



Custom Software Applications

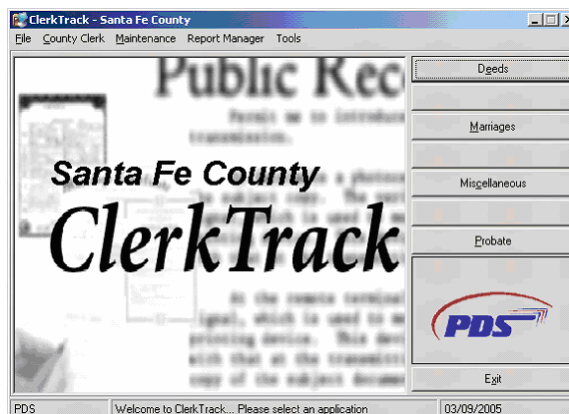
# ClerkTrack

## County Clerk Record Management System

Your documents must be available on demand to anyone who wishes to see them. How much time does your staff spend filing and searching for documents?

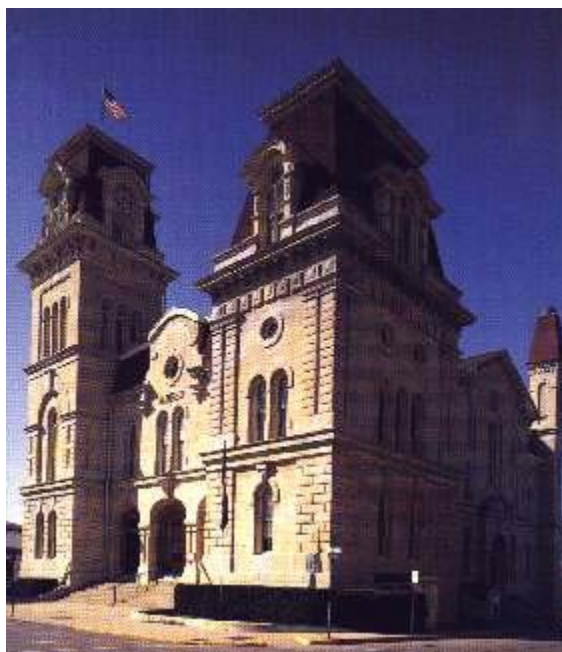
PDS developed ClerkTrack to solve many of the issues that County Clerk Offices face. With ClerkTrack, you get these features:

- **Scanning** – Scan all your documents into ClerkTrack for quick indexing, with bar code and full-text recognition.
- **Viewing** – View your documents quickly and easily with just a few clicks of your mouse.
- **Cashiering** – ClerkTrack allows you to quickly pull the document needed, print a copy, and have fees due calculated automatically and sent to the cash drawer, with receipt printing included.



### Your Office Benefits

ClerkTrack does all of this while delivering a positive Return on Investment to your office. The time gains from not filing and retrieving paper documents, plus the money gains from accurate fee generation and cashier accountability allow ClerkTrack to pay for itself in a short period of time.



### Handles All Your Documents

ClerkTrack handles the recording of critical records information including:

- Land and deed records
- Marriage licensing
- Probate recordings
- Miscellaneous clerk intake

Optional modules include:

- Births
- Deaths
- Military discharge



# ClerkTrack

- Minimize Scanning Time
- Enhance Fee Generation
- Improve Clerk Accountability
- Easily Track Transactions
- Automate Data Transfer
- Safety from Disaster
- Customized to Your Office
- Increase Automated Transactions
- Powerful Search Options

Document Recording capabilities for single or multi document "batch" transactions.

Cashiering functions ensure that documents are processed quickly with automated fee calculation. All fee types are user definable.

Allows acceptance of multiple payment types with corresponding cashier and allotment reports to ensure proper accountability.

Receipt and document label generation.

Data is passed from cashiering to our integrated indexing stations where documents are "queued" for "next available" document indexing.

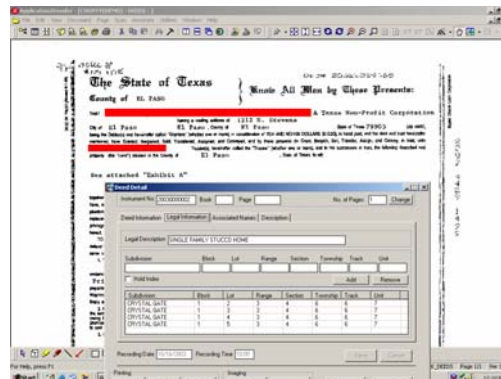
Digital Imaging protects your documents from things that would ruin paper files

Flexible database allows for the set up of multiple table driven, user defined, index fields.

Web based document access for public search, view and image display from remote locations.

County meeting minutes application for scanning and full text search.

For more information about ClerkTrack or our other document management software, including digital imaging, call 800-644-7112 or visit [www.pdswest.com](http://www.pdswest.com).



With ClerkTrack, you can put all of your documents online, available to search by multiple indexes you define.

**ClerkTrack increases your office efficiency by allowing you to:**

- Let customers serve themselves online
- Improve your customer service
- Accurately charge correct fees and increase accountability
- Access all your documents easily and instantly

**Supported Client Environments:**

- Windows 98
- Windows 2000 Professional
- Windows XP

**Minimum Client Requirements:**

Processor 700MHz or higher  
 Memory 128 megabytes of RAM, 256 Recommended  
 Display VGA or higher resolution monitor  
 Database MS SQL Server, MS Access, or any ODBC Compliant Database



[www.pdswest.com](http://www.pdswest.com)  
800-644-7112

320 Texas, 3<sup>rd</sup> Floor  
El Paso, TX 79901

2403 San Mateo Blvd. N.E. Suite P-7  
Albuquerque, NM 87110