

Agenda and Minutes

Agenda, minutes, video and mobile – your way

Streamlines agenda and minutes creation

Supports online access to public records

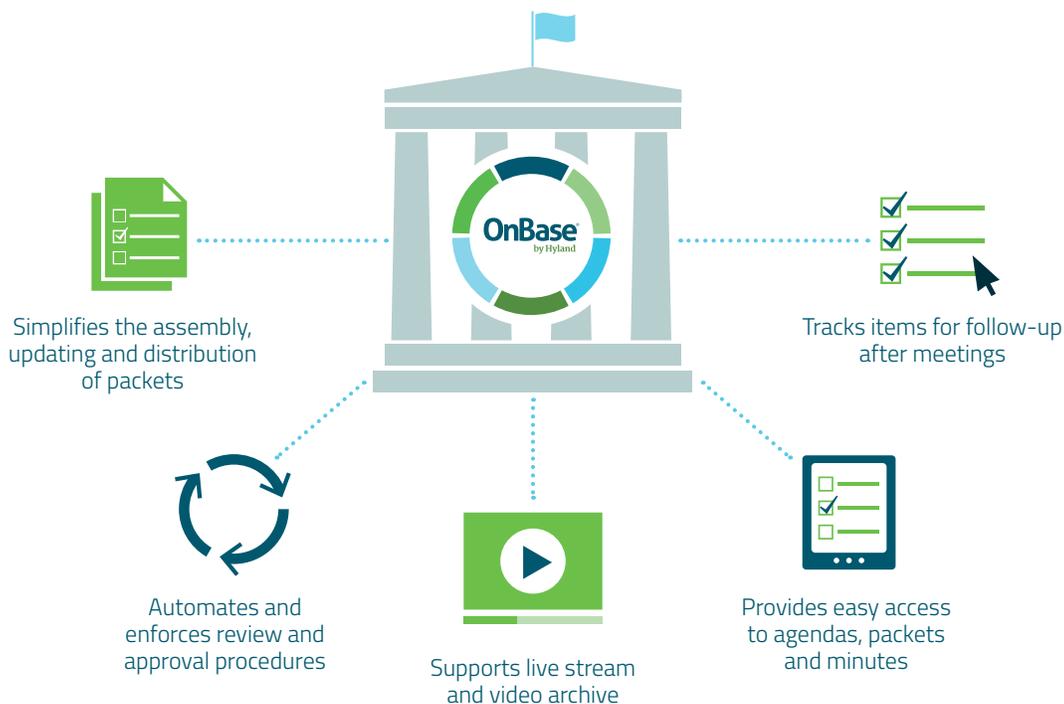
Adapts to your processes

Provides mobile access, video streaming and archives

OnBase transforms your legislative process by automating item submission and review, packet creation and minutes generation. Preparing for meetings is easier with the ability to approve agenda items from within Microsoft Outlook or on your smartphone or tablet. With Agenda to Go, councilors and commissioners can access meeting packets from their tablets and prepare for meetings using annotations and notes. OnBase provides an integrated constituent portal for easy access to agendas, packets, minutes and meeting video.

Offering rapid configuration and flexibility, OnBase easily adapts to your organization's templates and processes as well as any future changes or additions. With OnBase, you can be assured that public records are secure and that you have a solution that meets the needs of every department.

ONBASE AGENDA AND MINUTES SOLUTION OVERVIEW:



OnBase
by Hyland

One platform **Unlimited potential**



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Supports paperless agenda packet collection, review and creation

Gathering and scheduling agenda items that exist in emails, spreadsheets and paper files is time consuming for your staff. And you may not know if they have the latest versions of items and documents. After hours of printing and collating, last-minute changes and ad-hoc items add pressure to already tight deadlines.

Collecting proposed items is easy with OnBase. Staff submit items through electronic forms and attach supporting documents. Once submitted, the review process is automated so staff can complete agenda item approvals from desktops, Outlook, smartphones or tablets.

With approved items and supporting documents ready for a meeting, OnBase allows you to assemble agenda packets with one click. OnBase can automatically add ordinance and resolution numbers, page numbers and placeholder pages, and even creates public and executive session packets. OnBase can easily incorporate changes with drop-and-drag reordering for agenda items or the option to move items to a future meeting. In one click, you distribute and publish the agenda for the public and your legislative body. And with Agenda To Go, your council can use their tablets to review packets, make notes and annotations and reference those as they participate in your meetings.

Manages your meetings, paperless packets and video

Once the meeting starts, capturing the discussions, motions and votes can be overwhelming, particularly if decisions are reached quickly. OnBase Minutes uses your standard text to allow you to record proceedings quickly and easily and gives you tools to mark places for your video archive.

When your meeting is completed, OnBase Minutes automates follow-up actions and tracks tabled agenda items to ensure they are brought forward for future meetings, or route items for signature post-meeting.

OnBase Minutes lets you create packages quickly and allows seamless electronic publishing and distribution. Once the minutes are completed, OnBase automates the creation of the minutes document and, with one click, it can be published online and distributed electronically to legislative members and to your website for your constituents.

One solution for packets, minutes, video and public records

Your legislative process has never been more scrutinized. OnBase can help make sure it runs efficiently with only one solution to support and learn. Building on its secure, central repository, OnBase Agenda Online is your central location for making agendas, minutes and video available to your constituents. Publishing your agenda packets and minutes becomes seamless and fast when you publish with one click and eliminate moving between systems. It works in conjunction with your website to provide easy search and review of packets and supporting documentation linked to meeting video.

OnBase enterprise content management (ECM) is a foundation that can scale across your organization to meet the needs of individual departments and processes. So, whether OnBase Agenda and Minutes is your first purchase or an expansion of your ECM strategy, OnBase provides a proven, flexible platform so you can meet the needs of your constituents now and in the future.

Learn more at OnBase.com/Government »