

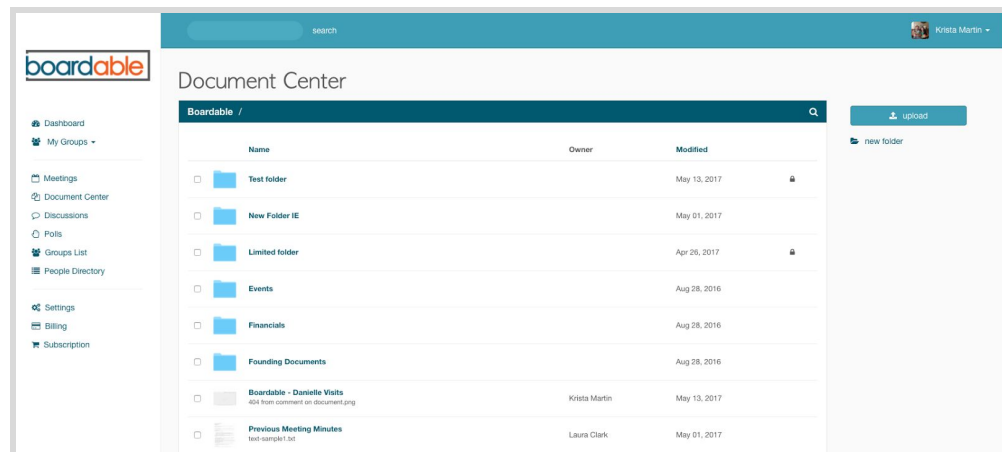


# 2017 June 2.2 Release Notes

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## Polls

The polling feature has been updated to allow multi selection and options to share the results once the poll is complete.



## Multi Selection

- You can now create a poll and allow your members to choose one or multiple answers. Notifications can be sent to everyone or to only the poll owner after all responses have been received.

- Select add poll



- Fill out the Question/Title, Description and Answers
- Select option for One answer or Multiple Answers



- Check the Notify box and select poll owner or everyone in the dropdown



## People Directory

### People CSV Export

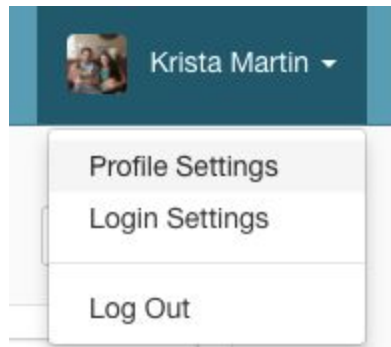
- As an admin you can now export a csv file of the people directory
  - Go to People Directory
  - Select Export

export

- Fields in Export
  - First Name
  - Last Name
  - Board Role
  - Company
  - Title
  - Email
  - Phone
  - Address
  - City
  - State
  - Zip
  - Phone Number

#### Timezone Settings in Profile

- Users can now set their timezone in profile settings. All meetings, polls and discussions will be set to the timezone that the user has selected.
  - For a current user select Profile Settings



- Under notification settings you will see the Timezone drop down



- For Administrators to set a timezone for a new user go to the People Directory and select add someone

add someone

- 
- After selecting the Account Type you will see the Timezone drop down

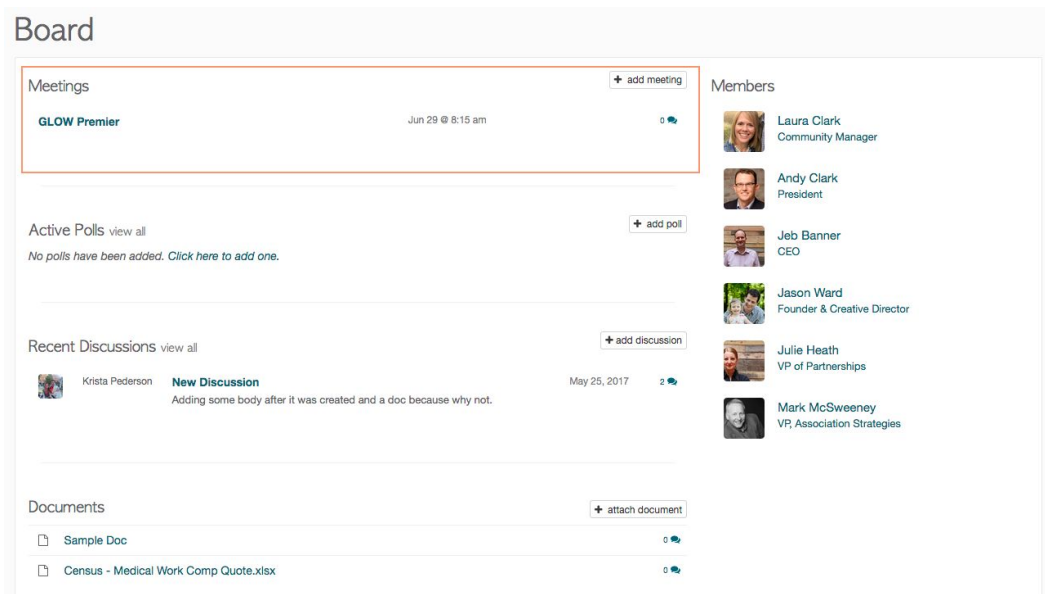
## Account Types

- As an administrator you can now read about each role to assign to your members and the permissions that they have
  - **Member**
    - Members can create meetings, polls, discussions, upload documents and view all organization activity
  - **Observer**
    - Observers can create meetings, polls, discussions, upload documents and view all organization activity
  - **Admin**
    - Admins have all privileges including billing information, ability to change plan type, adding people, account settings and updating announcements

## Meetings

### Meetings in a Group

- You can now create meetings that are tied to a group. This allows you to invite an entire group to a meeting or add a new member to an existing meeting for the groups that they belong to.
  - Select My Groups or Groups List
  - Inside of the Groups screen you will now see all meetings for the group



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- Notifications can be viewed and changed if needed in the comments section for meetings and discussions
  - In Meetings or Discussions scroll down to the comments section

- The users who have been notified or have notifications turned on for the comments are displayed

The screenshot shows the 'Add Comment' form. At the top is a text area for the comment with a rich text toolbar above it containing icons for bold, italic, underline, link, unlink, and list. Below the text area is a link that says '+ attach document'. Underneath that, a box highlights the notification settings: 'notifications will be sent to: Laura Clark , Andy Clark' with a 'change' link below it. At the bottom of the form is a dark blue 'Add Comment' button.

- To update the notification settings select change and a drop down of users will display for you to select from

This screenshot shows the 'Add Comment' form after clicking the 'change' link. The notification settings section now displays a list of users with checkboxes. The text 'notifications will be sent to:' is followed by a 'change' link. Below this, there are three columns of user names, each with an unchecked checkbox. In the first column, 'Andy Clark' is checked. In the third column, 'Laura Clark' is checked. At the bottom is the 'Add Comment' button.

<input type="checkbox"/> Krista Pederson	<input type="checkbox"/> Jackie Bolles	<input type="checkbox"/> Julie Heath
<input type="checkbox"/> Mark McSweeney	<input type="checkbox"/> Jason Ward	<input type="checkbox"/> Krista Martin
<input checked="" type="checkbox"/> Andy Clark	<input type="checkbox"/> Jay Love	<input checked="" type="checkbox"/> Laura Clark
<input type="checkbox"/> Callie Brown	<input type="checkbox"/> Jeb Banner	<input type="checkbox"/> Rob Wiley
<input type="checkbox"/> Chris Lucas	<input type="checkbox"/> Jeffrey Banner	<input type="checkbox"/> Teddy Blakely
<input type="checkbox"/> David Kerr	<input type="checkbox"/> Jemmie Wang	
<input type="checkbox"/> George Turnbull	<input type="checkbox"/> Joe Downey	

## Administrative Updates


### Adding a New Organization

- Are you looking to add an additional board you serve on to Boardable? You can now add a new organization through the Boardable site.
  - Select Switch Accounts
  - Select Create New Organization



[switch accounts](#) ▾

CREATE NEW ORGANIZATION

 Dashboard

 My Groups ▾

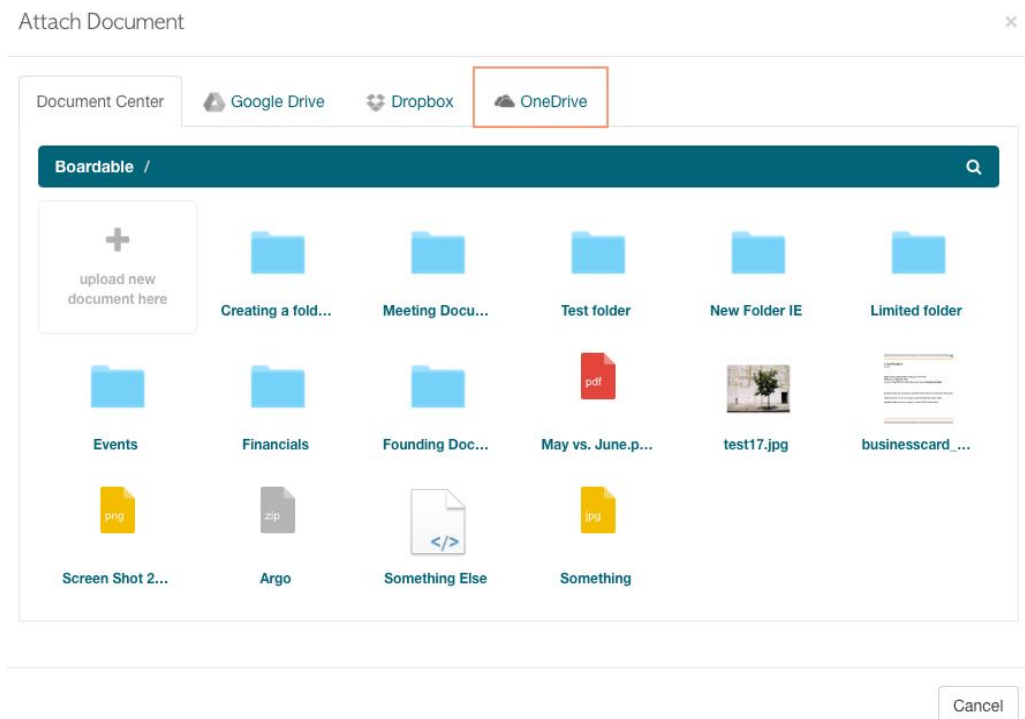
- This will take you to the Free 30 Day trial page to sign up a new organization

#### OneDrive Added to Attach Document Page

- OneDrive has been added to the attach document screen
  - Select attach document



- Click on the OneDrive tab



- Sign into OneDrive and select document to upload

