Laserfiche® Agenda Manager™

Simplify Agenda Preparation, Approval & Publishing

The complexity of preparing a formal agenda often rivals the importance of the document itself. Laserfiche® Agenda Manager™ is an agenda automation tool that simplifies the process from item submission through publication of the final document. An easily supported, Web-browser-based solution, Agenda Manager helps you work faster, cut out the busywork and consume fewer resources to create your agendas.

Learn More Inside

▸ Reclaim the agenda preparer's productive time.

▸ Keep the style and structure of your current agendas.

▸ Enable easy item submission and self-serve status tracking.

▸ Speed up approvals and eliminate redundancy.

▸ Get started easily for fast results.

Run Smarter ℠

Laserfiche®

Reclaim the Agenda Preparer's Productive Time

Wherever the responsibility for agenda preparation rests, Laserfiche® Agenda Manager™ lightens the preparer's repetitive task load by automating the busywork associated with paper-based agenda management. From coordinating item approvals to eliminating photocopying of staff reports, Agenda Manager helps preparers deliver a standardized agenda that requires fewer resources to prepare, approve and publish.

Key preparation-simplifying benefits include the abilities to:

▸ Receive automatic e-mail alerts that remind approvers to act quickly on items.

▸ Change item order by dragging items to a new position or new section.

▸ Accommodate last-minute changes without editing multiple paper copies.

▸ Place items on the agenda without repetitive copying and pasting.

▸ Automatically assemble reports in the proper order.

Keep the Style and Structure of Your Current Agendas

Publishing the approved agenda should be as automatic as possible without sacrificing your preferred way of arranging and presenting items. Agenda Manager achieves that balance by using a Microsoft Word plug-in to systematize publication while allowing you to keep the formatting conventions you're accustomed to. The result is a final document that looks like your standard agenda, but is much faster to compile and publish.

▸ Publish agendas as searchable, bookmarked PDFs for easy digital distribution or printing.

▸ Enable public access to your agendas through an online calendar view.

▸ Eliminate the costs of printing, collating and storing copies of paper agendas.

Enable Easy Item Submission and Self-Serve Status Tracking

Easy item submission helps everyone who needs to participate in the agenda process do so on time and with minimal manual intervention. Agenda Manager eliminates the need to complete item-submission forms by hand. It also automates the back-and-forth communication that complicates tracking the status of submitted items.
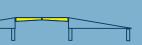
Submitters fill in summaries, recommended actions and other information on a simple Web form. They then monitor approval status using an individualized list of items awaiting action.

Additional benefits include the abilities to:

▸ Easily attach electronic reports to items, including Microsoft Office documents and common image file types.

▸ Designate special properties for items—those that have fiscal impact, for example—that require unique approval routing.

▸ Review complete item histories that help you track when an item is approved, added to the agenda or otherwise acted upon.

▸ Automatically receive e-mail notifications when an item is not approved, including approver comments explaining the decision.

Encourage Timely Participation

Agenda Manager provides easy-to-understand

Speed Up Approvals and Eliminate Redundancy

Item approvals—including multiple levels of approval and unique requirements for specialized items—create much of the complexity, repetition and paper-intensiveness in the agenda process. With a customizable, multi-stage routing setup, Agenda Manager allows you to implement a straightforward, digital approval system.

Agenda Manager easily adapts to your existing approval workflow. Items move automatically among approvers, who see only those items that require their explicit attention. Approvers also only see items at the proper stage of the cycle.

Other benefits that accelerate approvals include:

▸ Automatic notifications that indicate items are ready for approval.

▸ The ability to review items and reports as easily as clicking a link.

▸ Allowing approvers to make changes to items and reports, preventing item rejection due to typos and other minor issues.

▸ Reductions in multiple passes across approvers' desks.

▸ A log of approval-process events, indicating when changes occur and who makes them.

Get Started Easily for Fast Results

Usability, deployability and manageability are fundamental to the fast success of any software solution. Laserfiche Agenda Manager works through Microsoft Internet Explorer to make getting started easy for both end users and your IT department.
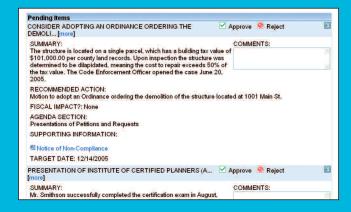
For most users, Agenda Manager requires no software installation on individual workstations, speeding up implementation and simplifying support. The flexible, Web-based system encourages fast user acceptance by providing the efficiency of automation without forcing end users to change the way they work.
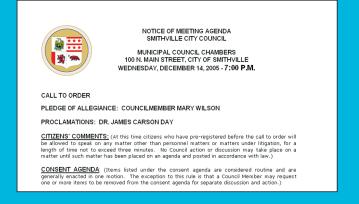
With fast installation and configuration, cost- and time-saving benefits soon extend throughout your organization in the form of:

▸ Faster agenda preparation with no need for manual, paper-based submissions and approvals.

▸ Substantial cuts in operational expenses for paper, photocopying and manual distribution.

▸ Fewer information requests from citizens and media, who can access agendas online when you make them available.

▸ Meeting citizens' expectations for electronic delivery of public services.

in the Agenda Process

interfaces for submitting items, routing them through approvals and finalizing approved items.

Pending Items

CONSIDER ADOPTING AN ORDINANCE ORDERING THE DEMOLI... [more] ☑ Approve ⊗ Reject

SUMMARY:
The structure is located on a single parcel, which has a building tax value of $101,000.00 per county land records. Upon inspection the structure was determined to be dilapidated, meaning the cost to repair exceeds 50% of the tax value. The Code Enforcement Officer opened the case June 20, 2005.

COMMENTS:

RECOMMENDED ACTION:
Motion to adopt an Ordinance ordering the demolition of the structure located at 1001 Main St.

FISCAL IMPACT?: None

AGENDA SECTION:
Presentations of Petitions and Requests

SUPPORTING INFORMATION:

▣ Notice of Non-Compliance

TARGET DATE: 12/14/2005

PRESENTATION OF INSTITUTE OF CERTIFIED PLANNERS (A... [more] ☑ Approve ⊗ Reject

SUMMARY:
Mr. Smithson successfully completed the certification exam in August,

COMMENTS:

NOTICE OF MEETING AGENDA
SMITHVILLE CITY COUNCIL

MUNICIPAL COUNCIL CHAMBERS
100 N. MAIN STREET, CITY OF SMITHVILLE
WEDNESDAY, DECEMBER 14, 2005 - 7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE: COUNCILMEMBER MARY WILSON

PROCLAMATIONS: DR. JAMES CARSON DAY

CITIZENS' COMMENTS: (At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.)

CONSENT AGENDA: (Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.)

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 facilitate image-enabling and back-end integrations.

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 for more product details or to request your free Laserfiche demo CD.

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Laserfiche Solutions

Laserfiche creates simple, elegant document management solutions that help organizations run smarter. Laserfiche Agenda Manager is the automated agenda preparation and publication module of the Laserfiche product 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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