

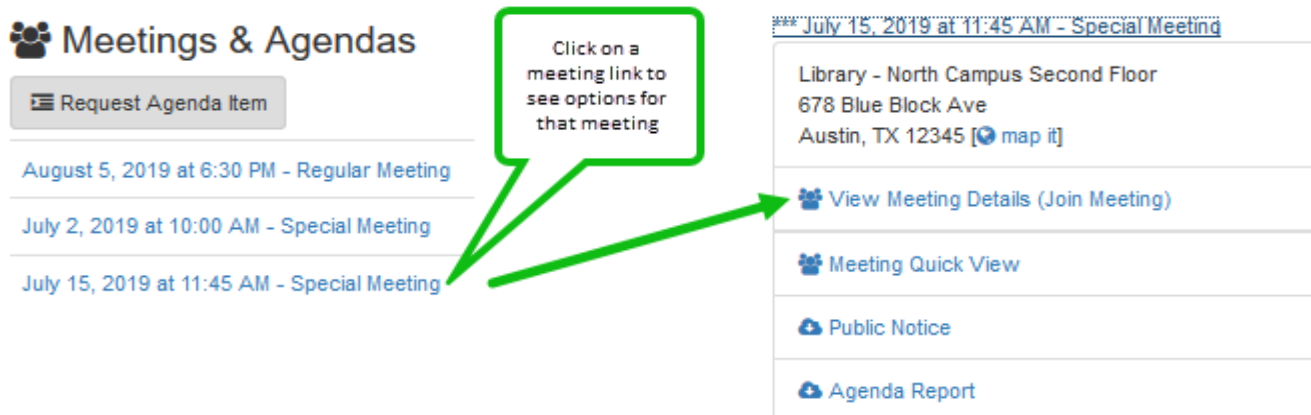
View or Follow a Meeting

Whether reviewing meeting materials prior to a meeting or signing in during a meeting, viewing meeting materials in BoardBook Premier is easy.

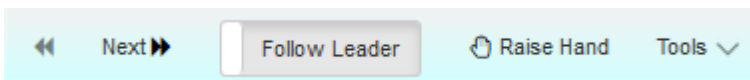
If you've logged into BoardBook Premium and you have a meeting starting soon you'll see a green 'Join Your Meeting' button on the right side of the grey menu bar. Clicking this is a convenient way to enter an upcoming or active meeting.



Or, if you'd like to review the meeting details prior to the meeting your Homepage has a 'Meetings & Agendas' section. This will list meetings that you have access to. Clicking on the date/time/meeting title link will give you options for that meeting including 'View Meeting Details (Join Meeting)' as shown below:



Regardless of how you got here, this is the Meeting Detail screen. Looking below the grey menu bar we have a blue bar with several options.



Previous arrows and Next This will sequentially move you through the agenda items

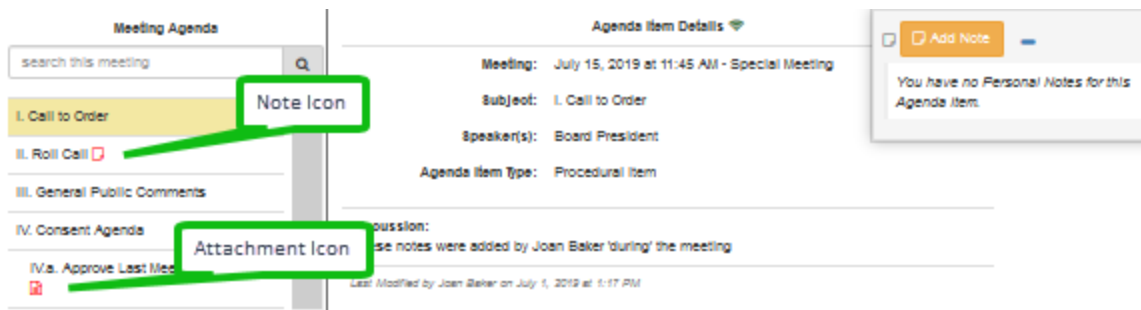
Follow Leader: If someone else is leading the meeting in the program you can follow their screen. As they navigate through different agenda items and attachments this will be displayed on your screen.

Note: Clicking the 'Following' button or taking any action other than taking notes within the meeting will stop the 'Following'. Start following again by clicking the 'Follow Leader' button.

Raise Hand This feature is not available for all accounts. Clicking 'Raise Hand' displays a notice on the meeting leader's screen.

Tools: This dropdown give you various options for downloading the Agenda and or Attachments for the meeting. These options are covered in detail in the handout 'BoardBook Premium – Download PDF Agendas or Packets'.

Below our blue bar our screen is divided into two general sections, a sidebar and a main display area:



The Sidebar: This window lists the 'Meeting Agenda' as a scrollable list. Items with attachments will show with a document icon. Items to which you have posted personal notes will show with a notes icon. Clicking on an item will display the item details in the 'display window'. The sidebar also has a search window which can be used to search this meeting's agenda, attachments, and your personal notes.

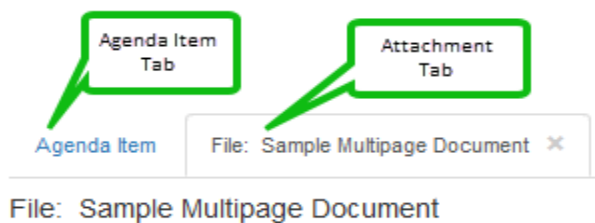
The Display Window: This window shows the details of the item selected in the sidebar. The specific details displayed depend on what details were added for the item and your individual permissions.

Also in the Display Window, you will see the 'Add Personal Note' tool. You can add personal notes to the agenda item currently displayed. These notes are stored on our servers and are not available to other users. Once saved, your notes are available to you regardless of what device you log in with. Once added, Personal Notes can be edited or deleted.

Note: If you are 'Following the Leader' and typing a note when the Meeting Leader moves to a different item or attachment your note will be saved 'as is' and you will be moved to what the leader is displaying.

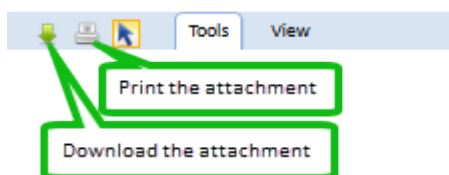
Attachments: Clicking on an attachment will open it in the display area.

Viewing an attachment:



At the top of the display window there will be a tab for the Agenda Item and one tab for each attachment you have open, attachment tabs display the file name. As needed, you can switch between tabs or close an attachment by clicking the X in that tab. Clicking the 'Agenda Item' tab returns the item view.

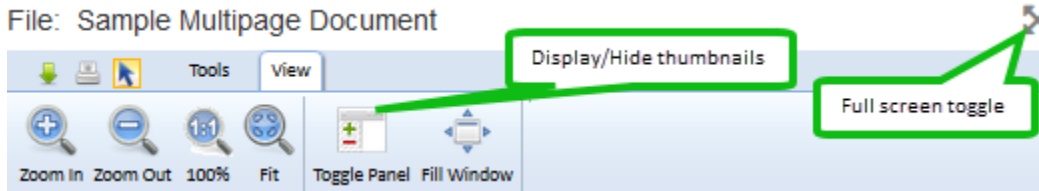
Below the tabs are icons for downloading or printing the attachment, File: Sample Multipage Document



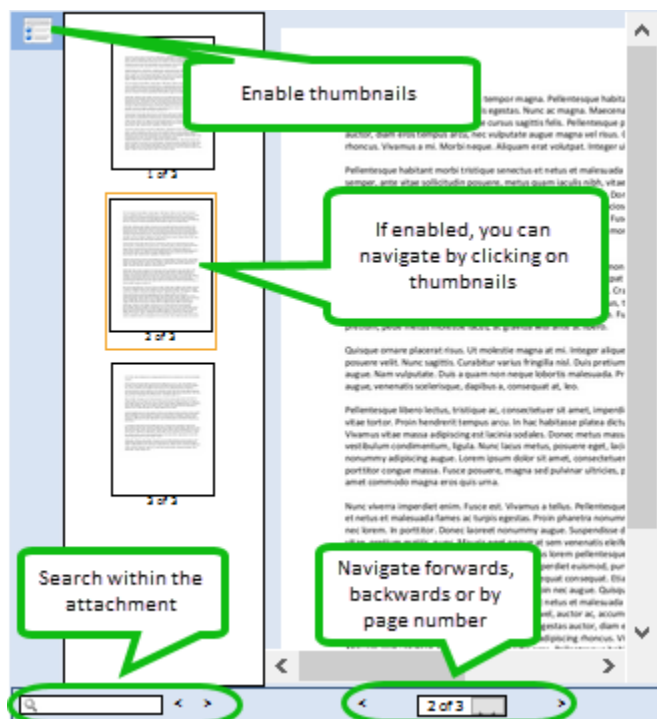
We also have Tools, and View options:

Tool options include a Sticky Note or Highlighter

View options allow several options to zoom or fit the view to our screen as well as displaying or hiding thumbnails of the pages of the attachment.



Navigating a multipage attachment:



Some organization's accounts may be configured for electronic voting. If yours is, someone with the Minutes Manager can trigger a vote. The motion and voting options will appear on your screen where you can cast your vote.