

### ***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 oil & gas company installation was in 1994. Today, we have over 400 halFILE installations in 32 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 Energy and Land***

#### **halFILE™ Enterprise Content & 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 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 all documents related to customer transactions, as well as a company's internal documents (Land documents, personnel files, marketing materials, memos, e-mail, accounting 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.

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.

### ***Departmental Solutions***

#### **Accounts Payable**

halFILE ECM software allows an organization to accelerate the paper-based and electronic invoice processing by capturing, extracting information, routing, presenting for approval, storing and sharing the incoming and out-going documents associated with the accounts payable process. By expediting

these processes, you can increase productivity and most importantly, save money!

#### **Land and Lease Administration**

halFILE ECM software is a fully integrated electronic document imaging, content management and workflow solution. Access to leases, contracts, assignments, right-of-way agreements and well information are now available without leaving your PC. You can easily view these documents via the Internet or the company's Intranet. With the added capability of workflow, the handling of documents is greatly improved. halFILE ECM software also provides the necessary functionality for a complete, legally admissible, archival, backup and recovery system for all legal documents.

#### **Well administration and Authorization for Expenditure (AFE)**

halFILE ECM workflow software is designed to offer a more efficient business process for routing, tracking and managing approval for expenditure (AFE) requisitions.

#### **Human Resources**

halFILE ECM software provides a secure, centralized repository for employee records enabling institutions to manage all content and documents related to employees at the click of a button. With halFILE ECM software, all human resource processes can be automated including the application process, performance evaluations, time management, expense reporting, time off requests and benefits administration.

### ***Other halFILE™ ECM products***

#### **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

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

*\*\*Crystal Reports software is optional*

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, UNIX, VAX, Windows XP/2000/NT, MS-DOS and other platforms.

## 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 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.

## 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 is an e-commerce site allowing Landmen to research property ownership.

## halFILE Backup & Disaster Service

Disasters happen all the time. Lately there have been quite a few. Server & network crashes, hurricanes, tornados, hackers, terrorism, fire and flood are all likely future events. Today a business continuation plan is essential for all companies. Emergency preparedness is just sound business policy. hal Systems can help with this challenge.

The halFILE Backup Service is a service provided to our customers that replicates your halFILE data and images to a remote site. This service not only provides a backup of your data and images (in addition to your tape backup system), but also offers a disaster recovery option to help you keep working when your system goes down for any reason.

*“Without a doubt, the entire installation and implementation went far smoother than any of us ever expected. hal Systems acted not only as the vendor but also as the liaison coordinating the installation with existing systems and ensuring that down the line we would not have integration issues. They were extremely thorough, knowledgeable and easy to work with. We were able to accomplish our project with no down time to the public thanks to the many hours of work and the flexibility of hal’s software and staff. The system worked as presented and in some cases we have even more options available for streamlining internal procedures than we expected.”*

*Dana Hollmer, Tax Collector and Treasurer  
County of Tehama, CA*

## Support, Training, & Documentation

In business as a software and service company for more than thirty years, we know that one of the most important features of any product is the support provided after the sale. We take pride in delivering timely, knowledgeable technical and application support to our clients. Our software is designed, written, and tested by our staff, and many applications are run in-house at hal Systems. **We are not simply reselling software developed by someone else.** We install the systems we sell and we provide the support after the sale. Our qualified personnel have years of real-world experience and are Novell, Microsoft, Microsoft OEM, and HP certified. We can assist in the planning, design, and implementation of an imaging system **tailored for your specific requirements.**



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