



Quidlab E-Meeting & Voting System User's Manual

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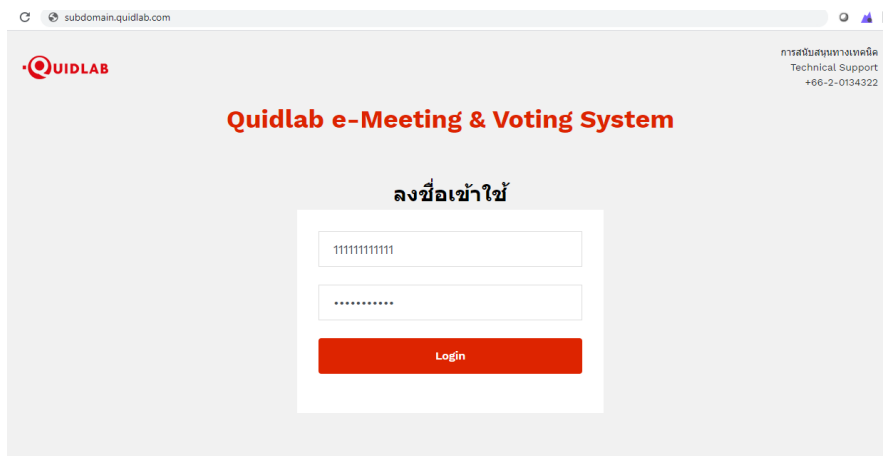
Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is very easy to use system and does not require any special skills. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use computer, laptop, tablet or phone.

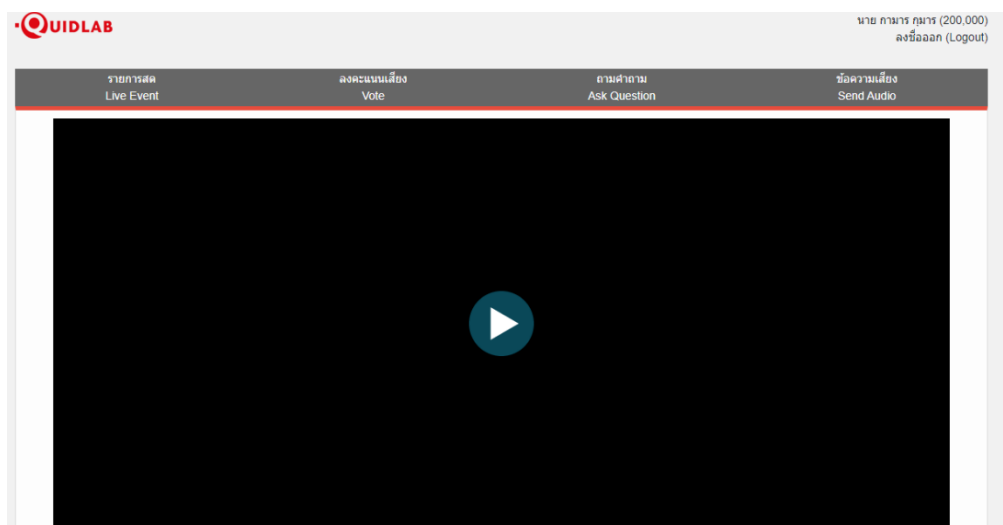
You will receive an email with username and password. This username and password are valid only for E-AGM or E-EGM of company stated in the email. Email also contains a link to join the meeting like <https://subdomain.quidlab.com>

How to Login

1. Click on link in email or type url in browser to join meeting. After clicking you will be taken to E-AGM website.



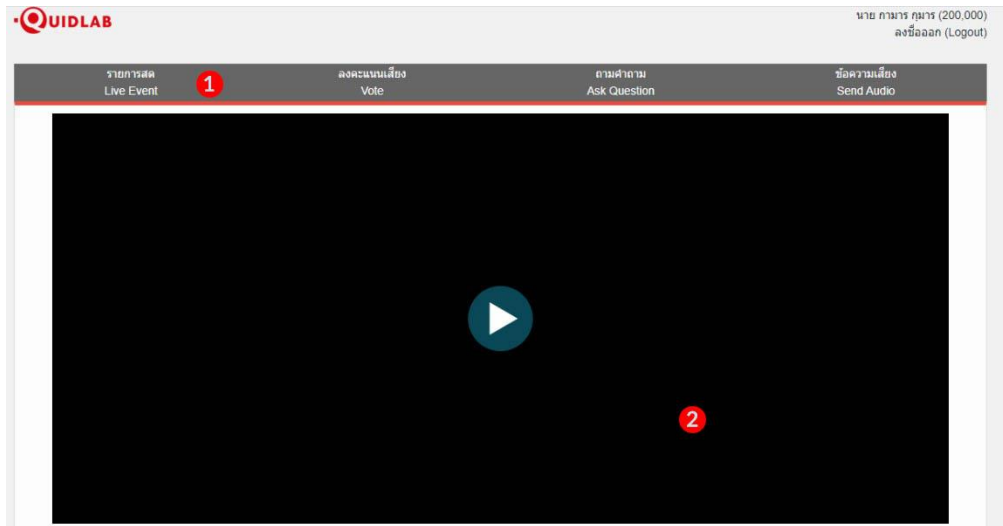
2. Enter your username & password and click on Login button.
3. If username and password are correct you will be granted access and screen will be presented as shown below:



How to Navigate

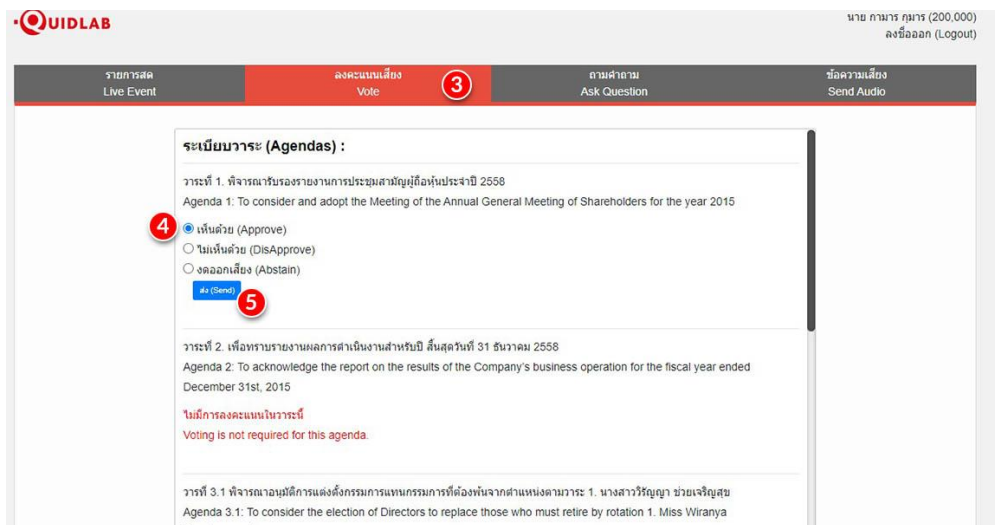
E-AGM system has 4 parts which can be navigated by clicking on menu links and are described as below:

Live Event Menu (1)



This is the default menu you are taken to after login. (2) Live broadcast of E-AGM will be streamed in this section.

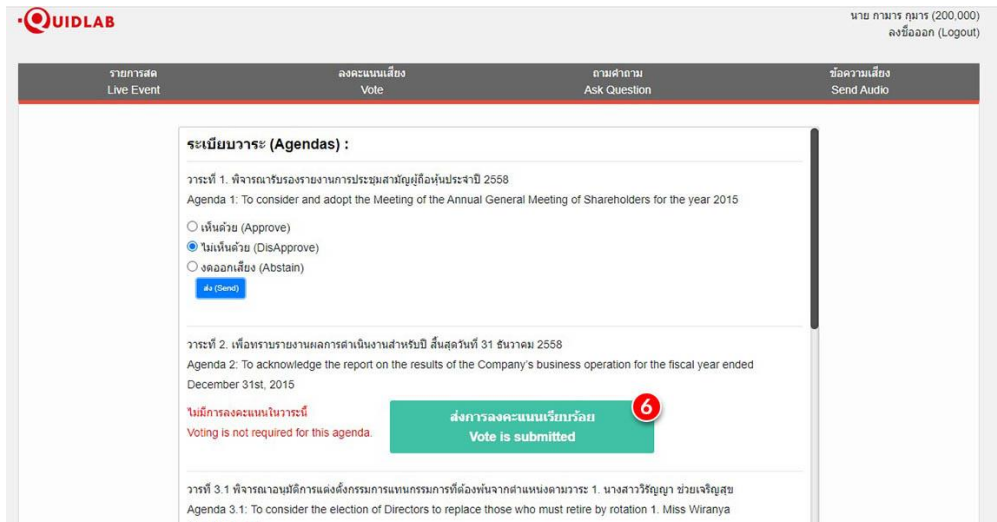
Vote Menu (3)



Once you click on Vote menu, you can navigate to Voting section to cast your vote. You can see all agendas listed here and can cast your vote any time till the time Agenda is not closed. Once Agenda has been discussed and closed you cannot change your vote.

There is a separate Send Button for each agenda. You must click on radio button (4) to choose, Approve, DisApprove or Abstain and then click Send (5).

Once your vote is submitted you will be notified by a pop-up alert message (6).

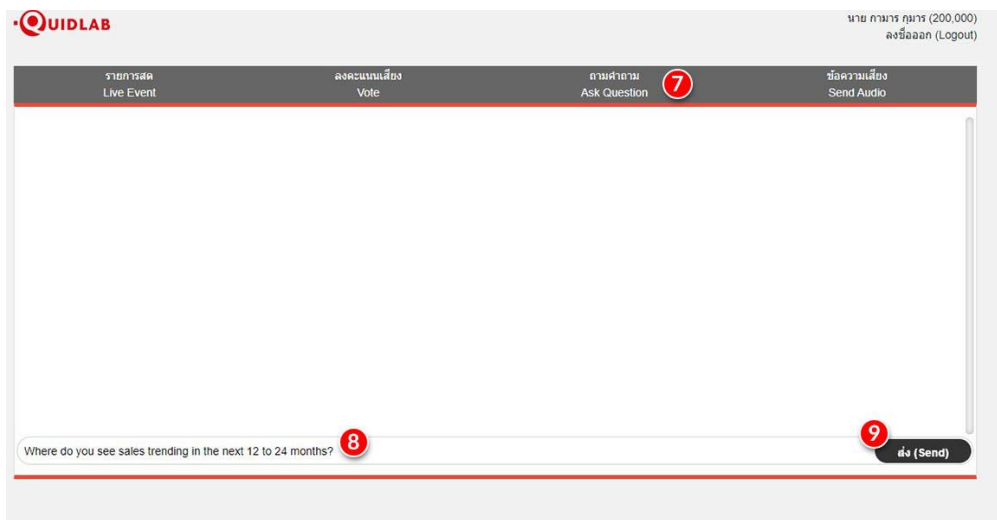


Asking Question

System supports Two channels to ask question by typing your question in chat window or by sending an audio message.

Ask Question using text message

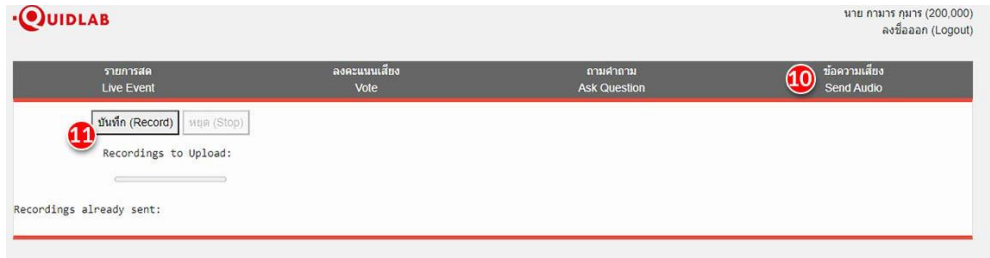
Click on Ask Question menu (7) to navigate to Ask Question chat screen. You can type your message in the textbox (8) of question and click on send button (9).



Once your message is sent to company officers, it will appear in top window. Your question can not be seen by any other user except company officers. Company authorized person will answer your question using streaming video which can be heard by all other users.

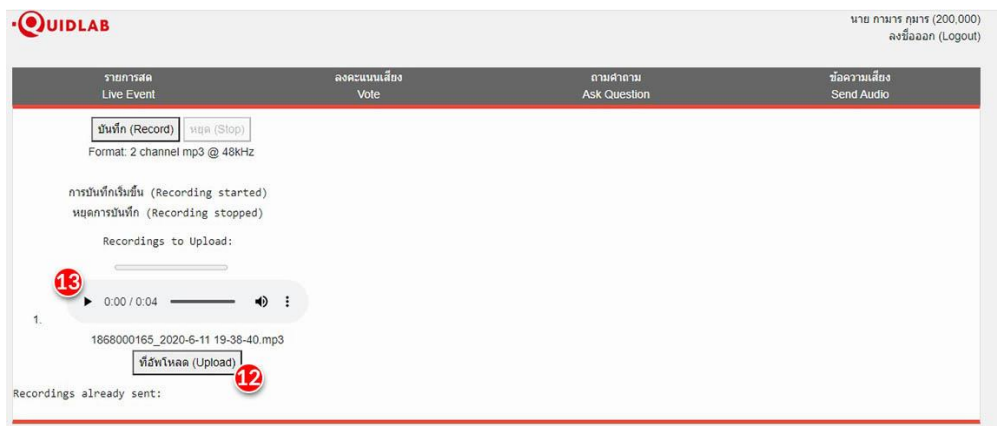
Ask Question using Audio message

If you wish to ask a question by recording and sending a voice message, then click on Send Audio (10) menu.



To record an audio message, click on Record Button (11). Once you finish recording you can click on Stop Button.

You can record a maximum of 2 minutes of audio message. Once you stopped recording message is still with you and have not been sent to company till the time you click on Upload button (12), hence you have a chance to listen (13) to your message prior sending to server.



Once you click on Upload button audio message will be sent to company officer and will appear under 'recordings already sent:' (14) section.



Technical Support

If you face any technical difficulties accessing the E-AGM system you can get in touch with Quidlab at via telephone on +66 082 5384 100 or via email at info@quidlab.com , before contacting technical support please read the Frequently Asked Questions (FAQ) below which may solve your issue.

When contacting technical support please provide full details of problem faced, any error message received, type of device used, browser name and version etc.

Frequently Asked Questions (FAQ)

Question: I cannot login?

Answer: As stated in technical support section always provide complete details else it may take longer to resolve your issues. Most common issue about login are as follows:

1. Incorrect username & password provided. Please check if you are copying and pasting username & password then it may not have been copied correctly. In most common cases a space at end of username and password also gets copied and hence you cannot login due to incorrect passwords. An example is below.
รหัสผ่าน: e2b4e56bb3a63
2. Other login issues can be due to network issue, no internet connection or other business rules (company may allow you to login only for example 1 hour before, you are login too late and meeting may have already been finished etc.), which are alerted to user and are self-explanatory.

Question: Why is there no sound or live video after I've joined a meeting?

Answer:

1. You are allowed to login earlier than meeting time to familiarize yourself with system, however Live streaming will start at meeting time as indicated on invitation.
2. Your browser may not activate video or audio due to privacy reasons. Check if audio is not muted or video is not paused. When streaming is live it will be indicated as shown in image below.



3. Please check your mobile's or computer's sound volume if audio is not muted.

Question: I can login but getting automatically logged out?

Answer: There are 2 reasons for getting logged out automatically.

1. For security reasons each user can login only on one device and if you try to login on another device or different browser on same computer previous login will get logged out automatically. Do not share your username & password with another person.
2. If you try to refresh your browser window (e.g. clicking on reload button or dragging screen on mobile which is equivalent to reload) you will be logged out as this may be considered as duplicate login.

Question: I cannot see video streaming it starts buffering or other streaming issue.

Answer: Quidlab uses multiple CDN to provide good quality streaming to all users. Our streaming system supports adaptive streaming which means it can automatically change quality depending upon your internet speed to provide you best streaming experience. If you face this issue please check your internet connection, WIFI or cellular signal for problems.

Question: My voting options are locked, not present for some or all of agendas.

Answer: There are some business rules which can prevent voting and are clearly marked under each agenda for your reference and are self-explanatory, some common cases are as follows:

- Agenda does not require voting and is for acknowledgement only
- Agenda is already closed hence it gets locked and you cannot change vote
- You logged in late and some of agendas were already voted
- A proxy form B was sent which has already been voted and does not allow you to change vote

Question: Do I have to wait for agenda to be discussed before I can cast my vote?

or

Question: Do I have to wait till the end of meeting?

Or

Question: I have other urgent matters to attend and not able to attend whole E-AGM?

Answer: You can cast your votes any time after login and all votes will be recorded. You can also change your vote till the time agenda is not closed by company officers. Once agenda is closed you cannot change your vote.

Question: Will it affect my voting if I logout and login again?

Answer: When you login first time system marks your votes as Approved however you can change your vote any time, even if you logout and login again. Login in and logout several times does not affect your previously casted votes.

Question: I cannot send any question or audio message?

Answer: Company conducting E-AGM may allocate certain time for question & answer session for example after each agenda or end of meeting.

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Please Wait for Q&A Session

Question: I have other technical question?

Answer: Please get in touch with us.