Agenda packets taking too long to prepare? Avoid three mistakes guaranteed to slow you down.

Governments must be responsive. The technology solutions that support their processes must be, too. On-premises or hosted, get up and running quickly and easily.

The Payoff
- Provide agenda packets fast
- Increase meeting visibility and effectiveness
- Automate tasks that take time without adding value

The Basics

Managing agenda packets is often a challenging and complex task. Gathering and scheduling meeting agenda items typically requires many e-mails and phone calls. Preparing packets that include supporting documents means hours of printing and collating. Legal and financial reviews add time to already crunched deadlines, especially when multiple regularly scheduled meeting packets are hundreds or thousands of pages. And packets must be delivered on time.

The Challenges

If packets are incomplete, incorrect or hard to follow, meetings take longer and are less productive, aggravating everyone involved. As soon as one meeting is over, the process begins again to assemble the next meeting's packet. Bottlenecks are everywhere:

- Manual packet assembly requires many hours for formatting, collating and updating.

- Paper/e-mail agenda requests and approvals are decentralized, slow and hard to track.

- Disconnected agenda packet and minutes processes duplicate work and waste time.

The Solution

The OnBase Solution for Agenda & Minutes coordinates and automates the labor-intensive tasks of agenda and minutes management and distribution. It also saves time and money.

Auto-Create/Update Packets With Supporting Documents And Page Numbers. Instantly
What happens if an agenda item needs to be added or removed at the last minute? With OnBase you can easily accommodate changes and distribute updated packets in an instant.

- All agenda requests and supporting documents are automatically gathered, formatted and published to a packet with a couple of mouse-clicks.

- Supporting documents can be scanned or imported from any location and automatically associated with the right agenda item in the packet. Page numbering is also automatic.

OnBase

a Hyland Software solution

Optimize Requests And Approvals With Centralized Submittals And Auditable Workflows

How many phone calls or e-mails does it take to find out the status of an agenda request? Wouldn't it be nice to look to one place for an answer? With OnBase you can.

- Centrally managed requests and automated approval chains provide instant visibility. Audit trails provide information on request status. No more hunting for information.

- Point-and-click management through the Agenda & Minutes Manager relieves clerks of having to go through e-mails, hard copies or voicemails to make sure only approved items get on the agenda.

Publish Final Packets, Including Minutes, To A Web Or Sharepoint® Site With One Click

The costs for printing, routing, mailing and storing in-process or completed agenda packets can be virtually eliminated by electronically publishing them. The labor costs for collating, manually distributing or waiting for packets disappear too.

- Agenda packets can be accessible to the right people, securely and fast. Really fast.

- Staff hours spent gathering and preparing agendas can be put to more value added tasks. Paperless efficiencies easily extend to include automated records management so that policy rules — not employees — manage the burden of compliance.

The Payoff

OnBase solutions for Agenda & Minutes manage the legwork for creating, updating and distributing agenda and minutes packets. So you don't have to.

- Provide agenda packets fast.

- Increase meeting visibility and effectiveness.

- Automate tasks that take time without adding value.

time to make a difference.

Get more information out of existing business applications. Reduce, even eliminate, wasteful, redundant tasks. Now you can spend your time on the things that really matter. That's effective document and process management.

That's the OnBase difference.

Learn more at OnBase.com/Government

OnBase®
a Hyland Software solution

DoxTek
Document Technologies