BoardPAC®

Actionee
User Manual

Version: 4.2.10000
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1. INTRODUCTION

1.1 DOCUMENT PURPOSE

This document provides information and guidelines in an easy-to-follow step-by-step instruction manual, with a screen-by-screen walkthrough of the BoardPAC web portal interface for the Actionee module.

1.2 SCOPE

This user manual is designed to provide a comprehensive guide on Actionee functionalities of the BoardPAC product.

1.3 INTENDED AUDIENCE

Actionee

1.4 DEFINITIONS AND ACRONYMS

Item	Description
Administrator	This is a user who administers system functions such as, managing users including adding new users, setting up their privileges, etc. This user has access only to the web portal system and doesn't have access to the device.
Agenda	This is a collection of agenda items and titles/headings. It can be organized with a user defined number format and a structure according to the user's preference.
Agenda item	This refers to agenda items that are uploaded to the agenda.
Paper	This is one of the meeting agenda items. A paper can consist of multiple pages in a PDF format; and may consist of papers for approval, information papers, discussion items, discussion papers or supporting documents.
Device	iPad, Mac, Windows tab, iPhone, Android tab
Member	This is a user who is a participant at a meeting, with a full set of privileges.
Member-view only	This is a user with a variation of the Member user role; who is a participant at a meeting, but with limited privileges.
Member-view & comments	This is a user with a variation of the Member user role; who is a participant at a meeting, but with limited privileges.
Guest	User of a subcommittee who can be temporarily included in the meeting/circular of another subcommittee, with a full set of privileges.
PDF	Portable Document Format
Secretary	This is a user who handles the web admin tasks for meeting management, uploading papers, etc. The Secretary also has access to the device. Device functionalities will vary from a Secretary user to that of a Member.
Secretary Assistant	This is a limited privilege user with a subset of Secretary functions and does not have access to the device.
Secretary upload only	This is a limited privilege user with a sub set of Secretary functions such as, upload only.

System Administrator	This is a user who administers system settings such as security, meeting, email and network, and password settings. The system administrator does has not have access to the BoardPAC system via a device or functionalities of Members or Secretaries.

2. OVERVIEW OF BOARDPAC

BoardPAC aims at automating all aspects of a Meeting in a holistic approach; bypassing all manual interventions, such as the need to carry printed papers for meetings and to facilitate the review of papers before a meeting through a device.

The BoardPAC product is accessible by Members and Secretaries via iPad, iPhone, Android tab, Windows tab, and by System Admins, Administrators and Secretaries, Actionee via the Web Portal.
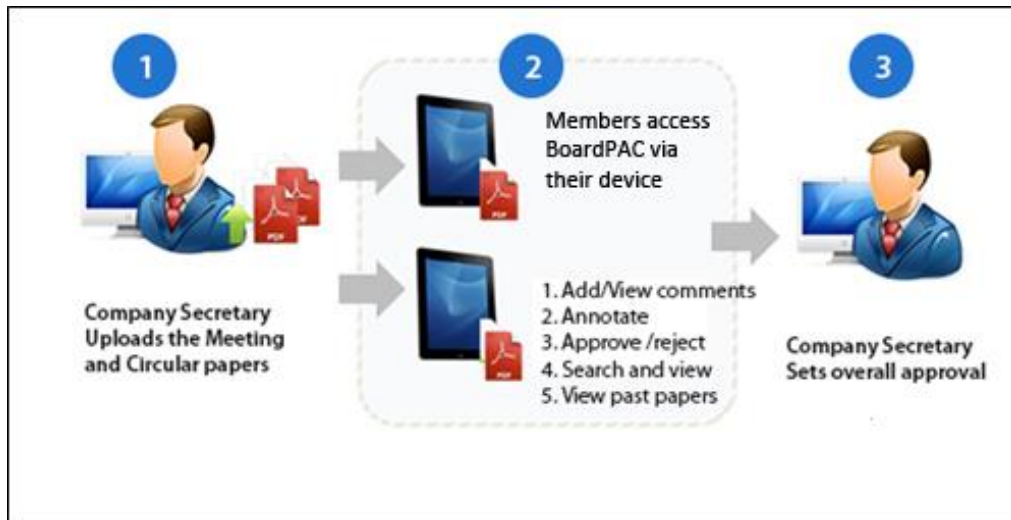
This product has two major accessible modes:
1. Client Device (cross device compatibility across iPhone, iPad, Android and Windows)
2. Backend Web Portal (comprehensive administrative dashboard facility)

The Secretary Division would have the ability to collate all papers for a Meeting, as well as have access to meeting/circular creations, document uploads, closing meetings, change approvals, etc. in order to manage the backend. (*All these features are listed in the Secretary User Manual.*)

From a client device perspective, Members and the Secretary can view meetings, papers and supporting documents. Members can approve/reject, comment and annotate on papers. Similarly, the secretary can further check on the status of papers, supporting documents and comments on papers. In addition, Members and the Secretary can view shared documents such as FAQs, compliance reports, policy reports, latest news about the company and the meeting calendar which specifies all meeting dates and information.

The Secretary have the ability to assign action items to Actionee/ Members. Actionee would have the ability to manage the action items assigned to them by the secretary (Action Management).

3. OVERVIEW OF FEATURES

The following Actionee functions are available in the BoardPAC Web Portal interface.

	Feature	Description
1	**Action Management**	
1.1	Action items	Action items created and assigned to the Actionee under different criteria as, General Action Items, Action items linked to a meeting/circular, Action items linked to an agenda item will appear in the Action Items List. View and update all Action Items assigned for the Actionee under all committees and meetings/circulars.
2	**Settings**	
2.1	Update profile	Updating the logged in user's details except for the username and role.
2.2	Change password	Change the logged in user's password.
3	**Login Screen**	
3.1	Log in	Login to the BoardPAC Web Portal with your username and password. • 2-Step authentication – Allow users to login to the application in a more secure way by sending a login verification code via email when logging in.
3.2	Log out	Log out from the BoardPAC Web Portal.

Note:

- Entire BoardPAC web application is supported with the following functionalities;
  - Module wise Global Search
  - Individual search engines
  - Multifilters
  - Pagination
  - Column wise sorting in tables

4. GENERAL FEATURES

4.1 LOGIN

As an Actionee, you can log in to the BoardPAC Web Portal by following these steps:

- Open your Internet browser—either IE or Firefox or Chrome (Compatible browser versions: IE 8.0 and above, Firefox 19.0 and above, Chrome 25.0 and above)

- Type the specific URL given by your administrator.
  E.g.: https://BoardPAC.xxxxx.lk
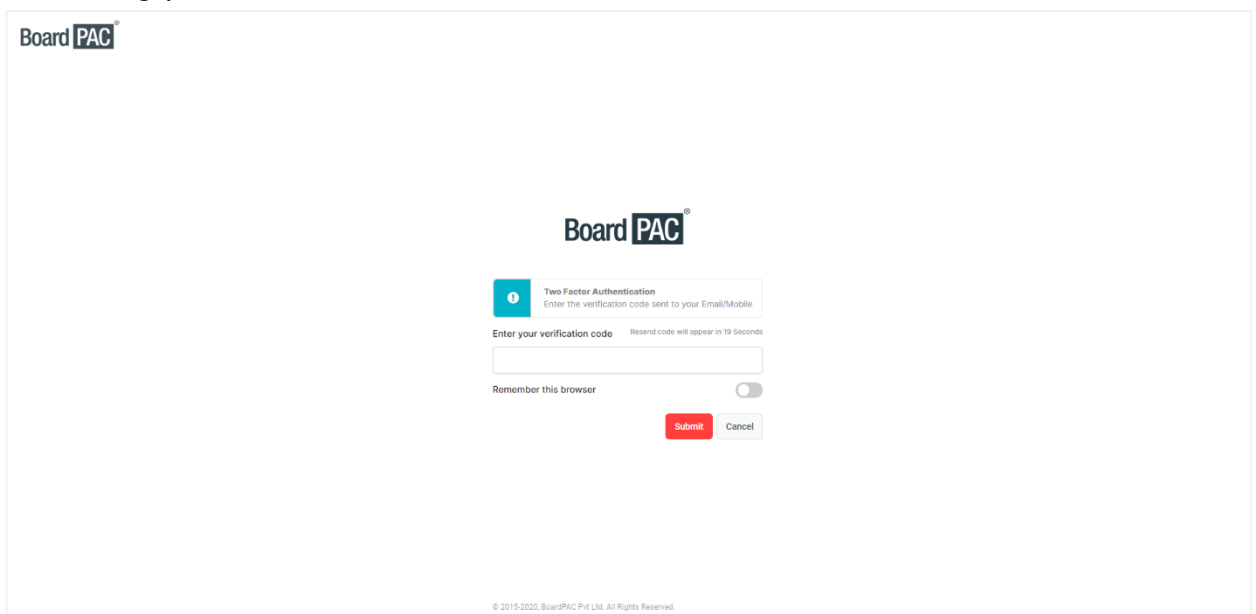
- BoardPAC Web Portal will be loaded by displaying the following login screen.
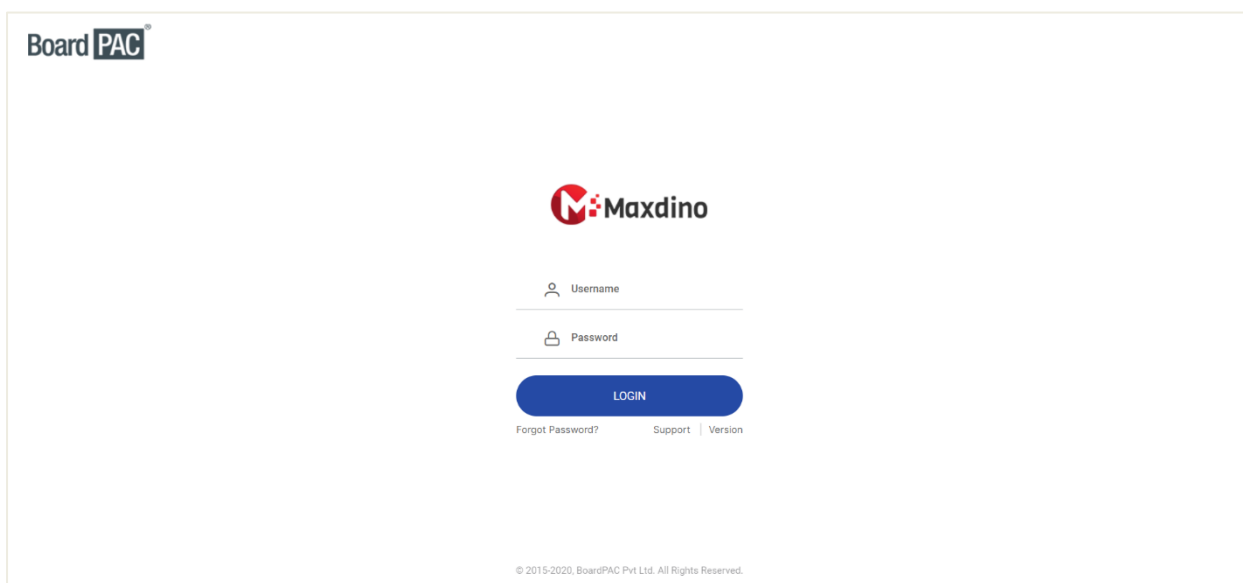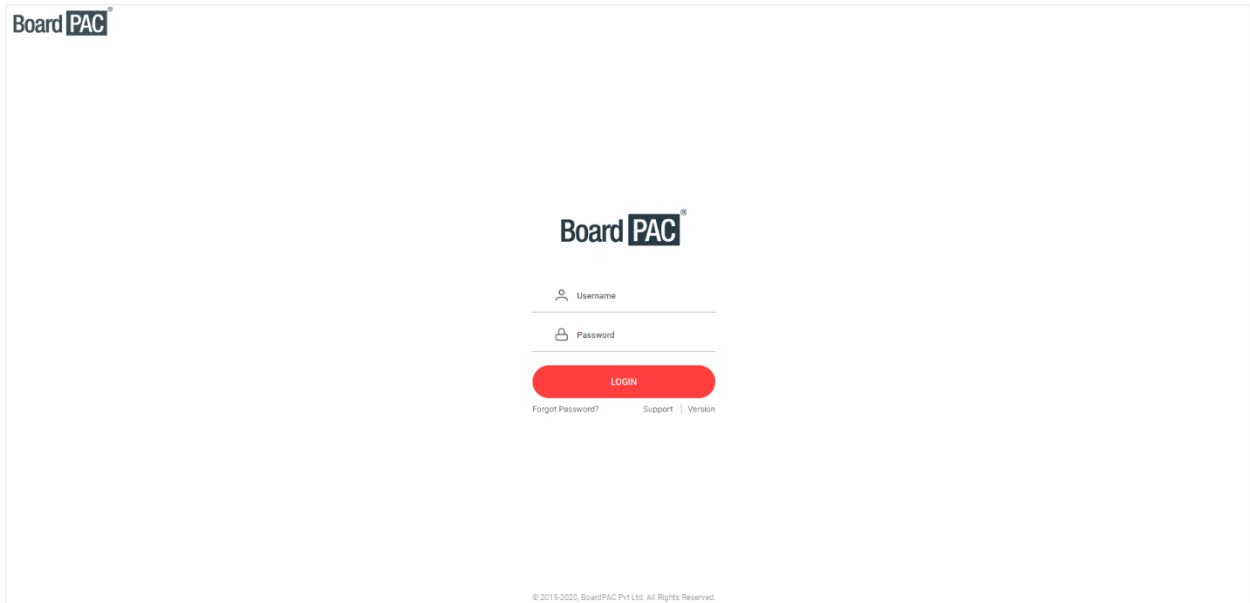
- Enter the username and password sent via emails by the administrator of the company.

- If your login is unsuccessful, please contact the administrator of your company via email or phone using the information given below to the BoardPAC login page.

- Once logged in successfully, you will be directed to the following homepage.
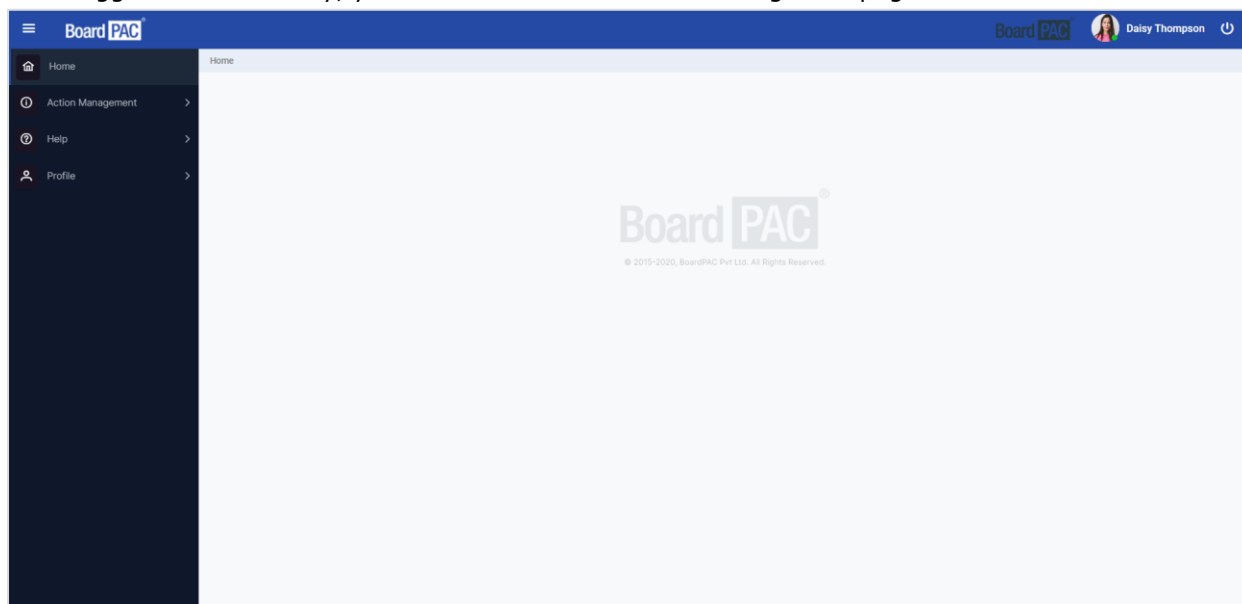
4.2 LOGIN WITH TWO FACTOR AUTHENTICATION

As an Actionee, you can log in to the BoardPAC Web Portal by following these steps:

- Open your Internet browser—either IE or Firefox or Chrome (Compatible browser versions: IE 8.0 and above, Firefox 19.0 and above, Chrome 25.0 and above)

- Type the specific URL given by your administrator.
  E.g.: https://BoardPAC.xxxxx.lk

- BoardPAC Web Portal will be loaded by displaying the following login screen.

- Enter the username and password sent via emails by the administrator of the company.

- Next the following screen will load, and you will be sent a verification code to your SMS or Email (The mode of which the verification code is sent will be as per the board administrator's settings)


- Enter the verification number in the given space and click on the "Submit" button.

- If the submitted verification code is correct, you will be directed to the homepage.
- If the "Remember this browser" is toggled On, the browser will be remembered as per the number of days defined by the board administrator.

- If the submitted verification code is incorrect, you will see the following screen with an error message.
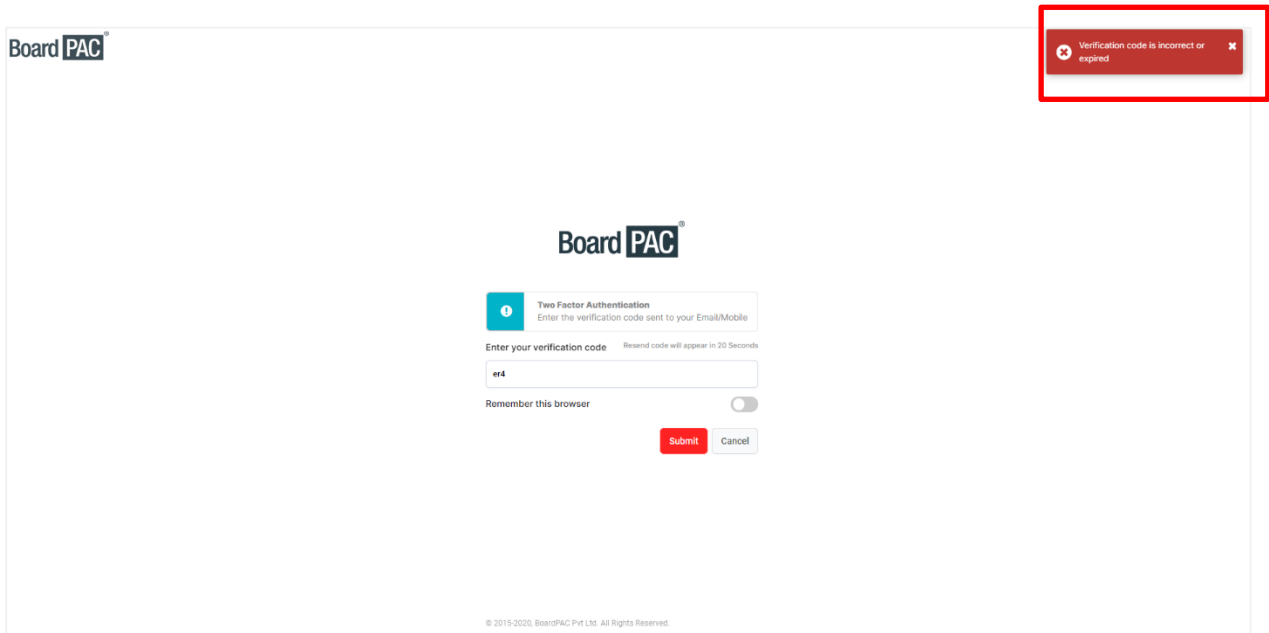
- After 30 seconds you can request for a new verification code. This is done by clicking on the "Resend code button" as follows;
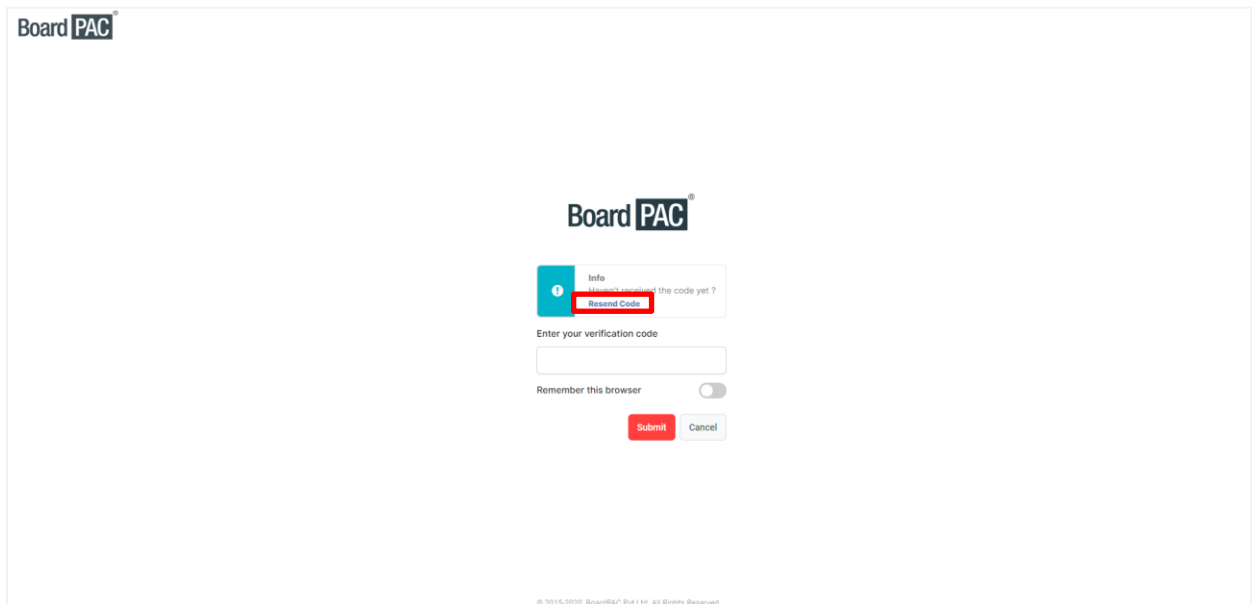
- Once you click on the "Resend Code" button you will receive the following alert
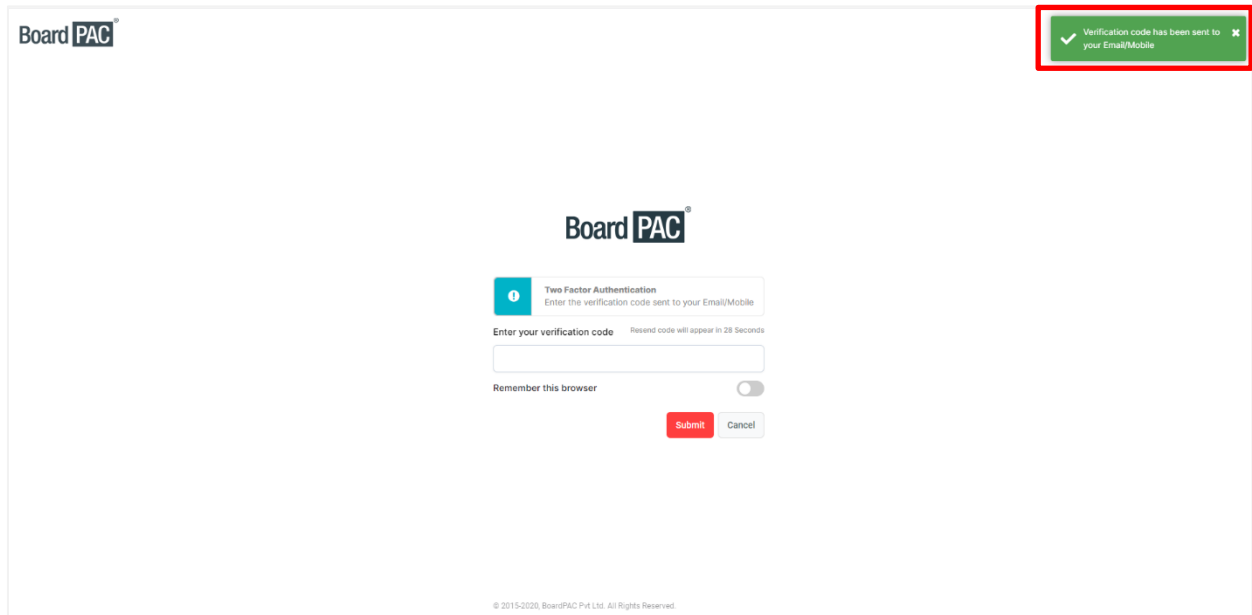
- Enter the new code and click on the "Submit" button and you will be directed to the home page.

4.3 LOGIN WITH MICROSOFT AZURE ACTIVE DIRECTORY

As an Actionee, you can log in to the BoardPAC Web Portal by following these steps:

- Open your Internet browser—either IE or Firefox or Chrome (Compatible browser versions: IE 8.0 and above, Firefox 19.0 and above, Chrome 25.0 and above)

- Type the specific URL given by your administrator.
  E.g.: https://BoardPAC.xxxxx.lk

- BoardPAC Web Portal will be loaded by displaying the following login screen.

- Click on the "Sign in with Azure AD" button
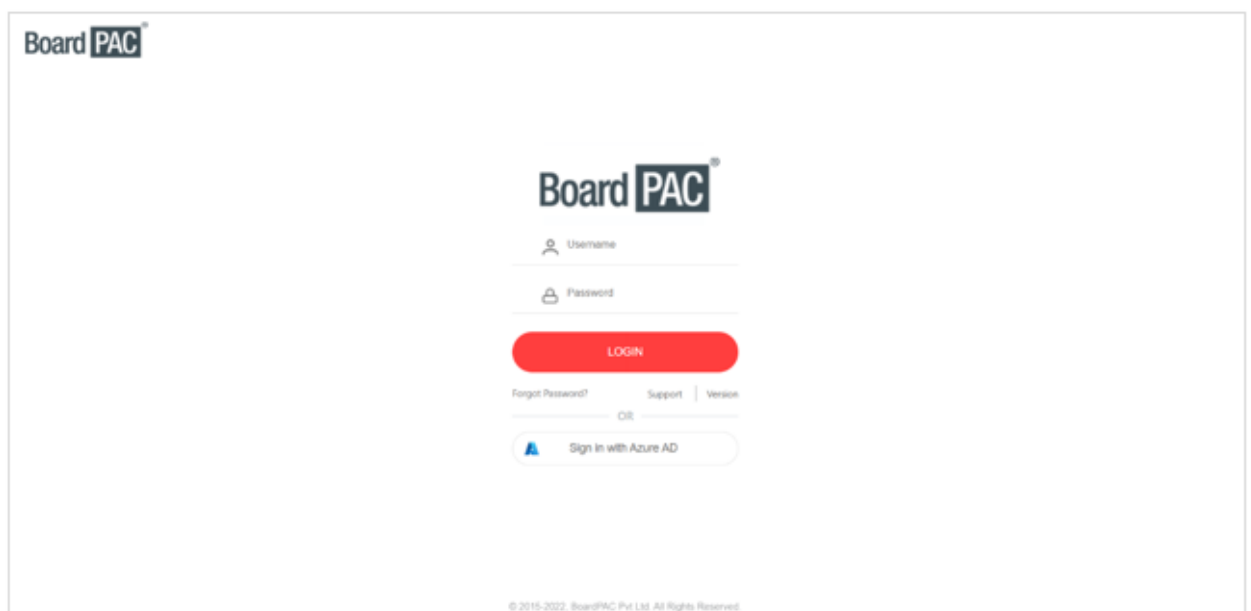
- You will be directed to the following screen, enter your Microsoft email address and click on the "Next" button.
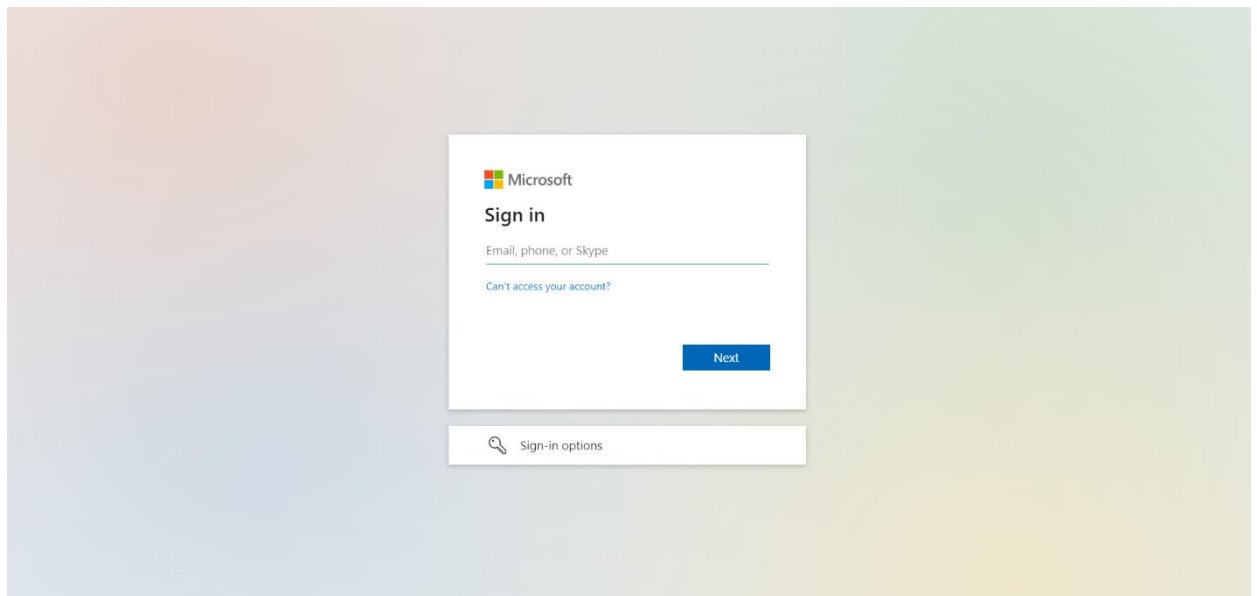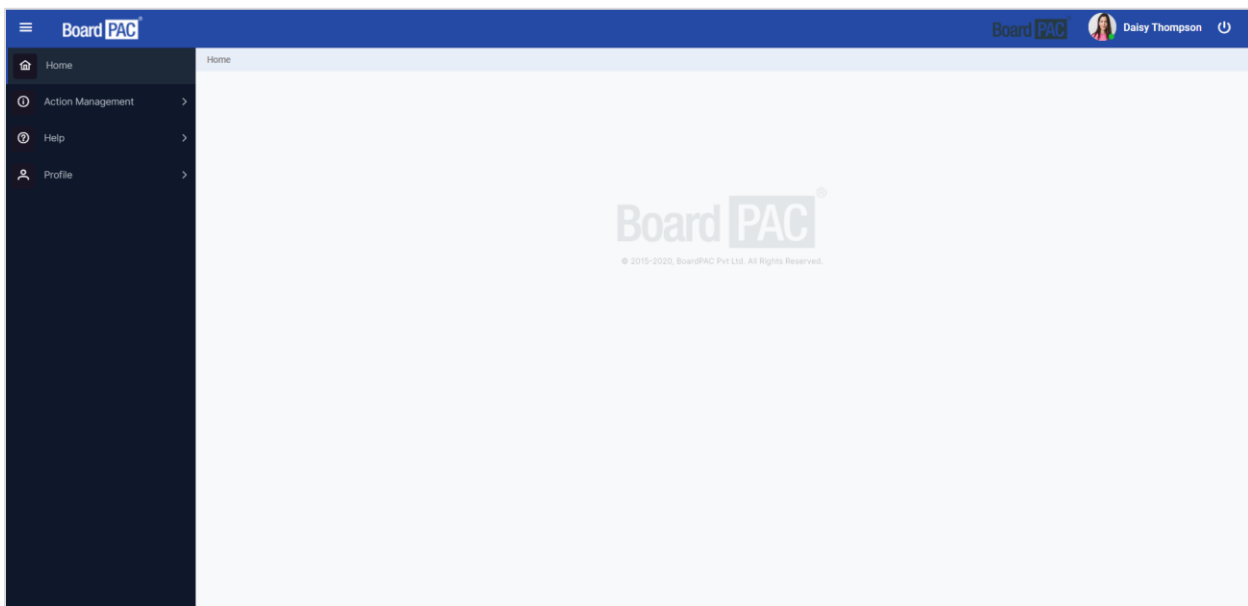

- Next you will be directed to the following screen, enter your Password and click on the "Sign in" button.
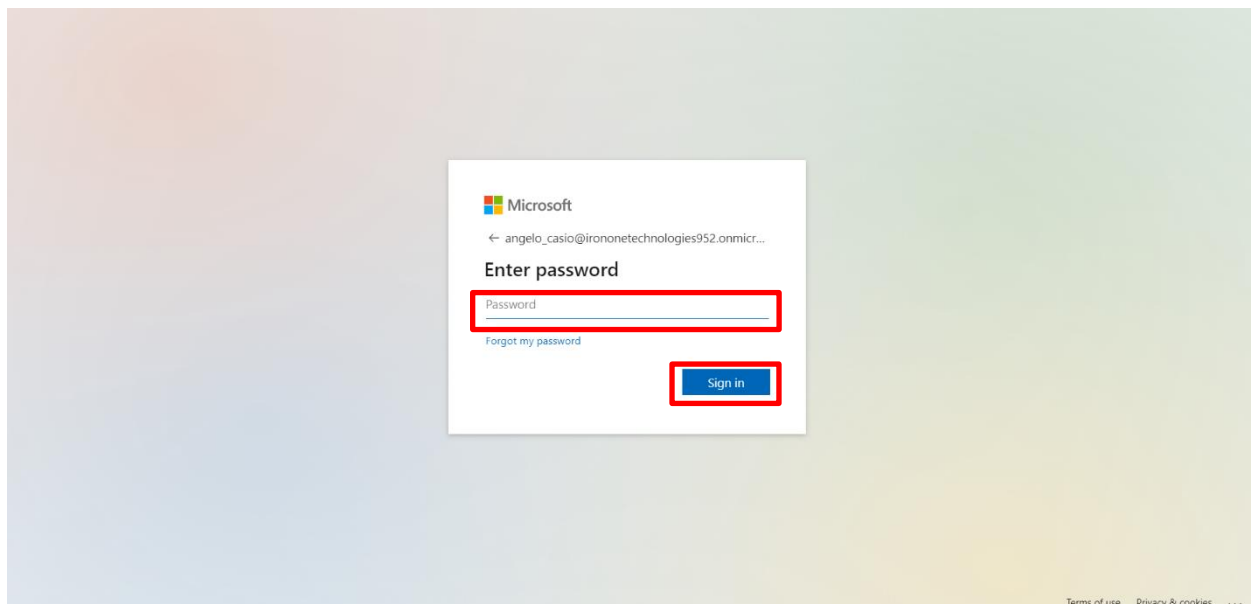
- Next you will be directed to the following screen, if you like to stay signed in click on the "Yes" button if not click on the "No" button. For security reasons we recommend you select the No option.
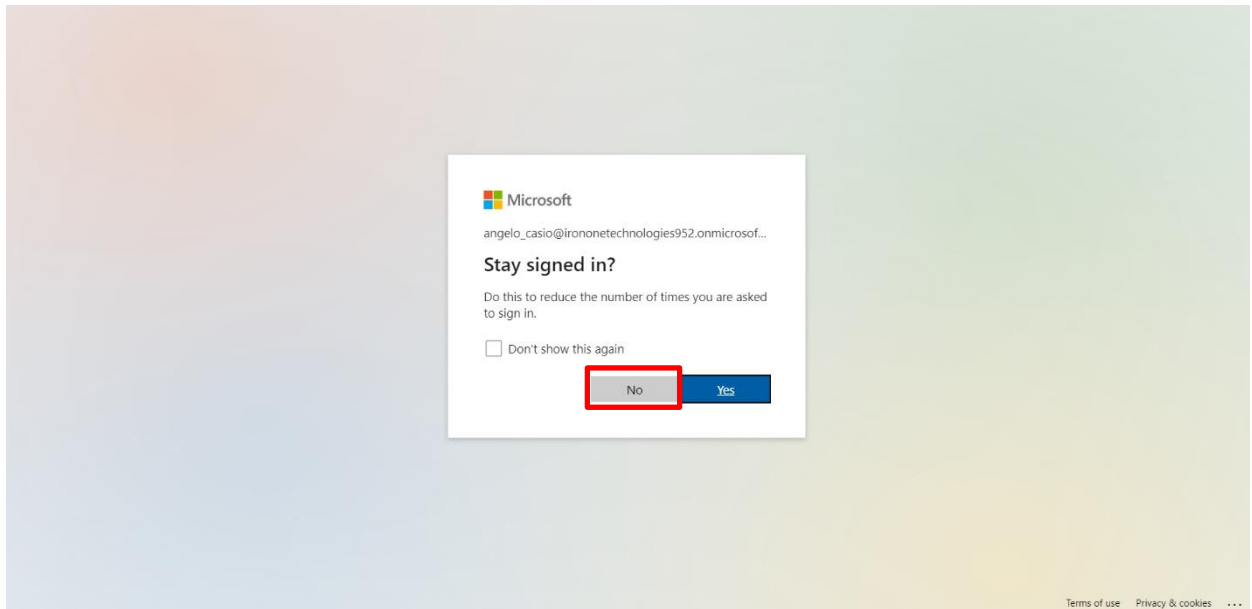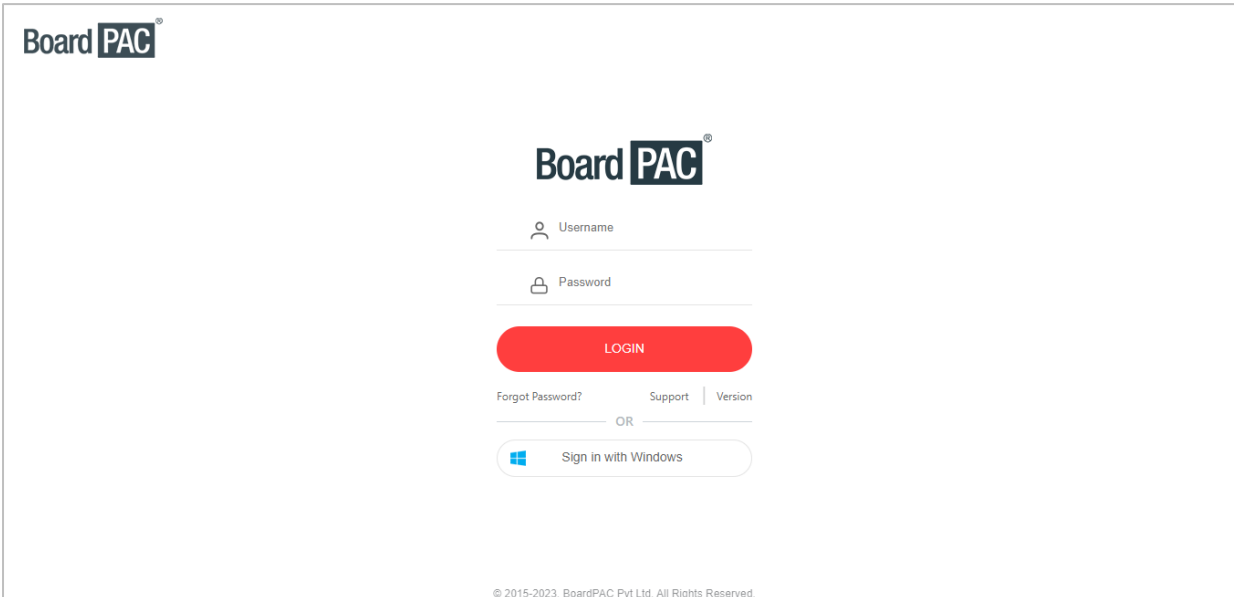

- You will then be successfully logged into the home screen of BoardPAC.
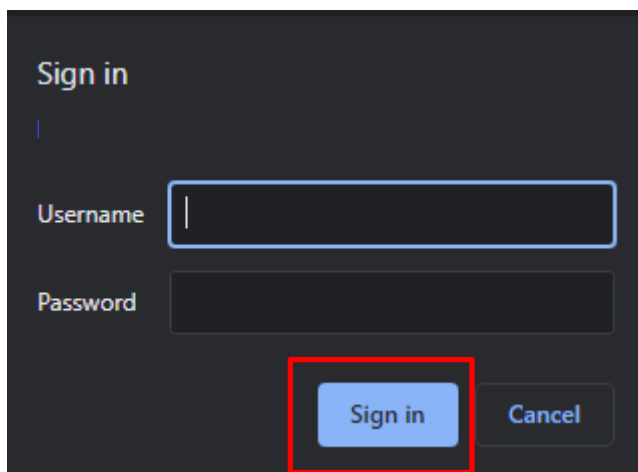
4.4 LOGIN WITH WINDOWS ACTIVE DIRECTORY

You can login to BoardPAC using your windows credentials.

- Navigate to the login page of the application on web/device and click on "**Sign in with Windows"**.

- Enter your username and password in the prompt and click **_Sign In_**. You will be logged into the BoardPAC application.

4.5   CHANGE LANGUAGE USED IN BOARDPAC

You can change the language used inside BoardPac for your own profile.
(Only German is supported for now)

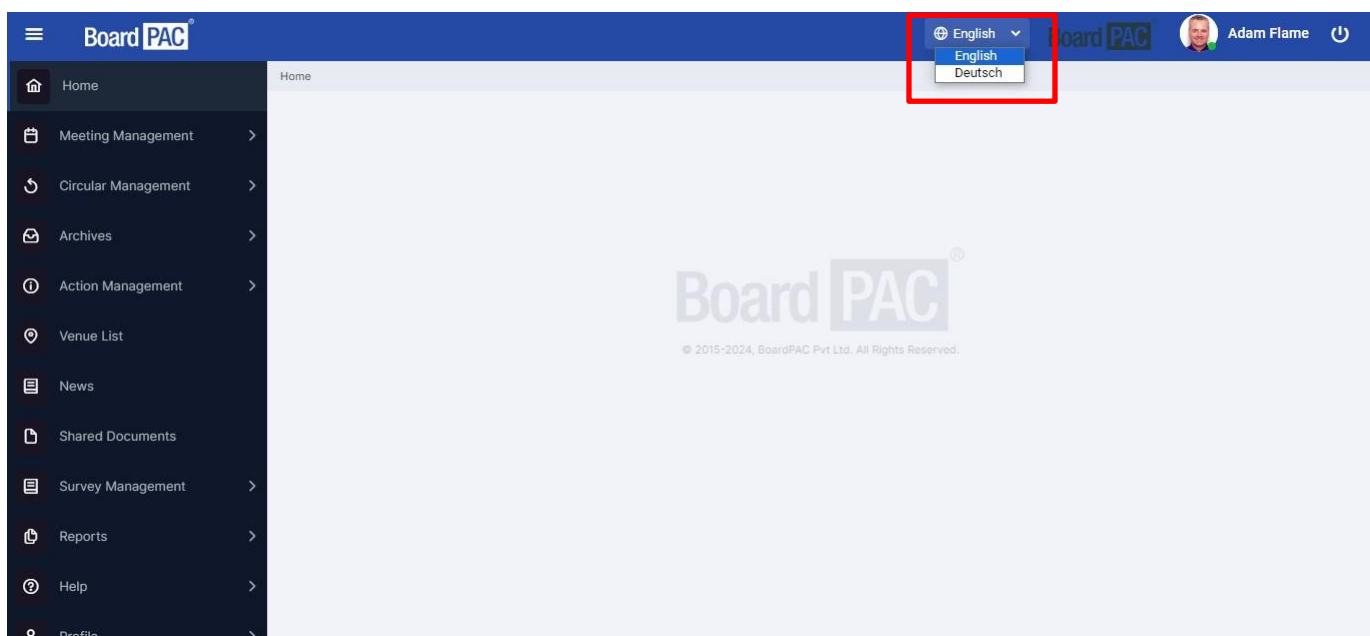Navigate to the Language dropdown from the Login screen.

Select the language required from the dropdown, if the default language selected by the Administrator doesn't align with you.

You can also change the language from the Dashboard, navigate to the top bar and select the preferred language.
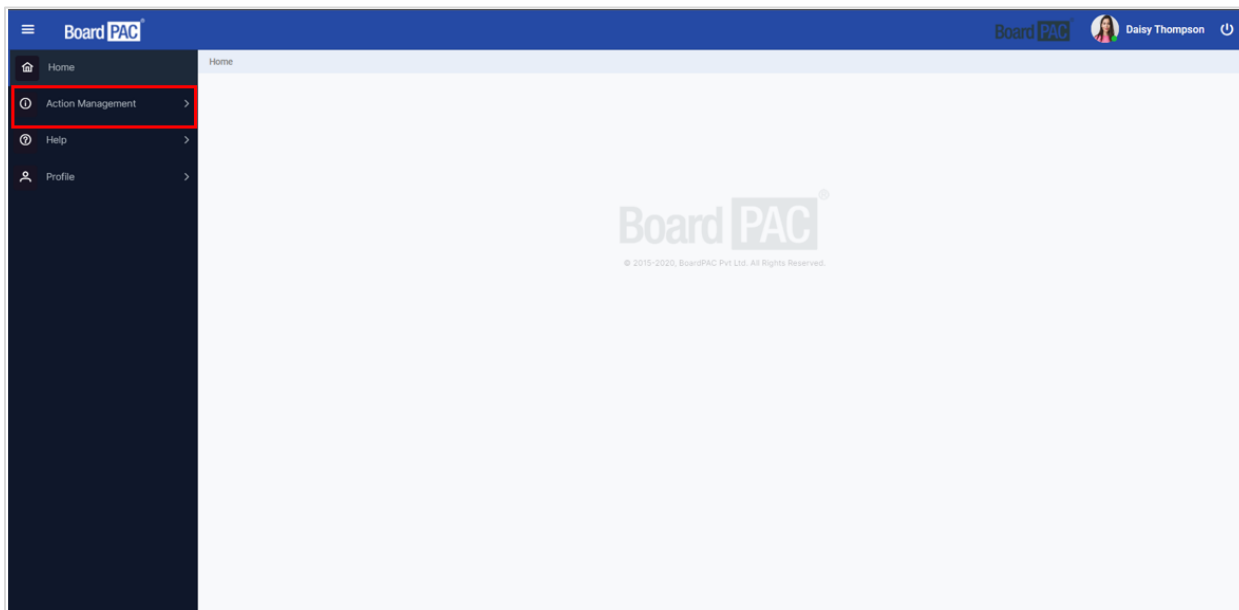
4.6 LOG OUT

The Actionee can log out from the BoardPAC Web Portal at any given time by clicking the LOGOUT button at the top right corner of the screen.
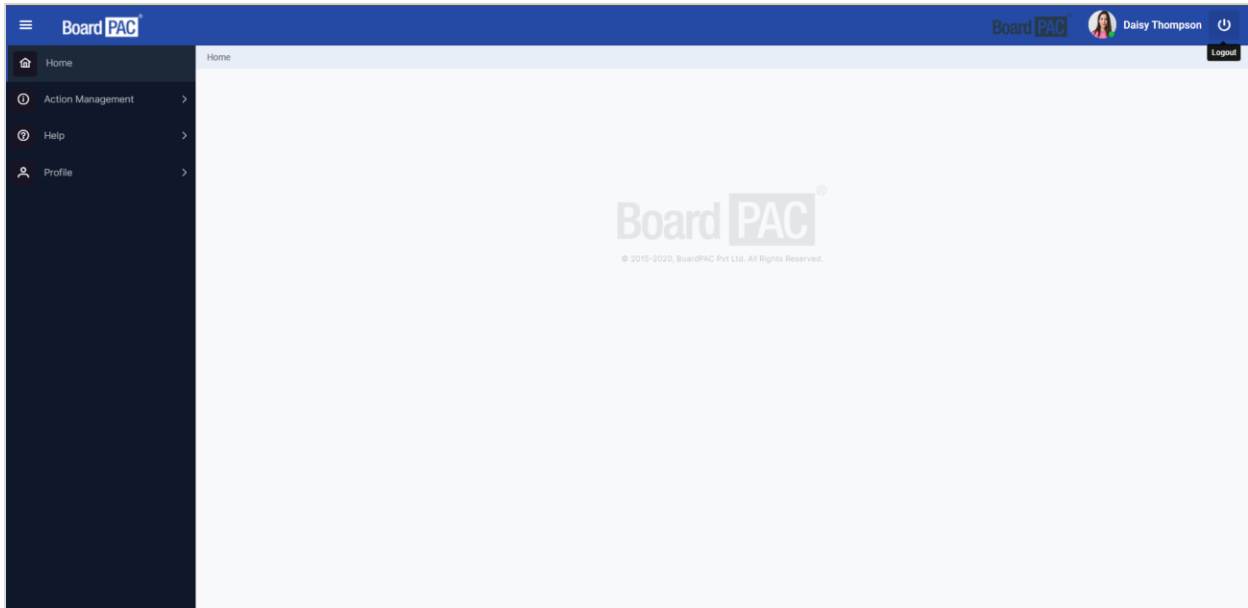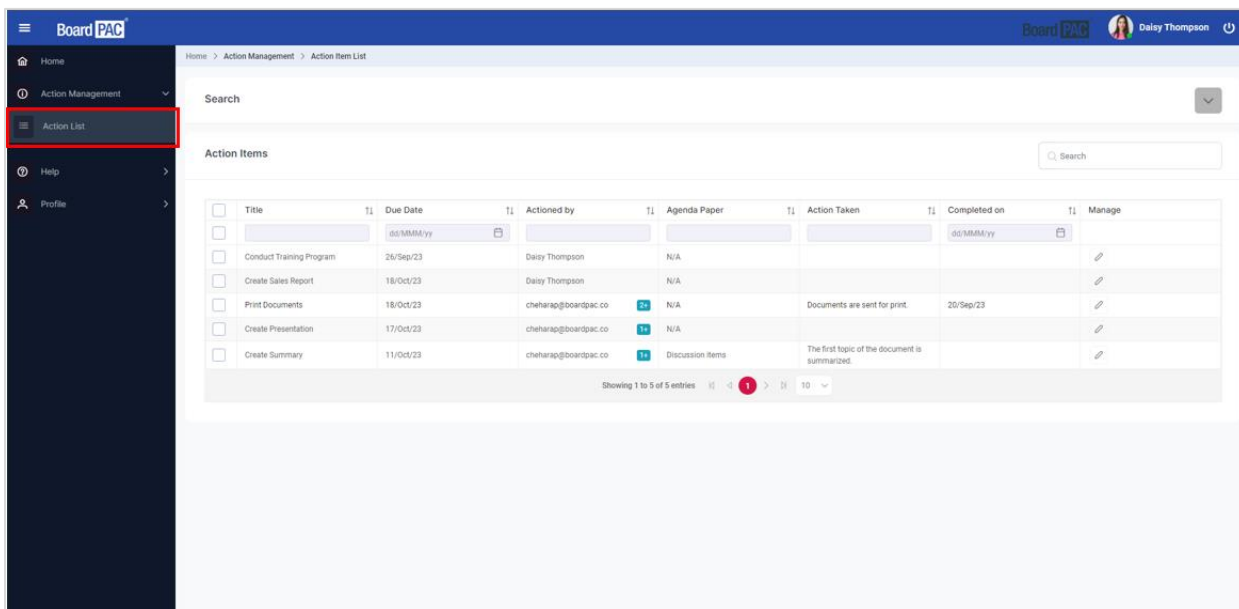
5. ACTION MANAGEMENT

All action items assigned to the Actionee will be added to Action Items List.
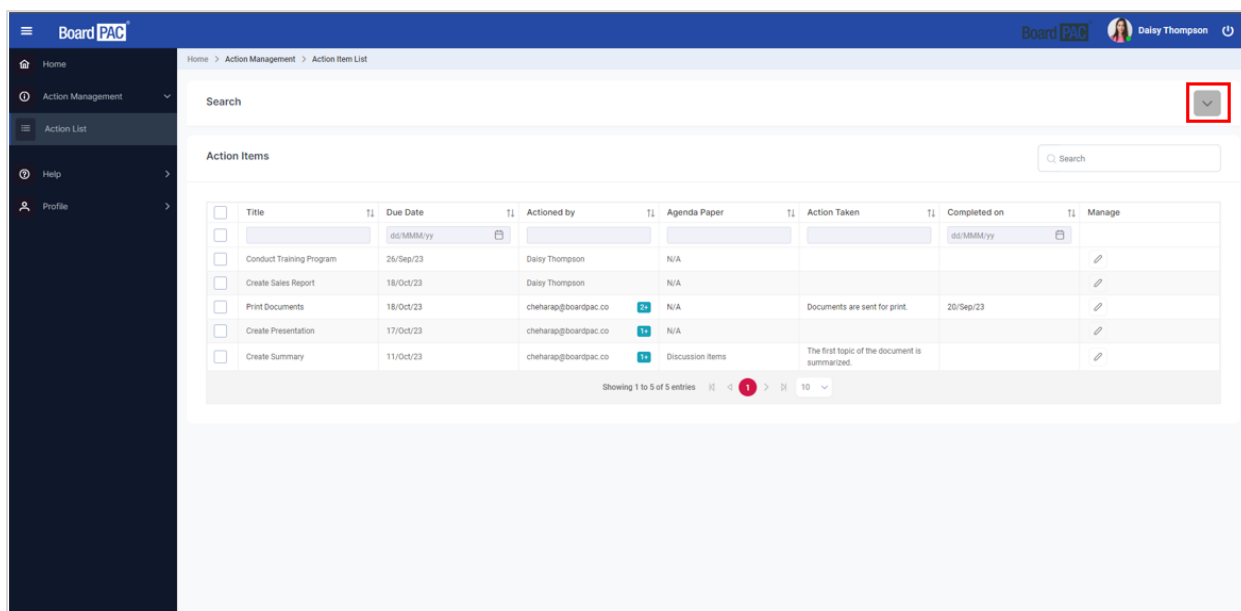
In the left panel, go to **Action Management**

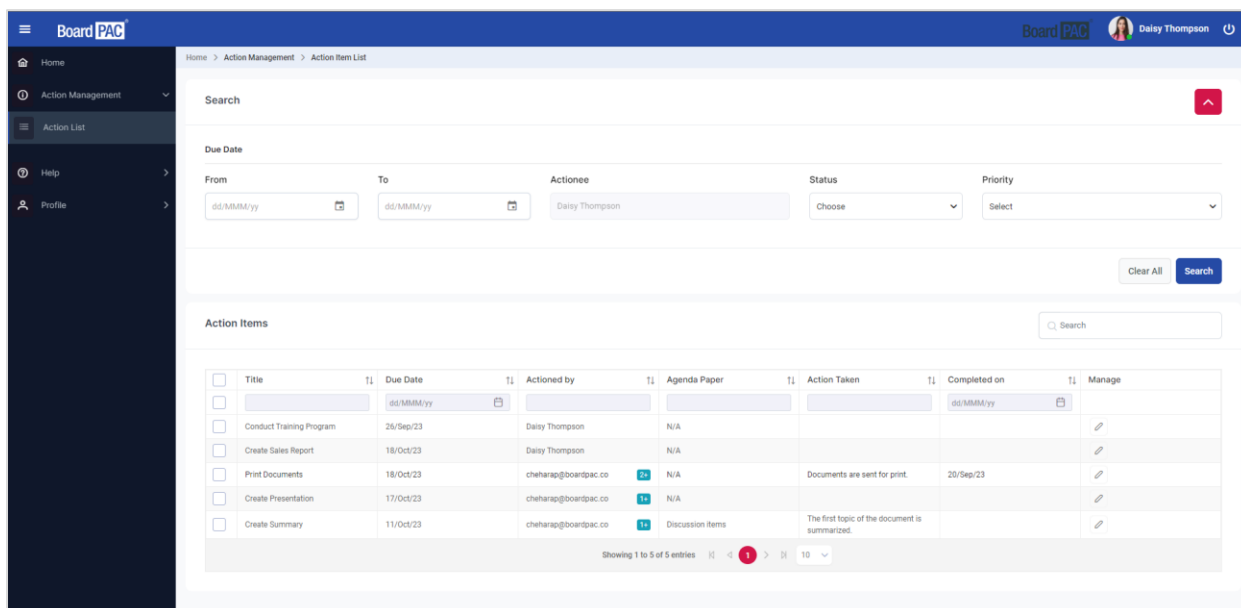Click on Action Management to view the sub features. Go to **Action List.**

Click on the downward arrow button to view the Action Item Filters.

Then, the action items filters would appear as below.

Action Items Filter

You can filter action items from the fields provided as shown above.

From

Provide the start date for the date range of the due date to which the agenda item(s) you are searching is to be/has been completed on.

To

Provide the end date for the date range of the due date to which the agenda item(s) you are searching is to be/has been completed on.

Actionee

Type the member to which the agenda items(s) you are searching for is assigned to.

Status

Choose the status from Pending, In Progress and Completed

Priority
Choose the priority from High, Normal and Low

It is not mandatory to enter any of the filter fields.

Click on "Search" to filter all the results as defined in the search criteria mentioned above. The results will be displayed in the Action Items List below to the Search section.

Click on "Clear All" to clear all the details on the filters.

Action Items List
All the action items assigned to the Actionee or action items filtered from the Search filters will be displayed in Action Items List grid.

Title
Title of the action item

Due Date
Date of the action item to be completed on.

Actioned By
Name/email of the member to whom the action item has been assigned to.

Agenda Paper
The name of the agenda item to which the action item is linked to if any.
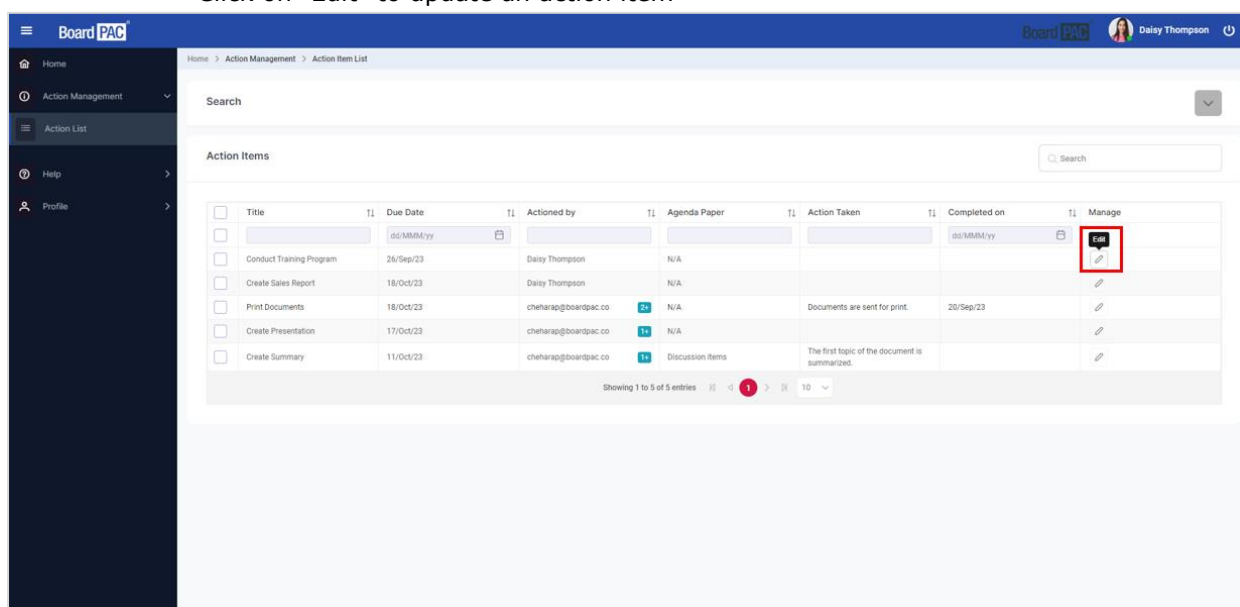
Action Taken
The response of the action taken by the Actionee

Completed On
The date on which the Actionee has completed the assigned action item

Manage

- **Edit**
  Click on "Edit" to update an action item

You will be directed to "Update Action" as shown below

You can add any comment on the **Action Taken** field on the assigned action item.

Status of a newly created action item is "Pending". This status should be changed as preferred.
If the status is as "Completed", you can choose a date to specify the action item completed date on the **Completed On** field.

Click on "save" to save all details.

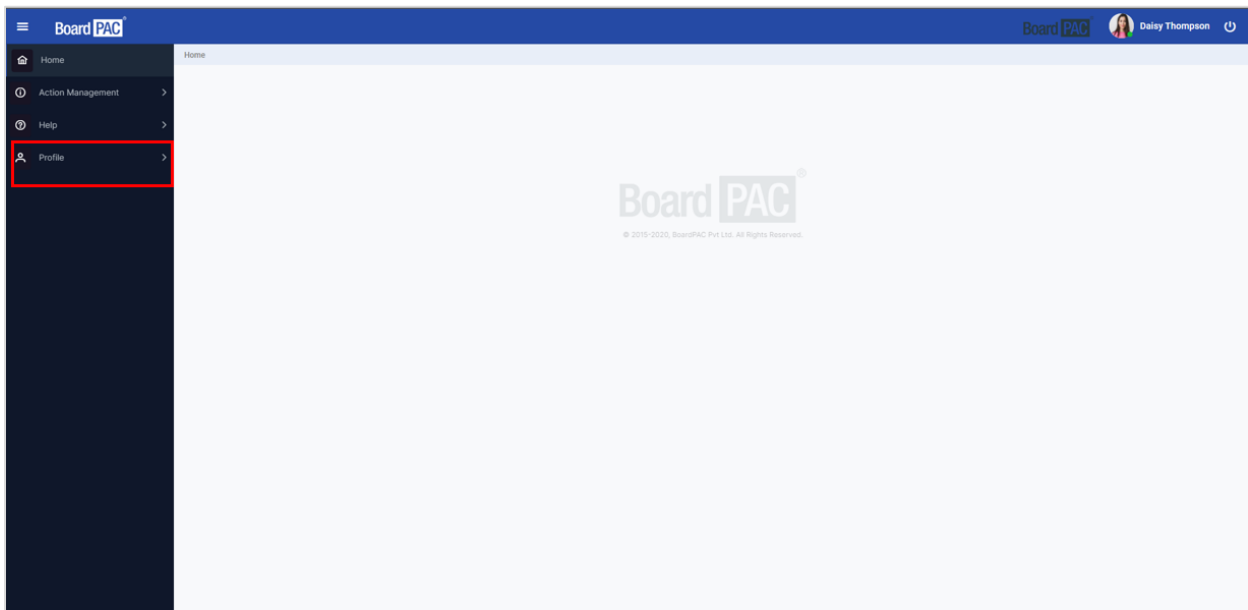Once saved, you will be redirected to the "Action List"

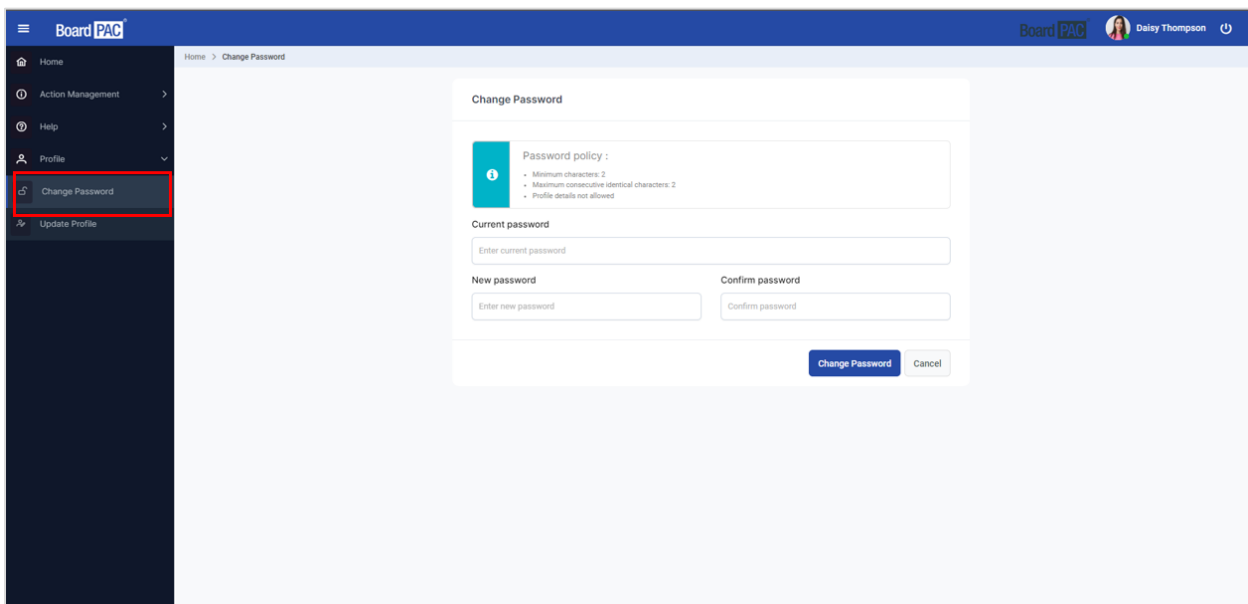You can search for any action item via "Search".

6. PROFILE

6.1 CHANGE PASSWORD

Actionee can change the password by following these steps,

In the left panel, go to "**Profile**".

Click on the **Profile** to view sub features. Go to **Change Password**.

You will be directed to **"Change Password"** screen as shown below,

Provide the **Current Password**, **New Password** and **Confirm Password** fields to change your password.

Field	Description
Current	Provide the existing password

Password	
New Password	Provide the new password
Confirm Password	Provide the new password again to confirm it

The New Password should be adhered according to the **Password Policy** given at the top of the screen.
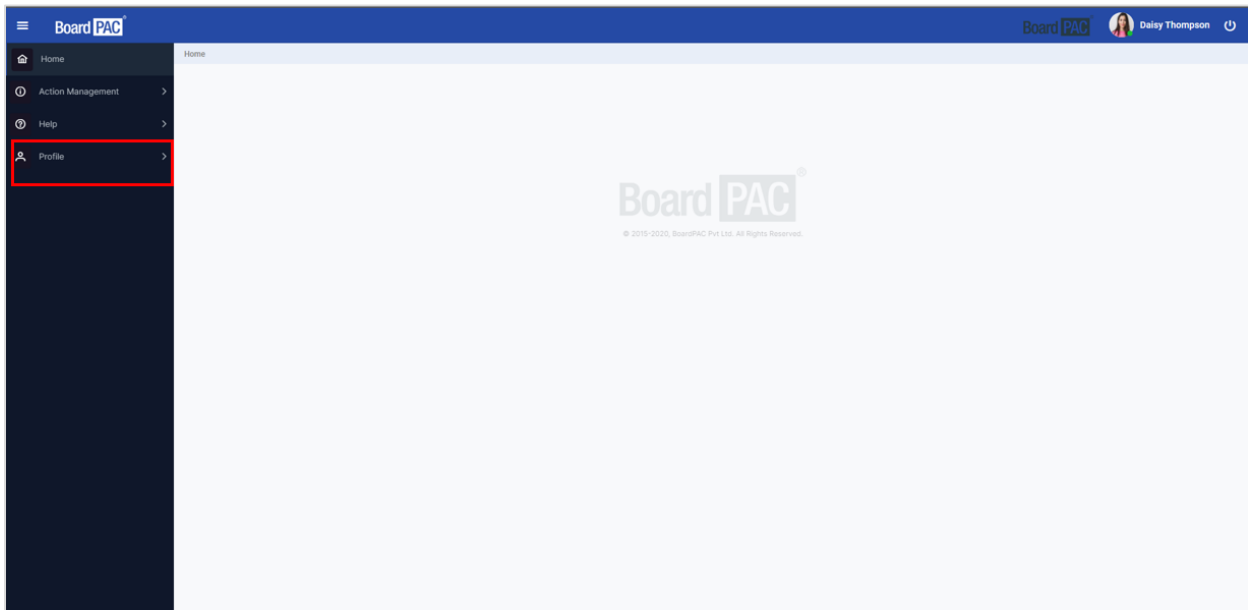

Click on **"Change Password"** button to confirm the changes and change the password.
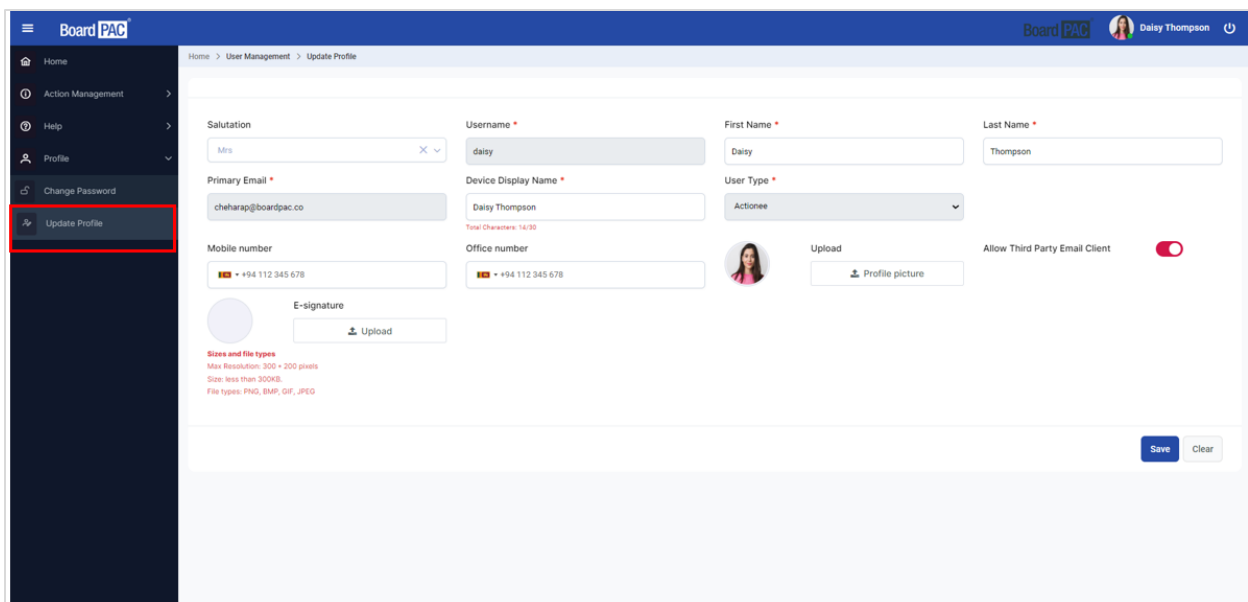
6.2   UPDATE PROFILE

As the Actionee, you can change your profile details by following these steps,

In the left panel, go to "**Profile",**

Click on the **Profile** to view sub features. Go to **Update Profile**.

You will be directed to **"Update Profile"** screen as shown below,

You can edit your profile information by editing the fields which needs to be changed except for **User Type, Username and Primary Email** field.

Edit the relevant fields and click on **"Save"** button to confirm the changes and update the profile.

~~ End of Manual ~~