

Agenda Processor™

Efficiently Create and Distribute Agendas for Your Organization's Single Most Important Meeting

- ▶ Automate the Agenda Creation and Distribution Process
- ▶ Track Individual Agenda Items in Real Time
- ▶ Retain the Appearance of Your Current Agenda While Simplifying the Publication Process
- ▶ Implement and Deploy with Minimal IT Support

Automate the Agenda Creation and Distribution Process

Many organizations hold a recurring meeting that includes a number of disparate agenda items and attendees. Successfully managing these items and distributing the final agenda typically involves a complex process in which the preparer manually collects, routes and tracks numerous paper forms and then prepares and prints multiple drafts of the agenda. Laserfiche® Agenda Processor™ enables organizations to replace these laborious, paper-based processes with a streamlined, Web-based system in which the preparer can assemble and distribute the meeting's agenda quickly and easily:

- ▶ With Agenda Processor, users submit an agenda item electronically using a simple, flexible Web form. Users can also attach files, such as staff reports and other supporting documentation, to the item that can then be incorporated into the final agenda packet. Users can select these files from their desktop, a network drive or the Laserfiche repository. They can also utilize Agenda Processor's scanning component to create an electronic version of a paper document on-the-fly.
- ▶ When the submission form is complete, Agenda Processor automatically routes the agenda item and any attached files to the appropriate reviewer.
- ▶ To foster timely review, Agenda Processor automatically notifies reviewers, via a customizable e-mail message, that items have been assigned to

them. This message also contains a link that reviewers can click to quickly view the item.

- ▶ As part of the review process, reviewers are able to make minor modifications to the item in order to add information or make corrections; they can then either approve or reject the item. If an item is rejected, Agenda Processor automatically notifies the user who submitted the item and provides the reason for rejection. The user then has the opportunity to revise and resubmit the item.
- ▶ Once an item has been approved, the preparer can easily add the item's information to the agenda, without having to copy or paste text. The preparer can also quickly add, remove or rearrange items in order to accommodate last-minute changes. With the click of a button, the preparer can then publish the final version of the agenda, along with the supporting documentation, in several formats, which ensures easy distribution.

Track Individual Agenda Items in Real Time

Most paper-based methods of agenda management lack an easy-to-use, automated mechanism that enables the preparer and others to track the actions that have been taken on an agenda item. Agenda Processor maintains a detailed history for each item that lists each of the actions that has occurred, including changes made to the item by the reviewer. Because users who submit items can also access this information, they no longer need to ask the preparer for updates regarding their item's status.

Retain the Appearance of Your Current Agenda While Simplifying the Publication Process

Agenda Processor utilizes a Microsoft® Word™ plug-in, which enables the preparer to produce a final agenda whose style and structure are familiar to your 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.

If items are accompanied by reports or other files, the agenda will contain links that users can click to quickly open this supporting documentation, provided that Adobe® Acrobat® Standard or Professional is installed on the workstation used for publication. Furthermore, if you post the agenda packet online, Agenda Processor will automatically break the packet into individual files so that users can access the agenda without having to download the entire packet. Users can then open the accompanying documents individually by clicking the appropriate links.

Agenda Processor also publishes the agenda packet as a ZIP file so that users can download both the agenda and the accompanying documentation and browse through the files individually. Users can also easily distribute the ZIP file via e-mail.

Implement and Deploy with Minimal IT Support

Laserfiche recognizes that ease-of-installation and ease-of-deployment are key factors to the successful implementation of new software. To that end, we've designed Agenda Processor to integrate seamlessly with Microsoft® Internet Explorer™, v. 5.0 and later. For most users, Agenda Processor thus requires no software installation on individual workstations and requires minimal support from your organization's IT department. Furthermore, Agenda Processor's intuitive, Web-based design eliminates the need for extensive training while fostering a smarter, more efficient agenda management process.

Agenda Processor Highlights

- ▶ Eliminate an inefficient, paper-based agenda preparation process by creating, managing and distributing your meeting's agenda electronically.
- ▶ Provide users with an automated agenda management tool that delivers numerous benefits without requiring them to change the way they work.
- ▶ Reduce lag time by automatically routing each proposed agenda item to the appropriate reviewer.
- ▶ Ensure timely review of proposed items by automatically notifying reviewers that items require their attention.
- ▶ Maintain a detailed electronic log of all of the actions that have been taken on each item.
- ▶ Publish your final agenda and supporting documentation as easily-distributed PDF and ZIP files, at the touch of a button.
- ▶ Minimize the burden on your IT department by utilizing an intuitive, Web-based tool that can be quickly installed and easily maintained.
- ▶ Easily upgrade to Laserfiche Agenda Manager™, an enterprise-wide tool for managing and distributing agendas for multiple meetings.

The Next Step

Please call (800) 985-8533 or e-mail info@laserfiche.com