the halFILE *Image*

halFILE Version 2.2 — faster, easier, better than ever!

With almost 100 new features and enhancements, Version 2.2 is by far the most significant release yet for **halFILE Document Manager™** and **halFILE Title Plant Manager™**. Here are details on some of the changes:

One of the outstanding new features is the **halFILE Update Service**, which allows users to log in to an FTP site and then download and install new program updates. halFILE users can periodically check for program enhancements and fixes, and then simply download any updates directly to their workstation.

Transaction Logging is now included in all of the major modules (Index, Search, Scan, etc). When enabled, any activity (scanning a document, performing a search, etc) is logged. It is also possible to purge historical transaction information and print reports of activity.

Enhancements to halFILE's search functions include a powerful new feature called **Publish**. This lets the user mark items in the hit list (resulting from a search), then "publish" them to a designated folder, resulting in an HTML document that contains the **index data** for the marked items, **links** to the TIFF images of the documents, and copies of the **TIFF images** themselves. Alternatively, the index data may be saved as plain text, and the images may be saved as PDFs (PDF output requires third-party software). Once the Publish command is completed the target folder may be delivered to a customer, co-worker, etc, by whatever means desired (e-mail, CD, etc). Thus, the Publish feature gives you the ability to distribute index information in an HTML page format with links to the associated images. This feature can enable you to *give a client all of the closing file documentation from your Closed File database, or in a plant system the chain of title documents can be collected and published to attorneys, landmen, or other outside sources*. The recipient only needs a Web browser in order to view the HTML (Web) page that contains the index information and the links to the images.

halFILE Title Plant Manager has the exact same functionality as halFILE Document Manager, plus a variety of additional features specifically required by title companies. One example just introduced in v2.2 is the **Starter** system, which lets users create starter or file records and perform multiple searches at once, based on **starter sets**. All information for a title examination, such as Grantor, Grantee, and property information such as Subdivision/Block/Lot and Township/Range, is entered into the system. An order number is entered, the new starter is saved, and a search is performed for each starter set, resulting in a **composite search**. *Starter searches, therefore, are useful when multiple searches must be performed to complete the full search.* Instead of running a series of append searches, with the Starter system you can fill in all the criteria and the system performs back to back searches for each criteria set.

Users of any earlier version of halFILE are encouraged to upgrade to v2.2 immediately. Send e-mail to support@halfile.com to request upgrade information.

A list of other new features in v2.2 can be found on the following page.

halFILE User's Group (HUG) Conference in San Antonio

Mark your calendar for the 4th Annual **HUG** (halFILE Users Group) Conference, which is scheduled for October 12-14, 2005. This year's HUG Conference will be held in historic San Antonio, Texas at the beautiful Hilton Palacio del Rio, located on the Riverwalk in the heart of San Antonio. The HUG Conference is an ideal opportunity for halFILE users to learn how to get the most out of the application, interact directly with the system designers, and visit with fellow halFILE users from around the country.

Wednesday, October 12, is reserved for conference check-in/registration, along with an ice breaker reception for HUG Attendees. Thursday and Friday, October 13 and 14 will be filled with information packed sessions and halFILE training classes. The HUG Conference is quite affordable, so don't miss out—register today and take advantage of special rates!

Contact Karen Duncan at 214-691-4700 for more information.

halFILE Training Session, HUG 2004

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the halFILE image

document imaging & management for your success!

Buried in paper? *You need halFILE!*

Between 85% and 90% of corporate information still resides in paper documents. Inherent in these paper-based systems are wasted man hours spent filing, searching, retrieving, and re-filing these documents. *Consider the following facts:*

- The average document gets copied 19 times.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.
- There are over 4 trillion paper documents in the U.S. alone — growing at a rate of 22% per year.
- Of all the documents that get handled each day in the average office, 90% are merely shuffled.

  (Source: Coopers & Lybrand)

Another fundamental problem with a paper-based filing system is the cost of storing paper documents. In addition, paper documents can only be in one place at one time, requiring office personnel who need to share documents to typically make their own copies—resulting in *more paper*.

> Using halFILE to convert paper documents into digital images allows you to store approximately 1.2 million images (equivalent to more than 100 file drawers full of paper) on a 72GB hard drive costing a few hundred dollars.

Upcoming tradeshows

July

20 - 22	Rocky Mtn Assoc of Collegiate Registrars & Admissions Officers Boulder, CO
20 - 22	TX Assoc of School Personnel Administrators, Austin, TX

September

14 - 16	Land Title Association of CO Annual Conference Vail, CO
15 - 18	Dixie Land Title Association Annual Convention Perdido Beach, AL
22 - 24	Missouri Land Title Association Annual Convention Branson, MO

October

12 - 14	**halFILE Users Group Conference** San Antonio, TX
26 - 27	HR Southwest Convention Ft Worth, TX

halFILE & ProForm—a perfect combination

ProForm™, SoftPro Corporation's closing and title forms automation program, is now linked with halFILE™, empowering SoftPro users to move to a "paperless office" more easily than ever before. Users can quickly access stored documents through many customizable search fields. Images can be introduced into the halFILE system via scanned paper or special print-to-image technology within ProForm. halFILE retrieves index data for each image from the corresponding ProForm file, eliminating the time and re-entry of data found with other systems. With base and policy files archived electronically, SoftPro users can provide fast document retrieval for enhanced customer service.

By setting up a link to ProForm files, the user keys the File Number for the document and other index fields are extracted from the appropriate ProForm file and posted into the image database. For instance, you can key the File Number for a document and the Buyer and Seller names, Property Address, Legal Description, and other information is pulled from the ProForm fields and will automatically appear in the halFILE database. Any field in the halFILE database may be linked to a ProForm field name for data extraction.

Special offer:

hal Systems is offering a *halFILE/ProForm Introductory Special*. Ask us about it!

New additions at CountyRecords.com

hal Systems' property records search site, www.CountyRecords.com, recently expanded with the addition of records from two Texas counties, **Montgomery** and **Grayson**. Both counties are among the fastest growing in the state. Conroe (near Houston) is the county seat for Montgomery County; Sherman (north of Dallas, near the OK border) is the seat for Grayson County.

CountyRecords.com provides an ideal method for researching property records. Title companies, landmen, real estate agents, attorneys, and others are using CountyRecords.com to quickly find, view, print, and e-mail copies of property records—all without having to travel to individual county courthouses. Title companies and county clerks interested in participating should contact hal Systems.

Check scanning with halFILE

halFILE™ now supports check scanning with **MICR code recognition**! With an add-on product provided by hal Systems, you can use the **Panini MyVisionX** series of check scanners.
This halFILE Check Scanning utility lets you:

∗ Select a halFILE basket.
∗ Choose which image types you want to capture (front and back b&w, front and back grayscale, MICR zone only or enlargement of handwritten dollar area).
∗ Once you have picked your options, you scan as many checks as you like and they are automatically posted to the halFILE database.

Four distinct MICR fields are captured and populated in the halFILE database:

1. Account number
2. Amount (if available)
3. Routing/Transit number
4. Check number

More halFILE 2.2 features

- Copy and paste **base edit** information from the search screen to the Index screen
- Large pop-up tables are cached so they come up much faster
- A new Tools-Option menu is available to configure custom search settings such as list color coding, cross name search, etc.
- New hit list option shows all data for a document on the hit list
- Identify missing image documents
- Send e-mail of marked document information
- New OCR_Selected_Clipboard option
- **Send to halTRACK.com** feature
- Re-Import feature now handles Associated Documents as well as images
- Re-Import menu now has two sub menus: **Document only** and **Document and Data**
- New Hit List-Marked Items-Email-Multiple attachments and -Select pages (old email marked option is now Hit List-Marked Items-Email-One Attachment)
- Index a selected document from the Basket Status screen
- Identify a basket as a "no image" basket
- New Tools-Options menu for custom index module settings
- Baskets can be assigned to a specific user
- New **OCR-Page-To Field** and **OCR-Document-To Field** menus to store OCR results in memo field
- Easier/faster way to set User Features for all users
- File-Database includes new **Review Layout** button

(Complete list at: www.halfile.com/pdfdocs/HF_V22.pdf)

Fujitsu scanner rebates and service upgrade offer

Fujitsu makes a complete line of rugged, professional scanners and hal Systems is proud to supply them to our clients. For a limited time, Fujitsu is offering these special incentives:

End-user mail-in rebates ranging from $50 to $500 are available for selected scanner models.

FREE ScanCare - Next Business Day service with any new fi-4860, M4099 or fi-4990C model. ScanCare is Fujitsu's top level of on-site service and consumable kits. This offer is valued at $4,400 !

Both offers expire on September 30, 2005 so don't delay! Contact your hal Systems salesperson for more details.

Skamania County, WA

The local government in Skamania County, WA, provides an excellent example of what often happens when halFILE is installed in one office — it is soon installed in others! Three years after the initial installation, halFILE is now used in the County Recorder's office, the Superior Court, and the Board of County Commissioners.

With halFILE, CountyCashier™, and some programming wizardry, the county not only acquired a new imaging system, but also achieved their goal of integrating imaging with their existing mainframe District Court application.

The Recorder's office and the Board of County Commissioners use halFILE in standard configurations. The Court application, however, required special, custom software in order to interface with their mainframe.

Here's how the system works: A special feature, called **halScrape™**, interfaces with the mainframe's terminal emulation program. First, it streamlines the index process by filtering information from the mainframe's display screen and posting that information into selected halFILE index fields. This new feature also lets the user perform a search of main frame information. Then, by clicking a button, a search of the halFILE database is performed and related images are displayed.

With this interface, the state-supplied application that Skamania County is required to use can be augmented with a modern imaging system, with minimal duplication of effort. Users can also use halFILE's search engine to provide features unavailable to them on the mainframe, as well as scan and index documents that are not on the mainframe. So, hal Systems has provided an elegant solution to the sticky problem of what to do with your legacy mainframe applications.

halFILE also enabled the County to add a new level of security that was not available with their current mainframe. While the mainframe allowed them to prevent users from seeing information for specific case types, it could not restrict access to individual documents within a case. With document-level security in halFILE, they are now able to easily control access to particular documents.

Skamania County recently upgraded to halFILE 2.2 and Chief Deputy Clerk Sharon Vance says the new Publish feature is fantastic, allowing them to easily supply (for a fee) images on CD to customers. Cost to the customer is lower than before, so they like it, too. According to Sharon, the most significant impact that halFILE has had is the **huge time savings** that have been realized. "It's a dramatic change from the old days", she said. We're glad to hear that!

We welcome our newest clients!

recent halFILE installations:

Texas Central Title (Waco, TX)
Texas Heritage Title (Hondo, TX)
Grand Forks Title (Grand Forks, ND)
Woods County Abstract Corporation (Alva, OK)
Trinity Valley Title (Athens, TX)
Cass County Title (Hughes Springs, TX)
Heart of Texas Title (Brady, TX)
Helm Title (Hope, AR)
Colonial Title (Athens, TX)
Quality Title (Leakey, TX)
Pulaski County Records (Little Rock, AR)
Colfax County Title (Angel Fire, NM)
Pioneer Abstract Company (McAlester, OK)
Antrim County Title, Inc. (Mancelona, MI)
Rockford Energy Partners (Tulsa, OK)
Independence Title (Austin, TX)
Bandera Title (Bandera, TX)
Island Title (St Croix, Virgin Islands)
Modoc County Treasurer (Alturas, CA)
Continental Resources (Enid, OK)
Southern National Bank of Texas (Sugar Land, TX)
   (Human Resources Department)

Have a question about halFILE?
Ask AnswerMan!

Q: *What rights do I need to install and use halFILE?*

A: There has been much confusion over what rights are necessary to operate, install, and update halFILE For Windows. As Windows 2000 and XP workstations are installed we are faced with the distinction between rights to the domain (network) and rights to the local machine. Many people are administrators or power users of the domain (network) but still are having trouble running halFILE, saving changes to settings, and running the update service. This is because they do not have enough rights to the local machine. You can give your account these rights in the following manner (requires an admin account and password for the network):

• Go into the control panel and select user accounts
• Click **Add**
• Enter your username on the network
• Enter the name of your domain
• Click **Next** (you may be prompted for an admin account for the network)
• Select **Other** and pick **power users** or **Administrators** from the drop-down list
• Click finish

You should then be able to use all the features of halFILE for Windows including the new halFILE Update Service for version 2.2 without issue.

Please e-mail tech support questions to: support@halfile.com