Welcome to halFILE Version 2.2!

The technical staff at hal Systems feels this is the best halFILE release ever. We want you to be aware of a few of the many enhancements that were made to halFILE and hope this document helps.

Index Enhancements

You should find that the Index module loads faster than previous versions. Also, if you have large validation tables, these are now cached in a way that, after the first time the table is loaded, it will be held in memory so there is no delay the next time you review the table.

You will find a new Tools-Options menu in the Index module. This is used to set up many custom features that, in previous versions, could only be enabled by editing an ini file.

Other new menus include OCR-Page-To Field and OCR-Document-To Field, used to store OCR results in a memo field. As with previous versions, this requires the Imaging Professional for Windows components.

All the major modules including Index now include a transaction logging feature to keep track of indexing activity. This is enabled in the Tools-Options menu of the halFILE Administrator.

Also, it will recognize that the index operator has entered more characters than a multi-entry field allows and provide a nice error message telling the operator exactly where the field error is.

If you need to immediately index a document that is far down in the basket queue, you can now do this using an Index button on the Basket Status screen.

For those of you that index without an image, you no longer have to remember to clear those no-image documents from the basket. halFILE will do that for you. Plus, you can now identify a basket as a "no image" basket which restricts the basket to only those types of documents.

For the Title Industry:

You can now copy and paste Base Edit information from the Search screen to the Index screen.

On the Subdivision Base Edit form, after keying in the sub/block/lot, the block/lot level comments are shown in a comment box.

Search Enhancements

The halFILE Search module received the most attention with this release. You will find that it loads much faster than prior releases. And like the Index module, large tables are cached and displayed immediately after the first load.

The new Tools-Options menu includes all the custom configuration settings for Search. Of most interest will be the Hit List tab where you can color code hit list items, decide whether or not code descriptions are shown on the hit list, and select from new display result options. This last feature lets you decide what the hit list shows. The Order By tab lets you configure hit list sorting options.

Also under Tools-Options, you can configure a new powerful feature called "Publish." This feature lets you mark hit list items, then "publish" them to a designated folder. This is useful for delivery of documents and data to 3rd parties as the feature is capable of saving the information in text or html format and the images in multi-page TIFF or PDF format. A 3rd party software product is required for PDF creation. The html output includes links to the document.

When you get to the hit list, you will find a new right click menu that now holds the options that used to be behind the List Options button. This menu includes some nice new features.

We made Crystal report design much easier now by using a schema.ini to identify field types and lengths. You can now insert a new report and click the Edit button and immediately begin designing from three different text file formats: halcard.txt, halreport.txt or hitlist.txt. This last file can be used to create a report that reflects the hit list exactly. And a hint: when trying to locate one of these txt files, enter %temp% to jump to the Windows temp folder where they are located.

Like other modules, you can turn transaction logging to track search activity. And there are new features for identifying missing image documents and sending e-mails of hit list information.

For the Title Industry:
On the search hit list, reference documents are now placed immediately below the original doc, instead of at the end of the list. Be sure to color code these references behind the Hit List tab of Tools-Options.

Append searches and Cross Name searches are identified by a "Search #" row in hit list grid to help you better tell from which search the documents came from.

And best of all, a new Starter feature lets you create Starter records and perform multiple searches at once based on Starter Sets. Once this feature is set up, you can enter all the information for a Title Examination including Grantor, Grantee, and Property information such as Subdivision/Block/Lot and Township/Range. Then, select the Starter-Create Starter menu and enter your Order Number and save the starter and run the search. The search is performed for each starter set with a divider row between the searches. Later, you can perform a Date Down search.

Administrator Enhancements

The halFILE Administrator includes some nice new features as well.

The Tools-Options menu is now available to configure custom features. The General tab includes the location of the Crystal Report designer program and whether the workstation is using the halFILE Imaging-based Viewer or the halFILE Kofax-based Viewer. The transactions tab is used to enable/disable the logging feature. The Administrative Reports tab is used to add Crystal Reports that you have designed to the new Reports menu also in the Administrator.

The Tools-halFILE Update Service menu is used to check for program enhancements and fixes. We used this feature when first upgrading you to version 2.2 and you can use it to periodically review and download program updates.

A Tools-Licensing-Reset License file can be used to reset stuck user licenses. This communicates with the halFILE Update Service to let us know you are having issues with stuck user licenses and then clears the stuck license.

For security, we've made it faster to configure the Extended User features for all users. And we've added new Extended Features to set up a user so they can index new documents (in Index) but not update existing documents (in Search) and vice-versa.

Creating new baskets is easier than ever because halFILE will now assign the basket location for you. You can also designate a basket as a "no image" basket as well as assign a basket to a single user or to all users.

For the Title Industry:
In the Administrator you will find a new File-Base Edit menu to get to the Base Edit utility faster.

Manager Enhancements

The halFILE Manager includes improved licensing for XP and shows only baskets assigned to the user or to all users in drop down.

Scan Enhancements

The halFILE Scan Modules have some nice enhancements including the new Tools-Options menu for configuring features.

Also, when you click DONE on the scanner staple screen, it asks "are you sure you want the remaining pages stapled as one document."

When using the TWAIN scan module, we've resolved problems where UNC paths did not work properly. And if transaction logging is enabled, we will log scan activity.

Basket Status Enhancements

Have you ever needed to transfer documents from one basket to another? You can now do that with the new File-Transfer menu of Basket Status.

Basket Status will also log transactions when documents are deleted or transferred, if the logging feature is enabled. And, as mentioned earlier, you will find a new Index button to let you index one selected document in the basket.

Other new menu selections include Tools-Statistics to show the number of documents in the basket by status, Tools-Refresh to reload the basket, and Edit-Select to select documents in the basket by status.

Archive Enhancements

The Auto Archive feature is now set up using the Tools-Archive Setup menu in the halFILE Administrator. You can now check an "all baskets" option so you do not have to remember to update the auto archive set up anytime a basket is created or deleted.

Also, Archive now supports a new database level as part of archive folder structure and expands folder name support to 50 characters.

Image Viewer Enhancements

The halFILE Image Viewers, Imaging-based and Kofax-based, have undergone a series of enhancements.

With the exception of Image Annotations and OCR, all the functionality provided by Imaging-based Viewer is now available with the Kofax-based Viewer. If your application requires Image Annotations or OCR, you still need the Imaging-based Viewer. If your application requires bar code recognition, you still need a Kofax engine. If you have a TWAIN scanner, we still recommend the Imaging-based Viewer.

New Viewer Hot Keys in Search and Index were created including:

Alt-Z	Zoom toggle
Alt-1	Zoom to upper left quadrant
Alt-2	Zoom to upper right quadrant
Alt-3	Zoom to lower left quadrant
Alt-4	Zoom to lower right quadrant
Alt-~	Fit width (toggles upper half/lower half of document)
Ctrl-F	Goes to first page of the document
Ctrl_L	Goes to last page of the document