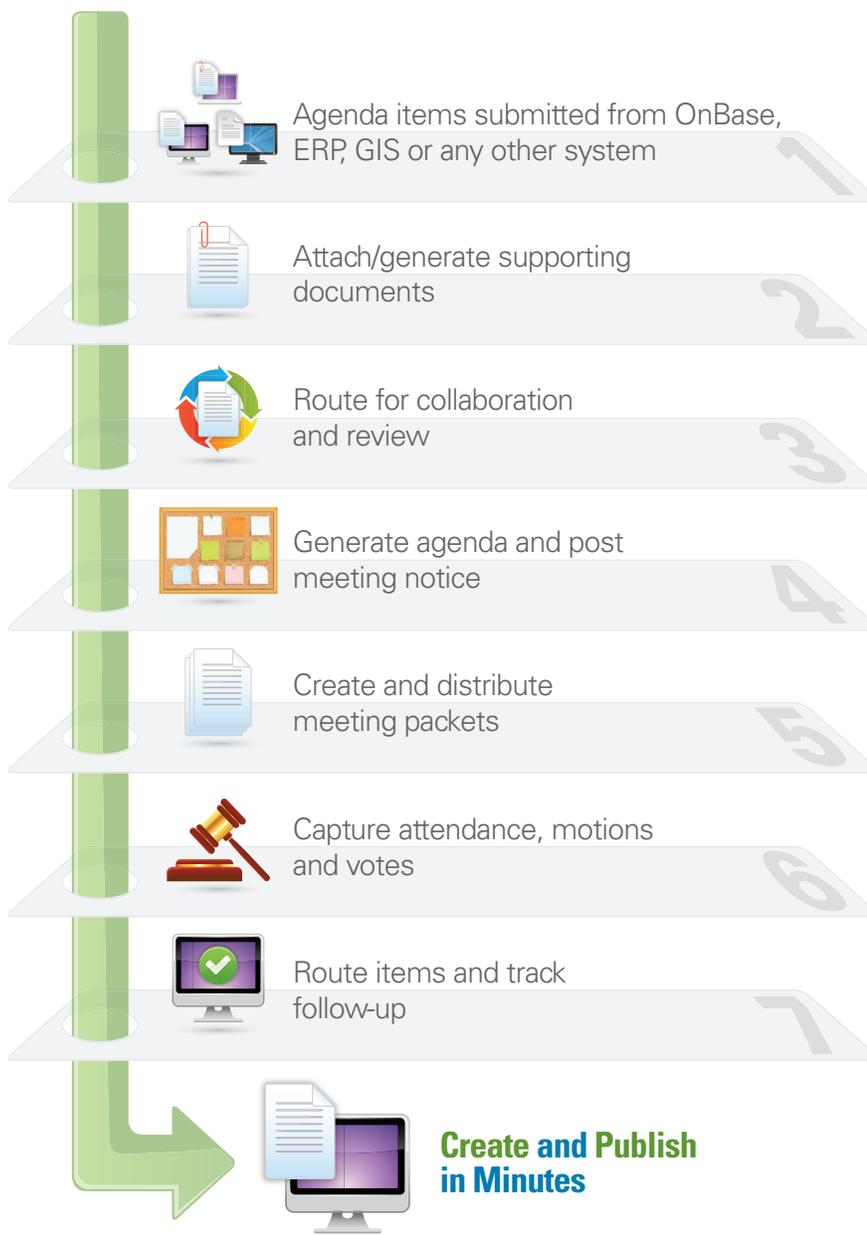


## Make the legislative process more efficient with automated agenda management

The OnBase Agenda Management solution automates the labor-intensive approval, assembly and distribution of agenda and minutes management tasks, speeding up legislative processes. With Agenda Management, you support better collaboration between staff and easily track items throughout the process. And the same system that transforms agenda management also creates more transparency.

### The Payoff

- Tracks submissions and approvals
- Automates agenda creation and assembly and updates instantly
- Evolves to meet enterprise needs



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### **Auto-create, assemble and update packets instantly**

Gathering and scheduling meeting agenda items that exist in emails, Word® documents, spreadsheets and paper is time consuming for your staff. Knowing they have the latest versions of documents can also be difficult. After hours of printing and collating, last-minute changes and ad-hoc items only add pressure to already tight deadlines.

With the OnBase Agenda Management solution, clerks easily incorporate changes and immediately distribute updated packets to a website or other solutions like Microsoft SharePoint®, creating more transparency into your processes. Staff in different locations import their documents into the centralized repository, speeding assembly and submission. OnBase then automatically adds ordinance and resolution numbers, page numbers, placeholder pages and other required information.

With OnBase, packet assembly takes much less time than manual systems and enhances your view of the process and the status of individual agenda items. And, with electronic distribution, you can meet green initiatives by eliminating the reams of paper associated with paper agenda packets, which also saves you budgeted money.

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### **Stay on top of requests by tracking submissions using workflow automation**

Tracking the progress of ad-hoc agenda submissions is difficult. Clerks often resort to a system of phone calls, emails, spreadsheets and notes to respond to inquiries. With the OnBase Agenda Management solution:

- Staff centrally manage requests and automatically send agendas on for approval
- Results are instantly available through the Agenda Management application, which has been specifically designed to meet the needs of clerks responsible for tracking and assembling the packets
- Workflow automation and the built-in audit trail enforce the proper review and approval procedures to create more transparency
- Clerks and other staff can automate follow-up actions and track agenda items after a meeting

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### **Flexibility and scalability to meet your changing enterprise needs**

Whether you're publishing agendas to a website or other solutions like Microsoft SharePoint®, OnBase connects systems and increases efficiency and transparency. With the OnBase Agenda Management solution, you can use your OnBase foundation across your organization to meet the needs of individual departments and processes whether it is your first OnBase purchase or an expansion of your enterprise content management (ECM) strategy. And, with today's budget pressures, that flexibility is a financially sustainable answer to meeting the needs of your constituents now and in the future.

Learn more at [Hyland.com/Government](http://Hyland.com/Government)

**OnBase**<sup>®</sup>  
a Hyland Software solution