

Agenda Manager 8™

Make Submitting, Preparing and Approving Agenda Items More Collaborative and Comprehensive

- Simplify Agenda Processes From Item Submission to Publication of the Final Document
- Extend Easy-to-Use Business Process Management Enterprise-Wide
- Save Staff Time and Resources While Saving Yourself Headaches

Agenda Manager 8.0 makes creating, approving, preparing and publishing agendas more simple than ever, in a way that ultimately promotes transparency and citizen engagement.

Submitters can now begin collaborating on agenda items at the departmental level, before sending them into an enterprise-wide agenda workflow. There, flexible new tools allow approvers to re-route rejected items directly to appropriate staff for necessary revisions and approvals, while supervisors or other users are instantly updated about changes that concern them. Staff update agenda item attachments through their native applications directly from the Web site—no downloading, saving and uploading required—so they save time for other tasks. And once your agenda is assembled, you easily publish and distribute it any way you want, to the Web or Laserfiche.

Agenda management has never been so simple, powerful and, most of all, hassle-free.

Laserfiche Agenda Manager 8 Highlights

Agenda Manager offers a number of features to simplify and streamline agenda preparation and distribution.

- Provide Web-based agenda automation through Microsoft® Internet Explorer® 6, 7, or 8.
- Submit agenda items electronically and automatically route them throughout the approval process.
- View item history and comments to track actions taken.
- Approve, reject, edit, comment on, or re-route proposed agenda items.
- Add observer-only and notification-only users to the agenda process.
- Automatically submit items approved at a departmental level to the primary council or organization meeting agenda process.
- Attach a wide variety of file types to agenda items as supporting documentation, including scanned paper files or Microsoft Office® files.
- Create template agendas in Microsoft Word® to be automatically populated by approved agenda items, details, and report or attachment information.
- Prepare and publish agendas from Word to Adobe® PDF as a full agenda packet with reports, as separate files for agenda and reports, or as a simplified version without attachment titles or links for handing out at a meeting.
- Publish agendas to an FTP server for download.
- Upload the agenda and packet to a Laserfiche repository for long-term archival or for Web publication through the Laserfiche WebLink™ Public Portal.

Automate Agenda Processes

Agenda Manager automates the formerly paper- and time-intensive process of creating, reviewing and preparing meeting agendas. The result is business process management at its best and most useful, yielding huge savings in resources and staff time.

- Propose and submit agenda items through an easy-to-use Web form.
- Revise documents without saving the document to a local drive, making changes, saving it again and uploading it back to the server—no plug-ins necessary.
- Prevent changes from being accidentally overwritten by other users with automated check-out.
- Delete and restore deleted agenda items.
- Create working drafts of agenda items, allowing you to begin the submission process and finish it later, when you have all of the necessary information.
- Add comments to an item at any time in the approval/rejection process.

Extend and Expand Workflow Management

With Agenda Manager, you can extend the agenda workflow to the department level, enabling each department to have its own approval process within any meeting type. Proposed agenda items, along with accompanying reports, are routed to reviewers based on approval workflows you create.

- Replicate manual processes, including options for conditional routing based on item content.
- Re-route rejected items back to any stage in the approval process for modification or correction.
- Reduce bottlenecks by delegating approval to a colleague when an approver is not available to review submitted items.
- Grant users read-only access to items submitted for an agenda anywhere in the process with a new “observer role.”
- Notify users when items relevant to their department or office reach a certain stage in the approval process.

Simplify Agenda Preparation and Publishing

Once your agenda is assembled, it can be published and distributed any way you want—in one file containing the agenda and its supporting materials, with links to supporting documents or split into separate files—using versatile publication and distribution options designed to flexibly fit any number of situations and needs.

- Easily drag and drop supporting documentation to reorder it.
- Prepare agendas with a Microsoft Word template and publish them to Adobe PDF.
- Enable access to specific parts of the agenda packet with publishing options that split the actual agenda and its supporting documents into separate files.
- Create a simplified version of the agenda without attachment titles or links for posting or for handing out at a meeting.
- Automatically link items and their staff reports or other supporting documents when publishing the agenda packet, so reviewers can easily move back and forth between an item and its supporting documentation.
- Upload agendas and agenda packets to a Laserfiche repository when they are published.
- Integrate your agendas with an audio and video library available for live or on-demand Web access with the Laserfiche-Granicus® integration.

The Next Step: Please call (800) 985-8533 or e-mail info@laserfiche.com for more information.

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