

Quick Start Guide

July 2017

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Technical Support

Telephone: +44 845 203 7829

Email: support@eshareuk.com

Live Support: Wherever you see the logo below

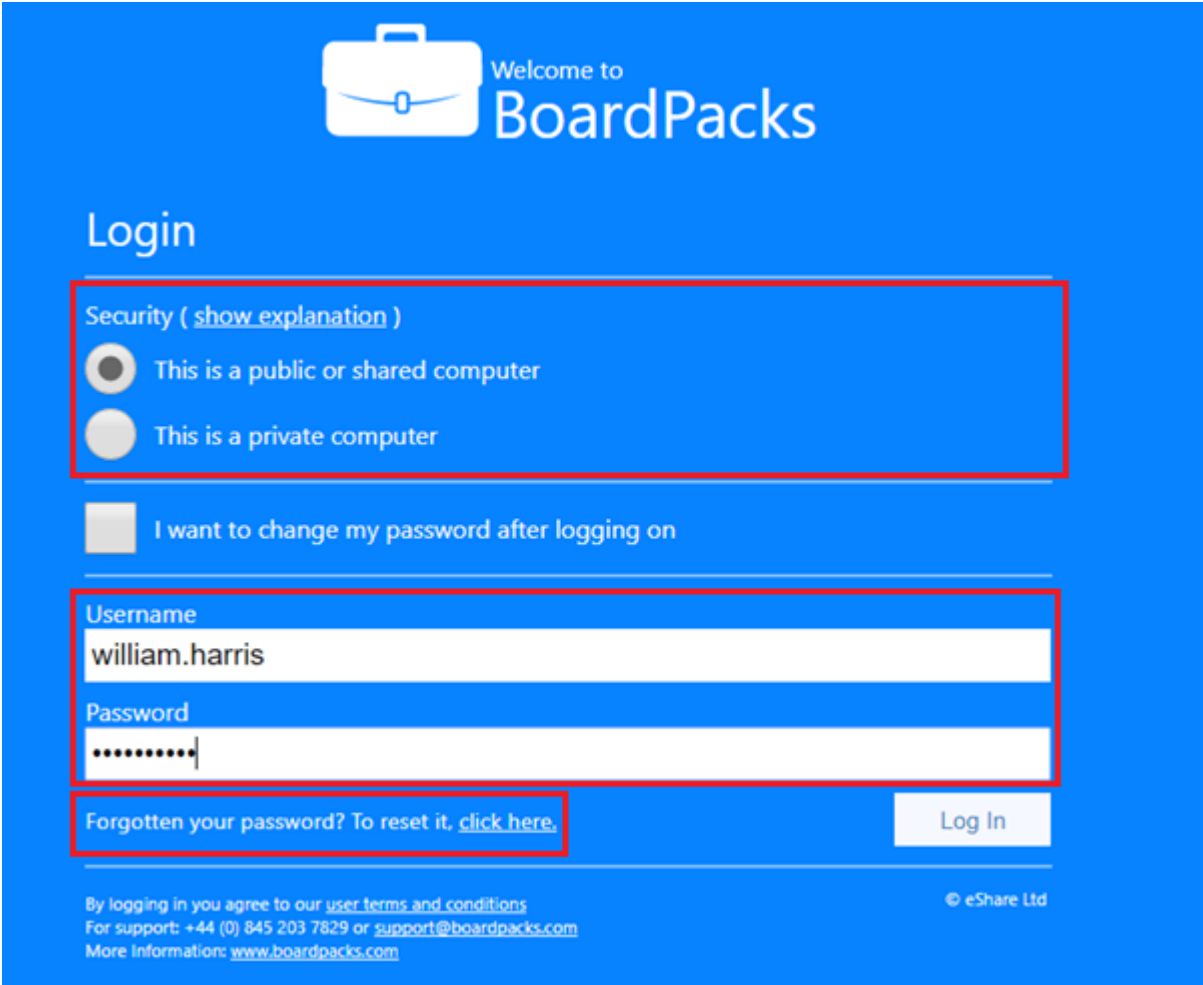


Accessing BoardPacks

Open your preferred Web browser, commonly Internet Explorer, Google Chrome, Mozilla Firefox or Microsoft Edge, and enter the following URL in the address bar:

<https://portal.boardpacks.com>

Alternatively you can click the link contained in the Welcome email you will have received when your account was first created. Once loaded the following screen will be displayed:



The image shows the BoardPacks login interface. At the top, there is a blue header with a white briefcase icon and the text 'Welcome to BoardPacks'. Below this, the word 'Login' is displayed. The main content area is white and contains several sections: a 'Security' section with two radio buttons for 'This is a public or shared computer' and 'This is a private computer'; a checkbox for 'I want to change my password after logging on'; a 'Username' field with the text 'william.harris'; a 'Password' field with masked characters; a 'Forgotten your password? To reset it, click here.' link; and a 'Log In' button. At the bottom, there is a footer with legal information and contact details.

Welcome to
BoardPacks

Login

Security ([show explanation](#))

☐ This is a public or shared computer

☐ This is a private computer

☐ I want to change my password after logging on

Username
william.harris

Password
.....

Forgotten your password? To reset it, [click here.](#)

[Log In](#)

By logging in you agree to our [user terms and conditions](#)
For support: +44 (0) 845 203 7829 or support@boardpacks.com
More Information: www.boardpacks.com

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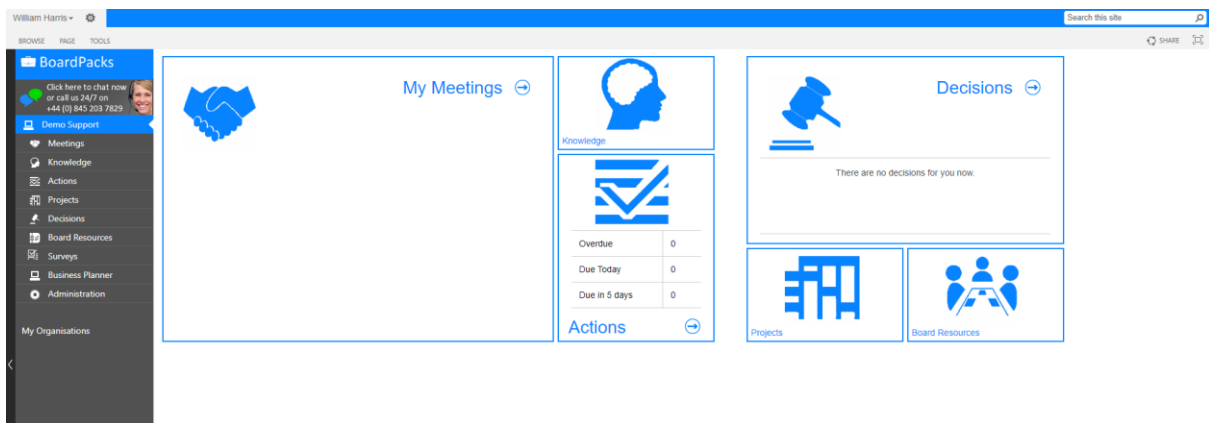
Security – this option can be used to select whether you are logging in from a public or private computer (recommended). Please note that selecting public computer will allow the user 20 minutes of inactive time before being logged out of BoardPacks, whereas selecting Private will allow a user up to 1 hour of inactivity before being logged out.

Username and Password – Your username will be included in the Welcome e-mail you received from BoardPacks when your account was first created, and is commonly in

“firstname.lastname” format. In addition to the username, a link to set/reset your password is included Please note that Passwords are case sensitive. Press return or select ‘Log in’.

If a password is forgotten, click on ‘Forgotten your password? To reset it, click here.’ And follow the instructions – please note that you will need your username and email address that are associated to your account. Alternatively you can connect Support using the contact details at the start of this document.

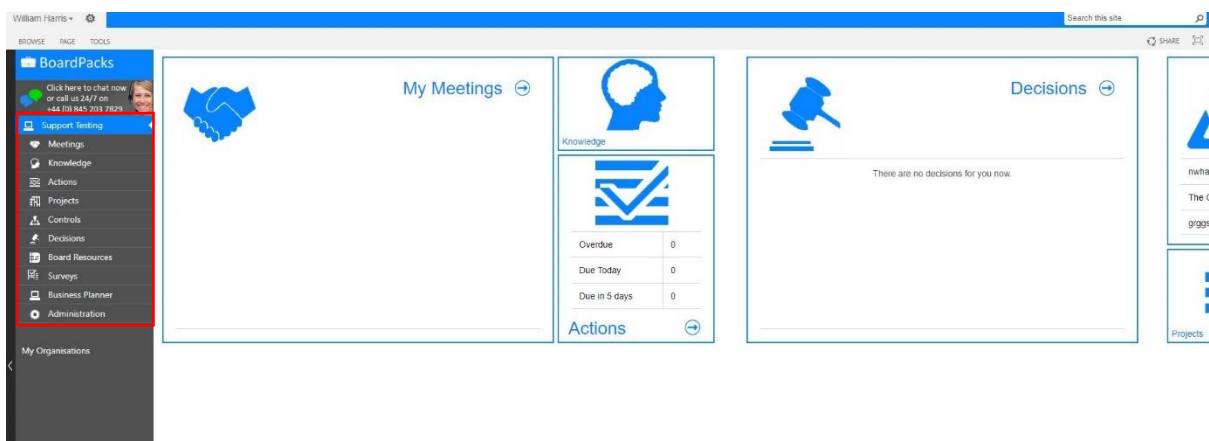
Home Page



After successfully logging in, the homepage will be displayed.

Please note your homepage may differ from image shown.

Modules



On the left side is the navigation panel where you can navigate to the relevant modules. To go to a module click on it.

Meetings

The Meetings module provides a streamlined, secure and simple way of creating your Businesses meetings. Permissions can be tailored on a committee-by-committee basis.

Knowledge

The Knowledge module provides a central, searchable knowledge base where information can be stored in a bespoke structured library. Permissions can then be tailored on a folder-by-folder basis.

Knowledge comprises of Areas of Business and Knowledge Areas (document repositories). Areas of Business are used to create structure the main sections of knowledge which may relate to different areas of the corporation, organisation or business.

Actions

The Actions module allows the creation and centralised holding of tasks that need to be completed within a certain date period by a user.

Projects

The Project module allows for the creation of ad-hoc sites used to collaborate on specific topics. A Project can be accessed and created through Knowledge or through the Project option on the Navigation Panel.

The Project workspace can be designed by the user giving full access to add and develop custom web parts. The standard project site has been set up with a sample site containing web parts for documents, discussions, announcements, tasks, a timeline and links.

Controls

The Controls module assists in the management of risks by providing a framework for management different risks that may impact your business. In Controls, users have access to a simple risk monitoring framework, where risk details can be collated centrally and allocated to a risk owner/manager. App users can see an overview of risks displayed in a Heatmap.

Decisions

Core

The Core Decisions module provides a tool where individuals can vote electronically without being influenced by the votes of the rest of the board through a yes/no decision format.

Enterprise

The Enterprise Decisions module expands upon the existing simple yes/no voting functionality available through Core Decisions. With enterprise decisions you can use decision types such as Multiple Choice (input your own answers), Documents to Sign (Securely e-sign documents) and Document Approval (approve the use of a document).

Board Resources

The Board Resources Module allows for an area within the site that contains information on the Board Members, allows the creation of Discussions, a document resources area and a Training records area.

Surveys

The Surveys Module allows the creation of surveys that can be distributed within the sites users. This allows a wide variety of questions formats to be asked ranging from a single line of text to a choice (where the options are chosen from a menu that is added when the survey is created).

Business Planner

The Business Planner Module is a location where clients can add additional information that their users may find useful, each section is set up to hold details that may be pertinent to their work or as a general information area.

Administration

The Administration Module allows for the adding or removal of users. This is the main area for all users and group permissions. Through the Administration module, users can be given permission to access an area or have their permissions revoked.

Search

Searching documents and information held on BoardPacks is simple but very effective.

Search this site



The search bar can be found at the top right of the screen on every module. To search type a key word(s) in to the search bar and press 'Enter'.

The results are displayed by relevance.

BoardPacks

Result type

All

PDF

Author

Svc_LK2BPWorkflow

William Harris

SHOW MORE

Modified date

One Year Ago

Today

All

Trustee

Preference for results in English▼

31

To work with the Bank and **Trustees** to review and implement an investment fund range which ... regulations / TPRs Code of Practice and recommend any appropriate action to the **Trustee** ...

demo.boardpacks.com/gb/supporttesting/.../PDFMeetingPapers/31.pdf

2016 11 19 Board Pack

5AGENDA # Description Owner Time 0 1 **Trustee** current account **trustee** current account SL 0 Agenda SL 0 Agenda SL ... 5Overall Page 3 of 5Overall Page 4 of 5Another test document Test ...

demo.boardpacks.com/gb/.../BoardPacks/2016 11 19 Board Pack.pdf

2016 10 01 Board Pack

Support Testing test test Will Test Group 01 October 2016 09:00 - 01 October 2016 10:00 ... Why we exist People lost their pensions because **trustee** boards had ineffective meetings ...

demo.boardpacks.com/gb/.../BoardPacks/2016 10 01 Board Pack.pdf

124

• To work with the Bank and **Trustees** to review and implement an investment fund range which ... employees on the retirement lifecycle and promote pensions awareness ...

demo.boardpacks.com/gb/supporttesting/.../PDFMeetingPapers/124.pdf

1

Ticket Id Subject Agent Testing Required Testing Time 38927 ferreycorp.boardbacks.com ... RBS Arshad Mohamed Yes 0.25 39107 BMW BOPS **Trustees** unable to view or make a decision on 2 ...

demo.boardpacks.com/gb/supporttesting/.../PDFMeetingPapers/1.pdf

2017 04 26 Board Pack

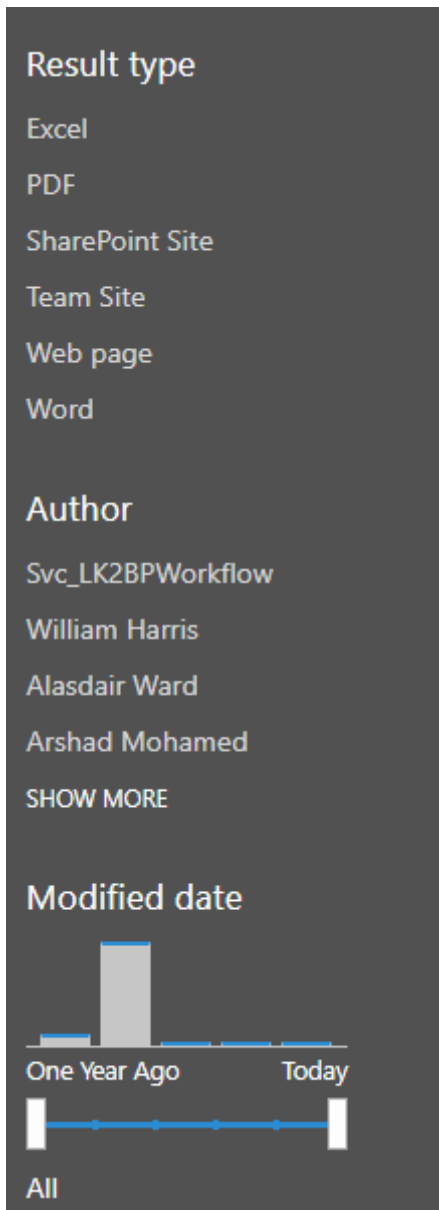
Description Owner Time 1 test The **Trustees** are to note that matters discussed in the ... in order to formulate a formal fund communication on the matter.Action: **Trustees** to note ...

demo.boardpacks.com/gb/.../BoardPacks/2017 04 26 Board Pack.pdf

6 results

Preferences

The bar on the left can be used to filter the options that are viewed by Result type, Author or date it was modified.



Alerts

Alerts are generally set up by individual users, however these can be set up by a site administrator. An alert is in the form of an automated email, advising that new information has been added to a site, that information has been edited or that information has been deleted for a particular site.

The complexity and frequency of an alert is set by the user. Alerts may be created to identify specific changes to a page or document. The frequency of the alert emails can be set to immediate, daily summary or weekly summary notifications.

For instructions on setting up an alert, please email support@eshareuk.com providing information of where you would like an alert set up and an instructional document will be provided.

Sign out

To sign out of BoardPacks close the browser or click on your name located at the top left of the screen and select 'Sign Out'.

