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


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

Run Smarter®

Laserfiche®

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
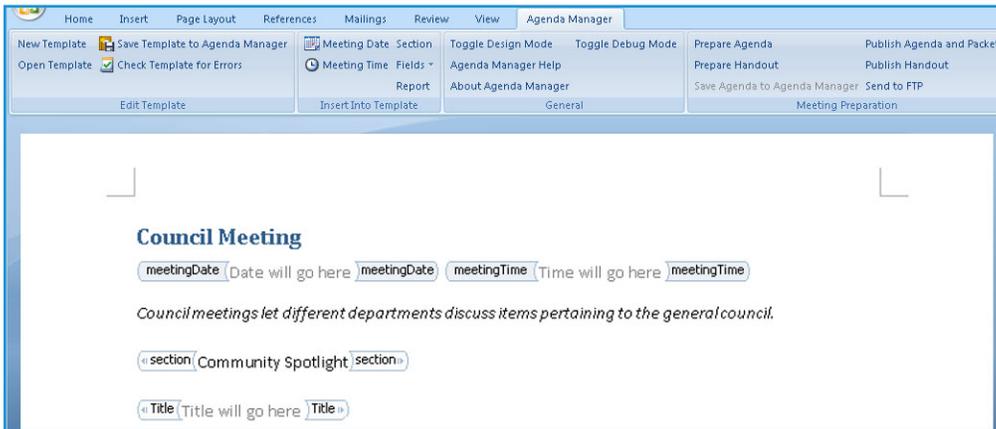
Prepare agendas with a Microsoft Word template

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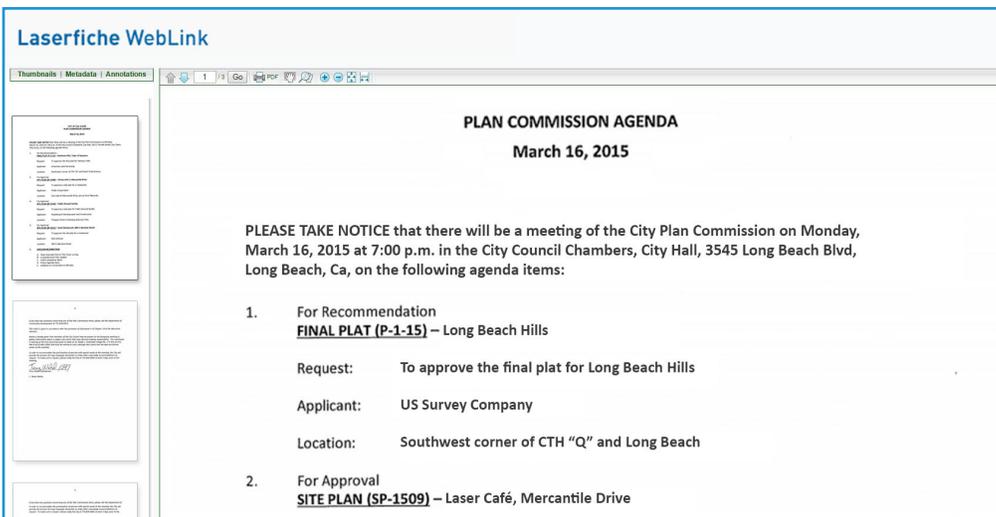
Publish searchable agendas to the web through the Laserfiche WebLink™ public portal

Your Next Steps

Contact Us
(800) 985-8533

Get a Demo
laserfiche.com/demo

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