



## Meeting Minutes Module

It is a web based solution that helps subscribers publish meeting minutes, agendas, resolutions, ordinances, and other public documents to their websites with out needing the knowledge of, or even accessing their websites. You store your documents in your internal digital file cabinets and the documents get published to your website

## Meeting Minutes Publication

Powering Websites to Publish Public Documents

### Capabilities:

- Any internal documents that need to be made available to the public via your website can be published in minutes
- Website visitors can easily search, retrieve and review documents with an easy query
- Manage retention and publishing dates

### How it works:

- A simple link on your website provides a window to all documents
- A digital file cabinet in the portal stores public documents
- A simple add or delete interface provides a mechanism to store documents

### Benefits:

- You can publish public access documents instantly with out web knowledge
- Meet FOIA requirements and maintain document retention schedules
- You can integrate electronic review and approval of documents prior to publishing

### Who can use it:

- Any company that needs to publish documents to the web can subscribe to this module
- Organizations that manage meeting minutes, agendas, ordinances, resolutions, safety data sheets etc. can benefit