

Frequently Asked Questions

(Q.) What is ClerkBase®?

(A.) ClerkBase® is a solution that allows the public and City personnel to access, search, retrieve and print public information in a quick and simple way, over the Internet, 24 hours a day.

(Q.) How is it different from a scanner solution?

(A.) With ClerkBase®, you don't need to own any hardware because WE DO ALL THE WORK. You only need to email us your minutes and agendas, along with sending any attachments (resolutions, ordinances, maps, letters, etc). We put everything together and even host the site.

(Q.) What if I already post my minutes?

(A.) Posting is a great first step, but if you don't know when an event happened, you will have to open up every document to find what you are looking for. And over time, your lists of meetings will be very long. CompBase creates folders (a visual "table of contents") that allow the user to quickly access a particular meeting. Searching is also available, using synonyms, partial words, and regular boolean search terms.

(Q.) How do people access it?

(A.) ClerkBase® can be linked directly to your city web site. We can even modify the look of ClerkBase® so it looks like the design of your web site.

(Q.) What are the costs?

(A.) ClerkBase® is the only product on the market that offers you high-end search capability and accessibility at a fraction of the price. ClerkBase® is powered by NextPage Live Publish, the industry-standard in document management software. To create an "in-house" solution with Live Publish, your annual cost could be as high as \$80,000. But with ClerkBase®, your price could be less than 1/10th of that price per year.

(Q.) What about support?

(A.) Telephone and email support for all users is included with your subscription.

Simply put, ClerkBase® is an online records management program that can include but not limited to items such as agendas, minutes, code and charter. ClerkBase® is fully-searchable because every word is indexed and it is also fully-customizable to meet the needs of each client.