

### ***the Company***

Our document management and imaging product, halFILE™, was developed in 1987 for an insurance company. Our first title company installation was in 1991 and our first County Government installation was in 1992. Today, we have over 400 halFILE installations in 31 states. In addition to our many installations in the Title industry, halFILE is used by financial institutions, government offices, schools, property records search sites, insurance companies, and more. hal Systems was founded in 1974 as a service bureau for oil and gas companies. Our first software products, PASHAL/Net and LAND/Net, were used to keep accounting records and manage oil and gas leases. Over 400 companies accessed our two on-line data centers, and we sold 150 turnkey computer systems to oil and gas companies allowing our software applications to be run in-house.

### ***Products for County Government***

#### **halFILE CountyCashier™**

Specifically created for County Clerk/Recorder's offices, halFILE CountyCashier is used to facilitate and streamline the entire recording process - from the initial calculation and collection of fees through year-end close. The system calculates and tracks the amount and source of money received, and then allocates it to the appropriate ledger account. Wide varieties of user-modifiable reports are included such as invoices, cash and A/R summaries, and allocation summaries, which can be generated using current or historical data. Using one or more cash drawers and slip printers, incoming recordings can be receipted and stamped and then scanned and permanently managed using halFILE, the Document Manager.

In addition to official records, CountyCashier manages Fictitious Business Names (D/B/A) with ease, including initial filings, renewals, abandonments and withdrawals. Filing Fees are calculated based on the transaction type and number of filers, names etc. The software tracks expiration dates and can automatically generate renewal letters with mailing labels. Several tracking reports are incorporated along with the ability for applicants to enter data at a public workstation. That data is merged into the appropriate template and put into a queue for you to review, modify or complete, and print. Completed forms are deposited into halFILE for permanent storage. Of course, data already captured in CountyCashier is pulled into halFILE to eliminate re-keying.

After fees are calculated and collected in CountyCashier for vital records such as marriage licenses, birth certificates and death certificates, halFILE permanently manages the images. Certified copies can be printed on bank note paper with the appropriate annotation (leaving the original image intact). halFILE can even be configured to track amendments and the bank note paper in order to simplify audits.

#### **halFILE™ Marriage**

This fully featured add-on option to CountyCashier thoroughly manages the generation or receipt of Public Licenses, Confidential Licenses, Declared Licenses, Non-denominational Licenses, Minor Consent forms, and Marriage Certificates. Filing Fees are calculated based on the type of filing. The software tracks expiration dates. Several tracking reports are incorporated along with the ability for applicants to enter data at a public workstation. That data is merged into the appropriate template in put into a queue for you to review, modify or complete, and print. Once completed, the form is stamped with the local registration number before being deposited in halFILE for permanent storage. Of course, data already captured in CountyCashier is pulled into halFILE to eliminate re-keying.

#### **halFILE™ Assessor Workflow**

halFILE enables the Assessor's office to efficiently and securely manage paper and electronic documents, whether they are generated internally or externally. Imaged copies of conveyance documents are imported into halFILE along with pertinent data from the Recorder such as recording information, grantor, grantee,

tax parcel number etc. E-mail attachments and other electronic documents from different departments can also be imported and attached to the record of a specific parcel. Documents received over the counter are scanned. Parcel or plat maps can be stored in halFILE as TIFF images, jpegs, PFD or another Windows compatible native format.

WordMerge, an add-on companion module to halFILE, merges data from the database with Word templates to quickly generate letters and notices.

halFILE's workflow baskets can be used (in any department) to electronically route documents from one person to another based on pre-defined criteria or ad hoc.

*\*Optional third-party hardware/software required*

*\*\*Crystal Reports software is optional*

## halFILE Tax Collector

Created for Tax Collectors and Treasurers, halFILE TaxCollector acts as a front-end to CREST software. TaxCollector accepts, receipts, and track funds collected, then updates Crest in order to eliminate duplicate payments. The system tracks the amount and source of money received, and then allocates it to the appropriate ledger account. Several reports are included such as Tax Roll information and allocation summaries, which can be generated using current or historical data. Using one or more cash drawers and receipt printers, incoming payments can be receipted and tracked. Miscellaneous documents and workflow can be managed using halFILE Document Manager.

## halFILE™ e-mail Collector

e-mail Collector manages email from any Outlook / Exchange email system in much the same way as halFILE manages documents. E-mail and it's attachments are archived from the Outlook mailboxes into a halFILE database. All fields and attachments are saved and are immediately searchable using any halFILE search criteria. The user has the ability to search for any email posted to the halFILE database. They pick which fields, the search method used for each field, and the data value to search for. A hit list is displayed and they will be able to move through the hit list to view the original email using either Outlook Express or Outlook as the viewer, completely outside of halFILE. Alternately, they can search for and view the email from within halFILE just like they would any other database.

## halFILE™ Document Manager

This is the core product that all other products and modules are fully integrated. Powerful imaging and database design allows for the easy capture of all County documents from every department into a central or a dispersed repository. Capture, retrieve, deliver, and preserve virtually any document with halFILE, an integrated imaging and management system. halFILE can be used to manage documents related to customer transactions as well as a company's internal documents (personnel files, marketing materials, memos, payroll records, etc.). Scan paper documents, import electronic files, print-to-image directly from other applications, enter data with barcodes\*, OCR\* all or portions of documents, and more. Once documents are captured and indexed into halFILE's user-definable databases, searches for information that previously may have taken hours or days can be completed almost instantly, directly from a user's workstation. Images may be printed, faxed, or e-mailed with annotations.

Custom reports can be created\*\* and used to present information in a variety of ways including letters, graphs, charts, and tables. Security features include the ability to control which users have access to databases, individual

documents, or even specific functions of the halFILE software such as scanning, searching, archiving, etc. Manual or scheduled backups save data to network hard drives, CD, or DVD. For added security and rapid disaster recovery, multiple backups can be made and stored off-site.

## e.halFILE™ Internet Document Manager

e.halFILE provides support for searching halFILE document databases via the Internet. Users sign on to the system over the Internet, select a database to search, enter search criteria, view a list of documents matching the criteria, and then view the images associated with the document. e.halFILE includes a set of programs that reside on the Internet server to perform user sign-on, database selection, document search and display, etc. Documents may be viewed, marked up, printed, and e-mailed. An additional option records transactions performed by users. Also available is an e-commerce option that provides secure credit card validation and billing.

## halCOLD/ERM™ Report Manager

Fully integrated with halFILE, this product filters and imports computer generated output such as accounting reports, tax forms and reports, and more. halCOLD includes: a Text File Splitter which is capable of splitting large reports into documents based on a variety of split options; a Text File Importer which extracts data from the text file for index retrieval; and a Text File Viewer with text search capabilities. Report information can come from AS-400, VAX, Windows XP/2000/NT, MS-DOS/Windows 98/95 and other platforms.

## www.CountyRecords.com

Search for property records on-line, at [www.CountyRecords.com](http://www.CountyRecords.com)! Created and maintained by hal Systems (and powered by our own e.halFILE software), CountyRecords.com offers Counties a new way to offer public access to their documents. CountyRecords.com currently offers records from counties in Texas, California, New Mexico, Colorado, Oklahoma, Washington, Iowa, and Minnesota. More are being added as they become available.



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