



**Anywhere Pad**

# **iPad User Manual**

For Anywhere Pad Version 4.0.x  
Manual Version: 20140815R4



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# Anywhere Pad Overview

## Welcome to Anywhere Pad

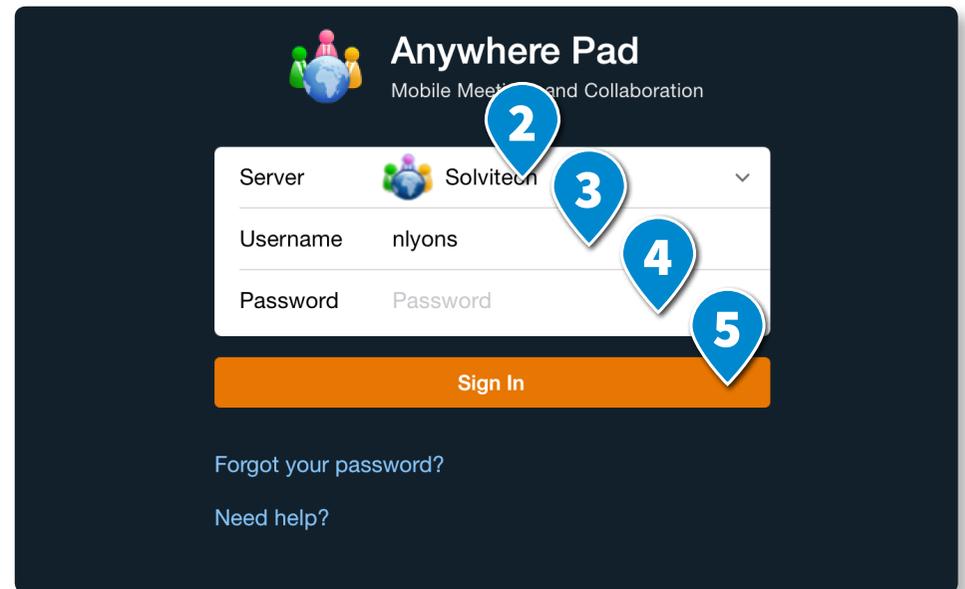
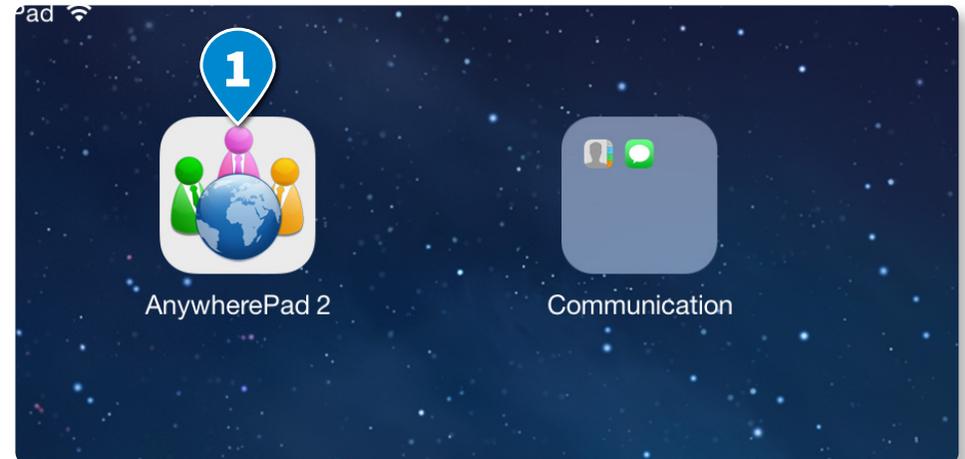
Anywhere Pad is a cross-platform paperless boardroom solution that enables corporate administrators and board members to share and communicate via a central platform of documents and meetings. Accessible through web, iOS, Android and Windows, Anywhere Pad streamlines the board meeting processes and reduces risk by providing directors easy and secure access to important board information and materials anywhere, anytime.

\*The iPhone version has limited functionality, e.g. supports joining but not hosting meetings.



# Sign in to Anywhere Pad

1. On your mobile device, tap the **Anywhere Pad** icon.
2. Specify the server to be used.
3. Enter your **Username** or **Email**.
4. Enter your **Password**.
5. Tap **Sign in**.





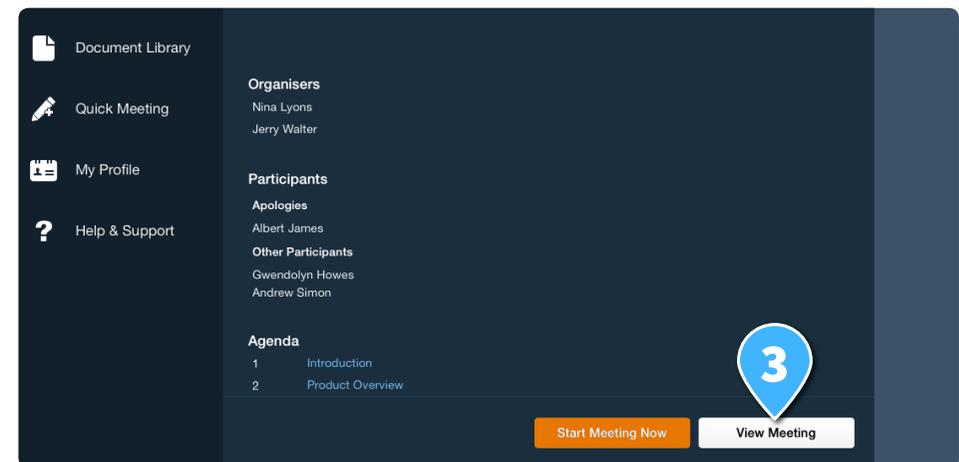
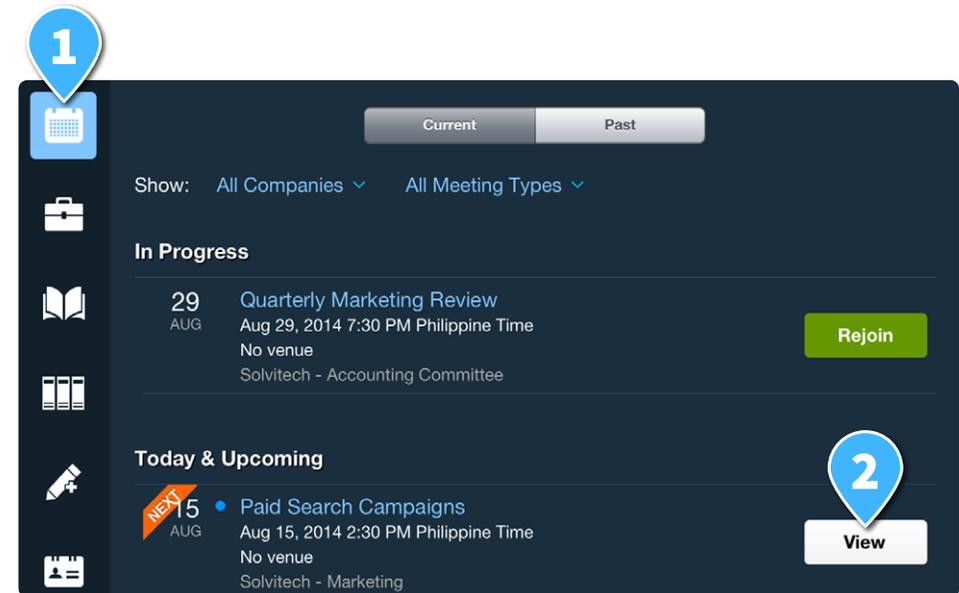
## Meetings

# Prepare for a Scheduled Meeting

Before a scheduled meeting starts, you can preview the meeting documents and jot down private notes and annotations, which you can refer to during the meeting.

1. In the **Anywhere Pad app**, tap **Meetings\***.
2. Tap **View** to view the meeting details or **Download** when the meeting has not been downloaded before.
3. Tap **View Meeting**, to preview the meeting materials.

\* Published meetings are visible to all the attendees of the meeting. Unpublished meetings are only visible to the organisers of that meeting.





## Meetings

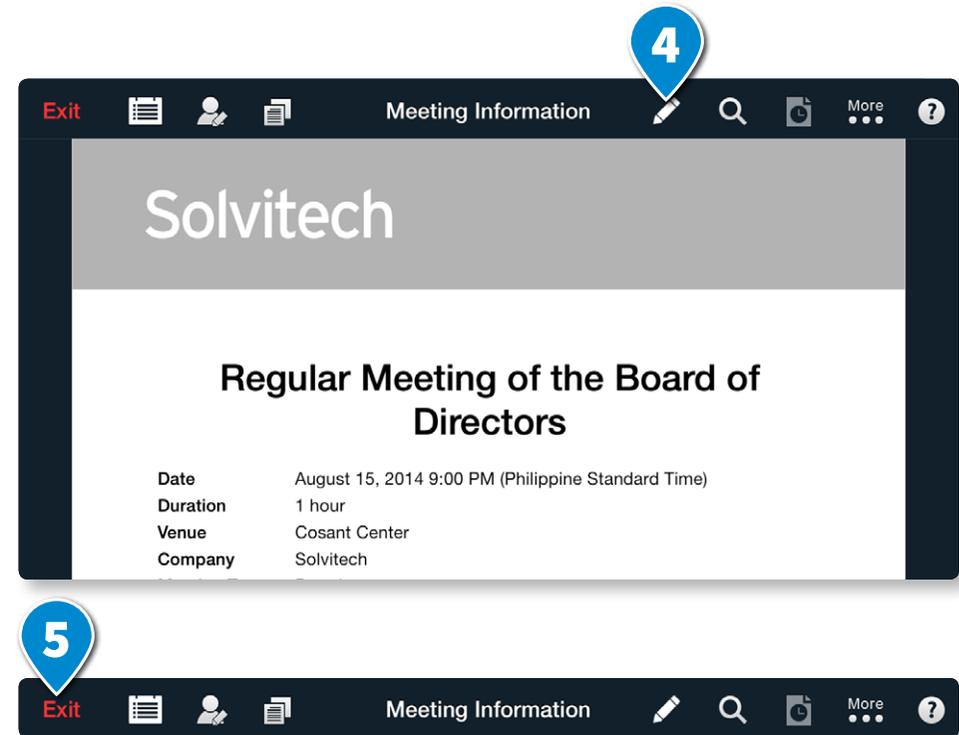
# Prepare for a Scheduled Meeting

4. Tap  to add private annotations.

Users with permission can also add shared annotations.

5. All annotations are automatically saved to the Anywhere Pad server upon **Exit** of the meeting preview.

For details of the annotation features, see the Help topic [Meeting and Annotation Features](#).



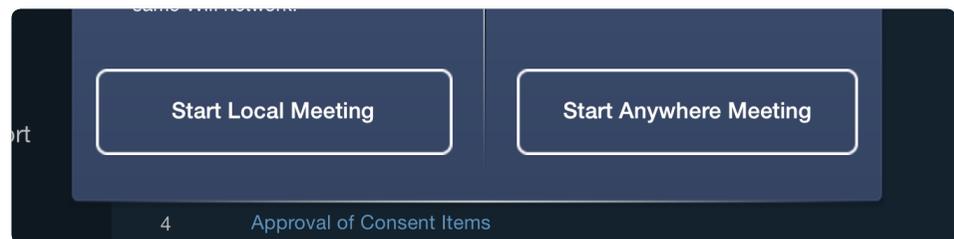
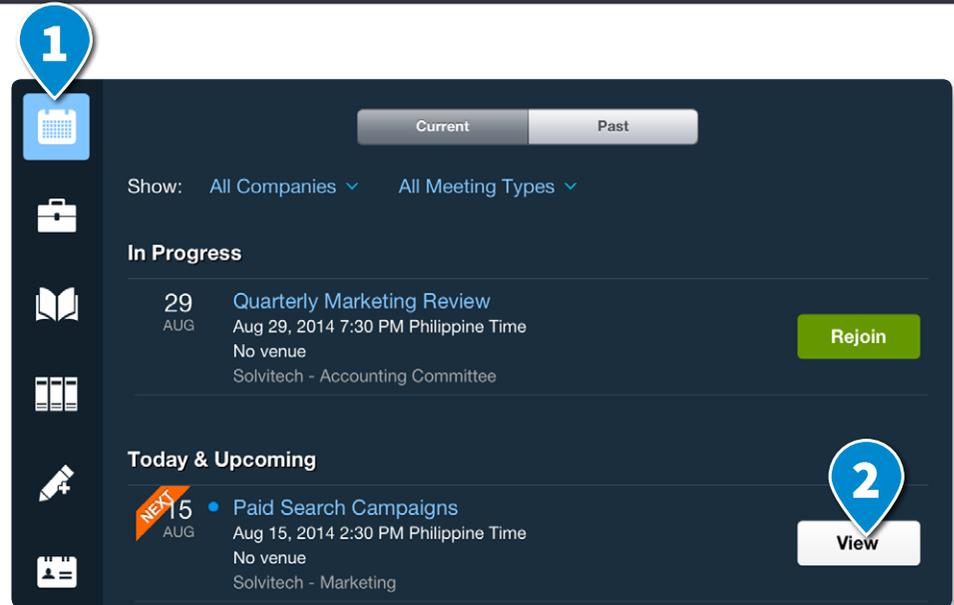


## Meetings

# Start a Scheduled Meeting

Meetings that are scheduled on the web portal (as opposed to Quick Meetings) need to be started by the user who scheduled the meeting or another user who has been granted permission to manage the meeting.

1. In the Anywhere Pad app, tap **Meetings**.
2. Tap **View** or **Download** on the meeting that you want to start.
3. Tap **Start Meeting Now**.
4. Choose between a Local (Wi-Fi) or Anywhere (Remote) meeting. For more details, please refer to the next page.





## Meetings

# About Anywhere & WiFi Meetings

In Anywhere Pad, you can have two types of meetings – the Anywhere Meeting and the Local WiFi Meeting.

## Anywhere Meeting

An Anywhere Meeting allows participants from different remote locations to join the same interactive meeting, as long as they can connect to the Anywhere Pad server. Anywhere Meeting is always recommended if all the participants' devices can connect to the Anywhere Pad server (through Internet or internal organisation network).

## Local WiFi Meeting

If the meeting place has no Internet or network connection to the Anywhere Pad server, you can choose to host a local WiFi meeting, if a local WiFi network is available. For the participants to detect and join the meeting, they have to join the same local WiFi network where the meeting is hosted.

There are some limitations in a local WiFi meeting:

- Cannot add meeting files, whiteboard, and private files during a meeting.
- Cannot invite participants during a meeting.



# Meetings

## Join a Meeting

### Join a Meeting via Email

1. Check email notifications from Anywhere Pad.\*
2. Click **Join Meeting on Anywhere Pad** button in the email message.

You are being invited to join the below meeting on Anywhere Pad.

Meeting Title: **Regular Meeting of the Board of Directors**  
Invited By: Nina Lyons  
Meeting Date: 17-Jan-2014 2:00 PM GMT+8  
Venue: -  
Duration: 2 hours  
Participants: Nina Lyons  
Albert James  
Francis Dale  
Jerry Walter  
Agenda: 

1. Confirmation of the Minutes of the Last Board Meeting
2. Closure of Action Items from the Last Board Meeting
3. Report on the Proposed Acquisition
4. Summary of the Proposed Acquisition
5. Declaration of Dividends

To view the meeting details on your mobile device, click the following button

[Join Meeting on Anywhere Pad](#)

\* If you are on the hosted / cloud service, the sender will be *meeting.invitation@anywherepad.com*. Otherwise, it would be sent by *anywherepad@<your\_company\_email\_server>*.

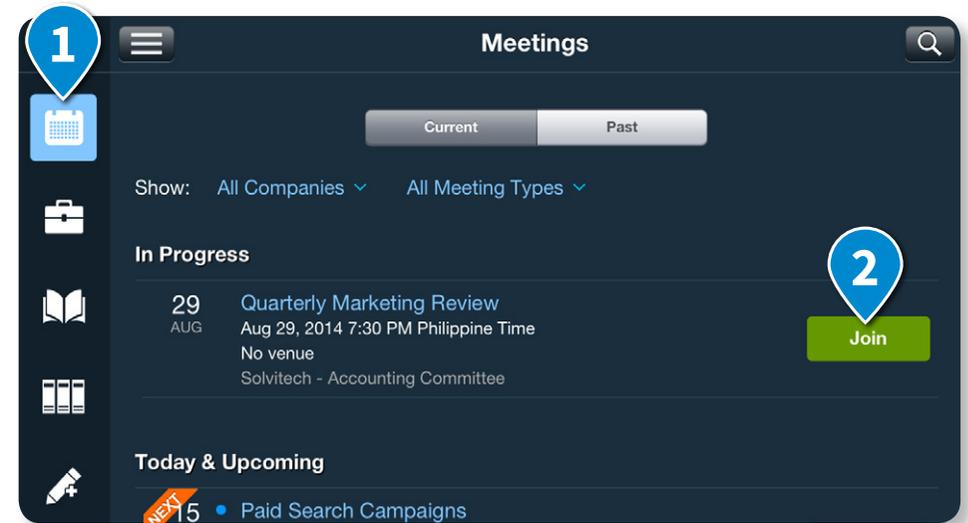


# Meetings

## Join a Meeting

### Join a Meeting Using the App

1. Tap **Meetings** to view the list of **In Progress Meetings**
2. Select the meeting you want to join and tap **Join**.

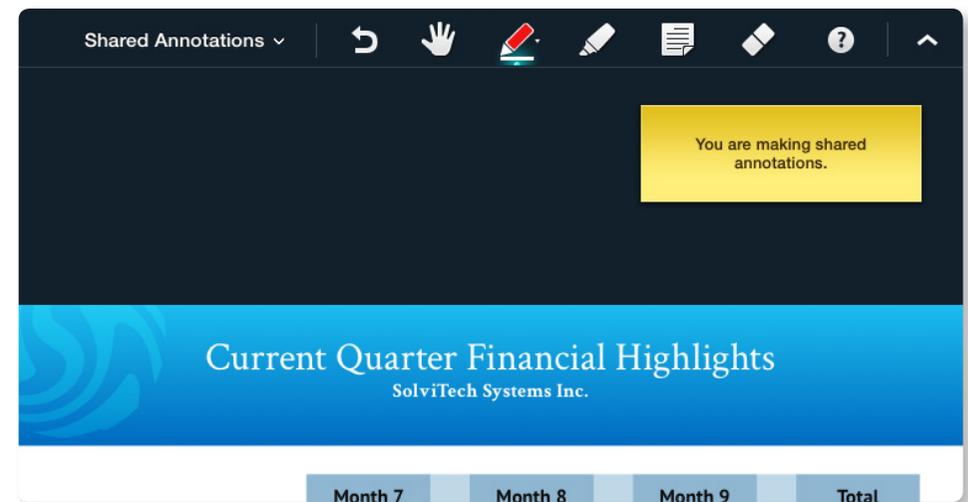




## Meetings

# Meeting and Annotation Features

Anywhere Pad makes meetings interactive and focused. Its real-time presentation functions allow the presenter to guide the audience through the discussion. Participants can jot down shared and private notes using the built-in annotation and note-taking features.





## Meetings

# Meeting and Annotation Features

## The Toolbar



What you see	What it's for
 Discussion Items	View the meeting agenda, jump to corresponding meeting documents, add documents during the meeting
 Participants menu	List and add participants; assign presenter / request presenter control
 Notes and Action Items	List notes and action items to the meeting documents
 Annotation menu	Access the annotation tools
 Search	Search documents and meeting materials for words and phrases
 View older versions	View older versions of a document
 More menu	Access other features such as web browsing and full screen mode
 Help overlay	Display and hide the overlay Help



## Meetings

# Meeting and Annotation Features

## The Toolbar - Annotations Mode



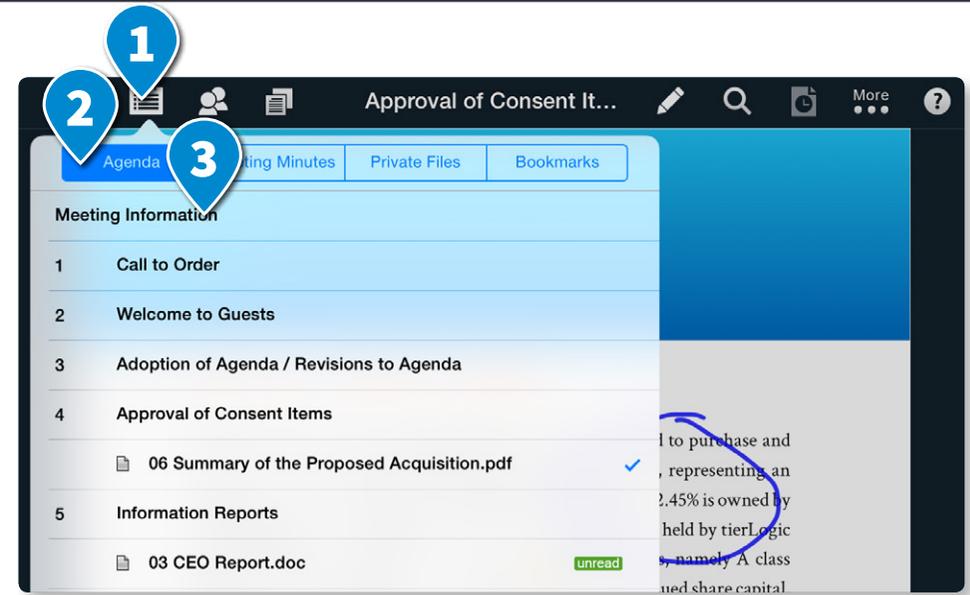
What you see	What it's for
 Undo	Reverse actions made
 Hand Tool	Swipe pages while in annotation mode
 Pen Tool	Make freehand drawings.
 Sticky Notes	Tap anywhere on the page or highlight text in a document to add sticky note.
 Highlighter	Swipe across sections of text to highlight them.
 Eraser	Tap a drawing, highlight, or sticky note to remove them.



# Meetings

## View Meeting Agenda

1. On the toolbar, tap .
2. Tap **Agenda**.
3. Tap **Meeting Information** or any of the agenda items to jump to the corresponding section.

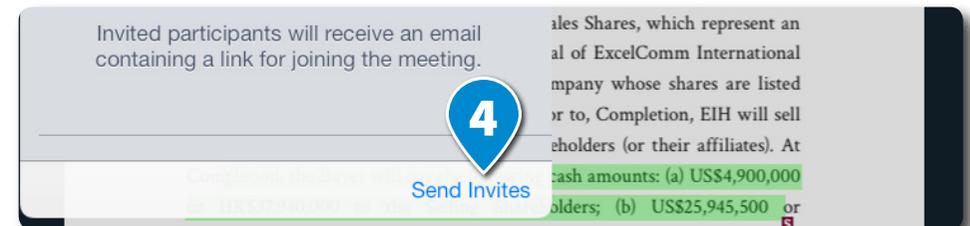
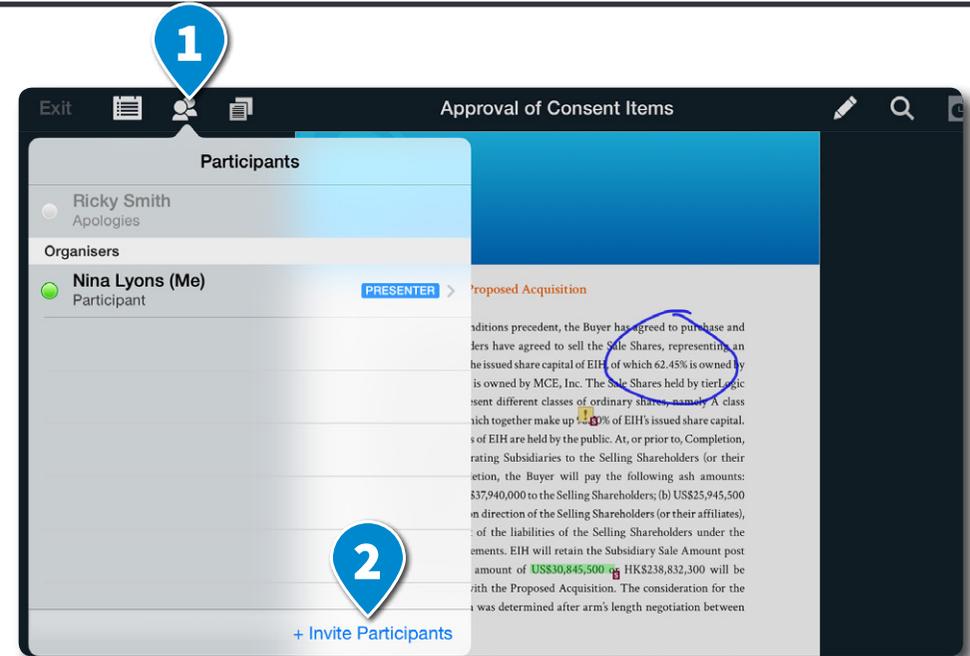




# Meetings Invite Participants

1. Tap  on the toolbar.
2. Tap **+ Invite Participants**.
3. Enter the email address of invitees.
4. Tap **Send Invites**.

Invitees will receive an **email invitation** from the server with a link to join the meeting.





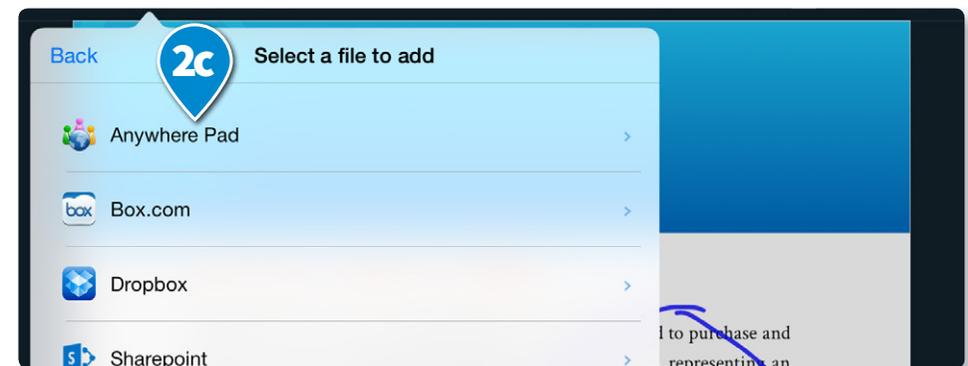
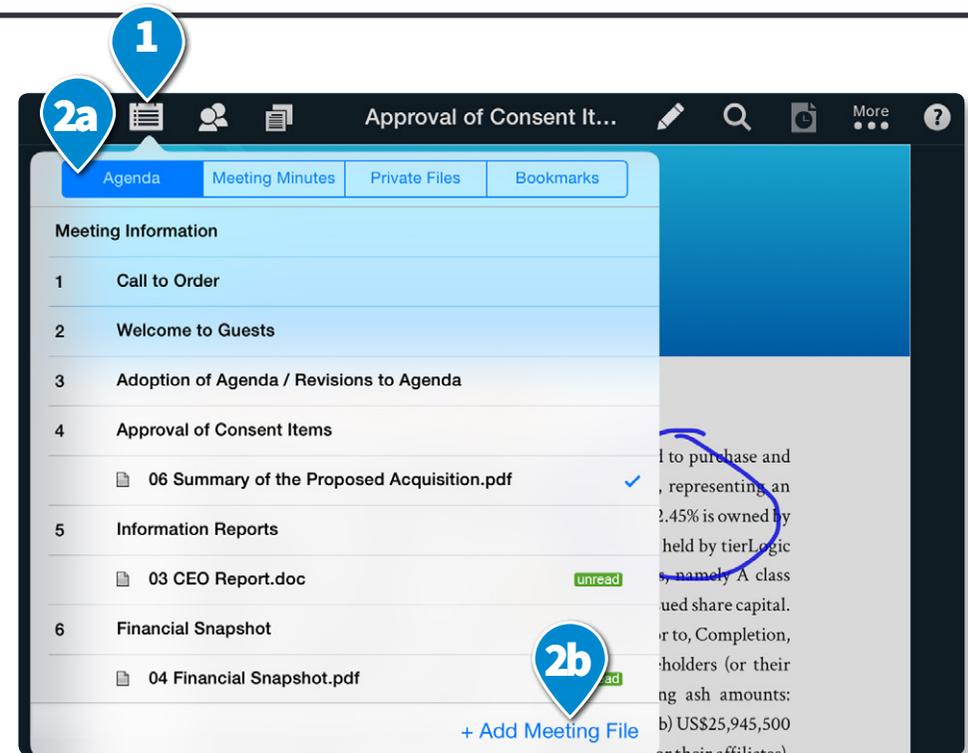
## Meetings

# Add Meeting Documents

In addition to the files and documents that the host or other users uploaded through the Anywhere Pad web portal, you can also add meetings files to share to other participants during a meeting.

You can add either shared or private meeting files. To add files while a meeting is in progress:

1. On the toolbar, tap 
2. To add meeting files visible to all participants:
  - a. Go to the **Agenda** tab.
  - b. Tap **+ Add Meeting File**.
  - c. Navigate to and tap the file you want to add.

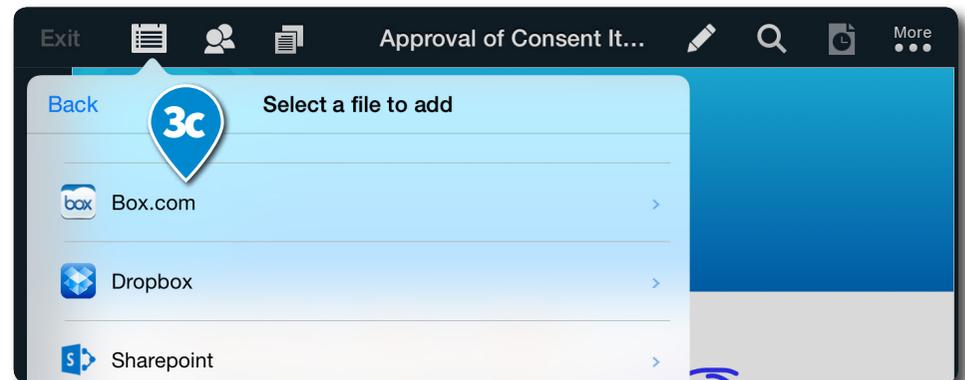
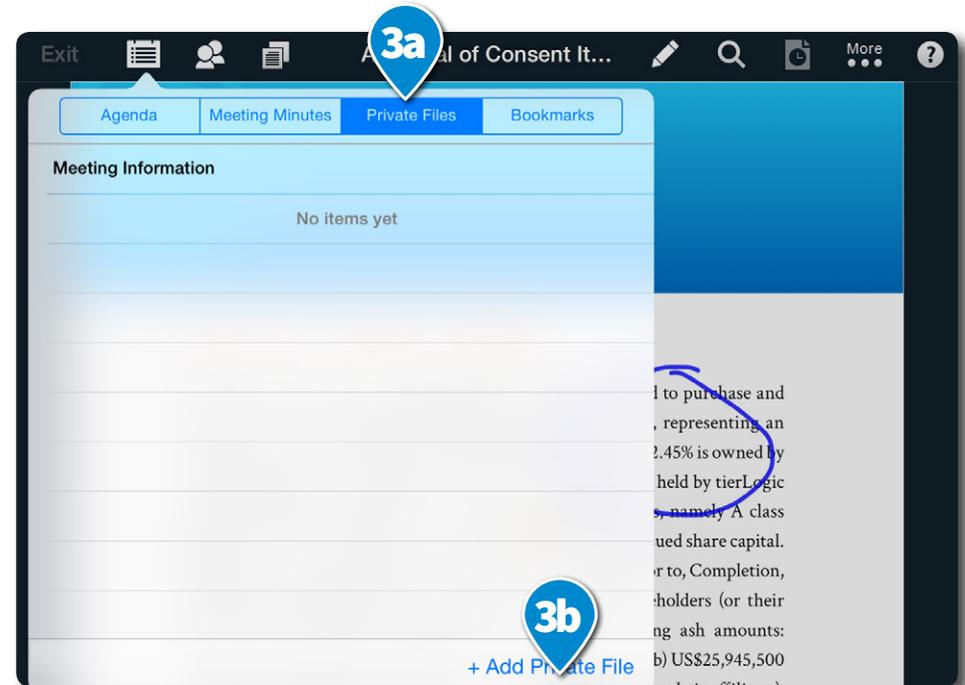




## Meetings

# Add Meeting Documents

3. To add meeting files visible only to you:
  - a. Go to the **Private Files** tab.
  - b. Tap **+ Add Private File**.
  - c. Navigate to and tap the file you want to add.





## Meetings

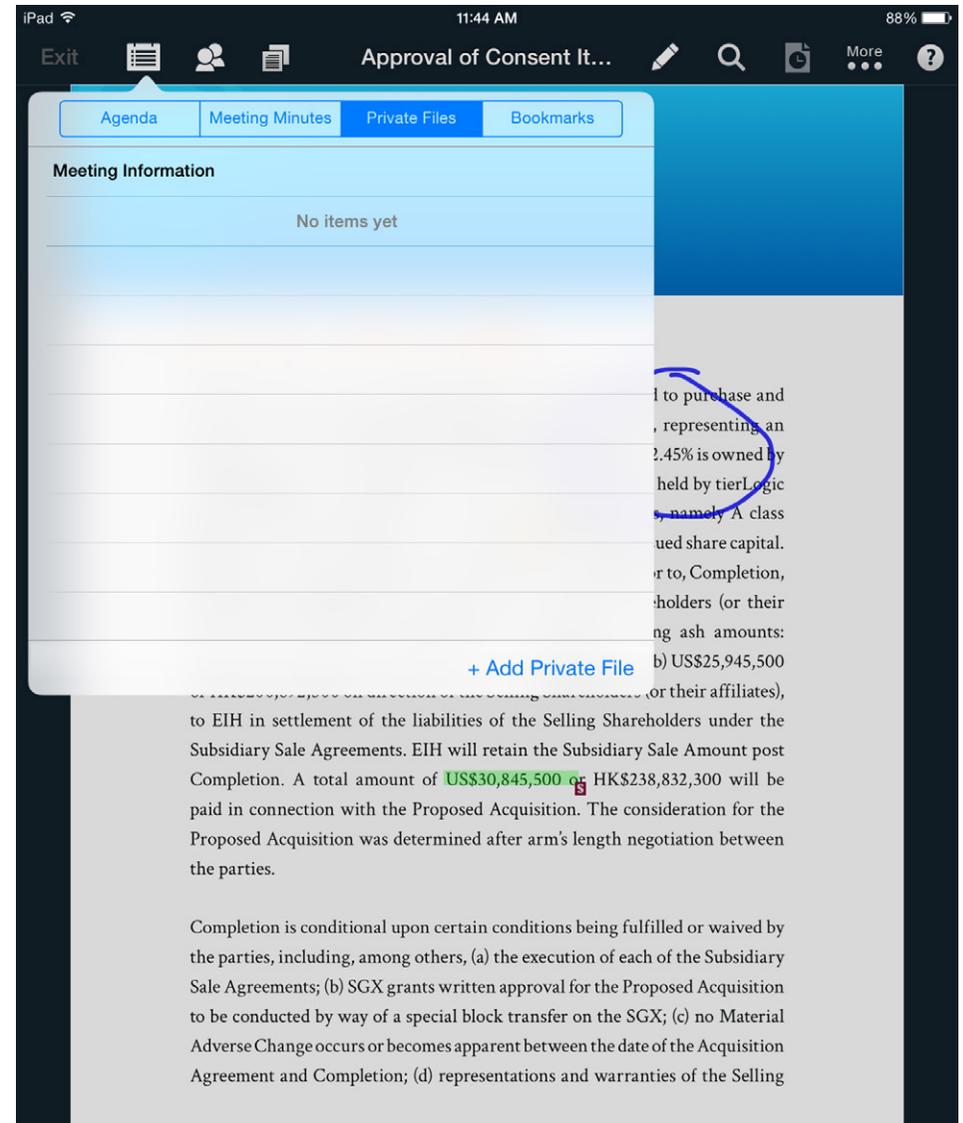
# Access Private Meeting Files

## Access your Private Files during a Meeting

To access your private files during a meeting:

1. Tap  on the toolbar to bring up the agenda menu.
2. Go to the **Private Files** tab.
3. Tap on the file you want to view.

You can also access the private files from the **Thumbnail bar** at the bottom by tapping on the page.



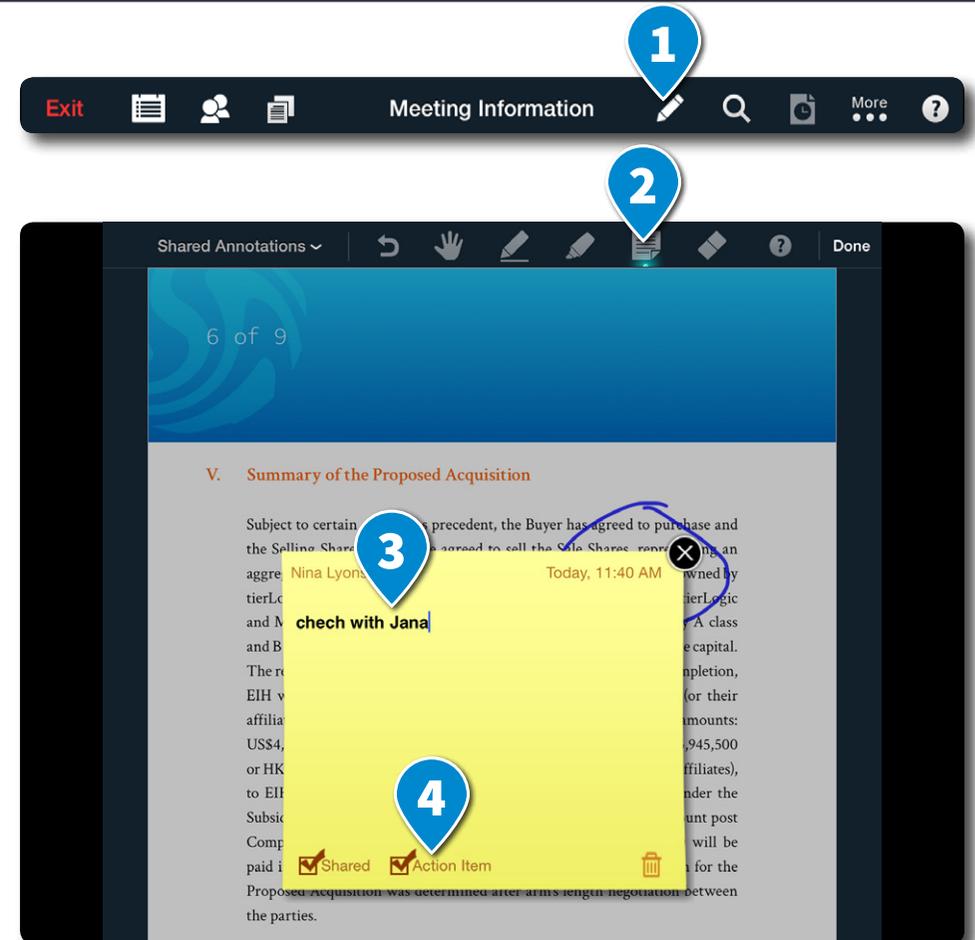


# Meetings

## Add Action Items

On a meeting document, you can add action items, which may serve as reminders on topics you need to follow up later. Using **Sticky Notes**, you can affix action items to topics or agenda items on a document page. You can also list the action items of a meeting.

1. Tap  to enter annotation mode.
2. Tap  then tap on an area of the page to add a new Action Item, or tap an existing sticky note on the page.
3. Compose the text of the Action Item.
4. Tap **Action Item**.



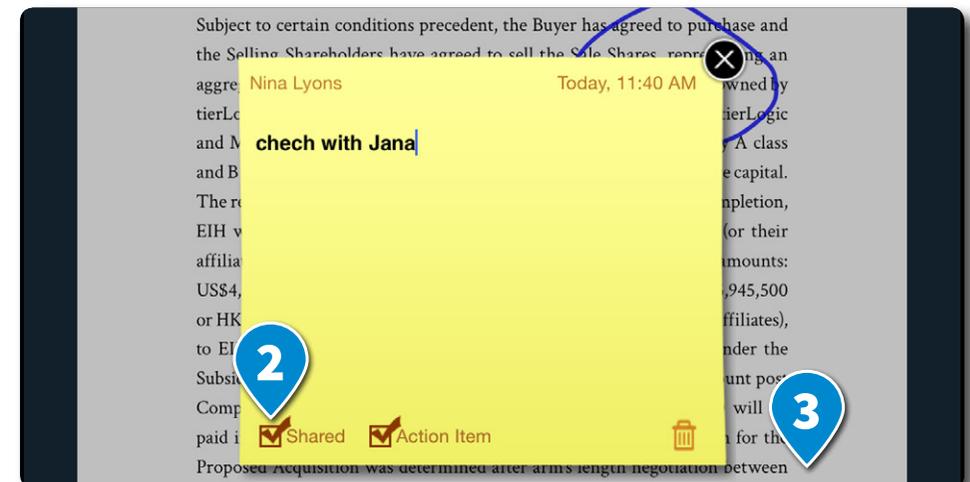
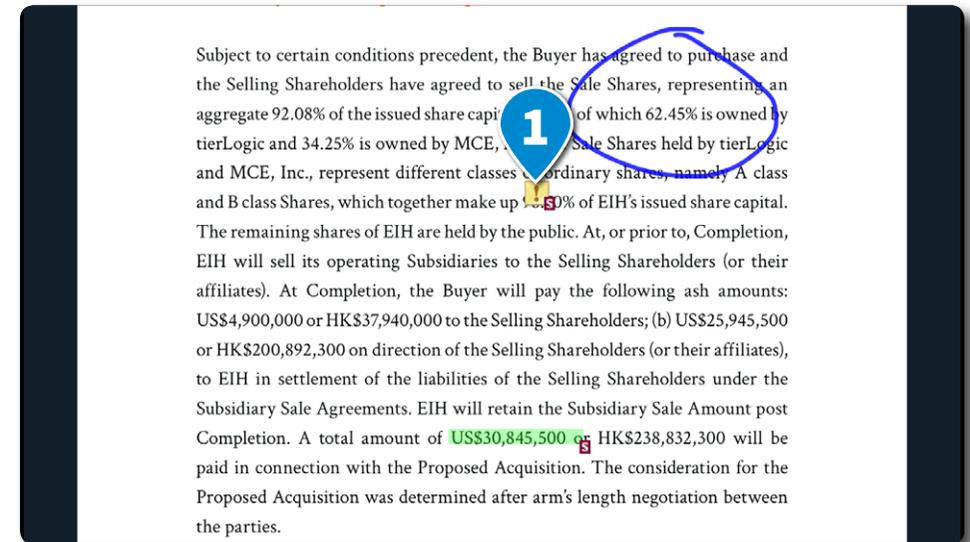


## Meetings

# Change Sticky Note Privacy

To change a sticky note from private to shared and vice versa:

1. Tap a sticky note icon on the document.
2. Tap **Shared**.
3. Tap **x** or anywhere outside the sticky note to exit.



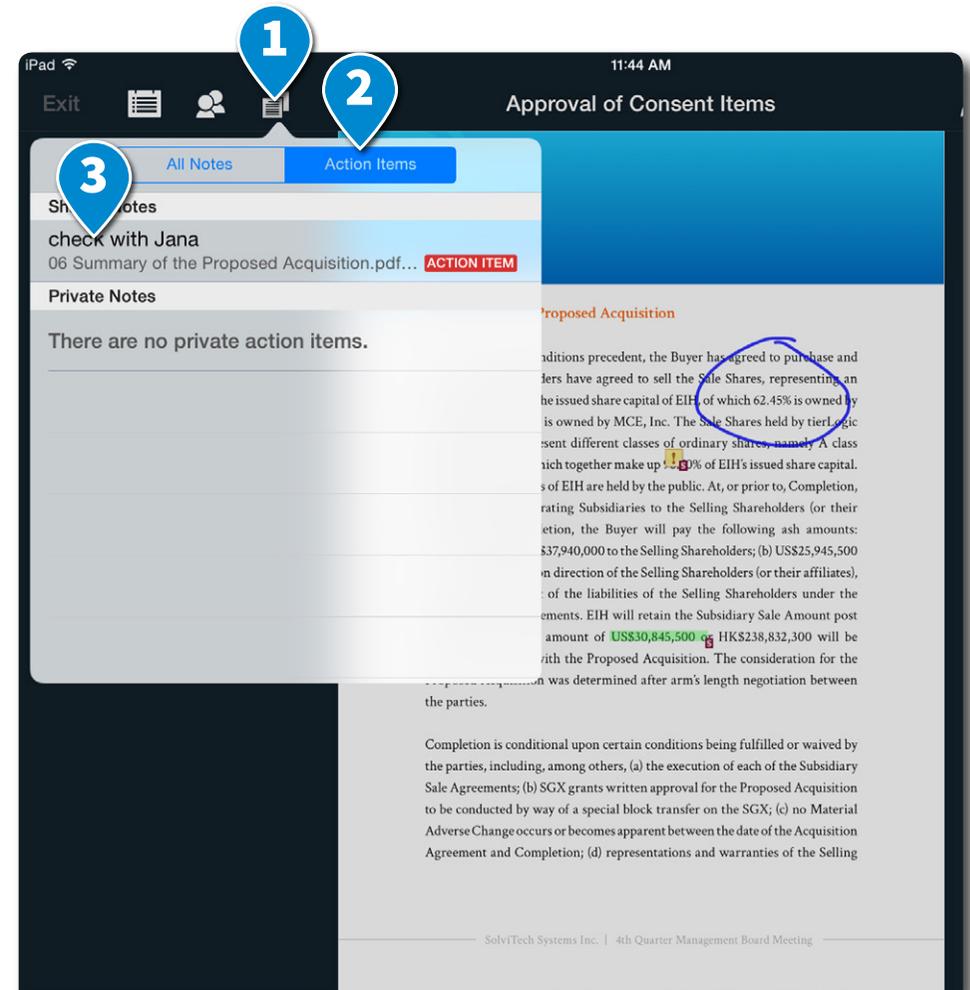


# Meetings

## View Action Items

To view Action Items:

1. Tap  on the toolbar.
2. Go to the **Action Items** tab.
3. Tap an **Action Item** in the list to view or change its contents.



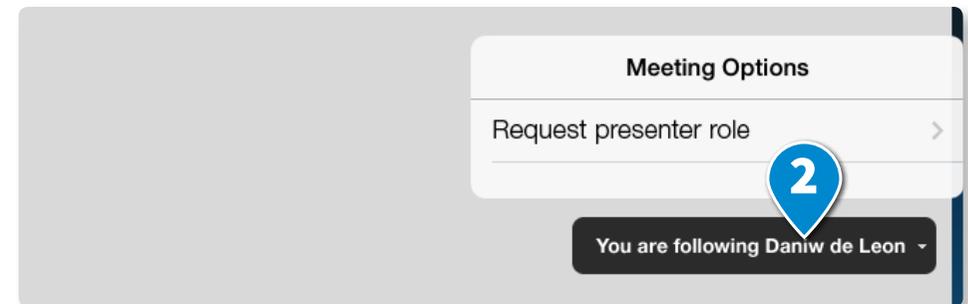
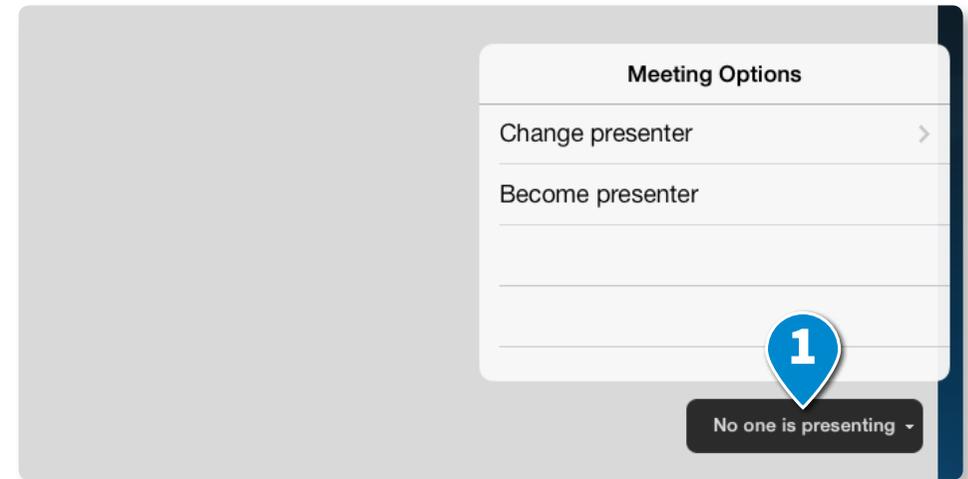


# Meetings Presenter Control

During a meeting, one of the participants can take up the role of a presenter. The presenter controls the meeting flow by controlling what page is seen by other participants. Annotations made by the presenter on meeting documents are automatically shared to all participants in real-time. By default, the user who started the meeting becomes the presenter. The presenter role can be passed to other participants if desired.

## Become the Presenter

1. When no one has assumed the presenter role yet, tap **No one is presenting**, then tap **Become presenter**.
2. If someone is presenting, tap **You are following [presenter's name]**, then tap **Request presenter role**.

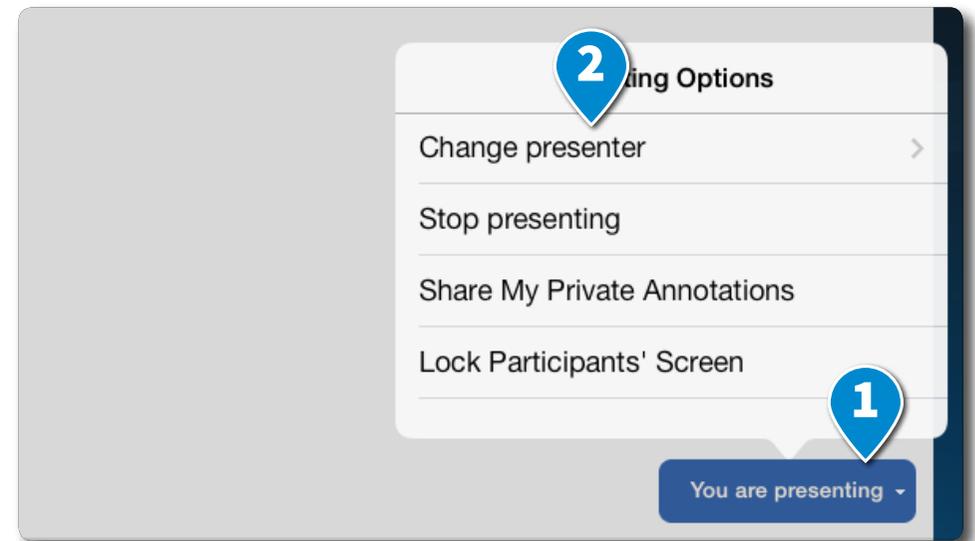




# Meetings Presenter Control

## Pass the Presenter Role

1. If you are the current presenter, meeting host, chairperson or secretary, you can assign the presenter role to any user at any time. Tap **You are presenting** or **You are following [presenter's name]**.
2. Tap **Change presenter**. Tap the participant to whom you want to pass the presenter role.





# Meetings Presenter Control

## Lock Participants' Screen

By default, Anywhere Pad allows participants to flip to other pages, not following the presenter's flow, if they want to. The presenter can choose to prevent participants from skipping to other pages in order to eliminate distractions. To lock the participants' screens:

1. Tap on **You are presenting**.
2. Tap **Lock Participants' Screen**.

IV. Report on the Proposed Acquisition of the ExcelComm International Holdings Unlimited Corporation

SolviTech Systems Inc. (the Company) is pleased to announce that the Company (the Buyer), has entered into an acquisition agreement with the Selling Shareholders on December 5, 2012, subject to certain conditions precedent, to purchase from the Selling Shareholders the Sales Shares, which represent an aggregate of 96.70% of the issued share capital of ExcelComm International Holdings Unlimited Corporation (EIH), a company whose shares are listed on the Singapore Exchange (SGX). At, or prior to, Completion, EIH will sell its operating Subsidiaries to the Selling Shareholders (or their affiliates). At Completion, the Buyer will pay the following cash amounts: (a) US\$4,900,000 or HK\$37,940,000 to the Selling Shareholders; (b) US\$25,945,500 or HK\$200,892,300 on direction of the Selling Shareholders (or their affiliates), to EIH in settlement of the liabilities of the Selling Shareholders under the Subsidiary Sale Agreements. EIH will retain the Subsidiary Sale Amount post Completion. A total amount of US\$30,845,500 or HK\$238,832,300 will be paid in connection with the Proposed Acquisition. Completion is subject to certain conditions precedent and is expected to take place on the 15th of December 2012.

For the information, deliberation and approval of the Board of Directors, please refer to the attached documents.

SolviTech Systems Inc. | 4th Quarter Management Board Meeting

**Meeting Options**

- Change presenter
- Stop presenting
- My Private Annotations
- Lock Participants' Screen

**1** You are presenting



# Meetings Presenter Control

## Pause and Resume Following the Presenter

There are times when you need to view other parts of the document even when the discussion is already on a certain page. You can browse other pages and not follow the presenter by simply swiping away from the page where the presenter is on. To follow the presenter again, tap **Tap here to follow [presenter's name]**.

The screenshot shows a table with five columns and two rows. A red callout box is overlaid on the table, containing the text "Tap here to follow Daniw De Leon again." The table data is as follows:

%	97%	99%	99%	99%
59	1,324	906	5,954	



## Meetings

# Use the Laser Pointer

Anywhere Pad lets you focus attention on a specific part of the page by using the laser pointer tool.

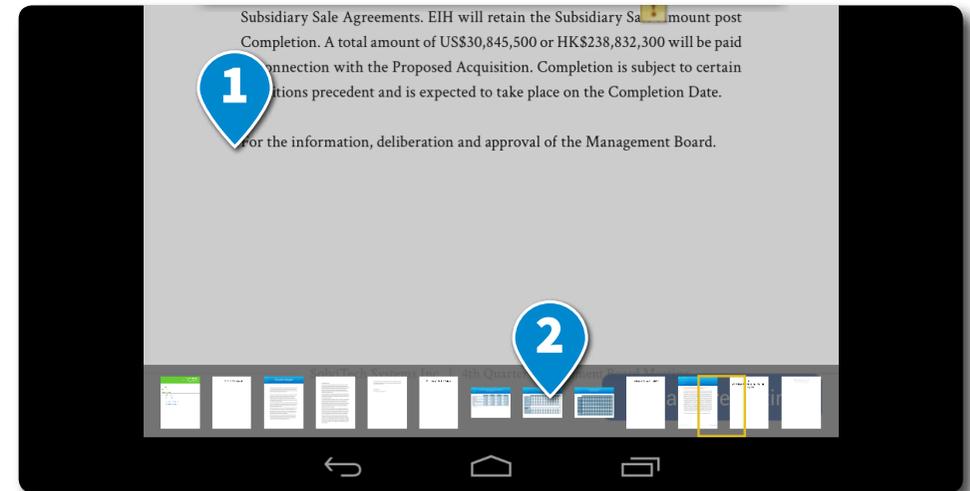
To use the laser pointer, tap and hold on the area of the page to which you wish to draw other participants' attention.

e Selling Shareholders the Sales Share  
0% of **Albert James** d share capital of Exce  
ed Corporation (EIH), a company w  
Exchange (SGX). At, or prior to, Con  
sidiaries to the Selling Shareholders (



# Meetings Thumbnail Bar

1. While viewing an open document, tap on the screen.
2. Tap the **thumbnail image** of the page you want to view. You can drag horizontally to browse through the thumbnail images.



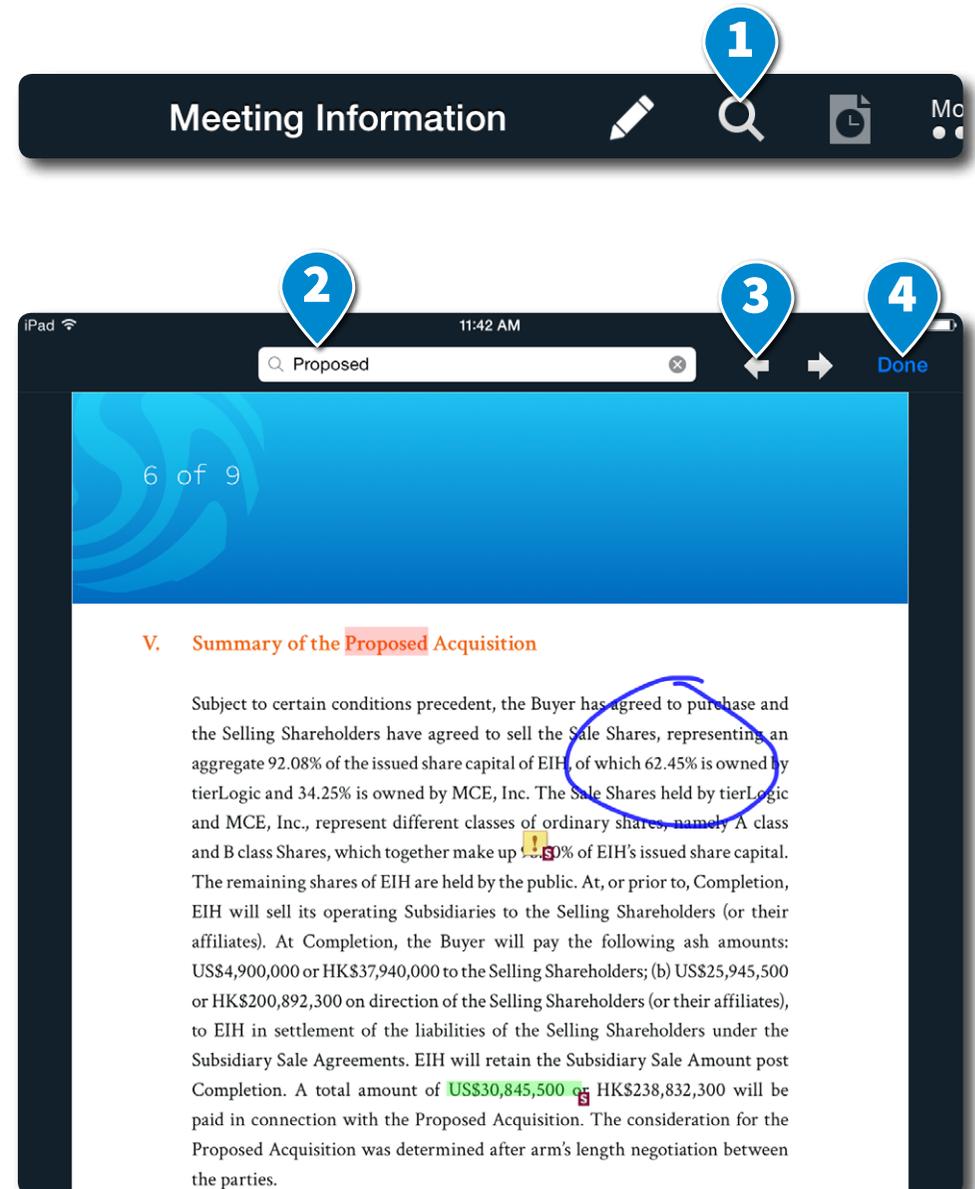


# Meetings Search Text

1. While a document or meeting material is open, tap  on the toolbar.
2. Type the word or text you are searching for in the search field.

The word or text you are searching for is highlighted on the document.

3. Tap  or  to go to the next or previous instance of the word or text.
4. Tap **Done**.



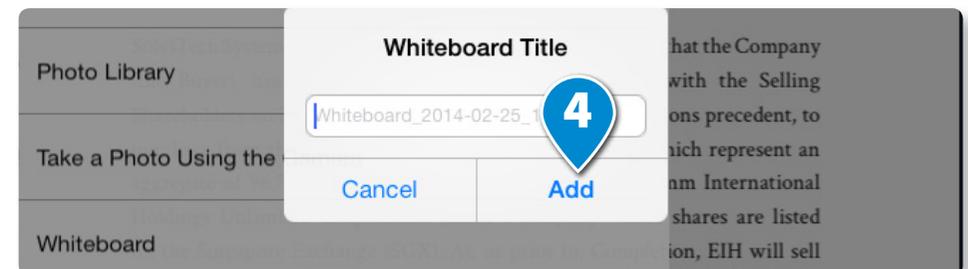
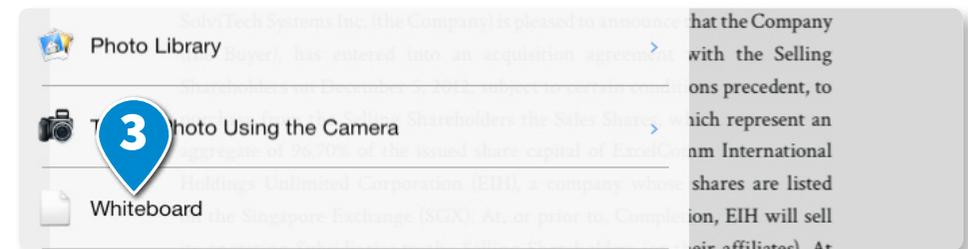
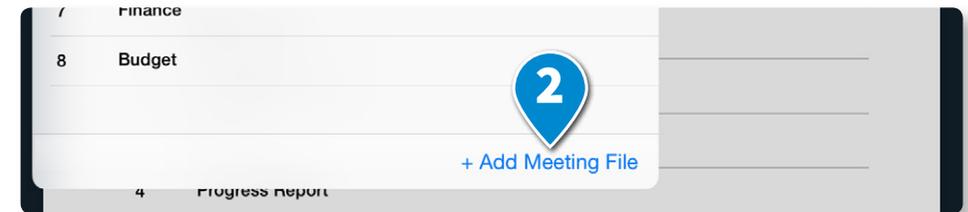
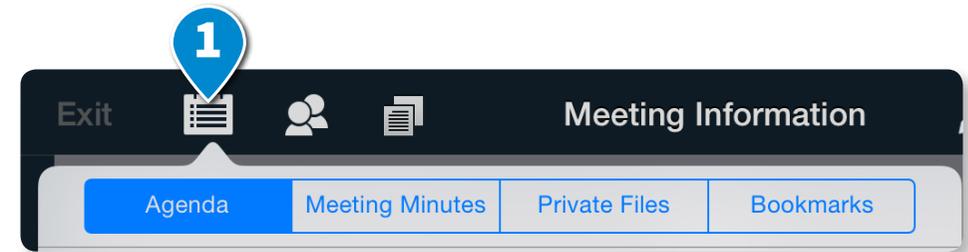


# Meetings

## Add a Whiteboard

While in a meeting, you can add a whiteboard to draw and brainstorm ideas.

1. Tap  on the menu.
2. Tap **+ Add Meeting File**, then tap **Whiteboard**.
3. Specify a title for the whiteboard (*optional*) then tap **Add**.





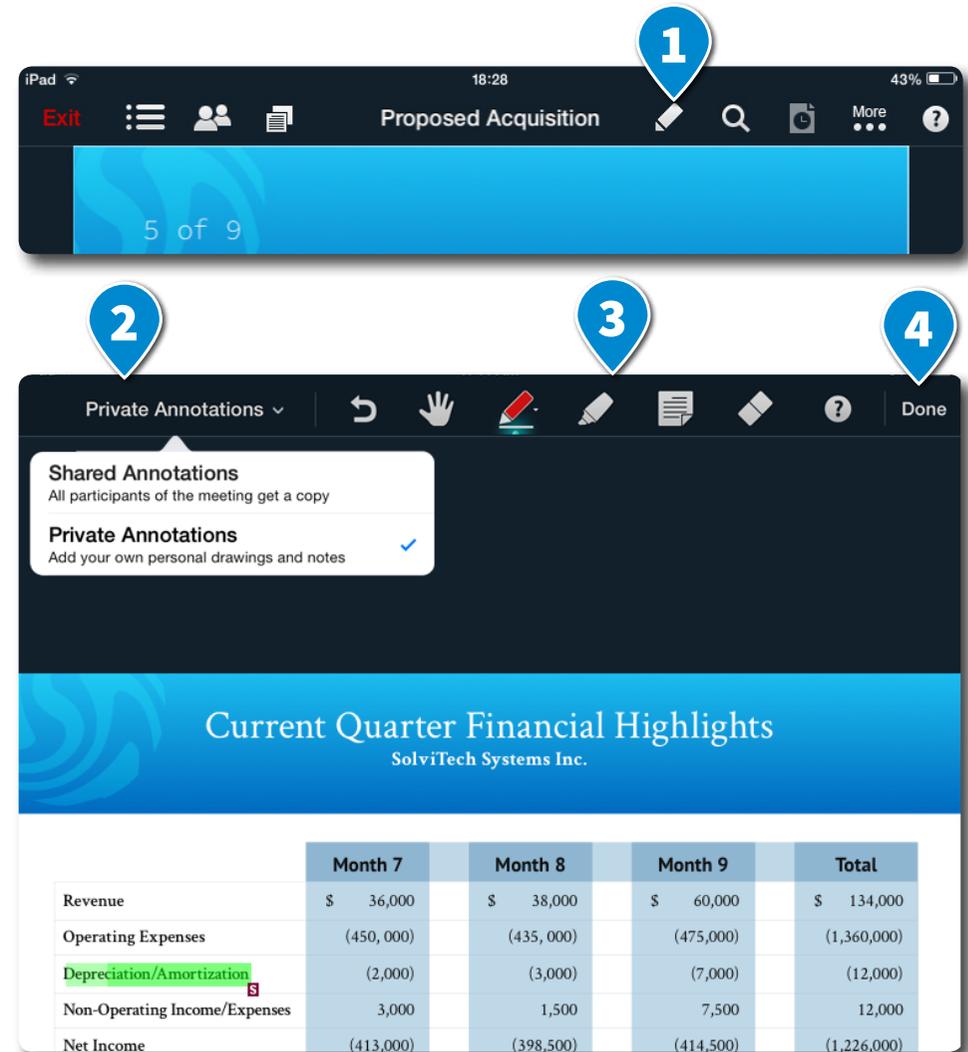
## Meetings

# About Shared & Private Annotations

You can make shared and private annotations and notes.

Shared Annotations can be viewed by all participants of the meeting. On the other hand, only you can view and modify Private Annotations that you make.

1. Tap  on the toolbar to turn on annotation mode.
2. Tap **Private Annotations** or **Shared Annotations** to switch between modes.
3. Choose an annotation tool and make your annotations.
4. Tap **Done** after making annotations.



The screenshot shows the iPad interface for a meeting titled "Proposed Acquisition". The top status bar shows "iPad", signal strength, "18:28", and "43%" battery. The top navigation bar includes "Exit", a menu icon, a people icon, a document icon, "Proposed Acquisition", a search icon, a clock icon, "More", and a help icon. A blue banner at the top of the document area says "5 of 9".

Four numbered callouts (1-4) point to specific UI elements:

- 1: Points to the top navigation bar.
- 2: Points to the "Private Annotations" dropdown menu.
- 3: Points to the annotation toolbar.
- 4: Points to the "Done" button.

The "Private Annotations" dropdown menu is open, showing two options:

- Shared Annotations**: All participants of the meeting get a copy.
- Private Annotations**: Add your own personal drawings and notes. (This option is selected with a blue checkmark.)

Below the dropdown menu is a blue banner with the text "Current Quarter Financial Highlights" and "SolviTech Systems Inc.".

Below the banner is a table with the following data:

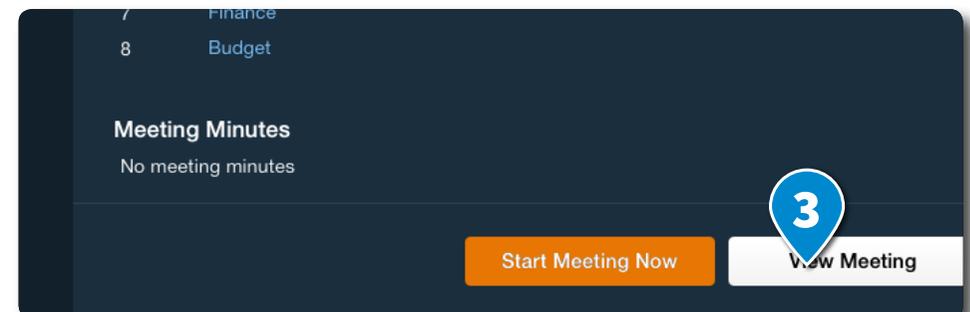
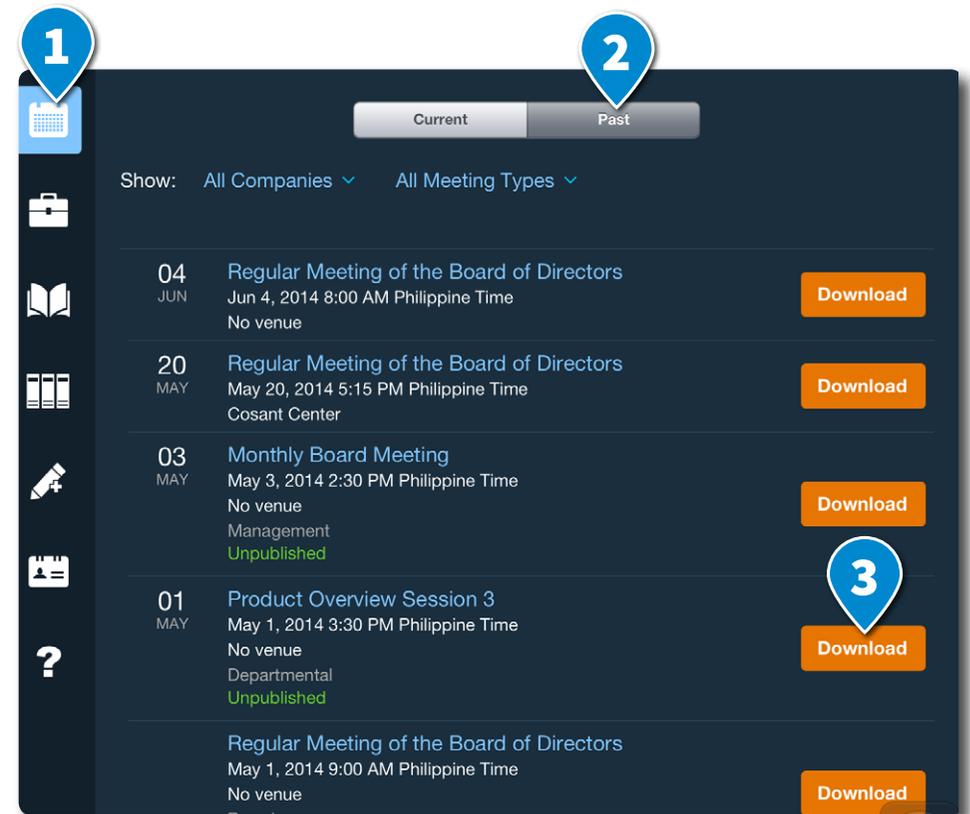
	Month 7	Month 8	Month 9	Total
Revenue	\$ 36,000	\$ 38,000	\$ 60,000	\$ 134,000
Operating Expenses	(450,000)	(435,000)	(475,000)	(1,360,000)
Depreciation/Amortization	(2,000)	(3,000)	(7,000)	(12,000)
Non-Operating Income/Expenses	3,000	1,500	7,500	12,000
Net Income	(413,000)	(398,500)	(414,500)	(1,226,000)



# Meetings

## Review Past Meetings

1. In the **Anywhere Pad app**, tap **Meetings**.
2. Tap **Past**.
3. Select the meeting you would like to review and tap **Download** or **View**. Details of the meeting are displayed.
4. Click **View Meeting**. Meeting materials are displayed.





## Meetings

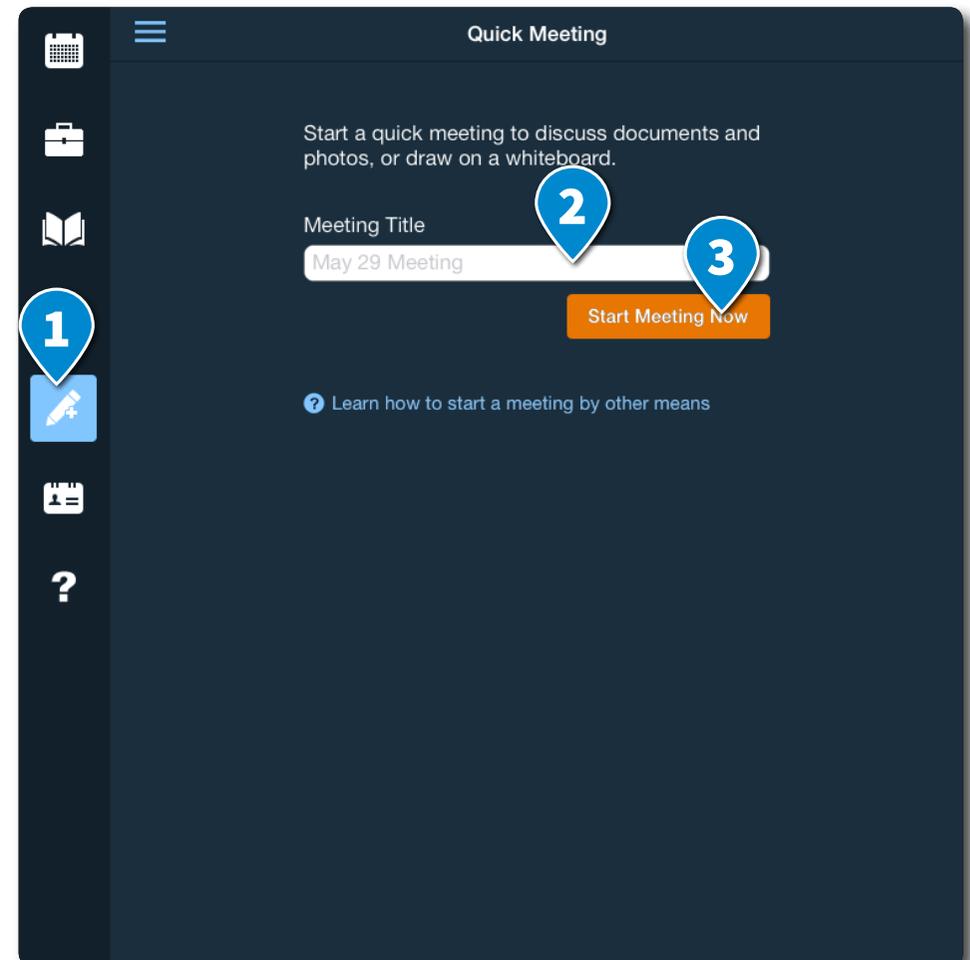
# Start a Quick Meeting

You can start a quick meeting that is anchored on a document, file, image or photo, or just gather some thoughts on a topic. The following sections describe the ways to start a quick meeting.

## Open a Whiteboard Discussion / Meeting

Whiteboard meetings have no agenda and no documents. They are designed for quick collaboration and ad hoc discussions.

1. In the **Anywhere Pad app**, tap **Quick Meeting**.
2. Type or input the title of the meeting (optional)
3. Tap **Start Meeting Now**.





# Meetings

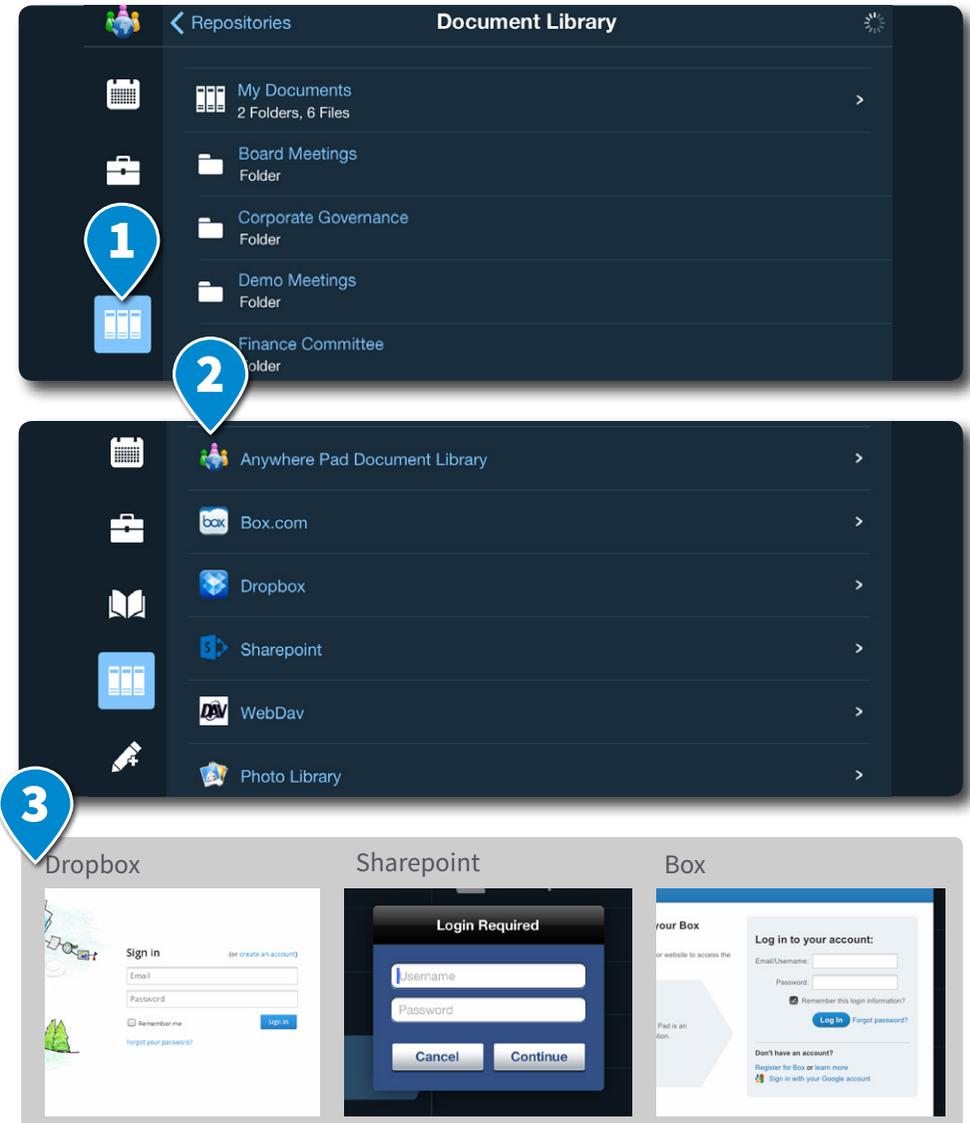
## Start a Quick Meeting

### Start a Quick Meeting Using Files in a Document Repository

You can also quickly start meetings using a single document or file in your Anywhere Pad web portal, Dropbox, Box or SharePoint account.

1. In the **Anywhere Pad app**, tap Document Library then tap **Repositories**.
2. Choose the file repository: **Anywhere Pad web portal, Box, Dropbox or SharePoint\***.
3. For first time access to **Box, Dropbox or SharePoint**, you will be prompted to provide your login account. The account will be remembered for future access\*.

\* If you need to login to a different account, please refer to the help topic "Unlink Box or Dropbox Account" to learn how to unlink the account.



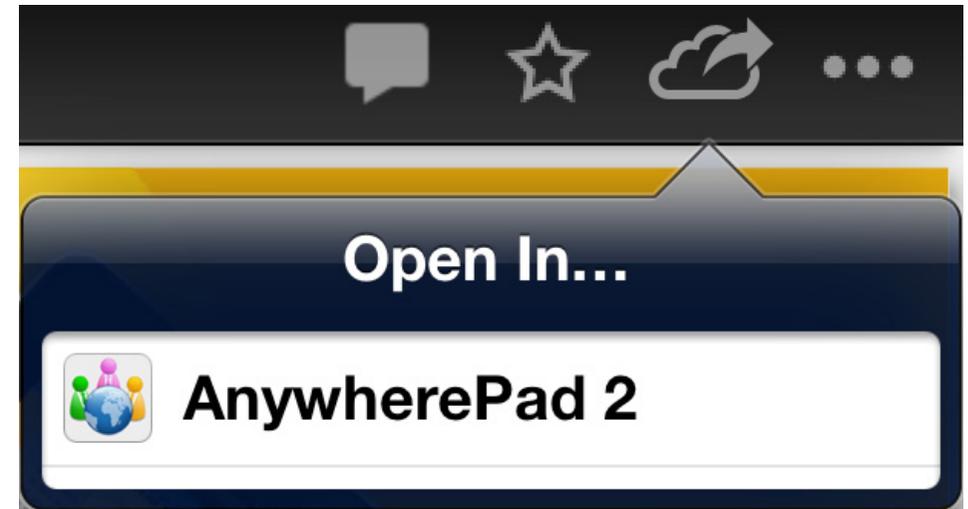


## Meetings

# Start a Quick Meeting

## Start a Quick Meeting Using Files from Other Apps

Tap **Open in...** in iPad apps such as **Mail** and **Dropbox**, then select Anywhere Pad to start a meeting.



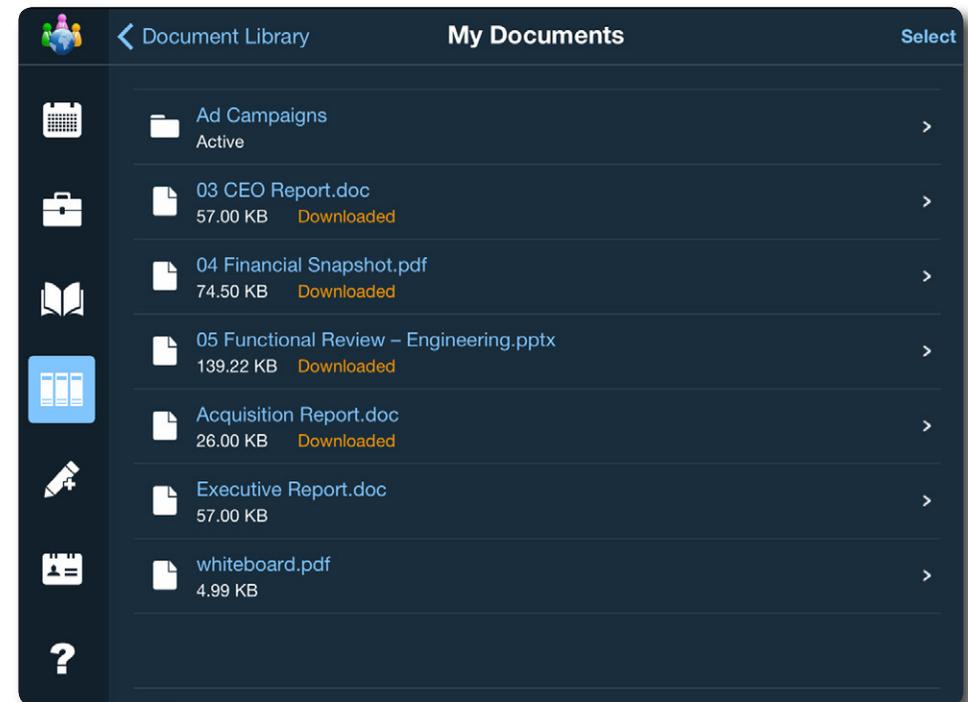


# Documents

## About Documents

Aside from being a place where you can manage meetings, the Anywhere Pad web portal serves as a document repository where you can upload, organise, share files\* with others users, and control who has access. Using the Anywhere Pad app, you can access your documents and files on the web portal to view, annotate, or add to a meeting. You can also link them to the meeting agenda when scheduling meetings on the web portal.

The Document Library will provide the organisation with a central hub for securely sharing board and committee documents to its members.



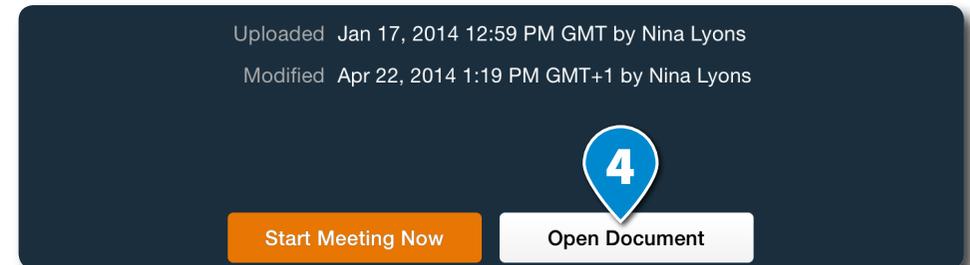
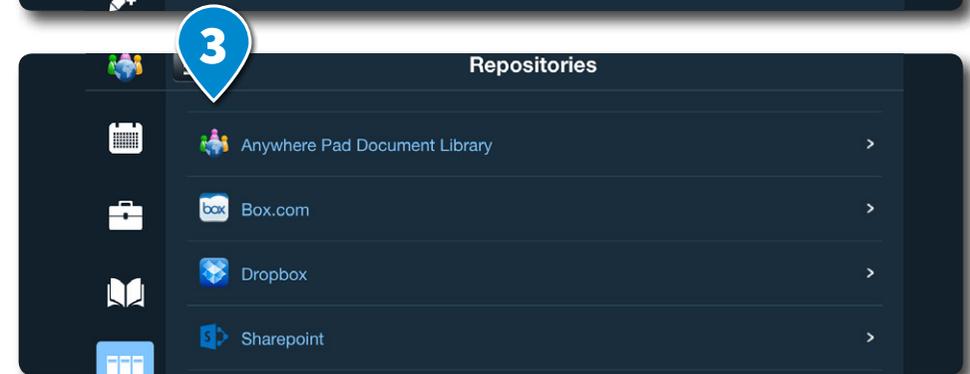
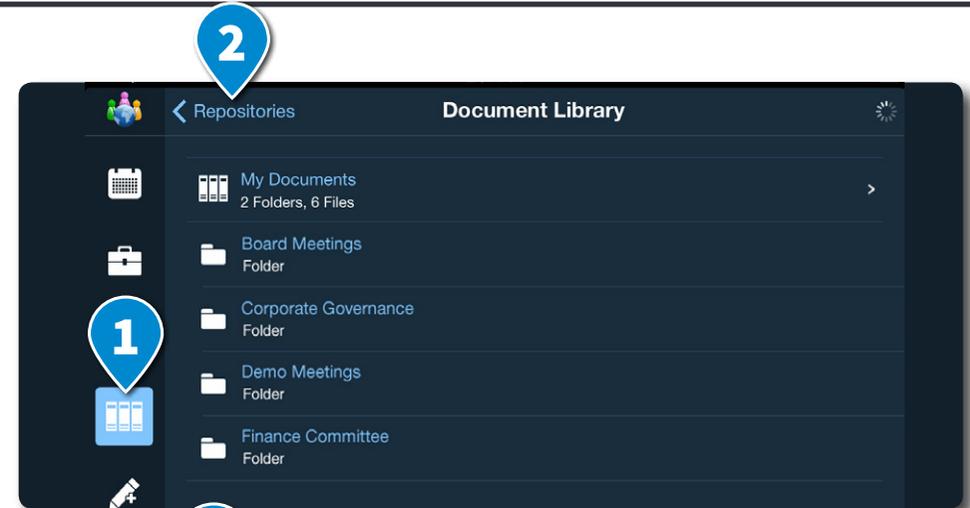
\*Anywhere Pad supports Microsoft Office 2003 & 2007 (Word, Excel, Powerpoint), PNG, JPEG, and PDF files.



# Documents

## View Documents

1. In the mobile app, tap **Document Library**.
2. Tap **Repositories**.
3. Choose the file repository and navigate to the desired file.
4. Tap **Open Document**.



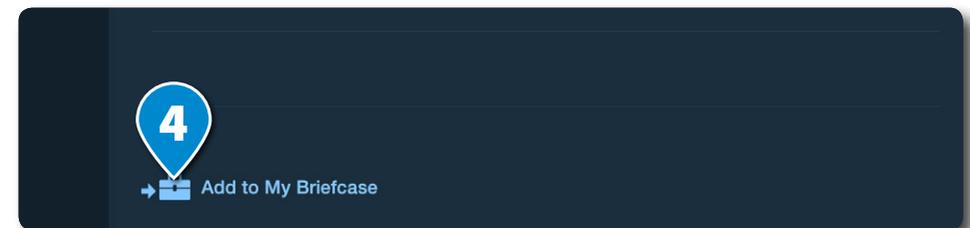
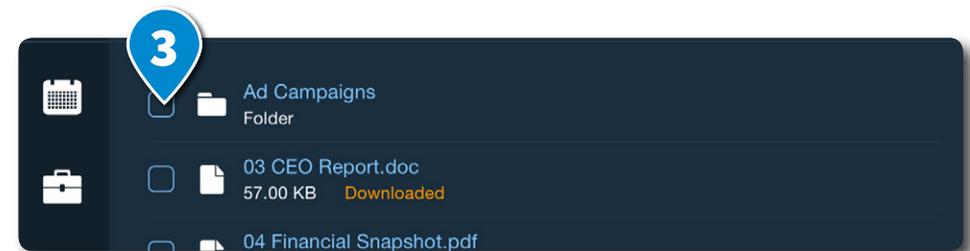
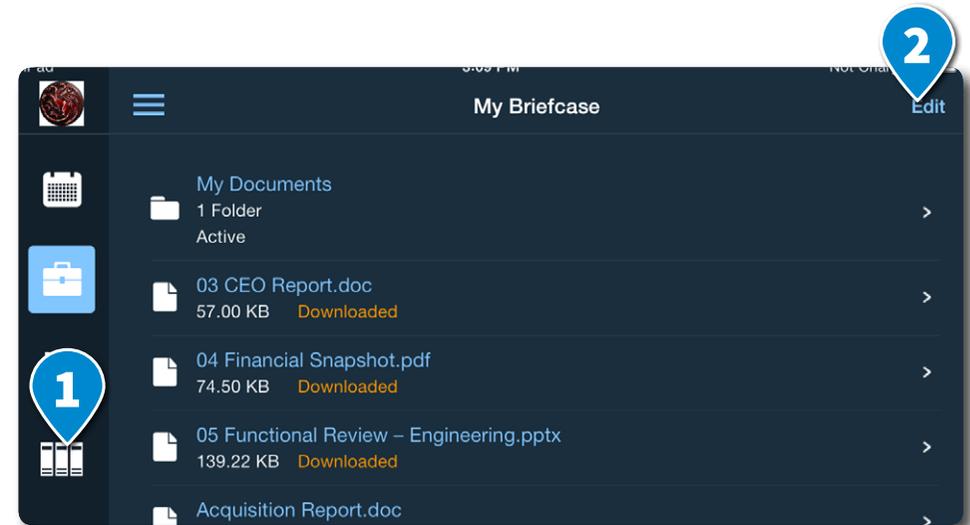


# Documents My Briefcase

My Briefcase lets you tag specific documents for convenient offline reading.

## Adding Documents

1. Tap **Document Library**.
2. Tap **Select**.
3. Tick the documents you want to add to your briefcase.
4. Tap **Add to My Briefcase**.

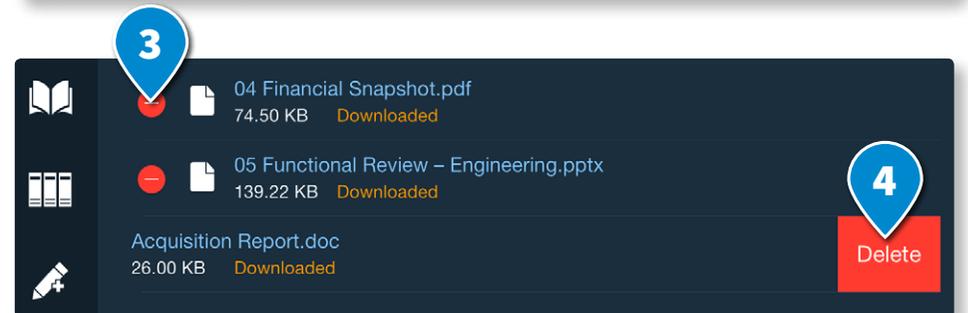




# Documents My Briefcase

## Removing Documents

1. In the **mobile app**, tap **My Briefcase**.
2. Tap **Edit**.
3. Tap .
4. Tap **Delete** to confirm.
5. Tap **OK**.

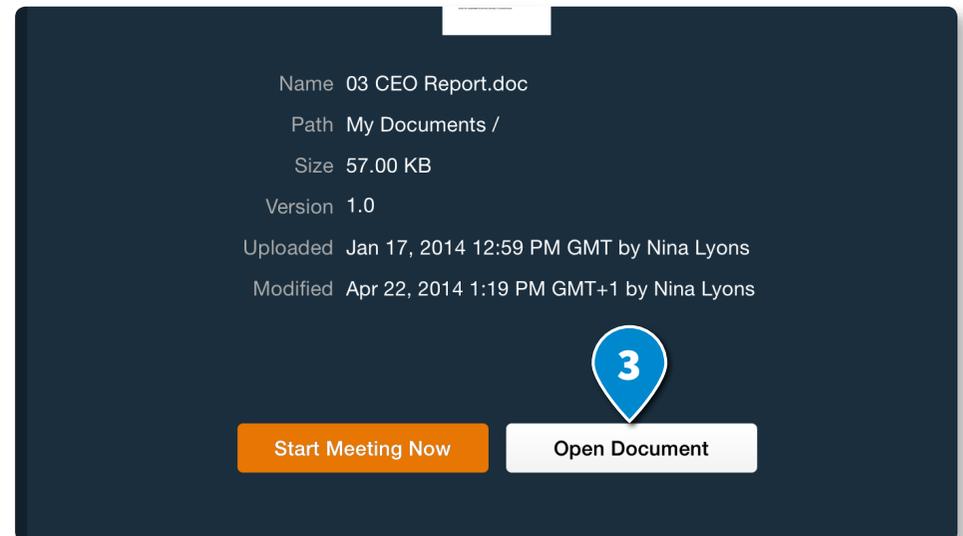




# Documents My Briefcase

## Accessing My Briefcase

1. In the **mobile app**, tap **My Briefcase**.
2. Tap on the document that you want to view.
3. Tap **Open Document**.



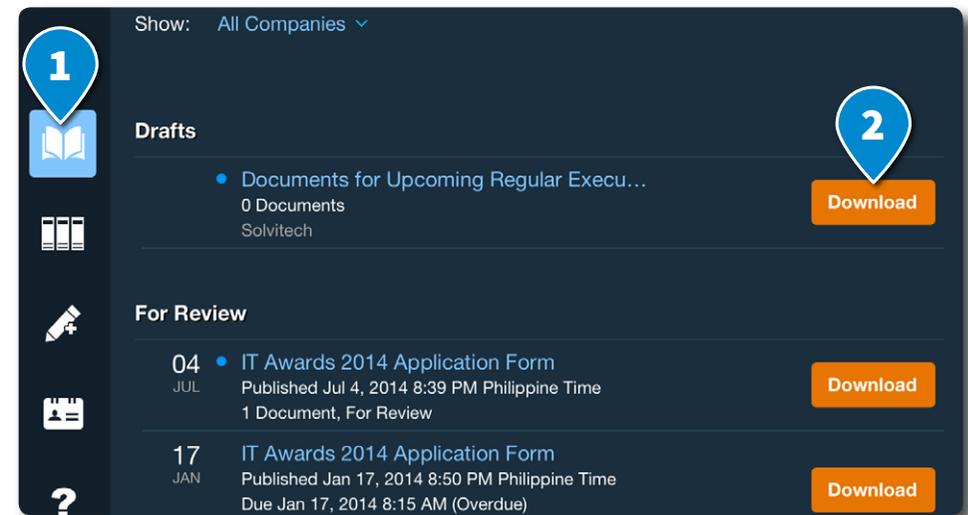


# Documents Review Room

The Review Room provides a shared workspace to facilitate document review. It lets reviewers annotate documents while helping organisers and drafters access the annotations and track the review status.

## Accessing Review Rooms

1. In the mobile app, tap **Review Room**.
2. Tap **Download** or **View** on the chosen Review Room entry.
3. To add annotations, please refer to the help topic **Meeting and Annotation Features** for instructions.





# Documents Review Room

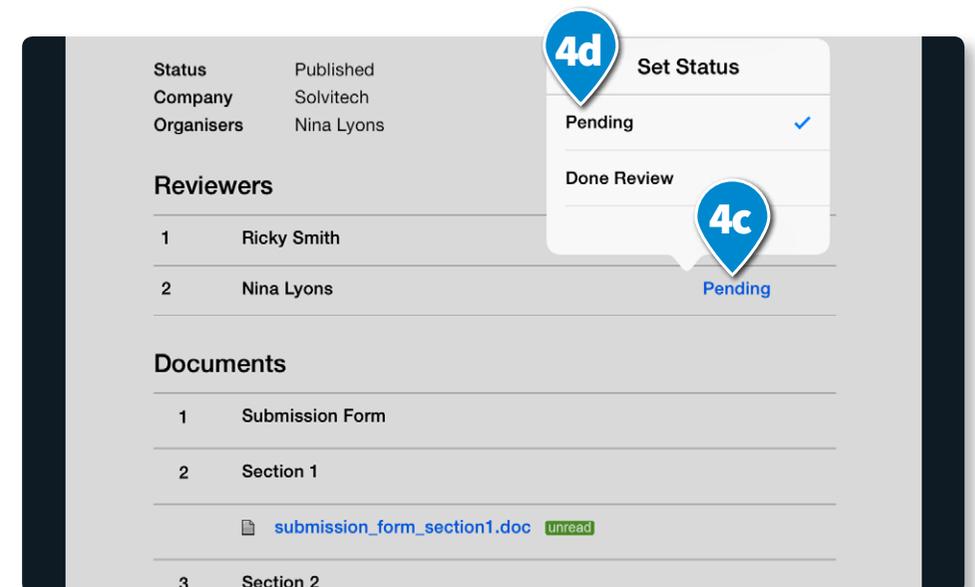
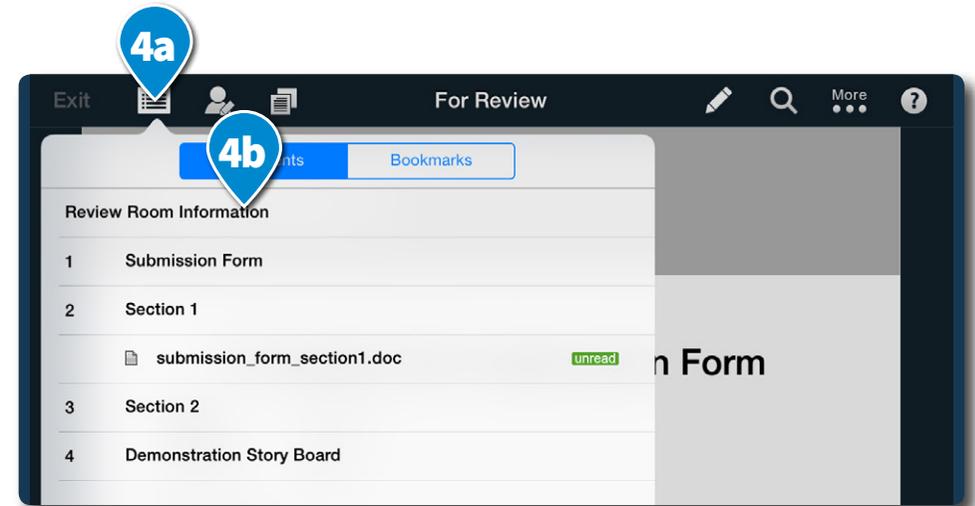
4. Change the status of review.

a. Tap .

b. Tap **Review Room Information**.

c. Tap on the status.

d. Select the new status.



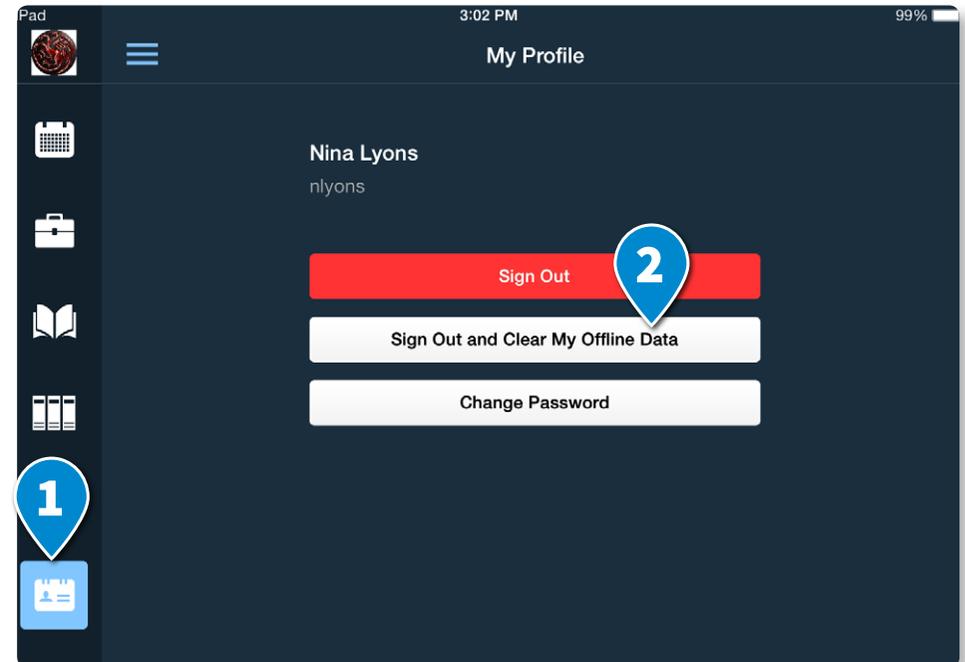


**My Profile**

# Sign Out & Clear Offline Data

You can clear downloaded documents to reduce the risk of unauthorised access.

1. Tap **My Profile** tab.
2. Tap **Sign Out and Clear Offline Data**.



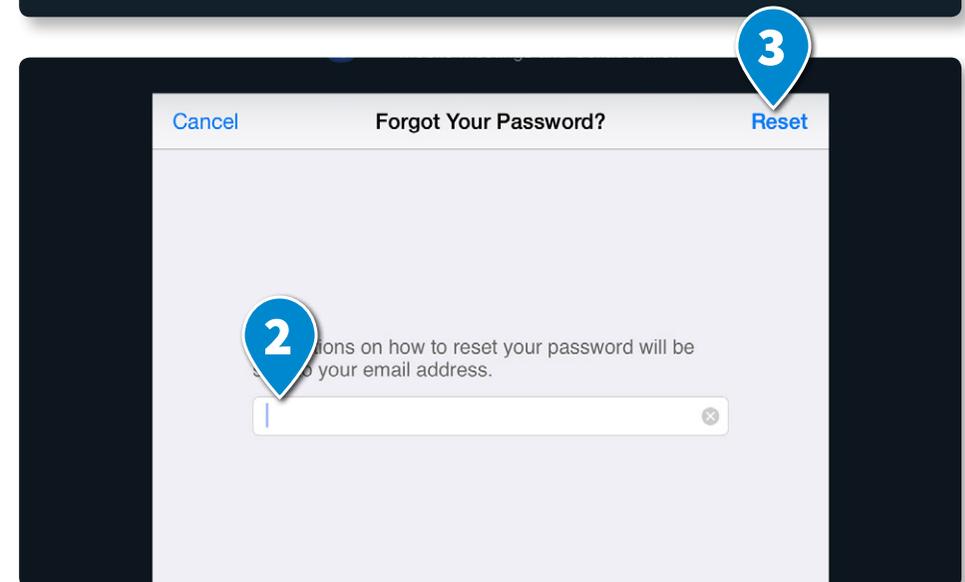
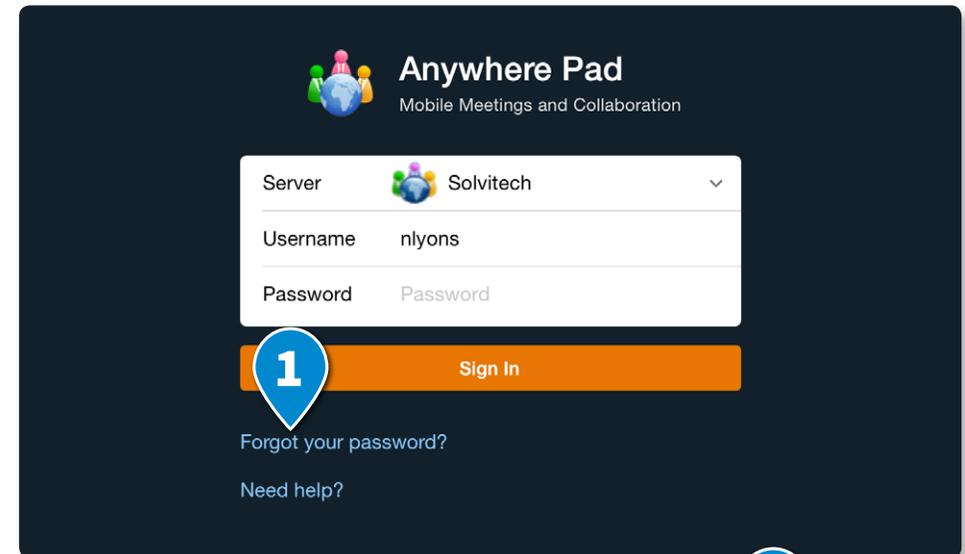


## My Profile

# Reset a Forgotten Password

1. On the Login screen, click **Forgot Password?**
2. Type your **Username** or **Email**.
3. Tap **Reset**.

The system will send an email to the email address associated with the account.\* Open your email application and follow the instructions in the email sent by Anywhere Pad.



\* For ADFS accounts, please contact your system administrator.



My Profile

# Unlink Box or Dropbox Account

## Box.com:

1. In your web browser, go to *Box.com*.
2. Log in to the account used in Anywhere Pad.
3. Click on the **cloud icon** (Apps).
4. Click **My Applications**.
5. Look for the **Anywhere Pad** then click **x** to unlink.

## Dropbox:

1. In your web browser, go to *Dropbox.com*.
2. Log in to the account used in Anywhere Pad.
3. Click your **account name** in the upper right and click **Settings**.
4. Go to the **My Apps** tab.
5. Look for **Anywhere Pad** then click **x** to unlink.