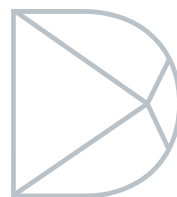
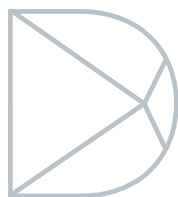
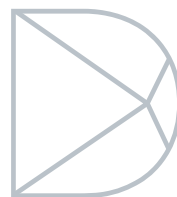
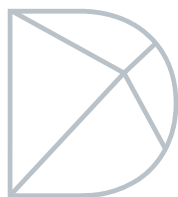
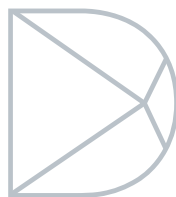
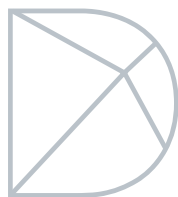
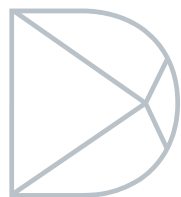
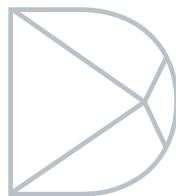
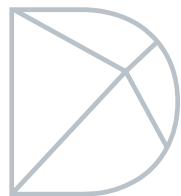


Diligent Boards OneClick

QUICKSTART Guide v4.1.2





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QUICKSTART *Guide v4.1.2*

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Installing and Starting Diligent Boards

1 Open Internet Explorer and type the following Web address into the top bar:

2 Choose the language you would like to use Diligent Boards in by selecting from the **Language** menu at the upper right.

3 On the Web page that appears, under **My Computer**, click **Login**. OneClick will install on your computer and open automatically.

Note: If you're using a browser that isn't Internet Explorer, this button will say "Download OneClick" instead. This will download the Diligent Boards OneClick installer, which then has to be run manually.

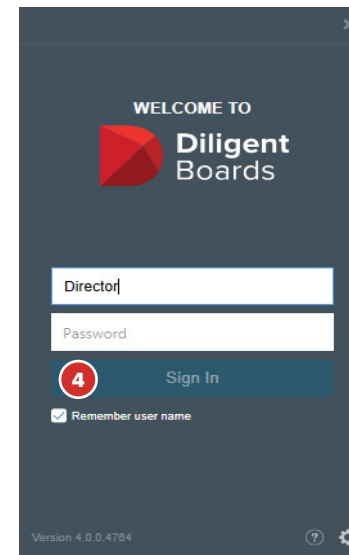
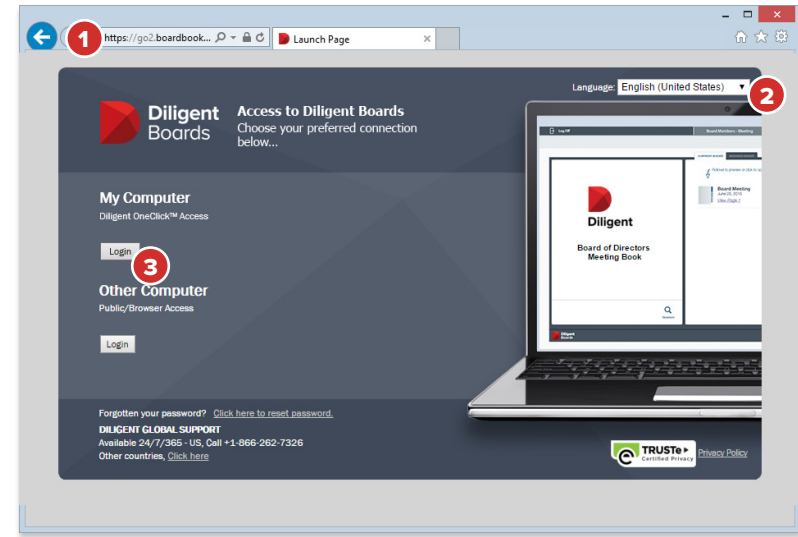
4 When the login screen appears, enter your user name and case-sensitive password. Click **Sign In**.

Note: During your first login, a progress window will briefly appear as the application finishes installing. When the installation is complete, you will be taken to your board's home page.

5 If you sit on multiple boards, select the one you want to access from the menu that appears. If you are a part of any committees for your selected board, you will then be able to choose a committee page to start from.

To open OneClick in the future, click the **Start Button** in the lower left-hand corner of the screen. In the menu that appears, click All Programs, then **Diligent Boards** and **Diligent OneClick**.

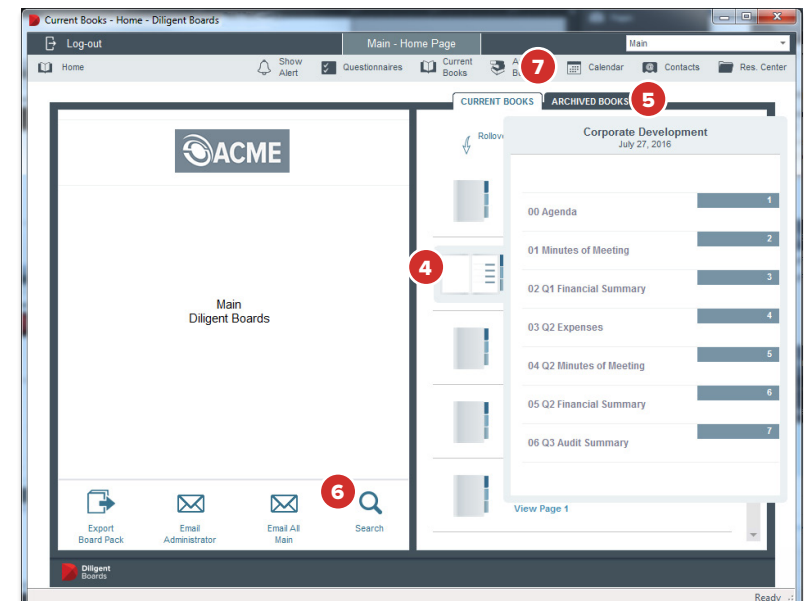
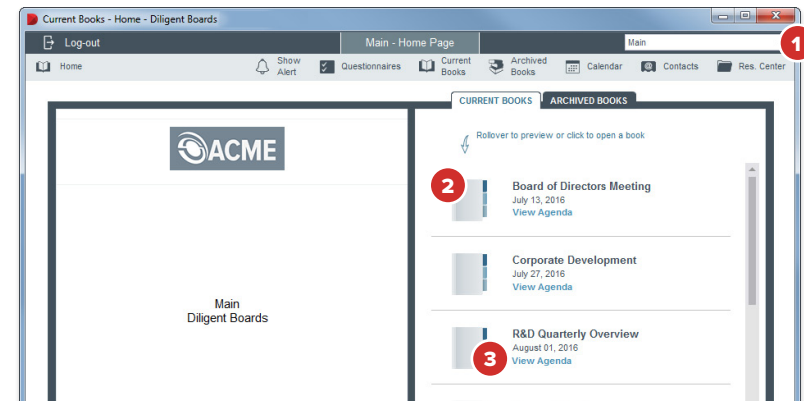
Note: If installation is not successful, use the "Click Here" link under "Problems Launching OneClick?" on the installation Web page. This will download an alternative OneClick installer.



Selecting and Managing Books

The Home Page displays all of your board's meeting books. From here, you can select a book to read, or switch between current and archived board materials.

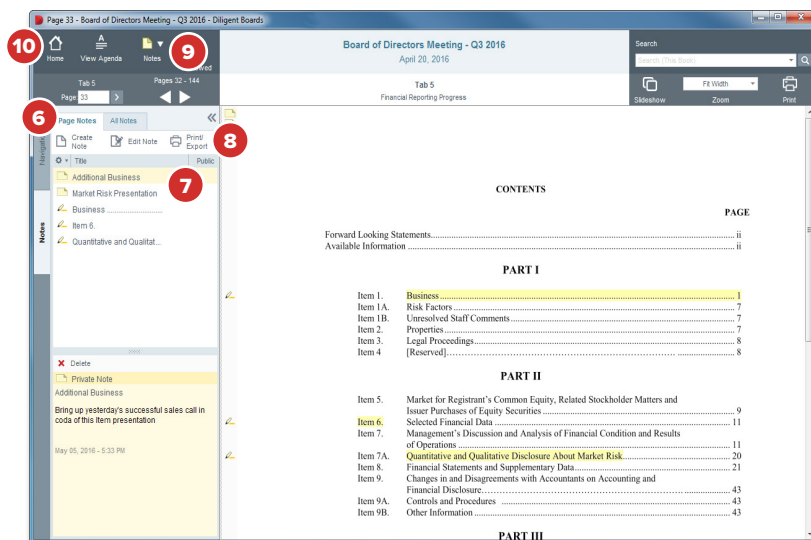
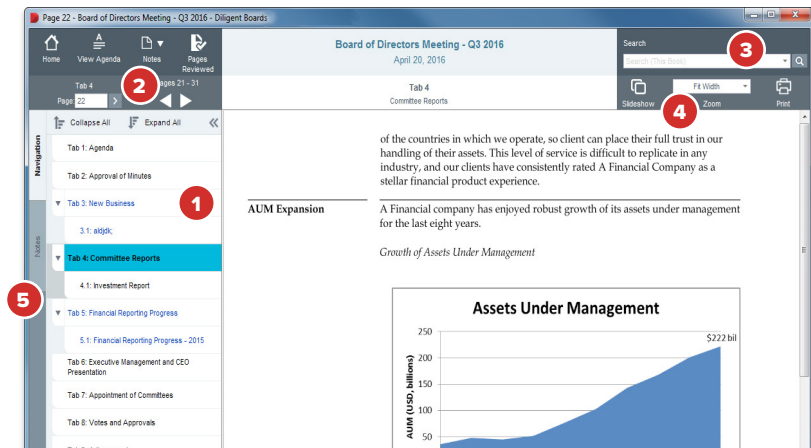
- 1 Click the drop-down menu in the upper right-hand corner and select the board or committee whose books you want to view. The list of current books will update automatically.
- 2 Click on a book to open a window containing that book's details. You will be able to read the book by choosing a section in this window.
- 3 Click on **View Agenda** to go directly to the book's agenda page.
- 4 Hold your mouse over a book's icon, without clicking, to open an outline of the book. From here, you can click on any section in the outline to go directly to that section's first page.
- 5 Books from previous meetings are available to view by clicking the **Archived Books** tab.
- 6 Click Search to open the search window. From here, you can search for specific words or phrases in current books, archived books and the resource center.
- 7 The board **Calendar**, **Contacts** list and **Resource Center** of reference and governance materials are available via the icons in the Home Page's top menu bar.



Navigating and Annotating a Book

The page view displays all your book content and includes features for an optimal reading and navigation experience. It also makes tools available for adding personal notes and highlights.

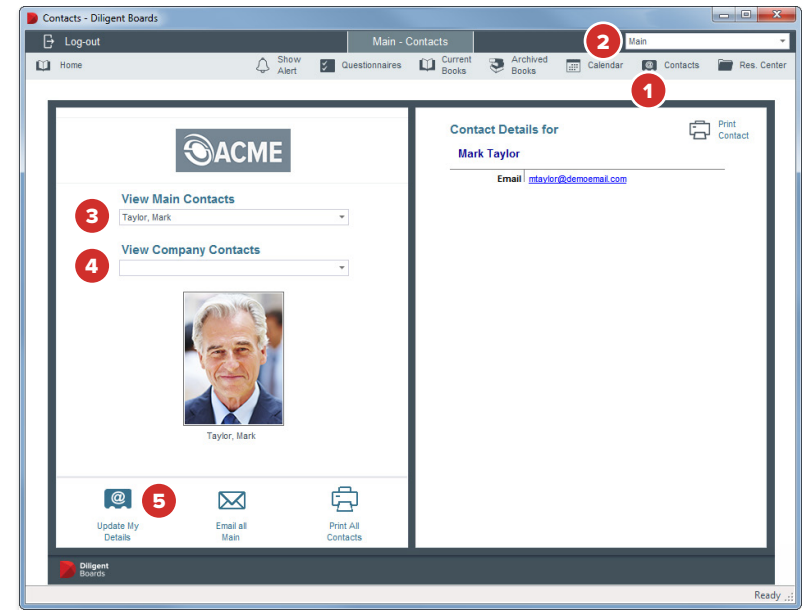
- 1 The navigation panel displays an outline of the book on the left-hand side of the window. Click on any section in the outline to go to that section's first page.
- 2 Click the arrows above the navigation panel to move through the pages of the book. Alternatively, you can type a page number directly into the field to the left of the arrows and click the **Go Arrow** to move directly to that page on the current tab. You can also use **Page Up** and **Page Down** on the keyboard.
- 3 Type in the **Search** bar and click the **Search** button to find a word or phrase in the book.
- 4 Use the **Slideshow** button or **Zoom** menu to change the way the book is displayed on your screen.
- 5 Click the **Notes** tab to create, preview and manage your notes.
- 6 Select **Page Notes** to see all the notes on the current page. Select **All Notes** to see all of the notes in the book.
- 7 Click a note in the list to see the content of the note. Double-click on a note to go to the page the note is on.
- 8 Click **Create Note** to write a new note on the page. Click on a note in the list and click **Edit Note** to rewrite that note. Click **Print/Export** to print the notes, or to save them as a PDF.
- 9 To highlight text, click the **Notes** drop-down menu and select **Switch Highlighter On**. Select any text in the book to highlight it for easy access from the list of notes.
- 10 Click the **Home** button to return to the Home Page.



Contacts

The contacts section contains a detailed list of all your board contacts.

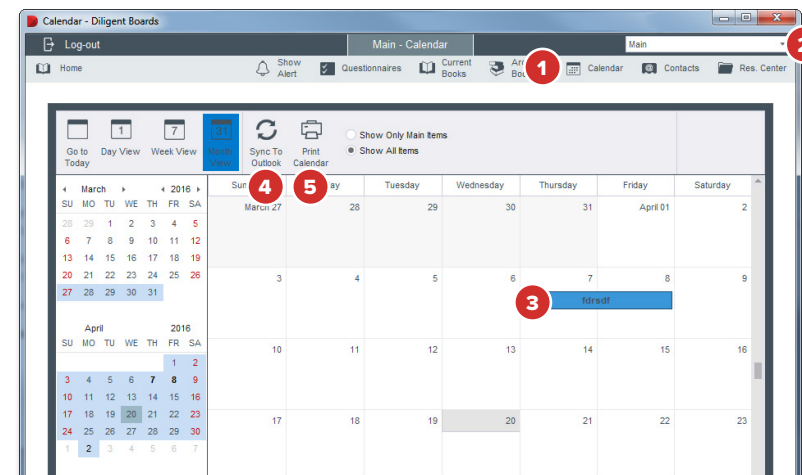
- 1 Click the **Contacts** icon to open the contacts section.
- 2 Select the board or committee whose contacts you want to view from the drop-down menu in the upper right-hand corner.
- 3 To view a board member's contact information, select their name from the **View Main Contacts** menu.
- 4 To view an affiliated non-board member's contact information, select their name from the **View Company Contacts** menu.
- 5 Click **Update My Details** to edit your own contact information.



Calendar

The calendar lets you view all of your board's meetings and events in a single, centralized location.

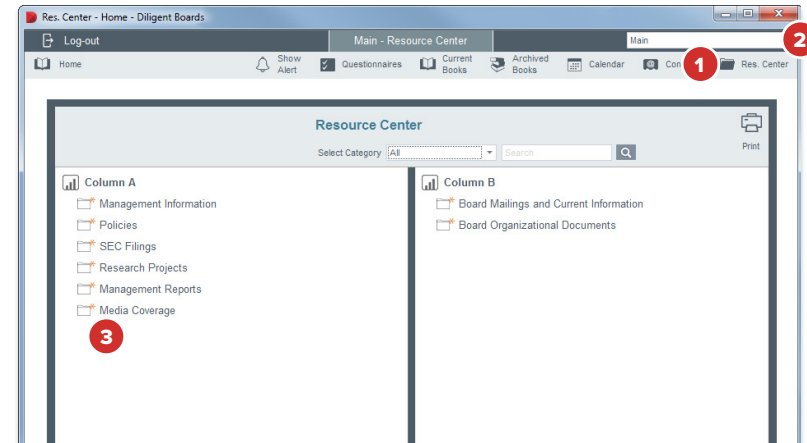
- 1 Click the **Calendar** icon to open the calendar section.
- 2 Select the board or committee whose calendar you want to view from the drop-down menu in the upper right-hand corner.
- 3 Hold your mouse over an event, without clicking, to reveal the event's summary. Double-click the event to open a window containing more detailed information.
- 4 Click **Sync To Outlook** to sync the board events to your Outlook calendar.
- 5 To print a list of event information, click **Print Calendar**.



Resource Center

The Resource Center gives you access to a library of your board's reference and governance materials.

- 1 Click the **Res. Center** icon to open the Resource Center.
- 2 Select the board or committee whose Resource Center you want to view from the **drop-down menu** in the upper right-hand corner.
- 3 Click on a **folder** to view its contents. Click on any **document** in a folder to view that document.

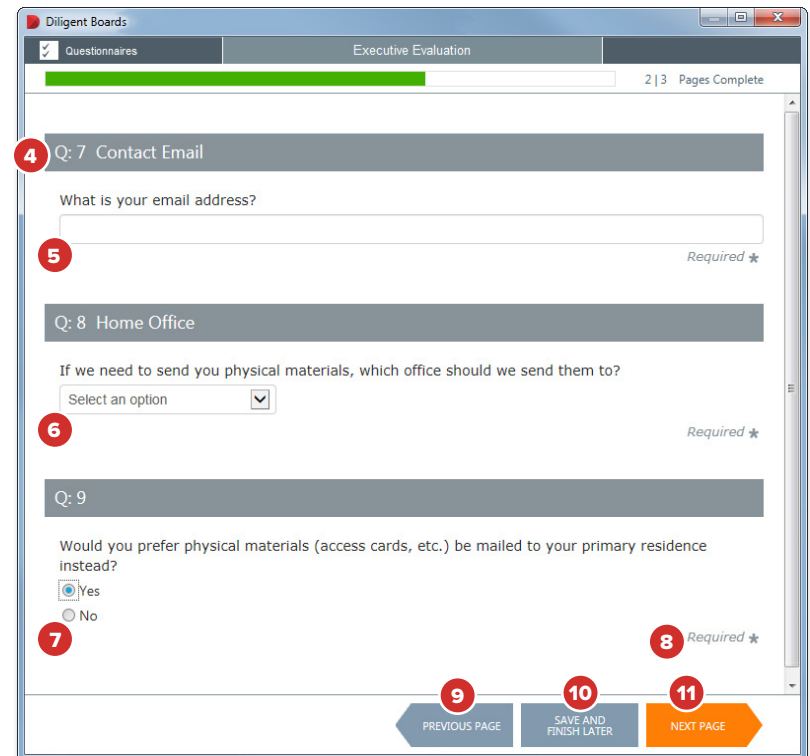
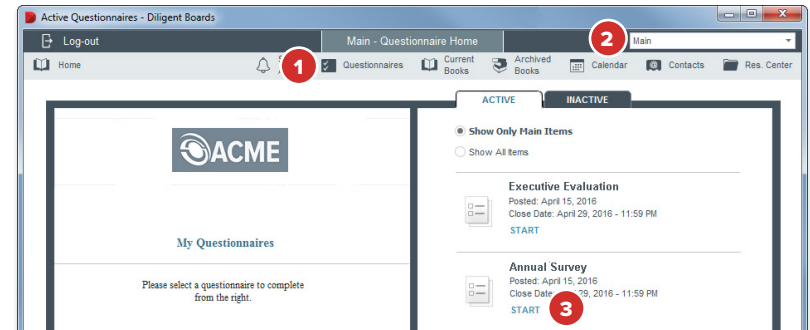


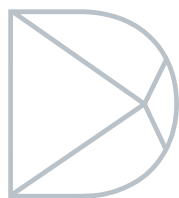
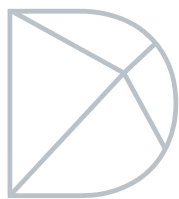
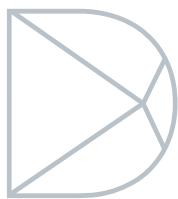
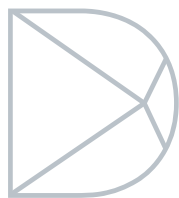
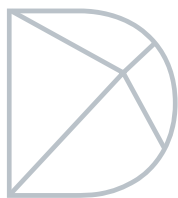
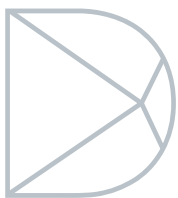
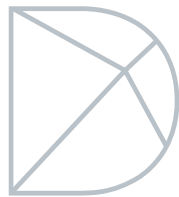
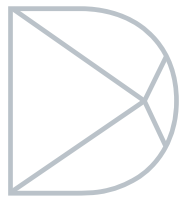
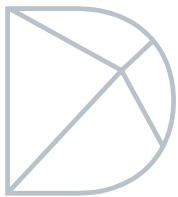
Questionnaires

The Questionnaires section contains all of your board questionnaires and surveys, and lets you read and respond to the ones that require your attention.

- 1 Click the **Questionnaires** button in the header bar. A list of questionnaires will appear.
- 2 Choose a committee or group from the **Committee Menu** to display the questionnaires associated with that committee or group.
- 3 To begin or continue a questionnaire, click its **Start** or **Resume** link. The questionnaire page view will appear.
- 4 Questions will appear in a list. Questions may request answers in several different formats.
- 5 If a question has a **text field**, you should type your answer into that field. Some questions may limit what you can type into this field; for example, it might only accept numerical answers in a specific range, or an email address.
- 6 If a question has a **drop-down menu**, answers should be selected from the menu.
- 7 If a question has **radio buttons** or **check boxes**, one or more answers should be selected from the presented list.
- 8 **Required questions** will be marked with an asterisk. You must answer these questions before moving to the next page or submitting your questionnaire.
- 9 Click the **Previous Page** button to go back one page.
- 10 To record your current answers and continue the questionnaire later, click the **Save and Finish Later** button.
- 11 Click the **Next Page** button to go to the next page of the questionnaire. On the last page of the questionnaire, the Next button becomes a **Submit** button; click this to complete the questionnaire. You cannot change any of your responses after submitting.

Note: You do not have to click "Next" to save your current progress. Your responses are automatically saved after each question is answered, or if an answer is updated.





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If you encounter difficulty or have additional questions, please contact Diligent Global 24/7 support for your region.

All calls will be answered in English. If assistance in another supported language is required, the call may be transferred to another Support Representative.

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