Diligent

Contents

1 OneClick for Admins — Installing the Diligent Boards client

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Video — Installing the Administrator Client

Youtube

Step-By-Step Instructions

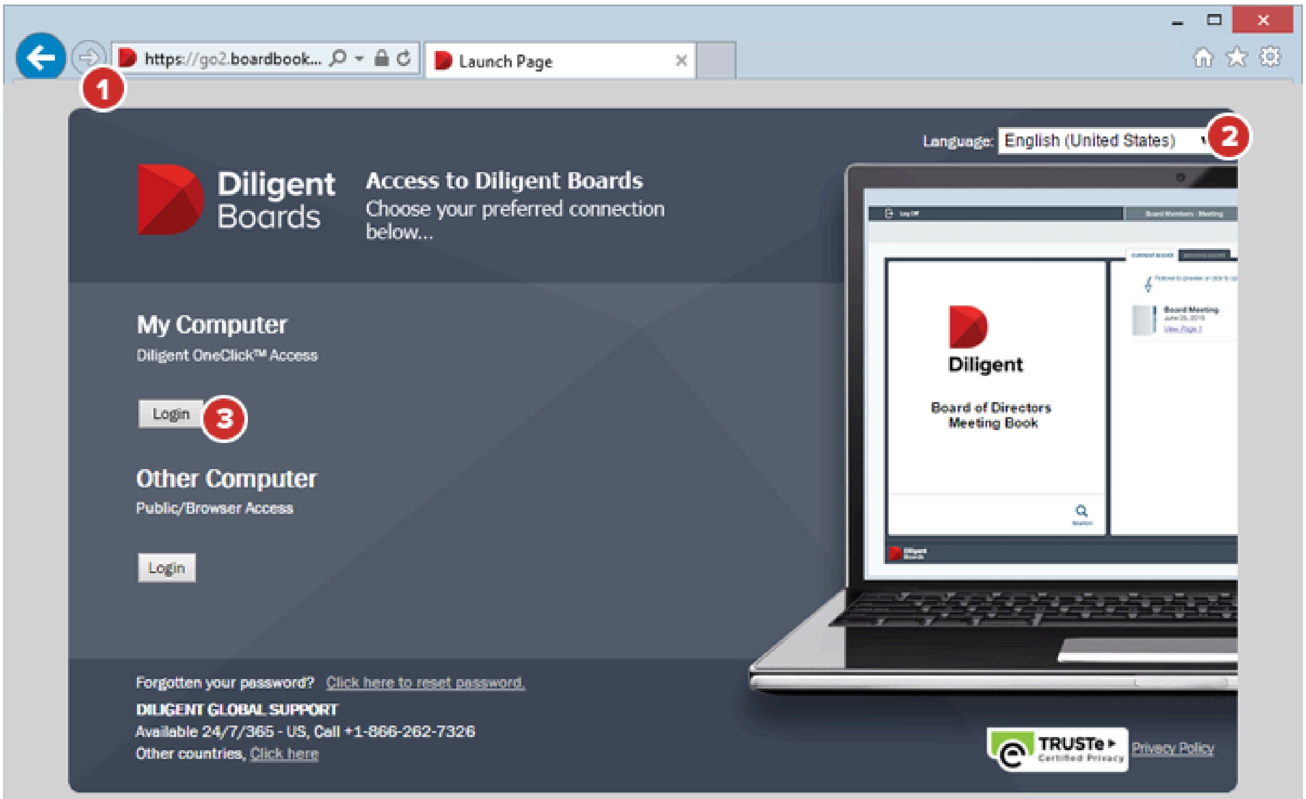
1 Open Internet Explorer (or any web browser) and type in the web address for your site. This web address will be provided by your Customer Success Manager.

2 On the website that appears, select the language you would like to use Diligent Boards in by selecting from the **Language** menu at the upper right.

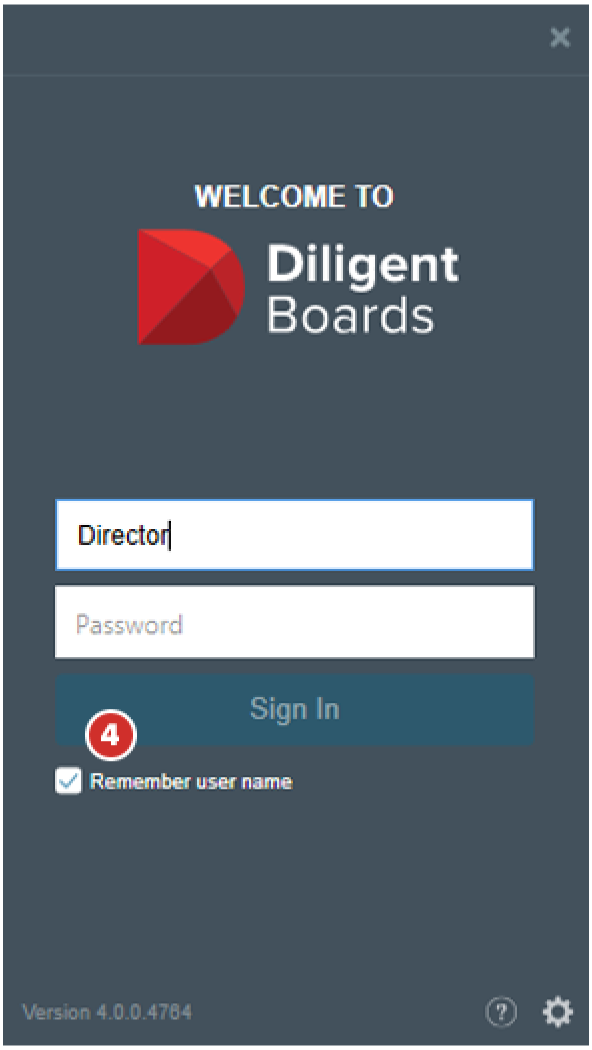
Note: *To change the default language of this website, Diligent Boards OneClick and the Diligent Boards Admin Client, contact your Customer Success Manager. The Diligent Boards Admin Client can be used in Simplified Chinese, Dutch, English, French, German, Italian, Portuguese and Spanish.*

3 Under **My Computer**, select **Login**. Diligent Boards OneClick will install on your computer and open automatically.

Diligent



4 When the login screen appears, enter your administrator user name and case-sensitive password. Select **Sign In**.

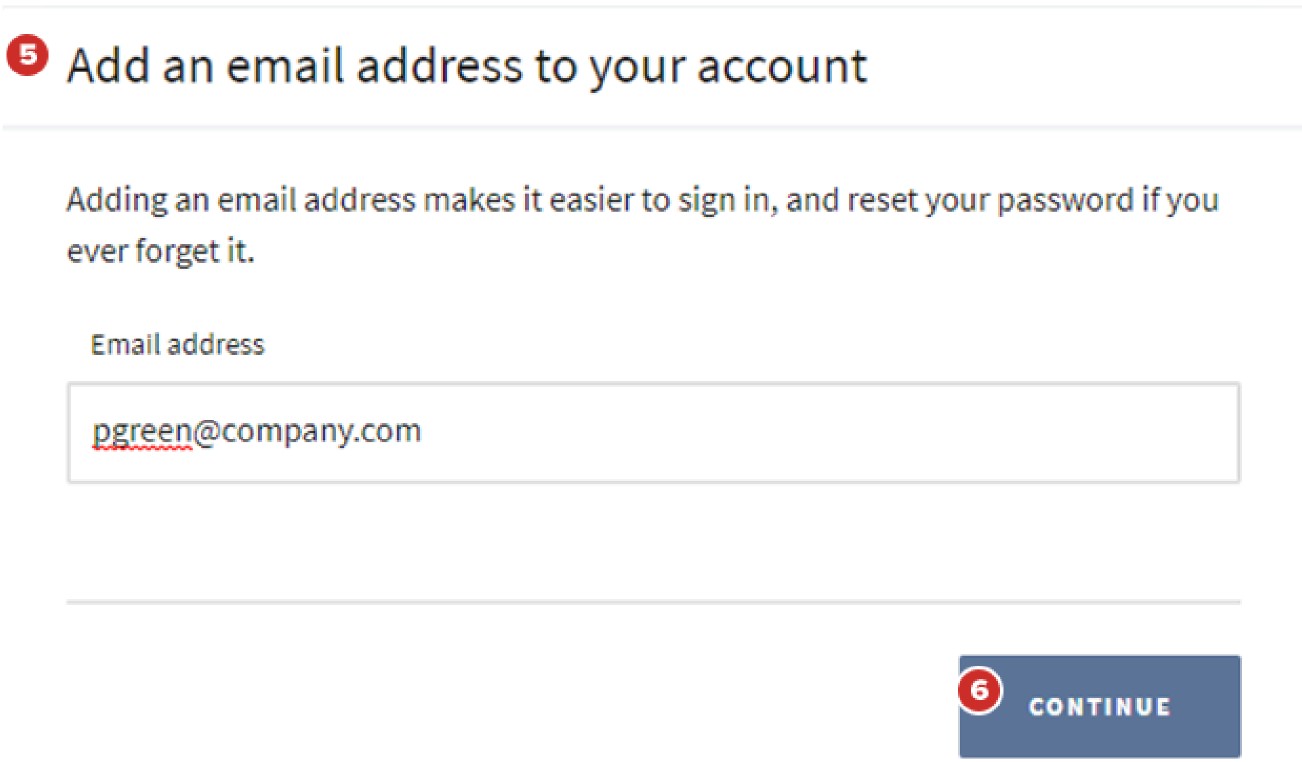


> ***Note:*** *During your first login, a progress window will briefly appear as the application finishes installing.*

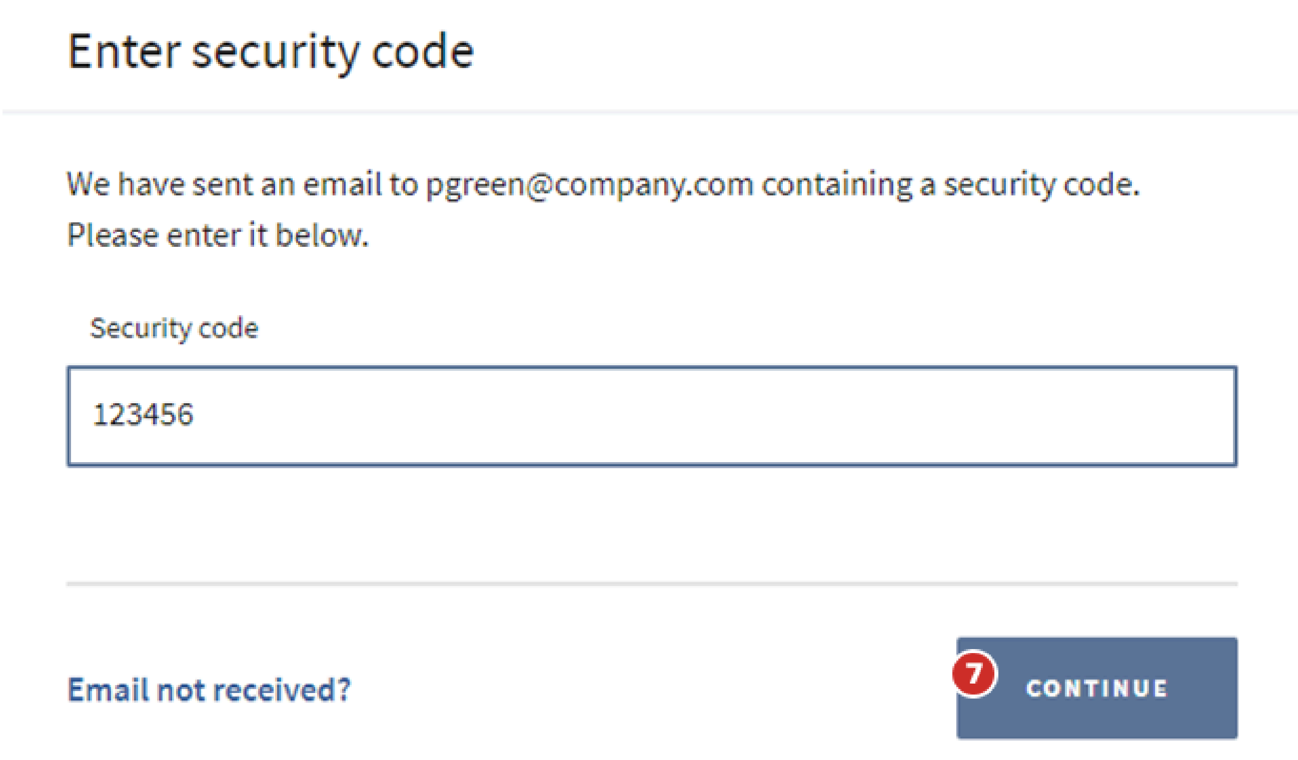
5 If signing in for the first time, you will be prompted to **Add an email address to your account**. This makes it easier for you to reset your password if you ever forget it.

6 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.



7 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**.



8 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.

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

10 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.

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

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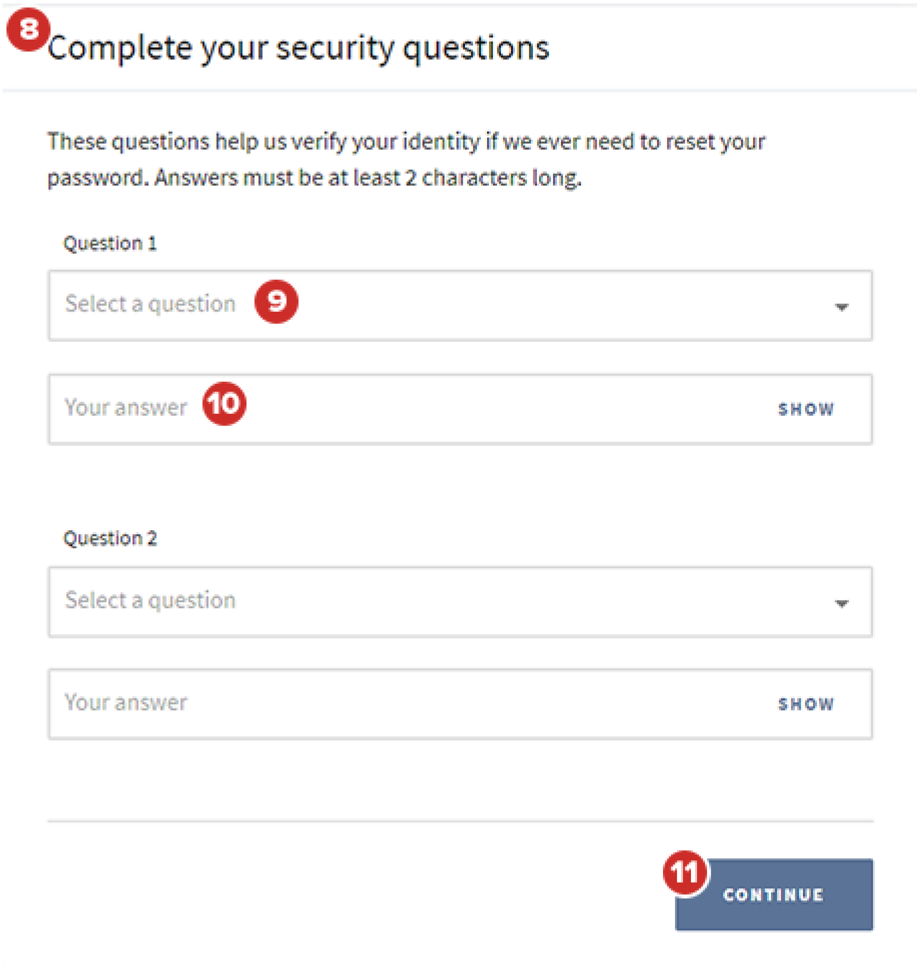
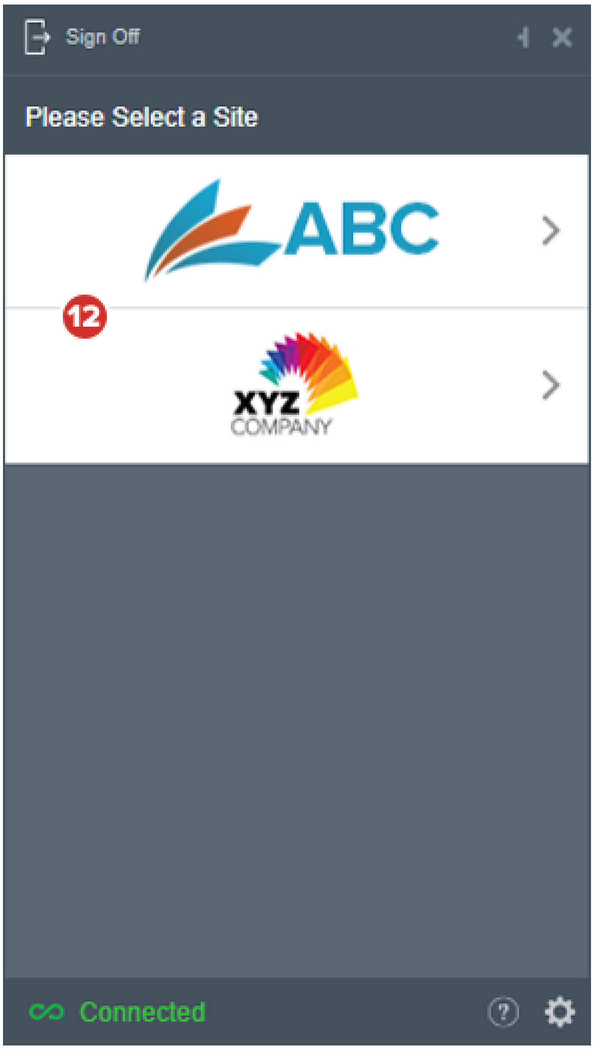


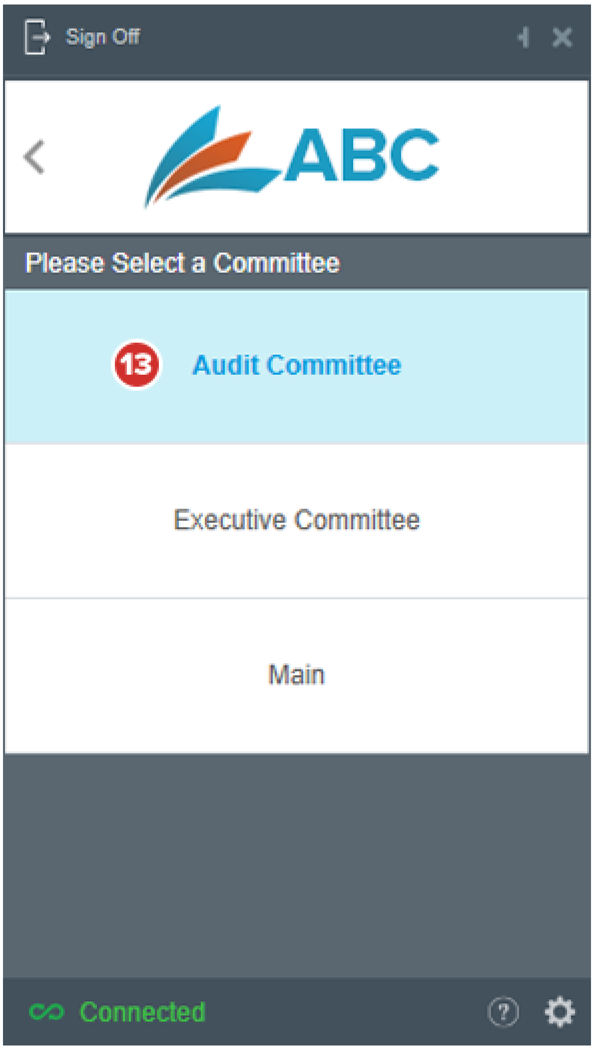
12 If you administer multiple boards, select the board you want to access from the menu that appears.



13 Depending on your settings, you may also see a list of committees associated with your site. Choose one now. Diligent Boards OneClick is now installed on your computer. To open it in the future, on:

Windows 7: Select the **Start Button** in the lower-left-hand corner of the screen. In the menu that appears, select **All Programs**, then **Diligent Boards** and **Diligent OneClick**.

Windows 8/10: Select the **Start Button** at the lower left to reveal either the Start menu or the Start screen. In either case, type **Diligent OneClick**, and select the Diligent OneClick icon that appears.



Note: *If installation is not successful, use the "Click Here" link under "Problems Launching OneClick?" on the installation web page. This will download an alternative Diligent Boards OneClick installer.*

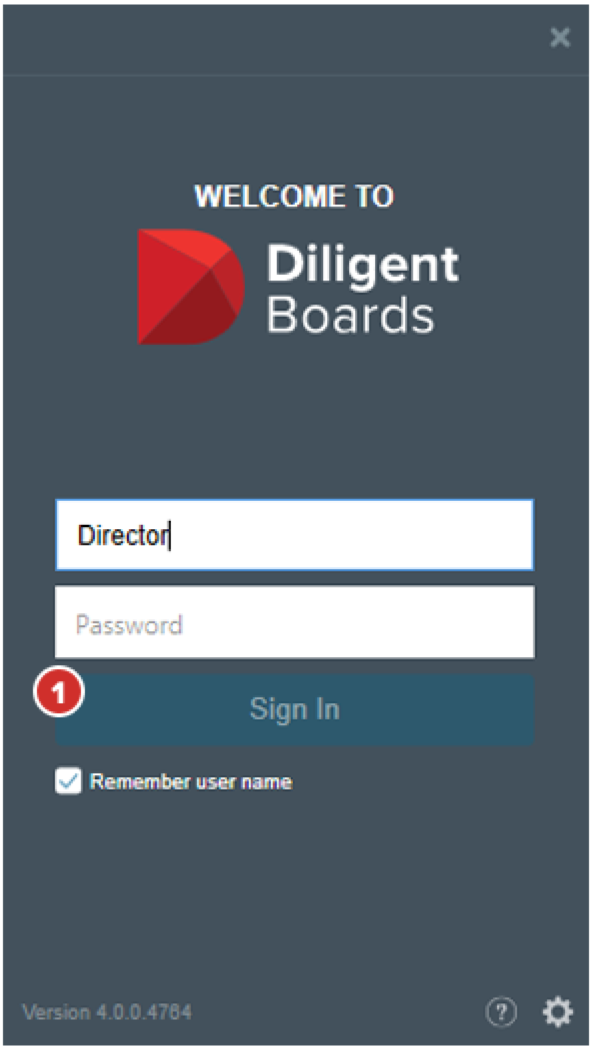
Note: *To change the program's language after it's installed, uninstall the app and follow these instructions to install it again. Make sure to pick the new language at Step 2.*

2 OneClick for Admins — Introducing the client

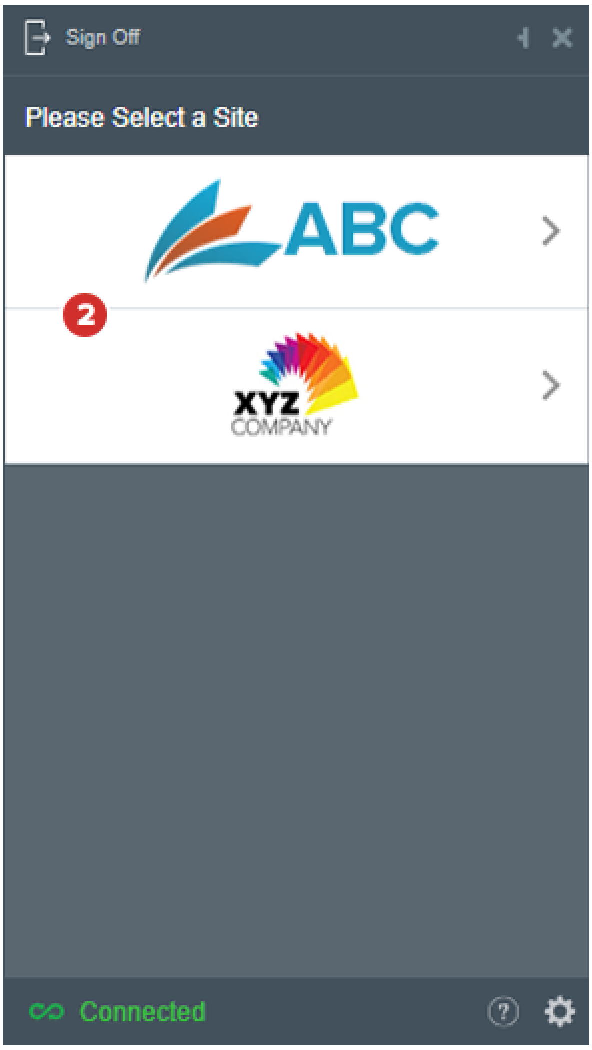
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Diligent Boards Admin Client is a PC-based tool where the entirety of your board materials can be administered. From here, you can add, remove and edit documents; control who accesses those documents; manage Contacts, Calendars and Questionnaires; and more.

1 Open Diligent Boards OneClick on your PC and type in your administrator user name and password. Select **Sign In**.



2 If you administer multiple boards or are on multiple committees, you may see a list of one or the other, or both, upon login. Select the site and/or group you would like to access.



Note: If you are on multiple boards with similar logos, hover your mouse over the logo to reveal the board's full name.

3 Diligent Boards OneClick will open with special administrator options. To go directly to the Admin home page, select **Admin Site** on your site's home page.

4 You can also access a variety of administrator tools directly from your site's home page. Right-click anywhere on the top menu bar where the calendar and contacts buttons are located. This will reveal a menu containing the following sections:

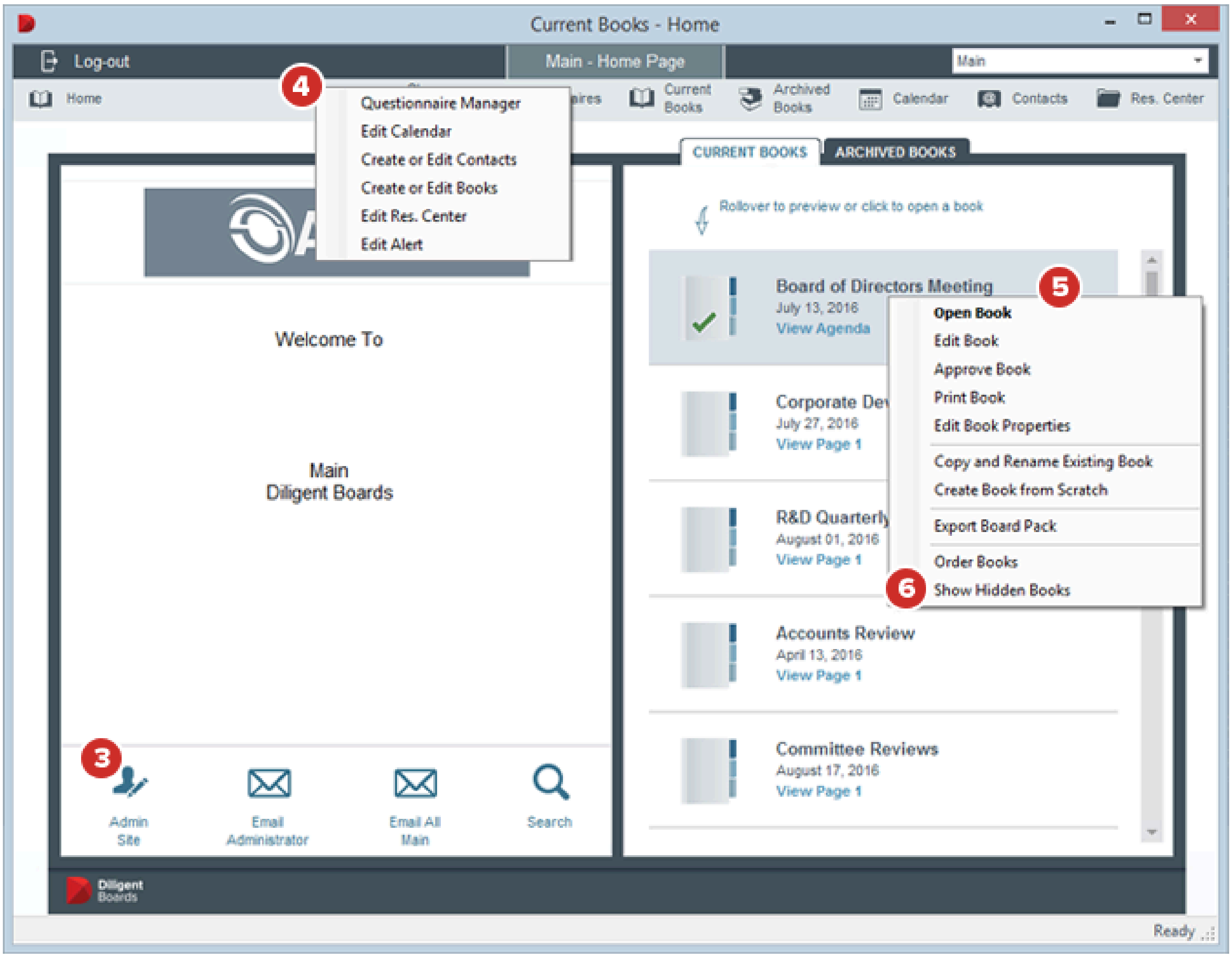
- Questionnaire Manager
- Create or Edit Contacts
- Edit Resource Center

- Edit Calendar
- Create or Edit Books
- Edit Alert

5 Right-click on a book to reveal a menu of administrative tools for that book. From this menu, you can go directly to the following sections:

- Open Book (Director View)
- Approve Book
- Edit Book Properties
- Copy and Rename Existing Book
- Show Hidden Books
- Edit Book
- Print Book
- Create Book from Scratch
- Order Books

6 Select **Show Hidden Books** to reveal all unpublished books on the home page's book list. This does not reveal the books to directors—it only shows them to you, so you can edit and approve them.


Current Books - Home
Log-out
Main - Home Page
Main
Home
Current Books
Archived Books
Calendar
Contacts
Res. Center
Questionnaire Manager
Edit Calendar
Create or Edit Contacts
Create or Edit Books
Edit Res. Center
Edit Alert
CURRENT BOOKS
ARCHIVED BOOKS
Rollover to preview or click to open a book
Welcome To
Main
Diligent Boards
Board of Directors Meeting
July 13, 2016
View Agenda
Open Book
Edit Book
Approve Book
Print Book
Edit Book Properties
Copy and Rename Existing Book
Create Book from Scratch
Export Board Pack
Order Books
Show Hidden Books
July 27, 2016
View Page 1
August 01, 2016
View Page 1
Accounts Review
April 13, 2016
View Page 1
Committee Reviews
August 17, 2016
View Page 1
Admin Site
Email Administrator
Email All Main
Search
Ready

3 OneClick for Admins — The admin home page

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The admin home page is the hub from which all administrative tasks can be accessed.

1 If your organization has just started to use Diligent Boards, the Admin home page may indicate that your site is in **Provisioning Mode**. This means that your site is still being prepared by your Customer Success Manager, who will have access to any content you add during the provisioning process. You will be contacted when your site leaves provisioning mode, at which point Diligent will no longer have site access.

2 In Diligent Boards, every board and committee has all of its own materials. Each one has a separate Book List, Calendar, Contacts List, Resource Center and Questionnaires. Select from the **Board and Committee Menu** to change which board or committee you are currently administering.

Note: This list will only display the boards and committees you are authorized to access.

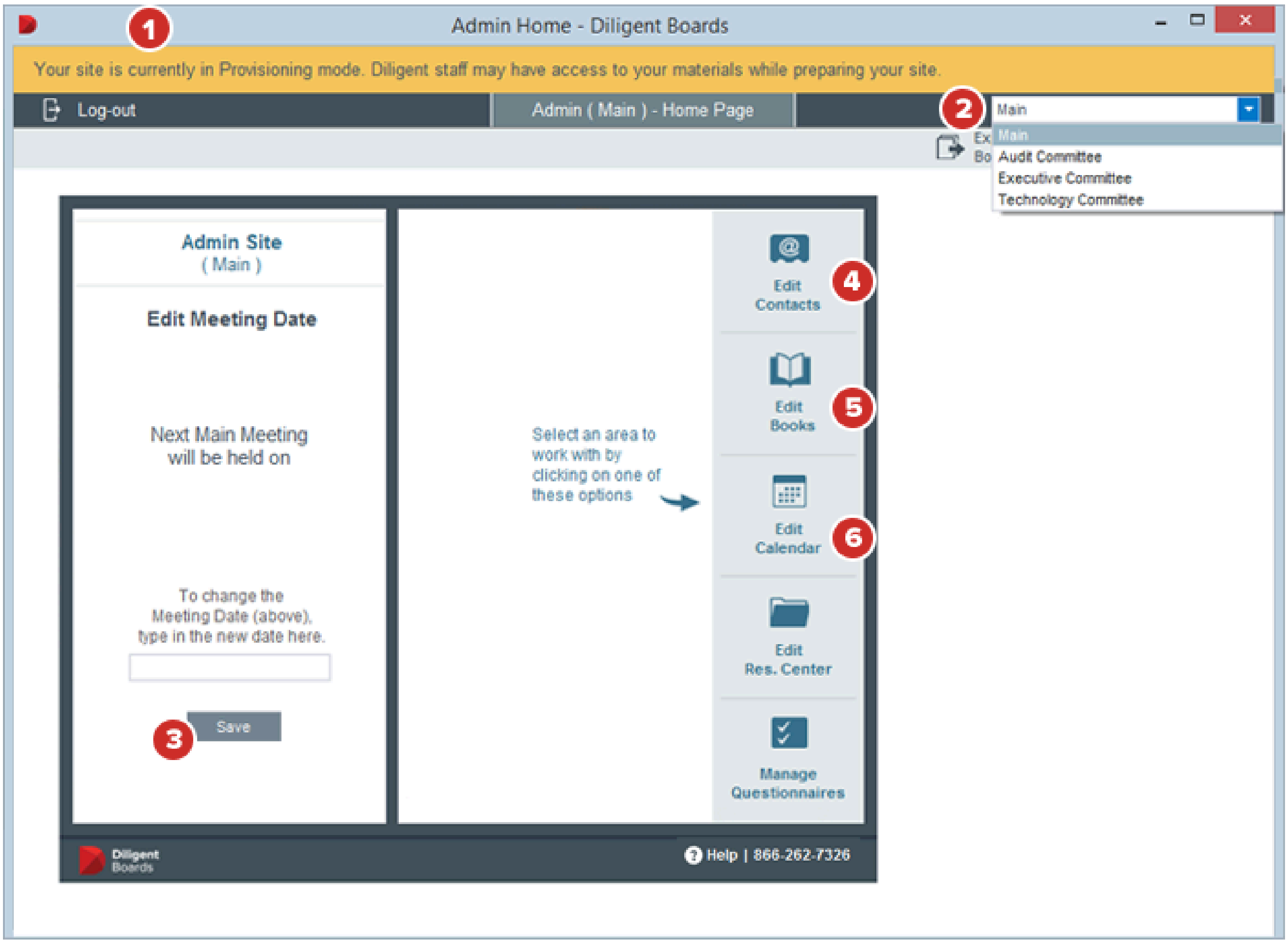
3 To change the meeting date displayed on the director's home page, fill out the date entry field and select **Save**.

Note: If you do not see a date entry field, contact your Customer Success Manager.

4 Select **Edit Contacts** to add, remove and change entries in the Contacts List.

5 Select **Edit Book** to select the book you would like to work on.

6 To change Calendar entries, create new events or cancel meetings, select **Edit Calendar**.



7 Select **Edit Res. Center** to modify your library of reference materials.

8 To create or modify questionnaires, or to see the results of questionnaires that have already been published, select **Manage Questionnaires**.

9 To return to your site's home page, select **Main Home**.

10 Selecting **Admin Home** at any time will return you to this admin home page.

11 Select **Help** to access this Customer Help Center. In addition to user guides, the Help Center contains tutorial videos, information about what's new in Diligent Boards, and more.

12 Select **Log-out** when you are done administering your board materials. This helps maintain the security of your data.

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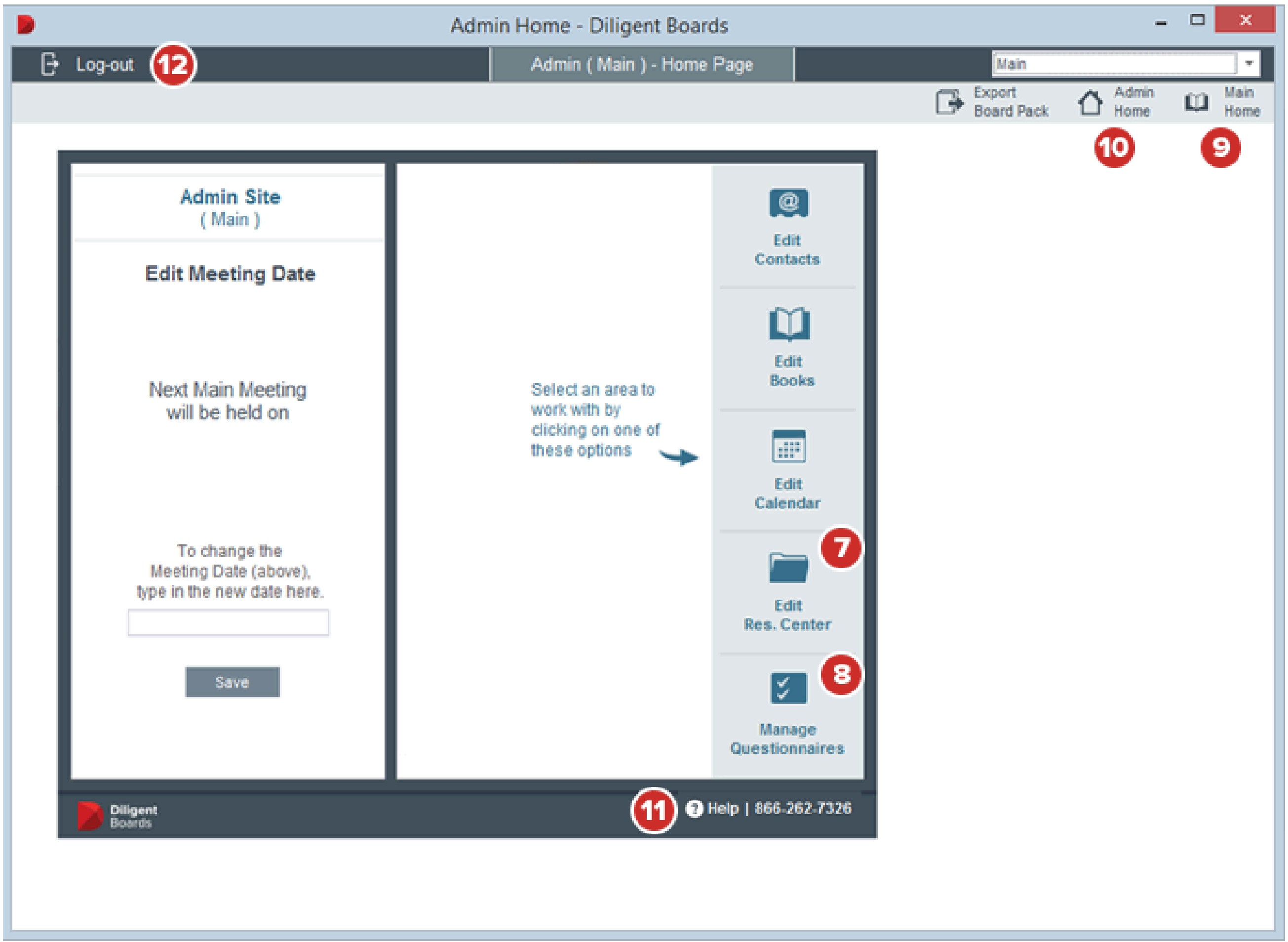


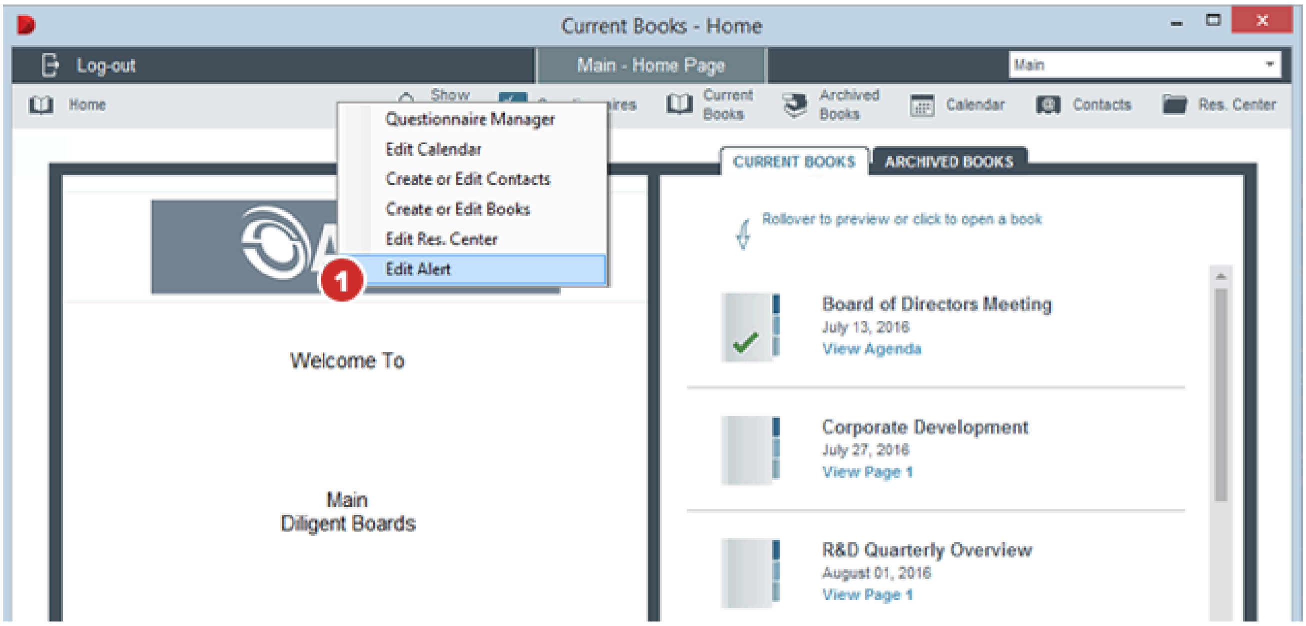
Admin Home - Diligent Boards
Log-out
12
Admin (Main) - Home Page
Main
Export Board Pack
Admin Home
Main Home
10
9
Admin Site
(Main)
Edit Meeting Date
Next Main Meeting will be held on
To change the Meeting Date (above), type in the new date here.
Save
Select an area to work with by clicking on one of these options
Edit Contacts
Edit Books
Edit Calendar
7
Edit Res. Center
8
Manage Questionnaires
Diligent Boards
11
Help | 866-262-7326

4 OneClick for Admins — Enabling and editing alerts

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Administrators are able to set an alert message that appears whenever anyone logs on to Diligent Boards OneClick. This alert should contain important notifications that users must see.

1 Right-click anywhere on the top menu bar where the Calendar and Contacts buttons are located. Select **Edit Alert** from the menu that appears.



2 Select the checkbox labeled **Alert Disabled** to turn on the alert. When alerts are on, this checkbox will read **Alert Enabled**.

3 Add a title.

4 Type the text of the notification into the text field. You can also copy and paste the notification text from Microsoft Word, with formatting left intact.

5 Make any additional formatting changes with the tool buttons provided:

- Font
- Bold
- Underline
- Highlight Color
- Center Align
- Decrease Indent
- Bulleted List
- Create a Link
- Font Size
- Italicize
- Text Color
- Left Align
- Right Align
- Increase Indent
- Numbered List
- Check Spelling

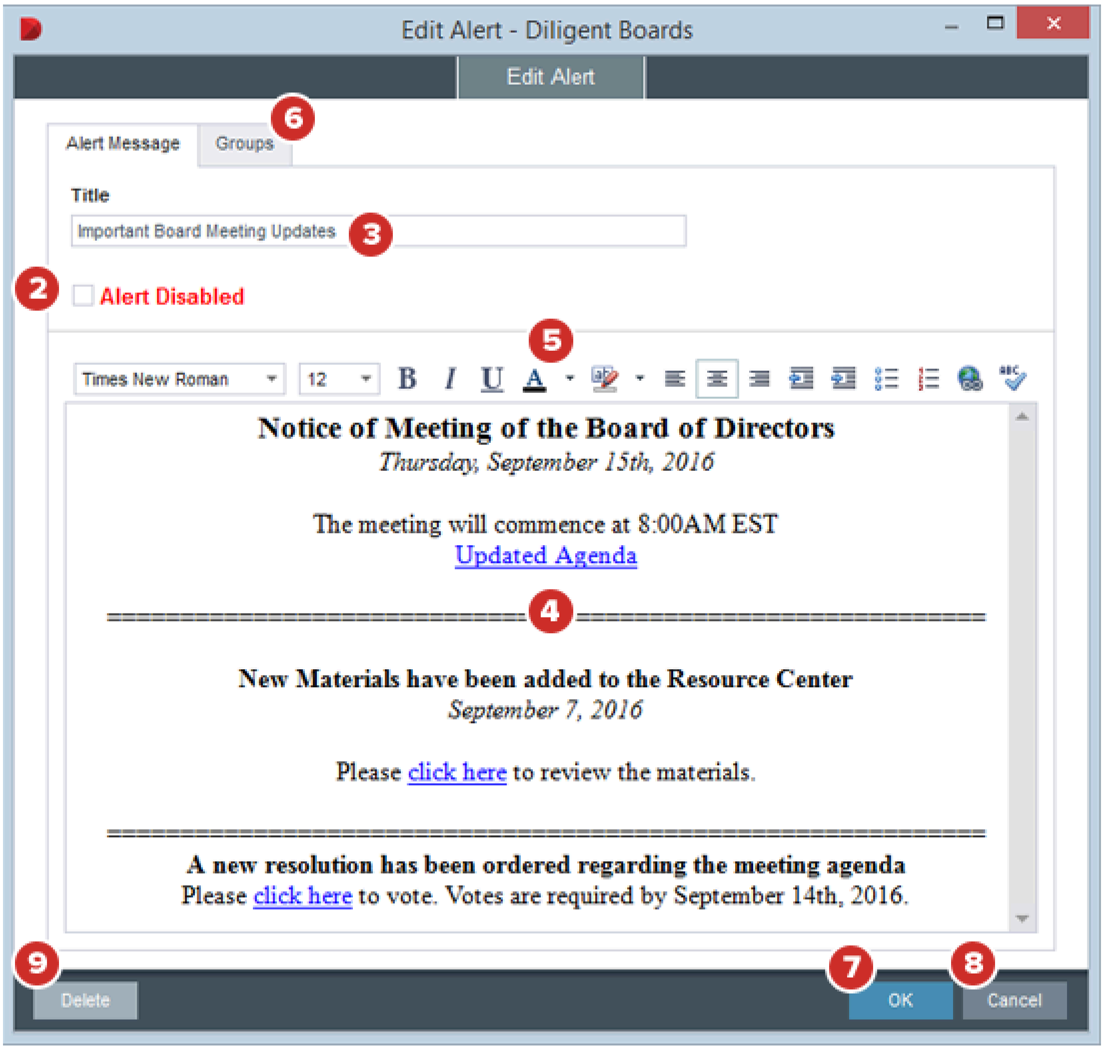
The **Create a Link** button allows for the creation of either hyperlinks to web-based content or **QuickLinks** to any page of your board materials.

6 Select the **Groups** tab to change which users or groups will be shown the alert.

7 Select **OK** to save your changes to the alert.

8 To discard your changes, select **Cancel**.

9 The **Delete** button removes the alert entirely.


Edit Alert - Diligent Boards
Edit Alert
Alert Message
Groups
Title
Important Board Meeting Updates
Alert Disabled
Times New Roman
12
Notice of Meeting of the Board of Directors
Thursday, September 15th, 2016
The meeting will commence at 8:00AM EST
Updated Agenda
New Materials have been added to the Resource Center
September 7, 2016
Please click here to review the materials.
A new resolution has been ordered regarding the meeting agenda
Please click here to vote. Votes are required by September 14th, 2016.
Delete
OK
Cancel
2
3
4
5
6
7
8
9

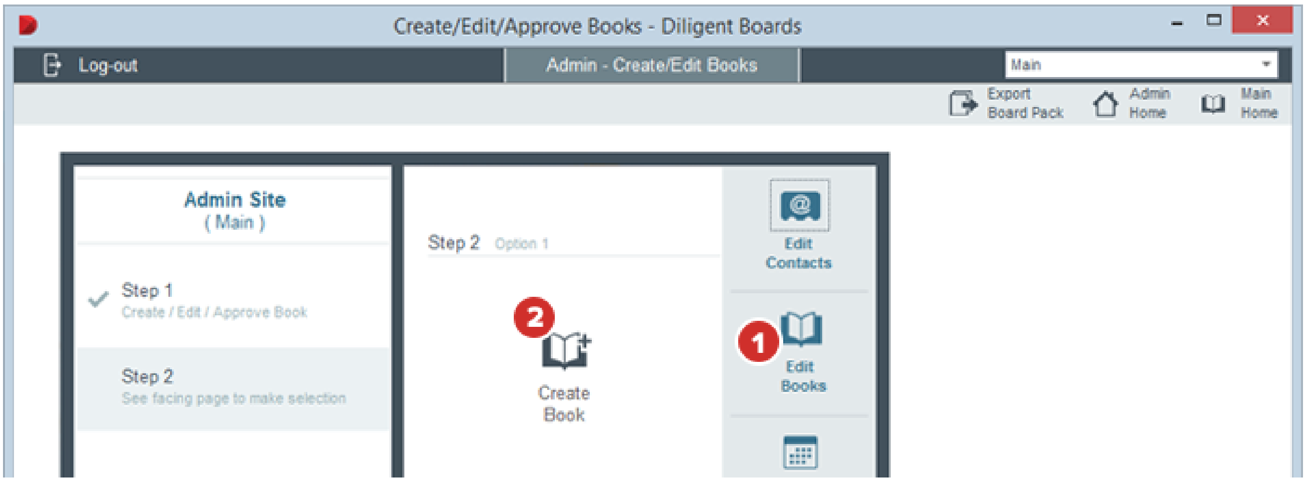
5 OneClick for Admins — Creating a new book

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

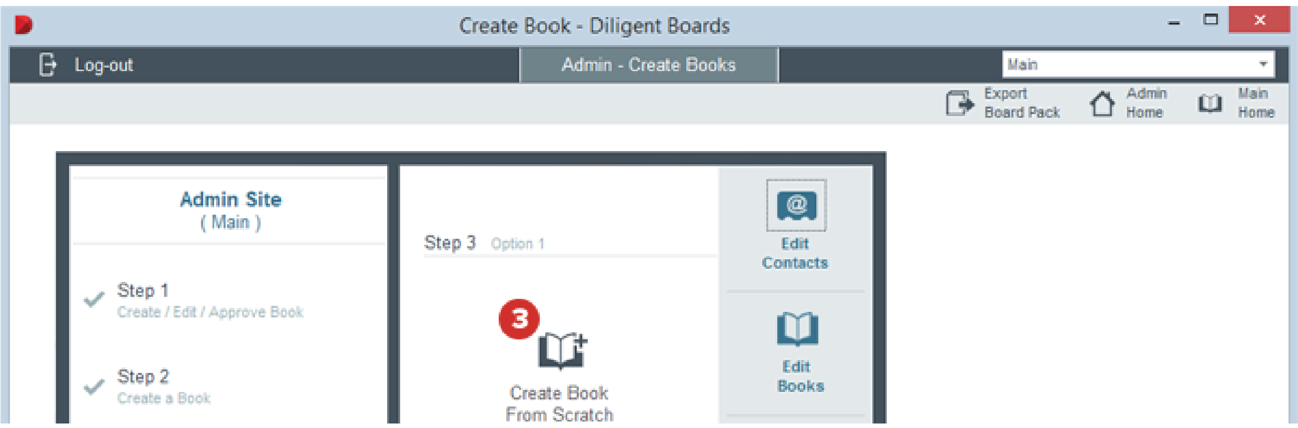
This page describes how to initiate the book creation process and set up the properties of your book, including book name, meeting dates, formatting options, and more.

1 On the Admin home page, select **Edit Book**.

2 Select **Create Book**.

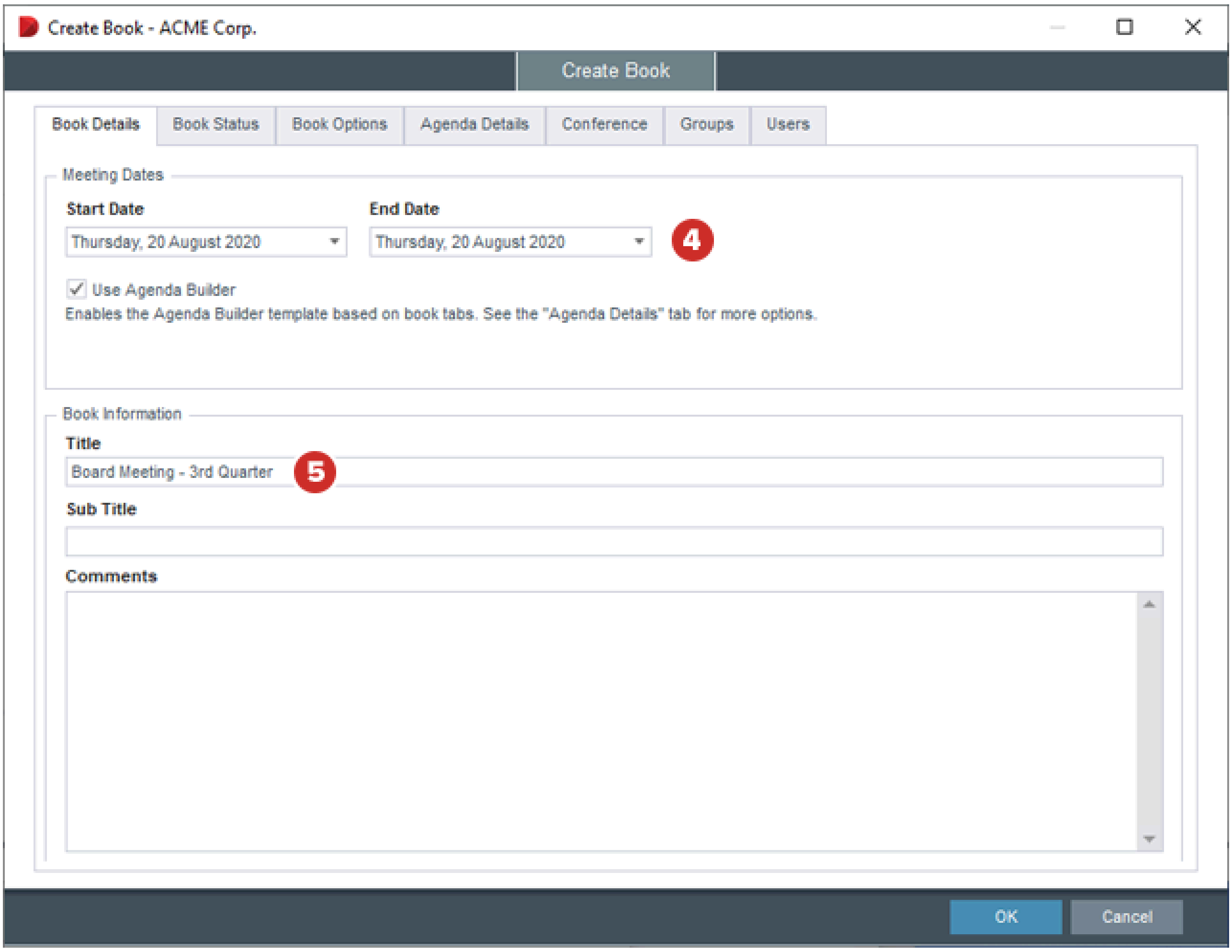


3 Select **Create Book From Scratch**.



4 The Create Book window will appear. On the Book Details tab, select the meeting **Start Date** and **End Date** from the drop-down menus.

5 Enter a **Title** for the book. You may also add a **Sub Title** and **Comments** for the book. Any information entered in the "Sub Title" and "Comments" fields will only be visible to directors on the OneClick desktop application.



6 The **Book Status** tab contains book visibility settings. By default, the Book Status is set to "Hidden," so directors cannot view it while you are creating it. Do not change this setting for now. Later, the book can be published by changing this setting to Current. After the meeting, the book can be set to Archived.

7 To adjust book formatting options, select the **Book Options** tab.

8 **Tab Labeling** options allow you to choose how tabs are labeled throughout the application: with standard numbers, Roman numerals, lower case letters, or upper case letters. Select the drop-down for the tab level you

wish to change the label style for, and make your choice. Tab labels can be modified in any combination, down to four levels of tabs and sub tabs.

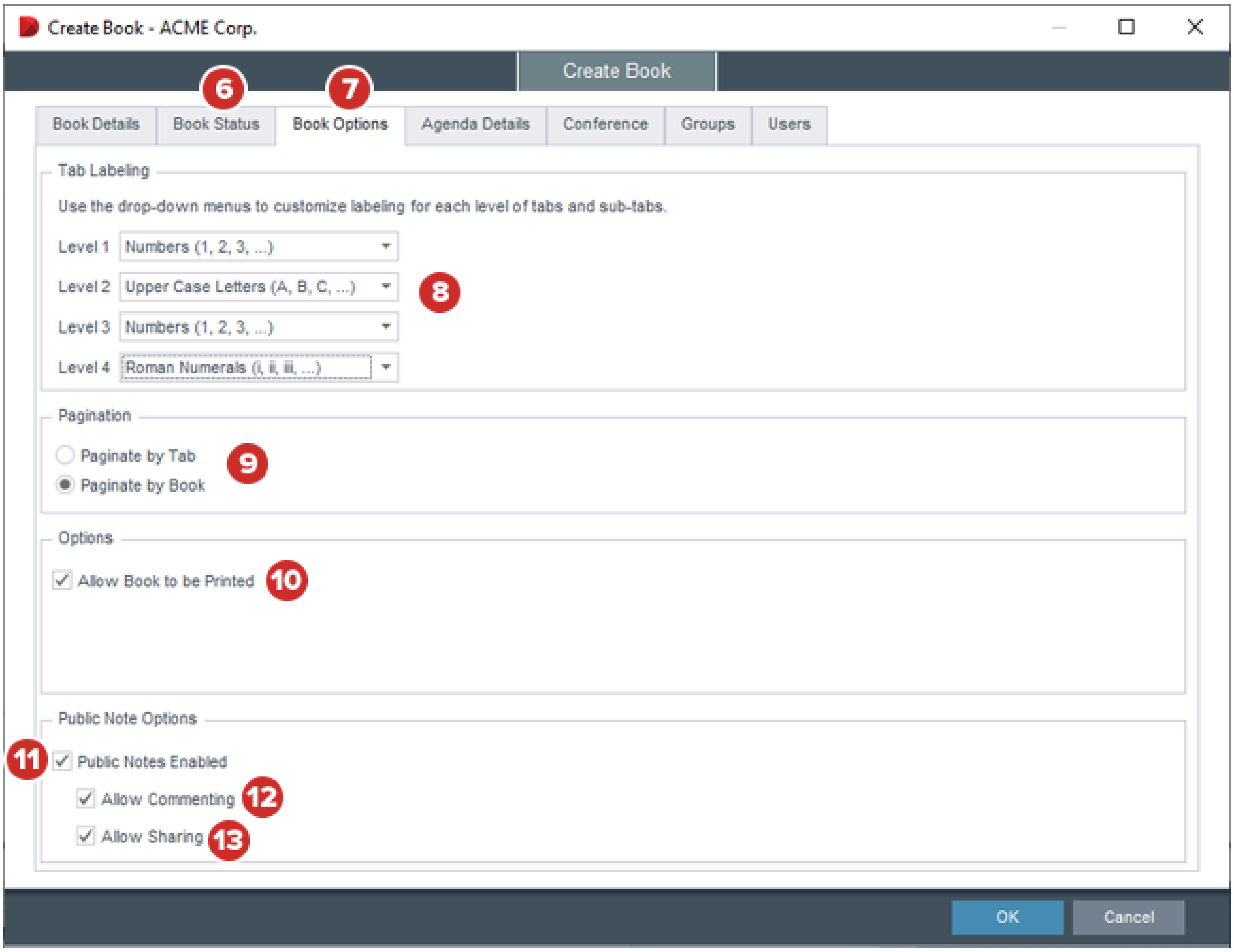
9 Select a **Pagination** option. **Paginate by Book** does not break the book into sections, and numbers pages accordingly: a 100-page book will start at page 1 and end at page 100. **Paginate by Tab** will number pages by tab, with the first page of every tab being a new page 1. Tabs are how a board book is typically broken up, with each tab representing a different portion of the meeting.

10 To prevent directors from being able to print paper copies of the book, disable **Allow Book to be Printed**.

11 To prevent directors from being able to share notes with all other site users, disable **Public Notes Enabled**.

12 To prevent directors from being able to add comments on other users' notes, disable **Allow Commenting**.

13 To prevent directors from being able to individually select other users with whom to share notes, but to still allow sharing with all site users, disable **Allow Sharing**.



14 The **Agenda Details** tab allows you to configure information about the meeting for use with the Agenda Builder feature.

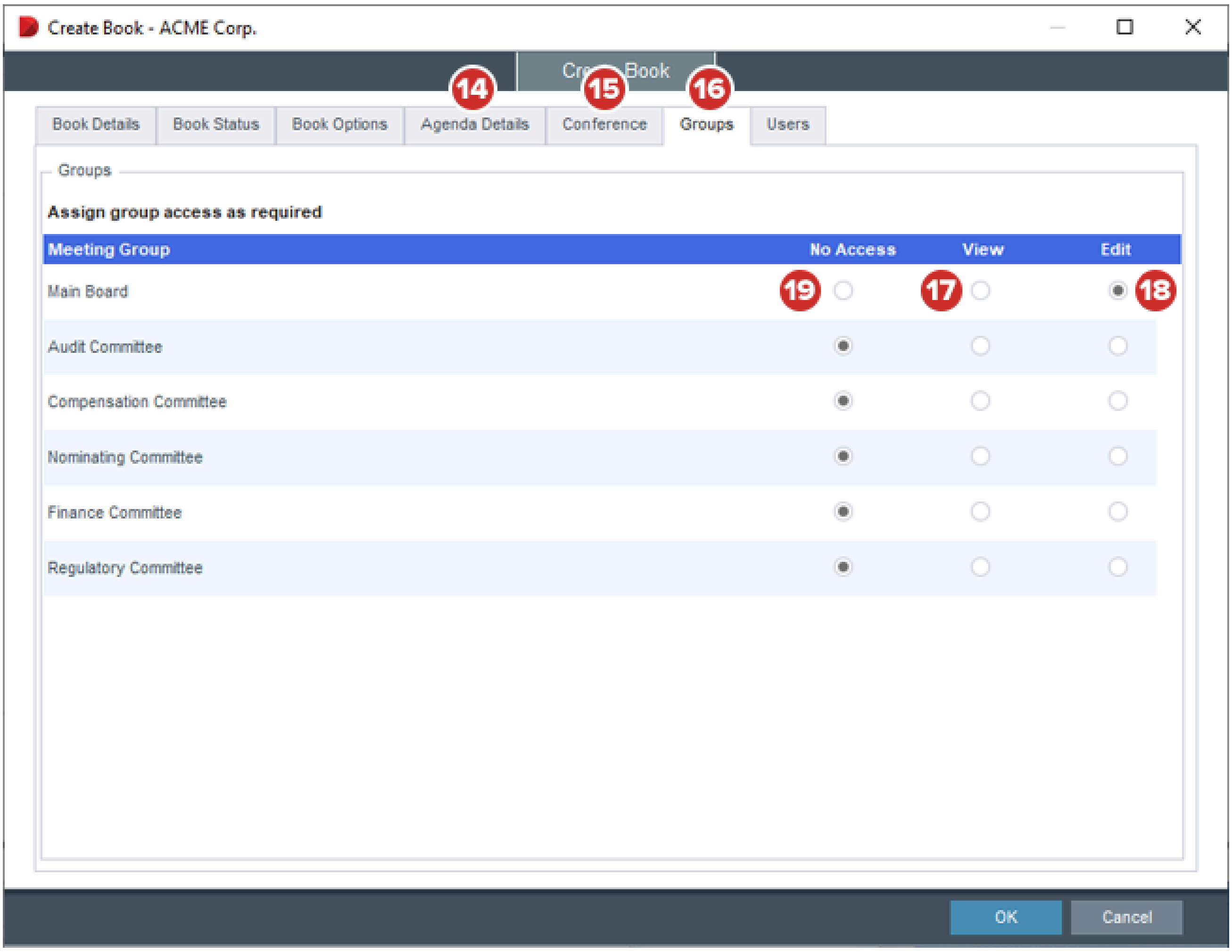
15 The **Conference** tab allows you to add links for video conference meetings so that directors can quickly access that information directly from the Current Books hub.

16 To edit book visibility for meeting groups, select the **Groups** tab. By default, users associated with the currently selected board will be able to view this book when it is published, and administrators associated with the board will be able to edit it. No other user will have any rights to the book.

17 To give another board group or committee access to view this book, select **View**. That group's administrators will also be able to view the book, but not edit it.

18 Select **Edit** by a group's name to give that group full rights to the book. Directors from the group will be able to view the book, and administrators will be able to edit it.

19 Select **No Access** to ensure that no directors or administrators from that group can see or edit the book, unless they are also in another group that does have access.



20 To edit book visibility for individual users, select the **Users** tab. This tab will let you hide the book from specific users that have been given access via the Groups tab.

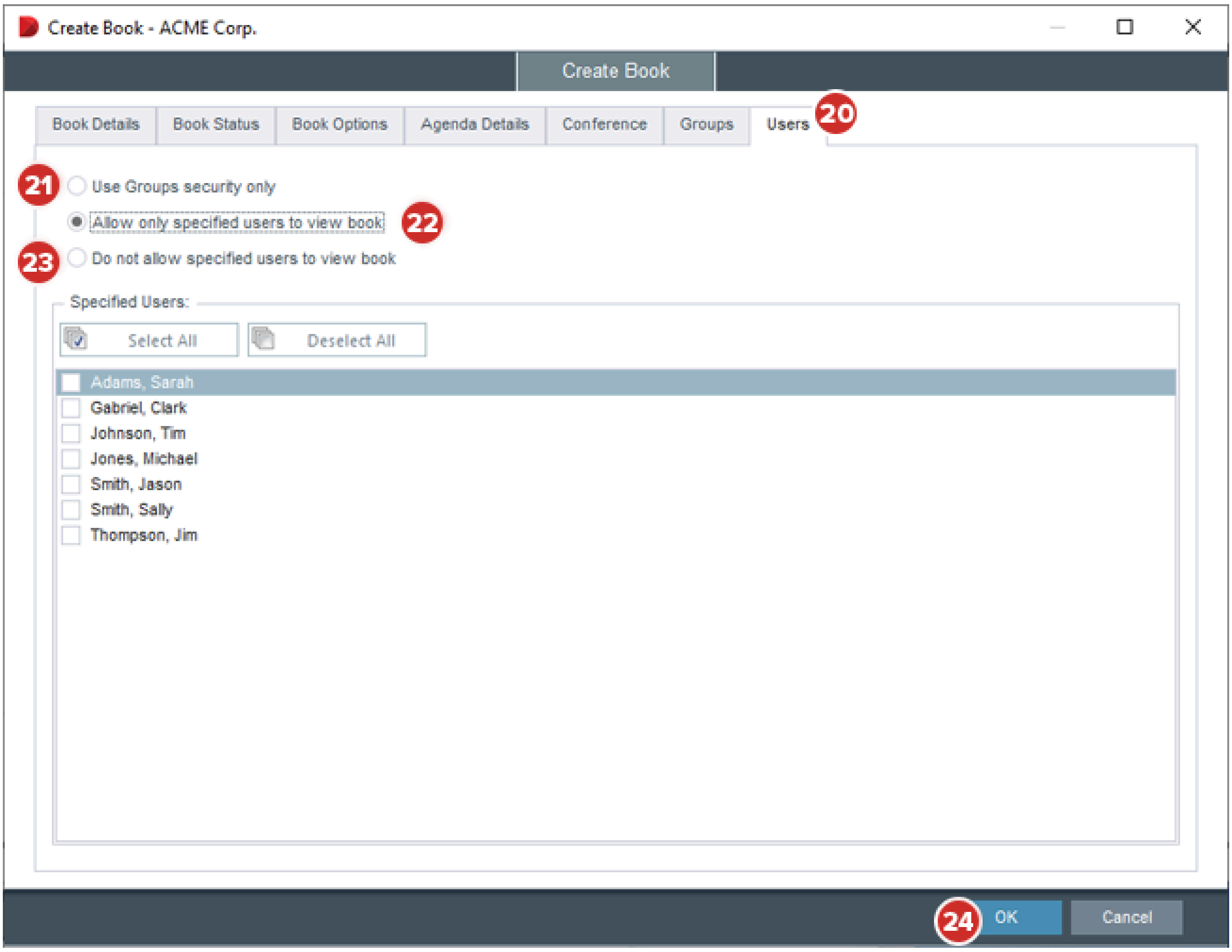
21 To disable this tab and only use group-based settings, select **Use Groups security only**.

22 If you need only a few specific people to be able to see this book, select **Allow only specified users to view book**, then select the checkbox by each user that requires access.

23 If you need to block access to the book for a few specific people, select **Do not allow specified users to view**

book, then select the checkbox by each user from whom you would like to hide the book.

24 Select **OK**. The **Edit Book** window will appear. Here, you can drag and drop a document folder or a bookmarked PDF to quickly build out the contents of your book.

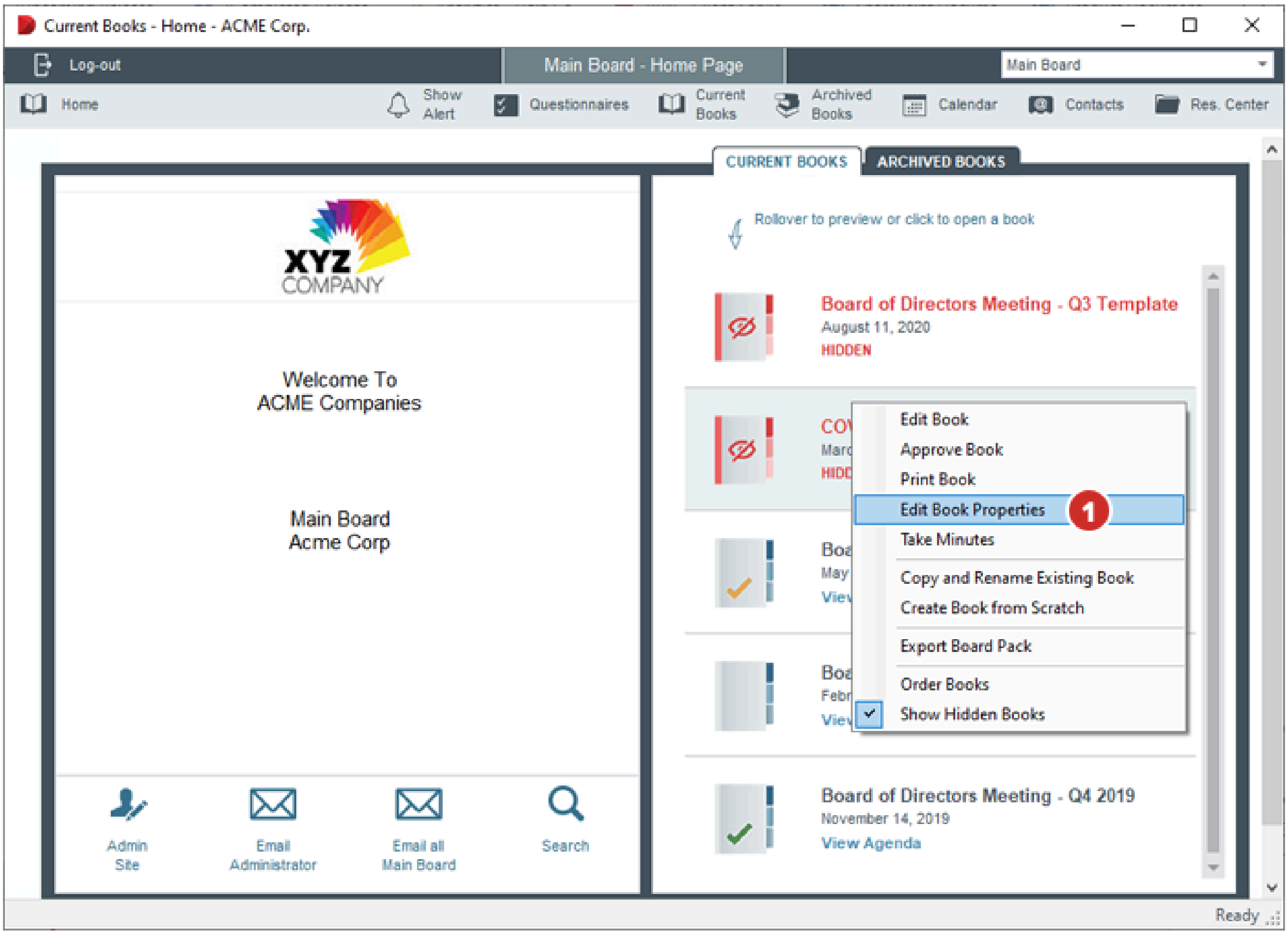


6 OneClick for Admins — Adding conferencing information to a book

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

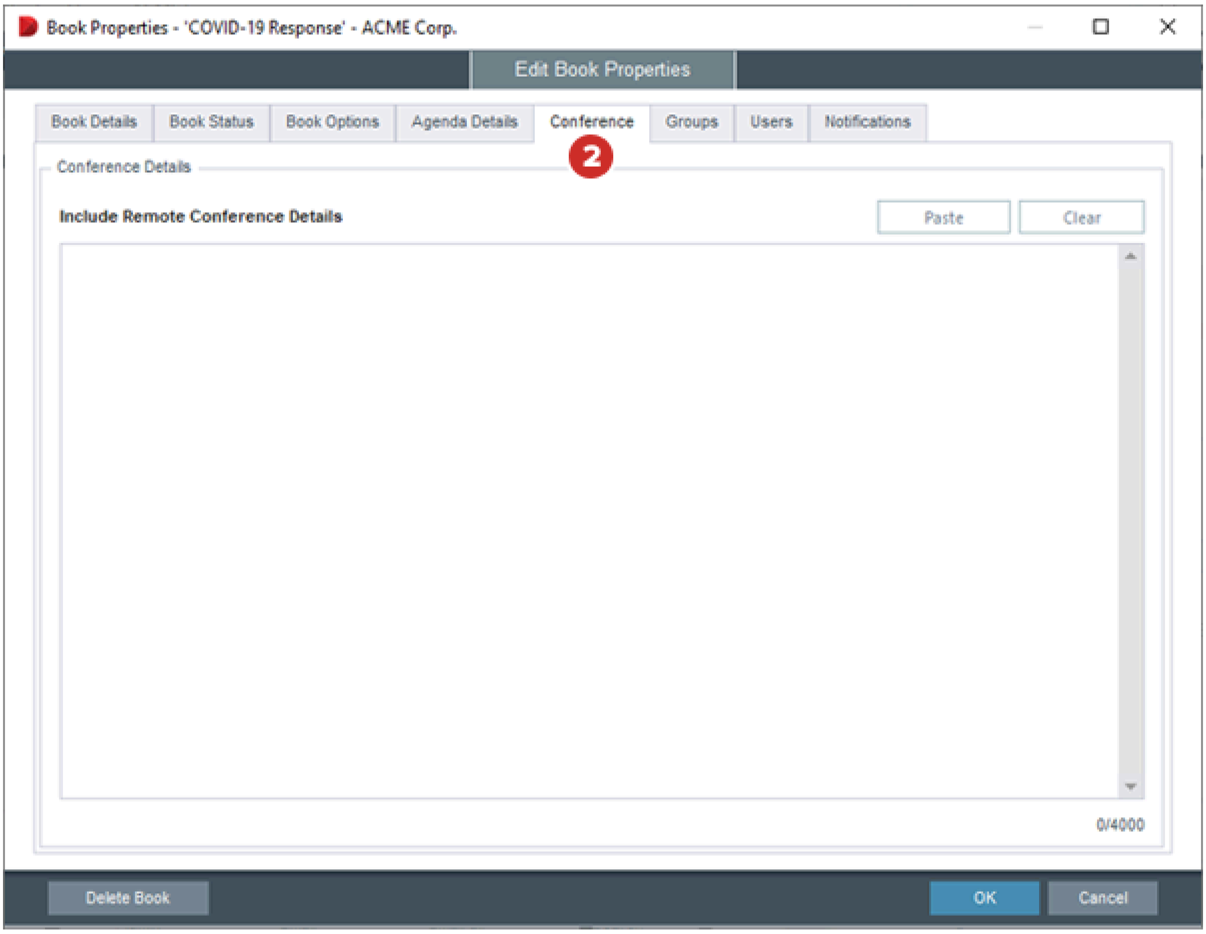
Learn how to add video conference links to a meeting book's details, so that users can quickly access conferencing information right from the bookshelf.

1 Open the "Edit Book Properties" window for a book by **right-clicking** on the book, then selecting **Edit Book Properties**.



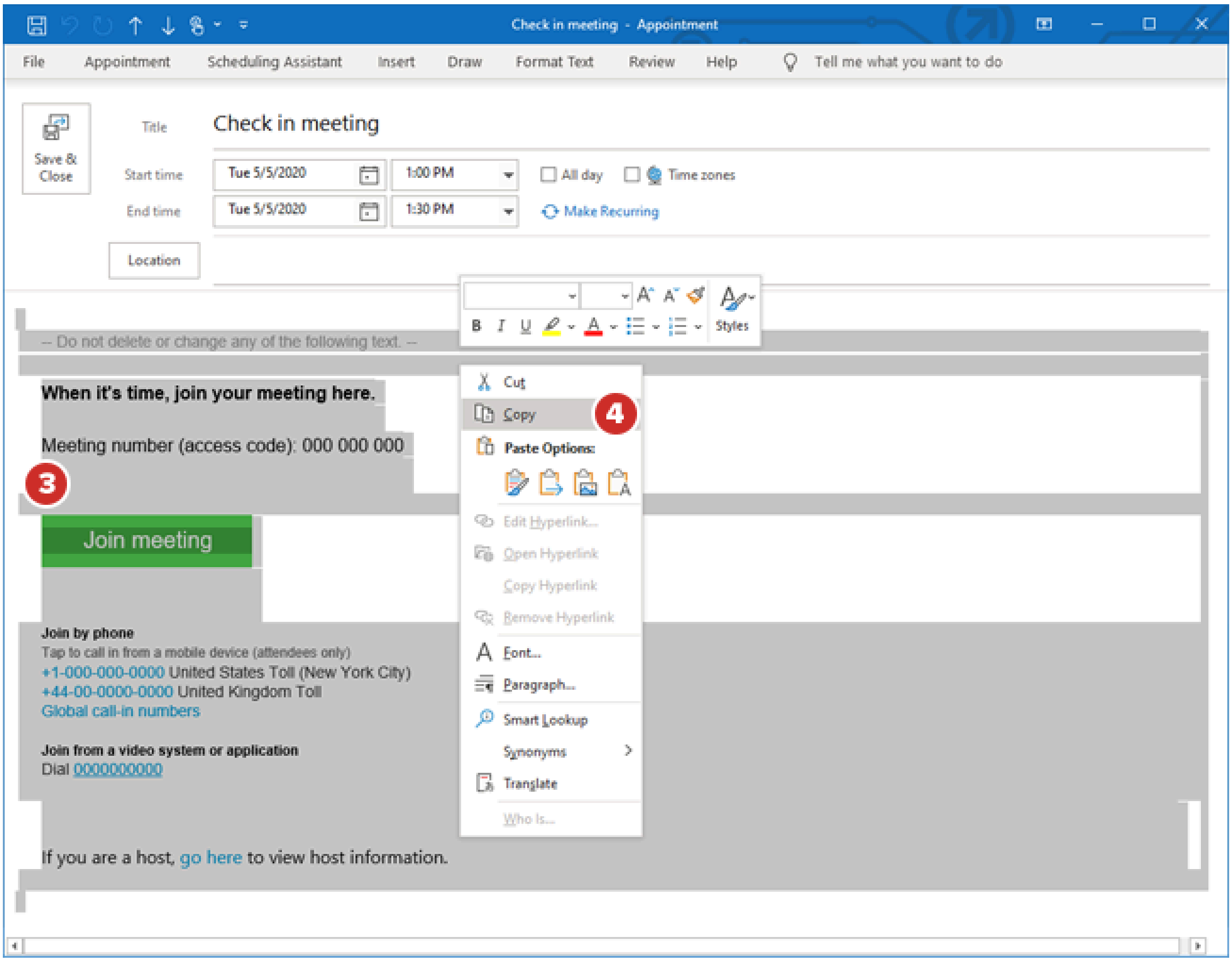
Note: If you are [creating a new book](), follow the below steps in the "Create Book" dialog window.

2 Select the **Conference** tab.

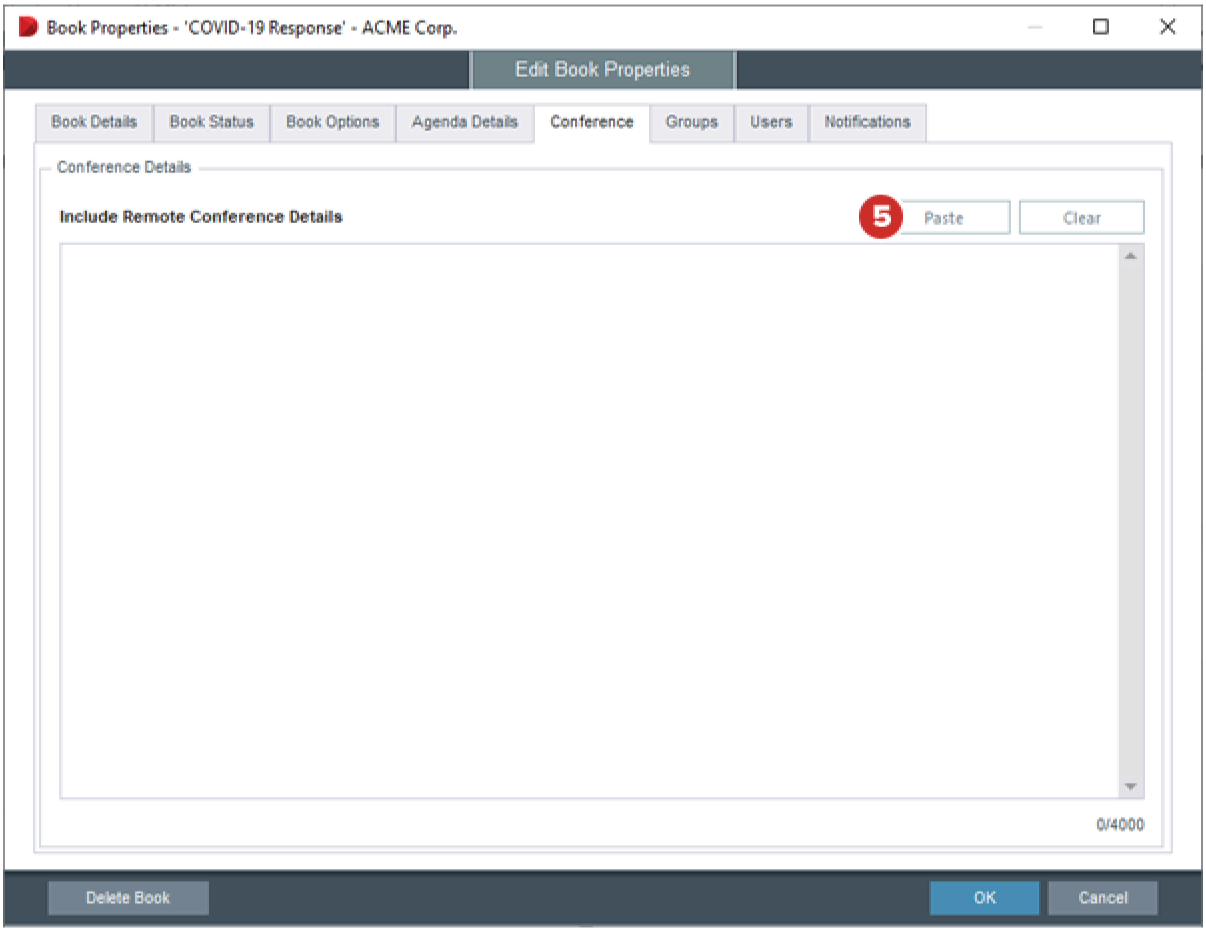


3 Locate the **conferencing information** for your meeting. This information can usually be found in your calendar application or email application, in the calendar invitation or email confirmation that you received after setting up the meeting.

4 Select and **copy** all of the meeting details from your calendar or email application.

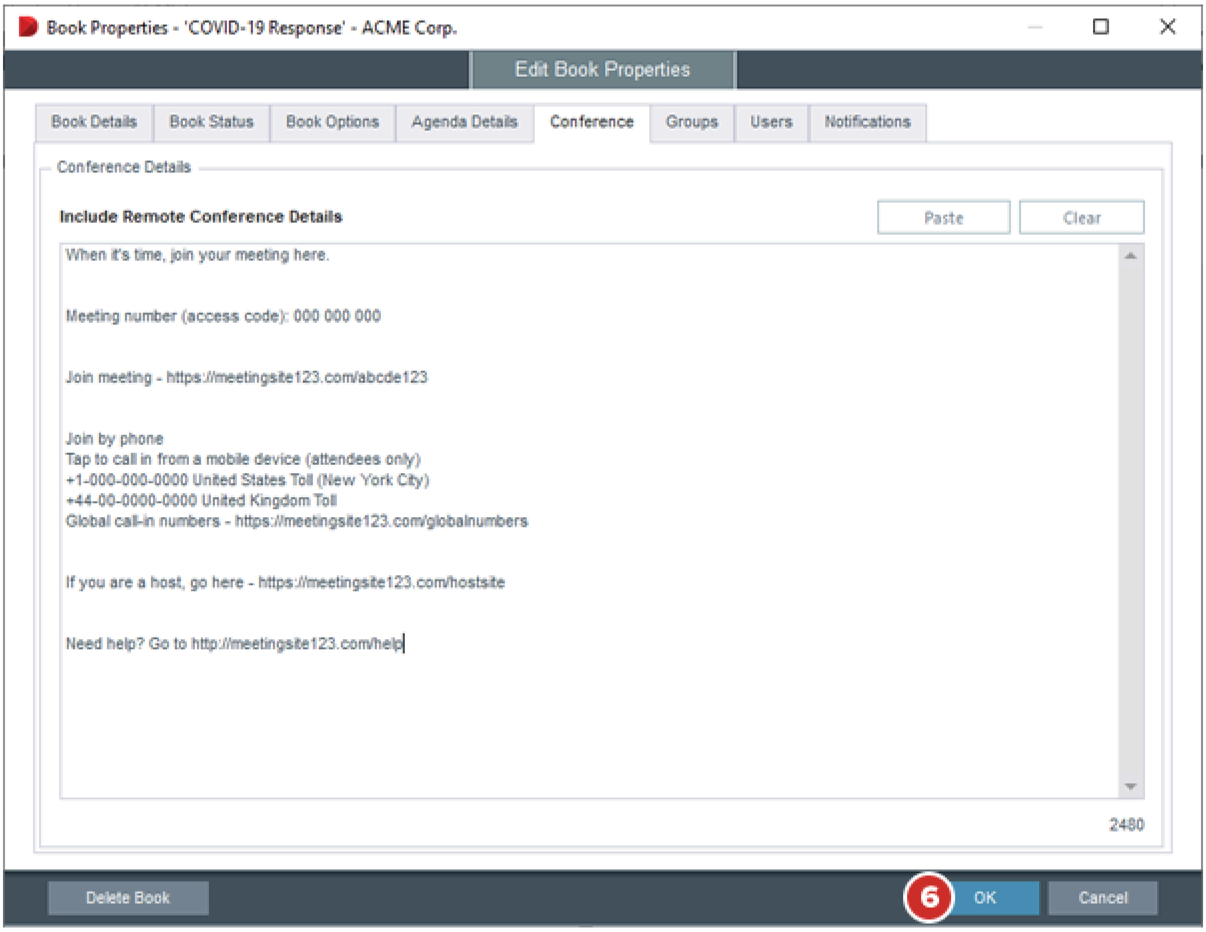


5 Return to Diligent Boards, and, in the "Conference" tab, select **Paste**. Your meeting details will populate in the blank "Include Remote Conference Details" field.



Note: Using the "Paste" button within Diligent Boards ensures that all conference links will display as live, selectable links for attendees.

6 If you do not need to update any other information for the book, select **OK** to save your changes. Otherwise, continue editing other book properties as necessary.


Book Properties - 'COVID-19 Response' - ACME Corp.
Edit Book Properties
Book Details
Book Status
Book Options
Agenda Details
Conference
Groups
Users
Notifications
Conference Details
Include Remote Conference Details
Paste
Clear
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
Need help? Go to http://meetingsite123.com/help
2480
Delete Book
6
OK
Cancel

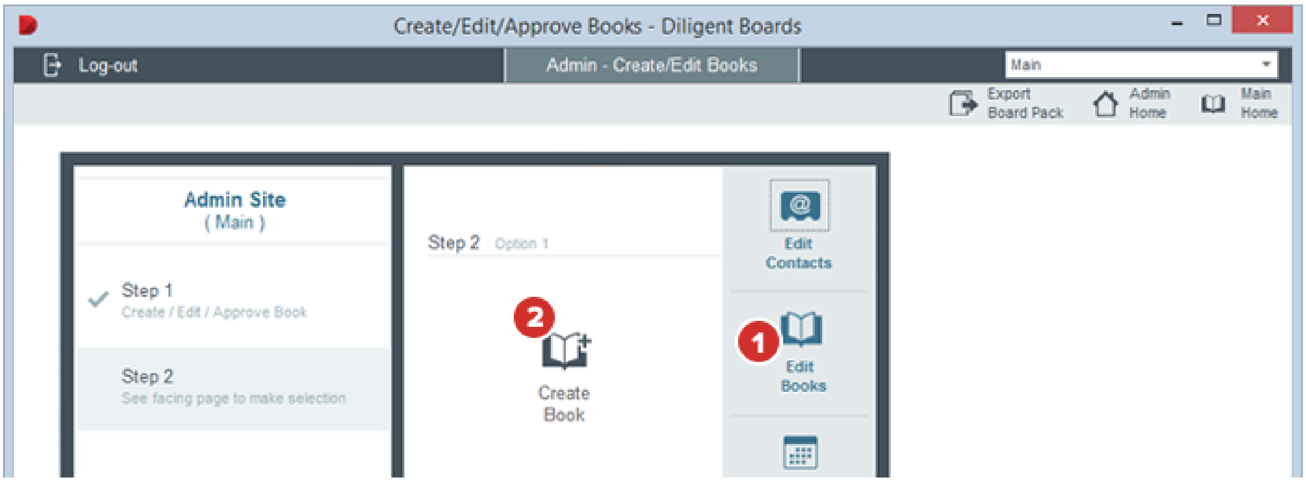
7 OneClick for Admins — Copying an existing book

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

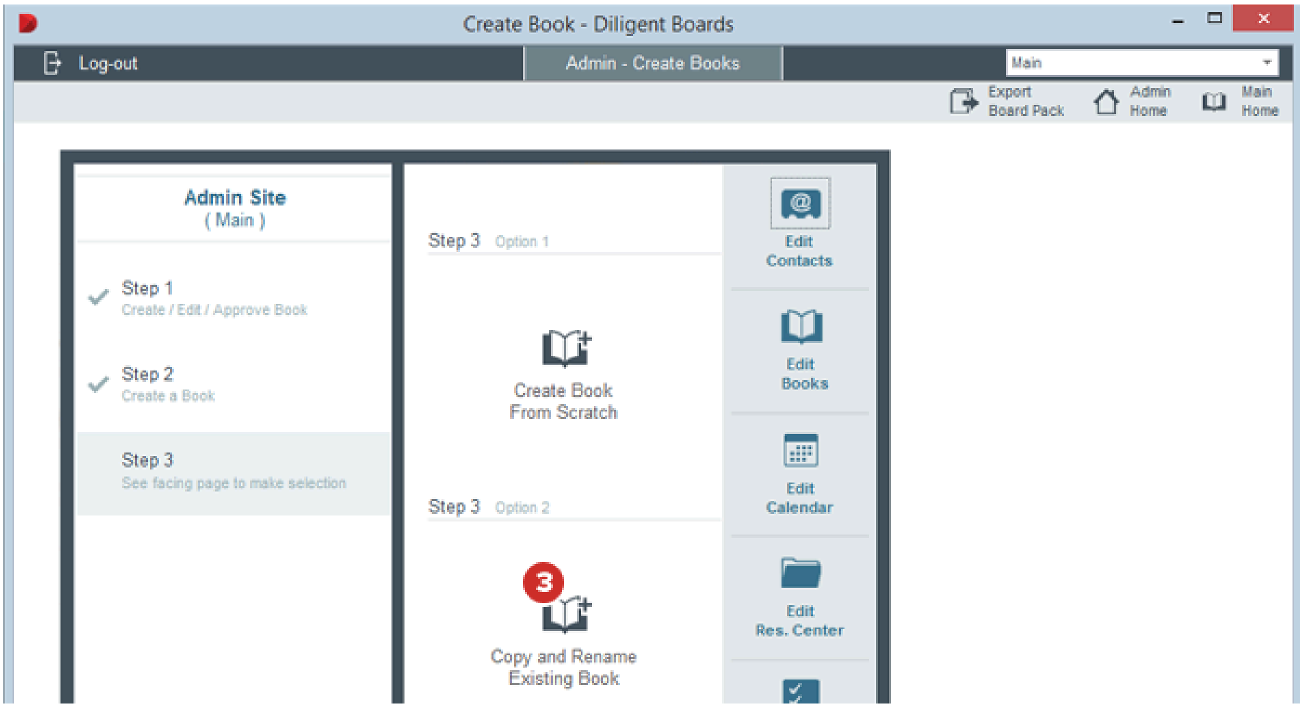
If you are creating a book for a new meeting that is similar in content or structure to the book of a previous meeting, you can avoid starting from scratch by making a copy of the earlier book.

1 On the Admin home page, select **Edit Book**.

2 Select **Create Book**.



3 Select **Copy and Rename Existing Book**.



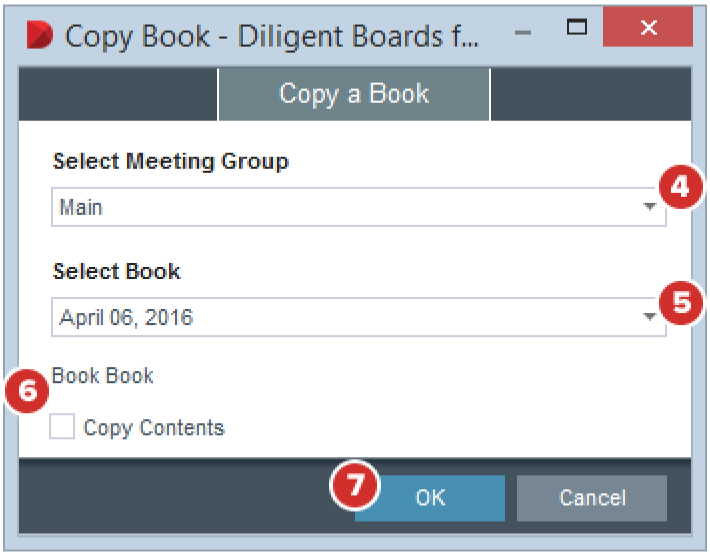
4 The Copy Book window will appear. Select the **Meeting Group** that used the book you would like to copy.

5 Choose the book you would like to copy from the **Select Book** menu.

6 Enable the **Copy Contents** checkbox to copy the book in its entirety. If Copy Contents is disabled, only the book's tab structure and EasyEdit documents will be copied.

7 Select **OK**.

The **Copy Book** window will appear. This window is identical to the **Create Book** window. Continue creating the book the same way you would a new book.


Copy Book - Diligent Boards f...
Copy a Book
Select Meeting Group
Main
4
Select Book
April 06, 2016
5
6
Book Book
Copy Contents
7
OK
Cancel

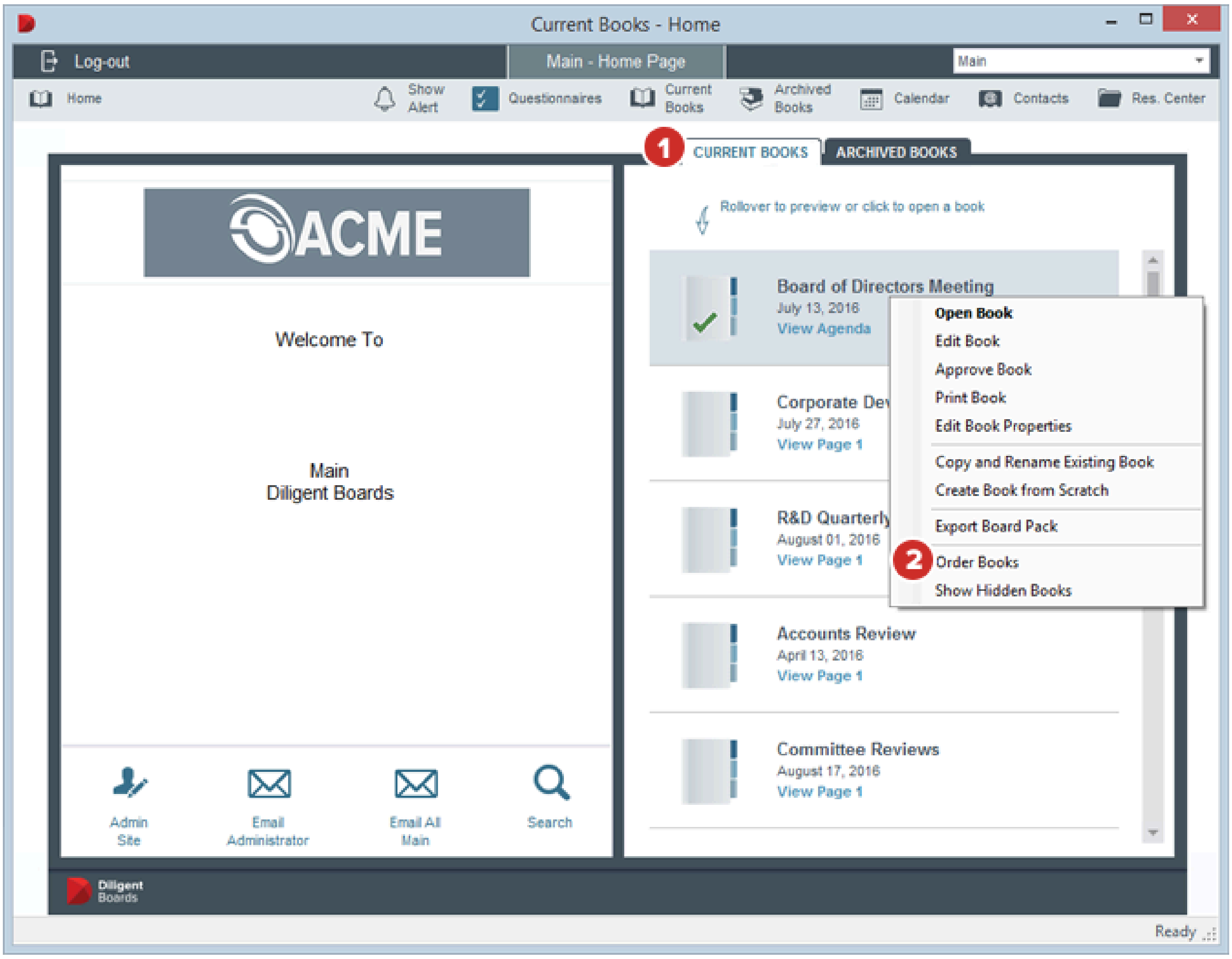
8 OneClick for Admins — Changing the order of books

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Administrators can control the order in which books are presented on all devices.

1 On your board's home page, select the **Current Books** tab.

2 Right-click on or below any book and select **Order Books** from the menu that appears.

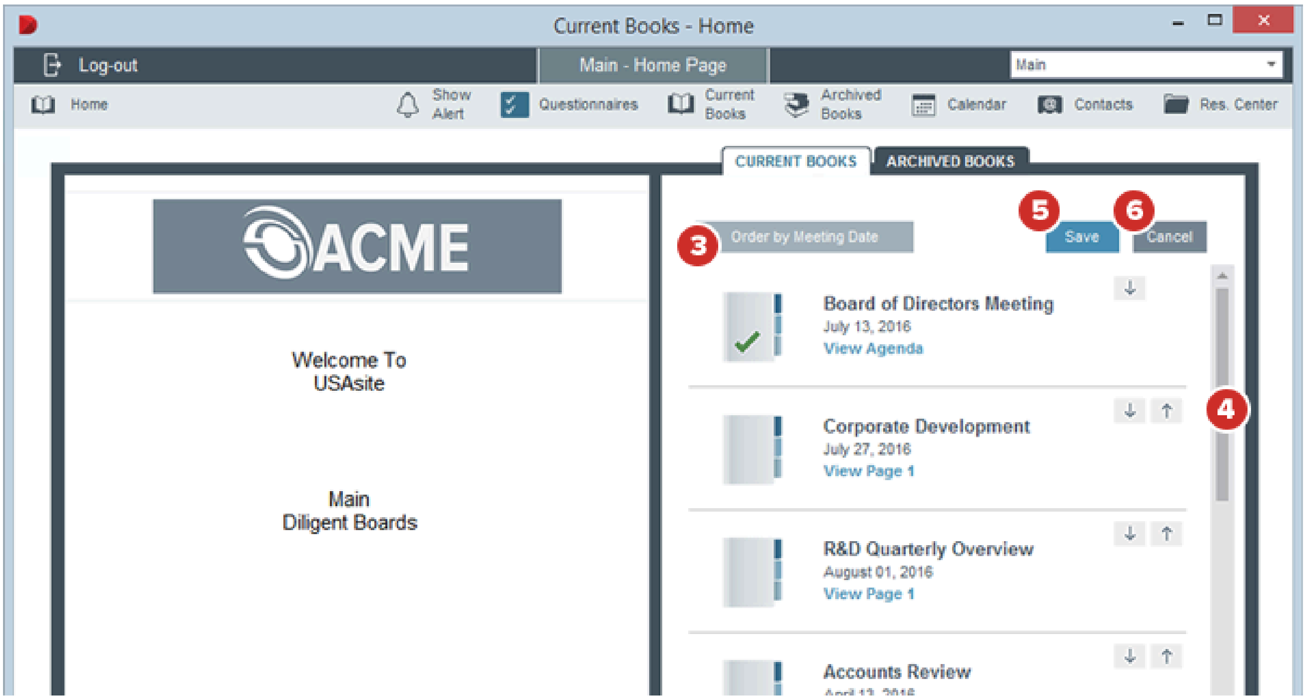


3 To display the meeting books in chronological order, select **Order by Meeting Date**.

4 To manually change the order that books appear in, use the arrows next to each book to move it up or down.

5 Select **Save** to apply your changes.

6 To discard your changes, select **Cancel**.



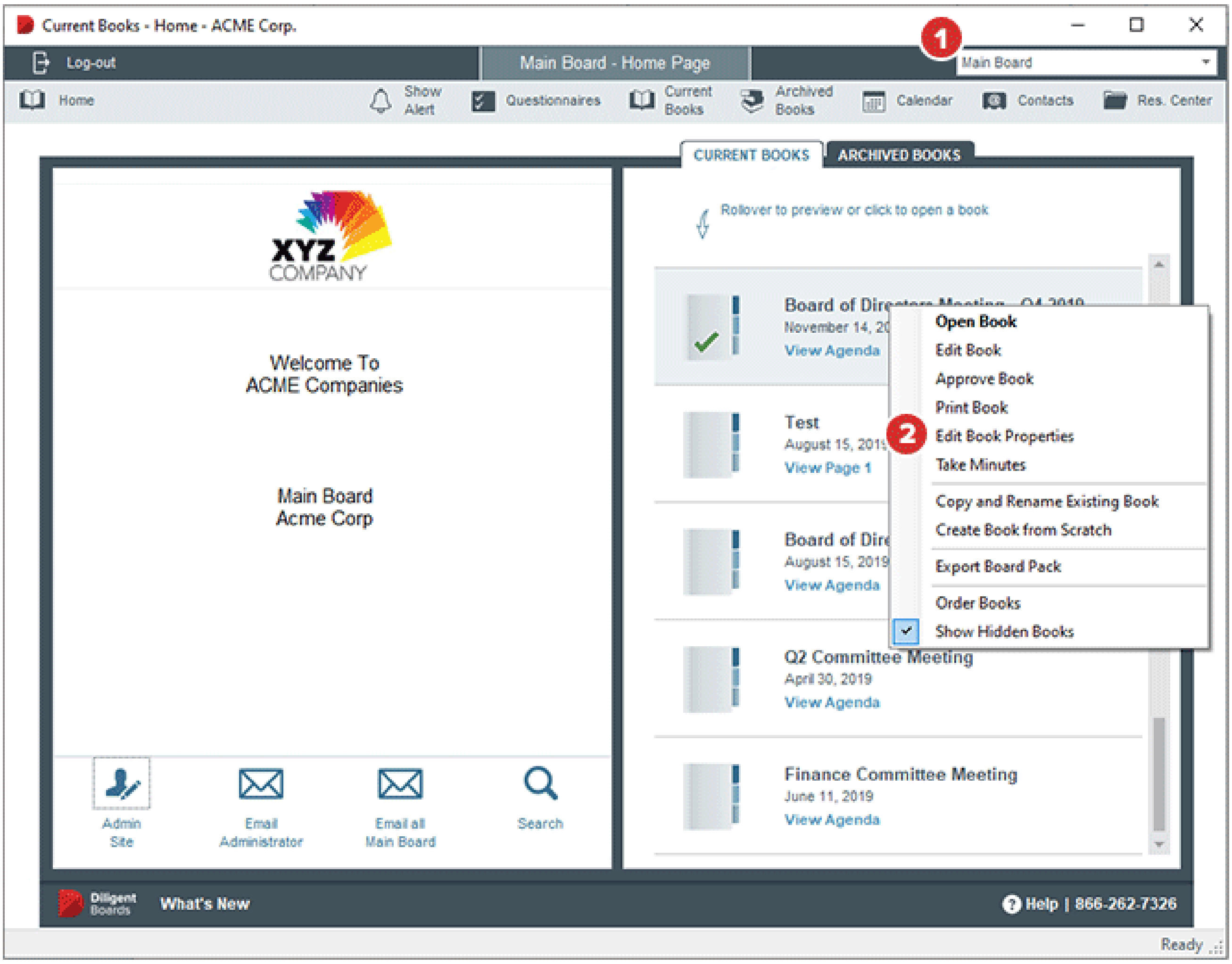
9 OneClick for Admins — Moving a book to a different meeting group

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page describes how to change meeting group access permissions for a book that you have previously created.

1 On your board's home page, use the **Board and Committee** menu to select a group that currently has access to the book.

2 Next, right-click on the book you wish to move, then select **Edit Book Properties** from the list of options.



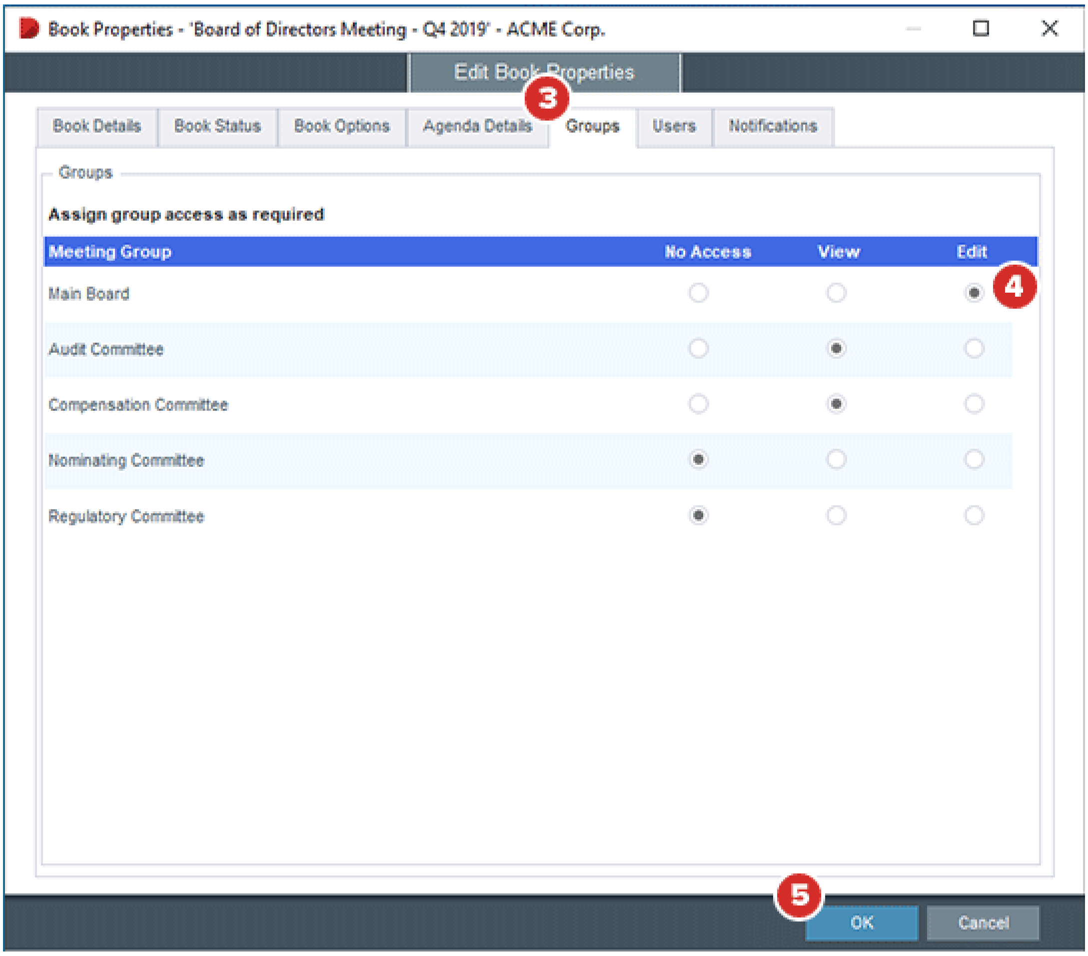
3 Select the **Groups** tab to view your meeting groups and the access options that you assigned when you created the book.

4 Use the **radio buttons** to change access permissions for groups as needed:

> **No Access**: No one in the group can view or edit the book.
> **View**: Directors and administrators in the group can view the book, but administrators cannot edit it.
> **Edit**: Directors in the group can view the book, and administrators in the group can view and edit it.

Note: At least one meeting group must have "Edit" access.

5 To apply your changes, select **OK**.


Book Properties - 'Board of Directors Meeting - Q4 2019' - ACME Corp.
Edit Book Properties
3
Book Details
Book Status
Book Options
Agenda Details
Groups
Users
Notifications
Groups
Assign group access as required
Meeting Group
No Access
View
Edit
4
Main Board
Audit Committee
Compensation Committee
Nominating Committee
Regulatory Committee
5
OK
Cancel

10 OneClick for Admins — Selecting a book from the home page

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Selecting a book opens it up in the Edit Book window, allowing you to view or modify its contents.

1 On your board's home page, select the group the book belongs to from the **Board and Committee Menu**.

2 If the book is not visible in the Current Books list, right-click on or below the visible books and select **Show Hidden Books** from the menu that appears.

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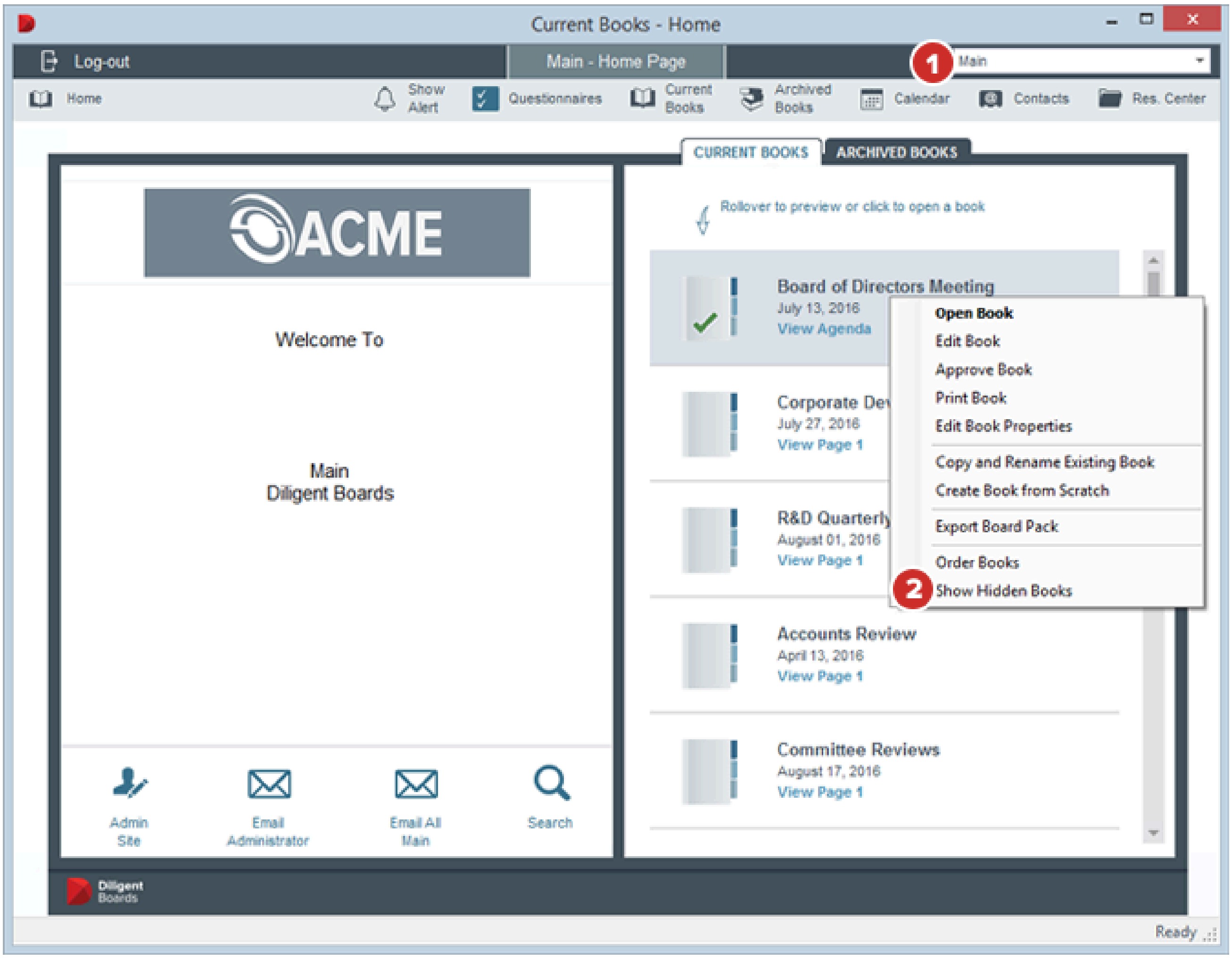
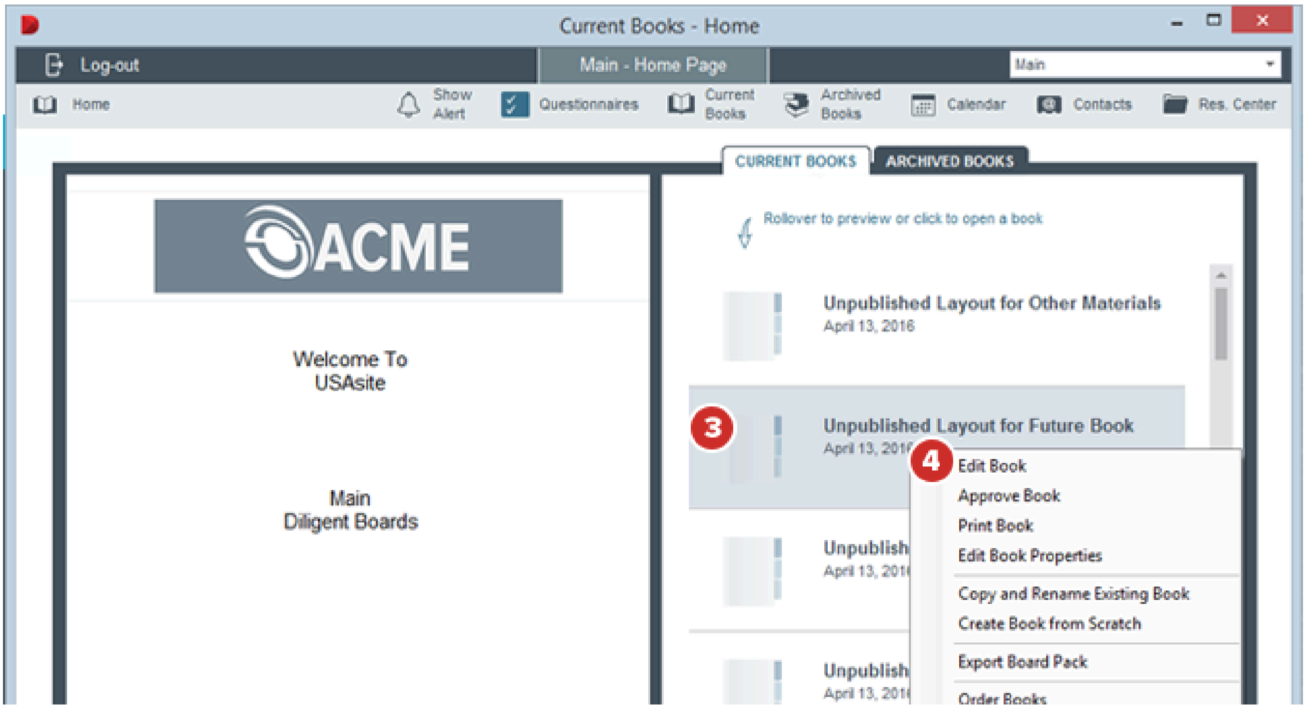


3 The hidden books will now be visible to you, but not to anyone else. The hidden books will appear semi-transparent to indicate that others still cannot see them.

4 Right-click the book. Select **Edit Book** from the menu that appears. The book will open in the **Edit Book** window.


Current Books - Home
Log-out
Main - Home Page
Main
Home
Show Alert
Questionnaires
Current Books
Archived Books
Calendar
Contacts
Res. Center
CURRENT BOOKS
ARCHIVED BOOKS
ACME
Welcome To USAsite
Main Diligent Boards
Rollover to preview or click to open a book
Unpublished Layout for Other Materials
April 13, 2016
Unpublished Layout for Future Book
3
4
Edit Book
Approve Book
Print Book
Edit Book Properties
Copy and Rename Existing Book
Create Book from Scratch
Export Board Pack
Order Books

11 OneClick for Admins — Selecting a book from the admin home page

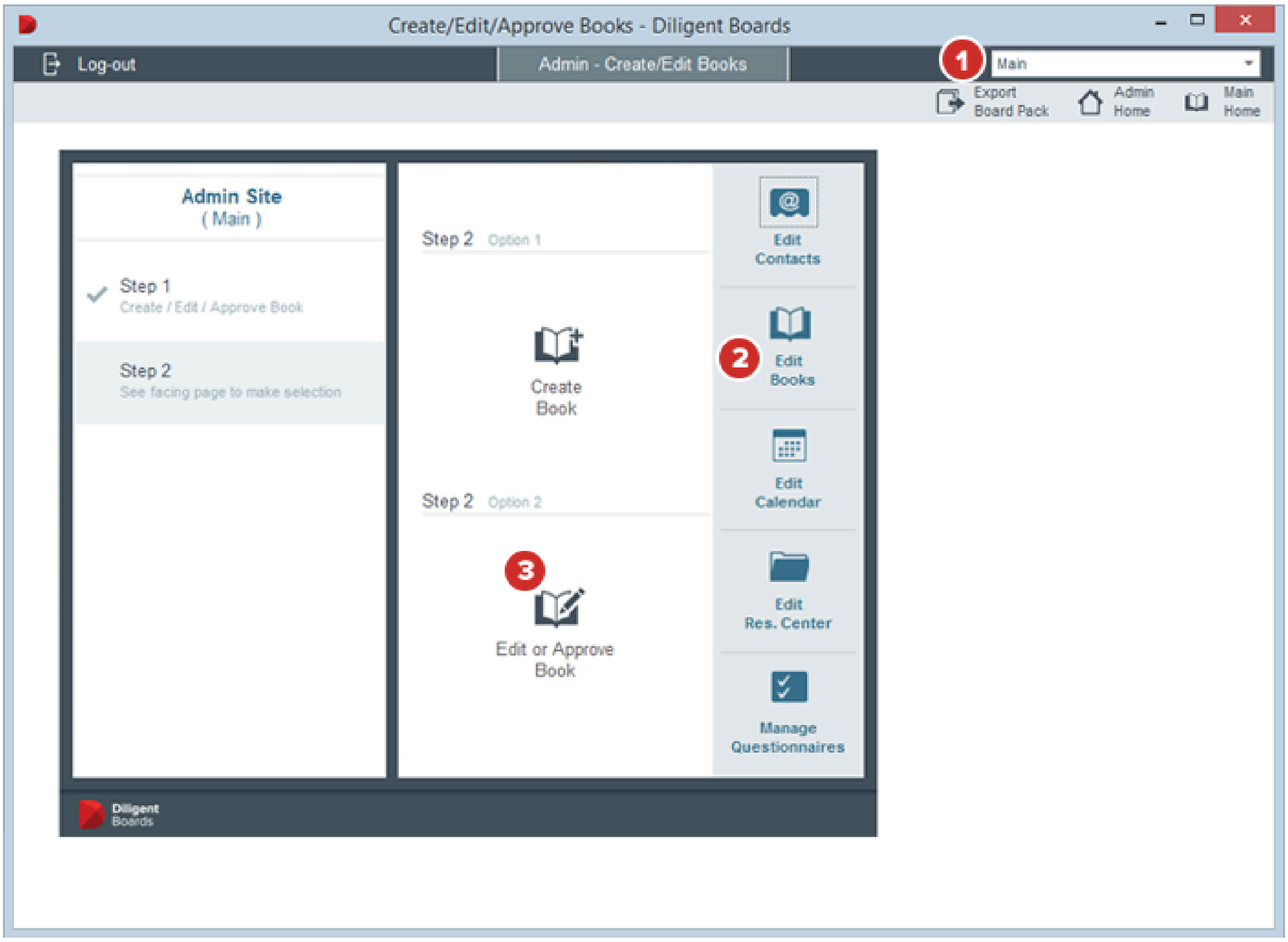
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Selecting a book opens it up in the Edit Book window, allowing you to view or modify its contents.

1 On the Admin home page, select the group the book belongs to from the **Board and Committee Menu**.

2 Select **Edit Books**.

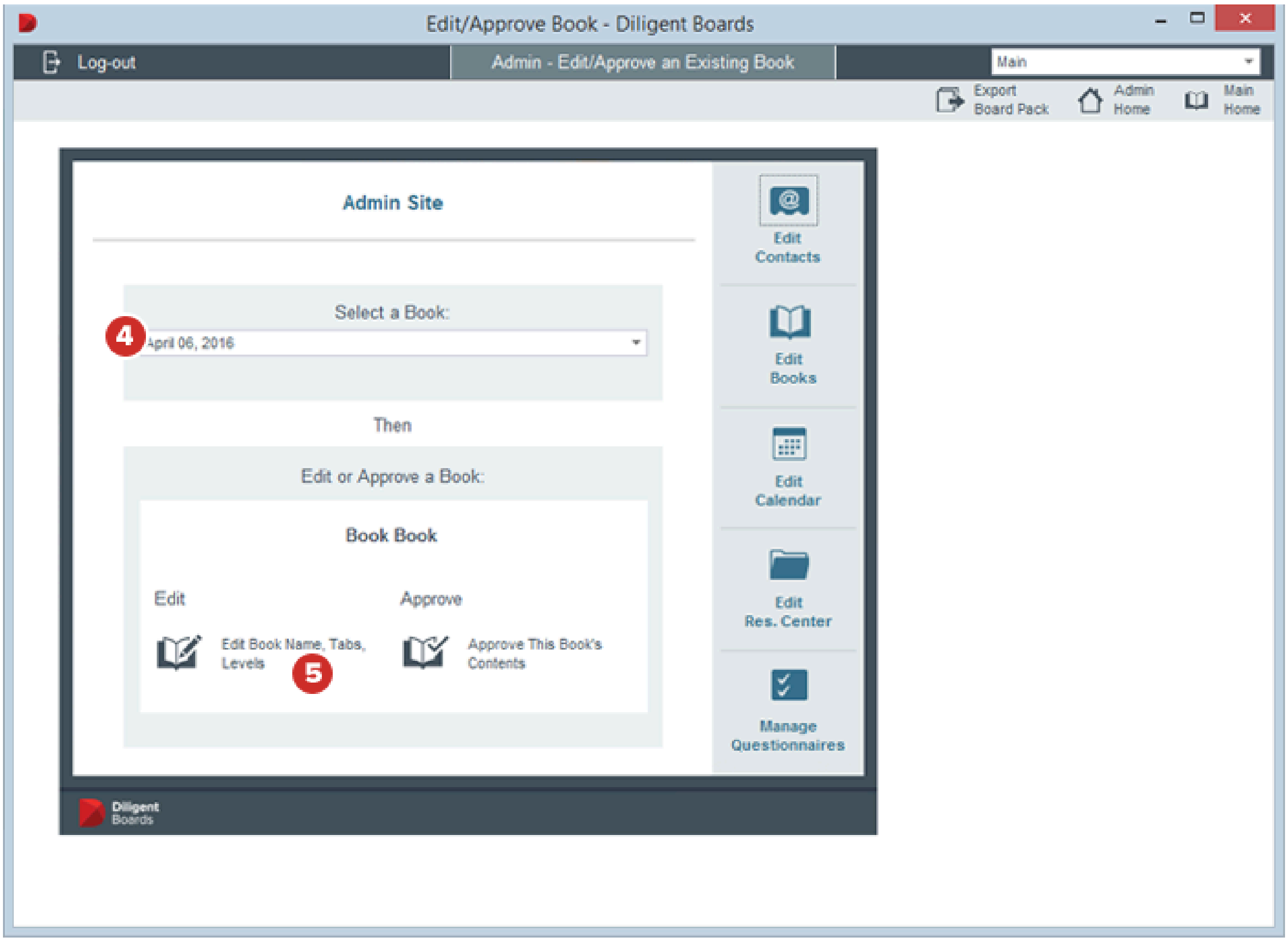
3 Select **Edit or Approve Book**.



4 Select a book from the menu that appears.

5 Select the **Edit Book Name**, **Tabs**, **Levels** button. The book will open in the **Edit Book** window.

Diligent


Edit/Approve Book - Diligent Boards
Log-out
Admin - Edit/Approve an Existing Book
Main
Export Board Pack
Admin Home
Main Home
Admin Site
Select a Book:
4
April 06, 2016
Then
Edit or Approve a Book:
Book Book
Edit
Approve
Edit Book Name, Tabs, Levels
5
Approve This Book's Contents
Edit Contacts
Edit Books
Edit Calendar
Edit Res. Center
Manage Questionnaires
Diligent Boards

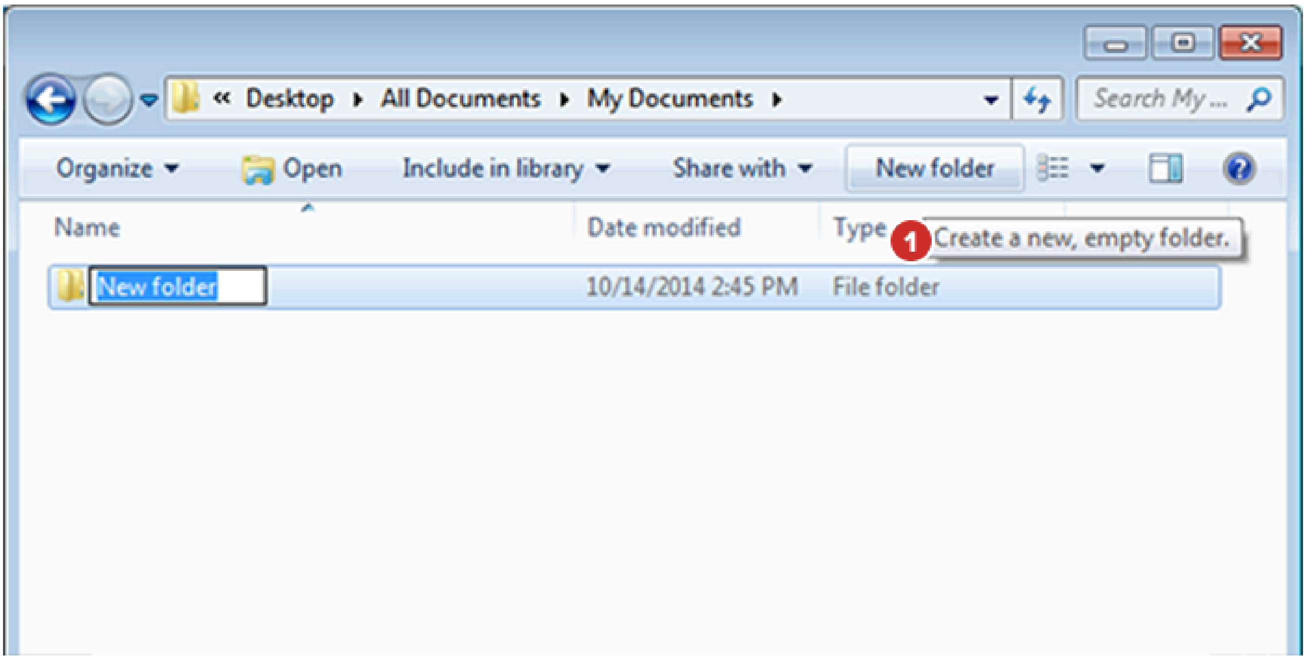
12 OneClick for Admins — Gathering board documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Preparing materials for a board is easy with Diligent Boards. In just a few simple steps, a book can be created and delivered instantly to directors. First, collect the documents needed for the book.

Note: If your book is already prepared as a single bookmarked PDF, you will be able to import it instead of a folder, and do not have to gather any further documents.

1 Create a new folder. Name it something relevant to the meeting so that it's easy to locate later.



2 Create some additional folders inside that folder. Name them each after a section of your board book, like "Agenda," "Minutes" or "Committee Reports."

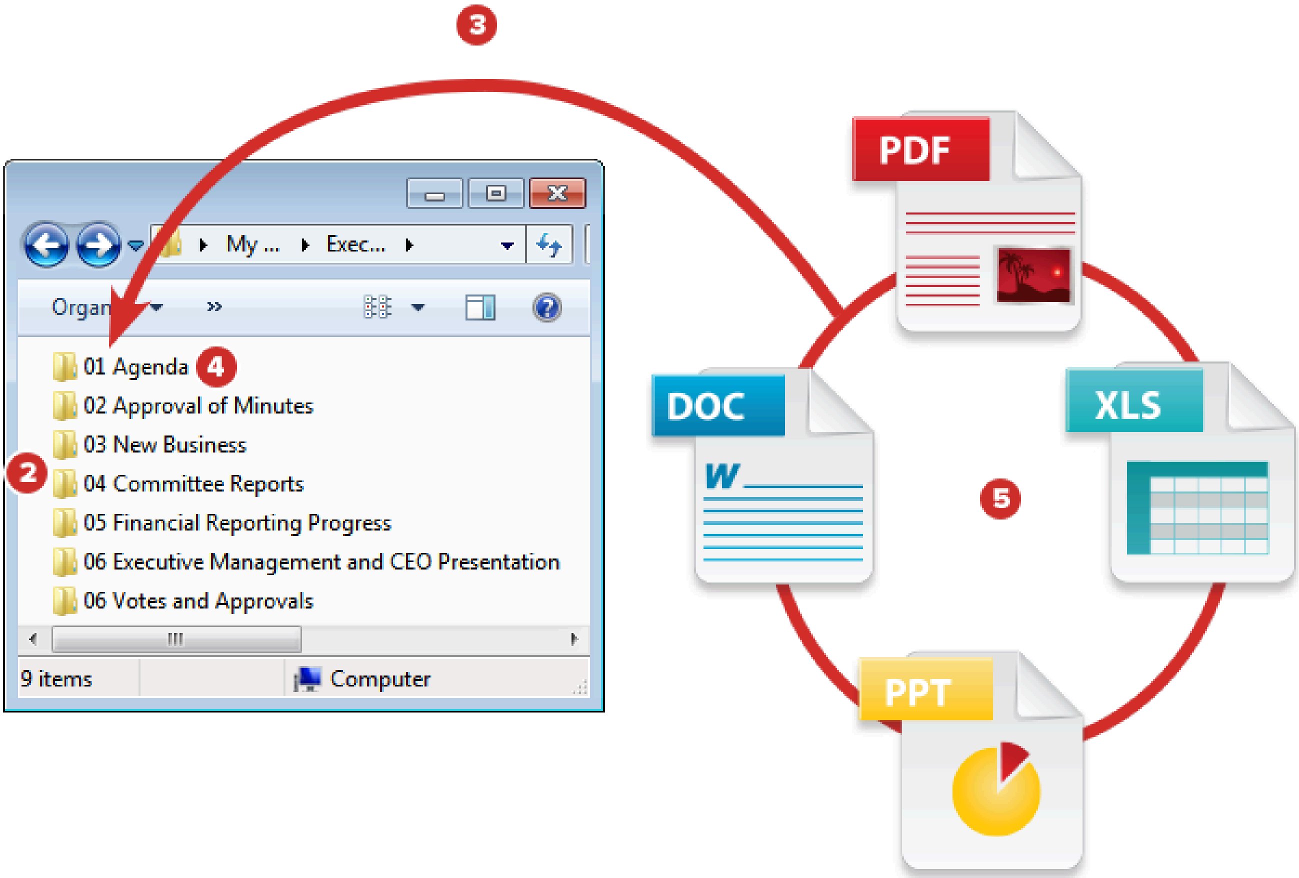
Note: You can skip this step if you know you will only have one document per board book section.

3 Collect the **agenda** for the upcoming meeting. The agenda will serve as a reminder of which documents are needed and how they should be presented. Place this document in the “Agenda” folder, if you created one.

4 Using the agenda, build a list of the documents needed for every stage ofthe meeting.

5 Collect the required digital documents. Diligent Boards will accept any of the following document types:

> Microsoft Word (.doc, .dot, .docx, .docm, .dotx, .dotm, .rtf)
> Microsoft Excel (.xls, .xlt, .xlsx, .xlsm, .xltx, .xltm, .xlsb)
> Adobe PDF documents (.pdf)
> Common image formats (.gif, .jpg, .jpeg, .jpe, .png, .bmp, .tif, .tiff)
> Other document types (.xps, .html, .htm, .txt, .xml, .log)

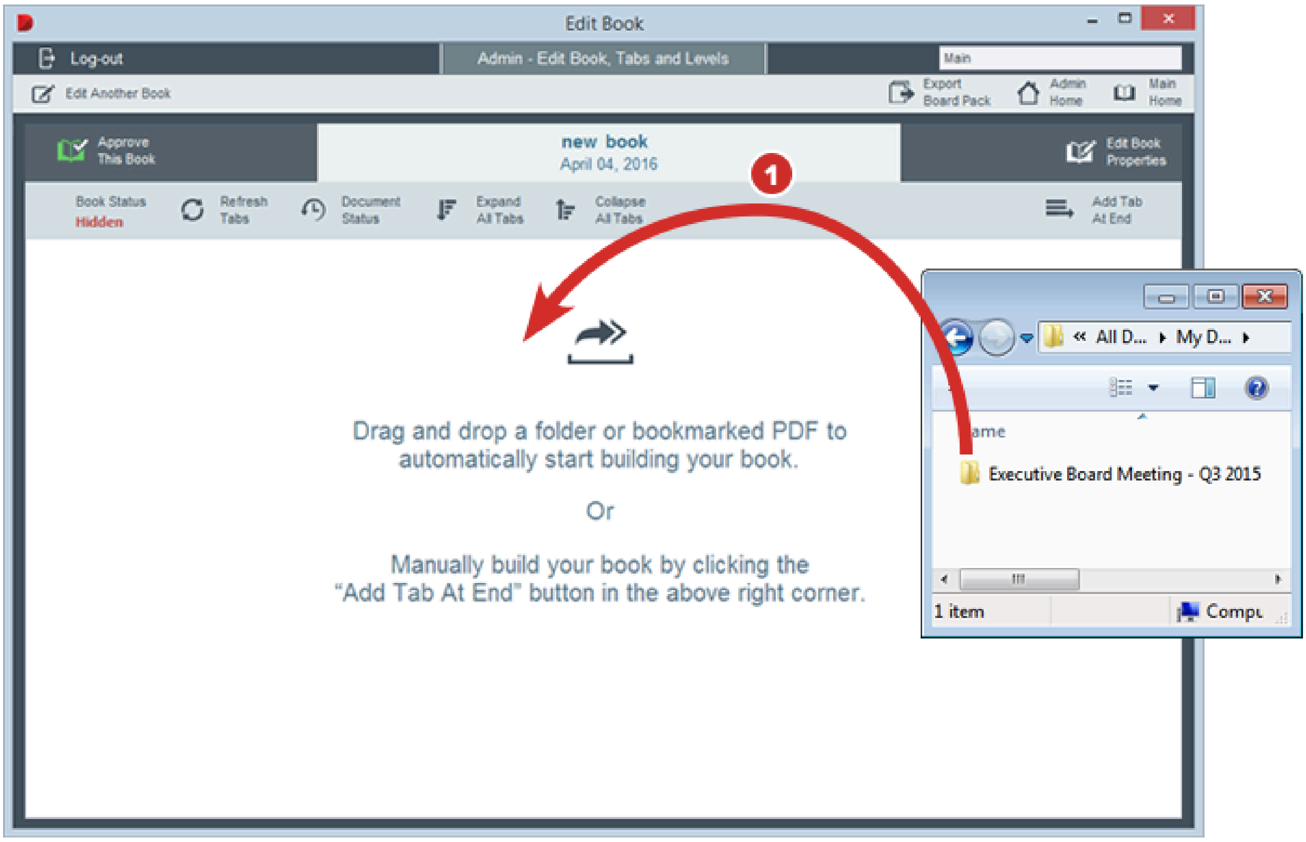


13 OneClick for Admins — Importing a new book from a folder

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Adding collected documents to a new book is as easy as dragging and dropping a folder. The book will lay itself out based on your selected settings.

1 Drag and drop the meeting folder that contains your documents into the **Edit Book window**. The Folder Import Settings window will open.



2 Under Tab Structure, select **Create Tab per Folder** if you have made a sub folder for each section of the board meeting. One tab will be created for each sub folder. If you have placed any documents in any of those sub folders, they will be placed in that sub folder’s tab.

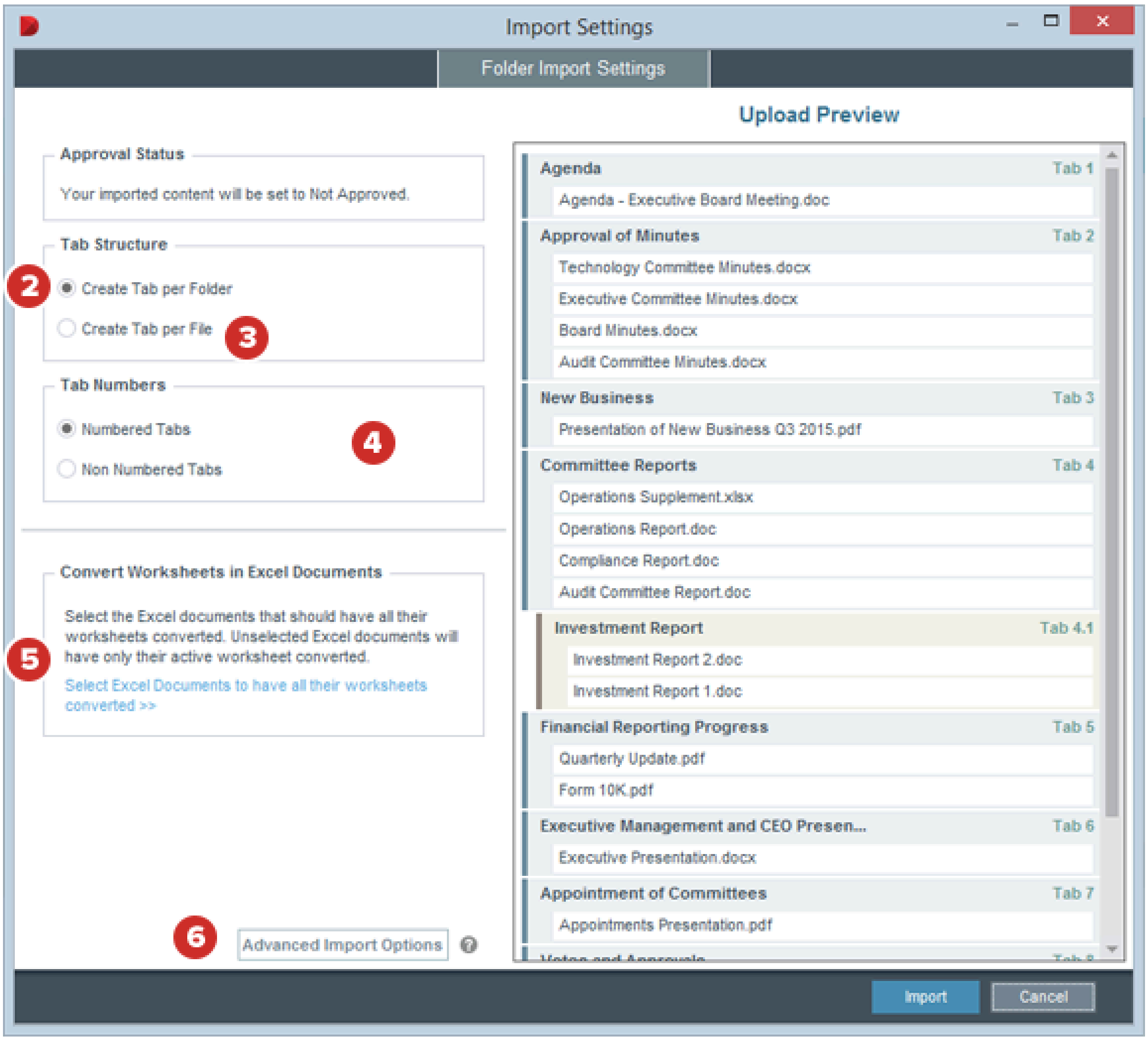
3 Under Tab Structure, select **Create Tab per File** if you have made a single document for each section of the board meeting. One tab will be created for each of these documents, as well as any sub folders.

4 Under **Tab Numbers**, select **Numbered Tabs** to sequentially number all of the tabs that will be created. Select **Non Numbered Tabs** to remove the numbering.

5 If you are uploading any Excel workbooks, you can control which sheets within those workbooks will be converted by selecting **Select Excel Documents to have all their worksheets converted**. Select every document to ensure that all of the sheets are added to the book, or leave them unchecked to add only the last active sheet in each file. Select **OK** when you’re done.

6 Select **Advanced Import Options** to reveal a menu of additional organization and conversion settings.

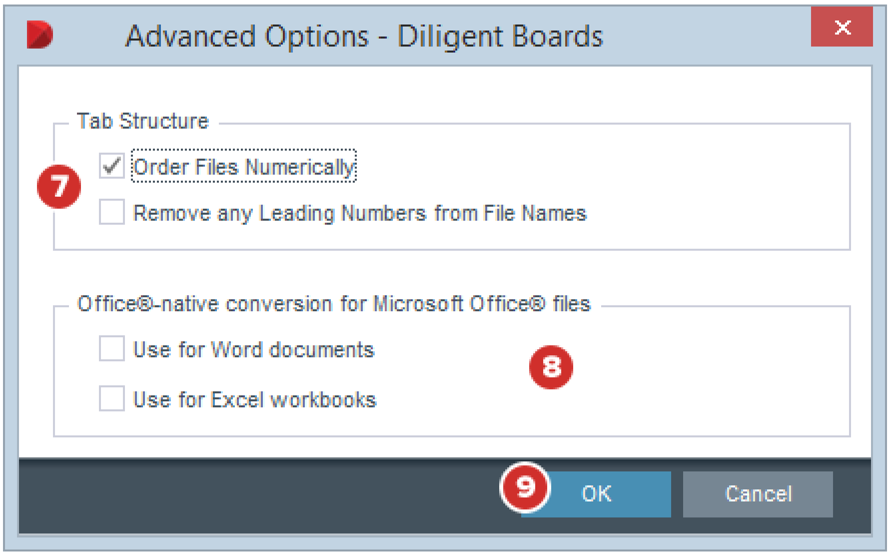
Diligent



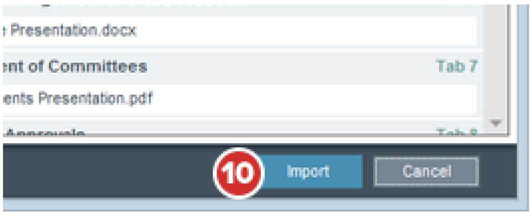
7 Select **Order Files Numerically** if you have ordered your files by putting numbers at the beginning of every file name. Your book will maintain this order. Select **Remove any Leading Numbers from File Names** if you would not like these order numbers to be visible in your book structure. Numbers must be followed by a space (“1 Agenda”, not “1-Agenda”) to be recognized.

8 Select **Office®-Native Conversion** options only if Microsoft Office documents are not importing into the book correctly.

9 Select **OK** to save and close Advanced Options.



10 Select **Import**. Your import will begin and run automatically in the background.

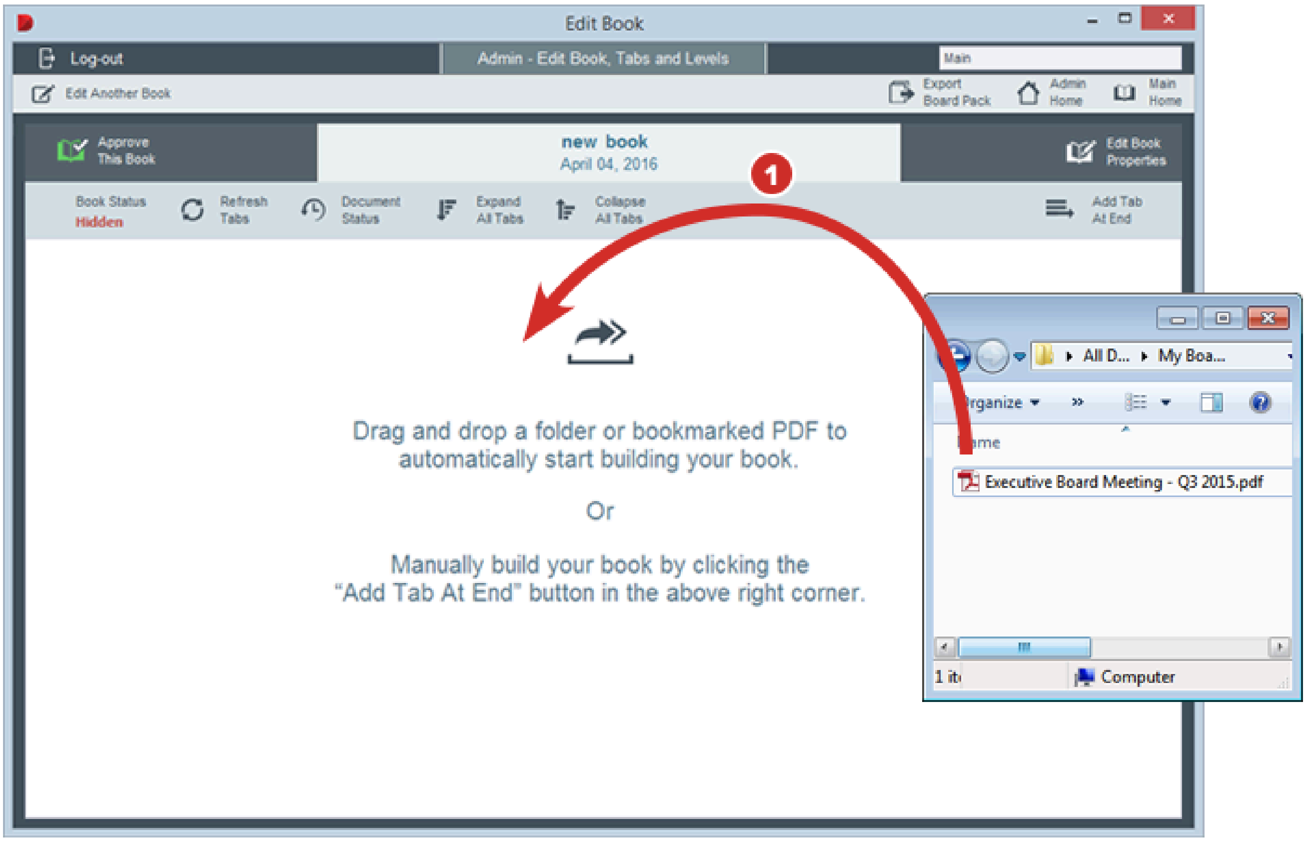


14 OneClick for Admins — Importing a new book from a bookmarked PDF

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Creating a new book is as easy as dragging and dropping a single bookmarked PDF. The book will lay itself out based on that document's bookmarks.

1 Drag and drop the bookmarked PDF into the **Edit Book** window. The PDF Import Settings window will open.



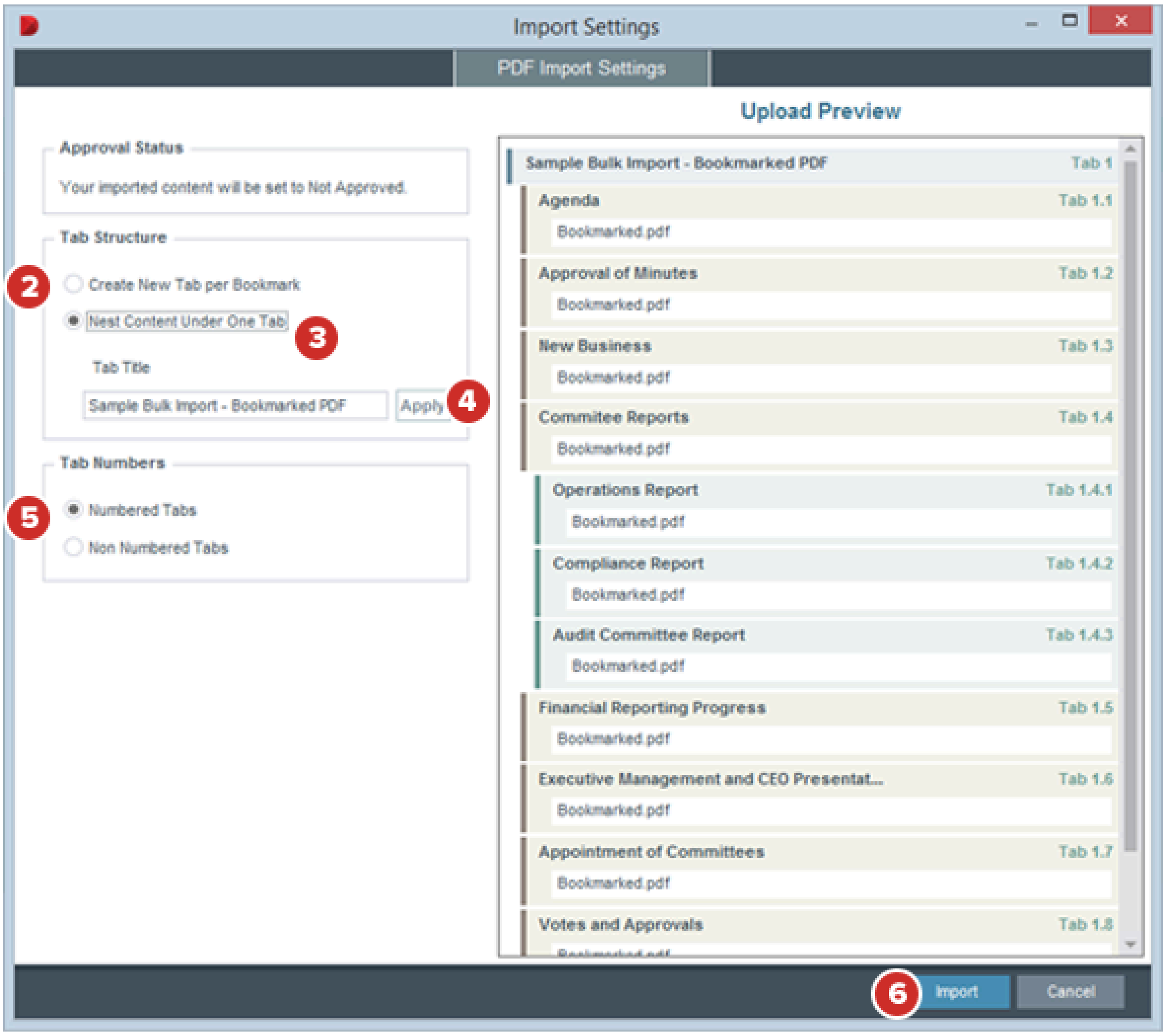
2 Under **Tab Structure**, select **Create New Tab per Bookmark** to recreate the bookmark structure of the PDF in your board book. This is the best way to import a PDF that contains an entire board book.

3 Under **Tab Structure**, select **Nest Content Under One Tab** to place the entire contents of the PDF into a single board book tab; the PDF bookmarks will become sub tabs. This is the best way to add a PDF that only contains content for one section of the meeting.

4 If you select Nest Content Under One Tab, you can title that tab by typing in the **Tab Title** field and selecting **Apply**.

5 Under **Tab Numbers**, select **Numbered Tabs** to sequentially number all of the tabs that will be created. Select **Non Numbered Tabs** to remove the numbering.

6 Select **Import**. Your import will begin and run automatically in the background.



15 OneClick for Admins — Importing a report from Diligent Entities

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

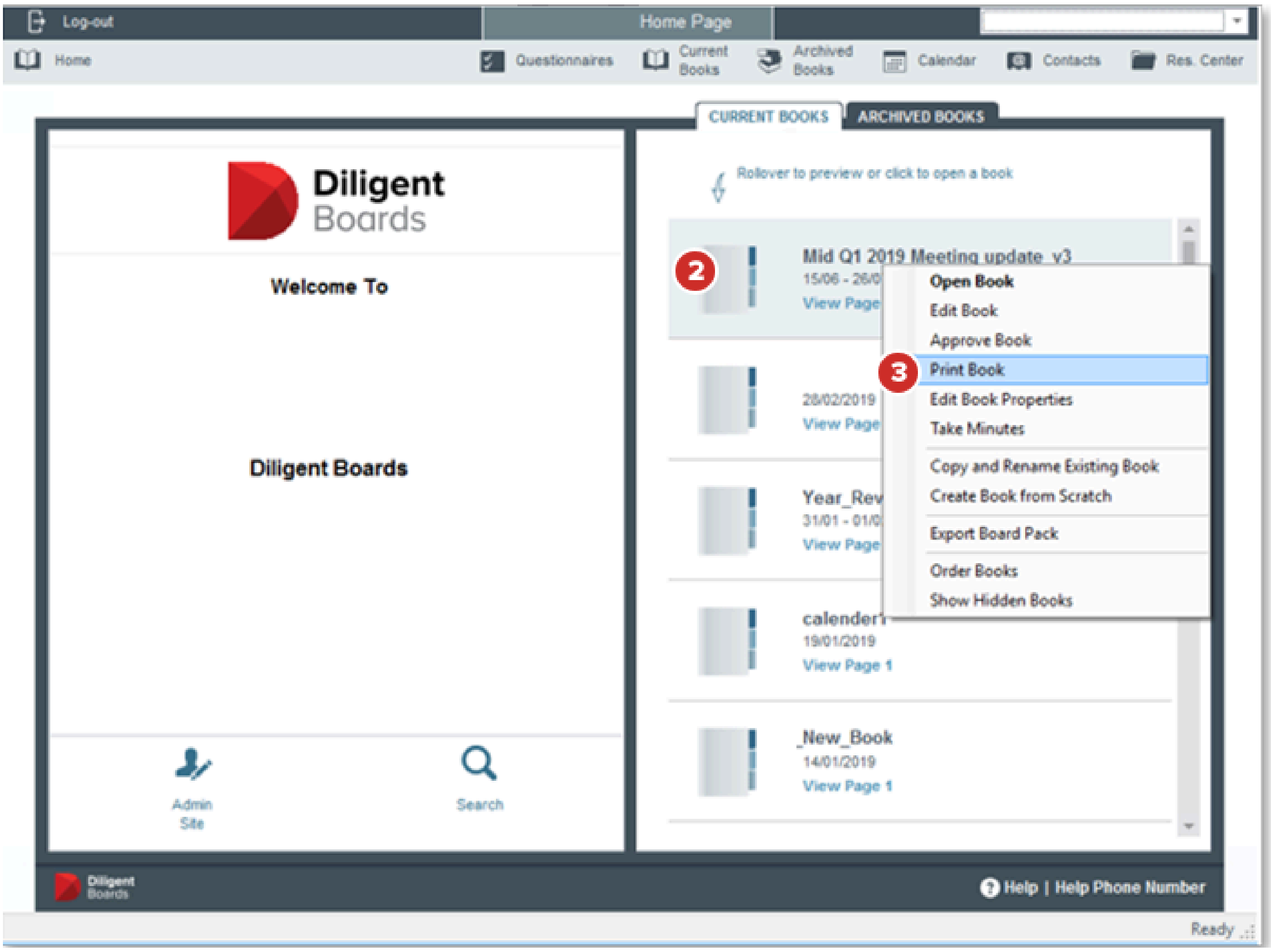
If your organization uses both Diligent Boards and Diligent Entities, you can send board books, in whole or in part, directly and securely into Diligent Entities.

Note: *This feature must be enabled by your Customer Success Manager.*

1 Before using this feature in Diligent Boards, Diligent Entities must be configured with the user or entity that will receive the documents. For steps on this configuration, review the Diligent Entities Help Center.

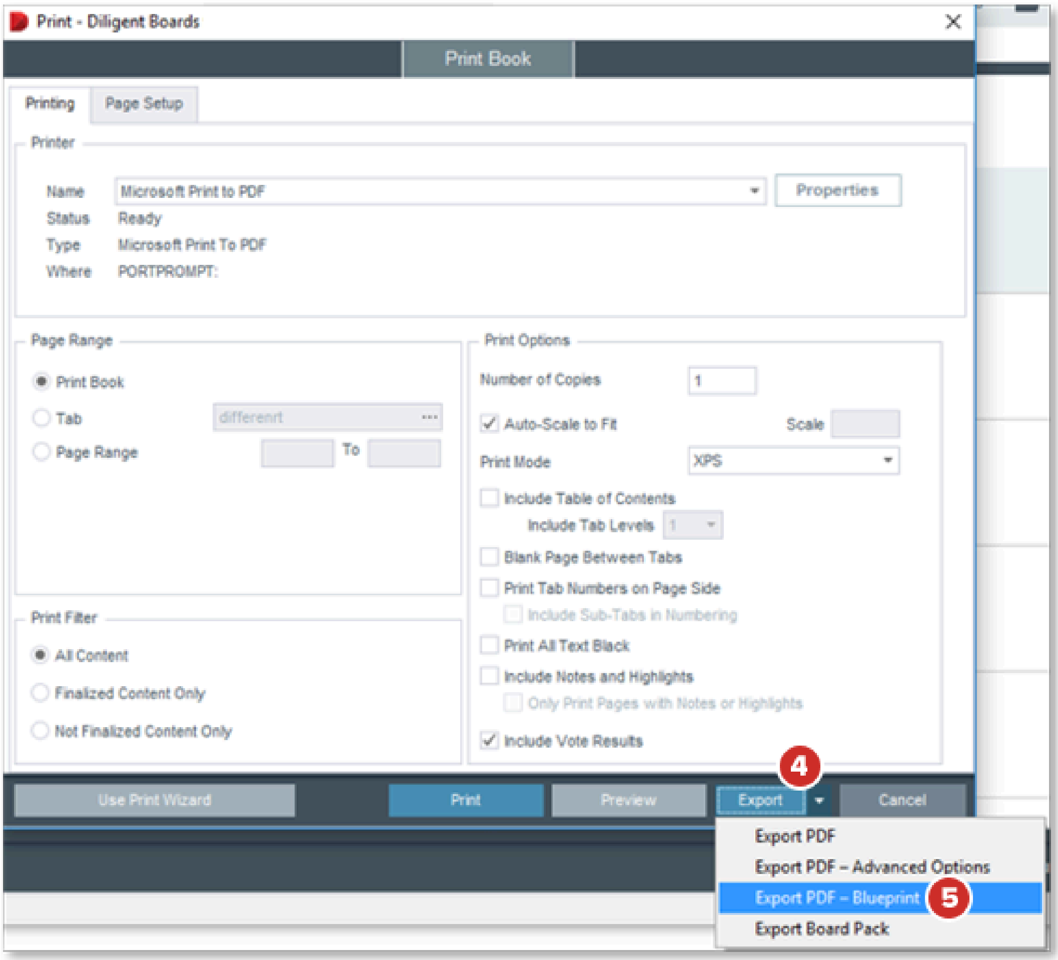
2 In Diligent Boards, navigate to and right-click on the required **Book**. A list of Book action options will appear.

3 Select **Print Book.**



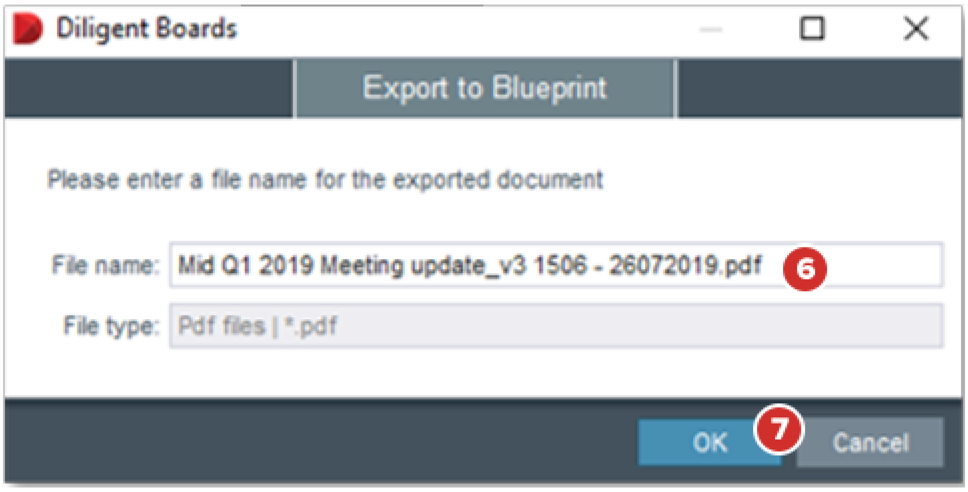
4 Select the **Export** button located at in the bottom right-hand side of the screen.

5 Select the **Export PDF – Blueprint** from the menu that appears.



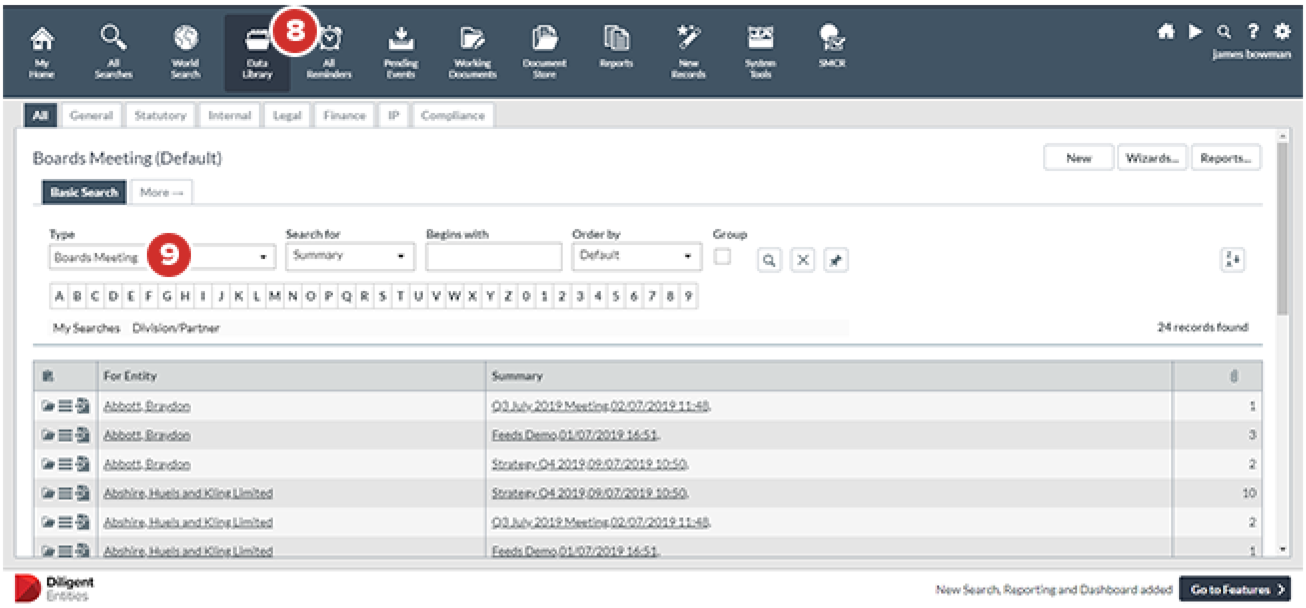
6 A dialog box will appear. Enter filename for the document to be exported into the **File name** field.

7 Select **OK.**



8 A copy of the document will be shared with Diligent Entities. To locate it, in Diligent Entities, select the **Data Library** icon in the *Global Banner*.

9 In the **Type** filter, select the **Boards Meeting** option and conduct a search to locate the document.



Note: You can also find the document by selecting the **Working Documents** icon in the Global Banner and in the **Where From** filter, and then selecting the **All Documents** option to conduct a search and locate the document.

Diligent Entities helps organizations to centralize, manage and effectively structure their corporate record to improve entity governance to better ensure compliance, mitigate risk and improve decision making through an integrated governance solution. Learn more about Diligent Entities.

16 OneClick for Admins — Using the edit book window

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Edit Book window shows you the structure of the entire book. It also provides the tools for uploading, creating, editing and approving board documents, and publishing the book when it's complete. You can get to the Edit Book window from the Home page or the Admin home page.

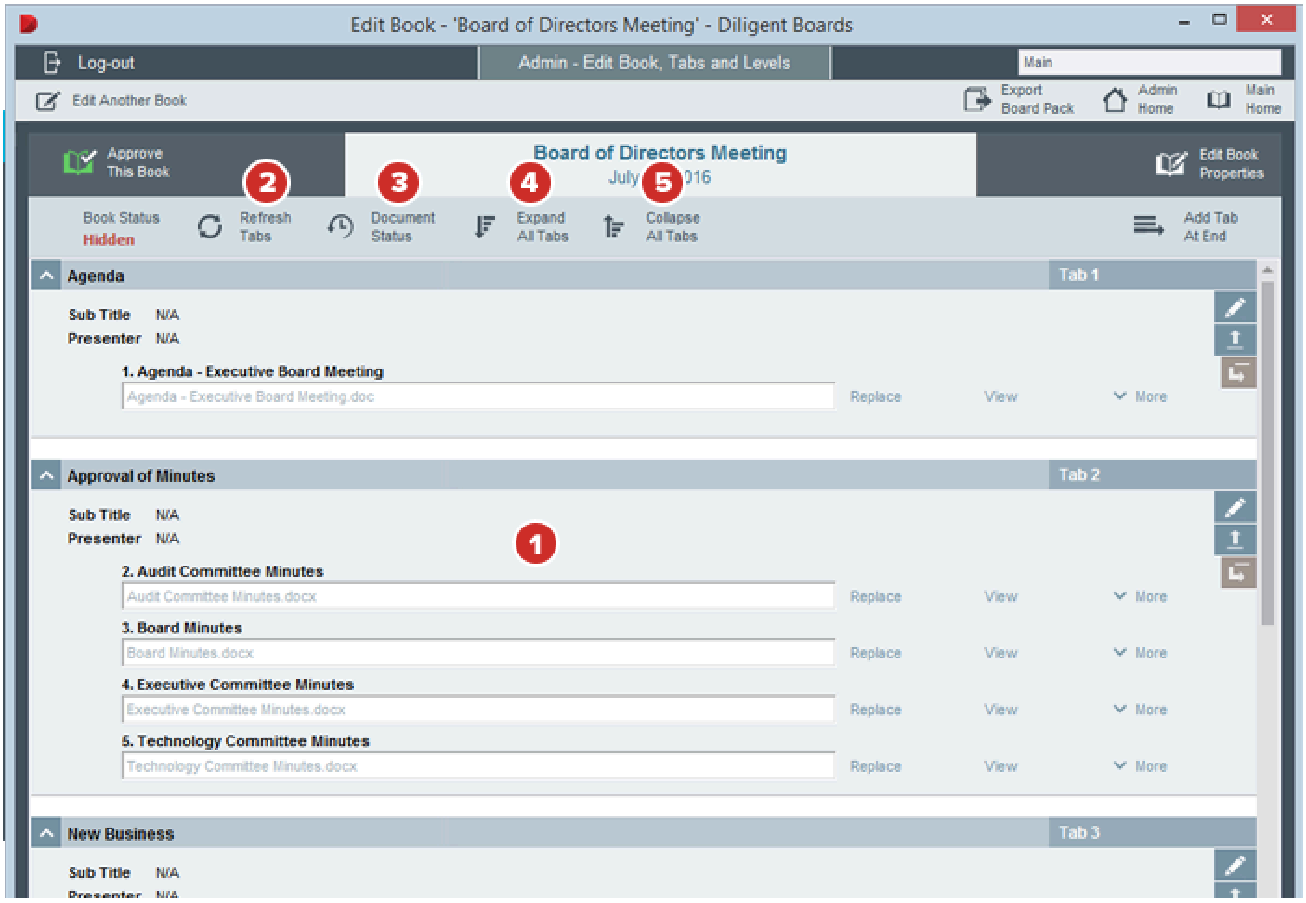
1 The main section of the Edit Book window displays the tabs of the book. By default these tabs are expanded to display any associated uploaded documents, document placeholders and EasyEdit documents, as well as any sub tabs.

2 Select **Refresh Tabs** to see any changes that another admin may have made to the book since you started editing it.

3 Select **Document Status** to open a window displaying more information about the book, including who approved which documents and upload dates.

4 Select **Expand All Tabs** to reveal all documents and placeholders in the book.

5 Select **Collapse All Tabs** to hide all documents and show only tab names.

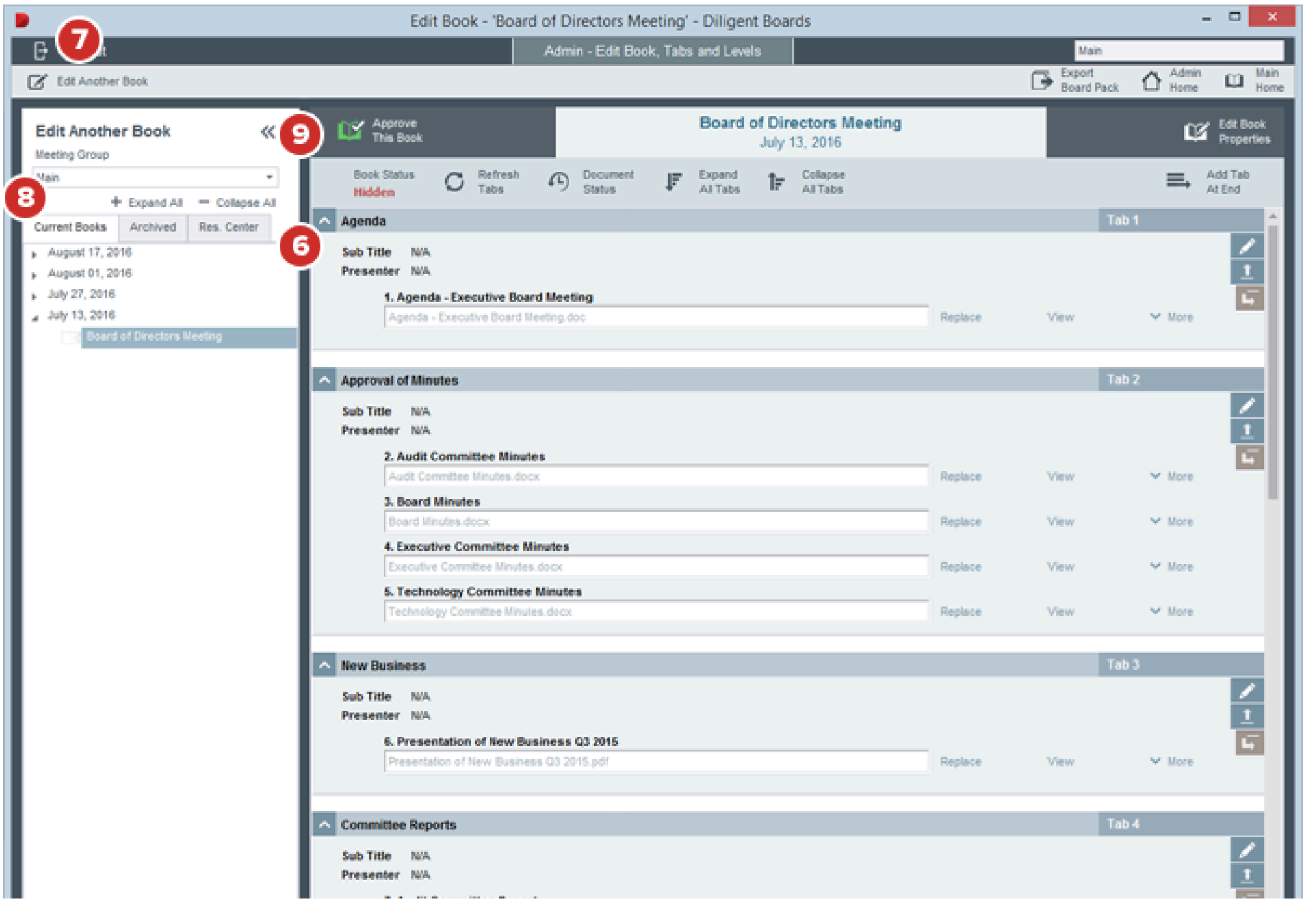


6 To expand or collapse a specific tab, select that tab's **Expand/Collapse** button.

7 Select **Edit Another Book** to open the Edit Another Book side menu.

8 From the Edit Another Book menu, you can edit any of your board's books or Resource Center items from the same Edit Book window. Select the **Current Books, Archived or Res. Center tabs,** expand the date menu if necessary, and select on the book you would like to edit.

9 Select the **Hide Panel** arrow to stop showing the Edit Another Book menu.

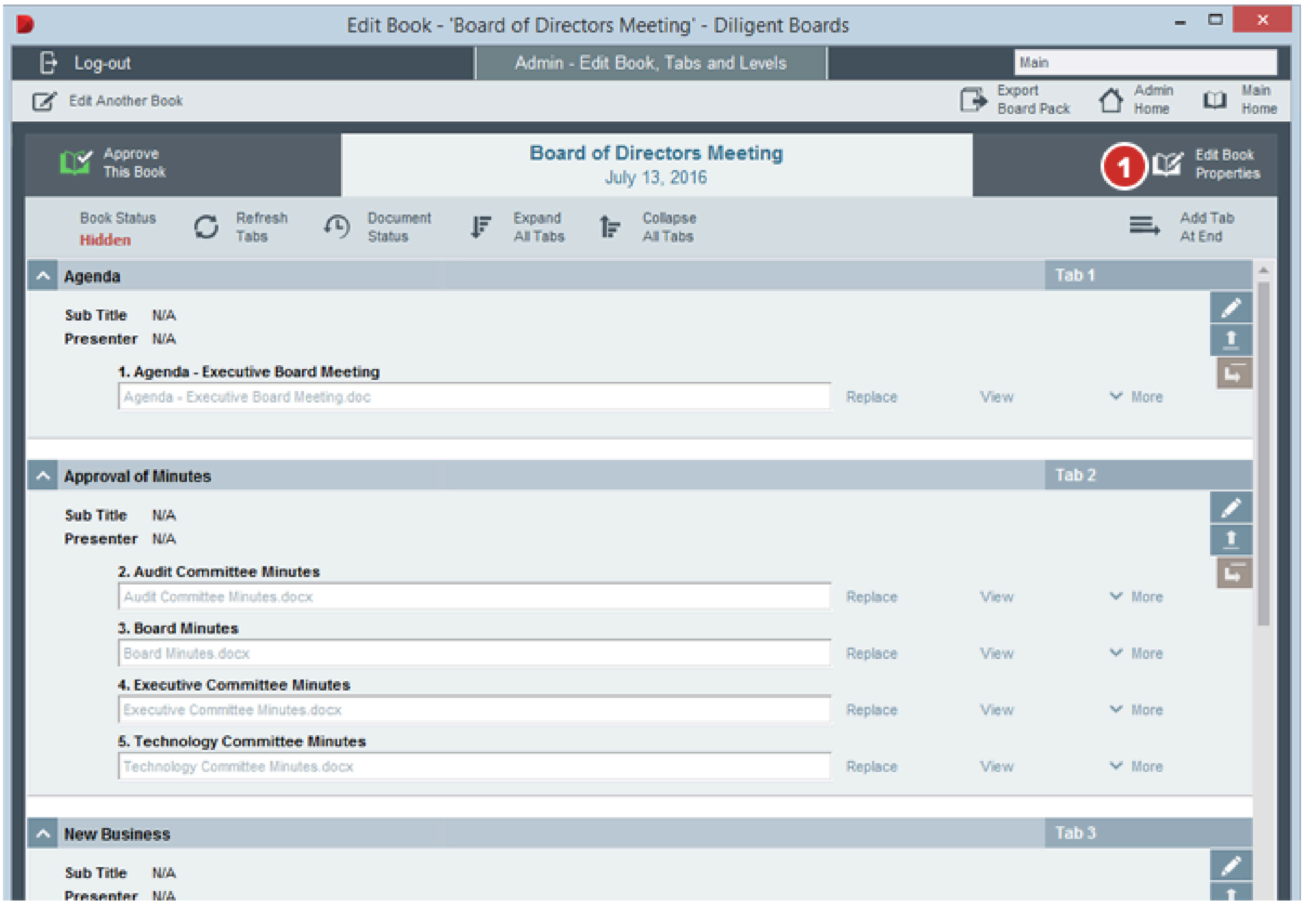

Edit Book - 'Board of Directors Meeting' - Diligent Boards
7
Admin - Edit Book, Tabs and Levels
Main
Edit Another Book
Export Board Pack
Admin Home
Main Home
Edit Another Book
Meeting Group
Main
8
Expand All
Collapse All
Current Books
Archived
Res. Center
August 17, 2016
August 01, 2016
July 27, 2016
July 13, 2016
Board of Directors Meeting
9
Approve This Book
Board of Directors Meeting
July 13, 2016
Edit Book Properties
Book Status
Hidden
Refresh Tabs
Document Status
Expand All Tabs
Collapse All Tabs
Add Tab At End
6
Agenda
Tab 1
Sub Title N/A
Presenter N/A
1. Agenda - Executive Board Meeting
Agenda - Executive Board Meeting.doc
Replace
View
More
Approval of Minutes
Tab 2
Sub Title N/A
Presenter N/A
2. Audit Committee Minutes
Audit Committee Minutes.docx
3. Board Minutes
Board Minutes.docx
4. Executive Committee Minutes
Executive Committee Minutes.docx
5. Technology Committee Minutes
Technology Committee Minutes.docx
New Business
Tab 3
Sub Title N/A
Presenter N/A
6. Presentation of New Business Q3 2015
Presentation of New Business Q3 2015.pdf
Committee Reports
Tab 4
Sub Title N/A
Presenter N/A

17 OneClick for Admins — Editing the book title and date

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

A book's properties, including its title and date, can be changed at any time if mistakes need to be corrected, or if the parameters of the meeting change.

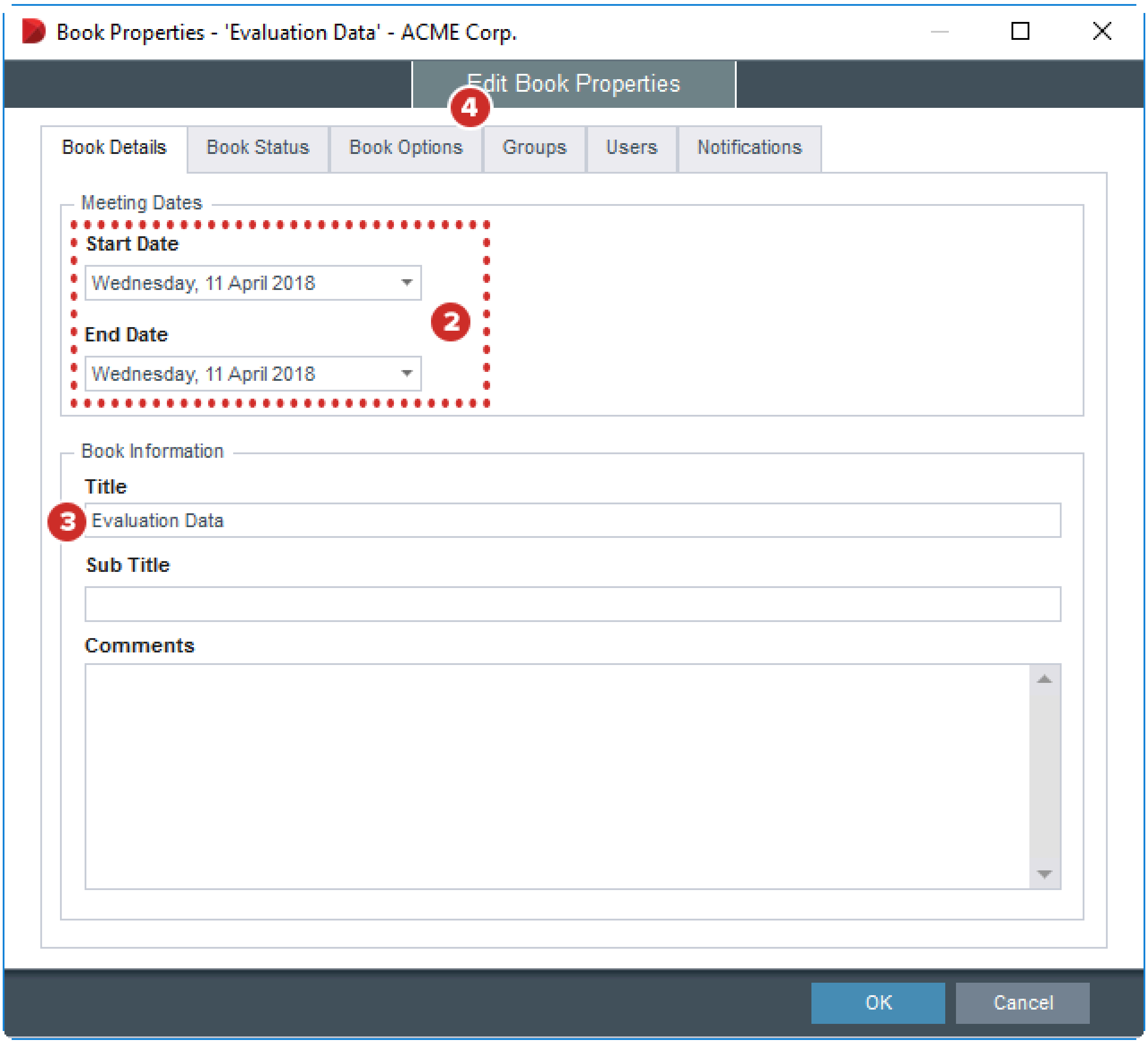
1 On the Edit Book window, select **Edit Book Properties**.



2 The Book Properties window will appear. On the Book Details tab, change the meeting **Start Date** and **End Date** using the drop-down menus.

3 Enter a new **Title** for the book. You may also add a **Sub Title** and **Comments** for the book. All of this information will be viewable by directors when the book is published.

4 You can also change any of the information in the **Book Status**, **Book Options**, **Groups**, and **Users** tabs. These tabs behave the same way they did in the Create Book window that appears when Creating a New Book.



18 OneClick for Admins — Adding a blank or copied tab

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

A board book tab acts as a container for documents associated with a specific section of the meeting. Organized tabs help ensure that all board materials are presented at the right time, in the right order.

1 There are multiple ways to add tabs to a book depending on where the tab should be located. In the Edit Book window, select **Add Tab At End** to create a new tab that will appear after all previously created tabs.

2 Select the **Insert Tab** button on a tab or subtab that already exists to add a new tab directly before it. The button is labeled with an up-facing arrow.

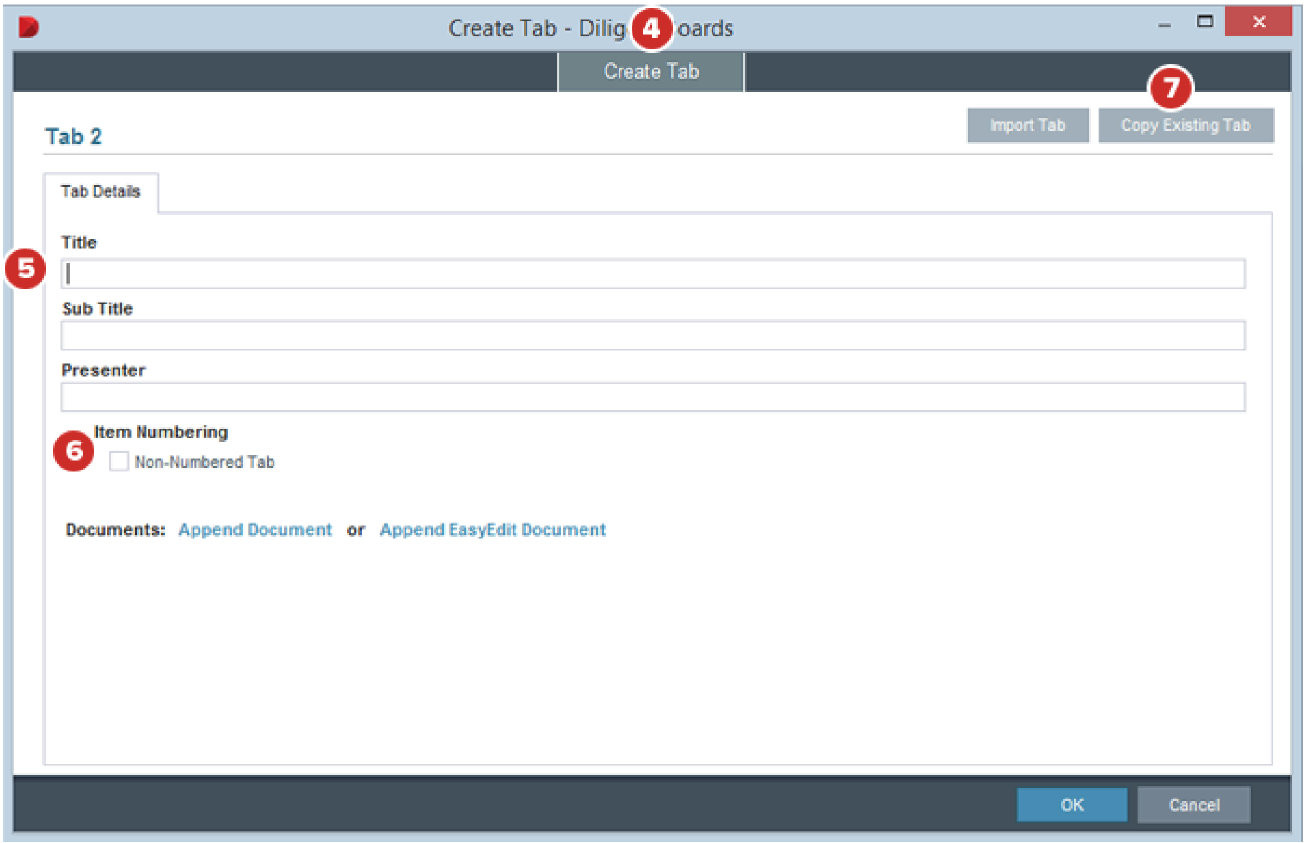
3 Select the **Add Subtab** button to add a new tab within an existing tab. The button is labeled with a right-facing arrow. You can also add subtabs to other subtabs using this method.

4 Using any method to create a new tab will open the **Create Tab** window.

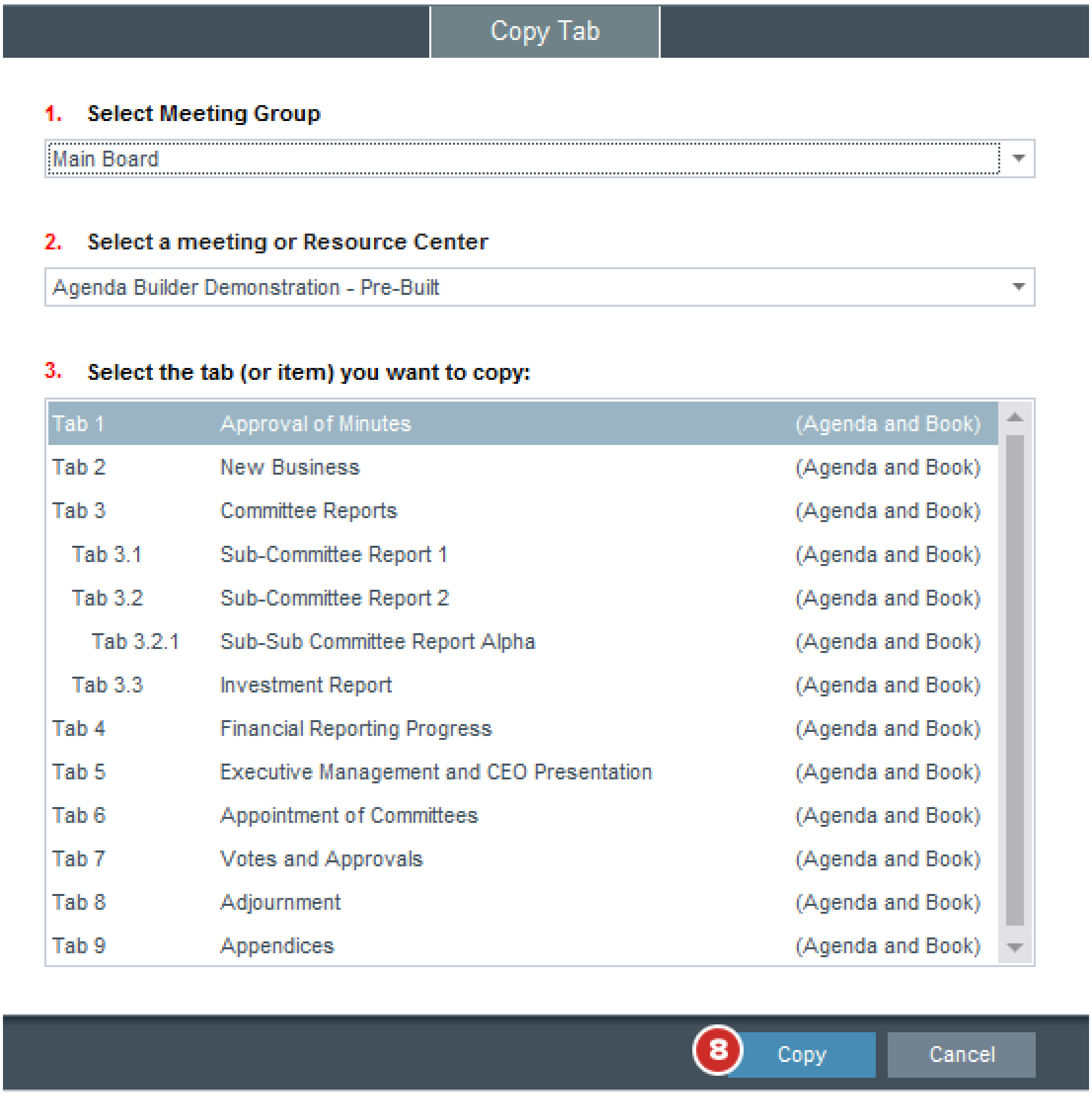
5 Enter a new **Title** for the tab. You may also add a **Sub Title** and **Presenter** name for the tab. All of this information will be viewable by directors when the book is published.

6 Tabs are numbered based on the order in which they appear in the book. Check **Non-Numbered Tab** to remove this numbering from a specific tab. This can be helpful if the tab contains documents that won't be directly addressed in the meeting presentations, like the agenda.

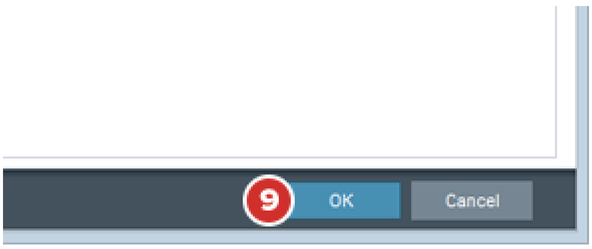
7 If you need to make a tab that is similar in structure or content to an existing tab, select **Copy Existing Tab**. The Copy Tab window will appear.



8 From this window, select the meeting group, then the meeting or Resource Center location that the tab resides in, and then locate the tab in the list that appears. Select it and then select **Copy**. You will return to the Edit Book view.



9 If you do not need to copy a tab, you can continue **Editing the tab** manually or you can select **OK** and edit it later.



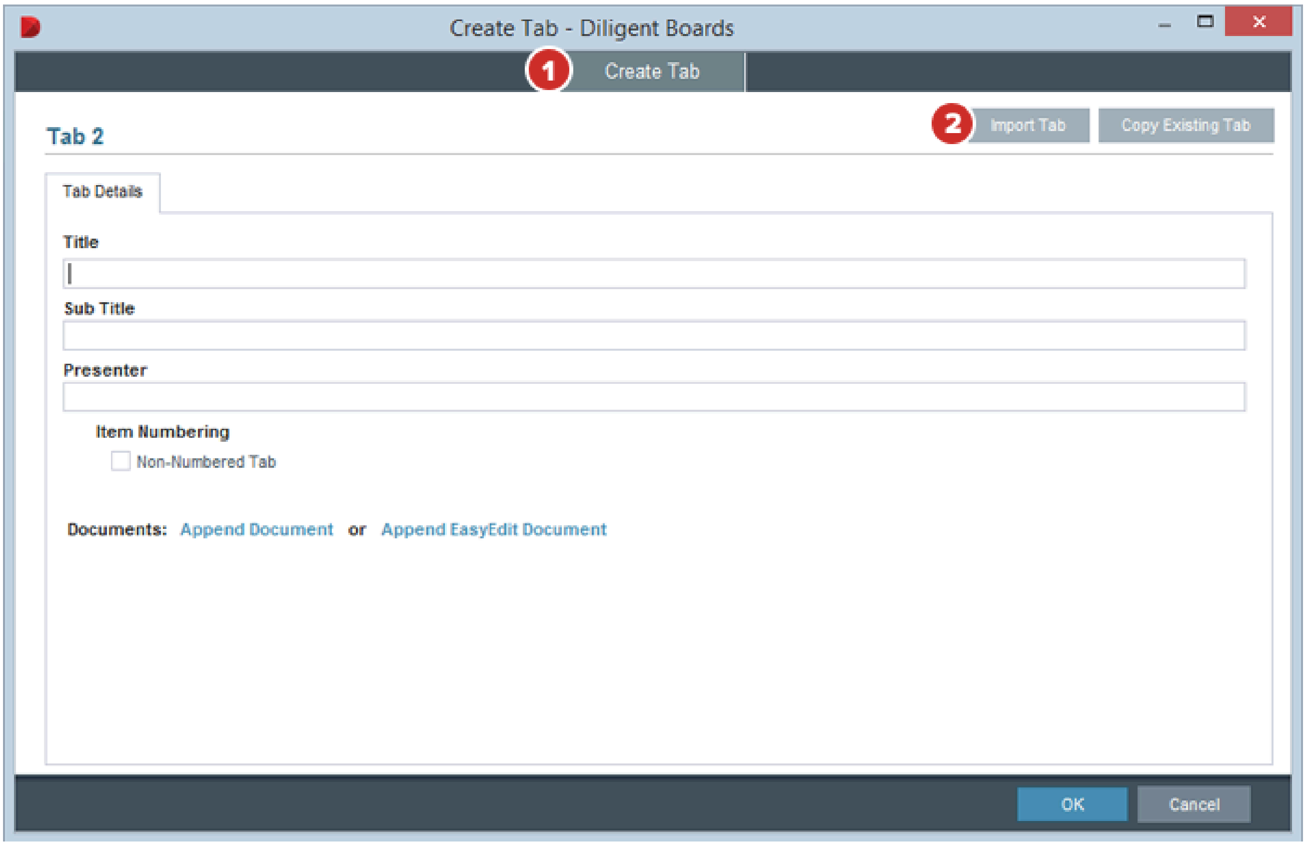
19 OneClick for Admins — Importing tabs from a folder

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

If you have a folder of documents organized for a specific meeting section, you can import that folder as new tabs into any position of an existing book.

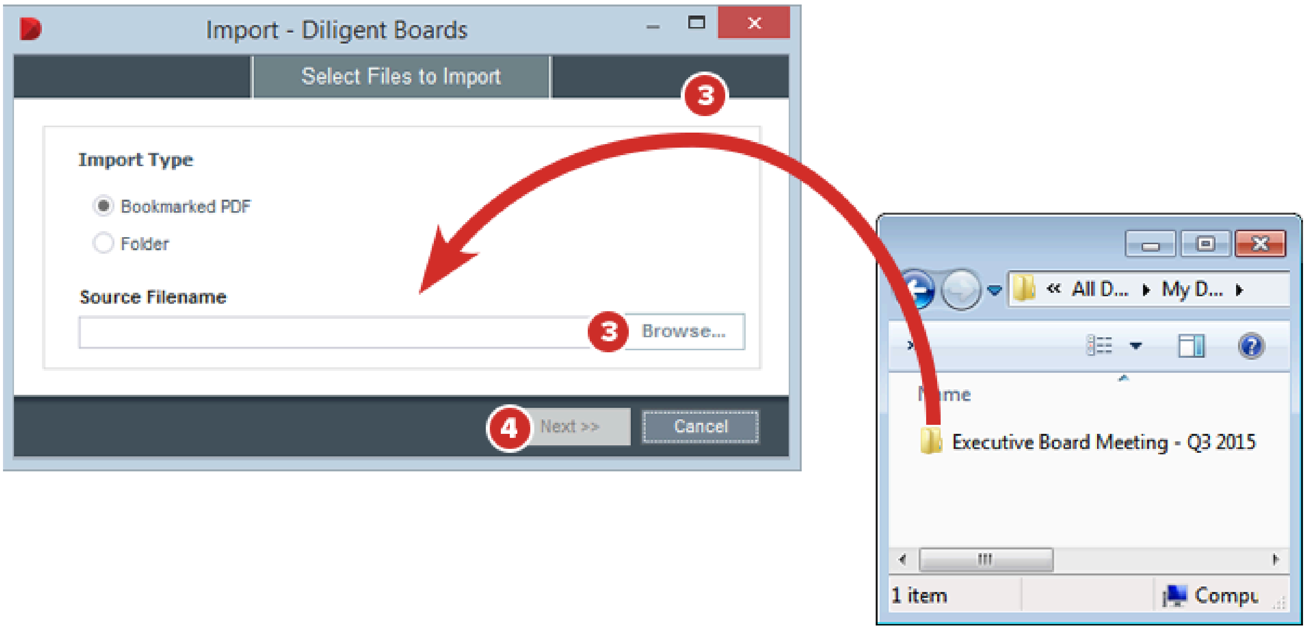
1 Open the **Create Tab** window. See the previous page for more information.

2 In the Create Tab window, select **Import Tab**. The Import window will appear.



3 Drag and drop a folder into the **Source Filename** field, or find it with **Browse**.

4 Select **Next >>**. The Import Settings window will appear.



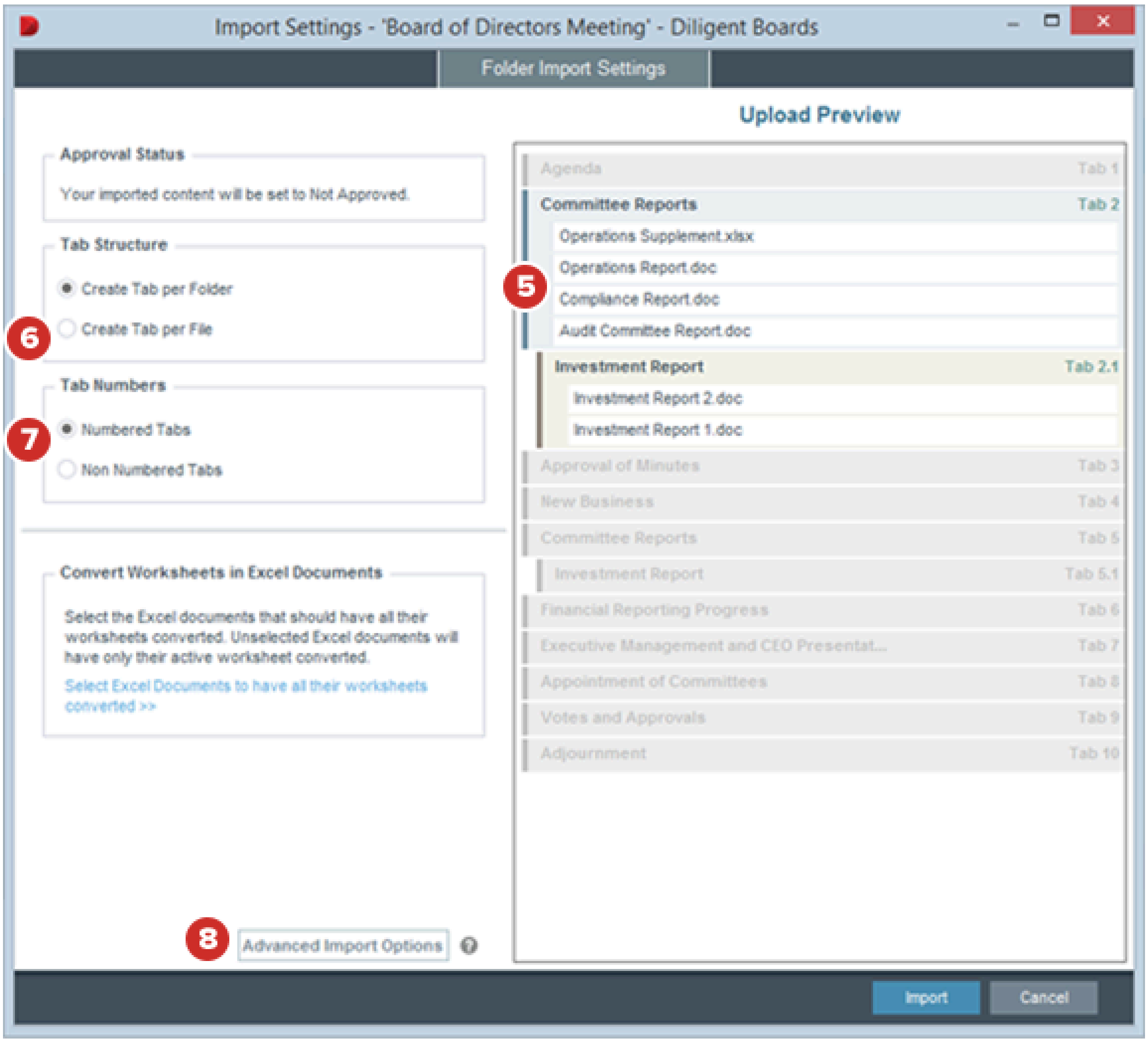
5 The Upload Preview will show the tabs that will be added to the book in color. Existing tabs will appear in gray.

6 Under **Tab Structure**, select **Create Tab per Folder** if you have made a sub folder with documents for each tab in this book section. Select **Create Tab per File** if you only have a single document for each tab.

7 Under **Tab Numbers**, select **Numbered Tabs** to sequentially number all of the tabs that will be created. Select **Non Numbered Tabs** to remove the numbering.

Note: Tab number options are not available when you are importing sub tabs into an existing tab. The new sub tabs will be numbered only if the parent tab is numbered.

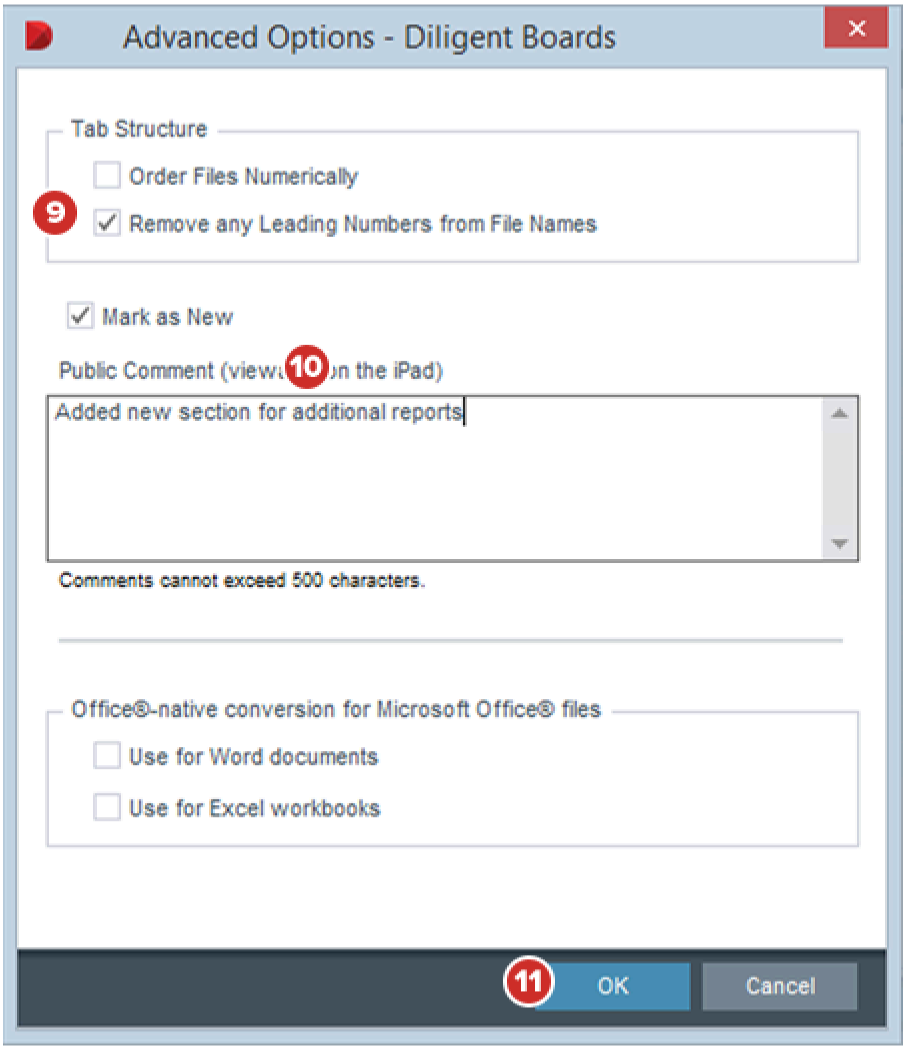
8 Select **Advanced Import Options** to reveal a menu of additional settings.



9 Select **Order Files Numerically** if you start file names with order numbers. Select **Remove any Leading Numbers from File Names** if you would not like these order numbers to be visible in your book. Numbers must be followed by a space ("1 Agenda", not "1-Agenda") to be recognized.

10 Select **Mark as New** to advertise the document changes to the book's readers, and to make the change appear in the book's update history. You may also add a description of the update to the **Public Comment** field.

11 Select **OK** to save and close Advanced Options.



12 Select **Import**. Your import will begin and run automatically in the background.

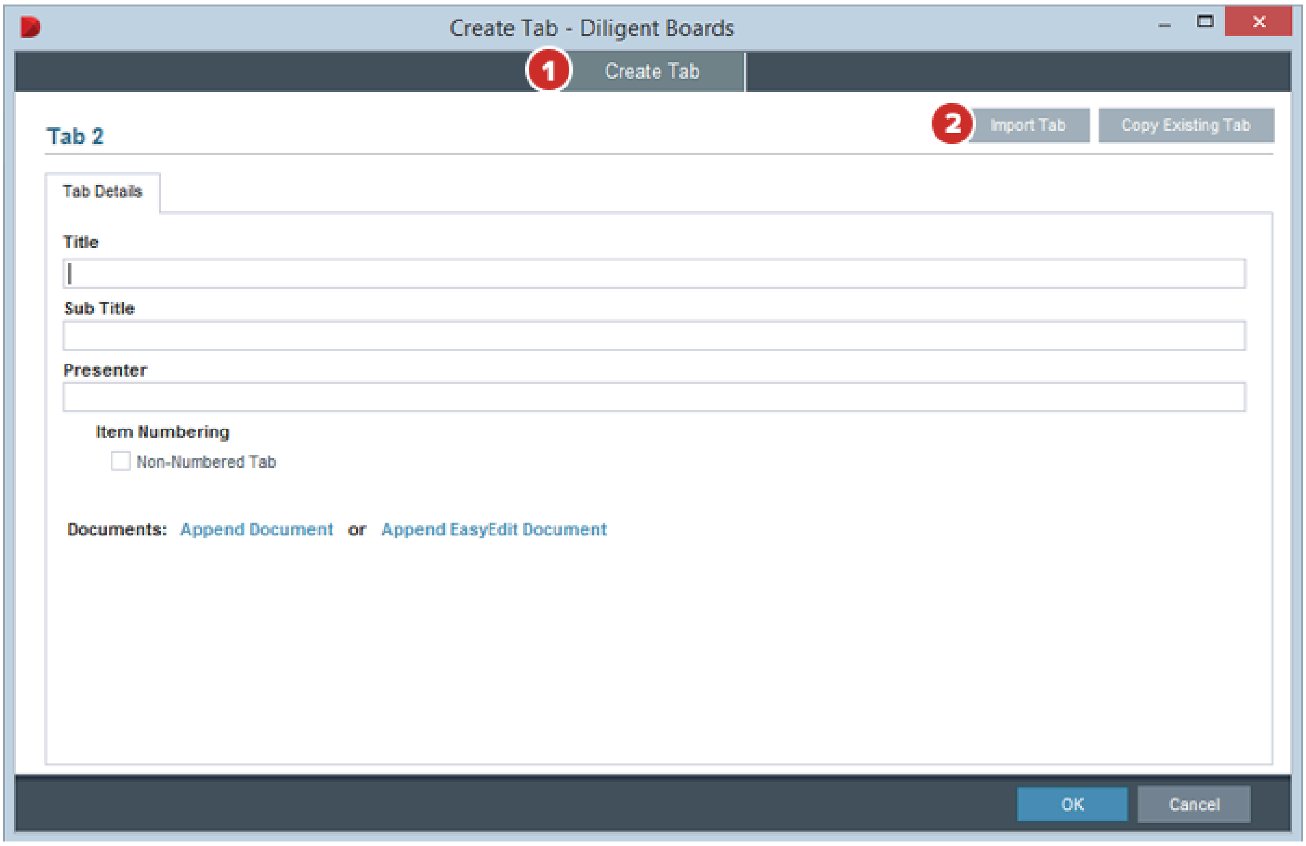
20 OneClick for Admins — Importing tabs from a bookmarked PDF

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

If you have a bookmarked PDF for a specific meeting section, you can import that folder as new tabs into any position of any existing book.

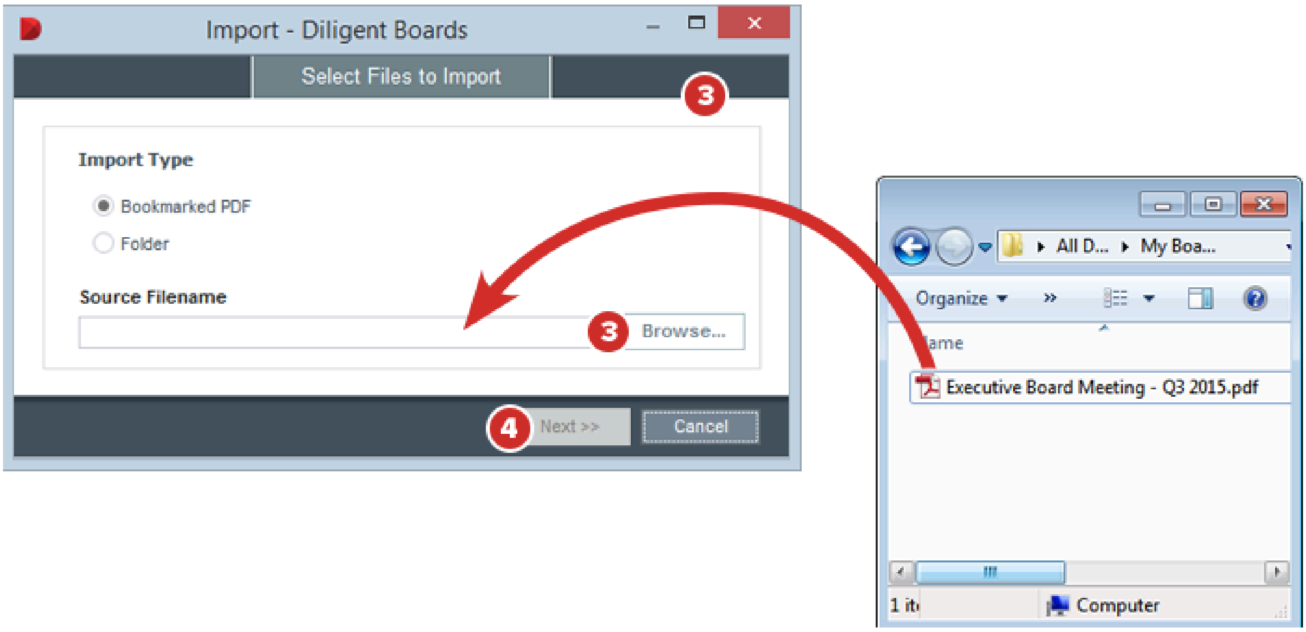
1 Open the **Create Tab** window. See the previous pages for more information.

2 In the Create Tab window, select **Import Tab**. The Import window will appear.



3 Drag and drop a bookmarked PDF into the **Source Filename** field, or select the **Bookmarked PDF** radio button and **Browse** for the folder.

4 Select **Next >>**. The Import Settings window will appear.



5 In the **Upload Preview**, existing tabs will be displayed in gray. The tabs displayed in color are what the current Import will add to the book.

6 Under **Tab Structure**, select **Create New Tab per Bookmark** to recreate the bookmark structure of the PDF as new tabs in the book. Select **Nest Content Under One Tab** to place the entire contents of the PDF into a single tab.

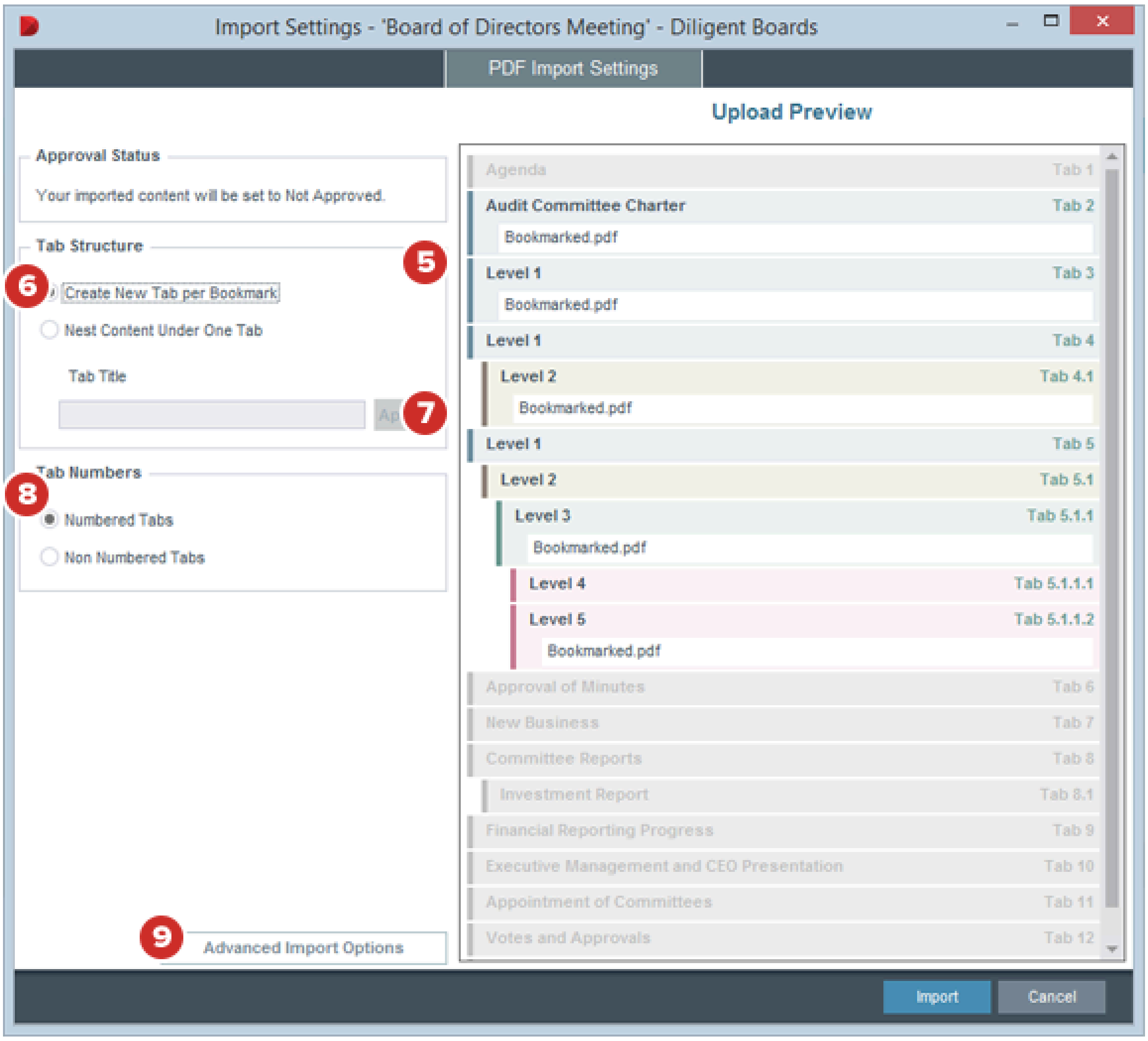
7 If you select **Nest Content Under One Tab**, you can title that tab by typing in the **Tab Title** field and selecting **Apply**.

8 Under **Tab Numbers**, select **Numbered Tabs** to sequentially number all of the tabs that will be created. Select **Non Numbered Tabs** to remove the numbering.

> ***Note:*** *Tab number options are not available when you are importing sub tabs into an existing tab. The new sub tabs will be numbered only if the parent tab is numbered.*

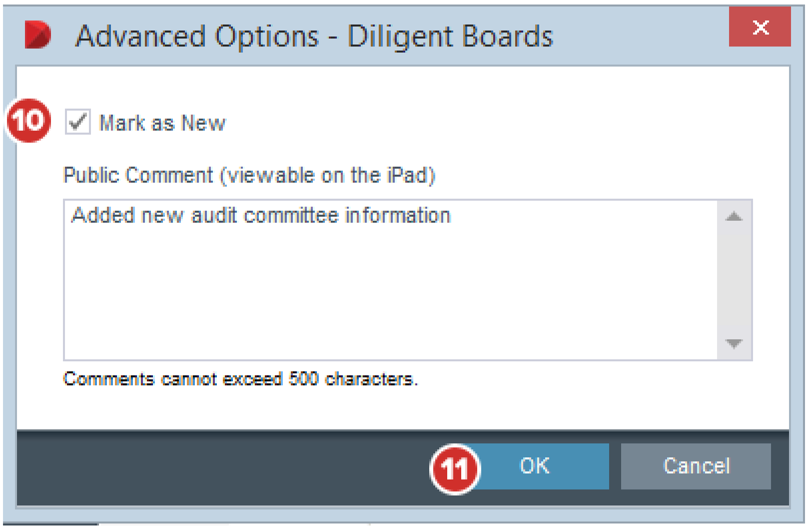
9 Select **Advanced Import Options** to reveal a menu of additional settings.

Diligent

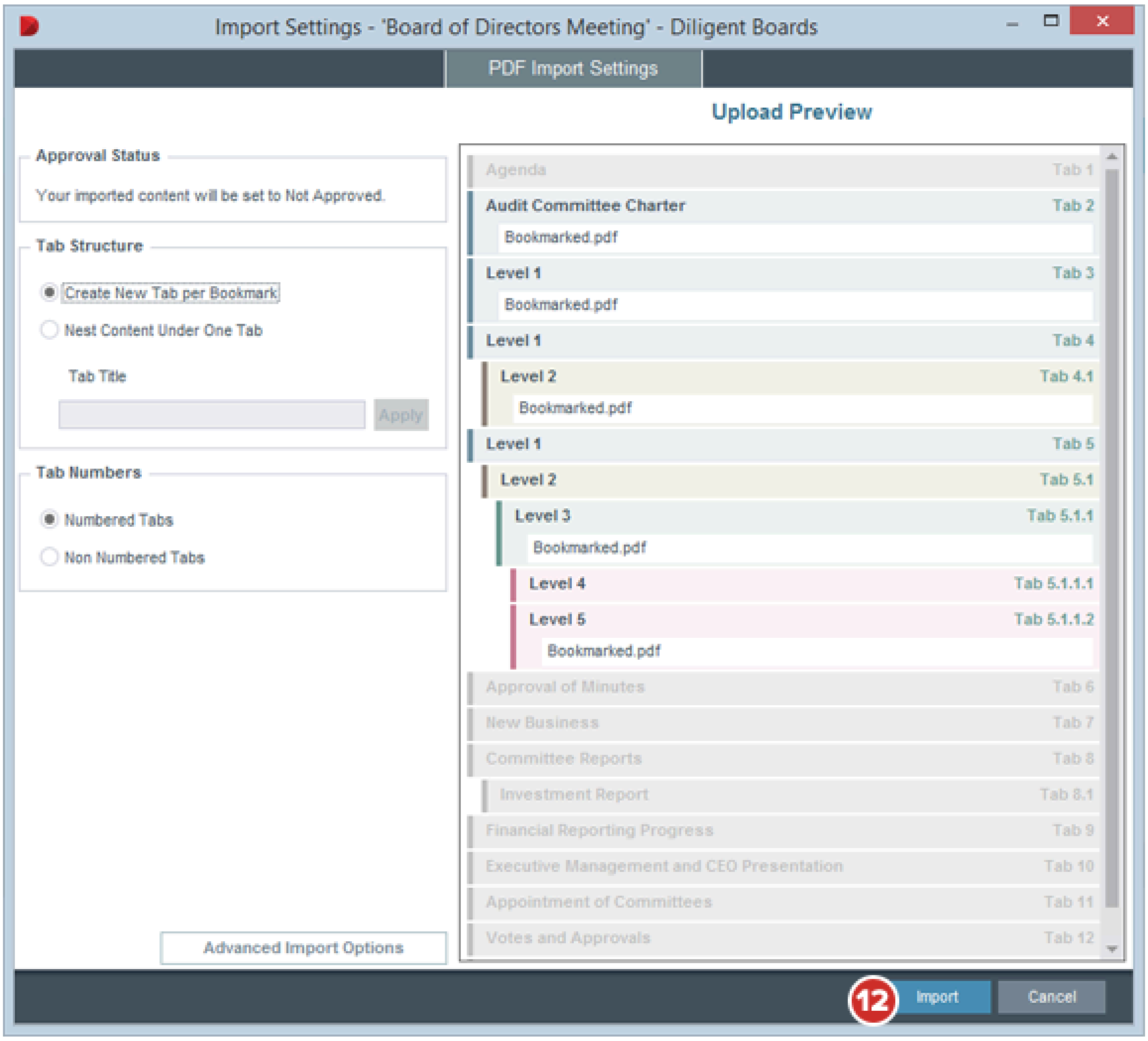


10 Select **Mark as New** to advertise the document as a new document to the book's readers, and to make the change appear in the book's **Update History**. You may also add a description of the update to the **Public Comment** field.

11 Select **OK** to save and close Advanced Options.



12 Select **Import**. Your import will begin and run automatically in the background.

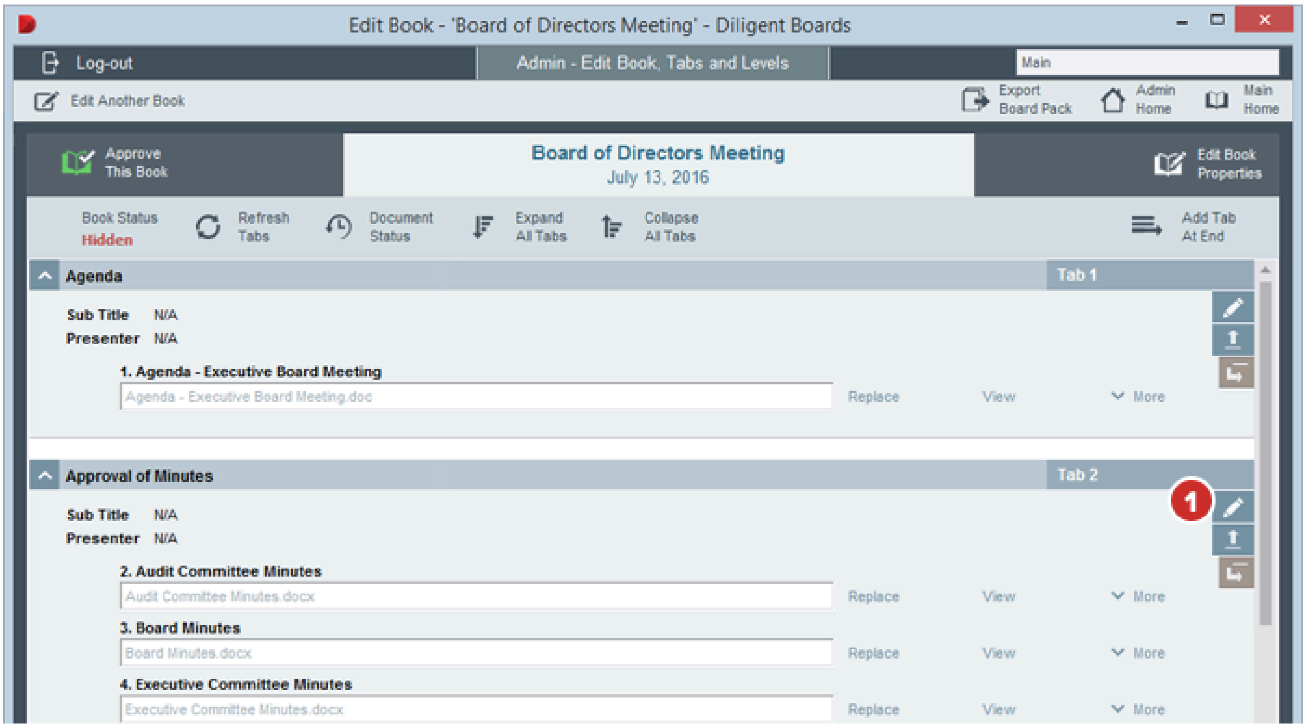

Import Settings - 'Board of Directors Meeting' - Diligent Boards
PDF Import Settings
Upload Preview
Approval Status
Your imported content will be set to Not Approved.
Tab Structure
Create New Tab per Bookmark
Nest Content Under One Tab
Tab Title
Apply
Tab Numbers
Numbered Tabs
Non Numbered Tabs
Advanced Import Options
Agenda Tab 1
Audit Committee Charter Tab 2
Bookmarked.pdf
Level 1 Tab 3
Bookmarked.pdf
Level 1 Tab 4
Level 2 Tab 4.1
Bookmarked.pdf
Level 1 Tab 5
Level 2 Tab 5.1
Level 3 Tab 5.1.1
Bookmarked.pdf
Level 4 Tab 5.1.1.1
Level 5 Tab 5.1.1.2
Bookmarked.pdf
Approval of Minutes Tab 6
New Business Tab 7
Committee Reports Tab 8
Investment Report Tab 8.1
Financial Reporting Progress Tab 9
Executive Management and CEO Presentation Tab 10
Appointment of Committees Tab 11
Votes and Approvals Tab 12
12
Import
Cancel

21 OneClick for Admins — Editing and deleting a tab

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Editing a tab allows you to create, manage and delete placeholder locations where documents can be created or uploaded. You can also delete the tab entirely.

1 In the Edit Book window, select the **Edit Tab** button; it's labeled with a pen icon. The Edit Tab window will appear.



Note: If you have just created a new tab, you can do all of this in the "Create Tab" window.

2 You may add or modify the **Title** of the tab. You may also add or modify the **Sub Title** and **Presenter** name. All of this information may be viewable by directors when the book is published, though only the Title appears on Diligent Boards for iPad.

3 Select **Append Document** to create a slot into which a document can be **Uploaded**. This step is optional, as you can also drag and drop documents onto tabs in the Edit Book window. Use these slots as a reminder when you know where you will be placing a document that is not available yet.

4 Select **Append EasyEdit Document** to create a blank **EasyEdit** document. EasyEdit documents are fully editable from within the Diligent Boards Admin Client. You can also import Microsoft Word documents into EasyEdit.

5 You may type in new or edit existing names for any document slot or EasyEdit document. This isn't required, and will only be visible to other administrators.

6 Select **Insert Doc** or **Insert EasyEdit** to insert a new document slot or blank EasyEdit document directly above the chosen document location.

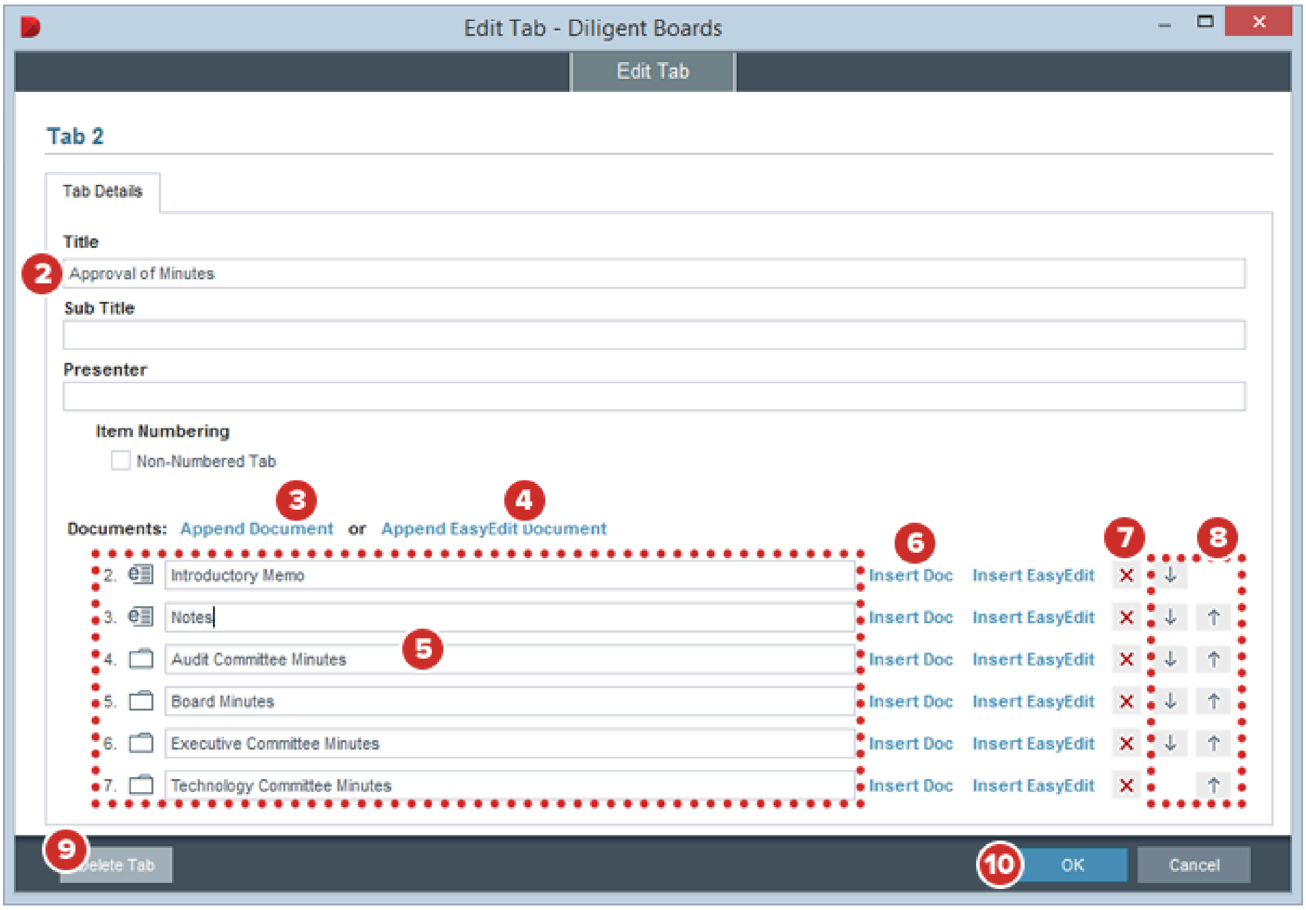
7 Select the **X** button to delete the document slot or EasyEdit document.

8 Use the **Up and Down Arrows** to rearrange the slots and blank documents.

9 Select **Delete Tab** to remove the tab and all of its documents from the book.

Note: If you are in the "Create Tab" window, select "Cancel" to delete the tab.

10 Select **OK** to save your changes to the book.

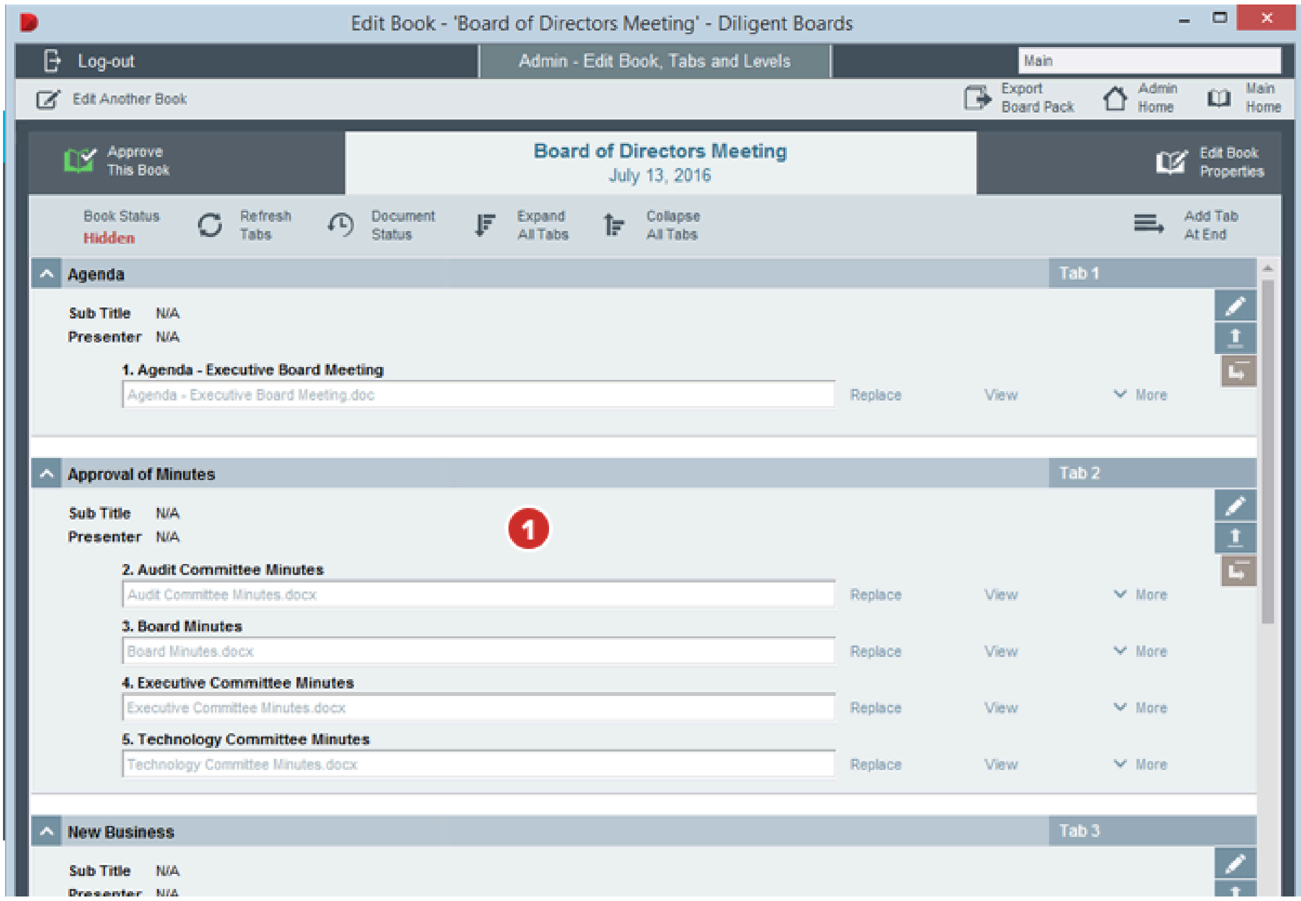

Edit Tab - Diligent Boards
Edit Tab
Tab 2
Tab Details
Title
2
Approval of Minutes
Sub Title
Presenter
Item Numbering
Non-Numbered Tab
3
4
Documents: Append Document or Append EasyEdit Document
6
7
8
2. Introductory Memo
3. Notes
5
4. Audit Committee Minutes
5. Board Minutes
6. Executive Committee Minutes
7. Technology Committee Minutes
Insert Doc
Insert EasyEdit
9
Delete Tab
10
OK
Cancel

22 OneClick for Admins — Re-ordering tabs

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

A book's tabs can be re-ordered at any time if mistakes need to be corrected, or if the scheduling order of the meeting has changed.

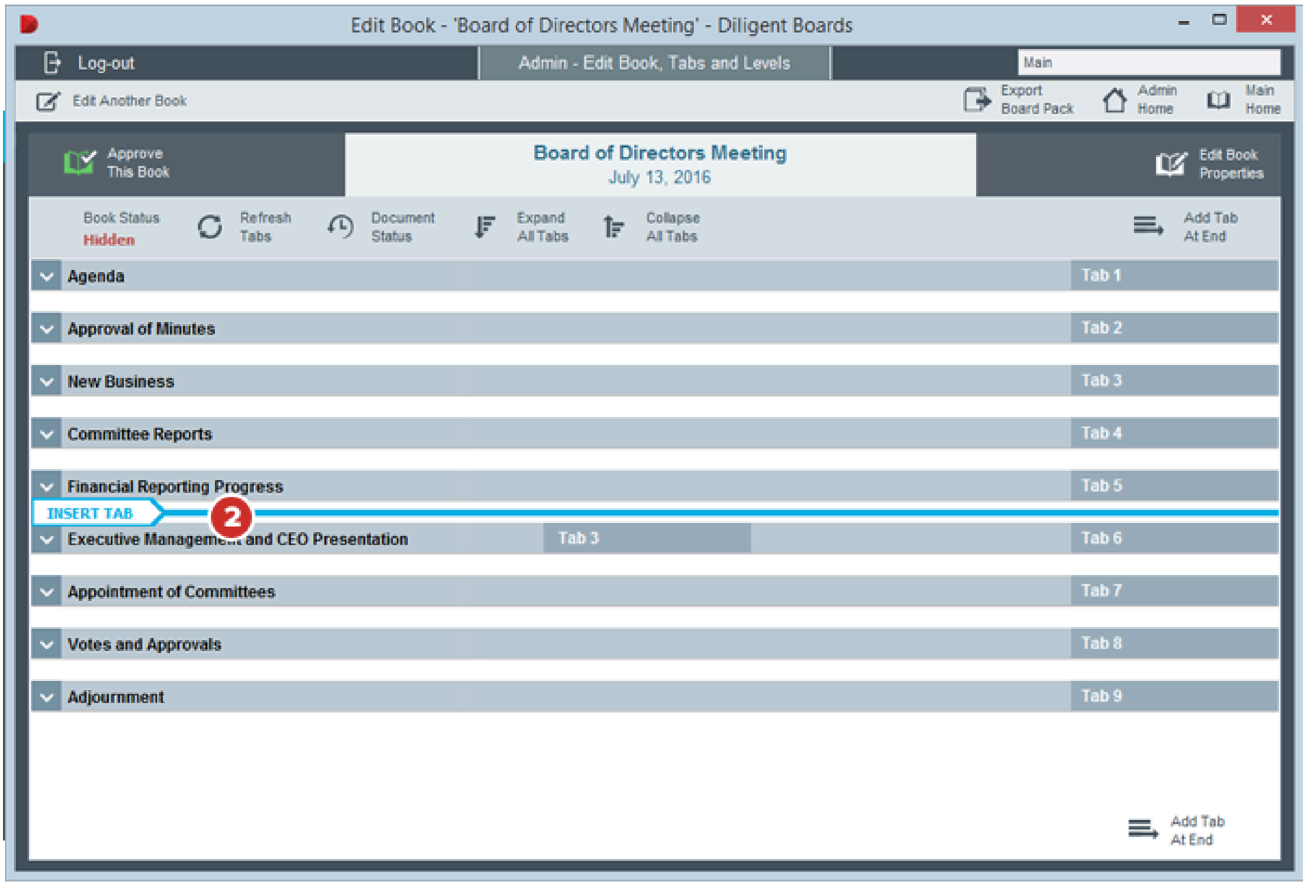
1 In the Edit Book window, click and hold anywhere in a tab.



Note: Selecting "Collapse All Tabs" will hide all information except for tab names, which may help when re-ordering a significant number of tabs.

2 While still holding down the mouse button, drag the tab until you see the blue **Insert Tab** line. This indicates the new location in which the tab will be placed.

When the **Insert Tab** line is in the right place, release the mouse button. The tab will move to its new position.



23 OneClick for Admins — The Agenda – Adding an agenda tab

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The agenda tab has several unique properties. When one is added to a book, every Diligent Boards client application automatically generates multiple shortcuts and buttons that let directors return to the agenda from nearly any other tab or page. The agenda tab is typically the first tab in a book.

Note: If you have already imported an agenda tab, and it is titled “Agenda,” you can skip these instructions.

1 If the book has no tabs, select **Add Tab At End** to create one. This will become the agenda tab.

2 If an agenda tab was not created when the book was first imported, in the Edit Book window, select the **Insert Tab Above** button of the first tab in the book. This button is labeled with an up arrow. Selecting this arrow will add a new tab to the beginning of the book, which will become the agenda tab.

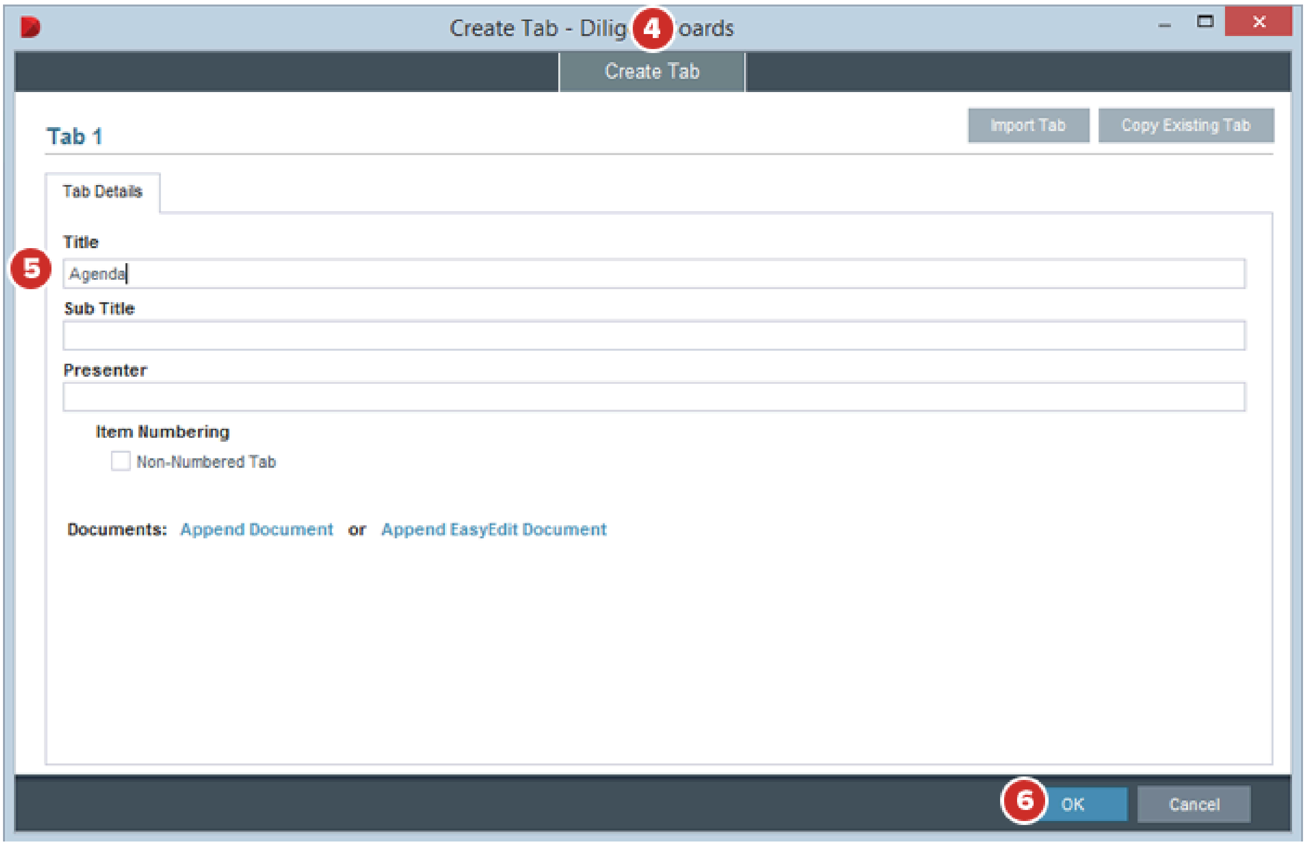
3 If a tab for an agenda was created when the book was first imported, select the **Edit Tab** button associated with it. The button is labeled with a pen icon.

4 Choosing any one of the above steps will open either the **Create Tab** or **Edit Tab** windows. These windows are similar, and the steps below apply to both.

5 Make sure the **Title** of the tab contains the word **Agenda**. This tells Diligent Boards to treat the tab as an agenda tab. This title can be just the word "Agenda."

Note: If you need an agenda tab that does not include the word "Agenda" in its title, contact your Customer Success Manager.

6 Select **OK** to add the agenda tab to the book.


Create Tab - Dilig 4 oards
Create Tab
Import Tab
Copy Existing Tab
Tab 1
Tab Details
Title
5
Agenda
Sub Title
Presenter
Item Numbering
Non-Numbered Tab
Documents: Append Document or Append EasyEdit Document
6
OK
Cancel

24 OneClick for Admins — The Agenda – Adding the agenda document

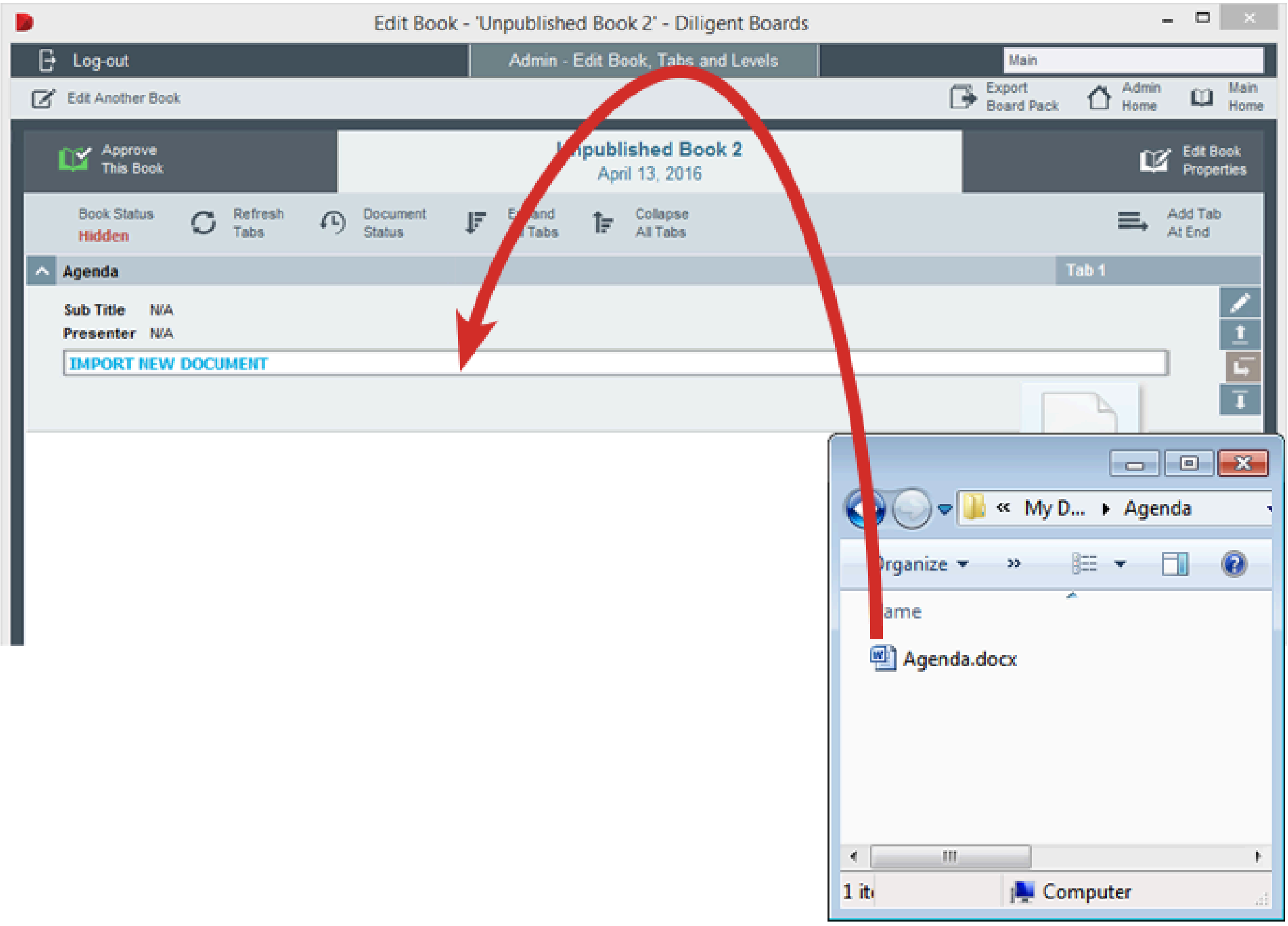
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Once the agenda tab has been created, add the agenda document to it. Any agenda shortcuts that Diligent Boards generates automatically will link to the first page of this document.

Note: If your agenda tab already contains an agenda document, you can skip these instructions, but you may want to link each item in the agenda to its corresponding section of the book. See the instructions on "QuickLinks" for more information.

Note: You can also create an agenda as an EasyEdit document, which may make it easier to modify later. See the instructions on "Editing an EasyEdit Document" for more information.

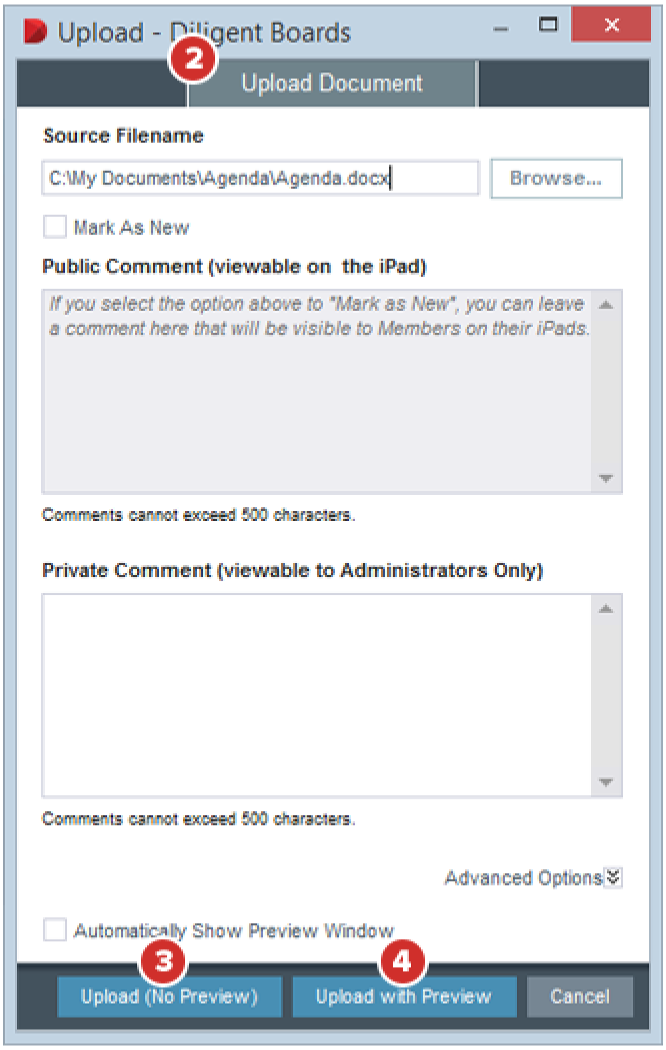
1 Drag and drop the agenda document onto the agenda tab that was previously created. The text **IMPORT NEW DOCUMENT** will appear in blue to let you know you are dragging the document to the right place. Release the mouse button when you see this text.



2 The **Upload Document** window will appear.

3 Select **Upload (No Preview)** to upload the agenda document to the book immediately.

4 Select **Upload with Preview** if you would like to see how the document will appear before committing to an upload.



Note: For more detailed information on the options available in the Upload Document window, see the instructions on Uploading additional documents.

Note: Once the agenda document is in the document tab, linking each line item to the corresponding section of the book can make the book much easier to use. See the instructions on QuickLinks for more information.

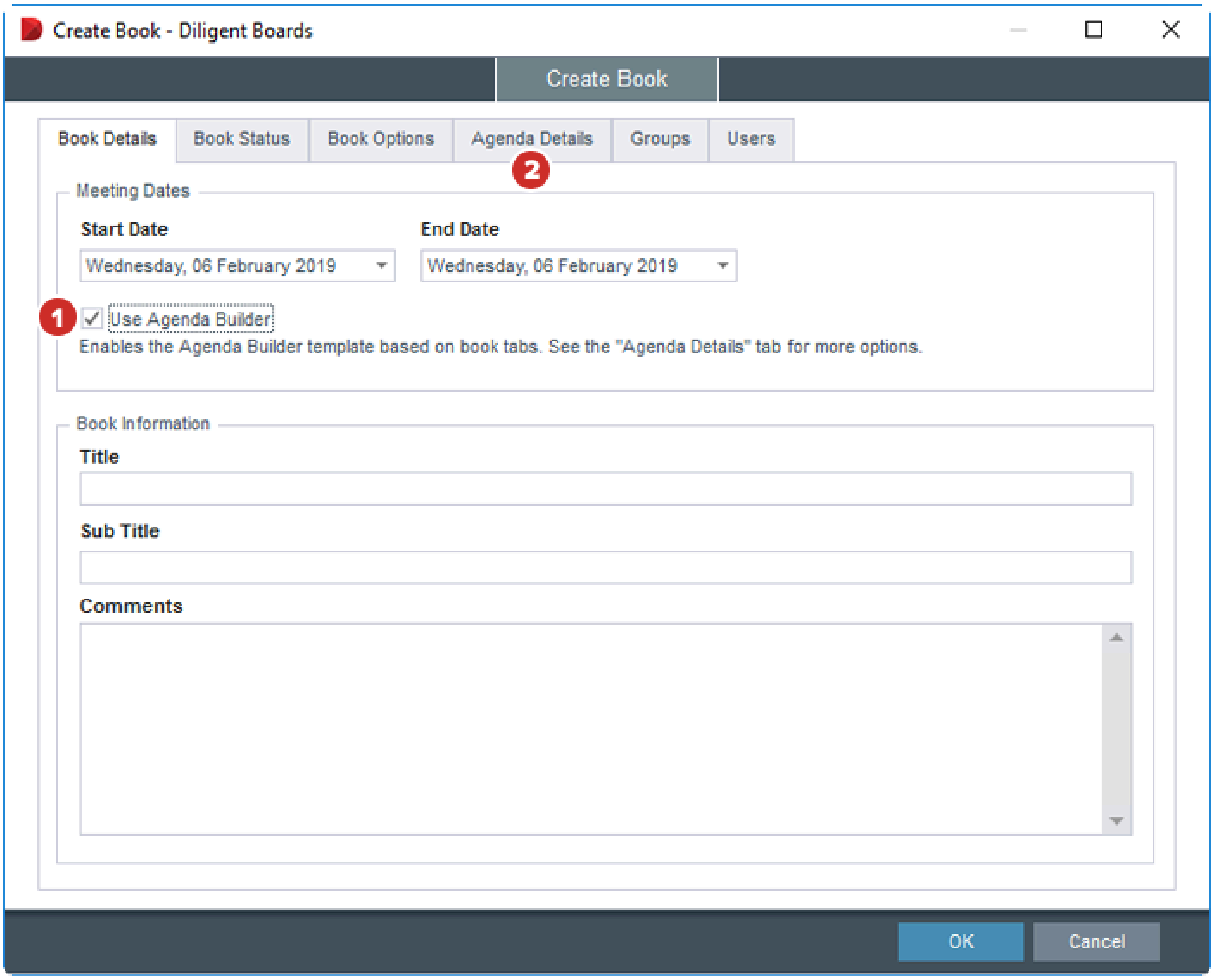
25 OneClick for Admins — Agenda Builder — Quickstart

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Agenda Builder streamlines your agenda creation process by using your book structure to set up a fully formatted agenda within Diligent Boards. This page provides a quick overview of Agenda Builder functionality, with links to more detailed, step-by-step pages.

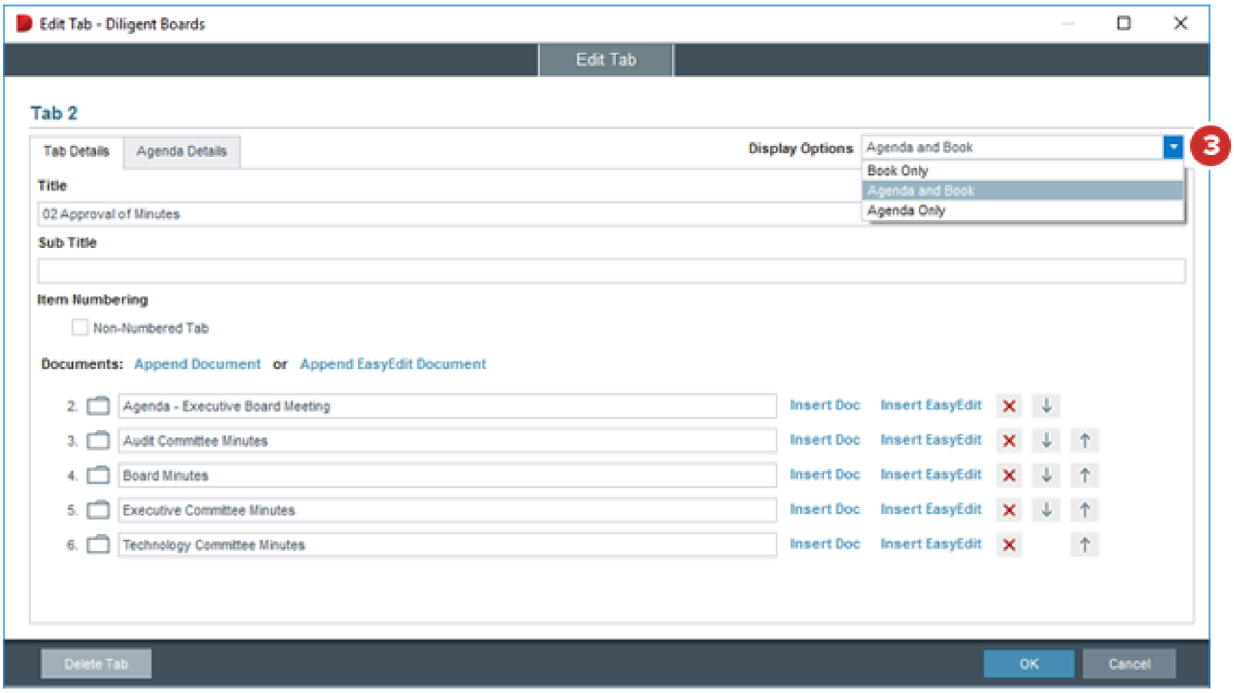
1 While creating a book, enable the **Use Agenda Builder** checkbox in the Create Book window.

2 Use the **Agenda Details** tab to configure additional information about the meeting.

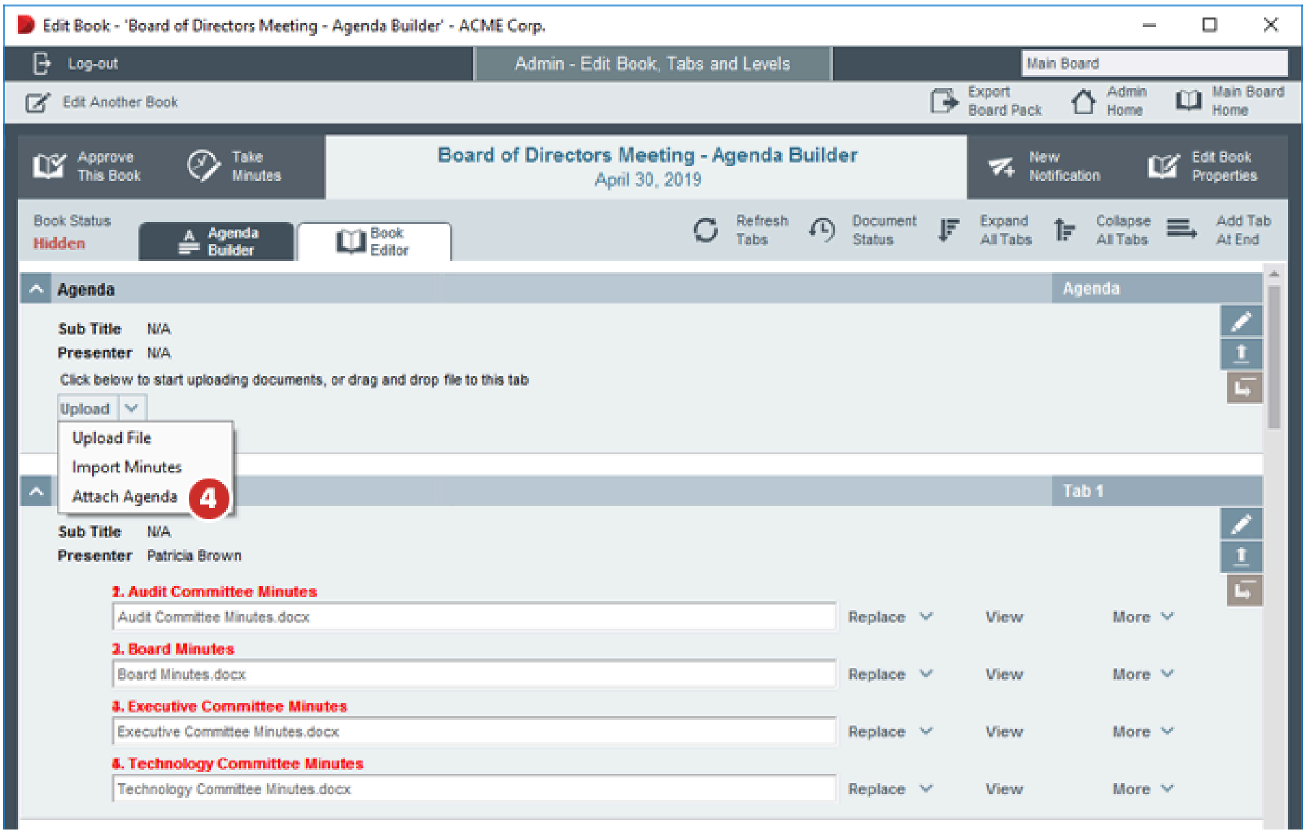


3 As you build the book, use the [Display Options]() dropdown in the Edit Tab window to control whether the tab appears:

- Both as an agenda item and a book section *(***Agenda & Book** option)
- Only as an agenda item, such as a "Lunch" tab *(***Agenda Only** option)
- Only as a book section, such as an appendix (**Book Only** option)



4 To [generate the agenda](), select the **Attach Agenda** option from the "Upload" menu in your agenda tab. You can update the agenda at any time by selecting the "Refresh" option that appears next to the agenda document.



For a detailed, step-by-step Agenda Builder walkthrough, visit the following pages:

1. Agenda Builder – Initial settings

2. Agenda Builder – Adding agenda items

3. Agenda Builder – The Agenda Builder screen

4. Agenda Builder – Generating and updating the agenda

5. Agenda Builder – The agenda document

26 OneClick for Admins — Agenda Builder — Initial settings

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Agenda Builder feature allows you to use your book structure to set up a fully formatted agenda document within Diligent Boards. Agenda Builder can be enabled any time you initiate a new book (whether from scratch or copied from an existing one), and can also be turned on while you're building a book.

Video — Getting Started with Agenda Builder

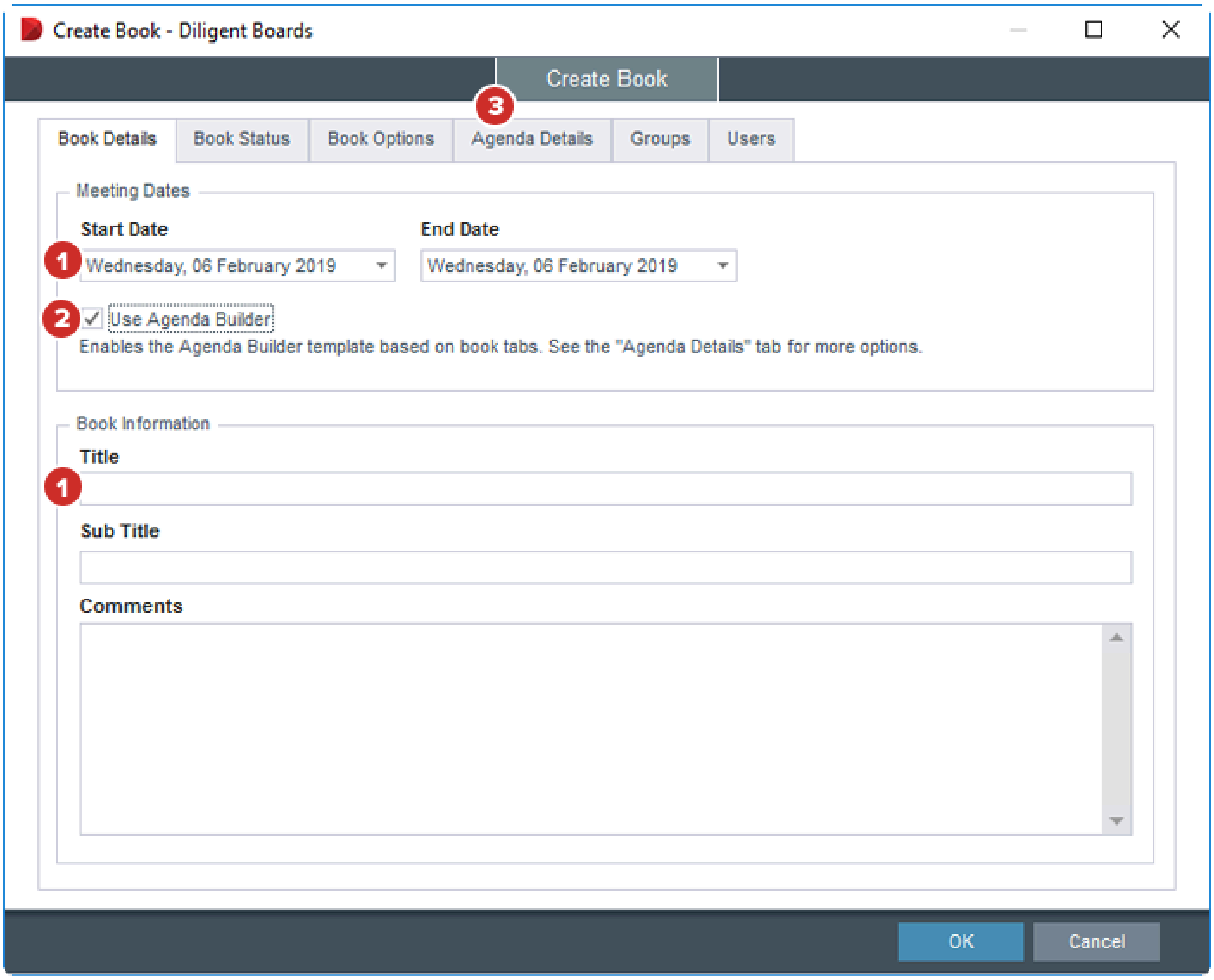
Youtube

Step-By-Step Instructions

1 Initiate a new book (from scratch or by copying an existing one), and configure it as you normally would. The book **Title** and **Meeting Date** will appear on your agenda document.

2 Next, enable the **Use Agenda Builder** checkbox in the Create Book window.

3 Select the **Agenda Details** tab.



4 Several settings and options will appear. The "Date" field will be populated automatically with the date of your meeting (and if your meeting has a different start and end date, each day of the meeting will appear on a separate line). In the **Start Time** and **End Time** columns, you can manually type in a time, or use the arrows to adjust.

5 Use the **Time Zone** drop-down to adjust the time zone displayed on the agenda, if necessary. If your site only lists one time zone, it won't display on the agenda.

Note: If you require a time zone that isn't listed, contact Diligent to have that time zone added as an option for your site.

6 To display a logo on the agenda, enable the **Include Logo** option.

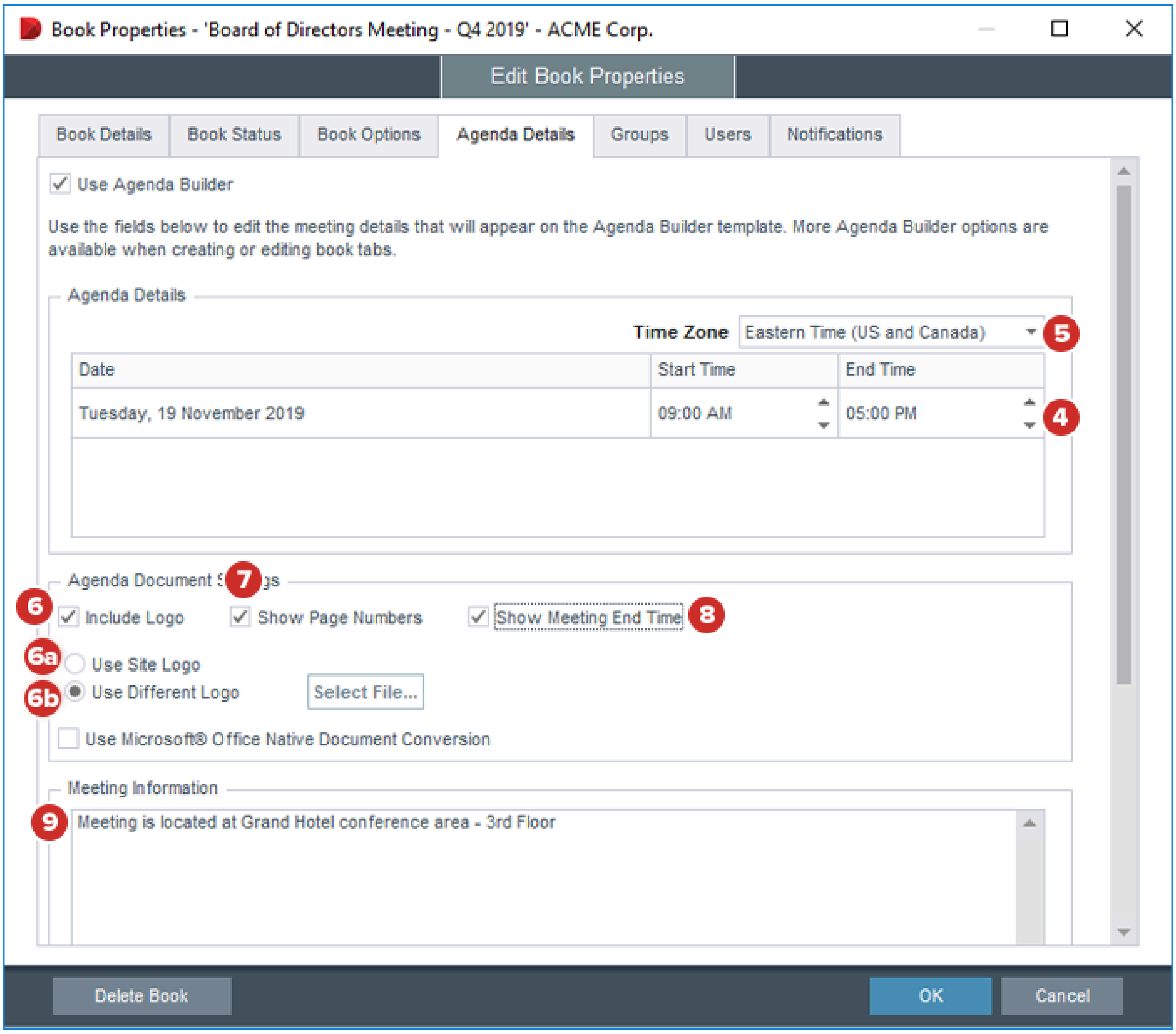
6a To display your default site logo on the agenda, enable the **Use Site Logo** option.

6b To upload a different logo to display on the agenda, enable the **Use Different Logo** option, then select the "Select File" option to choose an image file to upload. It is recommended that the selected file not exceed 304 pixels x 73 pixels.

7 Enable **Show Page Numbers** if you would like to display the starting page numbers for each section on the agenda.

8 If you would like the meeting end time to display on the agenda, leave the **Show Meeting End Time** option enabled. To hide the meeting end time, deselect this option.

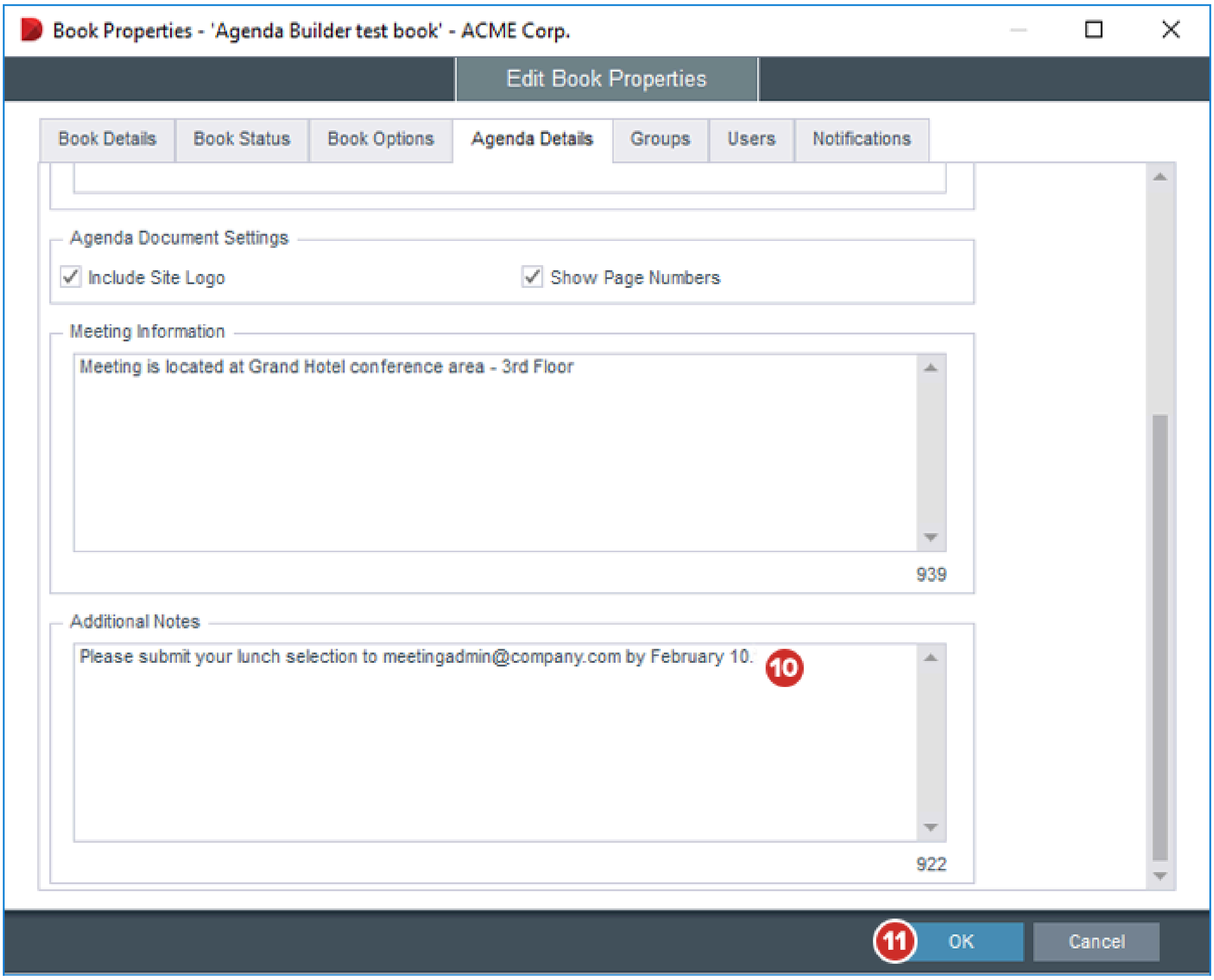
9 In the **Meeting Information** field, you can enter details about the meeting, such as the location. Any text entered here will appear in the header of your agenda document, above the agenda items.



10 Scroll down to find the **Additional Notes** field. Any text entered here will appear at the end of your agenda document, below all agenda items. This field is useful for meal information or directions to the venue.

Note: The "Meeting Information" and "Additional Notes" fields are optional. All information on this tab can be edited later through the "Edit Book Properties" button in the Edit Book screen.

11 Select **OK** to proceed to the Book Editor screen.



In the next step, you'll begin adding tabs and content to your book and agenda. [Go here] to proceed.

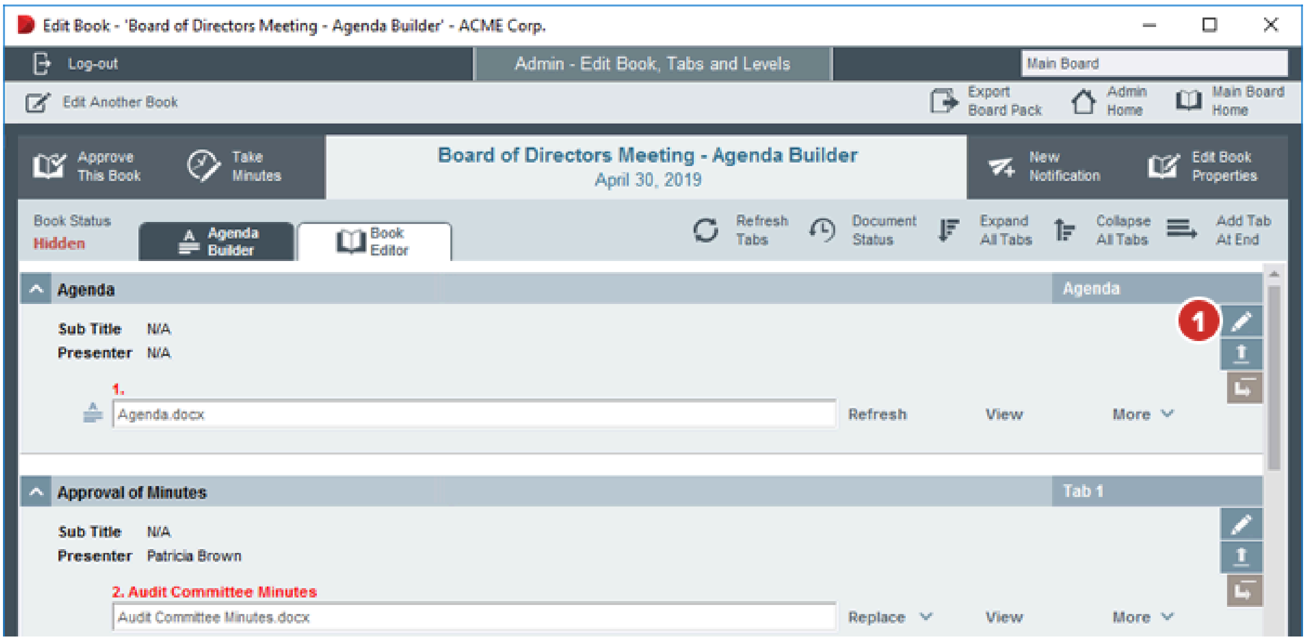
Did you know? If you collaborate with other stakeholders while building the agenda, you can use Diligent Messenger to securely discuss details, updates and changes, ensuring that sensitive meeting information remains confidential. Learn more about Diligent Messenger here.

27 OneClick for Admins — Agenda Builder — Adding agenda items

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Agenda Builder allows you to designate tabs to appear in both the agenda and the book, only in the agenda, or only in the book. Additional information can also be added for items that appear on the agenda.

1 Agenda Builder information can be added and edited for tabs that have been created from scratch, or that have been imported into the book from a folder or PDF. This information can also be edited at any time. Select the **Edit Tab** button for a tab to begin setting up Agenda Builder options.



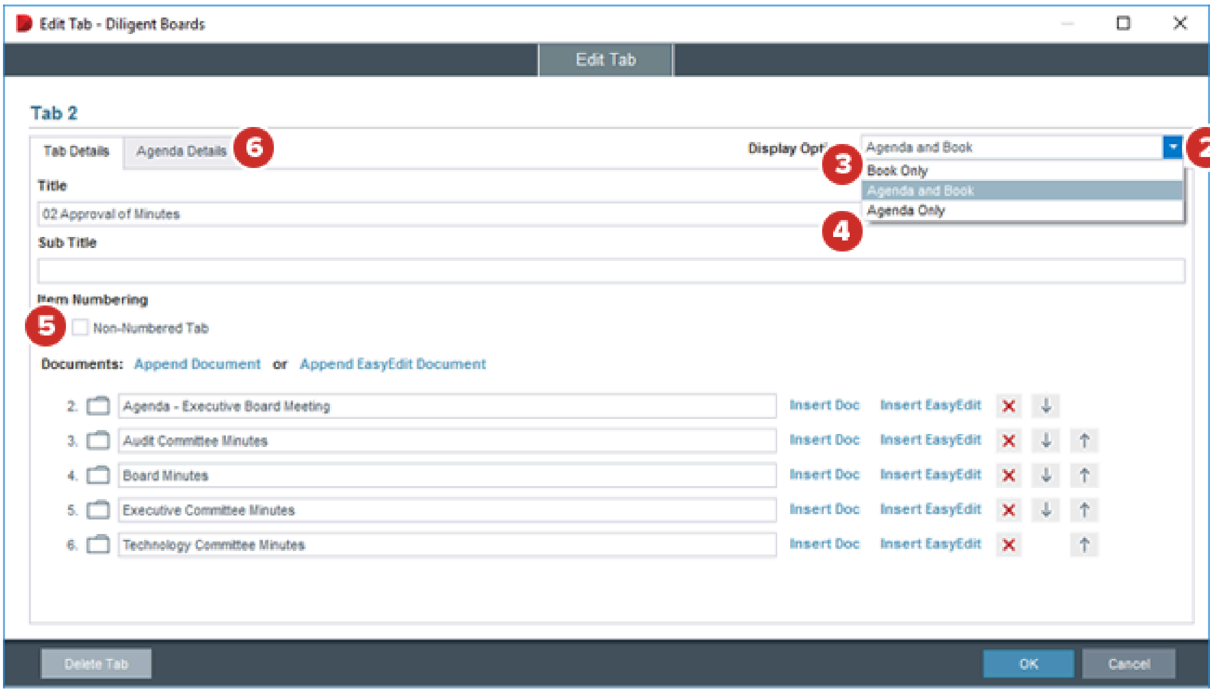
2 Select the **Display Options** drop-down arrow to see your available options. By default, this field is set to **Agenda and Book**, meaning that the tab will appear as a section in the book (to which documents can be added), as well as an item on the agenda.

3 Choose **Book Only** if the tab should only appear in the book, but not as an agenda item. This option might apply to the Agenda section of the book, as well as any Appendix sections.

4 Choose **Agenda Only** if the tab should only appear as an agenda item, but not as a book section. Documents cannot be added to Agenda Only items. This option is typically used for meals and breaks.

5 Enable the **Non-Numbered Tab** checkbox if this tab should not be factored into tab numbering. This option is useful for "Book Only" tabs when tab numbering is being used for other tabs, to ensure that numbering remains consistent.

6 Select the **Agenda Details** tab to add more information for items that appear on the agenda.



7 Enter a name or names in the **Presenter** field, if applicable. This text will appear in the "Presenter" column of the agenda document.

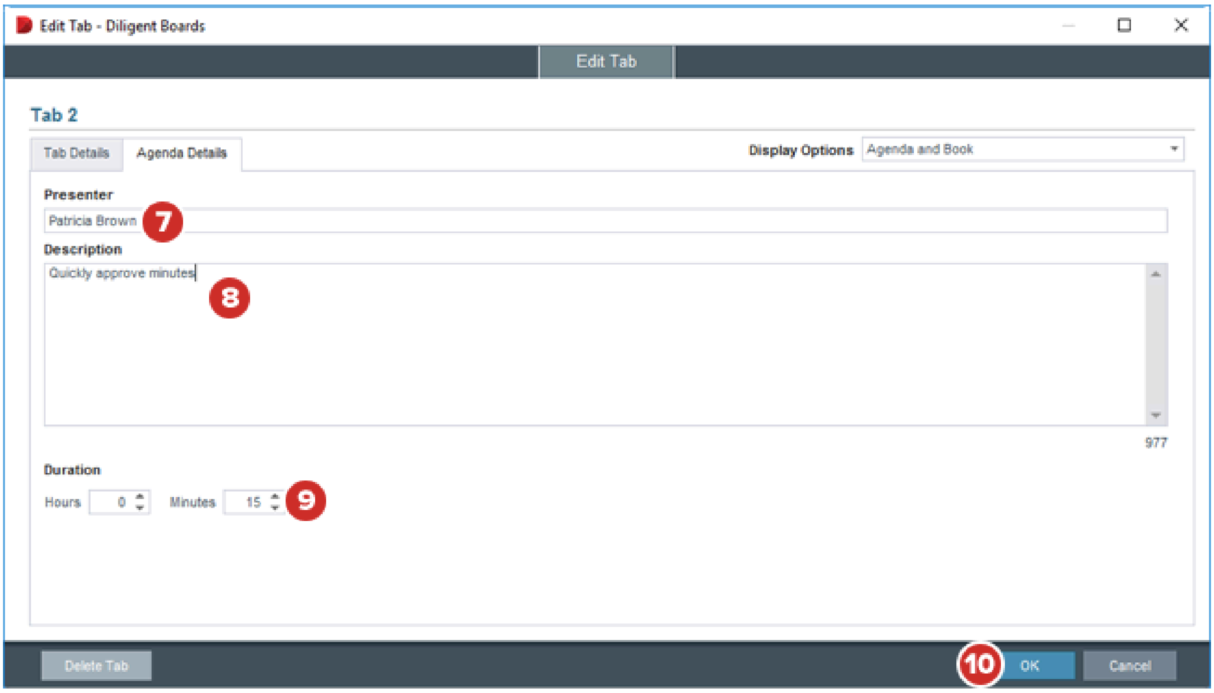
8 Enter an optional **Description** of the agenda item. This text will appear directly below the item name on the agenda document.

9 In the Duration section, use the arrows or manually type a duration into the **Hours** and **Minutes** fields. This information will be used to generate a start and end time for the item, which will appear on the agenda document.

Note: Start and end times appear in a "Time" column on the agenda document. To exclude this column, leave the Duration fields empty for each tab.

Note: Start and end times shown on the agenda are calculated based on the Start Time of the meeting, and the duration entered for the preceding agenda items. For multi-day meetings, the End Time set for each day determines the point at which items begin appearing on the following day.

10 Select **OK** to finish editing the tab and apply your settings, then repeat this process for each tab of the book.



You can review agenda information and display settings at a glance on the Agenda Builder screen. Go here to proceed.

28 OneClick for Admins — Agenda Builder — The Agenda Builder screen

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Agenda Builder screen allows you to review how items will appear on the agenda. On this screen, you can view tab display options and agenda item information at a glance, and can also edit these details.

Tip: If you haven't yet configured the initial Agenda Builder settings for your book, go here to learn how.

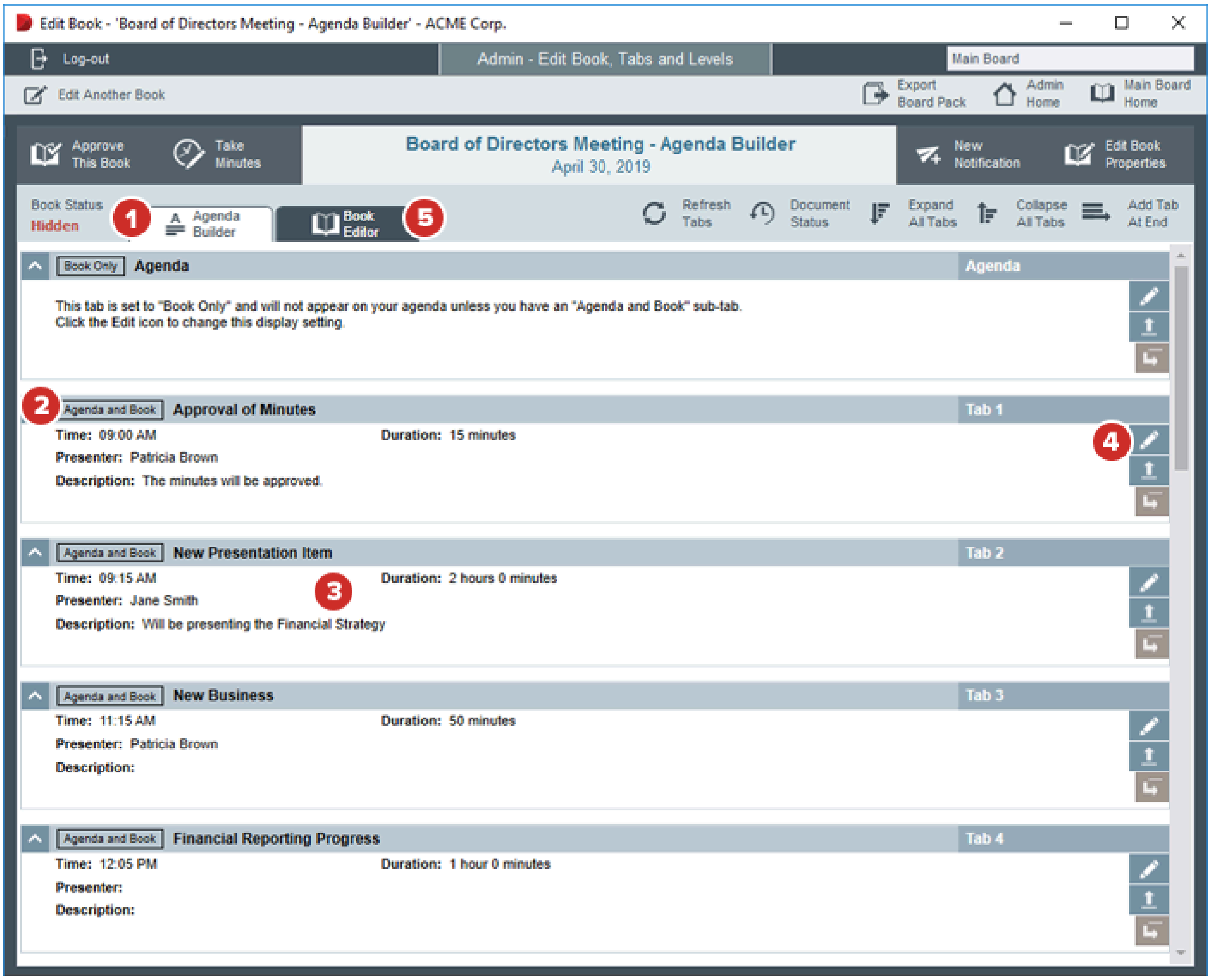
1 Select the **Agenda Builder** toggle button near the top of the Edit Book window to view the Agenda Builder screen.

2 All tabs will appear here, regardless of their display status. The **Display Option** for each tab appears in the tab header, to the left of the tab name.

3 Any information added on the **Agenda Details** tab also appears on this screen.

4 To edit tab options, including display options, select the **Edit Tab** button. All options are identical to those accessed from the Book Editor screen.

5 Select the **Book Editor** toggle button to return to the Book Editor screen when you're ready to generate your agenda document.



Go here to learn how to generate and update your agenda document.

Did you know? You can send notifications about agenda updates at any time while building the book, using the "New Notification" button. Notifications can be sent via email, push notification, and Diligent Messenger. Go here to learn more.

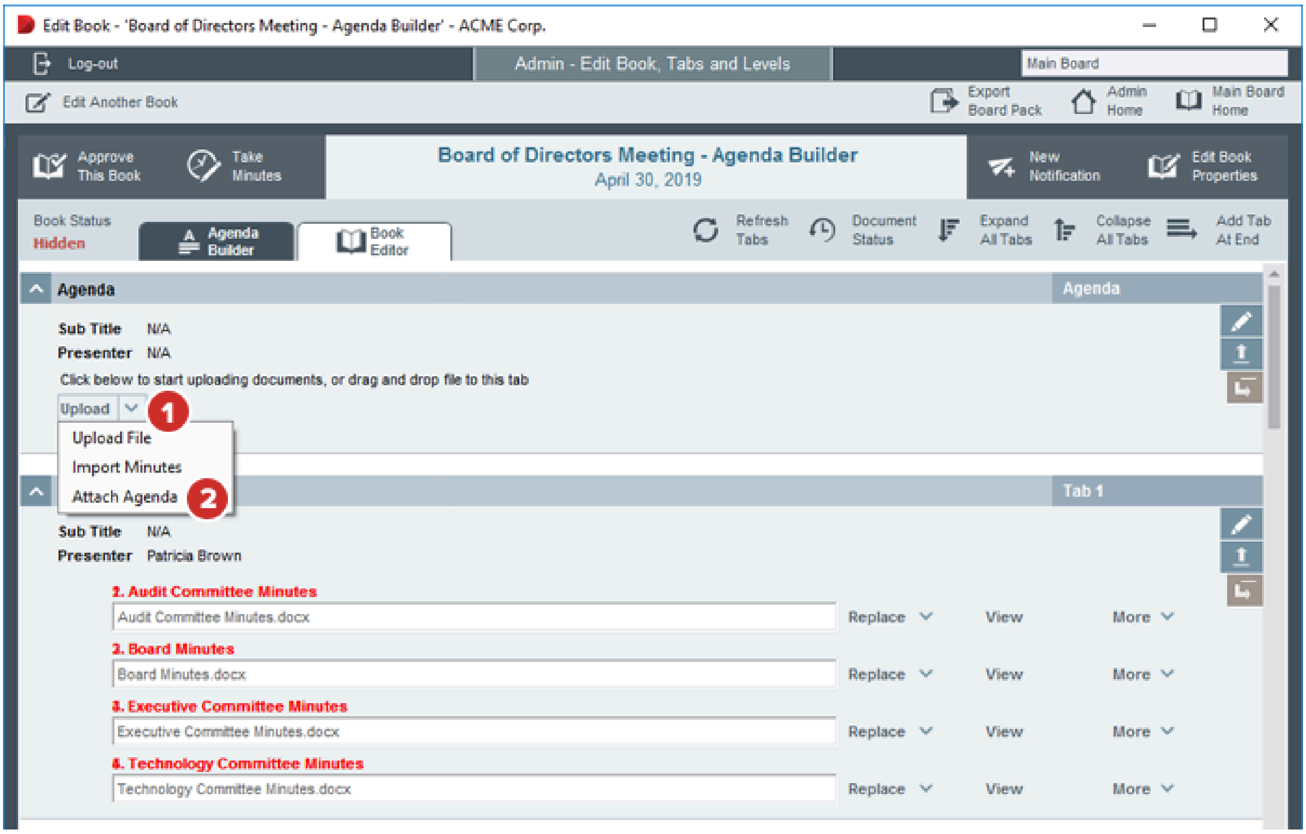
29 OneClick for Admins — Agenda Builder — Generating and updating the agenda

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

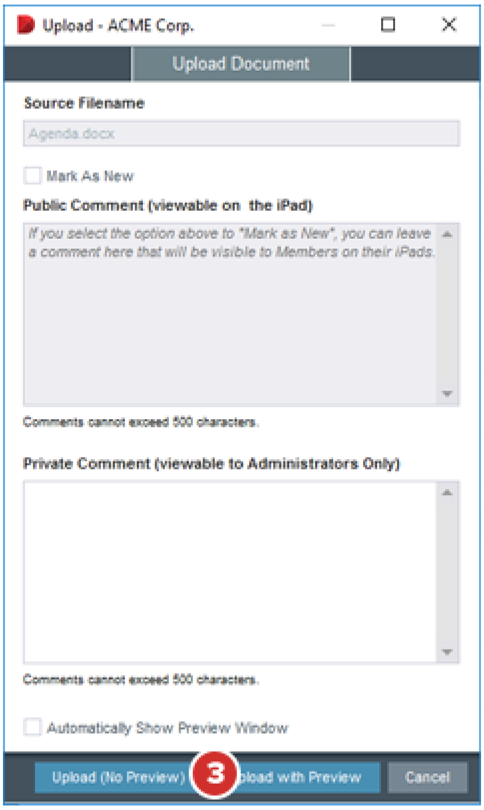
You can generate an agenda at any time during the book creation process. If you make additional changes to the book, simply select the "Refresh" button next to the agenda document to update it.

1 To generate the agenda document and add it to your book, select the **down arrow** that appears next to the "Upload" (or "Replace") option for the tab or document placeholder to which you would like to add it.

2 Select **Attach Agenda** from the menu options.



3 An upload dialog box will appear, with several standard document upload options. Adjust any options as necessary, then select the **Upload** button of your choice to generate and upload the agenda. You can then access and view the agenda document like any other document in a book.

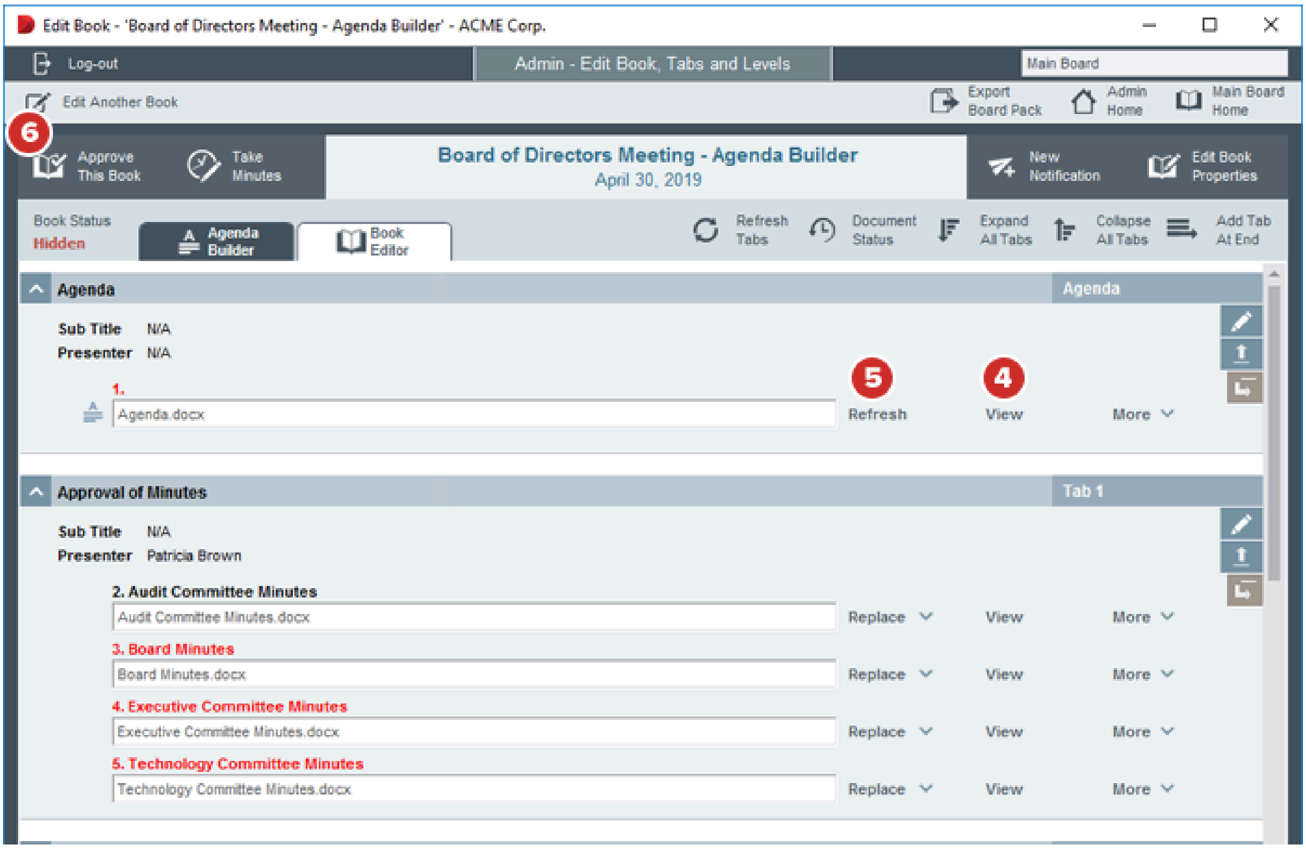


4 Select **View** to review your agenda at any time. See the agenda document page for more information about the agenda document, including a quick reference on how to edit each aspect of it.

5 If you make additional changes to the book, select the **Refresh** button that appears next to the agenda document. An alert will also appear, which you can select to refresh the agenda.

6 Once you're satisfied with your agenda document, you're ready to publish your book just as you would any other book. Select **Approve This Book** to get started.

Diligent



Did you know? *Additional book-building automation tools, including secure collection of documents, collation, and review, are available as well.* *[Learn more about Secure Meeting Workflow](#).*

30 OneClick for Admins — Agenda Builder — The agenda document

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The agenda document contains the information that you added in each step of the agenda creation process. This page serves as a quick reference for how to edit each area of the agenda document.

1 Logo *(optional)*: Edit Book Properties button (or Create Book dialog) > Agenda Details tab > Include Site Logo checkbox

2 Document Title: Edit Book Properties button (or Create Book dialog) > Book Details tab > Title field

3 Information below title *(optional)*: Edit Book Properties button (or Create Book dialog) > Agenda Details tab > Meeting Information field

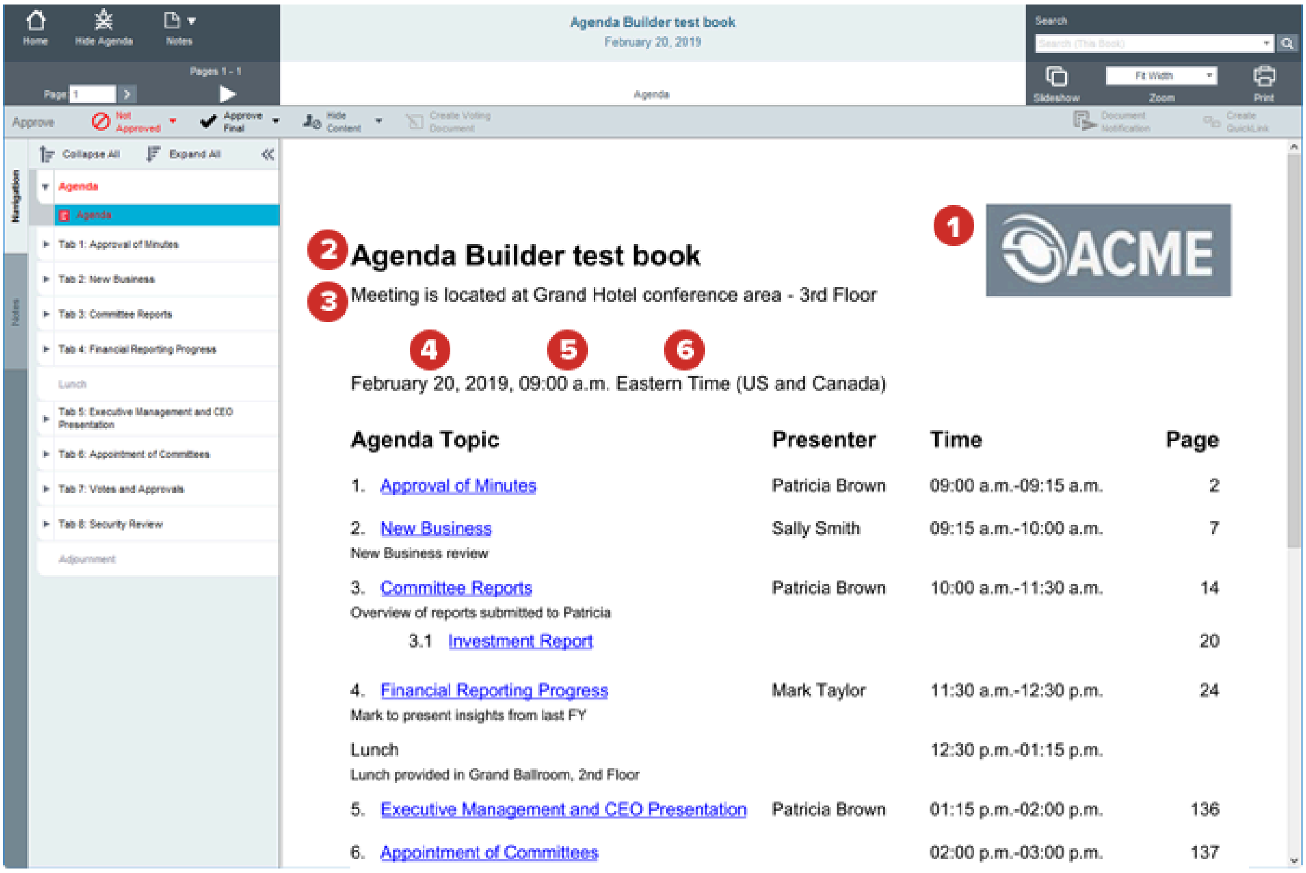
4 Meeting Date: Edit Book Properties button (or Create Book dialog) > Book Details tab > Meeting Start Date

Note: For multi-day meetings, the document will include each day included from the Start Date to the End Date, along with the Start Time for each day. The End Time set for each day, along with the duration of individual agenda items, determines the flow of items from one day to the next.

5 Meeting Time: Edit Book Properties button (or Create Book dialog) > Agenda Details tab > Start Time

Note: For multi-day meetings, Start Times can be set for each day from this tab, and each will be shown on the agenda.

6 Meeting Time Zone: Edit Book Properties button (or Create Book dialog) > Agenda Details tab > Time Zone drop-down



7 Agenda Item Numbers:

- To enable or disable in bulk when importing a book from a folder: Import Settings dialog > Tab Numbers options
- To control numbering for individual tabs: Edit Tab button > Tab Details tab > Non-Numbered Tab checkbox

8 Agenda Item Name: Edit Tab button > Tab Details tab > Title field

9a Linked Agenda Item: Edit Tab button > Tab Details tab > Display Options drop-down > Agenda and Book

Note: An "Agenda and Book" tab must have one or more documents added to it via the Book Editor in order to be linked.

9b Unlinked, Unnumbered Agenda Item: Edit Tab button > Tab Details tab > Display Options drop-down > Agenda Only

9c To Exclude an Item from the Agenda: Edit Tab button > Tab Details tab > Display Options drop-down > Book

[Only](#)

10 Agenda Item description *(optional)*: Edit Tab button > Agenda Details tab > [Description](#) field

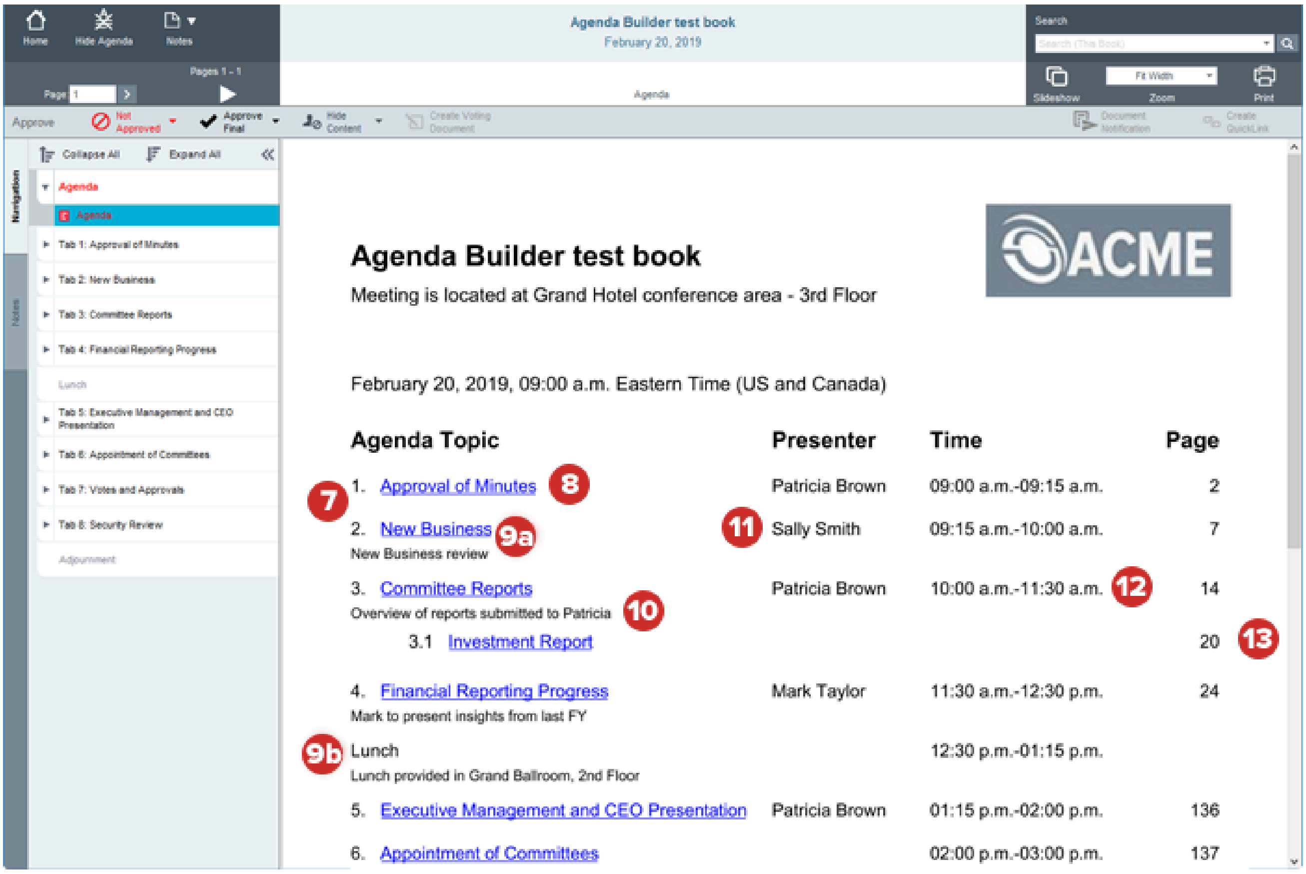
11 Presenter *(optional)*: Edit Tab button > Agenda Details tab > [Presenter](#) field

12 Time *(optional)*: Edit Tab button > Agenda Details tab > [Duration](#) (Hours and Minutes fields)

> **Note:** To hide the "Time" column, do not enter a duration for any tab.

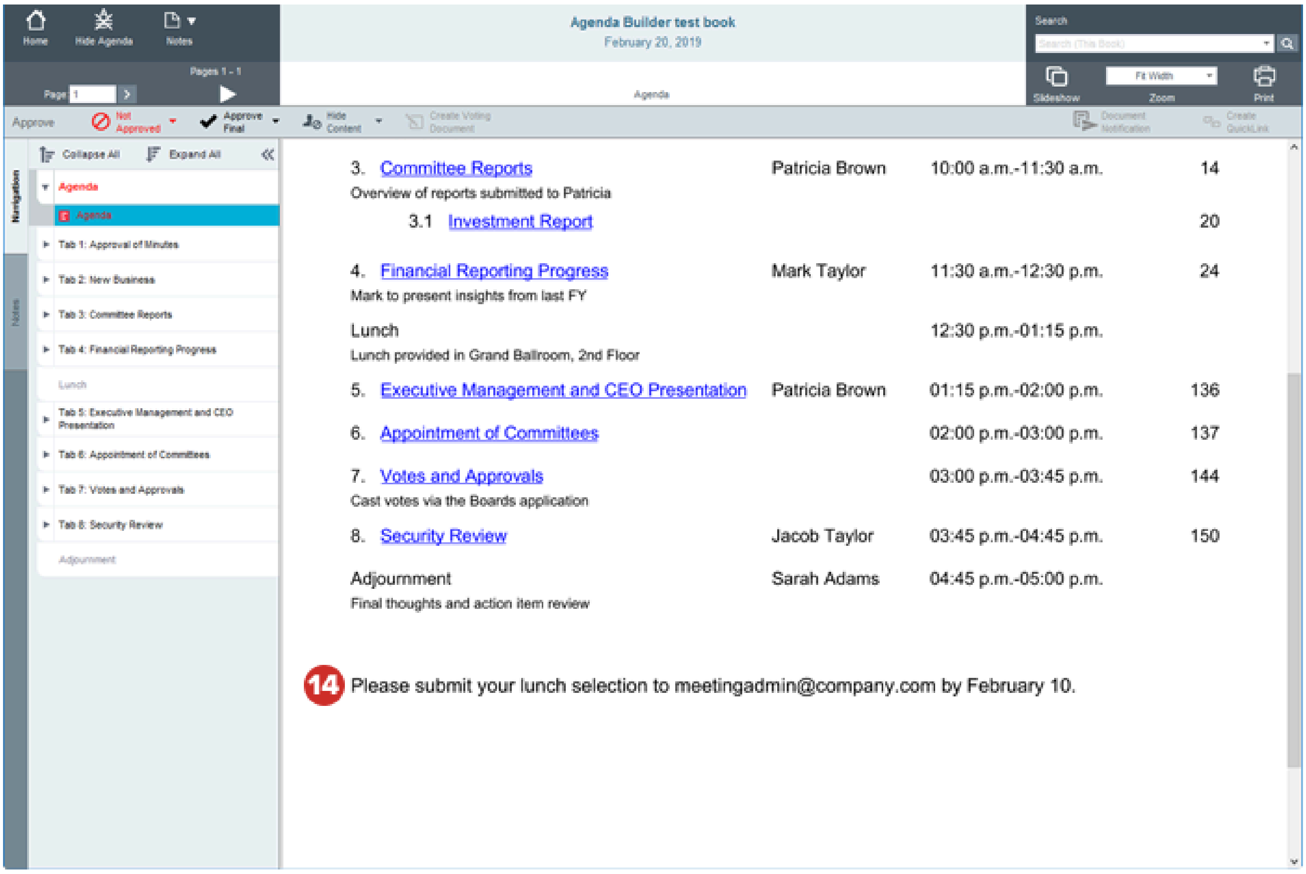
> **Note:** The start and end times shown on the agenda document are calculated based on the start time of the meeting set in Book Properties, and the duration set for preceding agenda items. For multi-day meetings, the [End Time](#) set for each day determines the point at which items begin appearing on the following day.

13 Page *(optional)*: Edit Book Properties button (or Create Book dialog) > Agenda Details tab > [Show Page Numbers](#) checkbox



Diligent

14 Additional information *(optional)*: Edit Book Properties button (or Create Book dialog) > Agenda Details tab > Additional Notes field



Did you know? *Additional book-building automation tools, including secure collection of documents, collation, and review, are available as well. Learn more about Secure Meeting Workflow.*

31 OneClick for Admins — Publishing, hiding and archiving books

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

By changing the status of a book, you can control whether a book is published to directors, hidden so only administrators can see it, or archived so it can be viewed as a legacy document. None of these settings are permanent; they can be changed at any time.

1 In the Edit Book window, select the **Book Status** button.

2 The **Edit Book Properties** window will appear, with the **Book Status** tab open.

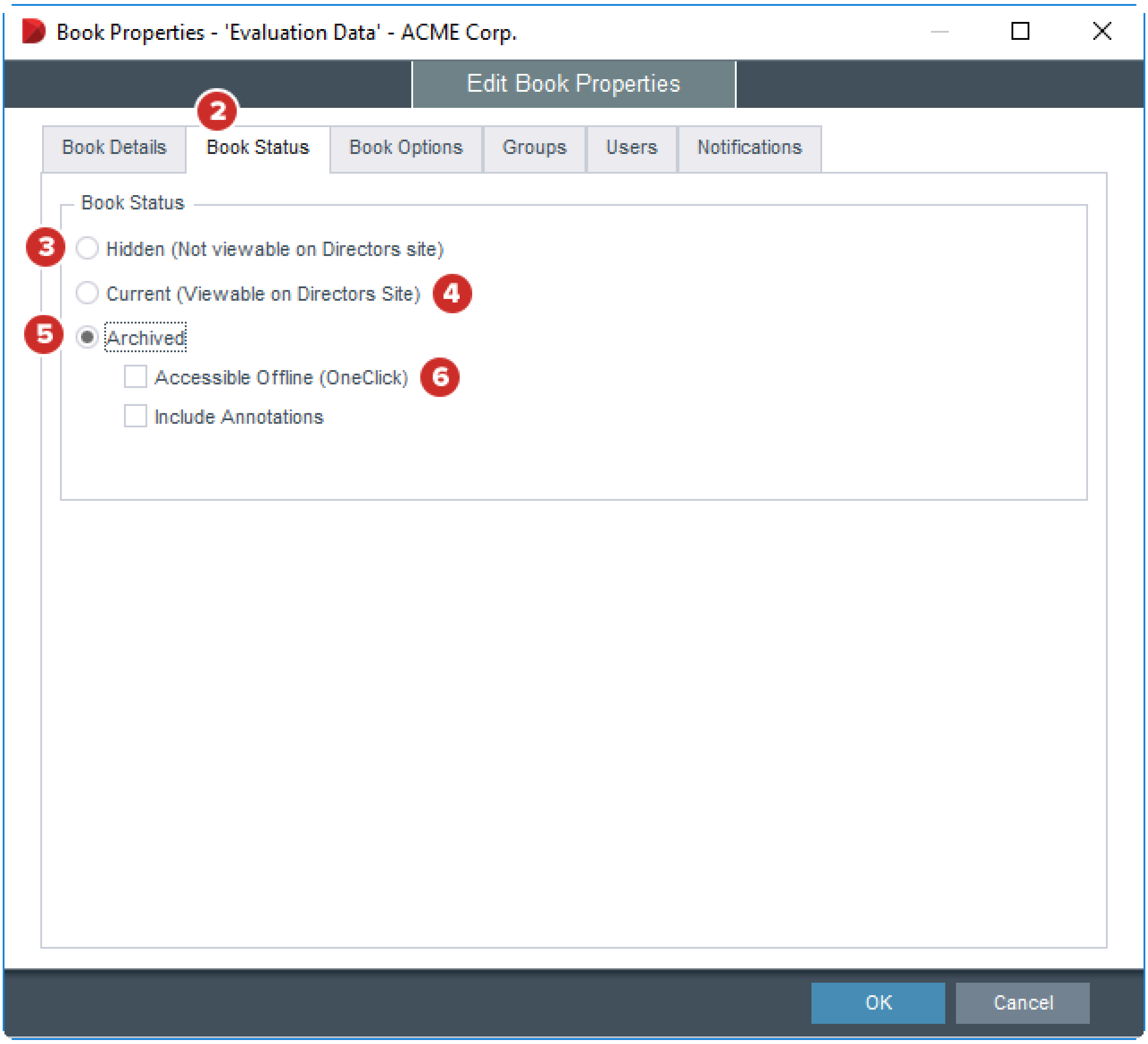
3 To keep the book hidden from directors, select **Hidden**. Choose this option if the book is not yet complete, or has not yet been approved for publication.

4 To publish the book to directors, select **Current**. Setting the book to **Current** allows all directors to view and annotate the book.

Note: When you set a book to current, you'll be asked if you want to send a notification about its availability to directors via email, push notification, or securely via Diligent Messenger. Learn more about notifications here.

5 Select **Archived** to add the book to the Archived Books section. Directors will be able to view this book but will not be able to add any further annotations. Choose this option if the meeting the book was for has already occurred, and the book is now a legacy document.

6 Check **Accessible Offline (OneClick)** to make the archived book downloadable for use without an internet connection in Diligent Boards OneClick. Archived books require an internet connection on Diligent Boards mobile apps (iOS, Windows, and Android) regardless of this setting.



Did you know? World-class security starts once you upload your book to Diligent Boards, but the steps leading up to book creation are often done through unsecured channels. For end-to-end protection of your meeting preparation and communication, learn more about [Secure Meeting Workflow here](#).

32 OneClick for Admins — Sending notifications about new books

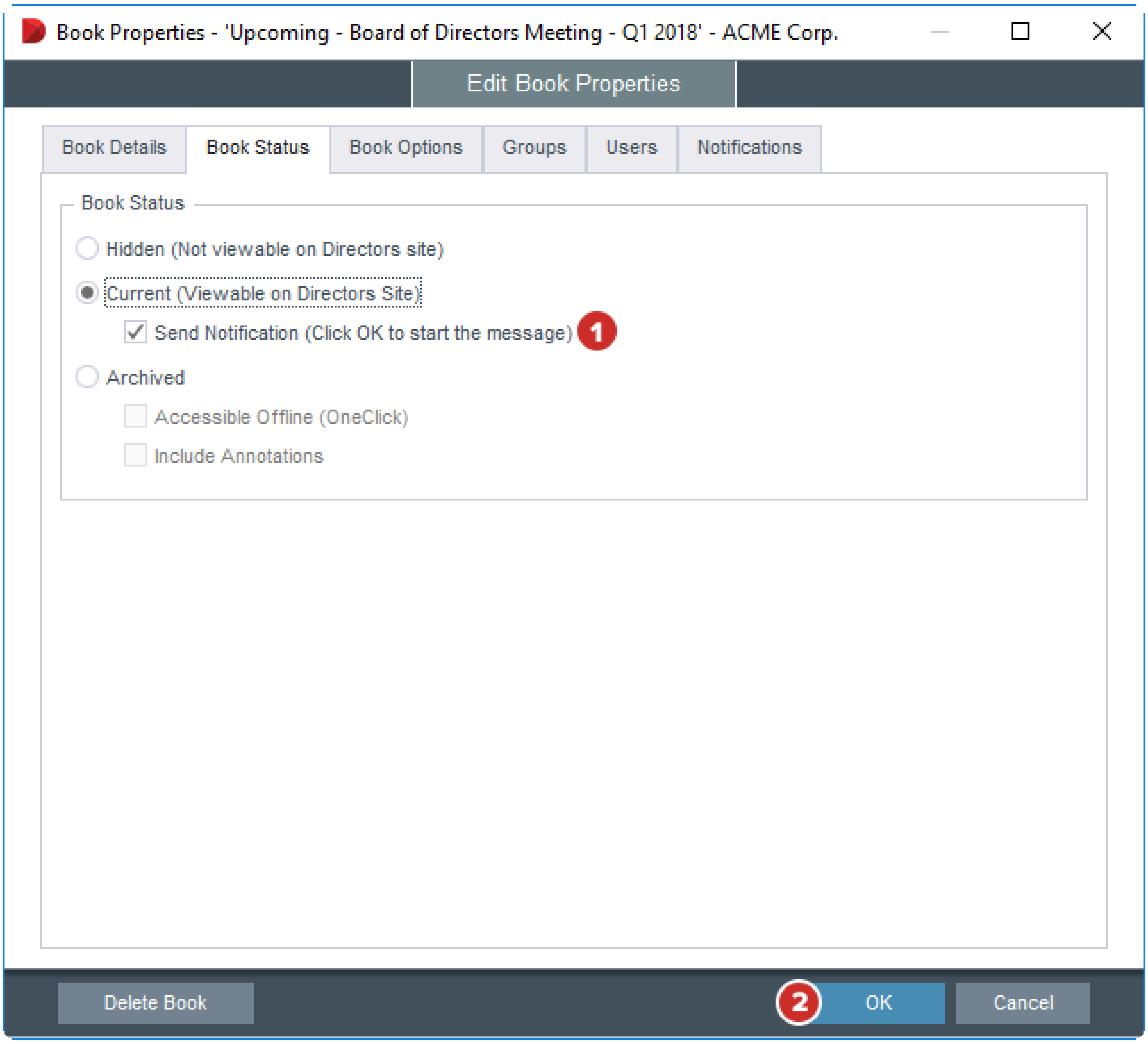
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Once a book is published, a notification can immediately be sent to any and all book readers letting them know about it. Notifications can be sent via email, push notification, or securely via Diligent Messenger, and additional messages about the book can be sent at any time.

1 After publishing a book by selecting “Current” in book options, enable the **Send Notification** checkbox.

Note: This checkbox will not appear if the book is already set to “Current.” If the book isn’t published but you still don’t see this checkbox, notifications have not been enabled for your site. Contact your Customer Success Manager for assistance.

2 Select the **OK** button. The book will be published and the notification editor will appear.



3 The notification will contain a default subject line and message text. You can customize this text now.

Note: To change the default subject and text, contact your Customer Success Manager.

4 To notify users via email, make sure **Notify by Email** is checked.

5 To send the notification via Diligent Messenger, enable the checkbox labeled **Notify by Messenger**. Enabling both boxes will send the notification via both methods simultaneously.

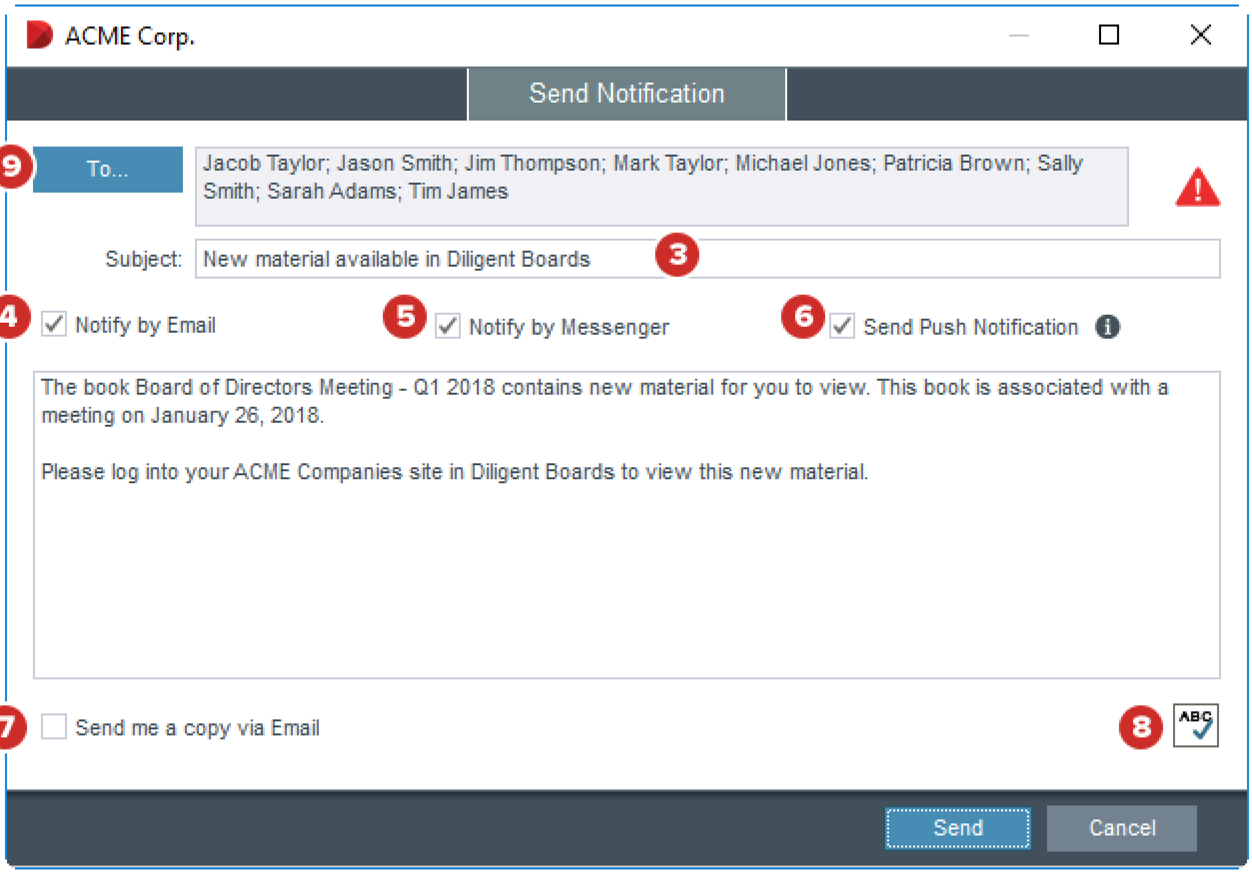
6 To send the announcement as a push notification to Diligent Boards for iOS, check **Send Push Notification**. Push

Notifications must be enabled for your site.

7 Select **Send me a copy** to email yourself a copy of the message.

8 To check your message for typos, select the **Spellcheck** button.

9 The **To:** field contains a list of everyone who is eligible to see the book. By default, everyone on this list with a Diligent Messenger account or email address on file will receive the notification. To change this list, select the **To:** button.



10 Enable or disable the boxes by each user's name to add or remove them from the notification.

11 To add or remove the user from just the email version of the notification, enable or disable the **Address** checkbox associated with the user.

Note: If a user doesn't have an email address on file, they will still appear in this list. See the section on Editing Contact Information to learn how to add an email address.

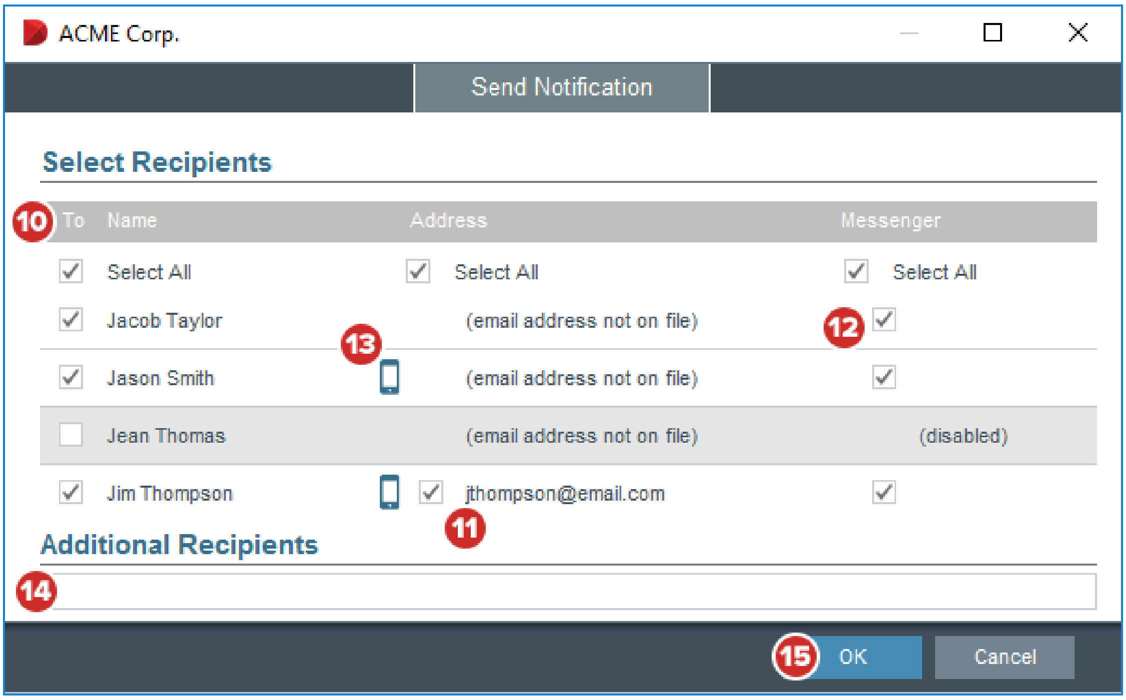
12 To add or remove the user from just the Diligent Messenger version of the notification, enable or disable the **Messenger** checkbox associated with the user.

> **Note:** If a user doesn't have Diligent Messenger enabled, they will still appear in this list but cannot be added to the Messenger version of the notification. Contact your Customer Success Manager to obtain a Messenger license for this user.

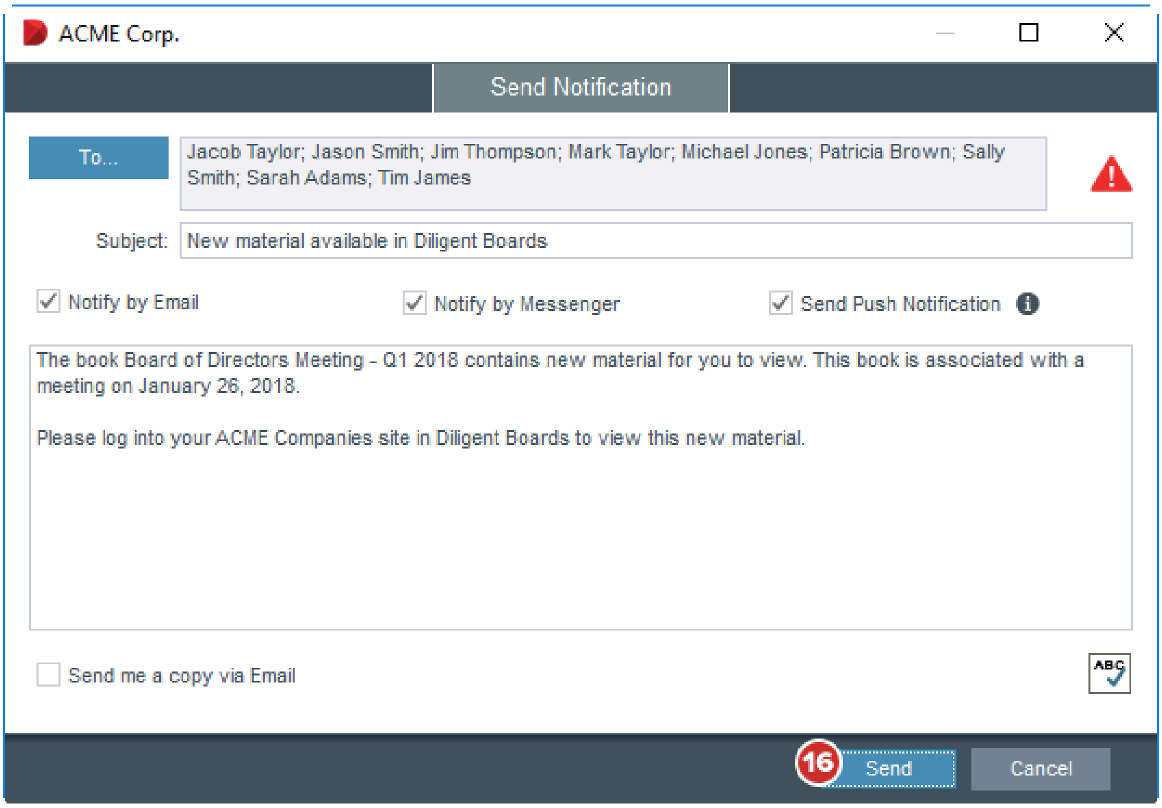
13 A **"phone" icon** indicates users who have registered to receive push notifications. All users with this icon will be notified if you enable the "Send Notification" box in Step 6. Push notifications cannot be tailored per user.

14 To send the notification to any email address, type the address into the **Additional Recipients** field. You can enter any number of email addresses here, separated by semicolons.

15 Select the **OK** button to return to the notification.



16 When the message is ready, select **Send**. Via email, the message will have your name as the sender, and will come from a "diligent.com" email domain. You will receive any replies to this message (including error alerts), if you have an email address on file. Via Diligent Messenger, the message will appear in the notifications list of the meeting group associated with the book.

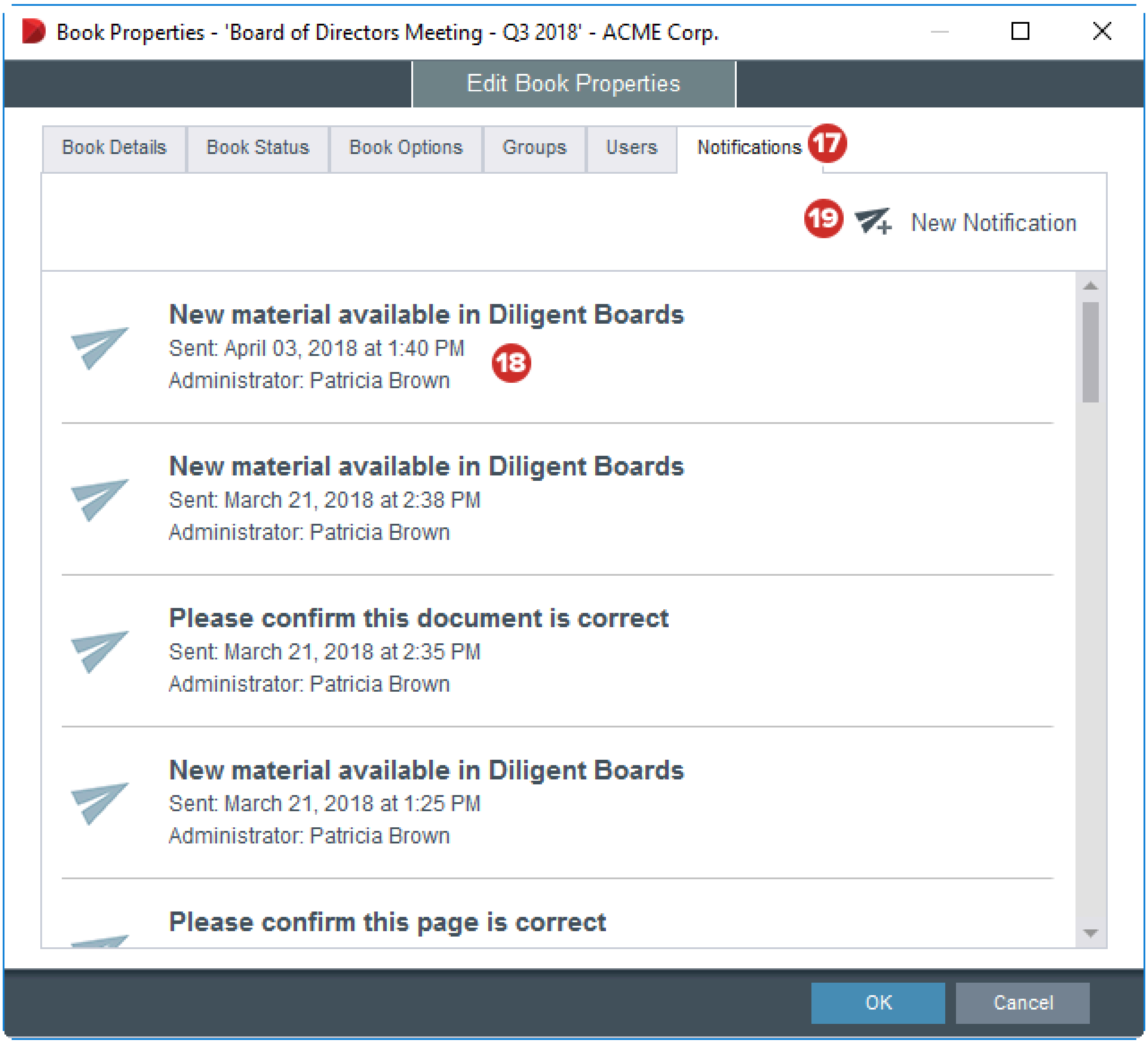


Note: If you don't have an email address on file, you won't be able to send a notification via email. See the section on Editing Contact Information for instructions on adding your email address to your Diligent profile.

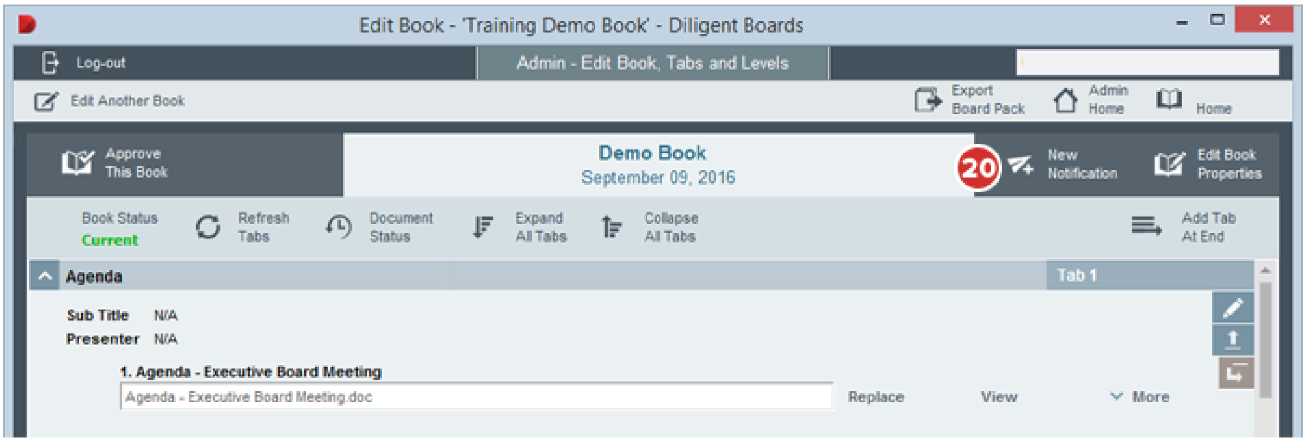
17 To see a record of all sent notifications, select the **Notifications** tab in the Book Properties window (this is the same window where you set the book to "Current" status). A list of all previously sent notifications will appear.

18 Each **Notification Record** will display the date and time at which the notification was sent, as well as the name of the administrator who sent it. To see a read-only copy of the notification, select the record.

19 You can send a notification at any time by selecting the **New Notification** button.



20 You can also send a notification from the Edit Book window by selecting the **New Notification** button.



Did you know? Diligent Messenger is a secure email alternative and texting solution that can protect your most sensitive board communications with trusted Diligent security. Learn more.

33 OneClick for Admins — Deleting a book

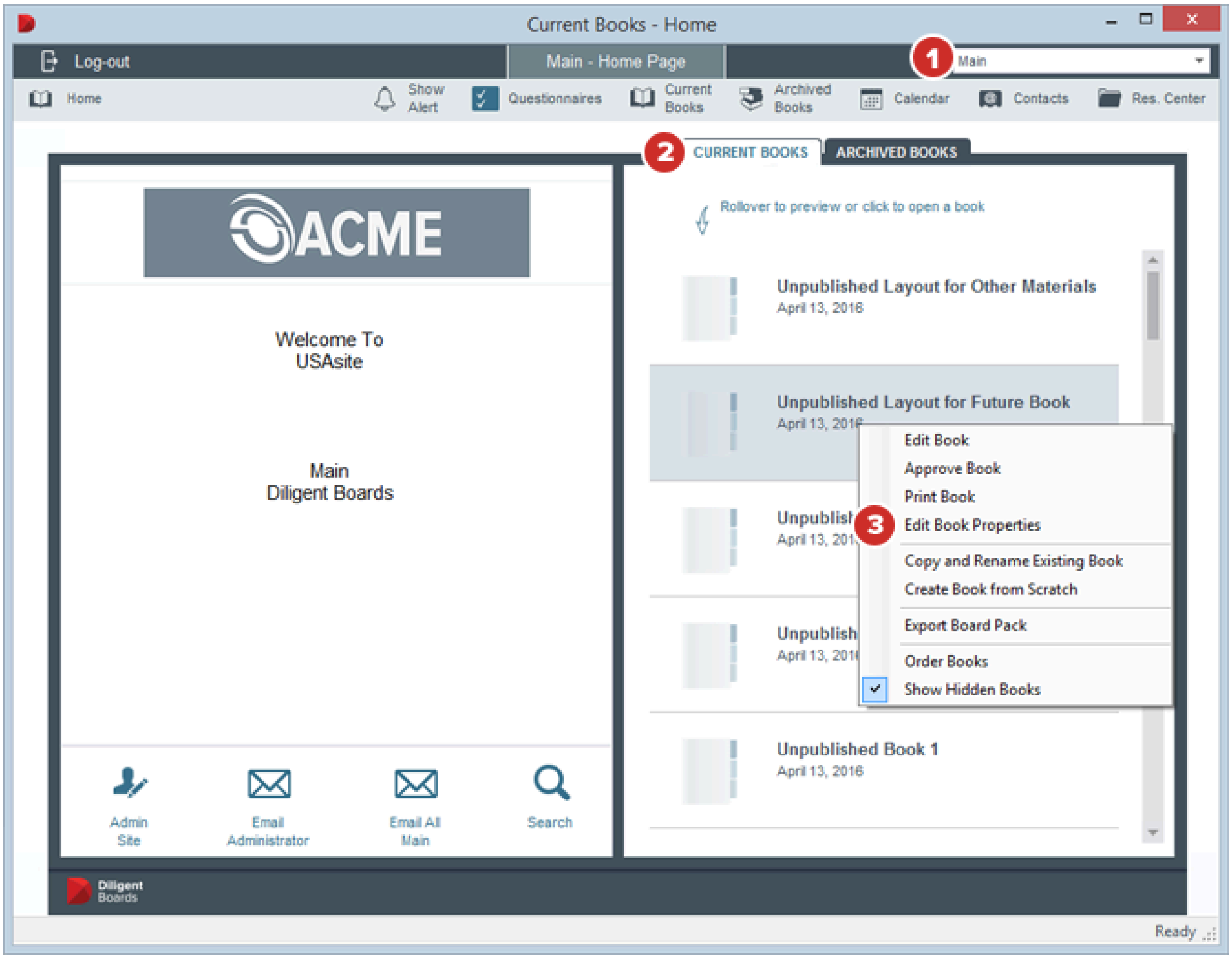
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

A book can be deleted in its entirety if it is no longer needed.

1 On your board's home page, select the group the book belongs to from the **Board and Committee Menu**.

2 To delete a current book, select the **Current Books** tab. Switch to the **Archived Books** tab if you want to delete a book in the archive.

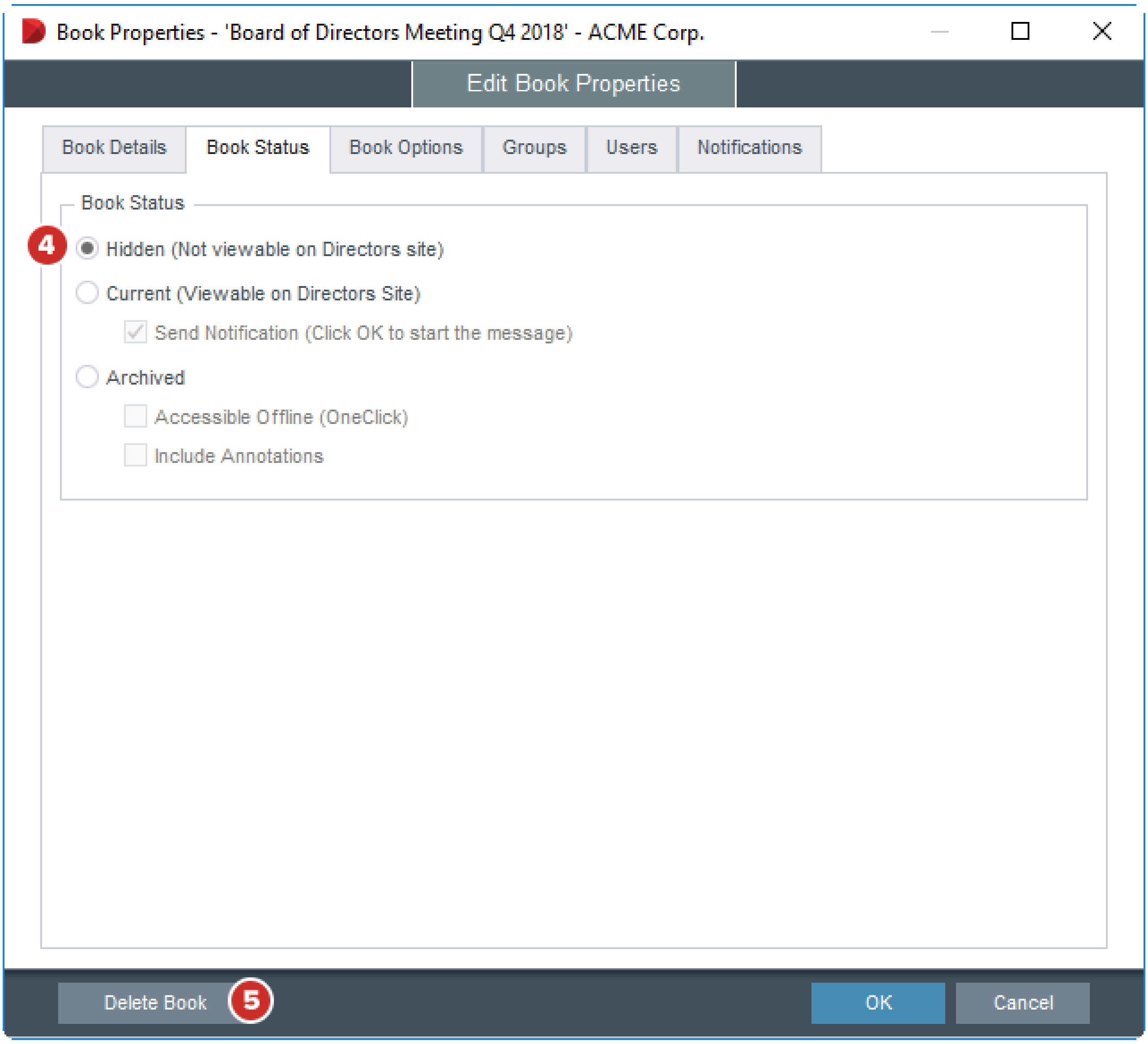
3 Right-click the book you want to delete. Select **Edit Book Properties** from the menu that appears.



4 If the Delete Book button does not appear in the lower left of the window, change the Book Status to **Hidden**, then select OK to close the window. The Delete Book button should appear when you re-open the Edit Book Properties window.

Note: After hiding the book, you may have to enable “Show Hidden Books” to make it appear again. To do this, right-click anywhere in the book list and select “Show Hidden Books” from the menu that appears.

5 Select the **Delete Book** button. You will have to confirm your choice.


Book Properties - 'Board of Directors Meeting Q4 2018' - ACME Corp.
Edit Book Properties
Book Details
Book Status
Book Options
Groups
Users
Notifications
Book Status
4
Hidden (Not viewable on Directors site)
Current (Viewable on Directors Site)
Send Notification (Click OK to start the message)
Archived
Accessible Offline (OneClick)
Include Annotations
Delete Book
5
OK
Cancel

34 OneClick for Admins — Uploading additional documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Adding documents into the book after it has been created is as easy as dragging and dropping.

1 To add new documents, drag and drop them onto any existing book tab. You can drag documents above, below or between any documents that are already in the tab, as well as onto empty tabs. If you select and drag multiple documents at once, they will all be placed in that location. The following document types are supported:

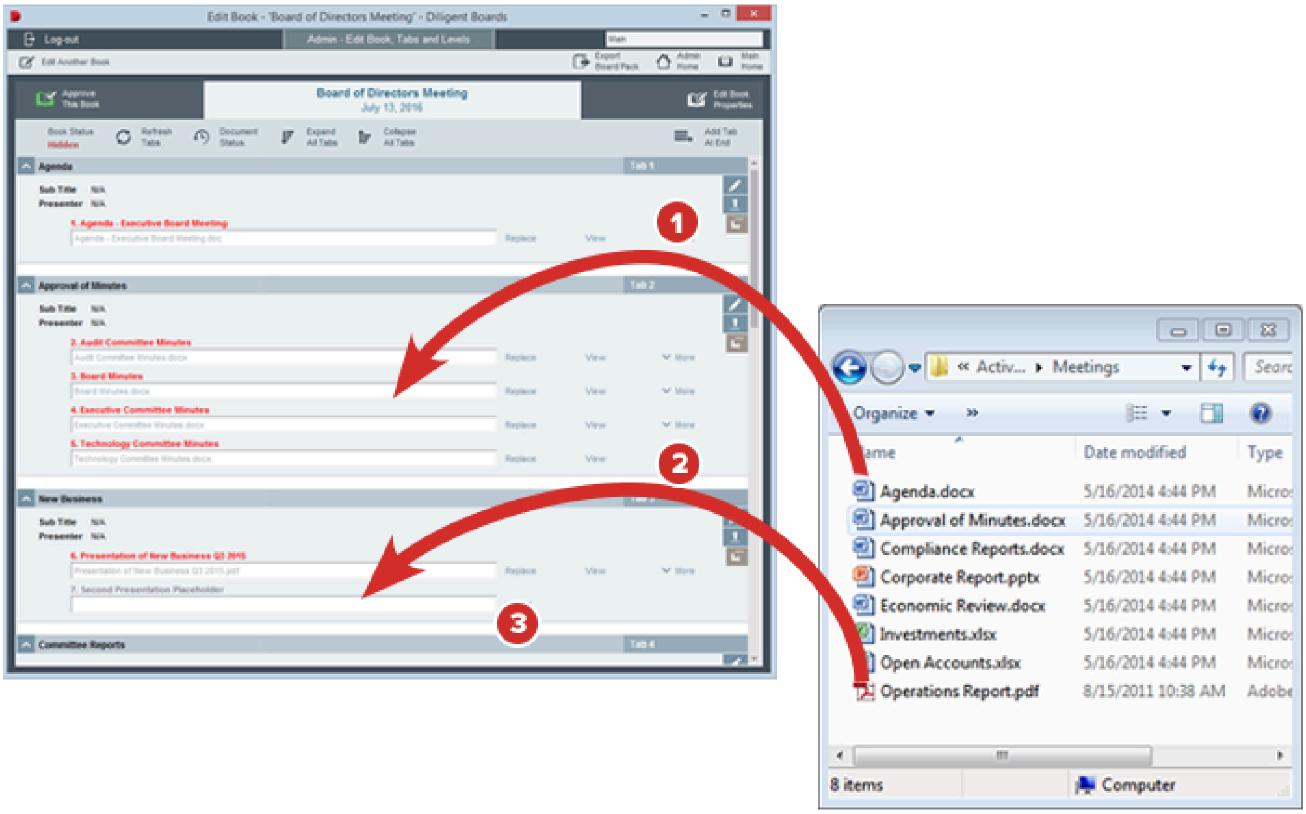
- **Microsoft Word (.doc, .dot, .docx, .docm, .dotx, .dotm, .rtf)**
- **Microsoft Excel (.xls, .xlt, .xlsx, .xlsm, .xltx, .xltm, .xlsb)**
- **Microsoft PowerPoint (.ppt, .pot, .pps, .pptx, .pptm, .potx, .potm, .ppsx, .ppsm)**
- **Adobe PDF documents (.pdf)**
- **Common image formats (.gif, .jpg, .jpeg, .jpe, .png, .bmp, .tif, .tiff)**
- **Other document types (.xps, .html, .htm, .txt, .xml, .log)**

Note: *Documents can be dragged from local storage (such as the "My Documents" folder) and network drives. You can also drag and drop email attachments from Microsoft Outlook.*

2 If you previously created an empty document slot as a reminder, you can also drag and drop a single document directly into the slot.

3 As an alternative to dragging and dropping, you can also select the **Upload** button next to an existing empty document slot in the Edit Book window.

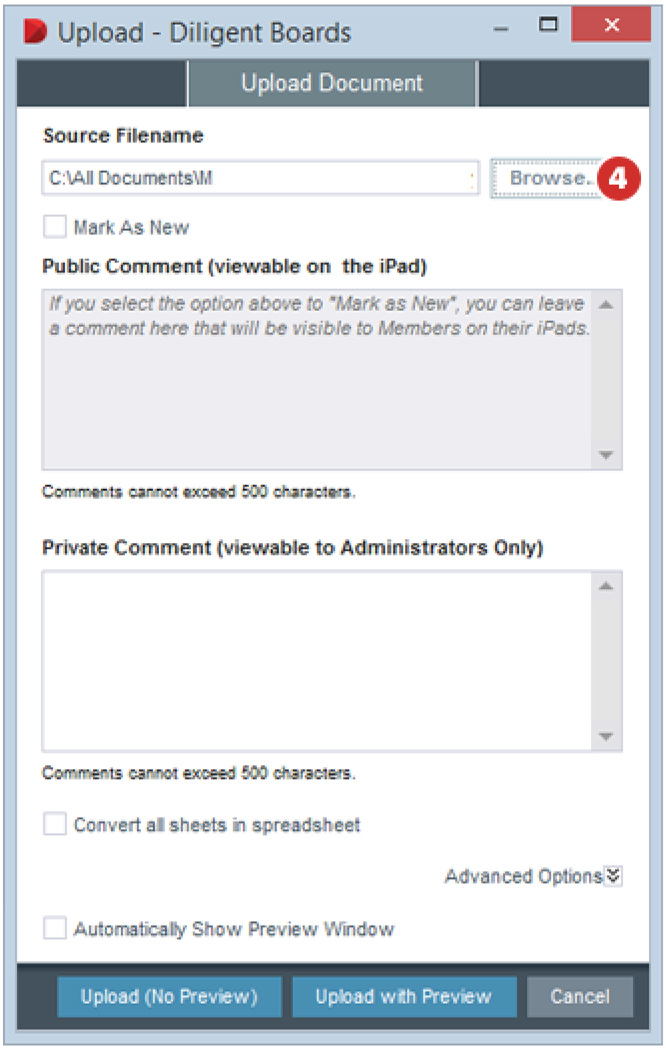
Regardless of the method you choose to add documents to the book, the Upload window will open.



Note: If you use the Diligent Minutes module, you can upload documents directly from Minutes to Boards via the "Upload" menu. Select "Import Minutes" from the "Upload" menu to open an import dialog.

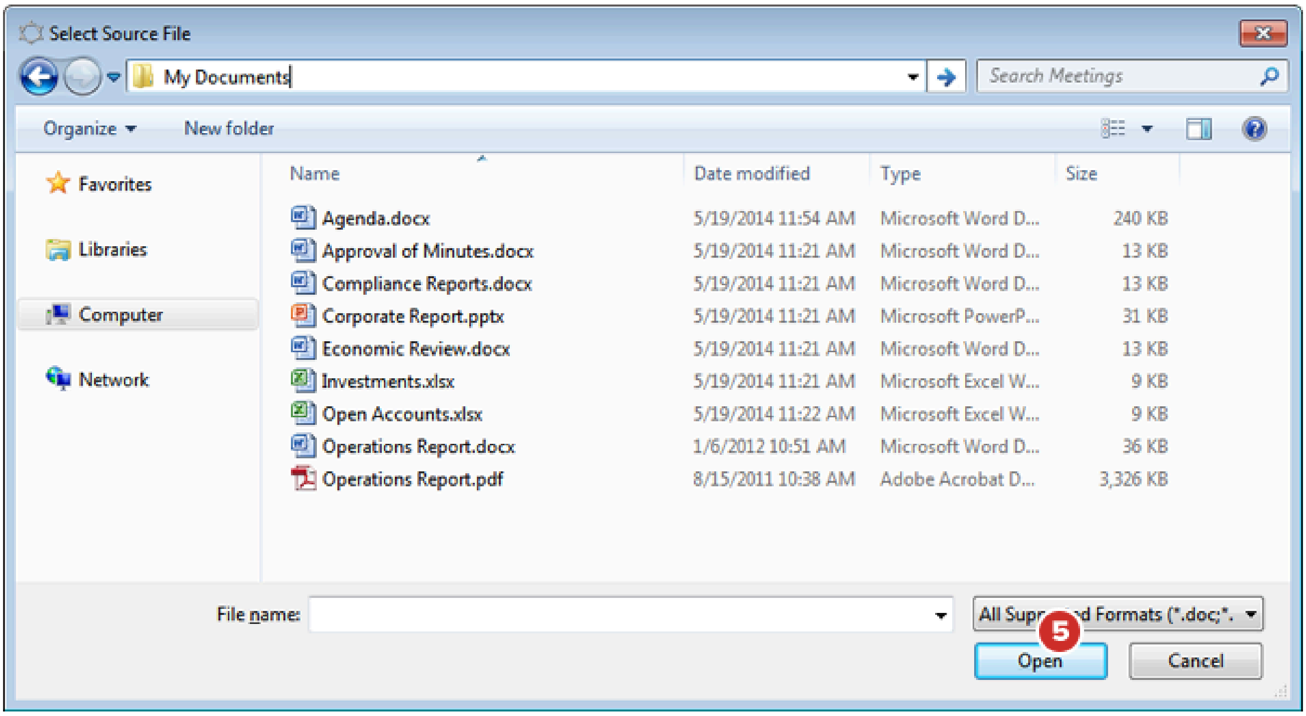
Note: You can prevent the Upload window from appearing by holding down the CTRL button while dragging and dropping documents into the book. Instead, every document will import using the default settings.

4 If you dragged and dropped a document into the book, the Source Filename field will be filled out. Skip to step 6. If the field is empty, select **Browse** to find your document.



Note: If you dragged and dropped multiple documents at once, you will not be able to change the Source Filename field.

5 A Windows Explorer window will open. Select your file in this window and select **Open**.



6 In the Upload window, check **Mark As New** to publicize the document as new to the book's readers, and to make the change appear in the book's **update history**. If you do not check this box, the update will not be publicized.

7 If you select **Mark As New**, you may add a description of the update to the **Public Comment** field. This comment will appear in the **update history** of the book.

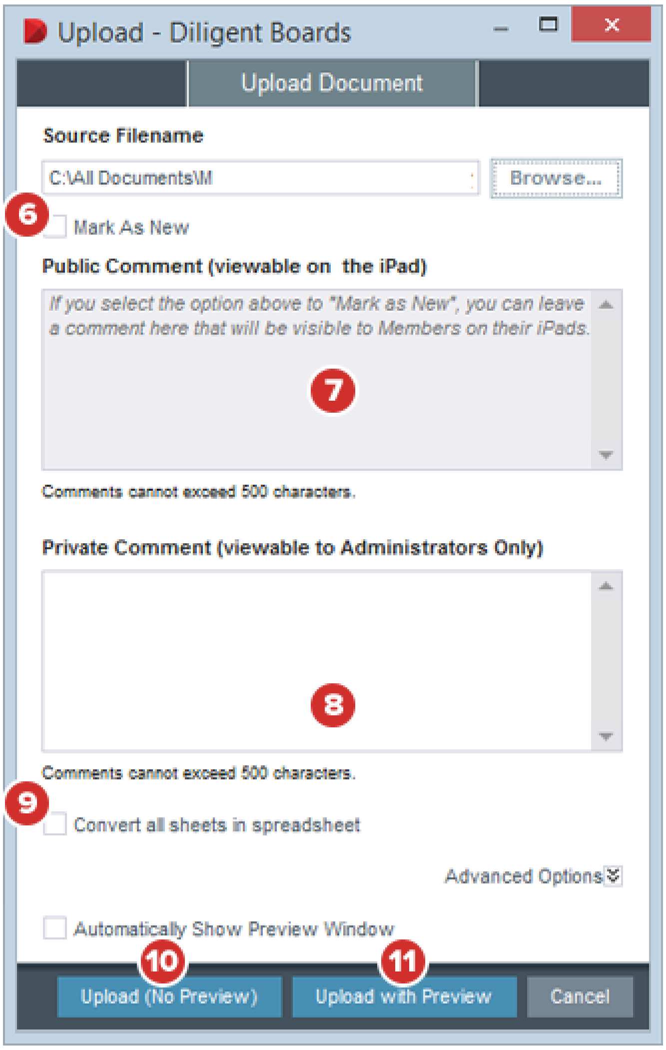
> **Note:** If you dragged and dropped multiple documents at once, the public comment may appear in update history multiple times.

8 You may add a **Private Comment**. This comment will only be shared with other administrators of the book.

9 If you upload one or more Excel spreadsheets, the **Convert all sheets in spreadsheet** option will appear. Check this box to make each sheet in every Excel document appear as a separate page in the book.

10 Select **Upload (No Preview)** to upload the document to the book immediately.

11 Select **Upload with Preview** if you would like to see how the document will appear before committing to an upload, or if you would like to approve the document immediately.



Note: If a document looks correct in Microsoft Office but looks incorrect in Diligent Boards, try converting the document to a PDF and uploading it again. This will resolve many issues, including some font problems.

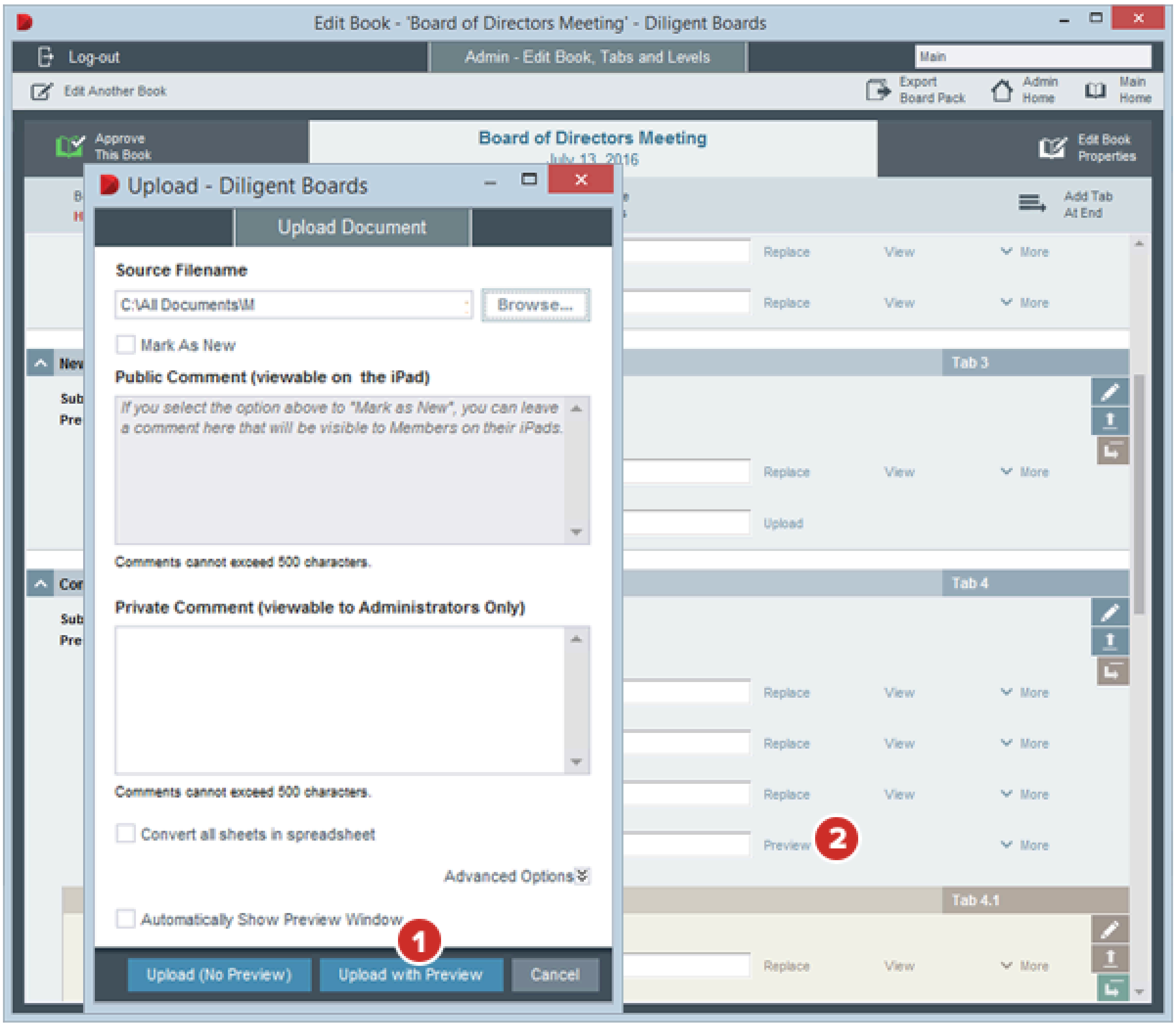
35 OneClick for Admins — Previewing an uploaded document

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Uploading with a preview allows you to check a document before committing it to a book. It also gives you the option to approve it immediately.

1 While uploading a document in the Upload or Replace windows, select **Upload with Preview**. You will be returned to the Edit Book window.

2 In the Edit Book window, select **Preview** by the uploaded document.



3 The document will open for preview. Type in a page number and select Go or use the **Left and Right Arrows** to page through the document.

4 Use the **Zoom** options to change the appearance of the preview.

5 **Print** the document to preview how it would appear on paper.

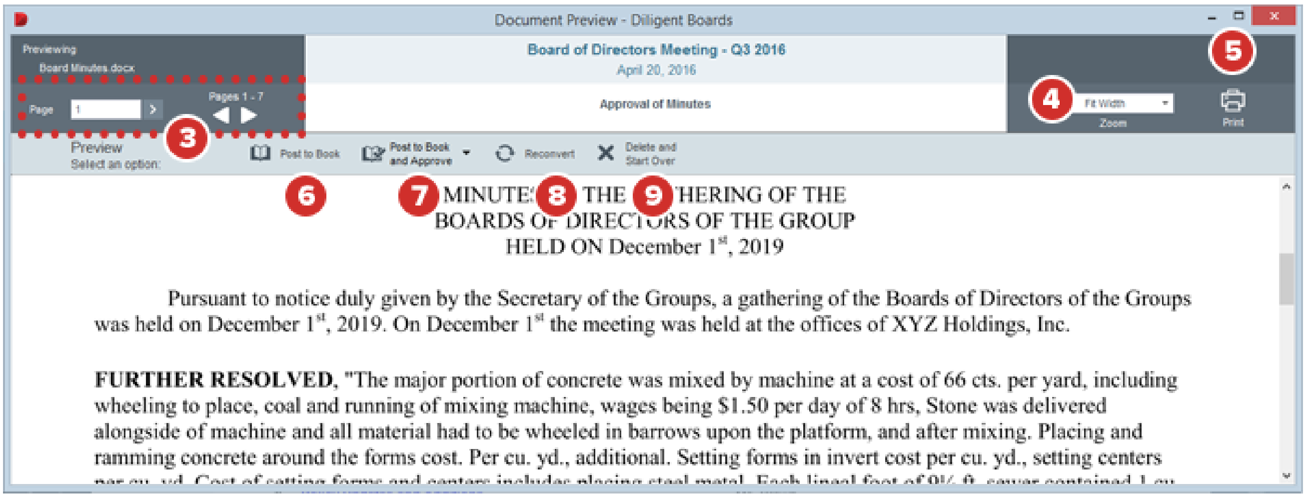
6 If the document appears correct, select **Post to Book** to add the document and complete the upload process.

7 If the document appears correct and has been fully approved for addition to the book, select **Post to Book and Approve**. This will make the document visible to all readers when the book is published.

Note: Select the drop-down arrow by the “Post to Book and Approve” button to choose between “Approve Final” and “Approve Not Final.” “Approve Not Final” is optional functionality. Contact your Customer Success Manager if you would like this option to be enabled or disabled.

8 If the document has errors that only appeared during upload, select **Reconvert** to attempt to resolve them. If this does not resolve the issue, try saving the document as a PDF and uploading that instead, or contact your Customer Success Manager or Diligent Global Support.

9 Select **Delete and Start Over** to delete the document from the book. The document slot will remain empty.



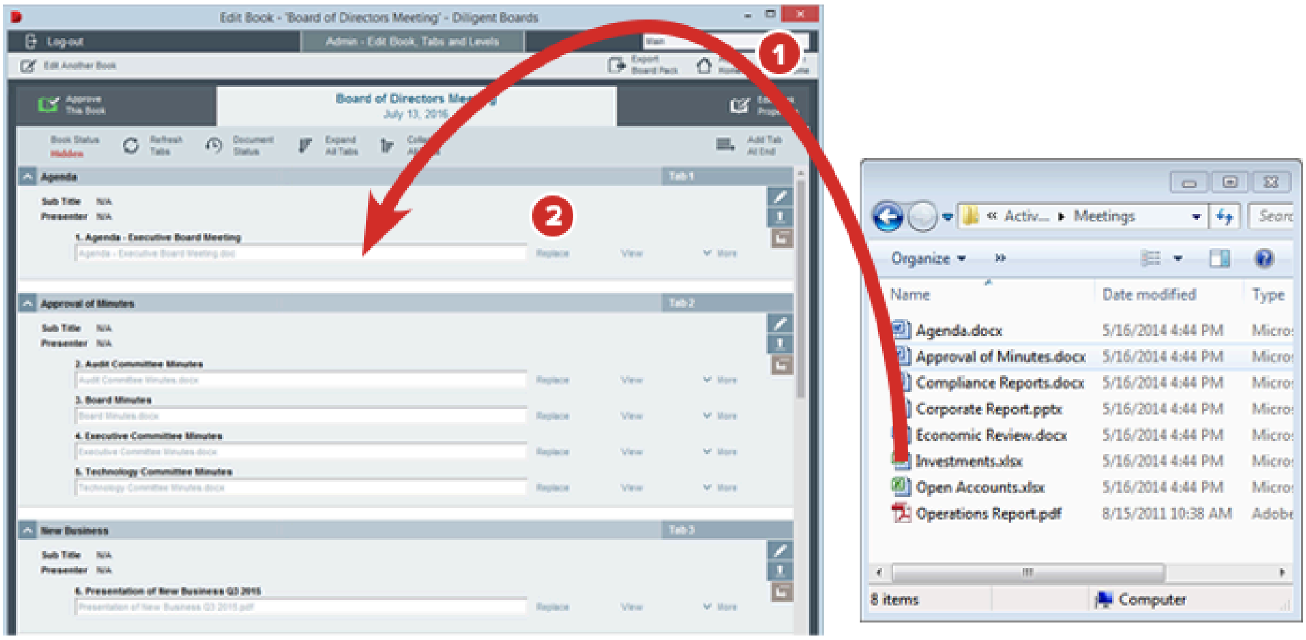
36 OneClick for Admins — Updating or replacing a document

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Replacing a document with a newer or revised version is similar to uploading an original document. The optional Note Saver feature allows you to ensure that directors won't lose any notes they've added, even when a document is replaced. [Learn more about Note Saver](#).

1 You can replace a document by dragging and dropping a newer version on top of it, into the same document slot in the Edit Book window.

2 Alternatively, you can select the **Replace** button next to the original document.



Note: The "Replace" menu contains an "Import Minutes" option. If you use the Diligent Minutes module, you can upload documents directly from Minutes to Boards with this option.

3 The Replace window will open. Check **Mark As Revised** to publicize the document as an updated document to the book's readers, and to make the change appear in the book's update history. If you do not check this, the update will not be publicized.

Note: If you are replacing a document that has not yet been approved, you will have the option to select "Mark As Revised" or "Mark As New." You can check one or the other, but not both. This will publicize the change to readers as either a brand-new document or as an update to an existing document.

4 If you select **Mark As New** or **Mark As Revised**, you may add a description ofthe update to the **Public Comment** field. This comment will appear in the **update history** of the book.

5 Select **Transfer notes/annotations to new document** to ensure that all readers' notes, highlights and markups are not removed when the page is updated. To make sure these markups still appear on the relevant part of the page, only select this if the new document is changed slightly from the old one — for example, if you only fixed typos. This option will only work if the new document has the same number of pages, page size and page orientation as the old document.

Note: If you do not (or cannot) use "Transfer notes/annotations to new document," the Note Saver feature can instead automatically create copies of any replaced annotated page for all of your board members. They can then move all notes and markups back into the book as needed. To enable both "Transfer notes/annotations to new document" and Note Saver on your site, contact your Customer Success Manager.

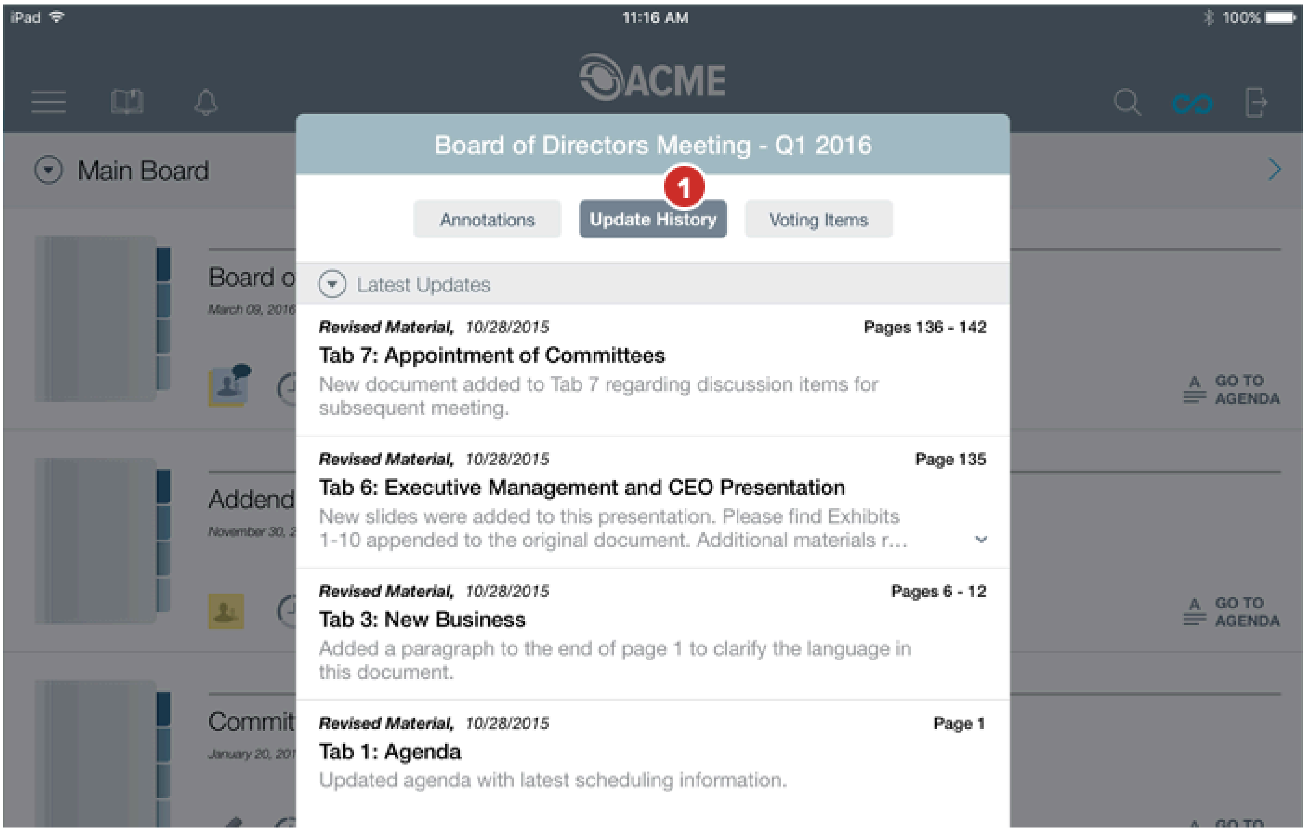
The rest of the Replace window is identical to the Upload window. Consult the instructions on **Uploading Documents** for further information.

37 OneClick for Admins — Update History

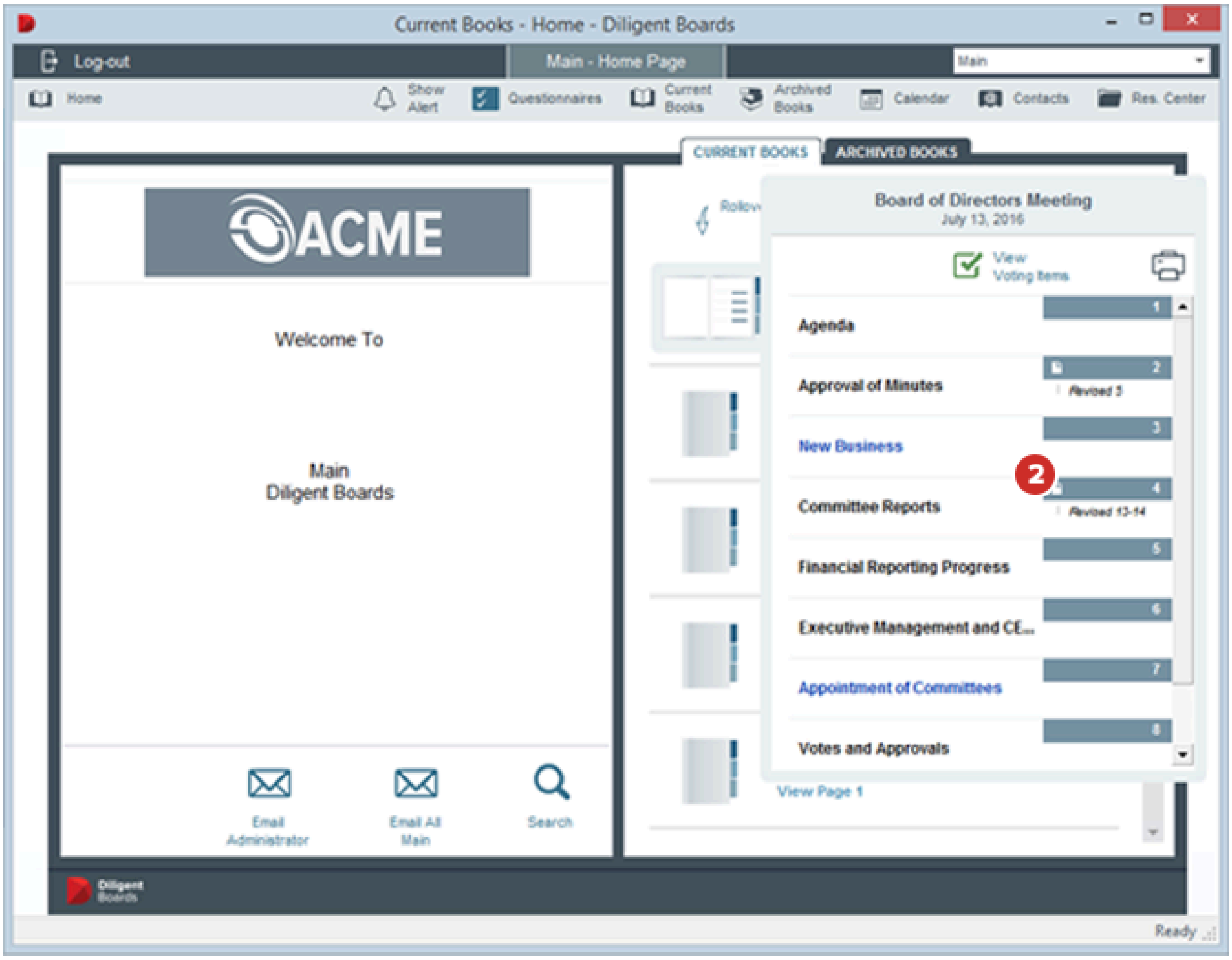
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

When you mark a document as new or revised, that mark and any associated public comments will appear in the book's update history. How update history appears to a book's readers depends on how they view the book.

1 On Diligent Boards for iPad and Diligent Boards for Windows, an icon will appear on the bookshelf indicating that there have been updates since the last time the book was read. **Selecting that icon** will reveal the book's update history, any associated public notes and additional information about the update, including when the document was updated and what pages are affected.



2 On Diligent Boards OneClick, holding the mouse over the book will reveal its list of tabs. Tabs that have been revised since the last time the book was read will be marked, and the affected pages will be noted. The associated public notes will not be displayed.



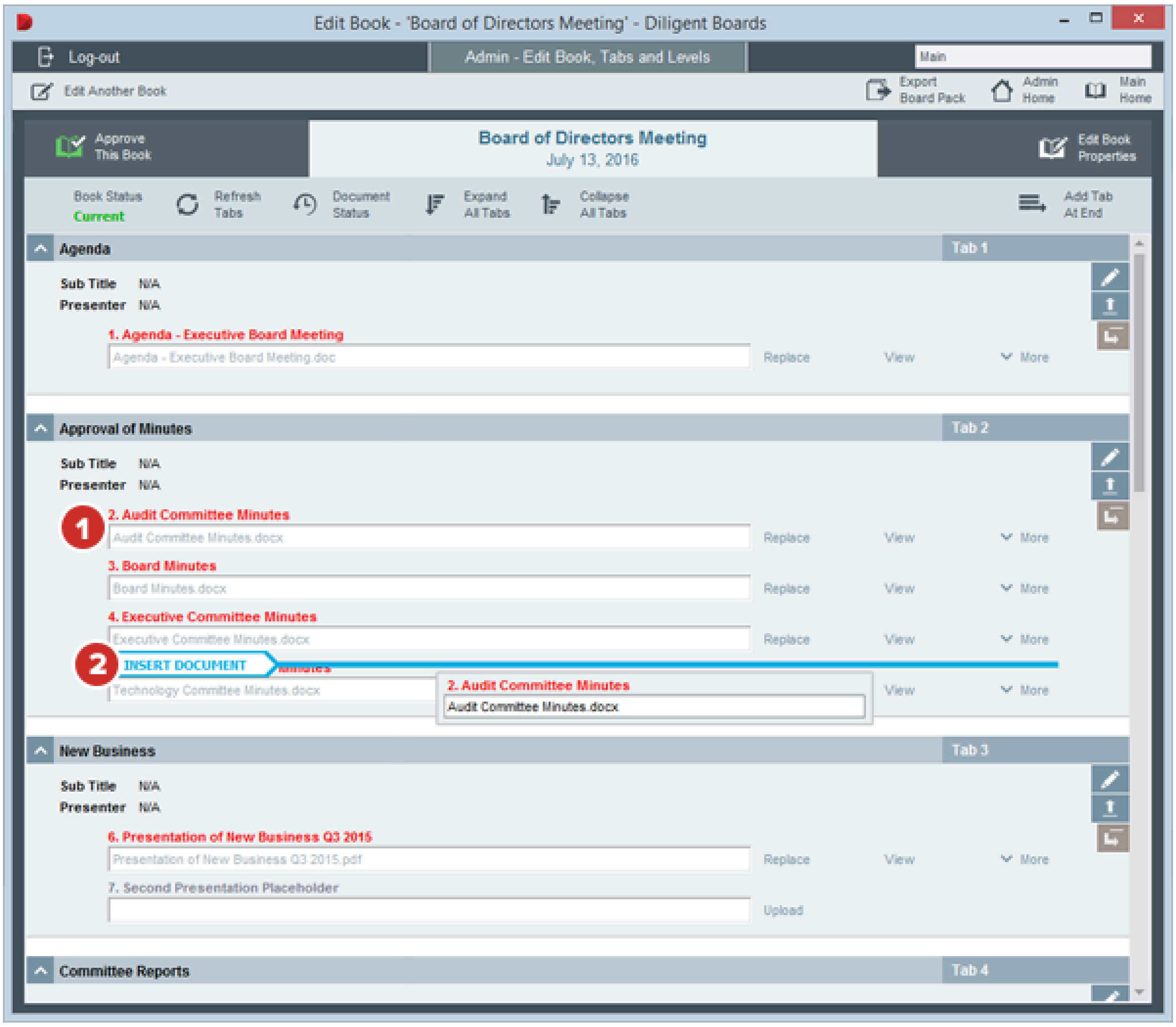
38 OneClick for Admins — Rearranging documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Documents already in a book tab can be dragged and dropped in any order.

1 To move a document to a new position in its tab, select and hold that document's file name.

2 While still holding down the mouse button, drag the document until you see the blue **INSERT DOCUMENT** line. This indicates the new location in which the document will be placed. When the INSERT DOCUMENT line is in the right place, release the mouse button. The document will move to its new position.



Note: While documents can be arranged within a tab, they cannot be moved between tabs. To move a document to a new tab, delete it from its current location and add a new copy to the book.

39 OneClick for Admins — Hiding or deleting documents

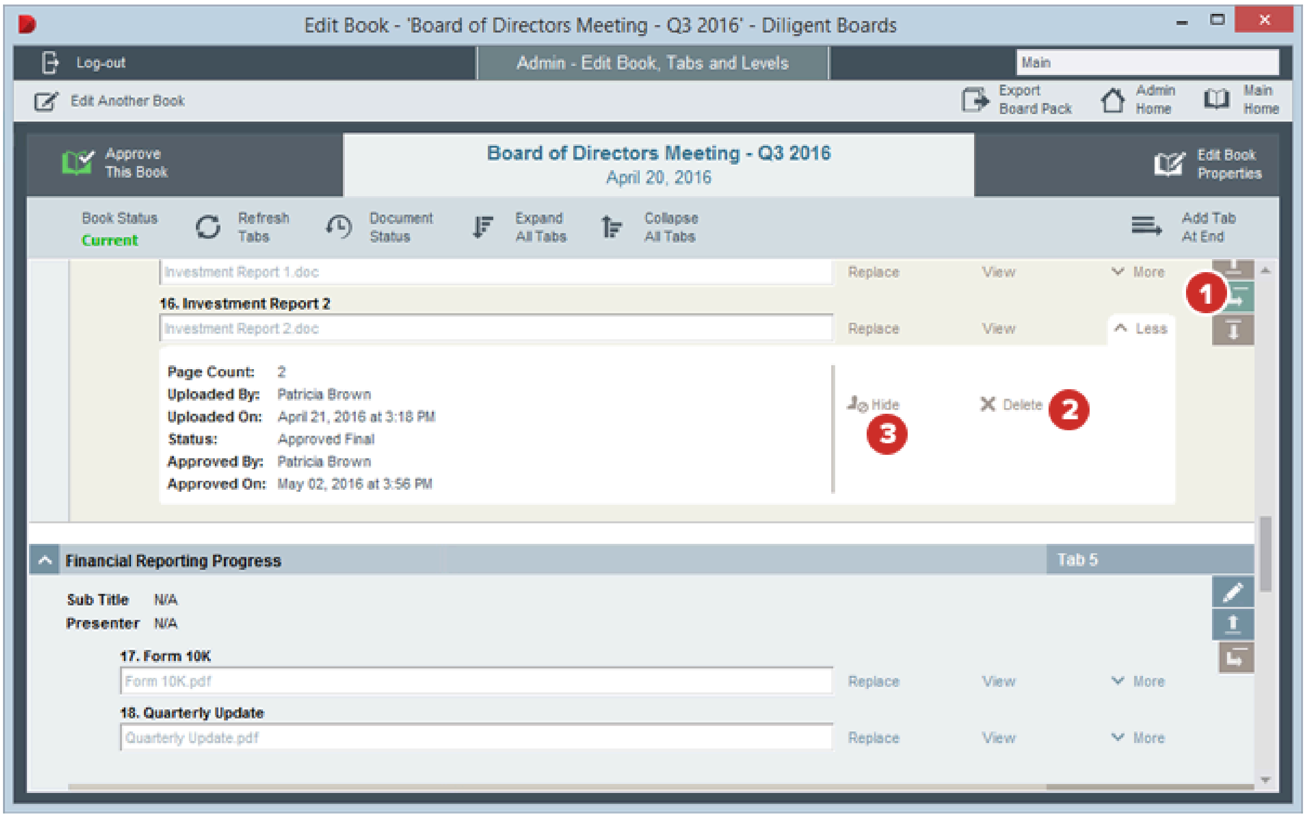
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Hiding a document or tab provides multiple methods to ensure only specific users can view certain items when the book is published.

1 In the Edit Book window, go to the document and select **More**.

2 To remove the document from the book completely, select **Delete** in the Edit Book window.

3 To hide the document, select **Hide**. The Hide Document window will appear.



4 To choose which users will be the only ones able to see the document, select **Allow only specified users to view document**.

5 To prevent specific readers from viewing the document, select **Do not allow specified users to view document**.

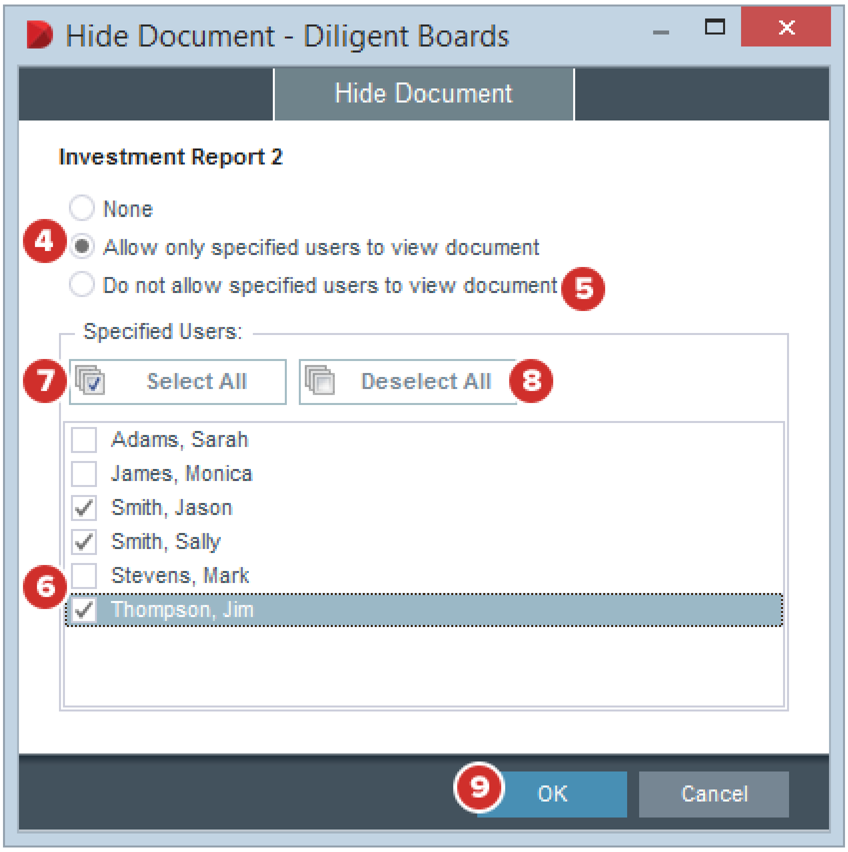
6 In the user list, check the boxes by each person's name:

> If you selected **Allow only specified users to view document**, the users you check will be the only ones who can view the document. No one else will be able to see it.
> If you selected **Do not allow specified users to view document**, the users you check will not be able to see the document, but everyone else will.

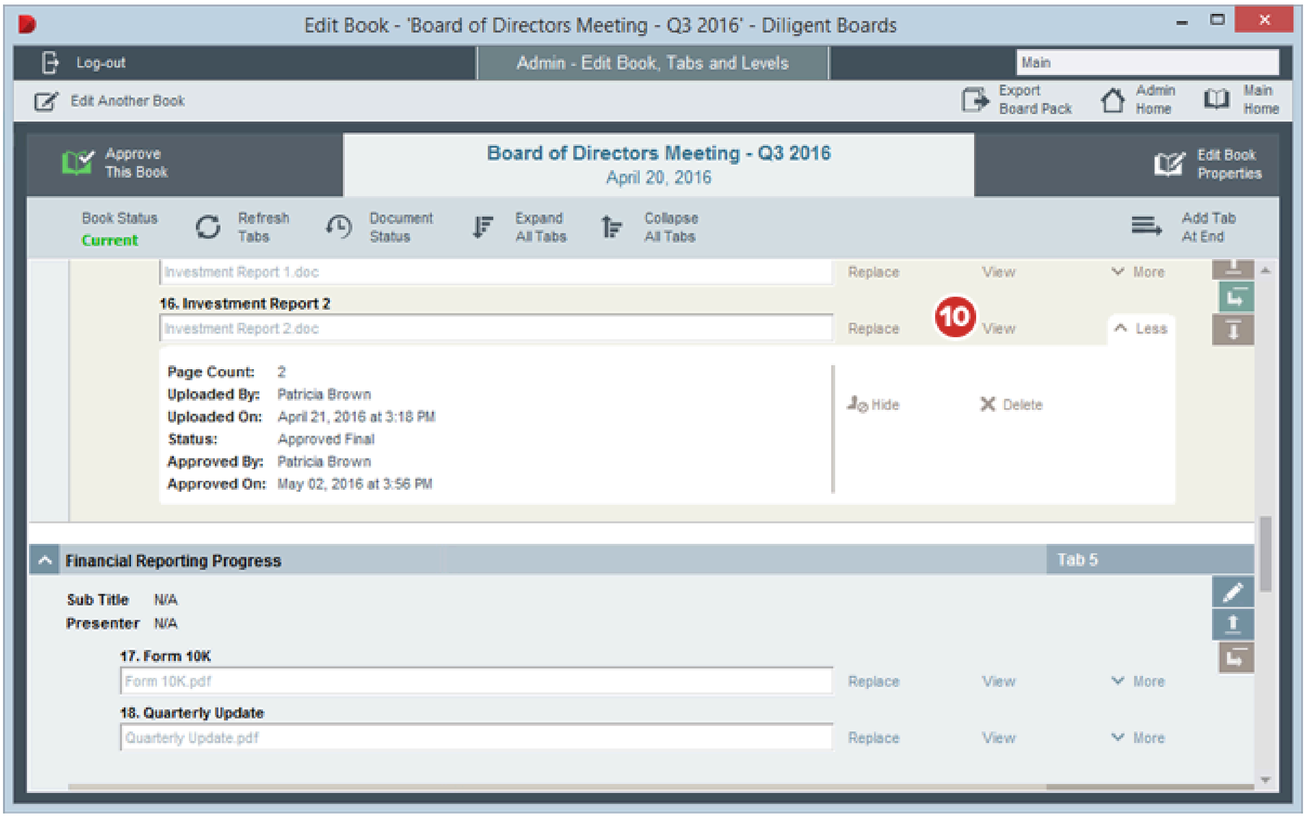
7 Select **Select All** to check off every user at once.

8 Select **Deselect All** to clear the checkboxes from the user list and start over.

9 Select **OK**. When the book is published, your selected hiding option will apply.

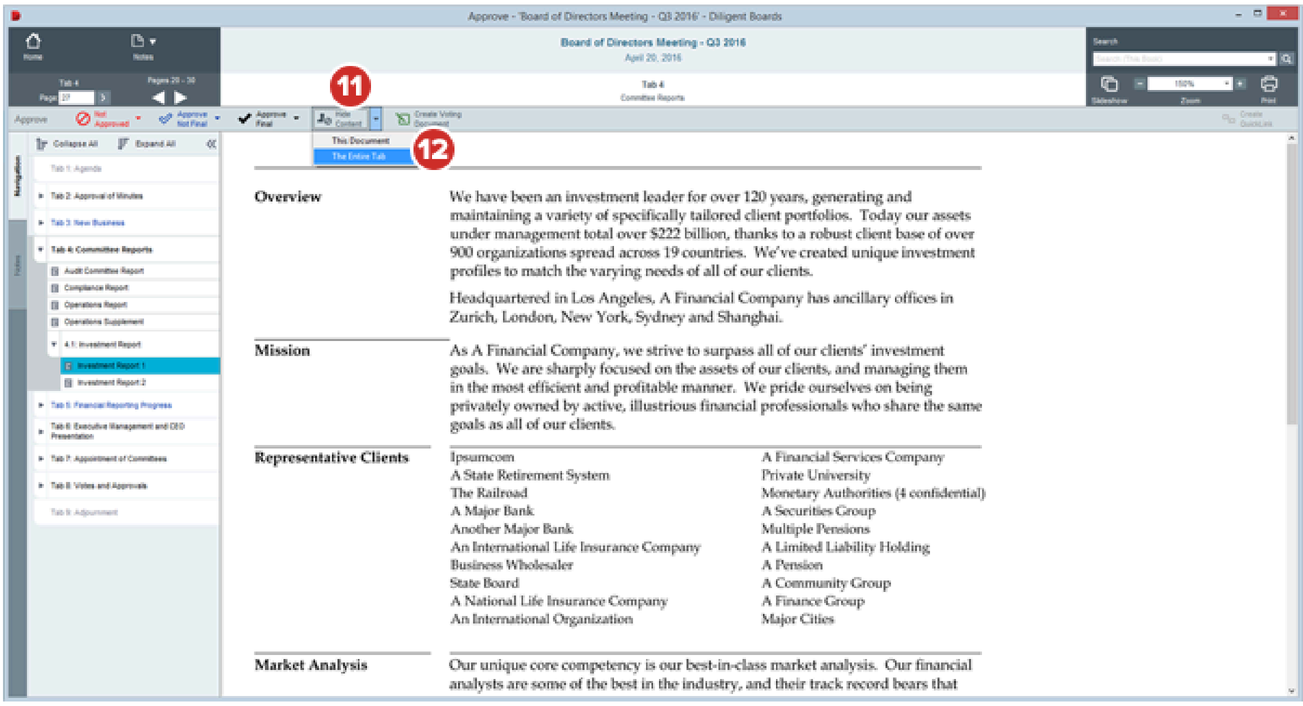


10 To hide the entire tab the document is in instead, select **View** by the document. The page view window will open.



11 Select **Hide Content**.

12 In the menu that appears, select **The Entire Tab**. Follow steps 4–9 to apply hiding options to every document in the tab at once.



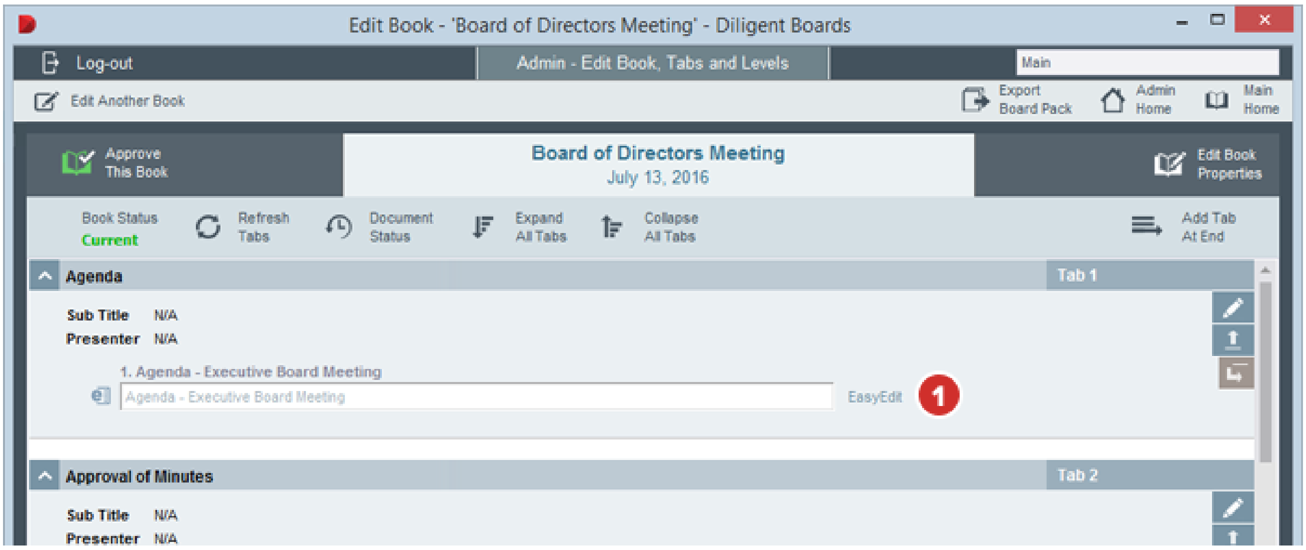
Note: Administrators cannot have documents or tabs hidden from them. They will always be able to see everything in the books they administer.

40 OneClick for Admins — EasyEdit — Getting started and the Home tab

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

EasyEdit is a fully featured word processor that allows for documents to be created and edited from within the Diligent Boards Admin client, so you don't have to save and re-upload every time a change is made.

1 In the Edit Book window, select **EasyEdit** next to an EasyEdit slot.



Note: To add an EasyEdit slot to a tab, select "Edit Tab," followed by either the "Insert EasyEdit Document" or "Append EasyEdit" buttons. See the instructions on Editing and deleting a tab for more information.

2 The Edit EasyEdit window will appear. The **Home** tab is selected by default.

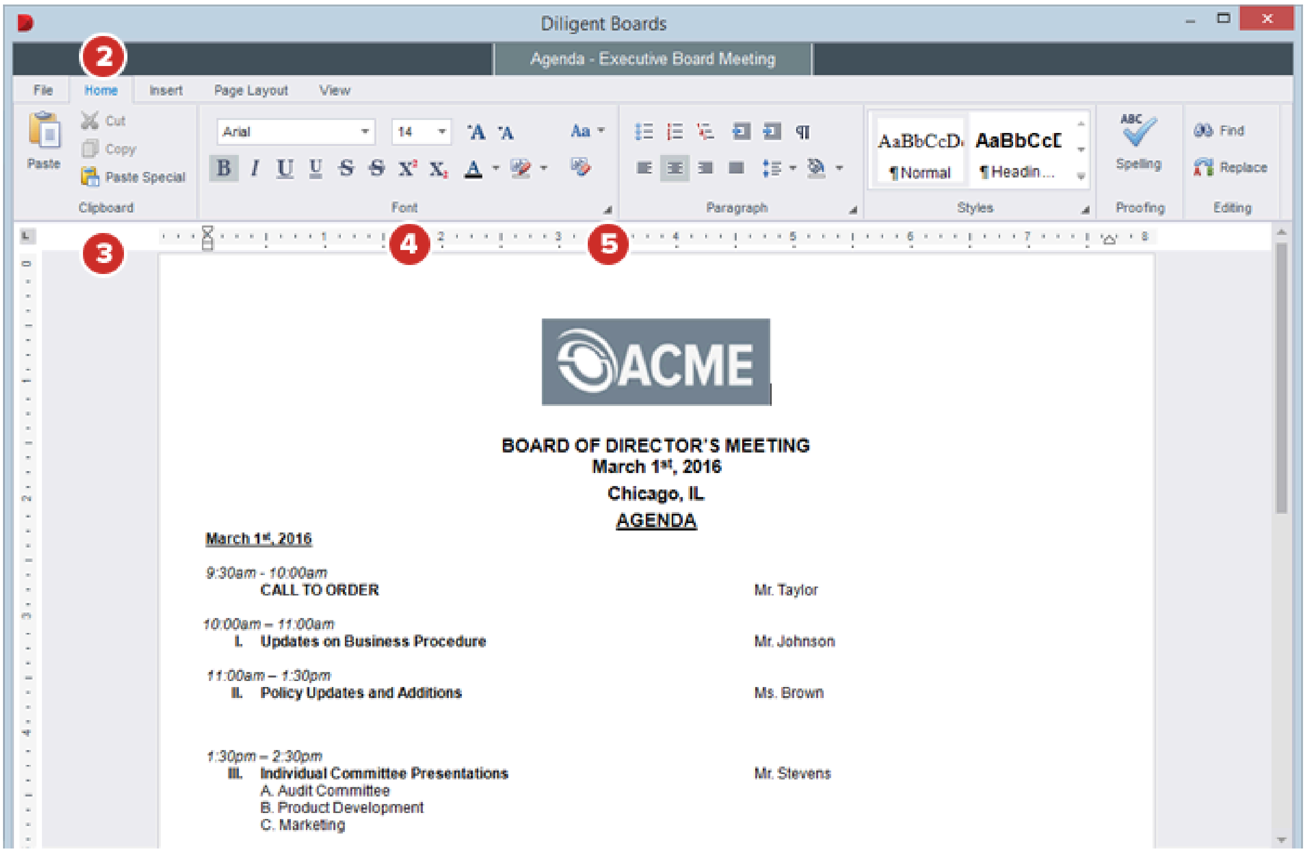
3 The home tab contains many typical document creation and styling features. The **Clipboard** section contains options to cut, copy, paste and paste special (which allows you to remove formatting from text before pasting it).

Note: Copying and pasting from Microsoft Word will maintain most text formatting. The standard keyboard commands Ctrl+C for copy and Ctrl+V for paste work as well.

4 The **Font** section contains a variety of options for styling text, from upper-left to lower-right:

- Font selection
- Font size
- Grow/shrink font size
- Change case on selected text
- Bold
- Italicize
- Underline/double underline
- Strikethrough/double strike
- Superscript/subscript
- Font/highlight color
- Clear formatting on text

5 Select the arrow in the lower-right of the font section to open the **Font Dialog Box**.



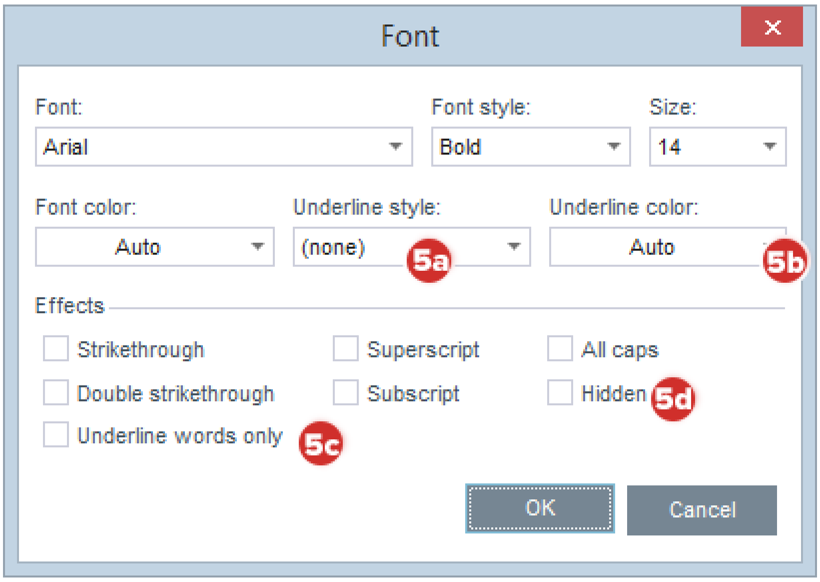
This box contains additional font options, including:

5a Additional underline styles

5b Colors for underlines only

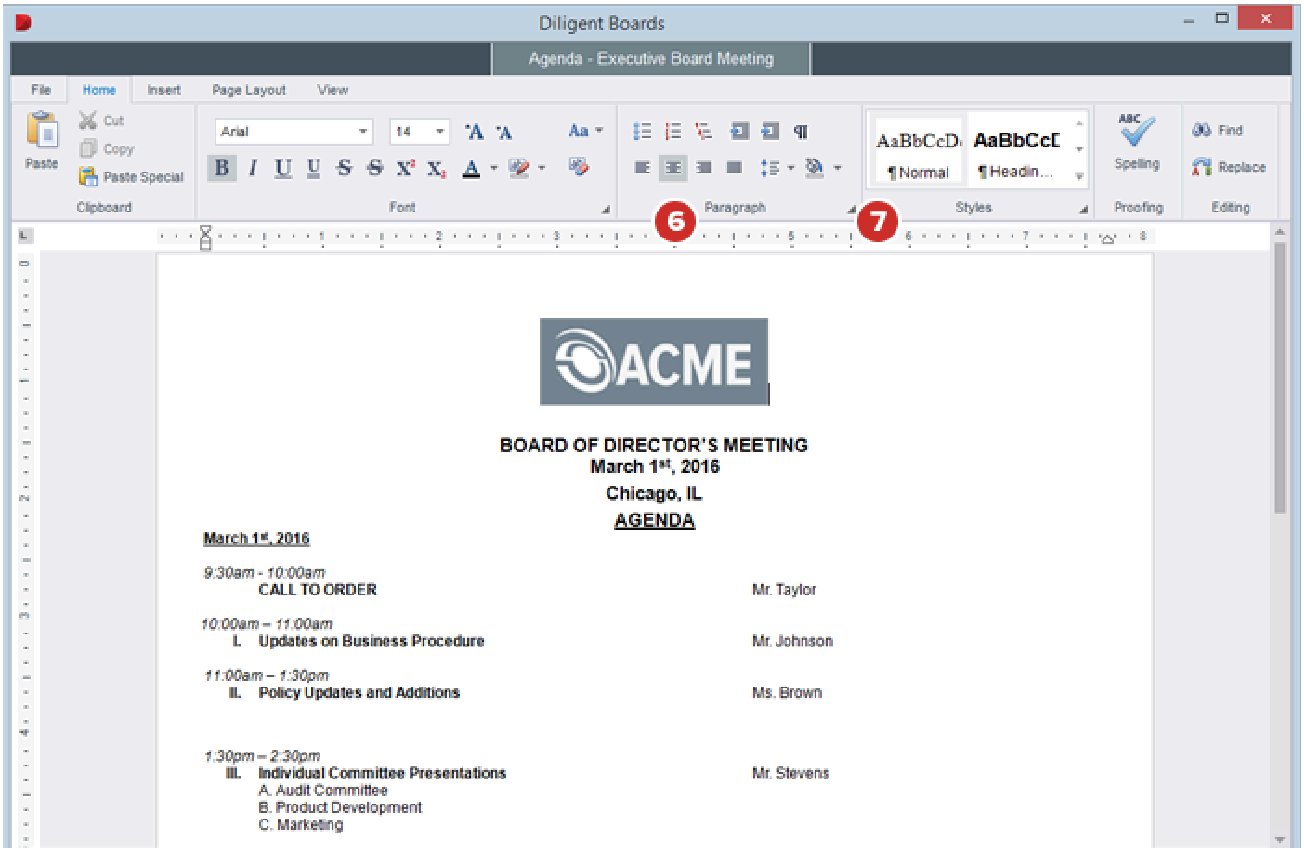
5c Underline words only, not spaces

5d Hide text

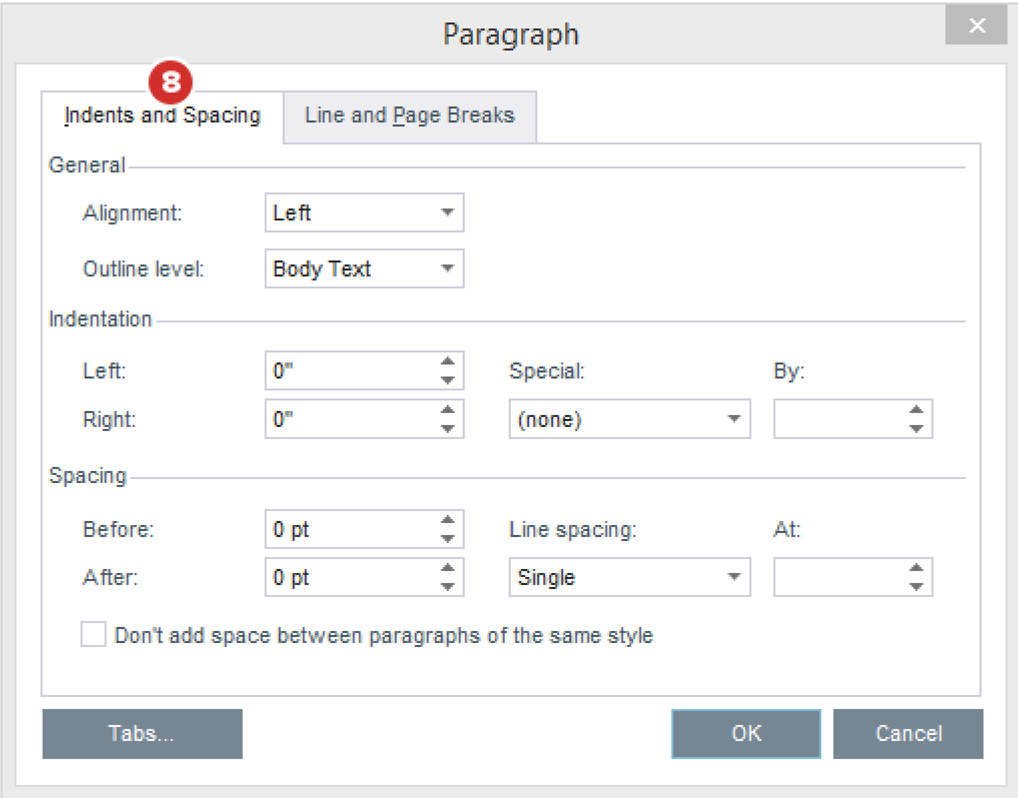


6 The **Paragraph** section contains a variety of options for formatting paragraphs, from upper-left to lower-right:

7 Select the arrow in the lower-right of the paragraph section to open the **Paragraph Dialog Box**.



8 In the paragraph dialog box, select the **Indents and Spacing** tab for more detailed control over text alignment, indentation and line spacing.

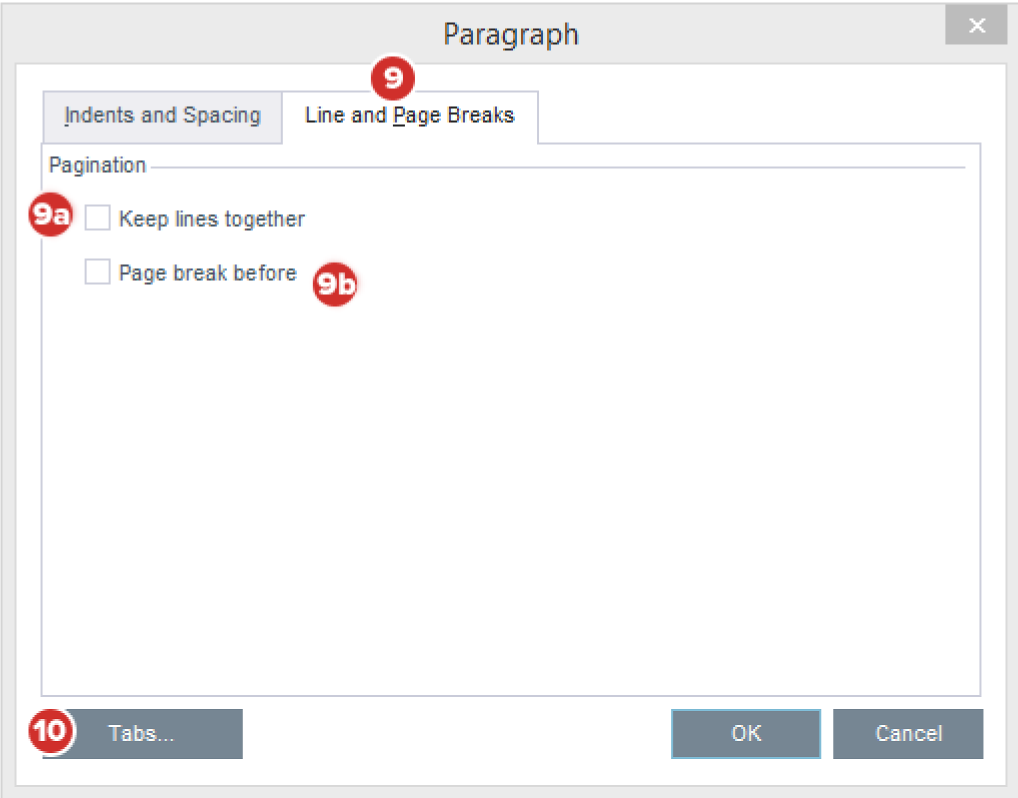


9 Select the **Line and Page Breaks** tab.

9a Select **Keep lines together** to keep a paragraph from being broken up by a page break.

9b Select **Page break before** to put a full page before the paragraph.

10 To customize how tabbing works in the document, select the **Tabs...** button



11 Add numbers to the **Tab Stop Position** list to indicate where, in inches across the page, the cursor will go when tab is pressed on the keyboard.

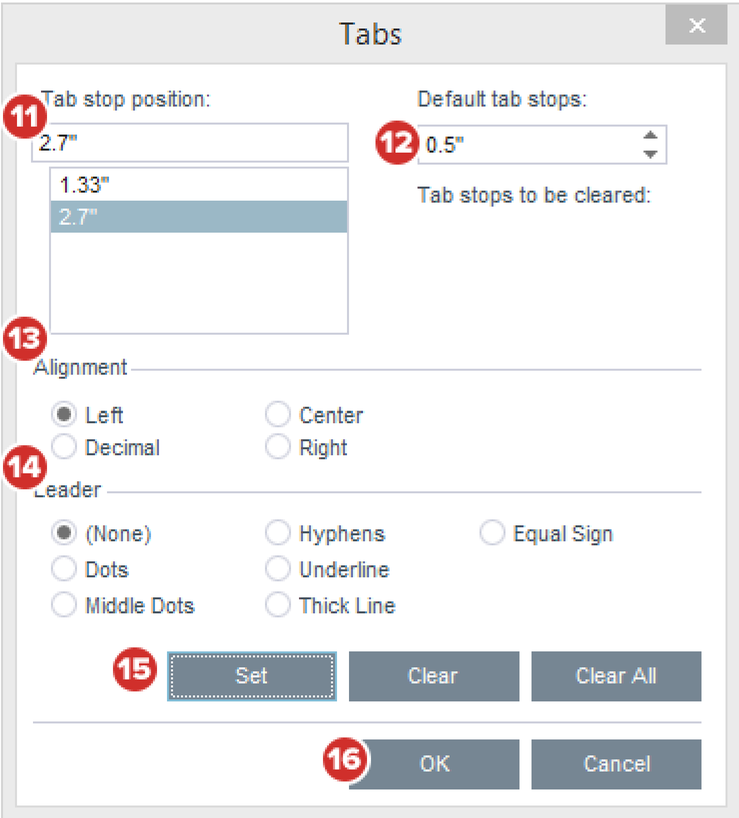
12 Default Tab Stops indicate where tabs will go by default. If this number is 0.5”, tabs will be placed every half inch on the page.

13 Set **Alignment** to change whether the tab should indicate the start (**Left**), the end (**Right**), or the **Center** of the text, or, in a number with a **Decimal**, the placement of the decimal point.

14 Set a **Leader** to change the symbol that will repeat before the tab, if any.

15 Set adds your custom tab stops to the list. You can also **Clear** the selected tab stop, or **Clear All** tab stops.

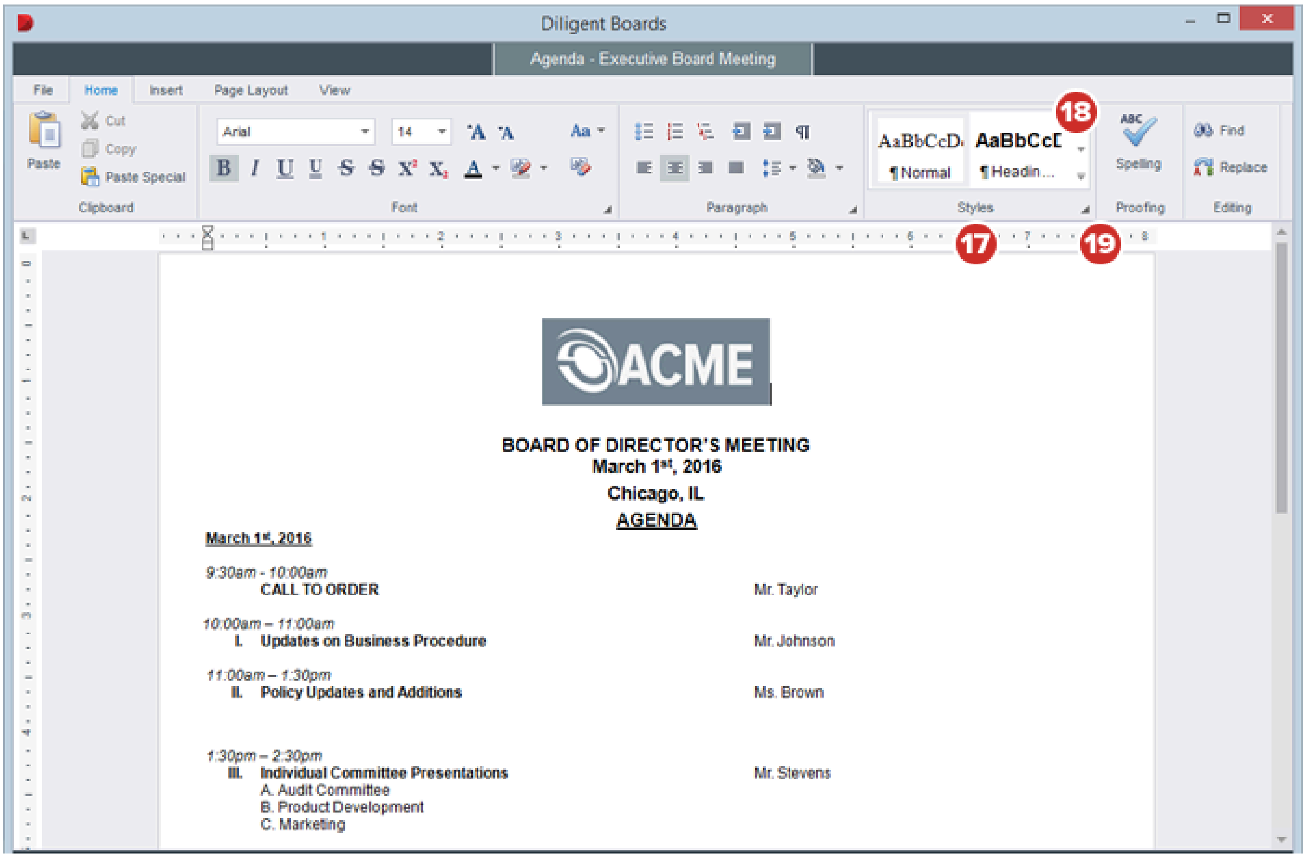
16 Select **OK** to save your tab settings.



17 The **Styles** section contains a set of preset styles — buttons that change text, paragraph and tab styles simultaneously.

18 Select some text and select any **Style** button to apply that style to the text.

19 To see how the style has been set, or to change these settings, select the arrow in the lower-right of the styles section to open the **Style Dialog Box**.



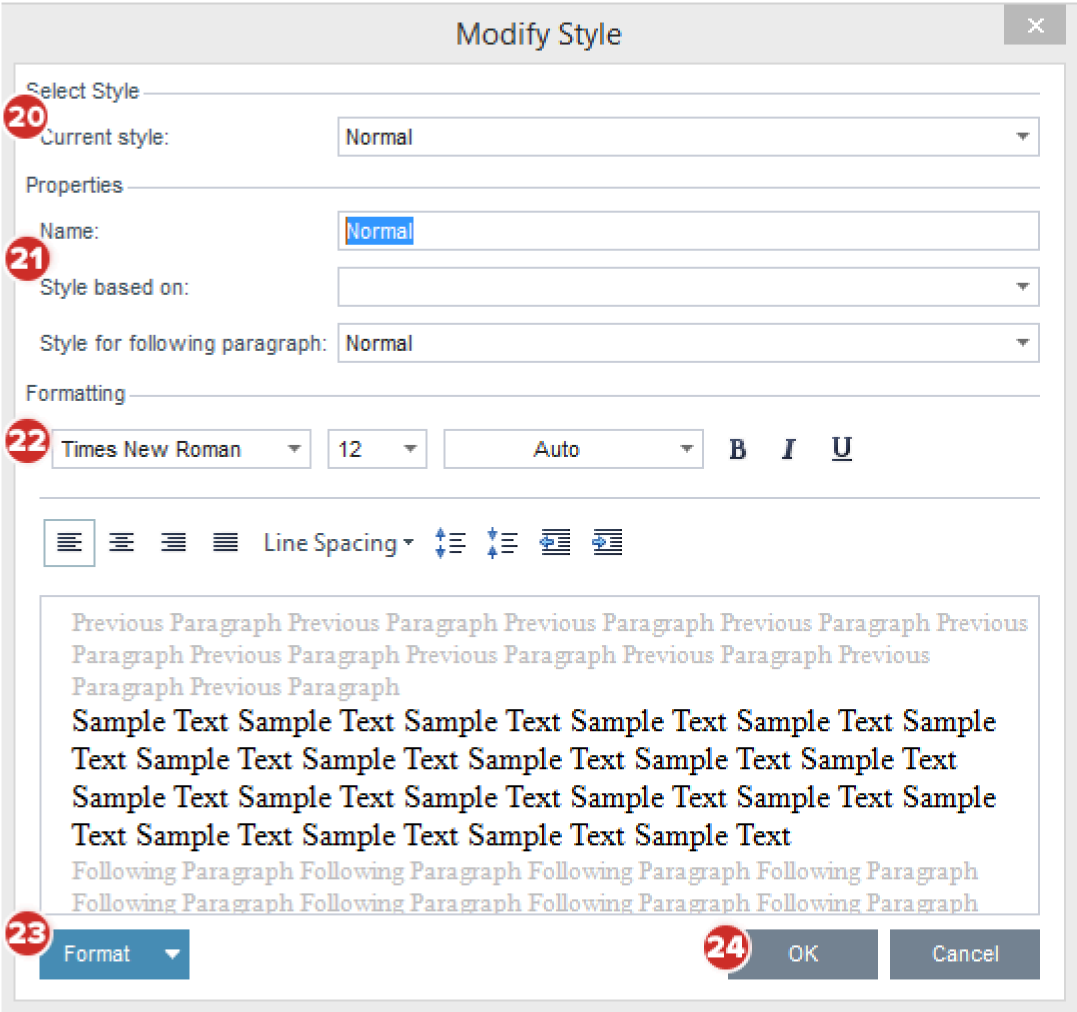
20 To change the style you're editing, select from the **Current Style** list.

21 You're able to change the **Name** of the style, and the **Style It's Based On**.

22 The **Formatting** section contains a subset of font and paragraph options that can be set for the style.

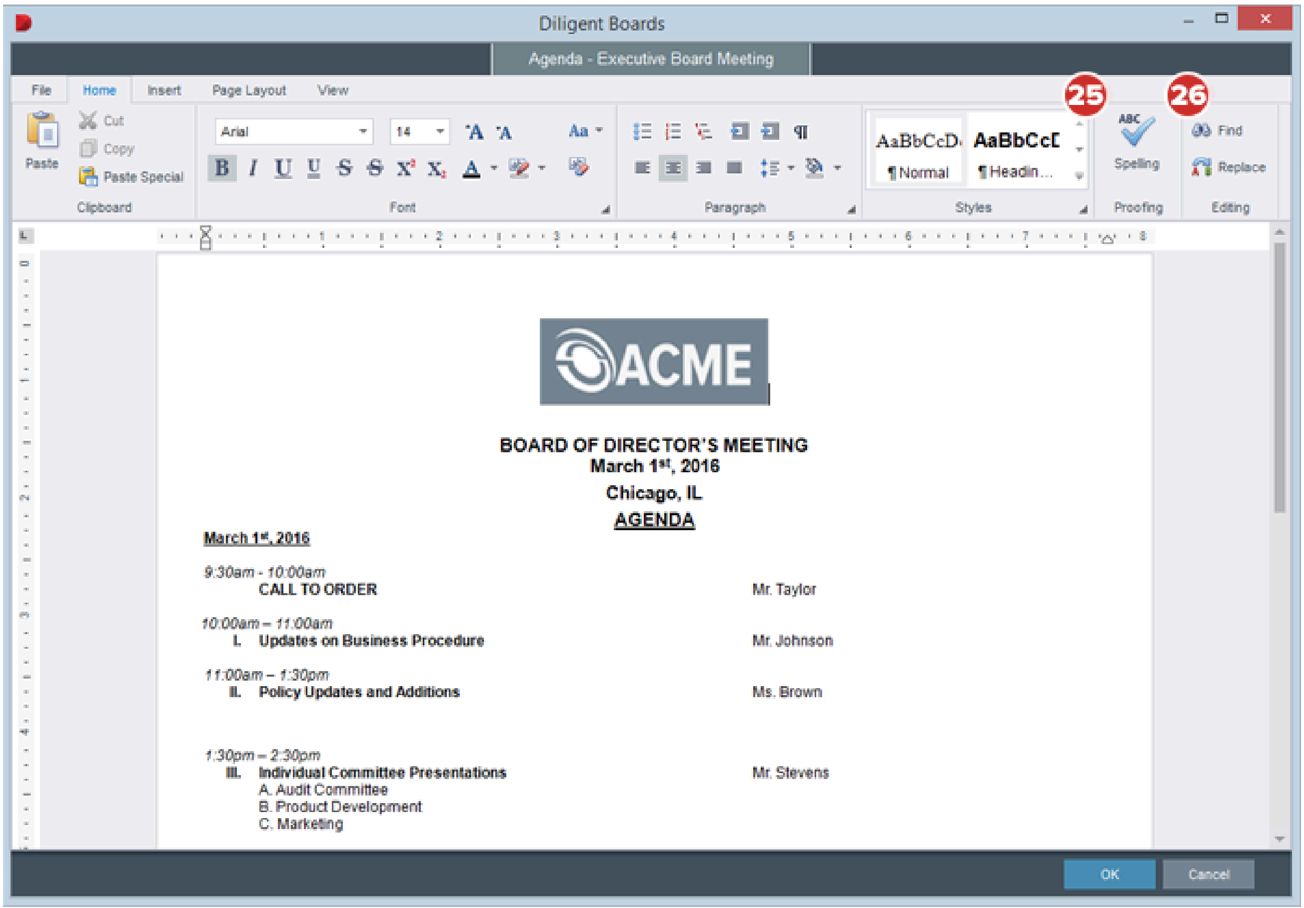
23 For a complete set of font, paragraph and tab options, select the **Format** button and choose from the list. Any option you change will be applied to the style.

24 Select **OK** to save your changes to the style.



25 Select **Spelling** to spell check any text selected in the document, or the entire document if nothing is selected.

26 Select **Find** or press Ctrl+F on your keyboard to find text in the document.

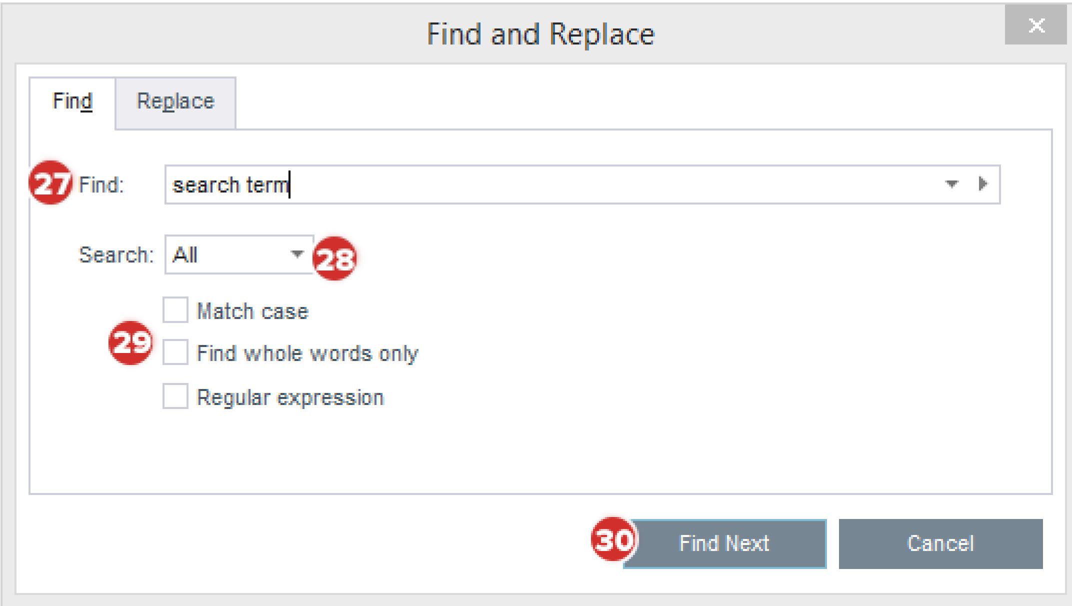


27 Enter your search term into the **Find** field.

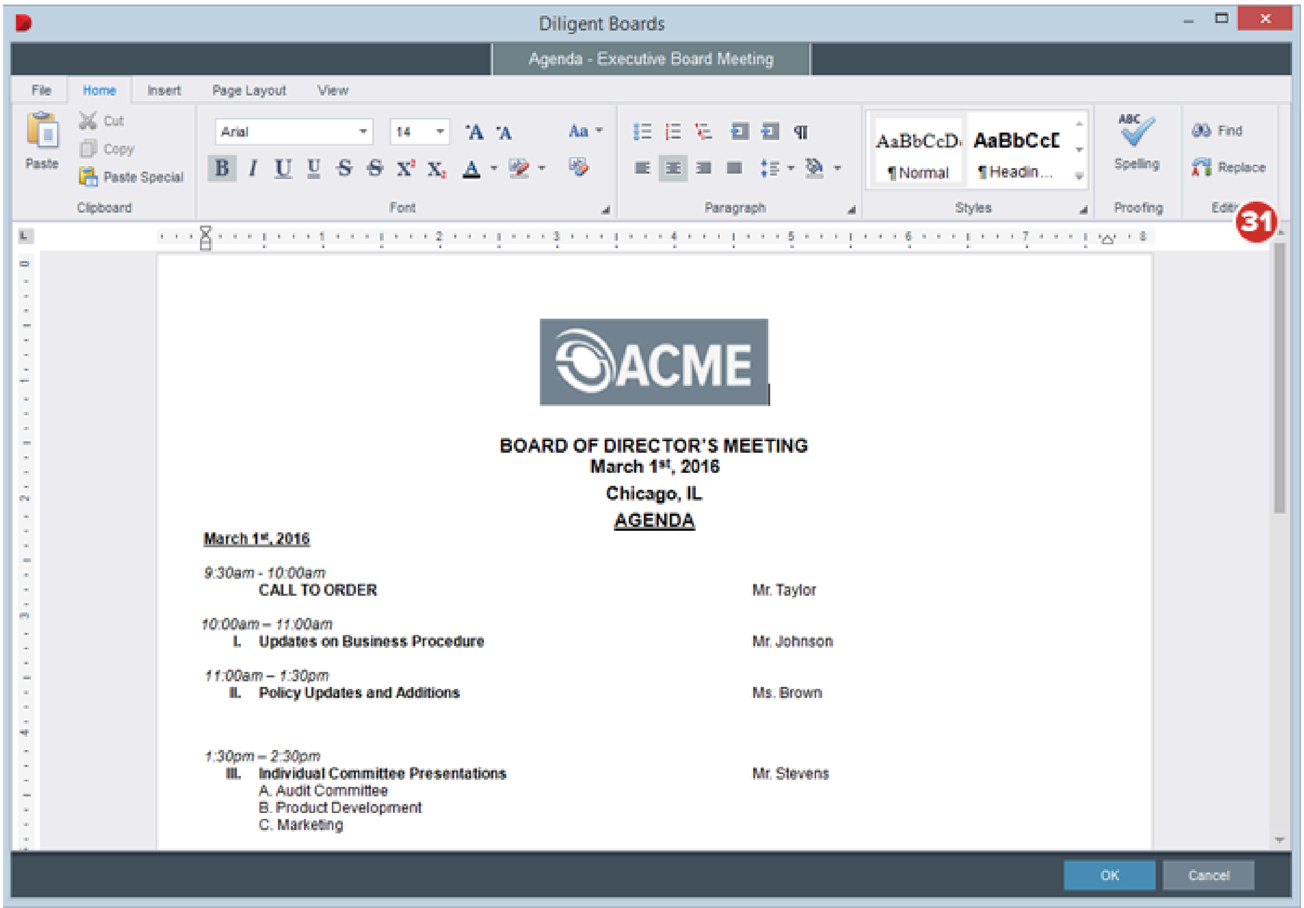
28 You can choose if you want to find the term below or above the cursor, or search the entire document.

29 You can also choose to find terms with the exact same case, or if it should only look for whole words and not the same term within a word.

30 Select **Find Next** to find the term. Select it again to find the term in another place.



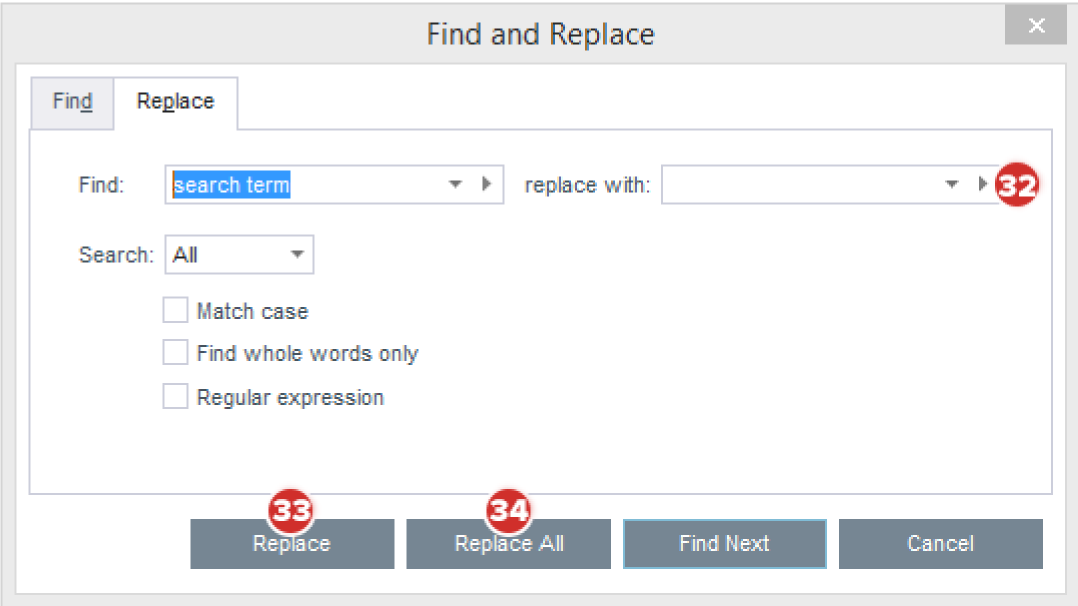
31 Select **Replace** or press Ctrl+R on your keyboard to find and replace text.



32 Replacing is similar to finding. Enter a term in the **Replace With** field.

33 After using the Find Next button to find a search term, use the **Replace** button to replace that instance of the term with the term in the Replace With field.

34 Use the **Replace All** button to replace every instance of the search term with the term in the Replace With field.


Find and Replace
Find
Replace
Find:
search term
replace with:
32
Search:
All
Match case
Find whole words only
Regular expression
33
34
Replace
Replace All
Find Next
Cancel

41 OneClick for Admins — EasyEdit — The Insert tab

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 The **Insert** tab contains many options for inserting various types of content into your document.

2 Select **Page Break** to add a new page below the current cursor location.

3 Select **Table** and select the starting number of rows and columns to add a spreadsheet-like table to the document.

Note: See the EasyEdit — Inserted tables for more information on table options.

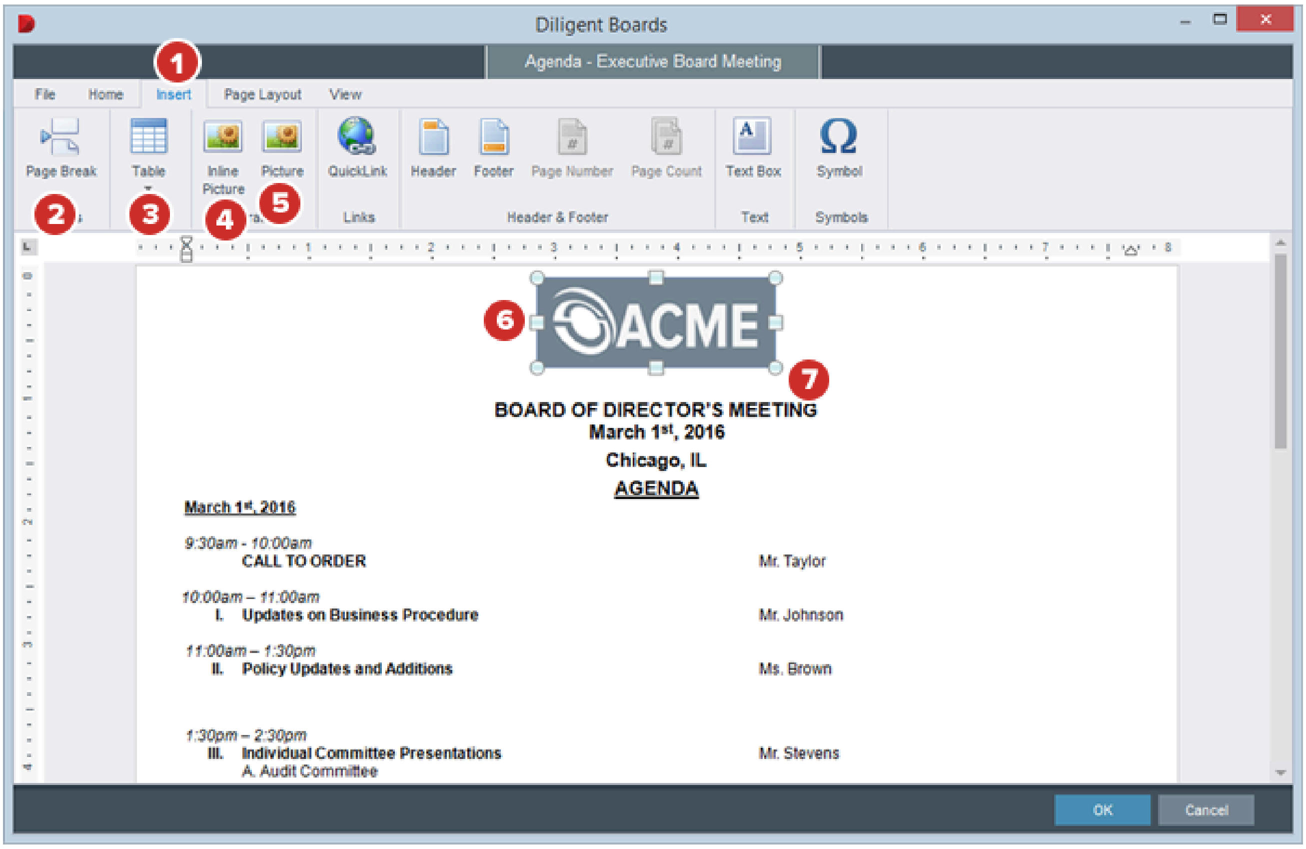
4 Select **Inline Picture** to select an image from your computer and place it inline into your document text. Text and other objects will flow around the image.

5 Select **Picture** to select an image from your computer and place it onto your document. You'll be able to move this image anywhere, including over text.

Note: Supported image types include .BMP, .DIB, .JPG, .PNG, .GIF, .TIF, .EMF and .WMF.

6 Select and drag the square at the center of an image edge to stretch the image.

7 Select and drag the corner of an image to scale it without distorting it.



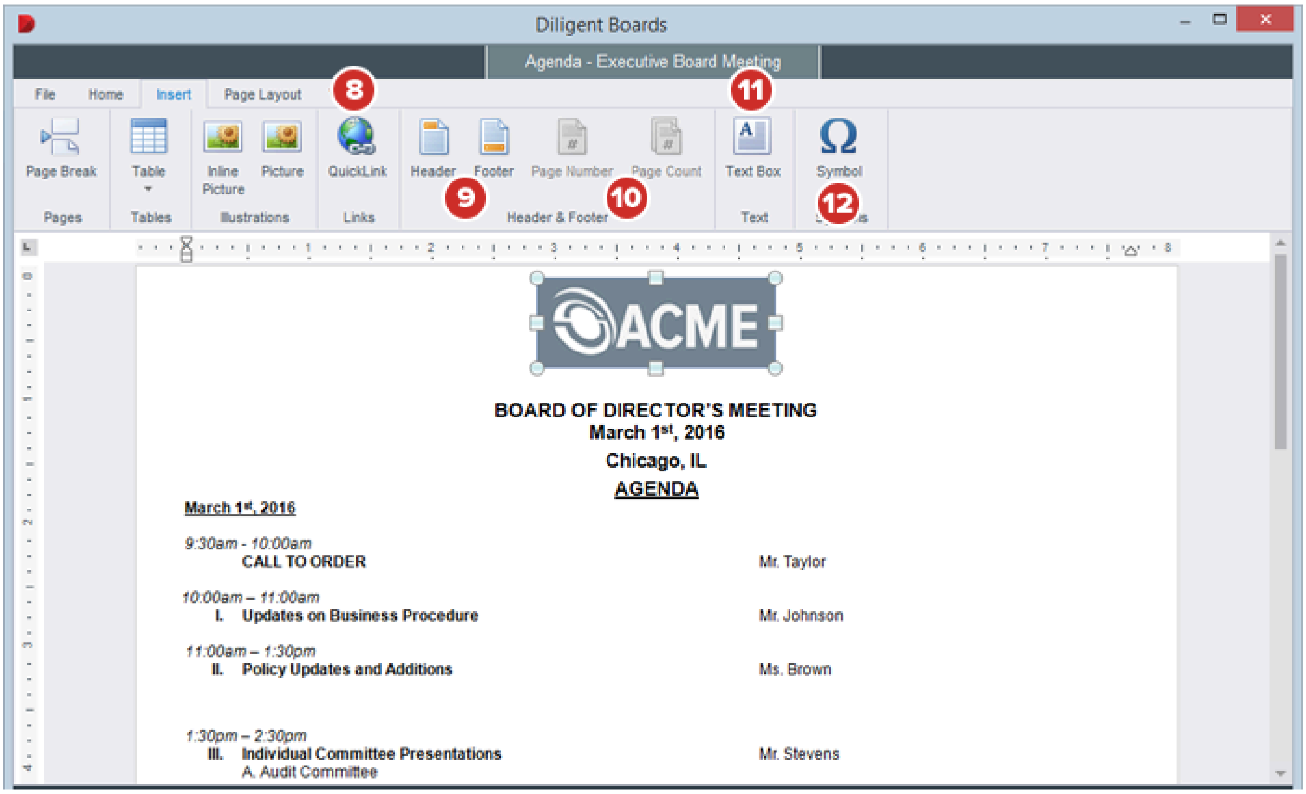
8 Use the **QuickLink** button to turn selected text into a link to another document or external website. See the section on QuickLinks for more information.

9 Use the **Headers** and **Footers** buttons to add these items to every page.

10 The **Page Number** and **Page Count** buttons add these numbers to headers and footers, respectively. Page numbers and page counts can only be added to headers and footers.

11 Select **Text Box** to add a text box to the page that can be moved anywhere, including over text. This text box can be stretched like a picture.

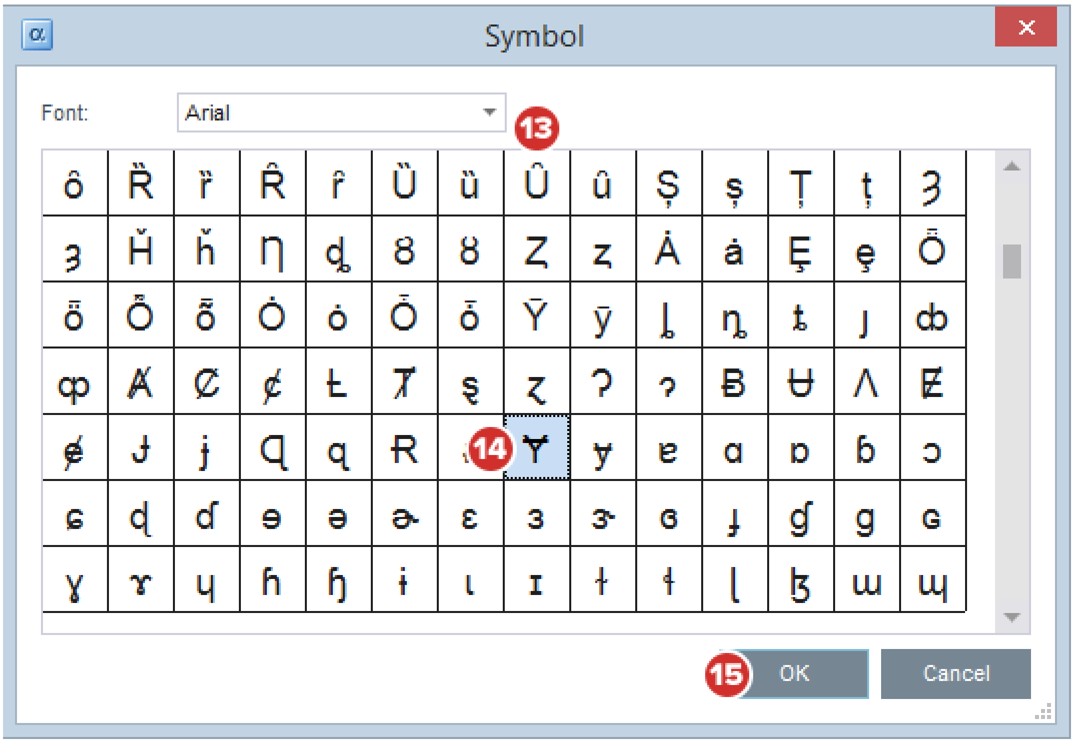
12 To add special characters, select **Symbol** to open the symbol window.



13 Select the **Font** in which you'd like the symbol to appear.

14 Choose the symbol from the character list.

15 Select **OK** to add the symbol to the document.


Symbol
Font:
Arial
13
14
15
OK
Cancel

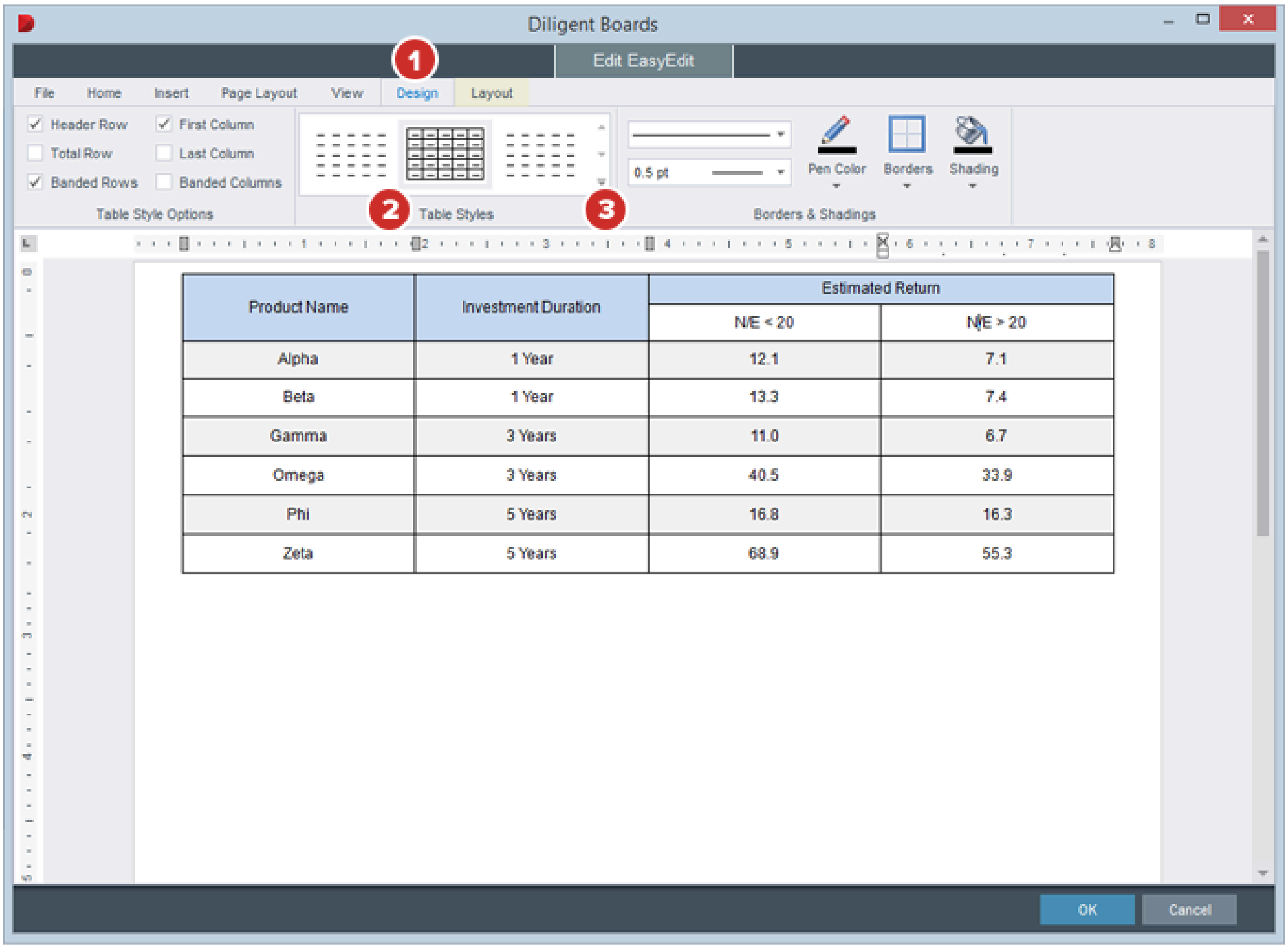
42 OneClick for Admins — EasyEdit — Inserted tables — Design

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 While editing an insert table, two new tabs will appear. To modify the appearance of the table, select the **Design** tab.

2 Table Styles apply styling to entire table at once. Select any style to apply it to the current table.

3 To create **New** or **Modify Existing** table styles, select the arrow at the bottom-right of the style list and choose from the menu. You can also **Delete** styles.



4 Name your style, and choose if it should be **Based On** an existing style.

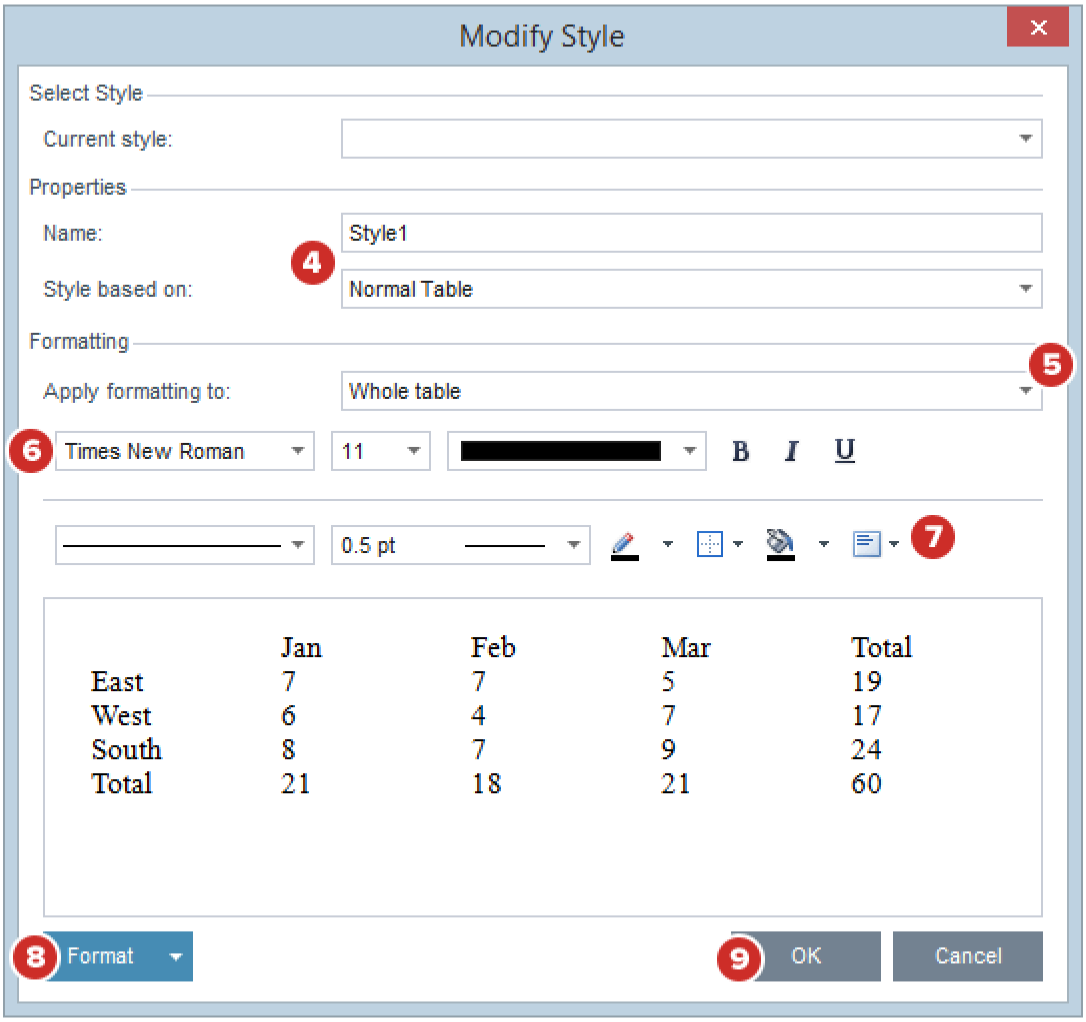
5 Before choosing your style settings, use **Apply formatting to** choose what section of the table will be styled. For example, you can style the entire table at once using “Whole Table,” or choose styling for just header or footer rows.

6 Font choices let you pick font style, size and color, as well as basic formatting.

7 Cell Style options let you choose (from left to right) the style, thickness and color of the cell border, the part of the border the style should be applied to, the color of the cell, and how text should be aligned in the cell.

8 For a complete set of font, paragraph and tab options, select the **Format** button and choose from the list. Any option you change will be applied to the style.

9 Select **OK** to save your styles, or any changes you have made to a style.

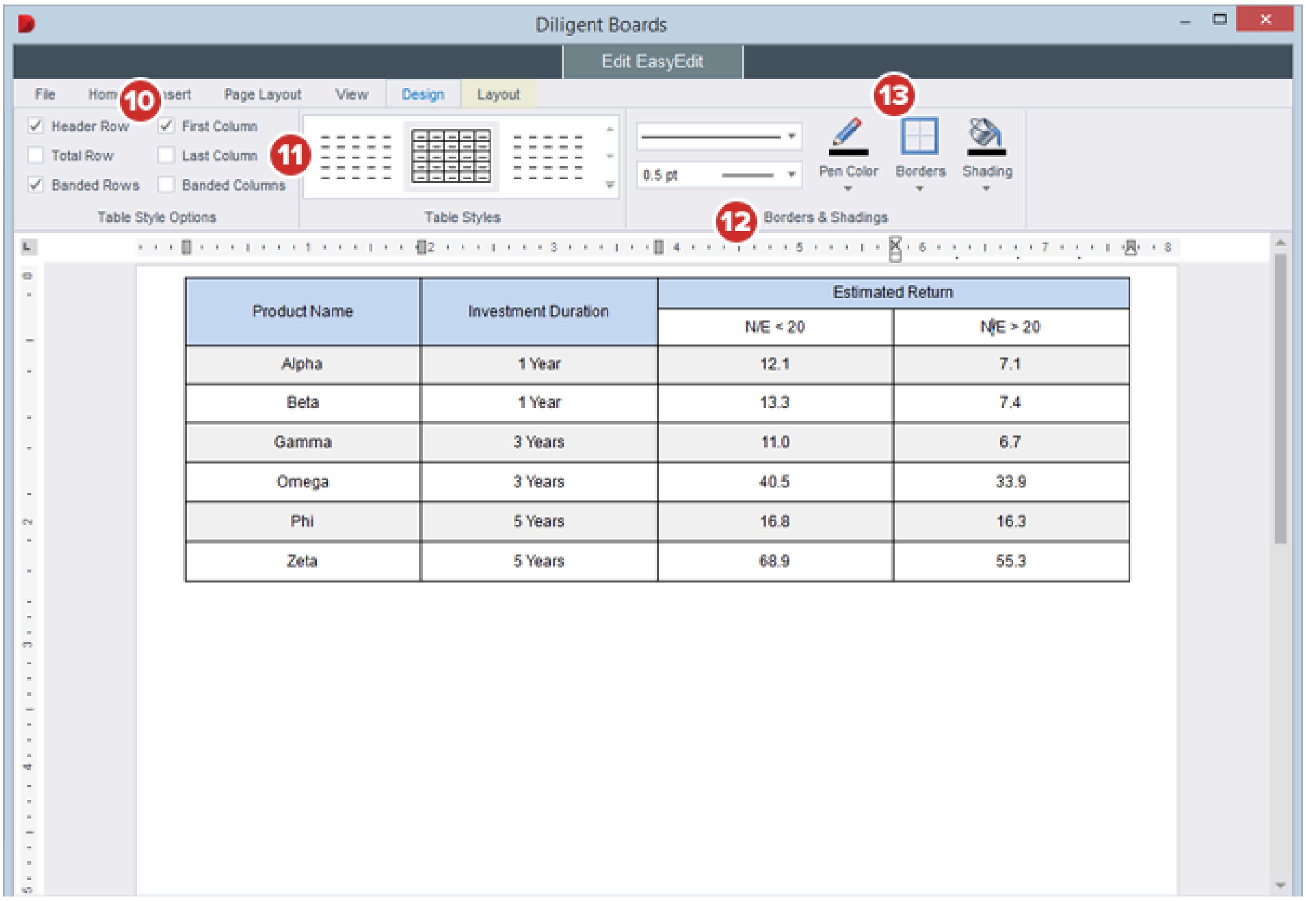


10 Under Table Style Options, select **Header Row** and **Total Row** to apply those settings from your selected table style. **First Column** and **Last Column** provide the same functionality for columns. If you leave these unchecked, these parts of the table will be styled using the "Whole Table" setting.

11 If your table style includes styling for **Banded Rows** and **Banded Columns**, selecting the Table Style Options for those banded rows and columns will cause that styling to be displayed. Uncheck these to style these sections with the default "Whole Table" style.

12 If you want to style just a part of the table in a certain way, highlight those cells and use the **Borders & Shadings** settings. These settings control line style and weight, line color, which part of the border should be styled, and cell color.

13 After choosing line style, weight and color (using "Pen Color"), select the **Border** style to apply those settings.


Diligent Boards
Edit EasyEdit
File
Home
Insert
Page Layout
View
Design
Layout
10
11
12
13
Header Row
First Column
Total Row
Last Column
Banded Rows
Banded Columns
Table Style Options
Table Styles
0.5 pt
Pen Color
Borders
Shading
Borders & Shadings
Product Name
Investment Duration
Estimated Return
N/E < 20
N/E > 20
Alpha
1 Year
12.1
7.1
Beta
1 Year
13.3
7.4
Gamma
3 Years
11.0
6.7
Omega
3 Years
40.5
33.9
Phi
5 Years
16.8
16.3
Zeta
5 Years
68.9
55.3

43 OneClick for Admins — EasyEdit — Inserted tables — Layout

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 While editing an insert table, two new tabs will appear. To modify the structure of the table, select the **Layout** tab.

2 Select lets you highlight the cell, row or column the cursor is in. You can also select the whole table.

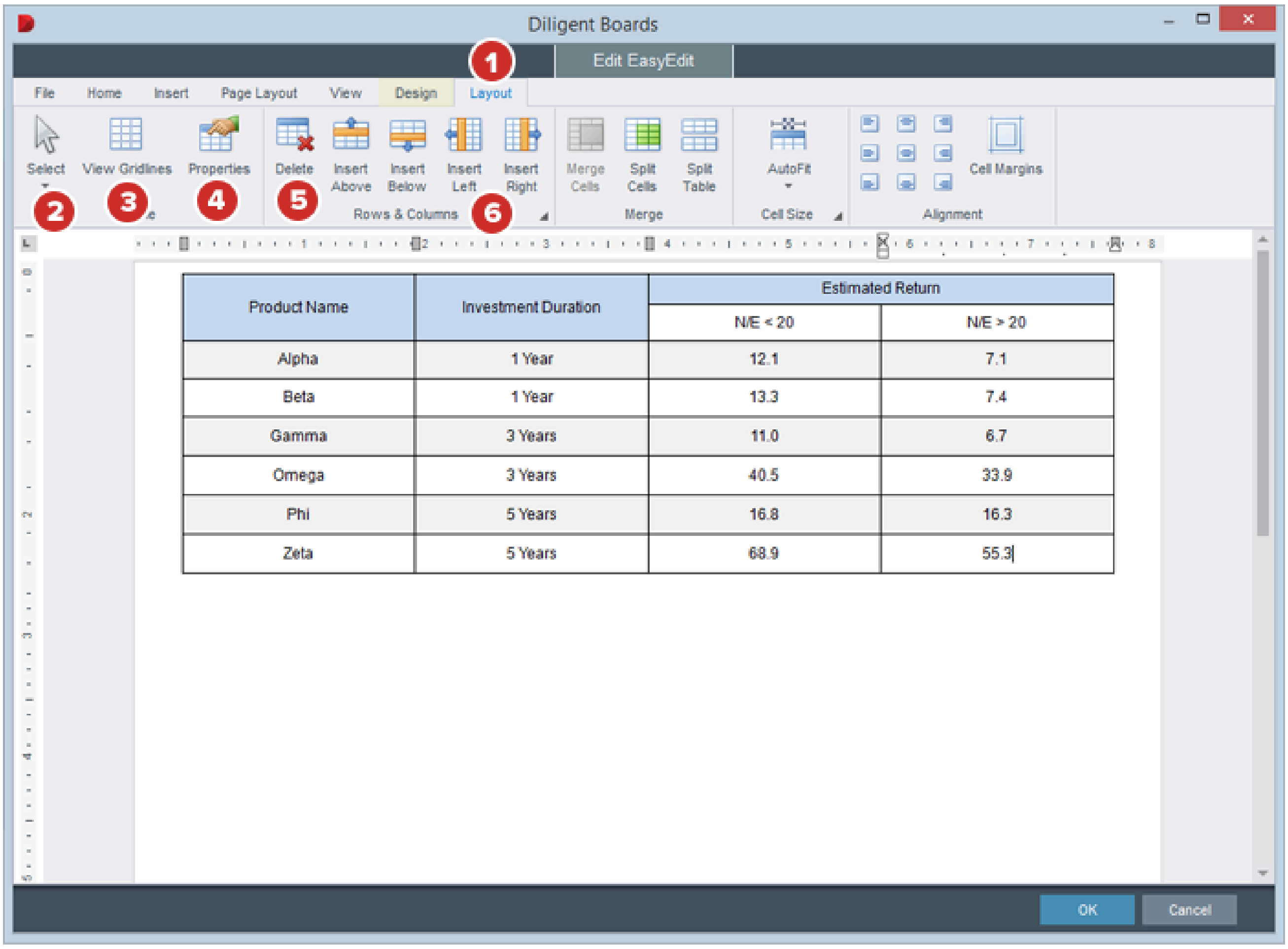
3 View Gridlines displays the location of any cell edges that may have been made invisible by style choices. These lines still won't appear in the book.

4 Properties lets you set default height, width and alignment options for rows, columns, cells or the entire table.

5 Delete lets you delete the cell, row or column the cursor is in. You can also delete the whole table.

6 The remaining buttons in the **Rows & Columns** section let you insert rows **Above** or **Below** the currently selected cell. You can also insert columns to the **Left** or **Right** of the selected cell.

Diligent



7 To create a large cell that spans across multiple rows and/or columns, select the cells you want to combine and then select **Merge Cells**.

8 To segment cells into smaller cells, highlight the cells you want to separate and select **Split Cells**. You'll get to choose how many rows and columns the selected cells will be split into.

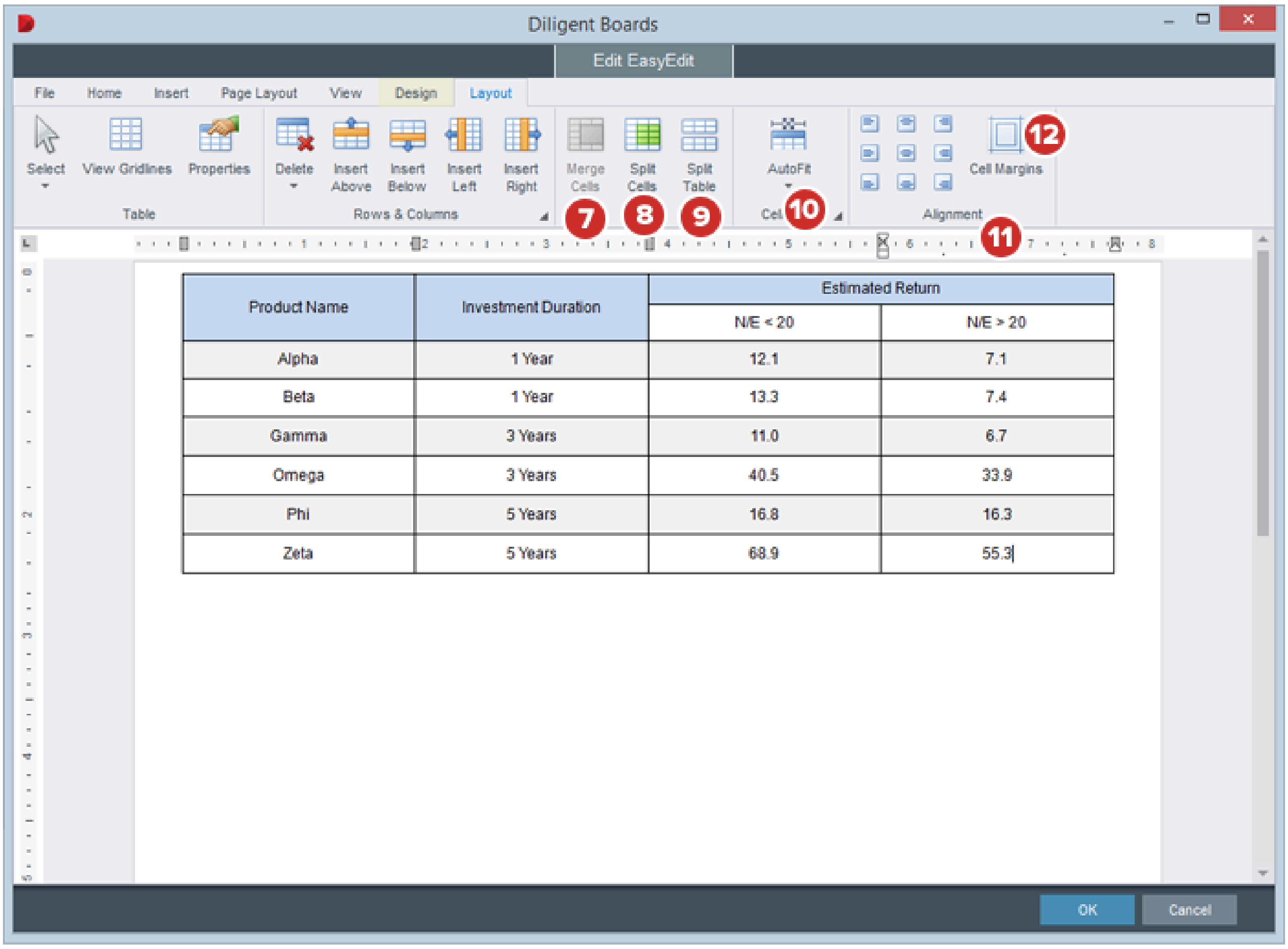
9 Split Table splits the table into two, above the selected cell.

10 Autofit options can fit each cell to its contents (**Autofit Contents**), or stretch the table to fill the page (**Autofit Window**). It can also be set to not automatically resize the table (**Fixed Column Width**), which may cause the table to extend past the page edges if columns or rows are added.

Note: You can also change the size of a column or row by selecting and dragging its edges.

11 Alignment options let you choose how text will be aligned in the selected cells. Text can be aligned to any combination of top, bottom, left, right and center.

12 Use the **Cell Margins** button to set margins for the contents of cells, how much blank space will appear between cells, or if cells should always autofit to contents.



44 OneClick for Admins — EasyEdit — The Page Layout tab

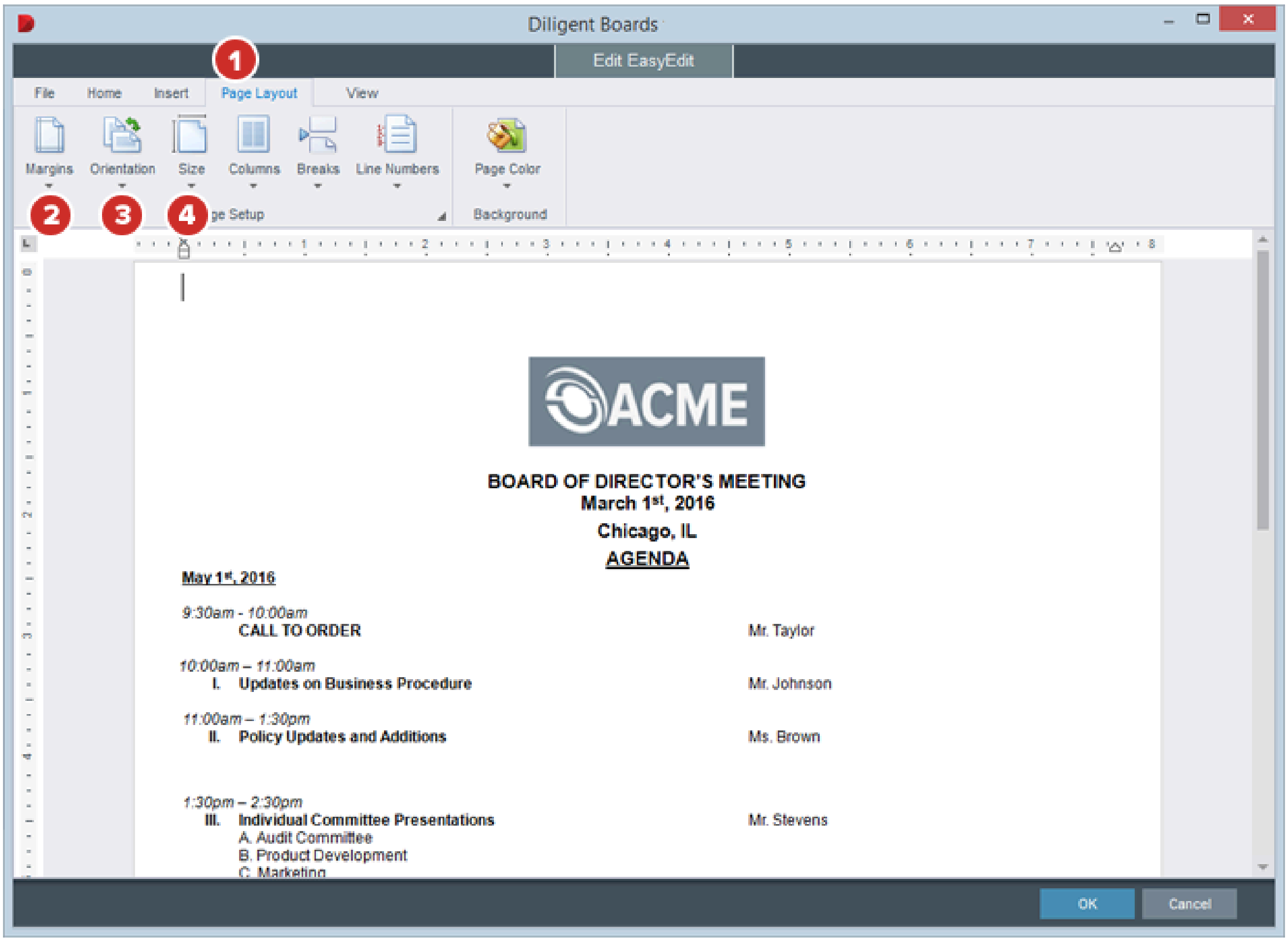
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 The **Page Layout** tab contains many options for structuring the pages in your document.

2 Select **Margins** to choose from a preset collection of margins, or select “Custom Margins...” from the menu that appears to create your own.

3 Select **Orientation** to make pages appear in either portrait or landscape.

4 Select **Size** to choose from a variety of preset page sizes, including letter and A4. Select “More Paper Sizes...” from the menu that appears to customize your own page size.

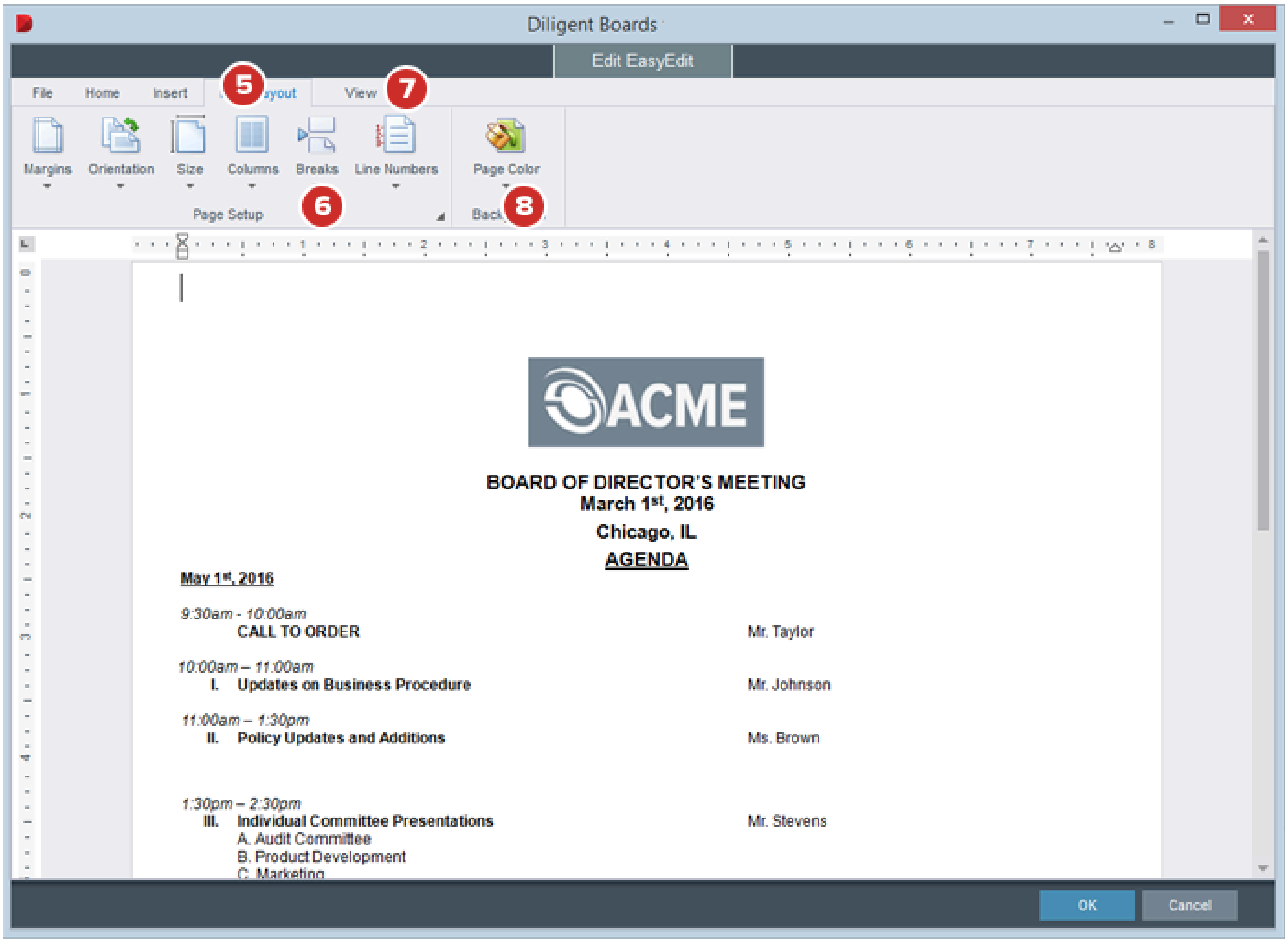


5 Select **Columns** to choose how many text columns will appear on your page. A "More Columns..." option in the menu that appears gives you fine control over the number, size and location of columns on the page.

6 The **Breaks** menu lets you add more page breaks to the document, in a variety of locations.

7 The **Line Numbers** menu lets you number every line of text, and provides some control over when those numbers should restart. For example, numbers can restart on every page or by every section. Sections can be added using the Breaks menu. You can also suppress line numbers for specific sections of the document, or use "Line Numbering Options..." for even more granular control.

8 The **Page Color** menu lets you choose the background color of the pages in the document. You can select from preset colors, or pick any color from a spectrum or via a hex value.



Note: You can only select one color at a time. This color will appear on every page of the document.

45 OneClick for Admins — EasyEdit — The View tab

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 Settings in the **View** tab change how the document appears while you are editing it. It does not affect how the document will appear in the book.

2 The **Simple** view hides most of the page layout, focusing on the content only.

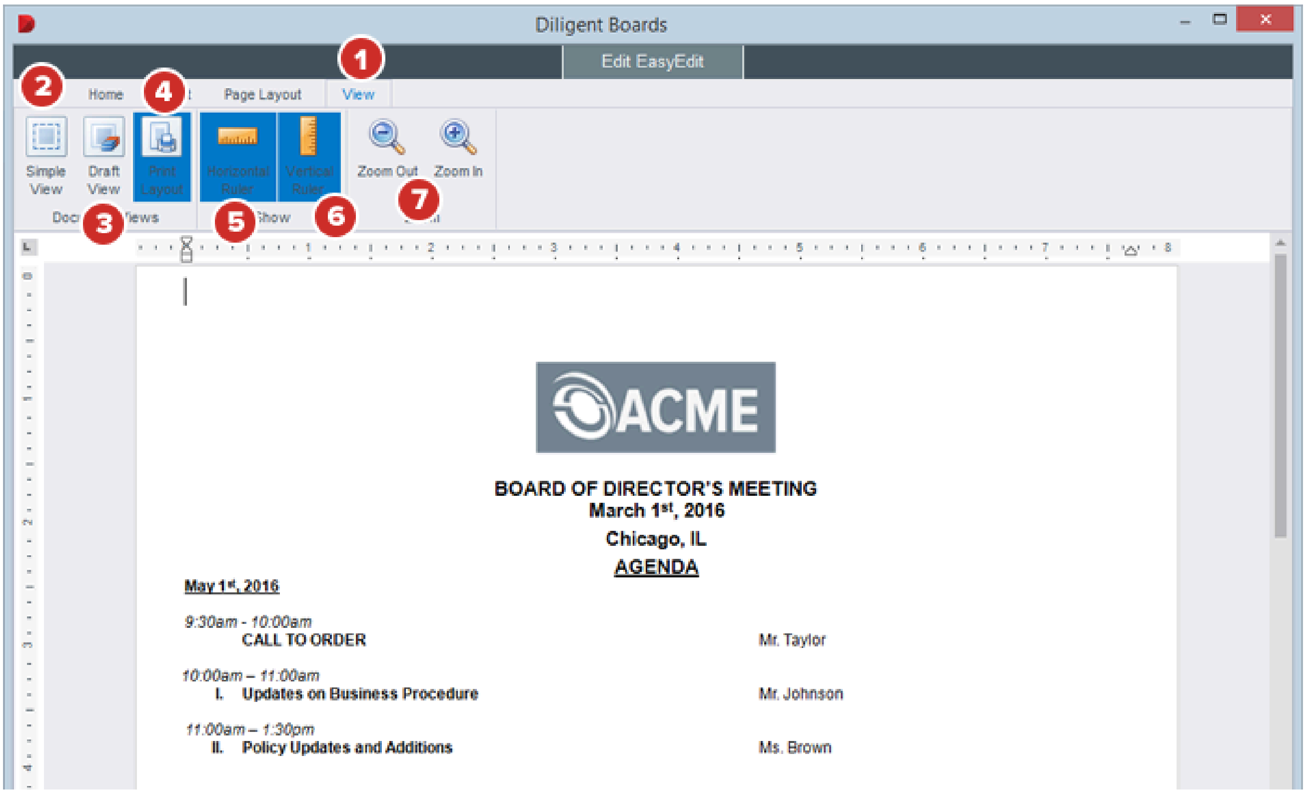
3 The **Draft** view is a quickly rendering view that makes it easier to edit the document quickly, but may hide page elements like headers and footers.

4 The **Print Layout** view displays the page as it will appear in the book.

5 Showing the **Horizontal Ruler** displays the ruler at the top of the page. You can select on this ruler to add tab stops to the document.

6 Showing the **Vertical Ruler** displays the ruler at the side of the page.

7 **Zoom** options make the document appear smaller or larger during editing.


Diligent Boards
Edit EasyEdit
Home
Page Layout
View
Simple View
Draft View
Print Layout
Horizontal Ruler
Vertical Ruler
Zoom Out
Zoom In
Show
1
2
3
4
5
6
7
BOARD OF DIRECTOR'S MEETING
March 1st, 2016
Chicago, IL
AGENDA
May 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

46 OneClick for Admins — EasyEdit — Importing, exporting and the File tab

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

EasyEdit lets you import Word-compatible .docx files so you can continue to edit them in Diligent Boards. It also lets you export .docx files for use in external editors.

1 The **File** tab contains file import and export options, as well as action undo and redo shortcuts.

2 To undo your last action, select **Undo**. You can use this multiple times to undo many of the previous actions that were made since you started editing the file.

Note: You can also undo with the keyboard shortcut Ctrl+Z.

3 To redo actions that were undone, select **Redo**. If undo was used multiple times, redo can be used multiple times as well.

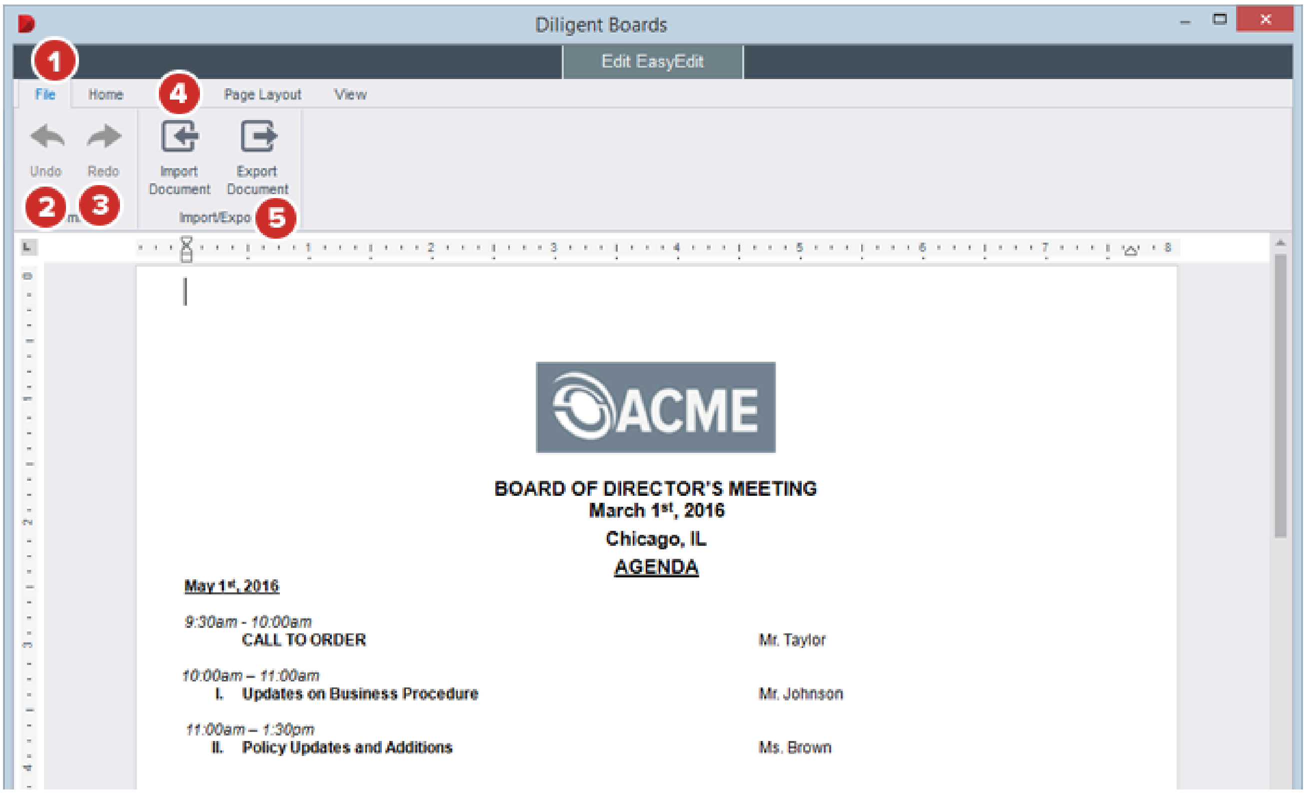
Note: You can also redo with the keyboard shortcut Ctrl+Y.

4 To create an EasyEdit document based on an existing Microsoft Word-compatible .docx file, select **Import Document** and select the .docx file to import. The file will be imported with formatting intact.

Note: Importing a document will overwrite any changes made to the existing document in EasyEdit.

Note: Importing a Document from Microsoft Word will maintain most text formatting.

5 To export the EasyEdit document to a .docx file that can be used in Microsoft Word, select **Export Document** and choose a file name and location. The file will be exported with formatting intact.



Note: QuickLinks in the document will be exported intact, but links to Diligent Boards documents will not function until the document is uploaded into Diligent Boards, or re-imported as an EasyEdit document. See the section in this guide on QuickLinks for more information.

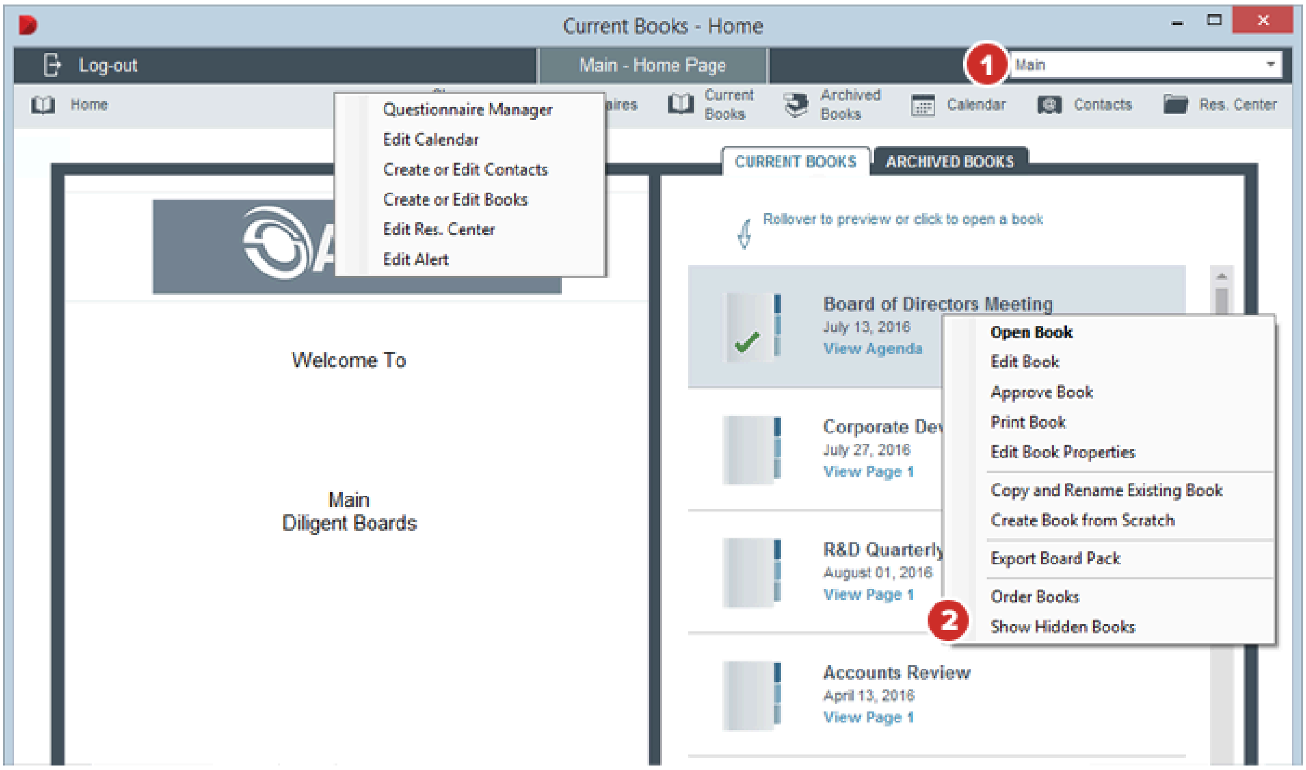
47 OneClick for Admins — Selecting a book for approval from the home page

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Selecting a book for approval opens it up in the Approve Book window, allowing you to view and approve or reject its contents.

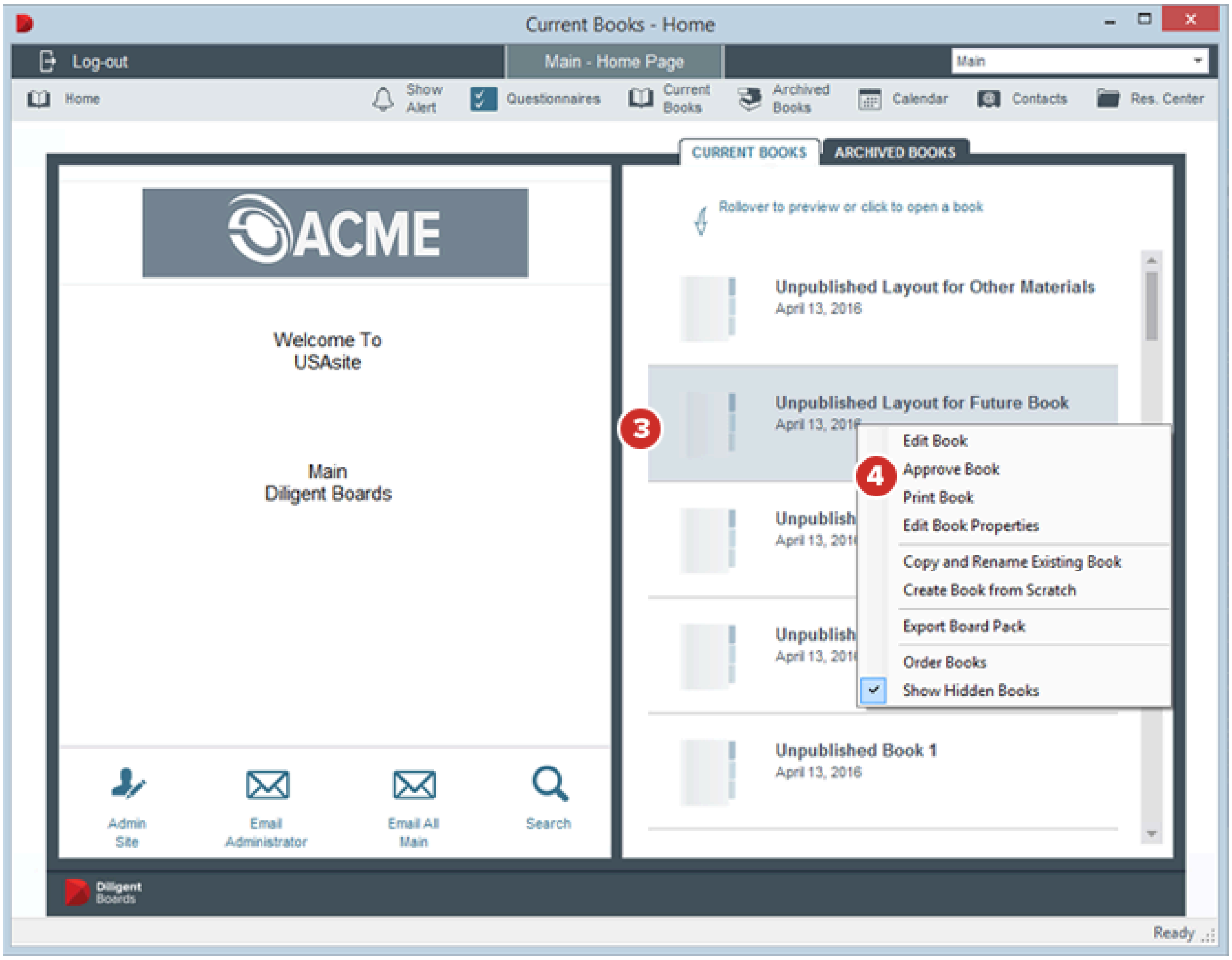
1 On your board's home page, select the group the book belongs to from the **Board and Committee Menu**.

2 If the book is not visible in the Current Books list, right-click on or below the visible books and select **Show Hidden Books** from the menu that appears.



3 The hidden books will now be visible to you, but not to anybody else. The hidden books will appear semi-transparent to indicate that others still cannot see them.

4 Right-click the book. Select **Approve Book** from the menu that appears. The book will open in the Approve Book window.



48 OneClick for Admins — Selecting a book for approval from the admin home page

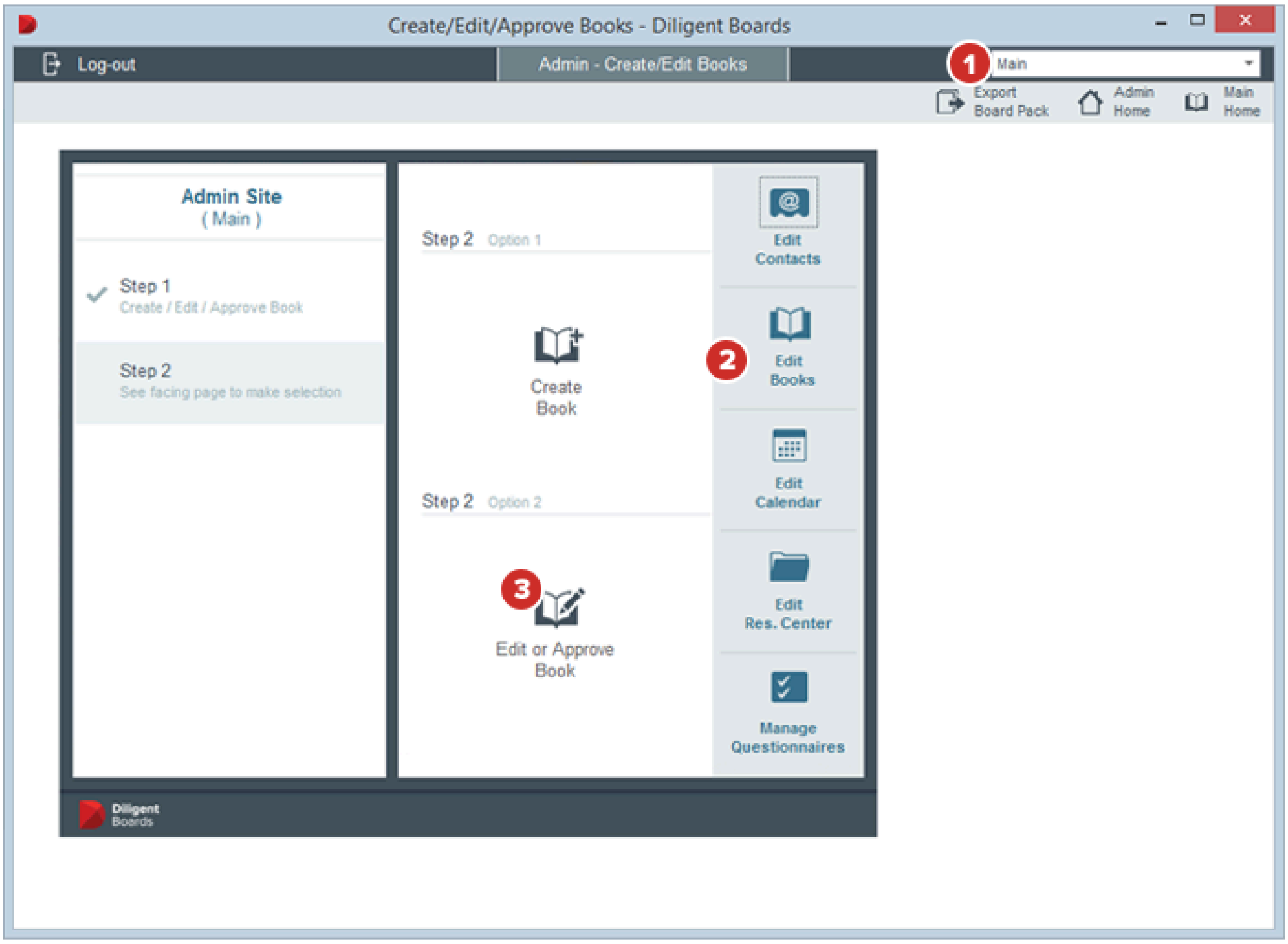
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Selecting a book for approval opens it up in the Approve Book window, allowing you to view and approve or reject its contents.

1 On the Admin home page, select the group the book belongs to from the **Board and Committee Menu**.

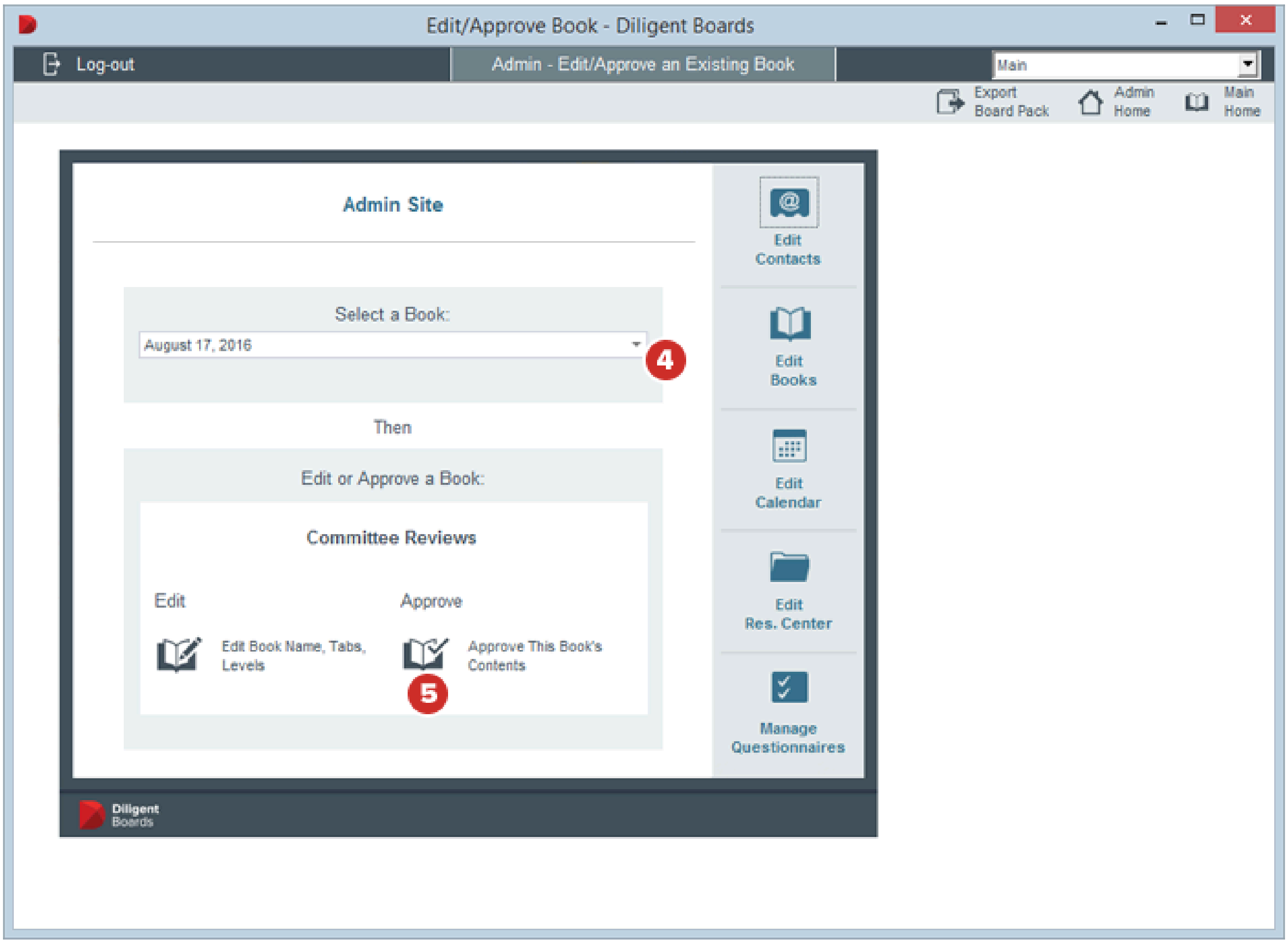
2 Select **Edit Book**.

3 Select **Edit or Approve Book**.



4 Select a book from the menu that appears.

5 Select the **Approve This Book's Contents** button. The book will open in the Approve Book window.


Edit/Approve Book - Diligent Boards
Log-out
Admin - Edit/Approve an Existing Book
Main
Export Board Pack
Admin Home
Main Home
Admin Site
Select a Book:
August 17, 2016
4
Then
Edit or Approve a Book:
Committee Reviews
Edit
Approve
Edit Book Name, Tabs, Levels
Approve This Book's Contents
5
Edit Contacts
Edit Books
Edit Calendar
Edit Res. Center
Manage Questionnaires
Diligent Boards

49 OneClick for Admins — The Approve Book window

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Approve Book window shows you the approval status of every tab of the book in a single location.

1 Tab text will appear in different colors depending on their approval status. Tabs that have been fully approved for publication will appear in **black text**. Tabs that have been approved but still require further approval rounds will appear in **blue text**. Tabs that contain rejected documents will appear in **red text**. Tabs with no documents appear in gray.

2 Tabs that have newly uploaded content will be tagged with a red dot.

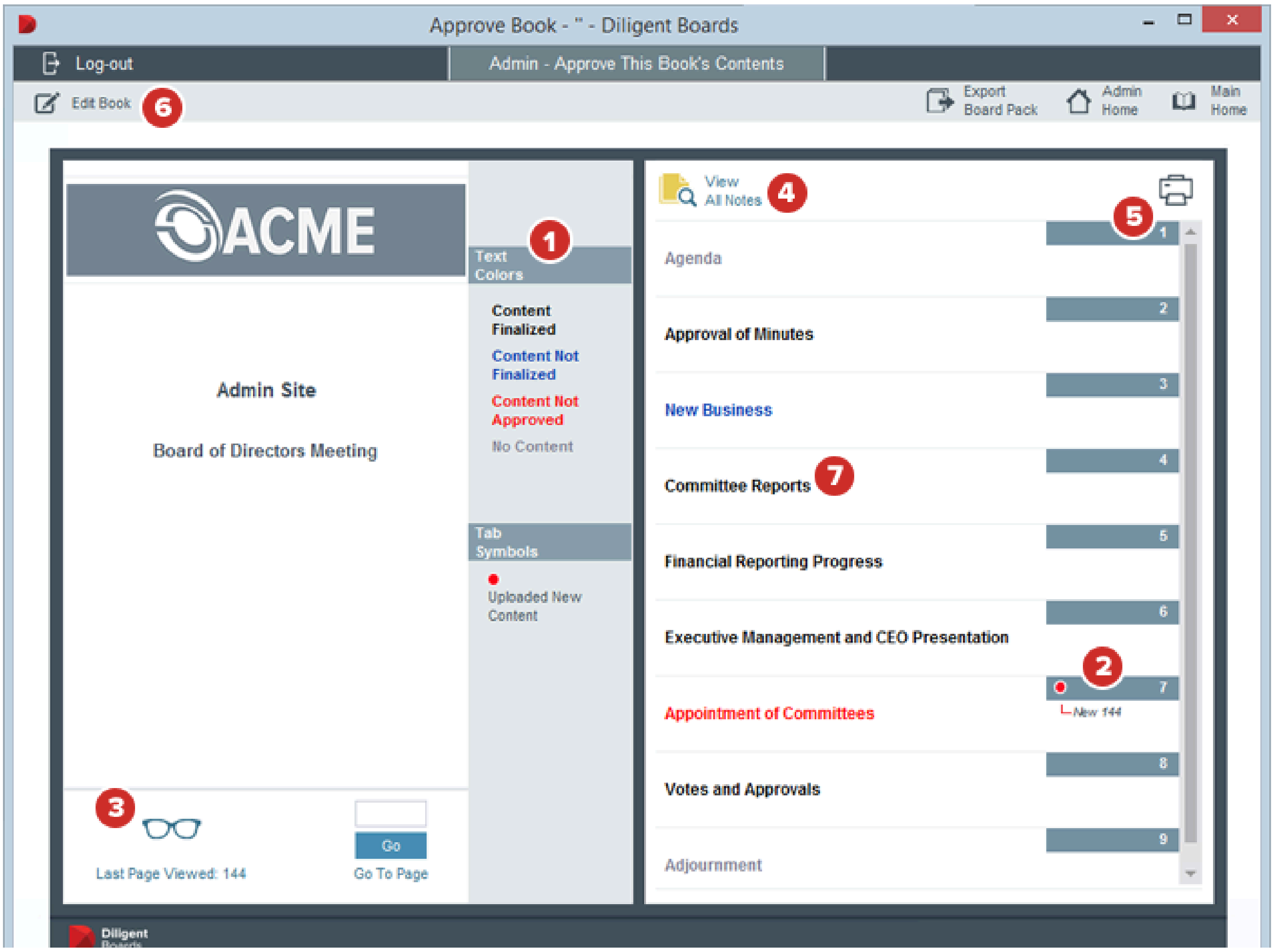
3 Select the **Last Page Viewed** button to go to the most recent page that you viewed previously, to continue on from your last approval session.

4 Select **View All Notes** to bring up a list of all notes you have permission to read. This button will only appear on books where notes have been created.

5 Select the **Print Book** button to print the unapproved book so you can review it while you're away from a computer.

6 Select **Edit Book** if you need to change the contents of the book. The Edit Book window will open.

7 Select any tab to open its documents in the **Approval Window**.

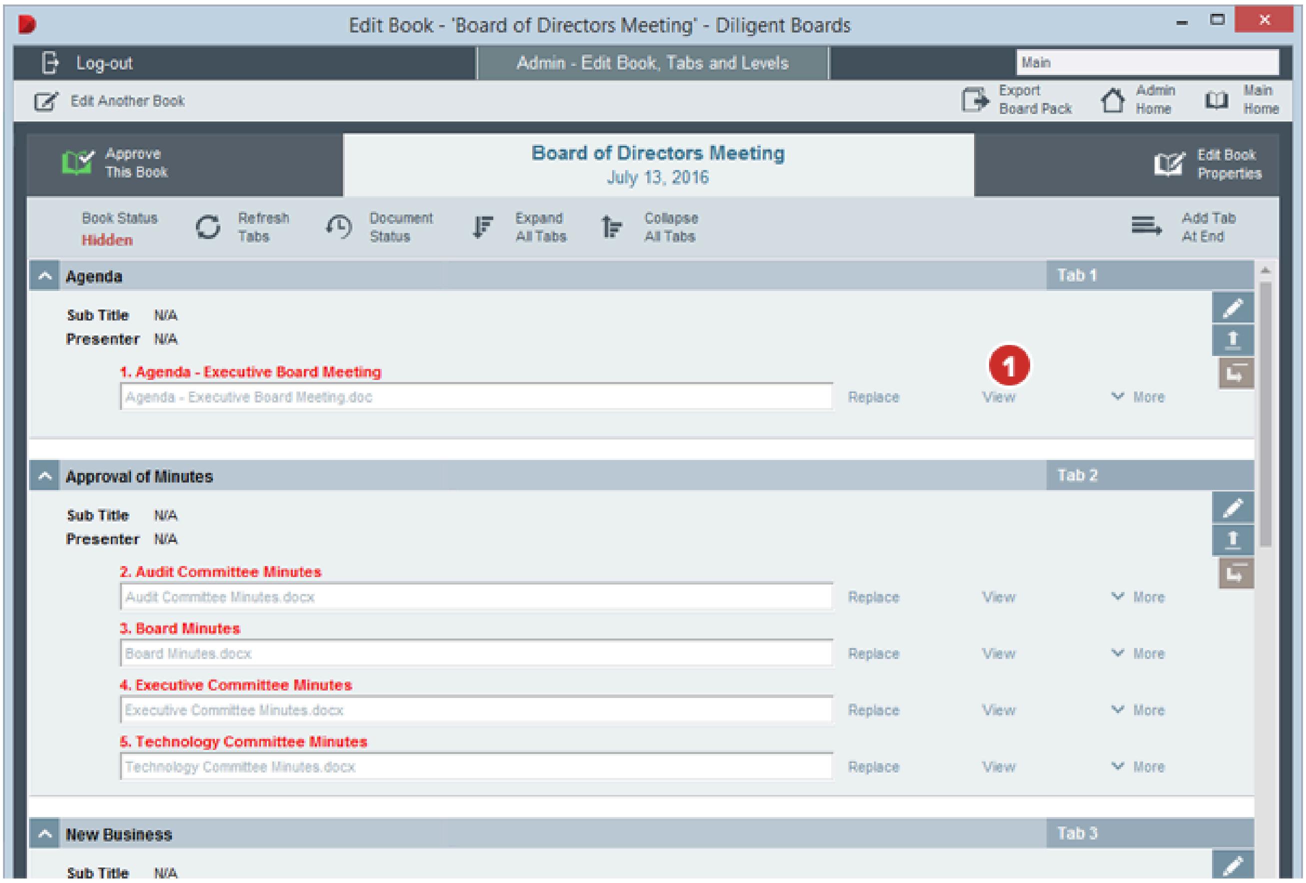

Approve Book - " - Diligent Boards
Log-out
Admin - Approve This Book's Contents
Edit Book
6
Export Board Pack
Admin Home
Main Home
ACME
Admin Site
Board of Directors Meeting
Text Colors
1
Content Finalized
Content Not Finalized
Content Not Approved
No Content
Tab Symbols
Uploaded New Content
3
Last Page Viewed: 144
Go
Go To Page
View All Notes
4
5
Agenda
Approval of Minutes
New Business
Committee Reports
7
Financial Reporting Progress
Executive Management and CEO Presentation
2
Appointment of Committees
New 144
Votes and Approvals
Adjournment
1
2
3
4
5
6
7
8
9
Diligent Boards

50 OneClick for Admins — Approving the book

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Approving a book's content makes it simple to check that everything is correct before anything is delivered to directors.

1 In the Edit Book window, select the **View** button next to a document slot. The document will open in the page view window.



2 Type in a page number and select the **Go** arrow, or use the **Left and Right Arrow** buttons to page through the document.

3 Select **Slideshow** to view the document in a fullscreen format.

4 Use the **Zoom** options to change the on-screen size of the document.

5 Type a phrase into the Search field and select the **Search** button to find everywhere that term appears.

6 Use the above navigation options to check the document for correctness.

7 To reject the document, select the red **Not Approved** button.

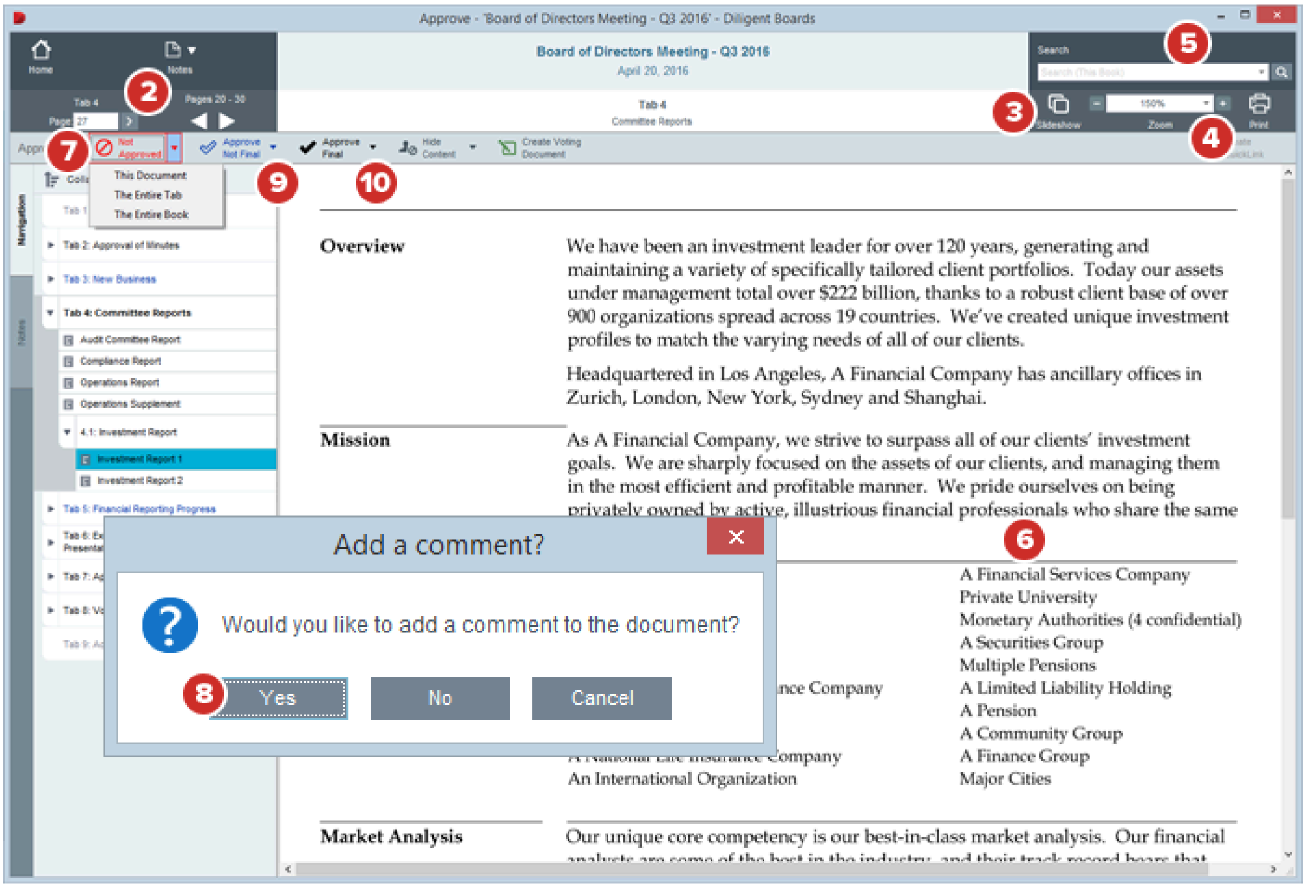
8 When a document is rejected, you will be asked if you would like to leave a comment. Select **Yes**, or select **No** to reject the document without a comment. Selecting **Cancel** will undo the rejection of the document.

> **Note:** You can only leave comments on documents that are not approved.

9 To tentatively approve the document, select the blue **Approve Not Final** button.

> **Note:** "Approve Not Final" is an optional setting and can be disabled if it is not needed. Contact your Customer Success Manager for further information.

10 To approve the document for publication, select the black **Approve Final** button. If the book is published, approved documents will be made available to all readers immediately. If the book is hidden, the document will only be viewable when the book is published.



11 To approve or reject multiple documents at once, select the drop-down arrow next to Not Approved, Approved Not Final or Approved Final. From the menu that appears, select **This Document** to apply that approval status to just the document that is currently open. Select **The Entire Tab** or **The Entire Book** if you would like to apply a blanket approval status.

Note: If a tab has empty document placeholders, it will appear as "Approved Not Final" even if all the documents in the tab are "Approved Final." To change the tab's status to "Approved Final," remove the document placeholders, or fill them and approve the new documents as final.

12 If you would like to approve the document but only for certain readers, select **Hide Content**. The Hide Content window will appear.

13 Select the hiding options for the document and select OK. See the section on **Hiding and Deleting Documents** for more information on the Hide Content window.

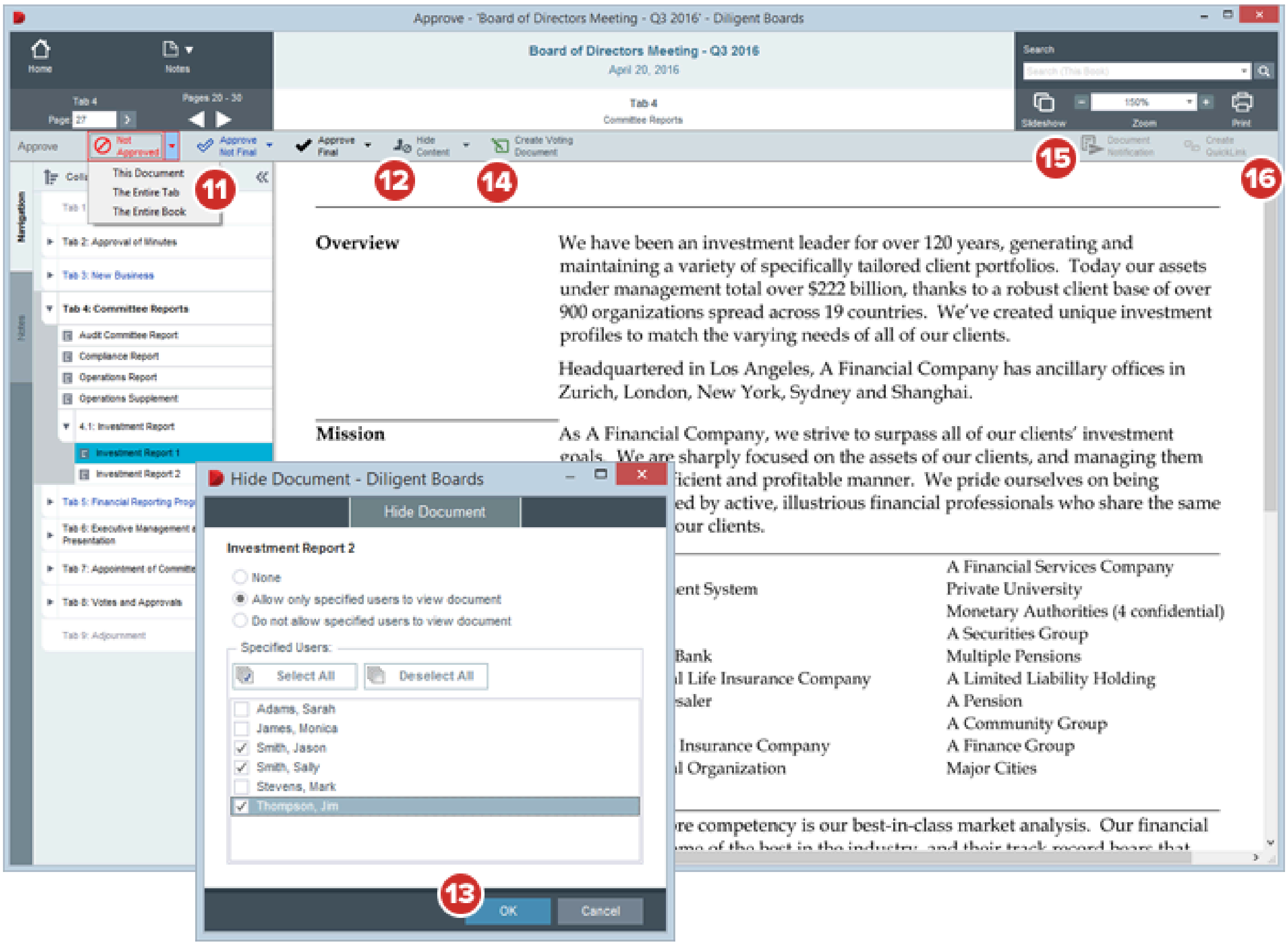
14 Select **Create Voting Document** if the document is to be voted on. For more information, see the instructions about [voting documents].

Note: You can only leave comments on documents that are not approved.

15 To send a notification specifically associated with this document, select **Document Notification** once the document has been approved. A dialog identical to the Book Notification dialog will appear, allowing you to send a notification via email, Diligent Messenger, or push notification to directors. Document Notifications sent as push notifications take directors right to the new or updated document.

Note: Push notifications are an optional feature that must be enabled for your site. See [Sending notifications about new books]() for more information about sending notifications.

16 To create a link to another book, a Resource Center document or a Web resource, highlight the text to link and select **Create QuickLink**. For more information, see the instructions on **Linking**.

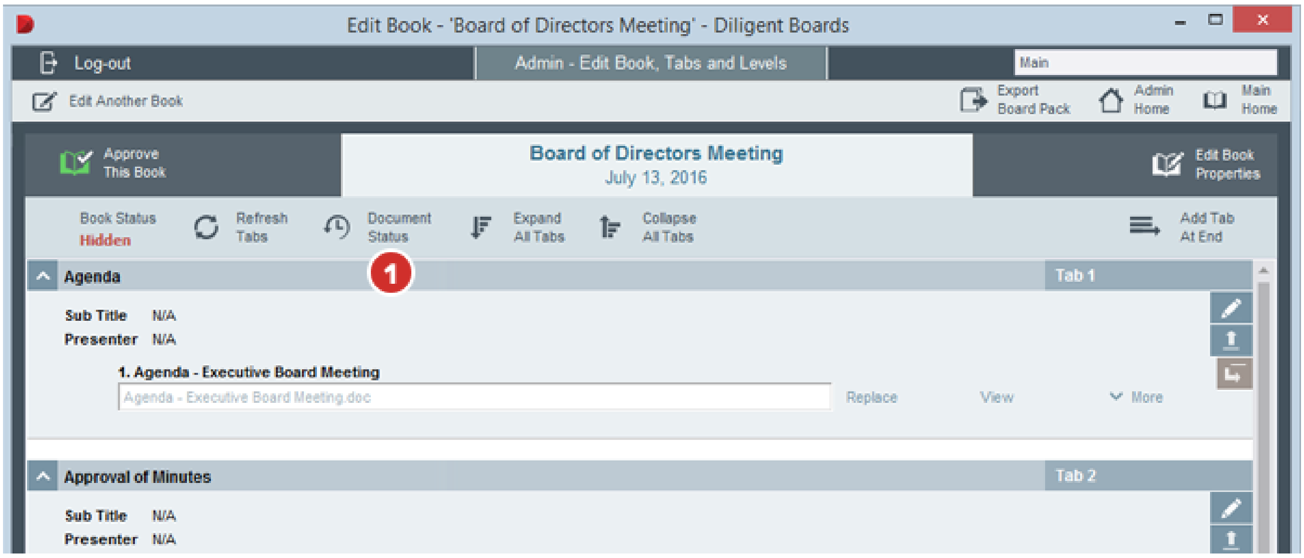


51 OneClick for Admins — Checking document status

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Document Status window gives you a top-level view of every document in the book, including where and when they were uploaded and if they have been approved. It also notes if any documents have yet to be uploaded.

1 In the Edit Book window, select **Document Status**. The Document Status window will appear.



2 Documents that have been uploaded will be noted with a check mark. Empty document placeholders will be noted with a red question mark.

3 The **Uploaded** column contains the name of the administrator who uploaded the document, as well as the date that the document was uploaded.

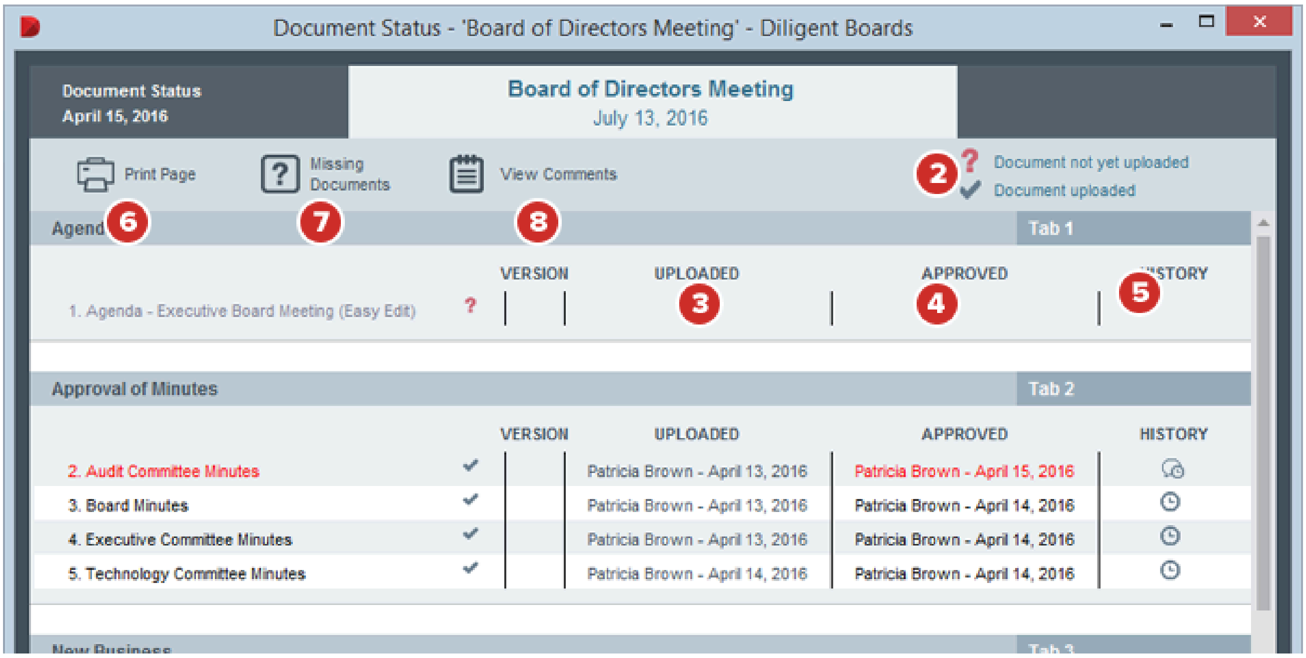
4 The **Approved** column contains whether or not the document has been approved, the name of the administrator who approved the document, and the date that the document was approved, if applicable.

5 Select any icon in the **History** column to view the approval history of the associated document.

6 Select **Print Page** to print the Document Status information. You'll be given the option to print with full approval history for each document, as well as any comments that may have been left when documents were unapproved.

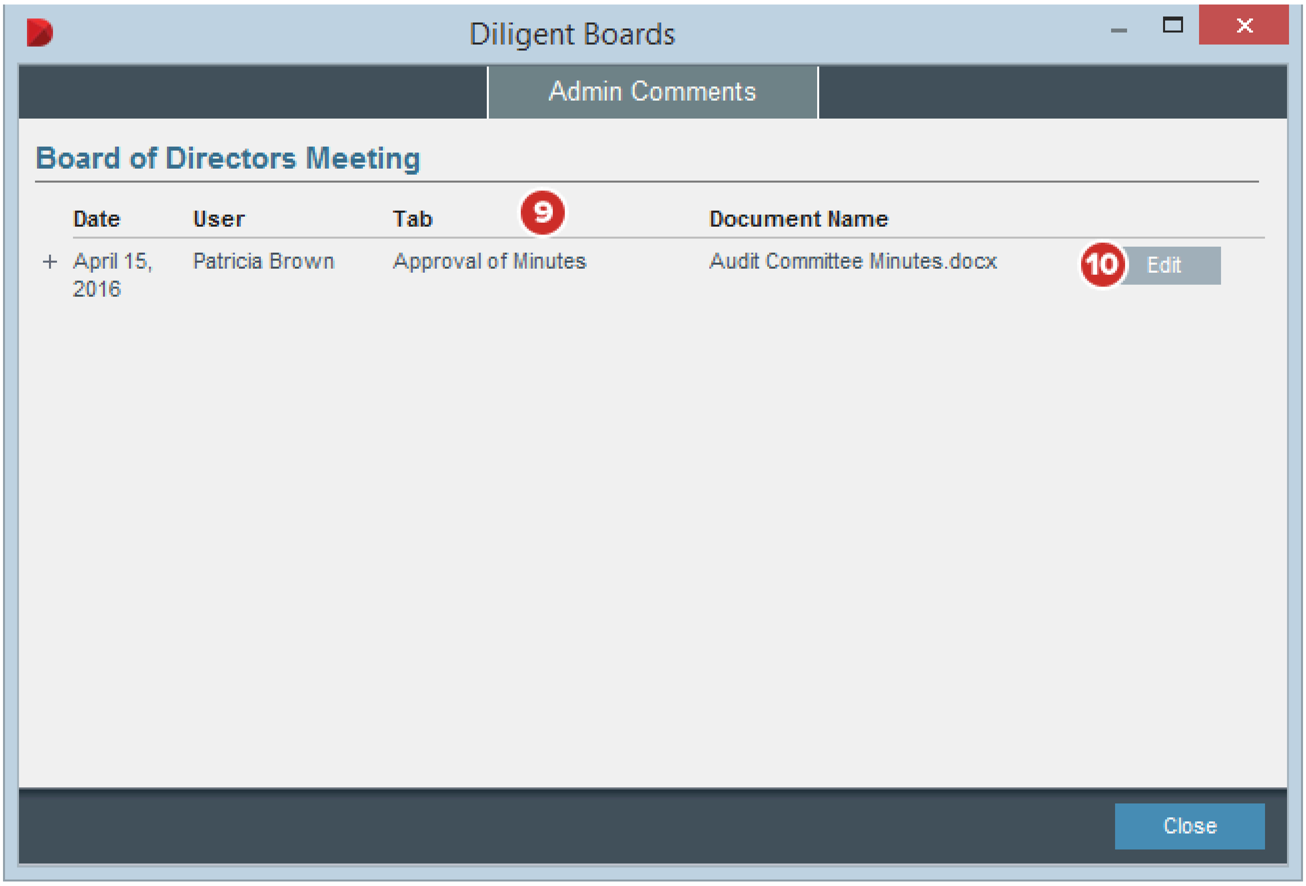
7 Select **Missing Documents** to hide uploaded documents and only show empty document placeholders. This button will only appear if empty document placeholders exist.

8 To see all the comments made by administrators regarding rejected documents, select **View Comments**. This button will only appear if any rejected document comments exist.



9 The **Admin Comments** window will open. To see the entire comment, select anywhere on it.

10 Select **Edit** to change an administrator comment you made in the past.


Diligent Boards
Admin Comments
Board of Directors Meeting
Date
User
Tab
9
Document Name
April 15, 2016
Patricia Brown
Approval of Minutes
Audit Committee Minutes.docx
10
Edit
Close

52 OneClick for Admins — Creating QuickLinks in uploaded documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

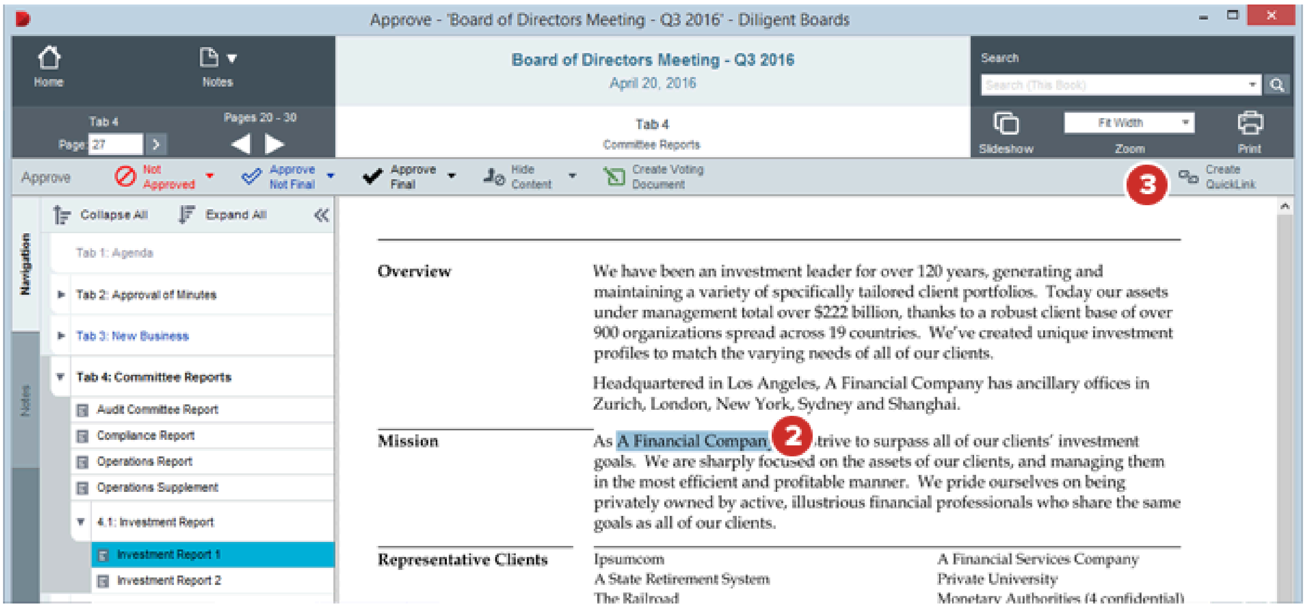
More robust than hyperlinks, QuickLinks make it easy to turn any text into a link to another document or page. These documents can be in the same book, a different book, or even in the Archive or Resource Center. QuickLinks can also be made to external websites, including video conferencing links.

Note: Any links that you have previously created in the document you are uploading will be converted to functioning QuickLinks in Diligent Boards.

1 In the Edit Book window, select **View** to add a QuickLink to an uploaded document.

2 Highlight the text you would like to make into a link.

3 Select **Create QuickLink**. The Create QuickLink window will open.



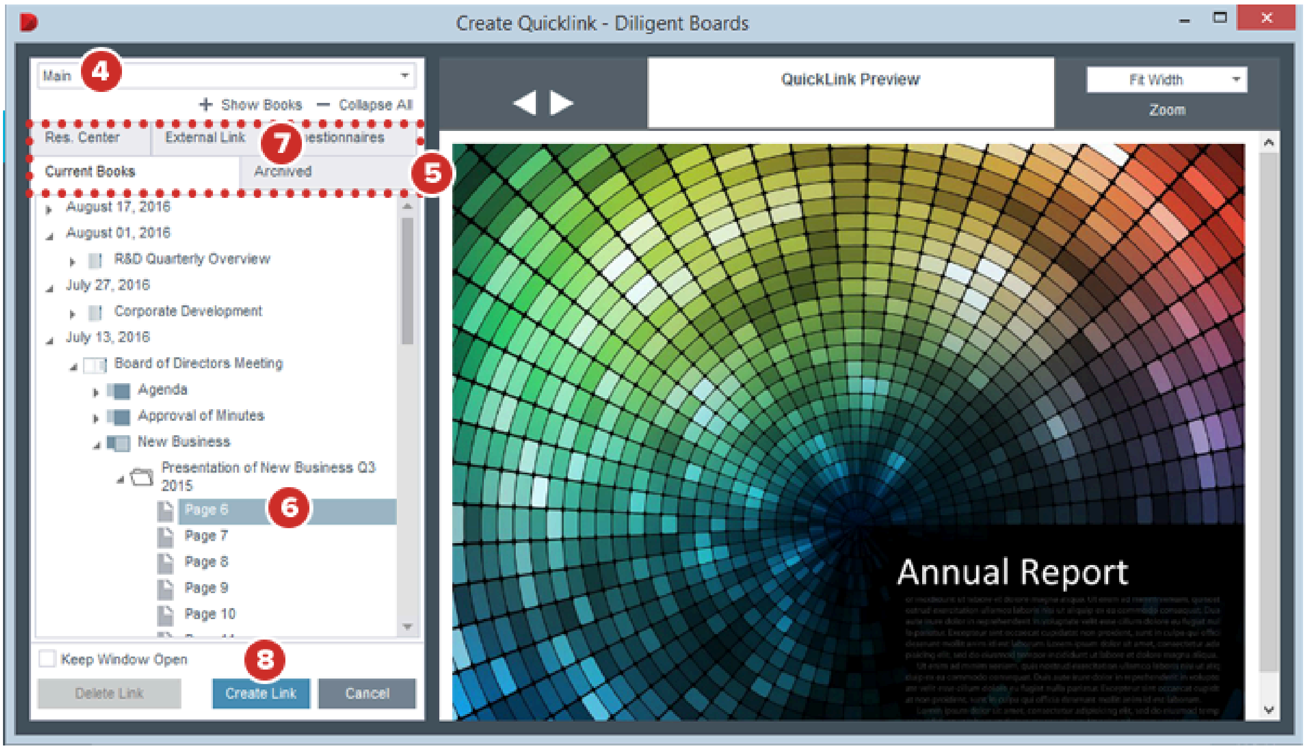
4 If you are linking to another document in Diligent Boards, select the board or committee associated with that document from the drop-down menu.

5 Select the section that contains the document to which you would like to link. The document can reside in a current book, an archived book or the Resource Center. You can also link to a questionnaire.

6 In the list of resources that appears below the tab, expand the menus until you find the page to which you would like to link. Select that page to highlight it.

7 If you are linking to an external website or conferencing platform, select the **External Link** tab. Type or paste the site's URL into the text field.

8 Select **Create Link**.



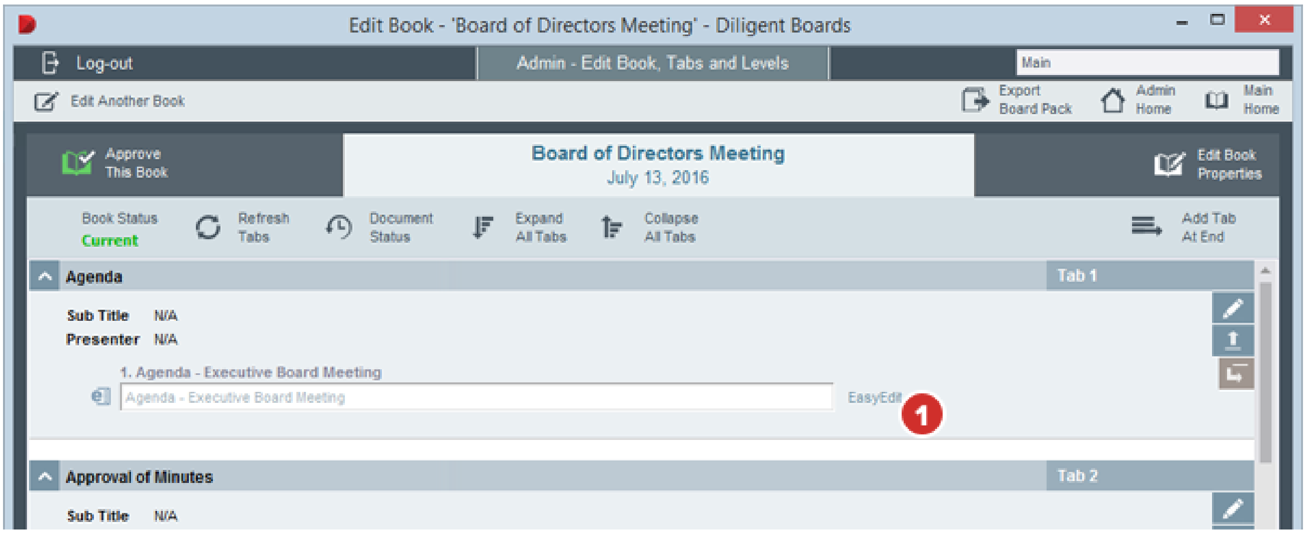
Create Quicklink - Diligent Boards
Main
4
+ Show Books
— Collapse All
Res. Center
External Link
7
Questionnaires
Current Books
Archived
5
August 17, 2016
August 01, 2016
R&D Quarterly Overview
July 27, 2016
Corporate Development
July 13, 2016
Board of Directors Meeting
Agenda
Approval of Minutes
New Business
Presentation of New Business Q3 2015
Page 6
6
Page 7
Page 8
Page 9
Page 10
Keep Window Open
8
Delete Link
Create Link
Cancel
QuickLink Preview
Fit Width
Zoom
Annual Report

53 OneClick for Admins — Creating QuickLinks in EasyEdit documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

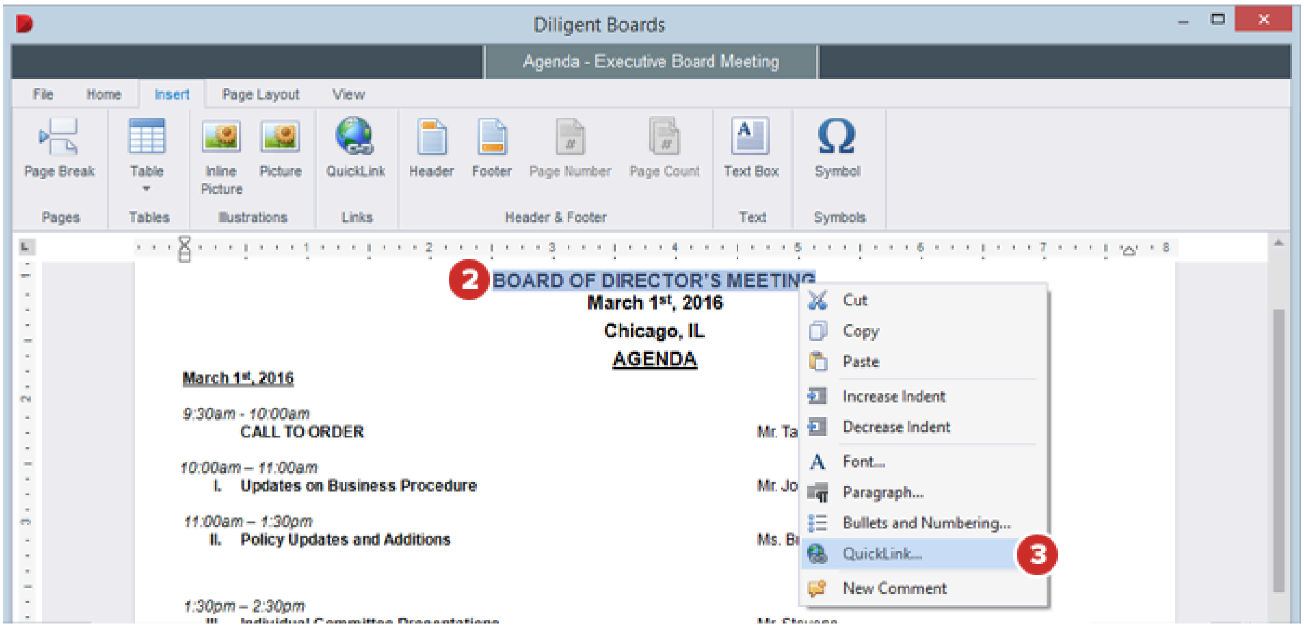
More robust than hyperlinks, QuickLinks make it easy to turn any text into a link to another document or page. These documents can be in the same book, a different book, or even in the Archive or Resource Center. QuickLinks can also be made to external web resources, like websites.

1 Select an **EasyEdit** button in the Edit Book window to add a QuickLink to that EasyEdit document.



2 Highlight the text you would like to make into a link.

3 Right-click the selected text and choose **QuickLink...** from the menu that appears. The Create QuickLink window will open.



Note: You can also access the Create QuickLink window by selecting the "QuickLink" button from the Insert tab, which is located above the document.

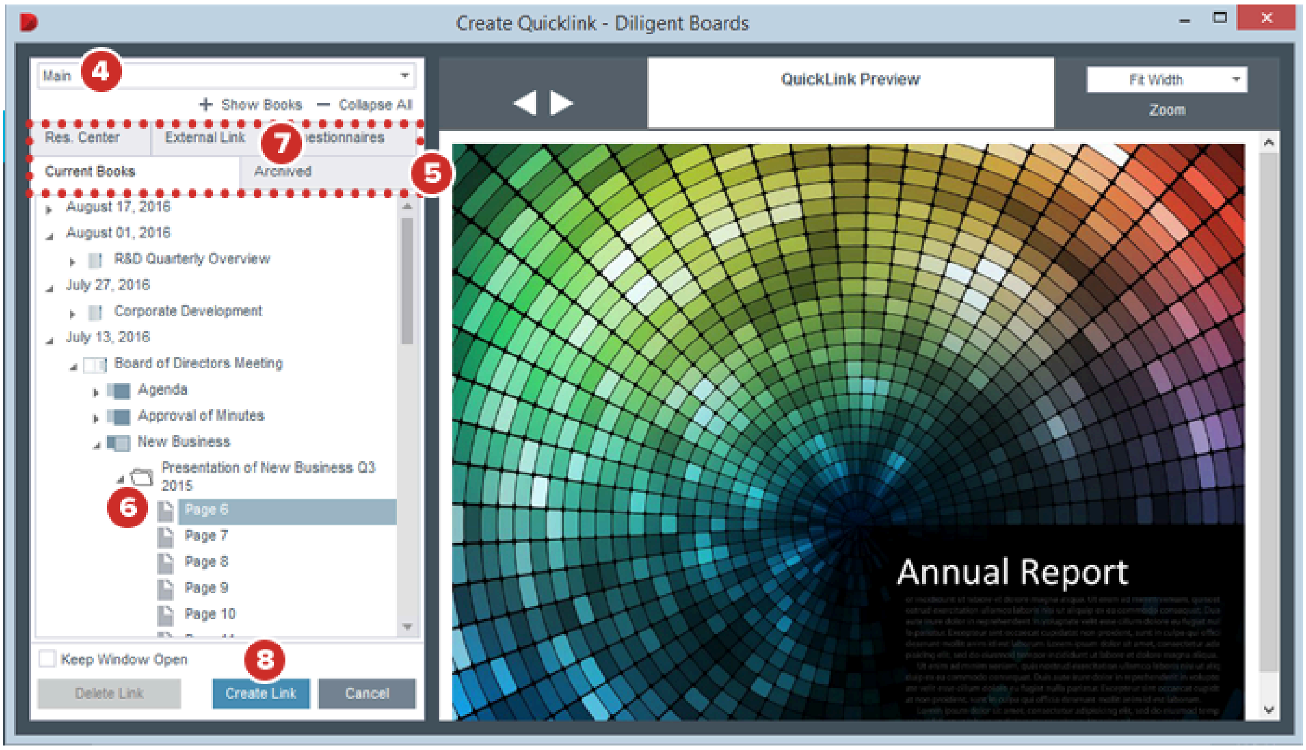
4 If you are linking to another document in Diligent Boards, select the board or committee associated with that document from the drop-down menu.

5 Select the section that contains the document to which you would like to link. The document can reside in a current book, an archived book or the Resource Center. You can also link to a questionnaire.

6 In the list of resources that appears below the tab, expand the menus until you find the page to which you would like to link. Select that page to highlight it.

7 If you are linking to an external website, select the **External Link** tab instead. Type or paste the site's URL into the text field.

8 Select **Create Link**.


Create Quicklink - Diligent Boards
Main
4
+ Show Books
— Collapse All
Res. Center
External Link
7
estionnaires
Current Books
Archived
5
August 17, 2016
August 01, 2016
R&D Quarterly Overview
July 27, 2016
Corporate Development
July 13, 2016
Board of Directors Meeting
Agenda
Approval of Minutes
New Business
Presentation of New Business Q3 2015
6
Page 6
Page 7
Page 8
Page 9
Page 10
Keep Window Open
8
Delete Link
Create Link
Cancel
QuickLink Preview
Fit Width
Zoom
Annual Report

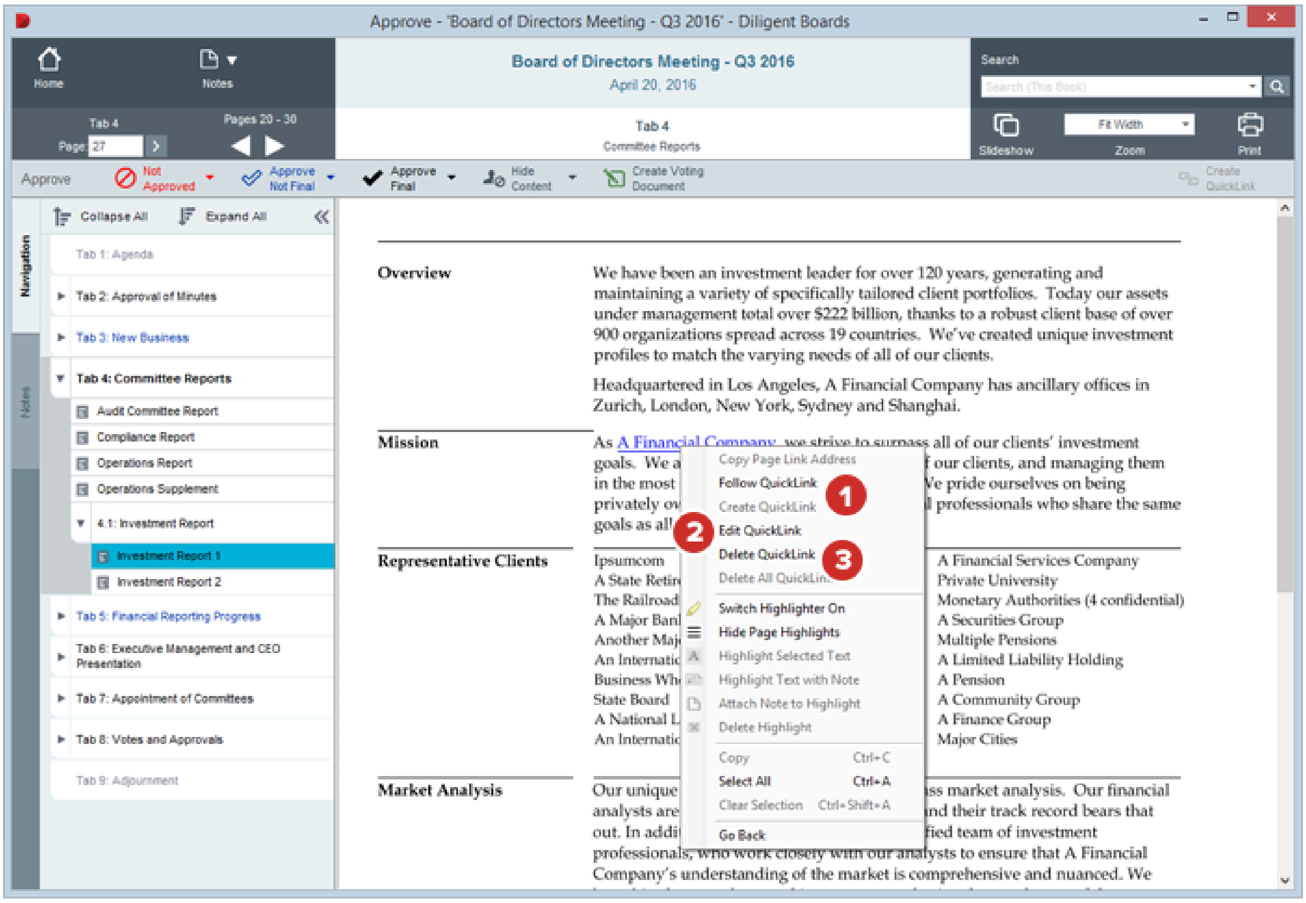
54 OneClick for Admins — Editing and deleting QuickLinks in uploaded documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 Right-click the link you would like to edit or remove. To test it, select **Follow QuickLink** in the menu that appears.

2 To change the link, select **Edit QuickLink**. The Edit QuickLink will open. Editing a QuickLink is similar to creating a QuickLink.

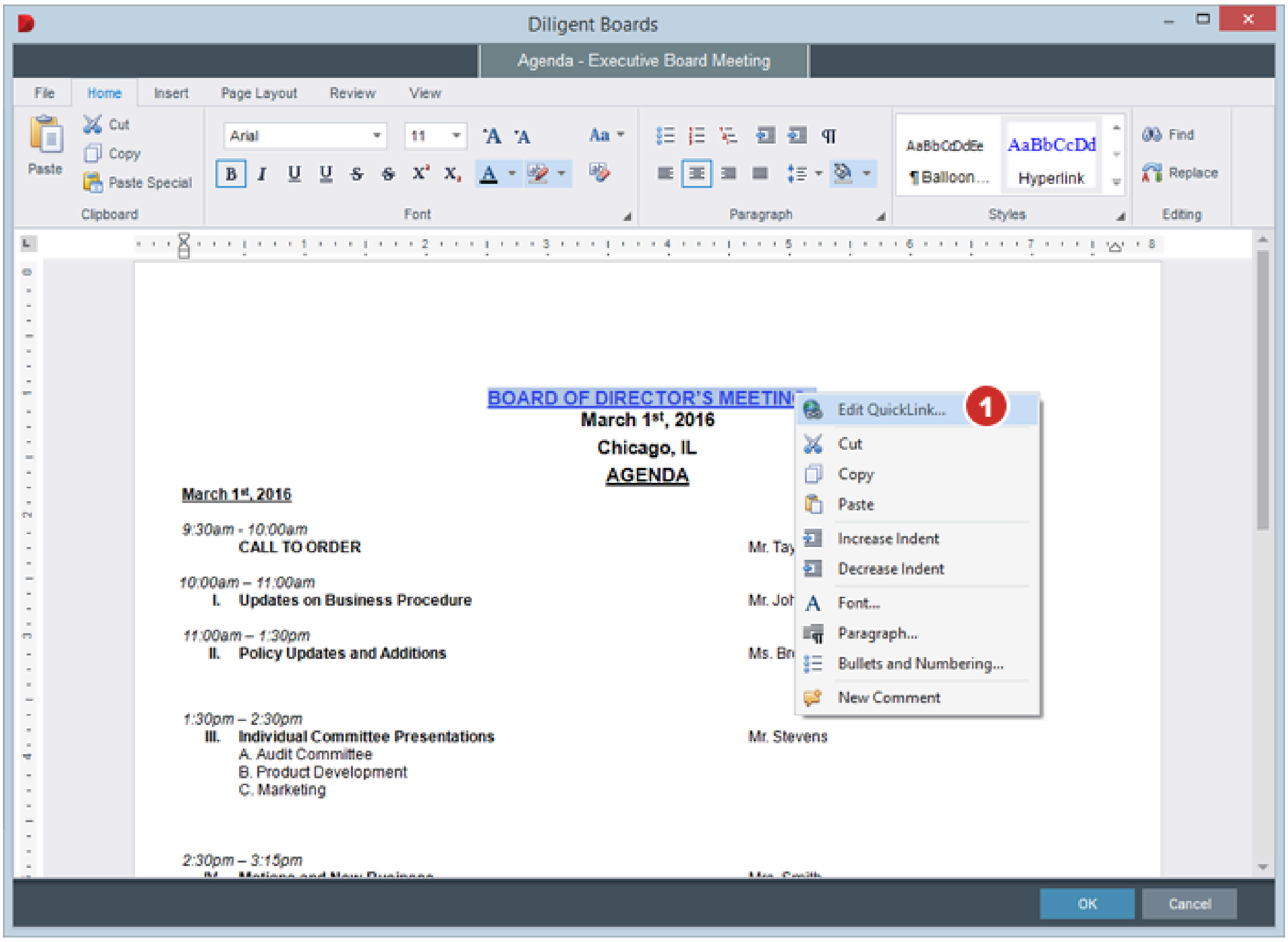
3 To remove the link, select **Delete QuickLink**.



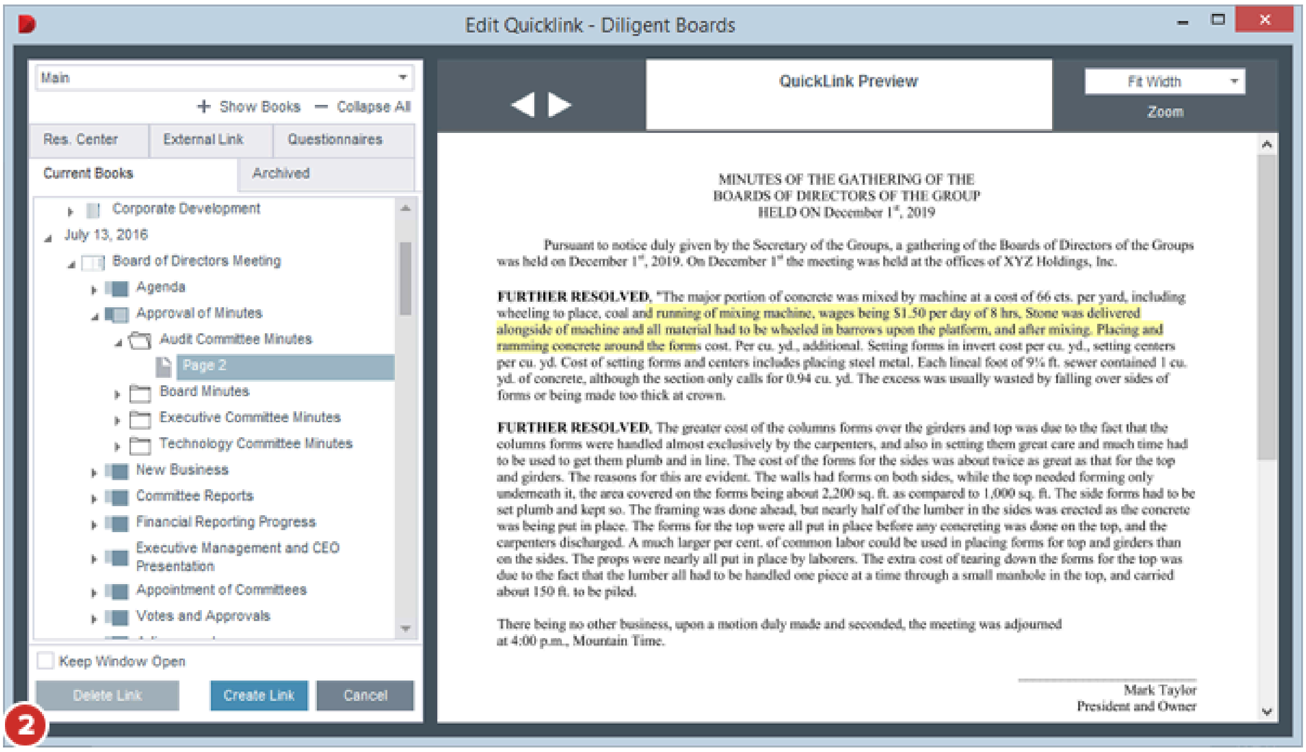
55 OneClick for Admins — Editing and deleting QuickLinks in EasyEdit documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 Right-click the link and choose **Edit QuickLink...** from the menu that appears. The Edit QuickLink window will open. You can edit a QuickLink from here; editing a QuickLink is similar to creating a QuickLink.



2 To delete a QuickLink, select **Delete Link** in the Edit QuickLink window.

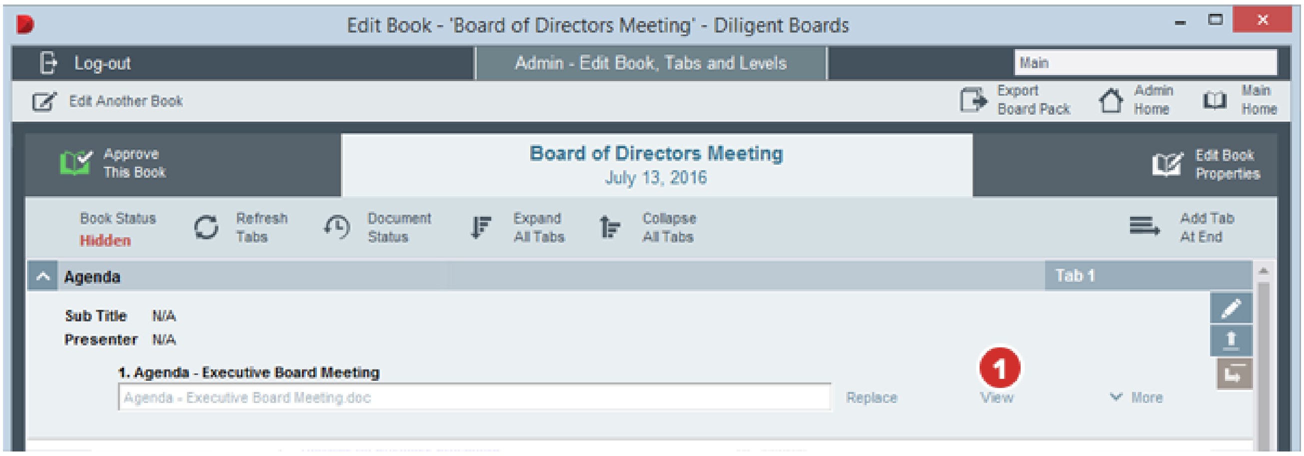

Edit Quicklink - Diligent Boards
Main
Show Books
Collapse All
Res. Center
External Link
Questionnaires
Current Books
Archived
Corporate Development
July 13, 2016
Board of Directors Meeting
Agenda
Approval of Minutes
Audit Committee Minutes
Page 2
Board Minutes
Executive Committee Minutes
Technology Committee Minutes
New Business
Committee Reports
Financial Reporting Progress
Executive Management and CEO Presentation
Appointment of Committees
Votes and Approvals
Keep Window Open
Delete Link
Create Link
Cancel
QuickLink Preview
Fit Width
Zoom
MINUTES OF THE GATHERING OF THE BOARDS OF DIRECTORS OF THE GROUP HELD ON December 1st, 2019
Pursuant to notice duly given by the Secretary of the Groups, a gathering of the Boards of Directors of the Groups was held on December 1st, 2019. On December 1st the meeting was held at the offices of XYZ Holdings, Inc.
FURTHER RESOLVED, "The major portion of concrete was mixed by machine at a cost of 66 cts. per yard, including wheeling to place, coal and running of mixing machine, wages being $1.50 per day of 8 hrs. Stone was delivered alongside of machine and all material had to be wheeled in barrows upon the platform, and after mixing. Placing and ramming concrete around the forms cost. Per cu. yd., additional. Setting forms in invert cost per cu. yd., setting centers per cu. yd. Cost of setting forms and centers includes placing steel metal. Each lineal foot of 9¼ ft. sewer contained 1 cu. yd. of concrete, although the section only calls for 0.94 cu. yd. The excess was usually wasted by falling over sides of forms or being made too thick at crown.
FURTHER RESOLVED, The greater cost of the columns forms over the girders and top was due to the fact that the columns forms were handled almost exclusively by the carpenters, and also in setting them great care and much time had to be used to get them plumb and in line. The cost of the forms for the sides was about twice as great as that for the top and girders. The reasons for this are evident. The walls had forms on both sides, while the top needed forming only underneath it, the area covered on the forms being about 2,200 sq. ft. as compared to 1,000 sq. ft. The side forms had to be set plumb and kept so. The framing was done ahead, but nearly half of the lumber in the sides was erected as the concrete was being put in place. The forms for the top were all put in place before any concreting was done on the top, and the carpenters discharged. A much larger per cent. of common labor could be used in placing forms for top and girders than on the sides. The props were nearly all put in place by laborers. The extra cost of tearing down the forms for the top was due to the fact that the lumber all had to be handled one piece at a time through a small manhole in the top, and carried about 150 ft. to be piled.
There being no other business, upon a motion duly made and seconded, the meeting was adjourned at 4:00 p.m., Mountain Time.
Mark Taylor
President and Owner
2

56 OneClick for Admins — Creating external QuickLinks

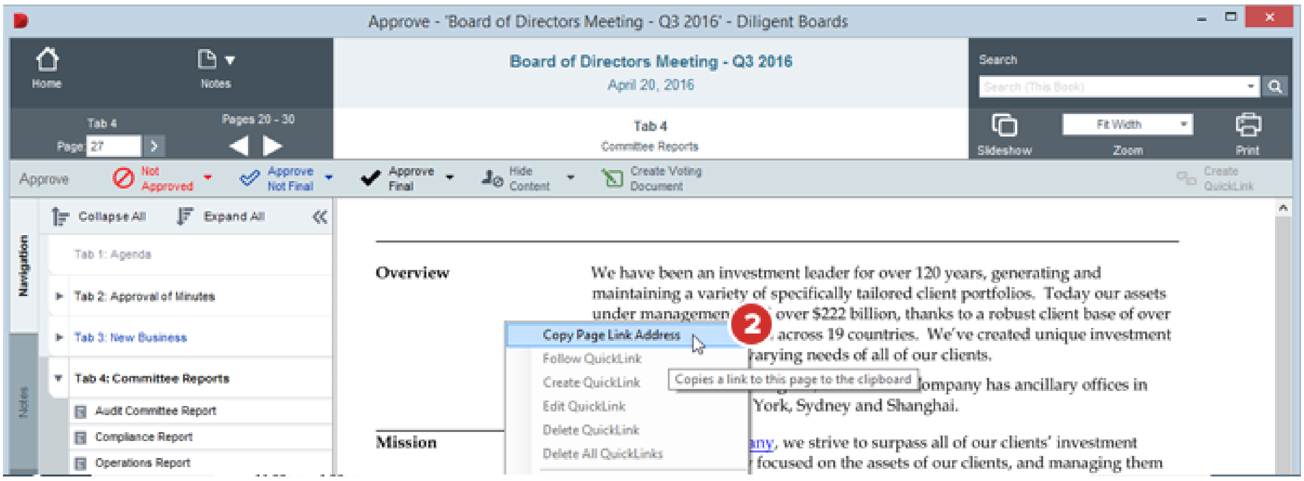
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

QuickLinks can be copied out of Diligent Boards for use in several types of external files: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, and PDF. These links will then link to the appropriate Boards content when the file is imported into Diligent Boards.

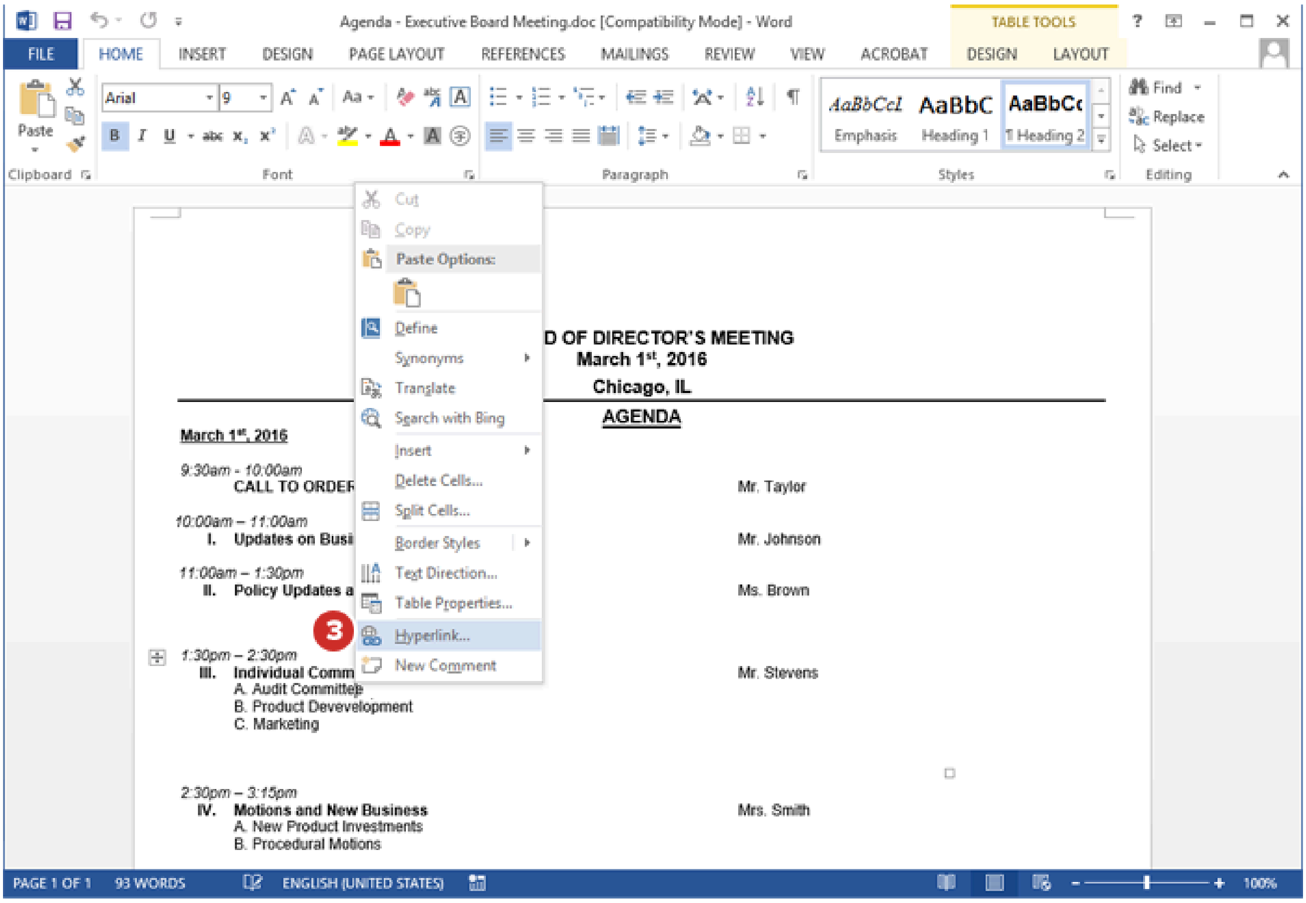
1 In the Edit Book window, select **View** next to the document that contains the page to which you'd like to link.



2 Right-click on the page and select **Copy Page Link Address** from the menu. A link to the page will be copied to the clipboard.

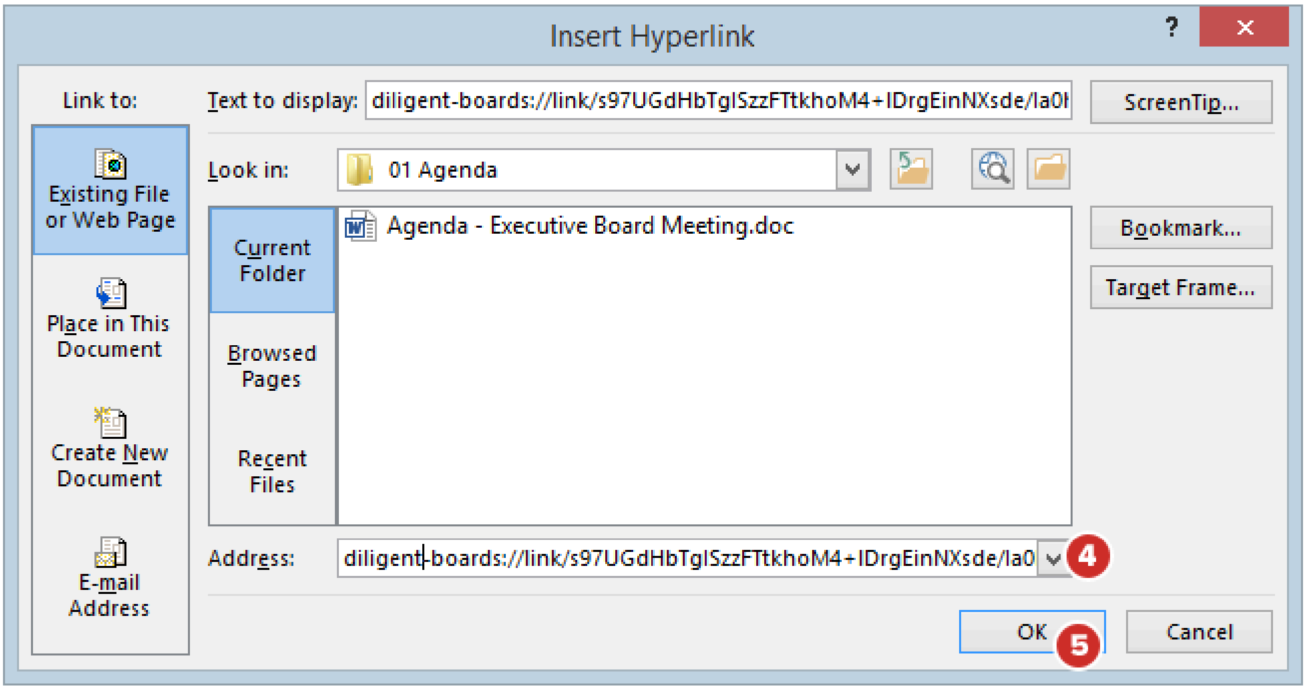


3 This link can be treated as a hyperlink in an external document (Microsoft Word, Microsoft Excel, Microsoft Powerpoint, PDF). In the application you're using, select the text you would like to turn into a link, right-click, and select the option to add a **Hyperlink**.



4 Paste the link into the **Address** field.

5 Select **OK**. The hyperlink will be created, and will function properly once the document is imported into Diligent Boards. It will not function in an external application.



57 OneClick for Admins — Printing a book

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

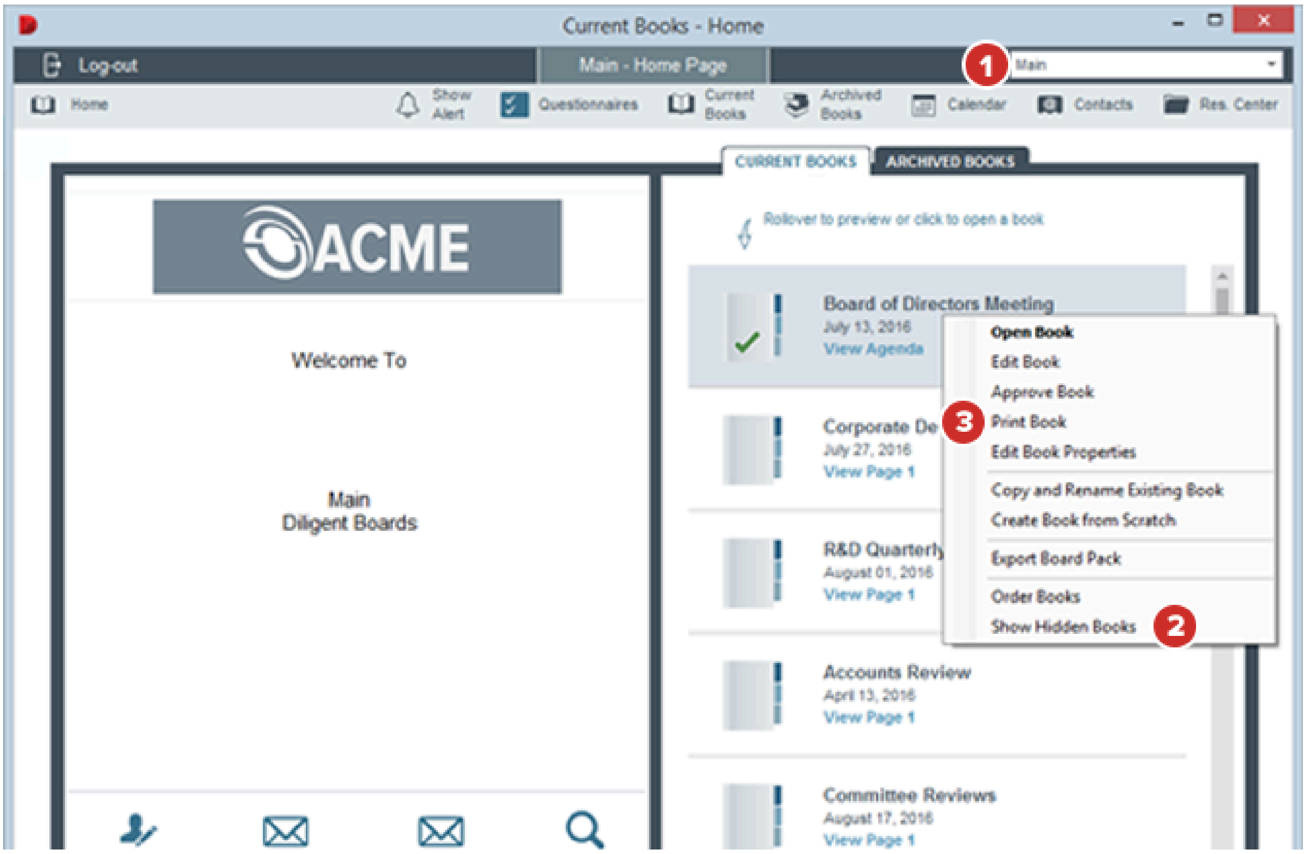
Diligent Boards allows for straightforward printing of books for readers who prefer paper copies. Directors and Administrators can print out books.

1 Select the board or committee that is associated with the book you want to print from the **Board and Committee Menu**.

Note: This list will only display the boards and committees that you are authorized to access.

2 If the book is not visible in the Current Books list, right-click on or below the visible books and select **Show Hidden Books** from the menu that appears. The hidden books will now be visible to you, but not to anyone else.

3 Right-click the book. Select **Print Book** from the menu that appears. The Print window will open.

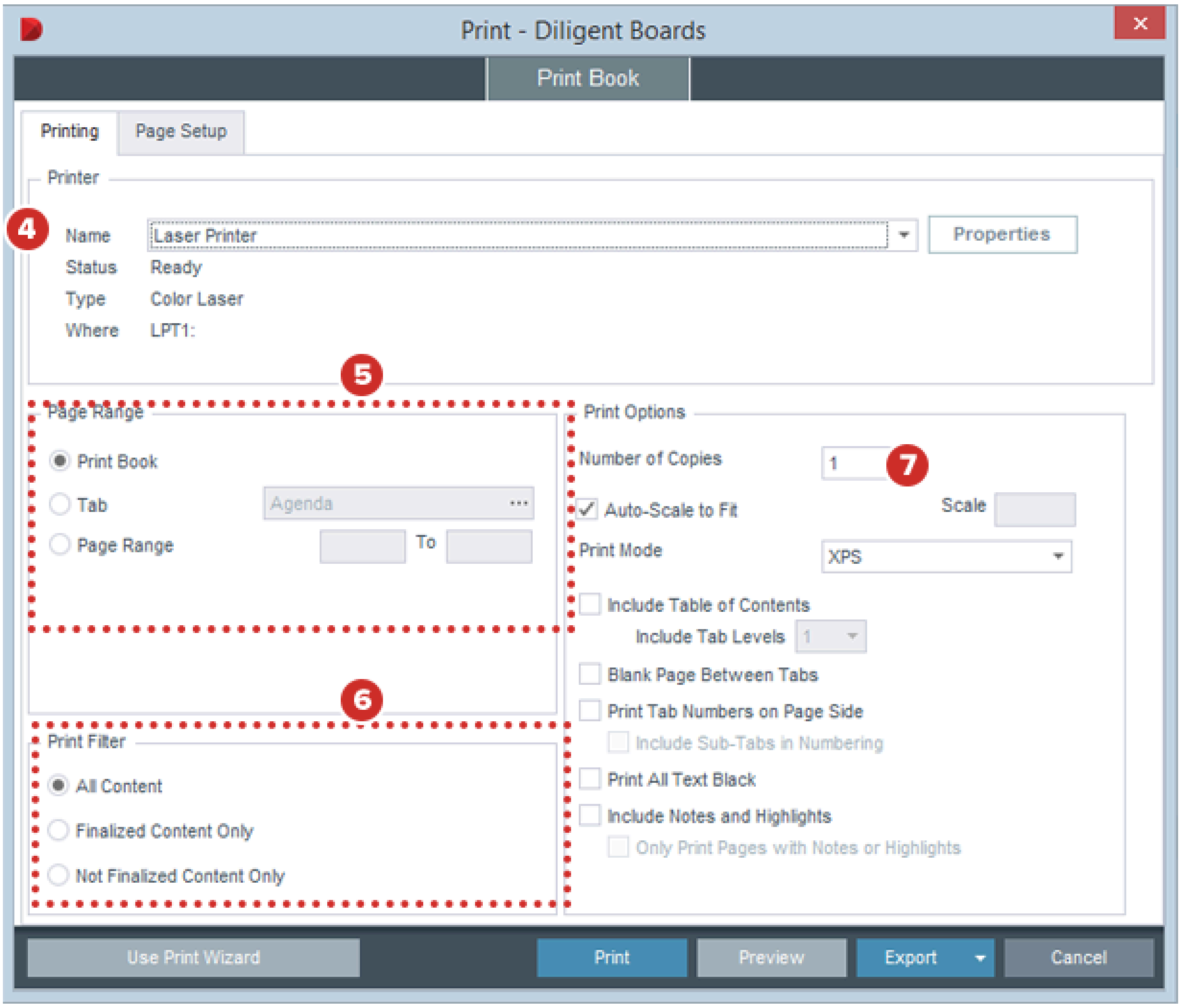


4 Select the printer that you would like to use.

5 Under Page Range, select **Print Book** to print the entire book. To print a selection from the book, select **Tab** and choose a single tab from the drop-down menu, or select **Page Range** and enter the first and last page numbers in the page range fields.

6 Under Print Filter, select **All Content** to print every page in the range you selected. To only print pages that have been approved for final publication, select **Finalized Content Only**. To print everything but final approved content, select **Not Finalized Content Only**.

7 Enter how many copies of the book you would like to print.



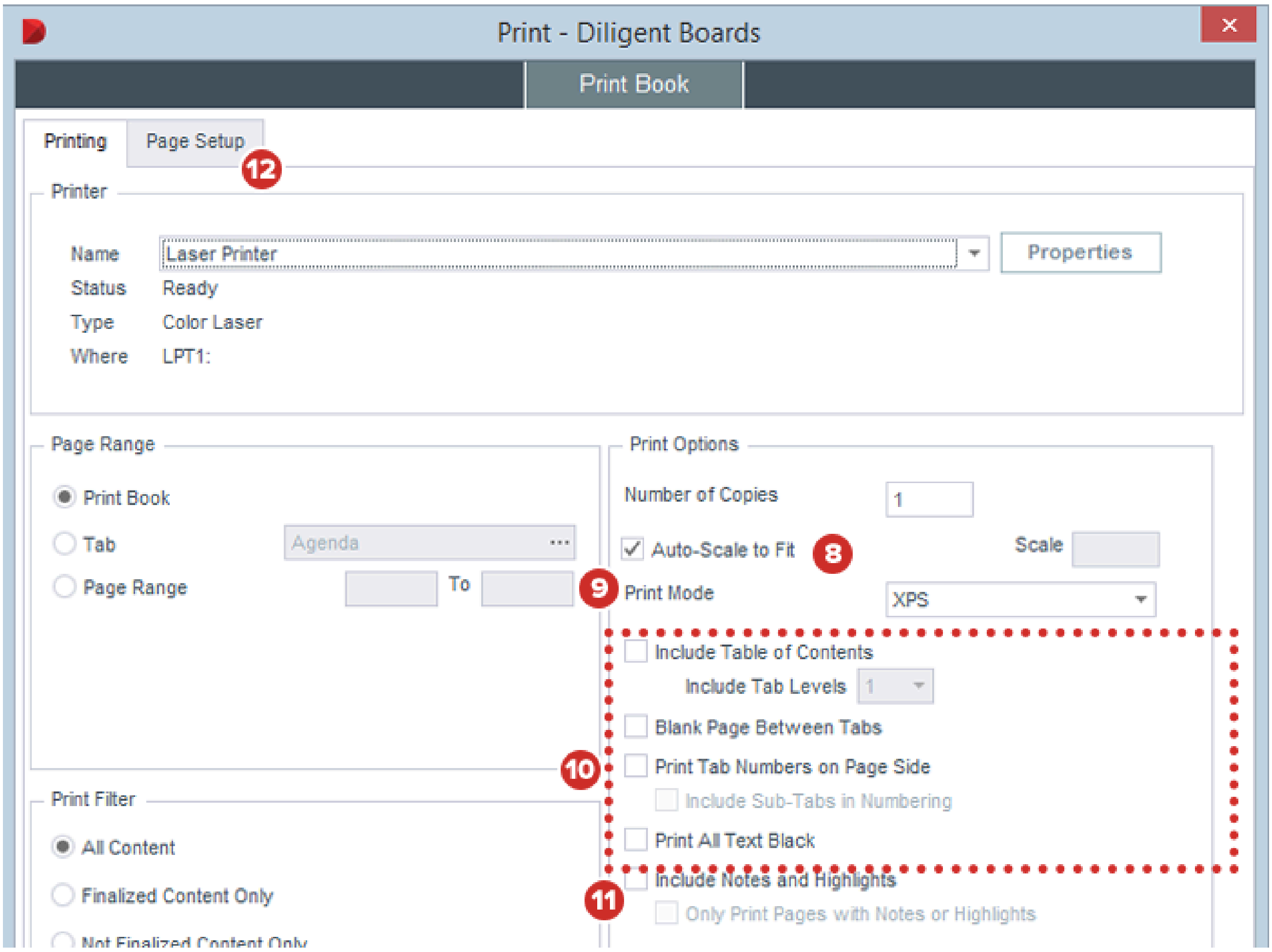
8 Uncheck **Auto-Scale to Fit** and change the scaling percentage to change the size of the document on the printed page.

9 If the book is not printing correctly, select another **Print Mode** from the menu and try again. Different print modes change the way the documents are rendered before they are sent to the printer.

10 Use the **Additional Print Option** checkboxes to add more features to the printed version of the book. From here you can **Include Table of Contents** (choosing to include or exclude sub tabs), put a **Blank Page Between Tabs**, **Print Tab Numbers on Page Side** and **Print All Text Black** regardless of the text's color on screen.

11 You may also **Include Notes and Highlights** in the printed book.

12 Select the **Page Setup** tab.



13 Change the **Paper** options if you would like to change the size of the paper the document will be printed on, or the tray selection on your printer.

14 Change the **Margins** options to modify how much blank space will appear on the edges of each page of the book.

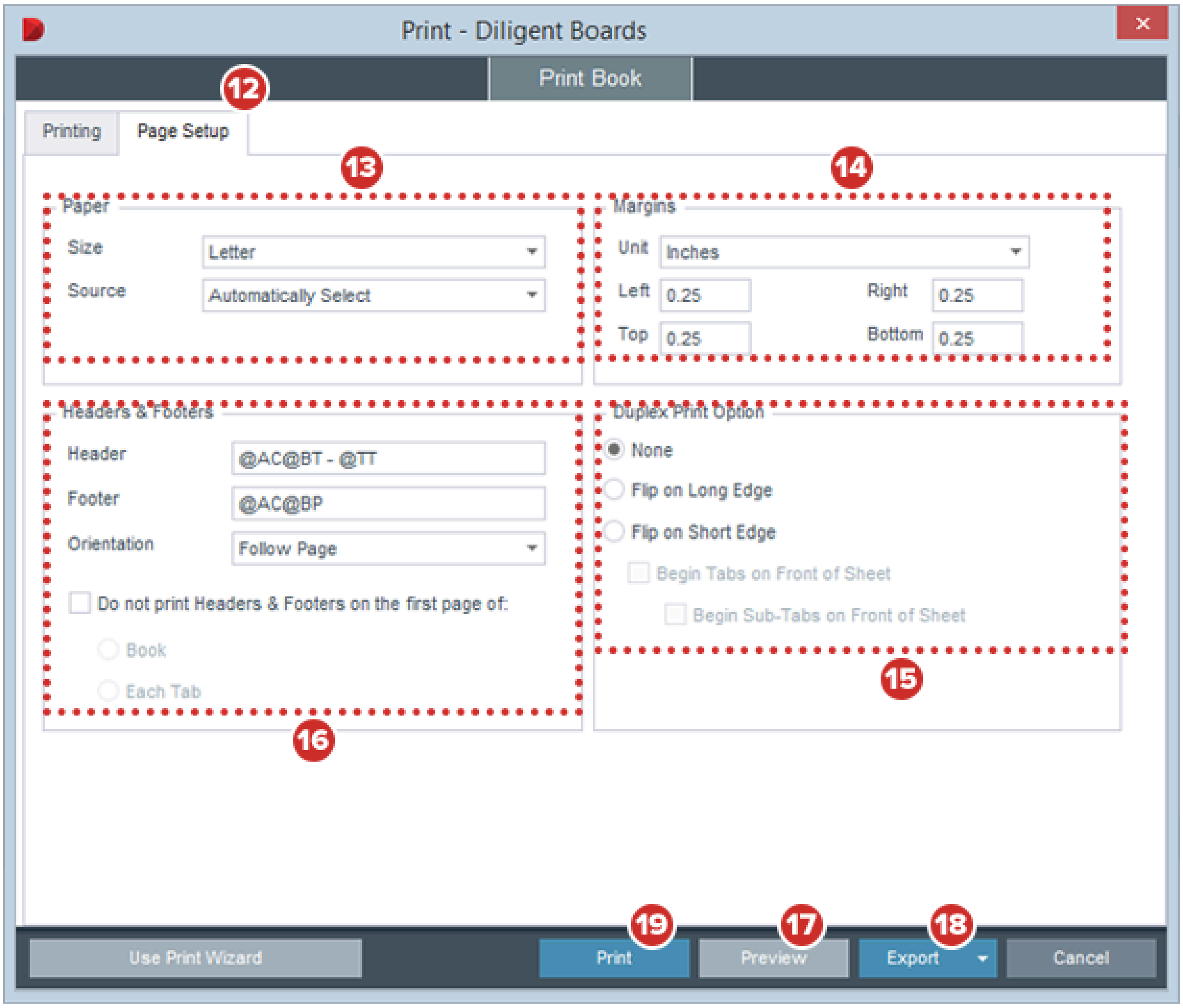
15 **Duplex** options may also be available, if your printer supports them.

16 Custom **Headers and Footers** can be added to the document via a series of unique formatting codes. Consult your Customer Success Manager for more information.

17 Select **Preview** to see how the book will look before committing to print it.

18 Select **Export** to create a PDF version of the book.

19 Select **Print** to finalize the print job and send it to the printer.



58 OneClick for Admins — Watermarking documents

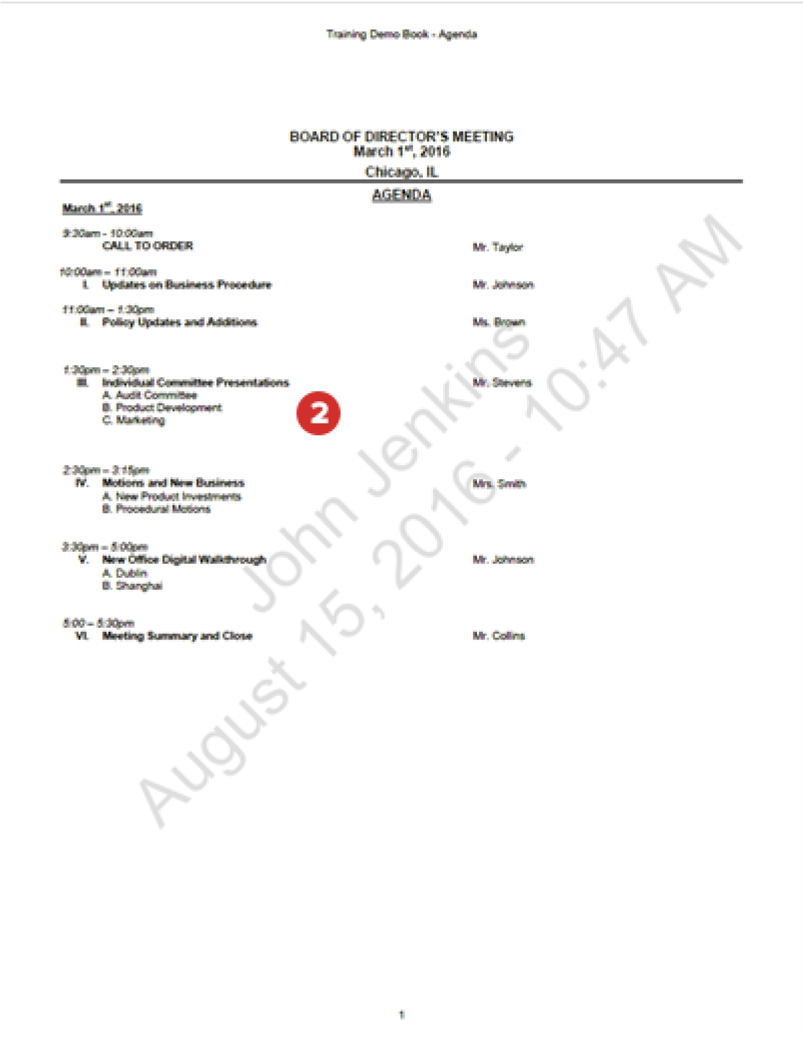
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Watermarking adds information on who printed or exported a document, as well as when that copy of the document was created. Watermarks can be displayed on the page view as well. This feature makes it easier to hold users accountable for content extracted from Diligent Boards.

1 To enable watermarking on the page view and/or for printed and exported documents, **Contact Your Customer Success Manager**. You can enable watermarking individually for:

> **Directors** (this will apply to all Diligent Boards applications, including Diligent Boards for iPad and Windows)
> **Administrators**
> **Boardpacks**

2 By default, watermarks will appear behind the text of the document, and will display the user's name. Below their name, the date and time the document was printed or exported will appear.



Training Demo Book - Agenda

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

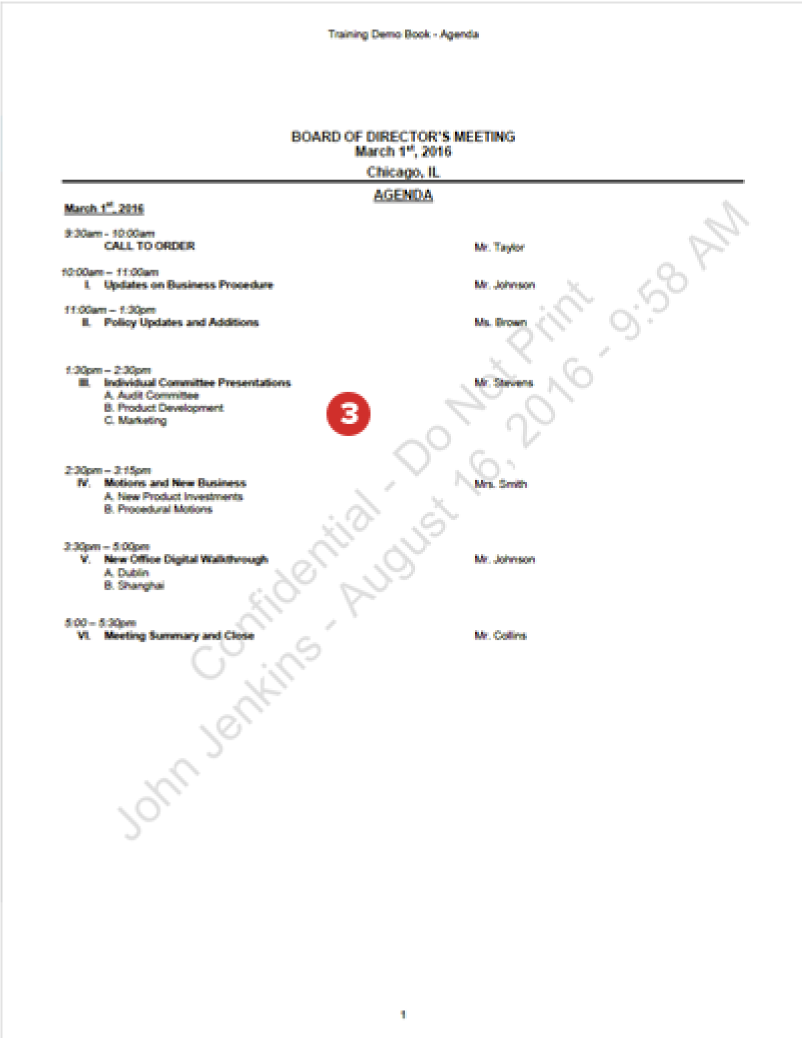
5:00 – 5:30pm
VI. Meeting Summary and Close — Mr. Collins

1

Note: *On the page view, the date and time that the book was last synced will appear.*

3 You can also contact your Customer Success Manager to add customized text to the watermark. This text will appear in place of the user's name. The user's name will be moved to the second line, alongside the date and time.

Diligent


Training Demo Book - Agenda

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5:00 – 5:30pm
VI. Meeting Summary and Close — Mr. Collins

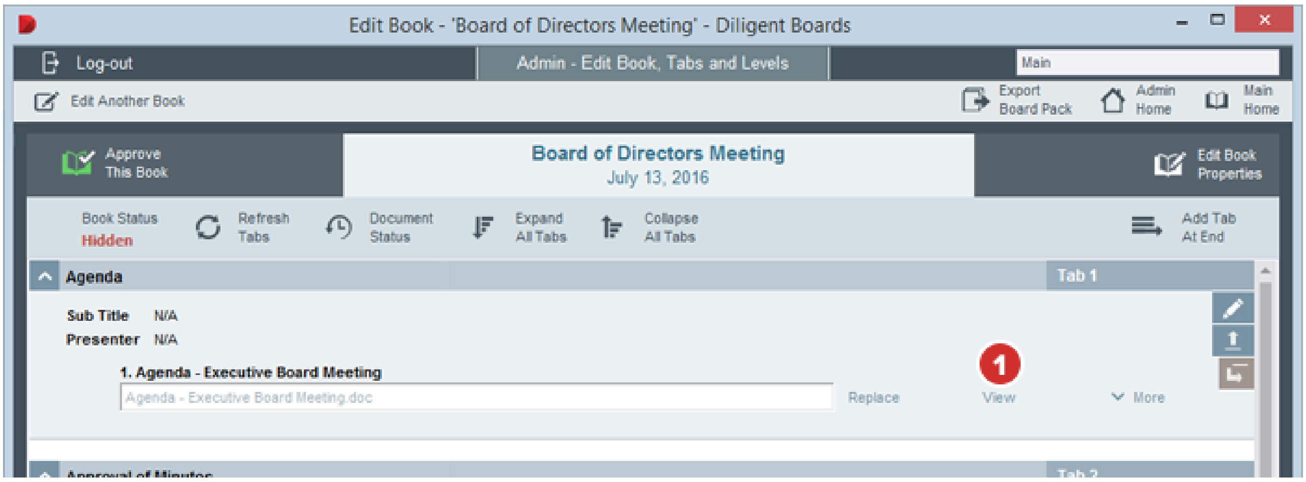
1

59 OneClick for Admins — Creating a voting document

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

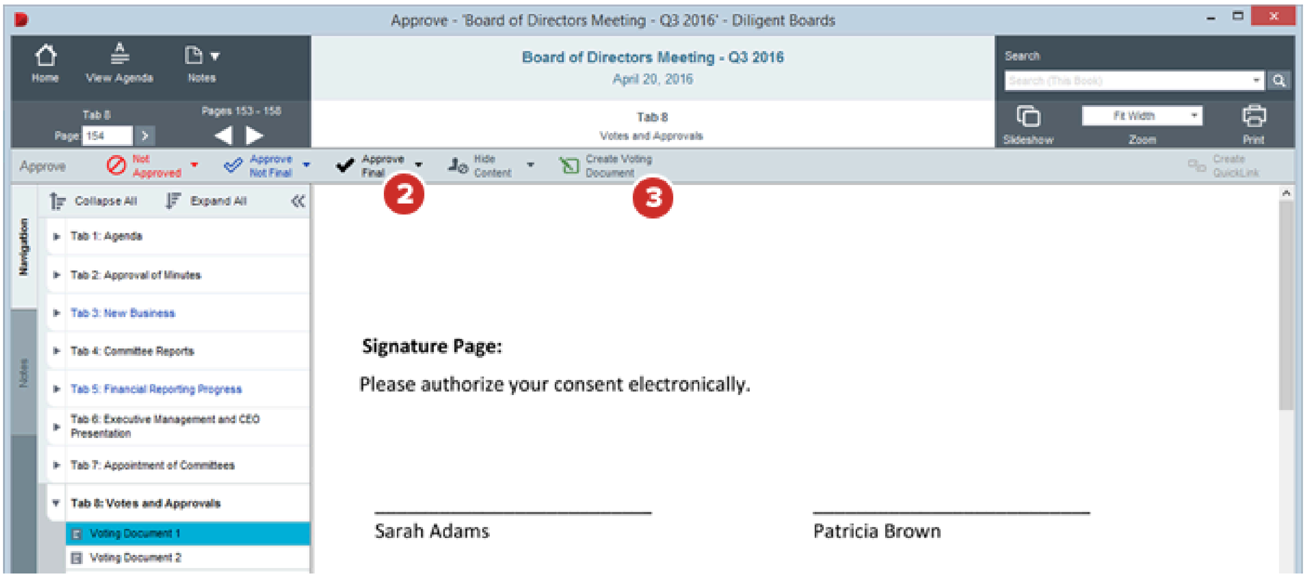
Voting documents allow book readers to vote on business using a digital signature. Any document in a book may be turned into a voting document. To view an in-depth webinar about voting in Diligent Boards, visit this link.

1 Once a document has been **Uploaded** or created in **EasyEdit**, it can be turned into a voting document. Select the **View** button next to the document in the Edit Book window. The page view window will open.



2 If the document hasn't been approved already, select Approve Final. Only approved documents can be made into voting documents.

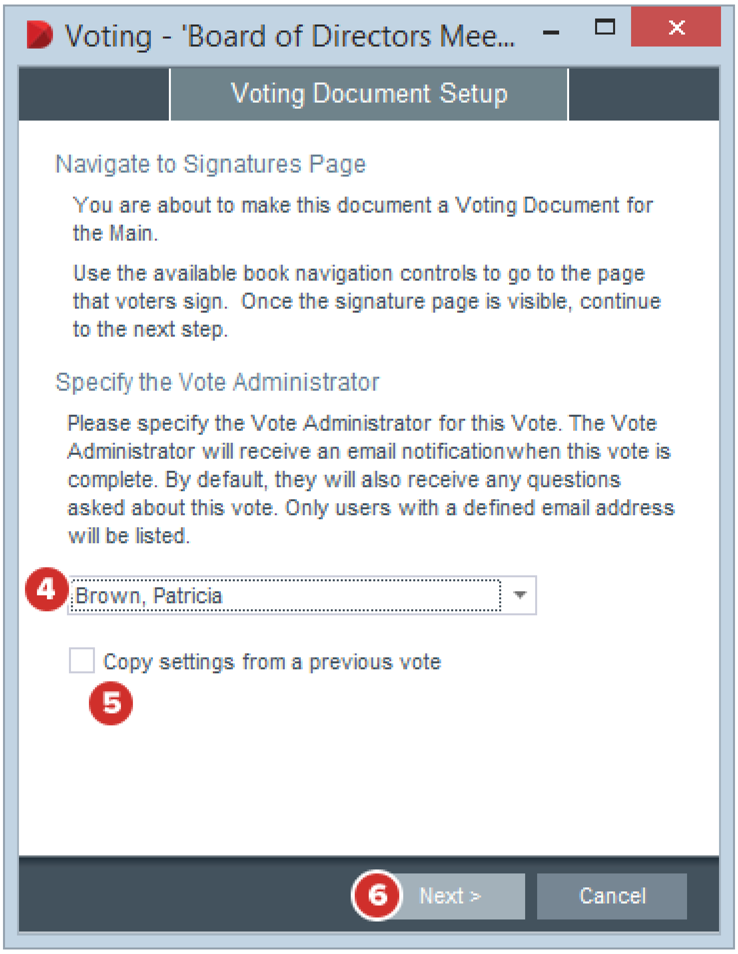
3 Select **Create Voting Document**. The Voting window will appear.



4 Select **Specify the Vote Administrator** from the drop-down menu. The Vote Administrator will receive email notifications on the outcome of the vote, as well as any questions asked about the vote.

5 If your list of voters and signature pages are frequently the same, select **Copy settings from a previous vote**.

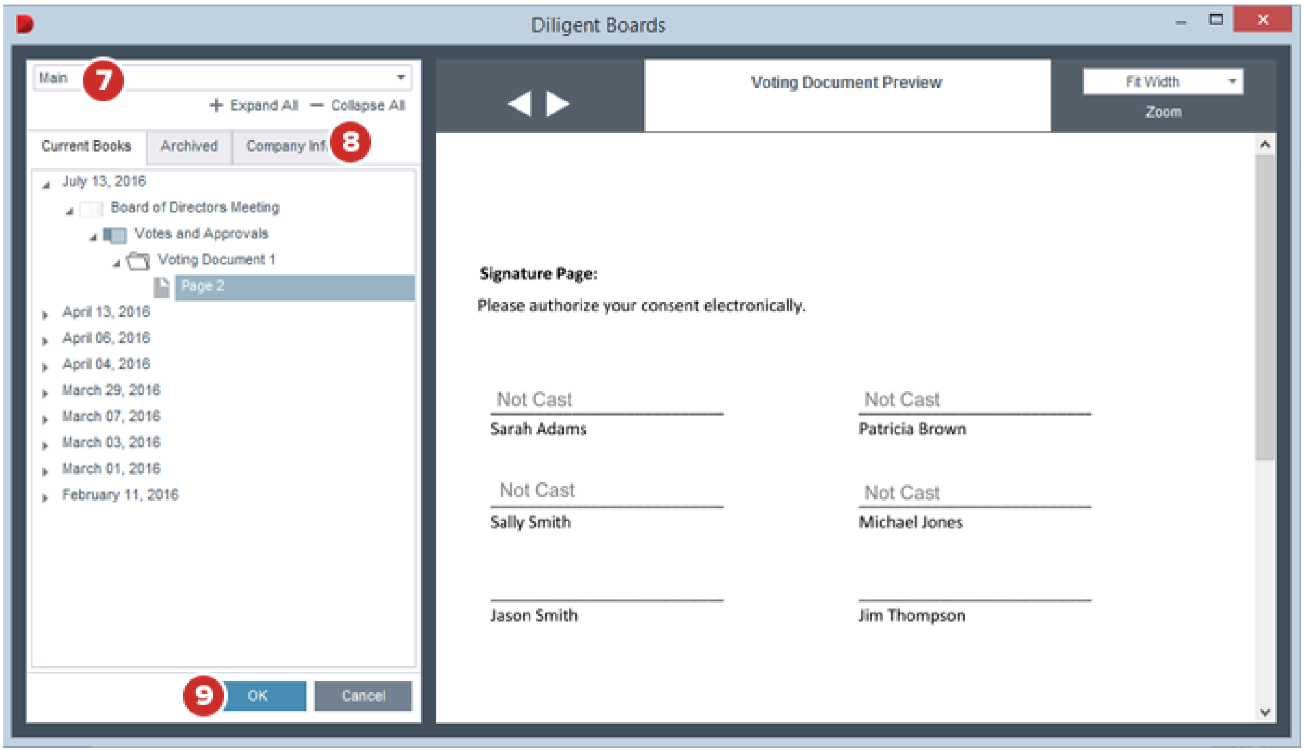
6 Select **Next**. If you did not copy settings from a previous vote, go to **Step 10**.



7 If you selected Copy settings from a previous vote, a list of your books will appear. Select the board or committee that took the previous vote from the drop-down menu.

8 Select the tab that represents where the previous voting document is stored, **Current Books** or **Archived Books**. If the document is in the Resource Center, select **Company Info**.

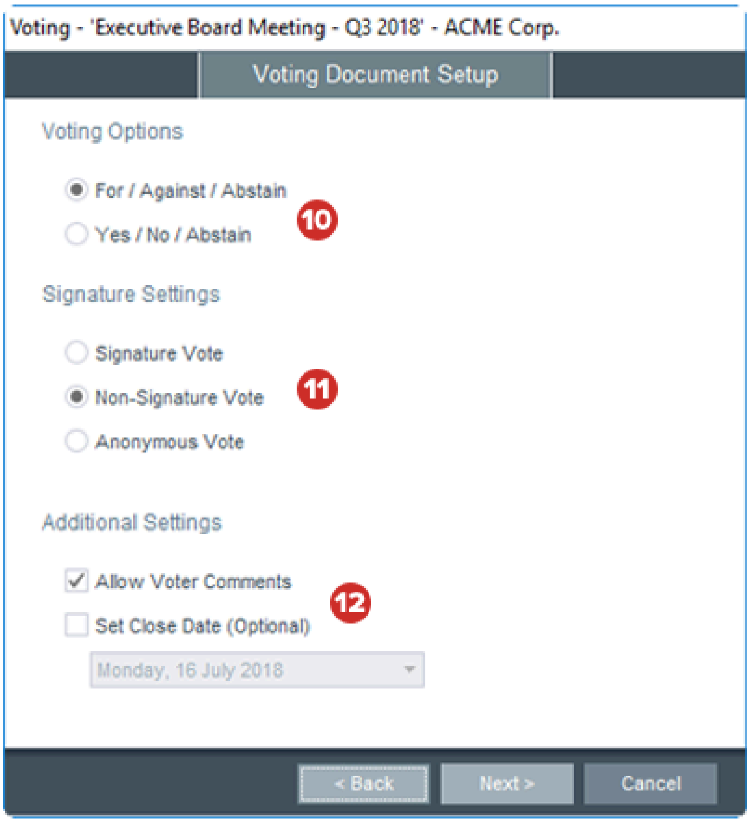
9 Expand the list of books, tabs and pages until you locate the voting document. Highlight it and select **OK**. The settings from the document will be copied to the current voting document.



10 Choose whether users will see For/Against or Yes/No options for the vote. Both selections include an "Abstain" option.

11 Choose a vote type: Signature, Non-Signature, or Anonymous. Non-Signature and Anonymous votes do not require an e-signature, and on Anonymous votes, individual responses are hidden from administrators and other voters.

12 Two optional settings are also available: Allow Vote Comments (users can add an optional comment to explain their vote) and Set Close Date (informs users of a deadline for a vote). Once you've made your choices, select Next.



13 Check the **box** by each person who will be voting. If a voter does not have a digital signature on file, an "Upload Signature" link will appear next to their name.

Note: If you don't see a voter on the list, that person doesn't have voting rights enabled. Contact your Customer Success Manager.

14 Under **Voting Threshold**, select the number of affirmative votes required for the vote to pass, and how many of these votes should come from independent directors—directors that do not hold a salaried position at the entity the board directs. Independent directors are specially designated in Diligent Boards. Contact your Customer Success Manager for more information.

15 Select **Next**.

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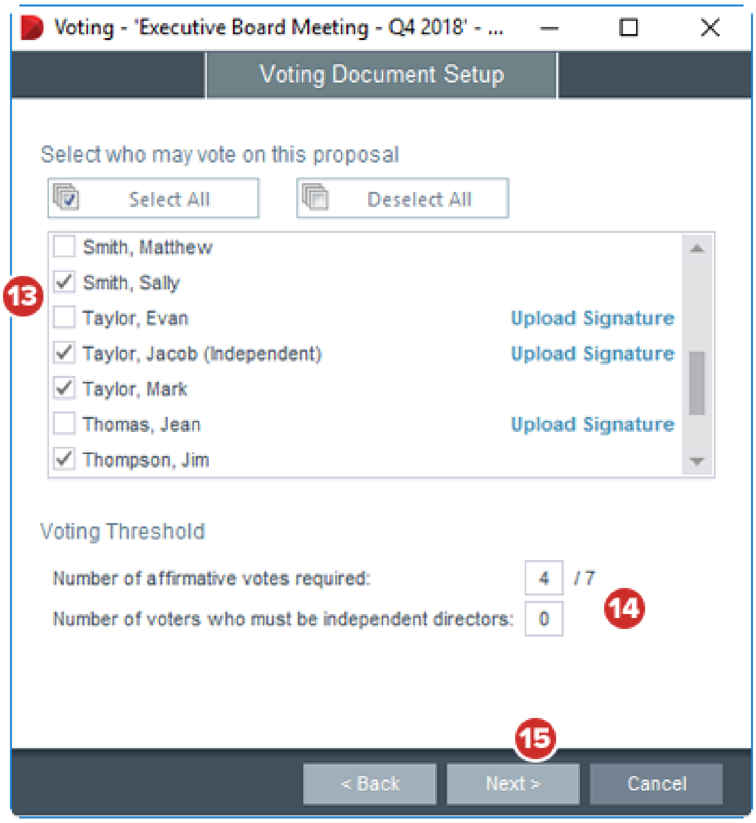


Note: If the vote requires a signature and you added a voter without a digital signature on file, an alert will appear when you select "Next." Select "No" to stay on this screen, then select a user's "Upload Signature" link to add a signature file. The signature file must be a JPG, TIF or PNG image that is exactly 210 pixels wide and 45 pixels high. Contact your Customer Success Manager if you require assistance creating or uploading a signature.

Note: You may proceed with voters without a signature, but they will need to add one or have one added before they are able to cast an affirmative vote.

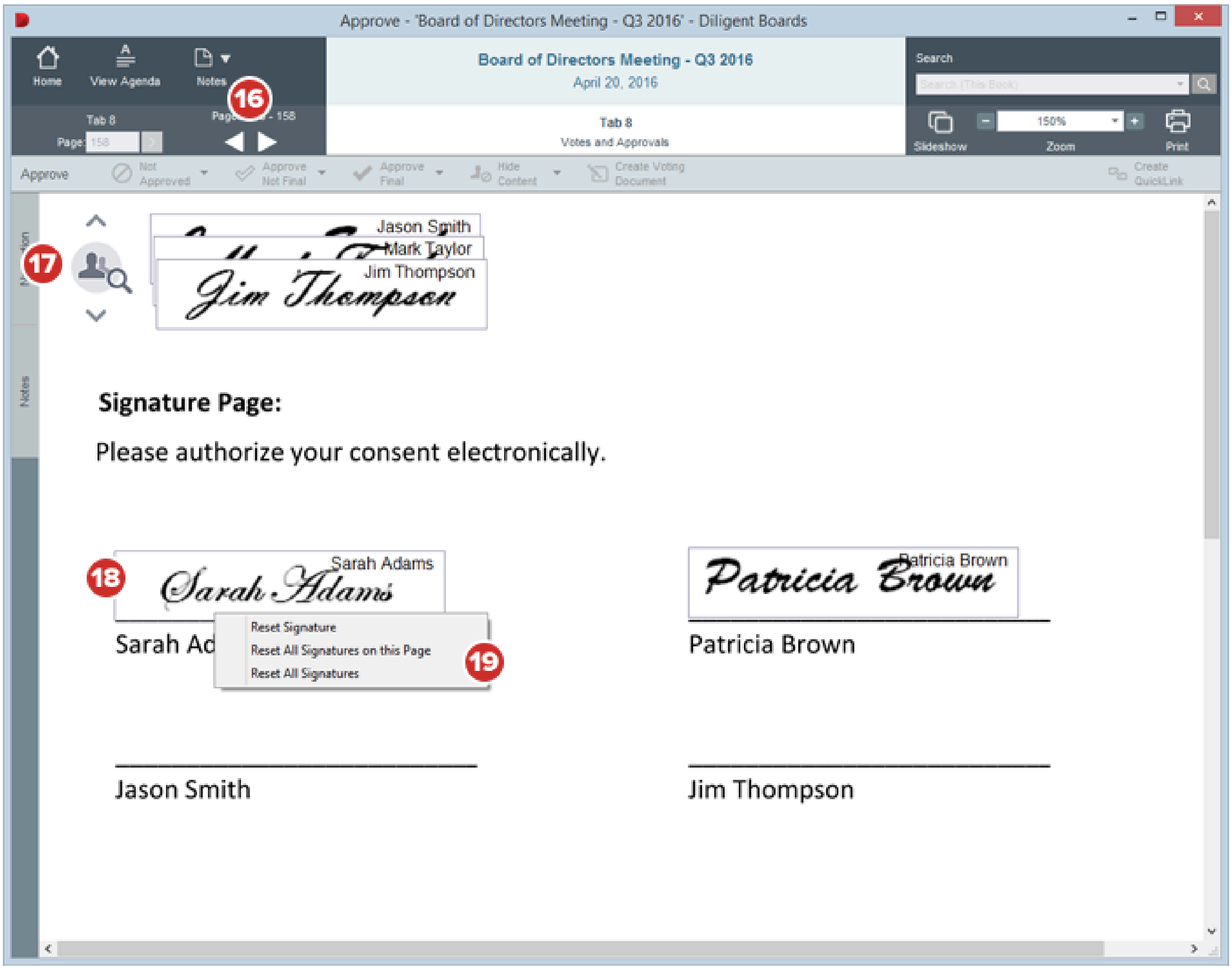
16 If the vote requires a signature, voter signature boxes will appear on the document. Use the **Arrows** to navigate between pages in the voting document. You can put any signature on any page of the voting document.

Note: You must stay on the pages of the same voting document while you are building it.

17 Use the **Arrows** by the signatures to cycle through each one. You can also select the **Search** button between the arrows to select the name from a menu.

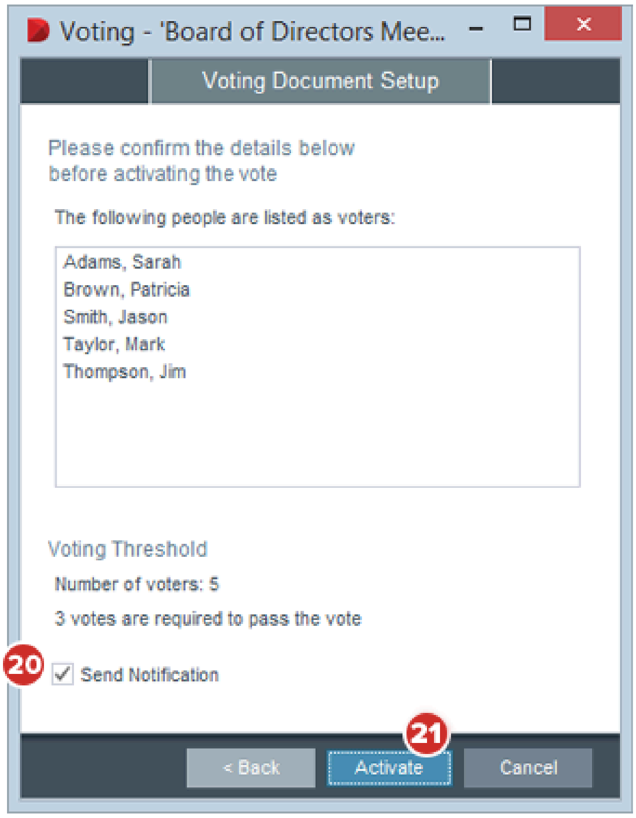
18 Drag and drop the **Signature** into position. You may have to drag the Voting window out of the way to see the document. Drag the signature to the left or right edge of the page to move it to the last or next page, respectively. Select **Next** in the Voting window when all the signatures are in the right place.

19 Right-click a signature and select **Reset Signature** to return it to the stack. You can also **Reset All Signatures on this Page**, or **Reset All Signatures** on the document.



20 When the Send Notification checkbox is enabled, a notification dialog will launch once the vote is activated. See the [Sending notfications about new books](#) for more information on notification functionality.

21 Select **Activate** to complete the voting document.



Note: Once a voting document is activated, it cannot be changed, only deleted.

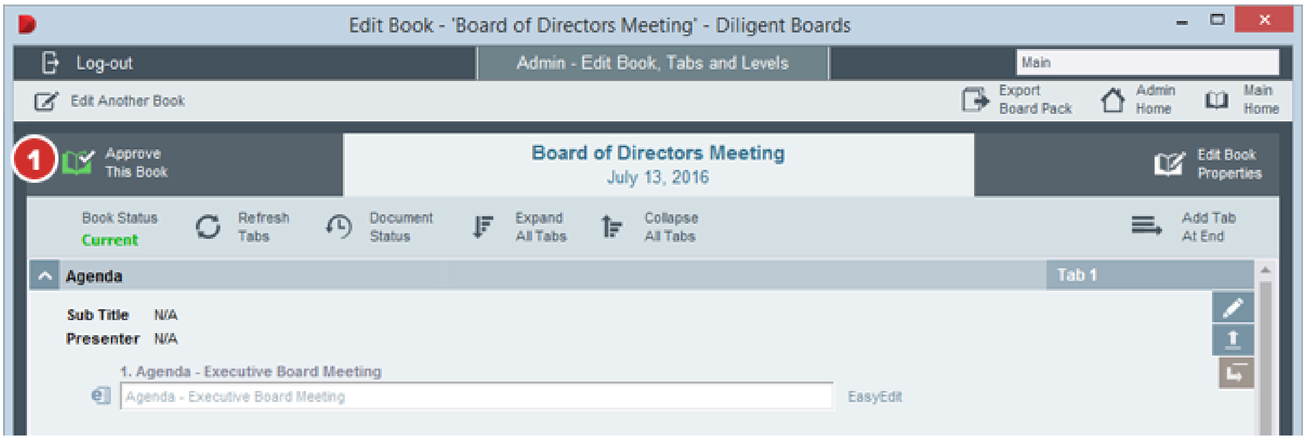
Did you know? A voting document is a great way to vote on approvals of minutes. Diligent Minutes can improve the minute-taking process further, ensuring this critical meeting record is easy to create, easy to manage, and fully secured from creation to approval. You can learn more about Diligent Minutes here.

60 OneClick for Admins — Checking vote status

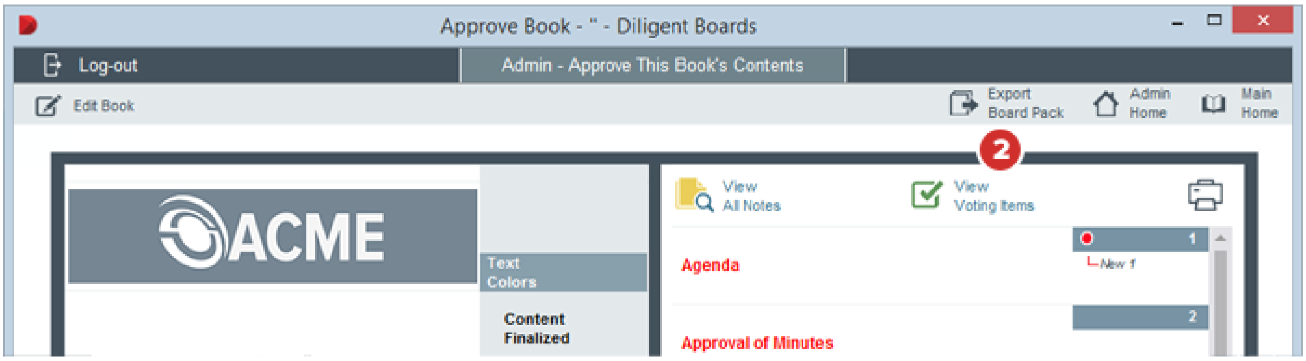
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Administrators can check the results of any completed vote, or the current status of any vote in progress.

1 In the Edit Book window, select **Approve This Book**. The Approve Book window will open.



2 Select **View Voting Items**.

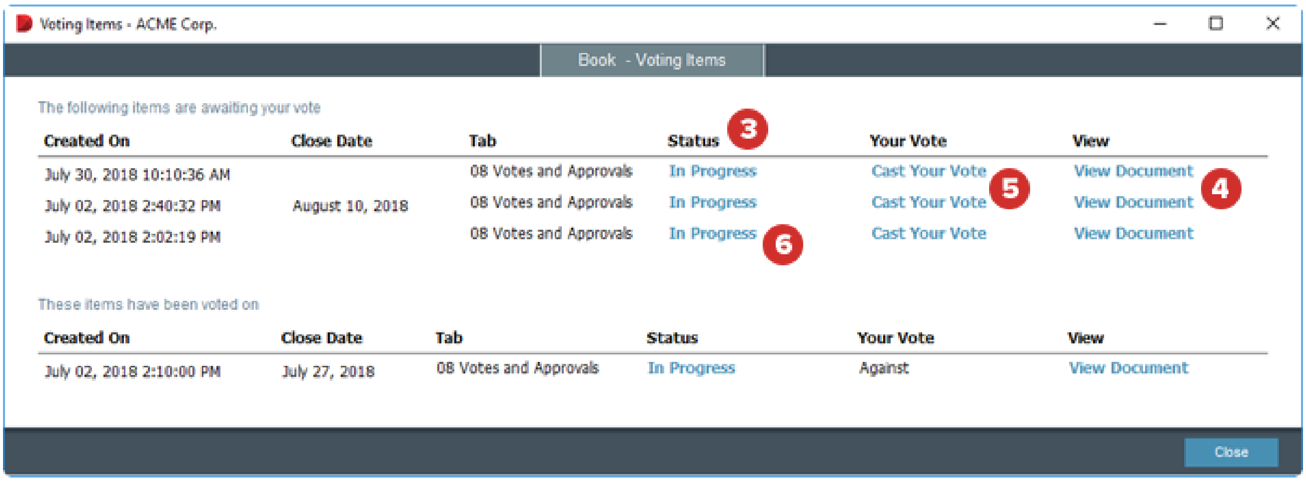


3 The Voting Items window will appear. Look in the **Status** column to see if a vote is in progress, or if it has passed.

4 Select **View Document** to jump to the start of the voting document.

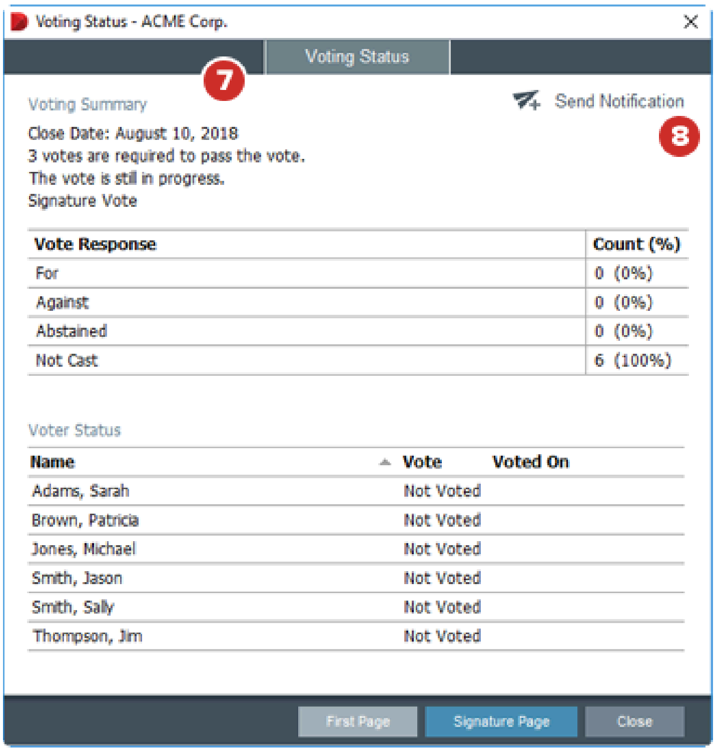
5 Select **Cast Your Vote** to go right to the first page in the document where a vote will be cast (which may be either the first page of the document, for votes that do not require a signature, or the first signature page, for votes that do require a signature).

6 Select a vote's status (such as **In Progress)** to get detailed information.



7 The **Voting Status** window will open, listing vote information, including a vote summary, who has voted and how they voted (for non-anonymous votes), and how many votes are required for passage.

8 Select **Send Notification** to send a reminder to users who have not yet voted. The notification dialog is identical to other notification screens throughout the application, and the "To" field will be pre-populated with the users who have not yet voted.



Did you know? The most secure way to immediately notify directors about pending votes is via Diligent Messenger, which will secure the communication using the same methodology as Diligent Boards. It can also directly alerts directors on their iPhones. Learn more.

61 OneClick for Admins — Questionnaires — Adding a new questionnaire

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

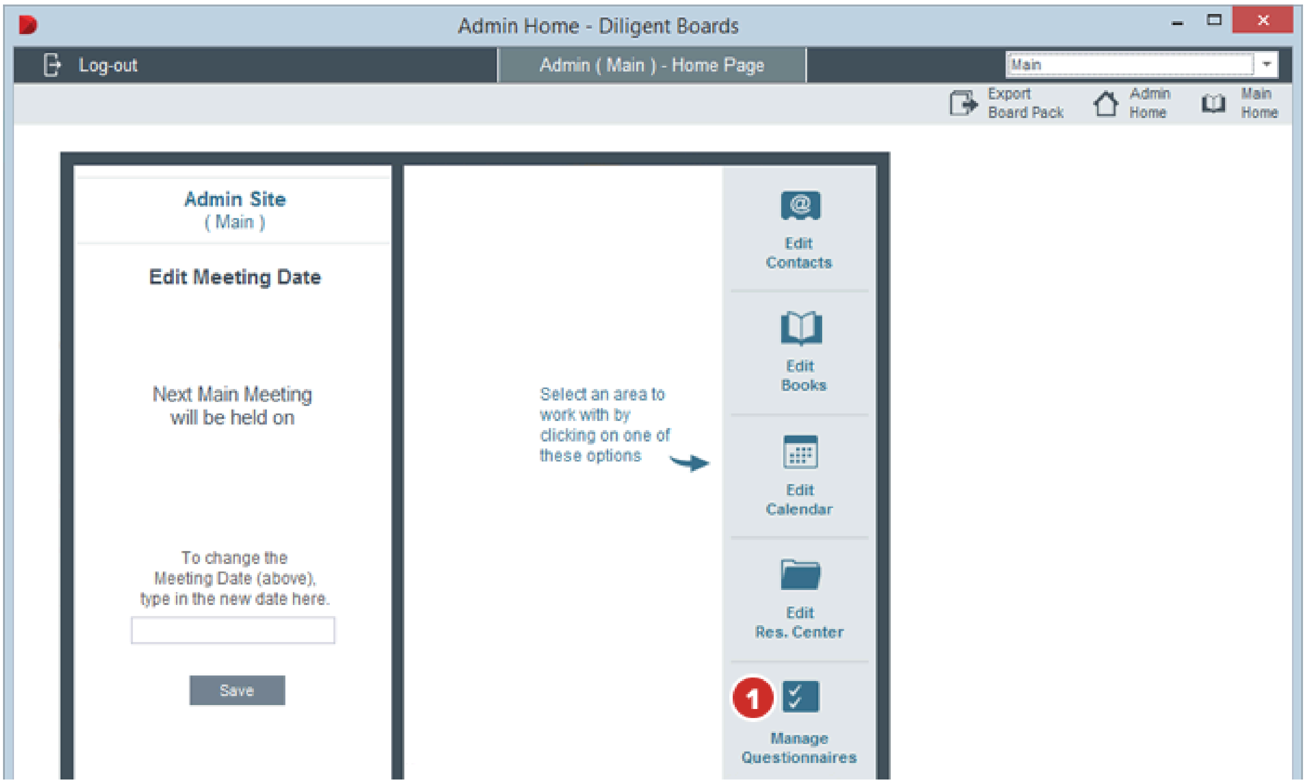
Questionnaires provide an easy way to gather detailed feedback from any user of your Diligent Boards site. To view an in-depth webinar about using questionnaires in Diligent Boards, go here.

Video — How to Create and Post a Questionnaire

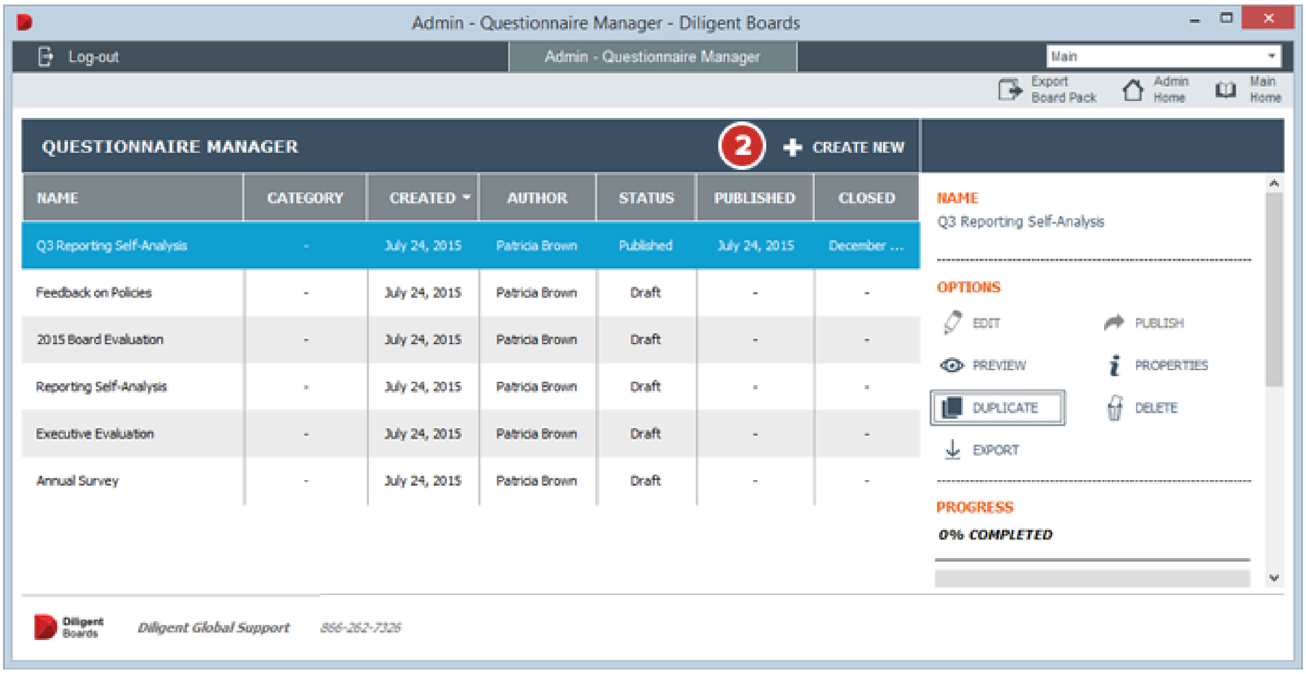
Youtube

Step-By-Step Instructions

1 To add a questionnaire to your Diligent Boards site, select **Manage Questionnaires** from the Admin home page.



2 Select **Create New**.



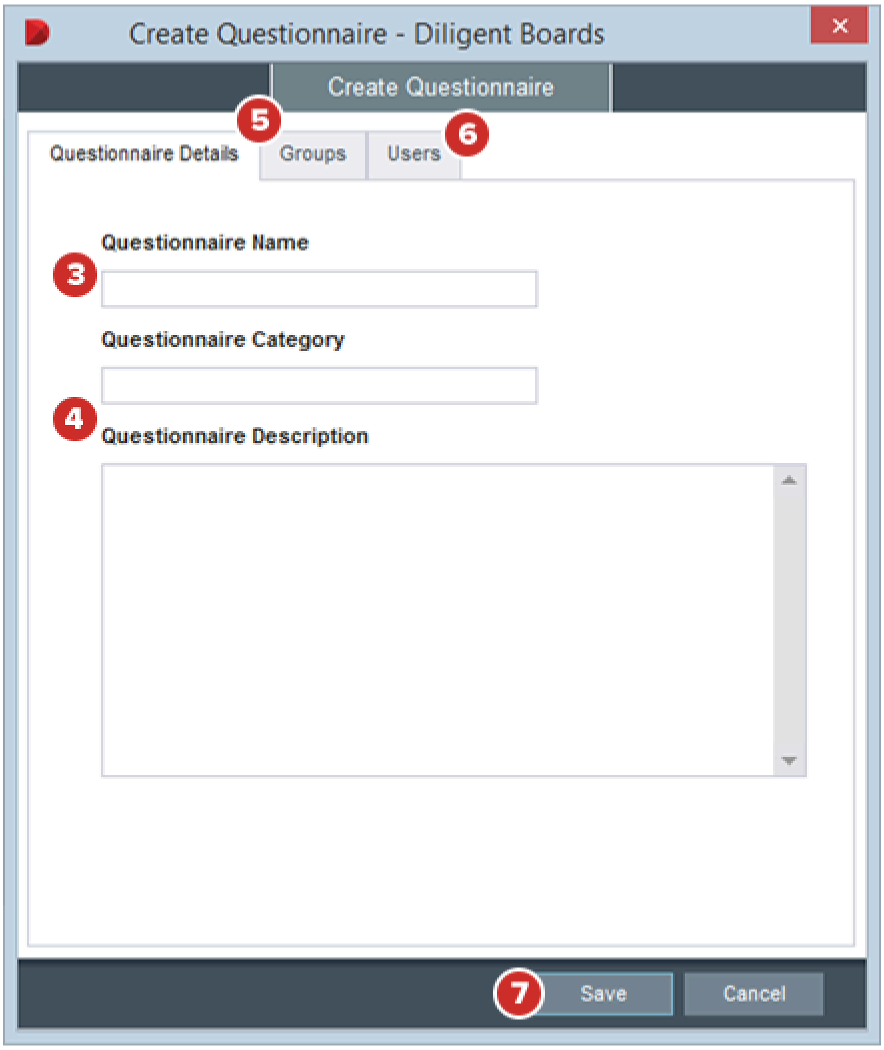
3 Enter a name for the questionnaire.

4 To help organize the questionnaires, you may enter a **Questionnaires Category** and **Questionnaires Description**. Only administrators will see this information.

5 Select the **Groups** tab to specify the groups or committees to which the questionnaire should be distributed.

6 Select the **Users** tab to specify specific individuals that should have questionnaire access.

7 Select **Save**. The Questionnaire Builder will open.



62 OneClick for Admins — Questionnaires — Adding an Introduction page to a questionnaire

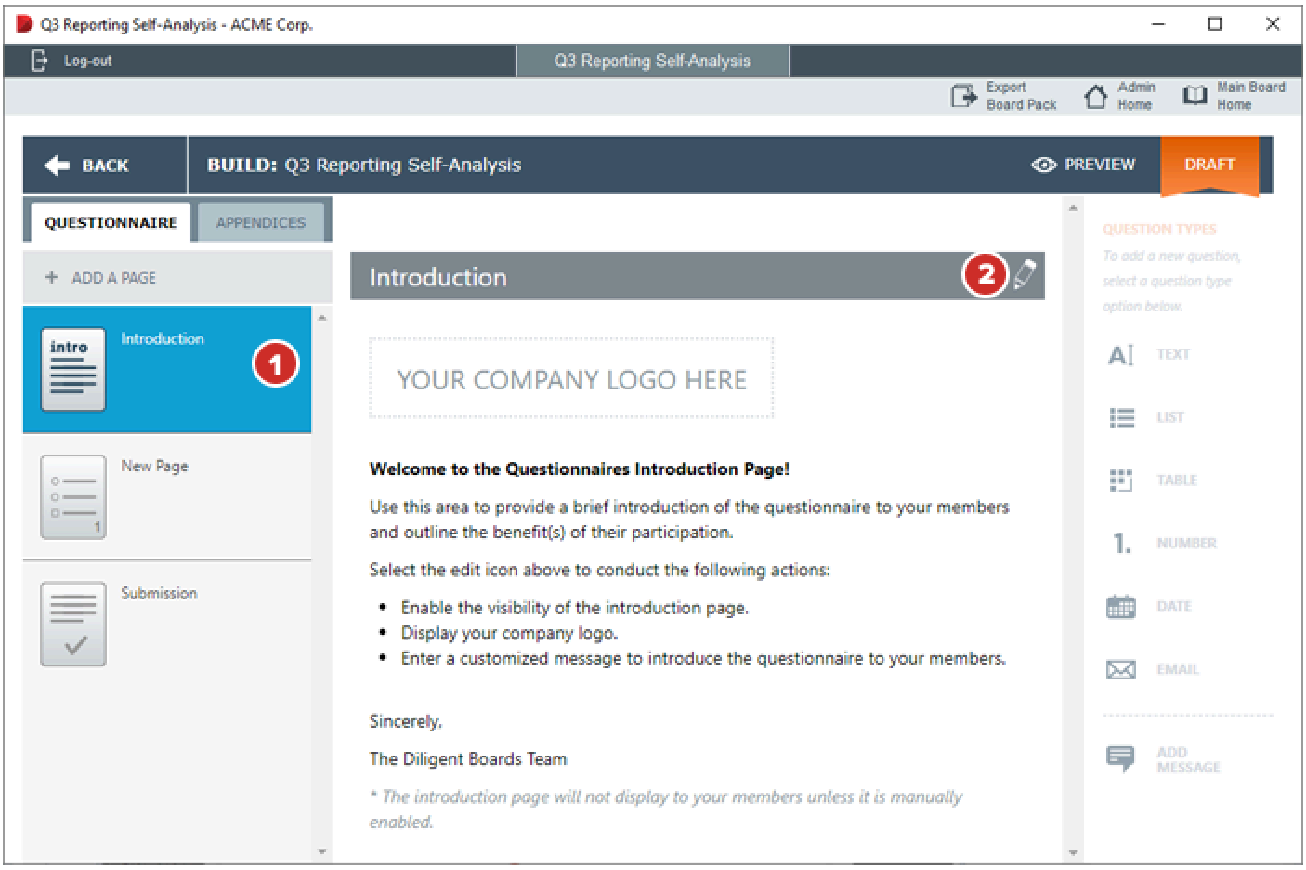
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Once you have created a new questionnaire, you are ready to begin adding and managing questionnaire content. This page describes how to include an Introduction page to the questionnaire.

To learn how to organize questionnaire content by page, see Adding and managing pages. To learn how to add questions to your questionnaire pages, see Adding and managing questions.

1 The **Introduction** page is a cover page where you can display your company logo and specific instructions about the questionnaire. It is disabled by default.

2 If you wish to display an Introduction page, select the **Edit** button to open the Introduction Edit window.

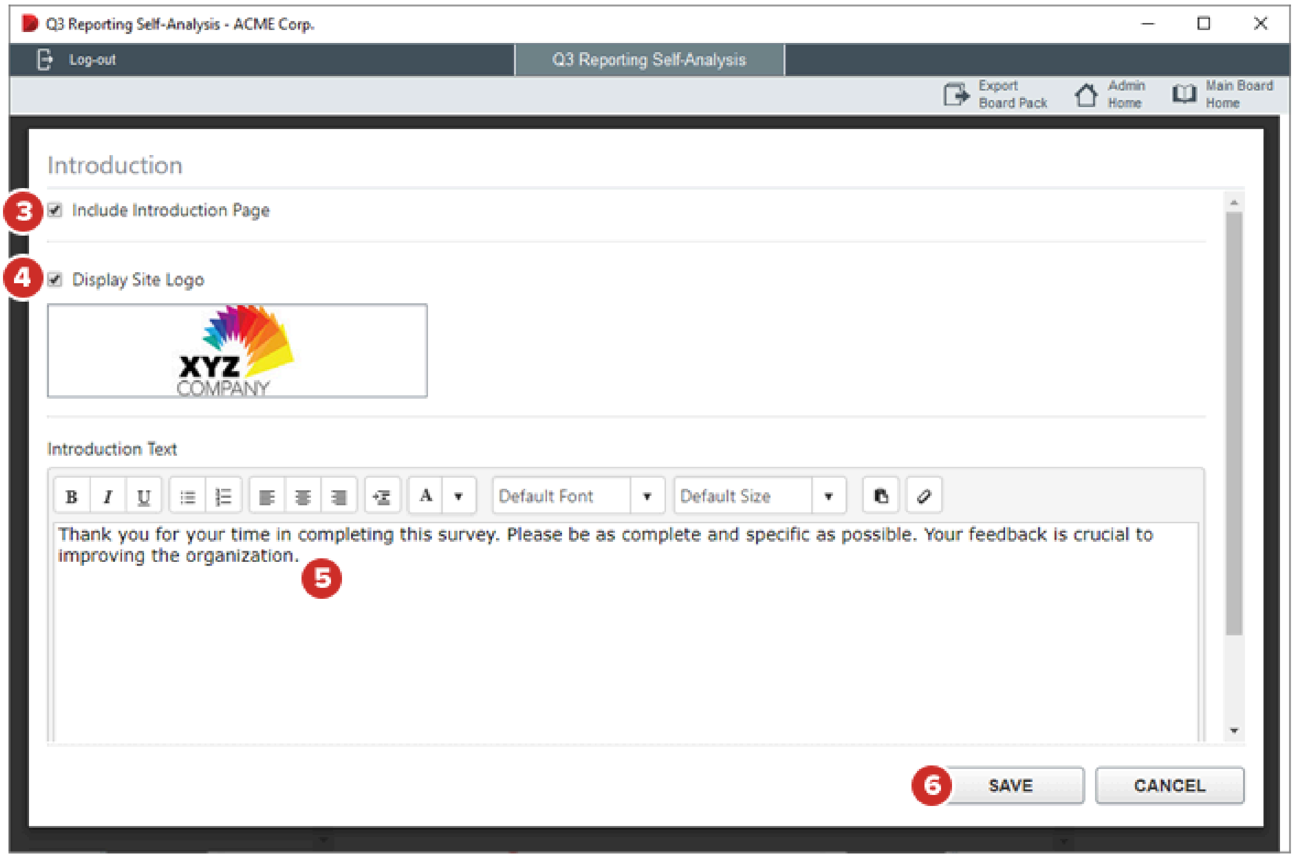


3 To make the Introduction page visible to directors, enable **Include Introduction Page**. This option must be enabled in order for the Introduction page, and any content added to it, to appear with the questionnaire.

4 To include the company logo on the Introduction page, enable **Display Site Logo**.

5 To add content to appear on the Introduction page, enter it into the **Introduction Text** field.

6 To record your Introduction page changes and return to the Questionnaire Builder, select **Save**.



Q3 Reporting Self-Analysis - ACME Corp.
Log-out
Q3 Reporting Self-Analysis
Export Board Pack
Admin Home
Main Board Home
Introduction
3
Include Introduction Page
4
Display Site Logo
XYZ COMPANY
Introduction Text
Default Font
Default Size
Thank you for your time in completing this survey. Please be as complete and specific as possible. Your feedback is crucial to improving the organization.
5
6
SAVE
CANCEL

63 OneClick for Admins — Questionnaires — Adding and managing questionnaire pages

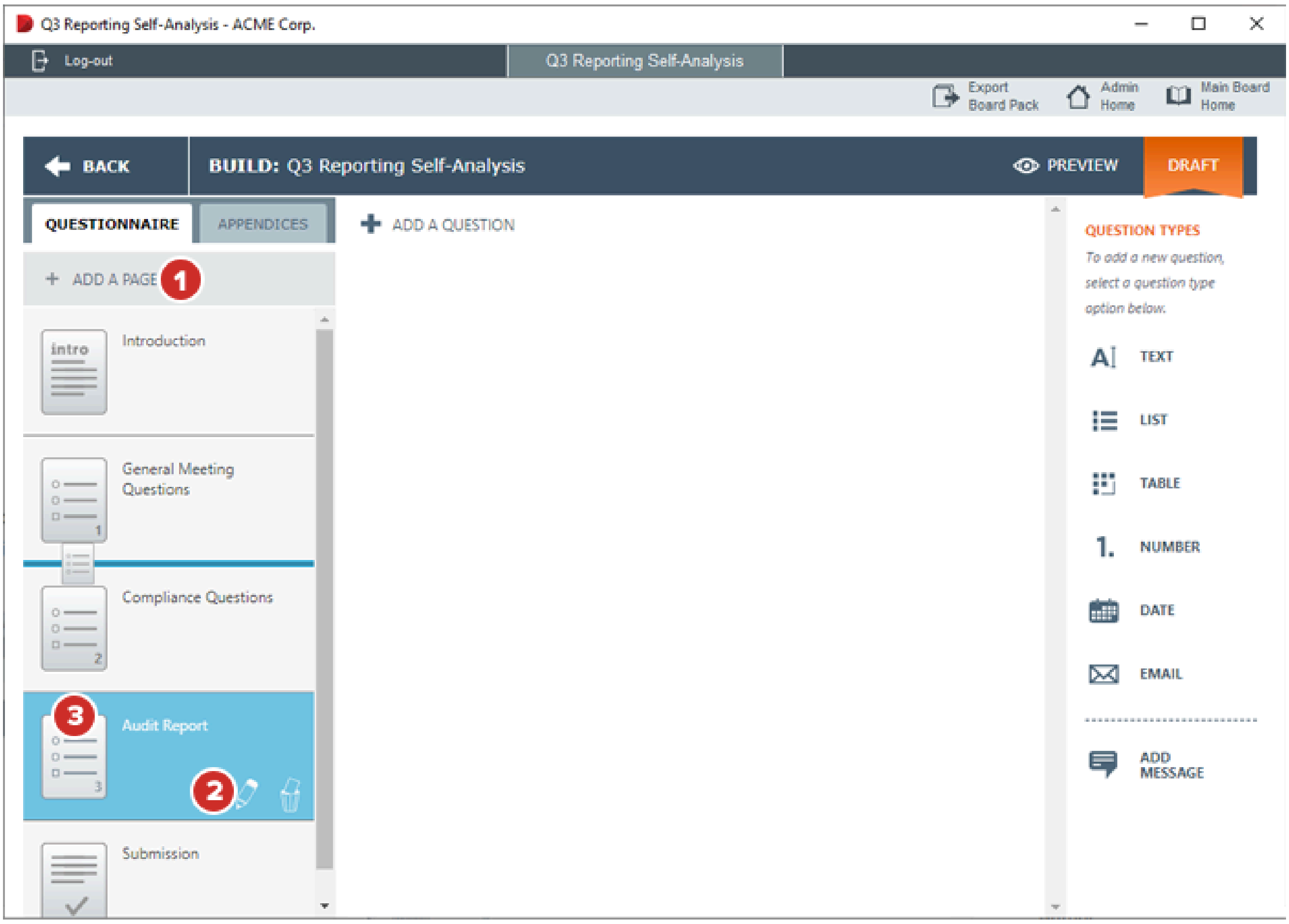
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Use pages to organize the questionnaire in manageable sections and group questions by topic. The below steps descibe how to add, name, order, and remove questionnaire pages.

1 To add a new page to the questionnaire, select **Add A Page**.

2 To change the name of a page, first, select the **Edit** icon for that page, then enter the new name for the page. Page names are useful to keep content organized as you build the questionnaire, and are only visible to you and other administrators.

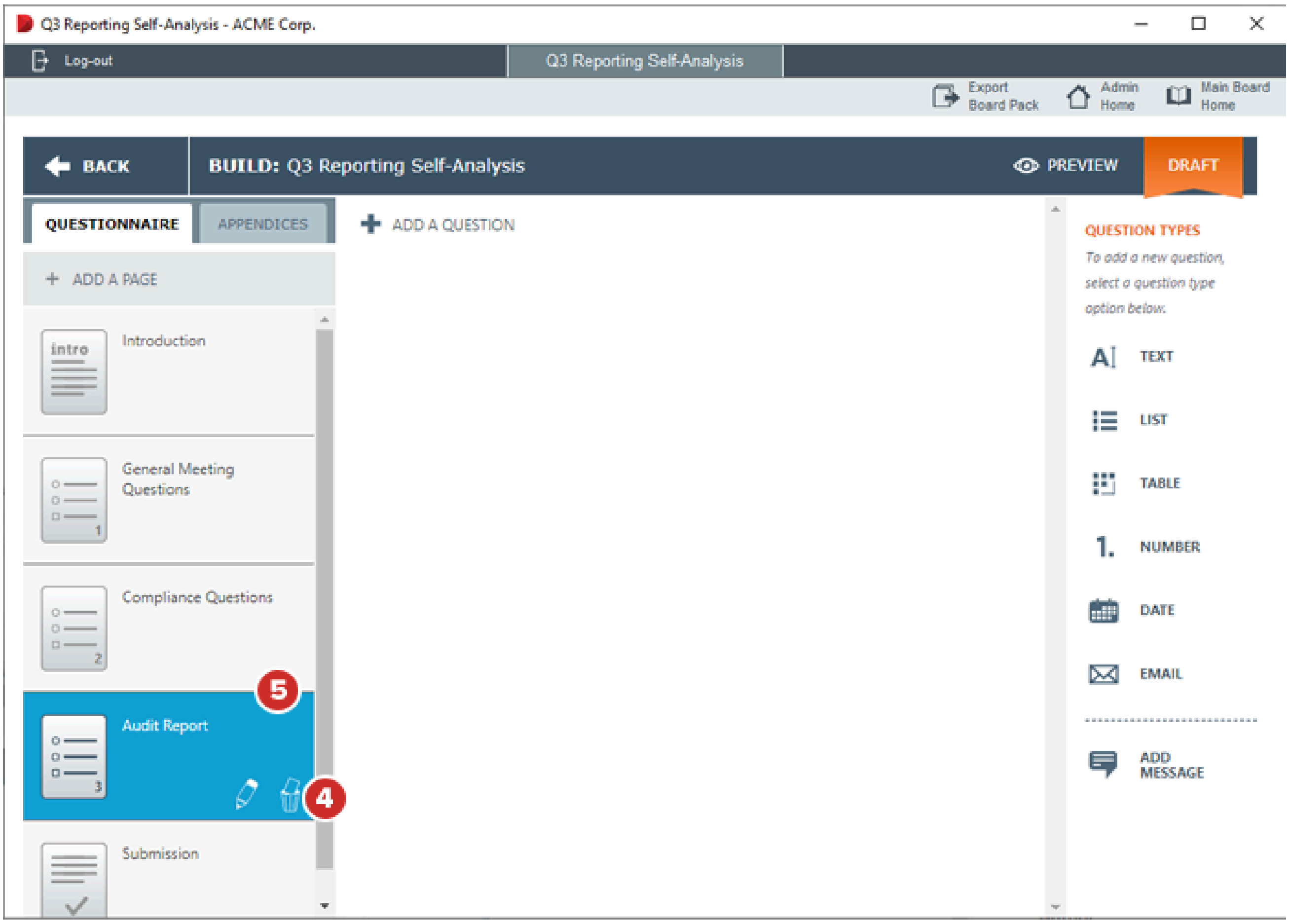
3 To change the order of pages, select and **hold** a page icon, then **drag** it to a new position in the page list. A blue line will appear under the dragged icon to show where the page will be placed. Release the page to leave it in this new location.



4 To remove a page from the questionnaire, select the **Delete** icon on that page. All questions on the deleted page will be removed as well.

5 To view a page, **select it** from the list. From here, you can add and manage questions for that page.

Diligent


Q3 Reporting Self-Analysis - ACME Corp.
Log-out
Q3 Reporting Self-Analysis
Export Board Pack
Admin Home
Main Board Home
BACK
BUILD: Q3 Reporting Self-Analysis
PREVIEW
DRAFT
QUESTIONNAIRE
APPENDICES
ADD A QUESTION
ADD A PAGE
Introduction
General Meeting Questions
Compliance Questions
Audit Report
Submission
QUESTION TYPES
To add a new question, select a question type option below.
TEXT
LIST
TABLE
NUMBER
DATE
EMAIL
ADD MESSAGE
5
4

64 OneClick for Admins — Questionnaires — Adding and managing questions

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page describes how to add different types of questions to questionnaire pages, and includes a brief overview of each question type.

1 On any page, select **Add a Question** in the location in which you would like a question to be added.

2 From the menu that appears, select a **question type**.

Note: *You may also drag and drop from the Question Types column on the right-hand side to the location where you would like to add that type of question.*

2a Text questions require a written answer.

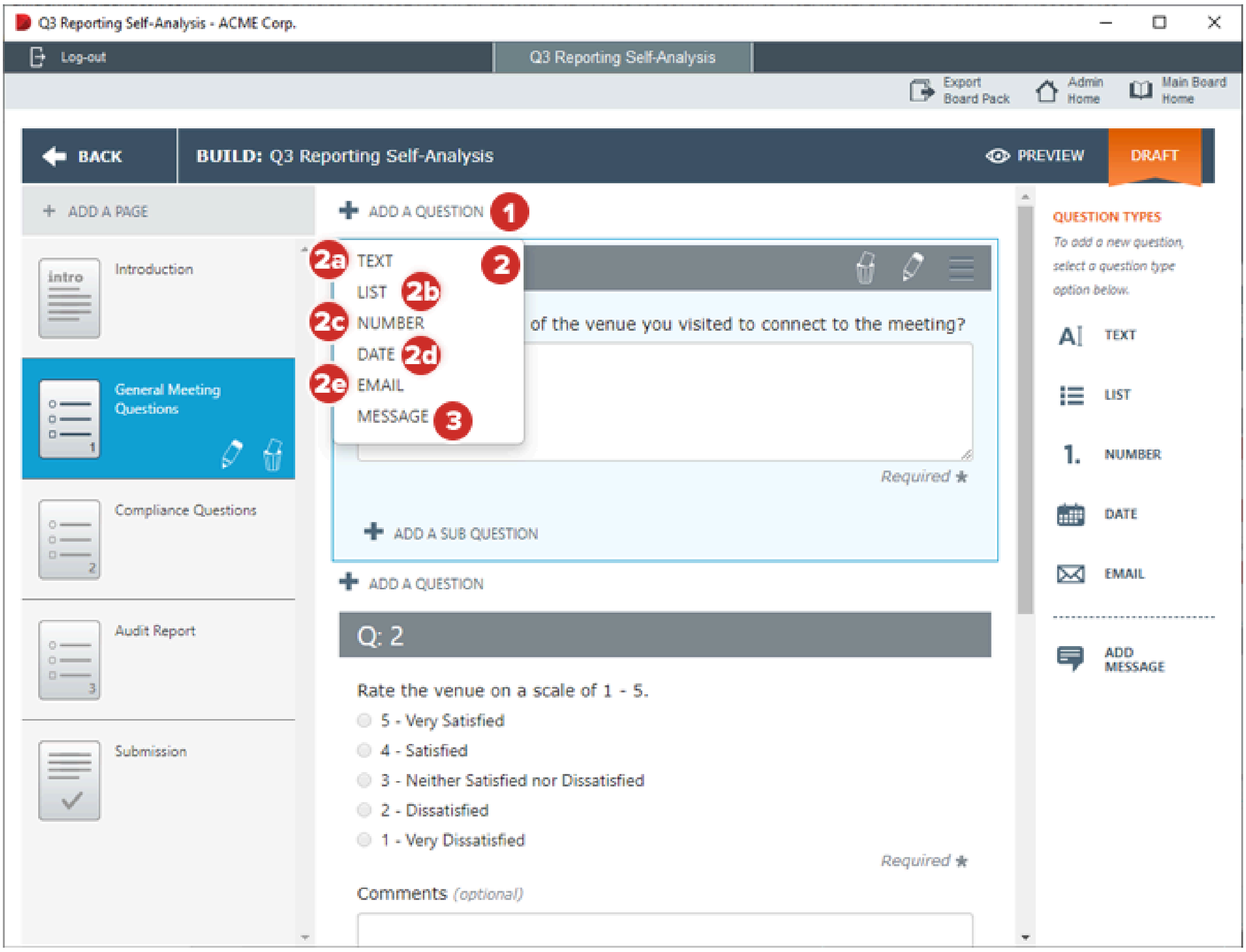
2b List questions are multiple choice.

2c Number questions require the answer to be a number.

2d Date questions require the answer to be a date.

2e Email questions require a valid email address as an answer.

3 Select **Message** to place a text-only message, without answer options, after the selected question.

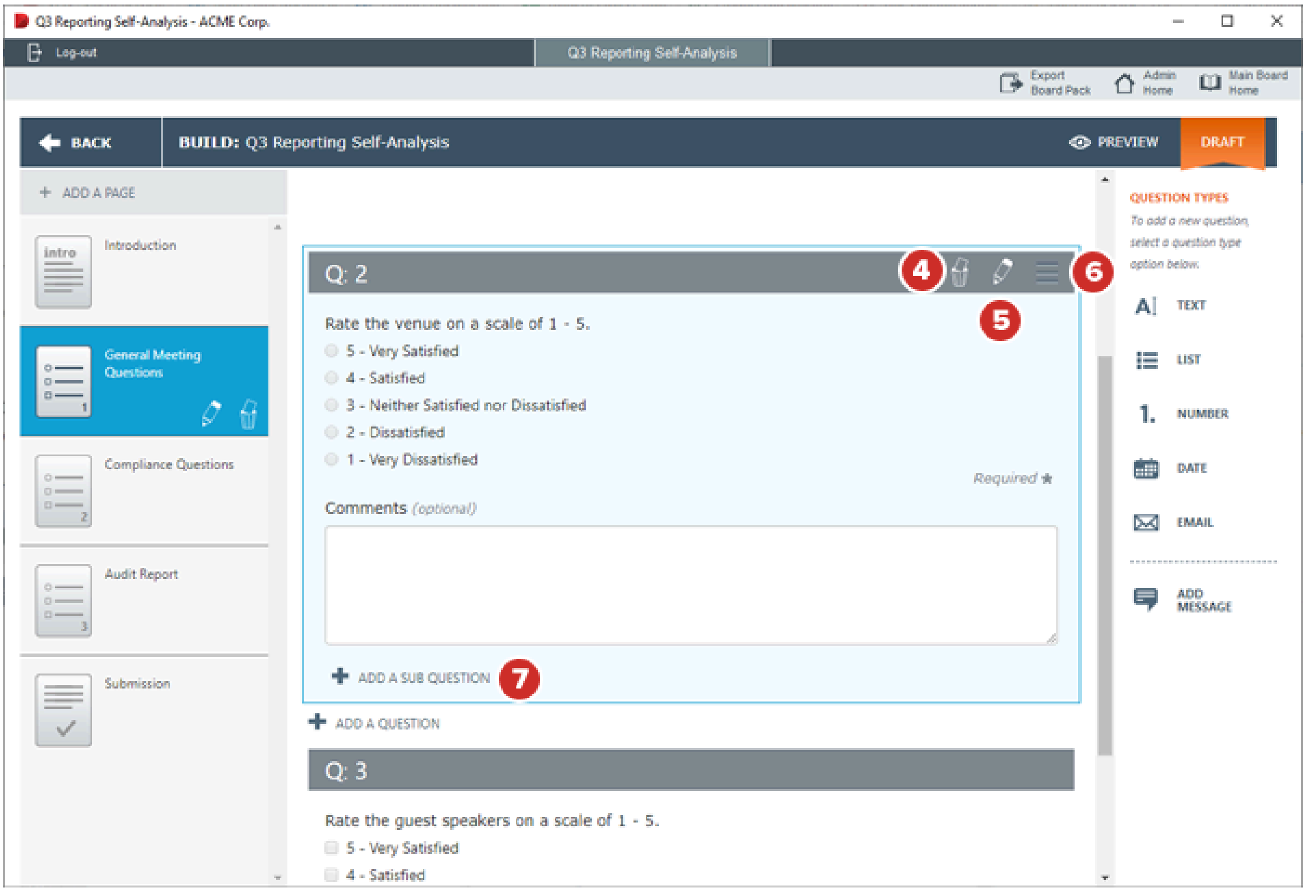


4 Select the **Delete** button to delete a question.

5 Select the **Edit** button to make changes to an existing question.

6 Select and hold the **Drag** button to move the question elsewhere on the page. While holding the mouse button, move the question to a new location and release the mouse button.

7 Select **Add a Sub Question** to create a question that appears as part of another question.


Q3 Reporting Self-Analysis - ACME Corp.
Log-out
Q3 Reporting Self-Analysis
Export Board Pack
Admin Home
Main Board Home
BACK
BUILD: Q3 Reporting Self-Analysis
PREVIEW
DRAFT
ADD A PAGE
Introduction
General Meeting Questions
Compliance Questions
Audit Report
Submission
Q: 2
4
6
5
Rate the venue on a scale of 1 - 5.
5 - Very Satisfied
4 - Satisfied
3 - Neither Satisfied nor Dissatisfied
2 - Dissatisfied
1 - Very Dissatisfied
Required ★
Comments (optional)
ADD A SUB QUESTION
7
ADD A QUESTION
Q: 3
Rate the guest speakers on a scale of 1 - 5.
5 - Very Satisfied
4 - Satisfied
QUESTION TYPES
To add a new question, select a question type option below.
TEXT
LIST
NUMBER
DATE
EMAIL
ADD MESSAGE

65 OneClick for Admins — Questionnaires — Text, Date, and Email question types

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page includes details about writing the following types of questions after you have added them to the questionnaire:

- Text questions, which include a plain text answer field for respondents
- Date questions, which require an answer in the form of a date
- Email questions, which require an email address as an answer

Content for each of these types of questions is added through the same method, described below.

1 After adding a Text, Date, or Email question, a question editor dialog will appear. If you would like the question to display a title, select the **Title Edit** icon and type it in.

2 To write the question, type it into the **text editor**. You may also copy and paste text into the text editor.

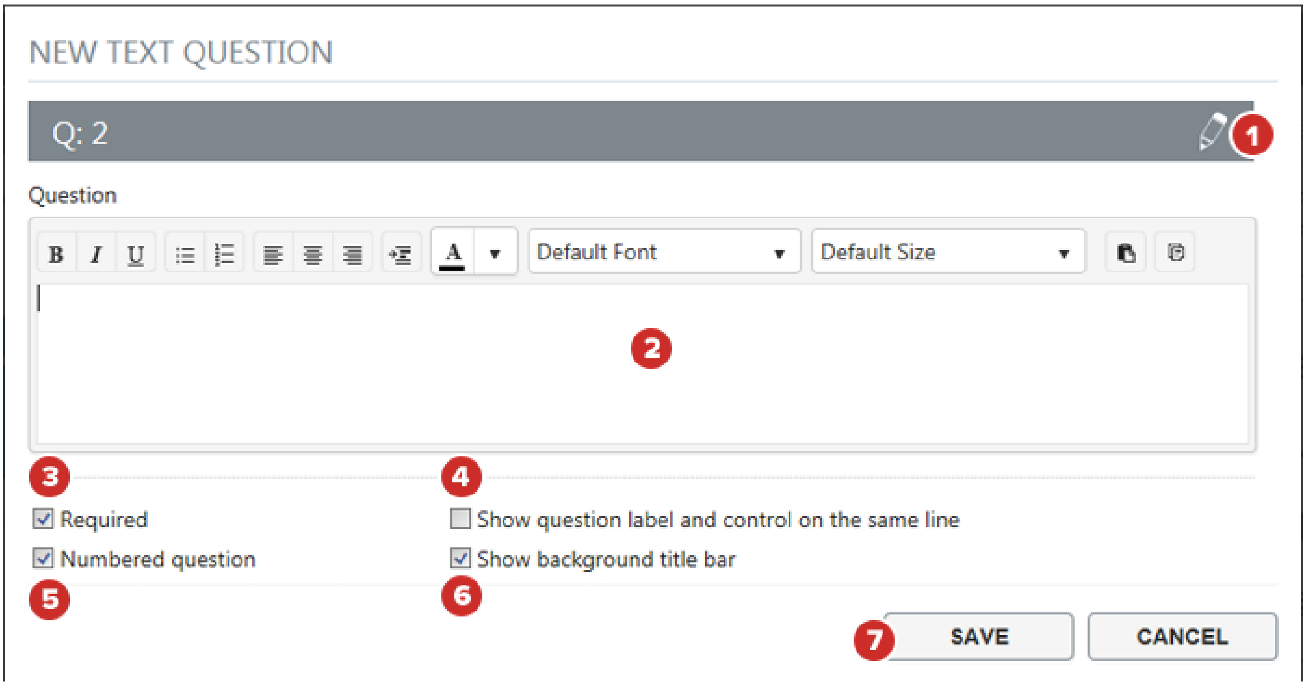
3 The **Required** checkbox is enabled by default. When enabled, the question must be answered in order to submit the questionnaire. Deselect this checkbox to make the question optional.

4 To display the question text and response field side by side, enable **Show question label and control on the same line**. If not selected, the response field will appear below the question.

5 The **Numbered question** checkbox is enabled by default. When enabled, the question will be numbered in sequence with all other numbered questions.

6 To display a gray background behind the question title, enable **Show background title bar**. This option can be used to delineate sections of related questions.

7 Select **Save** to add the question to the questionnaire.


NEW TEXT QUESTION
Q: 2
1
Question
Default Font
Default Size
2
3
4
Required
Numbered question
Show question label and control on the same line
Show background title bar
5
6
7
SAVE
CANCEL

66 OneClick for Admins — Questionnaires — The Number question type

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page includes details about Number questions, which require the respondent to enter a number as an answer.

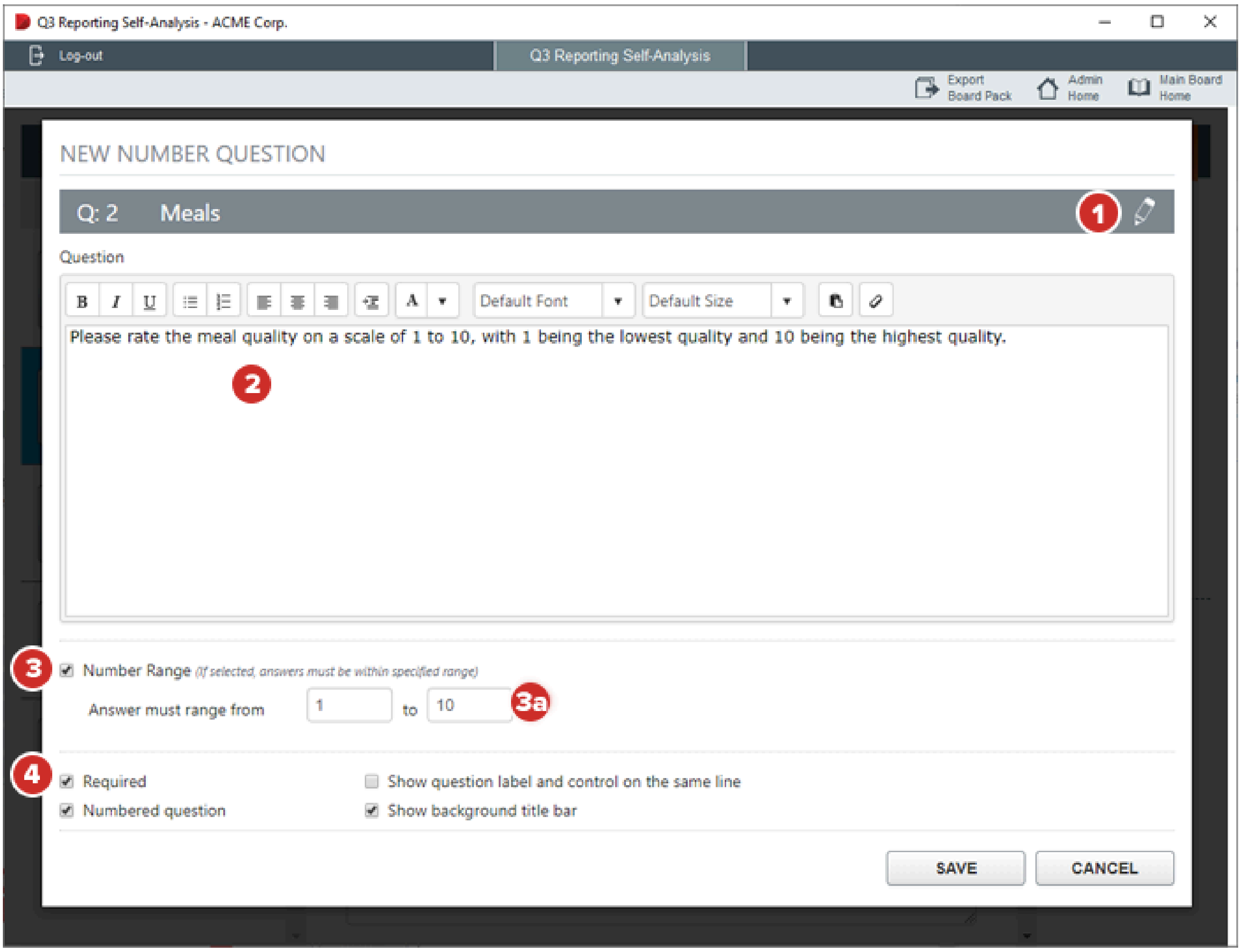
1 After adding a Number question, a question editor dialog will appear. If you would like the question to display a title, select the **Title Edit** icon and type it in.

2 To write the question, type it into the **text editor**. You may also copy and paste text into the text editor.

3 To require a response within a specific number range, enable the **Number Range** checkbox.

3a Then, enter a **minimum** and **maximum value** to define the range.

4 The **Required** checkbox is enabled by default. When enabled, the question must be answered in order to submit the questionnaire. Deselect this checkbox to make the question optional.

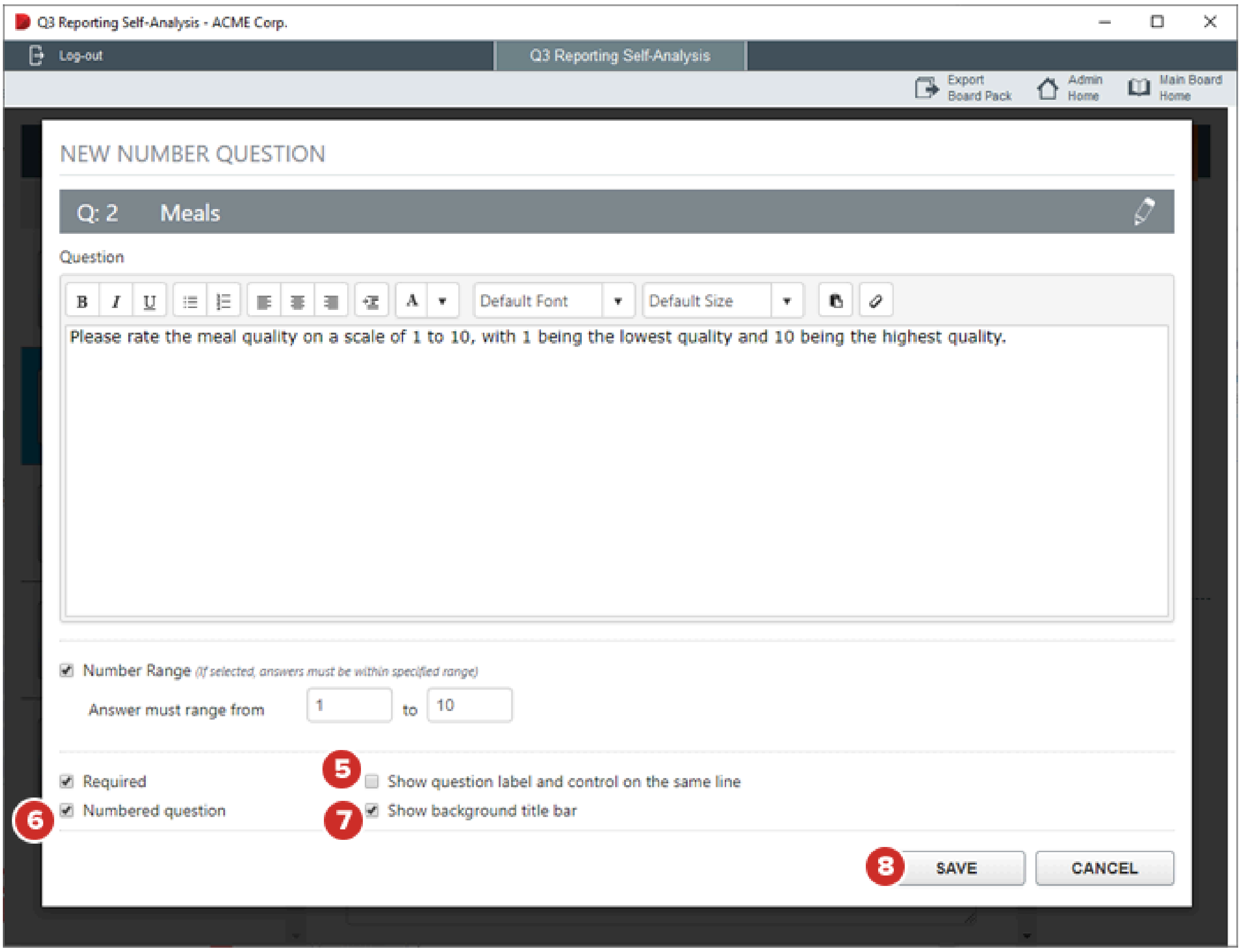


5 To display the question text and response field side by side, enable **Show question label and control on the same line**. If not selected, the response field will appear below the question.

6 The **Numbered question** checkbox is enabled by default. When enabled, the question will be numbered in sequence with all other numbered questions.

7 To display a gray background behind the question title, enable **Show background title bar**. This option can be used to delineate sections of related questions.

8 Select **Save** to add the question to the questionnaire.


Q3 Reporting Self-Analysis - ACME Corp.
Log-out
Q3 Reporting Self-Analysis
Export Board Pack
Admin Home
Main Board Home
NEW NUMBER QUESTION
Q: 2
Meals
Question
Default Font
Default Size
Please rate the meal quality on a scale of 1 to 10, with 1 being the lowest quality and 10 being the highest quality.
Number Range (If selected, answers must be within specified range)
Answer must range from
1
to
10
Required
Numbered question
Show question label and control on the same line
Show background title bar
5
6
7
8
SAVE
CANCEL

67 OneClick for Admins — Questionnaires — The List question type

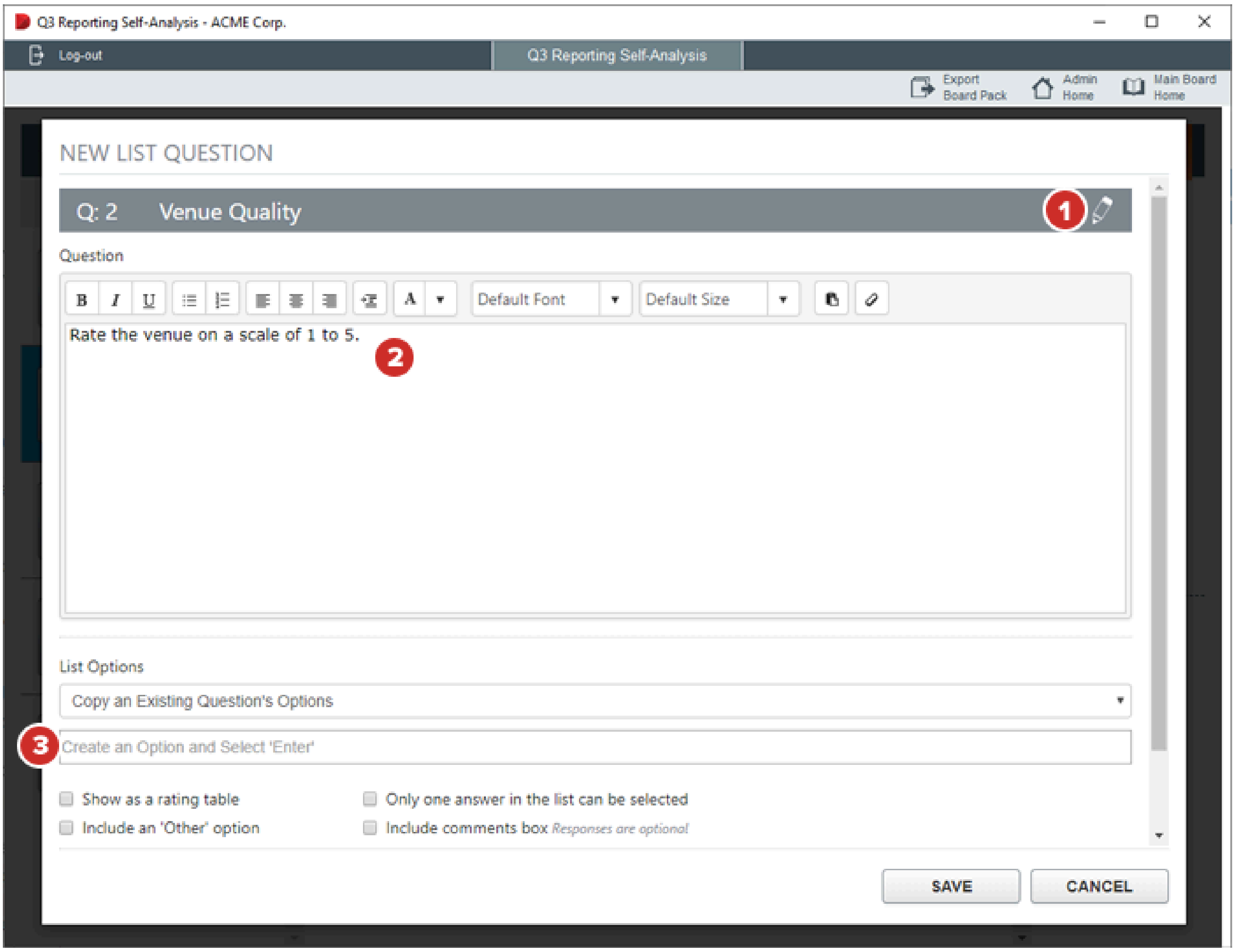
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page includes details about writing List questions, which provide a list of options from which the respondent can choose.

1 After adding a List question, a question editor dialog will appear. If you would like the question to display a title, select the **Title Edit** icon and type it in.

2 To write the question, type it into the **text editor**. You may also copy and paste text into the text editor.

3 To add a response option, type it into the field labeled **Create an Option and Select 'Enter.'** Continue adding options in this manner, using the Enter key between options.



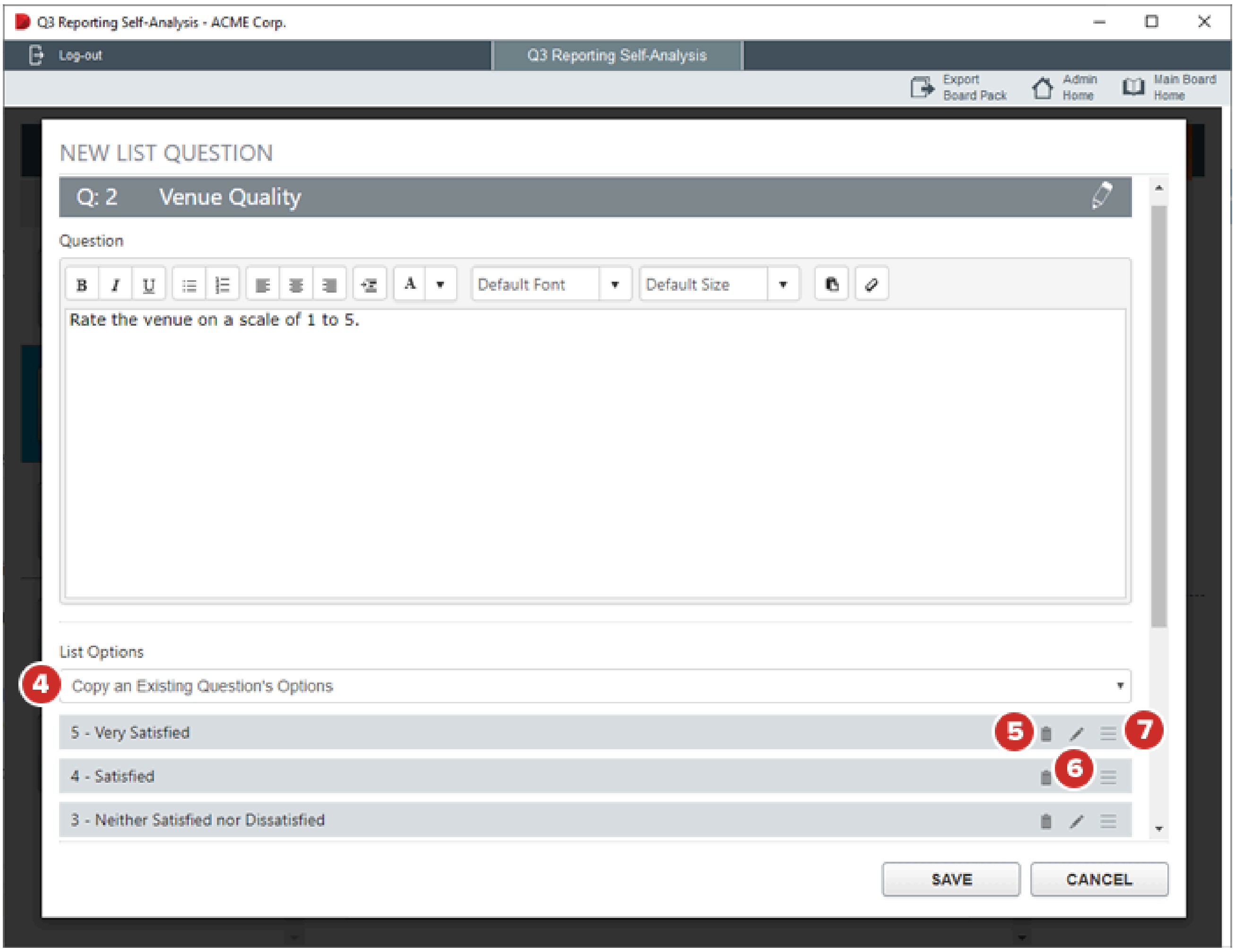
4 To use response options from an existing List question, select **Copy an Existing Question's Options**, then select a question from the dropdown menu. That question's options will be copied to the current question.

5 To remove an option, select its **Delete** icon.

6 To modify the text of an option, select its **Edit** icon.

7 To move an option to a different location in the options list, select and hold its **Move** icon, and drop it in its new location.

Diligent



8 To display response options as radio buttons in a horizontal line, enable **Show as a rating table**. Respondents will only be able to choose one answer in this format. When this option is unchecked, shorter lists of options display with checkboxes, and longer lists display as a dropdown menu.

9 To limit the respondent to choosing only one answer, enable **Only one answer in the list can be selected**.

10 To provide an "Other" option with a text field, enable **Include an 'Other' option**.

11 To add an additional text field for comments, enable **Include comments box.** Respondents can use this field to add optional detail to their answers.

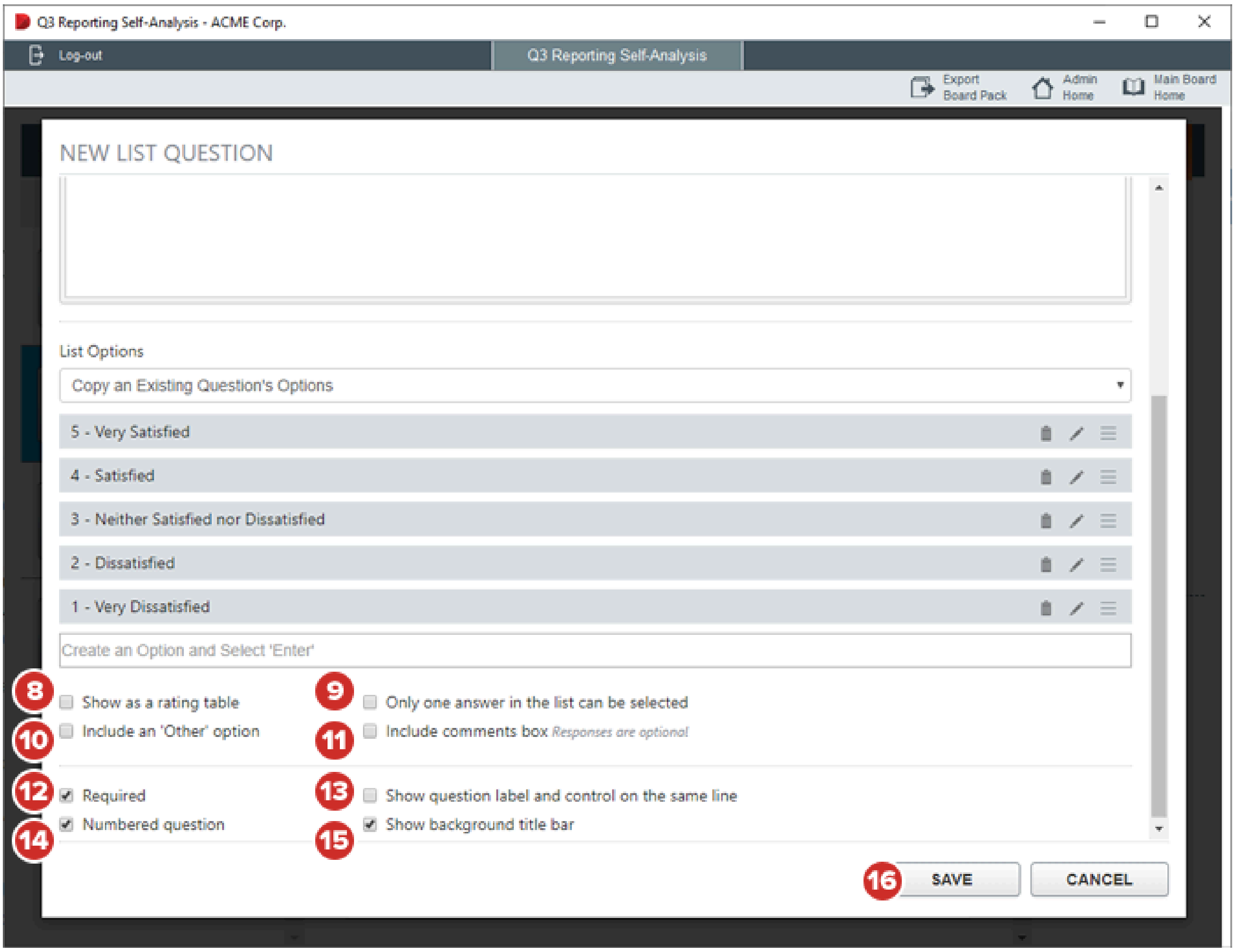
12 The **Required** checkbox is enabled by default. When enabled, the question must be answered in order to submit the questionnaire. Deselect this checkbox to make the question optional.

13 To display the question text and response options side by side, enable **Show question label and control on the same line**. If not selected, the response options will appear below the question.

14 The **Numbered question** checkbox is enabled by default. When enabled, the question will be numbered in sequence with all other numbered questions.

15 To display a gray background behind the question title, enable **Show background title bar**. This option can be used to delineate sections of related questions.

16 Select **Save** to add the question to the questionnaire.



68 OneClick for Admins — Questionnaires — Contingent questions

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page describes how to add contingent questions, which only appear to respondents who have provided a specific answer to an earlier List question.

1 When adding a question of any type, select **Contingent Question**. This option will only appear if a list question has already been created and placed earlier in the questionnaire.

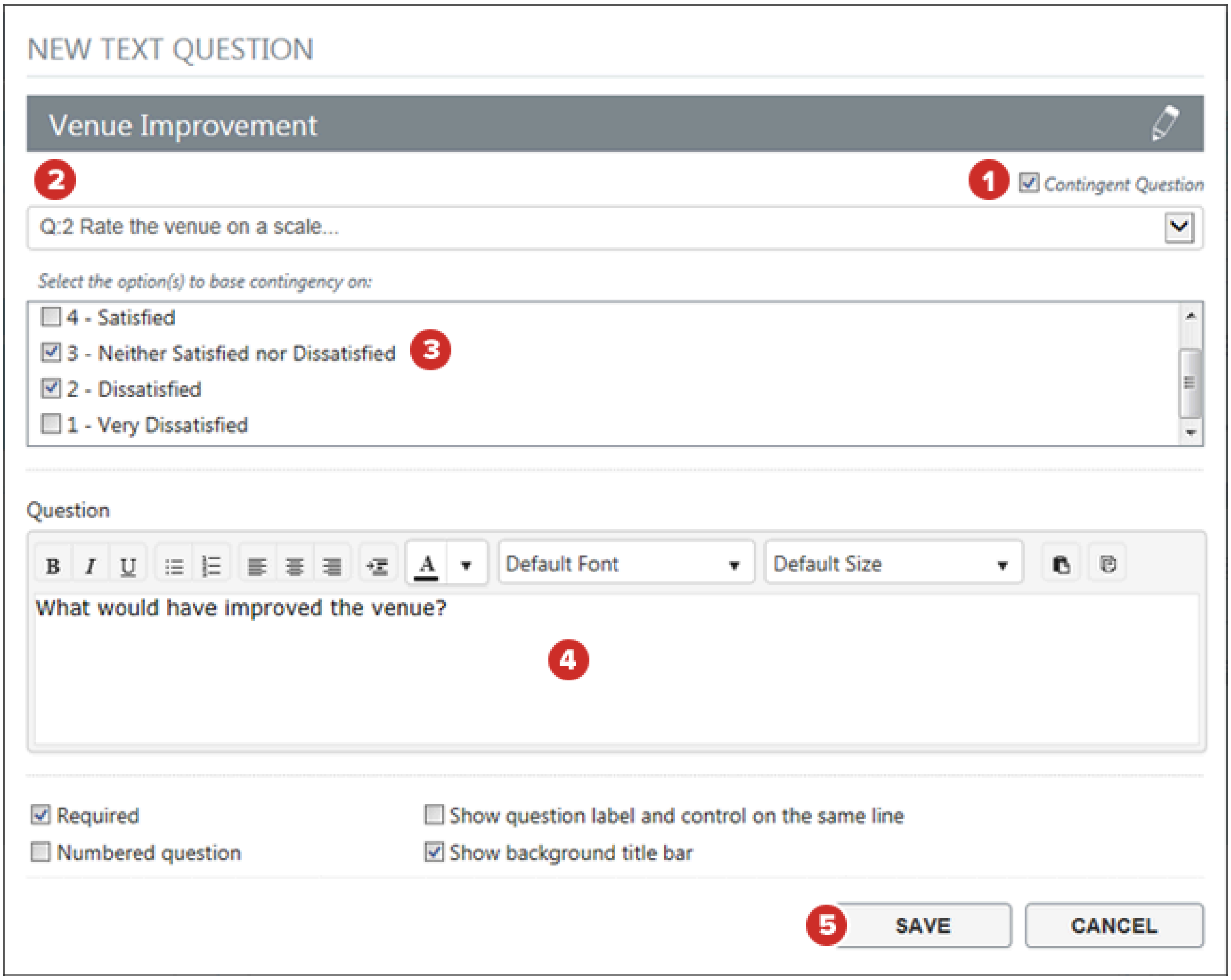
2 From the dropdown menu that appears, select the List question that will determine whether this contingent question will be hidden or displayed.

Note: Only List questions will appear in this dropdown menu.

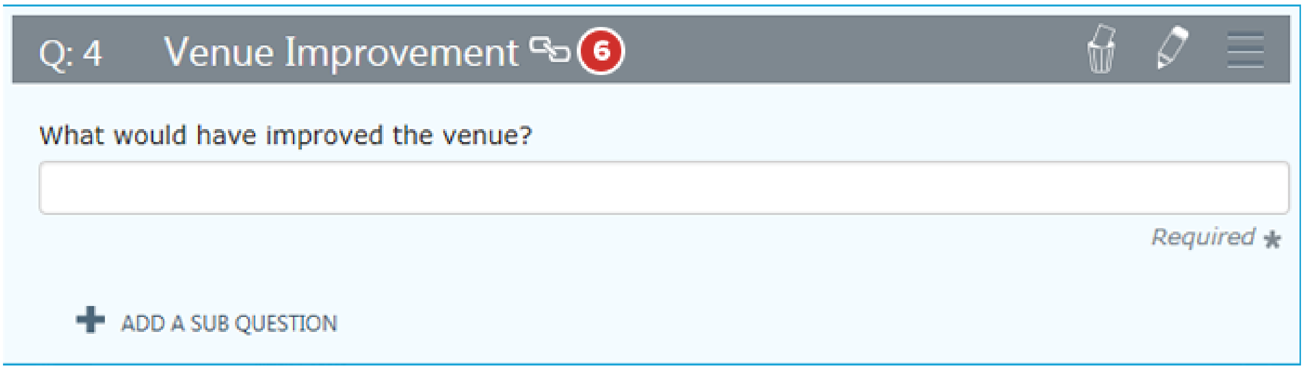
3 Select the answer or answers to the selected List question that will cause this contingent question to appear. If you select multiple answers, this contingent question will become visible if the respondent chooses any of them.

4 Fill out the remainder of the question window as you would for that question type.

5 Select **Save**.



6 The contingent question will appear in the Questionnaire Builder with a link icon. It will only appear to a respondent when they have selected a previous answer or answers as defined in Step 3.



69 OneClick for Admins — Questionnaires — Finalizing the questionnaire

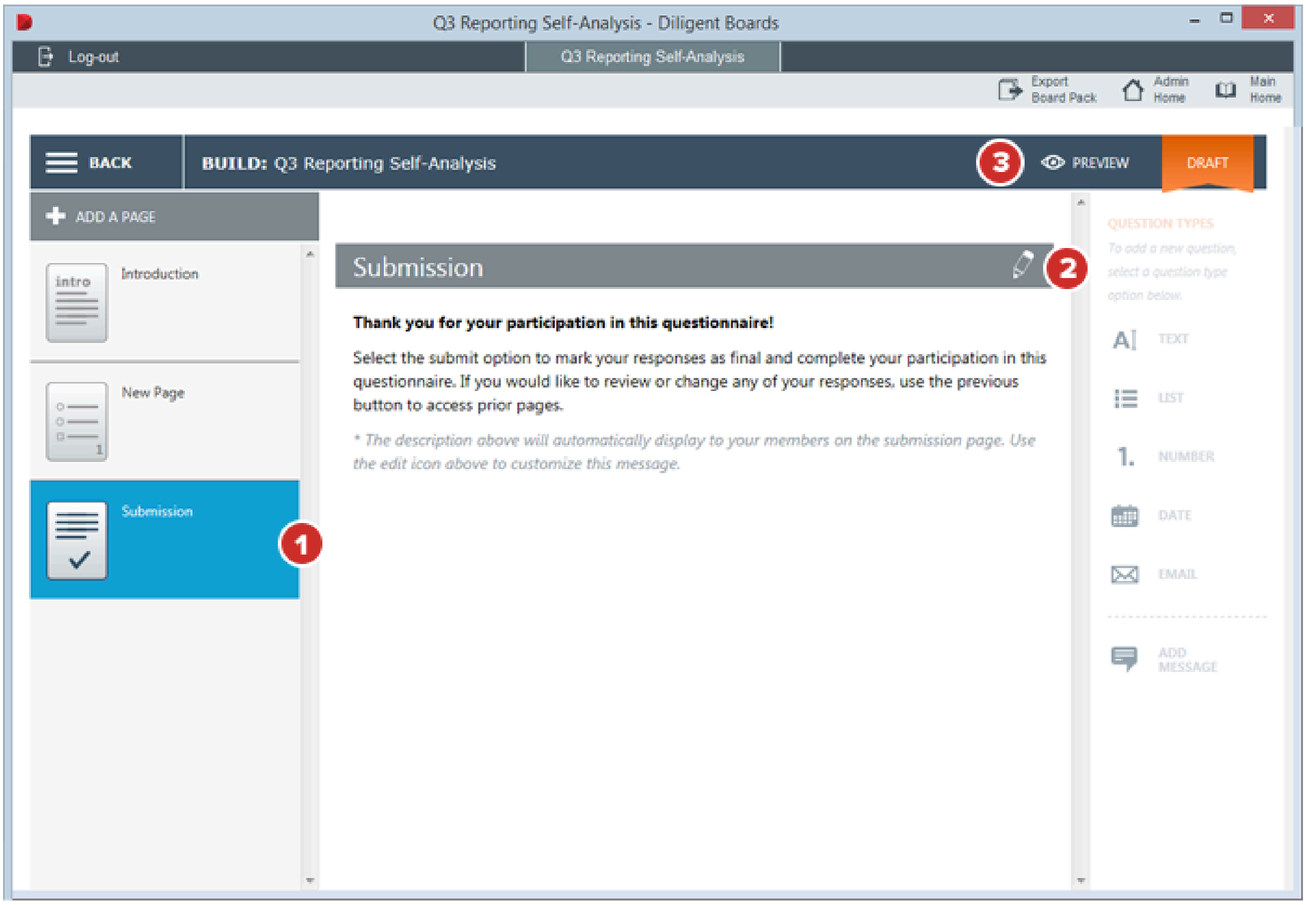
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page describes how to edit the final page of your questionnaire, and preview the appearance of the questionnaire to respondents.

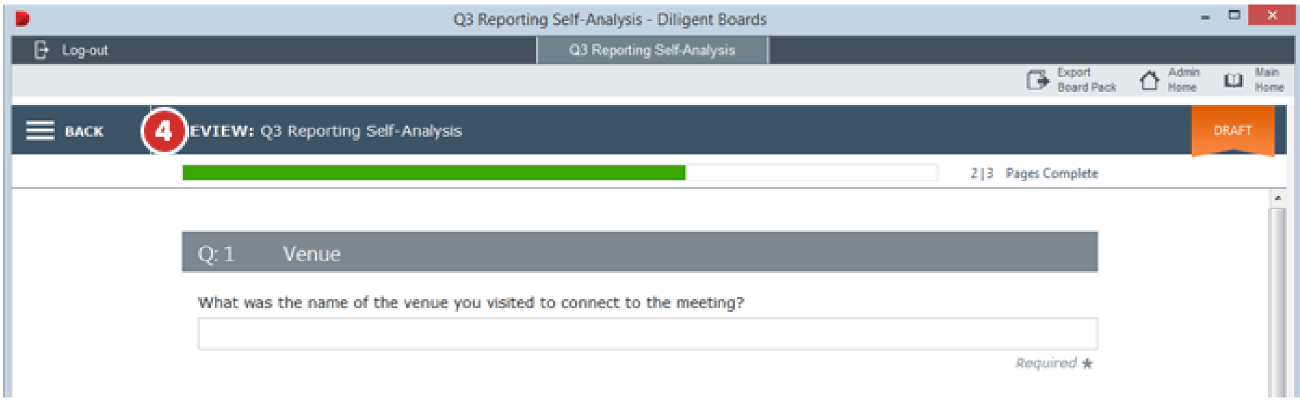
1 In the Questionnaire Builder, select the **Submission** page.

2 To edit the final message in the questionnaire, select the **Edit** button. You may also use the default message without editing it.

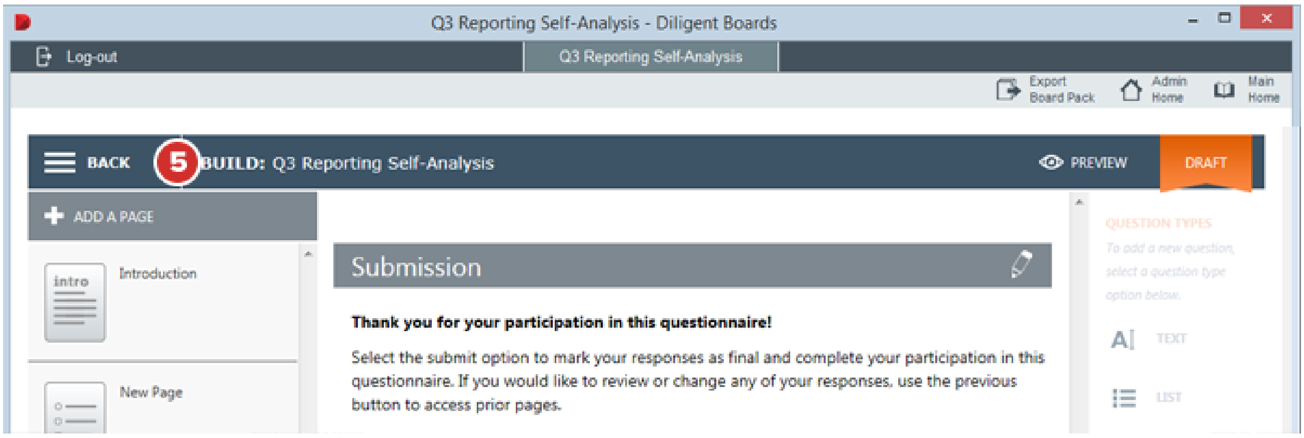
3 To test the questionnaire, select the **Preview** button. The questionnaire will be displayed as it would be to directors.



4 To end the preview session and return to the Questionnaire Builder, select **Back**.



5 To return to the Questionnaire Manager screen, from which you can publish the questionnaire, select **Back** from the Questionnaire Builder screen.


Q3 Reporting Self-Analysis - Diligent Boards
Log-out
Q3 Reporting Self-Analysis
Export Board Pack
Admin Home
Main Home
BACK
5
BUILD: Q3 Reporting Self-Analysis
PREVIEW
DRAFT
ADD A PAGE
Introduction
New Page
Submission
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.
QUESTION TYPES
To add a new question, select a question type option below.
TEXT
LIST

70 OneClick for Admins — Questionnaires — Managing and publishing questionnaires

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

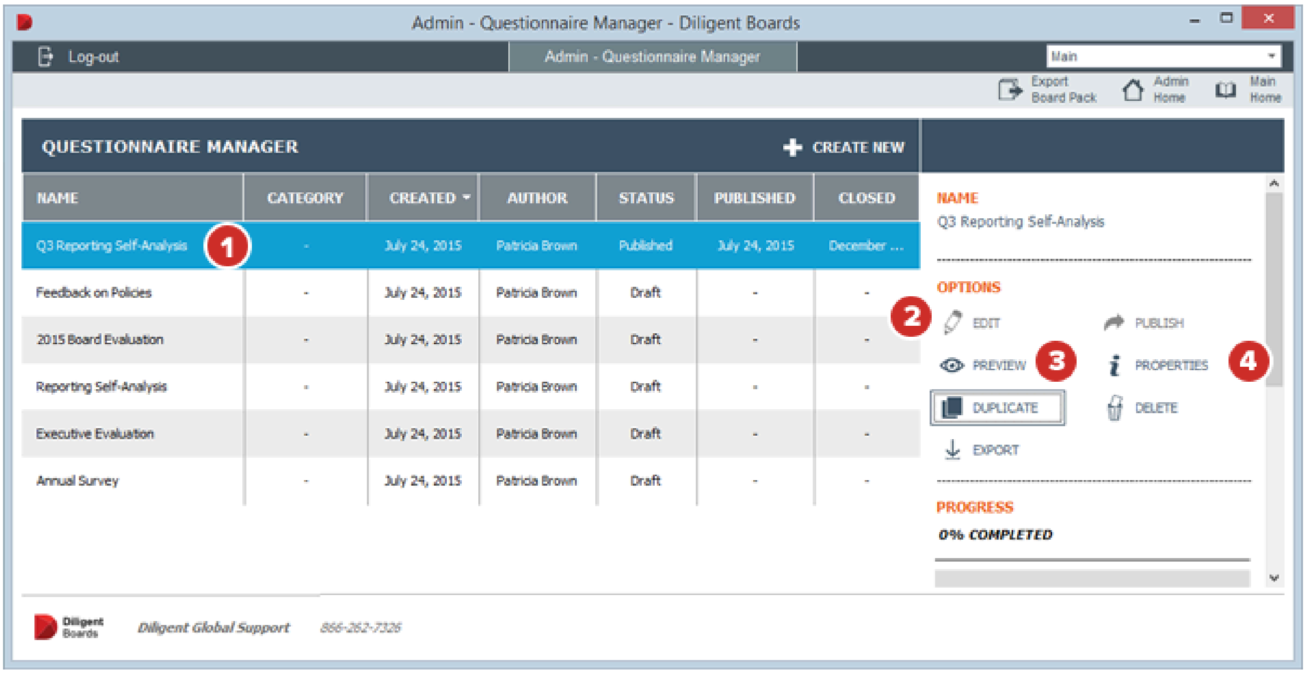
This page describes how publish the questionnaire, as well as how to edit questionnaire content and properties. These tasks are all accomplished from the Questionnaire Manager screen.

1 In the Questionnaire Manager, select a **questionnaire** to access management options in the right-hand panel.

2 To open the Questionnaire Builder and update questionnaire content, select **Edit**.

3 To test the questionnaire, select **Preview**. The questionnaire will display as it would to respondents. Select the "Back to Manager" button in the upper-left-hand corner of the Preview window to return to the Questionnaire Manager.

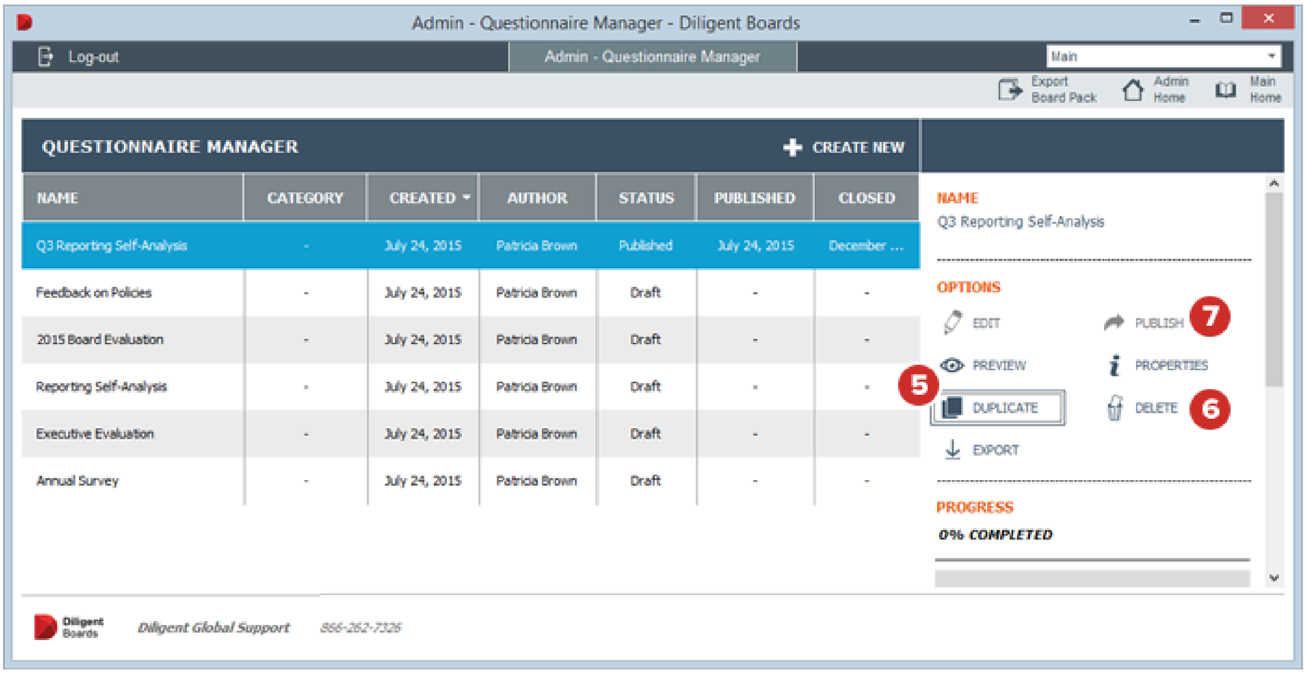
4 To edit the questionnaire's name, category and description, and to change who has access to the questionnaire, select **Properties**. Update these properties as you did when you created the questionnaire.



5 To create a new questionnaire with identical contents, select **Duplicate**.

6 To erase the questionnaire, select **Delete**. Any submissions will also be deleted.

7 To start the process of making the questionnaire visible to directors, select **Publish**. You will still be able to cancel before actually publishing, in the next window that appears.

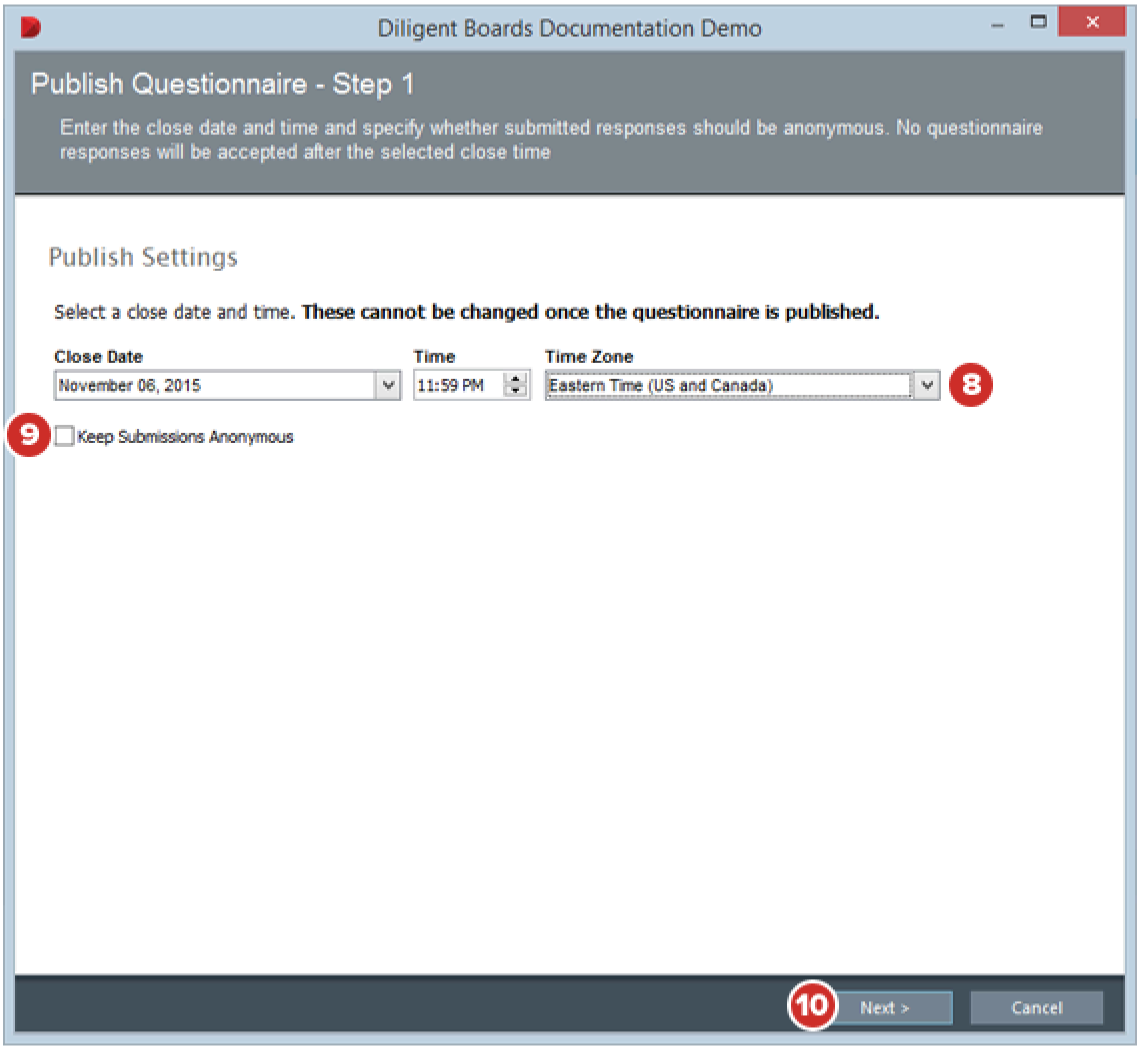


8 After selecting **Publish**, select a **Close Date**, **Time** and **Time Zone** for the questionnaire. This is the last minute that responses will be accepted.

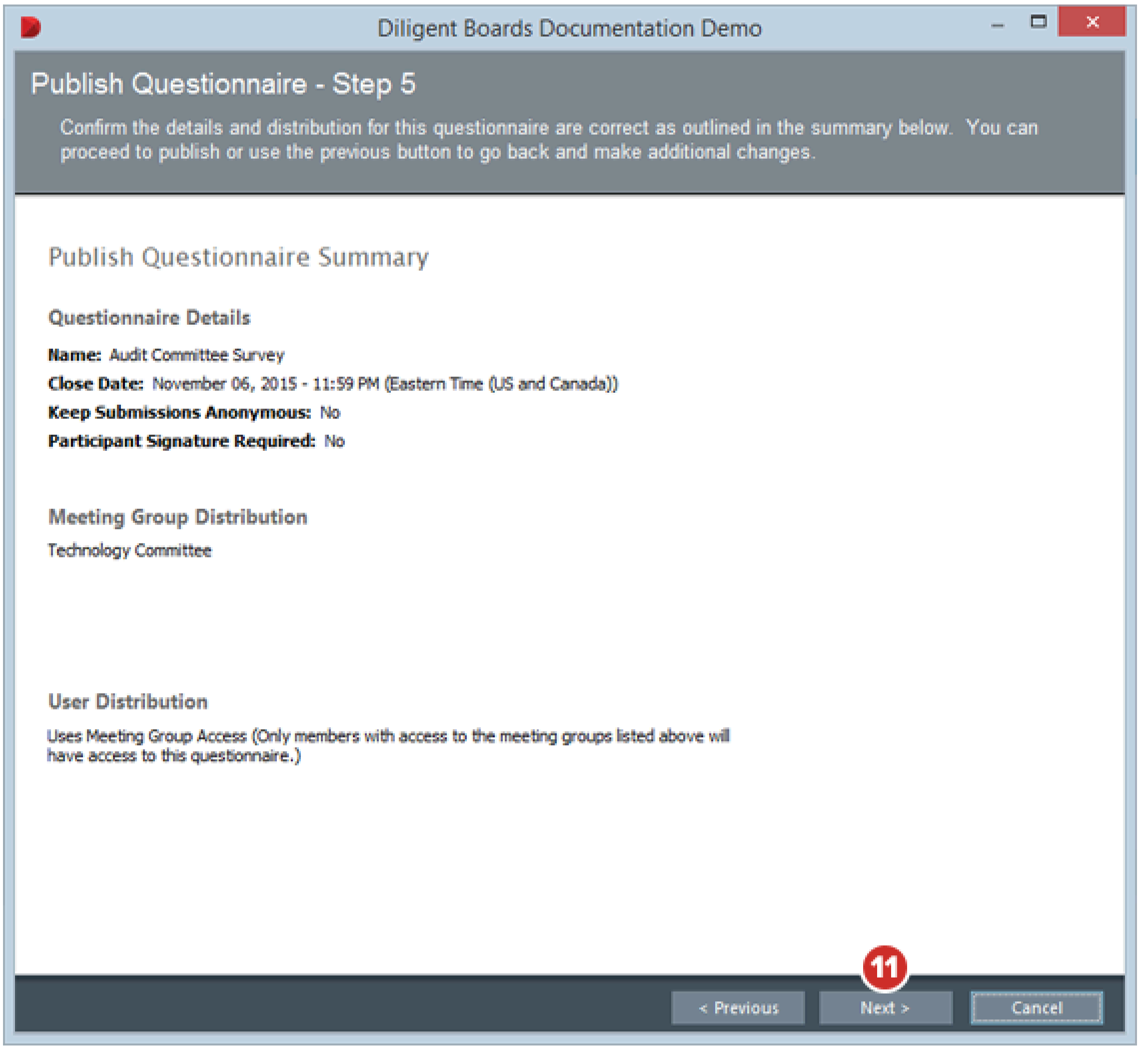
Note: *Respondents will see the close date and time of the questionnaire in their local time zone.*

9 Select **Keep Submissions Anonymous** to hide the identities of respondents. You will receive answers only. The names of respondents will not be provided.

10 Select **Next**.



11 You will be given one more opportunity to change the name, category and description of the questionnaire, as well as who can access it. Select **Next** until the Questionnaire Summary appears. Select **Publish** to make the questionnaire available to participants. The questionnaire will now appear in the Questionnaires section of the participant's home page.



Note: You cannot make changes to a questionnaire after it has been published.

71 OneClick for Admins — Questionnaires — Additional questionnaire features

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

For even more advanced features, Diligent offers Diligent D&O. This powerful package includes the ability to create signed questionnaires, and to let administrators answer questionnaires on behalf of participants. This functionality makes questionnaires a versatile tool for:

1 Administering D&O questionnaires directly from Diligent Boards.

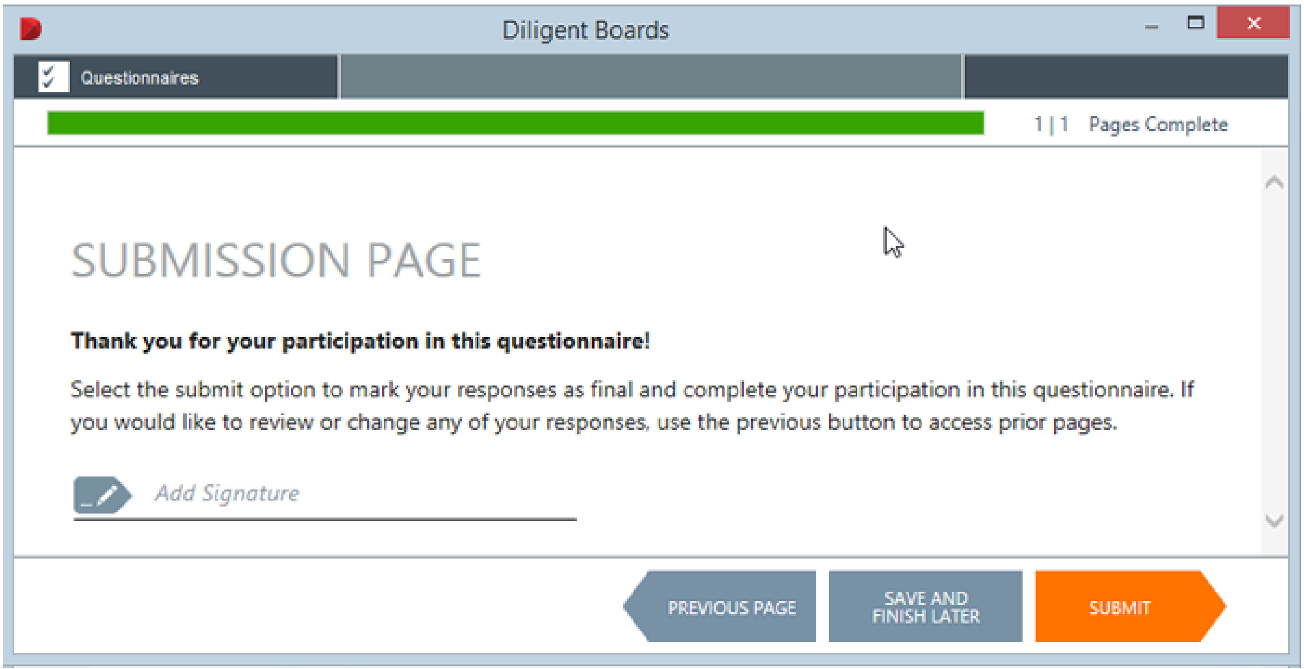
2 Creating surveys where signed submissions are a legal or policy requirement.

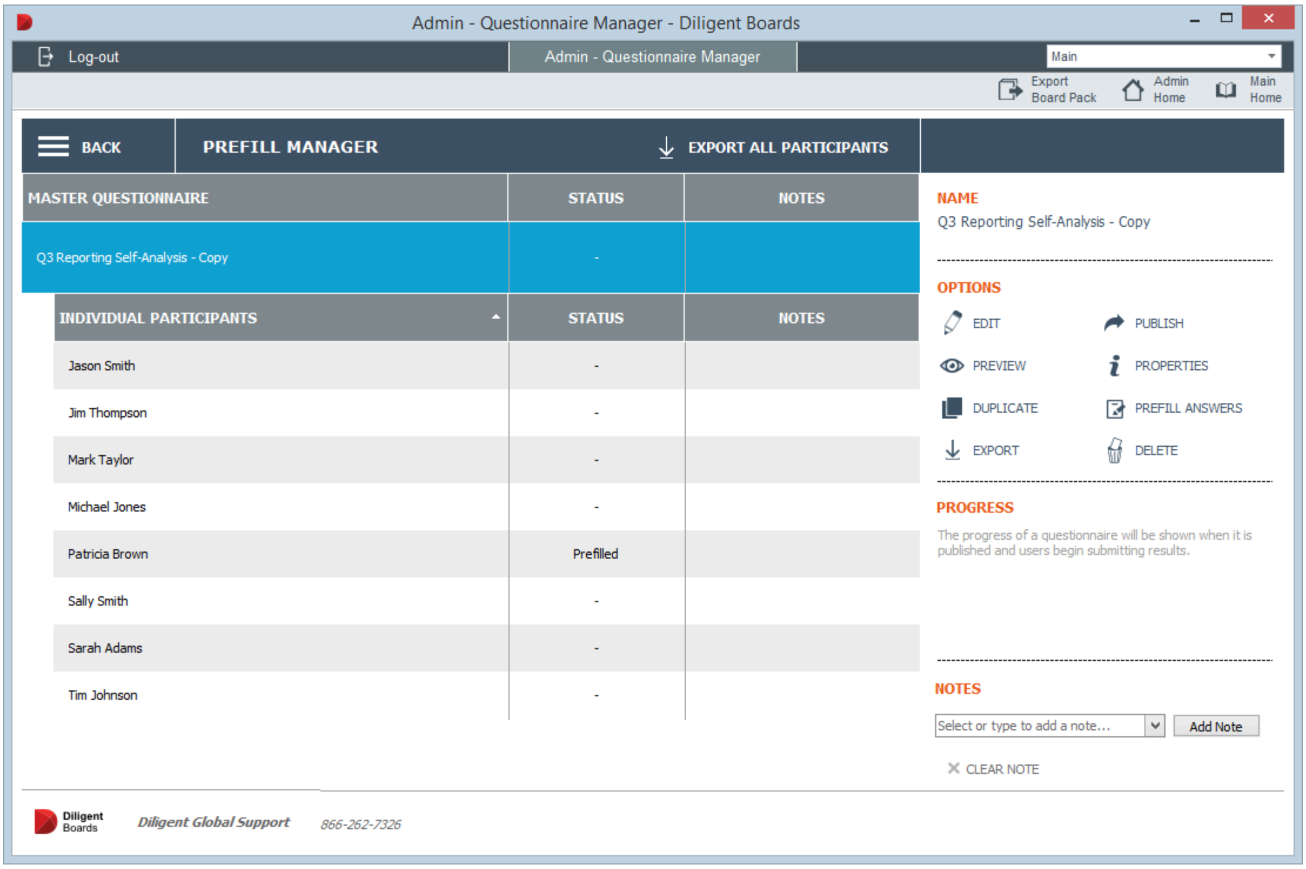
3 Answering questions on behalf of your busiest members, so all they have to do is confirm and submit those answers.

4 Implementing table questions: questions where the answer is entered as a spreadsheet of data. This question type is ideal for asset reporting and biographical information.

5 Duplicating both questionnaire questions and answers, so questionnaires that don't change much from year to year can be quickly created and pre-answered without having to start from scratch.

Note: For more information about adding Diligent D&O to your Diligent Boards, contact your Customer Success Manager.


Diligent Boards
Questionnaires
1 | 1 Pages Complete
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.
Add Signature
PREVIOUS PAGE
SAVE AND FINISH LATER
SUBMIT


Admin - Questionnaire Manager - Diligent Boards
Log-out
Admin - Questionnaire Manager
Main
Export Board Pack
Admin Home
Main Home
BACK
PREFILL MANAGER
EXPORT ALL PARTICIPANTS
MASTER QUESTIONNAIRE
STATUS
NOTES
Q3 Reporting Self-Analysis - Copy
-
INDIVIDUAL PARTICIPANTS
STATUS
NOTES
Jason Smith
-
Jim Thompson
-
Mark Taylor
-
Michael Jones
-
Patricia Brown
Prefilled
Sally Smith
-
Sarah Adams
-
Tim Johnson
-
NAME
Q3 Reporting Self-Analysis - Copy
OPTIONS
EDIT
PUBLISH
PREVIEW
PROPERTIES
DUPLICATE
PREFILL ANSWERS
EXPORT
DELETE
PROGRESS
The progress of a questionnaire will be shown when it is published and users begin submitting results.
NOTES
Select or type to add a note...
Add Note
CLEAR NOTE
Diligent Boards
Diligent Global Support
866-262-7326

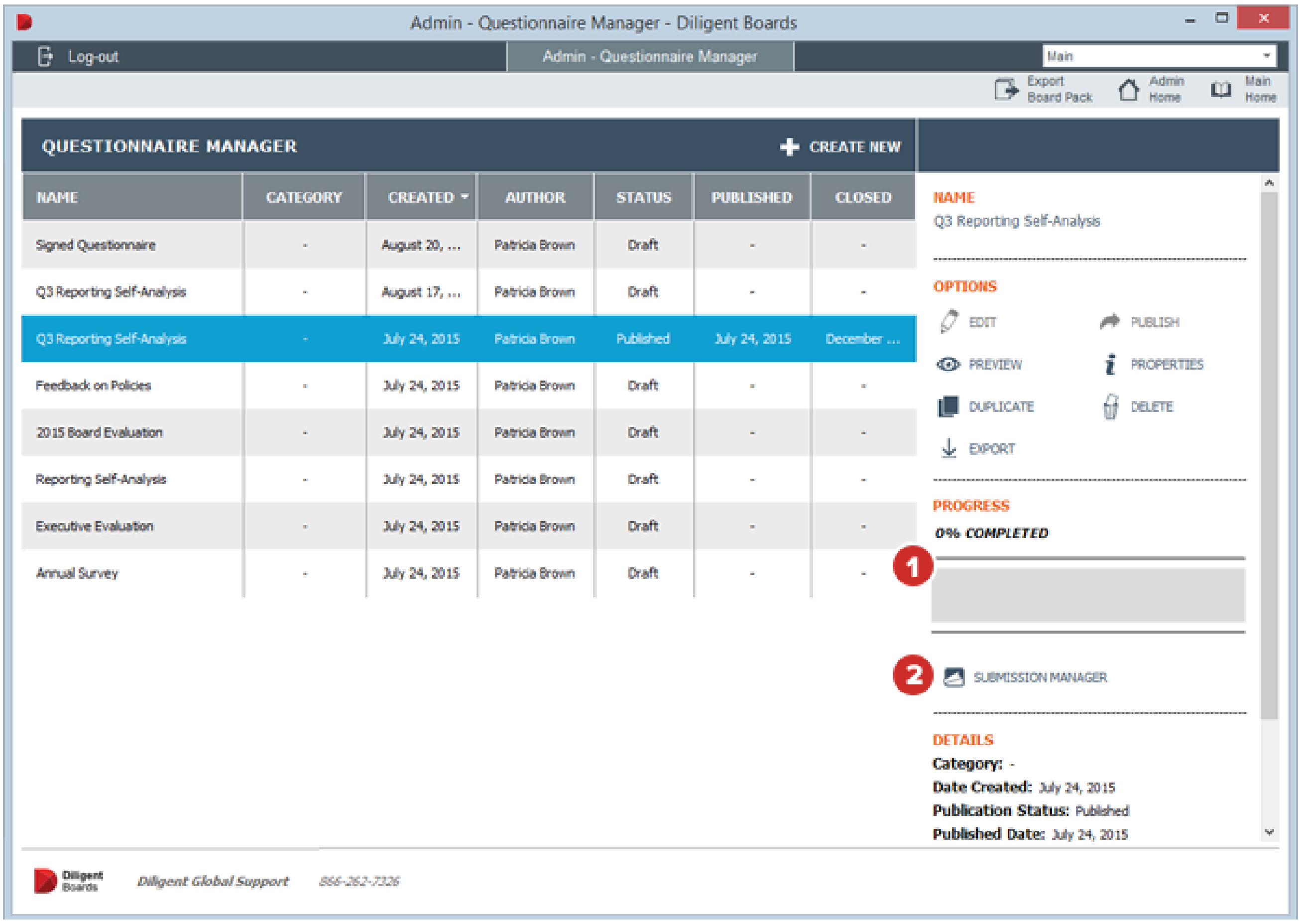
72 OneClick for Admins — Questionnaires — Gathering questionnaire responses

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

This page describes how to track respondent progress and export responses.

1 After publishing a questionnaire, a progress bar will appear in the Questionnaire Manager. This bar displays, as a percentage, how many responses to the questionnaire have been received.

2 Select **Submission Manager** to gather the responses.



3 Select the **Master Questionnaire** to reveal many of the same options available in the Questionnaire Manager.

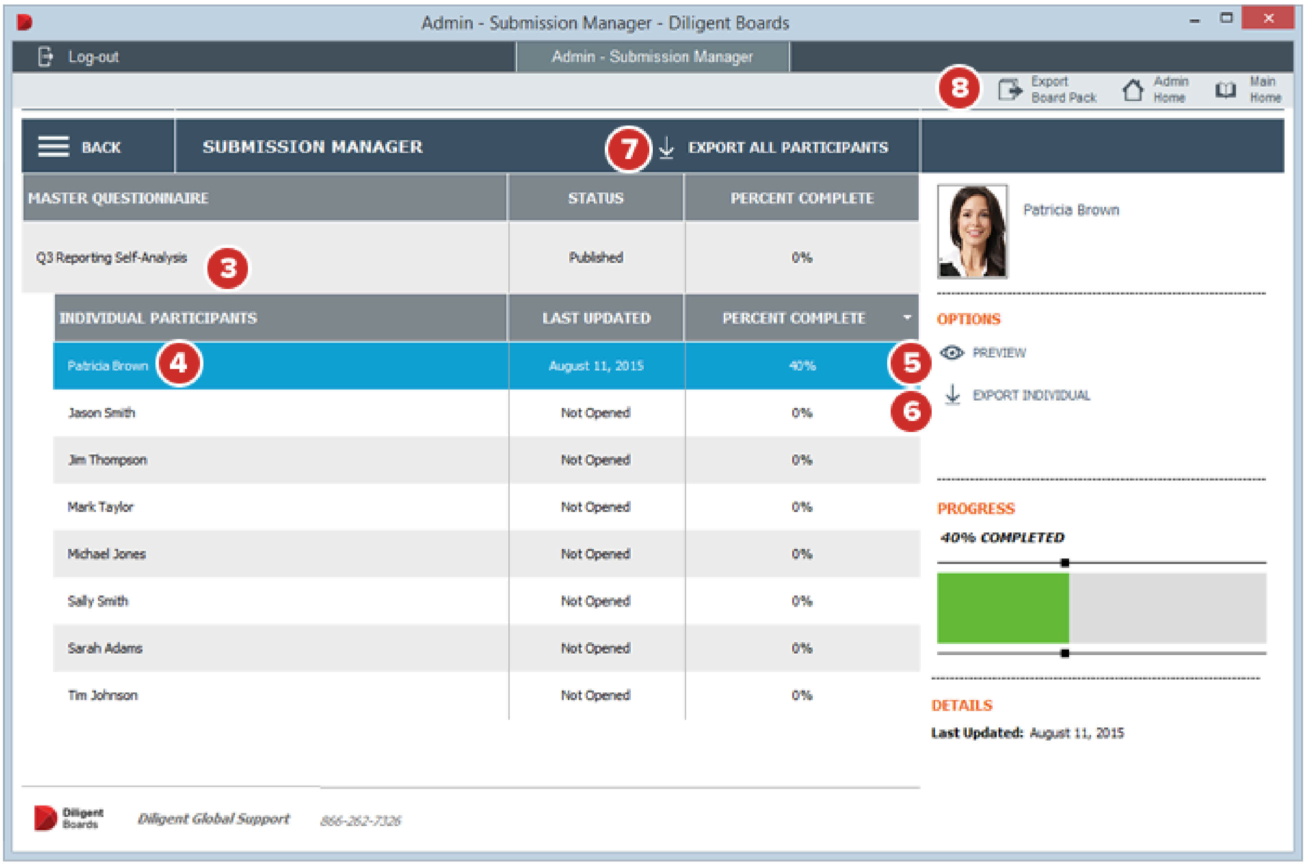
4 In the **Submission Manager** window, select any participant to highlight them.

5 Select **Preview** to view the respondent's answers.

6 Select **Export Individual** to print the respondent's answers, or to save them to a spreadsheet or PDF.

7 Select **Export All Participants** to print all of the respondents' answers, or to save them to a spreadsheet or PDFs.

8 Select **Admin Home** to exit questionnaires and return to the Admin home page.



73 OneClick for Admins — Questionnaires — Printing questionnaires

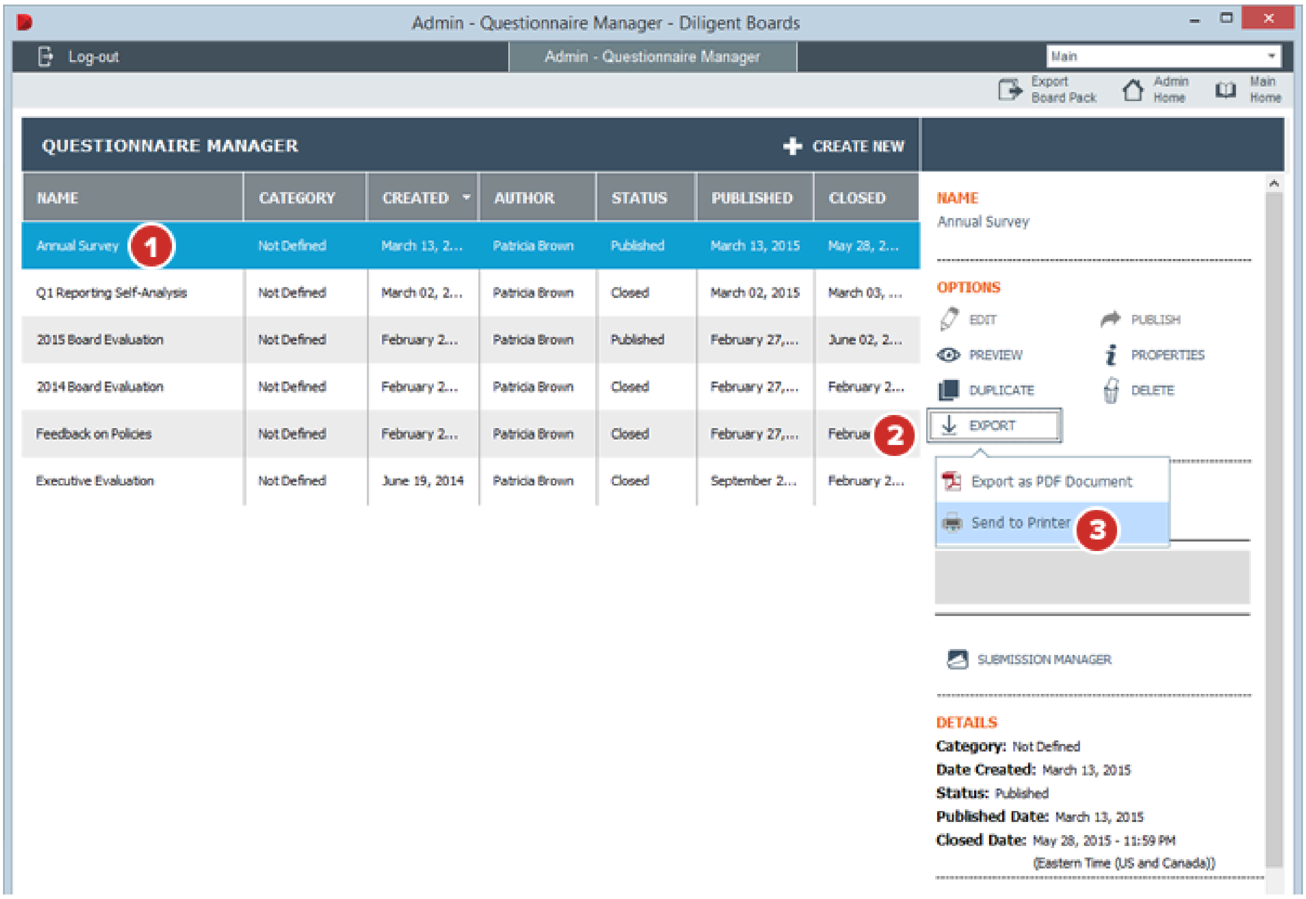
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Questionnaires can be printed, whether you need a blank copy with only questions, or a record that also contains participant answers.

1 In the Questionnaire Manager, select a **questionnaire**.

2 To make a blank copy of the questionnaire that contains questions only, select **Export**.

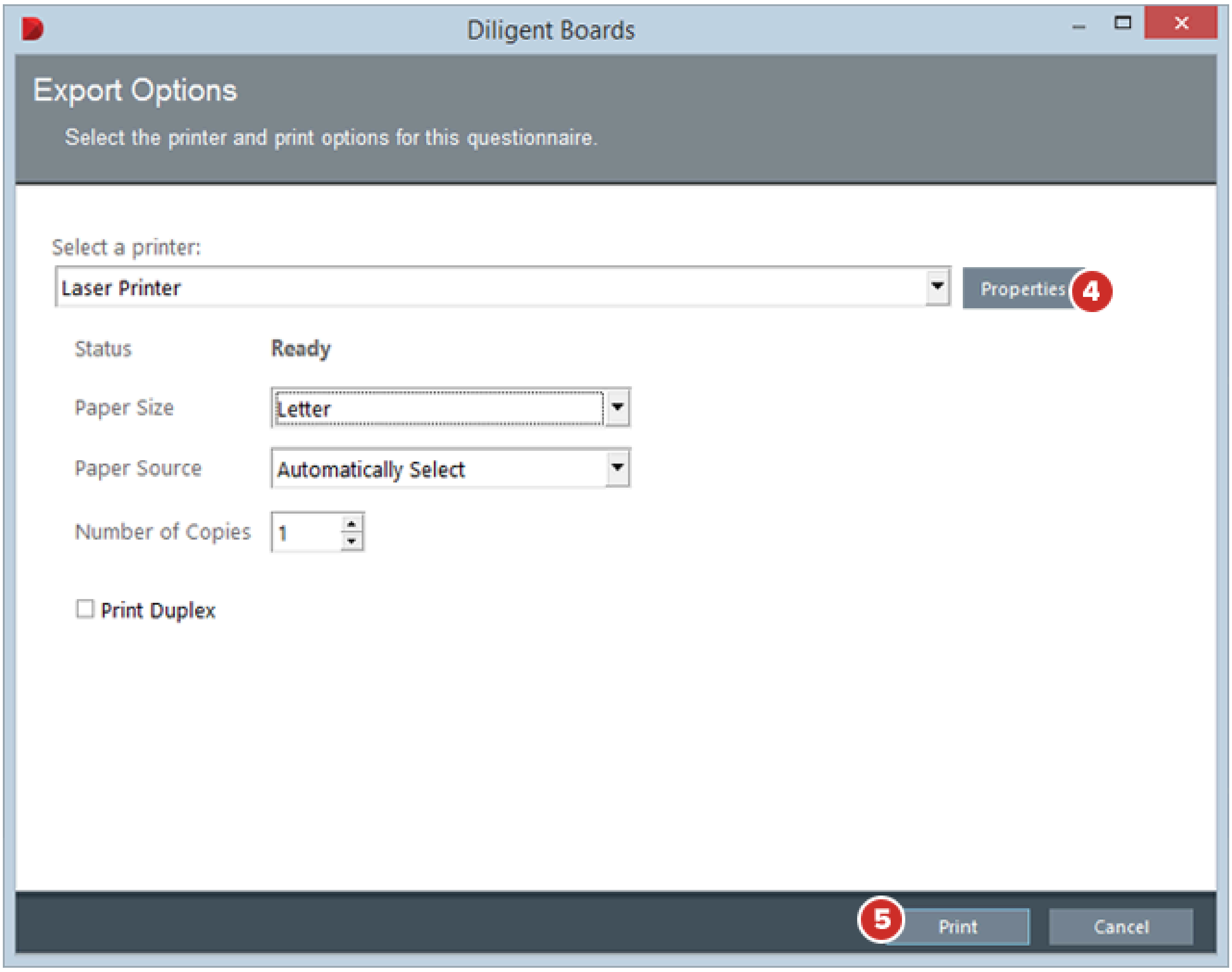
3 Select **Send to Printer**. The Export Options window will appear.



4 Select the printer you would like to print to, as well as any additional printing options if necessary. Select **Properties** to reveal more printing options.

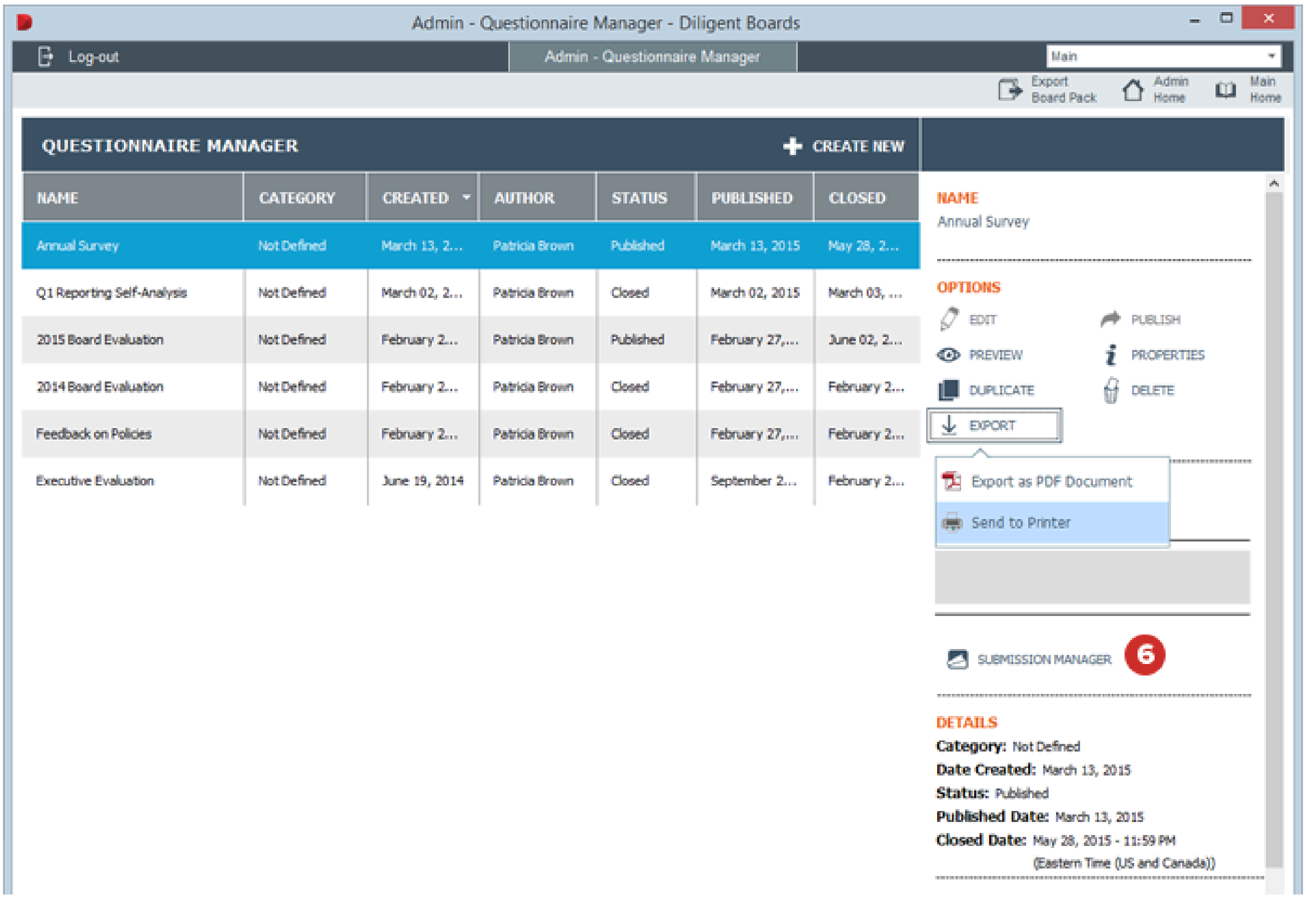
> **Note:** The available printing options in the Export Options window and the Properties window will change depending on the capabilities of your printer.

5 Select **Print**. A blank copy of the questionnaire will be sent to your printer.



6 To print questionnaires that contain participant answers, select the Submission Manager. The **Submission Manager** window will open.

Diligent

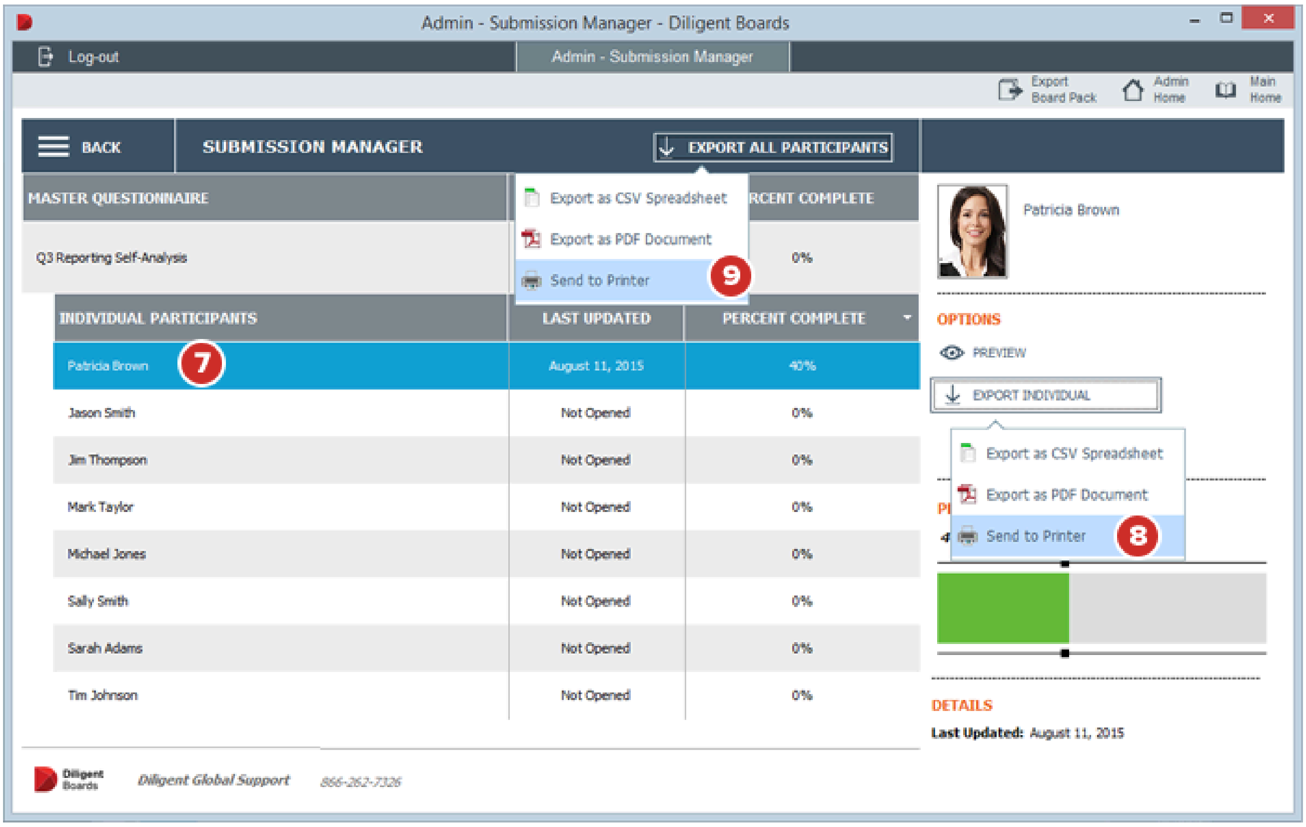


7 To print the answers of a single participant, select that participant to select them.

8 Select **Export Individual**, and then **Send to Printer**. The Export Options window will appear as it did for a blank questionnaire. Select the printer, any options as necessary, and select **Print** when you're done. The questionnaire will be printed with that participant's answers filled in.

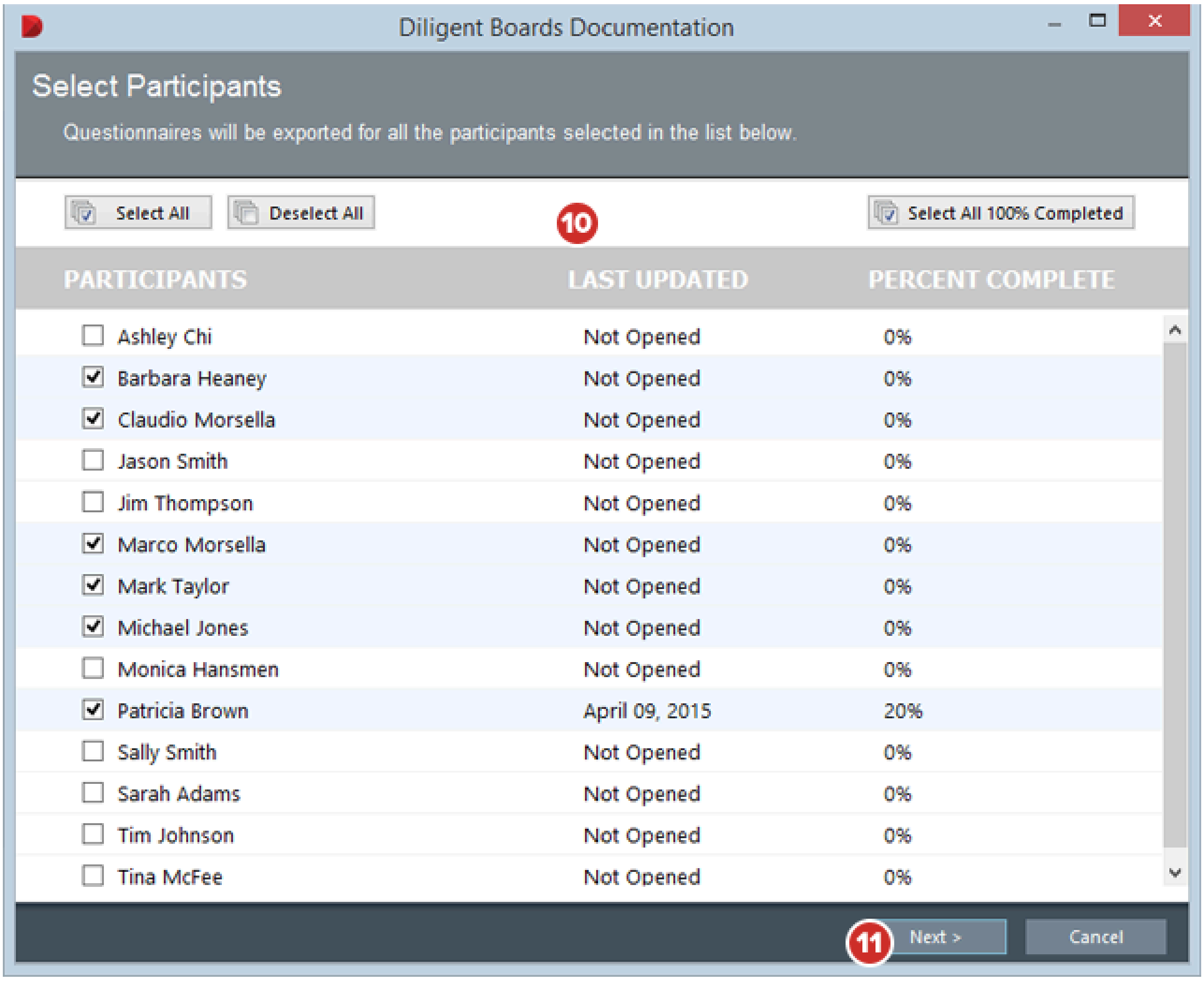
9 To print the answers of every participant, select **Export All Participants**, and then **Send to Printer**.

Diligent



10 The **Select Participants** window will open with everyone selected. Select or deselect any participants, or use the buttons above the list to **Select All**, **Deselect All** or select only those who have completed the questionnaire to **100%**.

11 Select **Next**. The Export Options window will appear as it did for a blank questionnaire. Select the printer, any options as necessary, and select Print when you're done. Multiple questionnaires will be printed, with each participant's answers filled in sequentially.


Diligent Boards Documentation
Select Participants
Questionnaires will be exported for all the participants selected in the list below.
Select All
Deselect All
10
Select All 100% Completed
PARTICIPANTS
LAST UPDATED
PERCENT COMPLETE
Ashley Chi Not Opened 0%
Barbara Heaney Not Opened 0%
Claudio Morsella Not Opened 0%
Jason Smith Not Opened 0%
Jim Thompson Not Opened 0%
Marco Morsella Not Opened 0%
Mark Taylor Not Opened 0%
Michael Jones Not Opened 0%
Monica Hansmen Not Opened 0%
Patricia Brown April 09, 2015 20%
Sally Smith Not Opened 0%
Sarah Adams Not Opened 0%
Tim Johnson Not Opened 0%
Tina McFee Not Opened 0%
11
Next >
Cancel

74 OneClick for Admins — Questionnaires — Exporting questionnaires to PDF

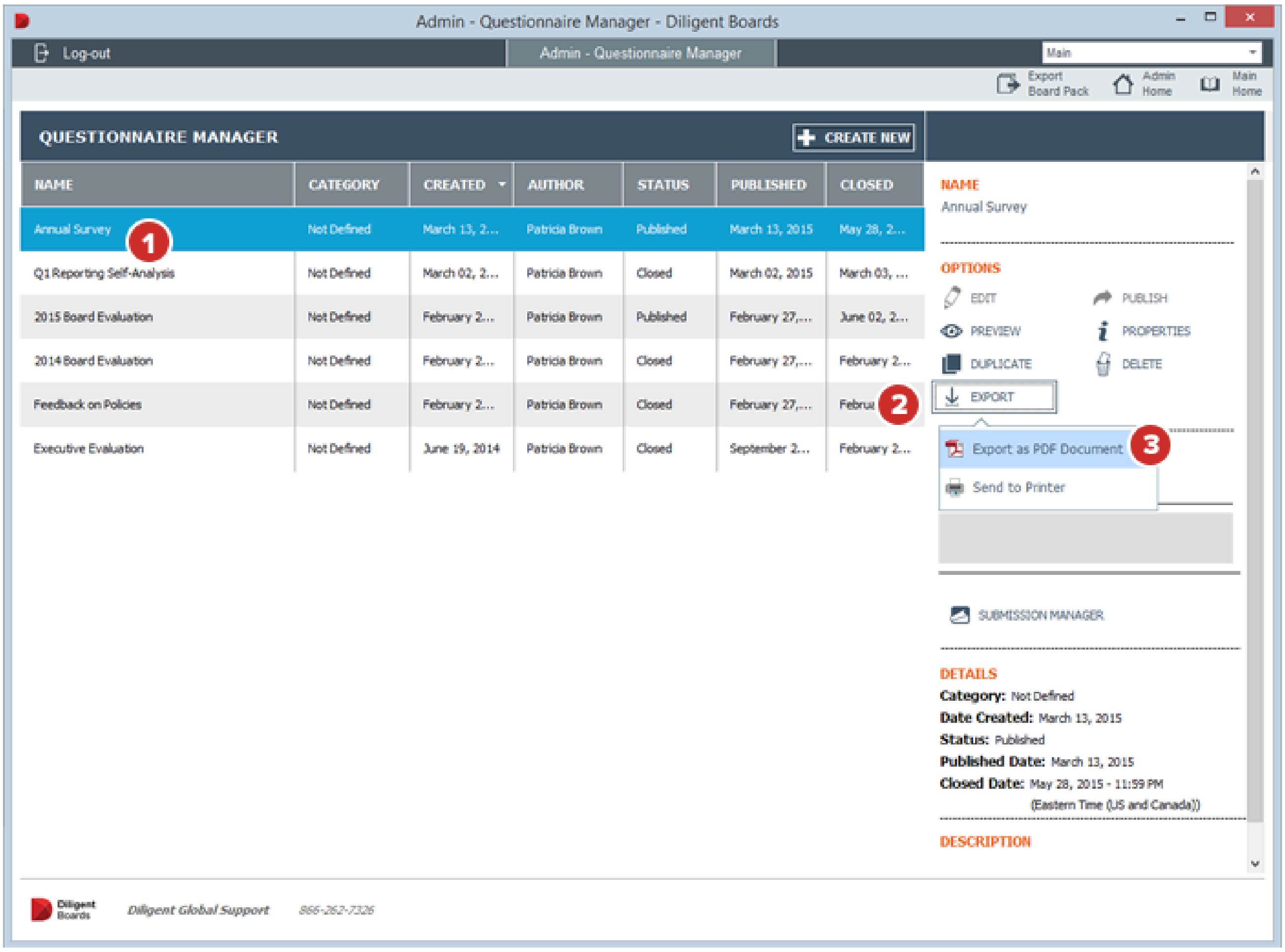
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Questionnaires can be exported to PDF, whether you need a blank copy with questions only, or a record that also contains participant answers.

1 In the Questionnaire Manager, select a **questionnaire**.

2 To make a blank copy of the questionnaire that contains questions only, select **Export**.

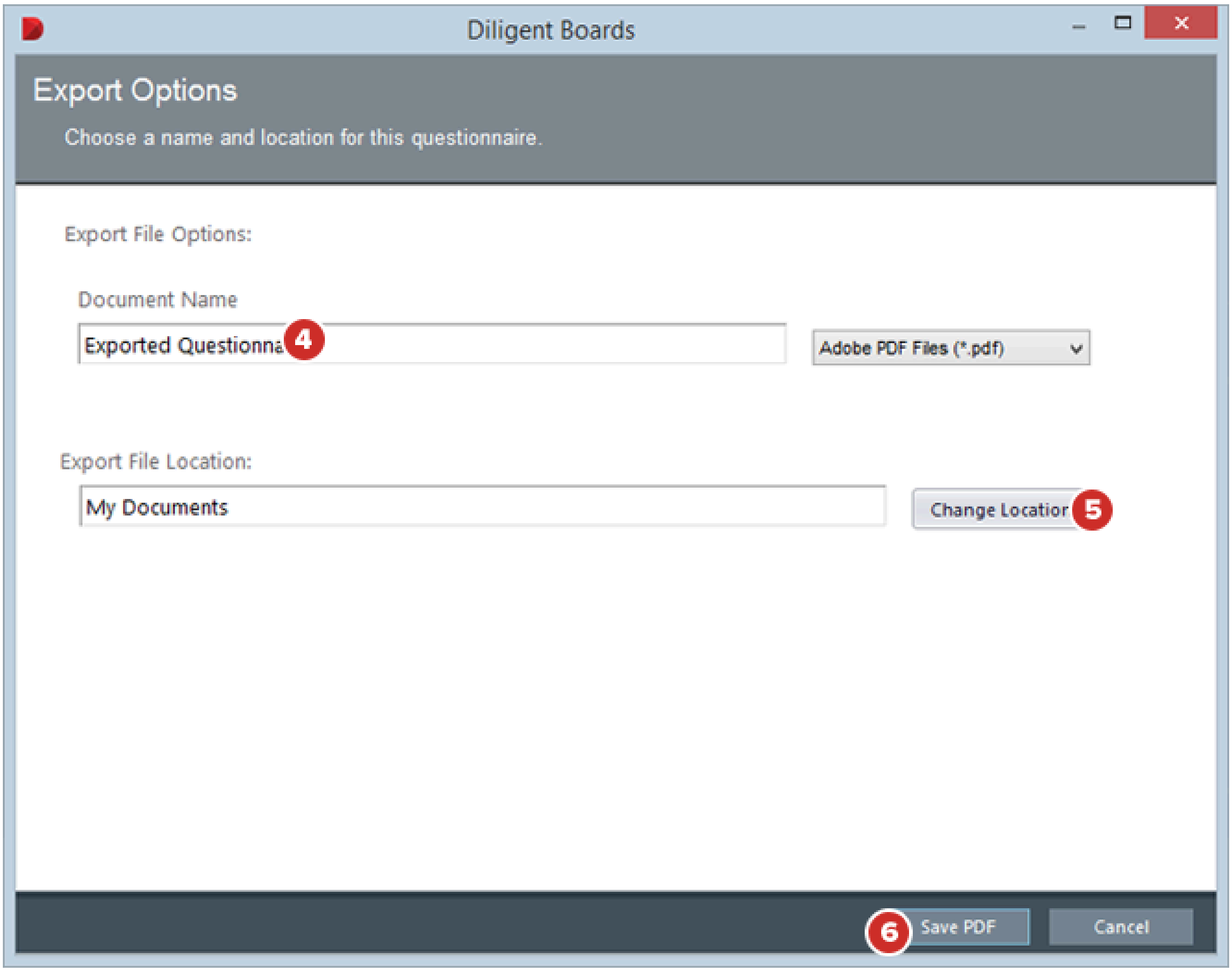
3 Select **Export as PDF Document**. The Export Options window will appear.



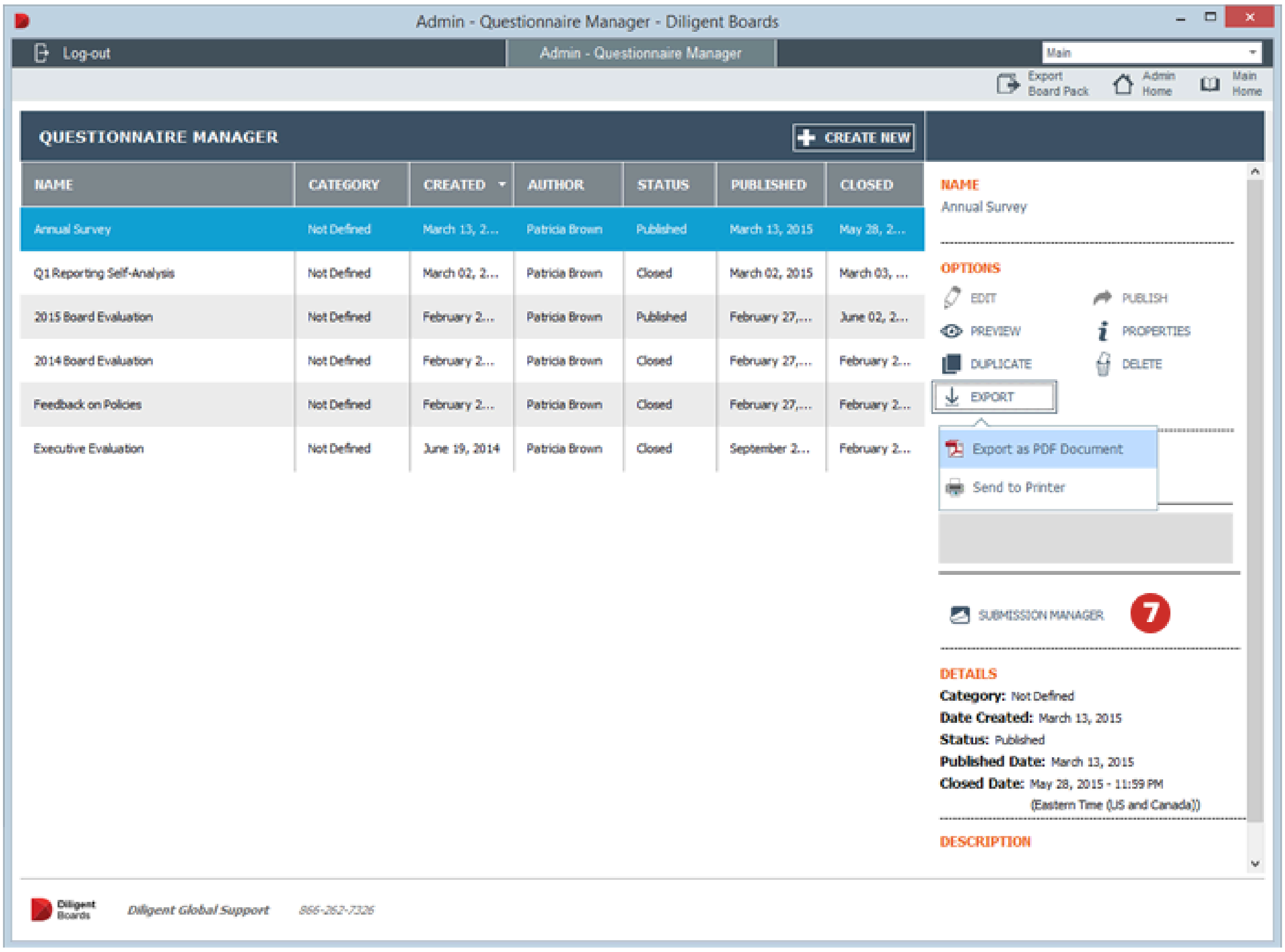
4 In the **Document Name** field, type the name of the PDF that will be created.

5 Select **Change Location** to choose the folder where the PDF should be saved.

6 Select **Save PDF**. The PDF will be created, and a link to it will appear.



7 To export questionnaires that contain participant answers, select the **Submission Manager** to open it.

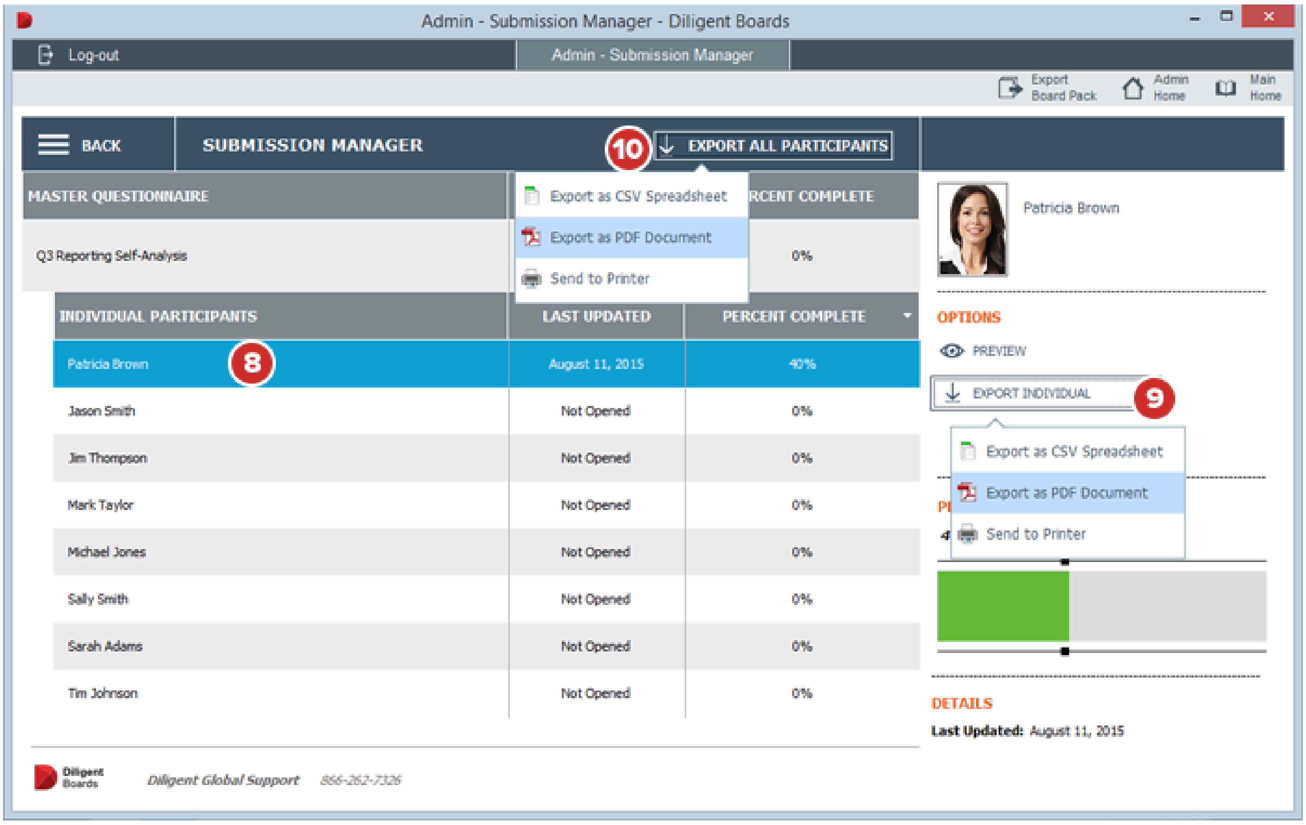


8 To export the answers of a single participant, select the participant.

9 Select **Export Individual**, and then **Export as PDF Document**. The Export Options window will appear as it did for a blank questionnaire. Name the PDF and select its location, and select **Save PDF** when you're done. The questionnaire will be saved with that participant's answers filled in.

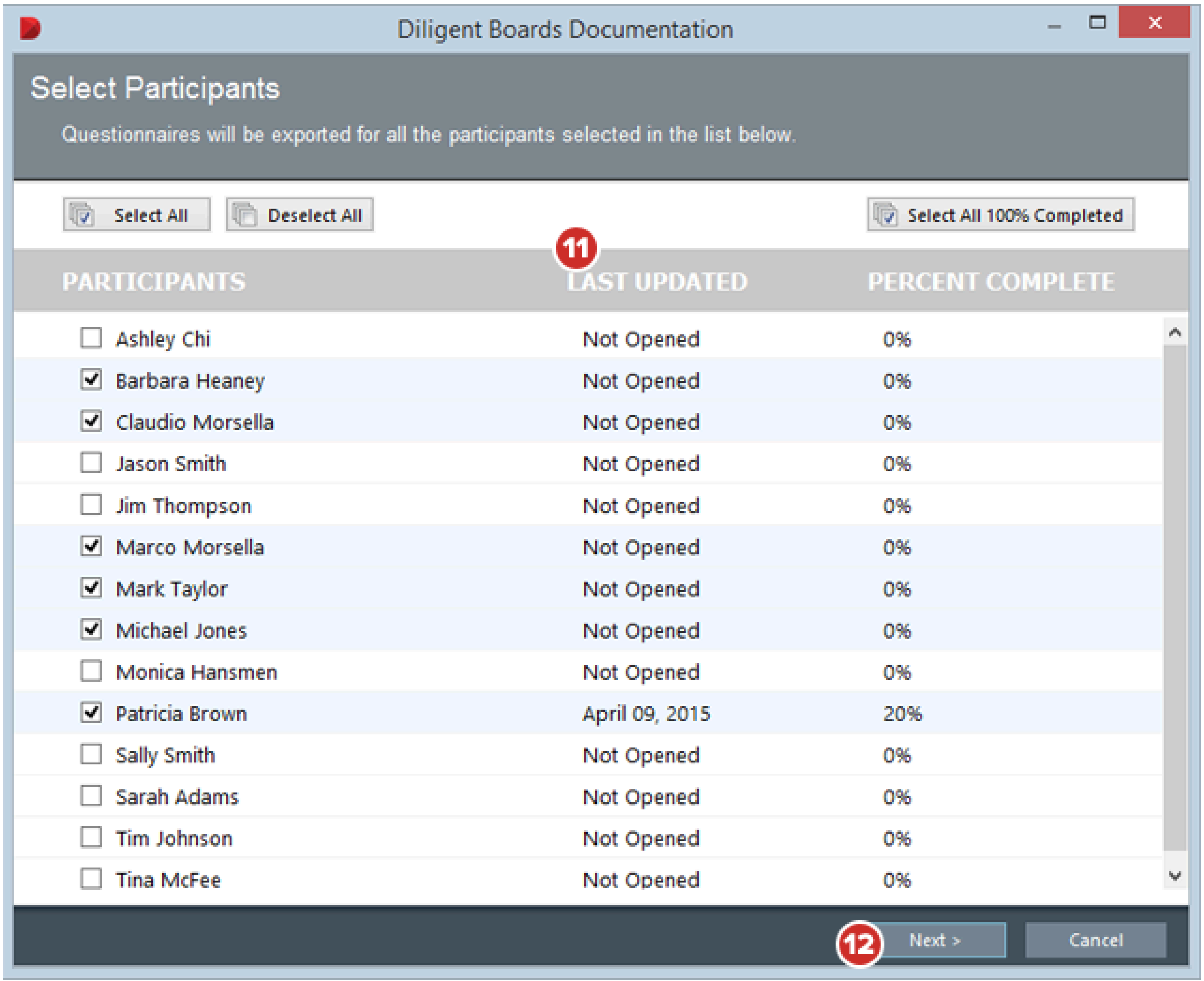
10 To export the answers of every participant, select **Export All Participants**, and then **Export as PDF Document**.

Diligent



11 The **Select Participants** window will open with everyone selected. Select or deselect any participants, or use the buttons above the list to **Select All**, **Deselect All** or select only those who have completed the questionnaire to **100%**.

12 Select **Next**. The Export Options window will appear as it did for a blank questionnaire. Name the PDF and select its location, and select **Save PDF** when you're done. Multiple questionnaire PDFs will be exported, with each one containing the answers of a different participant.


Diligent Boards Documentation
Select Participants
Questionnaires will be exported for all the participants selected in the list below.
Select All
Deselect All
Select All 100% Completed
11
PARTICIPANTS
LAST UPDATED
PERCENT COMPLETE
Ashley Chi Not Opened 0%
Barbara Heaney Not Opened 0%
Claudio Morsella Not Opened 0%
Jason Smith Not Opened 0%
Jim Thompson Not Opened 0%
Marco Morsella Not Opened 0%
Mark Taylor Not Opened 0%
Michael Jones Not Opened 0%
Monica Hansmen Not Opened 0%
Patricia Brown April 09, 2015 20%
Sally Smith Not Opened 0%
Sarah Adams Not Opened 0%
Tim Johnson Not Opened 0%
Tina McFee Not Opened 0%
12
Next >
Cancel

75 OneClick for Admins — Editing the Resource Center

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

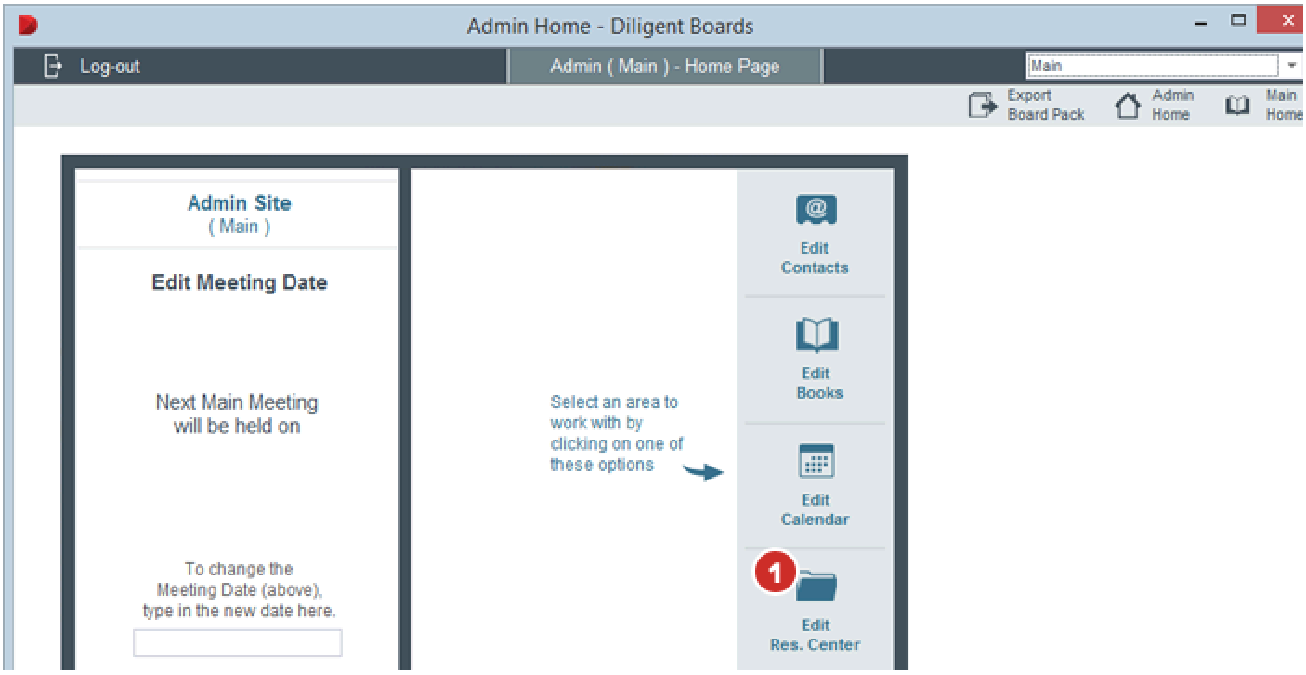
The Resource Center is where your board’s library of reference and governance materials is stored.

Video — Using the Resource Center

Youtube

Step-By-Step Instructions

1 On the Admin home page, select **Edit Res. Center**. The Edit Resources window will open.



Note: Additional information is available if you're trying to add new documents to an empty Resource Center.

2 The main section of the Edit Resources window displays the folders of the Resource Center, as well as any associated uploaded documents, document placeholders, EasyEdit documents and sub folders.

3 Select the **Edit Alert** button to modify the sign-in Alert.

4 Select the group the Resource Center belongs to from the Board and Committee Menu.

5 Select whether the folders and documents you are editing will appear in **Column A** or **Column B**. In Diligent Boards OneClick, Resource Center items appear separated into these two columns. In other versions of Diligent Boards, this selection will not change how Resource Center items are displayed.

Note: To change the names of the columns, contact your Customer Success Manager.

6 Select **Refresh Items** to see any changes that another admin may have made to the Resource Center since you started editing it.

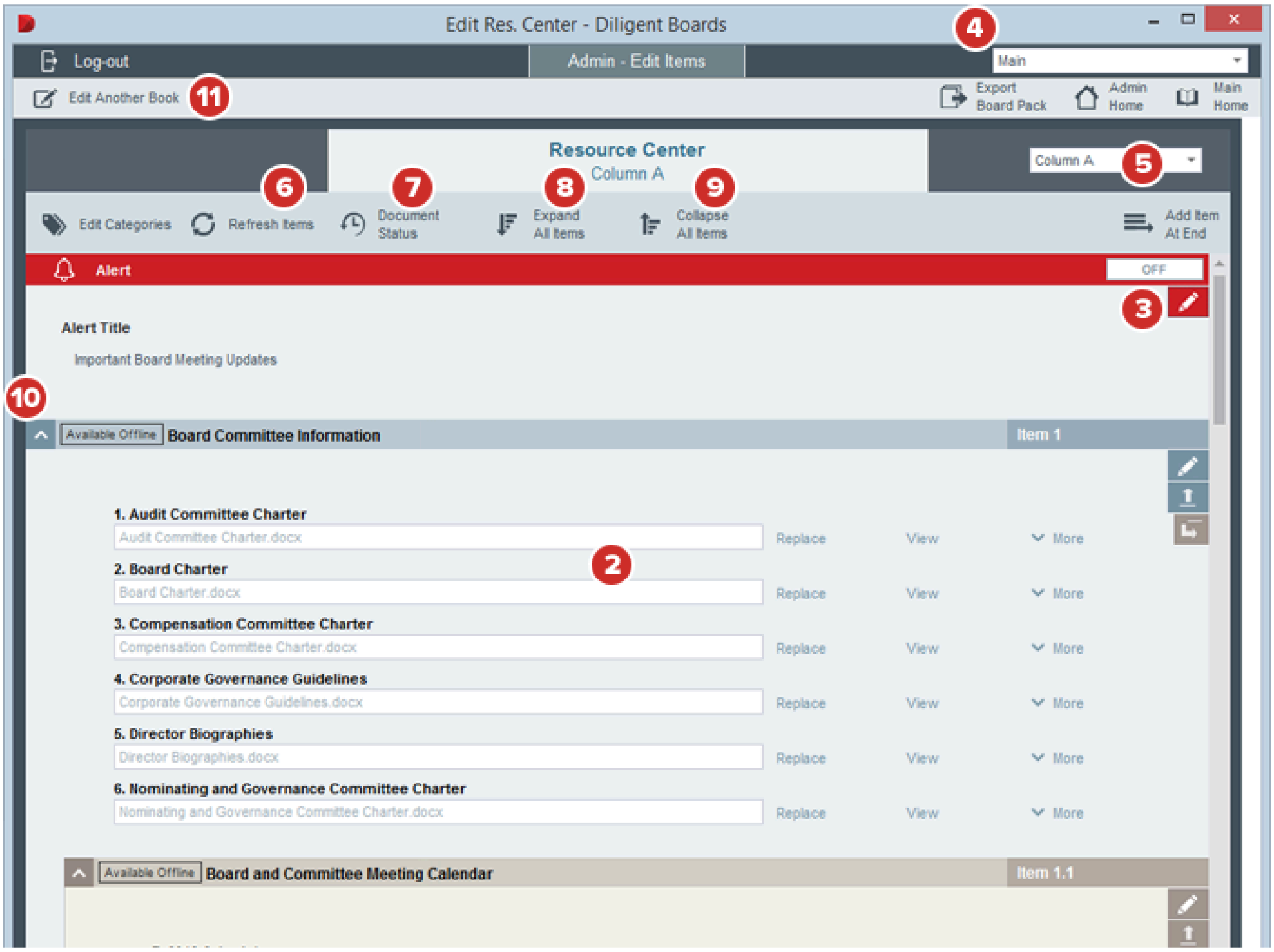
7 Select **Document Status** to open a window displaying more information about the book, including who approved which documents and upload dates.

8 Select **Expand All Items** to reveal every document and placeholder.

9 Select **Collapse All Items** to hide all documents and show only folder names.

10 To expand or collapse a specific folder, select its **Expand/Collapse** button.

11 Select the **Edit Another Book** button to open the Edit Another Book side menu, allowing for quick access to other sections of the board book. Select the button again to hide the menu.


Edit Res. Center - Diligent Boards
Log-out
Admin - Edit Items
Main
Edit Another Book
Export Board Pack
Admin Home
Main Home
Resource Center
Column A
Column A
Edit Categories
Refresh Items
Document Status
Expand All Items
Collapse All Items
Add Item At End
Alert
OFF
Alert Title
Important Board Meeting Updates
Available Offline
Board Committee Information
Item 1
1. Audit Committee Charter
Audit Committee Charter.docx
2. Board Charter
Board Charter.docx
3. Compensation Committee Charter
Compensation Committee Charter.docx
4. Corporate Governance Guidelines
Corporate Governance Guidelines.docx
5. Director Biographies
Director Biographies.docx
6. Nominating and Governance Committee Charter
Nominating and Governance Committee Charter.docx
Replace
View
More
Board and Committee Meeting Calendar
Item 1.1
1
2
3
4
5
6
7
8
9
10
11

76 OneClick for Admins — Adding a Resource Center folder

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

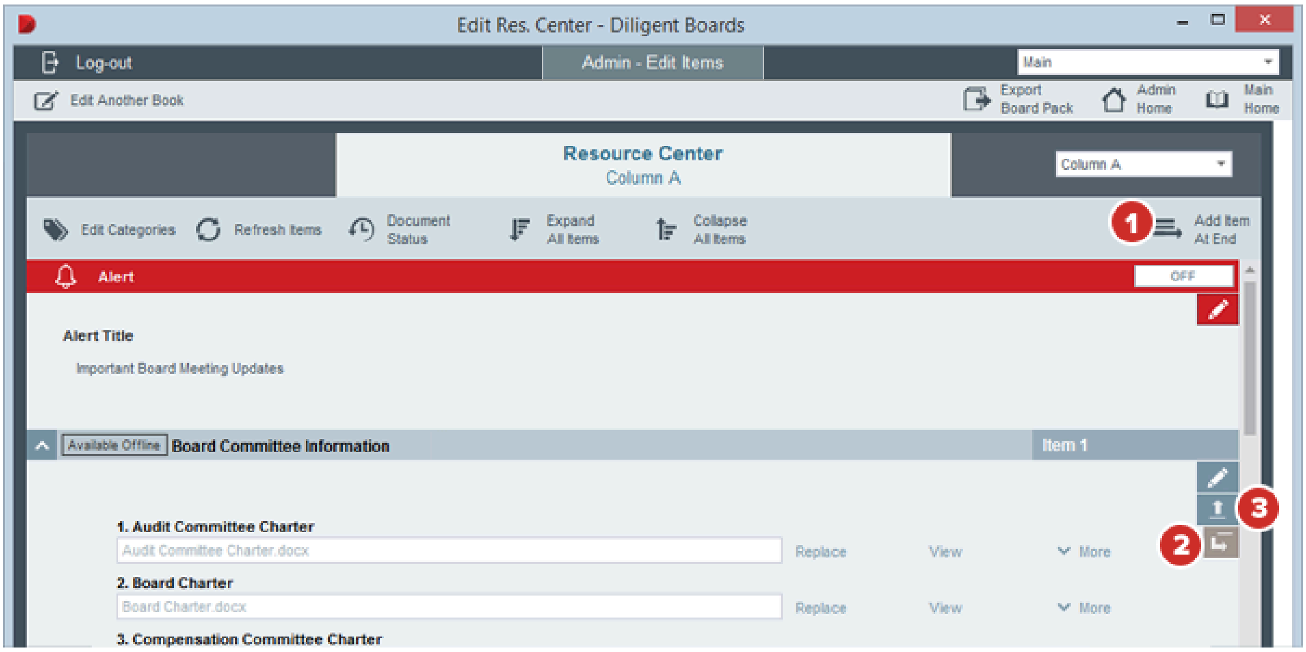
Folders allow you to organize and categorize the materials in the Resource Center.

Note: Additional information is available if you're trying to add new documents to an empty Resource Center.

1 There are multiple ways to add folders depending on where they should be located. In the Edit Resources window, select **Add Item At End** to create a new folder that will appear after all previously created folders.

2 Select the **Add SubItem** button to add a new folder within an existing folder. This button is labeled with a right-facing arrow. You can also add subfolders to other subfolders using this method.

3 Select the **Insert Item** button on a folder or subfolder that already exists to add a new folder directly before it. This button is labeled with an upward-facing arrow.



4 Using any method to create a new folder will open the **Create or Edit Item** window.

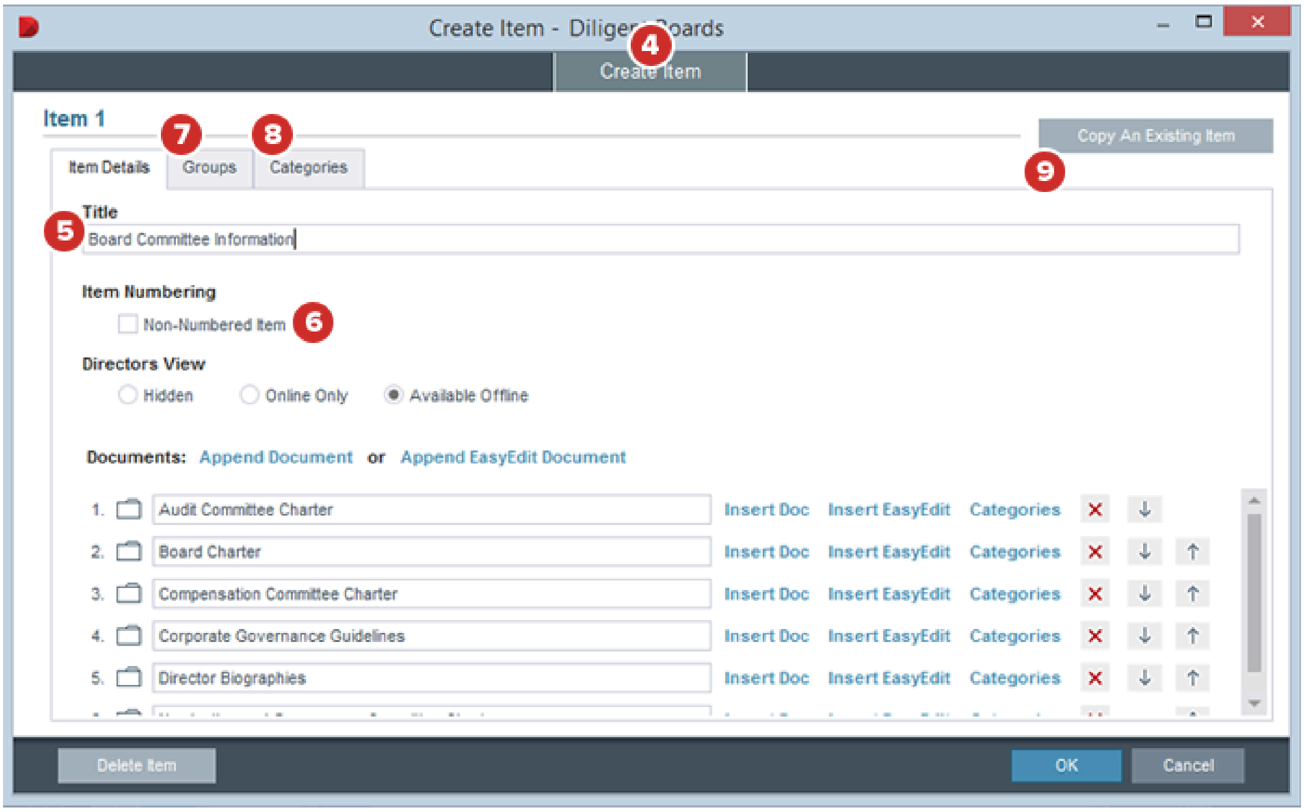
5 Enter a new **Title** for the folder.

6 Folders are numbered based on the order in which they appear in the Resource Center. Check **Non-Numbered Item** to remove this numbering.

7 Select the **Groups** tab to change the user groups that have access to this folder.

8 Select the **Categories** tab to change the categories that are associated with the folder. Categories are additional fields that readers can use to filter Resource Center items.

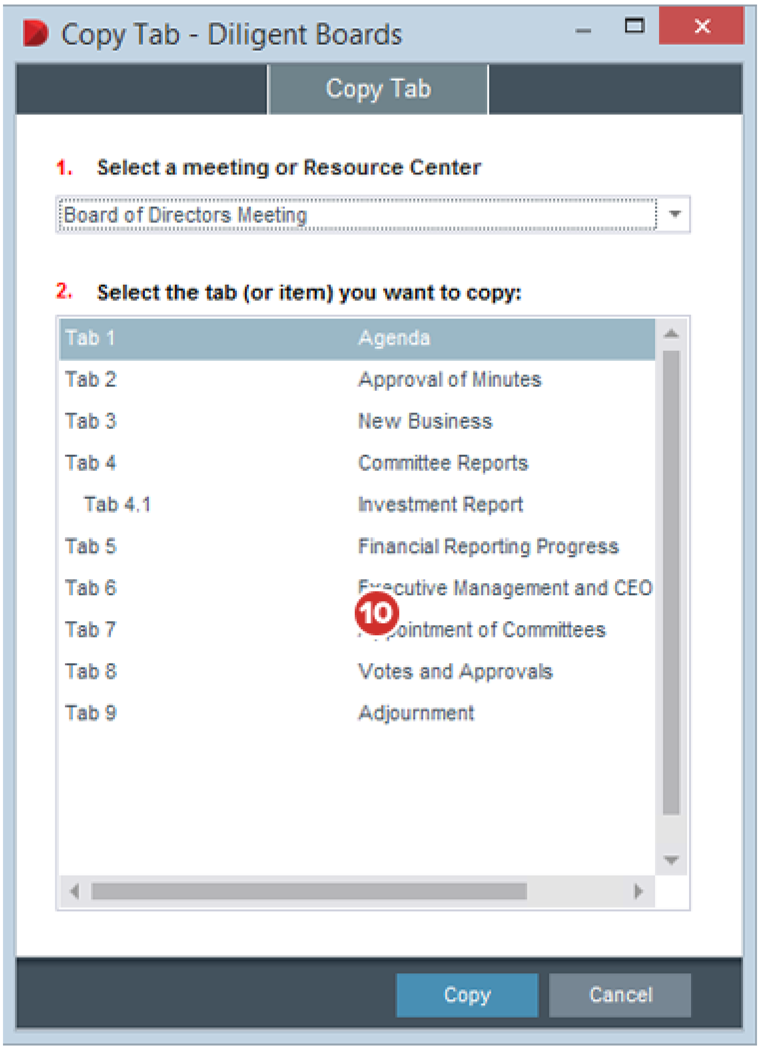
9 If you need to make a folder that is similar in structure or content to an existing folder or board book tab, select **Copy An Existing Item**. The Copy Tab window will appear.



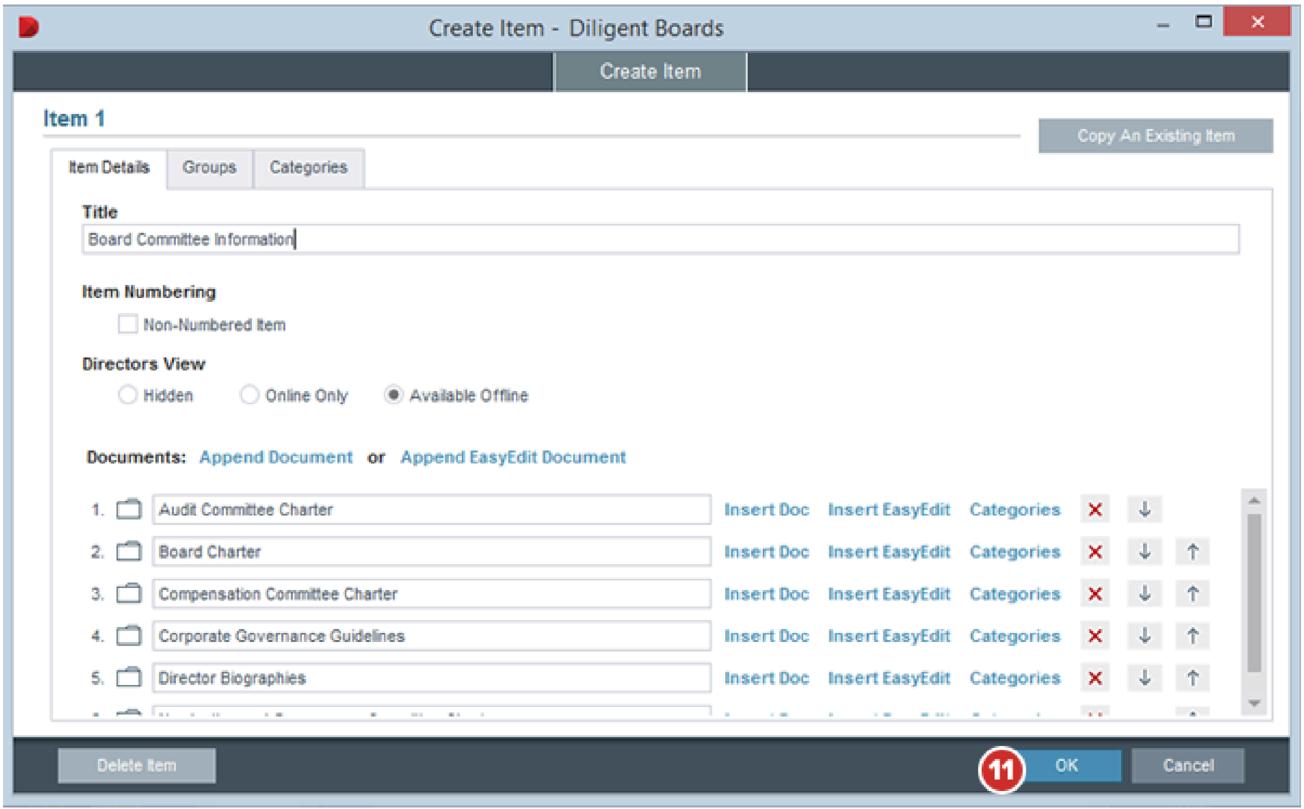
Note: If you made any changes in this window before copying the item, none of these changes will be applied to the copy except title changes.

10 From this window, select the meeting or Resource Center location the tab or folder resides in, and then locate

the tab or folder in the list that appears. Select it and select **Copy.** You will return to the Create or Edit Item window.



11 If you do not need to copy a tab or folder, you can continue **Editing the Item** manually or you can select **OK** and edit it later.

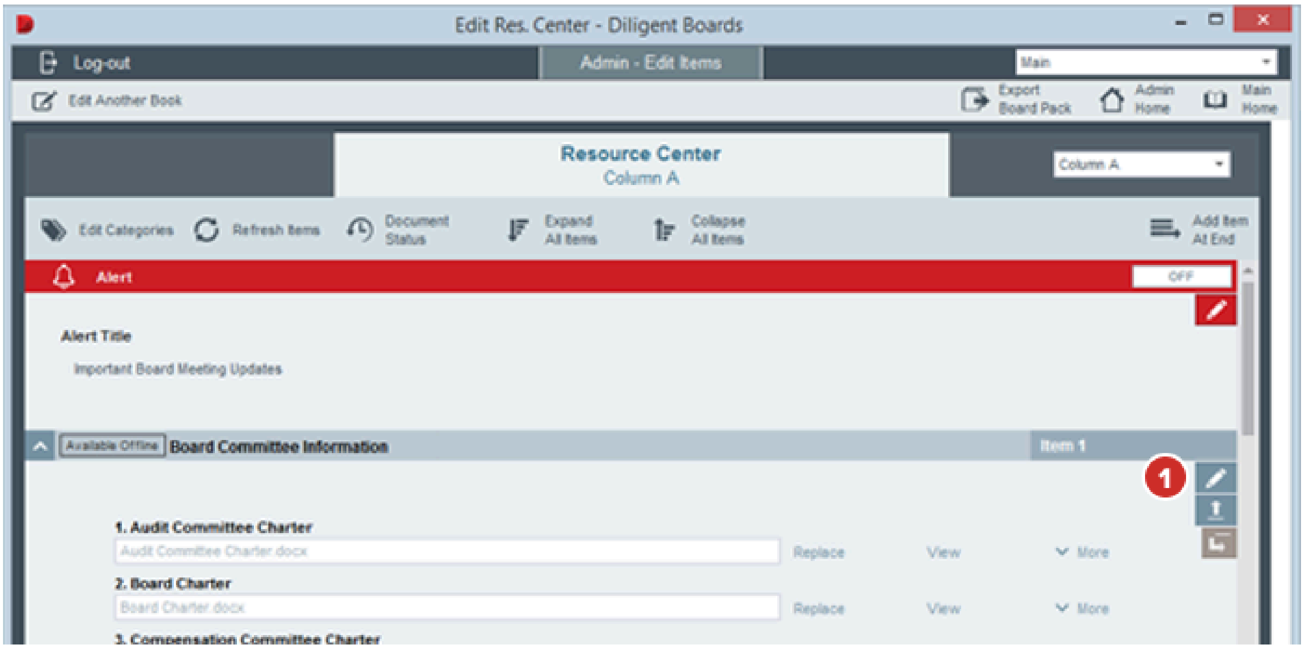

Create Item - Diligent Boards
Create Item
Item 1
Copy An Existing Item
Item Details
Groups
Categories
Title
Board Committee Information
Item Numbering
Non-Numbered Item
Directors View
Hidden
Online Only
Available Offline
Documents: Append Document or Append EasyEdit Document
1. Audit Committee Charter
2. Board Charter
3. Compensation Committee Charter
4. Corporate Governance Guidelines
5. Director Biographies
Insert Doc
Insert EasyEdit
Categories
Delete Item
11
OK
Cancel

77 OneClick for Admins — Editing, deleting and publishing a Resource Center folder

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Editing a folder allows you to create, manage and delete placeholder locations where documents can be created or uploaded. You can also delete the folder entirely.

1 In the Edit Resources window select the **Edit Item** button. This button, which is labeled with a pencil icon, will open the Edit Item window.



2 Select **Append Document** to create a slot into which a document can be **Uploaded**. Document slots are optional and act as a reminder of where you will be placing a document that is not available yet.

3 Select **Append EasyEdit Document** to create a blank **EasyEdit** document. EasyEdit documents are Microsoft Word-compatible documents that can be imported, edited and exported directly from within the Diligent Boards Admin Client.

4 You may type in a name for the document slot or EasyEdit document. This isn't required, and will only be visible to other administrators.

5 Select **Insert Doc** or **Insert EasyEdit** to insert a new document slot or blank EasyEdit document directly above the chosen document location.

6 Select the **Categories** button to change the categories that are associated with the slots or documents. Categories can be used as Resource Center filters.

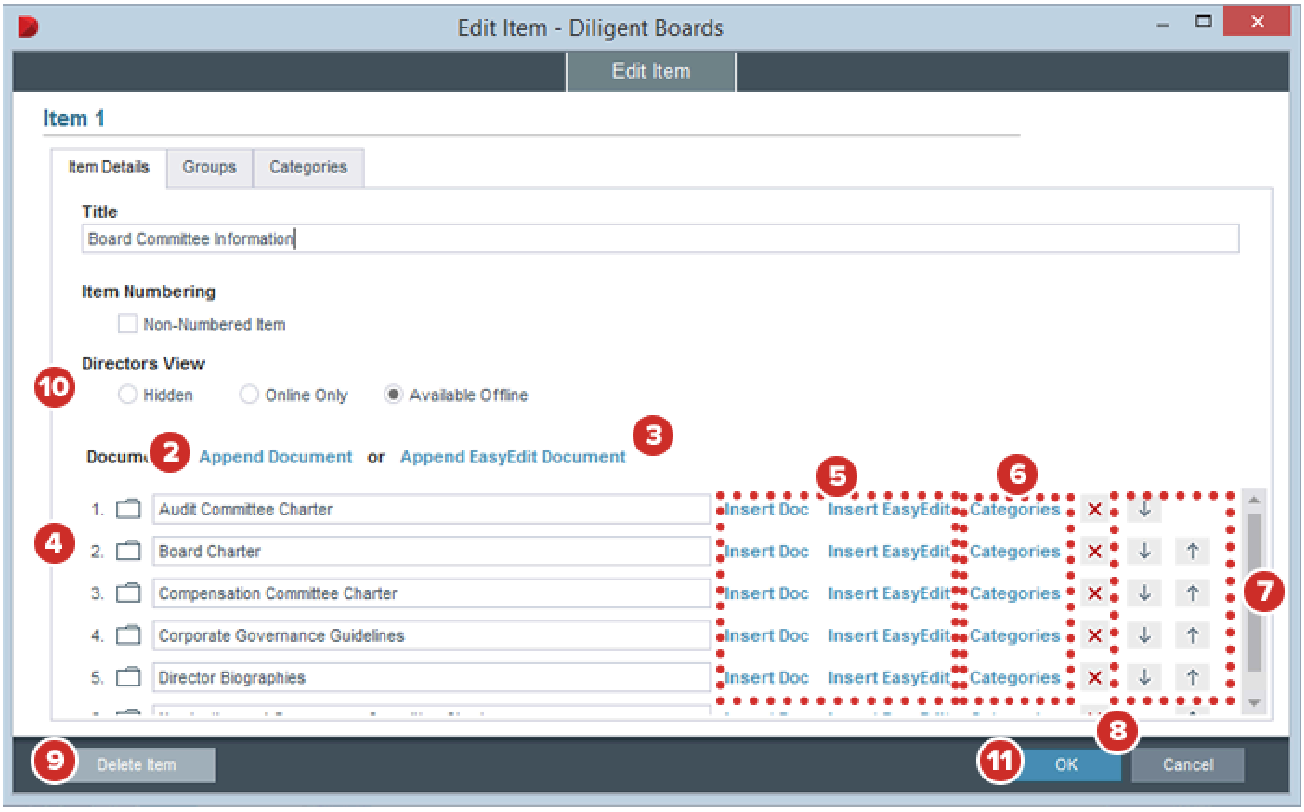
7 Use the **Up and Down Arrows** to rearrange the slots and documents.

8 Select the **Delete** button associated with a placeholder slot to remove it, as well as any document it may contain.

9 Select **Delete Item** to remove the folder and all of its documents.

10 Under **Directors View**, select **Hidden** to prevent readers from seeing the folder and its contents. Select **Online Only** to publish the folder. Select **Available Offline** to allow readers to download the folder so it can be read without an Internet connection.

11 Select **OK** to save your changes to the Resource Center.


Edit Item - Diligent Boards
Edit Item
Item 1
Item Details
Groups
Categories
Title
Board Committee Information
Item Numbering
Non-Numbered Item
Directors View
Hidden
Online Only
Available Offline
Append Document
or
Append EasyEdit Document
1. Audit Committee Charter
2. Board Charter
3. Compensation Committee Charter
4. Corporate Governance Guidelines
5. Director Biographies
Insert Doc
Insert EasyEdit
Categories
Delete Item
OK
Cancel
1
2
3
4
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6
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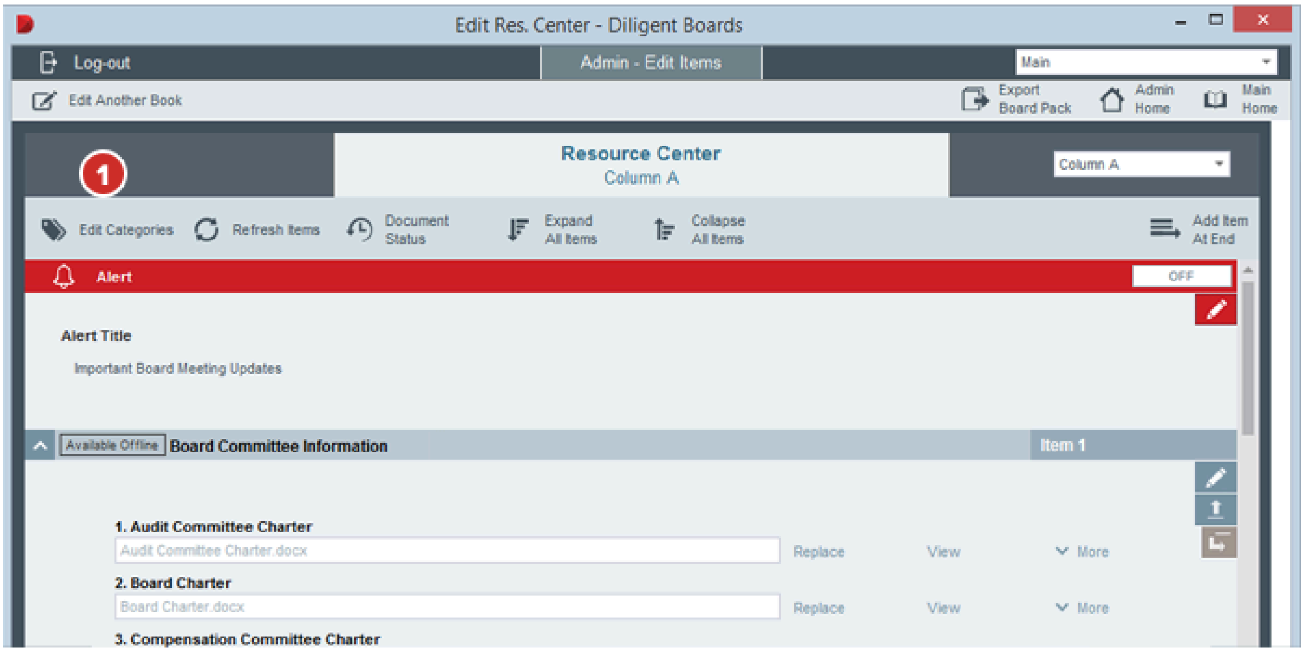
11

78 ONECLICK FOR ADMINS — RESOURCE CENTER CATEGORIES

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Resource Center categories can be customized to give readers another way to filter reference and governance materials.

1 In the Edit Resources window, select **Edit Categories**. The **Create/Edit Categories** window will appear.



2 Select **Add Category**.

3 Type the name of the new category into the text field.

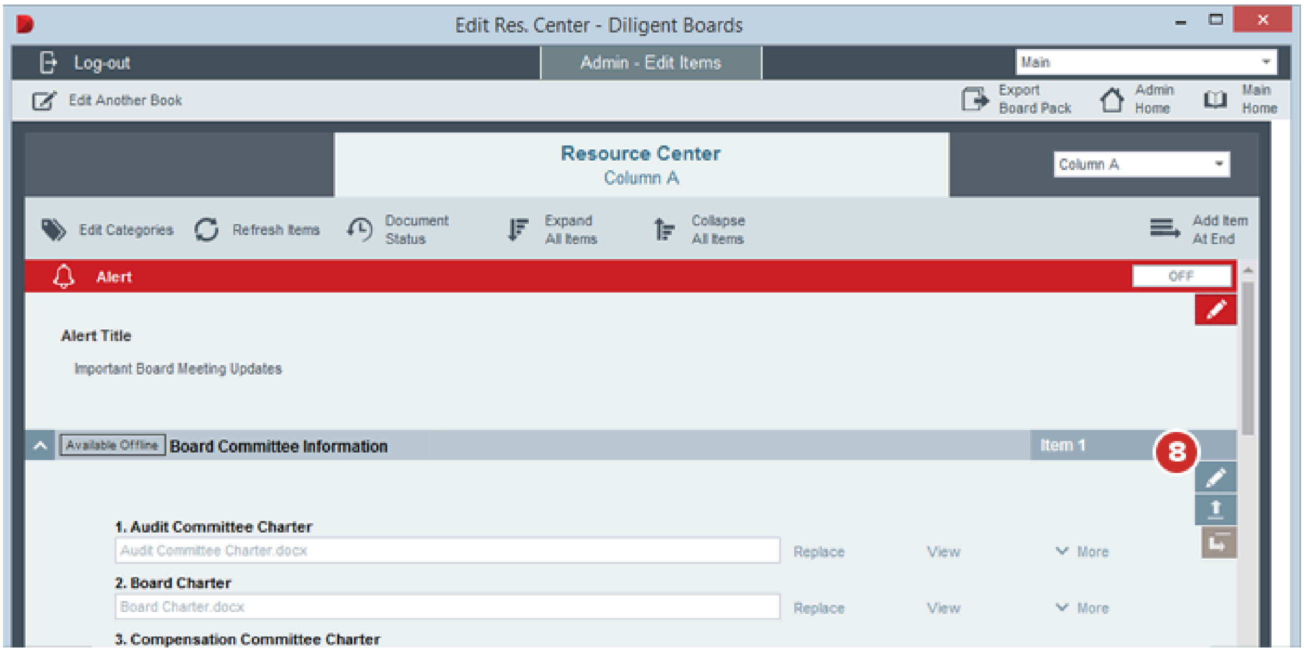
4 Check **Enabled** to make the category active. Uncheck it to hide the category from administrators and readers.

5 If folders or documents have been categorized, that category's **Is Used** box will be checked.

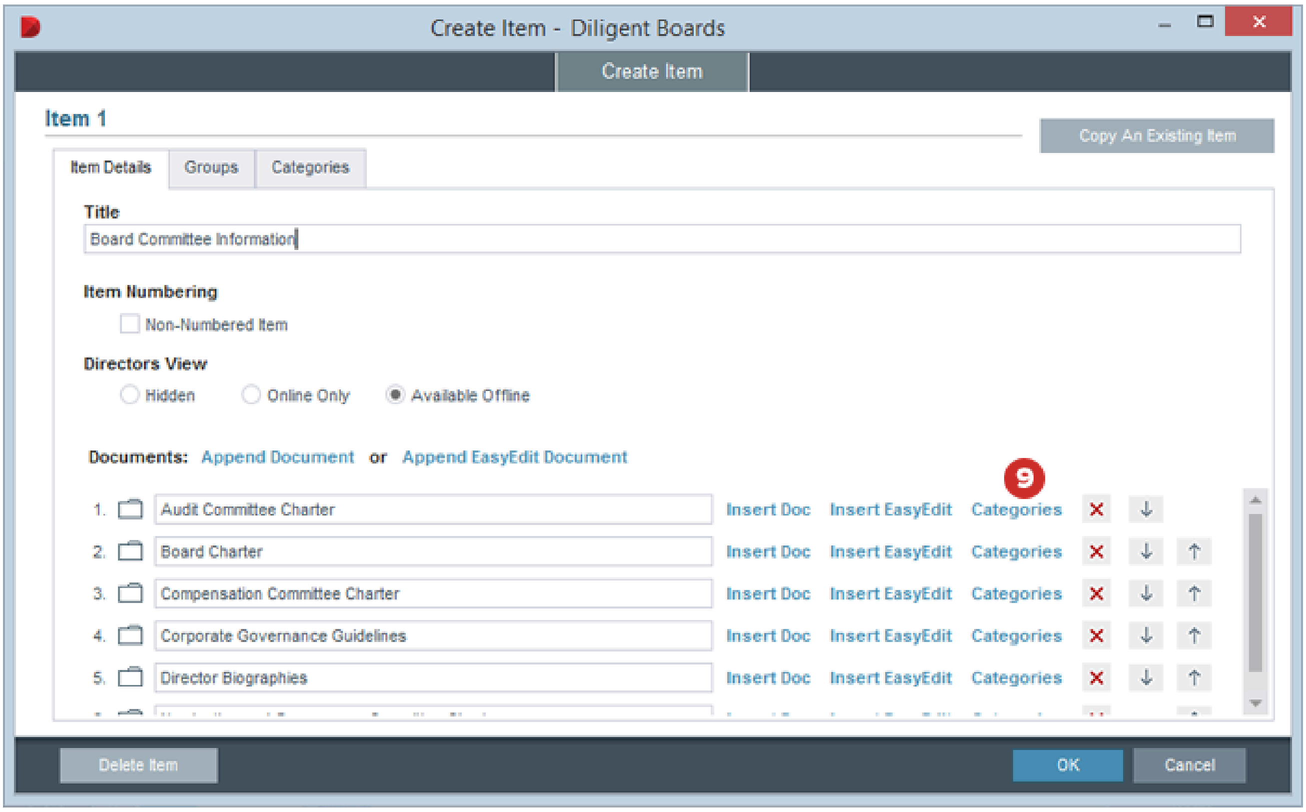
6 Select **Delete** to remove the category.

7 Select **OK** to save your changes.

8 To add a folder or its contents to a category, select its **Edit Item** button. This button is labeled with a pen icon.

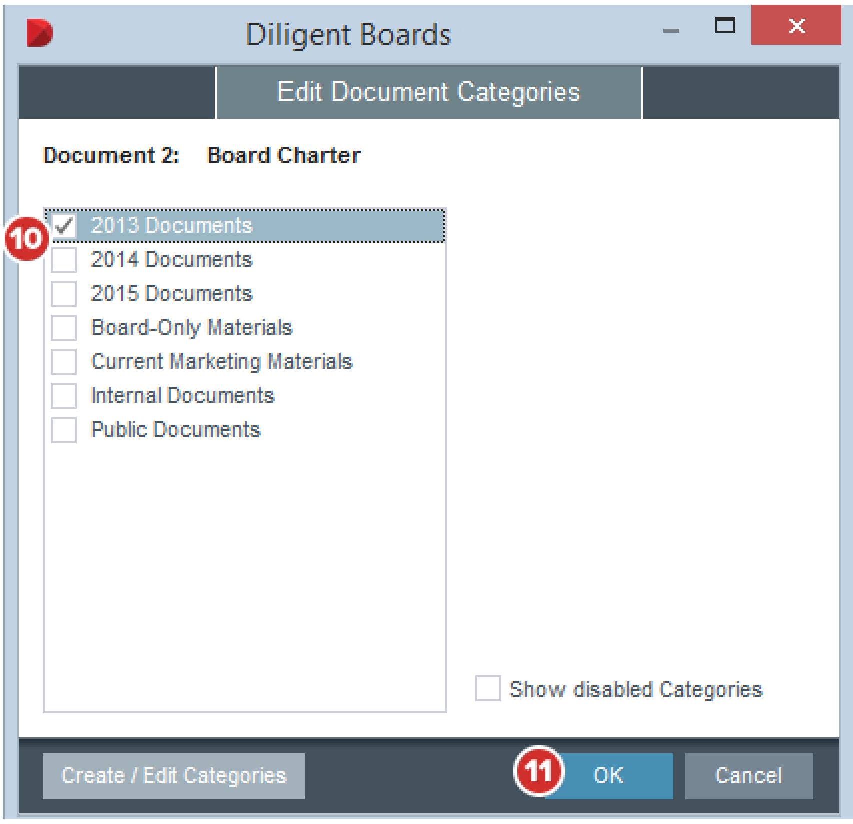


9 Select a document's **Categories** button.

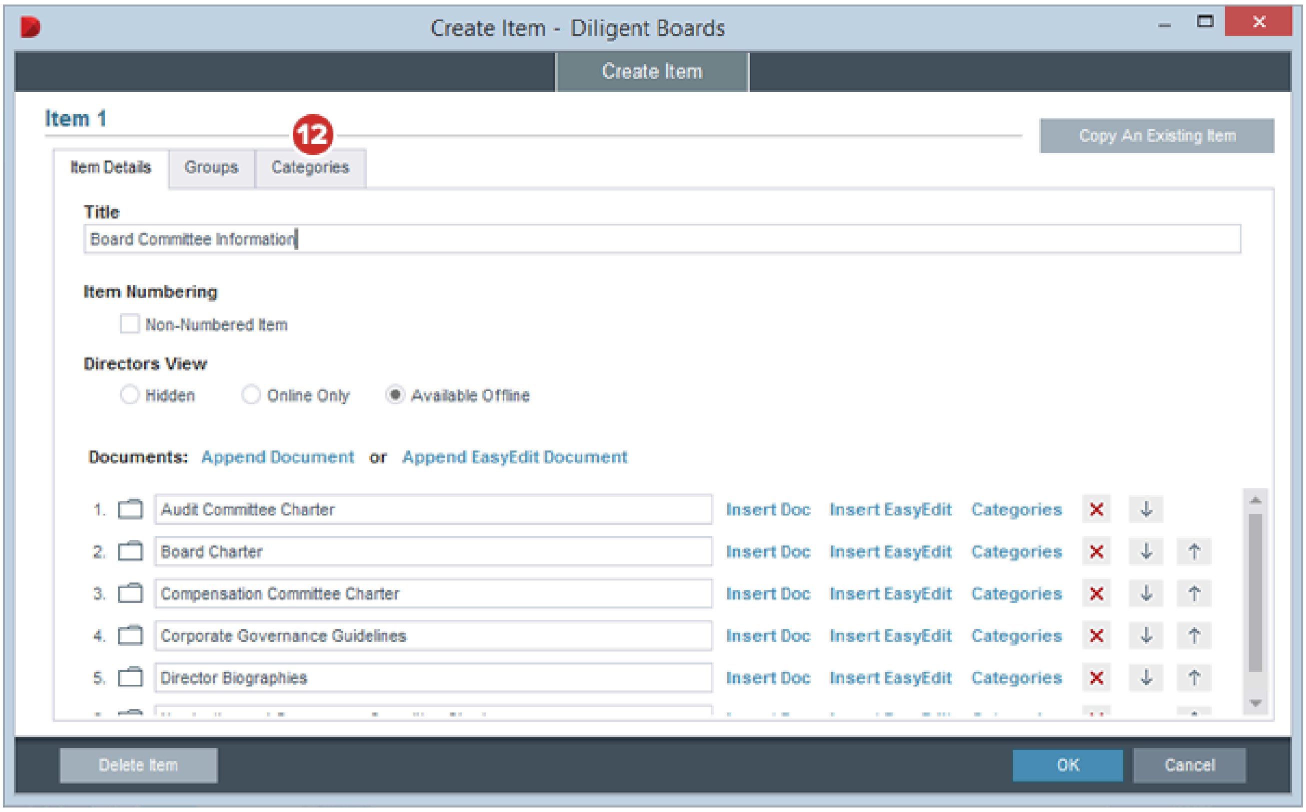


10 Use the checkboxes to add the document to one or more categories.

11 Select **OK**.



12 To change the entire folder's categories, select the **Categories** tab.



Note: If you have changed a document's categories, you will not be able to change the categories of the folder it's in until you save. Select "OK" and return to the folder's Edit Item window to continue.

Did you know? *Directors don't need to look to your Resource Center materials alone to learn about events that shape their industry. News Analytics, included in Diligent Boards, provides both industry news and interpretation. Learn more.*

79 OneClick for Admins — Re-ordering Resource Center folders and documents

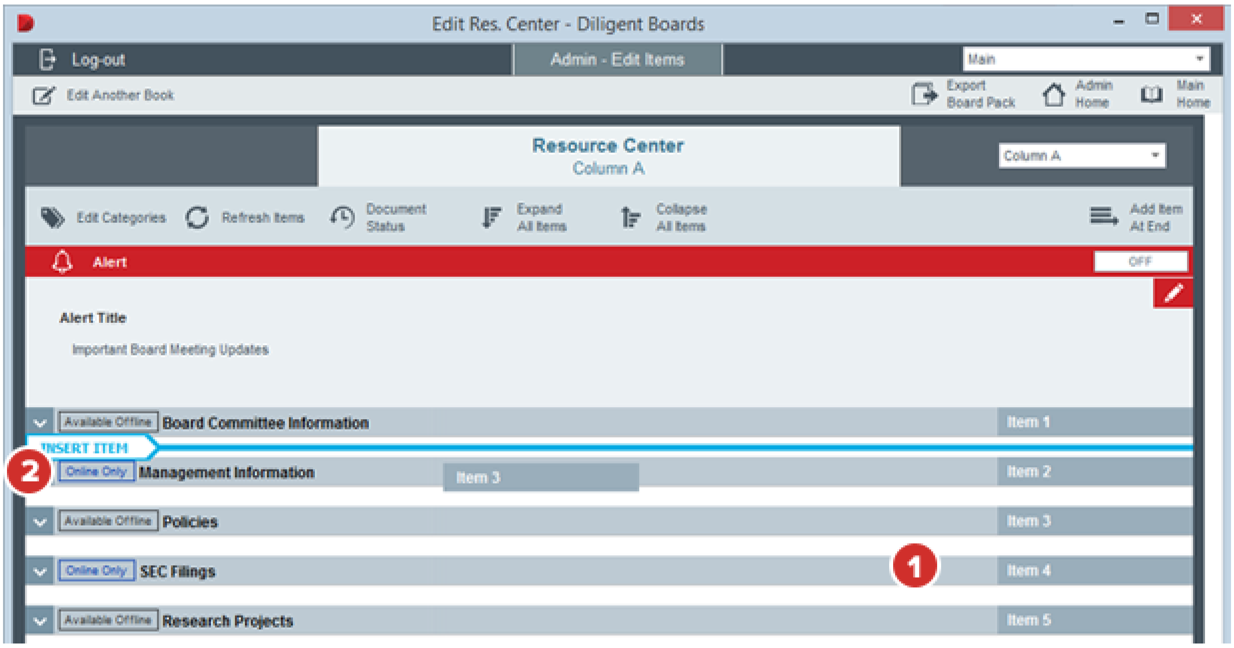
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 To move a folder to a different position, in the Edit Resource Center window, select and hold anywhere on a folder.

Note: Selecting the “Collapse All Items” button will hide all information except for folder names, which may help when re-ordering a significant number of folders.

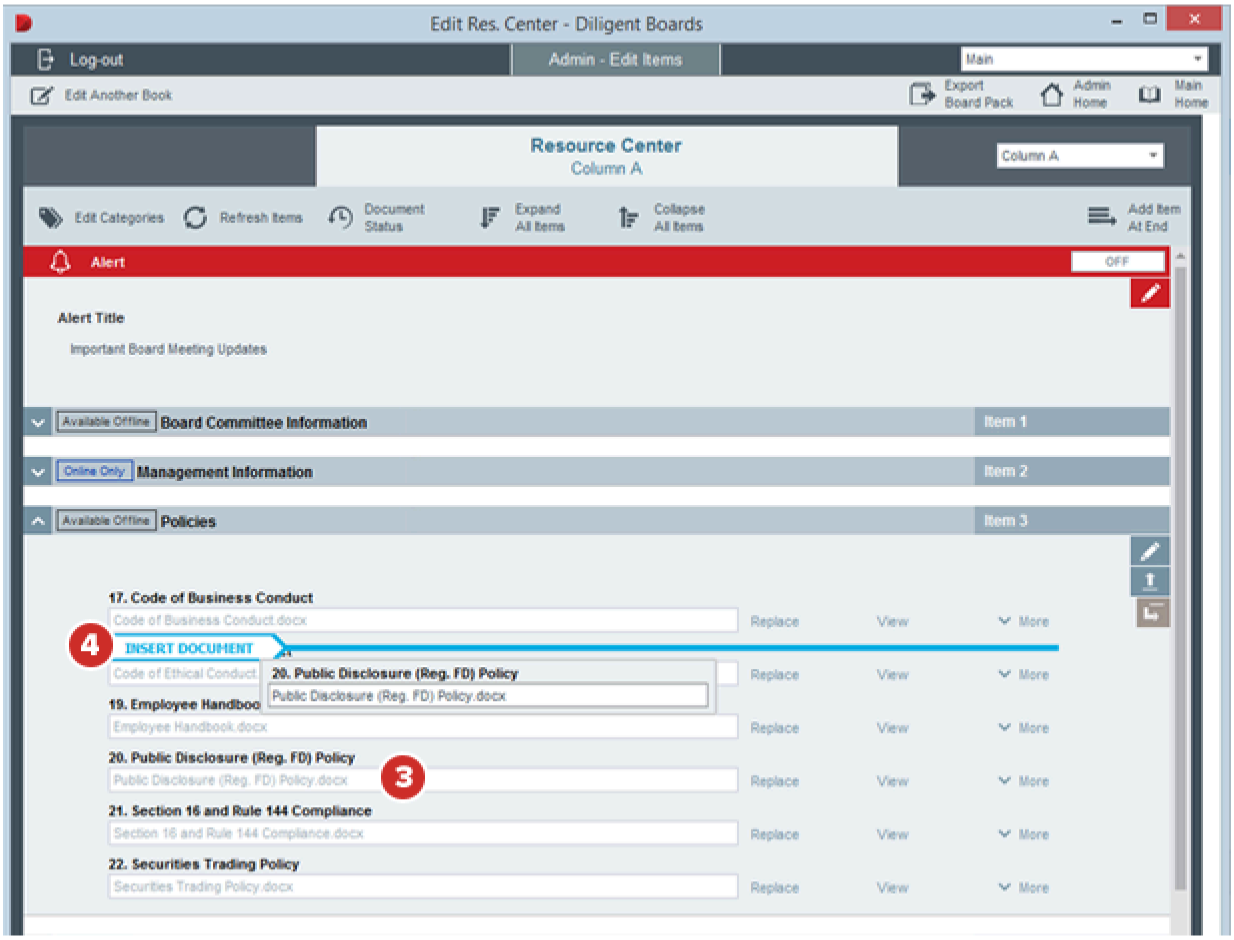
2 While still holding down the mouse button, drag the folder until you see the blue **Insert Item** line. This indicates the new location in which the folder will be placed.

When the Insert Item line is in the right place, release the mouse button. The folder will move to its new position.



3 To move a document to a new position in its folder, select and hold that document’s file name.

4 Move the document to any position in the folder. A blue **Insert Document** line will appear if the document can be moved to that location. Release the mouse button to move the document there.



Note: While documents can be arranged within a folder, they cannot be moved between folders. To move a document to a new folder, delete it from its current location and add a new copy to the Resource Center.

80 OneClick for Admins — Uploading and approving Resource Center documents

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Uploading a document to the Resource Center is similar to uploading documents to a board book. Approving a document works similarly as well.

1 In the Edit Resources window, drag and drop documents onto any existing Resource Center folder. You can drag documents above, below or between any documents that are already in the folder, or onto empty folders. If you select and drag multiple documents at once, they will all be placed in that location. The following document types are supported:

- **Microsoft Word documents (.doc, .docx)**
- **Microsoft Excel workbooks (.xls, .xlsx)**
- **Microsoft PowerPoint presentations (.ppt, .pptx)**
- **Adobe PDF documents (.pdf)**
- **Rich Text Format documents (.rtf)**
- **Plain text documents (.txt, .asc)**
- **Common image formats (.jpg, .png)**

Note: Documents can be dragged from local storage (like the "My Documents" folder) and network drives. You can also drag and drop email attachments from Microsoft Outlook.

2 If you previously created an empty document slot as a reminder, you can also drag and drop a single document directly into the slot.

3 As an alternative to dragging and dropping, you can also select the Upload button next to an existing document slot in the Edit Resources window.

Regardless of the method you choose to add documents to the book, the Upload window will open. Consult the **Uploading Additional Documents** instructions for further assistance.

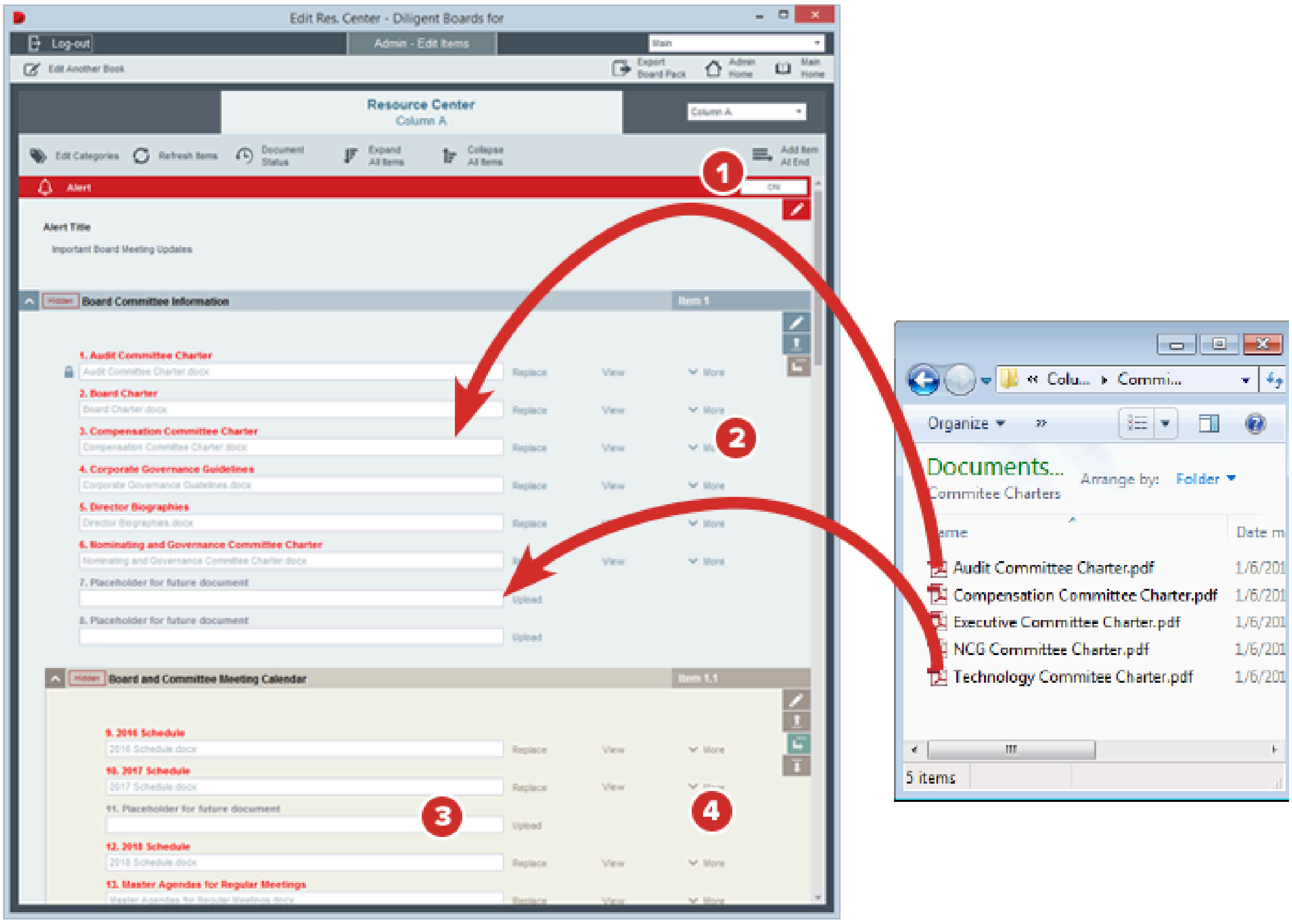
Note: "Mark As New," "Public Comment" and "Private Comment" are not available options in the Resource

Diligent

Center. Resource Center changes cannot be added to Update History.

4 To approve a document, select the **View** button in the Edit Resources window. Consult the **Approving Book Content** instructions for further assistance.

Note: “Approve Not Final” is not an available option in the Resource Center.



Did you know? You can store information about director conflicts, controlling interests and more in Diligent Entities, and automatically pull that information directly into the Resource Center. Diligent Boards will always sync with Diligent Entities, keeping that information up to date. [Learn more about Diligent Entities here](#).

81 OneClick for Admins — User management

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Diligent Boards Admin Client provides a robust set of user management tools for changing passwords, managing roles, and more.

Note: *Access to many of the settings below can be enabled or disabled based on your internal policies, or the set responsibilities of each administrator user. Contact your Customer Success Manager for more information.*

1 On the Admin home page, select the group the user belongs to from the **Board and Committee Menu**.

2 Select **Edit Contacts**.

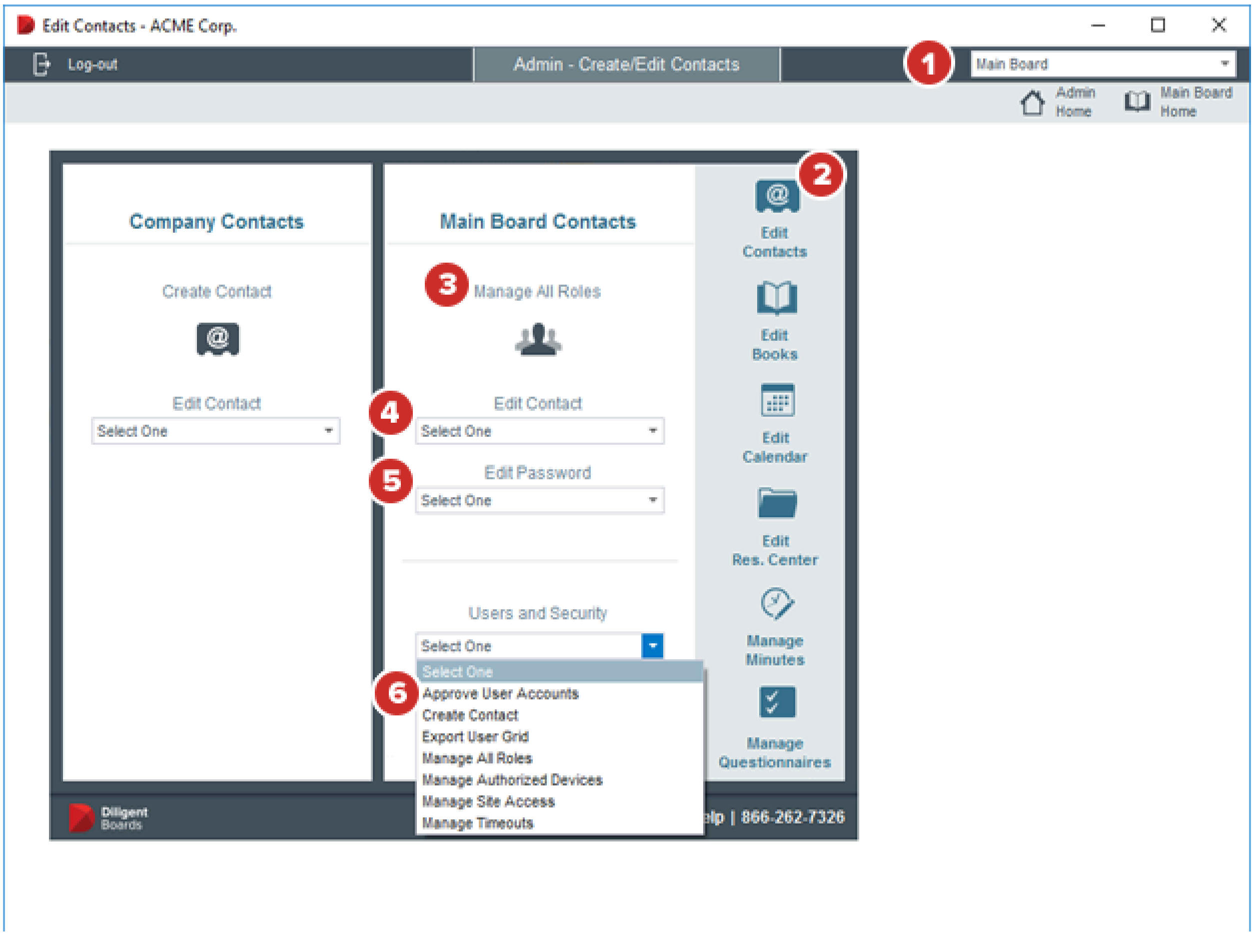
3 To manage the board and committee membership settings of each user, select Manage All Roles.

4 Selecting a user from the **Edit Contact** section will let you edit their contact information, upload a signature to their account, or update their security question answers.

5 Selecting a user from the **Edit Password** section will allow you to help with password resets.

6 The **Users and Security** menu provides a variety of tools for the following tasks:

- Approving newly created user accounts
- Exporting a list or grid of all users
- Managing the board and committee memberships of each user
- Manage authorized devices, if Device Authorization is enabled for your site
- Grant site access to Diligent Support
- Manage timeout settings, so they can be relaxed on meeting days



Did you know? Diligent Boards users can sign into other Diligent applications, like the secure, leadership-only texting tool Diligent Messenger, using their Diligent Boards user name and password. Learn more here.

82 OneClick for Admins — Approving new users

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

To help ensure a highly secure board book environment, administrators must approve all new users before they can access Diligent Boards.

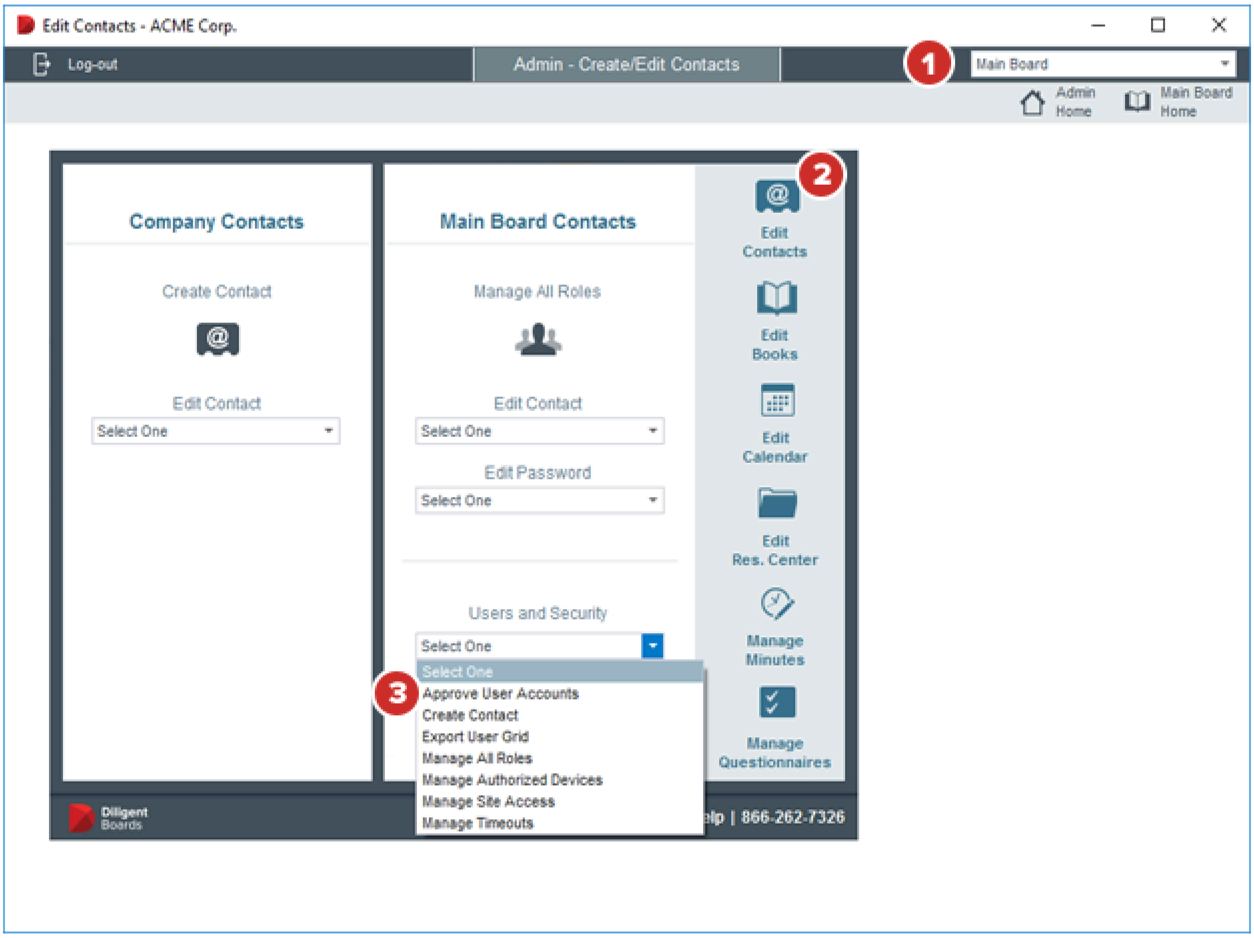
Note: *When your Customer Success Manager creates a new user account, you will receive an email requesting that the user be approved.*

Note: If there are any new users awaiting approval, you will be notified every time you sign in to the Diligent Boards Admin Client. If you select “Approve User Accounts” in this window, skip to step 4.

1 On the Admin home page, select the group the user belongs to from the **Board and Committee Menu**.

2 Select **Edit Contacts**.

3 From the **Users and Security** menu, select **Approve User Accounts**.



4 If you don't see newly created users, select **Refresh** to see if they appear.

5 Using the checkboxes, select all of the users you would like to approve.

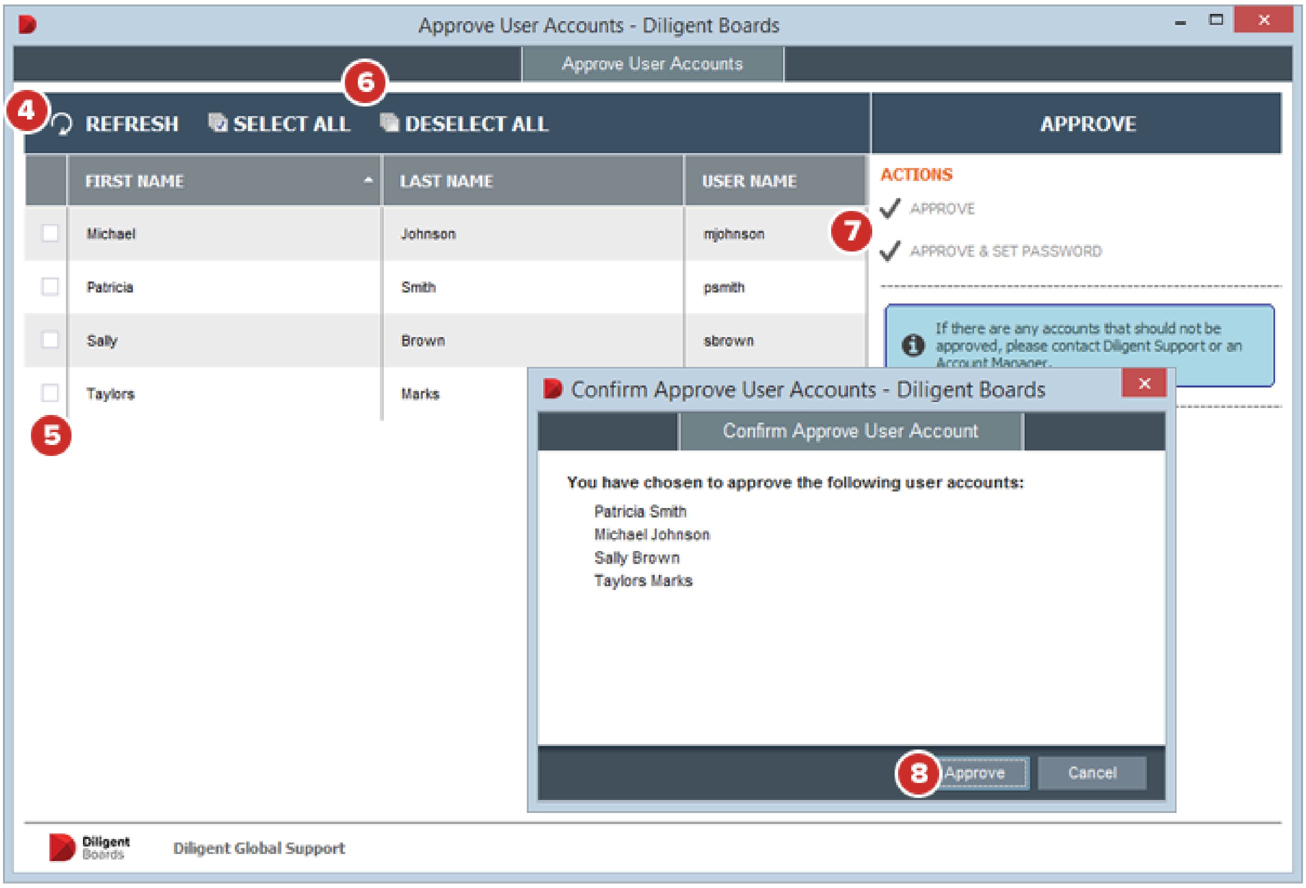
Note: If you see any users that should not be approved, contact your Customer Success Manager.

6 You can also **Select All** or **Deselect All** users at once.

7 When you've selected the users to approve, select **Approve**.

Note: You can also select "Approve & Set Password" if you are only approving one user (who is sitting on a single board) and would like to change their password immediately.

8 In the window that appears, select **Approve**. The new users will now be able to access Diligent Boards. You will receive an email confirming that the users are now approved.



Note: If the person who will be approving new users shouldn't have any access to board materials, contact your Customer Success Manager and ask about setting up a new contact admin.

Did you know? Manually approving all new users is one way Diligent helps you ensure security best practices at your organization. Learn more about other ways Diligent can help secure your data.

83 OneClick for Admins — Managing user roles

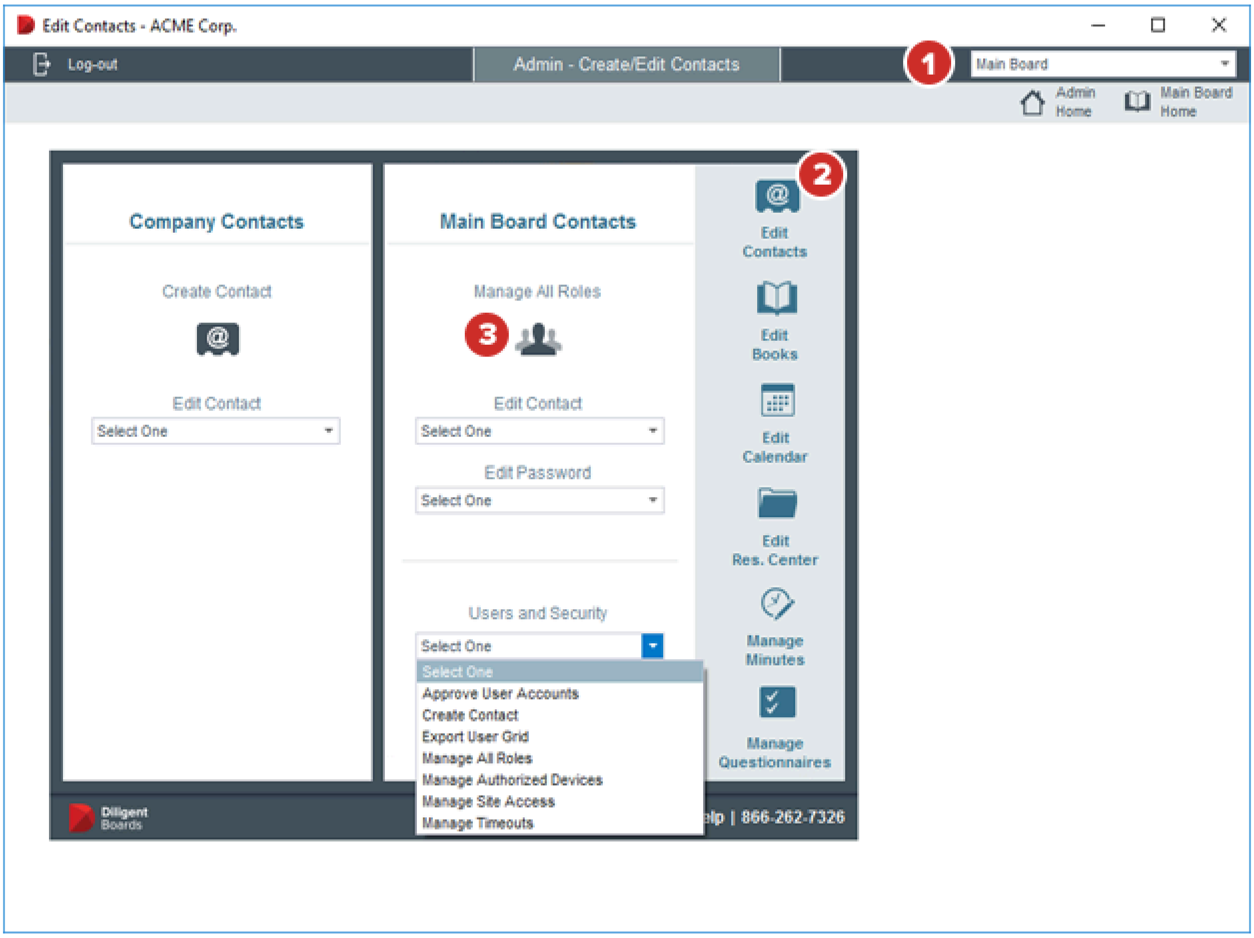
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

As an administrator, you can control to which boards and committees most users belong.

1 On the Admin home page, select the group the user belongs to from the **Board and Committee Menu**.

2 Select **Edit Contacts**.

3 Select **Manage All Roles**.



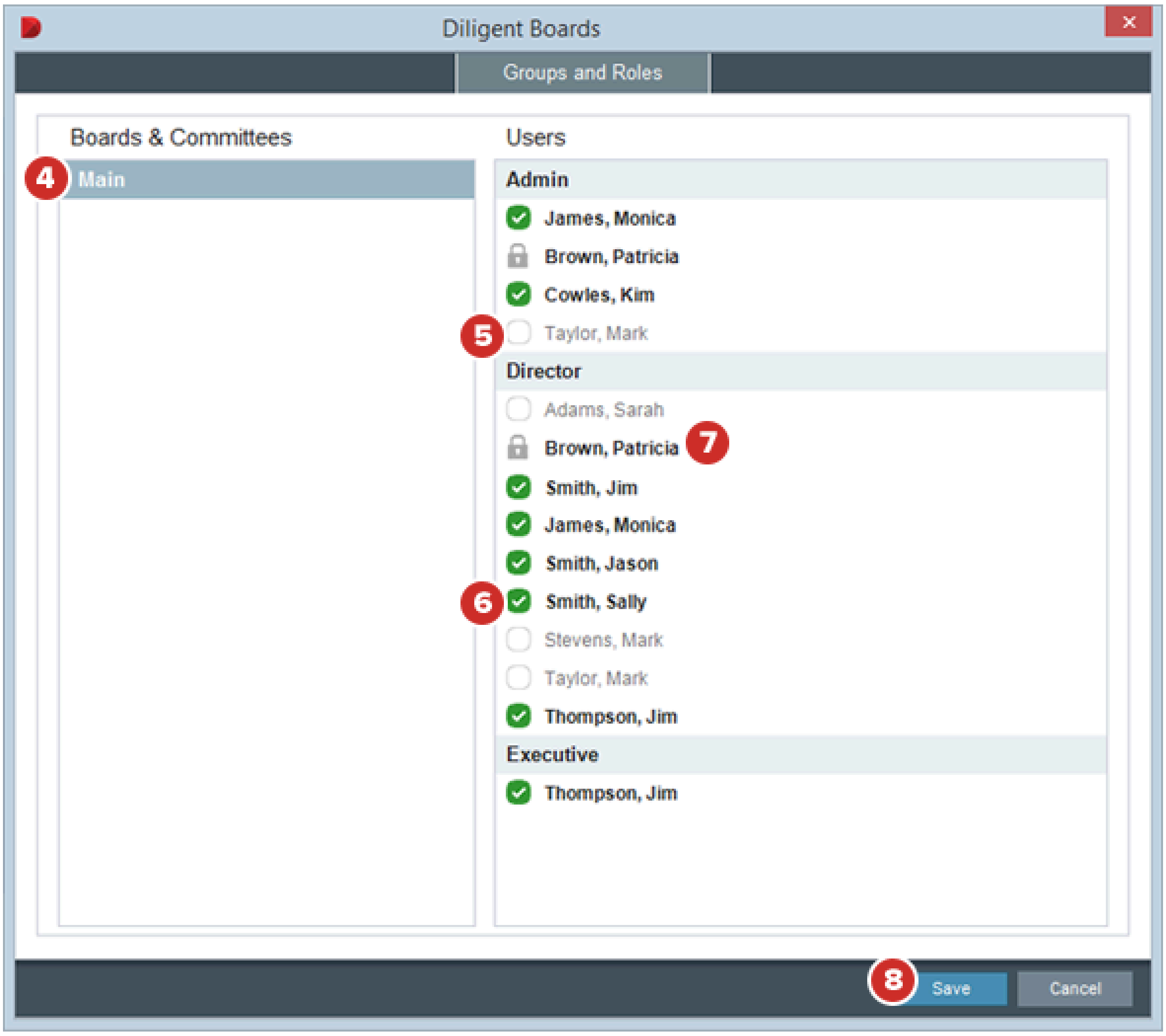
4 Select the board or committee you will be changing.

5 To add a user to this board or committee, select the **Empty Gray** icon by their name. It will turn into a green **Check** icon.

6 To remove a user from this board or committee, select the green **Check** icon by their name. It will turn into an empty gray icon.

7 If a user has a gray **Lock** icon next to their name, you cannot manage that user's permissions. Contact your Customer Success Manager for assistance.

8 Select **Save**.



Note: If a user only has access to boards or committees that the admin does not control, the admin will not be able to manage that user. Admins also cannot create new users that have access to books, and cannot delete current users entirely. Contact your Customer Success Manager for assistance with any of these tasks.

Did you know? Adding or removing users from groups in Diligent Boards will change their group memberships in Diligent Messenger as well, allowing you to manage access to secure board materials and secure board communications with a single action. Learn more about Diligent Messenger here.

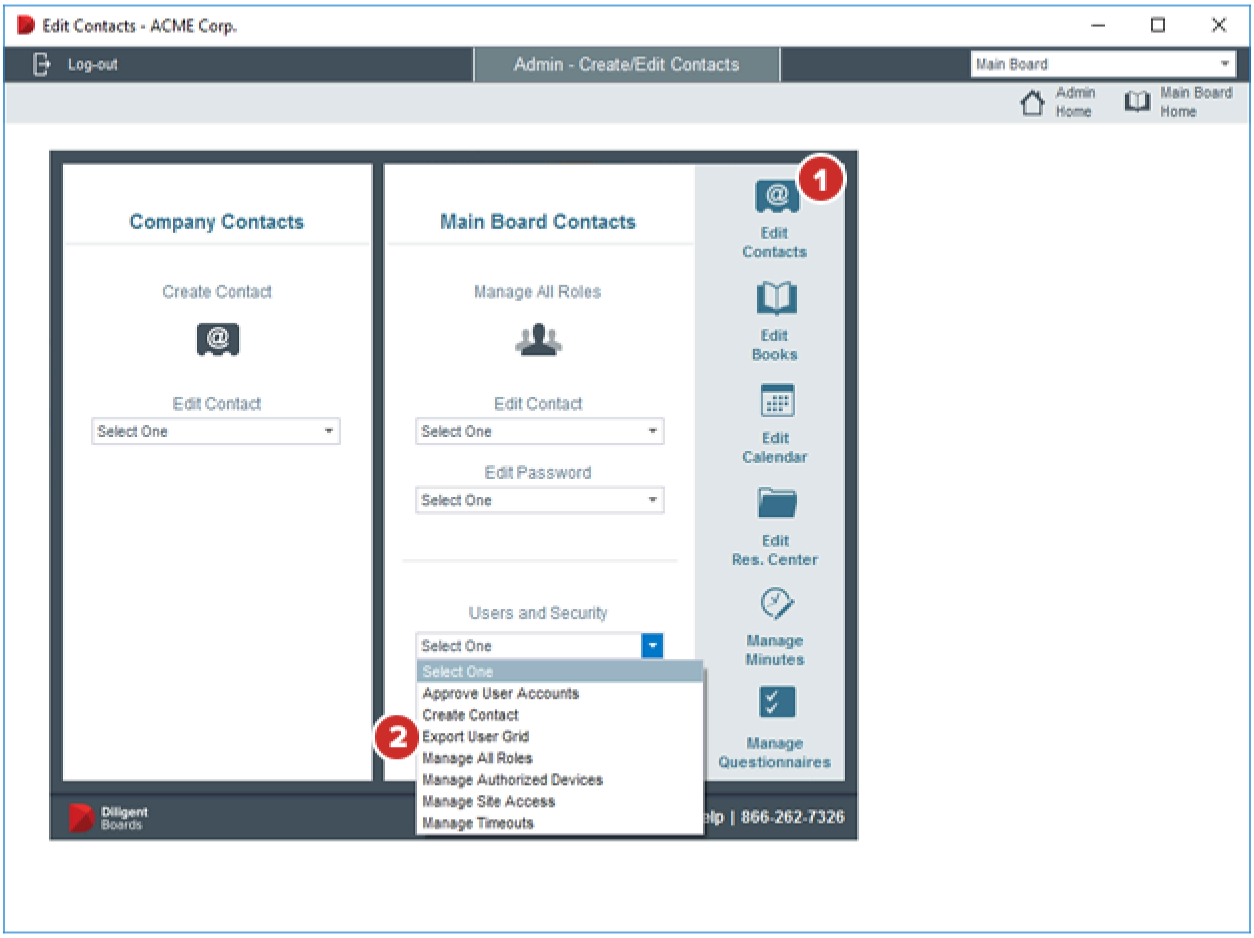
84 OneClick for Admins — Exporting a list of users

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Exporting a user grid creates a spreadsheet that lists the users on your site, as well as any group, committee and permission information associated with those users.

1 On the Admin home page, select **Edit Contacts**.

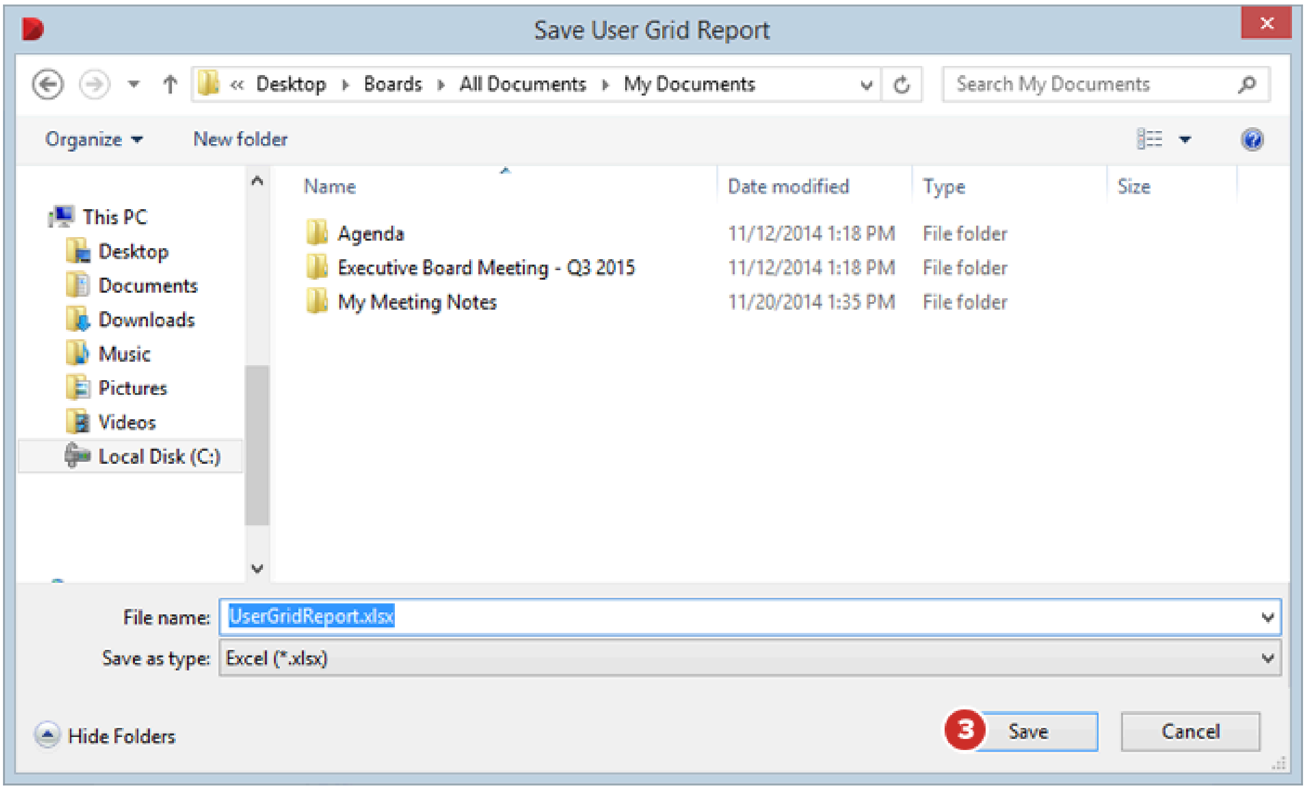
2 From the **Users and Security** menu, select **Export User Grid**.



3 Choose a name for your spreadsheet, as well as where you would like to save it. Select **Save**.

The spreadsheet will contain the following information:

- The user’s full name, first name and last name
- The username of the account
- The user’s role or roles (administrator, director, etc.)
- The user's email address on file
- The meeting groups the user has access to, and their roles within each group
- If the user has offline access via Diligent Boards for iPad/Windows and/or Diligent Boards OneClick
- If the account has been approved for use by an administrator



Note: Account approval status will only appear in the spreadsheet if you have permission to approve accounts.

This spreadsheet can be viewed and edited in Microsoft Excel.

Did you know? Exported user information is often proprietary and confidential. Consider storing these lists with a secure storage solution like Diligent Secure File Sharing. Learn more.

85 OneClick for Admins — Granting temporary site access

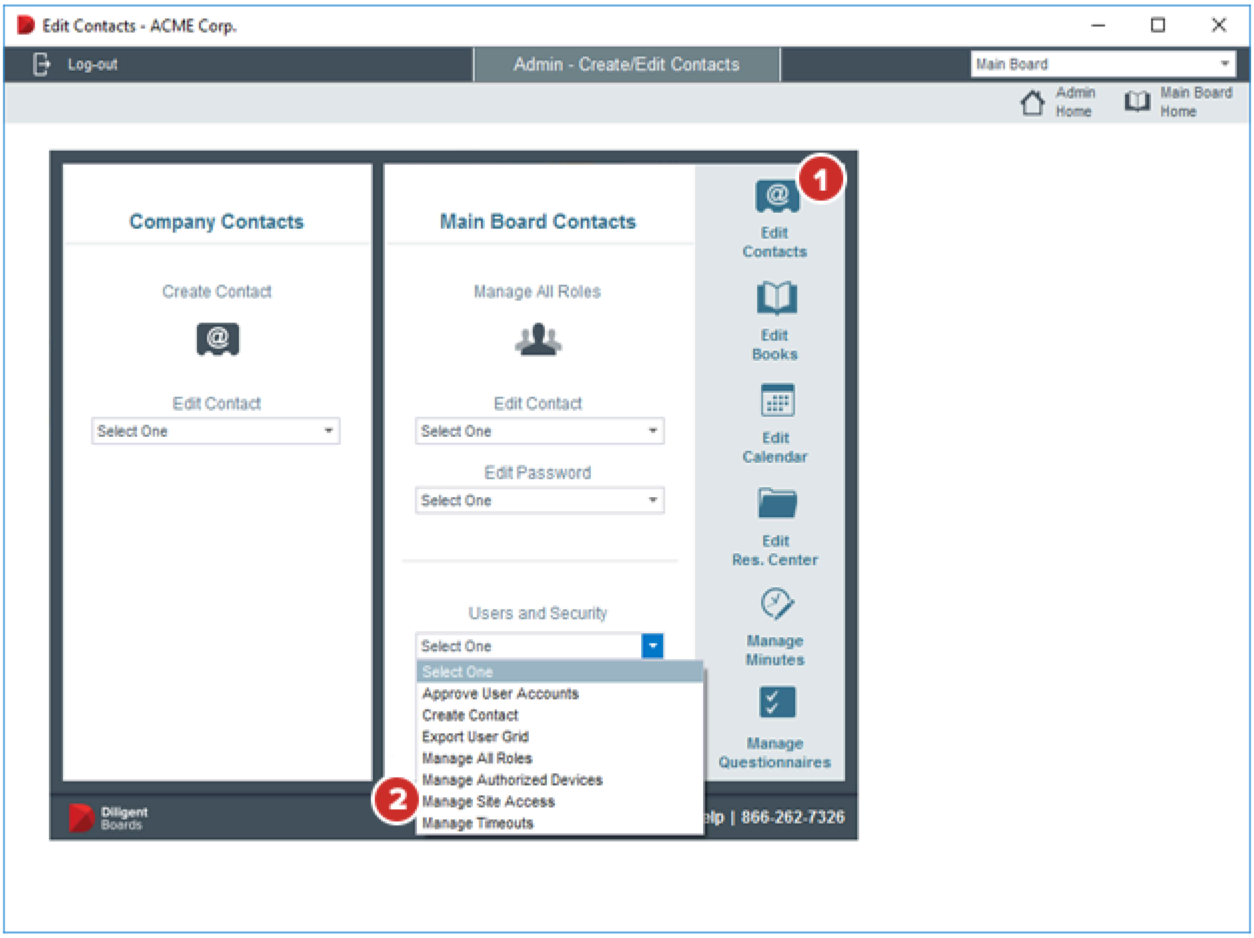
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

To help ensure a highly secure board book environment, administrators must approve temporary access for Diligent staff before they can access a site for support or account implementation.

Note: *Temporary access can also be granted to new users that have not yet been approved for standard access.*

1 When Diligent requests access to your site, you will receive an email containing all of the details. On the Admin home page, select **Edit Contacts**.

2 From the **Users and Security** menu, select **Manage Site Access**.



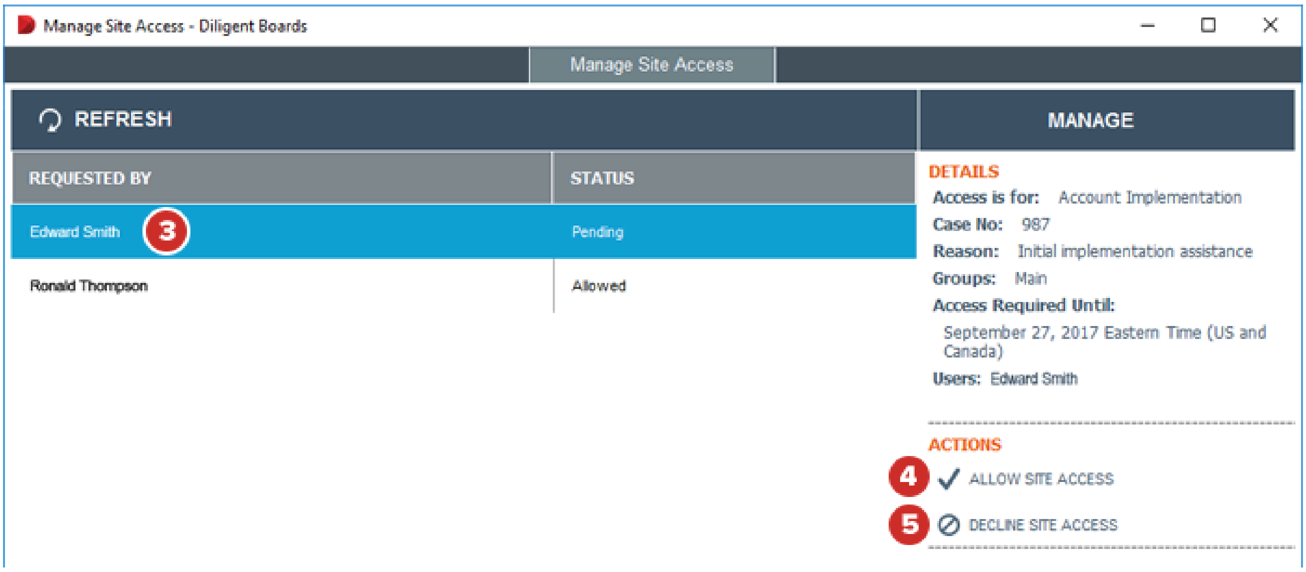
3 A list of pending and active temporary site access requests will appear. Selecting any one of these will reveal more information about the request, including:

> If the request is for Support or Account Implementation purposes
> The case number associated with the request
> The reason for the request, as provided by Diligent staff
> The committees and groups that access will be provided for
> The date and time when access will end
> The names of the users who will be granted access

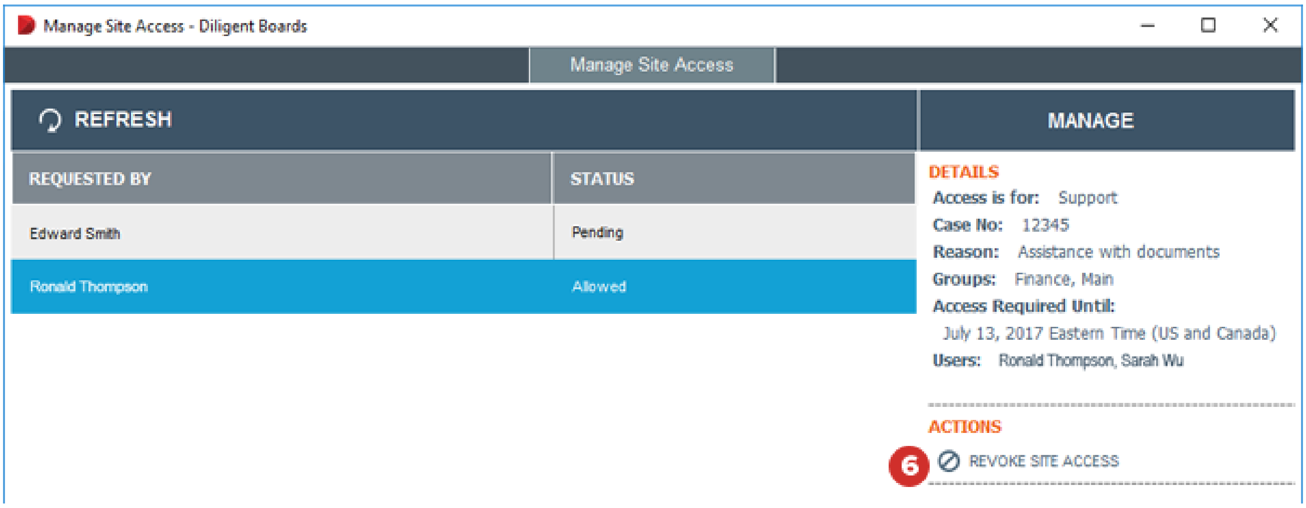
Note: Diligent can request access for multiple users in one request. Further request details, including exactly what permissions will be granted to users, are available in the email you received when the request was created.

4 To approve this access request, select **Allow Site Access**. As soon as you do, the listed users will have access to your site until the specified end date.

5 Select **Deny Site Access** to deny the request.



6 You can also revoke active requests at any time by selecting one and selecting **Revoke Site Access**.



Note: Temporary users will not appear on user lists that you export.

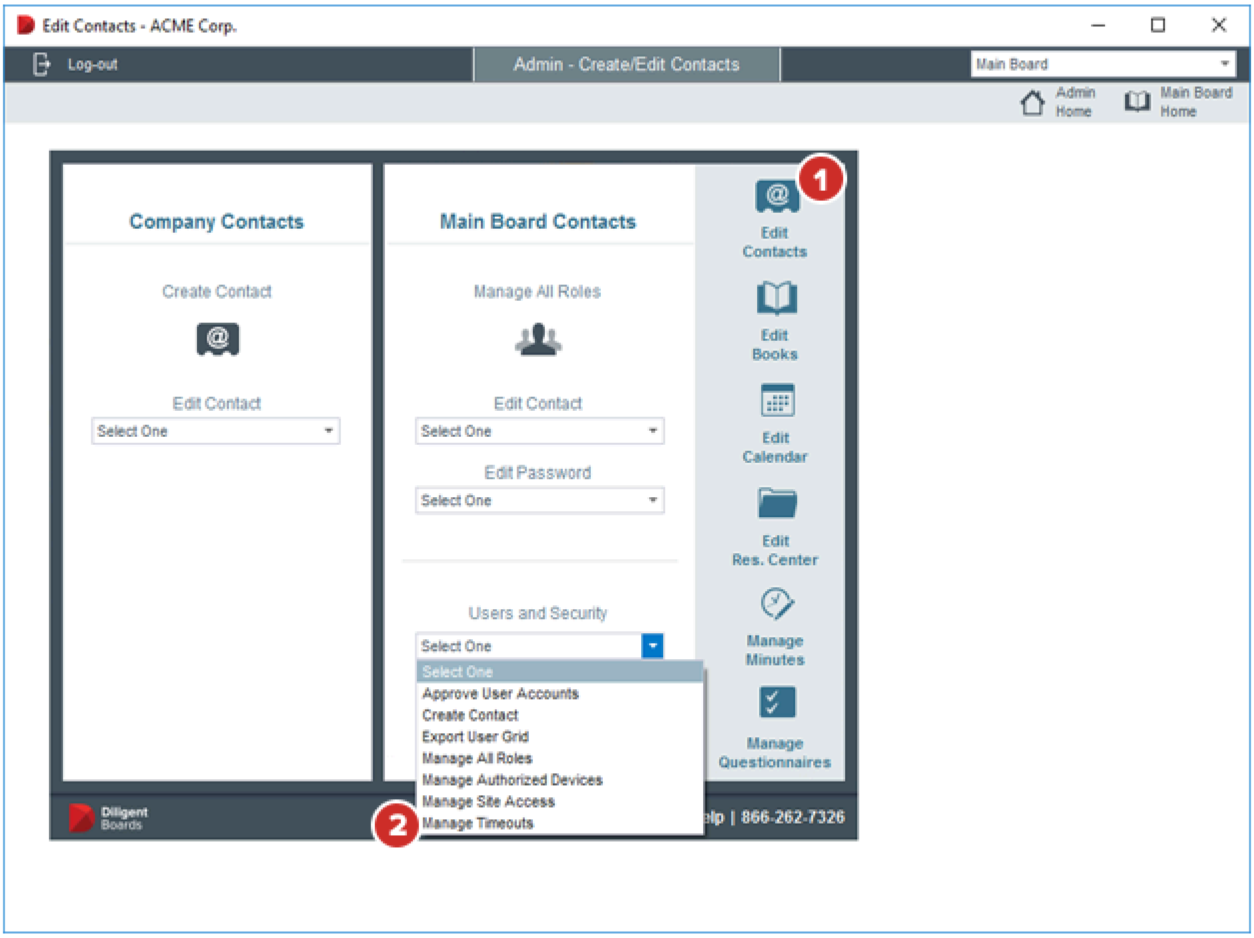
86 OneClick for Admins — Timeout management

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Administrators can enable more relaxed, temporary timeout settings for events like board meetings, so that board members are not interrupted to re-enter their password.

1 On the Admin home page, select **Edit Contacts**.

2 From the **Users and Security** menu, select **Manage Timeouts**.

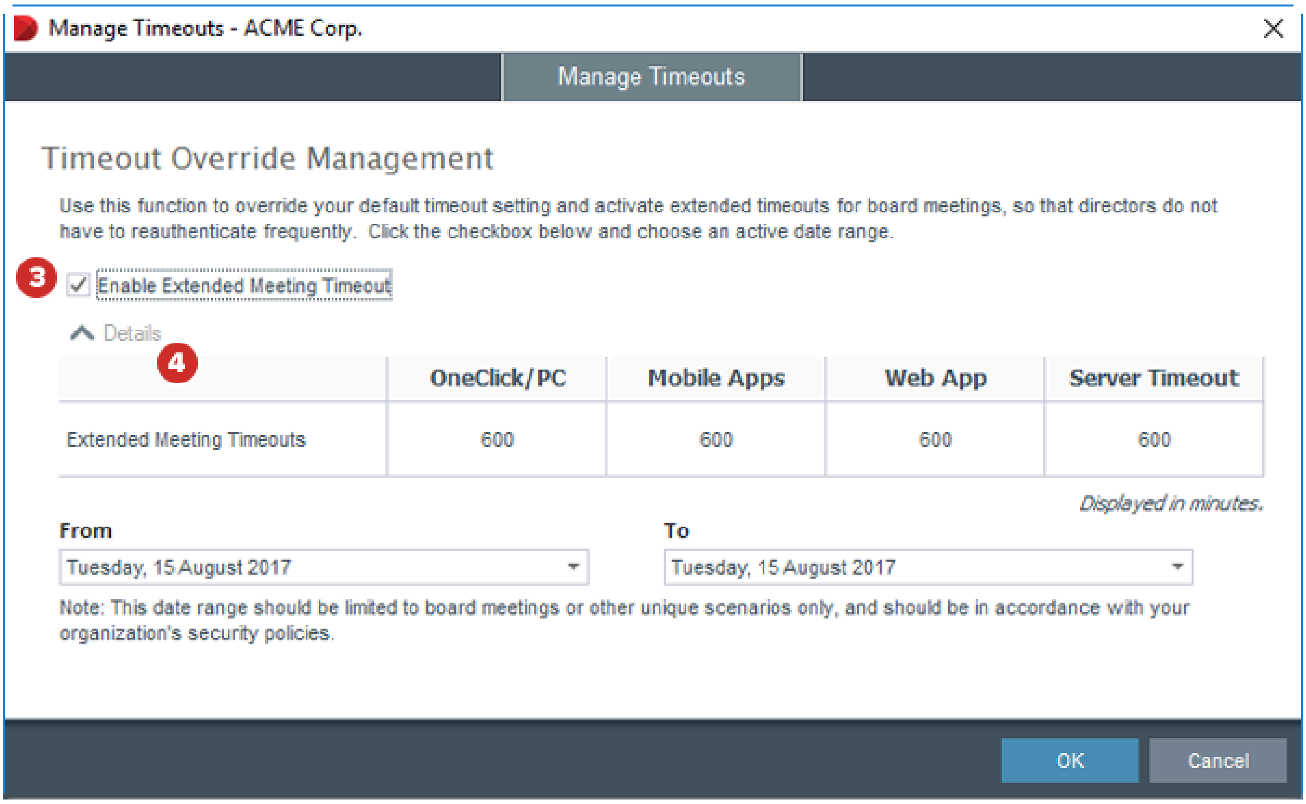


Note: If "Manage Timeouts" does not appear in this menu, it may not be enabled for your site or your account.

Contact your Customer Success Manager for more information.

3 The Manage Timeouts menu will appear. Select the **Enable Extended Meeting Timeout** checkbox to activate the date range selection fields.

4 To open or close a view of your site's extended timeout settings, select **Details**.



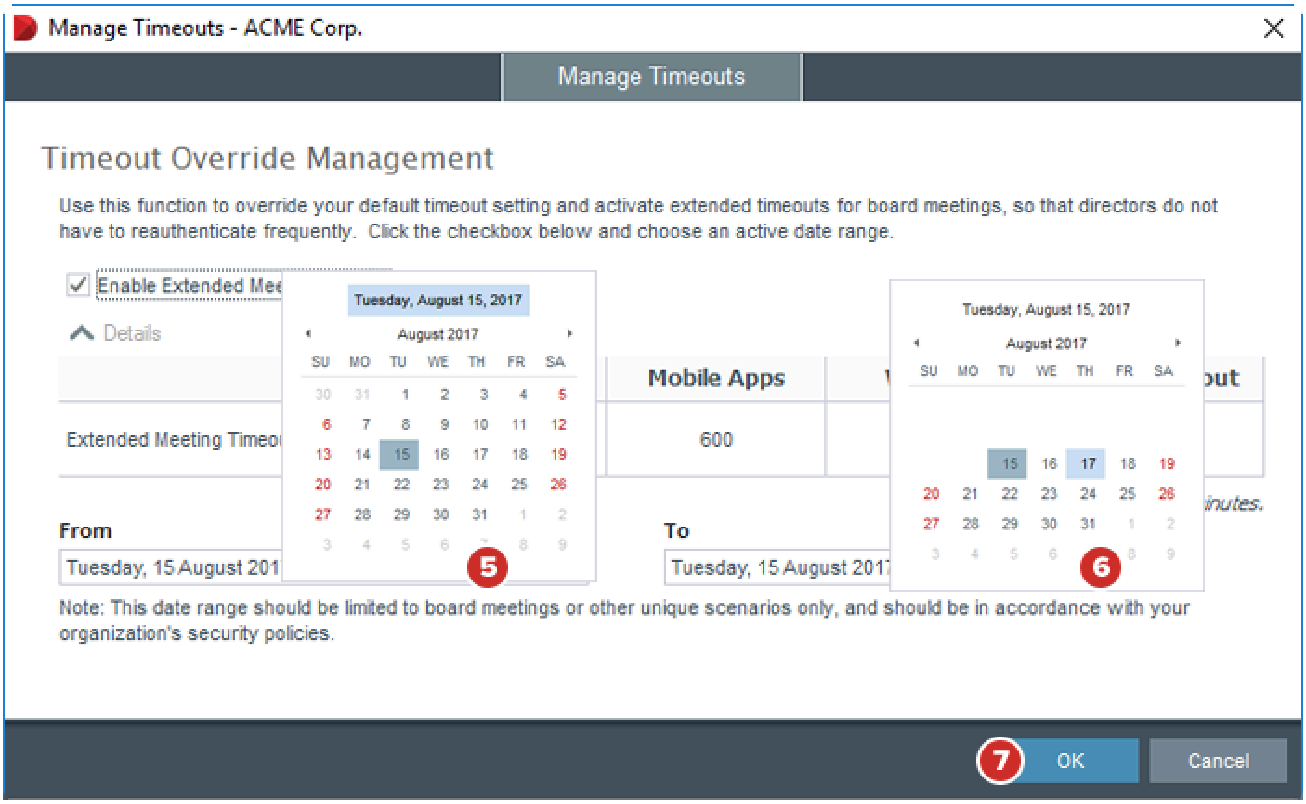
Note: Extended timeout duration settings cannot be changed from the Admin Client. To update your site's extended timeout settings, contact your Customer Success Manager.

5 With the Enable Extended Meeting Timeout box checked, select the **From** field to select or enter a start date for extended timeouts.

6 Next, select the **To** field to select or enter the end date for extended timeouts.

Note: Extended timeouts begin at 12:00 AM on the selected "From" date, and end at 11:59 PM on the selected "To" date. Dates and times are determined by your site's default time zone setting. Contact your Customer Success Manager for more information.

7 Select **OK** to confirm your extended timeout settings and apply extended timeouts.



Note: To disable extended timeouts and revert to your site's default timeout settings, uncheck the "Enable Extended Meeting Timeout" checkbox. Extended timeouts will not be applied if this box is unchecked, regardless of the date range that appears.

87 OneClick for Admins — Editing contact information

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The Contacts List contains information about board members, as well as Company Contacts that may not be on the board but are still affiliated with the organization.

Video — How to Create and Edit Contacts + Add Signatures and Photos

Youtube

Step-By-Step Instructions

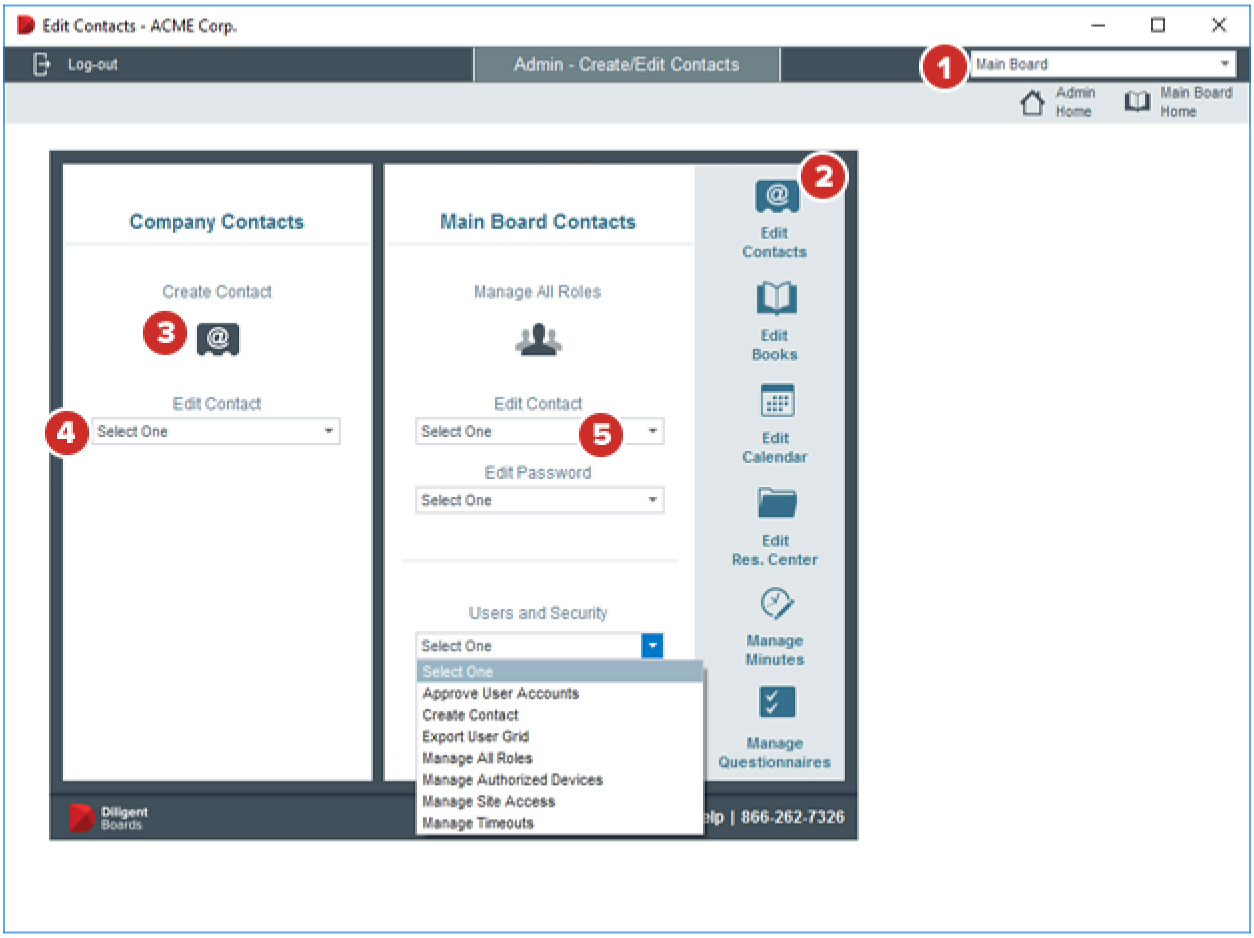
1 On the Admin home page, select the group the Contact List belongs to from the **Board and Committee Menu**.

2 On the Admin home page, select **Edit Contacts**.

3 To create a new Company Contact, select **Create Contact**. Company Contacts do not have access to board materials.

4 To edit an existing Company Contact, select them from the **Edit Contact** menu on the Company Contacts page.

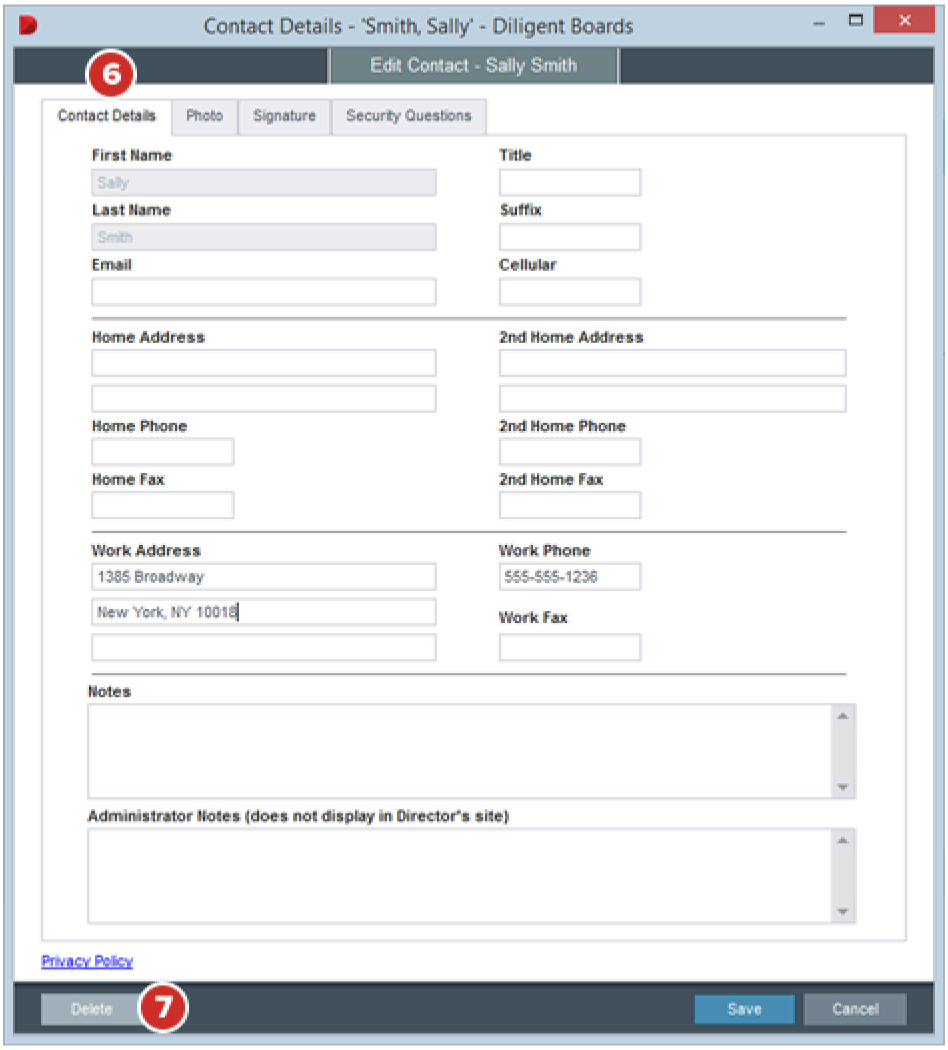
5 To edit a board member's personal information, select them from the **Edit Contact** menu on the Main Board Contacts page.



6 Whether you are creating or editing a contact, the **Contact Details** window will appear. On the Contact Details tab, fill out the person's contact information. Only the First Name and Last Name fields are mandatory.

Note: Some contact information, including first name and last name, may not be editable. Contact your Customer Success Manager to change this grayed out information.

7 You may delete certain Company Contacts by selecting the **Delete** button. This button will only appear if the contact can be deleted.

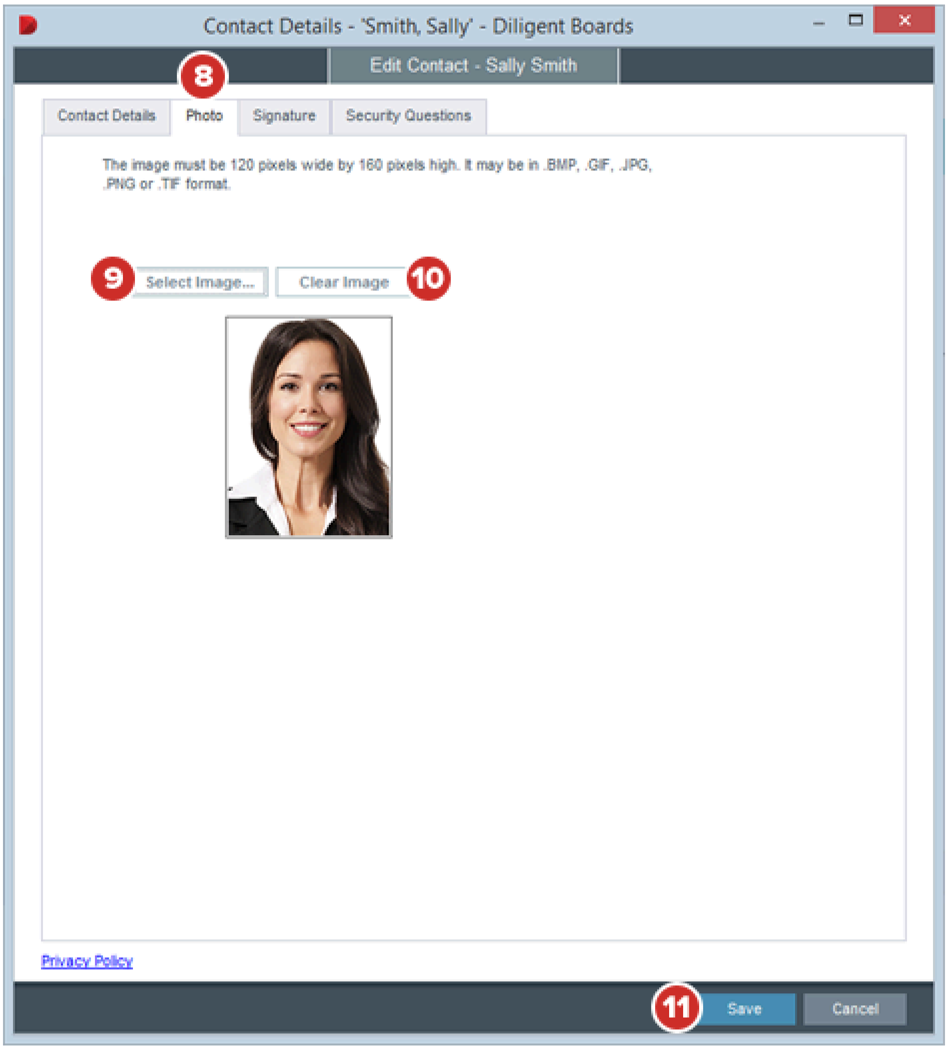


8 To add an optional photo of the contact, select the **Photo** tab.

9 Select **Select Image**. Browse your computer for the photo you wish to use. This photo must be 120 pixels wide and 160 pixels high, and must be in JPG, GIF, BMP, PNG or TIF format. Contact your Customer Success Manager for assistance in formatting Contact List photos.

10 To delete a photo, select **Clear Image**.

11 Select **Save**.


Contact Details - 'Smith, Sally' - Diligent Boards
Edit Contact - Sally Smith
8
Contact Details
Photo
Signature
Security Questions
The image must be 120 pixels wide by 160 pixels high. It may be in .BMP, .GIF, .JPG, .PNG or .TIF format.
9
Select Image...
Clear Image
10
Privacy Policy
11
Save
Cancel

88 OneClick for Admins — Editing board member signatures

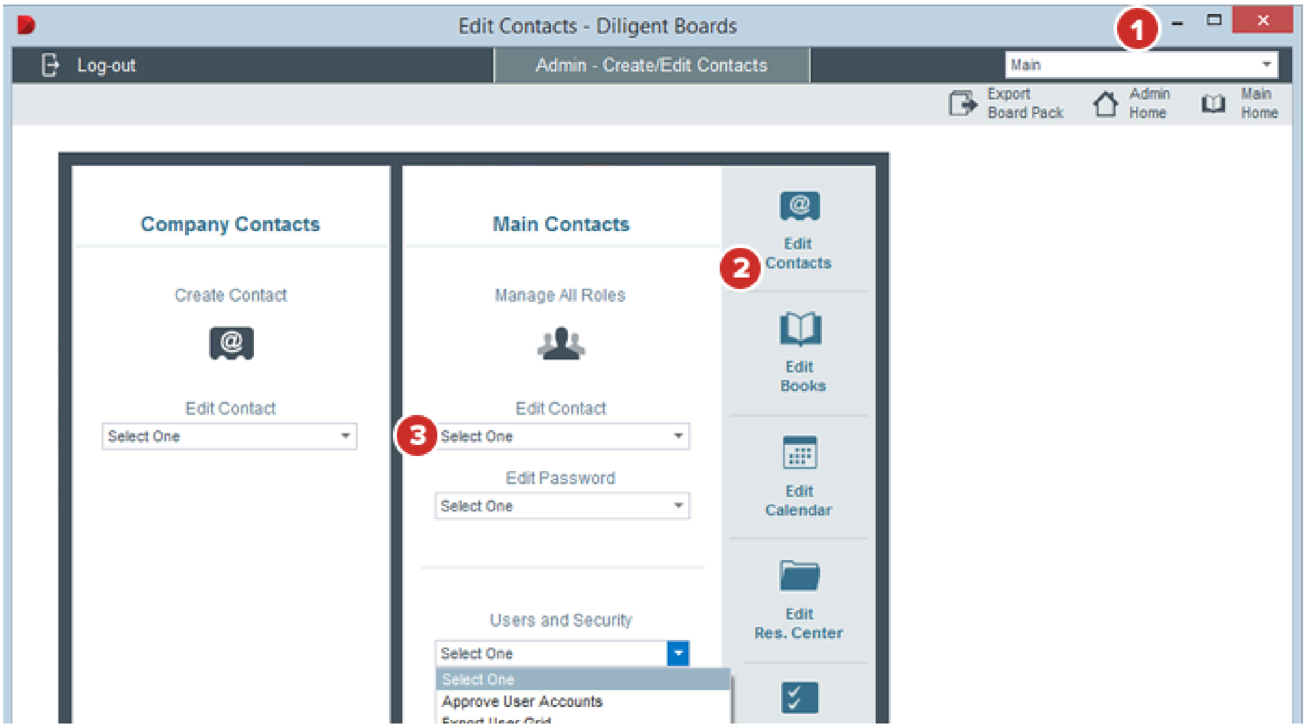
As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

Board members must have a digital signature associated with their account in order to participate in voting on documents.

1 On the Admin home page, select the group the board member belongs to from the **Board and Committee Menu**.

2 Select **Edit Contacts**.

3 To upload or edit a board member's digital signature, select them from the **Edit Contact** menu on the Main Contacts page.

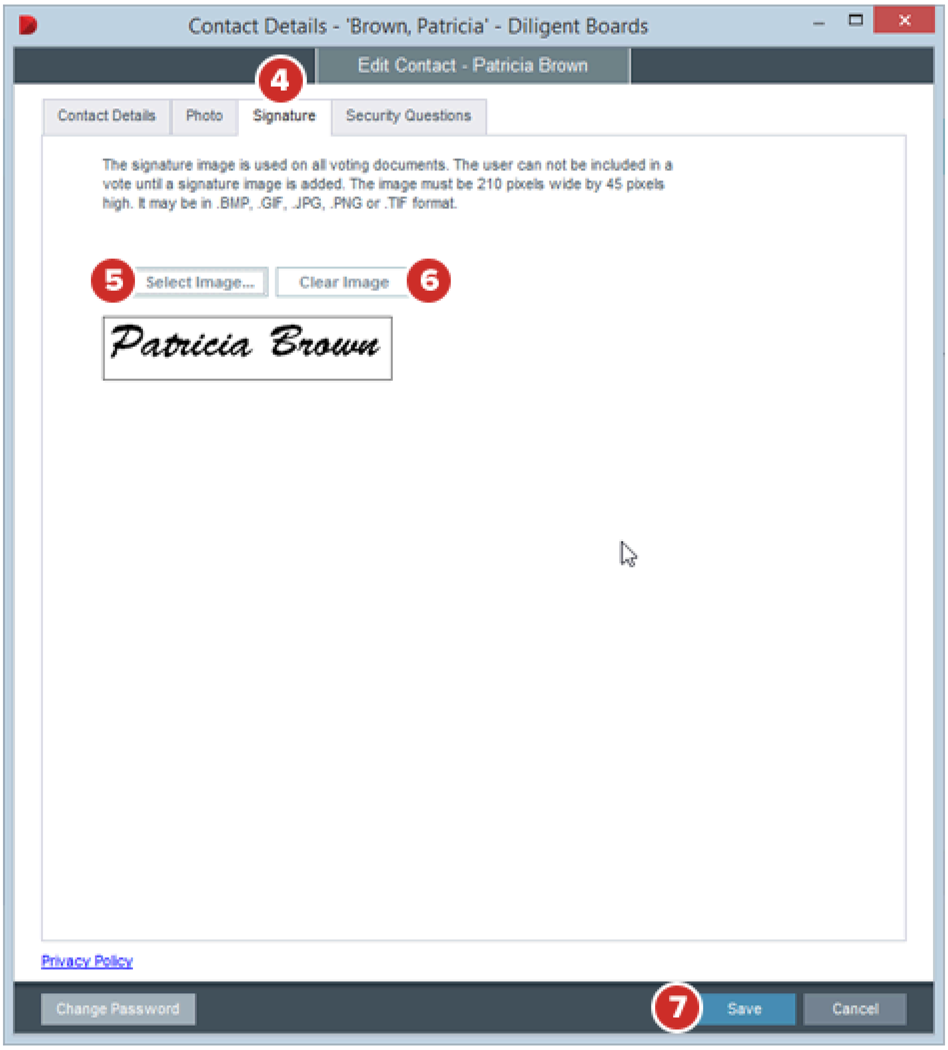


4 The Contact Details window will appear. Select the **Signature** tab.

5 Choose **Select Image**. Browse your computer for the signature image you wish to use. This photo must be 210 pixels wide and 45 pixels high, and must be in JPG, GIF, BMP, PNG or TIF format. Contact your Customer Success Manager for assistance in formatting the signature file.

6 To delete a signature, select **Clear Image**.

7 Select **Save**.



Note: Board members can also create their own signatures using handwriting tools built into Diligent Boards for iPad and Diligent Boards for Windows.

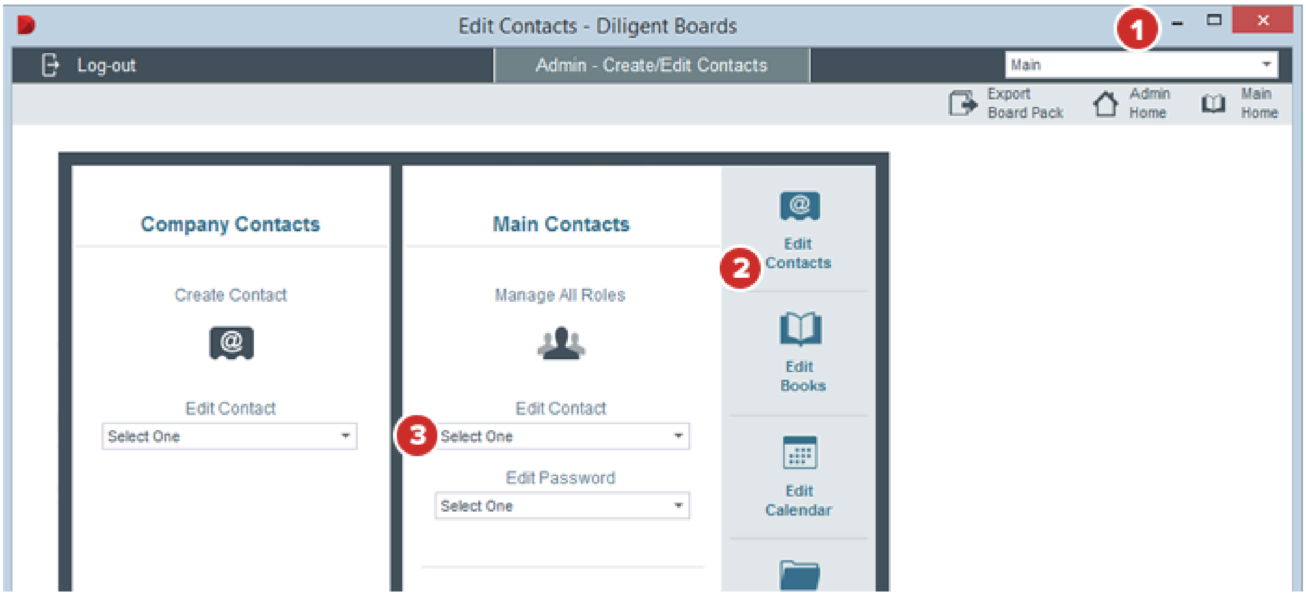
89 OneClick for Admins — Editing board member passwords and security questions

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

1 On the Admin home page, select the group the board member belongs to from the **Board and Committee Menu**.

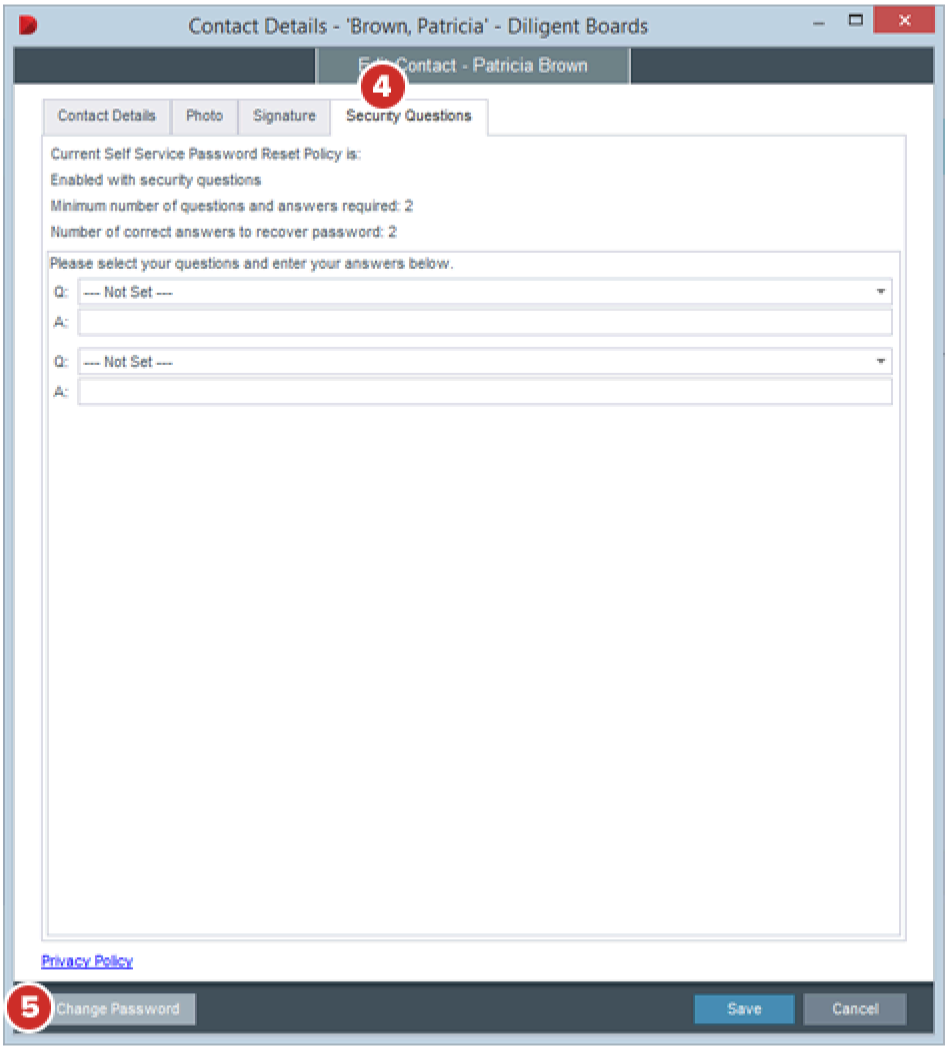
2 Select **Edit Contacts**.

3 To edit a board member's personal security information, select them from the **Edit Contact** menu on the Main Board Contacts page.



4 Select the **Security Questions** tab in the window that appears. Select the security questions the board member would like to answer, and type the answers into the associated fields.

5 To change the board member's password, select **Change Password**.



Note: The password can also be changed by selecting “Edit Contacts” on the Admin home page and selecting the board member’s name from the “Edit Password” menu.

Note: If a user is on multiple boards, you will not be able to change their password. Contact your Customer Success Manager for assistance administering this user.

6 The Change Password window will appear. Type in your own password to confirm your identity as an administrator.

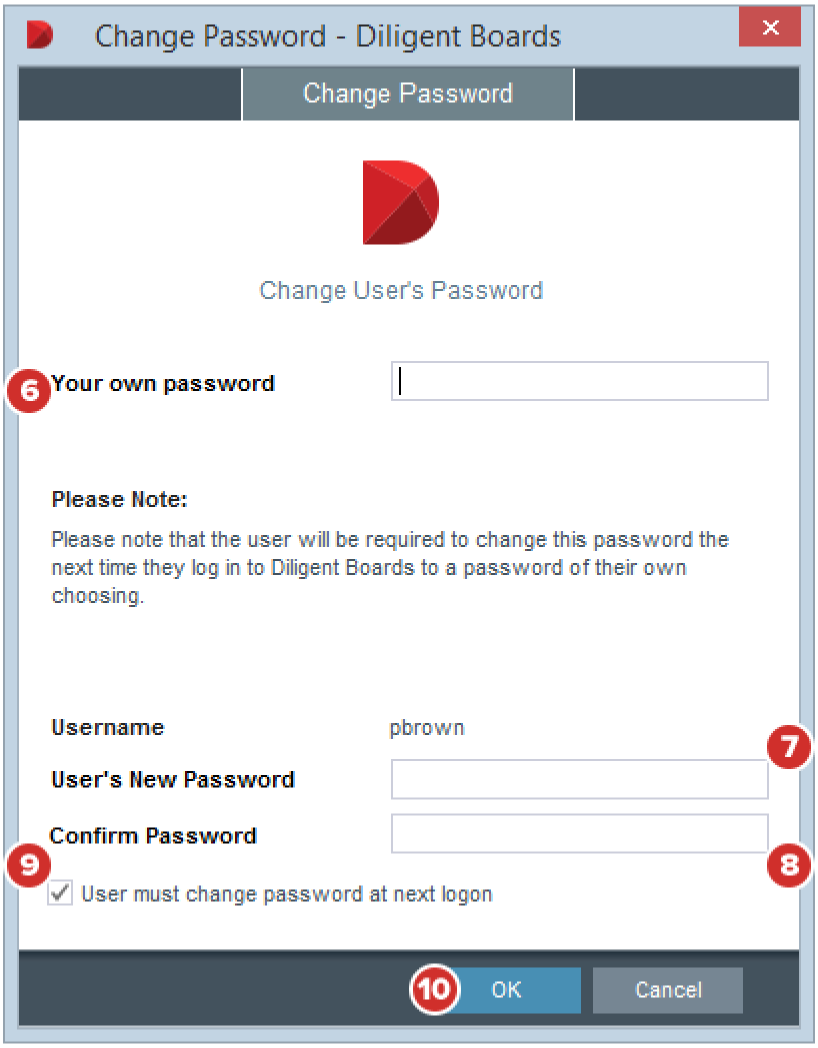
7 Type in a new password for the board member. This password must meet the security requirements that were chosen when your site was initially configured.

Note: If your site didn't customize its password policy, it may be using the Diligent Boards default settings. Under these settings, passwords must be at least eight characters long, must not include the username, and must not be one of the last 10 passwords used previously. It must also include three of the following: an upper-case letter, a lower-case letter, a number and special characters (!@#$...).

8 Type in the new password a second time.

9 Check **User must change password at next logon** if you are creating a temporary password.

10 Select **OK**.



Did you know? Changing a user's Diligent Boards password will also change their password in Diligent

Messenger, the secure communications tool that gives you full control over message discoverability and who directors can communicate with. Learn more.

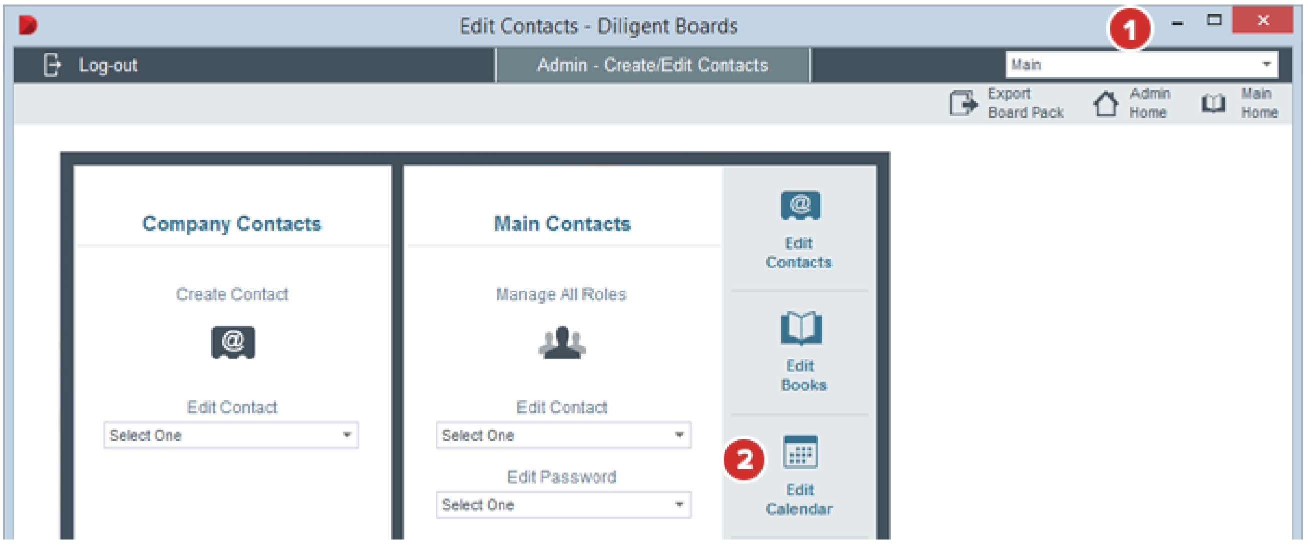
90 OneClick for Admins — Editing the calendar

As we continue to enhance our authentication options, we encourage the use of our web experience which will feature the most up to date product innovations and best practice workflows.

The calendar keeps track of all of your board's meetings and events.

1 On the Admin home page, select the group the calendar belongs to from the **Board and Committee Menu**.

2 Select **Edit Calendar**.



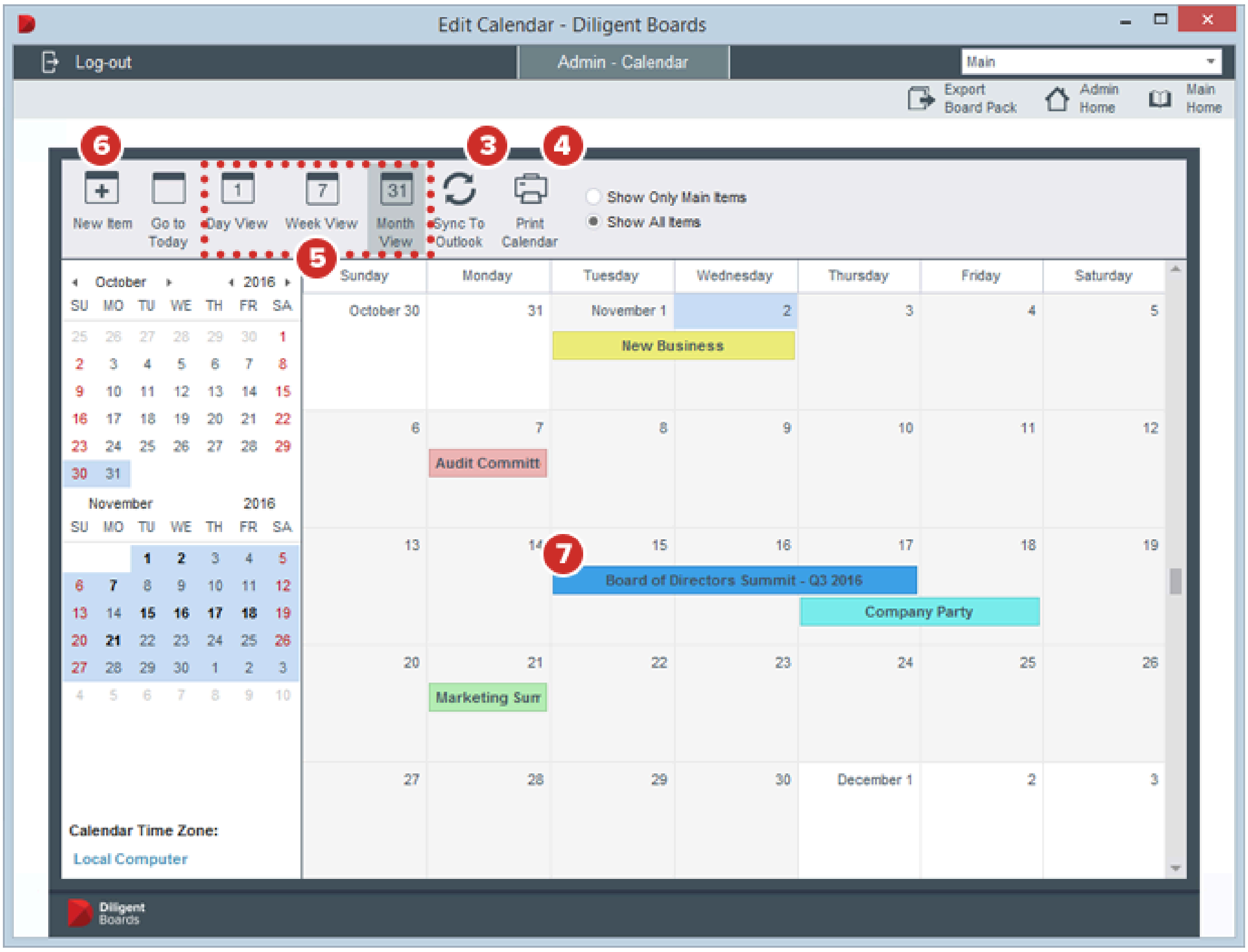
3 Select **Sync To Outlook** to make all events up-to-date in your Outlook calendar.

4 Select **Print Calendar** to make paper copies of the event list.

5 Select **Day, Week** or **Month View** to change the calendar view.

6 To create a new event or meeting, select **New Item**.

7 To edit an existing event or meeting, double-click its calendar entry.



***Note:** You can also change the date of an event by dragging and dropping it to a new day on the mini-calendar, to the left of the main calendar view.*

8 Creating or editing entries opens the Calendar Item window. Select whether the item is a Meeting with a start and end time, or an **Event** that lasts all day.

9 Enter the name, location, dates, times and time zone of the item, if applicable.

10 Select **Admin Only** if the item is one that only administrators need to see.

11 Select a color to change how the entry is highlighted on the calendar.

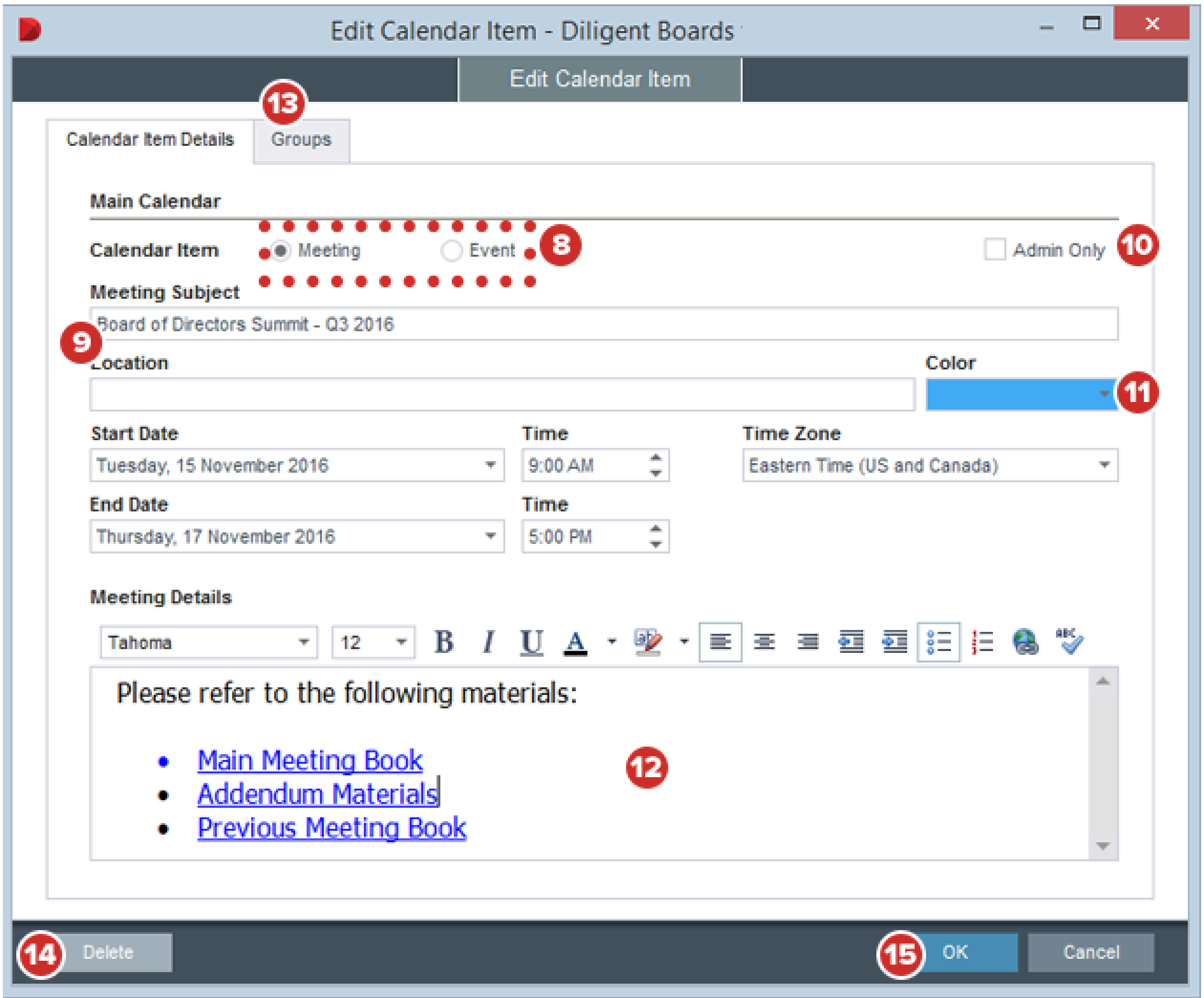
12 Paste video conferencing details, including URLs to video conferences run by a third party, into the **Meeting Details** section. Any video conferencing URLs you add to this section will appear as links to your directors, allowing them easy access to the conference.

Note: You can add QuickLinks to a meeting description. If Current or Archived Books are linked, they will appear in the Associated Books section of the calendar entry in the Diligent Boards for Windows. From there, they can be viewed and managed.

13 Select the **Groups** tab to change which groups can view the calendar entry.

14 To remove the calendar entry you are editing, select **Delete**.

15 Select **OK** to save the entry to the calendar.



16 To make a copy of a calendar item, including all of its properties, right-click the item on the calendar, then select **Copy**. You can edit properties in the window that opens by following the directions above.