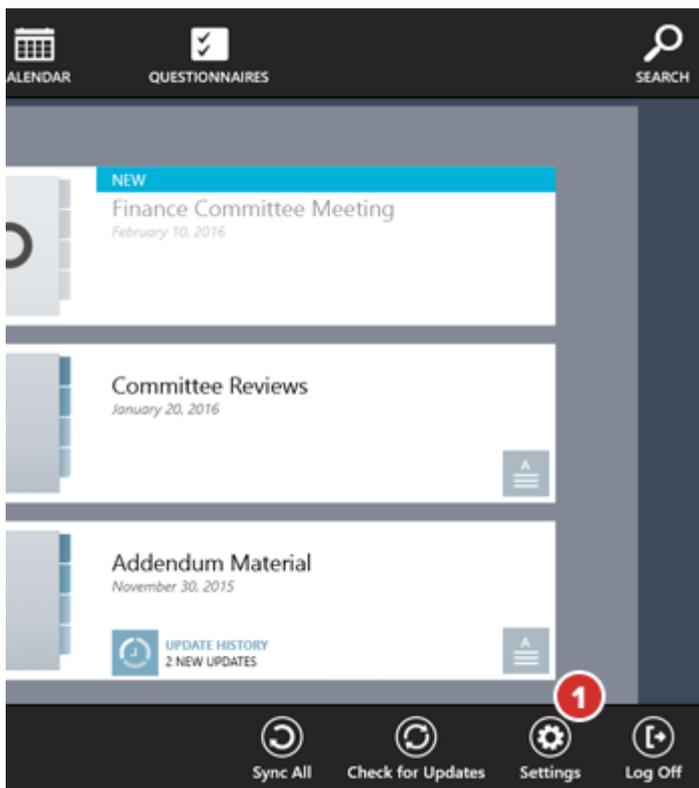
Keyboard and Mouse Command	Action
Enter (in a book)*	Go to the next page
Shift + Enter (in a book)*	Go to the previous page
Right click (on book or item tile)	Open remove/delete book menu
Right click OR  + z	Show/hide top and bottom app bars
Tab (with top/bottom app bars open)	Select next icon in app bar
Enter (with top/bottom app bars open)	Open icon selected in app bar
Escape (with top/bottom app bars open)	Hide top and bottom app bars
Home	Go to the first book/item in the book list/Resource Center
End	Go to the last book/item in the book list/Resource Center
Ctrl + - (minus key)**	Show list of boards/committees
Ctrl + + (plus key)	Exit list of boards/committees
Page Up	Go to next page
Page Down	Go to previous page
 + I	Settings menu

* If this command isn't working, left-click anywhere on the page and try again.** This command is only available while viewing the list of current books.

41 BOARDS FOR WINDOWS — SECURITY — CHANGE PASSWORD

Your Diligent Boards password can be changed within the Windows application.

1 To access the settings panel, select the **Ellipses** button in the lower-left corner of the screen. Select the **Settings** icon from the right of the bottom app bar.



2 The **Settings** menu will appear. Scroll to the bottom of the menu.

3 Select **Change Password**.

← Settings **2**

Site Access

Site Name

Always Show Site Name Screen
 Off

Remember User Name
 On

Region

Language

Support Region

[About](#)
[Help](#)
[Change Password](#)
[Update Account Information](#) **3**

4 You will be presented with a pop-up window that will require the following:

4a Your current password

4b Your new password

4c Confirm new password

Note: Your new password will require parameters that are set by your company's security policy. That policy will be visible between the password entry fields.

5 To create your new password, select the **Confirm** button. This password can now be used to log into Diligent Boards on any device.

Change Password

 4a

Your new password must:

- Be at least 8 characters long
- Use at least 3 of the following character groups:
 - Upper-case letters
 - Lower-case letters
 - Numbers
 - Special characters (such as !@#\$)
- NOT contain the account's username
- NOT have been used in the last 1 passwords
- Be changed after 1825 days

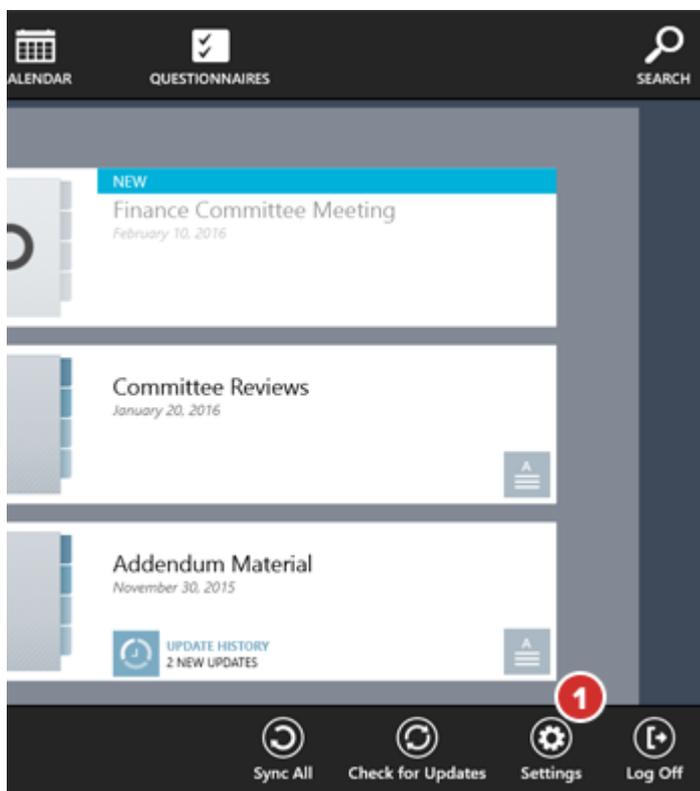
 4b **4c****5** CONFIRM

CANCEL

42 BOARDS FOR WINDOWS — SECURITY — ACCOUNT INFORMATION

Security questions can be managed within the Windows application. Security questions are used for identification purposes and are required in the event of a password reset.

1 To access the settings panel, select the **Ellipses** button in the lower-left corner of the screen. Select the **Settings** icon from the right of the bottom app bar.



2 The **Settings** menu will appear. Scroll to the bottom of the menu.

3 Select **Update Account Information**.

 **Settings** 2

Site Access

Site Name

Always Show Site Name Screen

 Off

Remember User Name

 On

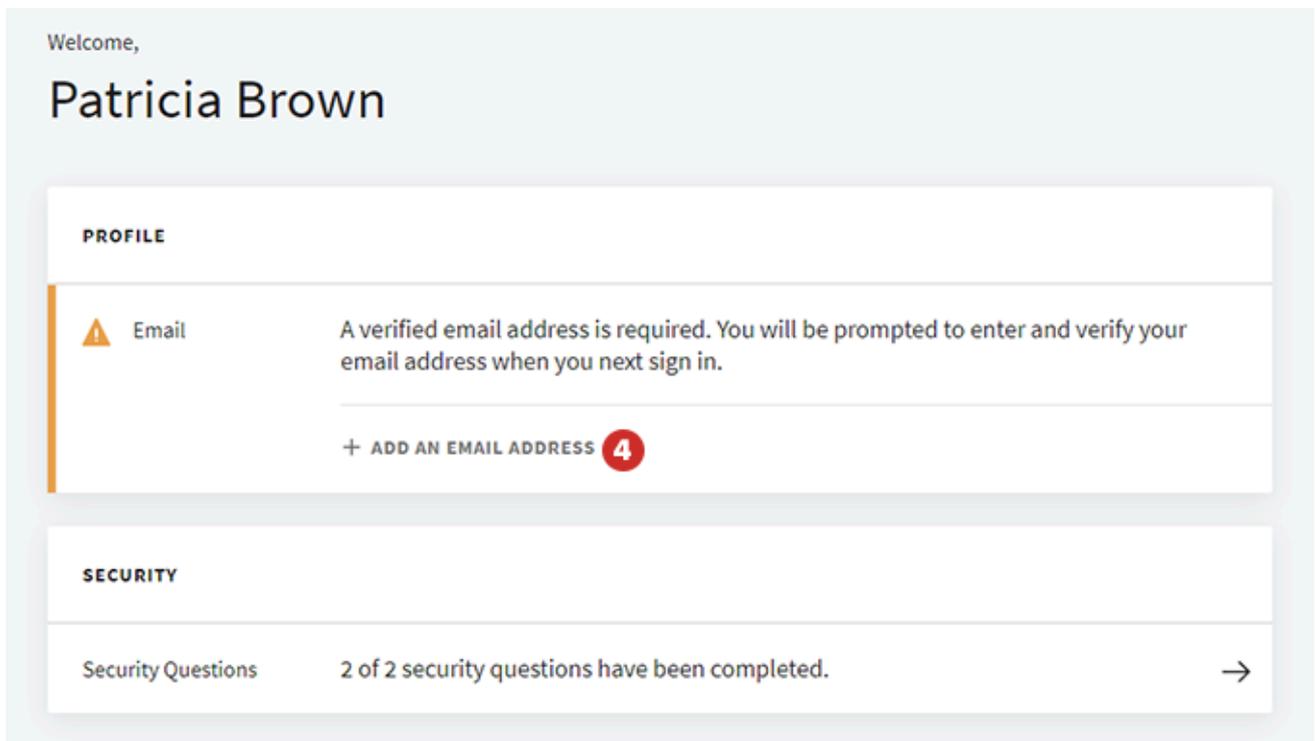
Region

Language

Support Region

[About](#)[Help](#)[Change Password](#)[Update Account Information](#) 3

4 In most cases, you will already have an email address on file. But if you don't, or you want to add more email addresses to your account, select **Add an Email Address**.



Welcome,
Patricia Brown

PROFILE

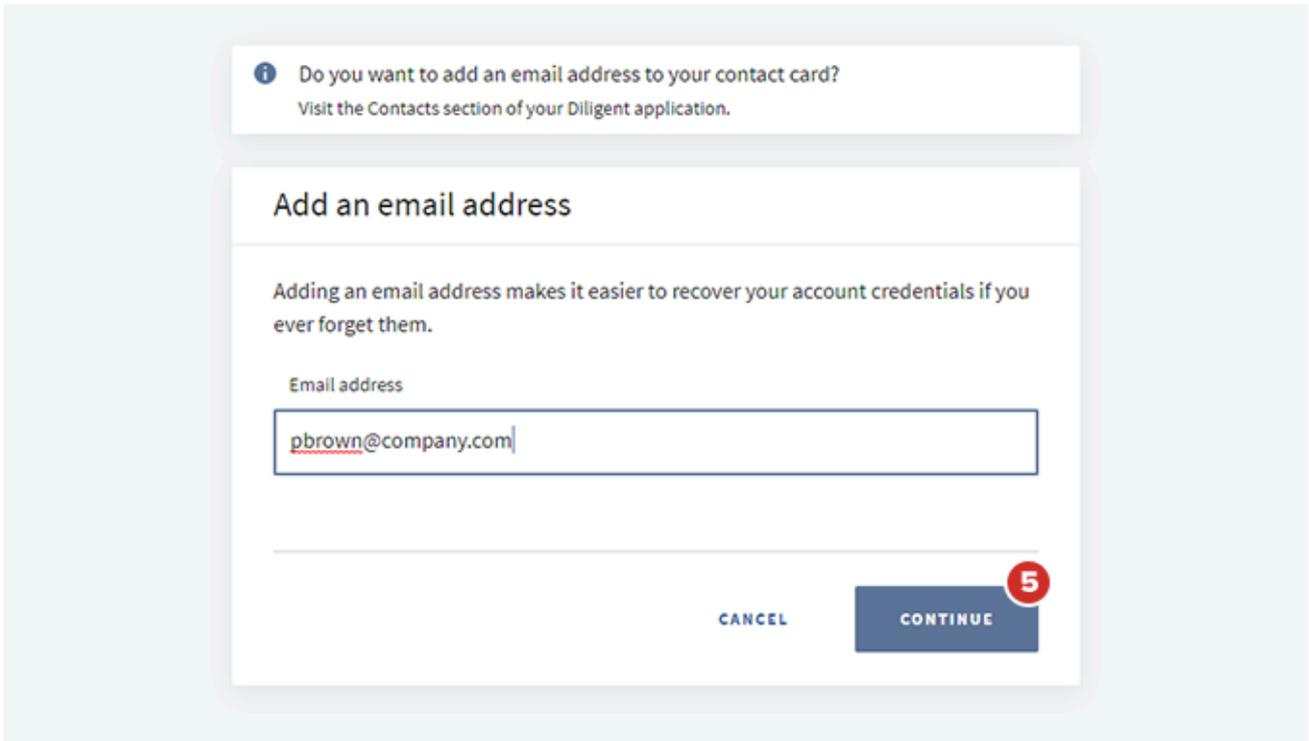
 **Email** A verified email address is required. You will be prompted to enter and verify your email address when you next sign in.

[+ ADD AN EMAIL ADDRESS](#) 4

SECURITY

Security Questions 2 of 2 security questions have been completed. [→](#)

5 Enter the email address and select **Continue**.



i Do you want to add an email address to your contact card?
Visit the Contacts section of your Diligent application.

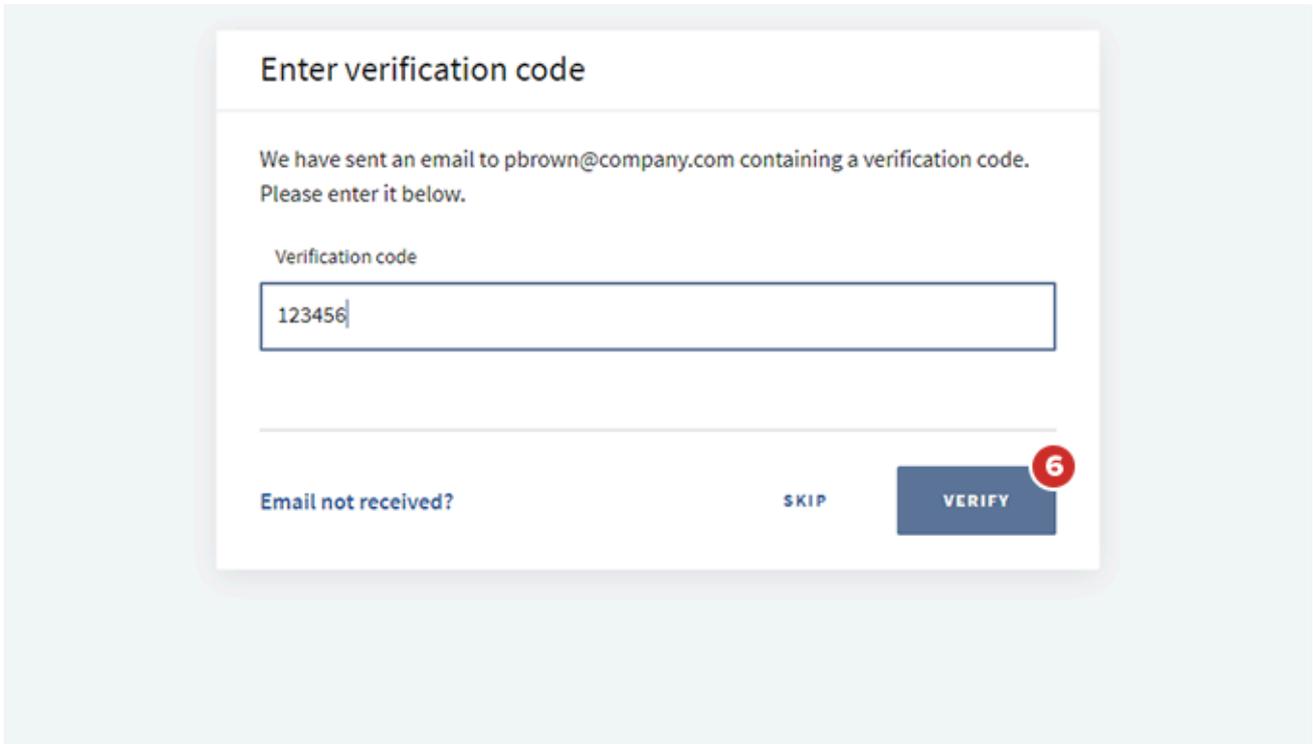
Add an email address

Adding an email address makes it easier to recover your account credentials if you ever forget them.

Email address

CANCEL **CONTINUE** **5**

6 An email containing a verification code will be sent to the address. Enter the code and select **Verify**.



Note: If you don't have access to your email during this process, you can skip the verification process and perform it later.

7 Once your email address is on file, select the ellipses button to **Edit** or **Delete** the address. If you Edit the account to change the address, you'll have to enter the verification code again.

Note: If the email address hasn't been verified yet, a "verify" option will appear in this menu as well. This will resend the verification code to the email address, and give you an opportunity to enter it again.

8 Select **Security Questions** to add or change the answers to your security questions.

Welcome,
Patricia Brown

PROFILE

Email ✓ 7

+ ADD AN EMAIL ADDRESS

SECURITY

Security Questions 2 of 2 security questions have been completed. 8 →

(Note: A dropdown menu is visible next to the email field with options 'Edit' and 'Delete').

Note: The number of questions required in the list is set by your company's security policy.

9 Select from the **Question** field to open a list of available questions from which to choose.

10 If you have answered any of the security questions in the past, those answers will appear. Select **Show** to reveal the answer. You can change your questions and answers at any time by typing in the relevant field.

Note: Answers must be at least 5 characters long, excluding spaces and characters that are not letters or numbers.

11 Select **Continue** to save your questions and answers.

12 Select **Cancel** to discard your changes.

Complete your security questions

These questions help us verify your identity if we ever need to reset your password. Answers must be at least 2 characters long.

Question 1

What is/was your favorite pet's name? **9**

***** **10** SHOW

Question 2

What was the street name of the High School you attended? **11**

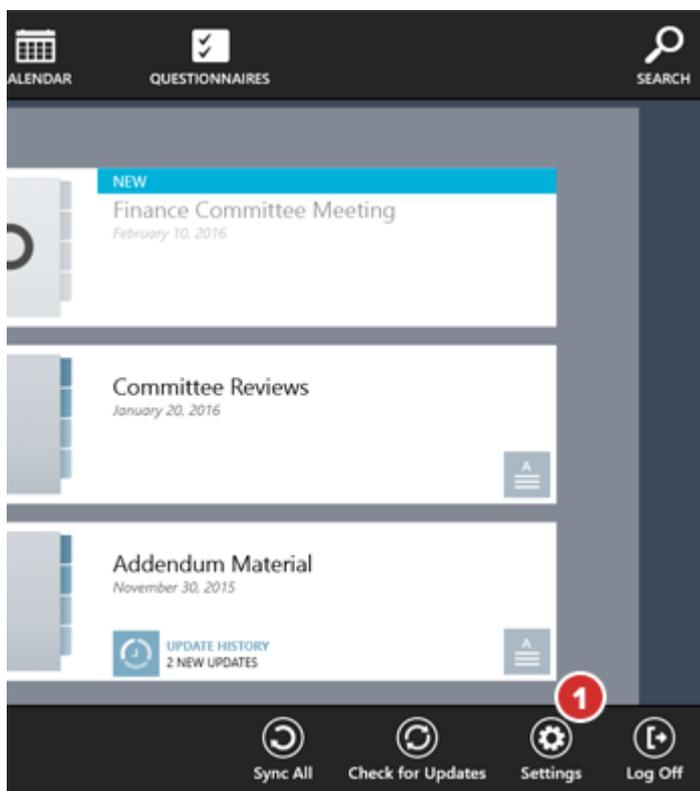
***** SHOW

12 CANCEL **11** CONTINUE

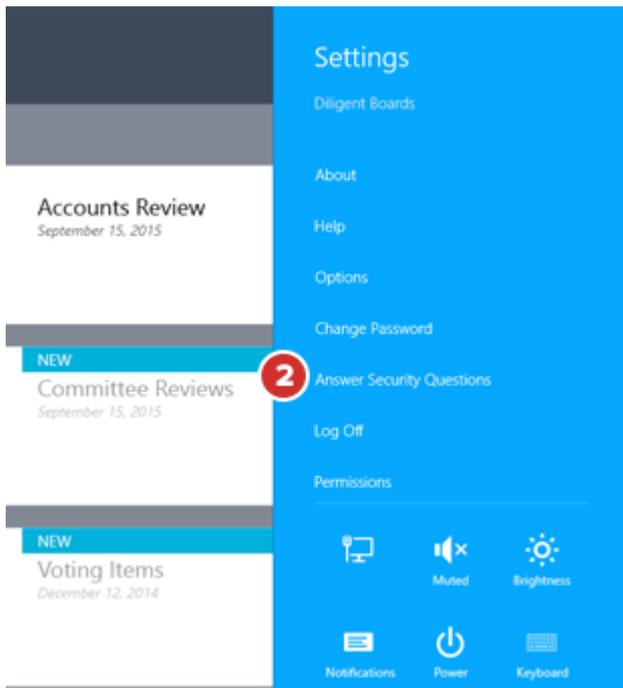
43 BOARDS FOR WINDOWS — SECURITY — SECURITY QUESTIONS

Security questions can be managed within the Windows application. Security questions are used for identification purposes and are required in the event of a password reset.

1 To access the settings panel, select the **Ellipses** button in the lower-left corner of the screen. Select the **Settings** icon from the right of the bottom app bar.



2 Select the **Answer Security Questions** option in the list. A list of questions and response fields will appear.



Note: The number of questions required in the list is set by your company's security policy.

3 To see the list of available questions from which to choose, select on the question field menu.

4 Once a question is selected, the answer can be typed in the field directly below it.

Note: Answers must be at least five characters long, excluding spaces.

5 Previously answered questions will show the selected question and, depending on your site's settings, the masked response. These questions can be modified by selecting on the relevant field.

6 To save your questions and responses, select the Save button. If you select Cancel, your responses will not be saved.



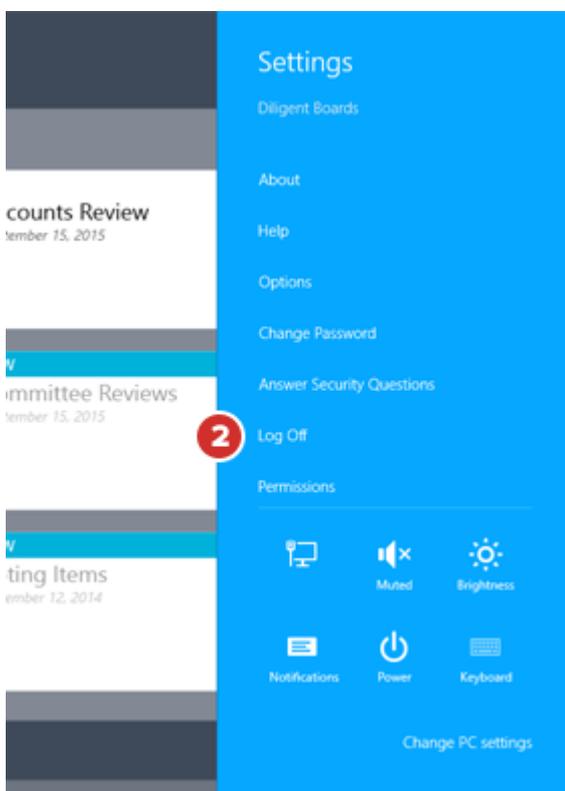
Note: If all your questions on file have not been recorded, the security questions dialogue window will appear every time you log in.

44 BOARDS FOR WINDOWS — SECURITY — LOG OFF

When finished viewing your materials, it is best practice for security to log out of Diligent Boards. This will require a password to re-enter the application.

1 To access the settings panel, select the **Ellipses** button in the lower-left corner of the screen. Select the **Settings** icon from the right of the bottom app bar.

2 Select the **Log Off** option in the list. You will be prompted to confirm ending your session.



3 Select **OK** in the prompt and the application will return to the log-in screen.



Log Off

Are you sure you want to log off?

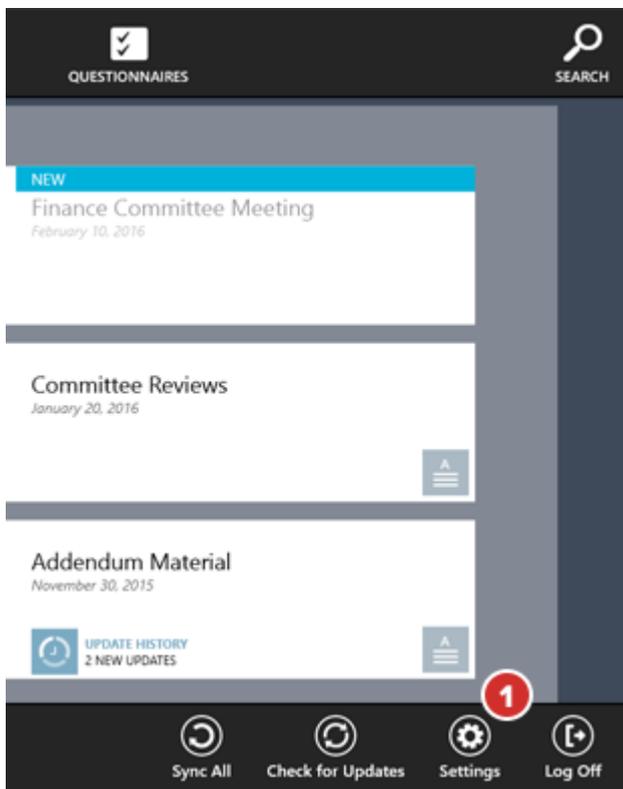


45 BOARDS FOR WINDOWS — SETTINGS AND PERSONALIZATION

Using general settings allows you to customize the board book experience to your precise needs.

Note: General settings are preconfigured to provide an optimal user experience by default. This section outlines what can be adjusted to further personalize your experience.

1 To access the settings panel, select the **Ellipses** button in the lower-left corner of the screen, then select the **Settings** icon from the right side of the bottom app bar.



Access Settings

2 Site Name specifies the name of your organization's Diligent Boards site. If you are on more than one site, only one name will be visible here.

3 Always Show Site Name Screen makes it easy to enter your site name every time you sign in, but extends the sign-in process. It should only be enabled in rare cases where you are on multiple boards but cannot enable the site selection screen.

4 Remember User Name specifies whether you must enter your user name every time you sign in.

5 Language indicates what language the Diligent Boards interface will appear in. If set to default, it will use the same language as Microsoft Windows, if that language is supported.

6 Support Region specifies which regional Support number displays at log-in. Choose “None Selected” to replace this with a link to a list of Support numbers.



Diligent Boards

Settings

Site Access

Site Name
diligentdocs **2**

Always Show Site Name Screen
 Off **3**

Remember User Name
 On **4**

Region

Language
Default **5**

Support Region
None Selected **6**

[About](#)
[Help](#)
[Change Password](#)
[Update Account Information](#)

Application Settings

7 Auto Check For Updates tells the Application to check for updated material on sign-in, and when switching between content sections. It is enabled by default. Disabling this feature may speed up loading times, but board content updates will have to be checked for manually.

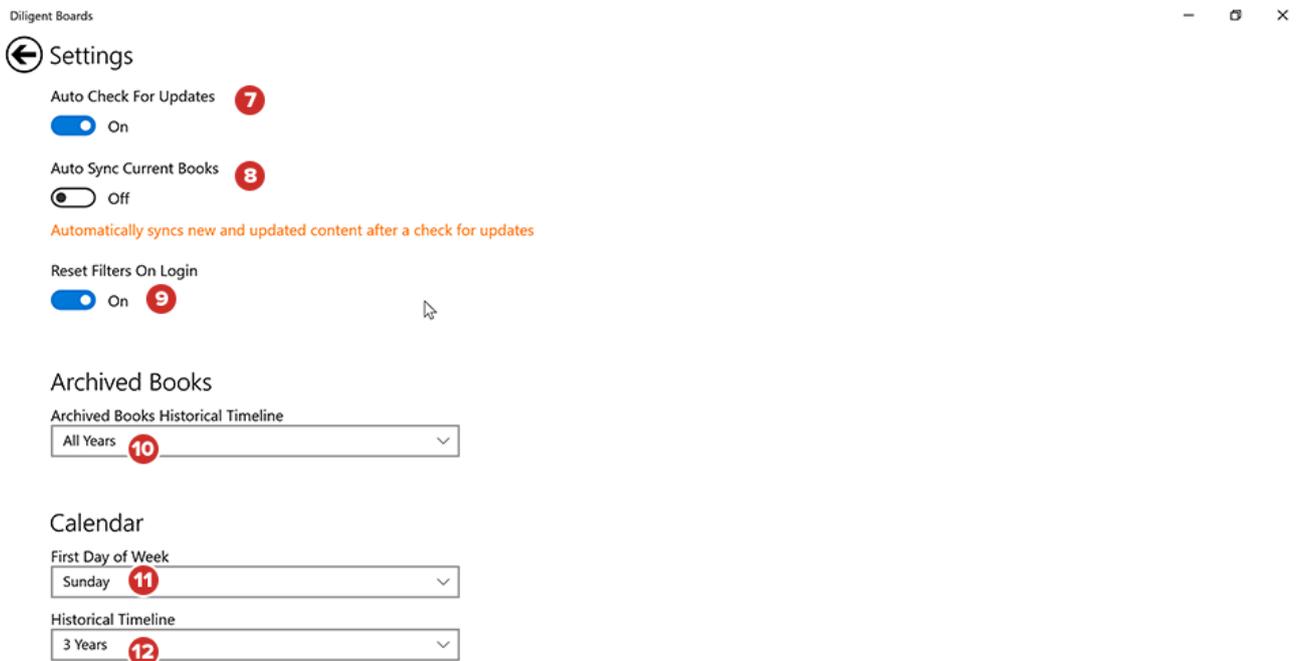
8 Auto Sync Current Books automatically downloads new content found upon a “check for updates.” It is disabled by default.

9 Reset Filters On Login sets the Application to remove list view filters on Archived Books and the Resource Center when you log in, so all content is shown.

10 Archived Books Historical Timeline sets how many years will be displayed in Archived Books. To hide books that are very out-of-date, use this setting.

11 First Day of Week sets which day of the week will appear in the left-most columns of the year view and month view of the calendar.

12 Historical Timeline sets how many past years will be displayed in the calendar. To hide events that are very out-of-date, use this setting.



Note: The advanced settings menu contains settings that, if changed, may impact your ability to access Diligent Boards. It only changes these settings if instructed to do so by Diligent Global Support.

46 BOARDS FOR WINDOWS — LANGUAGE SETTINGS

Diligent Boards for Windows supports multiple languages, translating itself automatically based on the language settings of the device.

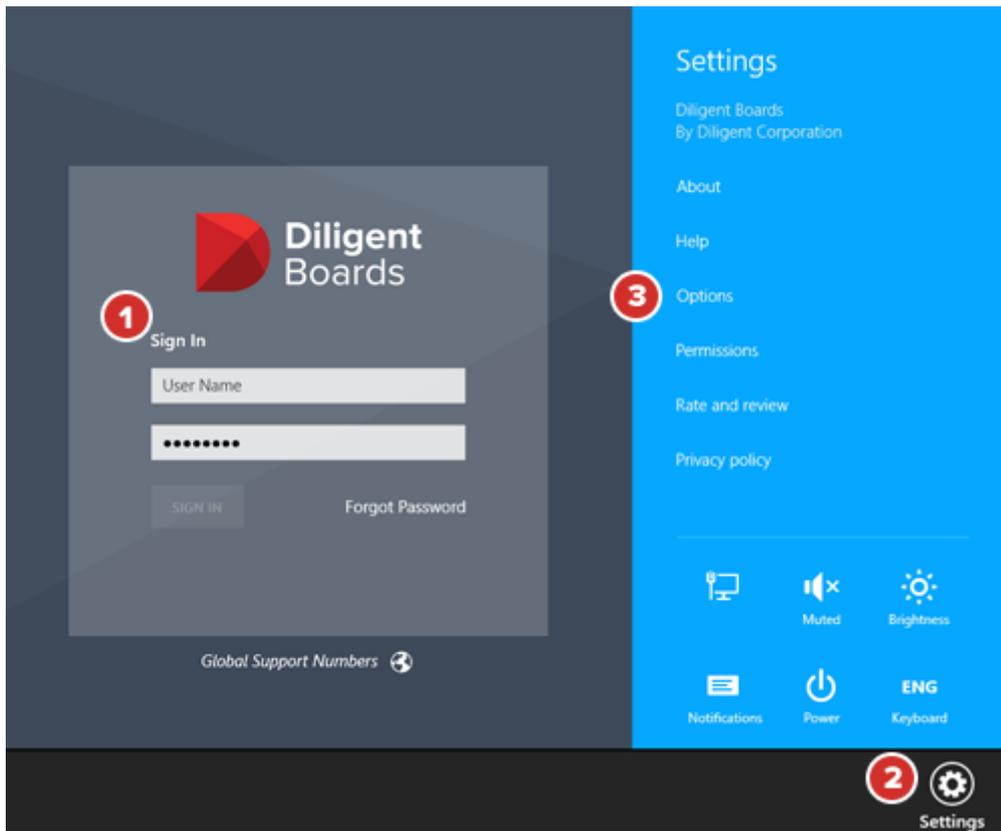
1 Diligent Boards supports the following languages:

- > English (United States)
- > Deutsch (Deutschland) – German (Germany)
- > Español (América Latina) – Spanish (Latin America)
- > Français (France) – French (France)
- > Italiano (Italia) – Italian (Italy)
- > Nederlands (Nederland) – Dutch (Netherlands)
- > Português (Brasil) – Portuguese (Brazil)
- > ???– Chinese (Simplified)

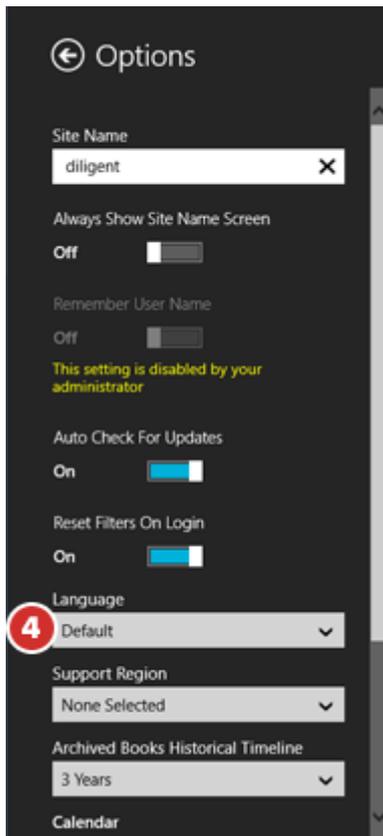
If you are using any regional variation of these languages, Diligent Boards will automatically translate itself to its variation of the same language.

2 To manually change the language, select **Settings** from the bottom app bar.

3 Select **Options** from the menu that appears.



4 Select the **Language** menu and select the language you would like to use. To have Diligent Boards choose automatically based on your device language, select **Default**. Your change will be applied the next time you restart Diligent Boards.



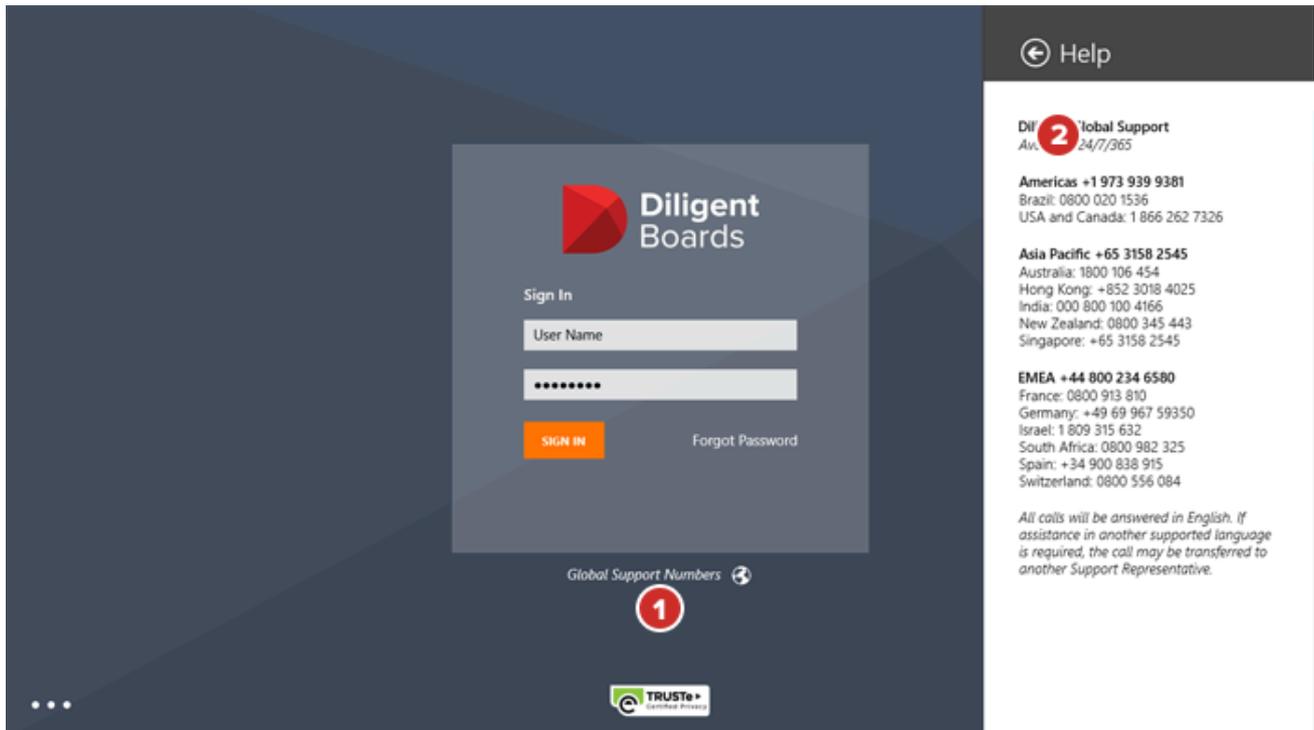
App Setting: To use a language in Diligent Boards, that language must be installed on your device. If you install a new Diligent Boards-supported language, you must uninstall and reinstall Diligent Boards before you can use that language in the app.

47 BOARDS FOR WINDOWS — SUPPORT NUMBERS BY REGION

The support number for each region can be accessed right at the log-in screen.

1 Select the link below the log-in box labeled **Global Support Numbers**.

2 A menu containing a list of the Support Numbers for each region will appear on the right of the display.



The screenshot shows the Diligent Boards login interface. In the center is a sign-in form with fields for 'User Name' and a password, a 'SIGN IN' button, and a 'Forgot Password' link. Below the form is a link for 'Global Support Numbers' with a red circle containing the number '1'. To the right is a sidebar menu titled 'Help' with a red circle containing the number '2'. The sidebar lists support numbers for various regions: Americas (+1 973 939 9381), Asia Pacific (+65 3158 2545), and EMEA (+44 800 234 6580). A disclaimer at the bottom of the sidebar states: 'All calls will be answered in English. If assistance in another supported language is required, the call may be transferred to another Support Representative.'

App Setting: A setting is available to change the support number from the Global Support Number to one for your region. Please reference the “Support Region” description in the [Settings and personalization](#) section.