

# Laserfiche® Agenda Management Solutions



## Simplify Agenda Creation, Management and Distribution

The complexity of preparing a formal agenda often rivals the importance of the document itself. Laserfiche® Agenda Manager™ and Agenda Processor™ simplify every aspect of the agenda creation process, from the submission of proposed agenda items to the publication of the final agenda packet. These easily-implemented, Web-based solutions ensure faster, smarter agenda management processes without requiring users to change the way they work.

### Learn More Inside

- ▶ Reclaim the agenda preparer's productive time.
- ▶ Simplify the item submission process.
- ▶ Streamline the item approval process.
- ▶ Retain the appearance of your current agendas.
- ▶ Get started quickly for fast results.

Run Smarter®

**Laserfiche®**

## Reclaim the Agenda Preparer's Productive Time

Laserfiche agenda management tools lighten the preparer's repetitive task load by eliminating much of the overhead associated with paper-based agenda management. Using these solutions, preparers can collect information about proposed agenda items and obtain the necessary approvals electronically. Once items are approved, preparers can add them to the final agenda, which they can then easily update if last-minute changes arise.

From streamlining item submission and approval processes to simplifying the assembly of the final agenda, these comprehensive agenda management systems help preparers deliver standardized agenda packets much more quickly.

- ▶ Simplify processes for collecting proposed agenda items and obtaining the necessary approvals.
- ▶ Add approved items to the agenda without having to retype, copy or paste text.
- ▶ Accommodate last-minute changes by easily adding, removing or rearranging agenda items, without having to edit multiple paper copies.

## Simplify the Item Submission Process

Laserfiche agenda management solutions allow users to submit proposed agenda items electronically. As part of the submission process, users enter a description of the item and select the section of the agenda in which the item should appear. Users can also attach files, such as staff reports, to the item that can then be incorporated into the final agenda packet. They can select these files from their desktop, a network drive or the Laserfiche repository; they can also utilize these tools' scanning component to create electronic versions of paper documents on the fly.

These agenda management systems also maintain a detailed history that lists each action taken on an item. Because users can easily access this information, they no longer need to ask the preparer for updates regarding their item's status.

- ▶ Submit detailed information about proposed agenda items electronically.
- ▶ Attach supporting documentation to items for inclusion in the final agenda packet.
- ▶ Track individual agenda items in real time and view information about each action taken on an item.

*Laserfiche **Agenda Manager** is an enterprise-wide solution that streamlines agenda creation, publication and distribution processes for multiple meetings across your organization. **Agenda Processor**, a starter version of Agenda Manager, simplifies agenda creation, publication and distribution for your organization's single most important meeting. If you implement Agenda Processor, you can later easily upgrade to Agenda Manager to take advantage of agenda automation organization-wide.*



## Streamline the Item Approval Process

Laserfiche agenda management systems automatically route proposed items through the approval process, using e-mail messages to alert reviewers when items require their attention. To foster timely review, these messages contain a link that reviewers can click to quickly view the item.

Reviewers have the option to make modifications to an item in order to add information or correct errors. They can then either approve or reject the item. When an item is rejected, the user who submitted it is automatically notified and informed of the reason for rejection. The user then has the option to revise and resubmit the item.

- ▶ Route agenda items to reviewers automatically.
- ▶ Use e-mail notification to alert reviewers when items require their attention.
- ▶ Allow users to quickly revise and resubmit rejected items.

## Retain the Appearance of Your Current Agendas

Laserfiche agenda management tools utilize a Microsoft® Word™ plug-in, which enables the preparer to produce an agenda whose style and structure are familiar to the meeting's attendees. The preparer can then easily publish the agenda, along with the supplemental documentation, as a bookmarked, searchable PDF file that can be printed, distributed electronically or posted online. To facilitate distribution via e-mail, the agenda packet is also published as a ZIP file.

- ▶ Use standard word-processing tools to create an agenda whose appearance is familiar to the meeting's attendees.
- ▶ Publish the final agenda packet as easily-distributed PDF and ZIP files, at the touch of a button.
- ▶ Ensure that attendees can quickly download the agenda and access supporting documentation.

## Get Started Quickly for Fast Results

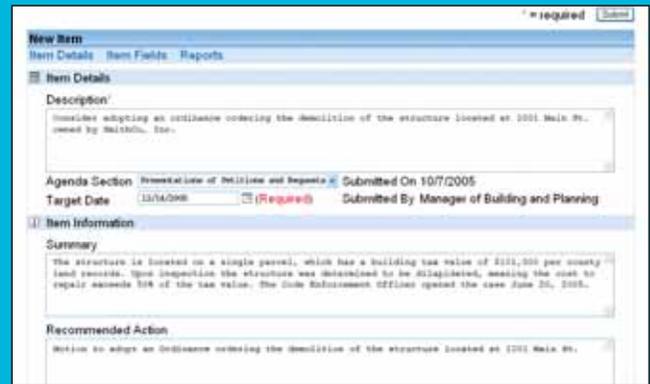
Laserfiche agenda management solutions are designed for quick installation and deployment. Because they integrate seamlessly with Microsoft® Internet Explorer™, v. 5.0 and later, they require no workstation installation for most users. They also require minimal support from your organization's IT department.

Furthermore, these tools' ease-of-use and intuitive design eliminate the need for extensive training and ensure that users get up to speed quickly.

- ▶ Encourage fast user acceptance by providing an easy-to-use agenda management solution.
- ▶ Minimize the burden on your IT department by selecting a system that's easy to install and maintain.
- ▶ Reduce operating expenses associated with paper, photocopying and manual distribution.

## Encourage Timely Participation in the Agenda Process

*Laserfiche agenda management tools provide an easy-to-use interface for submitting and approving items, and for assembling the final agenda packet.*



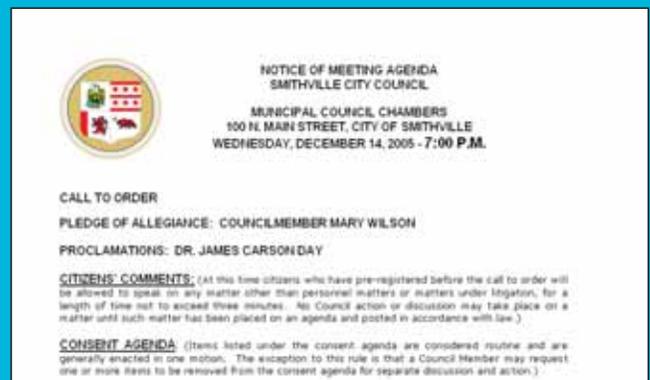
The screenshot shows a web form titled "New Item" with a "Required" status. It includes sections for "Item Details", "Agenda Section" (set to "Presentations of Petitions and Requests"), "Target Date" (12/14/2005), and "Submitted By" (Manager of Building and Planning). The "Description" field contains text about a structure located at 1001 Main St. A "Summary" section provides details about the structure's tax value and the Code Enforcement Officer's decision. A "Recommended Action" section suggests adopting an ordinance for demolition.

*Users propose agenda items using a simple Web form.*



The screenshot shows a "Pending Items" interface. The top item is "CONSIDER ADOPTING AN ORDINANCE ORDERING THE DEMOLITION..." with "Approve" and "Reject" buttons. It includes a "SUMMARY" section with details about the structure's location and tax value, a "RECOMMENDED ACTION" section, and a "FISCAL IMPACT" section. The bottom item is "PRESENTATION OF INSTITUTE OF CERTIFIED PLANNERS (A...)" with "Approve" and "Reject" buttons and a "SUMMARY" section stating that Mr. Smithson completed the certification exam in August.

*Reviewers can make minor changes to items prior to approving them.*



The screenshot shows a printed agenda document for the Smithville City Council. It includes the city seal, the title "NOTICE OF MEETING AGENDA SMITHVILLE CITY COUNCIL", and the meeting location and time: "MUNICIPAL COUNCIL CHAMBERS 100 N. MAIN STREET, CITY OF SMITHVILLE WEDNESDAY, DECEMBER 14, 2005 - 7:00 P.M.". The agenda items listed are "CALL TO ORDER", "PLEDGE OF ALLEGIANCE: COUNCILMEMBER MARY WILSON", and "PROCLAMATIONS: DR. JAMES CARSON DAY". It also includes sections for "CITIZENS' COMMENTS" and "CONSENT AGENDA".

*Preparers can easily assemble approved items into a final agenda.*

# About Laserfiche

## Laserfiche Product Suite

### Laserfiche Document Management Platform

Organize, protect and retrieve information.

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

### Document and Information Capture

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 Agenda Processor™  
Laserfiche Audit Trail™

### Integration and Customization

Integrate Laserfiche with third-party applications, customize system functionality and automate Laserfiche-related tasks.

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

### Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

## Your Next Step

Call (800) 985-8533 to arrange a demonstration or visit [www.laserfiche.com/agendamanager](http://www.laserfiche.com/agendamanager) for more product details.

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## Laserfiche Solutions

Laserfiche creates simple and elegant document management solutions that help organizations run smarter. Since 1987, more than 23,000 organizations—including government offices, Fortune 1000 companies, healthcare organizations and non-profits—have used Laserfiche software to streamline processes for managing documents, records and workflow. By digitizing paper archives, Laserfiche enables users to instantly pinpoint the information they need, to collaborate more effectively and to complete daily tasks more efficiently. Secure Web access allows organizations to share information with remote offices, business partners and customers, while user- and role-based security options ensure compliance with government- and industry-mandated standards, including Department of Defense (DoD) standard 5015.2.

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