



# BOARDNET

Your Online Boardroom

## BoardNet™ Product and Services Overview

### Product Description:

BoardNet is a secure, Web-based portal application that combines content management, document management, and collaborative portal tools into one easy-to-use solution for hospital trustees.

*"We were struggling to go paperless with our board meetings, and CareTech helped us with a Web solution, and that's been a great success and a great hit."*

**Lynn Orfgen**  
CEO

Crittenton Hospital Medical Center

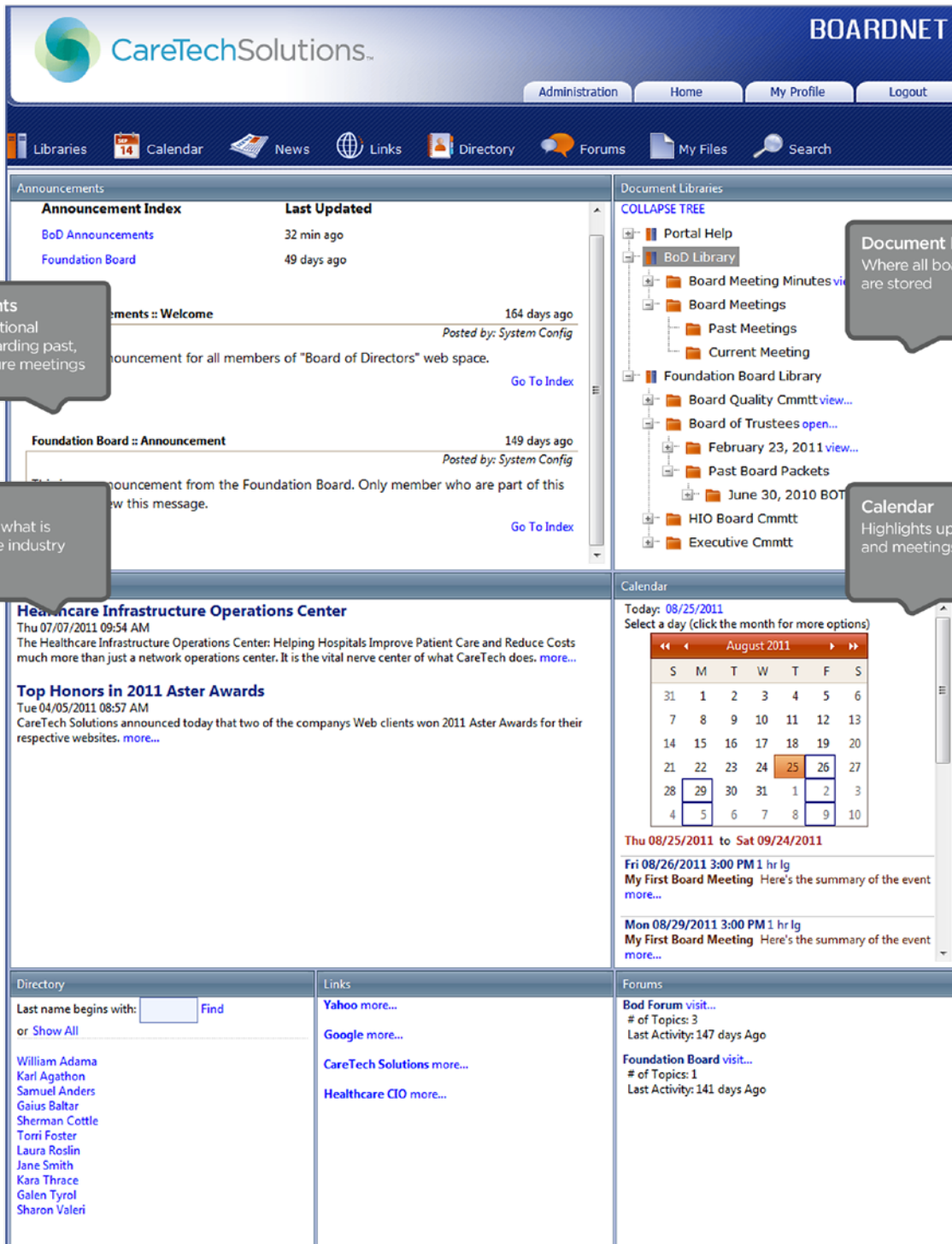
Working from a centralized database repository, BoardNet provides members with access to information from any location via the Internet and a Web browser. Members may also communicate with each other via secured forums and by posting notes to documents. The information within BoardNet can be self-administered by one or more administrators.

BoardNet's data repository system can store virtually any type of electronic document file, including Microsoft Office (Word, Excel, PowerPoint, etc.), Adobe PDF, and many others.

Access to BoardNet is restricted by creating users and roles. Because the website is permission-based, BoardNet will only display content and information that a user has rights to view. Administrators can be given access to different areas of the site. BoardNet can be hosted by CareTech Solutions or by the client.

The system is also iPad-compatible; you can now review your meeting calendar, agenda, documents and the document archive library on an iPad.

## Screenshot of BoardNet home page



**CareTechSolutions™** **BOARDNET**

Administration Home My Profile Logout

Libraries Calendar News Links Directory Forums My Files Search

**Announcements**

Announcement Index	Last Updated
<a href="#">BoD Announcements</a>	32 min ago
<a href="#">Foundation Board</a>	49 days ago

**Document Libraries**

COLLAPSE TREE

- Portal Help
- BoD Library
  - Board Meeting Minutes view...
  - Board Meetings
  - Past Meetings
  - Current Meeting
- Foundation Board Library
  - Board Quality Cmmtt view...
  - Board of Trustees open...
  - February 23, 2011 view...
  - Past Board Packets
  - June 30, 2010 BOT
  - HIO Board Cmmtt
  - Executive Cmmtt

**Calendar**

Today: 08/25/2011  
Select a day (click the month for more options)

August 2011						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Thu 08/25/2011 to Sat 09/24/2011

**Fri 08/26/2011 3:00 PM 1 hr lg**  
**My First Board Meeting** Here's the summary of the event [more...](#)

**Mon 08/29/2011 3:00 PM 1 hr lg**  
**My First Board Meeting** Here's the summary of the event [more...](#)

**Recent News**  
News regarding what is happening in the industry

**Announcements**  
Broadcasts additional information regarding past, present and future meetings

**Document Library**  
Where all board documents are stored

**Calendar**  
Highlights upcoming events and meetings

**Healthcare Infrastructure Operations Center**  
Thu 07/07/2011 09:54 AM  
The Healthcare Infrastructure Operations Center: Helping Hospitals Improve Patient Care and Reduce Costs much more than just a network operations center. It is the vital nerve center of what CareTech does. [more...](#)

**Top Honors in 2011 Aster Awards**  
Tue 04/05/2011 08:57 AM  
CareTech Solutions announced today that two of the companys Web clients won 2011 Aster Awards for their respective websites. [more...](#)

**Directory**  
Last name begins with:  Find  
or Show All

- William Adama
- Karl Agathon
- Samuel Anders
- Gaius Baltar
- Sherman Cottle
- Tori Foster
- Laura Roslin
- Jane Smith
- Kara Thrace
- Galen Tyrol
- Sharon Valeri

**Links**

- [Yahoo more...](#)
- [Google more...](#)
- [CareTech Solutions more...](#)
- [Healthcare CIO more...](#)

**Forums**

**Bod Forum visit...**  
# of Topics: 3  
Last Activity: 147 days Ago

**Foundation Board visit...**  
# of Topics: 1  
Last Activity: 141 days Ago

## BoardNet Features

The standard BoardNet installation includes 13 features. Not all features need to be activated, as many clients prefer to utilize only those modules that suit their unique needs.

### Administration

- Administrators can create, edit, or delete users and roles for authorized areas.
- Users can be placed into roles to match client's organizational structure (for example, a role for Finance Committee members can be created).
- All features can be secured by selecting rights (read-only, edit, etc.), and by selecting roles and users to grant selected rights.
- Security can be configured for an individual item (for example, a news article) or, for ease of management, for a group of items (for example, a folder and all of the files contained in the folder).
- Administrators have the ability to send eMail notifications. eMail templates and associated distribution lists can be saved for efficient composition and ease-of-use.

### Announcements

- Allows administrators to post notices.
- Used for providing system-wide or divisional notices.
- Web-based editor used for creating announcements.

### Document Library

- Allows administrators to post files, content, and to organize files into folders.
- Member access can be restricted based on username or roles.
- Electronic files can be organized into folders.
- Folders can be nested to any depth to support a wide variety of organizations.
- Folders can contain Web content, such as agendas or other important information.
- Web content is created using a Web-based editor with rich tool set.
- Content can be linked to files.
- Files may include standard attachments (Word, PDF, Excel, JPG, etc.).
- Members can post notes to documents for note taking. Document notes can be public (viewable by anyone who can view the file) or they can be private (viewable only by the member who posted the note).

## BoardNet Features (continued)

### Calendar

- Allows administrators to add events to group calendars.
- Easy-to-use graphical calendar.
- Events can contain summaries, rich Web content, and even files.
- Events can be one-time, or can have any recurrence pattern (for example, recur every Tuesday of every month; end after five occurrences).

As boards are held more and more accountable for their actions, it's very important that there be a continual, easy flow of information to speed accurate decision-making.

Mailing out paper "board books" and reports is an expensive way to distribute critical information - which is outdated almost as soon as it is sent. With a board Web portal like BoardNet, information is always up-to-date, easily accessible via the Internet, and organized for each board member's individual needs.

### News List

- Allows administrators to add news articles for member viewing.
- News articles can contain images, summary, article text, and can be activated by date.
- Articles are created using a Web-based editor with rich tool set.
- Allows for external RSS feeds to be integrated into the News List.

### Link List

- Allows administrators to add links to external or internal websites for member reference.
- Links can contain summaries.

### Directory of Contacts

- Allows administrators to manage contact information of members or non-members.
- Members can search for contact information by "last name begins with," or view a full listing.
- Fields can be customized for the client to show appropriate information, such as specialties, office hours, or biography.
- Contact information can also contain a photo of the individual.

### Page

- Can retrieve content from website pages generated by the CareWorks™ content management system.
- Allows CareWorks users to actively post website-page content to BoardNet from the content management system.

## BoardNet Features (continued)

### Forum

- Forums allow members to conduct threaded conversations.
- Topics can be added to forums to discuss related matters.
- Once a topic is created, replies to the topic can be submitted by members.
- Topics can be “locked” to prevent further replies.
- Topics can be used to ask a question and the solution to the question can be saved for future reference.
- Topics can be made anonymous to hide identities.

Web-based communications among board members can help them refine their positions or develop new questions and concerns and make the next board meeting more robust and engaging.

### My Files

- Members can upload files for their own reference and storage.
- This feature can be disabled to limit member information storage.

The trustee portal can keep the board connected to the hospital's current achievements, awards, press releases and other relevant news.

### My Profile

- Members have the ability to change their password or update other information at any time, including their eMail address, title, and phone number.

### Usage History

- Global history of the applications usage can be viewed.
- History can be filtered by action (login, create, view, delete, etc.), user name, or object type (File, News Article, Forum Topic, etc.).
- A date range can be selected and results can be sorted for viewing.

### Keyword Search

- A keyword search can be used to find information.
- Keyword search looks for matches in the Document Library, its folders and files, Calendar, News Lists, Link List, Directory of Contacts, and Forums.

## BoardNet Platform Overview

BoardNet is a Microsoft .NET application. Server requirements include Windows Server 2003 or 2008, .NET Framework 3.5 SP1, Windows IIS version 6 or 7, and Windows Indexing Service must be installed. Database requirements include Microsoft SQL Server 2005 or 2008; full text indexing and CLR assembly support must be installed and enabled.

CareTech Solutions offers hosting services for BoardNet

A well-informed board can help your hospital identify industry trends, scrutinize its strengths and weaknesses, and provide complementary knowledge and perspective to your management team.

## BoardNet - Functionality and Implementation Overview

- The structure and hierarchy of the site will be based on client-provided information. CareTech will develop the structural implementation and installation plan based on supplied information.
- The site will be a Web-based system that requires a username and password for entry. Upon authentication, the user will only have access to information he or she is authorized to access.
- Content and security can be fully maintained by using the included, secure, completely Web-based administration module. The administration pages are available from any location via the Internet using modern versions of popular Web browsers.
- Client will provide all user names and user eMail addresses. Passwords can be automatically generated and eMailed to users in a "Welcome" eMail that can contain other helpful information. Users have the ability to change their password or update other information at any time, including their eMail address, title, and phone number. Active Directory can be used for user authentication, alternately or in addition to custom usernames and passwords.
- BoardNet usage and member activity can be analyzed by filtering, sorting, and viewing usage history data.

## Implementation Summary - Creative Layout and Design

BoardNet is a template-based, database-driven content management system and document repository. The self-contained code can be easily put in place and hosted in one location.

The login page and member area can contain the client logo within the top header of the application. Additionally, a color scheme that matches client branding will also be chosen for the login and member area. The home page content area can be re-arranged to emphasize particular content items. For example, News Lists, Link Lists, Announcements, etc., can be moved, resized, or removed from the home page.

The administration pages will have standard BoardNet administration layout and colors to differentiate the administration area from member pages.

CareTech Solutions provides a Web-based training session as part of the implementation. Training service includes complete demonstration and visual instructions on how to access and operate BoardNet and all associated features. A guide is included with the training.

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Helping extraordinary people  
do extraordinary things