

paperless agenda



Key Features:

- Custom screens make item creation easy
- Approval workflows match your business process
- Easy to use—Easy to deploy
- Affordable with options for most tight budgets
- Web-based means no software to support
- Both hosted and client-hosted models available
- Unlimited use license
- Unlimited Technical Support after deployment

Key benefits:

- Saves money
- Reduces paperwork
- No lost items
- Streamlined process
- Consistent information
- Custom screens means lower deployment risk
- No license fees
- One click publishes the agenda and minutes



- ✓ Posts final agenda to the web
- ✓ Custom workflow from start to finish
- ✓ Record minutes and votes
- ✓ Post minutes to the web

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AGENDA MANAGEMENT TOOL

NovusAGENDA is an automated agenda management tool designed specifically for organizations which conduct public meetings.



The tool is designed to be customized for each client so the screens used to create items are easy to use and simple to deploy.

Custom workflows means the approval process will match your needs without requiring a lot of change in the process.

The unlimited use license means you can use NovusAGENDA for your board meetings in addition to other meetings at no additional cost. Add more users and add more meetings without adding more money!

CHART OF FEATURES

Feature	Standard Edition	Professional Edition	Enterprise Edition
Create Agenda Items	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Attachments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Configured Workflow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customized Public Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to Manage Multiple Meeting Types	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clerk Meeting Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customized Item Categories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customized Details Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Independent User Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Internal Item Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create Minutes Module	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customized Public Minutes Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Convert Attachments to PDF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One Click printing of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External Public Item Search		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Active Directory Authentication		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Export PDF's to a Defined Directory		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NovusMEETING Module			<input checked="" type="checkbox"/>
Public Notification			<input checked="" type="checkbox"/>

THE PROCESS IS SIMPLE:

- Departmental staff logs in through a secure interface and create items using forms they are already familiar with.
- When finished, they simply submit the item to a pre-configured workflow for their department.
- Departmental approvers are alerted to log in when items need their approval.
- The clerk simply previews the agenda, makes quick adjustments, and publishes the agenda to the website with the click of a mouse.
- When the minutes are ready, the clerk publishes them to the website.
- The public can view agendas and minutes using the Internet.