

# Paperless Board Meeting Solution Board Member Training

July 24, 2013

# Overview

- Using an iPad
- Using NovusAgenda

# Using an iPad

- Basic Use
  - Getting Started: Power and Passcode
  - Navigation
- Basic Features
- Change Passcode
- Applications
- Usage Tips
- Problems & Troubleshooting

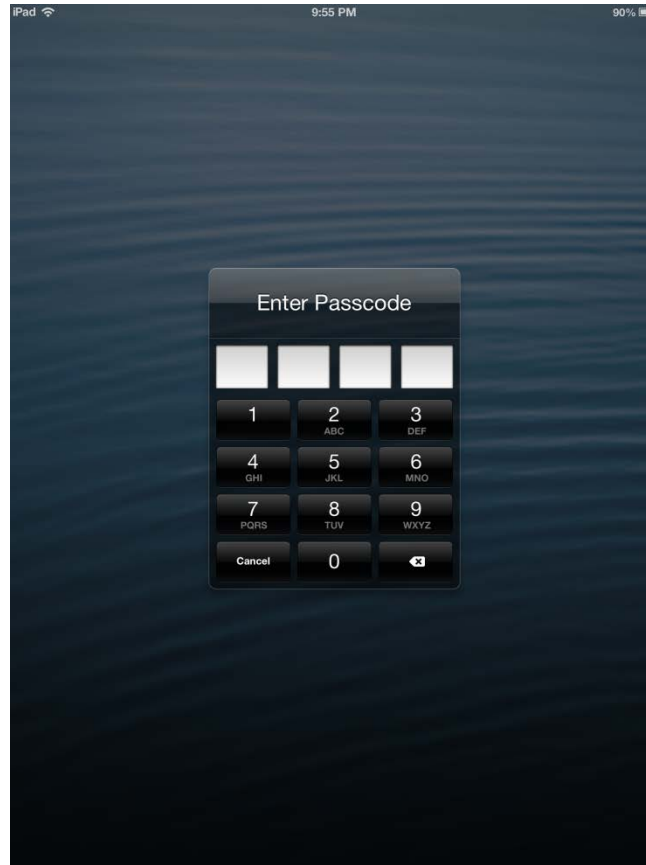
# Basic Use - Power

***Power  
Button***

- Press and hold the Power button on the top right edge
- Release when Apple Logo appears
- This will take you to the Passcode log in screen



# Basic Use: Log In with Passcode



# Navigation

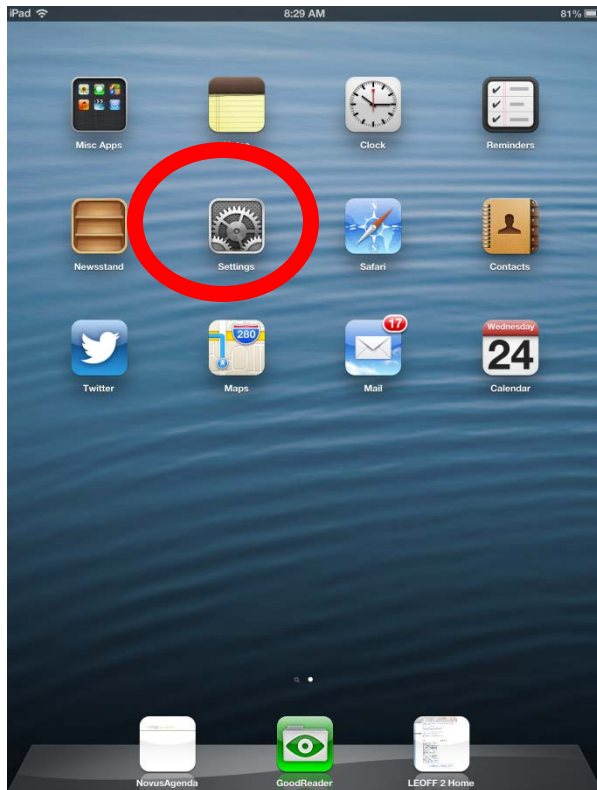
- “Multi-touch Interface”
- Tap
- Pinch
  - Two-Finger
  - Four-Finger
- Swipe

# Basic Features



# Change Passcode

1. Tap *Settings* Icon



2. Tap *Passcode Lock*





# Change Passcode

3. Enter your passcode



4. Tap *Change Passcode*



# Change Passcode

5. Enter your old Passcode    6. Enter a new Passcode

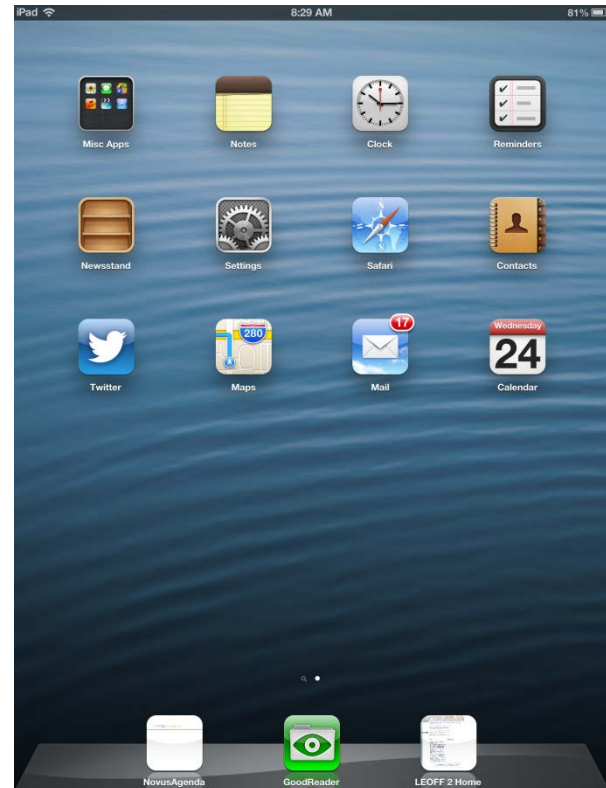


# Change Passcode

7. Re-enter your new Passcode

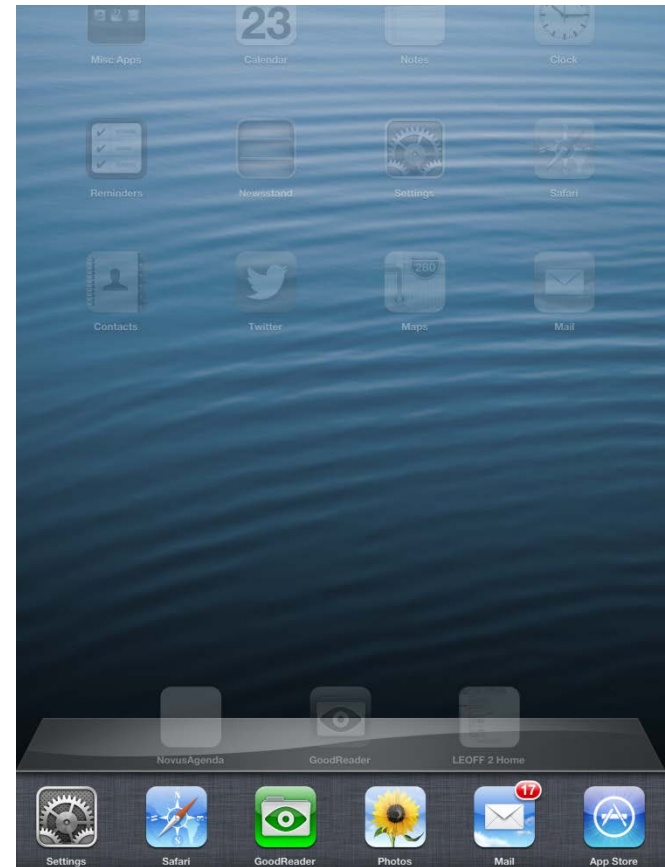


8. Passcode is changed;  
Press Home Button



# Multi-Task Bar

- Swipe up from the bottom with 4 fingers to access or double-press HOME
- Swipe down with 4 fingers to close OR press HOME

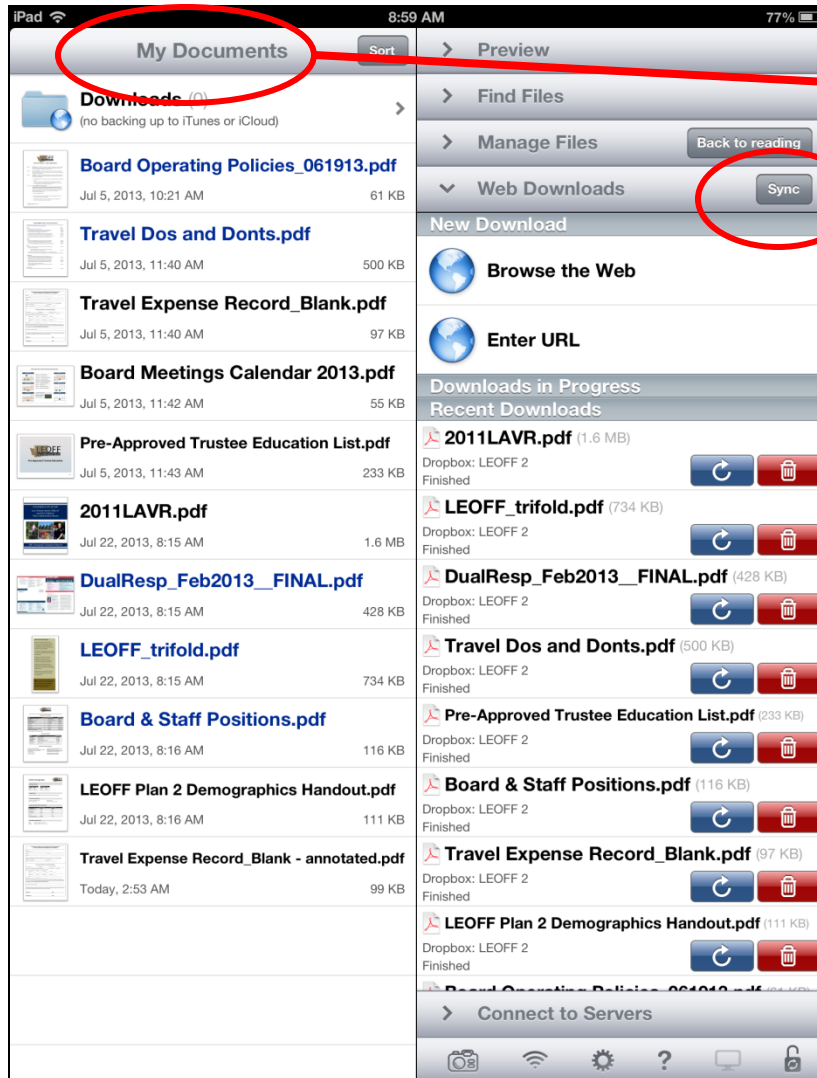


# Key Applications

- NovusAgenda
  - Meetings
- GoodReader
  - Documents
- LEOFF 2 Home
  - Website



# Key Applications - GoodReader



- Store and access documents
- “Sync” to get updates

# Other Applications

- Safari
- Contacts
- Calendar



# Usage Tips

- Force an App to Close
- Mute Volume
- Hard Boot
- Removing Apps
- Moving Apps



# Problems & Troubleshooting

- Contact Staff
- Send device to Staff
- Leave device with Staff

# iPad Device

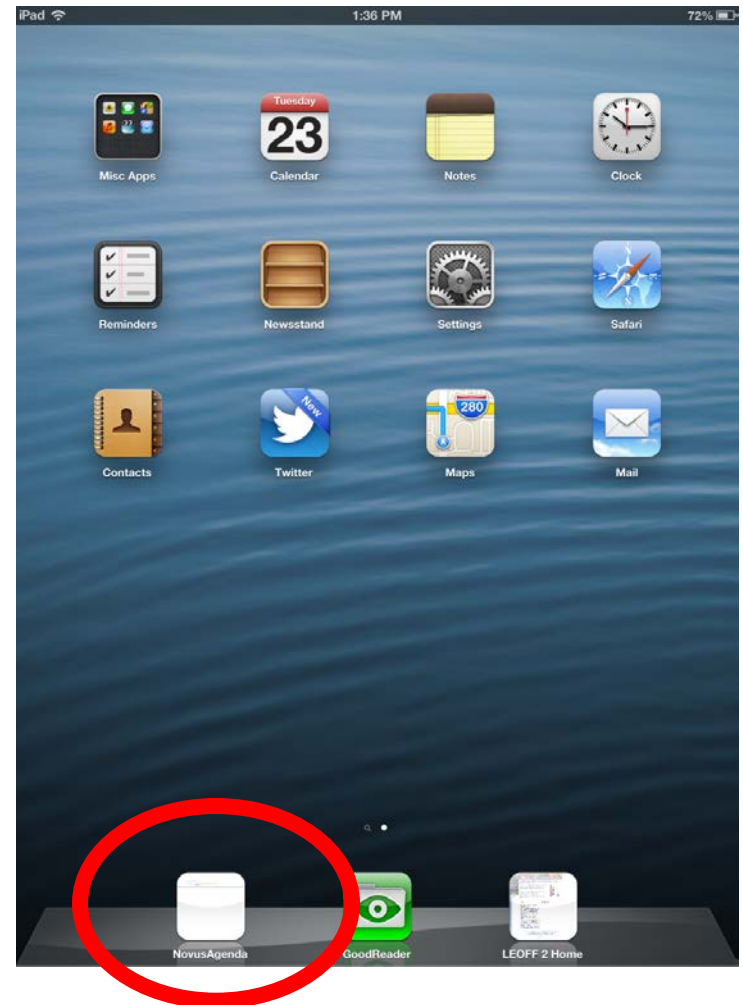


# Using NovusAgenda

- Logging into the System
- Find Meetings and Review Materials
- Make Notes on Items
- During a meeting
  - Following
  - Researching Previous Meeting
  - Voting
- After a Meeting

# Launch NovusAgenda

- Tap on the NovusAgenda icon located on the Dock
- This will take you to the NovusAgenda log in screen.



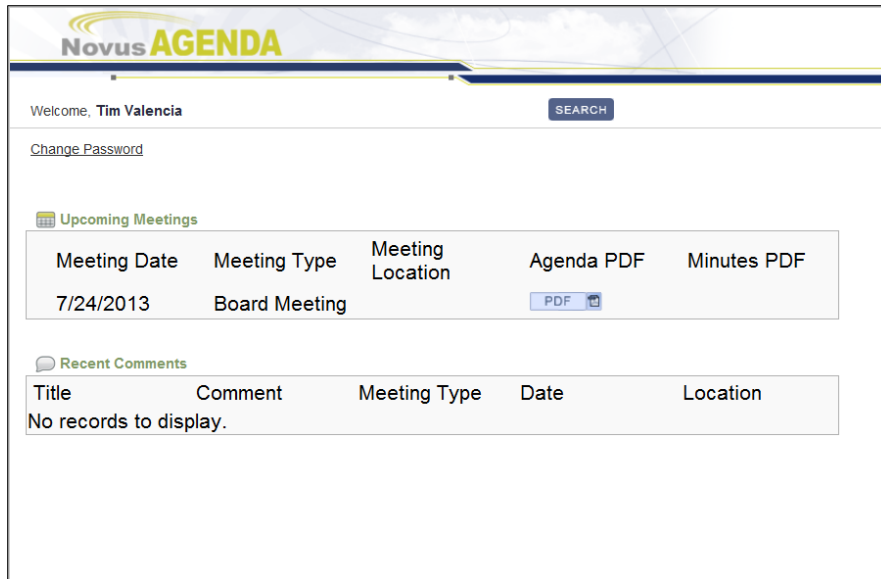
# Logging In



The image shows a login interface for Novus AGENDA. It features a white background with a dark blue horizontal line. On the left, there are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot Password'. To the right of the input fields is a dark blue button with the word 'LOGIN' in white. Further right is the Novus AGENDA logo, which consists of a stylized yellow and green swoosh above the text 'Novus AGENDA' in bold, with 'A Paperless Agenda Solution' in smaller text below it.

- Enter in your username and password then tap the login button or the Go button the keyboard.
- This will take you to the Home screen.

# Home Screen



The screenshot shows the Novus AGENDA Home Screen. At the top, there is a header with the Novus AGENDA logo. Below the header, a welcome message reads "Welcome, Tim Valencia" next to a "SEARCH" button. A link for "Change Password" is also visible. The main content area is divided into two sections: "Upcoming Meetings" and "Recent Comments".

**Upcoming Meetings**

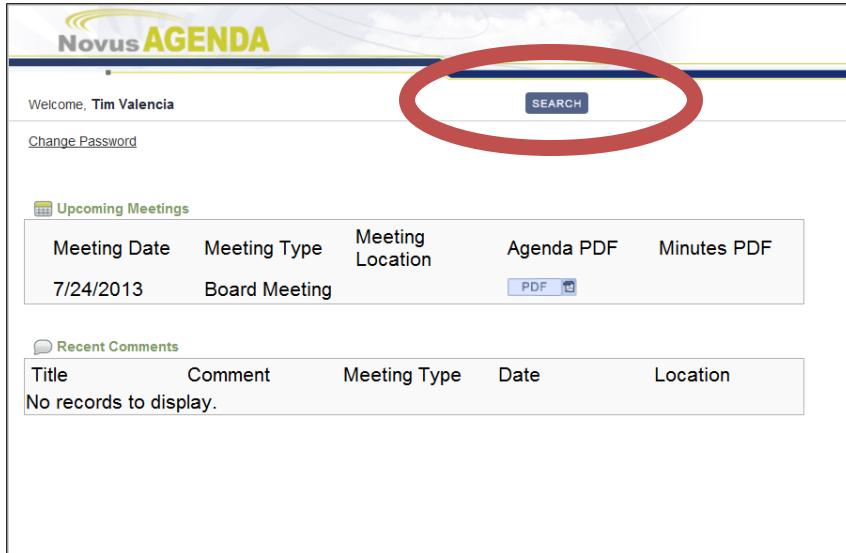
Meeting Date	Meeting Type	Meeting Location	Agenda PDF	Minutes PDF
7/24/2013	Board Meeting		<a href="#">PDF</a>	

**Recent Comments**

Title	Comment	Meeting Type	Date	Location
No records to display.				

- Information about Upcoming Meetings that have been released to the system will appear automatically.
- You can also search for past meetings.

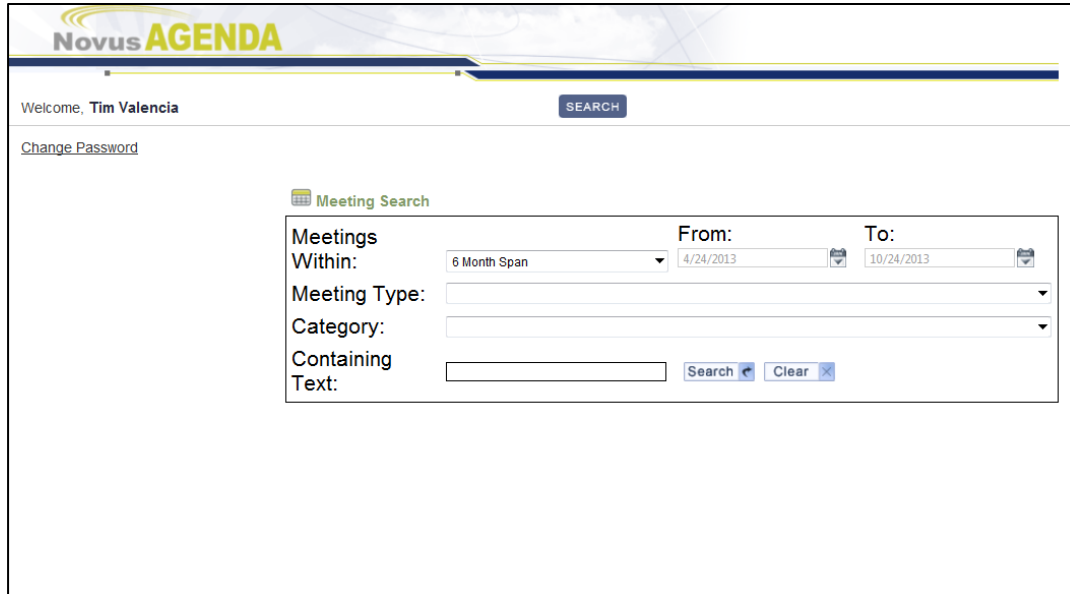
# Find Meetings



- Tap the SEARCH button at top of **Home** page
- This will take you to the Search screen

# Find Meetings – Search Screen

- Enter your search criteria
- Tap the Search button inside of the Meeting Search Box
- Meetings that meet the search parameters will appear.




The screenshot shows the Novus AGENDA web interface. At the top, the logo "Novus AGENDA" is displayed. Below it, a welcome message "Welcome, Tim Valencia" is shown next to a "SEARCH" button. A link for "Change Password" is also visible. The main section is titled "Meeting Search" and contains a form with the following fields:

- Meetings Within:** A dropdown menu currently set to "6 Month Span".
- From:** A date input field showing "4/24/2013" with a calendar icon.
- To:** A date input field showing "10/24/2013" with a calendar icon.
- Meeting Type:** A dropdown menu.
- Category:** A dropdown menu.
- Containing Text:** A text input field.

At the bottom of the form are two buttons: "Search" and "Clear".




# Find Meetings – Completed Search



Welcome, **Tim Valencia**

SEARCH

[Change Password](#)

 Meeting Search

Meetings Within:

6 Month Span

From: 4/24/2013

To: 10/24/2013

Meeting Type:

Category:

Containing Text:

Search

Clear

Meetings

Items

Comments

Meeting Date	Meeting Type	Meeting Location	Agenda PDF	Minutes PDF
7/24/2013	Board Meeting		PDF	
7/23/2013	Board Meeting		PDF	

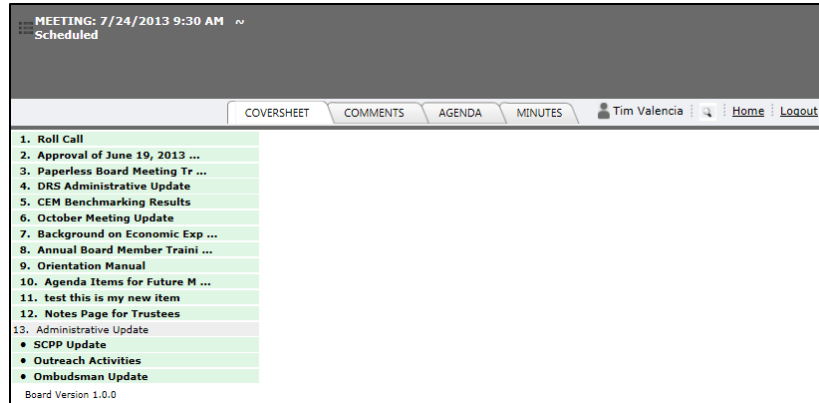
# Review Meeting

The screenshot displays the Novus AGENDA web application. At the top, there is a header with the logo and a navigation bar. Below the header, a welcome message "Welcome, Tim Valencia" is visible. A "CHANGE PASSWORD" link is present. The main content area features a "Meeting Search" section with a form containing fields for "Meetings Within:" (set to "6 Month Span"), "From:" (4/24/2013), "To:" (10/24/2013), "Meeting Type:", "Category:", and "Containing Text:". Below the search form is a table with columns for "Meeting Date", "Meeting Type", "Meeting Location", "Agenda PDF", and "Minutes PDF". The table lists two meetings: one on 7/24/2013 and another on 7/23/2013, both categorized as "Board Meeting".

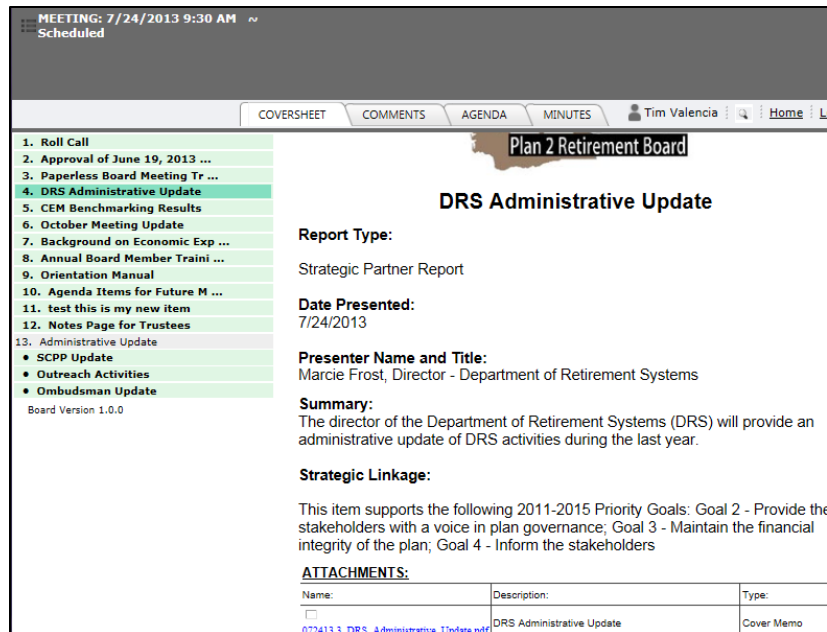
Meeting Date	Meeting Type	Meeting Location	Agenda PDF	Minutes PDF
7/24/2013	Board Meeting		<a href="#">PDF</a>	
7/23/2013	Board Meeting		<a href="#">PDF</a>	

- Click on a meeting date/type to go to the “Board View” for that meeting, OR
- Click on Agenda PDF for a meeting to see the Agenda and meeting materials in a single document

# Review Meeting – Board View

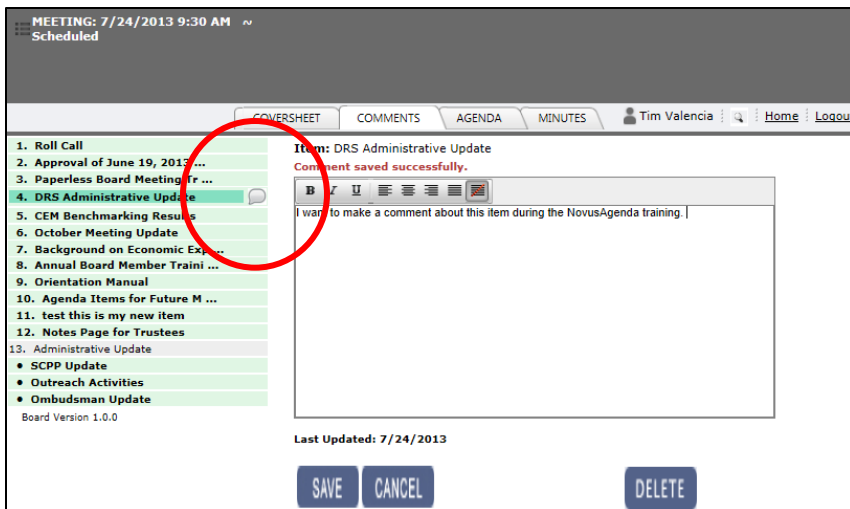
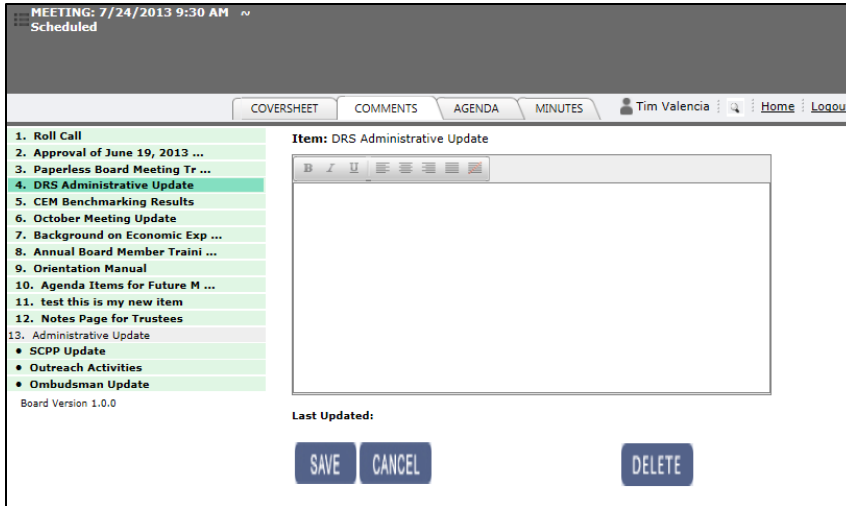


- Tap on an item in the left navigation bar to review



- A Coversheet will appear where you can review applicable summary information and attachments such as Reports and Presentations

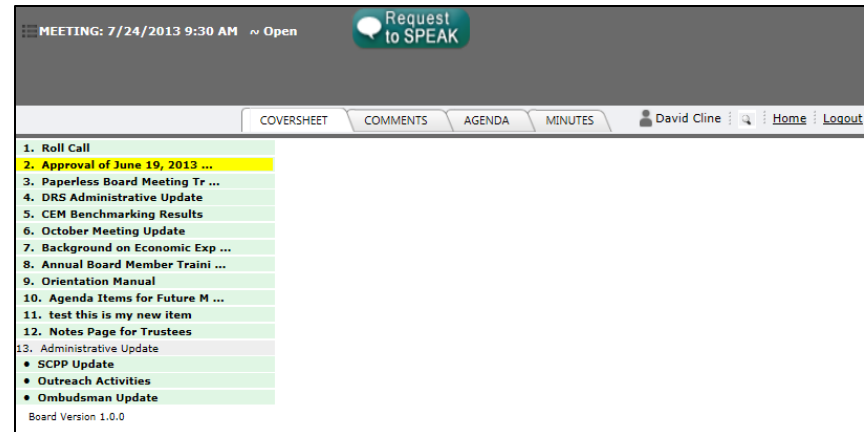
# Review Meeting - Making Notes



- Tap on Comments tab to go to the Item Comment Box.
- Type in notes/comments for self and Save.
- A Comment bubble icon will appear next to the item.

# During a Meeting – Following Along

- Login to NovusAgenda and open meeting in Board View.
- Once the meeting is started, the Agenda Item currently being discussed will be highlighted on the left navigation bar.

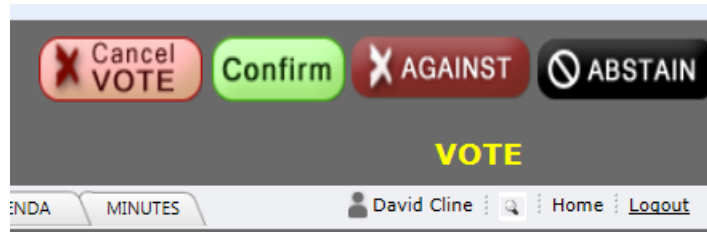
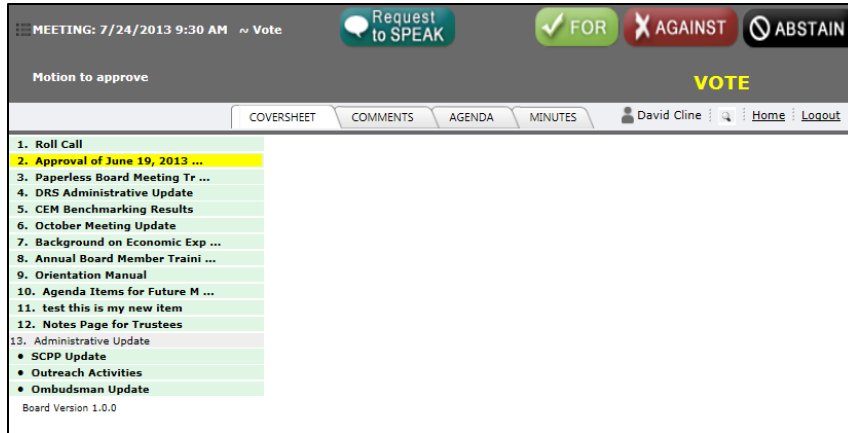


# During a Meeting - Research



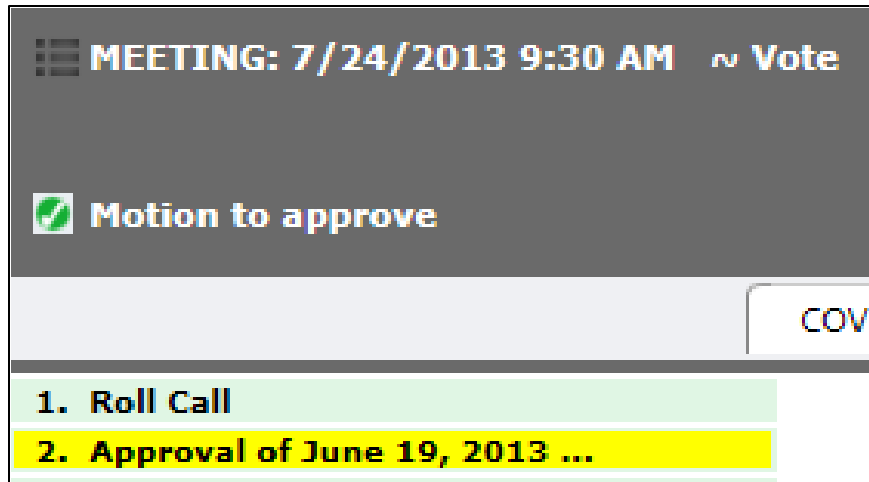
- You can use the Research tool to look up previous meetings and materials during the current meeting.
- The Research tool is located in the upper right of the Board View screen and looks like a magnifying glass.

# During a Meeting - Voting



- Voting buttons will appear on your screen after a motion and a vote is called/opened.
- Tap on your selection – For/Against/Abstain.
- You will be asked to Confirm or Cancel your vote (then re-vote).
- Audience will be able to see live voting results.

# During a Meeting - Voting



- After voting, you will see your vote status in the upper left corner above the navigation bar.
  - Green icon = “For”
  - Red icon = “Against”
  - Black icon = “Abstained”



# After a Meeting

- Past meetings can be accessed through NovusAgenda for review 24/7
  - Starting with the June 19, 2013 meeting
- Draft minutes will be accessible
  - Within a short time frame after the Board Meeting is completed
  - Minutes not “official” until action is taken at the next meeting

# NovusAgenda

