



**Boards**  
ON FABASOFT PROCECO



# Software product information

Fabasoft Boards Release June 2025

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## 1 Introduction

Fabasoft Boards from Fabasoft 4teamwork AG can support you throughout the entire meeting and proposal management process in your company. It covers everything from planning annual and individual meetings, defining and preparing the items on the agenda, and submitting proposals for consultation through to holding meetings digitally as well as taking minutes and storing them in the Fabasoft Cloud in line with legal regulations.

Cloud-based and process-controlled meeting and proposal management offers numerous advantages in the daily collaboration of decision-makers in companies and organizations:

- Planning individual and recurrent meetings including calendar invitations to committee members.
- Preparing the meeting and informing the meeting participants by means of a push message including the corresponding agenda items and documents.
- Live minute taking per agenda item.
- Live voting possible in the meeting or in circulation on various end devices (PC, tablet, smartphone).
- Qualified digital signatures possible on various end devices (PC, tablet, smartphone).
- Recording tasks and decisions for each agenda item and monitoring their status.
- Dashboard showing all scheduled meetings to provide a clear overview and facilitate planning.
- Integrated proposal management for submitting proposals to the relevant committees using automated workflows that map the necessary processes.
- Drawing up legally compliant and unalterable minutes including storage in the Fabasoft Cloud.

## 2 Licensing

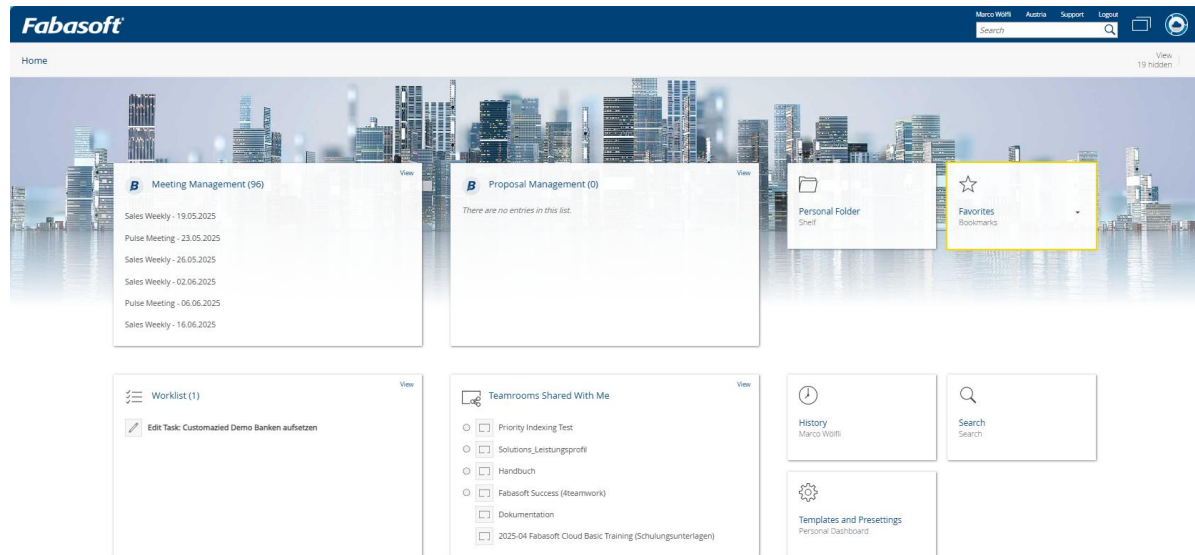
The full access role can be used to license users, for both the meeting solution and the proposal management solution.

Overview of the license model:

- Boards use (full access)
- Boards proposal management use (full access)
- Boards (access for external members)
- Boards (reading + commenting)
- Boards concurrent user (full access)

### 3 Scope of Services – User Perspective

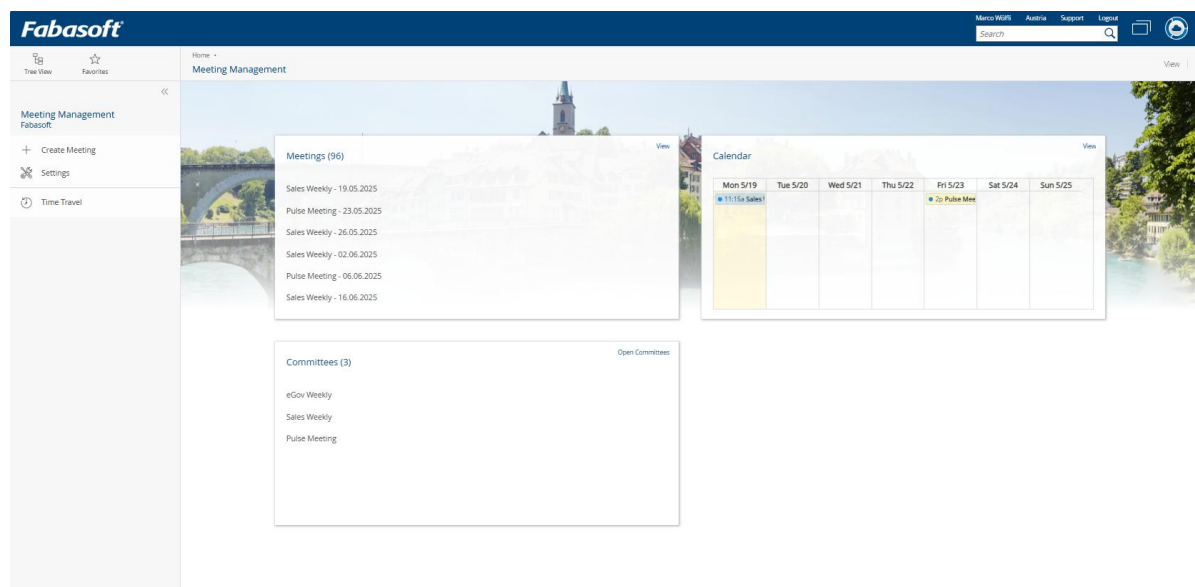
Meeting management is the basic functionality of Fabasoft Boards. In addition, you can also obtain a license for the proposal management solution.



The home dashboard provides the end user with a point of access to the system. As soon the corresponding rights are assigned to a user, the “Meeting Management” or “Proposal Management”, “Worklist” and “Personal Folder” widgets appear for this user with the associated option to create team rooms for users within the company or organization. These widgets allow users to exchange documents securely and makes documents completely traceable. If a user’s rights are revoked, the corresponding widgets are no longer available.

#### 3.1 Meeting Management

When end users click on the “Meeting Management” widget, their personal meeting management dashboard appears.

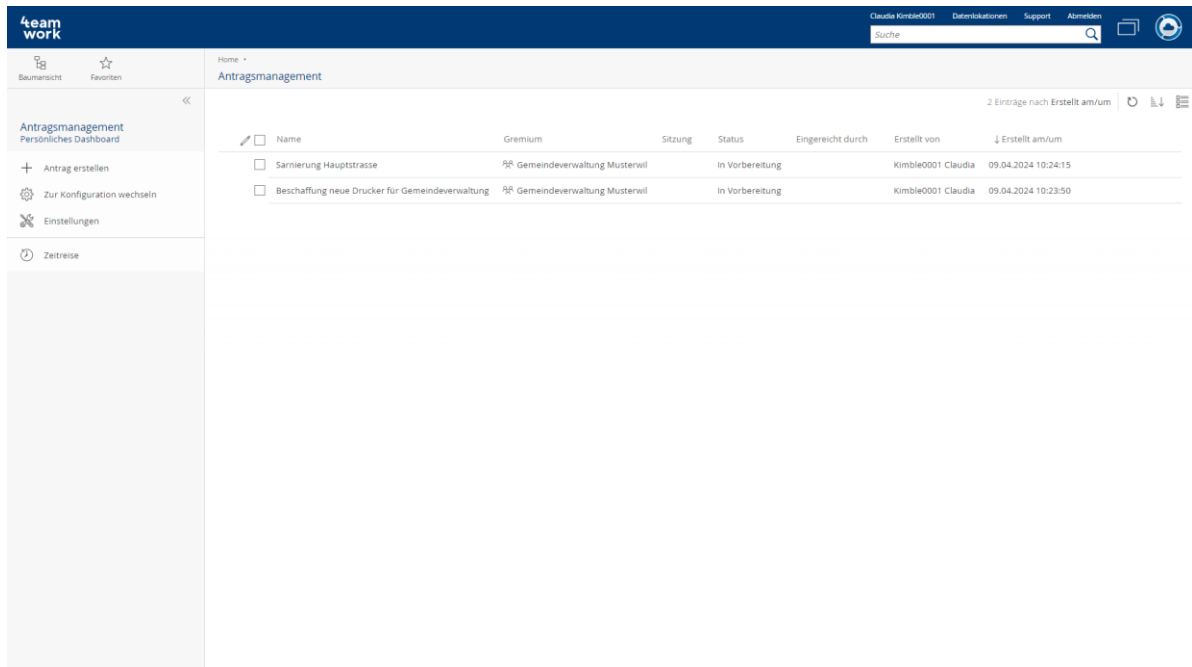


Below is a list of the functions available there to end users.

Use case	Description
Meetings	The meetings function enables users to manage digital meetings in a structured way and set the agenda (agenda items).
Committees	Committees are used to sort meetings and assign them to the relevant organizations. Access management is also ensured at committee level.
Tasks	You can create tasks from the meetings and assign them to meeting participants. The tasks are displayed not only on the meeting management dashboard, but also in the worklist for the contractor.
Agenda items	Agenda items are used to structure a meeting. Various settings and metadata can be defined within this object.
Calendar	<p>The calendar provides a visual overview of when meetings are scheduled. The color of the entries indicates the meeting status.</p> <ul style="list-style-type: none"> <li>• Yellow = <i>In preparation</i></li> <li>• Blue = <i>Preparation completed</i></li> <li>• Green = <i>In progress</i></li> <li>• Gray = <i>Completed</i></li> </ul>
Create meeting	You can create one-off or recurring meetings. You can define the frequency for recurring meetings as <i>Daily, Weekly, Monthly or Yearly</i> .
Prepare meeting	The meeting preparation function can be used to organize all the details of a meeting before inviting participants.
Hold meeting	In order to make a meeting as efficient as possible, the minute taker or the meeting chair can record who is present after starting the meeting, start the timer for the respective agenda items, start votes, create tasks and write the minutes directly on the agenda items.
Close meeting	Once you have finished discussing all the items on the agenda, you can close the meeting and draw up full minutes. These full minutes contain all the important meeting metadata as well as the individual minutes for the various agenda items.

## 3.2 Proposal Management

When end users click on the “Proposal Management” widget, their personal proposal management dashboard appears.



Below is a list of the functions available there to end users.

Use case	Description
Create proposal	You can create a proposal using the “Create proposal” action. When creating the proposal, you have the option of assigning it to an existing committee.
Submit/reject proposal	After creating a proposal, you can add additional documents and attachments. Once the proposal has been prepared, you can submit the proposal to be reviewed by the person responsible in the committee and, if necessary, scheduled as an agenda item at a meeting.
Register proposal	Those responsible in the committee can register motions for a planned meeting or have them decided by circular resolution.

## 4 Scope of Services – Administration

The following sections describe the functions available to administrators.

### 4.1 Meeting Management Configuration

Below is a list of the functions available to administrators in the meeting management area.

Use case	Description
Settings	You can define further configurations for meeting management using the "Settings" action.

## 4.2 Proposal Management Configuration

Below is a list of the functions available to administrators in the proposal management area.

Use case	Description
Settings	You can define further configurations for proposal management using the "Settings" action.

## 5 Fabasoft Cloud

Fabasoft Boards is based on the Fabasoft Cloud. In addition to this software product information, the "Fabasoft Cloud" software product information is therefore also applicable for using Fabasoft Boards. This document also describes the basic functionality available to you (see <https://www.fabasoft.com/spi>).

## 6 Technical Information

Information on the system requirements and the supported platforms can be found in the "Software product Information" document (see <https://www.fabasoft.com/spi>).