

# **DIRECTOR BOOK PLUS MANUAL**

Eliminate the paperwork nightmare of director's meetings by using Director Book Plus. It disseminates report and other information and increases the effectiveness of the communication by providing the needed information through a secure web delivery system. Information is distributed efficiently with a minimum of effort and time. Multiple authorized people upload authorized documents to the secure site with the provided PDF Upload tool. Once the Director Book Information System has been used for initial system set up, subsequent meetings require only subsequent uploads. Directors can use any Internet browser to access information.

Additionally, Director Book Plus automatically sends a notice when documents are accessed that includes who accessed what documents. This detailed notification permits shorter meetings, provides feedback on usefulness of available information and increases director accountability.

## **DESIGNING YOUR DIRECTOR BOOK PLUS**

Create a list of the people who will be using your system. You will ultimately need to have each user's name and email address. Organize this list by grouping together users who have similar information needs. For example, you will probably have one group, called Administration, which will be allowed to see any document within the system. Another group might only need to access documents that pertain to a particular branch office. Establish as many different groups as needed. Any user may appear in multiple groups. A sample user table follows:

<b>User</b>	<b>Email Address</b>	<b>User Categories</b>
Mary Miller	mmiller@here.com	Administrator
John Doe	Jdoe@work.com	Executive Officer, Bank Director, Holding Co Director
Abby Anderson	aa@hotmail.com	Bank Director

Create a generic Table of Contents for your Director Book Plus. It is a good idea to use your word processor to generate this table. You can specify Chapters and sub-Chapters. A Chapter does not have to have sub-Chapters. You can change your generic Table of Contents at any time, even once it has been entered into the Director Book Table of Contents, but proper planning will eliminate the time needed to make changes. The following is a sample Table of Contents:

<b>Chapter</b>	<b>Subchapters</b>
Agenda	Opening Old Business New Business
Financials	Holding Company Bank
Loans	Reports Credit Authorizations
Miscellaneous	

Assign generic document names to the items in the Table of Contents. If a Chapter has no sub-Chapters, there should be a document assigned to the Chapter. For Chapters with sub-chapters, documents are listed only for the sub-Chapter headings. When choosing your file names, assume that the Document will appear in multiple meetings over time. Since the same PDF file name will be used for all meetings, you do not want a date in that PDF file name. On the other hand, if the book contains historical information, such as multiple agendas or multiple financial statements, a date can be used as part of the file name for the historical documents.

Any document designated in the Table of Contents that has not been uploaded for that meeting will not appear. Therefore, for quarterly reports, put that report in the Document section knowing that it will not appear if you do not upload to it for that meeting date. Additionally, it will not appear in the Table of Contents for that meeting date. It follows that a document that appears frequently but not always would be listed but only upload as needed.

When included, miscellaneous documents will increase the flexibility of a Director Book Plus by allowing the upload of various miscellaneous documents without going in and changing the structure of the system.

ABC Bank Director Book. a.

The following illustrates document names for the above Table of Contents:

<b>Chapter</b>	<b>Subchapters</b>	<b>Documents</b>
Agenda	Opening	opening_doc.pdf
	Old Business	old_business.pdf
	New Business	new_business.pdf misc_agenda.pdf
Financials	Holding Company	fin_hold_co.pdf

Chapter	Subchapters	Documents
	Bank	fin_bank.pdf misc_financials1.pdf misc_financials2.pdf
Loans	Reports	loan_reports.pdf
	Credit Authorizations	loan_cdt_author.pdf
Miscellaneous		misc.pdf

## USING DIRECTOR BOOK INFORMATION SYSTEM TO ENTER YOUR DESIGN

To use the Director Book Information System, access the internet and go to [www.YourWebAdvisor.com/director\\_book\\_plus\\_demo.php](http://www.YourWebAdvisor.com/director_book_plus_demo.php). Choose the link to access Director Book Information System. Login to the system using your e-mail address and a password of your choice. Note that your choice of password may have some restrictions, listed on the left-hand side, such as the length of the password and whether any capital letters are required. The first time you login, you will need to repeat the password. You can check the Remember Me box if you choose. This will allow you to login without having to enter your password each time but will also allow others with physical access to your computer to use your account. Continue to use this email address for all changes in the Director Book Information System. Your e-mail address and password will also allow you use the Director Book Plus itself.

Once you login you must select a system. To initialize a new system, click on the New button and enter the name of your company in the name field. Click on the Create button. That will send you back to the Select System screen. Select the system that you just created and click on the Open button. Select the Director Book Information guide and click on the Open button. This will get you into the system and allow you to customize the Director Book Plus for your company.

Initially, there are four areas in the Director Book Information System.

- ! Documents
- ! Table of Contents
- ! Users
- ! System Information

The Changes to Make in Director Book screen allows you to work in one of these areas. A fifth choice on this screen allows you to customize the Director Book Plus to fit your company. For example, the title "Company Directors" could be used instead of "Users". The fifth choice on the Changes to Make in Director Book screen allows you to do the edits to create this change.

Whenever you finish a series of changes, you click the bottom choice to be allowed to commit your changes and generate a report documenting the current design. Once you have made a selection on the Changes to make in Director Book screen, click Next to continue.

Each of the four major areas is handled in its own section below. When you are establishing a new Director Book Plus, it is suggested that you visit each section in the order shown in this manual

### **Change Information in System Information**

The System Information area holds:

- ! name of your system
- ! name of the contact who is entitled to change information for the system
- ! project names such as date of meeting, project, month etc.
- ! user categories as determined during the design phase

Once set up, this table is rarely changed. Change the name of the system to “<*your company name*> Director Book” where you substitute your actual company name for italicized text.

Your e-mail address should be listed in the Who May Change Information line. If not, change it to your e-mail address.

Edit the Description of Project to reflect the phrase that used to generically differentiate meetings. Many organizations use Meeting Date to describe projects. They might then use “January Meeting” as a project name. Click on Next once this screen has been set.

You now need to establish your system’s User Categories. There are some User Categories that have already been entered. Start by selecting Change a User Category, and click Next. Click the down arrow on the right-hand side of the entry line and you will see a list of the existing User Categories. You will need to Change/Delete/Add User Categories until this list matches the list from the design for your company. Select an action, click on the Next button and change the description to match one for your company. Choosing Next will take you back to the screen where you can initiate additional changes to the User Categories. When adding categories, you specify if it is to appear at the beginning of the list, the end of the list, or after any of the existing User Categories.

If for some reason you would like to have a different ordering of the User Categories, select Move A User Category, designate the User Category you want to move, and then select the category to precede the designated category. You will notice you can put it at the beginning or after any of the existing ones.

There is a Back button that will allow you to return to any screen and change your entry.

When User Categories match the design, select the bottom option and choose Next. You will see a screen that refers to email addresses for uploaders. For now, you should select the bottom line and say that you are finished with e-mail addresses. Once the Users are entered, you will return to this section and select those Users who may upload from your list of Users.

You have finished with the User Categories and can click on the Next button to go to the next section.

You can now add, change, delete or move specific project names using the same approach we discussed with the User Category section. These are the various meetings that can be selected by Users of your Director Book Plus from which they can retrieve documents. Also, these are the meetings that you can upload PDF documents to using the PDF uploader program. If your organization uses meeting dates to distinguish projects, might want to add the date of the current meeting. For example: "January 2004 Annual Meeting".

When all specific project names have been entered, select " the You Are Finished With" option and click the Next button.

The Director Book Information program confirms that you have made changes to your Director Book System. Director Book Information will automatically update the website with the changes that you have made. You have the option of printing a summary of the new Information area. Your summary will have 1.3 inch columns unless you request a different size. Click Next and you will come to the Finish screen. When you click on the Produce button, it will send you a PDF file that shows you have updated the System Information section. If you go to the second page of that PDF you will see a printout of the information which is current on your website system. Always check this report to insure that your system changes meet your needs. This report can be printed.

Close acrobat reader and save the changes you have made.

To continue initializing your Director Book Plus, return to the Director Book Information program. Select the Changes Made in Director System screen and click on the Go button to return to the menu screen.

### **Change Information in Users**

The Users area contains information about all of the people authorized to use your system. Select the User section and click on Next. You can again add, change, delete or move, however, this time you will be working with Users. Start by changing the existing Users so they are correct and then add additional users as needed.

Note that in the Users section the first line for a User is their actual name. The second line of the User screen would be their e-mail address. When you click on Next, you can then designate a User to be in multiple User Categories. Select the One or More User

Categories that apply to that User. When you are done leave the line blank.

You will then come to a screen that indicates that this User can either see all of the meetings or only see some of the meetings. Generally you will want to allow Users to see all of the meetings. If for some reason you want a User to only see some meetings, select that option and click on Next. A screen allows you to select which meetings this User can see. You can select one, click on Next and when you are done selecting all of the meetings that they can see, leave it blank and you will come back to the User screen again.

As before, select You Are Finished when you have completed all changes. Click the Next button and follow the same steps as outlined in the System Information section to print and check a summary of the Users section.

To continue initializing your Director Book Plus in the Director Book Information program, select the Changes Made in Director System screen and click on the Go button to return to the menu screen.

### **Change Information in Table of Contents**

The Table of Contents contains a record for each Chapter in your Director Book Plus. Once set up, this table is rarely changed.

During your design phase, you determined chapter names and possible sub-chapters names. This area will allow you to establish these within your Director Book Plus. You can again add, change, delete or move, however, this time you will be working with chapter and sub-chapter names. Start by changing the existing name so they are correct and then add additional users as needed.

As before, select You Are Finished when you have completed all changes. Click the Next button and follow the same steps as outlined in the System Information section to print and check a summary of the Table of Contents section.

Note that the printout sometimes shows question marks. This occurs when fields are blank. In other words, if your first chapter has no sub-chapters, it could have either question marks or blanks in the cells to the right of that chapter heading indicating that there are no sub-chapters.

To continue initializing your Director Book Plus in the Director Book Information program, click on the Outline button. Select the Changes Made in Director System screen and click on the Go button to return to the menu screen.

### **Change Information in Documents**

The Documents area organizes the actual documents to be uploaded. Since this table contains generic document names, once set up, this table is rarely changed. However,

the actual document represented by each table entry is probably changed each month.

Select the Document section and click Next. You can again add, change, delete or move, however, this time you will be working with Document names. Start by changing the existing document so it fits your book and then add additional documents as needed.

Note that you will need to provide a location for the document, a text description of the document and the actual file name that will be used. Additionally, you will be required to specify the chapter. If the chapter has sub-chapters you will need to select the appropriate sub-chapter.

Having designated what chapter and sub-chapter the document is located in the Table of Contents, the next thing you do is designate which User Categories may see that document. Select one or more or change one or more User Categories to determine who may see that document. You can also specifically list additional Users whose to be allowed to see the document (even if they do not belong to a Category that allows access) as well as block access by specific Users (even those their User Category would generally allow access). This feature could be used in a banking organization where credit authorizations are part of the Director Book. Those credit authorizations generally cannot be seen by directors who are competing with the company that has that credit authorization; therefore, you would put that director's name as a User who could not see this particular document.

## **PREPARING COMPUTERS TO UPLOAD PDF FILES**

Directors can download documents using a normal internet browser. However, each computer that will be uploading PDF files to the Director Book Plus needs to have the PDF Uploader Program installed. To do that you go to [www.YourWebAdvisor.com/support.php](http://www.YourWebAdvisor.com/support.php) Click on the link at the top to download the PDF Uploader. Follow the instructions found on this page. Once you have downloaded the setup file, double click on it to install the PDF Uploader on a computer.

When you first run the PDF Uploader, you will be prompted for your link ID. You are given a link ID when you license the System. The format of this link ID should be ???www10.

Once the PDF Uploader is installed, you run it by entering your e-mail address and password on the login screen. You are given the option to save the login information to avoid having to repeatedly enter it. For maximum security, leave that box unchecked.

If you have multiple systems, choose a destination System for the documents you are currently uploading. When the screen reflects you chosen system, click on OK. If you are an authorized uploader a screen will come up which allows you to upload to your system. If you are not an authorized uploader, check the New screen for the name of the contact person of your Director Book System. Ask them to designate you as a

authorized uploader.

At the upload screen, select the project for which you will be uploading PDF documents. Often this is the date of a meeting. Having selected that you drag from your computer usually either the desktop or a folder on the desktop containing those PDF's you want to upload and put them down in the box at the bottom of the screen. When you do that both a PDF symbol and the text should be in black showing that the document is recognized by your System. It will be in red if the PDF that you have put in the box below is not recognized by your System. If you have any documents that are red, click on the Remove button to remove them from what is being uploaded. Contact the administrator of your Director Book Plus to determine why there was a problem with a PDF. Usually, you need to change the file name or that file is not expected by the System and needs to be entered before it may be uploaded.

Once you have all of the PDF documents that you want to upload in the lower box and they are all in black text, click on the Upload button and those documents will be uploaded to your Director Book site.

If documents have been incorrectly uploaded to a given meeting, click on the Delete button to see all of the documents which have been uploaded. Select those documents you wish to delete and click on the Delete button. They will be removed from the website and no longer be available for that meeting in your Director Book Plus. If an update to a document has been uploaded to the System you do not have to delete it as a subsequent upload will override the existing one. All documents that are uploaded are automatically encrypted using your encryption key to provide for absolute security of the data contained in those documents. When you are done, click on the Exit button.