

Laserfiche Agenda Manager Factsheet

Laserfiche Agenda Manager is a web-based agenda preparation and distribution software component that makes creating, approving and publishing meeting agendas simpler than ever.

Manage Agenda Item Submission, Review and Approval

- Update agenda item attachments directly from the website
- Create working drafts of agenda items
- Add comments to an item at any time in the approval/rejection process
- Collaborate on agenda items within each department before submitting them for inclusion in the meeting agenda
- Route agenda items to appropriate reviewers based on agenda item content

The screenshot displays the Laserfiche Agenda Manager web interface. At the top, there is a navigation bar with the title 'Laserfiche Agenda Manager™' and links for 'My Account', 'Help', and 'Logout'. Below this, a user greeting 'Welcome, admin' is shown on the left, and 'Viewing Meeting Type Sarah's Meeting' is shown on the right. A toolbar contains icons for a star, pencil, checkmark, document, and notification, along with tabs for 'Meeting Types', 'Users', 'Groups', and 'Notification'. A secondary navigation bar includes links for 'View All Meeting Types', 'Create Meeting Type', 'View All Item Fields', 'View Approval Workflow', and 'View Deleted Items'. The main form area has 'Save' and 'Reset' buttons. The form fields include: 'Meeting Type' (with a calendar icon), 'Meeting Name' (with a help icon and '* = required' label), a text input for 'Meeting Name*' containing 'Council Meeting', and 'Time' (with a calendar icon). At the bottom, there are radio buttons for 'Meeting Recurrence' with options: None, Daily (selected), Weekly, Monthly, and Yearly.

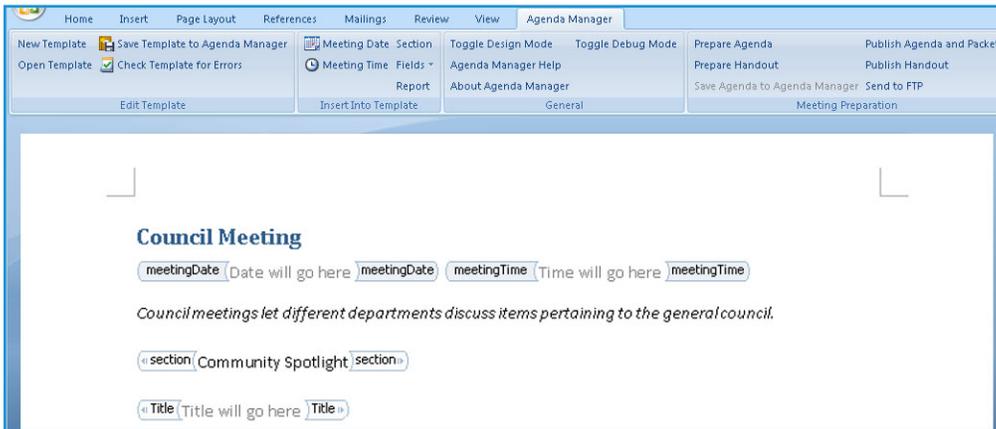
Propose and submit agenda items through an easy-to-use web form

Product Highlights

- Create agendas in Microsoft Internet Explorer® 9 – 11, Mozilla® Firefox® and Google Chrome™
- Submit agenda items electronically
- Automatically route agenda items through the approval process
- View item history and comments to track actions taken
- Approve, reject, edit, comment on or re-route proposed agenda items
- Add observer-only and notification-only users to the agenda process
- Attach a variety of file types to agenda items as supporting documentation
- Create template agendas in Microsoft Word® that can be automatically populated
- Upload the agenda packet to Laserfiche for long term archival
- Publish agendas to the web through the Laserfiche WebLink™ public portal

Simplify Agenda Preparation

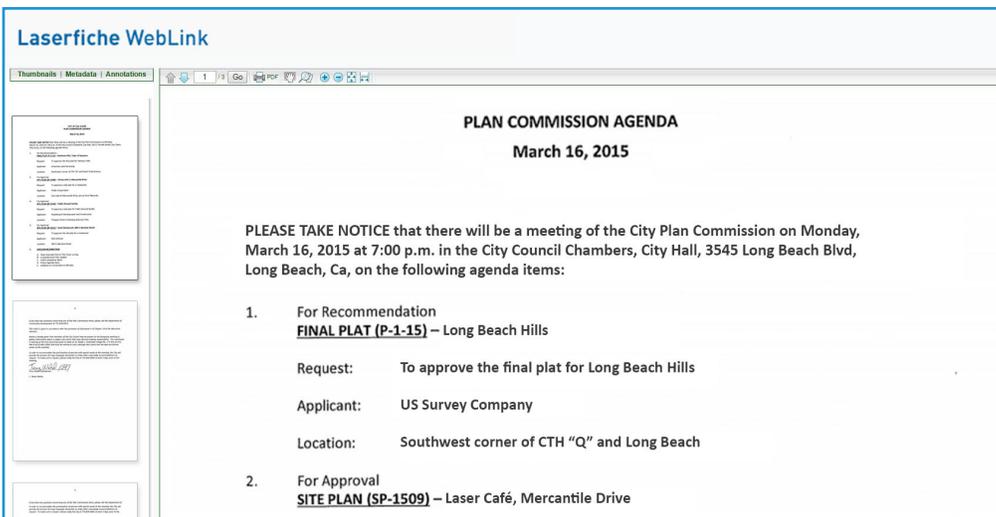
- Convert agendas into Adobe PDF files
- Split agendas into separate files to simplify browsing
- Link agenda items and attachments so viewers can easily move back and forth between an item and its supporting documentation



Prepare agendas with a Microsoft Word template

Easily Publish Agendas

- Create a simplified agenda version to post online or hand out at a meeting
- Upload agendas and agenda packets to a Laserfiche repository for long term archival



Publish searchable agendas to the web through the Laserfiche WebLink™ public portal

Your Next Steps

Contact Us
(800) 985-8533

Get a Demo
laserfiche.com/demo

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