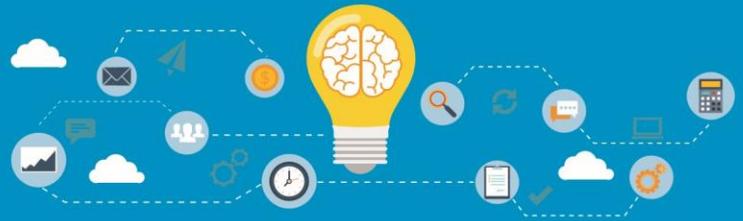


## Speed Up Your Decision-Making Process

Make decisions based on relevant information more quickly and simply at lower costs.

Manage proposals, meetings or sessions, tasks and their implementation from one central location. Owing to high security standards, you decide which information is visible to which process participants and in which moment.

Forget piles of paper on your desk. Simply monitor all activities on your tablet or desktop computer and reduce the likelihood of a human error.



## Experience the Advantages of Paperless Meetings with BoardPoint

### Why is it important to meeting or session participants?

- ✓ There is no need for piles of paper – the agenda is shown on the tablet or desktop computer screen.
- ✓ Simpler and quicker contents and document search.
- ✓ Access to all documents regardless of the time and location.
- ✓ Control over the agenda proposal preparation process.
- ✓ Meeting or session agenda monitoring and management.
- ✓ Electronic voting.
- ✓ Real-time monitoring of quorums, voting processes and results.
- ✓ Possibility of entering private and public comments.
- ✓ Increased security of confidential information distribution.
- ✓ Defining deadlines for each individual activity as well as the process as a whole.

### Why is it important to administrators?

- ✓ Simple content entry, categorisation and search.
- ✓ Adjustment to the specificities of the business decision-making process in your business.
- ✓ Simple document search and change tracking.
- ✓ Automatised process for accepting proposals and relevant documents for a specific meeting or session.
- ✓ Quick and simple submission of documents regardless of your location.
- ✓ Receiving e-mail notifications about necessary activities.
- ✓ Simple participant list management.
- ✓ Simple agenda management.
- ✓ All meeting or session documents in one place.
- ✓ Minimised likelihood of a human error.

# MODULES



## PROPOSALS

Creation, submission and meetings or sessions.



## MEETINGS

Preparation and holding of distribution of decisions.



## DECISIONS

Safe storage and monitoring of tasks.



## TASKS

Creation, assignment and distribution of proposals.



### **All you need for proposal drafting and documentation management**

Type proposals directly into BOARDPoint, enter all the necessary documents and publish when you wish. Access again in case of additional changes, process monitoring or agenda updates.

### **Be a part of efficient meetings or sessions and do not waste any time**

Define the participants, step up the agenda preparation, vote electronically, access the entire contents in a digital form in a simple way during meetings, and draft the decision document.

### **Systematise the storage of decisions adopted and facilitate their distribution**

Define the distribution lists, transfer the decisions adopted into the Decisions Register, and publish them. Step up the process and deliver the right information to the right people at the right time.

### **Manage tasks and manage their completion more successfully**

Create tasks in accordance with the decisions, access the task list, monitor their status and ensure that they are completed within the agreed deadline. Generate reports and set up a notification system.