

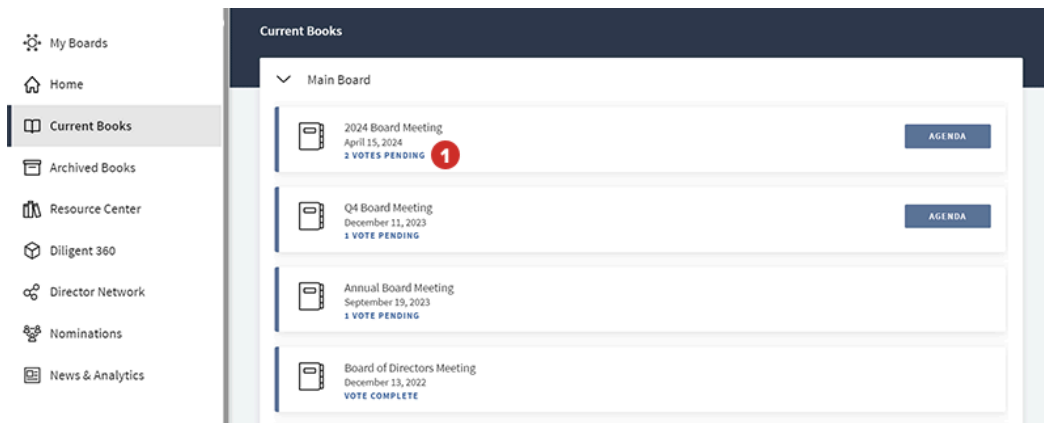


Diligent Boards Web Director ▾

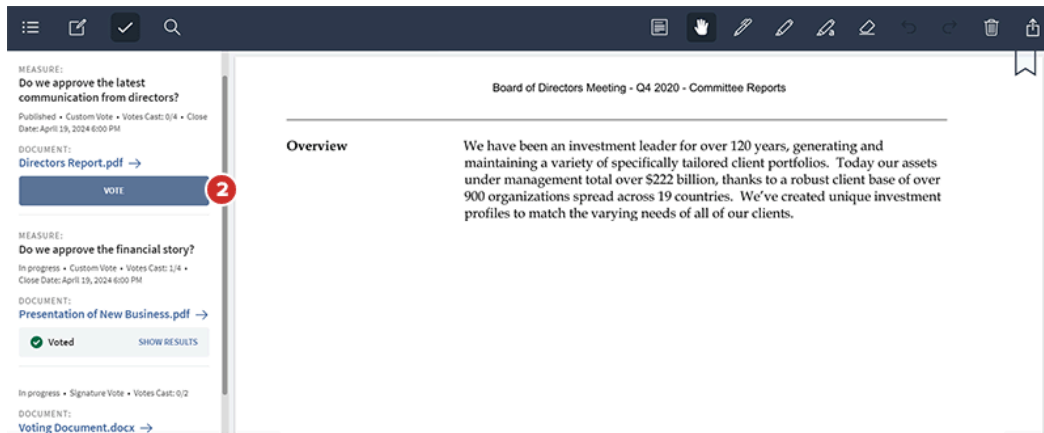
Boards Web Director — Viewing voting items and casting your vote

This page describes how to locate your pending votes and cast a vote.

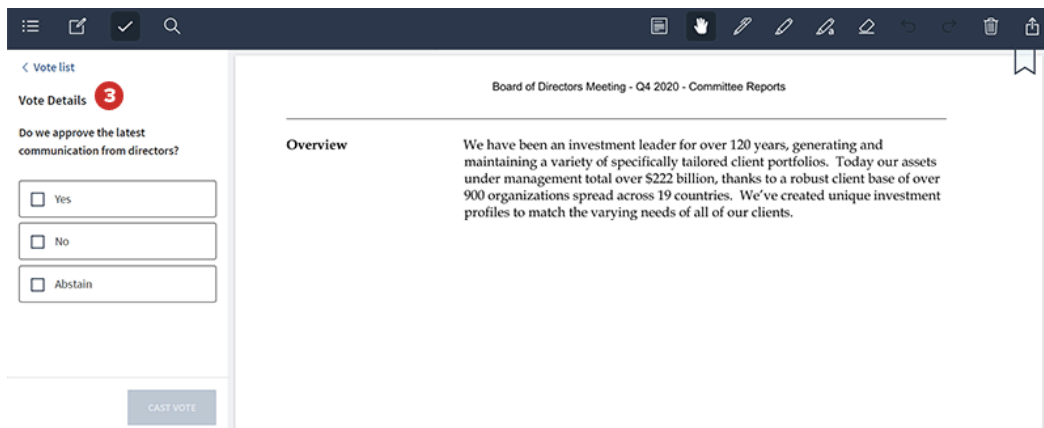
- 1 From the Current Books hub, select a book with a **pending votes message** to go to the first page of the first voting document.



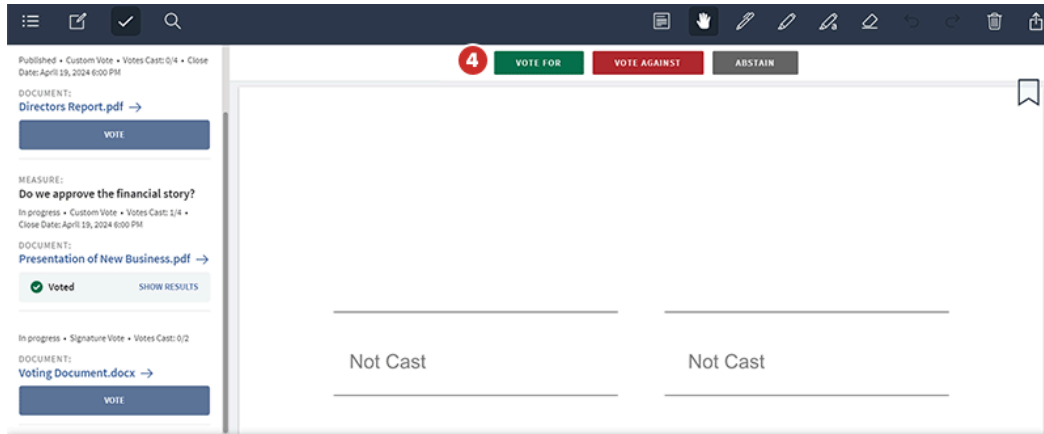
- 2 If the book contains multiple votes, you can view each one in the Vote list, along with information about the vote type and vote status. Select **Vote** to view more details.



- 3 For Custom vote types, the question or statement on which you are voting and your **voting options** will be displayed on the left side of the screen. The voting document is visible in the center.



4 If a signature is required to vote, you'll be taken directly to the signature page in the voting document. The **voting options** will be displayed on top of the screen.



5 Select a **voting option** to proceed.

6 Upon selecting a voting option, you may see the option to **add a comment**. By default, only you and the vote administrator can view your comments.

7 Review your selected vote, and then **confirm** your selection. Upon confirmation, your vote will be cast and can no longer be changed.



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