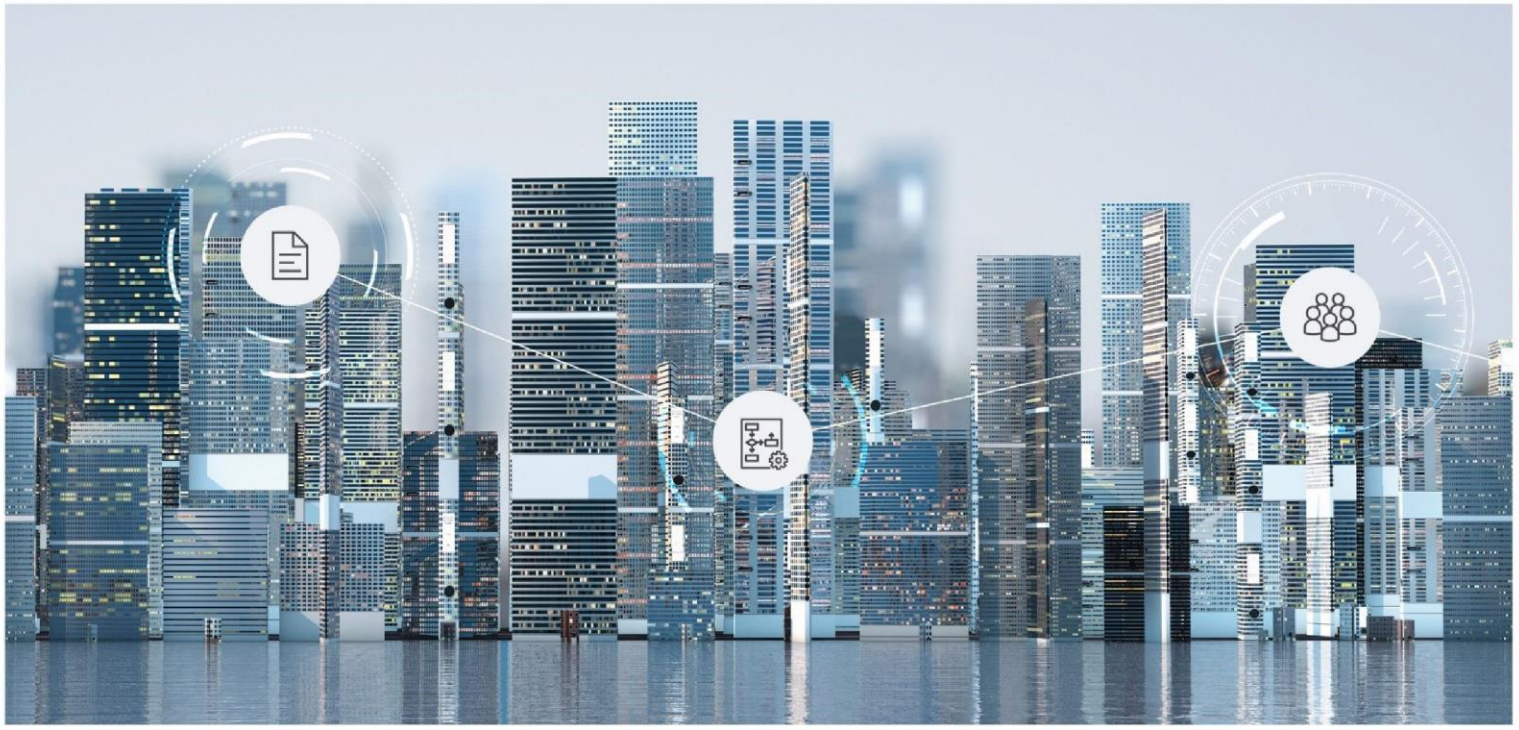
Boards
ON FABASOFT PROCECO



What's New

Fabasoft Boards

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1 Fabasoft Boards 2025 May Release

Find out more about new features and improvements in Boards.

1.1 Users

As an end user, you can expect the following new features.

1.1.1 Marking members of a committee as “not attending meeting”

You can now mark members of a committee as “not attending meeting”. Such persons are no longer taken into account or displayed when checking attendance at meetings.

1.1.2 Tasks can now be assigned to groups & teams

From now on, tasks that are created in agenda items can also be assigned to groups & teams. The task then initially appears for all members of the assigned group.

As soon as the first person opens the task, it is assigned to this person and automatically disappears from the worklist of the other group members. This transfers the task from the group to a specific person.

In addition, the dashboard tile “My tasks” has been removed from the session management.

1.1.3 New Fields for Word Protocol Templates

When generating Word protocols, additional placeholders are now available:

- **Meeting start and end as separate date and time fields**
  Time is displayed without seconds (e.g., 14:00 instead of 14:00:00).
- **Separate fields for agenda item number and agenda item title**
  This allows you to position the number (e.g., 4.) and title (e.g., Migration to S/4HANA) independently within your template.

These enhancements make it easier to create clean, readable, and flexible protocol templates – without the need for manual adjustments.

1.2 Administrators

As administrators, you can expect the following new features.

1.2.1 Distinguishing individual Word protocols using prefixes

Administrators now have the option of distinguishing different Word protocols more easily by defining an individual prefix for each protocol template set.

1.2.2 Inactive members are no longer displayed in the committee

As authorizations are often controlled via groups, inactive persons were previously still displayed as members or participants of a committee.

This has now been changed: Inactive users are no longer taken into account when displaying committee members and meeting participants.

2 Fabasoft Boards 2025 April Release

Find out more about new features and improvements in Boards.

2.1 Users

As an end user, you can expect the following new features.

2.1.1 Protect agenda items

With the latest release, you can specifically protect individual agenda items by restricting authorizations. This means that confidential topics can only be released for a specific group of participants.

2.1.2 Adding guests to a meeting

You can now add guests to a meeting directly in the participant list. These can be conveniently selected from the contacts in contact management.

2.1.3 Entering voting results manually (voting by show of hands)

The “Show of hands” voting type is now available. This allows you to conduct votes by show of hands and record the results manually.

2.2 Administrators

As administrators, you can expect the following new features.

2.2.1 Configurable agenda item type for proposals

With the latest release, you can specify which standard agenda item type is set for registered proposals. You can choose between “Information” or “Decision”. An agenda item of the “Decision” type always requires a vote.

2.2.2 Short decision type for agenda items

An additional field is now available on the agenda items: “Short decision”. You can choose from predefined short decisions types via a drop-down menu. This eliminates the need for manual entry. You can configure the short decisions type for each committee.

3 Fabasoft Boards 2025 March Release

Find out more about new features and improvements in Boards.

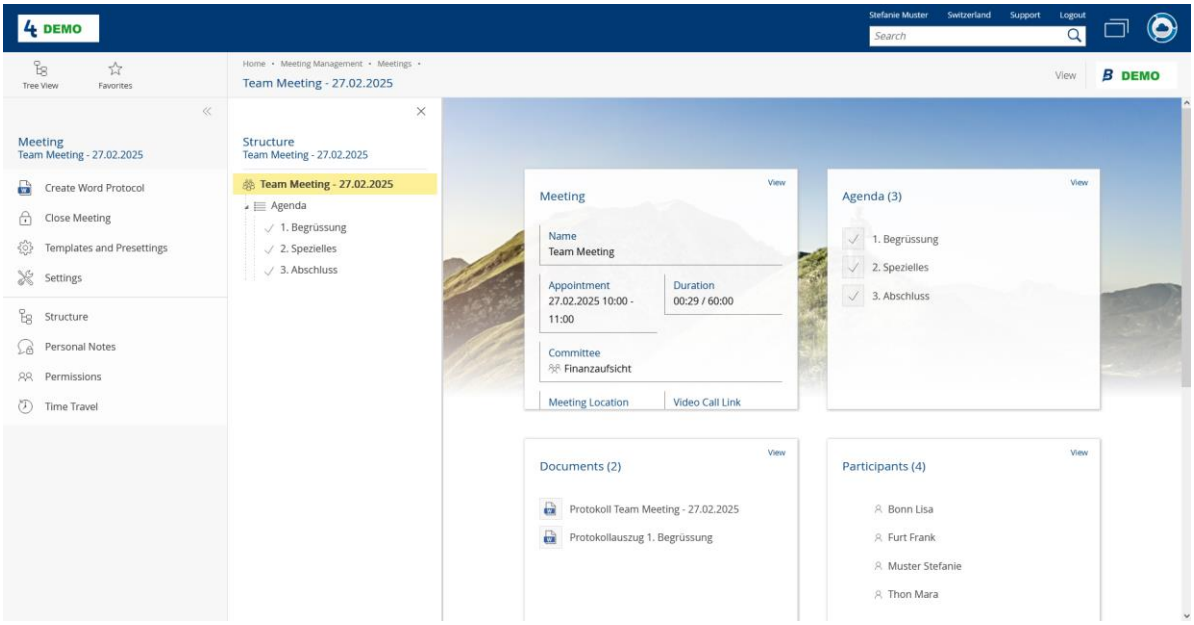
3.1 Users

As an end user, you can expect the following new features.

3.1.1 Protocol with Microsoft Word

With the latest release, you can specify whether minutes should be taken during the session in Microsoft Word or with the integrated, automated PDF protocol.

Taking minutes in Word offers you even more flexibility in terms of formatting. The text fields familiar from Boards, such as “Minutes” or “Resolution”, are also available here. Further information can be found in the user help.



3.1.2 Submitting attachments to an application

You can now add attachments to an existing application. The enclosures can be checked by the person responsible for the committee using a freely configurable process and added to the agenda item, if already registered.

3.2 Administrators

As administrators, you can expect the following new features.

3.2.1 Configuration of the protocol template sets

Administrators can now define log template sets for Word protocols. Different Word documents can be nested in these sets. Further information can be found in the user help.

4 Fabasoft Boards 2025 February Release

Find out more about new features and improvements in Boards.

4.1 Users

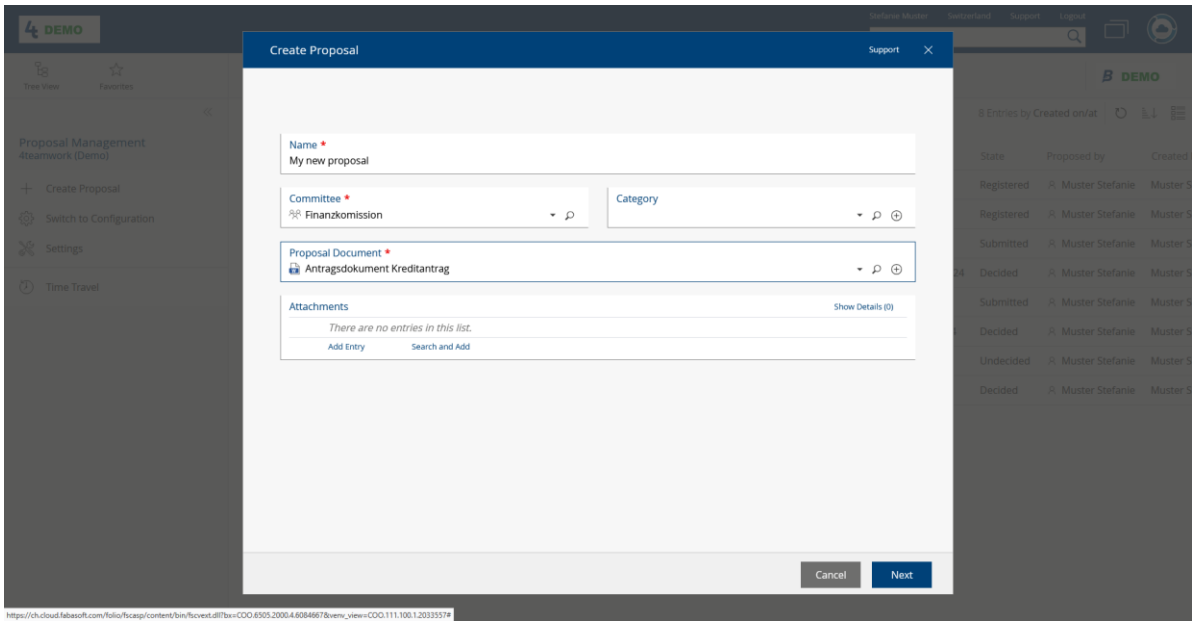
As an end user, you can expect the following new features.

4.1.1 Proposal Documents from Templates or Own Files

You can now use your own document when creating a proposal instead of entering the description in the text field. You have the following options:

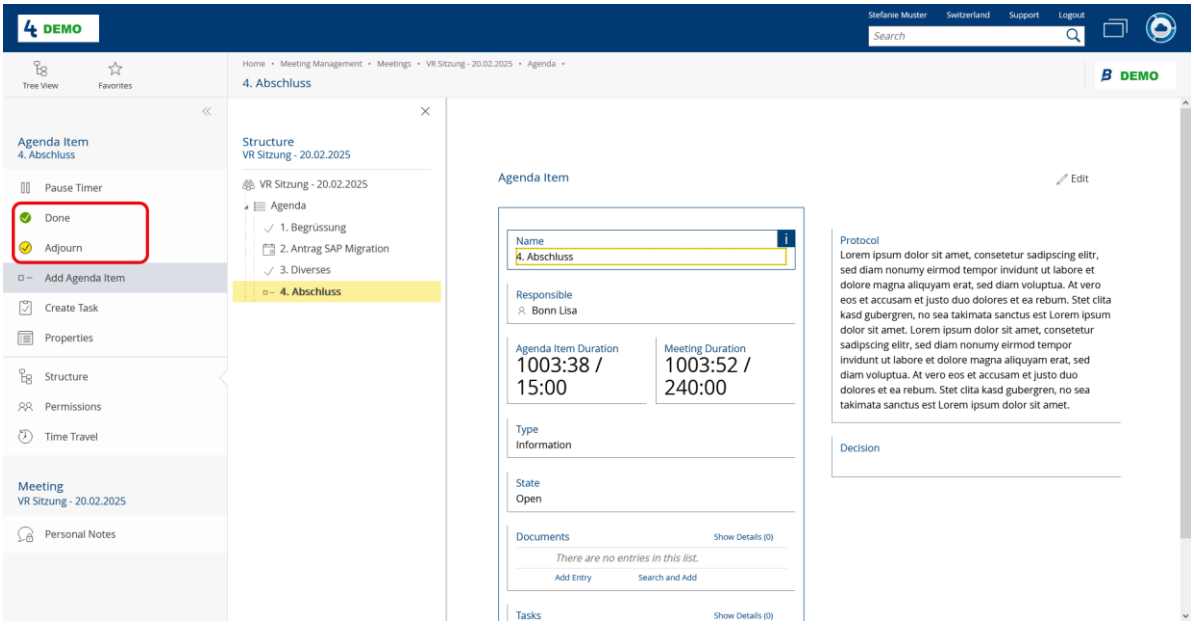
- Create a new document directly within the proposal or use a template.
- Attach an existing document as the proposal. A copy of the document will be created, and a reference to the original will be retained. This allows for a later restoration to the original location.

The previous description field is no longer needed, as the proposal is now defined through the document itself. Additionally, optional attachments can be added to the proposal.



4.1.2 Marking an agenda item as postponed/open

With the latest release, you can reopen agenda items that have already been completed, provided you have the appropriate user rights. You also have the option of marking agenda items as “postponed”. This makes navigation easier and provides a better overview of the structure.

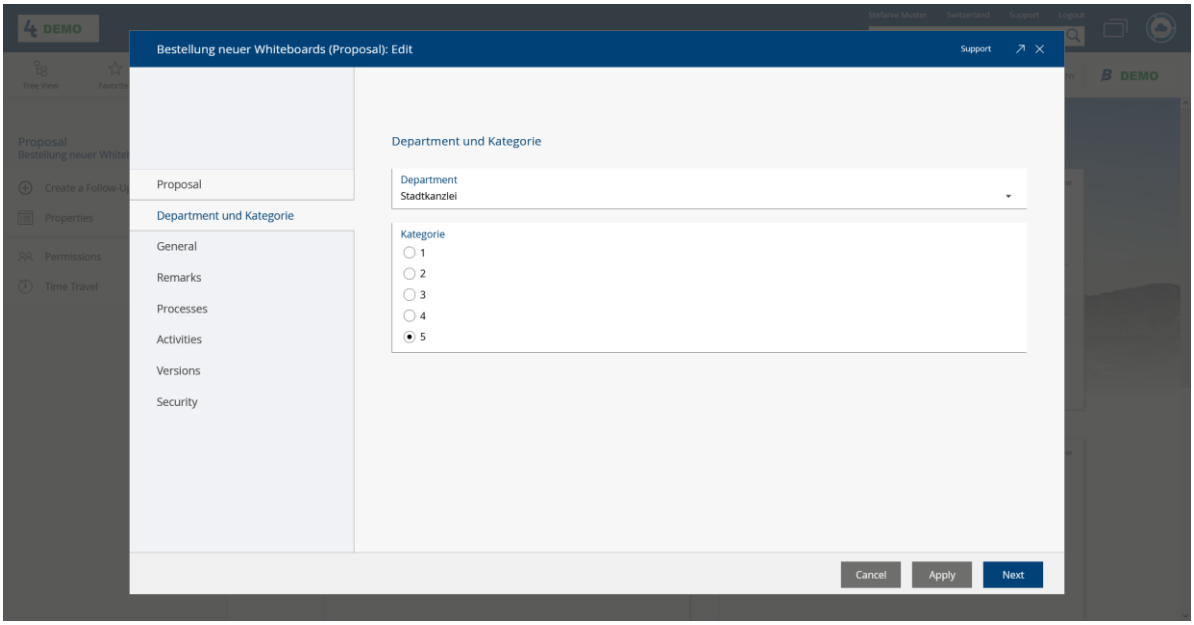


4.1.3 Manually adjusting the meeting duration retrospectively

You can now adjust the meeting duration after the meeting has ended using the corresponding change rights.

4.1.4 Automatically sort meeting structure by category & department

Proposals can now be automatically sorted according to a predefined rule in the agenda. After creating a proposal, two new form fields are available for this purpose. The sorting rules can be defined by users with the corresponding administration rights.

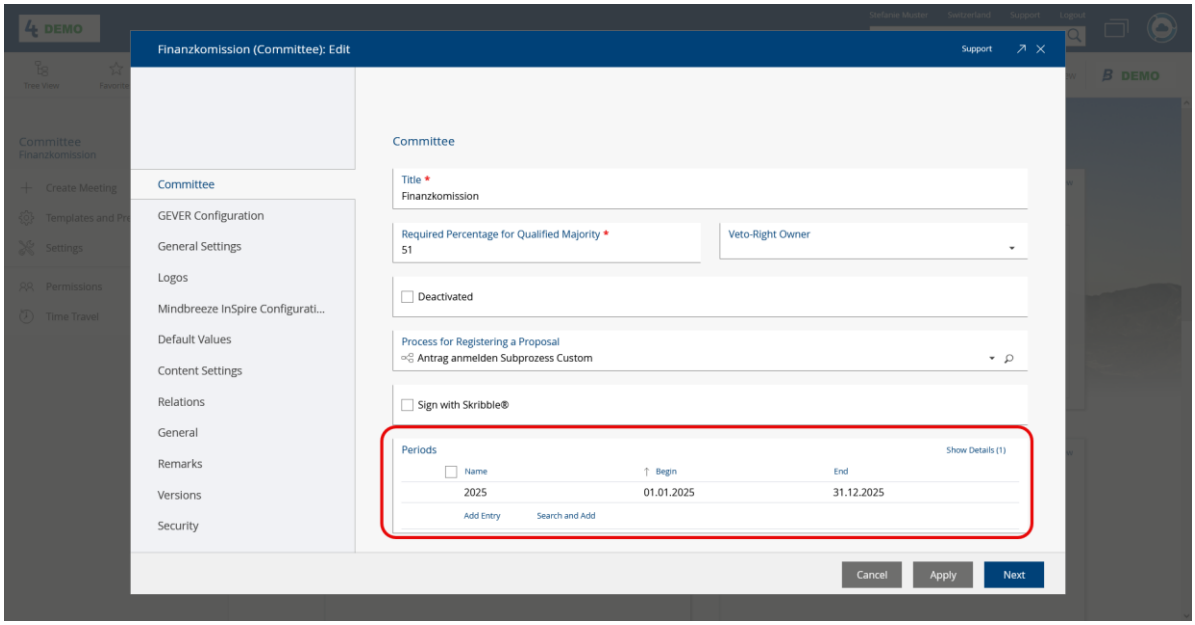


4.2 Administrators

As administrators, you can expect the following new features.

4.2.1 Meeting period and resolution number

Administrators can now define meeting periods for new committees. If a resolution is entered within a defined period, a consecutive resolution number is automatically assigned. In each new period, the numbering starts again at 1.



4.2.2 Configuration of automatic sorting of the agenda

Administrators can now define automatic sorting of the agenda. This is done via a new form and a corresponding process. Detailed instructions can be found in the user help.

5 Fabasoft Boards 2024 December Release

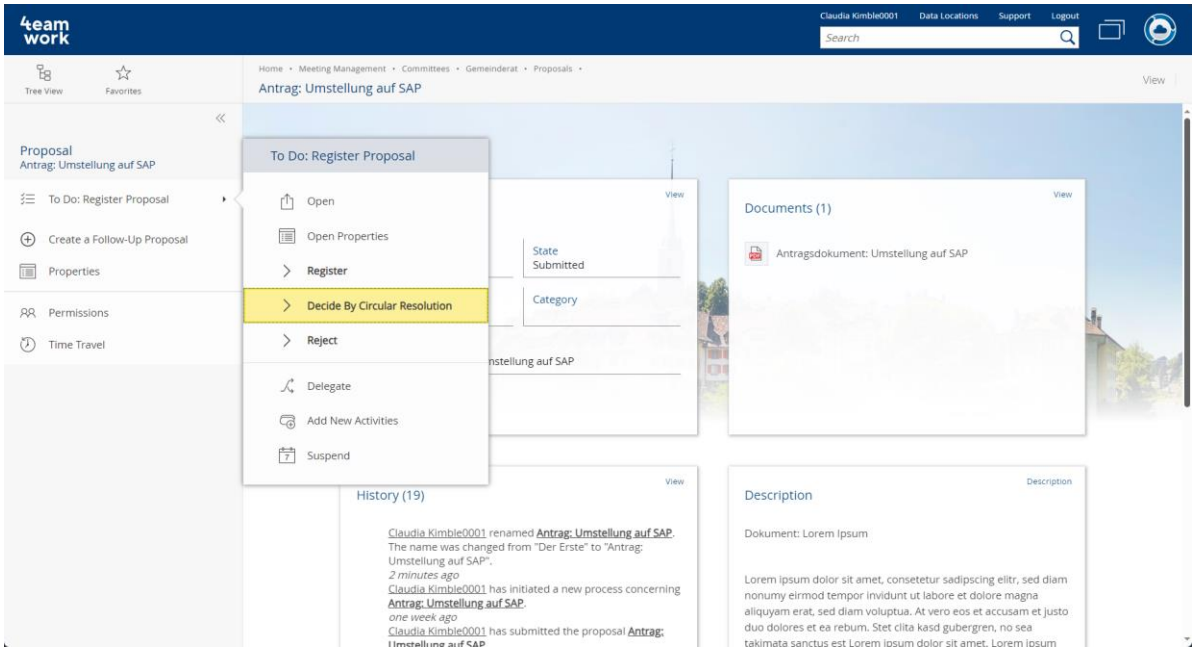
Find out more about new features and improvements in Boards.

5.1 Users

As an end user, you can expect the following new features.

5.1.1 Approving on a request by circulation

With the latest release, you have the option of approving an application by circulation after the applicant has submitted it.



5.1.2 Session start jumps directly to the first agenda item

When you start the meeting, the system automatically jumps to the first agenda item and also starts the corresponding timer.

5.1.3 All meeting metadata fields can be used as text fields

With the latest release, you have the option of using all metadata fields from the respective agenda items and the meeting in Microsoft Word.

5.1.4 Adding documents to the meeting

You can now add documents to meetings without assigning them to a assign them to a specific agenda item. This function makes it easier to manage meeting documents that are of a general nature or do not need to be assigned to a specific item on the agenda.

5.2 Administrators

As administrators, you can expect the following new features.

5.2.1 Signing with Skribble

You now have the option of signing minutes with Skribble. To use Skribble, you must have set up Skribble accordingly in the configuration. Further information can be found in the user help.

6 Fabasoft Boards 2024 October Release

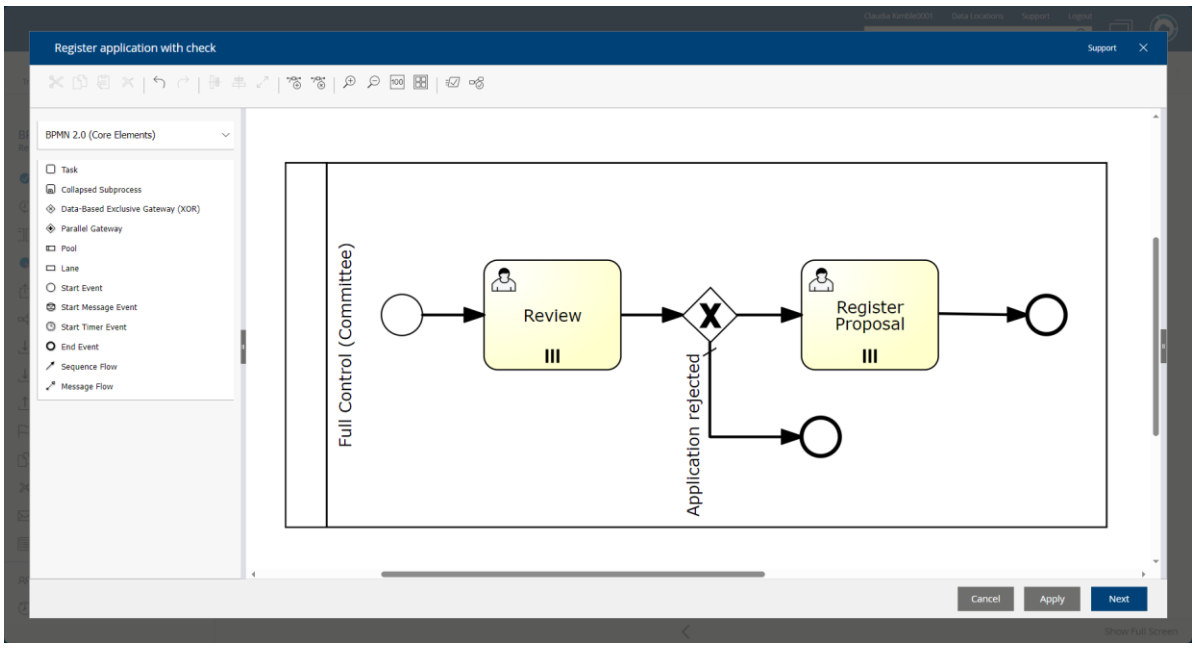
Find out more about new features and improvements in Boards.

6.1 Administrators

As administrators, you can expect the following new features.

6.1.1 Individual Definition of the Application Workflow via BPMN 2.0 Process Editor

With the latest release, we have introduced a significant enhancement for administrators. From now on, you can design and customize the application workflow using the BPMN 2.0 process editor. In the meeting management configuration settings, the corresponding process can be stored.



7 Fabasoft Boards 2024 September Release

Find out more about new features and improvements in Boards.

7.1 Administrators

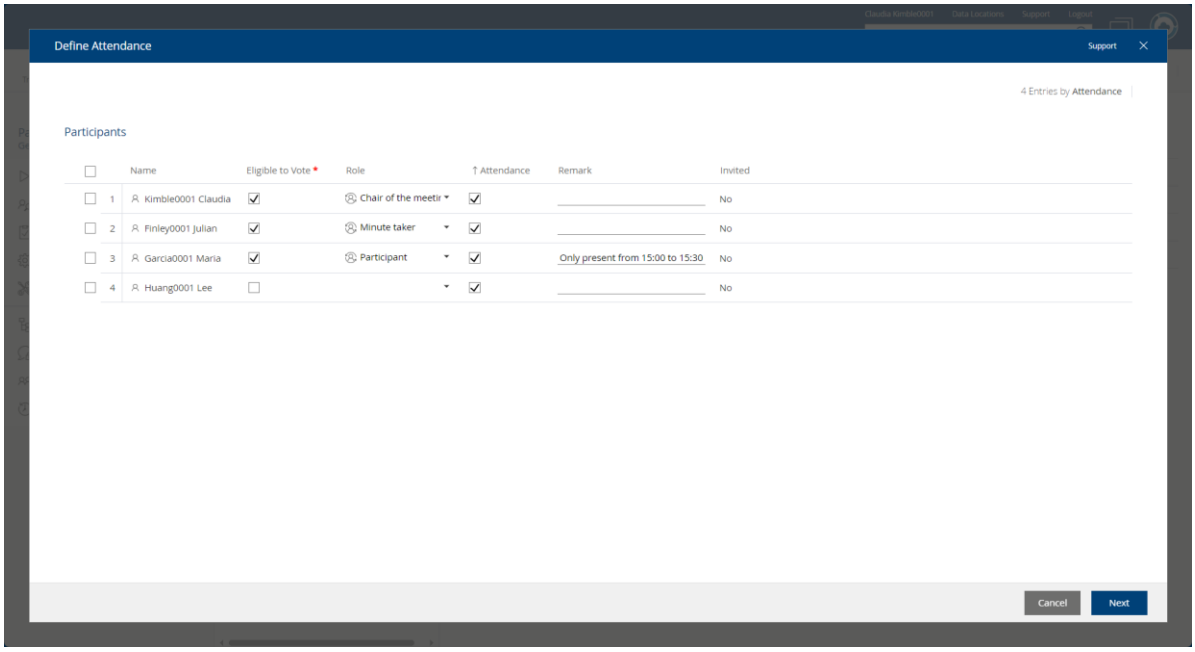
As administrators, you can expect the following new features.

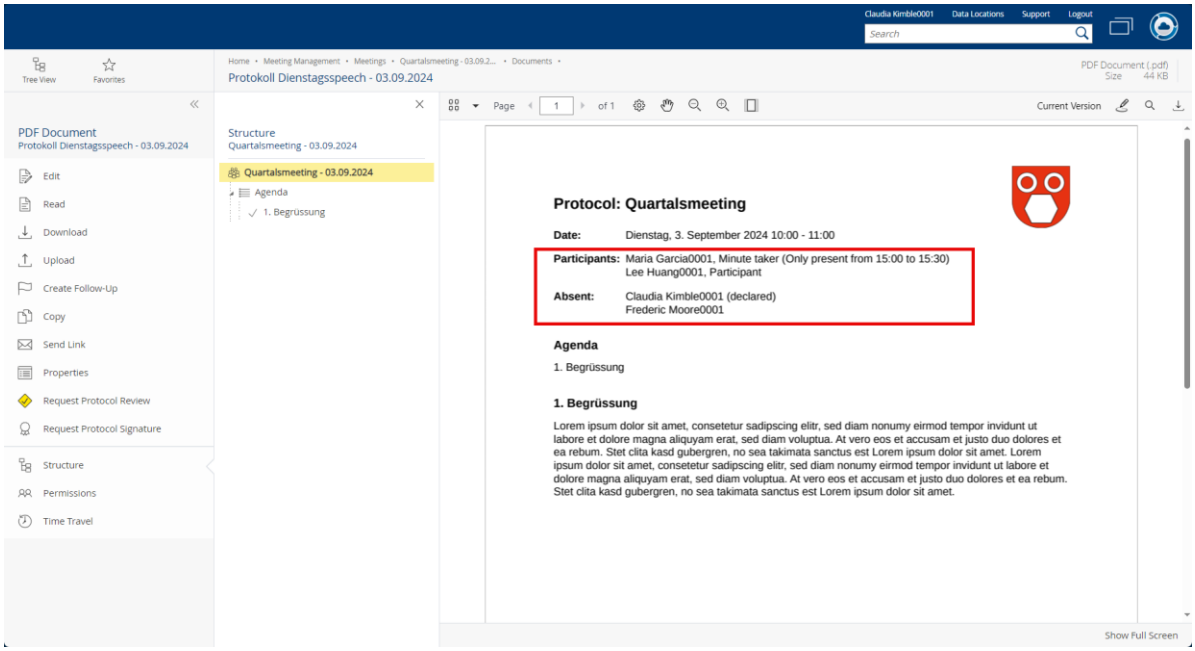
7.1.1 Assigning Member Roles

With the adjustment of permission roles, you now have the option to define custom, specific roles at the configuration level. These roles can be assigned to users for a specific board or meeting.

7.1.2 Defining Participation

For managing the meeting and determining member participation, you now have additional options. In a dedicated window, you can define voting rights, roles, and participation. Additionally, there is a new comments field that can be filled with free text. The corresponding comments will be displayed in the meeting minutes.





8 Fabasoft Boards 2024 August Release

Find out more about new features and improvements in Boards.

8.1 Users

As an end user, you can expect the following new features.

8.1.1 Adding Document Links

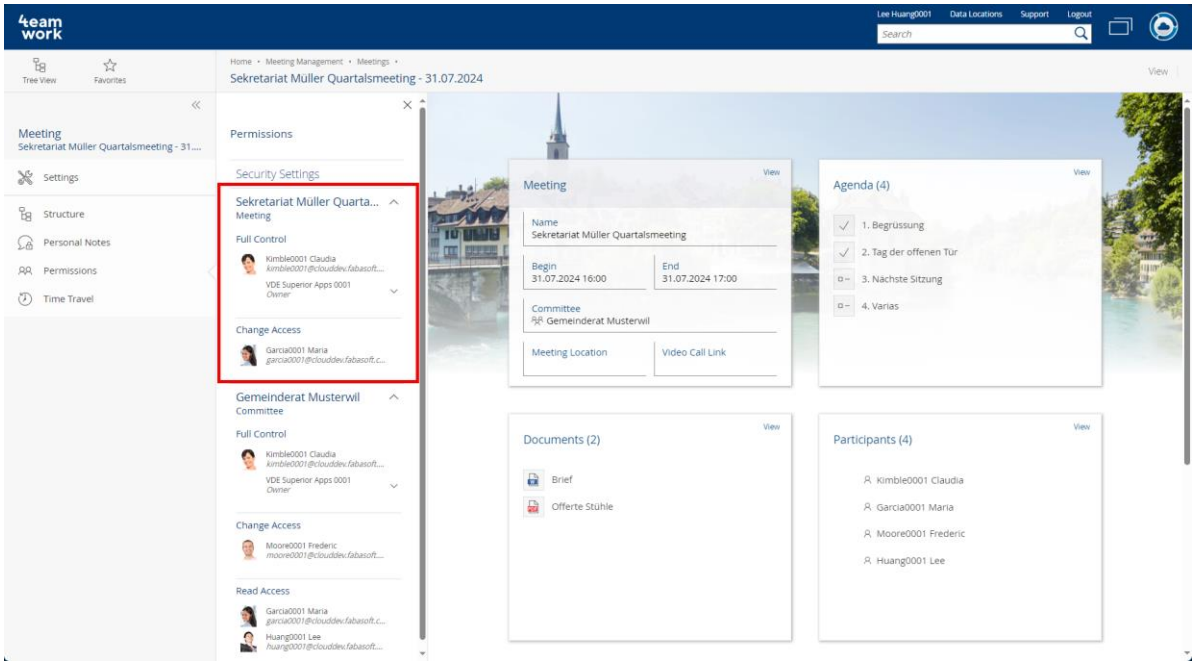
In the view of an agenda item, it is now possible to directly add a link to a document.

8.2 Administrators

As administrators, you can expect the following new features.

8.2.1 Change in Permission Roles

With the August release, the permission concept of Boards has been adjusted. There are now the Fabasoft Cloud standard roles "Full Rights", "Edit Rights", and "Read Rights" at the committee and meeting level. The meetings inherit the permissions from the committee. However, specific permissions can be assigned in the meetings.



9 Fabasoft Boards 2024 July Release

Find out more about new features and improvements in Boards.

9.1 Users

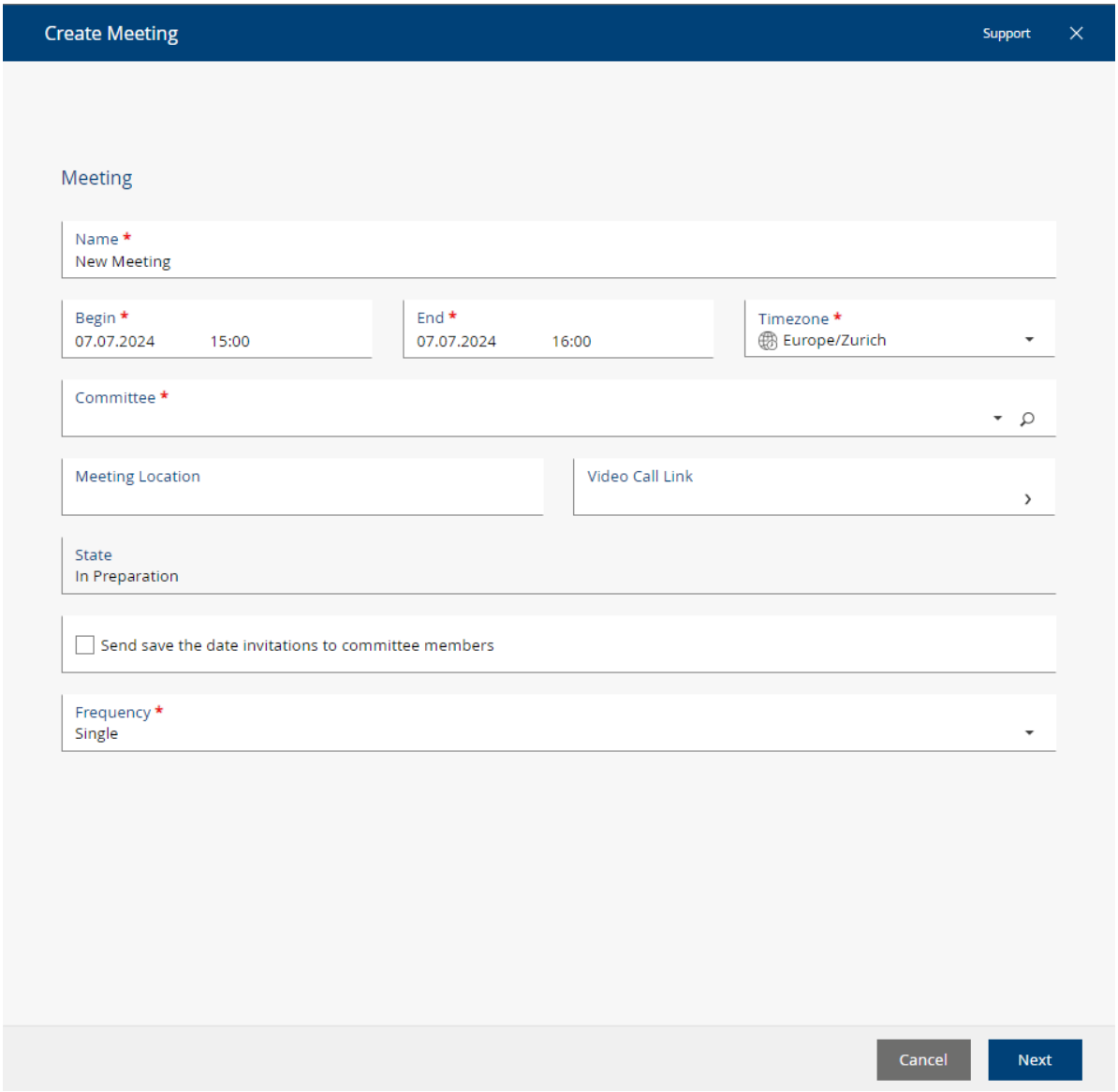
As an end user, you can expect the following new features.

9.1.1 Multiple recipients for a task

When creating a task, several recipients can now be selected directly. All selected recipients receive their own task in parallel.

9.1.2 Time Zone

When scheduling a new session, you now have the option to select the time zone. When participants are invited to the session, they will automatically receive the appointment at the correct time.



9.1.3 Calendar View

In the calendar view, appointments are now displayed according to the correct time zone. The time zone used on your client is applied for the display.

9.2 Administrators

As administrators, you can expect the following new features.

9.2.1 Deactivating committees

Committees that are no longer used can be deactivated via the setting for the respective committee. The committee is then no longer displayed on the dashboard. It is visible in the detailed list of all committees and can be filtered accordingly. New meetings can no longer be assigned to an inactive committee. However, meetings that are still open can still be held.

10 Fabasoft Boards 2024 April Release

Find out more about new features and improvements in Boards.

10.1 Users

As an end user, you can expect the following new features.

10.1.1 Requests

New request templates can be used.

10.1.2 Meetings

The function to create new meetings is now directly visible on the board dashboard.

10.2 Administrators

As administrators, you can expect the following new features.

10.2.1 Create Request Templates

In the session management configuration, you now have the option to create request templates. Additionally, you can assign a form category to the request templates, allowing you to specify unique form fields for each request template.