



Advance Admin Controls

Updated: 03/15/2023

In addition to the day-to-day creation of meetings and uploading of board materials, Govenda Administrators also have the capability to toggle on and off specific feature controls. The default controls listed in this guide are Activity Reporting, Annotation Sharing, Discussions, Auto Digest Delivery, and feature visibility options.

Activity Reporting

Administrators can track the majority of member activity within their portal with this feature. By default, Activity Reporting is toggled on. However, if an organization does not want this type of tracking, they can simply click this toggle to ‘Disable Activity Tracking’. Once disabled, a window will appear letting the admin know that all activity tracking logs will be deleted if they wish to proceed.

Dashboard / Activity

Disable Activity Tracking [Export CSV](#)

Activity

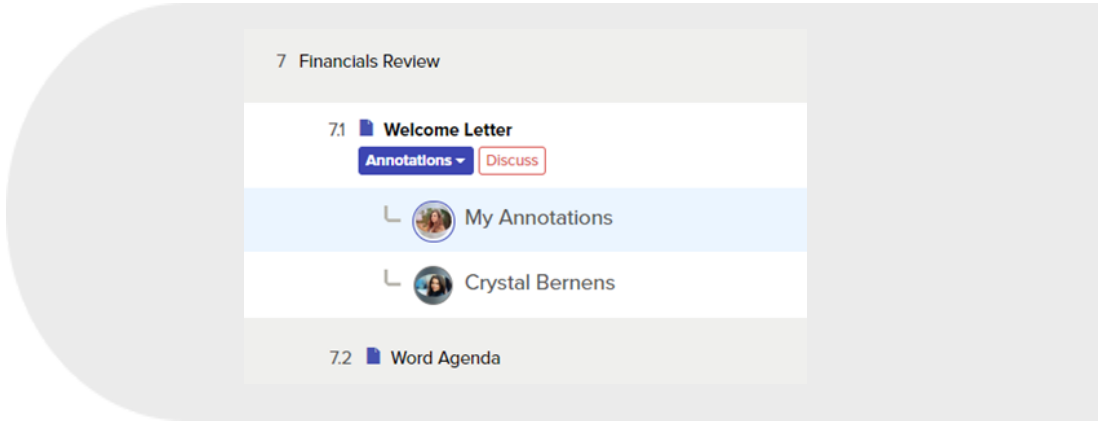
09/30/2021 End Date Range Search activity

Name	Action	Type	Description	App	Date/Time
David Helon	• Logged In			Web App	10/05/2021 11:20 AM
Matthew Hicks	• Published	Survey	New Survey 10/06/2021	Admin	10/06/2021 1:21 PM
Frodo Baggins	• Logged In			Web App	10/06/2021 1:24 PM
Frodo Baggins	• Submitted	Survey	New Survey 10/06/2021	Web App	10/06/2021 1:25 PM
David Helon	• Logged In			Web App	10/18/2021 10:51 AM

Annotation Sharing

To allow members to share their annotations, turn on this capability in the “Member App Settings” tab of “Settings”. Once this is enabled, members can click on the “lock” icon when viewing their annotations to share access under the following options:

- Private: Only you can see your annotations
- Selective: Only users you choose can see your annotations
- Open: Anyone with access to the original document can see your annotations



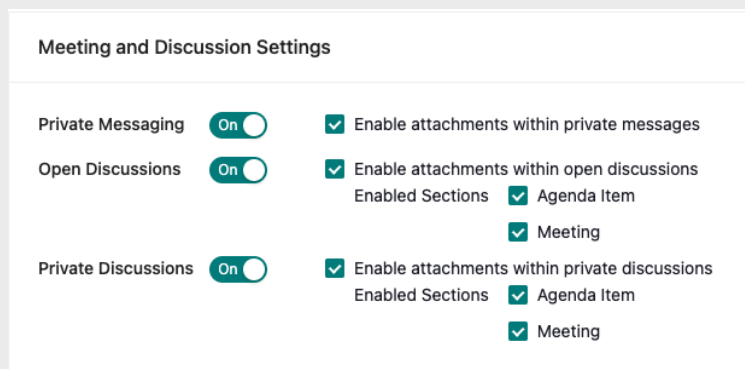
Messaging

Messaging allows members in Govenda to share information with each other in a secure manner. To see how Messaging works from the Member perspective, see the Govenda Member Messaging Guide.

Messaging is made up of two types:

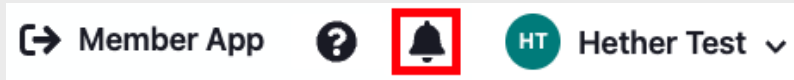
- **Private messages** - messages that are not related to a specific piece of content and are simply communication between two or more people
- **Discussions** - messages related to either a meeting or an agenda item. Discussions can be open, meaning they will be seen by everyone that has access to that piece of content. Or they can be private, between yourself and any other members you choose who have access to that piece of content

Messaging settings can be found in Settings > Messaging. You can turn off each of the settings individually. See the Administrator’s Usage Guide for more details.



Auto Digest Delivery

The Auto Digest Delivery feature can be found in the Admin's Notifications area.



If turned on, all notifications listed in this area will automatically be delivered in an email digest the following morning.

Dashboard / Notifications

Notifications

[Manage](#) [Pending](#)

Notifications listed will be automatically delivered in one email digest the morning of 01/11/2022
 Disable Auto Delivery

<input type="checkbox"/> Notification	Note	Who Will Get This? <input type="button" value="v"/>
<input type="checkbox"/> Board Book Documents Updated: January Board meeting 01/28/2022	<input type="button" value="Add Note"/>	Hether Guinn Hether+3 Guinn +1 <input type="button" value="trash"/>
<input type="checkbox"/> → <input type="button" value="P"/> Profit & Loss	<input type="button" value="Add Note"/>	Hether Guinn Hether+3 Guinn +1 <input type="button" value="trash"/>
<input type="checkbox"/> Updated Meeting: January Board meeting 01/28/2022	<input type="button" value="Add Note"/>	Hether Guinn Hether+3 Guinn +1 <input type="button" value="trash"/>

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following morning. If it's turned off, automatic notification delivery is disabled and the notifications must be manually sent out or they will be deleted the following morning.

Feature Visibility

There are a couple of Govenda features that can be removed from the member's portal navigation such as eSignatures, Financials, Votes, and the Directory. Each of these features has a Visible/Hidden toggle that can be switched for member portal visibility. For example, if an organization chooses not to use a particular feature, it may want to hide it from their

members' portal so as not to cause any confusion. Navigate to Member App Settings under the Settings left navigation tile to control member app visibility.

Visibility

Users Visible

Show or hide the Directory menu item in the member apps.

Financials Visible

Show or hide the Financials menu item in the member apps.

eSignatures Visible


Show or hide the eSignatures menu item in the member apps.

Votes Visible

Show or hide the Votes menu item in the member apps.

- Dashboard
- Messaging
- Meetings
- Minutes
- Directory
- Groups
- eSign
- Financials

Dashboard



No Upcoming Meetings

Needs Attention

- Review Minutes 2022-11-11
- calendar test 2023-01-27
- Holly Test Minutes
- Test meeting
- Fall Meeting Housing

View Calendar

eSignatures

If eSignatures is hidden, the feature will no longer be visible in a user's navigation panel. However, users will still be able to view and complete any assigned eSignatures by clicking on the eSignature name in the Needs Attention block of their dashboard.

Financials

If Financials are hidden, users will not be able to navigate to this feature at all nor will they see it listed in their navigation panel.

Votes

Published Votes will always appear on a user's dashboard in the Needs Attention block. However, if this feature is hidden, users may not view any closed votes for the organization nor will they see it listed in their navigation panel.

Directory

The Directory feature allows users to view other users' information such as their email, phone number, address, and other personal information. In some cases, administrators may want this information confidential and do not wish to have this information visible to their users.