

# ***Easy Doc***

**Post and Search**  
**Your Online Records With Ease**

*Better for You. Better for Them.*



# Reality Check

*Are your documents getting posted in a timely and accurate manner?*



**They can be with *Easy Doc*.**

# Which Records Are You Posting?

## Agenda & Minutes

- County Court
- City Council
- Property Council
- Library Board
- Parks Board
- Animal Shelter  
Advisory Committee
- Mayor's Youth Council

## Budget & Financial Reports

## Codes and Ordinances

## Election Returns

## Foreclosures

## Open Government / Transparency Records

*Easy Doc is perfect for any task that requires records to be posted online and made searchable.*

# How Much Time is Being Spent Posting Records Today?

## Possible Steps in Current Process

- Scan each document page
- OCR document
- Key in Key Phrases
- Transfer document to IT for them to post
- IT modifies website to include info

- *Every Week?*
- *Every Month?*
- *Every Meeting?*
- *Every Return?*
- *Every Time....*



# ***Easy Doc: Quick, Easy, Affordable***

Your Prescription  
to **Post** and  
**Search** Online  
Records With  
Ease.

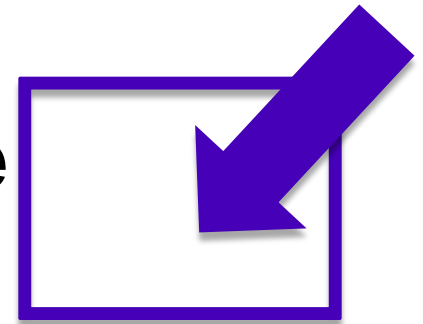
It's as easy as 1-2-3.



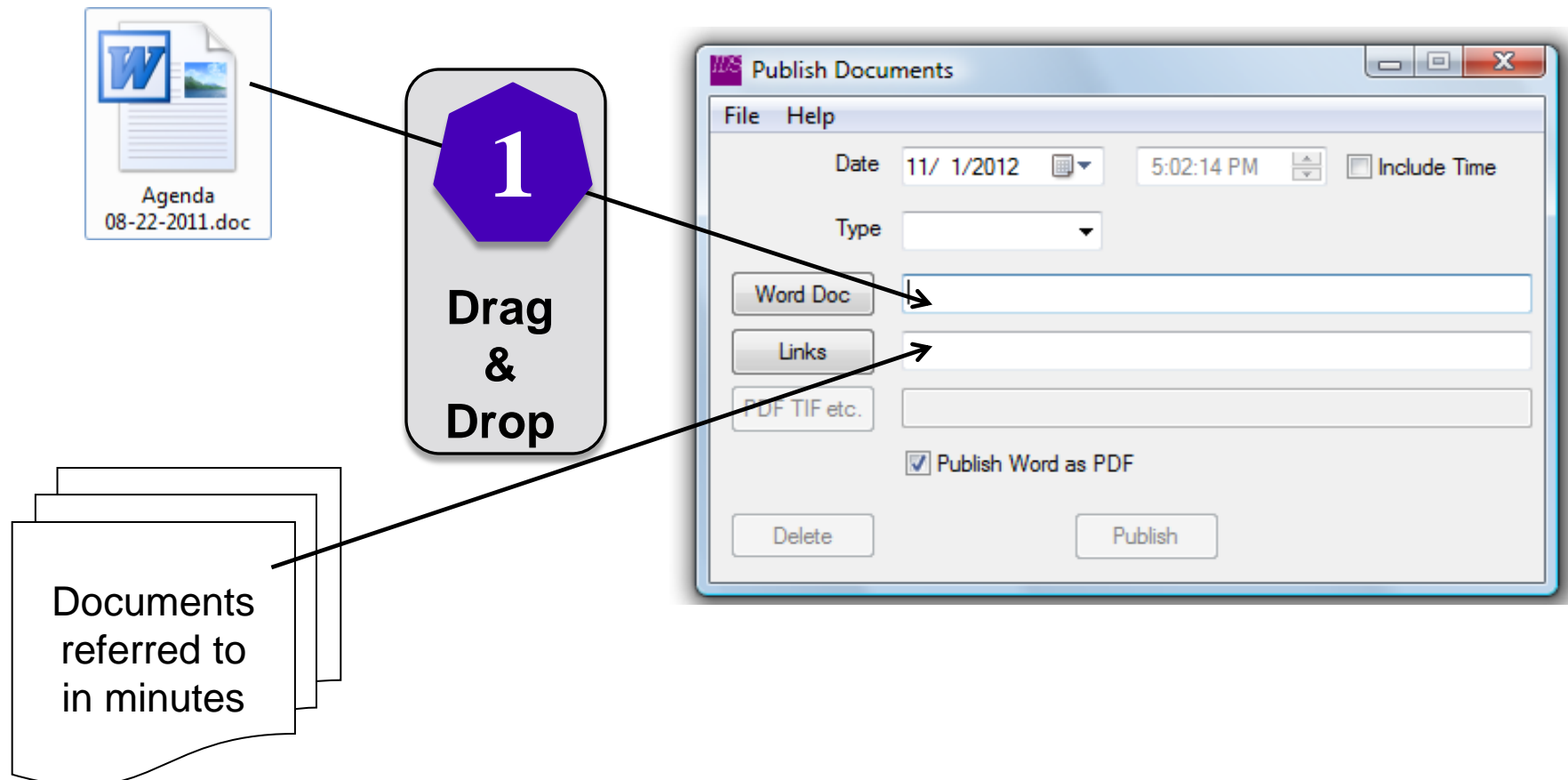
# **Advantages of *Easy Doc* When *Inputting* Records**

*As Easy as 1-2-3!!!*

1. Drag & Drop Ease
  2. Input Date & Record Type
  3. Publish Record
- 
- **No need to input Key Words for searching**
  - **Records are immediately available**



# Publishing minutes & attachments



# Select date, type of meeting & hit “Publish”

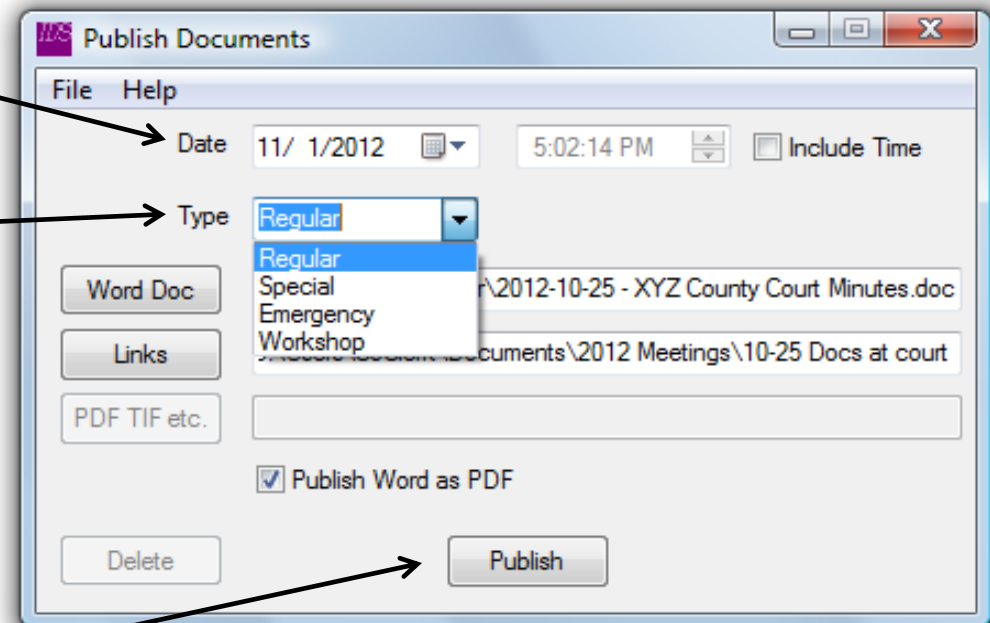
Meeting date

**2**

Select type of meeting

**3**

Hit Publish



Minutes and attachments are immediately available on your website or intranet



# Advantages of *Easy Doc* When Retrieving Documents

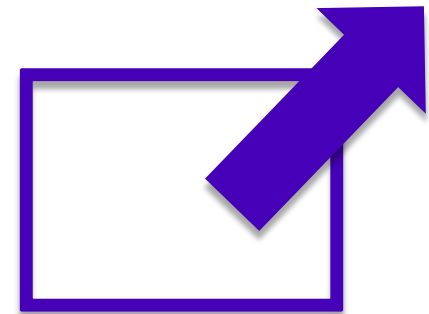
Get to the relevant record instantly with word search

Records can be searched by any department or by the public without placing a request on the IT Department, clerks or management.

More accurate search returns because *Easy Doc* does not rely on OCR

Find support documents relevant to that record

Internal document searches takes a lot less time



# Searchable minutes index

1895 1896 1897 1898 1899

1900 1901 1902 1903 1904 1905 1906 1907 1908 1909

1910 1911 1912 1913 1914 1915 1916 1917 1918 1919

1920 1921 1922 1923 1924 1925 1926 1927 1928 1929

1930 1931 1932 1933 1934 1935 1936 1937 1938 1939

1940 1941 1942 1943 1944 1945 1946 1947 1948 1949

1950 1951 1952 1953 1954 1955 1956 1957 1958 1959

1960 1961 1962 1963 1964 1965 1966 1967 1968 1969

1970 1971 1972 1973 1974 1975 1976 1977 1978 1979

1980 1981 1982 1983 1984 1985 1986 1987 1988 1989

1990 1991 1992 1993 1994 1995 1996 1997 1998 1999

2000 2001 2002 2003 2004 2005 2006 2007 2008 2009

2010 2011 2012 2013 2014 2015

Search Directory

FM 1000 Submit

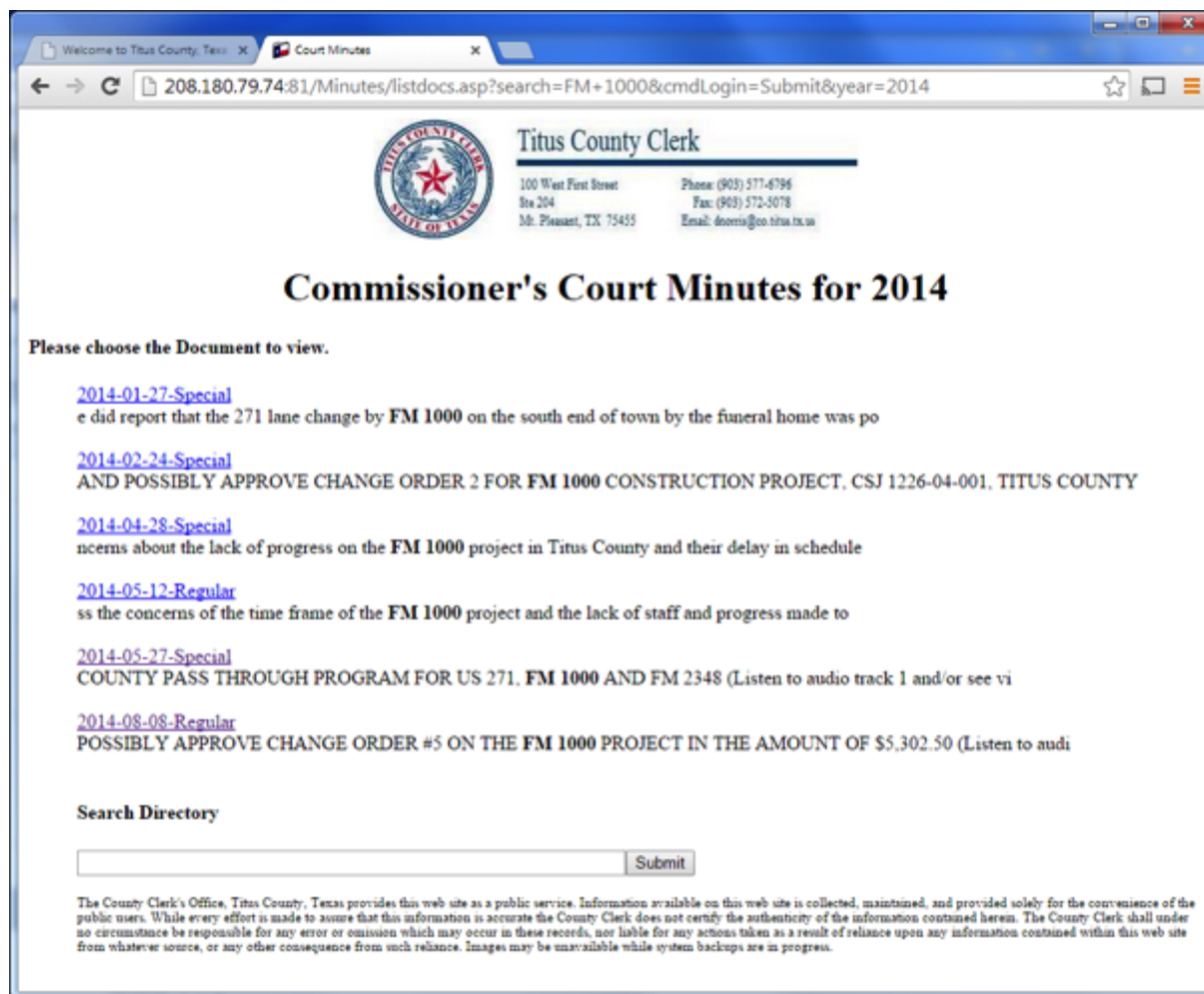
From Year 2014 To Year 2014

**1**

Input the Key Word. To narrow the timeframe, select the year(s).

Searching is easy. System defaults to current year. Other date ranges can be selected


# Easy to Search, results are clear



Welcome to Titus County, Texas

Court Minutes

208.180.79.74:81/Minutes/listdocs.asp?search=FM+1000&cmdLogin=Submit&year=2014

 **Titus County Clerk**

100 West First Street  
Ste 204  
Mt. Pleasant, TX 75455

Phone: (903) 577-6796  
Fax: (903) 572-5078  
Email: [deorris@co.titus.tx.us](mailto:deorris@co.titus.tx.us)

## Commissioner's Court Minutes for 2014

Please choose the Document to view.

[2014-01-27-Special](#)  
e did report that the 271 lane change by FM 1000 on the south end of town by the funeral home was po

[2014-02-24-Special](#)  
AND POSSIBLY APPROVE CHANGE ORDER 2 FOR FM 1000 CONSTRUCTION PROJECT, CSJ 1226-04-001, TITUS COUNTY

[2014-04-28-Special](#)  
ncerns about the lack of progress on the FM 1000 project in Titus County and their delay in schedule

[2014-05-12-Regular](#)  
ss the concerns of the time frame of the FM 1000 project and the lack of staff and progress made to

[2014-05-27-Special](#)  
COUNTY PASS THROUGH PROGRAM FOR US 271, FM 1000 AND FM 2348 (Listen to audio track 1 and/or see vi

[2014-08-08-Regular](#)  
POSSIBLY APPROVE CHANGE ORDER #5 ON THE FM 1000 PROJECT IN THE AMOUNT OF \$5,302.50 (Listen to audi

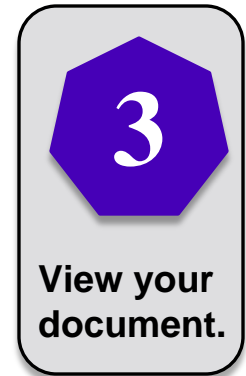
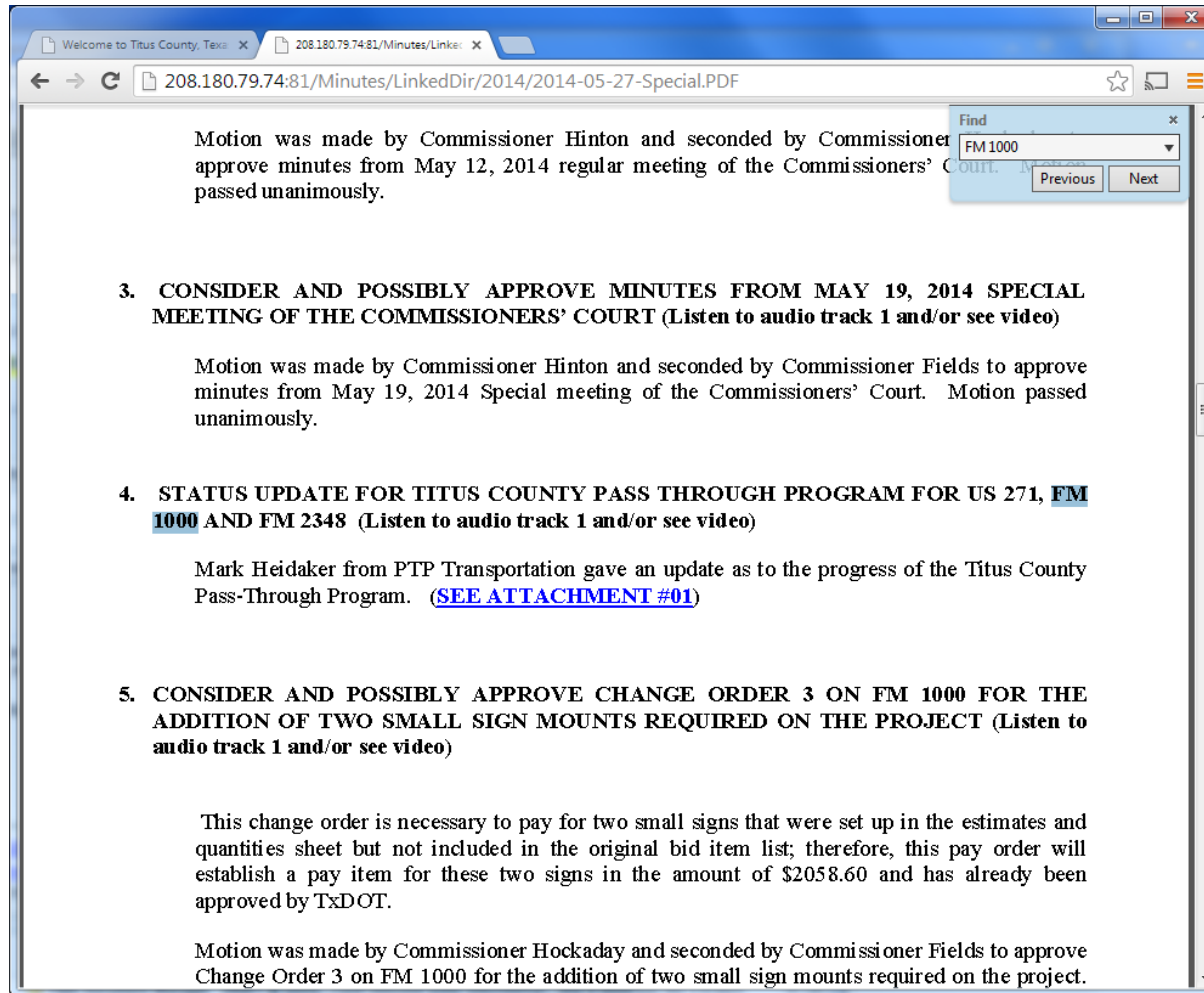
**Search Directory**

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Select the document you wish to view.

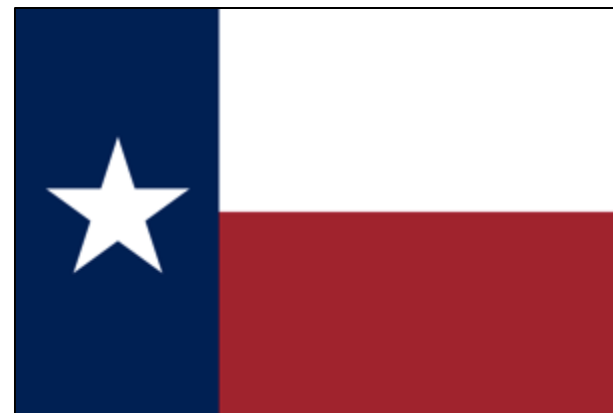
# Actual document presented at the meeting can be viewed



# User experience

*"IDS streamlines the entire process so that our minutes, supporting documents and digital audio files are organized by meeting, archived, and published online. This product offers transparency and ease of use, benefitting county offices, local news media, and the general public."*

Sasha Kelton  
Clay County Clerk



# Installation Requirements

Microsoft Word 2007 or better

Windows server

Link to dedicated page on website or intranet

Installation & training takes less than a day.

# Pricing

## Publisher software introductory offer

Number of workstations	1 – 3	4 – 8	8+
Single Visit Installation (includes training)	\$3,400	\$4,000	\$4,000 + \$100 per workstation for each workstation in excess of 8.
Monthly Usage*	\$100	\$200	Ask for a quote.
OR			
Annual	\$1000	\$2000	

### All support & and all updates included

Five Year price guarantee with uninterrupted usage agreement  
i.e. no price raises with an unbroken service commitment

Eligible for county court  
records fee funding



# About IDS & Our Customers

Founded in 1997 by Bill Wilder

Located in Sulphur Springs, TX

Programming service to local authorities, police departments, ISD's and software vendors

Focus is on making disparate pieces of software communicate with each other

Simple effective solutions

easy doc  
**EZD**





# Links & contact info



[Polk County Texas](#)  
[Johnson County Texas](#)  
[Titus County Texas](#)  
[Clay County Texas](#)

[Montague County Texas](#)  
[Brown County Texas](#)  
[Sutton County Texas](#)  
[Reagan County Texas](#)

Contact:

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