

### **Agenda Center**

The Agenda Center offers an uncomplicated way to create and display agendas for various civic organizations. The agenda Center can create agenda templates for repeated use, work flows to insure agenda accuracy, and the ability to enter minutes directly into each agenda. This functionality is combined with the ability to customize both the creation and organization of the Agenda Center.

### **Alert Center**

The Alert Center graphically shows when there is an emergency / important notification in the area. Notifications or updates can be sent out through email and / or text messages from the Notify Me module.

### **Archive Center**

The Archive Center module allows you to sort and store date sensitive documents in various lists that allow your users to easily find the specific document they are looking for. This is perfect for Reports, Budgets, and Newsletters. You can also create links for the “Most Recent” item as well as a page for viewing all items in the category. That link does not need to be changed when you upload something; it’s always current.

### **Bid Postings**

The Bid Postings module provides a simple and easy to use method of posting your bids to the public. You can provide details about each bid, “attach” various documents to the bid posting, and even allow users to sign up to be notified when a new bid becomes available.

### **Calendar**

The Calendar allows you to post future events so your citizens can be aware of what is happening in your organization. You can also create multiple calendars for your departments and divisions so the main calendar is not as cluttered. People can subscribe to your individual calendars so when you post a new event, they will get an email with a brief description and a link to the full posting on your website. There is even a way for people to subscribe to your calendars through their own internet calendar like Google or Yahoo. When you update your calendar, their online calendar is automatically updated with the new event.

### **Community Connection**

The Community Connection Module allows the public to connect with each other. They can create their own groups, post comments, and vote for any of the discussions that might be happening on the site.

### **Community Voice**

The Community Voice Module allows your organization to create categories that citizens can post ideas to that will help innovate new ideas and discussion for improvement.

### **Document Center**

The Document Center module houses your documents, forms, and other files that your users will need to access. You can create many different folders and sub-folders to organize your documents by department and division. Typically we won’t direct site visitors to the document center; we will put a link to a specific document on a web page, FAQ Question, or Calendar event that will open the document without having to see the folder list.

### **ePayment**

ePayment or ePay works with our Forms Module to process simple payments.

### **Facilities & Reservations (New)**

The updated Facilities module has the options to allow the public to submit their events on to a calendar and submit facilities to be added. There is a custom registration form, updated calendar with reservations, ties to the ePayment module, and an updated slideshow manager.

### **FAQs**

FAQs are used to answer the most frequently asked questions about your organization directly from your website. This helps to cut down on phone and foot traffic. You can create multiple categories of FAQs so each department and division can have their own in order to help organize the FAQs and make them easier to locate by your users.

### **Form Center**

In the Form Center you can create online-fillable forms from scratch using simple drag-and-drop functionality.

### **Info Advanced**

Info Advanced is an area on the website that is created for special features that a client wants to add to their website, like a Mayor's Corner, contact information boxes, advertising, etc.

### **Job Postings**

The Job Postings module allows you to post available jobs and their details in a very easy to access manner. There are also options in this module to allow the user to download a job application, subscribe to new job posting, and email their resume to the person of your choice. There is also a link to our Online Job Application that is very similar to Monster.com or CareerBuilder.com. It will walk the prospective employee through an interview process that will produce a generic job application with all of their information filled out. We can add your logo and organization name to the application, or we can take your existing application and use the Job Application module to fill it out for you (for an additional cost). You may get a better quality of applicant using this module because the users will at least know how to work the website.

### **My Dashboard**

My Dashboard gives website visitors the ability to personalize their dashboard to stay updated on news, events and information they care about. It features drag and drop functionality as well as the use of widgets.

### **News Flash**

The News Flash module allows you to post organizational news items that are important to your citizens right on your home page. You can also create different categories within your News Flash and place them on specific pages as well. Site visitors can subscribe through email to get your updates and announcements as they happen.

### **Notify Me**

The Notify Me module allows users to sign up for email lists that you have created. This allows you to send out a mass email to everyone on the subscription list with just a few easy steps. Bids, Blogs, Calendar, Jobs, and News Flash all have an automatic Notify Me component that needs little input from you. The other side of Notify Me will let you have your own "distribution" email list so you can send electronic newsletters, announcements, and even a "joke of the day" email if you wish.

### **Photo Gallery**

The photo gallery allows you to showcase photos from in and around your organization. We can also turn on the ability for site visitors to upload their own photos (pending confirmation). Very similar to Flickr.com where you will have a slideshow of the photos in your album and site visitors can vote on their favorite pics.

### **Quick Links**

The Quick Links module allows you to place links to related and often requested information directly on the page of your choice. The entire collection of these links is contained within the actual module and is unlimited in the amount of categories and links that you can provide to your users. The links can be to interior pages of your website, to documents and forms, or to outside websites.

### **Real Estate Locator**

The Real Estate Locator module lists residential and commercial properties within the local community. The residential properties are separated from the commercial properties and each have their own search functionality. Community members can post and manage their own real estate listings by setting up their profile and paying a

small subscription fee. Once a profile is set up the community member can post and manage their properties 24 hours a day.

### **Request Tracker**

The Request Tracker allows for follow-up communication between you and the user. You can create as many different categories as you would like in order to help the user locate their specific problem and report it easily. Good examples are “Report a pothole” or “Street light outage” where someone can report the problem and you will communicate through emails sent from the system. You will also be able to see statistics of how quickly requests are being completed by request or even employee. This is another module with a free iPhone/iPad app in the Apple App Store.

### **Resource / Business Directory**

The Resource (Business) Directory module allows you to list contact information for businesses in your area, and place them into categories which makes it easier for the user to locate. Very similar to the “Yellow Pages” section of a phone book with the exception that your staff will create the categories that the listings will fit into.

### **Staff Directory**

The Staff Directory allows you to show a listing of departments and divisions along with their phone numbers on the initial page, and also provide a listing of individual employees and their contact information. Think of this module as the “White Pages” of the phone book. You are responsible for who is or is not listed in the directory and you can list as much or as little information as you want.