

Managing Links in BoardBook Premier

In this document we will go over the various ways web links can be added and managed across the BoardBook Premier program. This document contains references to other documents and videos located on our support page. As always, access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Help'.

Links in Different Locations

Organizational Links: Covered on page 2

These links appear on the right-hand side of the BoardBook Home Screen and can also be accessed by clicking 'Links' in the Gray Menu Bar. These links are configured by a user with the 'Link Manager' permission and are available to users who login only.

Links for Meetings: Covered starting on page 3

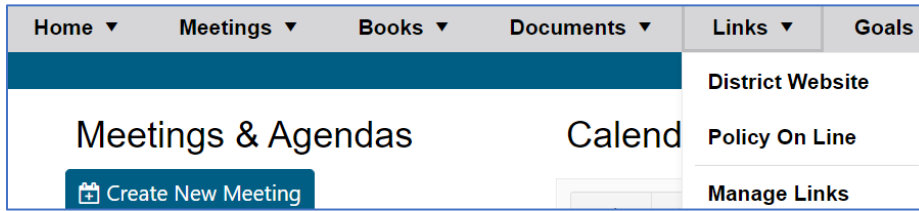
These links can be added on the Create Meeting or Edit Meeting screens, or as Extras (sometimes called Supplemental Resources). They are configured by a user with the 'Agenda Manager' permission, and their visibility is controlled by various settings. These links are accessed in various places where meeting information is viewed or displayed.

Links Within Agenda Items: Covered starting on page 8

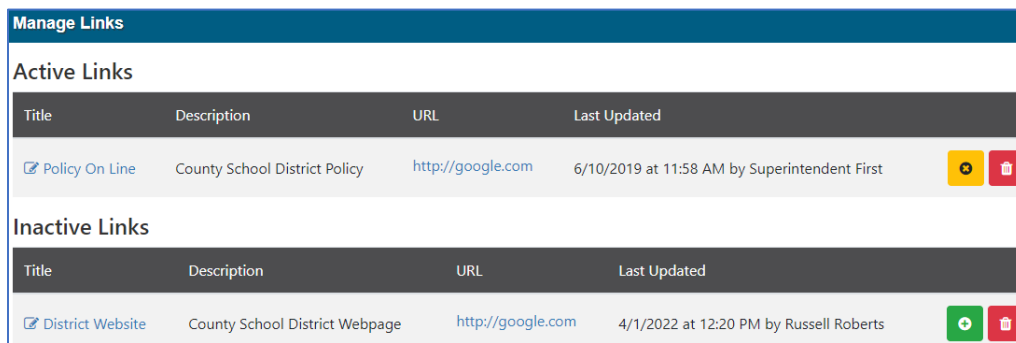
These links can be added to the Description or Discussion fields within an Agenda Item. They are configured by a user with the 'Agenda Manager' permission and can be made available at any permission level based on the permission set for the respective field. These links are accessed exactly as their respective fields are viewed or displayed.

Organizational Links

Managing Links: In the Gray Menu bar these links are accessed or managed by clicking on 'Links'. The screenshot below shows two links as well as the 'Manage Links' option which would only be available to a user with the 'Link Manager' permission.



Clicking on 'Manage Links' opens the 'Manage Links' page

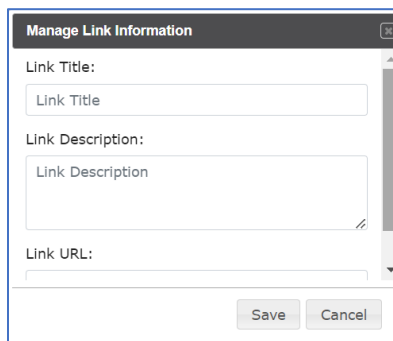


On the Manage Links screen we will see sections for 'Active Links', 'Inactive Links' and an 'Add New Links' button. Note that your individual account may have some other options.

Active links can be disabled by clicking the yellow button, or deleted using the red trash can button.

Inactive links can be enabled by clicking the green button or deleted using the red trash can button.

New links are added by clicking the 'Add New Link' button.



When adding a new link, the Title, Description, and URL fields are all required.

Note that added links will be available to all users but will not display on the Premier public page.

Links for Meetings

Links for Meetings can be managed either by the provided links fields, or within the Notes, Reason, or Posting Information fields, or added as Extras, sometimes called Supplemental Resources (hereafter referred to as Extras). Managing links can be done as described below:

Provided Link Fields:

These links can simply be added in the provided fields shown below:

Virtual Meeting URL:	<input type="text" value="Virtual Meeting URL"/>
Virtual Meeting Password:	<input type="text" value="Virtual Meeting Password"/>
Streaming Meeting URL:	<input type="text" value="Streaming Meeting URL"/>
Recorded Meeting URL:	<input type="text" value="Recorded Meeting URL"/>

Note: the use and display of these links may need to be enabled for your account. This can be done by someone with the 'Settings Manager' permission as described below:

NOTE: We recommend only making settings changes as directed. Making changes that were not specified can result in unexpected performance of the program.

In the Gray Menu Bar click on Settings and then choose 'Action Options:

Scroll **UP** past the Dark Gray/Brown bar labeled 'Display on Secure Side, to the Bar labeled 'Label'

You will now see the section as shown below:

Label	Display on Secure Side?	Show on Public Page?
Virtual Meeting URL Label <input type="text" value="Virtual Meeting URL"/>	<input checked="" type="checkbox"/> Show In Meeting?	<input checked="" type="checkbox"/> Show on Public Page?
Virtual Meeting Password Label <input type="text" value="Virtual Meeting Password"/>		
Streaming Meeting URL Label <input type="text" value="Streaming Meeting URL"/>	<input checked="" type="checkbox"/> Show On Secure Side?	<input checked="" type="checkbox"/> Show on Public Page?
Recorded Meeting URL Label <input type="text" value="Recorded Meeting URL"/>	<input checked="" type="checkbox"/> Show On Secure Side?	<input checked="" type="checkbox"/> Show on Public Page?

You can indicate whether each URL will display on the secure side (for logged in users) and or on the public page. Below you will see a series of screenshots demonstrating where these will be displayed if enabled and used.

Shown on the Public Page

County School District Public View		
County School District Meetings		
Meeting	Meeting Location	Details
April 7, 2022 at 6:30 PM - Regular Meeting	Library - North Campus Second Floor 678 Blue Block Ave Austin, TX 12345 [map it]	Agenda Projector
Meeting Type: Regular		
This is my Note	Virtual Meeting URL	←
This is my Reason	Virtual Meeting Password: This is the Virtual Meeting Password	←
This is the Posting Information	Streaming Meeting URL	←
	Recorded Meeting URL	←

Shown for logged in users, after clicking on the meeting date-time-title link:

[April 7, 2022 at 6:30 PM - Regular Meeting](#)

- [View Meeting Details \(Join Meeting\)](#)
- [Meeting Quick View](#)
- Virtual Meeting URL ←
- Virtual Meeting Password: This is the Virtual Meeting Password ←
- Streaming Meeting URL ←
- Recorded Meeting URL ←

Shown on the 'View Meeting Details' screen:

Meeting: April 7, 2022 at 6:30 PM - Regular Meeting

Virtual Meeting URL: [This is the Virtual Meeting URL](#) ←

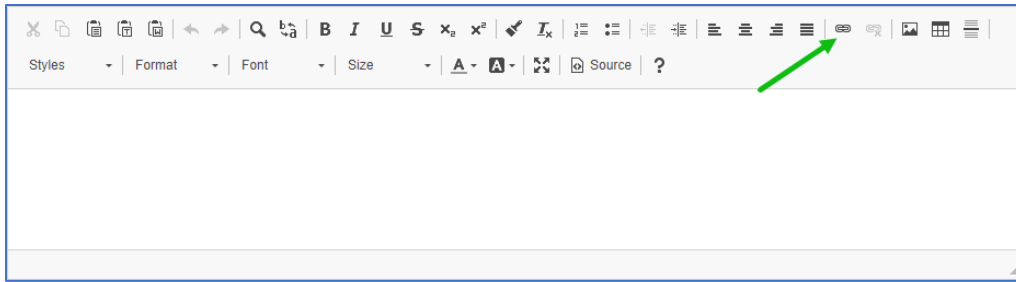
Virtual Meeting Password: This is the Virtual Meeting Password ←

Subject: 1. Call to Order

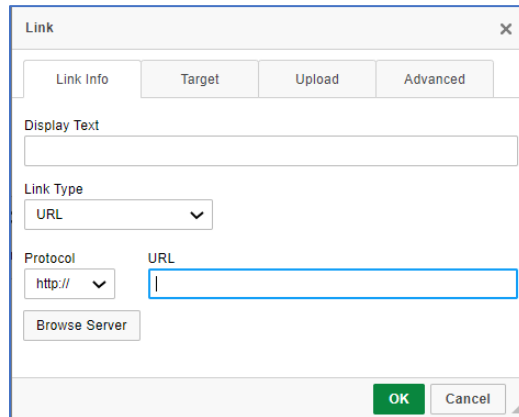
Presenter: Board President

Notes, Reason, and Posting Information Fields:

As previously noted, these fields are managed during meeting creation, or on the Edit Meeting screen. In the toolbars above each of the fields you will find a link tool as shown below:

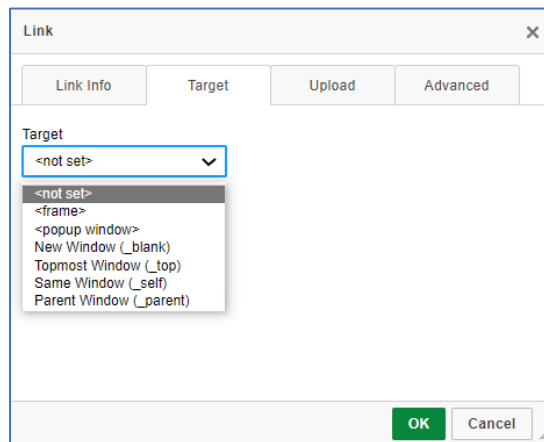


Clicking on that tool will give you the options below:



If you wish to use hyperlinked text, the text should be placed in the 'Display Text' field. The URL should be placed in the URL field

Clicking from the Link Info tab to the Target tab will provide some options as to how the link should open when clicked via a 'Target' drop down:



Note that the viewers computer, browser, and security software may change this behavior.

Options, and controlling where the information from the Note, Reason, and Posting Information fields appear:

If and where the information placed in these fields appear is controlled in two ways:

Program settings control whether the information is displayed on the public page,

In the Gray Menu Bar click on Settings and then choose 'Action Options:

Scroll **UP** to the Dark Gray/Brown bar labeled 'Display on Secure Side.

You can indicate whether each field will display on the secure side (for logged in users) and or on the public page. You'll also have some choices as to where these fields display.

The 'Note' and 'Posting Information' fields have identical options. The 'Reason' field has some additional options

The screenshot below shows the current options for the 'Note' field. The default setting is shown selected:

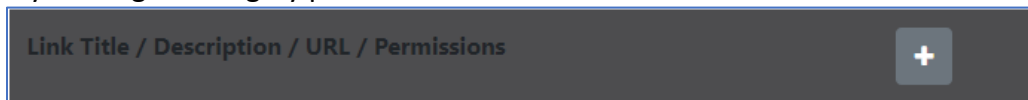
In addition to being able to be shown within the program to logged in users, and or on the public page. The contents of the fields can also be displayed in downloaded Agenda, Public Notice, or Minutes Reports. This is controlled by the respective Report Templates. For more information on working with Report Templates please see the document 'Working with Report Templates' located on our support page in the 'Working with Meeting and Report Templates' section.

Extras:

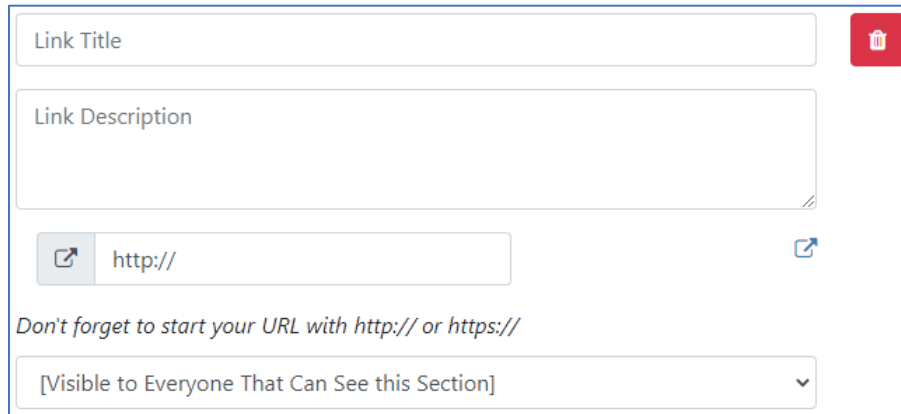
Links, or documents can be added to a meeting as Extras. Extras can be added or managed once the meeting has been created by clicking on the meeting date, time, title link and choosing +Extras or +Supplemental Resources.

Files can be added and managed in the same manner as attachments.

Links are added by clicking on the gray plus button at the bottom of the screen.



Links must be given both a Title and Description. Permissions can be set as with attachments.

A screenshot of a form for adding a link. The form is enclosed in a blue border. It contains the following elements from top to bottom: 1. A text input field labeled "Link Title" with a red trash icon to its right. 2. A larger text input field labeled "Link Description". 3. A text input field for the URL, starting with "http://", with a blue link icon to its right. 4. A line of text: "Don't forget to start your URL with http:// or https://". 5. A dropdown menu with the text "[Visible to Everyone That Can See this Section]" and a downward arrow.

If any Extras have been added and set to the public view, once the meeting is published, an 'Extras' link will be shown in the 'Details' column for the meeting. Clicking on the link will take the viewer to a page displaying any Extra or Extras.

Meeting	Meeting Location	Details
July 7, 2022 at 7:30 PM - Regular Meeting Meeting Type: Regular	Board Room (second floor) 12345 Yellow Brick Lane Austin, TX 12345 [map it]	Extras ← Agenda Projector

For board members or other viewers, Extras can be viewed by clicking on the meeting date time title link then choosing Extras, or from the 'View Meeting Details' screen by clicking on 'Tools' and choosing Extras.

July 7, 2022 at 7:30 PM - Regular Meeting

- [View Meeting Details \(Join Meeting\)](#)
- [Meeting Quick View](#)
- Virtual Meeting URL
Virtual Meeting Password: zoom
- [+ Extras](#) ←

Home ▾ Meetings ▾ Books ▾ Documents ▾

◀ Next ▶ Follow Raise Hand Tools ▾

Meeting Agenda

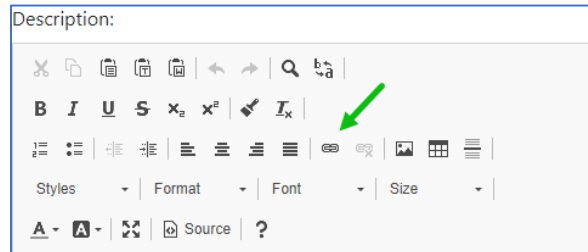
search this meeting 🔍

- Quick View ←
- Extras
- Reports ▶

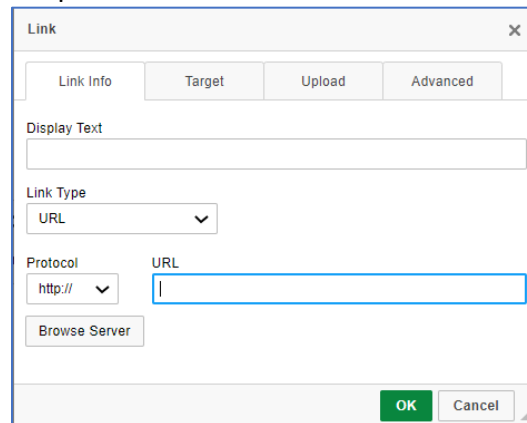
Links Within Agenda Items:

Links can be added to the Description or Discussion fields within an Agenda Item. As with working with any agenda item this is done by a user with the 'Agenda Manager' permission. This can be done wither while adding a new agenda item, or editing an existing agenda item.

In the toolbars above each field you will find a link tool as shown below:

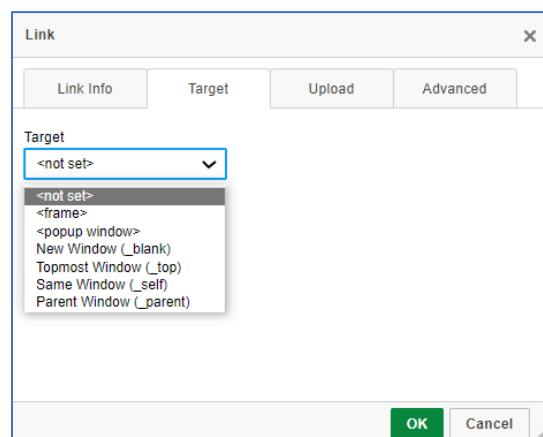


Clicking on that tool will give you the options below:



If you wish to use hyperlinked text, the text should be placed in the 'Display Text' field. The URL should be placed in the URL field

Clicking from the Link Info tab to the Target tab will provide some options as to how the link should open when clicked via a 'Target' drop down:



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