

# Fast Track

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## Signing In To BoardDocs

1. Enter your BoardDocs site address in the browser.
2. Enter your BoardDocs username.
3. Press the **<TAB>** key.
4. Enter your BoardDocs password.
5. Press the **<ENTER>** key or click the **Sign In** button.

## Viewing Upcoming Meetings

1. On the **Meetings** panel, under **Featured**, click on the meeting you wish to view.
2. On the **Meeting Dashboard** that appears, click the **View the Agenda** button.
3. Click on an agenda item on the left side of the screen. Item details and content will appear on the right side of the screen.
4. Click on other agenda items as desired to view their details and content.

## Viewing Archived Meetings

1. On the **Meetings** panel, click on the divider bar for the year in which the meeting that you want to view was held, and then click on the desired meeting.
2. On the **Meeting Dashboard** that appears, click the **View the Agenda** button.
3. Click on an agenda item on the left side of the screen. Item details and content will display on the right side of the screen.
4. Click on other agenda items as desired to view their details and content.

## Viewing Policies

1. Click on the **Policies** tab. A separate browser window will appear with your organization's policies displayed.

## Searching Single Agendas

1. Select the meeting in which you want to search from the **Meetings** panel.
2. Click the **View the Agenda** button.
3. Click in the **Search** field located at the top of the agenda item list.
4. Enter the term or terms on which you want to base your search.
5. Press the **<ENTER>** key or click the **Search** tool (magnifying glass) to execute the search.

## Searching All Agendas

1. Click on the **Meetings** tab.
2. Click in the **Search** field located at the top of the meeting list.
3. Enter the term or terms on which you want to base your search.
4. Press the **<ENTER>** key or click the **Search** tool (magnifying glass) to execute the search.

## META Searching

1. Click on the **Search** tab.
2. Enable the **META** checkbox.
3. Click in the **Search** field near the top of the panel.
4. Enter the term or terms on which you want to base your search.
5. Press the **<ENTER>** key or click the **Search** button to execute the search.

## Print the Agenda from the Meeting Dashboard

1. Click on the meeting you want to print in the **Meetings** panel.
2. Click on the **Print the Agenda** button to display the Print Preview window.
3. Select the **Simple Agenda**, **Detailed Agenda** or **Current Agenda Item** tab to specify what you want to print.
4. Click the **Print** button in the lower-right corner of the Print Preview window.

## Print the Agenda from the Agenda Panel

1. Click on the meeting you want to print in the **Meetings** panel.
2. Click the **View the Agenda** button.
3. On the agenda tab, click on the print tool to display the Print Preview window.
4. Click on the **Simple Agenda**, **Detailed Agenda** or **Current Agenda Item** tab to specify what you want to print.
5. Click the **Print** button in the lower-right corner of the Print Preview window.