

Comprehensive content and document management is rapidly becoming an absolute necessity for any organization, large or small. Effectively managing the multitude of paper documents and electronic files generated or received in the course of daily operations can quickly become overwhelming. Furthermore, all organizations need to ensure that they are in compliance with regulations regarding the retention and security of their records.

Continuing to conduct business with paper alone has serious drawbacks: lowered productivity due to time spent searching for documents, escalating administrative and storage costs related to copying, faxing, and storing files, the inability for multiple people to access documents simultaneously, and the difficulty in quickly producing records on demand, to name just a few examples.

When electronic files are added to this situation, it becomes even more complicated. Attempting to keep track of both paper and digital documents related to the same client soon becomes a frustrating experience.

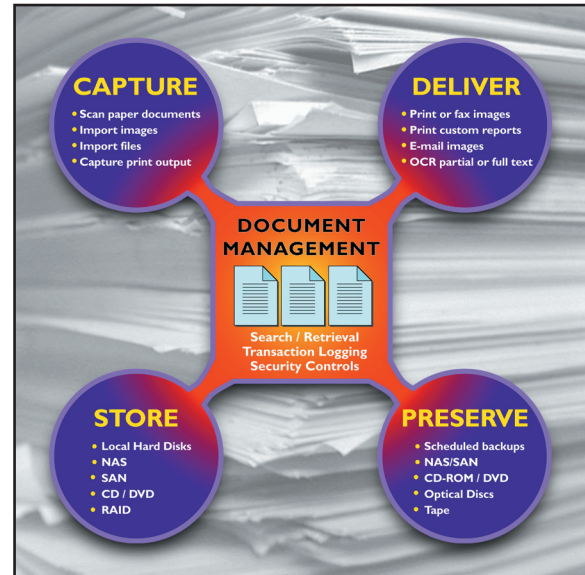
The solution for this ever-growing problem is halFILE™ Document Manager. Combining ease of use, solid dependability, scalability, extensive security features, powerful system expansion options, and the ability to interface with existing mainframe or legacy systems, halFILE provides everything required to capture, store, retrieve, deliver, and safely preserve virtually any document.

about halFILE

halFILE lets you easily convert any paper document to a digital image file, which can then be quickly located and viewed, printed, e-mailed as a TIFF or PDF or archived. Along with the digital images you can store indexed data into customizable databases, allowing you to search for documents based on single or multiple fields. Searches that previously might have required hours can be completed almost instantly, directly from the desktop. Custom reports can be created and printed using Crystal Reports™ with halFILE, so information can be displayed in the form of text, graphs, tables, or charts.*

In addition to documents originating on paper, you can also include any electronic files that need to be associated with a client. Acrobat PDF files, Fax, e-mail, Microsoft Office documents (Word, Excel, etc.), graphics (Photoshop, Corel, etc.), and so forth — all can be imported into the halFILE database for archiving storage and rapid retrieval. These associated files can be opened with their native application for viewing and editing or, if preferred, halFILE can create images of the original files, resulting in copies that can be viewed but not edited. (TIFF images can be annotated).

halFILE provides a secure environment for your documents



Control every aspect of document management — capture, retrieval, delivery, short- & long-term storage.

by allowing the system administrator to control who has access to specific documents, databases, or even specific functions of the halFILE software. Manual or scheduled backups are also easily handled with halFILE, allowing you to archive data to network hard drives, CD, or DVD. For added security and rapid disaster recovery, multiple backup discs can be made and stored off-site.

halFILE is ideal for managing internal documents used in the daily operation of any business—personnel files, marketing materials, accounting records, memos, e-mail etc. When information is freed from the physical limitations of paper, and converted into an electronic document, it becomes a strategic resource. The entire enterprise can benefit by using halFILE to capture, retrieve, review, and deliver information faster than ever before.

e.halFILE™ (optional) supports accessing halFILE databases and documents via the Internet. For e-commerce applications, e.halFILE can provide secure credit card validation, transaction logging, and billing.

*Crystal Reports software is optional

- **Easy Scanning**— Using the simple scanning controls, digitizing documents is quick and easy. halFILE supports image enhancement features* such as de-skewing, picking rectangles, zoom, rotate, and brightness and contrast controls. Duplex scanning can even be performed without a true duplex scanner. Optical Character Recognition (OCR) of specific data or full-text is supported.*
- **Automated Indexing**— Barcode input is supported for the automatic extraction of unique index fields, allowing the capture of specific items from a controlled form. Full-text OCR of imaged documents including associated documents such as Word, PDF, Excel and numerous other document types. Additionally, halFILE can import an ASCII text file into database fields.
- **Document Import**— Files from any windows applications (Word, Excel, PDF files, Outlook etc.) can be imported and managed, then viewed and edited with their native application. halFILE can also convert such files to images using our exclusive Print-to-halFILE feature, resulting in non-editable copies.
- **Proximity Search**— find documents regardless of the order of the words - a search for "John Alan Doe" will find 'John Doe,' 'Doe Alan John,' 'Doe, John,' 'Doe, Alan' and 'John Allen Doe'.
- **Quality Reports**— Convert raw data into presentation reports with Crystal Reports™ software. Compile information into various formats including graphs, tables and charts.
- **Flexible Output**— Easily share data or images with others: print or fax copies of documents; e-mail images with annotations; publish to HTML; OCR partial or full text.*
- **Security**— halFILE can be configured to limit access to documents through the use of specific passwords. Users may be restricted from accessing selected databases, or even certain actions, such as scanning, searching, or archiving.
- **Storage Options**— Images and databases can be archived to CD, DVD, or network hard drives. Backups can be easily stored off-site to insure fast disaster recovery.
- **Internet Access**— e.halFILE™ (optional) allows databases to be searched using standard Internet browsers. For e-commerce applications, e.halFILE can provide secure credit card validation, transaction logging, and billing.

CAPTURE

Scan paper documents to convert to digital images
 Import MS Office Files, e-mail, PDF files, graphics, etc.
 Capture print output from other applications
 Image enhancement: deskewing, brightness, contrast, etc.

WORKFLOW

Route documents from user to user
 E-mail notifications based on document status
 Set up predefined routing paths for documents
 easy to use and configure

INDEX

Index keywords into a user-defined database
 Barcode entry for auto-population of fields
 Merge ASCII files into additional index fields
 Realtime OCR to populate fields

OUTPUT

Print user-defined reports
 Print or fax copies of document images
 E-mail images with annotations
 OCR partial or full text

SEARCH

Search on any field or combination of fields
 Comparative, range, exact, date, free-form, wildcard searches
 Create custom reports with graphs, tables, and charts

ARCHIVE

To CD, DVD, network hard disks, etc.
 Eliminate misfiled or lost documents
 Reduce on-site storage of paper documents
 Secure, permanent backup of data

**requires third-party hardware & software*

implementation, training, and support

hal Systems has been in business for over thirty years and we are dedicated to providing our customers with proper training at the time of installation and on-going, timely, high quality support after the sale. We can assist in the planning, design, and implementation of an imaging system *tailored for your specific requirements.*

also from hal Systems:

e.halFILE

An option for halFILE that supports searching halFILE databases via the Internet. For e-commerce applications, e.halFILE can provide secure credit card validation, transaction logging, and billing.

halFILE Title Plant Manager

Includes features required for a title company to maintain an imaged title plant or imaged policy repository.

halTRACK Order Manager

Allows customers or employees to track orders, check status, upload and view documents relating to the order, all via the Internet. This significantly streamlines the process and enhances customer satisfaction.

www.CountyRecords.com

Save time and money by researching property records on-line. Try the free demo!