

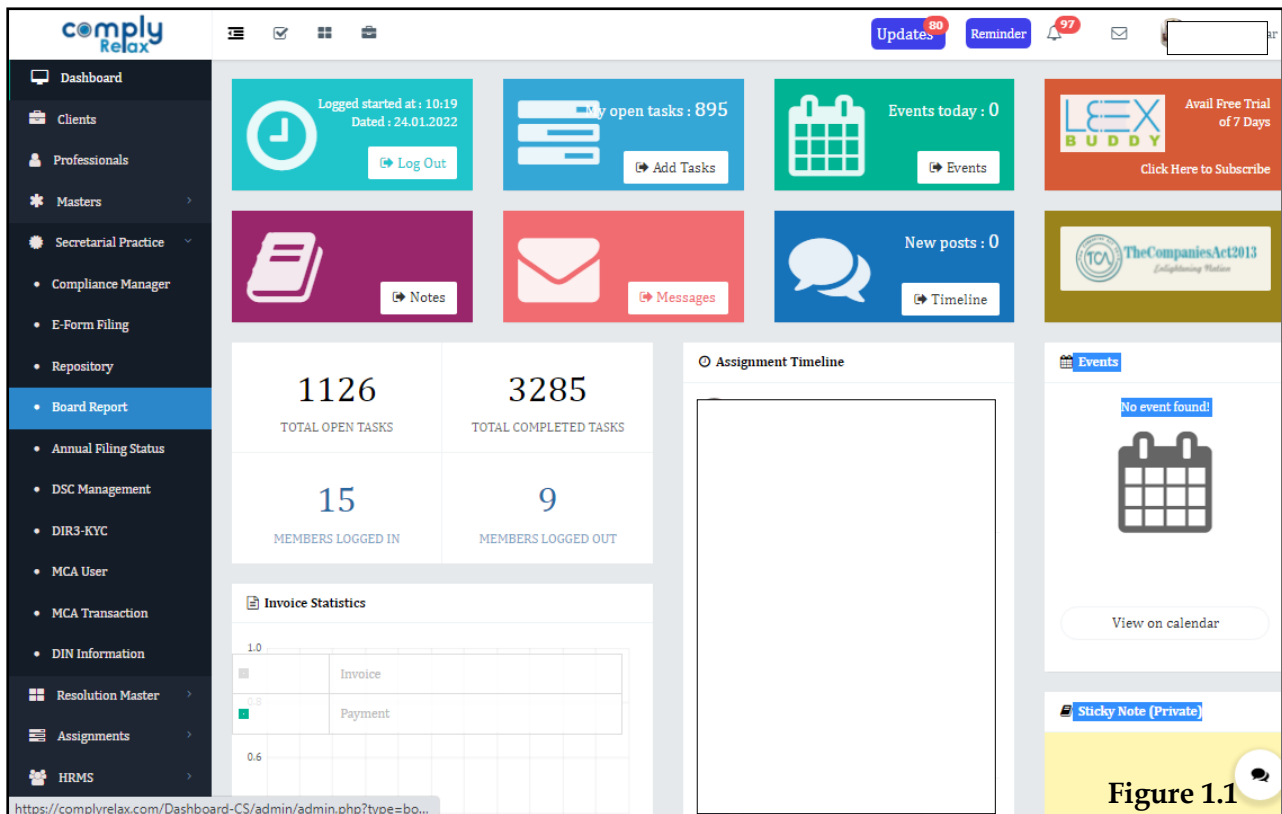
**Add your own standard content of board report**

Dear users, we have added the facility to standardize your board report.

You can change the standard text of certain points in board report. All the board reports that you prepare after making changes will be prepared using the content added by you.

Please follow these steps to access this feature:

**Dashboard ⇒ Secretarial Practice ⇒ Board Report**



You can copy the standard content in your account and then make changes according to your requirements.

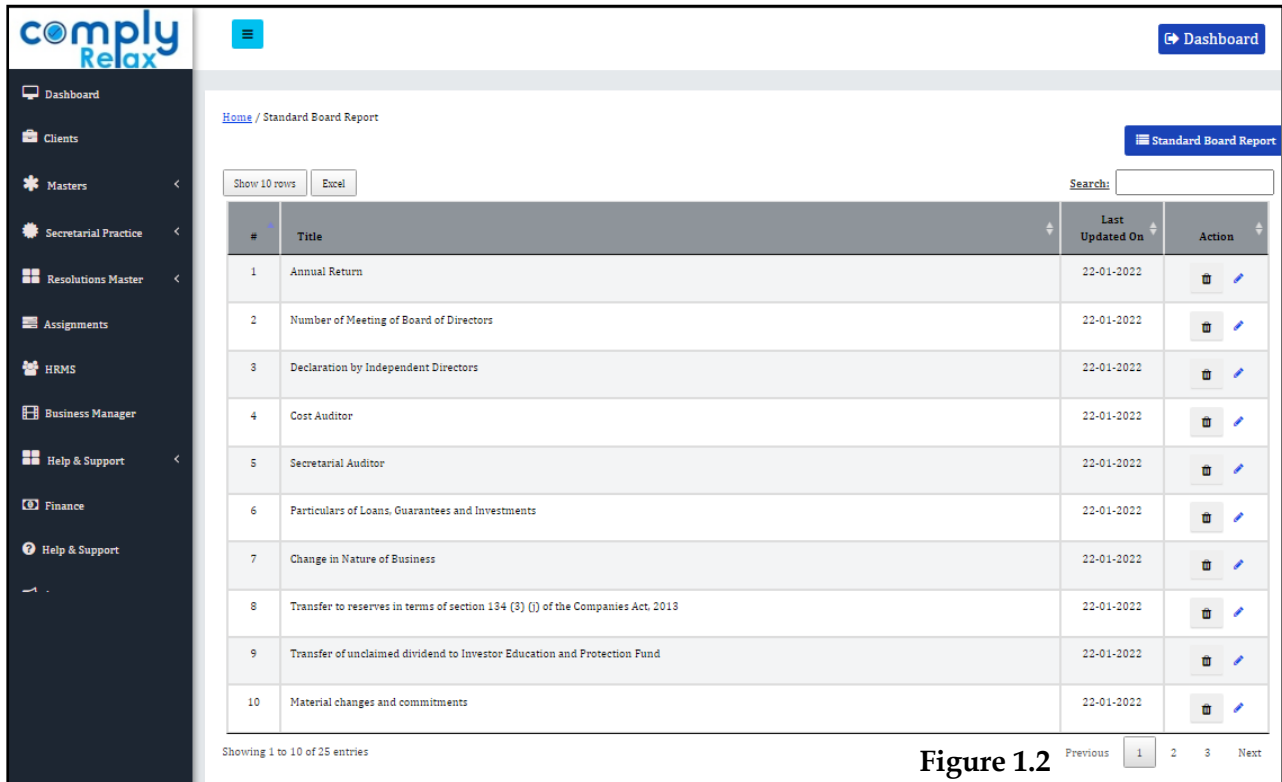


Figure 1.2

As shown in the above image click on the "**Standard Board Report**" button and you will be displayed with the list of standard content of board report.

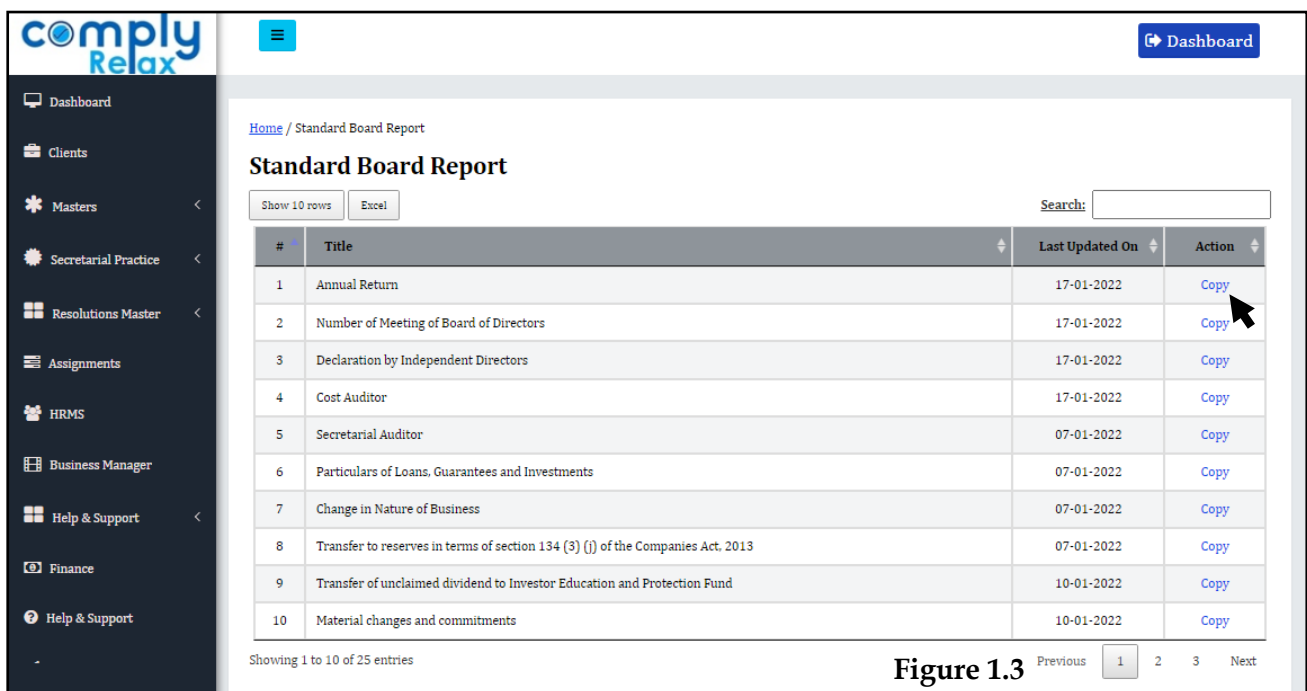
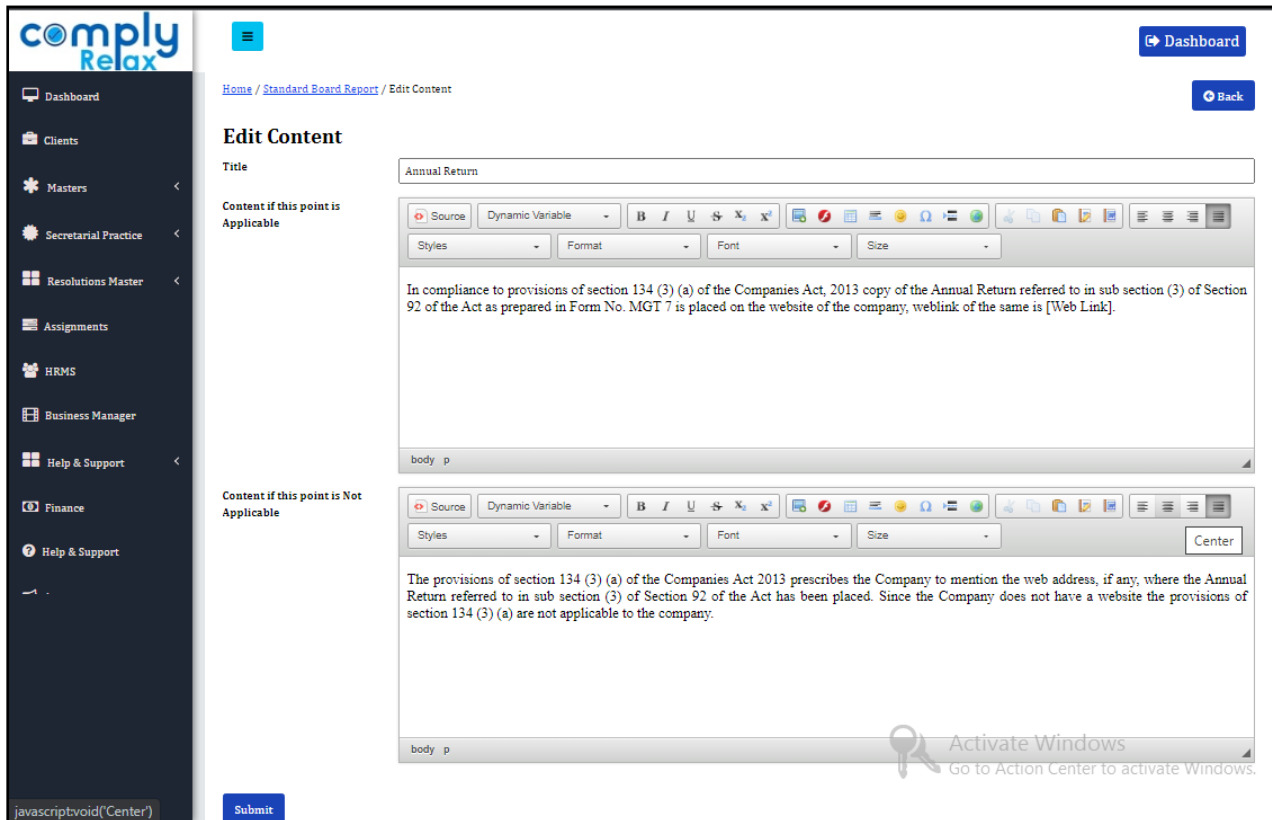


Figure 1.3

Now you can click on the **Copy** button to copy each heading to make changes according to your standards.

The heading that you have copied will start appearing in your standard with edit option as shown in the **figure 1.2**.



Changes made by you will appear in your board report respectively.