



**Quidlab E-Meeting & Voting System
User's Manual
For Directors & Company Secretary
Video Conferencing Option
(Secret Meeting)**

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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-Meeting or E-Meeting of company stated in the email. Email also contains a link to join the meeting like <https://subdomain.quidlab.com> (*Example Only*)

How to Login

1. Click on link in email or type URL in browser. After clicking you will be taken to E-Meeting website
2. Enter your username & password
3. Click Accept Terms, then click Login button.

บริษัท คิวดีแลบ จำกัด
Quidlab Co., Ltd.

การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ในวันอังคารที่ 16 พฤศจิกายน 2564 เวลา 10:30 น.
The 2021 Annual General Meeting of the Company's shareholders which will be held on Tuesday, 16th November 2021, at 10:30 a.m.

FOQUS
Quidlab e-Meeting & Voting System

ชื่อผู้ใช้งาน (Username)
รหัสผ่าน (Password)
 Accept terms

การสนับสนุนทางเทคนิค / Technical Support: +66-2-0134322
FoQus version 3.1.0 Served from Singapore

Terms of use
นโยบายความเป็นส่วนตัว นโยบายการคุ้มครองข้อมูลและเงื่อนไขการใช้งานของระบบ
Quidlab Privacy Policy, Data Protection Policy & Terms of use
นโยบายความปลอดภัยของข้อมูล Quidlab
Quidlab Information Security Management Policy

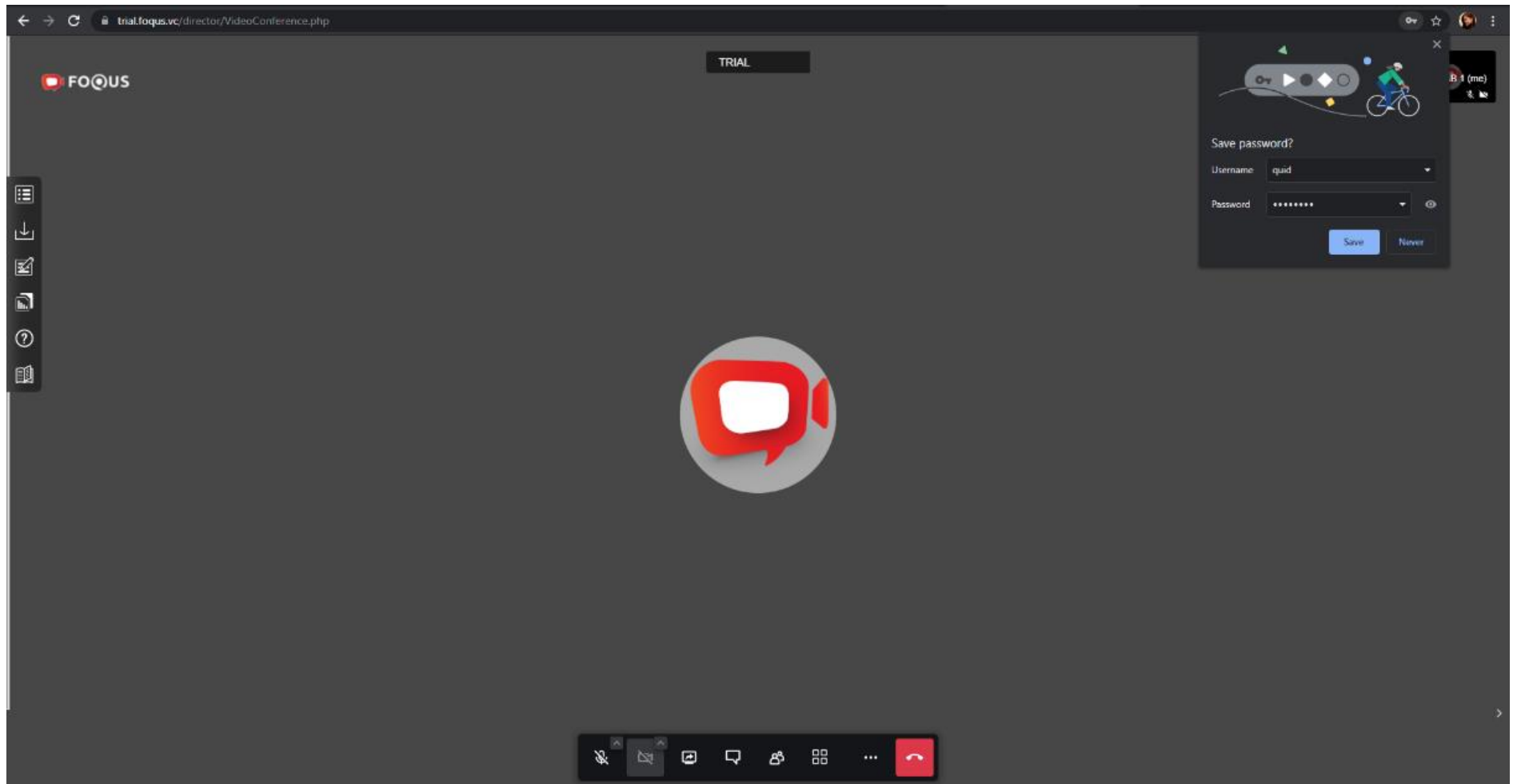
4. Once you click on login button wait for an OTP which will be sent to the registered mobile number, as shown in below screen



5. Enter the OTP and click on Confirm. If all the details are correct you will be granted access and below screen will be presented

6. You may be asked to “allow” camera and microphone permissions when you join meeting or when you start the camera and microphone.

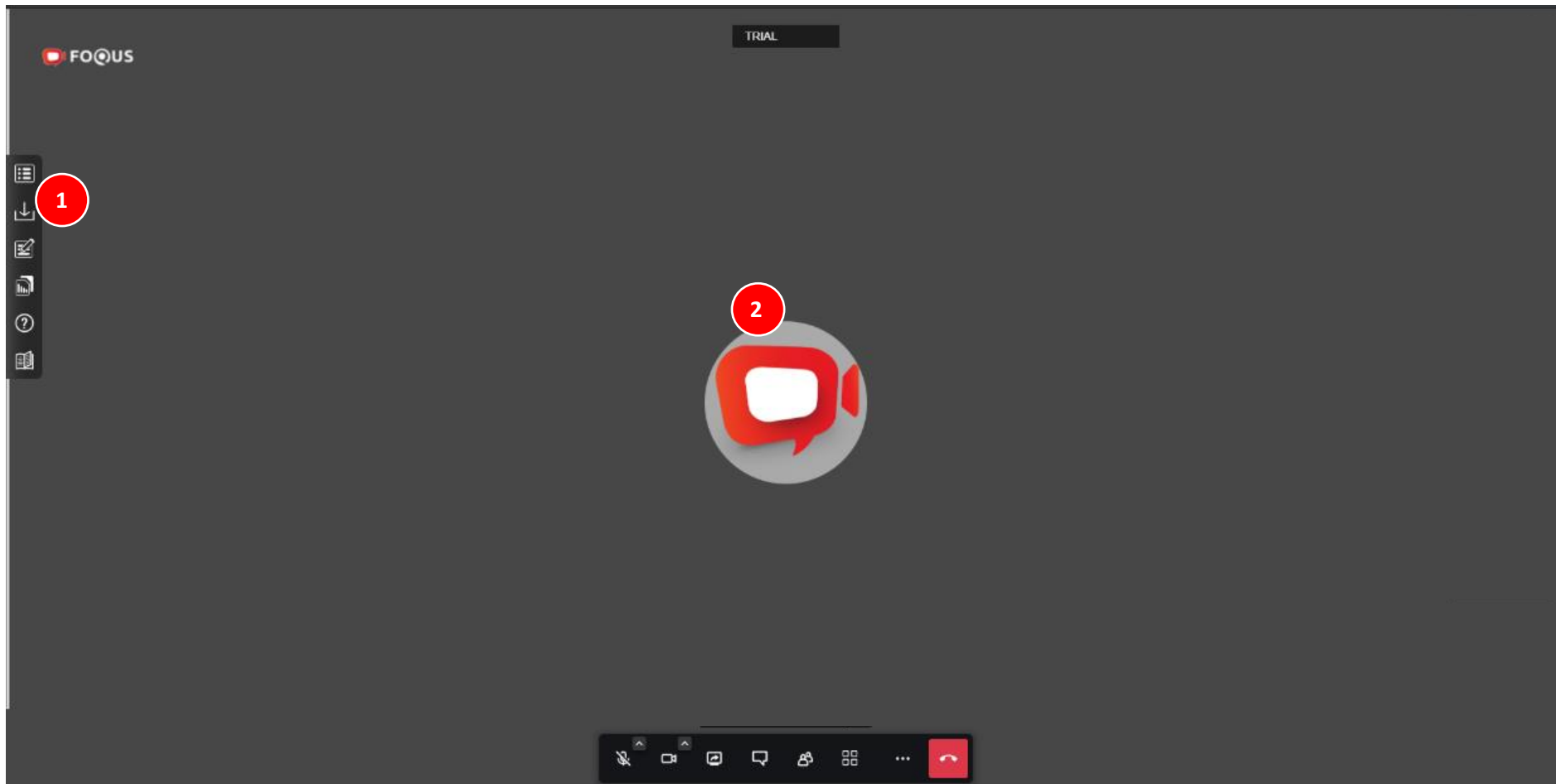
7. Once permission is granted you will be able to see other participants. Depending on meeting requirements you may be able to see all or only some of participants who have their camera on.



How to Navigate

E-Meeting system has following parts which can be navigated by clicking on menu links **(1)** (*some functions are available to company secretary only*).

This is the default page you are taken to after login **(2)**. Other users of E-Meeting will be shown in this section.



Quorum & Voting Results

You can check quorum and results by clicking on Voting Results Button **(3)** any time, votes will be displayed only after agenda is closed.

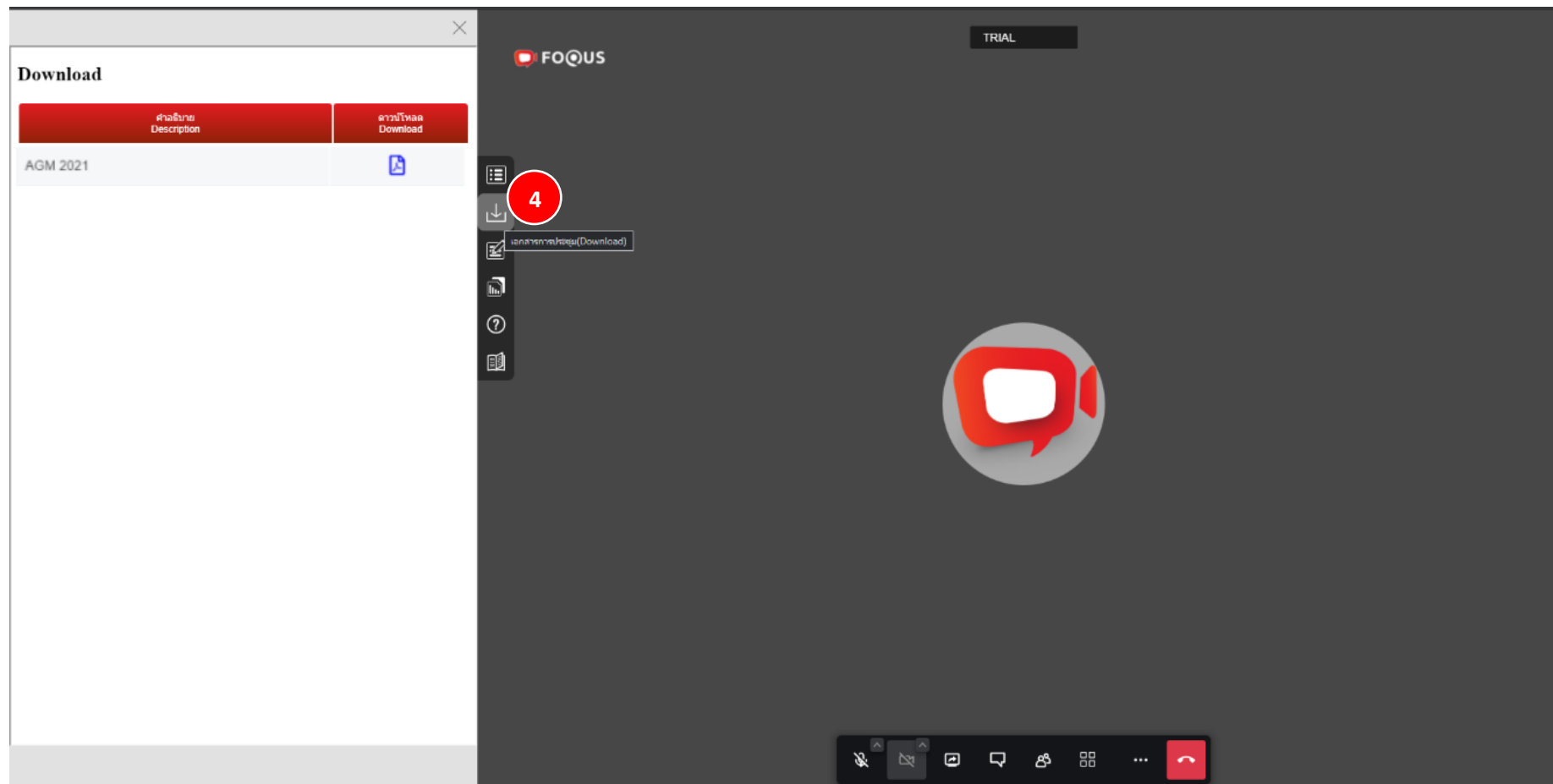
The screenshot displays the FOQUS interface. On the left, a table titled 'รายละเอียดผู้ถือหุ้นที่เข้าร่วมประชุม Quorum' (Quorum Details) shows the following data:

	จำนวนผู้ถือหุ้นทั้งหมด Shareholders	รวมจำนวนหุ้นทั้งหมด Total Shares / Votes
จำนวนผู้ถือหุ้นทั้งหมด Total Shareholders	110	95,546,140
ผู้ถือหุ้นที่มาด้วยตนเอง Shareholders attended	1	373,200
ผู้ถือหุ้นที่มอบอำนาจ Proxies Attended	2	1,170,000
รวมจำนวนผู้ถือหุ้น Shareholders & Proxies	3	1,543,200
คิดเป็นเปอร์เซ็นต์ (%) Shareholders & Proxies(%)		1.6151%

Below the table, the text 'ผลการนับคะแนนเสียง Votes' is visible. On the right, the FOQUS interface includes a sidebar with a button labeled '3' and 'ผลการประชุม / โหวต (Vote Results)'. The main area shows a large red speech bubble icon. At the bottom, there is a control bar with various icons including a red call button.

Download Documents

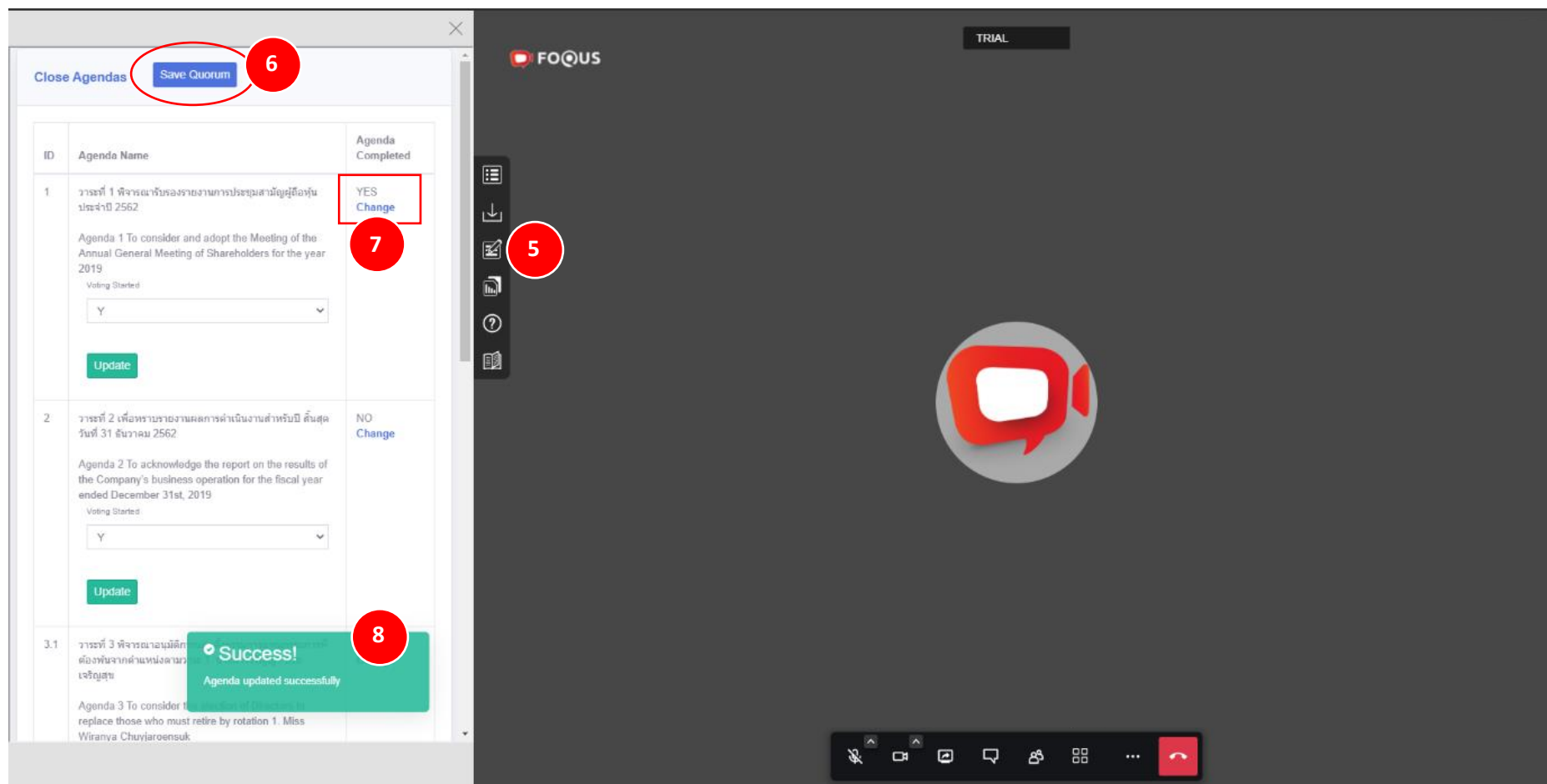
You can download company provided documents, if any e.g., Annual Report, Company presentation etc. by clicking on Download button **(4)**.



Recording quorum and closing agendas

You can record the quorum and close agendas. **(5)** *(This option is for the company secretary only).*

For recording a quorum Click on Save Quorum button **(6)**. To close the agenda, click Change **(7)**. When the agenda is closed, you will receive a success message **(8)**.



Reports

You can download the reports from here (9) *(This option is for the company secretary only).*

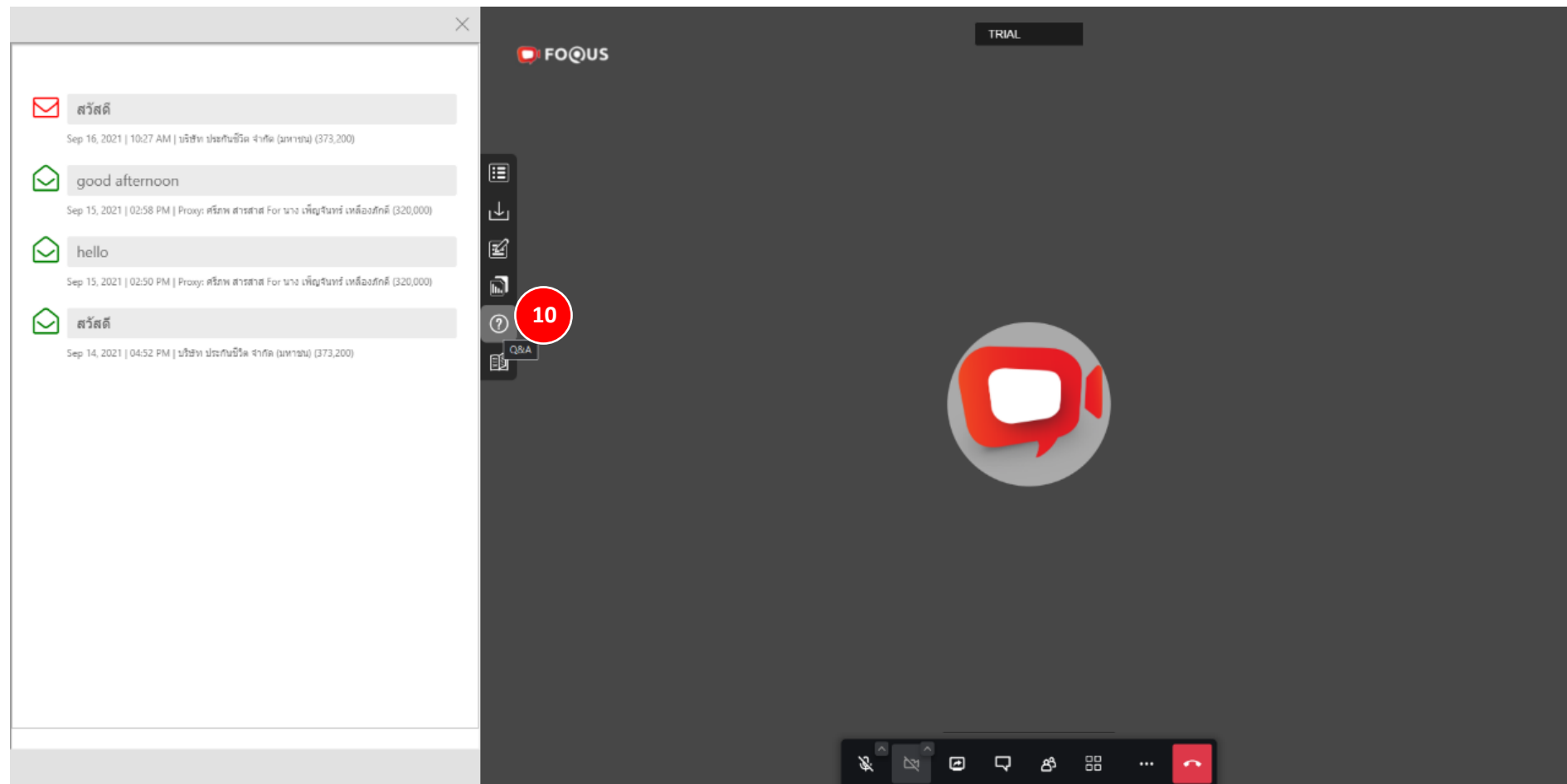
The screenshot displays the FOQUS application interface. On the left, an 'Export Data' window is open, showing a table with report details and export options. The table has columns for 'Srl No.', 'Report Name', 'Excel', and 'PDF'. The reports listed are 'Login Log', 'Share Holder Approved for Online Joiners', 'Question Asked', and 'Detailed Registration Report'. The 'Excel' and 'PDF' columns contain icons for downloading or exporting. The 'Detailed Registration Report' row has larger, more prominent 'Export to Excel' and 'Export to pdf' buttons. On the right, the main application window shows the 'FOQUS' logo and a 'TRIAL' label. A sidebar on the left contains several icons, with a red circle containing the number '9' highlighting the 'Reports' icon. The main area of the application features a large red 'Q' logo. At the bottom, there is a navigation bar with various icons, including a red 'Call' icon.

Srl No.	Report Name	Excel	PDF
1	Login Log		
2	Share Holder Approved for Online Joiners		
3	Question Asked		
4	Detailed Registration Report		

Q&A

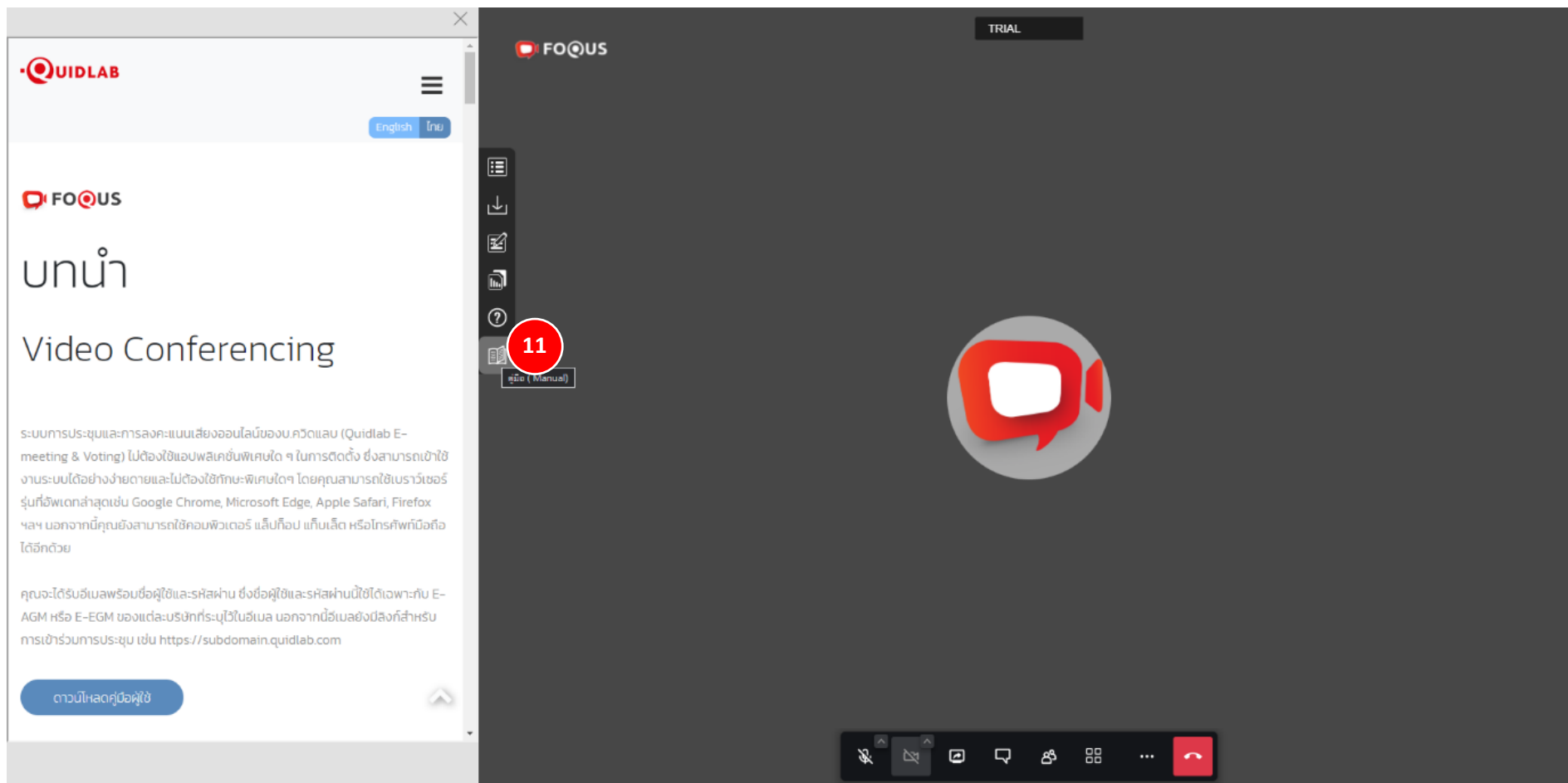
Click on the menu Q&A **(10)**, you will see the question screen. All questions of shareholders will be sent to this message box, both directors and secretary will be able to see all messages. Any message is read will be displayed as a **GREEN** envelope. If you haven't read it yet, it will be **RED**. *(There will show details of shareholders at the bottom of the question).*

The company cannot reply through chat box to the question. The questions must be answered through the voice only.



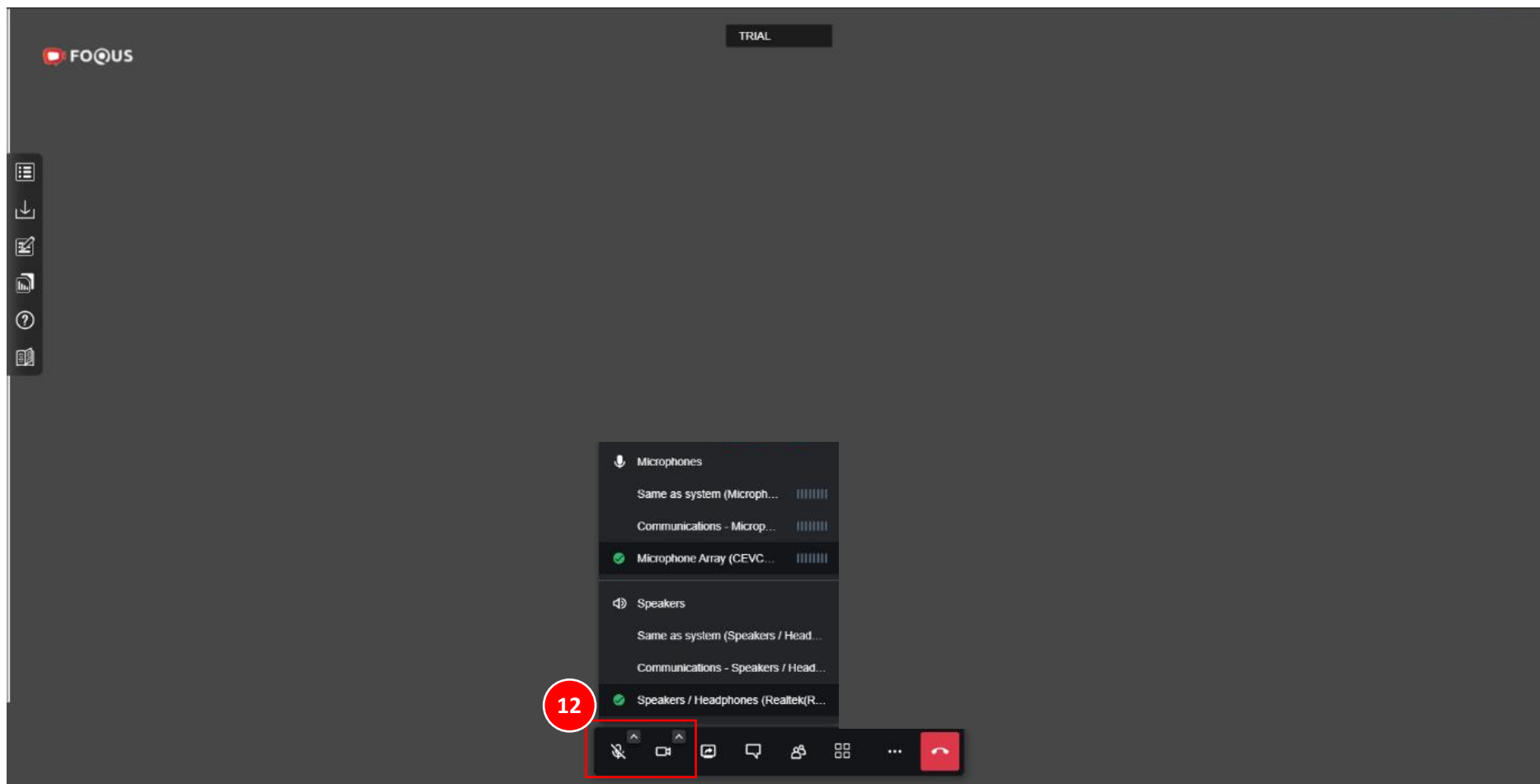
Manual Menu

To see the manual, you can click on this icon (11).



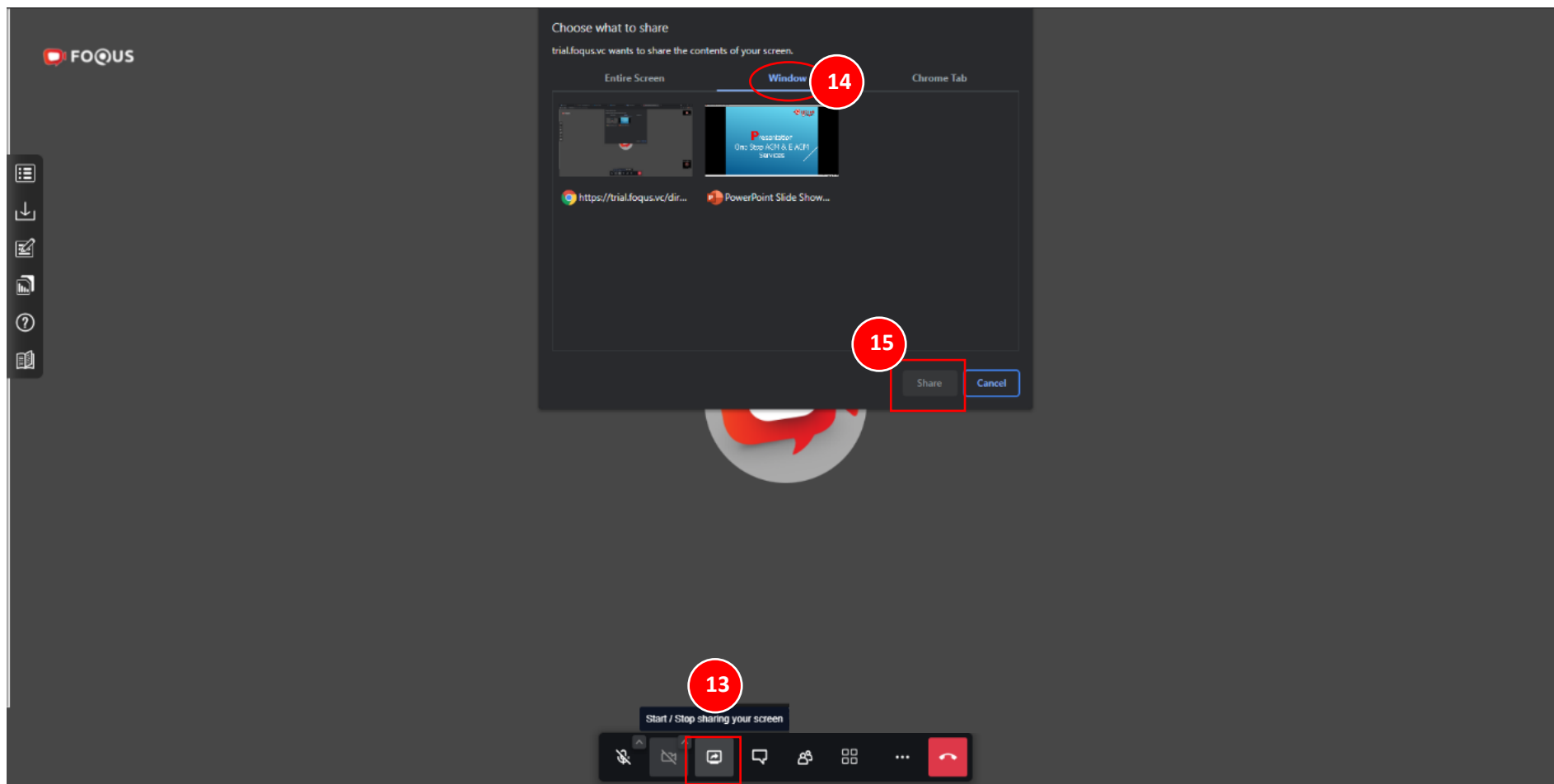
Microphone and Camera

You can change camera and microphone options by clicking on **^ (12)** button or can start or stop camera and microphone. Check the microphone device and camera is connected to the system yet. Make sure is correct device name.



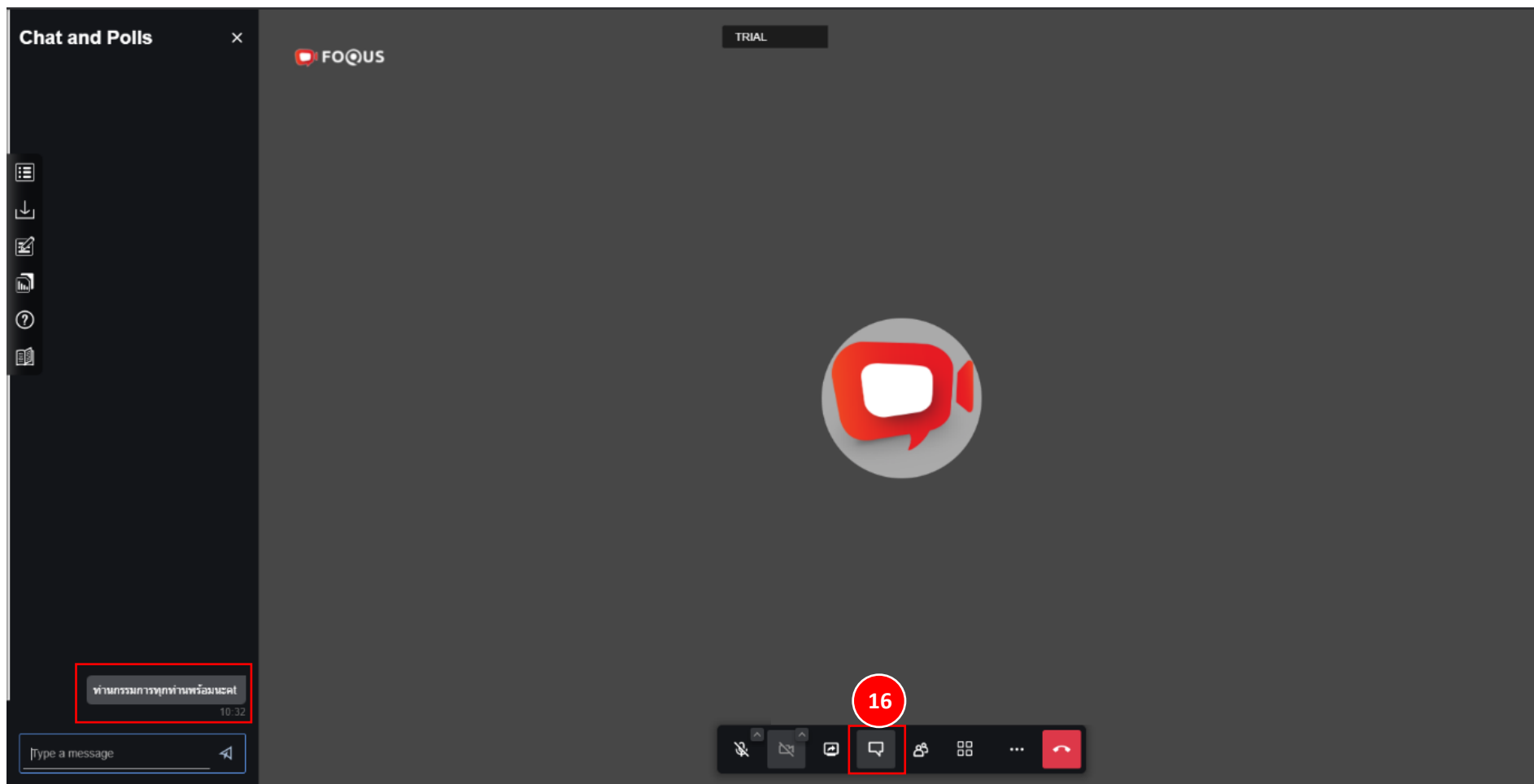
Share screen

To share screen (e.g. Power Point presentation or video) press Share Screen button (13). Shared file must be open in a full screen view only (Show Big Screen). Press the window button, select the file (14) and press share button (15).



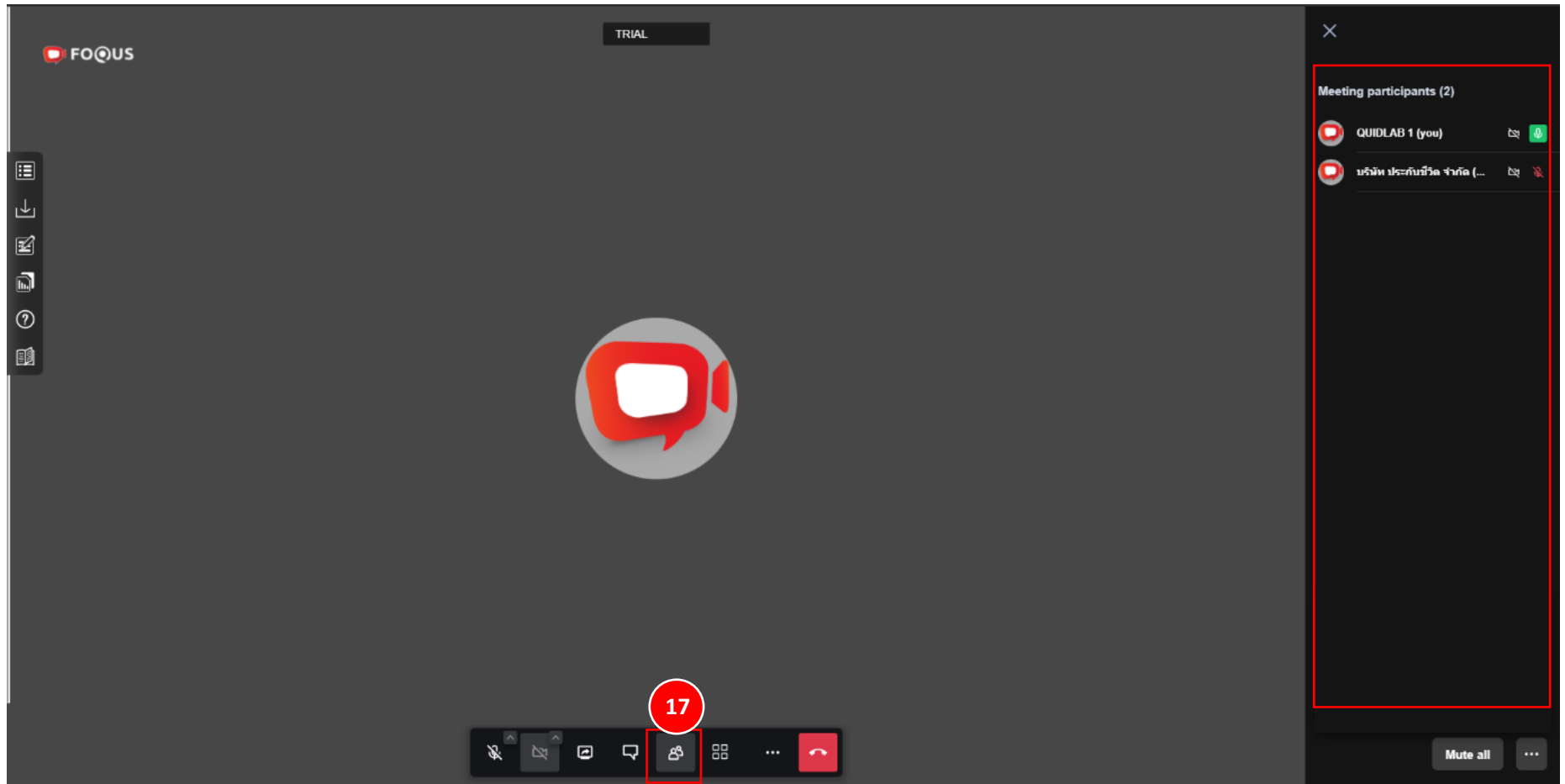
Chat box for Company use only

Company officers who log in as Director or Secretary can send messages **(16)** to each other without shareholders being able to see the message.



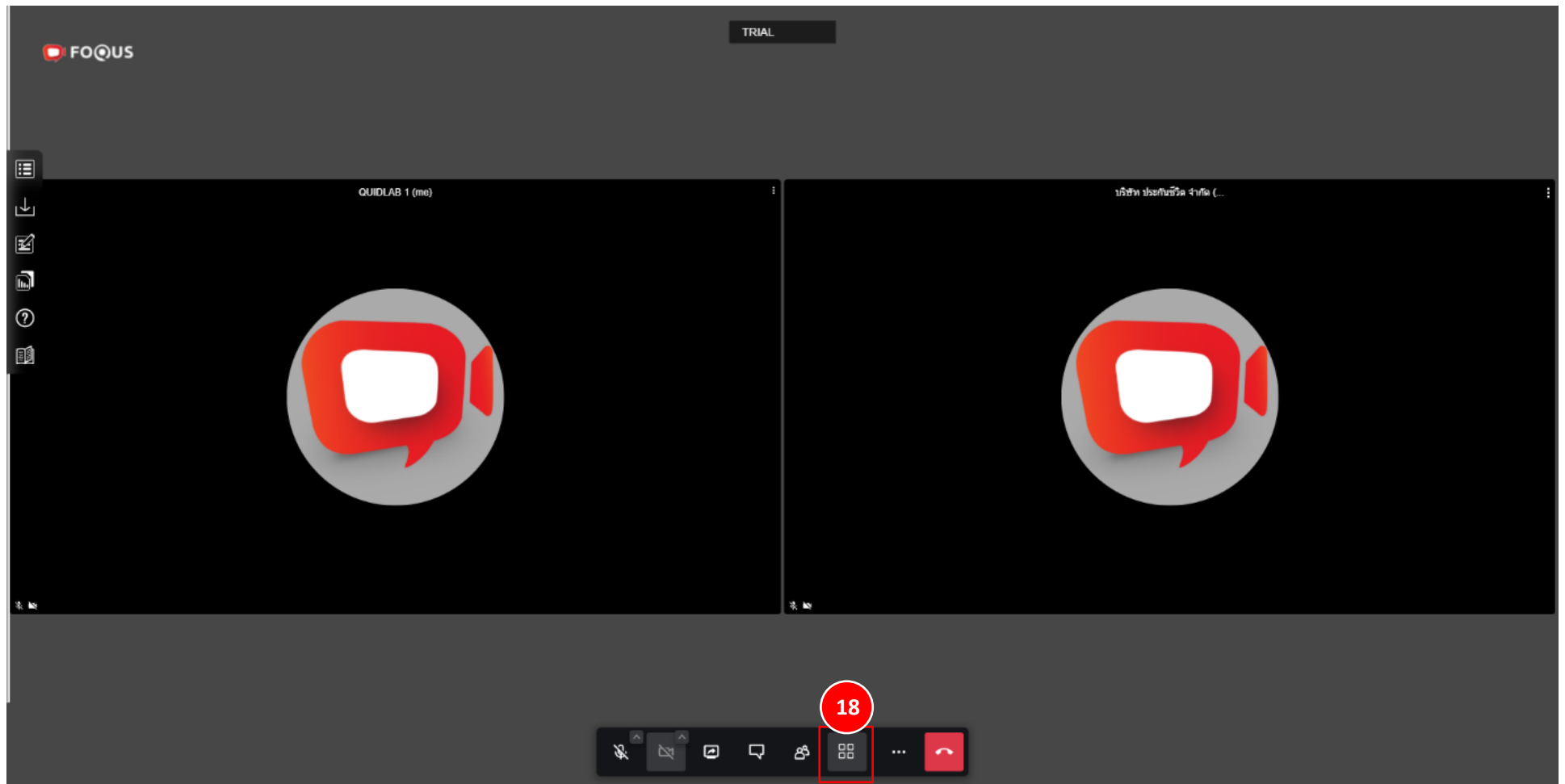
Meeting Participation

You can check the list of attendees at any time during the meeting (17). The list of attendees will be displayed on your right-hand side.



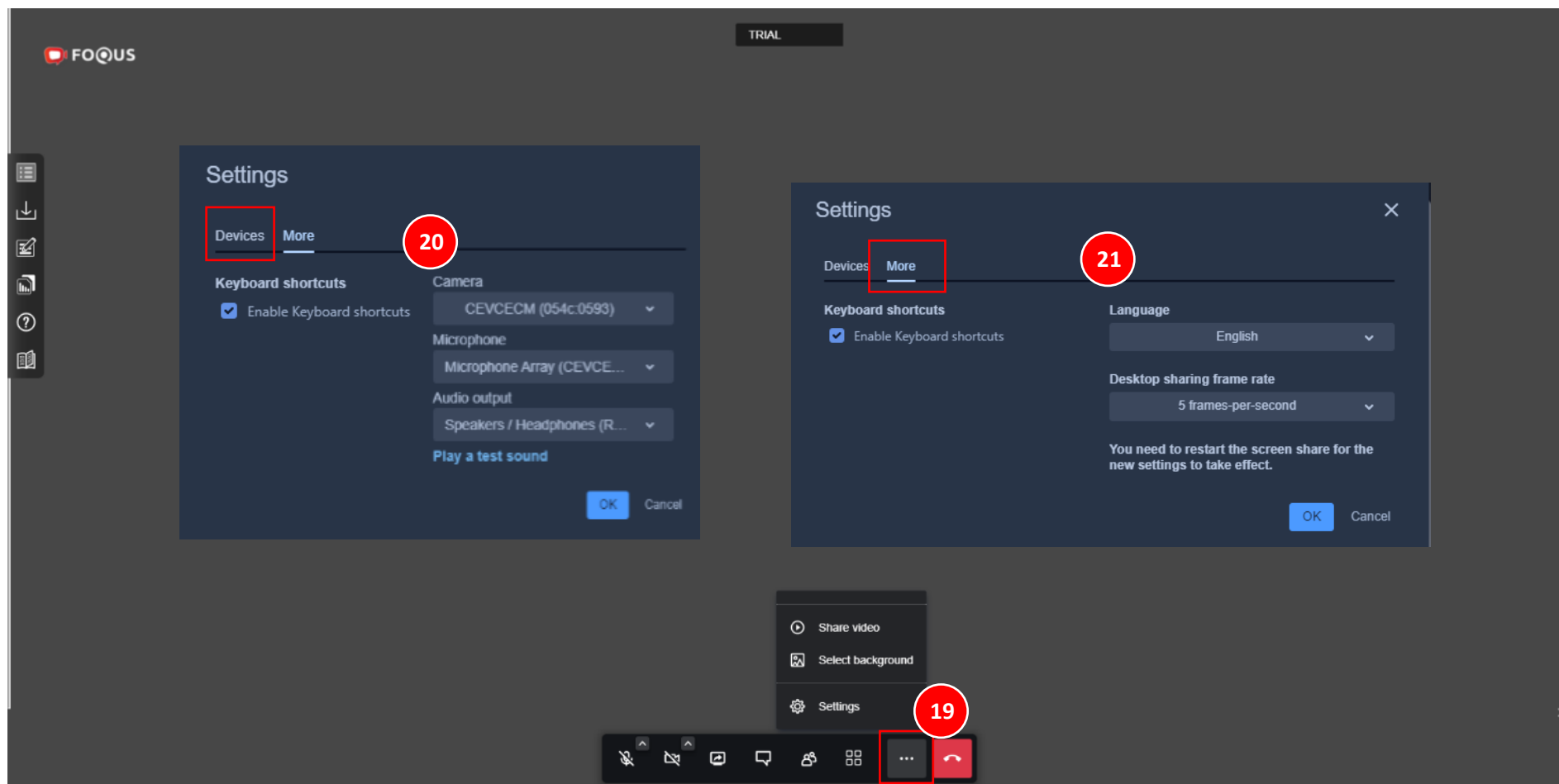
Toggle Tile View

You can switch display **(18)** between single window to see active speaker in full screen or multiple windows showing thumbnails of all presenters who have their camera on.



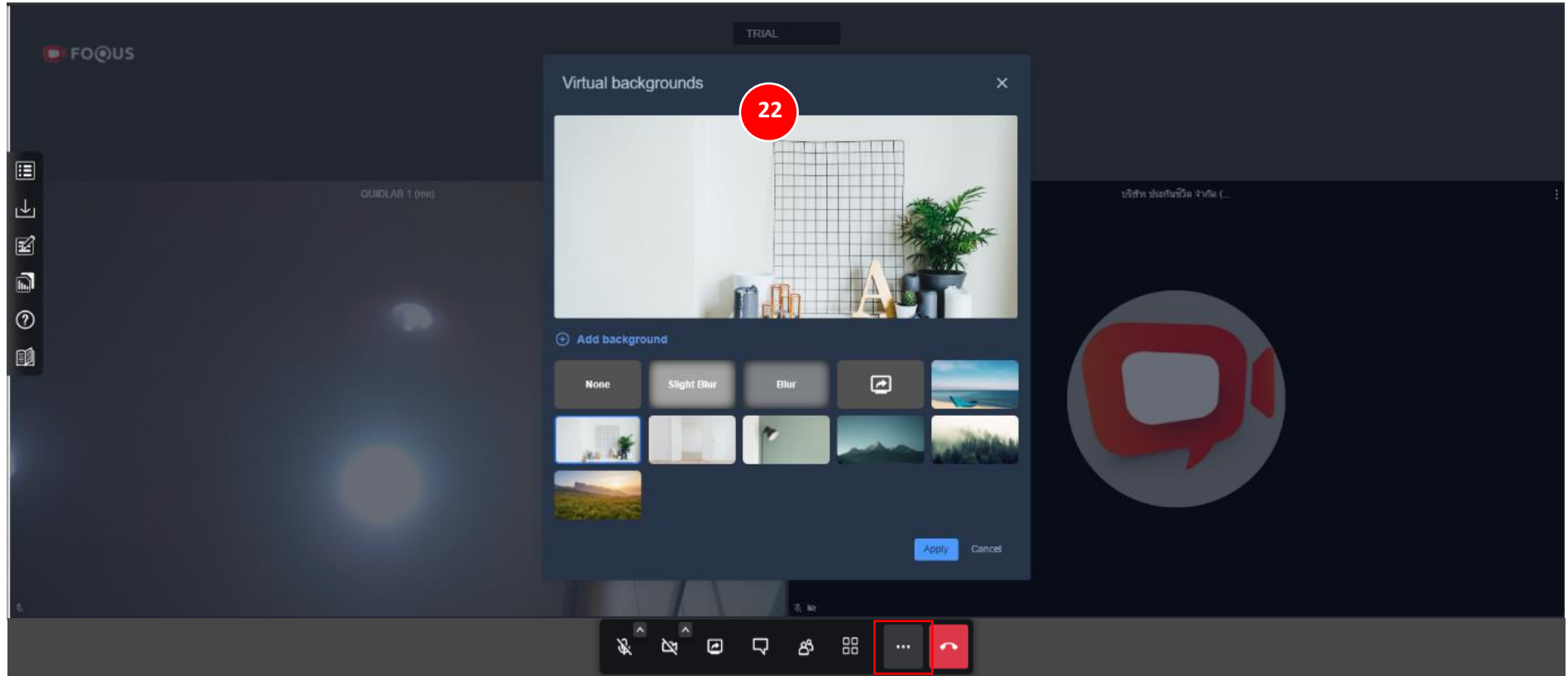
Settings

You can change your devices settings by clicking on Settings button (19) (e.g. camera, microphone) (20) and language (21).



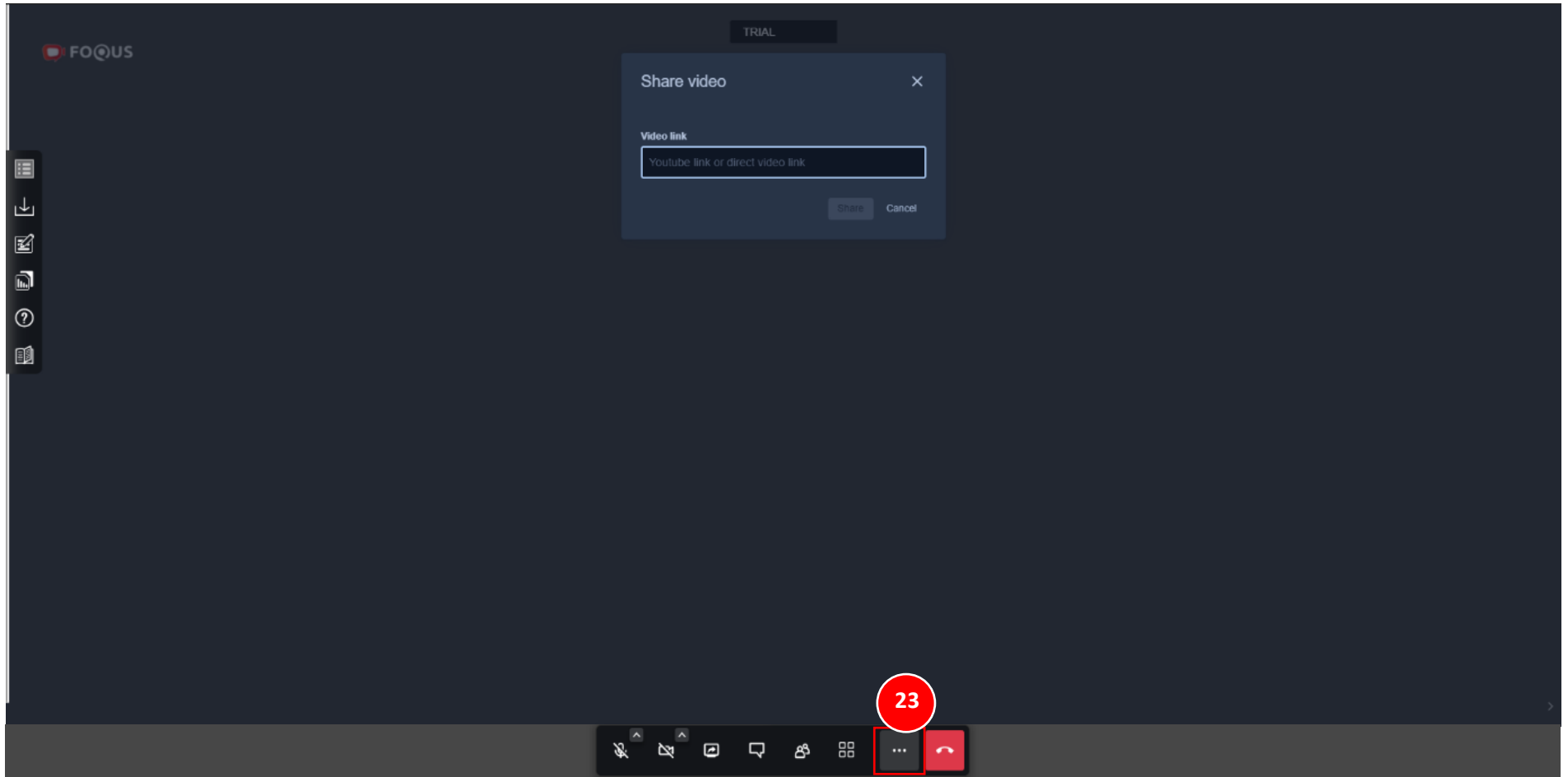
Background

You can change the background or can add the background manually (22). Can be change by devices with camera only.



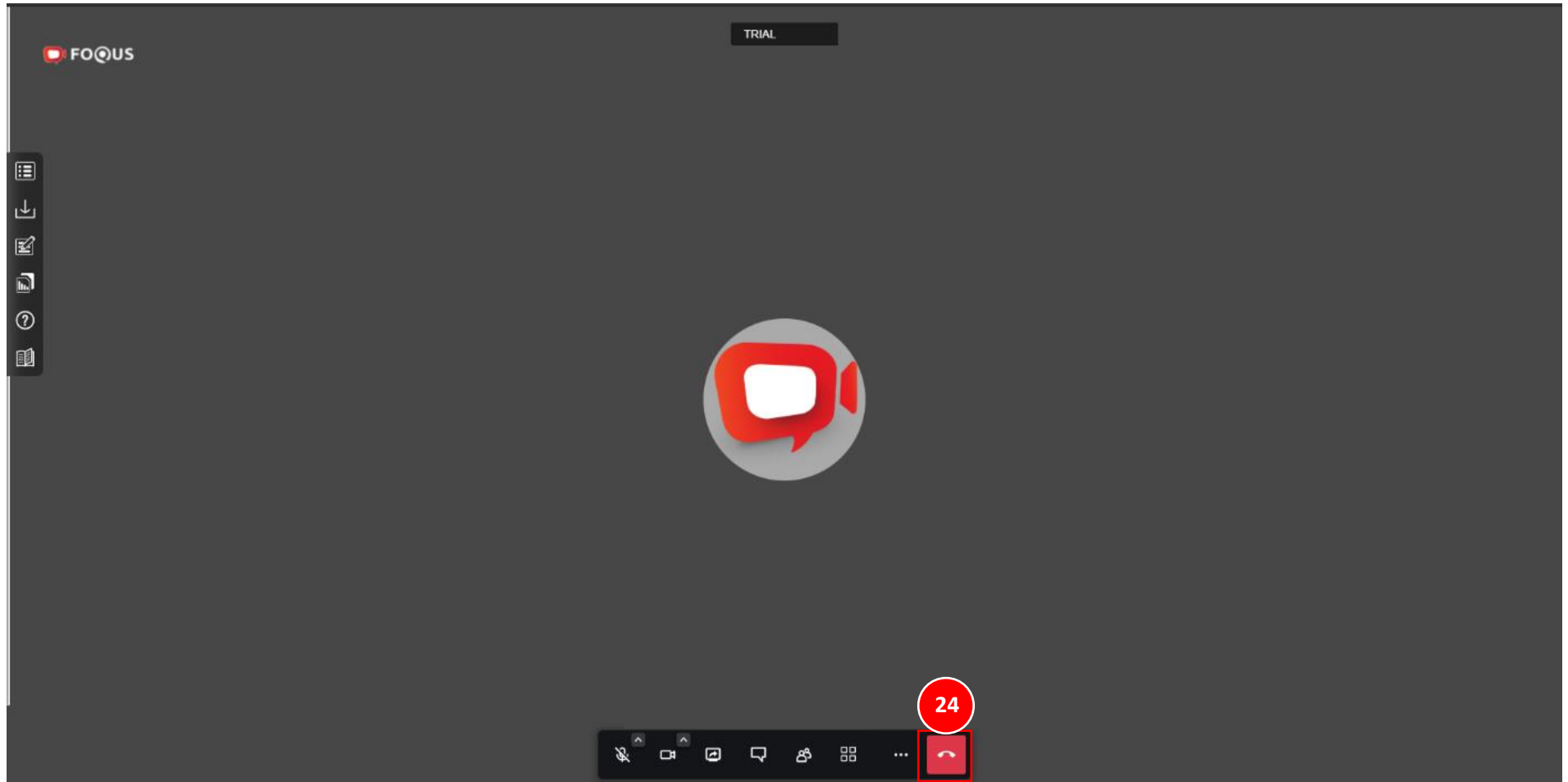
Share Video (23)

You can put YouTube link or any video link



Logout

To Logout click on Logout Button **(24)**.



Technical Support

If you see the problem accessing the E-Meeting system you can contact Quidlab at via telephone on 080-008-7616 or 02-0134322 or email at info@quidlab.com.

Before contacting technical support, please read the Frequently Asked Questions (FAQ) below which may solve your issue. We recommend that you use a computer (PC) or notebook (Laptop).

- The internet used must be stable and strong enough. The meeting runs for more than 1 hour.
- For all directors, please Mute the microphone but keep the camera on. There is no noise while others are explaining

Minimum System Requirements

Bandwidth	System uses simulcast hence automatically manages video quality or turns off some of videos if bandwidth is low, however for good conference a 5 Mbps bandwidth is recommended.
Video quality	720p
CPU	Video conferencing requires high CPU power, Intel Core i3 or equivalent
Memory	at least 4 GB
Ports	Following ports must be opened for outbound traffic if blocked at firewall
TCP	80 & 443, 5349
UDP	10000

Frequently Asked Questions (FAQ)

Question: Why can't I click a link in my email?

Answer: Some email software may show links as text only. You can copy URL then open in browser Chrome / Safari

Question: I cannot login?

Answer: check Incorrect username & password provided. Please check if you are copying and pasting username & password correctly. In the most frequent cases, the trailing space for the username and password is copied.

Question: I'm out of the system very often?

Answer: The internet used must be stable and strong enough because the meeting runs for more than 1 hour / weather conditions may affect the network signal you are using. If you are using Wi-Fi there can be packet drops.

Question: I can't hear voice

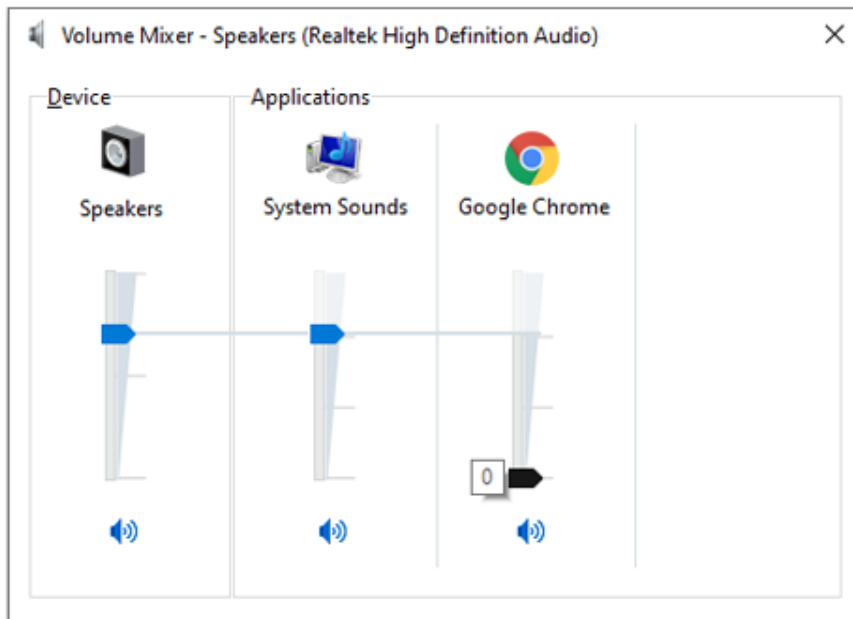
Answer:

1. Check Volume Levels and Muting

- Right-click the speaker icon in the taskbar and select Open Volume Mixer.

- You can set audio level for each application's from here.

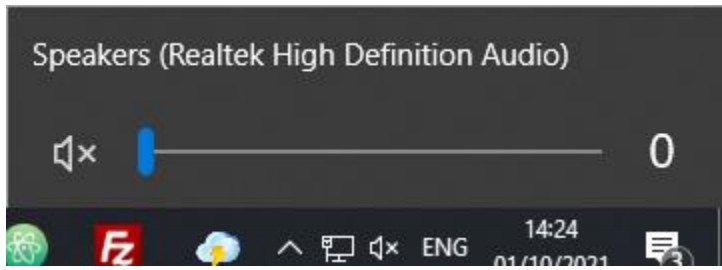
(e.g, If you join meeting by Google Chrome ensure audio level is setup corectly for that browser)



2. Make sure your computer is using the right speakers or headphones

- Select the Correct Audio Output Device on Windows

1. Left-click the speaker icon.
2. Select your preferred playback device.
3. Make sure your correct playback device is selected.

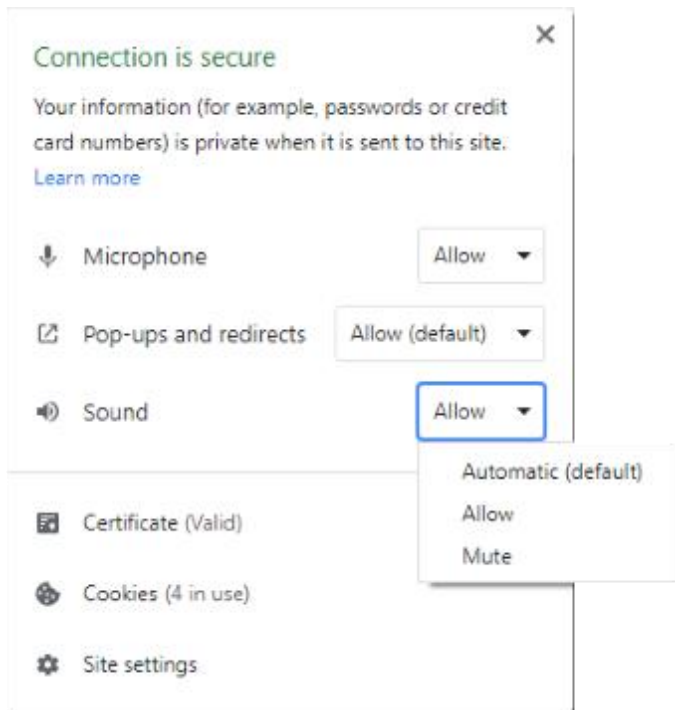


3. View site information on your webste browser.

(this option may change depends on browser you are using).

eg. 1 Google Chrome:

1. Select "padlock" icon next to your browser adres bar.
2. Sound settings should be set as Automatic (Default) or Allow



My microphone is not working

1. Check the Microphone Volume Level on Windows

- Using your right mouse button, Right click on the speaker in your System Tray, and select Open Sound settings.
- Under Input, select Device properties.

← Settings

Device properties

 Line In ×

Disable

Volume

  67

- Make sure Disable is not checked, and make sure the volume is at a reasonable volume.

Sound

[Device properties](#)

Master volume



 Troubleshoot

[Manage sound devices](#)

Input

Choose your input device

Stereo Mix (Realtek High Definition Audio)

Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound options.

[Device properties](#)

Test your microphone

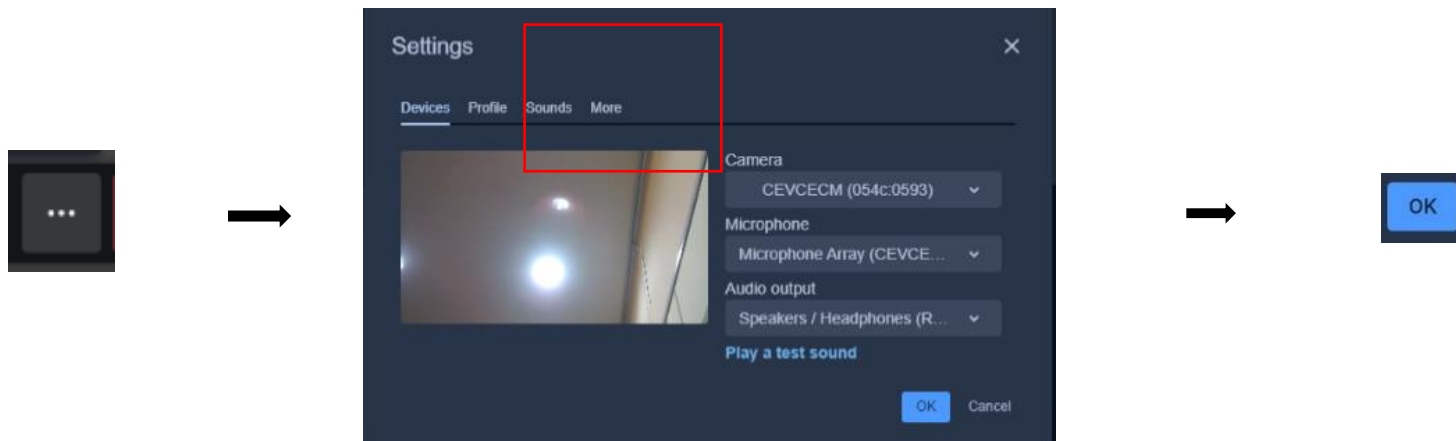


 Troubleshoot

Question: I cannot here while using headphone? (Both Bluetooth and wired headphones)

Answer: When logging in to the system, check if headphones or headphones are connected to the system or connected to another device.

Click **Settings**  → **Camera / Microphone or Audio outputs** → select the **headphone's name** and press **OK**



or please check the volume of your device has the sound been muted or not

Other Questions:

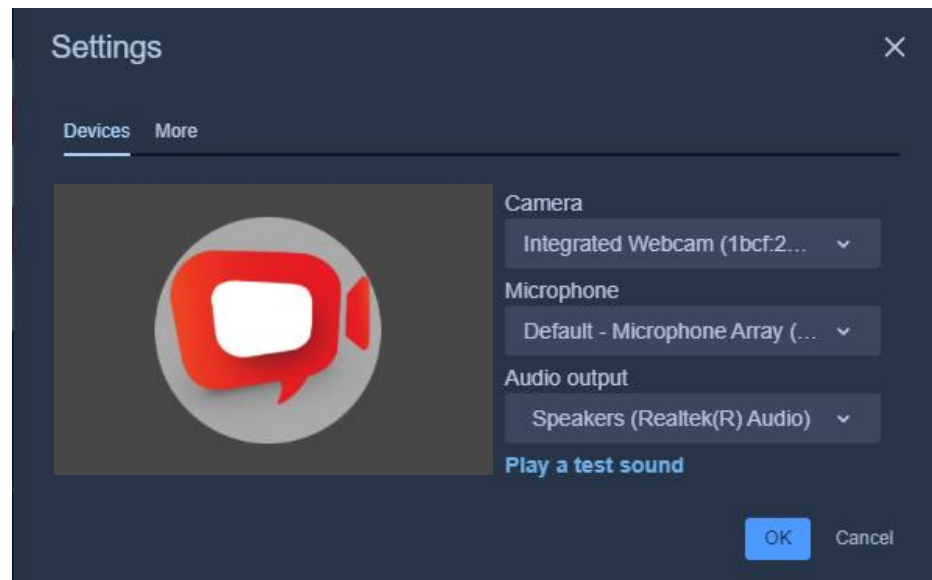
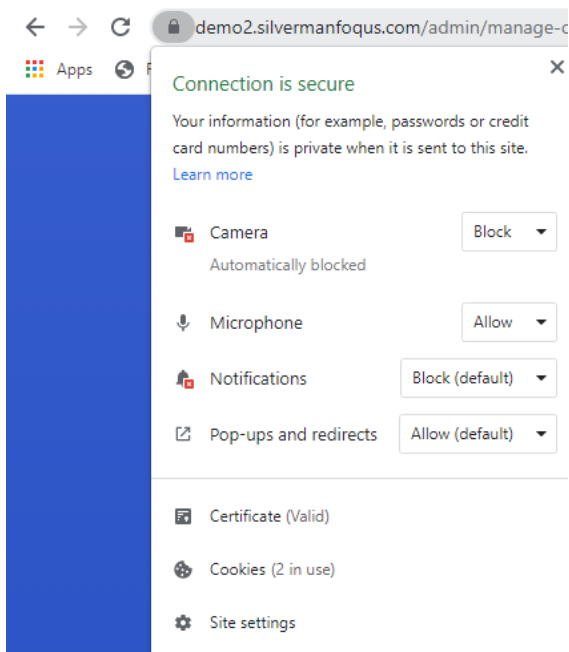
Other login issues can be due to network issue, no internet connection or other business rules (company may allow you to login only for example 1 hour before, you are login too late and meeting may have already been finished etc.), which are alerted to user and are self-explanatory.

Question: I can login but getting automatically logged out?

Answer: 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.

Question: How do I check permission of camera and microphone?

Answer: It depends on browser and device you are using. If you are using Chrome on Windows, you can click on SSL Lock as per picture below and allow if not done already. You can also check in the settings section of video conferencing.



Question: My voting or other windows shows “Connection failed. Please log out and log in again” what should I do?

Answer: If internet connection to voting server is lost you may get this message, you can logout and login again to restore connection.

Question: I have other technical question?

Answer: Please get in touch with us. 080-008-7616 or 02-0134322 or via email: info@quidlab.com.

Question: How to report a bug or security vulnerabilities?

Answer: If you encounter problems send us an email to info@quidlab.com with the details of vulnerabilities or bug report.