



## Feature Comparison

### Features

	AgendaFree	AgendaPro	Meeting Manager	Meeting Manager Pro	Records Manager
<b>General</b>					
Price					
Licensed Users	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
IT involvement - (1 - Cloud Based/SaaS, 2- Desktop Client, 3 - Local Server)	1	1	1	1	1
References rating (1 - love it, 2 - Works, 3 - Not Happy, 4 - Not provided/connected)	1	1	1	1	1
Satisfaction Guarantee - No Risk Purchasing	Yes	Yes	Yes	Yes	Yes
Data Storage	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
<b>Agenda &amp; Minutes Creation</b>					
Published Agendas	3	Unlimited	Unlimited	Unlimited	
Number of different Meetings supported/included	Unlimited	Unlimited	Unlimited	Unlimited	
Library of Best Practice Agenda Templates	•	•	•	•	
Drag & Drop Agenda Building			•	•	
One-Click Publishing (Print, email, web and councillor publishing/notifications)			•	•	
Pre-populated Minutes			•	•	
Pre-populated Motion Sheets			•	•	
Automated Meeting Follow-ups Report			•	•	
Agenda & Minutes Approval Routing				•	
Roll Call Tracking				•	
Vote Tracking				•	
Automated Facebook and Twitter Updates				•	
Audio/Video Streaming (Optional, Included, Not Provided)			Optional	Optional	
<b>Reports &amp; Tracking</b>					
Works with Microsoft Office files (Word, Excel, PPT, etc.)			•	•	
Staff Report Builder (Creates/combines field data, report memo and additional attachments into 1 report document)				•	
Reports Approval and Workflow routing				•	
On the fly editing/updating of workflow (e.g.. out of office, cancel approval, etc.)				•	
Approvers are able to edit report				•	
History of report changes and ability to restore previous versions				•	
Meeting Decisions Tracking and Reporting (decisions, dates, follow-up actions, etc.)				•	
Staff Report tracking (Creation status, dates, delegation, etc..)				•	
Optional Tracking/Reporting Templates (Contracts, Ordinances, Correspondence, etc...)				•	
<b>Agenda Review &amp; Annotation</b>					
Agenda review and annotation available for Elected Officials, Staff and Public	•	•	•	•	
Agenda review and annotation on iPad	•	•	•	•	
Agenda review and annotation on PC/Laptop	•	•	•	•	
Agenda review and annotation with Android, other tablets and any web browser	•	•	•	•	
Offline Access	•	•	•	•	
<b>Website Integration</b>					
Automated Posting of Agenda (Agenda Cover, Packet, PDF and Digital Versions)	•	•	•	•	
E-resources Database/Search (Agendas, Agenda Packets, Additional Resources)	•	•	•	•	•
Printer Friendly Versions of Agendas Packets	•	•	•	•	
Printer Friendly Versions of Minutes Packets			•	•	
Government Transparency Web Portal				•	
Auto Updating Meeting Calendar				•	
E-Updates sign-up for Media and Public for agenda publication/update notification				•	
Ideal viewing for all mobile devices (Responsive Design)				•	
Voting and Attendance reporting				•	
<b>Document Center</b>					
Public and Internal Access to Document Database		•	•	•	•
Advanced Context Searching Across all Documents		•	•	•	•
Integrated Favorites for Public and Internal Users		•	•	•	•

Drag and Drop File Management	•	•	•	•	•
Social Media Sharing		•	•	•	•
Unlimited Storage for Meeting Documents			•	•	
Automatic OCR (Optical Character Recognition) of PDF Documents				•	•
<b>Records Center</b>					
Public and internal Access to Records Database				•	•
Cross Departmental Structure / Availability				•	•
Record Classification Tracking				•	•
Record Destruction Tracking				•	•
Case File Management				•	•
Searching Record Content and Meta Data				•	•
Laserfiche Integration			•	•	•
Sharepoint Integration			•	•	•
<b>Records Manager</b>					
Manage Paper and Electronic Records					•
Records Management Dashboard					•
Record Classification Workflow - Including Classification Wizard					•
Imported Retention Schedule					•
Smart Lists and Searches					•
Paper Archive Tracking					•
Record Label Printing					•
Public Records Request Tracking					•
Web Based Records Requests for Public					•