

Running Agenda Reports in BoardBook Premier

In BoardBook Premier, Agenda Reports are generally run in order to provide a downloadable formatted copy of the agenda for posting or other purposes.

Running the Report

From the 'Meetings, Minutes, and Agendas' screen find your meeting in the list. Look in the right hand 'Reports' column and find and click on 'Agenda Report'.

Meetings	Status	Emails	Reports
April 6, 2020 at 5:30 PM - Regular Meeting Training Room 12007 Research Blvd Austin, Texas 78767-0400 [map it]	Modified 3/25/2020 at 2:48 PM Meeting Status: In Review ▼ Meeting Type: Regular	Notify ✉ No Emails have been sent concerning this Meeting.	Public Notice 📢 Agenda Report 📄

This will take you to the 'Agenda Report' page. Here you'll find options for producing reports for different meetings, producing reports using different templates, a report preview, and download options.

Use the drop-downs for 'Report for Meeting' and 'Agenda Report Template' to choose a different meeting, or template respectively.

Report for Meeting:

Agenda Report Template:

This drop-down allows you to select a different meeting if needed.

This drop-down allows you to select a different template if needed.

Below these dropdowns you'll see a preview area, a drop-down for selecting different formats to download, and a download button.

Preview area PDF

Regular Meeting
Monday, April 6, 2020 5:30 PM

Download type drop-down

Training Room
12007 Research Blvd
Austin, Texas 78767-0400

Agenda

1) Call to Order

One quick note. While you can scroll up or down in the preview area if your template contains graphics such as a logo or bar separating sections these images may not scroll. This is a graphic display issue and will not impact the downloaded copy of the report.