



DILITRUST

DiliTrust Exec – User Guide

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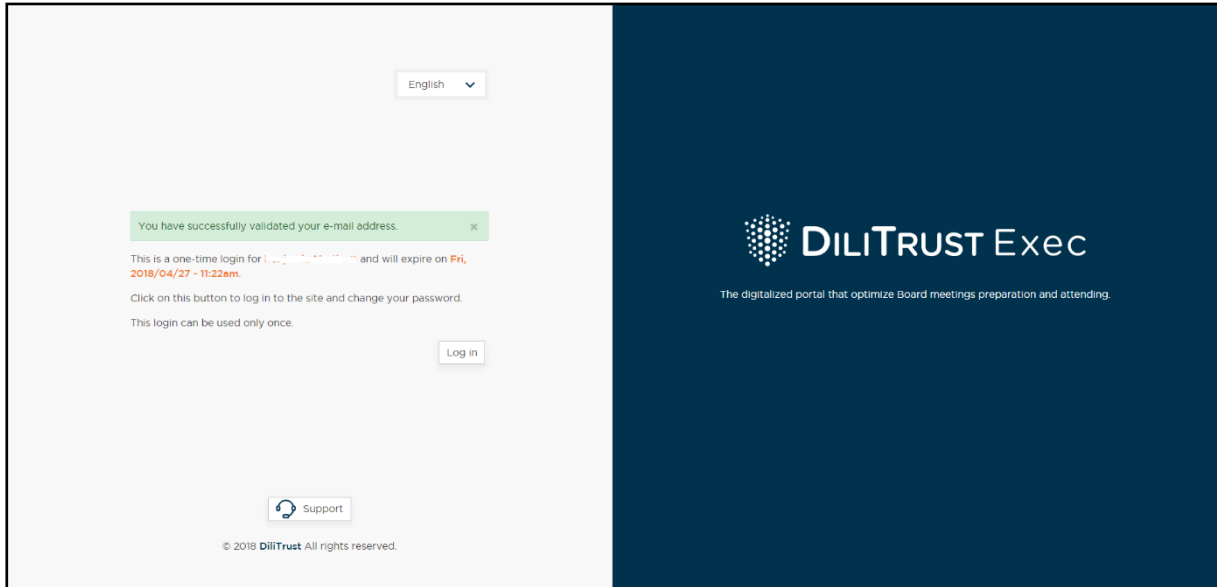
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1. PRESENTATION

1.1. First login

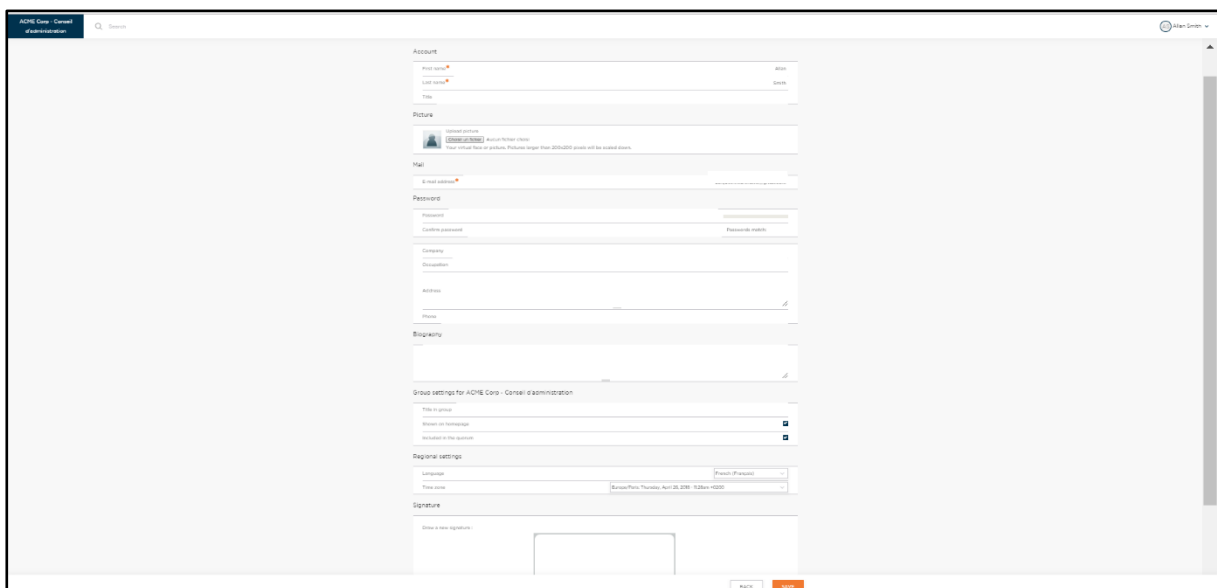
For your first login, click on the link received by email to confirm your email address and access the portal. After accessing the link in your web browser click on « Log in ».



Set up your account by choosing a secure password respecting the following conditions:

- At least 10 characters long
- At least one lowercase character
- At least one uppercase character
- At least one number or a special character

Click « Save » and you will have access to the portal.



NB: for future logins use the email address and password you chose when creating your account.

1.2. Access to the portal

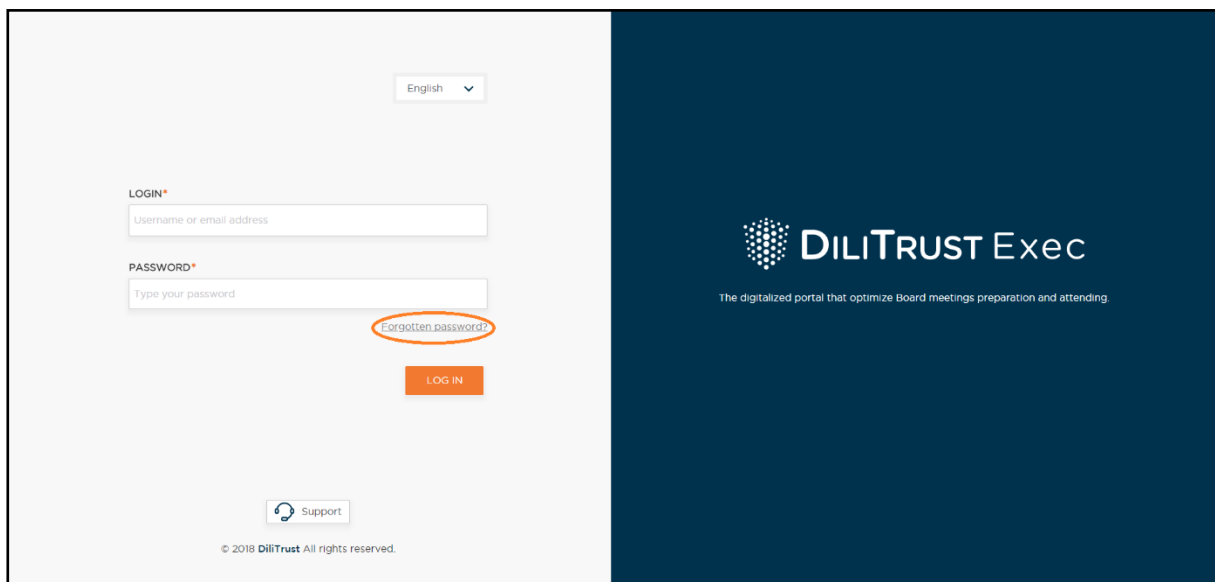
You can access the portal through:

- The DiliTrust website (www.dilitrust.com) by clicking on « Client Access » (top right corner) and choose the portal by region.
- The following link:
 - o North America: <https://exec-na.dilitrust.com>
 - o Europe: <https://exec-eu.dilitrust.com>
 - o MEA: <https://exec-mea.dilitrust.com>
 - o Morocco: <https://exec-ma.dilitrust.com>

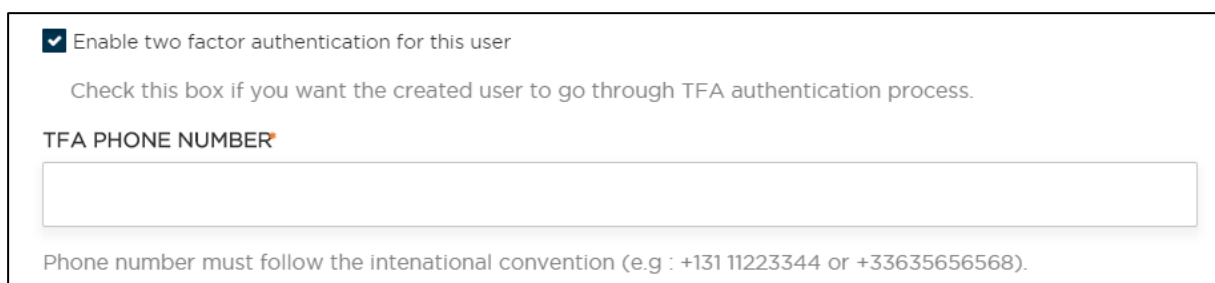
1.3. Forgotten password

If you forgot your password we invite you to select the « Forgotten password ? » link on the portal. Enter your email address and you will be sent a one-time link valid only 24 hours to reset it.

NB: If you don't receive an email, check your spam and if your email address is spelled correctly.



If the two-factor authentication via SMS is enabled



Backup Codes:

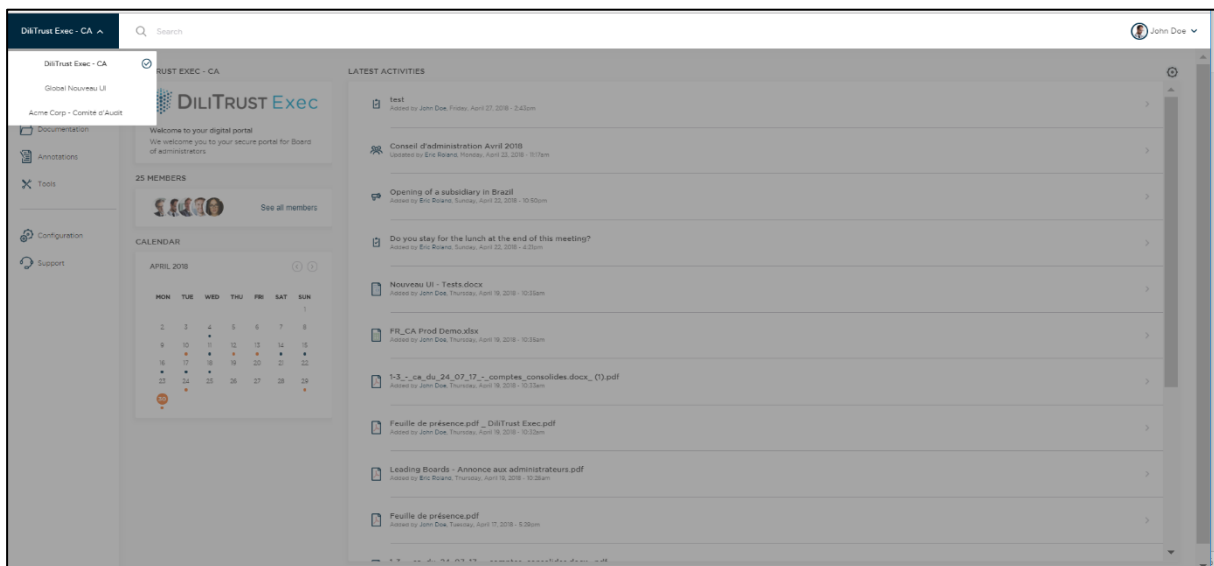
Backup codes allows you to still access the portal even if you do not receive the one-time code via sms on your phone. By going to your profile (« See my profile », then « Edit »), in the « **two-factor authentication** » section, the [See my recovery codes](#) button gives you access to your

ten backup codes. To display the ten backups codes, you will have to previously fill in your password.



1.4. My groups

The group you are currently in is indicated on the top left of the screen in a blue square.



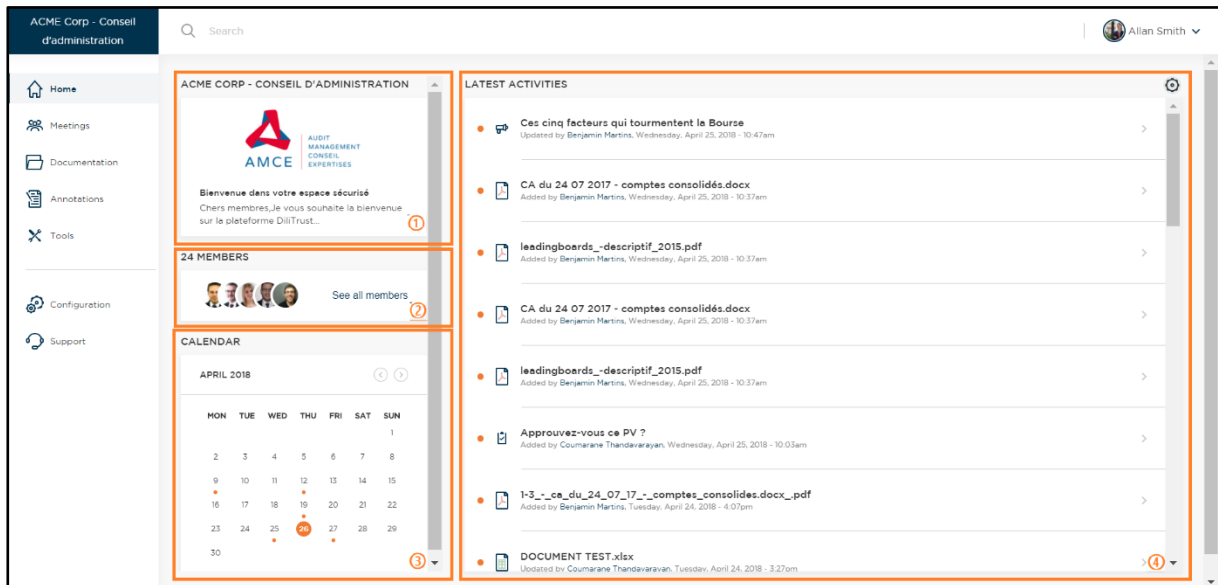
If you have access to several groups, an arrow can be seen on the right of the blue square. To switch group, click on its name in the list.

NB: You can be a user in a group but an administrator in another. To have access to all your groups within the same connection, be sure that the group administrators add you with the same email you already use for your DiliTrust Exec account.

1.5. Home

On the home page you can see 4 sections:

- ①: The logo and welcome message
- ②: The members displayed on the home page
- ③: The calendar and scheduled meetings
- ④: The latest activities (documents, polls, votes...).

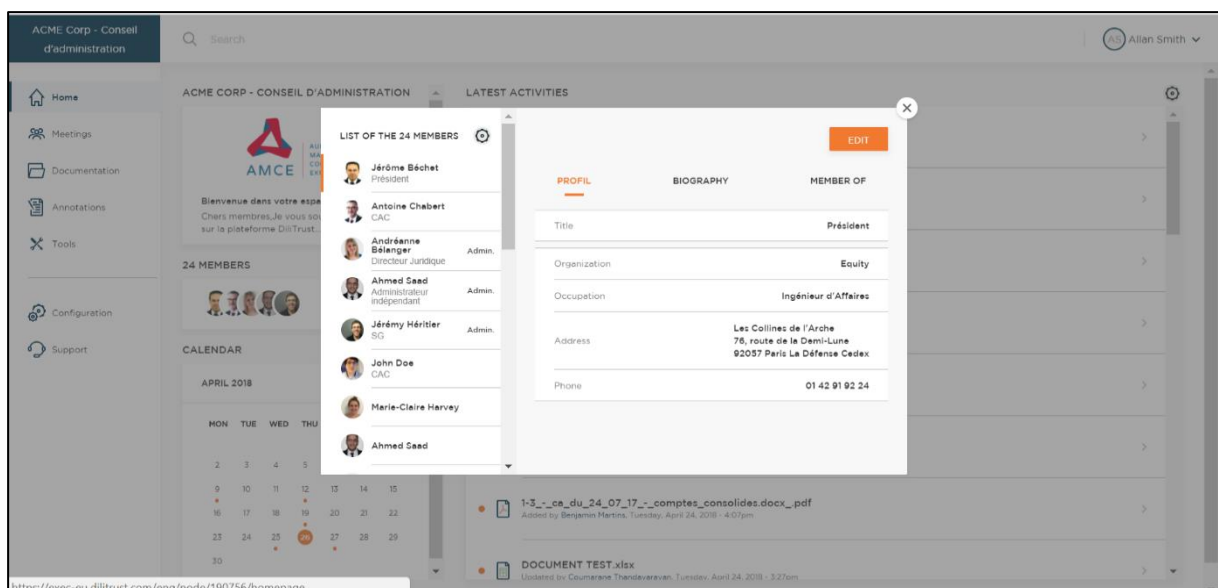


1.5.1. Logo and welcome message

The group logo is logically placed on the top left with the welcome message.

1.5.2. Members

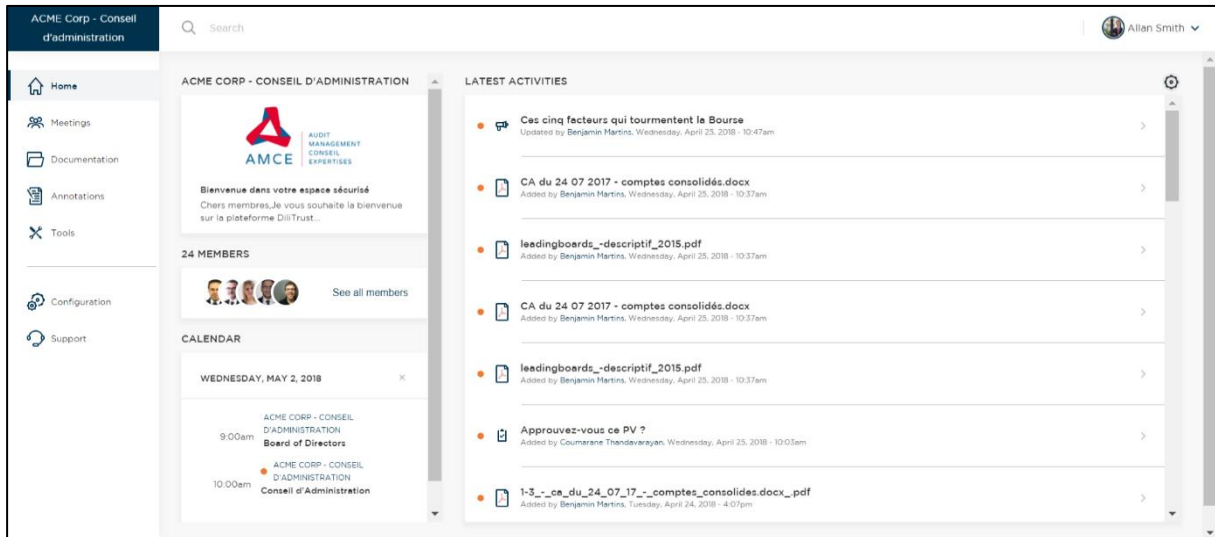
Members on the homepage are the members of your Board or Committee. By clicking on « See all members » you will see all members of the group and see their personal information (biography, address...).



1.5.3. Calendar

The calendar regroups all the meetings from all groups you are a member of. If you have a meeting scheduled, it will be identified by a small point under the date. The meetings that have not been consulted yet will be identified in orange and those already consulted in blue. The current date is circled in orange.

By clicking on a meeting's date, information about this meeting will be displayed (Date, title, time).




The screenshot displays the DiliTrust interface for the group 'ACME Corp - Conseil d'administration'. The interface includes a search bar, a user profile for Allan Smith, and a navigation menu on the left with options like Home, Meetings, Documentation, Annotations, Tools, Configuration, and Support. The main content area is divided into three sections: a welcome message from AMCE, a '24 MEMBERS' section with a 'See all members' link, and a 'CALENDAR' section. The calendar shows the date 'WEDNESDAY, MAY 2, 2018' with a small orange dot indicating a meeting. Below the date, two meeting entries are listed: 'Board of Directors' at 9:00am and 'Conseil d'Administration' at 10:00am. The 'LATEST ACTIVITIES' section on the right lists several documents and updates, including 'Ces cinq facteurs qui tourmentent la Bourse', 'CA du 24 07 2017 - comptes consolidés.docx', and 'leadingboards_-_descriptif_2015.pdf'.

1.5.4. Latest activities


In the latest activities section of the home page are listed all the recently uploaded documents in meetings, in the documentation, the votes, surveys, announcements and meetings published. To open an element of the list, click on its title. Non-viewed items are marked with an orange dot on their left.

DERNIERS AJOUTS

- 


Nouveau UI - Tests.docx

Ajouté par John Doe, Jeudi, 19 Avril, 2018 - 10:35

>
- 


FR_CA Prod Demo.xlsx

Ajouté par John Doe, Jeudi, 19 Avril, 2018 - 10:35

>
- 


1-3_-_ca_du_24_07_17_-_comptes_consolides.docx_ (1).pdf

Ajouté par John Doe, Jeudi, 19 Avril, 2018 - 10:33

>
- 


Feuille de présence.pdf _ DiliTrust Exec.pdf

Ajouté par John Doe, Jeudi, 19 Avril, 2018 - 10:32

>
- 


Leading Boards - Annonce aux administrateurs.pdf

Ajouté par Eric Roland, Jeudi, 19 Avril, 2018 - 10:26

>
- 

Feuille de présence.pdf

Ajouté par John Doe, Mardi, 17 Avril, 2018 - 17:29

>
- 

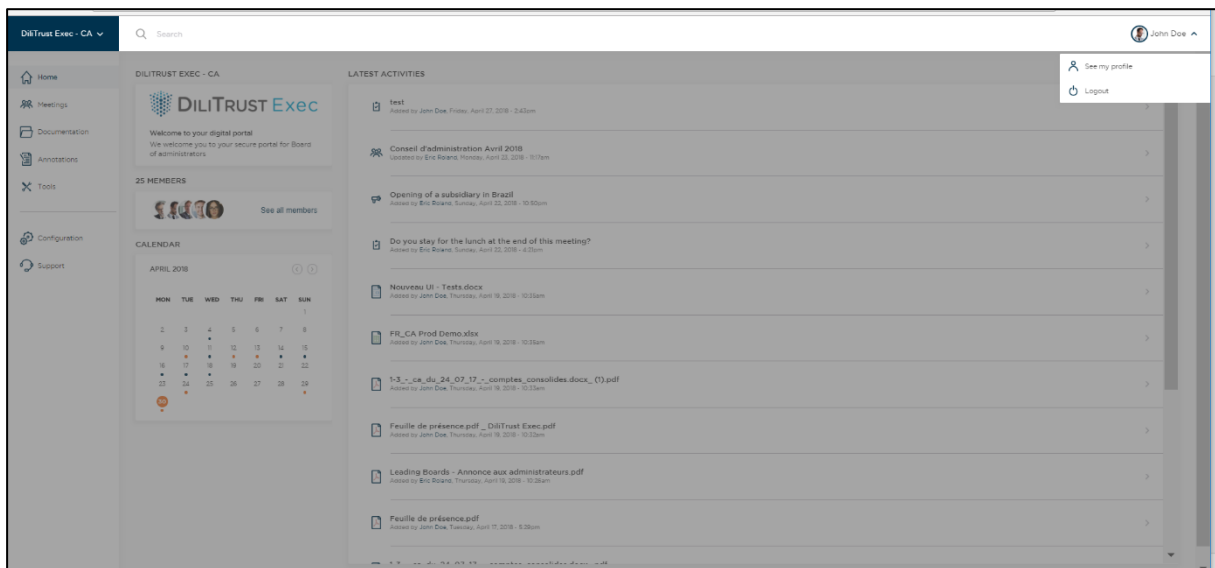
1-3_-_ca_du_24_07_17_-_comptes_consolides.docx_.pdf

Ajouté par John Doe, Mardi, 17 Avril, 2018 - 17:29

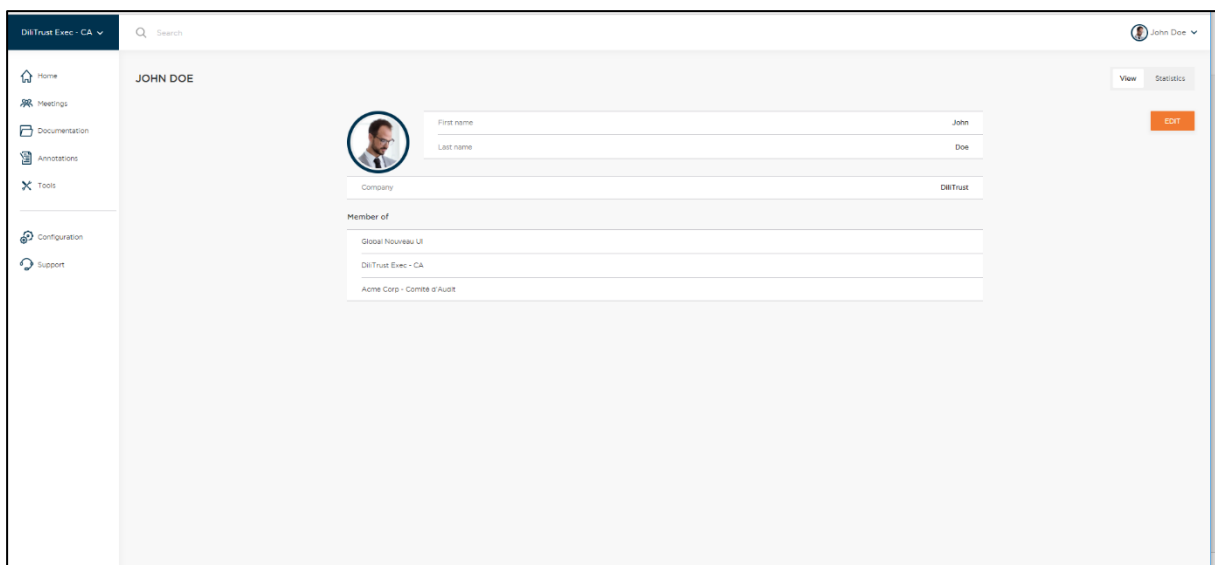
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1.6. My profile

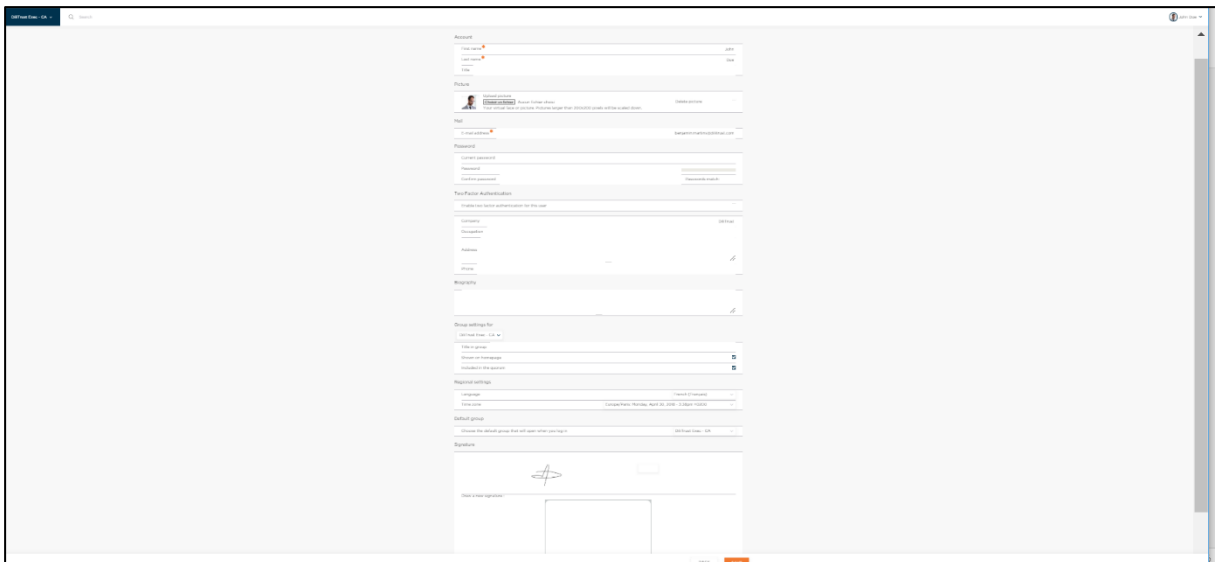
To access your profile, click on the arrow on the right of your name and select « View my profile ».



On your profile you will find your personal information filled in by you or by a group administrator and a list of all groups that you have access to. To edit your information, click on the “Edit” button.



You will then be able to edit your name, title, add or remove your profile picture, your email address, your password, information about your occupation, time zone, the default group upon login on the portal, add or remove your signature (if it's enabled for your group). You can also add a biography.



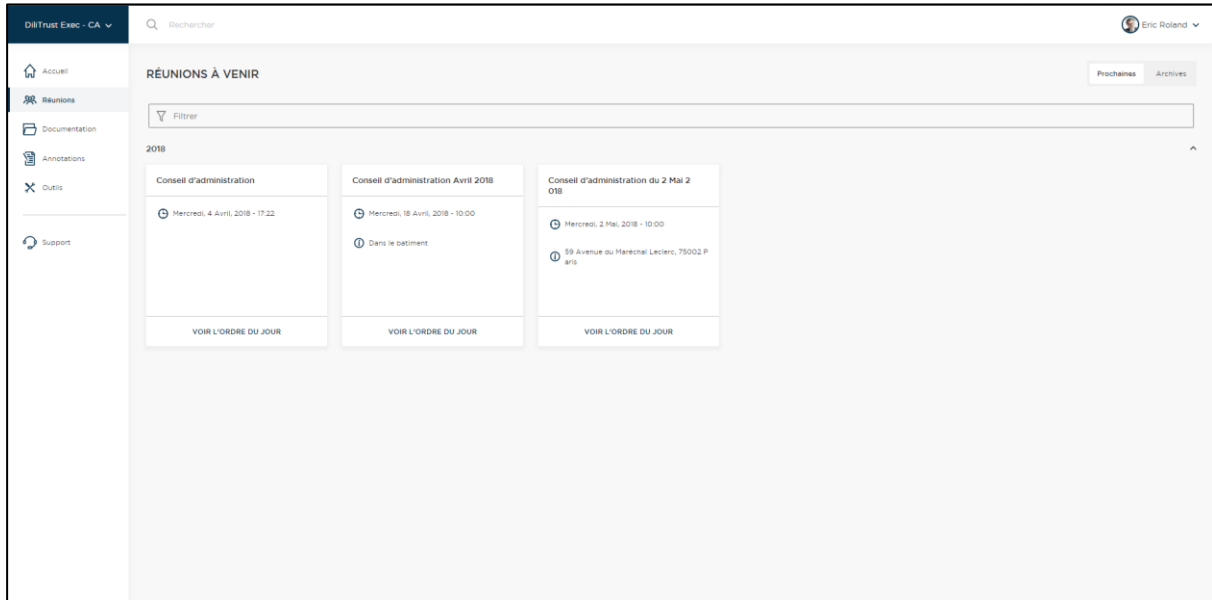
To log out of the portal, select your account on the top right of the page and click on “Log Out”.

2. MEETINGS

To access meetings, click on the « Meetings » tab on the left of the screen. In this section you will have access to upcoming and past meetings.

Meetings are sorted by years.

Upcoming meetings are displayed in a chronological order. Archived meetings are in the « Archives » tab.

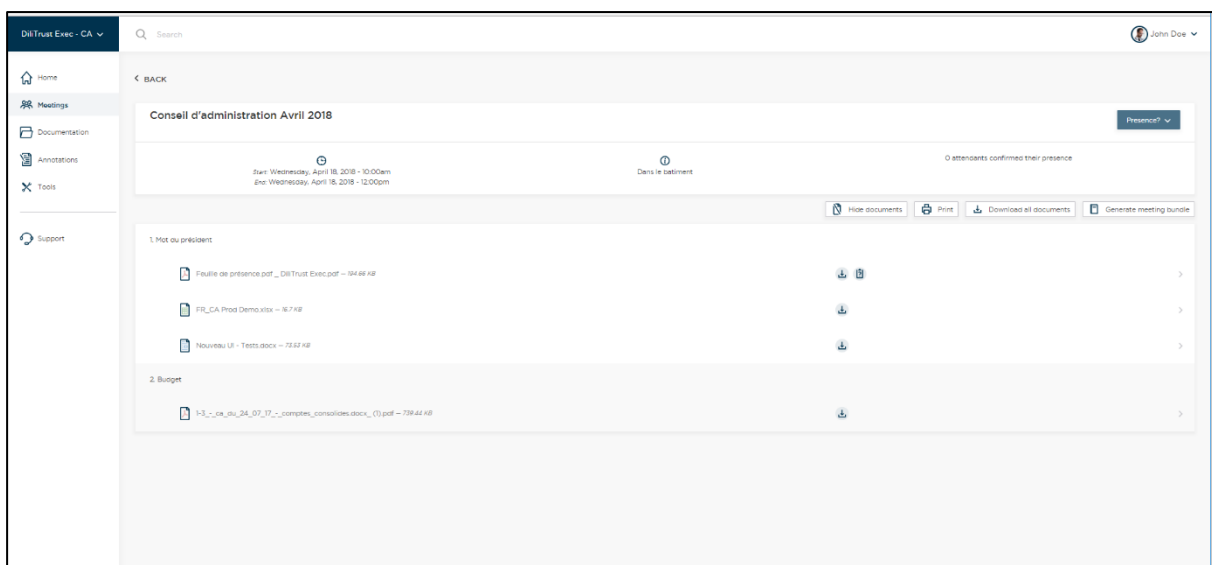


2.1. Upcoming meetings


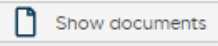
By clicking on the « Meetings » tab on the left of the screen or on the « Upcoming meetings » tab on the top right, you will access the upcoming meeting.

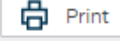
2.1.1. Opening an agenda

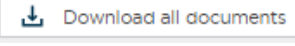
To access a meeting, its agenda and documents, click on « See agenda » of the desired meeting.

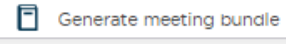


On this page you will have information about the title, the date, the time and the location of the meeting, then all agenda points will be listed and if any description and time for each point.

To ease your reading of the agenda, you can hide documents by clicking on the  button which will turn into , click to show documents for each point of the agenda.

The  button will allow you to print the agenda.

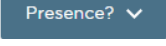
By clicking on , it will download all documents of this meeting on your computer.

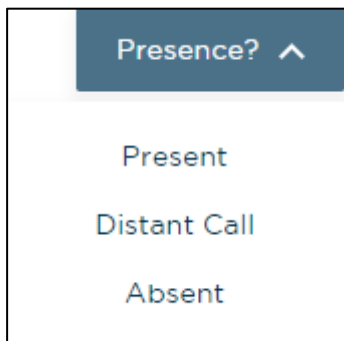
The  button helps you by creating a PDF file with all points of the agenda and their documents attached.

To go back to upcoming meetings, select « Back » on the top left.

2.1.2. Presence

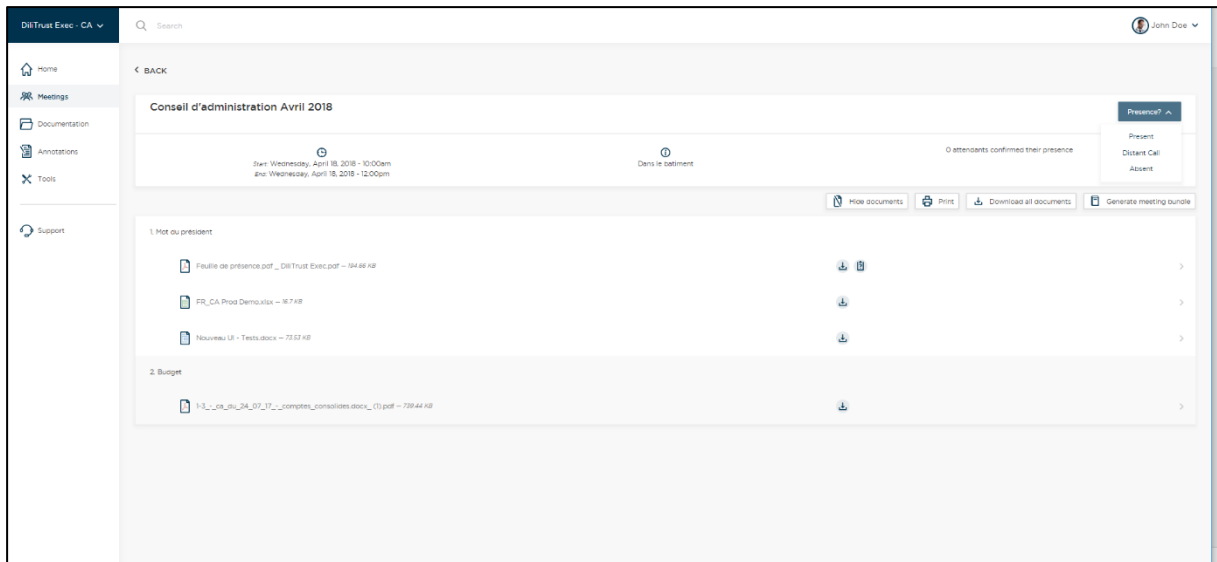
The presence (or quorum) allows administrators to know which users attend to the meeting.

By clicking on the  button you will be able to indicate your presence or not to administrators. If you select « present » or « distant call » your name will be visible on the participants list of this meeting. If you choose « Absent » your name will show up in the absents list.



By clicking on « X attendants confirmed their presence », three lists will be displayed: presents, absents, and unconfirmed.

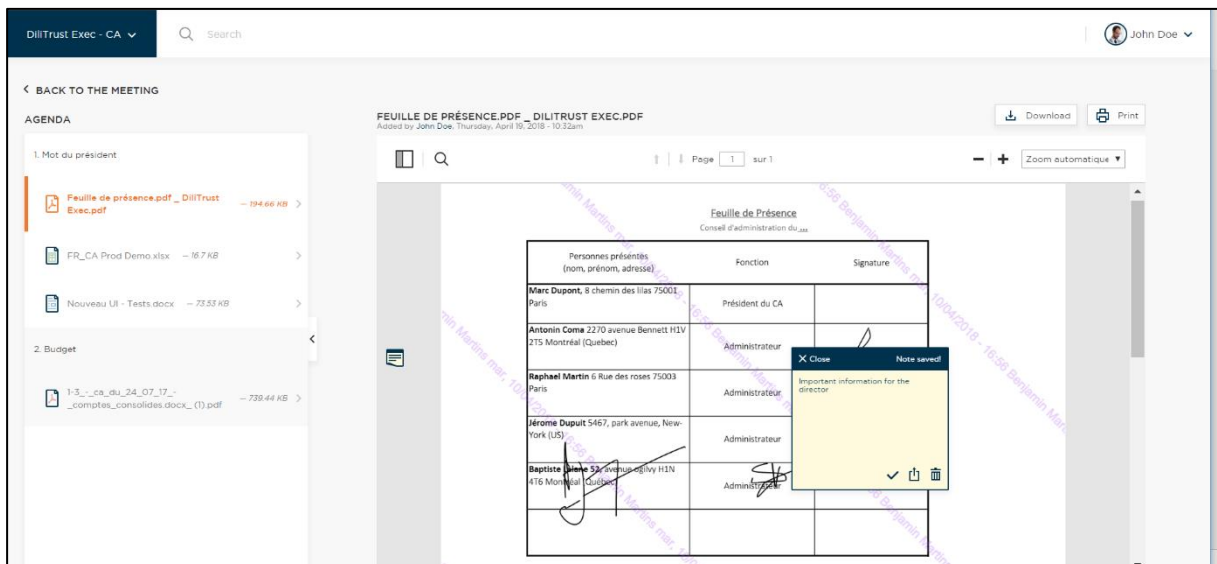
You can modify your presence choice at any time by clicking on the « Presence? » button and by selecting your new choice the lists will adapt accordingly.



NB: If you choose to attend the meeting via a distant call, the « distant call » mention will be displayed next to your name in the presents list.


2.1.3. View and annotate documents



To view a document in the agenda, click on its title or on the file category (do not click the download button) and the document will open.





On the page's left, the agenda is still displayed (can be hidden by clicking on the small arrow pointing left) and allows you to access any other document of the meeting.

The  button allows you to download the document on your computer.


By clicking on the document, you will be able to take notes. A yellow post it will be displayed and allows you to write a note and save it by clicking on .

To close the note, click on the cross on its top right corner (this will not delete the note) you can reopen the note by clicking on the  icon. The  button will permanently delete the note. To modify it click in its content, edit and save.



To share a note (if activated by administrator on your group): Open the note and click on the . Users will be listed in a newly opened window, check the ones you want to share the note with. Select  to send it. Recipients will receive an email notification with a direct link to the note taken on the document (after login in the portal).

NB: All notes taken on documents are personal. No administrator can read or access notes taken by its users and inversely. You can access all your notes by selecting “Annotations”.

2.1.4. Vote

The pictogram  indicates that you have the possibility to vote a resolution from the agenda. By clicking on it a window opens with a question and answers to choose from. Select your answer then click on « Confirm my vote » to submit your answer. You will now be able to see the vote results (vote number per participation and the participation). On this same window you will be able to edit your vote by clicking on “Cancel your vote” and vote again.


DO YOU APPROVE THIS YEAR FINANCIAL STATEMENTS?

 Notify
 Edit

Yes

No

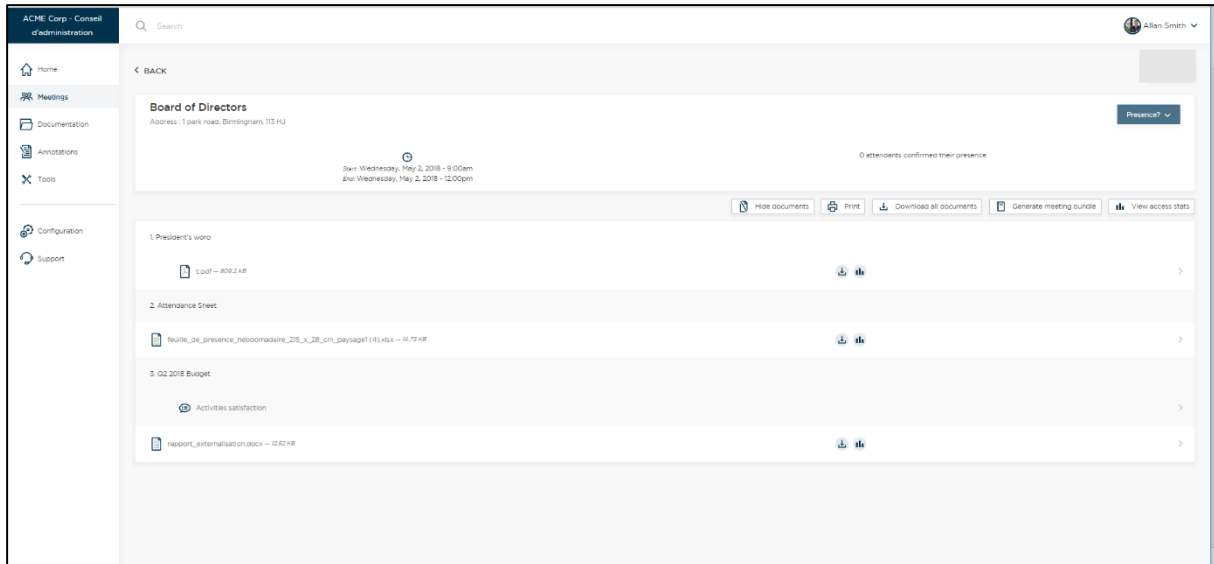
Attachments

●  **odj.pdf**
Last updated date - Fri, 2017/11/24 - 2:48pm - 210.02 KB
>

Comments [+ Add new comment](#)

2.1.5. Surveys

Administrators can link a survey to an agenda's category, shown with the icon and you can answer it. You simply can select your answers and "Submit".

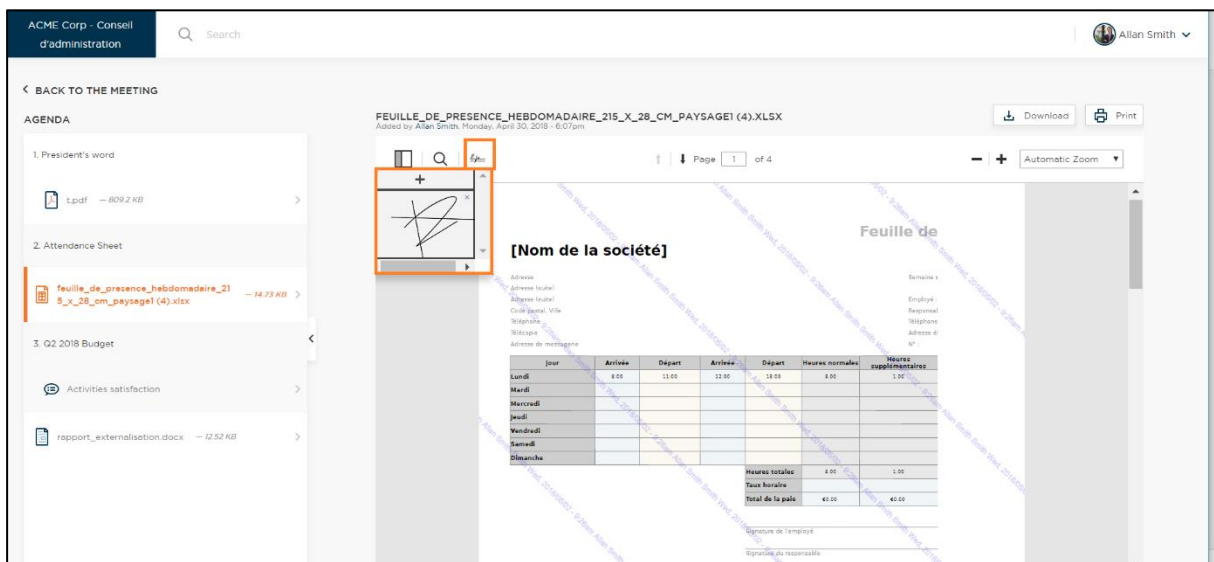


2.1.6. Sign a document

It is possible to directly sign a document on DiliTrust Exec.

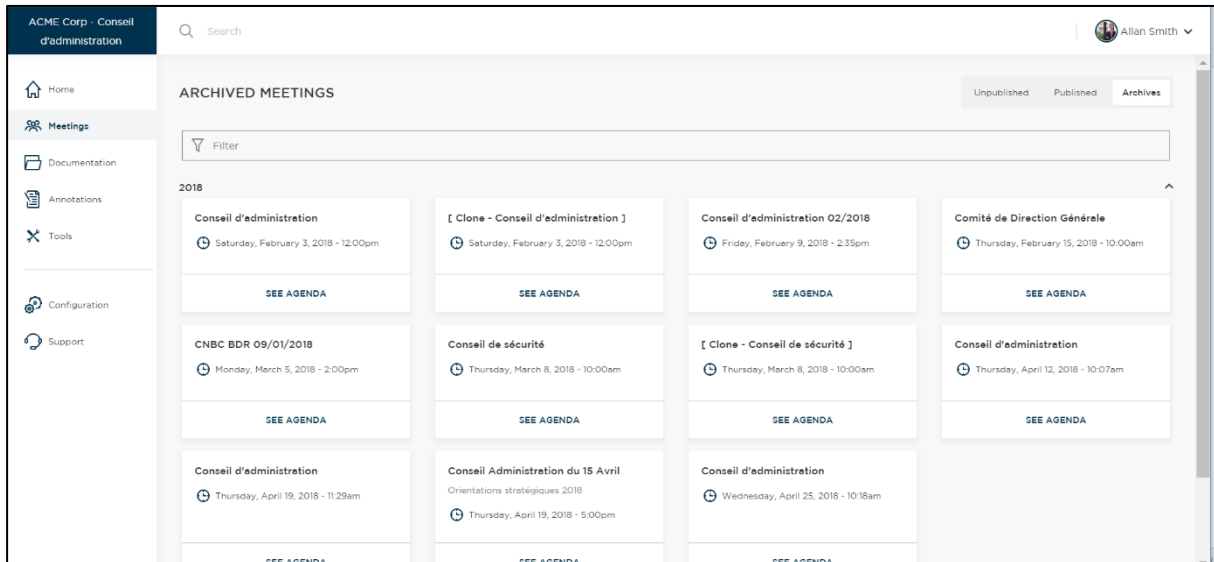
To sign a document, open it via the icon then click on located on the top right of your screen. You can move it or change its size. When the signature is rightly placed select . The document will be updated with your signature.

To add a signature, you have two options. You can add it to your Profile or directly from the document, click on the then sign inside of the dedicated square. You can add several signatures (or initials). You will have a dropdown list of the existing ones, simply select the one you want.



2.2. Archives

To access the group archived meetings, select the « Archives » tab. All past and archived meetings will be listed here. You still have access to the meeting documents and your notes.



The screenshot shows the 'ARCHIVED MEETINGS' page in the DiliTrust application. The page is titled 'ARCHIVED MEETINGS' and has a search bar and a filter dropdown. The meetings are listed in a grid format for the year 2018. Each meeting card includes the meeting title, date, time, and a 'SEE AGENDA' button. The meetings are organized by month, starting with February and then March and April.

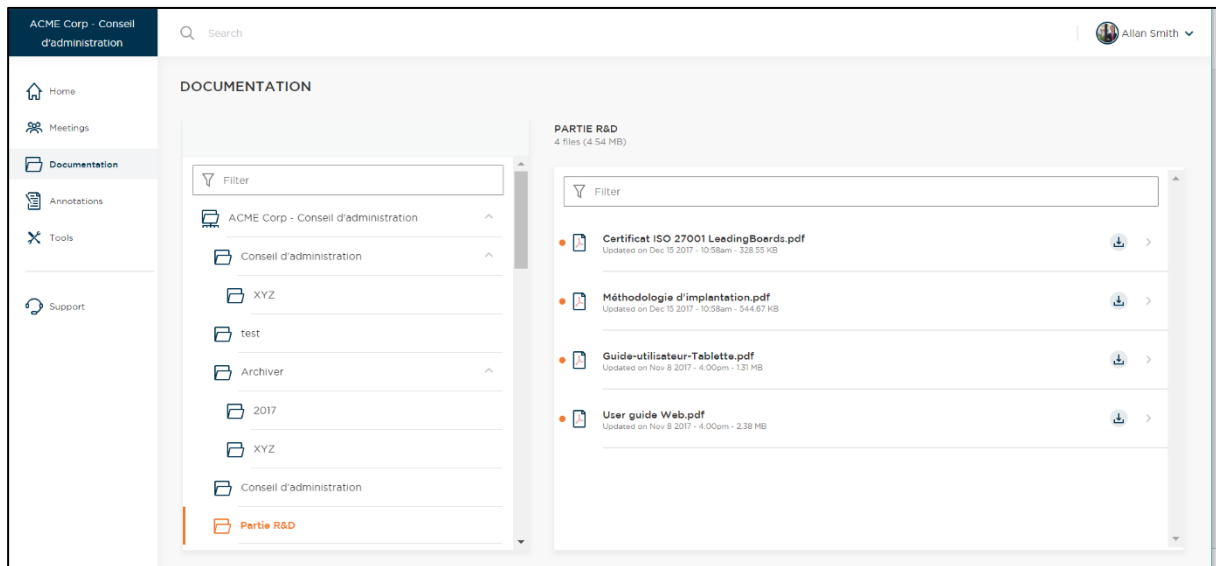
Meeting Title	Date	Time
Conseil d'administration	Saturday, February 3, 2018	12:00pm
[Clone - Conseil d'administration]	Saturday, February 3, 2018	12:00pm
Conseil d'administration 02/2018	Friday, February 9, 2018	2:35pm
Comité de Direction Générale	Thursday, February 15, 2018	10:00am
CNBC BDR 09/01/2018	Monday, March 5, 2018	2:00pm
Conseil de sécurité	Thursday, March 8, 2018	10:00am
[Clone - Conseil de sécurité]	Thursday, March 8, 2018	10:00am
Conseil d'administration	Thursday, April 12, 2018	10:07am
Conseil d'administration	Thursday, April 19, 2018	11:29am
Conseil Administration du 15 Avril Orientations stratégiques 2018	Thursday, April 19, 2018	5:00pm
Conseil d'administration	Wednesday, April 25, 2018	10:18am

To access meetings and the documents attached, select « See Agenda ».

3. DOCUMENTATION

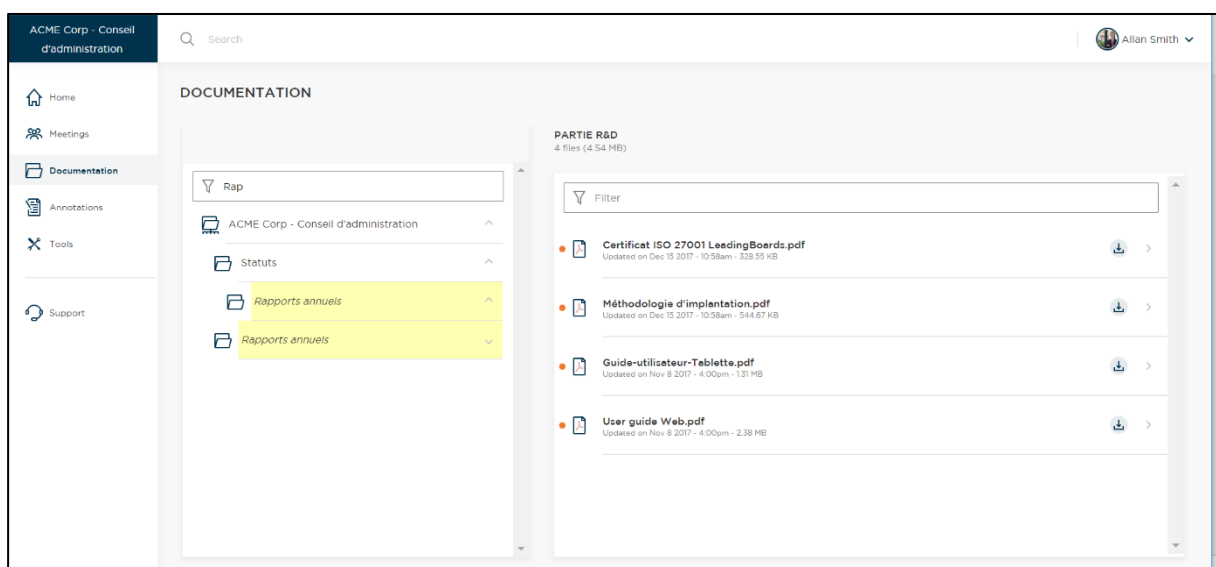
The « Documentation » tab regroups all folders and files that portal administrators want to share, either if it's related to a specific meeting or not. It's your "Library". If you want to have certain documents you think might be useful, you need to ask your portal administrator.

Once in documentation, the main folder is located on the left side of the page. A folder containing subfolders is indicated by a grey arrow on the right of the folder. By clicking on a folder, the files within are displayed on the right of the page.

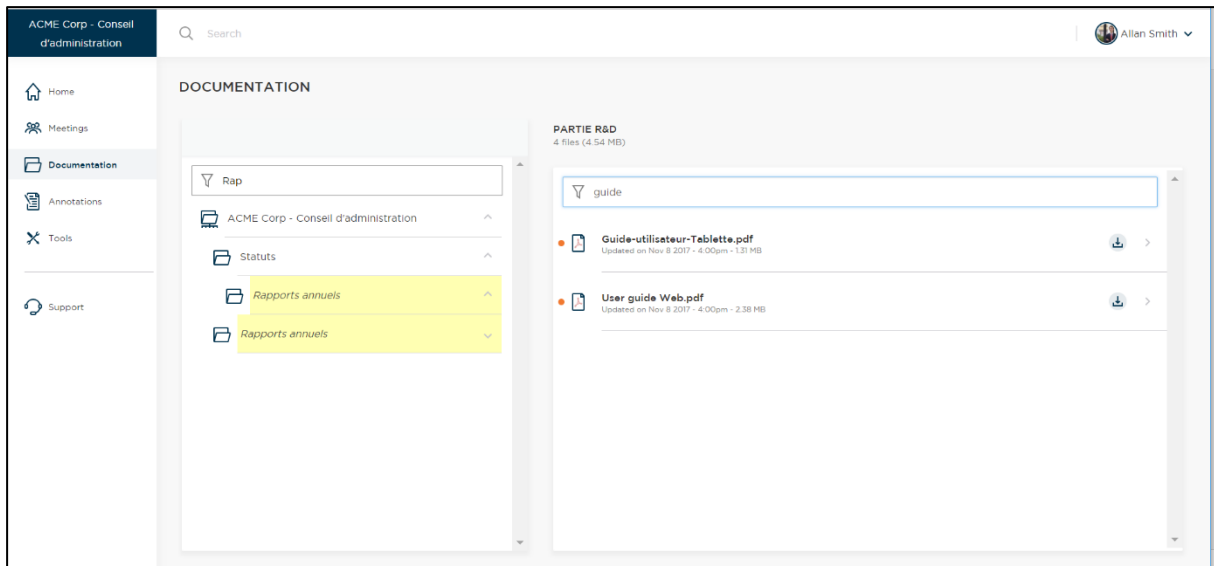


3.1. Search in documentation

It is possible to filter folders by their name to rapidly find one.




Likewise, files can be filtered by their name in a folder

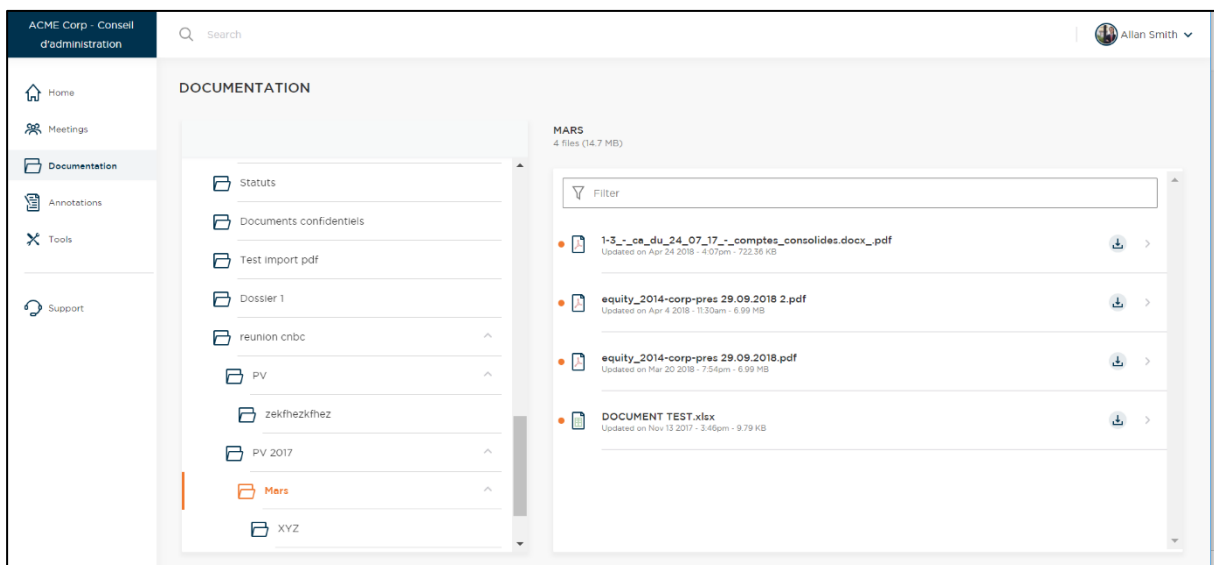


3.2. Actions on documents

To open a document, click on its title.

If administrators allow document download, the  button is visible and allows you to download the document.

All unseen documents will have an orange dot next to their name.



3.3. Read a document

To read a document click on its title and the file will open in a new window.

To facilitate reading, you can quickly browse the file by clicking through thumbnails of the document pages.

The magnifying glass allows you to search for words in the file (except for scanned documents).


A zoom is also available to ease your reading.



You can also download and print the document via the buttons  and .



Note: Will be available only if these features have been activated by an portal admin.



3.4. Note taking

By clicking on the document, you will be able to take notes. A yellow post it will be displayed and allows you to write a note and save it by clicking on .

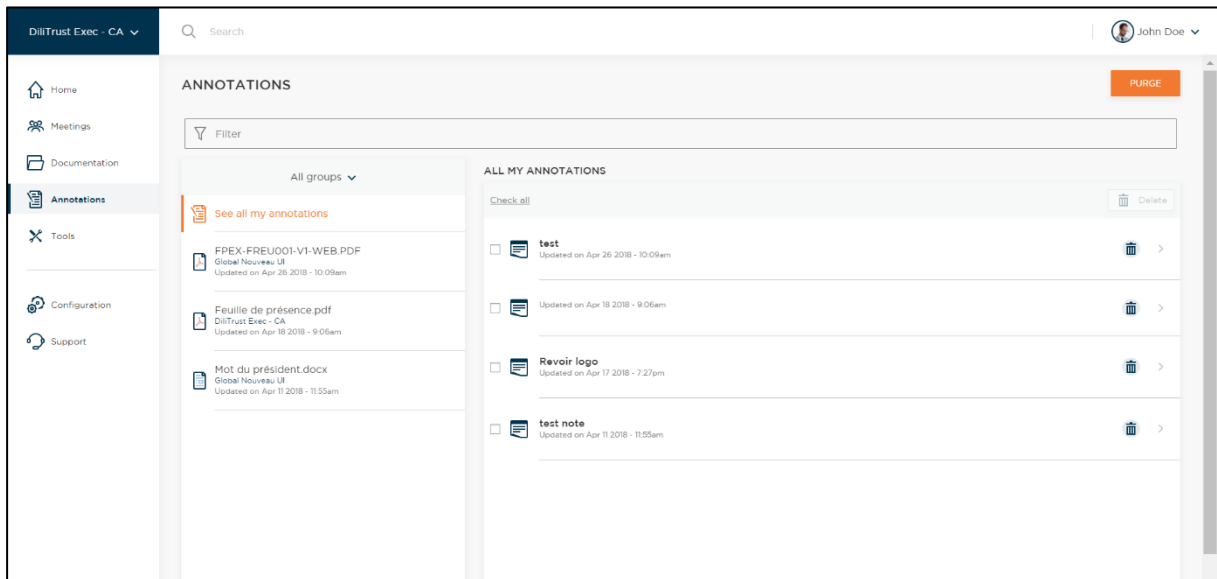
To close the note, click on the cross on its top right corner (this will not delete the note) you can reopen the note by clicking on the  icon. The  button will permanently delete the note. To modify it click in its content, edit and save.

To share a note (if activated by administrator on your group): Open the note and click on the . Users will be listed in a newly opened window, check the ones you want to share the note with. Select  to send it. Recipients will receive an email notification with a direct link to the note taken on the document (after login in the portal).

NB: All notes taken on documents are personal. No administrator can read or access notes taken by its users and inversely. You can access all your notes by selecting “Annotations”.

4. ANNOTATIONS

The Annotations tab lists all of your notes (written by hand or in post-it format) taken on the portal, from all groups you have access to.



You will find, on the left side, the documents where notes were taken. All notes taken will be on the right side of your screen.

By clicking on the note, you will be redirected exactly where the note was taken on the document.

A filter is available to search for a note.

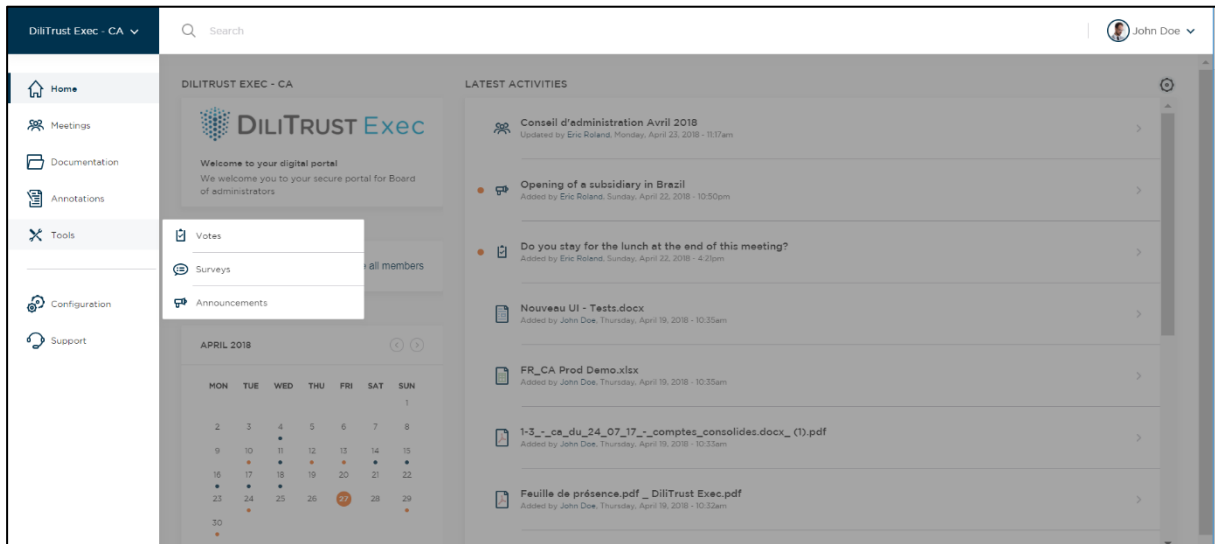
By clicking on a document, all associated notes to this document will be displayed on the right side of your screen.

The « Purge » button (top right) deletes all notes taken on the portal.

5. TOOLS


The Tools tab includes three features:

- Votes
- Surveys
- Announcements

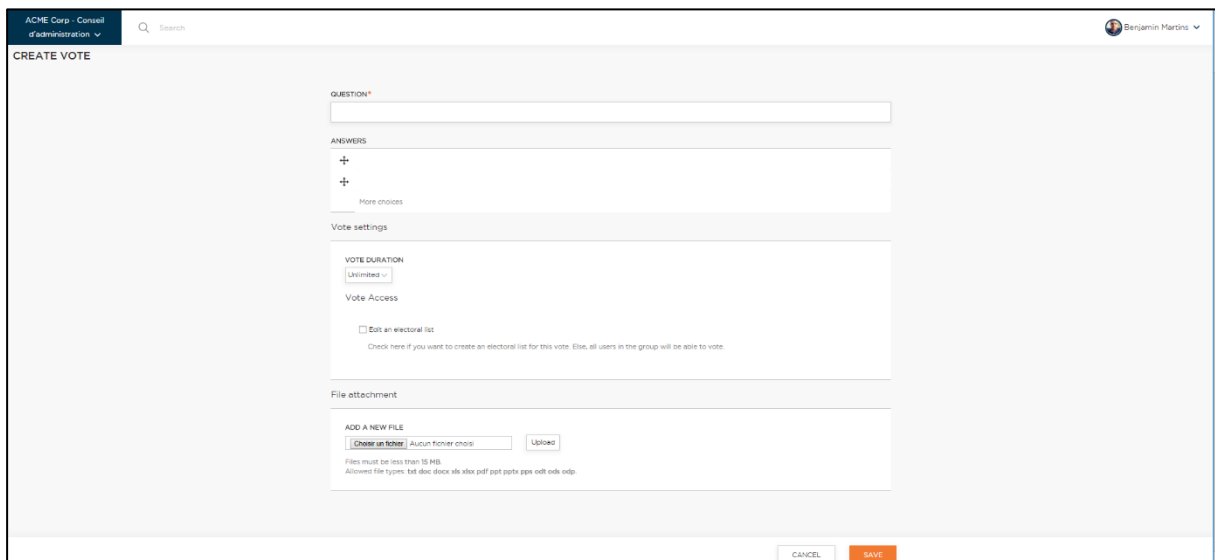


5.1. Votes

By clicking on the « Tools » tab on the left, and by selecting « Votes », all votes related to this group will be listed. You can create a vote as a user but portal administrator usually do so.

To create a vote by selecting tools, votes and then click on the  button.

Type a question, answer choices and click on « More choices » if you need to add more choices. The advanced parameters will allow you to set a vote duration, edit an electoral list (by default all users will be able to vote) and add a file.

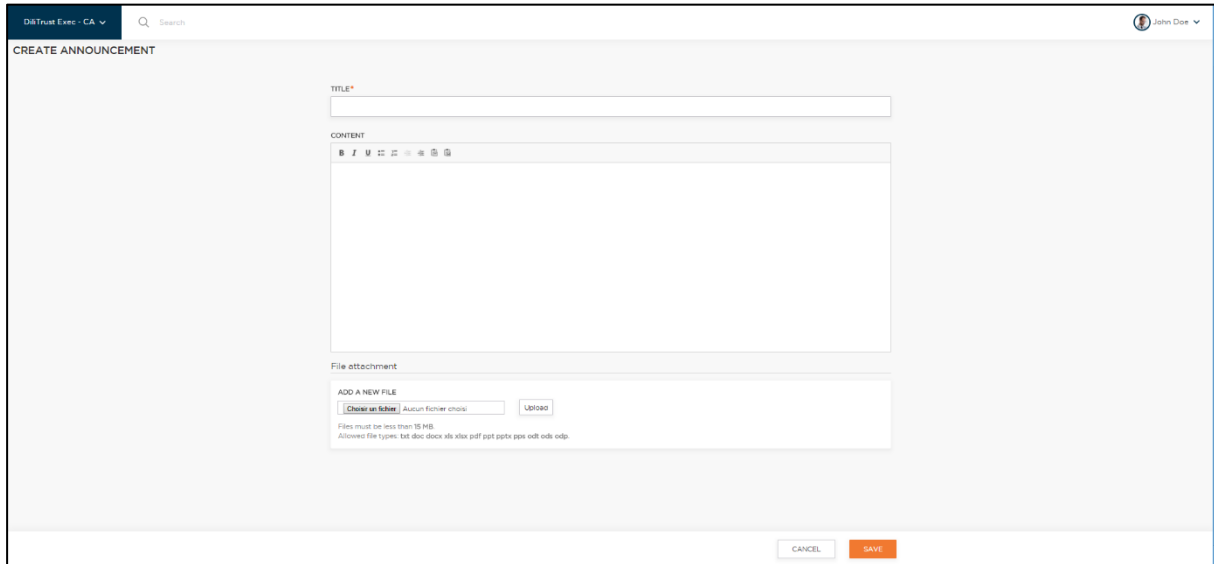



5.2. Announcement

Announcements are only available from the tools tab.

To create an announcement, click on  to add one.

You will be redirected to add its title, content and possibly attach a document.



NB: If you are the announcement author you will be able to delete it by clicking on .

6. SEARCH

The search bar is always available on the portal right beside the group's name.



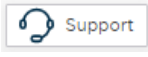
Search allows any user to find a word in any content type he has access to (meetings, documents, announcements).

To search, enter a keyword in the search bar and click "Search". The search results list is displayed in the page centre.

By clicking on a document, you will be redirect directly to the document. If the document is in a meeting, the meeting's agenda will be displayed on the left.

If the file is from the documentation section, only the document will be displayed.

7. SUPPORT

On the left, the  button is available. All support phone numbers and email address will be displayed by clicking on it.



TECHNICAL SUPPORT AVAILABLE 24/7

	Europe:	+33 1 72 18 02 33
	North America:	+1 855-923-3117
		support@exec.dilitrust.com