



IDT

putting paper in its *place*

SETTING THE BENCHMARK
FOR **OPERATIONAL EFFICIENCY**
AND **COMPLIANCE**

Agenda Management

Simple scheduling solutions

If your meeting agenda items are scattered across emails, documents, spreadsheets, and paper, use the scheduling tool available from IDT. We provide state and local government agencies across the nation with a comprehensive agenda management solution that automates approval, assembly and distribution, speeding up legislative processes and reducing the amount of work for your staff.

Streamlined scheduling options

With our scheduling tool, powered by OnBase™ and CAPSYS CAPTURE™ software, packet assembly (records, agenda forms, petitions, etc.) takes much less time than manual systems and enhances your view of the process. Staff members know they have the latest versions of all important documents, avoiding the hassle of adding last-minute changes or ad-hoc items after hours of printing and collating.



Automate requests through your website



Constituents perform efficient records searches from home



Information stays safe with document security and automate redaction



Requests are completed faster and tracked automatically

Automatic workflow changes

While staff centrally manage requests and automatically send agendas on for approval, workflow automation and a built-in audit trail enforce the proper review and approval procedures. Agendas and minutes can be published to the web, and clerks can automate follow-up actions and track agenda items after a meeting.

Fully connected

Whether you are publishing agendas to a website or other locations, our solution connects systems and increases efficiency and transparency. You can use the same tools as a foundation across your organization to meet the needs of individual departments and processes, whether it is your first OnBase and CAPSYS CAPTURE purchase or an expansion of your enterprise content management (ECM) strategy.



Our comprehensive agenda management solution automates approval, assembly and distribution, speeding up legislative processes and reducing the amount of work for your staff.

AGENDA MANAGEMENT
POWERED BY:

OnBase[™]
by Hyland

CAPSYS
CAPTURE[™]

Primary features

- » Instantly and automatically create, assemble and update packets
- » Stay on top of requests by tracking submissions using workflow automation
- » Choose a solution with the flexibility and scalability to meet your changing enterprise needs

Let IDT help you put paper in its place

Headquartered in Chicago, IDT is a leading provider of information management software solutions for government agencies, municipalities and facilities across the nation. Our innovative system integrates seamlessly with existing systems to automate records management (storage & tracking). This more efficient approach saves time, frustration, space and storage fees—while increasing access/transparency.

IDT provides document management solutions for:

- » Animal Care & Control
- » Building & Zoning
- » Convalescent Centers
- » Coroner's Offices
- » Election Commissions
- » Facilities Management
- » Family Centers
- » Geographic Information Systems
- » Human Resources
- » IT
- » Prohibition & Court Services
- » Public Defenders
- » Public Works
- » Sheriff's Offices
- » State Attorneys
- » Supervisor of Assessments
- » Treasurer's Offices

Trust IDT for a wide range of government solutions

We understand the complexities of the many systems and processes in government offices. Getting these systems to work together most efficiently takes a consultative, holistic approach. Unlike a single-product manufacturer, IDT has the knowledge and range of products to address a full spectrum of needs.

- » Asset Management
- » Comprehensive Agenda Management
- » Contract Management
- » GIS Management
- » Human Resources
- » Property Tax Appeals Solution
- » Public Records Management
- » Public Safety

For more information:

Please contact us at info@idt-inc.com or 815.676.6473

Whether you are publishing agendas to a website or other locations, our solution connects systems and increases efficiency and transparency.

Connect with IDT:

