BoardBook®

BoardBook Premier February 2024 Updates

In this document we will go over some of the updates added to BoardBook Premier on February 24, 2024. This document contains references to other documents and videos located on our support page. As always access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Help'.

Here is a list of updates:

The ability to 'Postpone' a meeting.
> Note: A detailed handout on the new capability has been placed on the support page.

When on the 'Minutes Report' page, added the ability to use uploaded, or create 'Custom Minutes' when downloading the 'Minutes & Attachments'.
> Note: A detailed handout on the new capability has been placed on the support page.

Added an option to 'Document Management' which is an Advanced Feature, to allow the bulk download of a ZIP file containing the individual documents in their original format.
> Note: The 'Online Documents and Policies' handout on the support page has been updated with this information.

Added Settings to add flexibility for when Subscription Emails are sent.
> Note: A more detailed description can be found on page 2 of this document.

When using the Copy agenda item feature, changed the default choice for 'Where do you want to go next?' from 'Stay on this Agenda', to 'Go to the New Agenda'.

Made a variety of updates related to program accessibility.

Resolved an issue where if an HTML Report Template is being used, the 'Posting information wouldn't show up below the 'Agenda & Attachments' download.

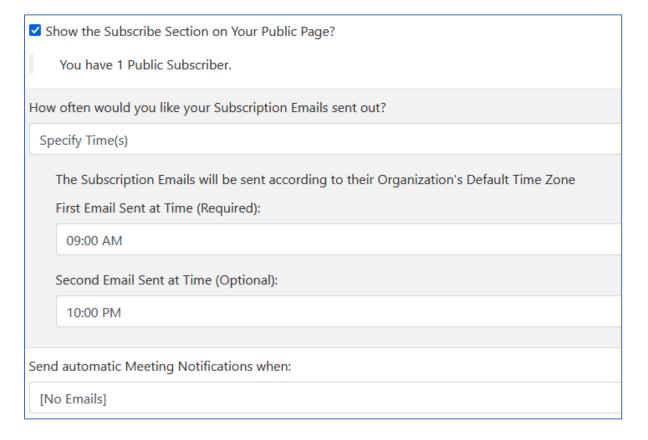Resolved an issue where a meeting scheduled for 12 PM would autofill 1 AM as the end time.

Resolved an issue where duplicate agendas were listed in the Goal Report if the goal was listed multiple time in the agenda.

Added Settings to add flexibility for when Subscription Emails are sent.

Note: The 'Settings Manager' permission is required in order to view or make any changes to Settings.

Note: **A number of the settings available to the 'Settings Manager' are non-intuitive, there are also settings which if miss-set can prevent the program from running normally. Because of these considerations it is recommended that settings only be changed when and as directed by a relevant support document.**

In the Gray Menu Bar select Settings, and then Public Page Options.
Within this section scroll down to find the following series of options:

These settings allow you to control when emails will be sent to your 'Subscribers'.
Note, the 'Show the Subscribe Section on Your Public Page?' must be checked for the 'Subscribe' option to be available on your public page.