



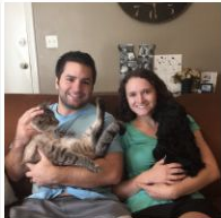
September 2017 2.4 Release

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People Directory

Recent Activity

As an admin you can view a user's recent activity on their profile page.






Krista Martin


President

Executive Committee Creative Team



Krista is helping us out do some user testing

edit









guest QA/tester @ Test Company



Last updated 8/09/17 9:47am

Recent Activity

Sep 8	 Krista Martin added a meeting New Meeting with several attendees	9:04 am
Aug 14	 Krista Martin added a meeting Finance meeting	12:11 pm
Aug 10	 Krista Martin updated Testing meeting in IE	12:51 pm
	 Krista Martin updated What is your favorite color?	12:47 pm

Send Welcome Link

If a member is having issues due to email firewalls to setup their account, we have added an option to send the user a welcome link.

- Go to the people directory

 [People Directory](#)

- Click on "Get Welcome Link"



Jeffrey Banner

TREASURER

CEO @ SmallBox

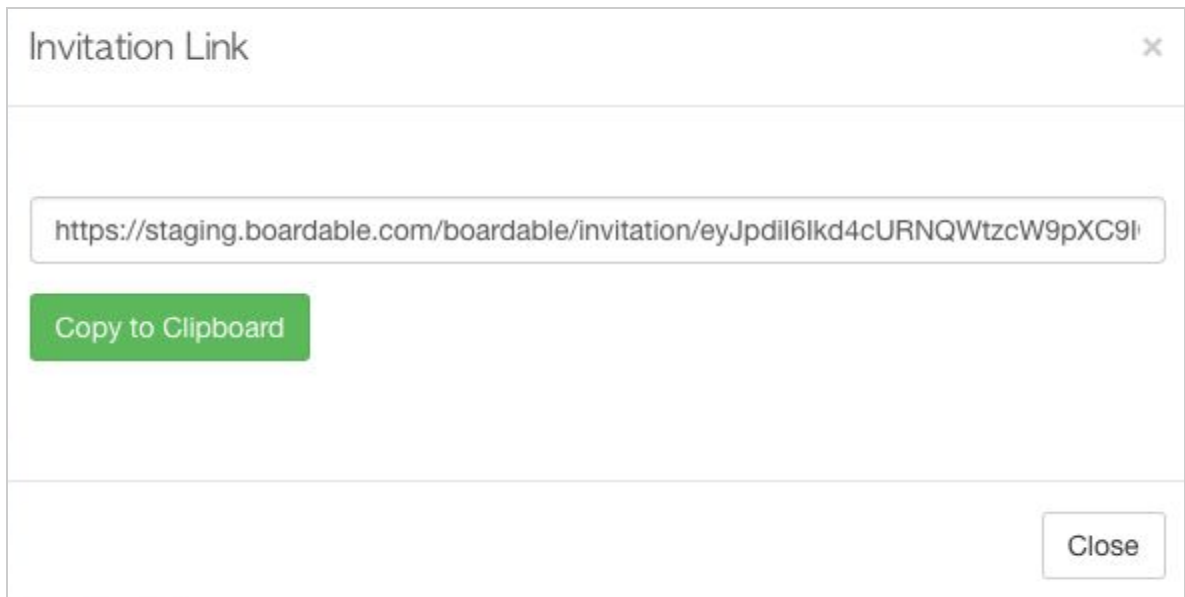
Jeb@smallboxweb.com

Executive Committee, Governance Committee, Finance



Last updated: May 24, 2017

- Click Copy to Clipboard



- Paste the link in an email or message to the user to access

International Timezones

If you would like to add international timezones to any of your user accounts please contact Krista Martin at krista@boardable.com. We are able to turn on this option from our manager tool for your organization.

Meetings

Scheduler Notifications

After all users have submitted their responses, including if they are not available for any of the dates, you will receive a notification that all responses are entered.

Available Dates

Click the check next to the dates you are available

☐ **Wednesday, Sep 13** 11:45 am - 12:45 pm CDT

☒ **Monday, Sep 18** 11:00 am - 12:00 pm CDT

☒ **Friday, Sep 15** 11:00 am - 12:00 pm CDT

☐ I am not available for any of these dates

Save

Sorting and Search

You can now sort members of your meeting by Name, RSVP and Attendance. There is also a search function that allows you to quickly lookup a member that is a part of the meeting.

New Meeting with several attendees

Tuesday, Sep 19th, 2017 [Add to Calendar](#)

time: 10:00 am - 11:00 am CDT

agenda: +

minutes: +

Documents [+ attach document](#)

Polls [+ add poll](#)

No polls have been added. [Click here to add one.](#)

RSVP

Yes

Members

Name	RSVP	Attendance
Krista Martin	yes	✓
Jeb Banner		✓
Jeb Banner		✓
Jeffrey Banner		✓
Teddy Blakely		✓

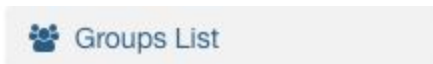
Groups

Assigning a Group Owner




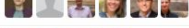

You can now assign a group owner to a group. This user will be able to select users to be in the group that they moderate (if the user is already in Boardable), update group details, schedule meetings, run polls, add documents and start discussions.

To add a group owner to existing group:

- Go to Groups List



- Select a group

Groups			add group
Name	Owner	Members	
Board	Krista Pederson	 + 10 more	
Creative Team			
Executive Committee			
Finance			
Governance Committee			

- Click Edit



- Select Group Owner

Group Owner

Krista Pederson

Jeb Banner

Jeffrey Banner

Jeb Banner

Teddy Blakely

Jackie Bolles

Callie Brown

- Save



The Group Owner will now see a star by their name in the Group List

