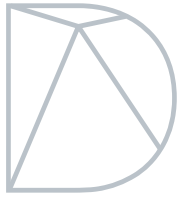
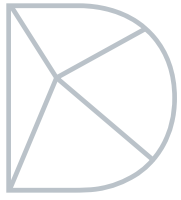
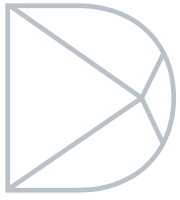
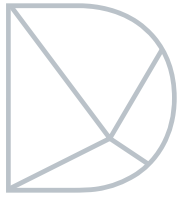
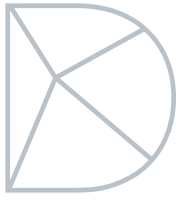
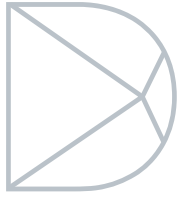
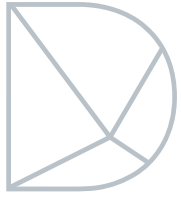
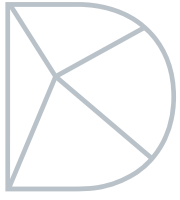
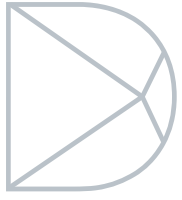
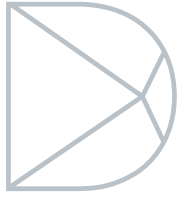
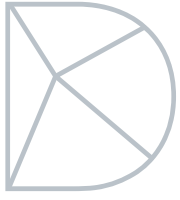
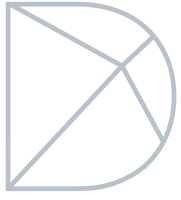
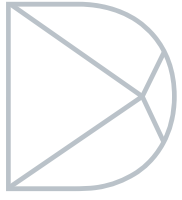
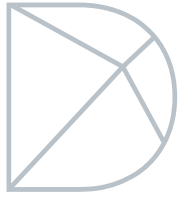
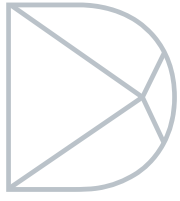
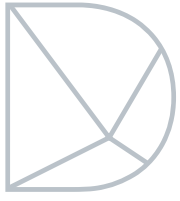
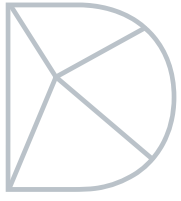
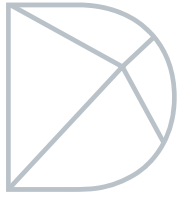
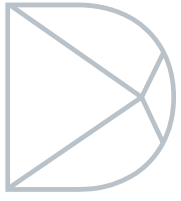
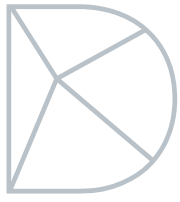
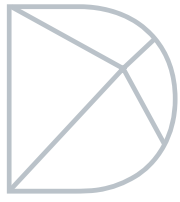
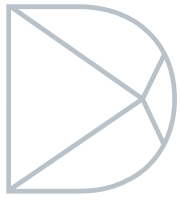
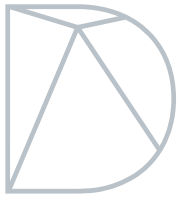
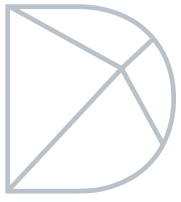


# Diligent Boards OneClick

QUICKSTART Guide v4.0.5





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*QUICKSTART Guide v4.0.5*

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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.

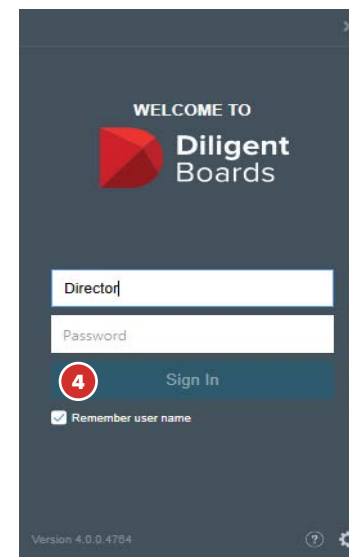
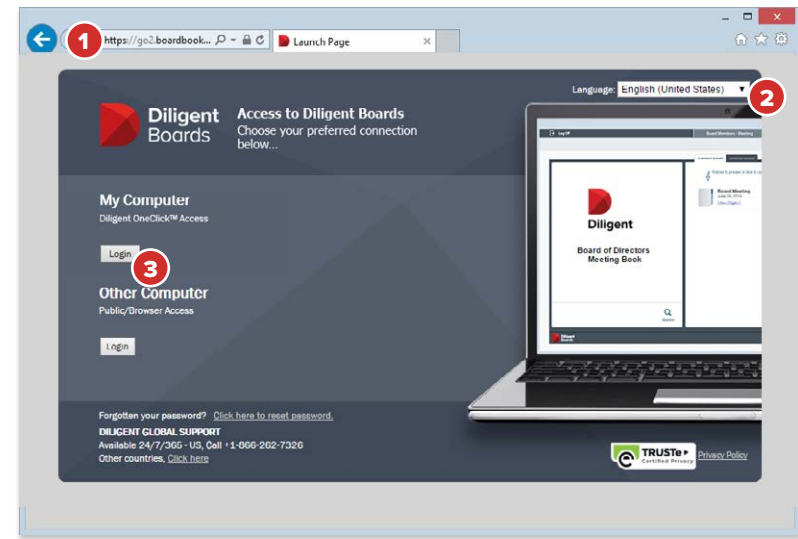
- 4 When the login screen appears, enter your user name and case-sensitive password. Click **Sign In**.

**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**.

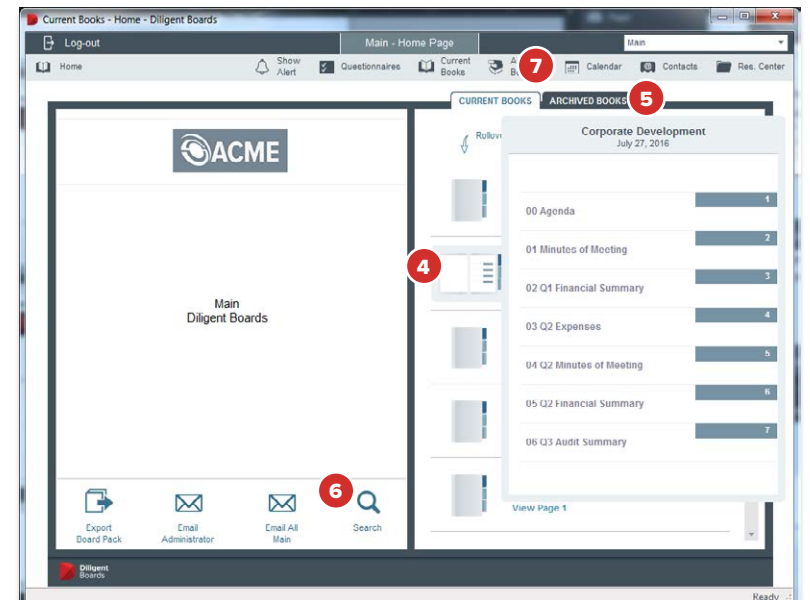
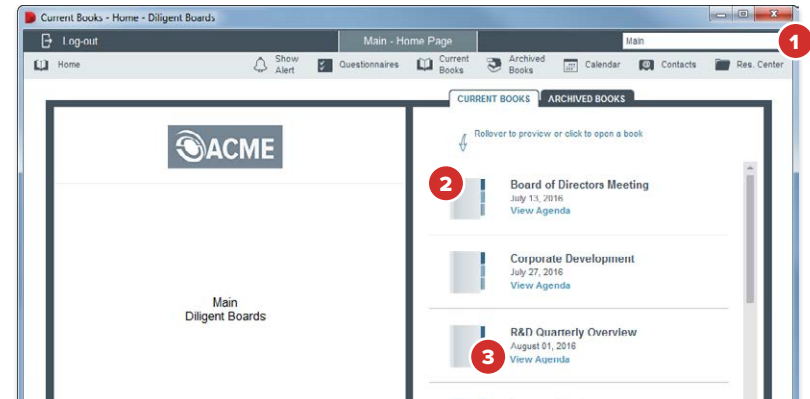
**Note:** If installation is not successful, use the "Click Here" link under "Problems Launching OneClick?" on the installation Web page. This will download an alternative OneClick installer.



# 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.

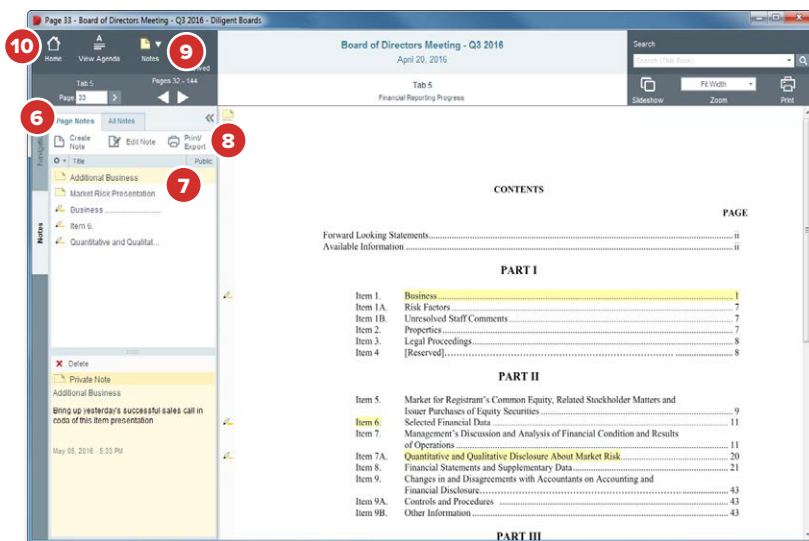
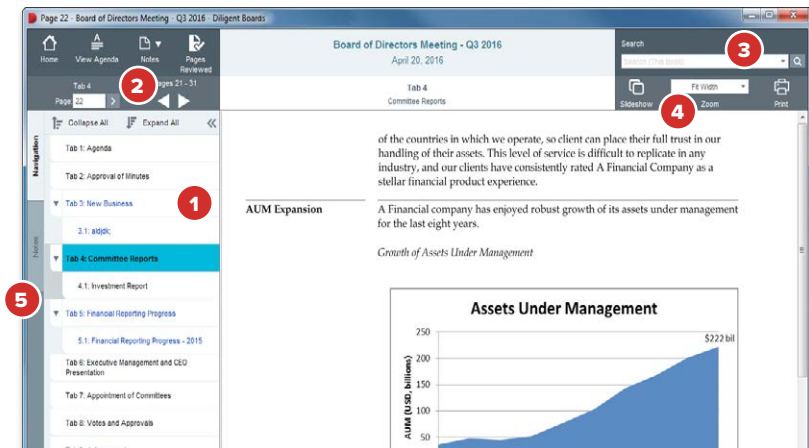
- 1 Click the drop-down menu in the upper right-hand corner and select the board or committee whose books you want to view. The list of current books will update automatically.
- 2 Click on a book to open a window containing that book's details. You will be able to read the book by choosing a section 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.

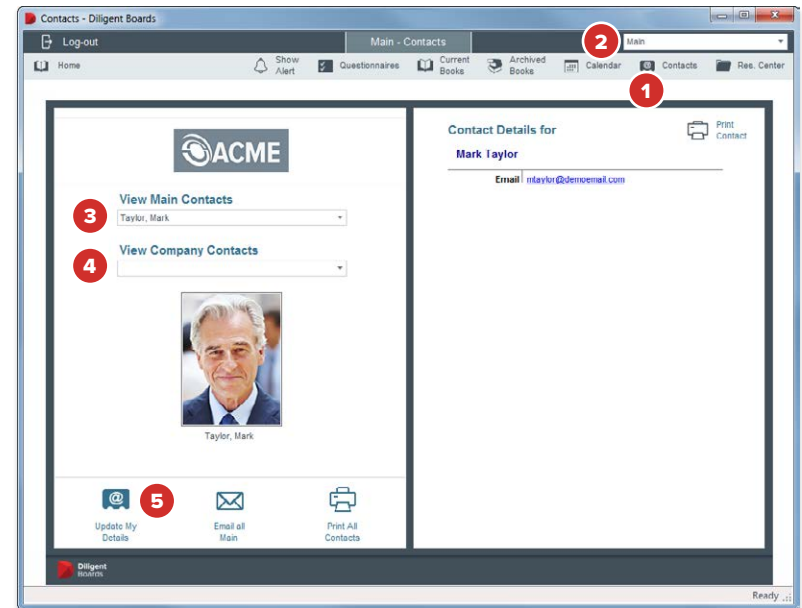
- 1 The navigation panel displays an outline of the book on the left-hand side of the window. Click on any section in the outline to go to that section's first page.
- 2 Click the arrows above the navigation panel to move through the pages of the book. Alternatively, you can type a page number directly 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.

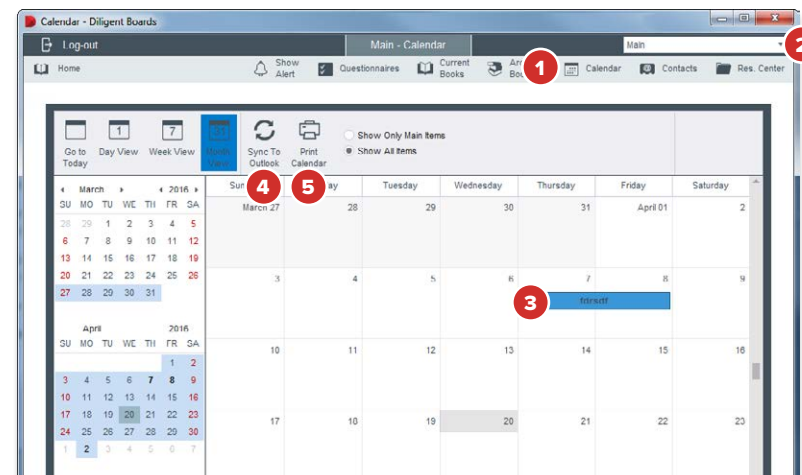
- 1 Click the **Contacts** icon to open the contacts section.
- 2 Select the board or committee whose contacts you want to view from the drop-down menu in the upper right-hand corner.
- 3 To view a board member's contact information, select their name from the **View Main Contacts** menu.
- 4 To view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

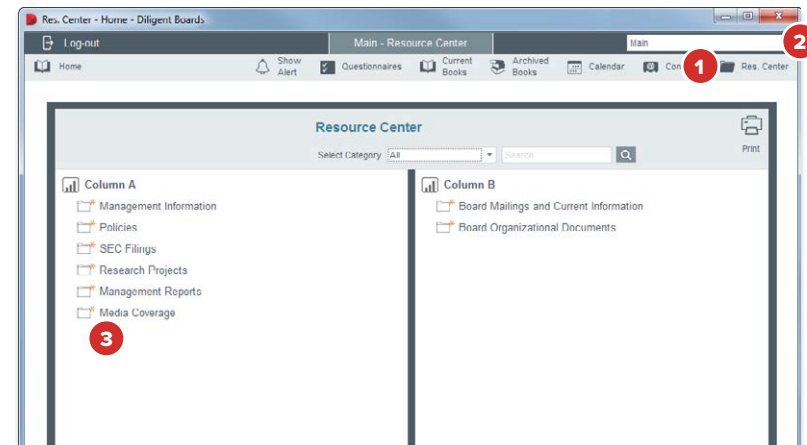
- 1 Click the **Calendar** icon to open the calendar section.
- 2 Select the board or committee whose calendar you want to view from the drop-down menu in the upper right-hand corner.
- 3 Hold your mouse over an event, without clicking, to reveal the event's summary. Double-click the event to open a 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.



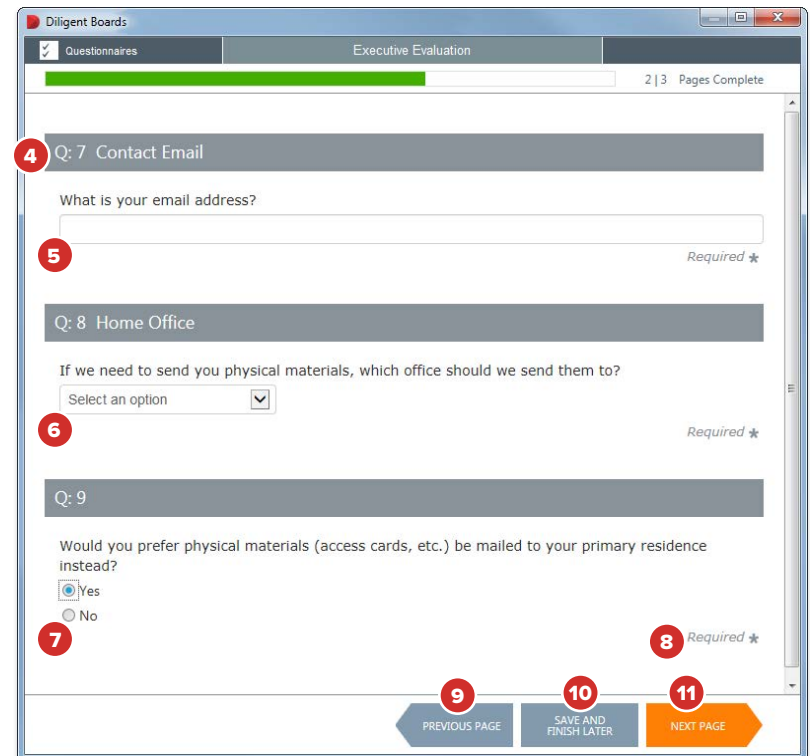
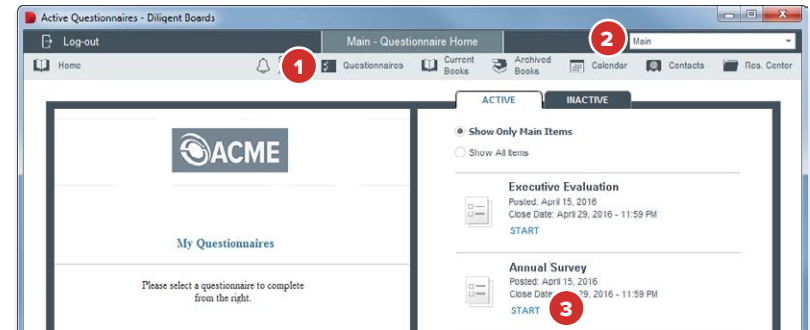


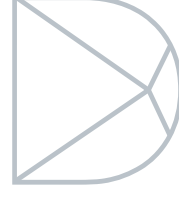
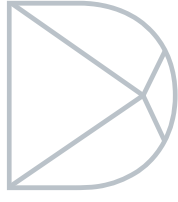
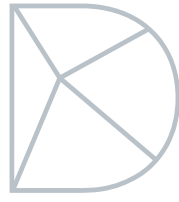
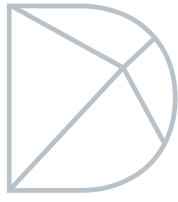
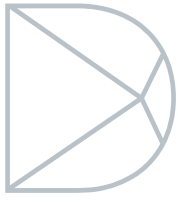
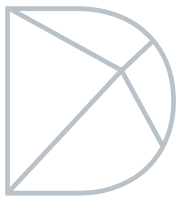
# Questionnaires

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.





## Diligent Global 24/7 Support

Americas  
+1 973 939 9381

Asia Pacific  
+65 3158 2545

Australia  
1800 106 454

Brazil  
0800 020 1536

China  
+86 21 5157 8073

Europe, Middle East and Africa  
+44 800 234 6580

France  
0800 913 810

Germany  
+49 69 967 59350

Hong Kong  
+852 3018 4025

India  
000 800 100 4166

Israel  
1809 315 632

Malaysia  
+60 3 9212 1715

Mexico  
1 800 681 1528

New Zealand  
+64 0800 345 443

Philippines  
+63 2640 6859

Singapore  
+65 3158 2545

South Africa  
0800 982 325

Spain  
+34 900 838 915

Switzerland  
0800 556 084

United States and Canada  
+1 866 262 7326

## Diligent Global Headquarters

1385 Broadway, 19th Floor  
New York, NY 10018  
Phone: + 1 212 741 8181

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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