# Diligent Boardbooks™
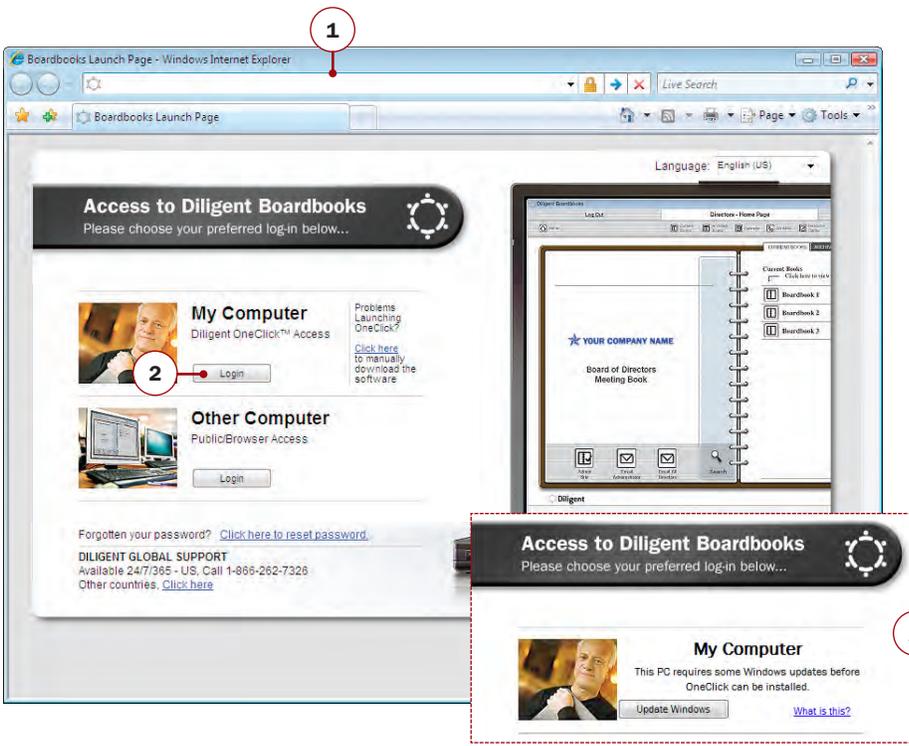
## Login
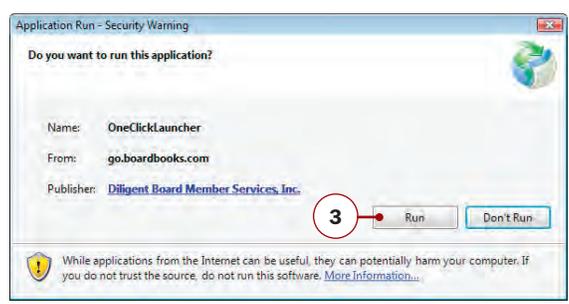
1. In Internet Explorer, type this URL in your web address field:

2. Click **"Login"** under "My Computer".

   If you are using Windows XP, the "Login" button may instead be labeled, "Update Windows" (see **Figure A**). If this happens to you, skip ahead to "Update Windows Components" on Page 4.

3. If an Application Install window appears, click **"Run."**

   A Login window will appear *(depending on your Boardbooks settings, it may look a little different than the one pictured here).*
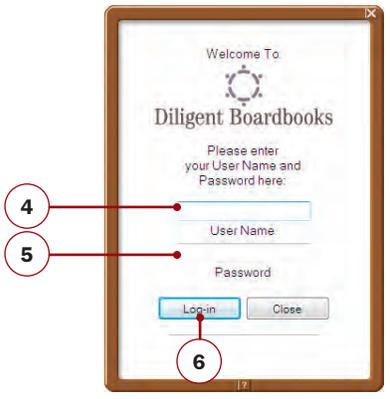
4. Enter your User Name

5. Enter your Password.

6. Click "**Log-in.**"

   At this point, you will either be taken directly to the Directors Home Page *(in which case you can skip ahead to the next page)* or be presented with the OneClick board selection window.
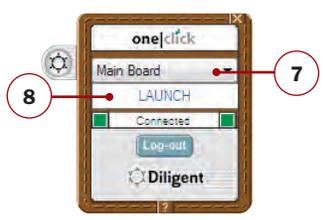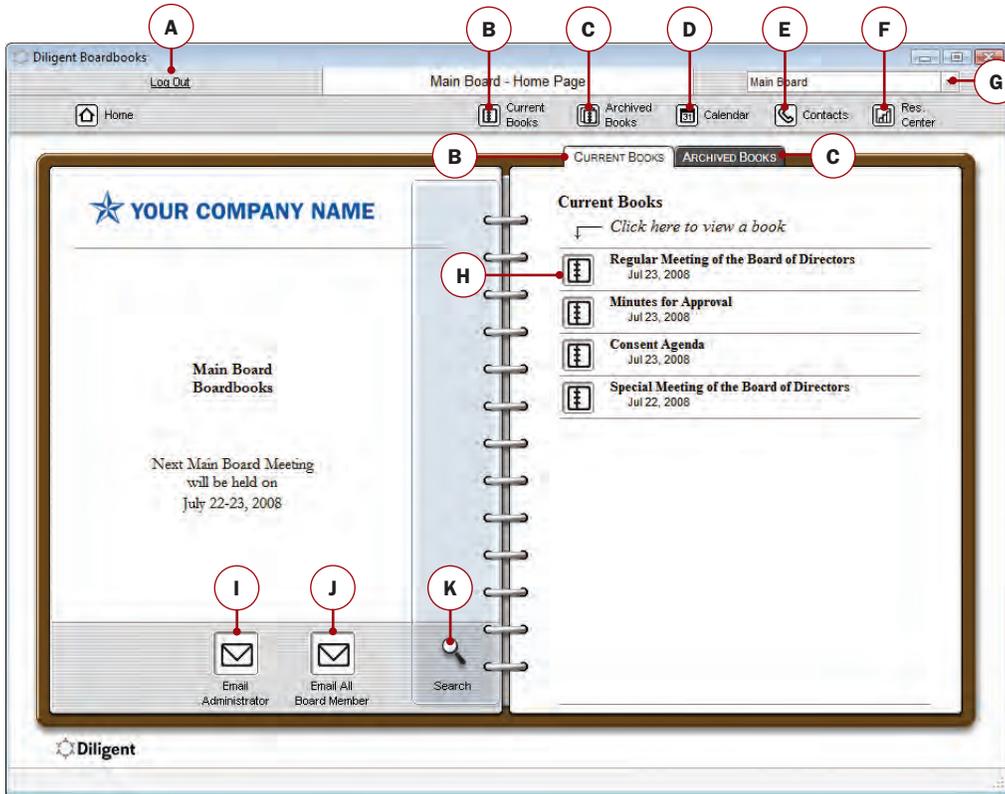
7. Select the Board you want to view from the drop-down menu.

8. Click **"Launch."**

   This launches the Boardbooks Home Page. Continue on to the next page for a tour of the Boardbooks interface.
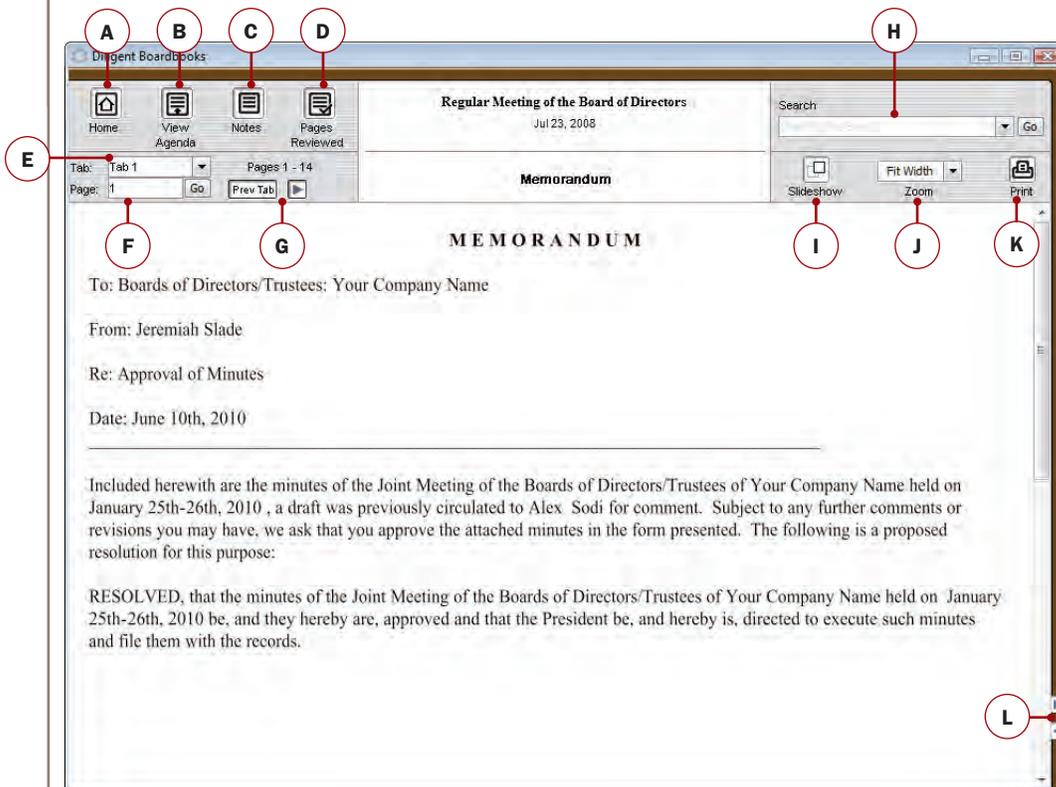
# Directors Home Page



A — Log Out
B — Current Books
C — Archived Books
D — Calendar
E — Contacts
F — Res. Center
G — Main Board

**Diligent Boardbooks**
Log Out | Main Board - Home Page | Main Board
Home | Current Books | Archived Books | Calendar | Contacts | Res. Center

CURRENT BOOKS | ARCHIVED BOOKS

⭐ YOUR COMPANY NAME

**Current Books**
↳ *Click here to view a book*

Regular Meeting of the Board of Directors
Jul 23, 2008

Minutes for Approval
Jul 23, 2008

Consent Agenda
Jul 23, 2008

Special Meeting of the Board of Directors
Jul 22, 2008

Main Board
Boardbooks

Next Main Board Meeting
will be held on
July 22-23, 2008

Email Administrator | Email All Board Member | Search

Diligent

# Directors Book View



**Diligent Boardbooks**
Log Out | Board Member - Book View
Home | Current Books | Archived Books | Calendar | Contacts | Res. Center

⭐ YOUR COMPANY NAME

View Book Notes | Print Book

Text Colors
**Content Finalized**
**Content Not Finalized**
No Content

Main Board Book

Aug 28 - 29, 2008

Tab Symbols

Pages Revised

Agenda

Approval of Minutes
*Presenter Mr. Henry*

Investment Report
*Presenter Mr. Balducci*

Compliance Report
*Presenter Mr. Zwahlen*

Operations Report
*Presenter Ms. Daniels*          Revised 7-8

Financials
*Presenter Mr. Morsella*

Line of Credit
*Presenter Ms. David*

Last Page Viewed: 1 | Go To Page | Search

Diligent

## Legend

**A. Log Out**
Click here to end your session and log off the system.

**B. Current Books**
Access current books.

**C. Archived Books**
Access archived books from past meetings.

**D. Calendar**
View upcoming events.

**E. Contacts**
View Directors' and employees' information.

**F. Resource Center**
View company materials not associated with meetings.

**G. Board / Committee Menu**
Select a board or committee to view its materials.

**H. Book View**
Click on a book title to go to that book view.

**I. Email Administrator**
Email your Boardbooks Administrator.

**J. Email Board Members**
Email Directors within the selected board or committee.

**K. Search**
Locate key words or phrases.
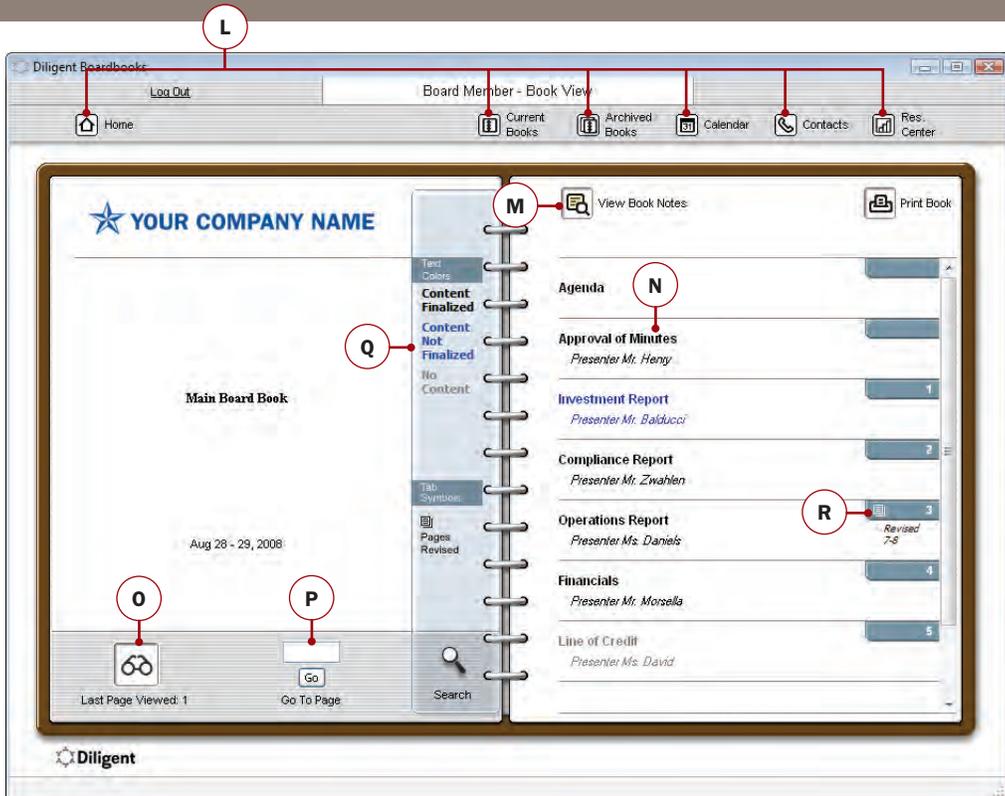
**L. To return to home page**
or to navigate about the book —click on the section icons.

**M. Book Notes**
Click here to see all of your notes within this book. This icon only appears if one or more notes exist in a book.

**N. Tab Name**
Click any Tab Name to go to that Tab's Page view. If the Tab Name is grey there is no content to view.

**O. Last Page Viewed**
Go back to last page you have viewed.

**P. Go To Page**
Type in the page you would like to jump to, then click "Go."

**Q. Status**
Tab status color coding key.

**R. Revised Pages Icon**
Indicates page range(s) of revised or replaced documents. Use the "Go To Page" feature to access these directly.

# Directors <u>Page</u> View

**A** **B** **C** **D** **H**

Diligent Boardbooks

**E** Tab: Tab 1 ▼   Pages 1 - 14
Page: 1   Go   Prev Tab ▶

**F** **G**

Regular Meeting of the Board of Directors
Jul 23, 2008

**Memorandum**

Search [_____] ▼ Go

Slideshow   Fit Width ▼ Zoom   Print

**I** **J** **K**

### MEMORANDUM

To: Boards of Directors/Trustees: Your Company Name

From: Jeremiah Slade

Re: Approval of Minutes

Date: June 10th, 2010

Included herewith are the minutes of the Joint Meeting of the Boards of Directors/Trustees of Your Company Name held on January 25th-26th, 2010 , a draft was previously circulated to Alex Sodi for comment. Subject to any further comments or revisions you may have, we ask that you approve the attached minutes in the form presented. The following is a proposed resolution for this purpose:

RESOLVED, that the minutes of the Joint Meeting of the Boards of Directors/Trustees of Your Company Name held on January 25th-26th, 2010 be, and they hereby are, approved and that the President be, and hereby is, directed to execute such minutes and file them with the records.

**L**

**A. <u>Home</u>**
Return to Director's Home Page.

**B. <u>View Agenda</u>**
Opens the Agenda window.

**C. <u>Notes</u>**
Toggles the Notes Panel on and off, allowing you to view existing notes or create new notes.

**D. <u>Pages Reviewed</u>**
Mark pages, page ranges or tabs as reviewed.

**E. <u>Tab</u>**
Jump to other tabs by selecting one from the drop-down menu.

**F. <u>Page</u>**
Displays the page you are currently viewing, or type in the page you'd like to jump to—then click "Go."

**G. <u>Previous / Next</u>**
Click to view previous page or next page
(or just press "Enter/ Return" key on keyboard).

**H. <u>Search</u>**
Search for key words and phrases in the current book.

**I. <u>Slide Show</u>**
Displays the largest possible reading area on your screen.

**J. <u>Zoom</u>**
Enlarge or reduce the page for easier viewing.

**K. <u>Print Book Feature</u>**
Print a page range or an entire tab by name.

**L. <u>Previous / Next</u>**
Click to view previous page or next page.

# Update Windows Components
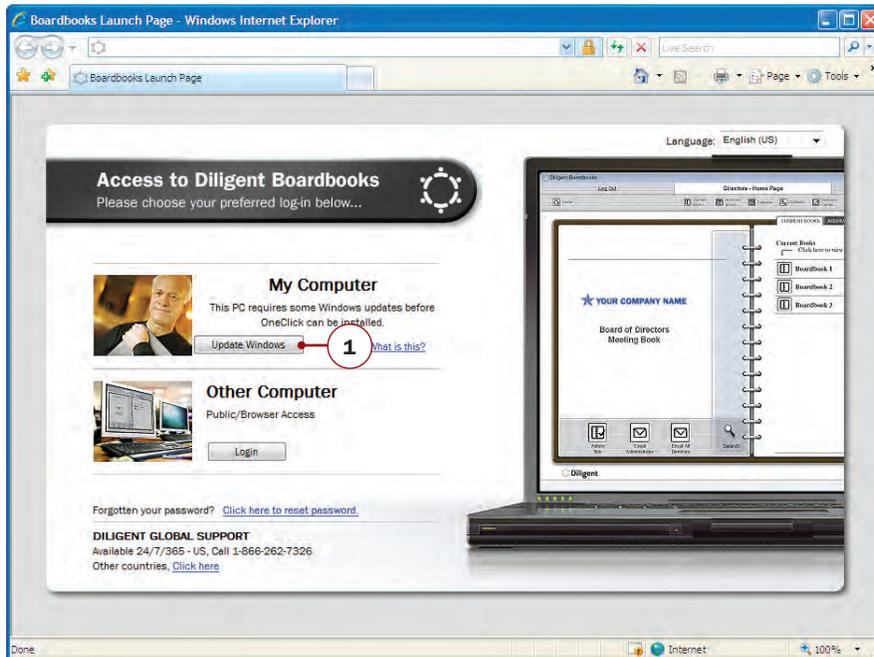


**If your computer displays the "Update Windows" button, you must update your Windows installation.**

1.  Click **"Update Windows"**.
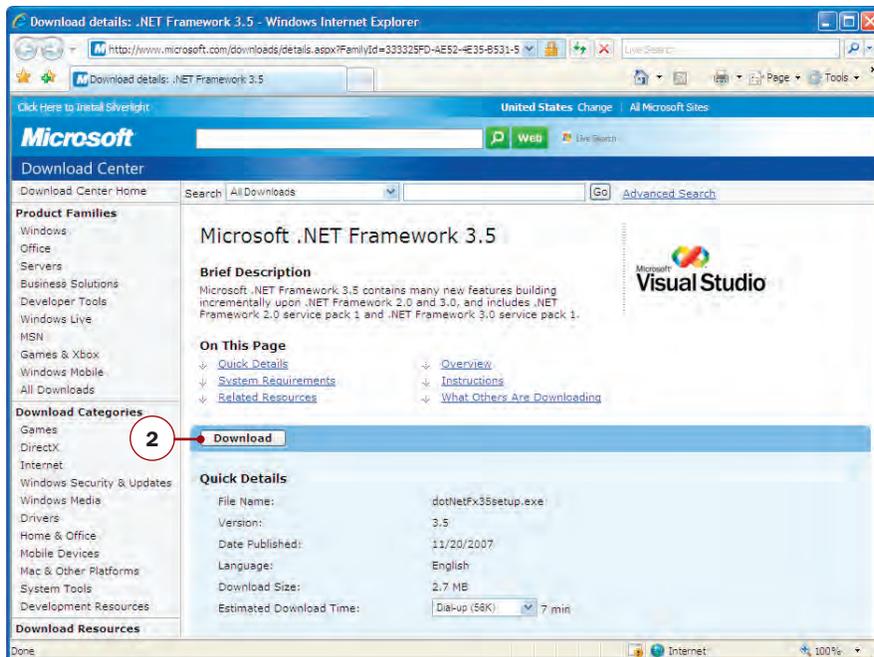


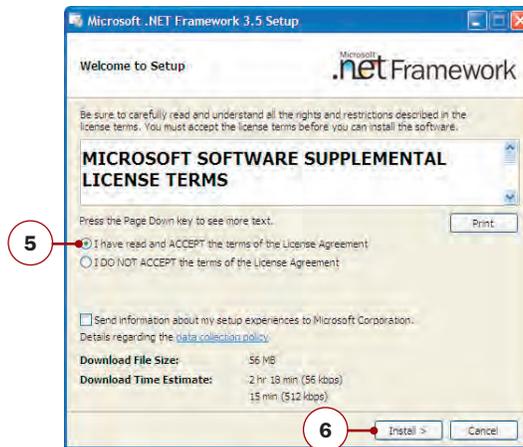2.  A Microsoft Download Center web page will open. Click **"Download"**.

# Update Windows Components
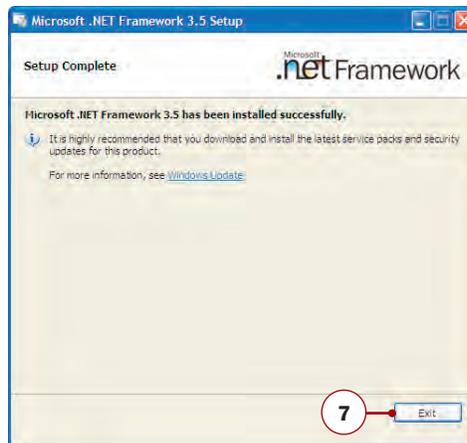
**3.** Click "Run".

**4.** Click "Run".

**5.** Click "I have read and ACCEPT the terms of the License Agreement".

**6.** Click "Install".

The installer will download and install the new software.

**7.** Click "Exit".

**8.** Close all open Internet Explorer windows and then go back and begin at **Step 1** on **Page 1**.