END-TO-END MEETING MANAGEMENT SOLUTIONS

We provide real-time document collaboration & distribution

ANYWHERE, ANYTIME

Harbour Software provides niche cloud-based solutions to optimise business processes and elevate efficiencies.

Digital Transformation

Our products improve corporate governance and create a connected workplace that unifies your teams' communication, document management and collaboration.

We develop agile and effective software solutions that enable our clients to leverage the power and cost efficiencies of software delivered as a service.

For over 15 years, we have empowered companies of all sizes including not-for-profits, health organisations and government agencies. We are currently working with over 170 organisations across Australia and New Zealand.

Continuous Innovation

We offer a modern, intuitive web-based agendas and minutes solution that can be accessed anywhere, anytime and on any device.

Our software is based on our long experience working in the industry and leveraging off the ability to provide real-time document collaboration, providing an end-to-end solution for the creation of reports and agendas through to managing minutes and the resulting action items.

Contact

Get in touch with us and learn how we can assist you on your business transformation journey.

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HARBOUR SOFTWARE

Doc Assembler

Real time document collaboration!

Doc Assembler is an intuitive web-based application that provides a complete end-to-end agendas and minutes solution, including action item tracking.

Key Features

- **Meeting Planner** - plan, manage, monitor and report on the creation and flow of officer reports e.g. from ELT to Briefing to Council Meeting.

- **Web Publishing** - publish documents to a fully hosted web page.

- **Video embedding and bookmarking** for ease of navigation through meetings' recordings.

- Facilitate collaboration, allowing multiple authors to contribute to the same item at the same time.

- Enable remote access through an online hosted software which requires no physical installation on premise or on user devices.

- Maintain full control over the documents' branding, with unlimited number of consistent templates.

- Integrated with electronic voting via **Docs On Tap**. Votes are then automatically updated into the minutes.

- Create documents for future council meeting dates enabling the end users to submit their content as they go.

- Simply slot in late or new items; the numbering will regenerate automatically when the document is assembled.

- Manage action items, assign actions to responsible officers and track progress.

Docs On Tap

Available on all major platforms!

Docs On Tap is an easy to use web application that enables the management and distribution of content and documents via the cloud.

Key Features

- Enable remote access via any device including computers, tablets and mobile phones.

- Avoid misplacing documents and always stay up to date with the latest version.

- Open multiple documents within the document viewer for easy reference.

- In addition to agendas and minutes management, use Docs On Tap also for other document types such as policies, local laws, strategic plans, contracts and tenders.

- Highlight, search and annotate documents shared across all platforms, including non-PDF documents.

- Easy access and convenient navigation through the sorting of documents and marking them as favourites.

- Real-time live voting feature that is fully integrated to automatically update the minute-taking process in **Doc Assembler**.

- Include attachments as part of the relevant document.

- Access files immediately without needing to wait for them to download thanks to background synchronisation process.