



The direct route to agenda creation

Web-Browser-based Legislative Management

- ▶ **Accelerate agenda building & distribution**
- ▶ **Streamline approval of items & support material**
- ▶ **Simplify minutes compilation & distribution**

The Problems with the Paper Agenda Process

The complexity of the agenda creation process often matches the mission-critical importance of the document itself. A recurring burden, it consumes hours, even days, of the clerk's or other preparer's productive time. Photocopying and hand delivery result in a massive paper-handling volume, with the attendant costs and in efficiency. Last-minute changes and additions impede timely completion of the final agenda.

Laserfiche® Agenda Manager™

Laserfiche Agenda Manager is a Web-browser-based legislative automation tool that streamlines the agenda process from calls for submissions through final packet publication and post-meeting minutes distribution. Agenda Manager works with Laserfiche to free clerks and other preparers from repetitive tasks, allowing them to spend less time on logistics and more time making decisions.

Agenda Manager empowers council members and other approvers to review draft agendas with less effort and greater speed. Your entire organization benefits from fast access to agenda information via the Web without creating extra work for IT staff. Constituents enjoy the enhanced service afforded by your digital agenda solution.



Your interactive agenda provides convenient access for staff, citizens and the media.

Agenda Manager Highlights

Clerks and Preparers

- ▶ Electronic calls for submissions reduce reliance on paper memos.
- ▶ Password protection guarantees security while facilitating comprehensive input from key personnel.
- ▶ Easily track each item with automated status alerts.
- ▶ Accomodate last-minute revisions without editing multiple paper copies.
- ▶ Eliminate hours of copying and collating with secure, automated publishing to your intranet or the Internet.
- ▶ Web distribution requires no HTML coding.
- ▶ Reduce paper packet distribution with automated e-mail announcements of the final agenda's availability to council members, staff, citizens and the media.

Item and Report Submitters

- ▶ Reduce money and time lost to paper handling.
- ▶ Easily attach maps, drawings & other supporting material in digital form.
- ▶ Encourage timely submissions with a stream lined electronic submission process.

Agenda Approvers

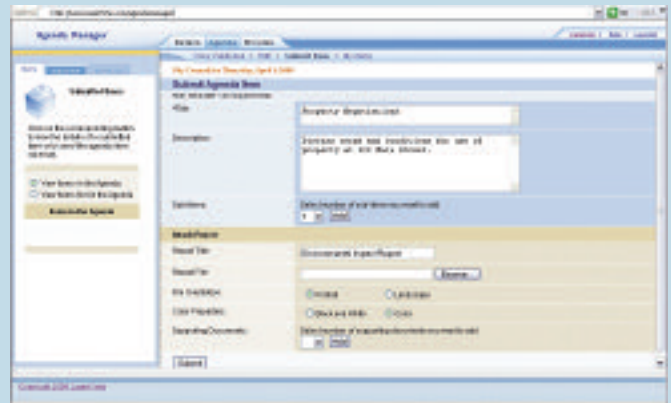
- ▶ Simplify the approval process with automated electronic item and report routing.
- ▶ Reroute disapproved items for final approval without recirculating large volumes of paper.
- ▶ Quickly and easily distribute the agenda among multiple approvers.

A Smoother, More Efficient Agenda Process

The municipal clerk. The county clerk. The commission secretary. Wherever the responsibility for formal agendas rests, Laserfiche Agenda Manager reclaims the preparer's time for other productive activities. Agenda Manager lightens the repetitive task load by tracking the disposition of proposed items and automatically moving items through the approval workflow.

With Agenda Manager, council members, staff and administrators across departments participate easily in the agenda process from their desktops. Required revisions travel instantly to the preparer or appropriate submitter without waiting for paper memos to travel by hand. The result is a standardized agenda that requires fewer resources to prepare, approve and distribute.

- ▶ Simplify the entire agenda workflow within your Laserfiche document management solution.
- ▶ Reduce preparation time and effort with electronic, templated agendas.
- ▶ Approvers act immediately upon receiving e-mail reminders instead of waiting for paper memos to arrive.
- ▶ Enjoy the flexibility to approve the agenda in its entirety or item-by-item.
- ▶ With Laserfiche Web Access, remote and traveling decision makers approve items securely via the Web.
- ▶ Simplify minutes preparation and reduce retyping with automated minutes templates.



An intuitive submitter view streamlines the item submission process.

Reduce the Costs of Paper Packet Production and Distribution

The costs of hardcopy agenda packet preparation are many and high. Agenda Manager digitizes the process entirely, significantly reducing the expense of working with paper. Agenda Manager easily accommodates supporting materials, including oversized maps and drawings, eliminating the need to photocopy large volumes of reports. When the draft agenda is ready for approval, Agenda Manager circulates it among approvers in digital form. The final agenda packet is published via the Web, saving thousands of pages of paper annually.

- ▶ Digital agenda distribution eliminates the need to photocopy multiple copies of the agenda packet.
- ▶ Easily attach and distribute supporting materials in electronic form, including digital audio and video.
- ▶ Reduce operations expenditures for paper and photocopying.
- ▶ Redirect effort currently devoted to paper collating and hand delivery.
- ▶ Reduce storage space needs with digital archives.

Enhance Public Service

Council and committee meeting agendas and minutes are among the most frequently sought public records. Agenda Manager reduces the information request burden on clerks and other records managers by providing a 24-7 access point through which citizens retrieve agenda-related information. Agenda Manager further engages the public by offering sign-ups for automated e-mail agenda availability announcements.

- ▶ Simplify public access to scheduled meetings with a user-friendly calendar interface on the Web.
- ▶ Interested parties sign up for one-time or recurring e-mail announcements of agenda availability.
- ▶ Citizens easily track meetings of commissions, committees, boards and councils of particular interest.
- ▶ More informed citizen participation is possible with instant Web access for the public and media.
- ▶ Final agendas and reports are easily accessible in PDF form.

About Laserfiche

Laserfiche Product Suite

Laserfiche Document Management Platform

These core products help you organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™
Laserfiche Records Management Edition™
Laserfiche Web Access™

Document and Information Capture

These tools bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™
Laserfiche Import Agent™
Laserfiche Snapshot™

Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™
Laserfiche Plus™
Laserfiche E-mail Plug-In™
Laserfiche COLD™

Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™
Laserfiche Agenda Manager™
Laserfiche Audit Trail™

Integration and Customization

Tools and packaged solutions for image enabling and back-end integrations.

Laserfiche Integrator's Toolkit™
Integration Express™
Integration Express-GIS™

Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

Your Next Step

Call (800) 985-8533 to arrange a demonstration. Also e-mail info@laserfiche.com or visit www.laserfiche.com/agendamanager for more product details or to request your free Laserfiche demo CD.

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Laserfiche Solutions

Laserfiche Agenda Manager is the legislative management module of the Laserfiche document management solution suite. Laserfiche provides dependable digital archival, fast retrieval and efficient distribution solutions for over 21,000 public- and private-sector organizations around the world.

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