



# Android Phone Guide

Updated: 03/15/2023

## Welcome to Govenda!

Govenda for Android allows you to easily access meetings, board books, and other board-related materials from the Govenda app on your Android phone.

This guide is designed to provide Govenda Admin users general information on using Govenda. Additional support resources can be found below.

### Govenda Support and Resources

Govenda Help & Support can be accessed directly from the [Admin portal](#).

Support is also available at support@Govenda.com or at the following numbers:



- United States: 412.436.5180
- United Kingdom: +44 330 828 0969
- Australia: +61 2 8036-3169
- Hong Kong: 800 933 001
- Germany: 0800 1815727

## Accessing Govenda

Once your Administrator has activated your account, you will receive an email with instructions on logging in and establishing your password. Once your password has been created you can continue to access Govenda through a web browser (app.Govenda.com) or by downloading Govenda for Android.



### Getting Govenda for Android

Search for “Govenda” in the Samsung Play Store to download and install the app. Your login credentials are the same when using the Govenda apps for Android, iPhone, iPad and web.



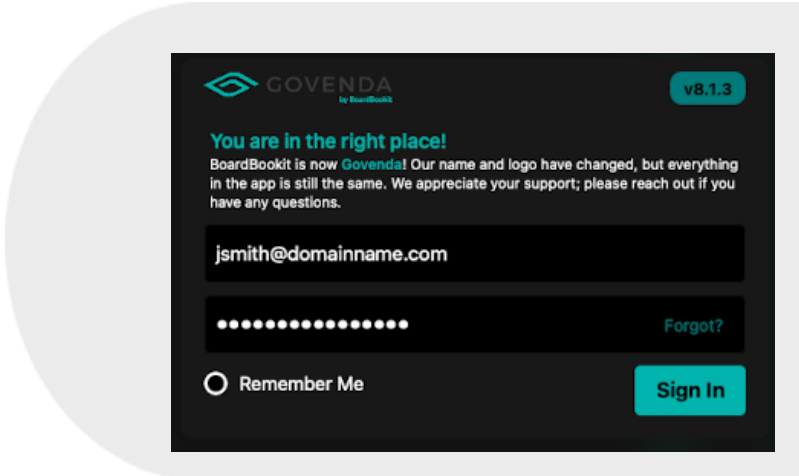
### Using Govenda for Android Offline

One of the key features of using Govenda for Android is being able to access your meetings and board materials when you do not have an internet connection. However, to do so you must access and download those materials while online first. Any screen you visit and any document you access while online, will be available for you to access when you are offline.

Offline/Online Document Icons	
	This document has not been accessed while online, not available to view offline.
	Document has been accessed online and is now available to view offline

### Offline Security Note:

You must have a passcode set that unlocks your Android phone in order to use Govenda offline. If your device does not have a passcode set, the first time you open Govenda you will be prompted to add one. If you choose not to set a passcode, you will still be able to use Govenda but only when connected to the internet.



### Dashboard

After you have logged in you will be taken to your Dashboard. Here you have quick access to personal information, notifications, upcoming meetings information with board book materials, polls, and news & announcements. The navigation menu directs you to each section of the board portal with ease.

## Notifications

Tap the  icon to view recent activity on your board portal.

## Schedule

The “Schedule” section will show you any meetings that are scheduled for today and any scheduled upcoming meetings. View associated meeting detail information by tapping on that meeting block.

## Announcements

The “Announcements” section contains any important information your organization wants you to know about. View associated documents by tapping on the announcement.

## Votes

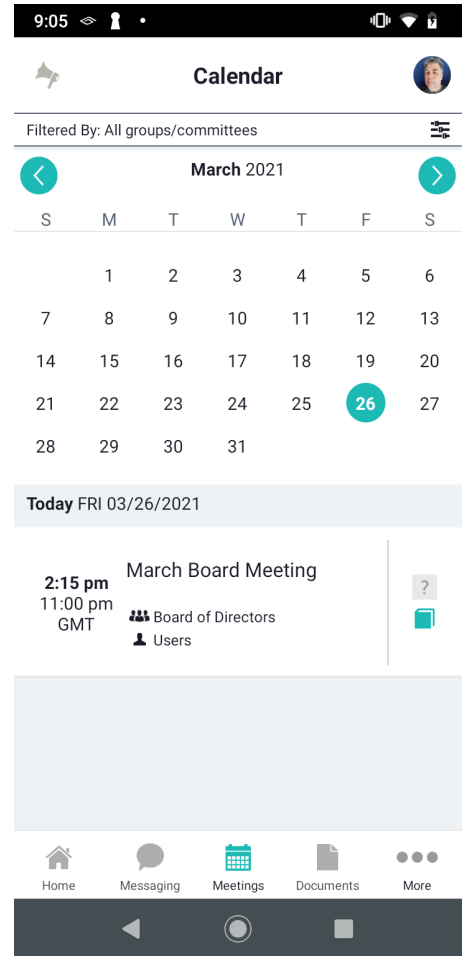
If you tap on a question in the “Votes” section, you can vote on an answer. Once you’ve voted, a checkmark will show up to the right of the vote question confirming that you’ve responded.

## Meetings


In the “Meetings” tab, you can view upcoming, past or proposed meetings (where your admin has asked for your feedback on the best date to schedule a meeting). Filter meetings by Group or Committee and past meetings can be filtered by year. To toggle between a listed view of meetings and a calendar view, select the calendar icon on the top right-hand side of your screen.

## Meeting Details

Tapping on the meeting block will open the Meeting Details screen. Details such as location, time, notes and invited groups are shown. Tap into a meeting to RSVP and to show more details. If a board book has been published for a meeting, the book icon will be blue and enabled. Hit the icon to access the agenda and related documents. You can easily download the meeting into your calendar by tapping “Add to Calendar”.



### Board Book

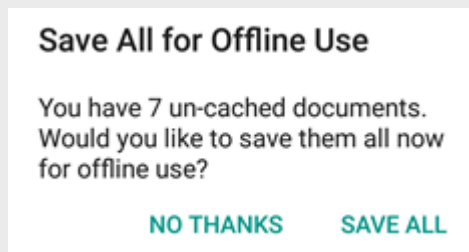
Tapping on the board book icon will display your meeting materials integrated within the agenda for that meeting. To view your meeting materials, tap on the document associated with that agenda item. You can toggle between the full screen of the agenda and the document by using the expand/contract  icon in the top corners of the document panes.

## Starting A Discussion


A discussion can be started and participated in from any of the member Govenda apps including the Web App, iPad App, iPhone App, Android Tablet App and Android Phone App. To learn more, check out our Member Messaging Guide

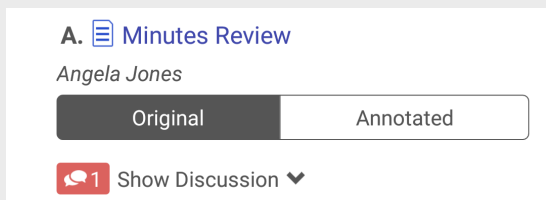
## Offline Use

When opening a board book for the very first time, a “Save All for Offline Use” option will appear. This gives you the chance to download all of your documents at one time so that they will be available offline. Tap the “Save All” button to download all of the documents at once or hit “No Thanks” if you want to download documents at a later time.



## Annotating Documents

With a document open, tap the annotate icon  at the top of the file name. This will open the annotations toolbar where you can then select from multiple annotation tools such as sticky notes, stamps, highlighters, text, and much more.



Your annotated document will autosave as you make annotations and also when you close the document.

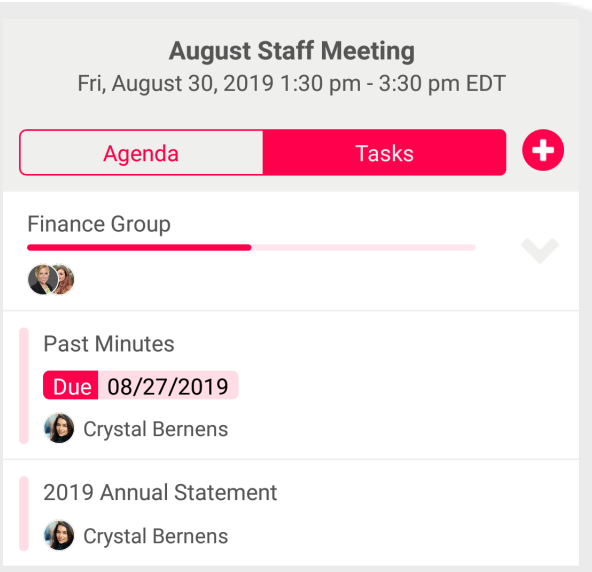
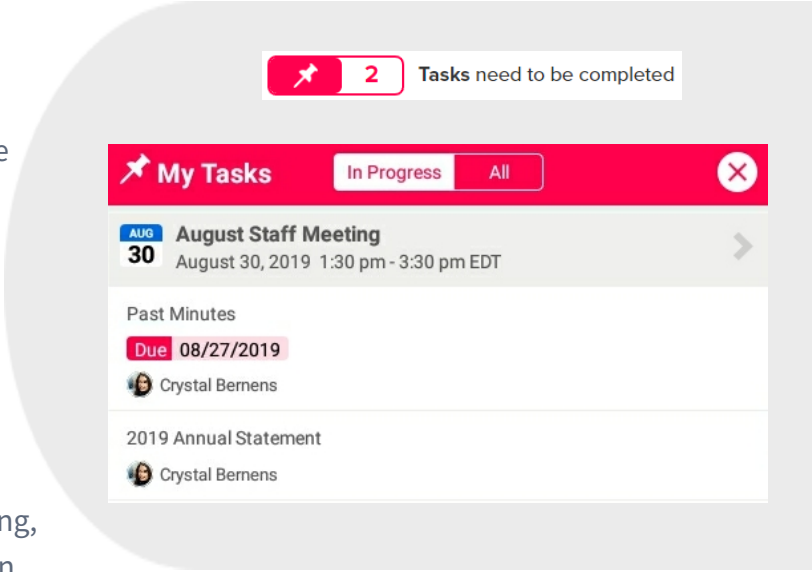
Your annotated copy will be saved underneath the original document on the agenda page. Tap on this line item to open your annotated document.

You can also make annotations while offline. They will save for accessing while offline, then the next time you log in while online the annotations will sync and be available across all Govenda platforms.

### Tasks Dashboard Notification

If a task has been assigned to you, you'll receive a notification by email as soon as the task is created. In addition, you will see an icon listed on their member app dashboard. To view your tasks in more detail, you can simply click on the tasks icon and a window will open which lists in-progress as well as closed tasks.

Remember, the tasks are visible to you as long as the meeting is published. From this task listing, you can mark a task as completed by clicking on the status circle to the right of the task. When you do so, the admin who created the task will be notified of the completion.



### Tasks on Agenda Page

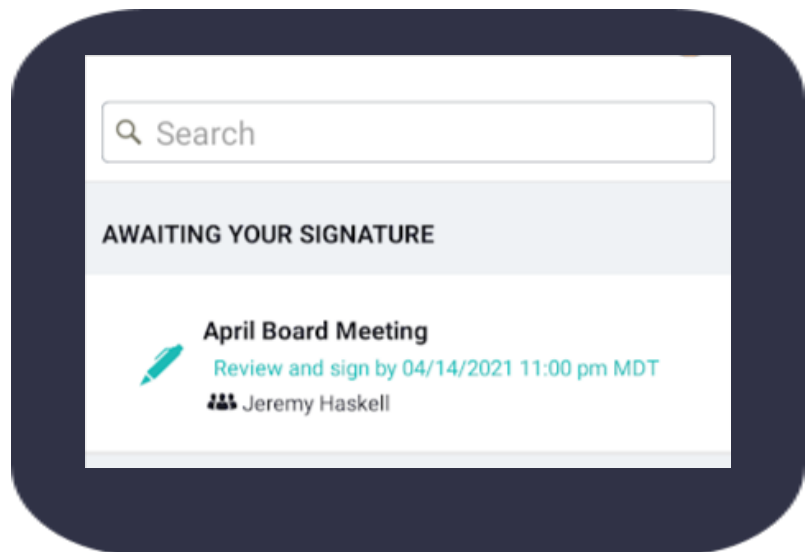
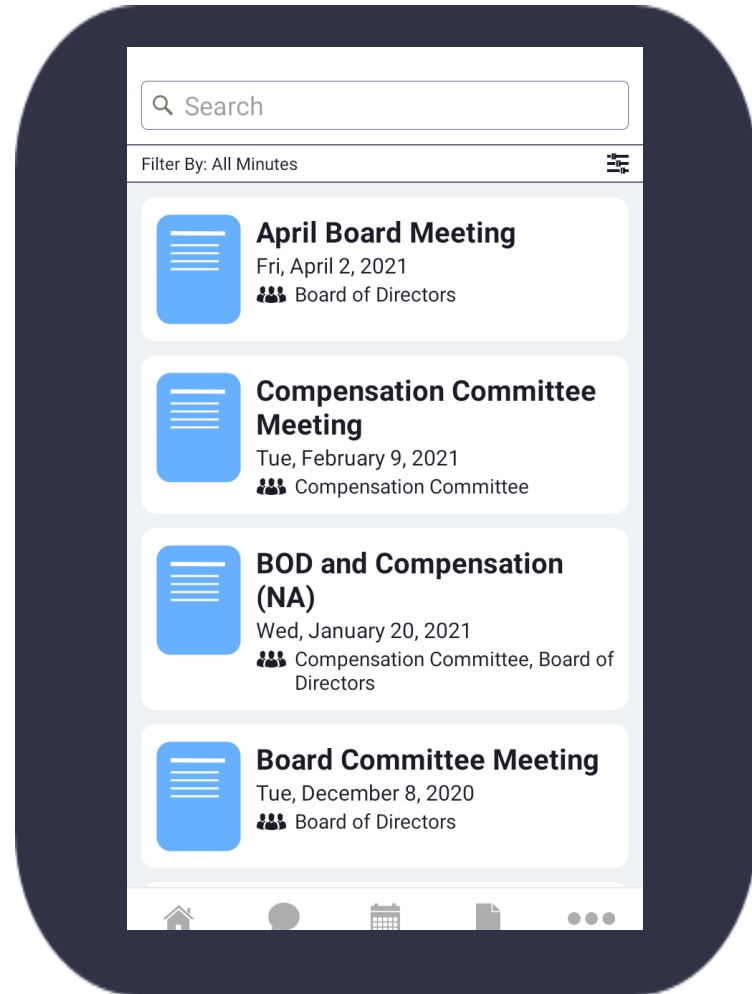
From the meeting agenda area, you can also see and manage the Tasks that have been assigned to you for that meeting. If you're an Admin or Committee Admin you will have the ability to also create and edit tasks for this meeting.

Please refer to the Admin Tasks Guide for additional information on creating tasks.

### Minutes

To view minutes of past meetings, tap on the “More” tab and then tap on “Minutes”. You can filter by Groups/Committees and by Years. The meeting name, date and groups invited to the meeting will be listed. Tap on a meeting to view the associated minutes.

### eSign (Enterprise Subscription Only)



eSign is where documents have been sent to capture your electronic signature. If you have open approvals they will show on the dashboard as well as on the eSign page accessible by tapping on the “More” tab and then selecting the “eSign” icon in the bottom navigation.

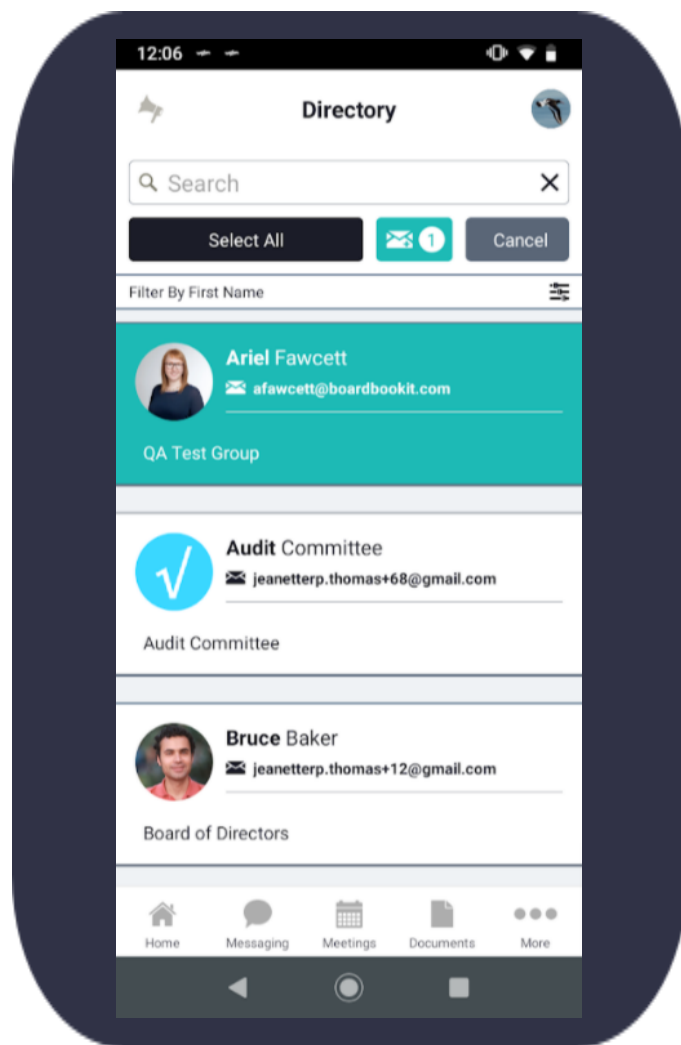
On the eSign screen, open approvals will appear first, but you can also toggle to completed approvals to access anything you’ve previously signed.

Hitting the Approval link will take you to the eSignature details screen. From there you can read any description of what is to be signed, review any supporting documents that have been provided, and finally electronically sign documents.

Hit the “Review and Sign” button to access the documents requiring your signature. They will then appear with a sticky note in the designated area for your signature. The ability to “Decline” is also available in the upper right corner. Declining will cause the approval to move the approval into a declined status where no other e-signatures will be allowed to be collected.

### Directory

Tap on the “Directory” tab to view members and their personal information. You can filter the directory by group/committees, roles, or alphabetically by first/last name. Tap on the “Email” button and select individual or multiple members to email at the same time. To view more detailed profile information, tap on the member’s name.



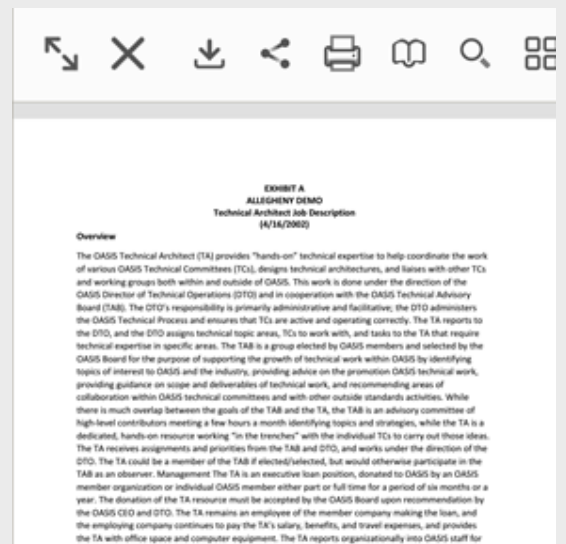
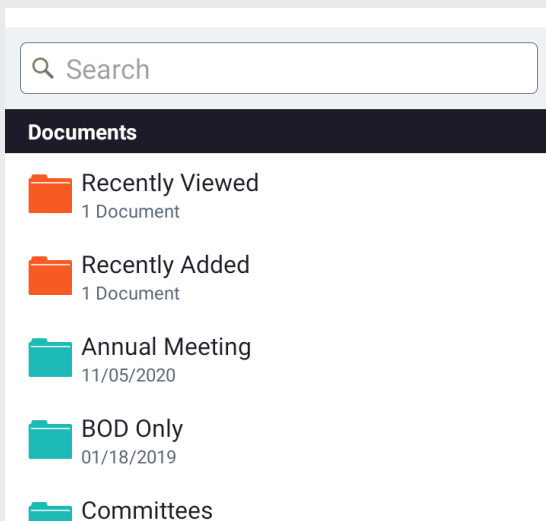
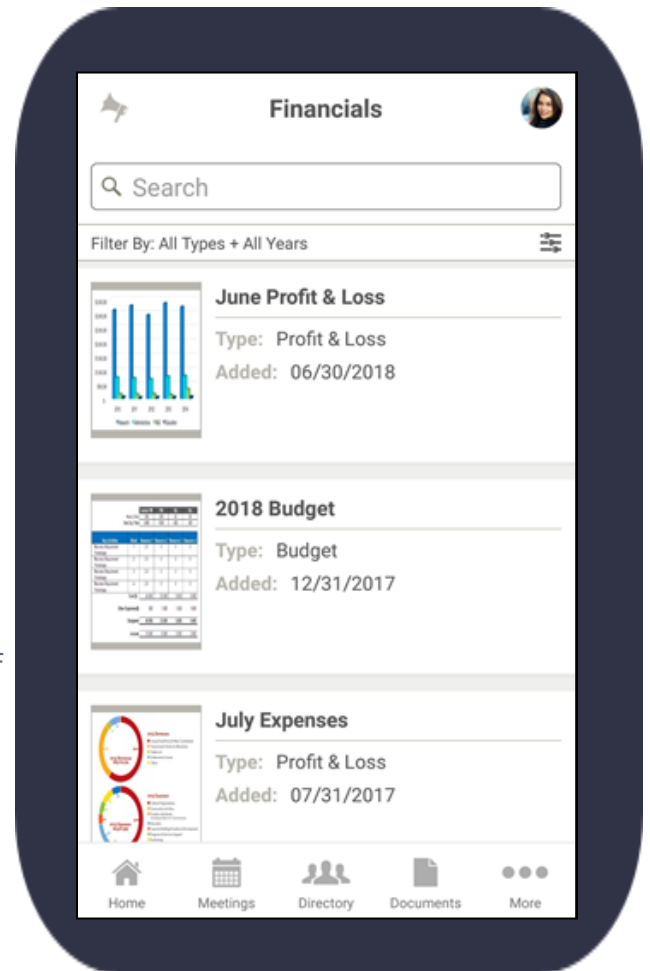
## Financials

To view the financials repository, tap on the “More” tab and then select the “Financials” tab. You can search by name and filter your view by year and/or statement type. Tap on a document to view the financial statement.

## Documents

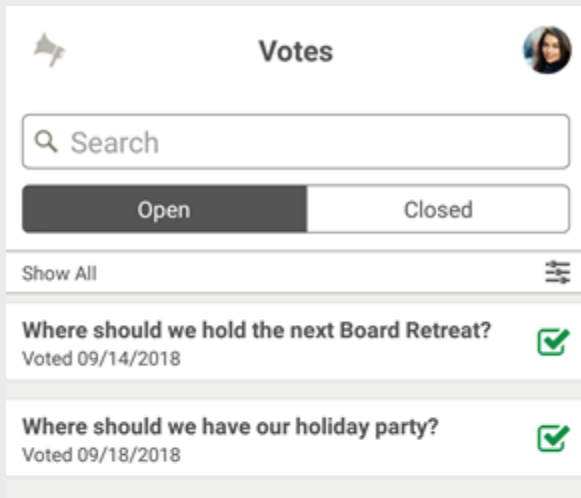
By tapping the “Documents” tab, a list of folders containing uploaded documents will appear. You can search for a specific folder in the search bar at the top. If you tap on a folder, the documents will be listed.

Choose a document from the list to read and once a document is in view, you may print or send it out via email if allowed by your Govenda administrator.



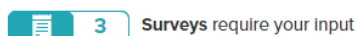
### Votes

Votes can be accessed by tapping on the Votes tab from your dashboard and by clicking on 'More' and then again on 'Votes' in your bottom navigation panel. To quickly vote, tap on a vote listed and submit your answer. Completed votes will show a checkmark beside them. If you access 'Votes' through your navigation panel, you'll be taken to the Votes details page where all open and closed votes can be viewed. Tap on an open vote to submit an answer and view results. If a vote is closed, no more voting can be done.



### Surveys

Govenda's Surveys functionality allows board members to answer complex surveys with ease while in the Govenda app. With just a tap or click of a button, answer questions, view documents, e-sign, and submit all in one feature. If any surveys require input, members will see an icon listed on their dashboard. To view open and completed surveys, click on this icon.



### Survey Status

The status of each survey is visible from the Surveys page and can be viewed in more detail or completed by clicking on the Survey name.

- In Progress- Member has started to answer the survey, but has not fully been completed yet.
- Incomplete- Member has not started this survey yet.
- Submitted- Member has completed and submitted the survey. You can click to view the submission.

### Answering Questions

To begin filling out a survey, click on a question. The list of survey questions will be in view on the left and the question itself on the right. Tap or click on your answer and then save changes. Click ‘Next’ to move to the next question or click on a question from your list on the left to jump to it. As questions are answered, you’ll see green check marks appear or even a red ‘x’ if answered as ‘Not Applicable’. A question mark just means that it’s yet to be answered.

### Dependent Questions

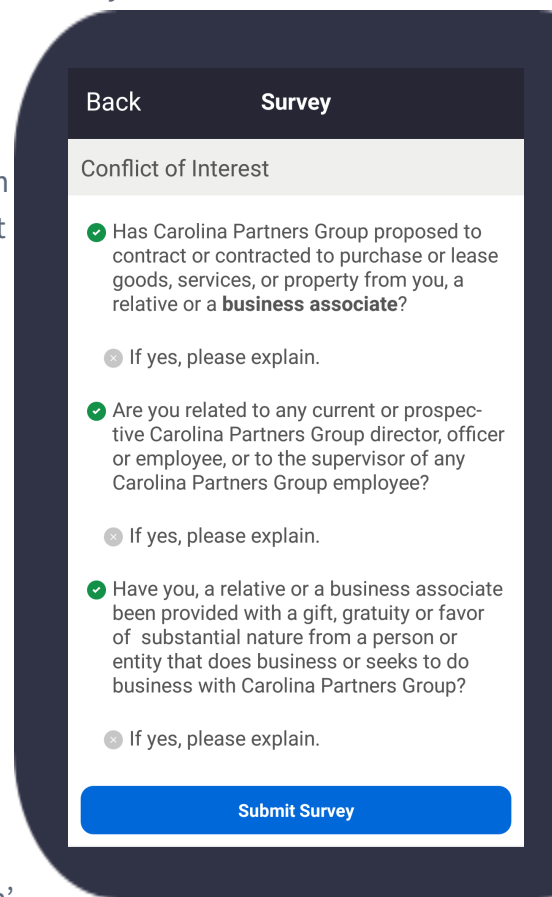
Some questions are dependent on a particular answer chosen from a previous question. So, if that answer isn’t chosen, the dependent question will show wording that states it’s ‘Not Applicable’ to you.

### Definitions

Bold wording within a question indicates that there’s a definition attached to it. Click on the wording to view the definition.

### Submitting A Survey

Once all survey questions have been successfully answered, a ‘Submit Survey’ button will appear at the bottom of your listed questions. To submit your completed survey, click this button. The next window will show your survey and answers in PDF form. If your Admin has requested your eSignature, you’ll see a ‘Tap to Sign’



area at the end of the survey. Tap this area to e-sign and then Ok to confirm your signature. The survey will then be moved to the ‘Completed’ tab or your surveys page where you can view your submission at any time.

### Rejected Survey

Admins have the ability to reject a member’s submission. If this happens, members will receive an email notification alerting them of the rejection. At that point, the member will need to go back to that survey to complete and submit again.

### Switch Board

If you are associated with more than one organization that uses Govenda, you have the option of quickly switching to that organization’s Govenda account by hitting your profile picture at the top right of your screen. From there, select click “Switch Board”. This section will only show if you have multiple Govenda accounts.

### Help & Support

For support, tap on the “More” tab to bring up an option to then tap on “Support”. You can send a message directly to Govenda Support, give feedback, and search through a knowledge base where helpful articles are listed. They can help provide you while working in the Govenda application.

Govenda Help & Support can be accessed directly from the [Admin portal](#).

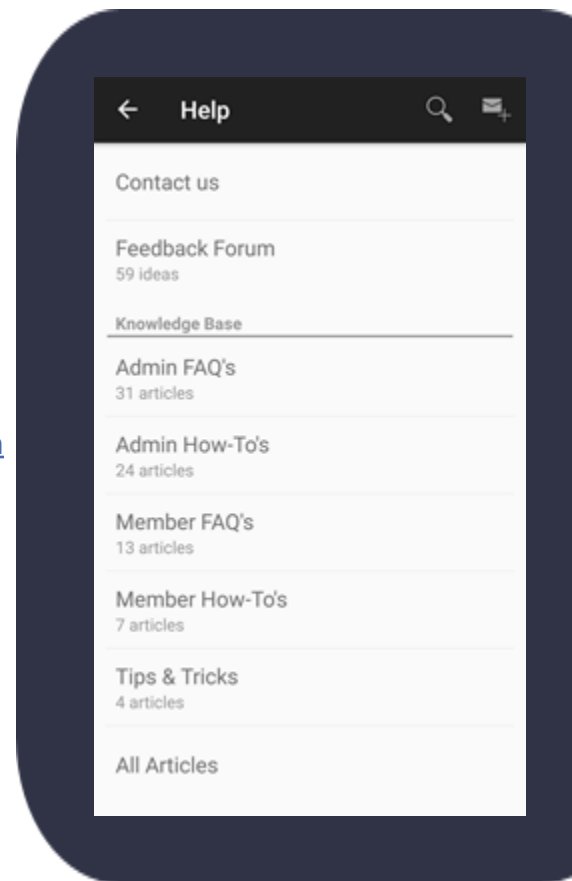
United States: 412.436.5180

United Kingdom: +44 330 828 0969

Australia: +61 2 8036-3169

Hong Kong: 800 933 001

Germany: 0800 1815727



## Settings

To get to “Settings”, tap on your profile picture in the top right of your screen. From there, tap on “Settings”. In this area, you can change your name, email address, password, date format, auto-logout time and enable push notifications. You’ll also be able to see storage space left on your device and clear your offline accessible documents.

