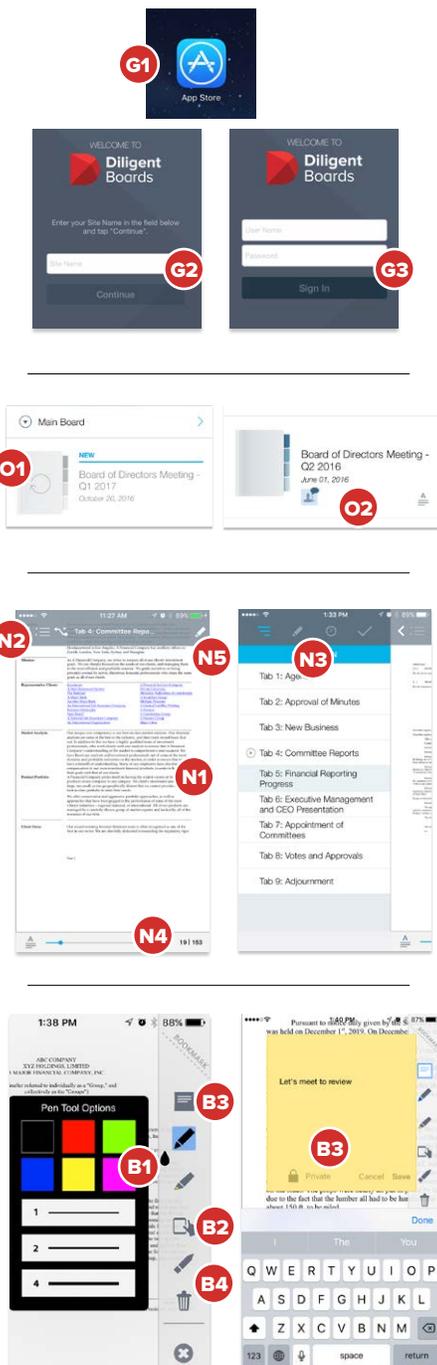


Diligent Boards for iOS v3.0 — iPhone Quickstart

Diligent Boards is now available on the iPhone with the introduction of Diligent Boards for v3.0. You can now read and annotate Current Books right on your iPhone, providing access to your most important board materials. Diligent Boards' easy-to-use functionality combines with the convenience of the iPhone to let you access your board materials whenever and wherever you need to.



Getting Started

- G1** Download Diligent Boards for iOS from the App Store on your iPhone.
- G2** After downloading and opening the app, enter your site name and tap Continue:
- G3** Enter your username and password and tap Sign In. If Touch ID is enabled for your site and set up on your device, you can enable it for Diligent Boards now (see the full guide for more information). If prompted, answer your Security Questions and choose the board you'd like to view.

Opening Books

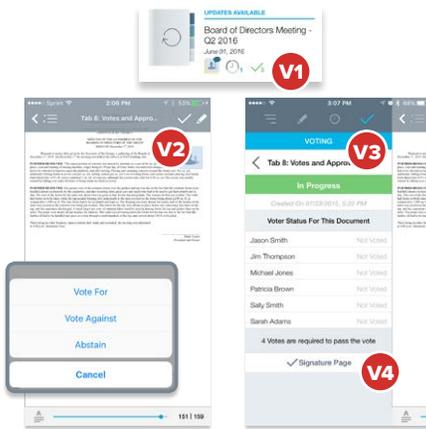
- O1** If it's your first time signing into Diligent Boards on your iPhone, tap an unsynced book icon to sync it to your device. (If you've signed in on your iPhone before, you'll only need to sync updated books.)
- O2** You can start reading a book while it syncs. Tap on a book icon to open it to its first page (or tap the Agenda icon, if present, to start at the agenda page).

Navigating Books

- N1** To advance page by page, tap the right side of the screen, or swipe from right to left. To go back, tap the left side of the screen, or swipe from left to right.
- N2** Tap the Navigation icon to open the Navigation Outline and jump directly to different book tabs.
- N3** From the Navigation Outline, tap the other icons to go to the Annotations, Update or Voting Outlines (if Annotations, Updates and/or Voting Documents are present in the book).
- N4** Drag the page scrubber to locate a page, or tap the page number to enter a specific page to go to.
- N5** To open the markup toolbar and create annotations in a book, tap the Annotations icon.

Book Annotations — Markups and Sticky Notes

- B1** After opening the markup toolbar (see step N5 above), tap the markup tool you'd like to use. Tapping the pen or highlighter tool again after selecting it lets you choose different colors (and, for the pen, different line thicknesses).
- B2** Tap the Navigate icon to stop making markups and navigate the book normally.
- B3** Tapping the Sticky Note icon opens a note for you to enter text. If note sharing is enabled for your site, you can also share the note with all other book viewers, or just ones you select, by tapping the Privacy icon at the bottom left of the note. By default, notes are private and visible only to you.
- B4** Tap the Eraser icon to erase markups you've made, or the Delete icon to remove all annotations from a page or from the entire book.



Voting

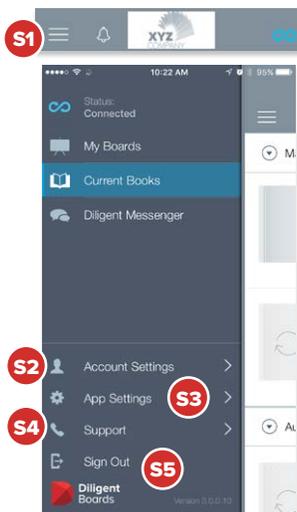
V1 Books with active voting documents display a green “check mark” voting icon on their card. Tap this icon to open a Voting Outline preview and select the voting document you’d like to view.

V2 Voting documents have a voting icon in the top right corner of the screen. Tap this icon to bring up a menu of voting options: Vote For, Vote Against, or Abstain.

V3 Books with voting documents also have a Voting Outline, accessible through the Navigation Outline. Tap the icon to view the Voting Outline, which shows the location of all voting documents, as well as more information on votes and their status.

V4 Tap the Signature Page button from the Voting Outline to go to the signature page for a document, where you can also cast your vote.

Settings and Security



S1 From the Current Books page, tap the navigation icon.

S2 Tap Account Settings to access options to change your Password or Security Questions. These changes will apply to your Diligent Boards account for every device that you use to access the platform.

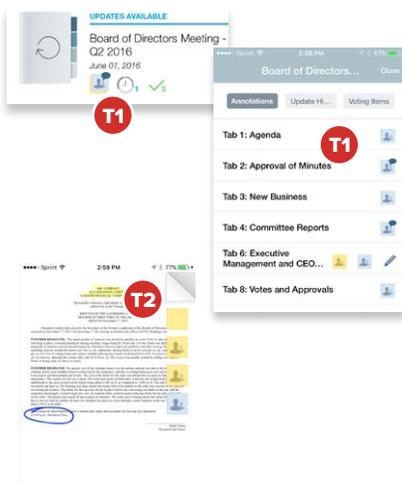
After tapping Account Settings, choose the information that you’d like to change, and follow the on-screen instructions.

S3 Tap App Settings for access to Settings that let you personalize your Diligent Boards experience. See the full user manual for more information.

S4 Tap Support to see a list of Global Support numbers (or, if you’ve set a support region preference through App Settings, the number for that region).

S5 You can also Sign Out via the navigation panel, which should be done after every session for maximum security.

Tips and Shortcuts



T1 Similar to the voting icon on a book tile, tapping the annotations or updates icon on a book tile in the Current Books hub opens an outline preview that lets you jump directly to a relevant page. Once this preview is open, you can also view any of the other outlines available.

T2 Tap the upper-right corner of any page in a book to add a bookmark for later viewing (even without the markup toolbar activated).