HYLAND™

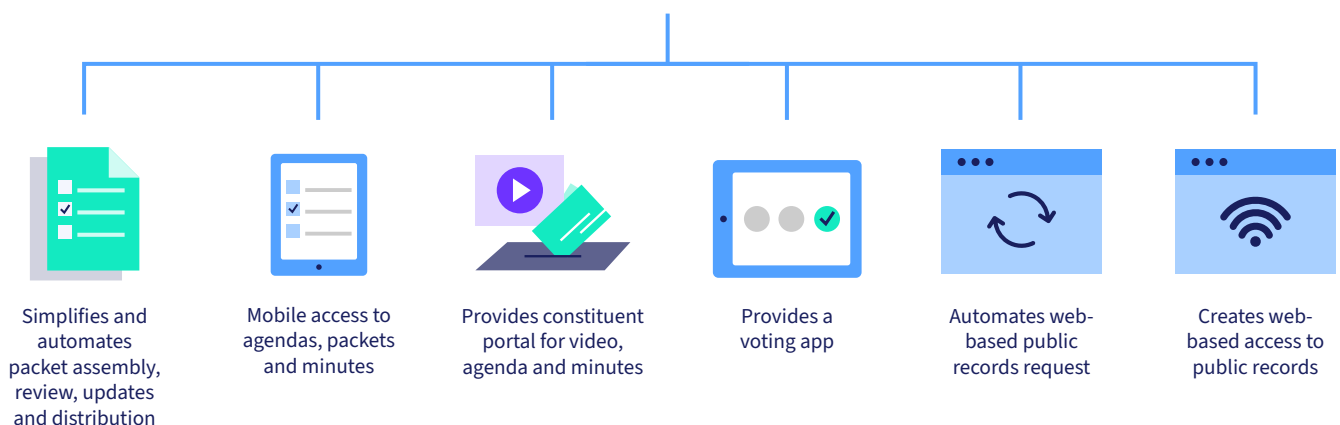# Agenda, minutes, video records and voting

Manages a variety of meeting types

Automates creation/routing of agenda items and meeting documents

Records motions, votes and minutes

Provides configurable web portal with streaming and on-demand video

The OnBase enterprise information platform transforms your legislative process with a platform that manages the critical functions of the clerk's office and secures it all within a central repository that supports your public records responsibilities. With features that make staff more efficient and convenient access for constituents and elected officials, OnBase makes a paperless clerk's office a reality. Approve agenda items within Microsoft Outlook or on your smartphone or tablet, provide paperless packets with Agenda To Go, track votes, create minutes and publish video all within a single platform. OnBase makes your office more efficient helping you meet your responsibilities and provide better constituent service.

OnBase agenda minutes, video, voting and records

HYLAND™ / ONBASE

Simplifies and automates packet assembly, review, updates and distribution

Mobile access to agendas, packets and minutes

Provides constituent portal for video, agenda and minutes

Provides a voting app

Automates web-based public records request

Creates web-based access to public records

Creates a paperless legislative process from agenda creation through the meeting

Gathering and scheduling agenda items in a paper world wastes staff time. Paper packets require hours of printing and collating, and last-minute changes add pressure to already tight posting and meeting deadlines. Overcoming these challenges is easy with the paperless processes OnBase provides. Staff submit items through electronic forms and attach supporting documents. Once submitted, the automated review process enables staff to complete required agenda item approvals from desktops, Outlook, smartphones or tablets. And, with OnBase, you don't need to change your process to go paperless, you can configure the solution to match your process today and into the future.

With approved items and supporting documents ready for a meeting, OnBase automatically create packets, add ordinance and resolution numbers, page numbers and placeholder pages. It even creates public and executive session packets. To reorder or revise agendas, drag-anddrop agenda items or move items to a future meeting. With a single click, you distribute and publish the agenda for constituents and your legislative body. With Agenda To Go, your council can use their tablets to review packets, make notes and annotations and reference them during meetings.

Manages meeting, minutes, video, voting and online publishing

During meetings, capturing the discussions, motions and votes can be overwhelming. OnBase tracks attendance, automatically provides standard text and gives you tools to

stamp and bookmark video. OnBase connects touch screens and voting displays to capture votes while supporting the convenience of touch voting and information panels.

After meetings, OnBase creates minutes quickly and publishes to your website with one click. Distribute electronic minutes to members with another click and guarantee follow-up with OnBase tracking tabled and follow-up items, ensuring they are brought forward for future meetings or routed for signature post-meeting.

Building on its secure, central repository, OnBase Agenda Online makes agendas, minutes and video available to your constituents. Seamlessly publish agenda packets and minutes and eliminate moving between systems to work with video, agendas and minutes. The solution also works with your website to provide easy search and review of packets as well as live and on-demand meeting video.

Provides one solution for packets, minutes, video and public records

The scrutiny of local legislative processes is higher than ever before. Because of this, requests for public records continue to grow, increasing the amount of time clerks and other staff spend fulfilling requests. In a paper world, documents are scattered in file cabinets, storage rooms and offsite storage — making request fulfillment time consuming. Even gathering a complete picture of what documents may satisfy a request is difficult.

With a repository that is accessible to the whole organization, OnBase simplifies your public records tasks by providing a single secure place for fast, comprehensive searching. OnBase can even automate records requests, eliminating manual systems to track requests and staff assignments. With tools to support self-service access to documents, OnBase relieves staff of over-the-counter requests — making requests more convenient for constituents.

↗ Learn more at [Hyland's solutions for government](#).