



# Action *Tracking*

Everyone is looking for information, and it's often the corporate administration department that is stuck in the middle. Keeping track of all the actions, and knowing what is being done about them is the challenge.

Our **CivicWeb** *Action Tracking* tool captures all the actions and related information in one place, grouped in convenient *Tracker* modules that make it easy to keep on top of what's happening. From meeting actions to public records requests - and every other list you keep - our **CivicWeb** *Action Tracking* tool gives you the power to better manage the information and keep everyone informed.



## HIGHLIGHTS

Each **CivicWeb** *Tracker* includes:

- Seamless integration with the *Meeting Management Solution*
- Simple capture and tracking of staff reports, meeting decisions, correspondence, public records requests, contracts, resolutions, bylaws, public requests for service, strategic planning, events and grants
- Creation of action lists describing who needs to do what
- Facilitation of both a final paper version of the action list and an electronic version so it is easily stored, accessible and searchable among other action lists
- Assignment of tasks and subtasks with centralized management and reporting of activity
- Activity tracking with task prioritization, e-mail notification, approval routing, timestamp, completion notification, and related document linkage
- Action plans can be easily shared between offices in different geographic locations and can be accessed anywhere the Internet is available
- Powerful search and reporting capabilities
- Records Classification features that allow you to classify and find information when you need it
- Flexible access levels and security options
- Complete administrative control over most key settings
- License includes unlimited users provided such users are employees of the Customer
- Surprisingly affordable pricing based on the size of the organization

*"The Action Tracking Solution has allowed us to manage tasks associated with Council requests, thus ensuring better accountability and preventing vital information and requests from slipping through the cracks. It has also enabled us to forward information quickly to the appropriate departments and individuals who need to take action which has resulted in significant time savings and the freeing up of scarce resources."* Sheryl Masters, Manager Administration | City of Victoria, BC

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CIVICWEB – EASING MEETING DEMANDS