



**A whole new  
way of working  
with board  
meeting  
documents**

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*The software company of The Institute of Chartered Secretaries and Administrators*

Welcome to a whole new way of working with board meeting documents...

Are you?

- Burdened with carrying heavy board packs or waiting for their delivery?
- Focussed on reducing resource demand and the cost of producing director materials?
- In need of fast, secure access to your board papers anywhere and read them whilst online or offline?
- Reading the latest version of your board documents even when on the move by land, sea or air?
- Requiring a simple method of annotating and distributing comments on your board meeting documents?
- Worried about the security of confidential documents?

If the answer to any of these questions is **yes** then we believe **Blueprint BoardPad** is the electronic board solution for you

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# Blueprint BoardPad

Blueprint BoardPad is a revolutionary new solution from ICSA Software that's changing the way in which Company Secretaries and Directors work with their board and committee packs.

Blueprint BoardPad provides a **genuine** alternative to paper. It is not simply just another browser but a fully packaged solution with its unique annotation features.

The ideal combination.

Pairing the latest tablet technology with our revolutionary software really is the definitive solution.

Company Directors can now have a single electronic board pack, containing the details and documents for all of their board meetings and a library of reference material. It's always up-to-date, is as clear as a sheet of paper and weighs less than a bottle of water. It's the only board pack a Director will ever need!



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Blueprint BoardPad has been carefully developed taking into account Directors every need



**Access anywhere** - Directors are more mobile creating a requirement for greater flexibility for accessing and working with board documents including the ability to read offline



**Simple user interface** - when procuring technology we believe Directors are seeking a solution that is simple to use whilst fulfilling their requirements



**Flexibility on the go** - maximum flexibility is retained as we recognise that last-minute changes are common, providing a challenge for board support teams



**Security outside of your fortress** - security is king both inside and outside your HQ. Data and information is sacrosanct



**Cost and carbon reduction** - the need to reduce environmental footprint and reduce paper/courier use and the associated costs

## More than just a board portal

- Much more flexible and intuitive than a traditional "board portal" accessed through a laptop or desktop computer
- Simpler way to access meeting details, read and **annotate** meeting documents.
- Easy to use tap and swipe screen interface
- It's as easy to use sitting down as it is standing up, on a train, plane, or at a meeting
- Read and annotate documents even when offline



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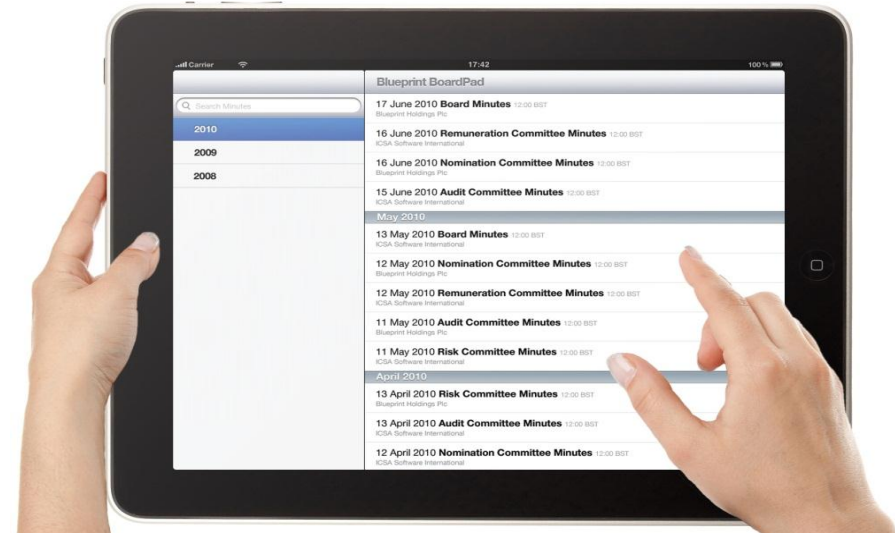
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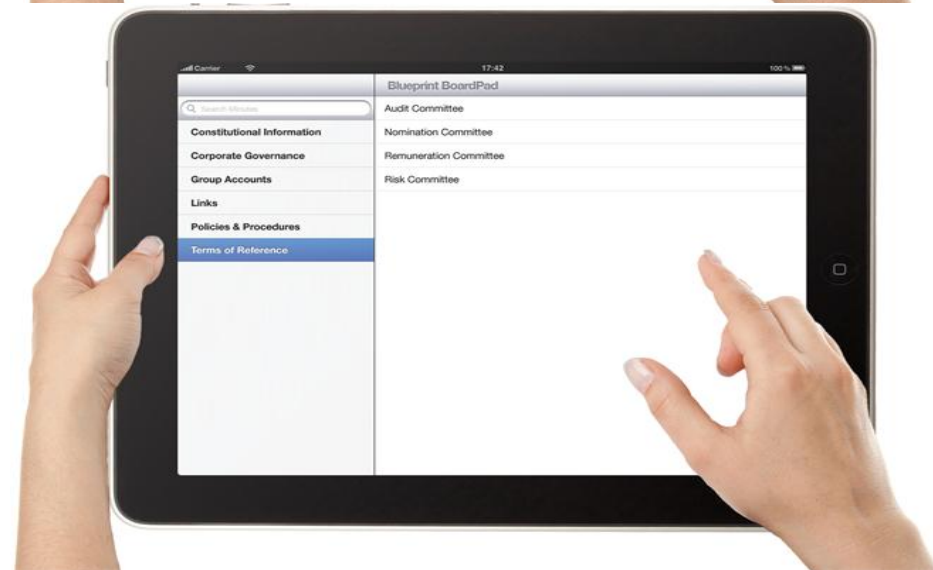
## Search & read meetings & minutes

- Swipe through meetings schedule & their minutes
- Tap meeting or attendees to reveal details
- Press documents to view
- Search for documents by name and keyword



## Search the reading room

- A library of policy documents, procedures, financial statements and other documents
- View a range of Directors' briefing material
- Tap categories to browse lists of documents
- Search for keywords within documents



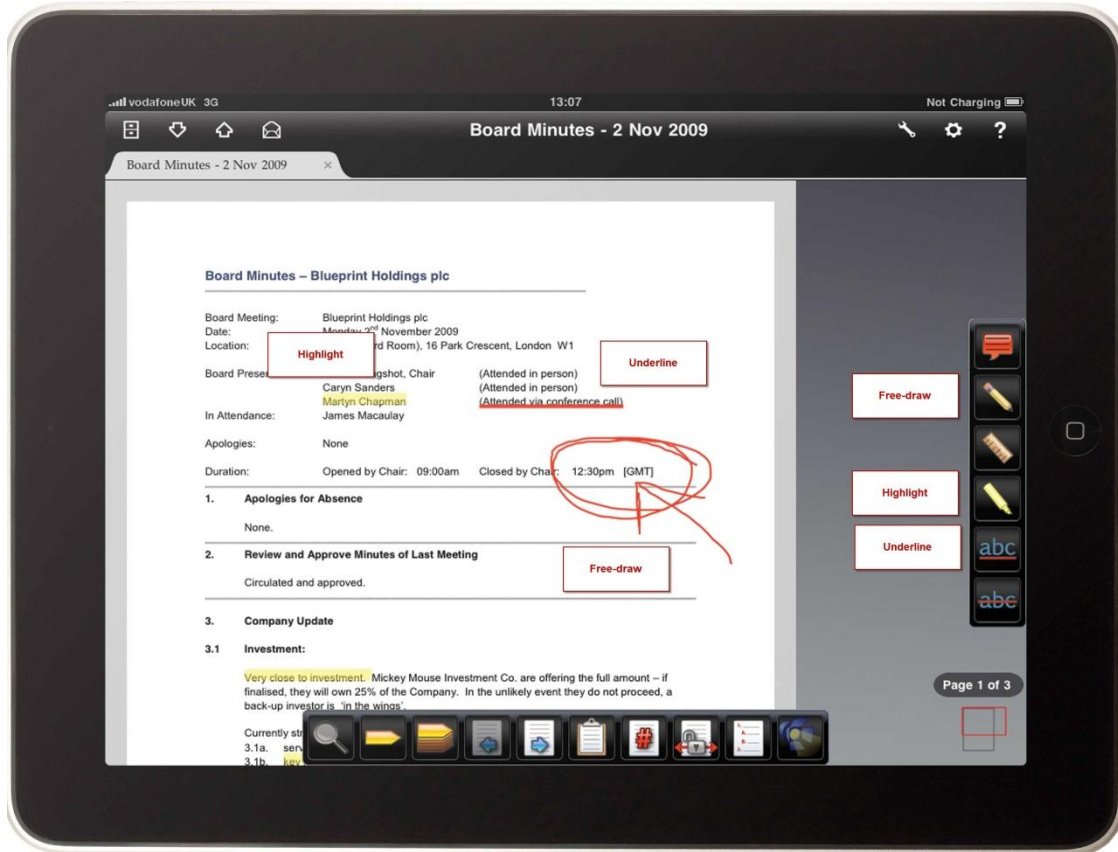
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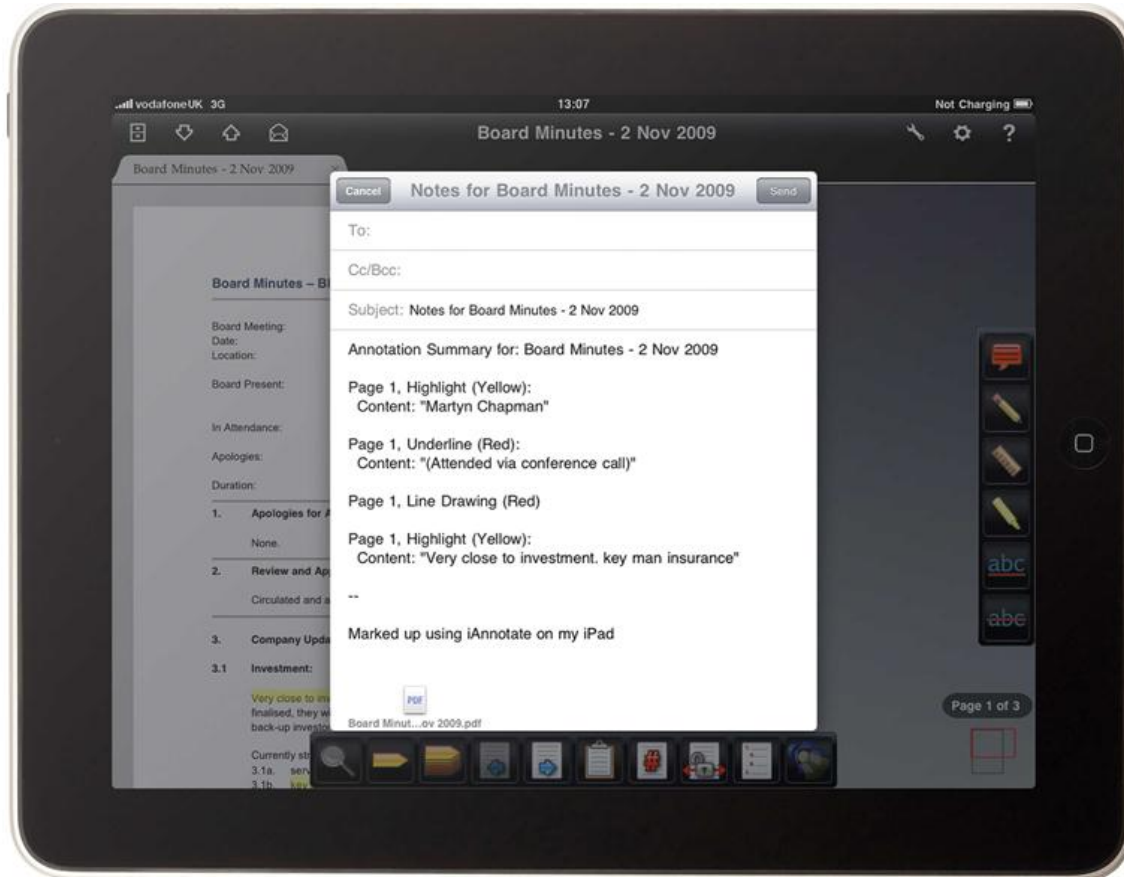
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Annotation – We believe the **only** solution available on the market that can offer full annotation capability within the application



- Add comments
- Free draw
- Highlight
- Underline & strikethrough
- Automatic agenda item bookmarks help navigate large documents
- Create user defined bookmarks
- Using just the simple tools and your fingertips

## Annotation – Summarise annotations & share with others by email



- Quickly compile a summary for the annotations that you have made on your documents
- Save and send your document updates and board meeting annotations instantly and securely
- All annotations are merged back into the main document

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## Administrator Function – Documents Overview

- Create and manage meetings, invite directors and upload board documents
- Instant distribution of last minute changes, especially effective when directors travelling
- Notify directors when new documents available
- Easily compile boardpacks of multiple document types (doc, xls, pdf, ppt) with an inbuilt tool
- Build automatically a table of contents and pagination for easy, dynamic navigation
- Record how directors will attend (in-person/phone/videoconference)
- Record and report on attendance
- Manage which directors can see what documents
- PA log-in as a director option
- Encrypt documents
- Reduce the cost of board packs and reprints
- Decrease the time taken to produce, update, reproduce boardpacks
- Reduce courier costs

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Security - You can be confident that you are getting the most secure tablet solution available...



iPad specific secure password



More secure than paper - when dealing with traditional board packs paper is a risk as it can end up in anyone's hands



Blueprint BoardPad log-in username and password



Encrypted communications



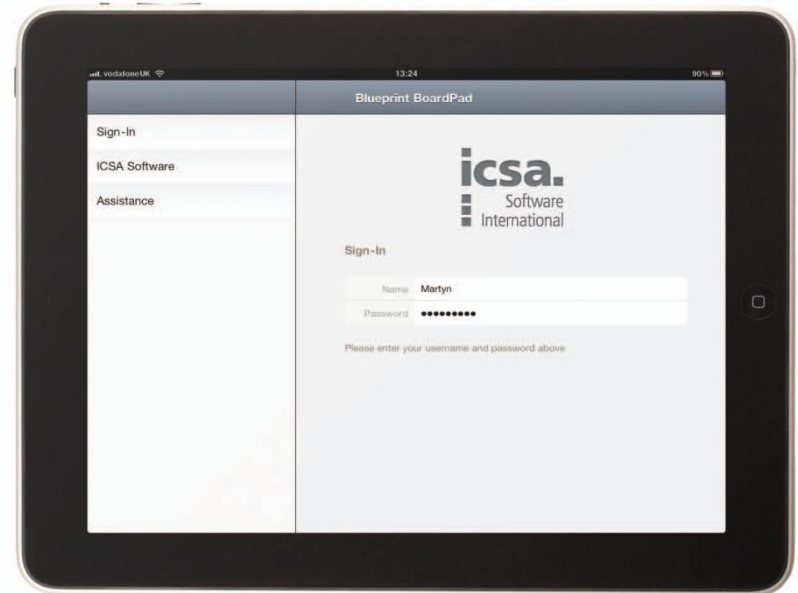
Exclude specific directors from individual documents



Directors only see the meetings they are invited to



Remote find, message and wipe facilities



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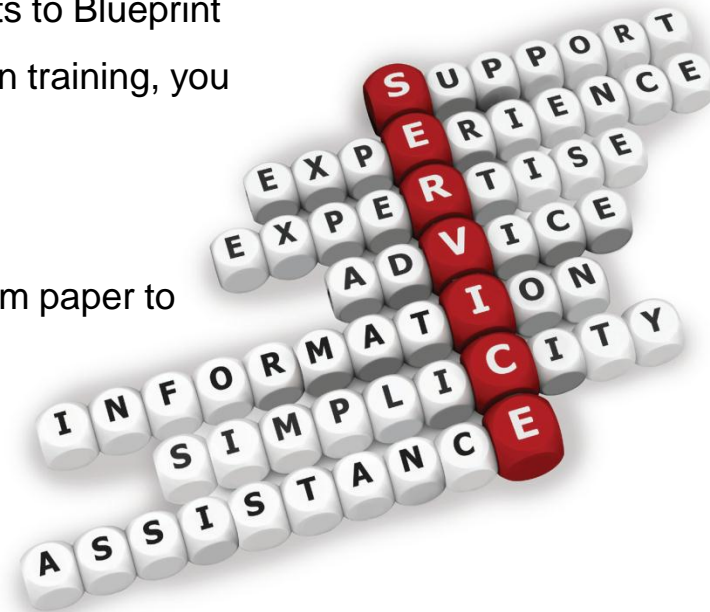
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A fully managed service – Installing our software is merely the start of our relationship with you

- Our dedicated team of account managers and technical specialists fully manage your transition from paper to Blueprint BoardPad removing this headache from you
- With extensive experience in moving blue-chip clients to Blueprint BoardPad, as well as on-going support and hands-on training, you really are in good hands
- The ICSA – who better to manage your transition from paper to Blueprint BoardPad



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## Why the Apple iPad?

- Instant-on, highly-portable
- Online and offline access for documents
- 3G connectivity – High-speed
- Ultra-simple to use
- Established technology
- 1'000s of apps for 1'000s of users
- Fully compatible with business email and calendar
- Ability to work with Word, PowerPoint and Excel documents
- Read the latest newspapers
- Get directions and traffic updates instantly
- 10 hour battery life



With blue-chip organisations already established Blueprint Boardpad users, you're in good company...

*“ It has exceeded our expectations to deliver and manage effective communication to our board members. We wanted a flexible, trusted solution – we have not been disappointed! ”*

**Tim George, Deputy Company Secretary**



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# Blueprint BoardPad

With technology driving the way organisations work with their board papers and corporate information can you afford to be left behind?

Book a demonstration now to find out how Blueprint BoardPad can help your organisation in and out of the boardroom

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