

**halFILE Version 3.0 is now ready and will be released at the 2007 HUG Conference in New Orleans. This release includes many major enhancements & integrated modules including:**

- Installation supports Windows Vista.
- Installation provides options for selecting the Crystal Reports runtime version. Crystal Reports runtime for version 11 is now available.

### New Modules

- **halFILE E-mail Collector:** E-mail archive where e-mails are extracted from Outlook or Outlook Express into a halFILE database, indexed on To, From, CC, Subject, Date, and Body. Supports full text indexing of the body. New enhancements include collecting e-mail by age and a separate administration module.
- **halFILE Automated Indexing:** This module performs a full-text OCR of documents in a designated basket and stores the results into a new full-text database. A full-text search of this new database is used to find documents. Also supports full-text indexing of Associated Documents including .doc, .xls, .pdf, .ppt, .rtf, .html, .txt. Requires Imaging Professional and SQL 2000 or later.
- **Workflow:** This module provides a way for documents to be routed from user to user through the use of WorkFlow Baskets. A predefined routing path for the document is set up that prompts the indexer with the next step of the workflow.
- **halFILE Book/Page Image Validation Tool:** This module performs calculations using book/page and file number to determine the number of pages a document should have and then tests to see if the actual number of images matches the calculated number of pages.

### Search Enhancements

1. "Proximity Search" for selected halFILE fields.

A powerful new feature of the halFILE Search Module utilizing full text indexes. A full text search is performed, in which the words entered into the criteria must all be present but *do not need to be in the same order as keyed*. New full text indexes can be added to selected halFILE data fields like names, Grantors, Grantees, Addresses, etc. "Proximity" means each word in the search criteria for a field is in the same proximity in the database field. This feature requires SQL Server 2000 or later.

*For example:*

If you search a name field for John Doe, you will find docs where the name field contains:

Doe, John John Alan Doe Doe, Robert John The John Doe Trust

And if you search a name field for Jo\* Doe, you will find docs where the name field contains:

Doe, John John Alan Doe Doe, Robert Joe The Joe Doe Trust

Primarily used on name fields, this feature can perform a search and find documents regardless of the order of the words. For example, a search for "John Alan Doe" will find "Doe, John Alan" and "Doe, Alan John" and "John Allen Doe Trust."

2. E-mail as PDF option (requires tiff2pdf.exe).
3. Full text searches of documents posted using the new Automated Indexing module. Requires Imaging Professional and SQL 2000 or later.
4. Enhanced the Publish feature to allow the user to change the target path when publishing the hit list results.
5. Improved error trapping of truncation errors.
6. Support Add All Levels for Township-Submap-Arb.
7. User-defined hit list menu selections.
8. Scroll bar support on hit list screen.
9. New Mark/Combine menu.
10. Better copy/cut/paste control.

### Index Enhancements

1. New "halFILE Document clipboard" feature where hot keys for pasting selected fields can be assigned. While the clipboard is automatically loaded with the previously indexed document, you can also flip over to search, load any document into the document clipboard, then flip back to index and paste the document into the document clipboard. The data fields for the loaded document then become available for pasting via the hot keys.
2. Added ability to grey out index fields based on a value keyed into a selected field.
3. Workflow support where documents are routed using user-defined document status indicators.
4. Added ability to disable index fields based on workflow status.
5. Added option to duplicate only selected fields using Edit-Duplicate feature.
6. Option to post information from prior record (Edit-Duplicates feature) even if the record being indexed already has data. Only blank fields will be duplicated.
7. New mask control support some new masking features.
8. If Lookups feature finds multiple records, the user is prompted to select which to choose.
9. Better copy/cut/paste control.

### Manager Enhancements

1. Display the archive and database backup status on the manager form.
2. Prevent scanning or importing into baskets containing more than 10,000 documents.
3. Added "Share computer with tech support" to the Help menu to connect with Tech Support.

### Administrator Enhancements

1. When a user is deleted, also delete all related references including User Features, Custom Search, Basket Assignments, and e.halFILE user accounts.
2. When a password is changed, it updates the password in the e.halFILE user table.
3. In the User Profiles configuration screen, you can press a letter to jump to the first user whose id begins with that letter.
4. Added a set up screen for Proximity Search.
5. Log transaction when user deleted (transaction code 19).
6. Added a User Feature which allows/prohibits deleting docs from a basket.
7. Added User-defined Administrator and Manager menus.
8. A basket can now be assigned to a series of users instead of a single user or all users.
9. A Station ID can now be set to a number or certain special characters.
10. Added the Database Validator (HFValidate.exe) to the Tools menu.
11. Active Directory support. Network users are assigned to halFILE groups using Active Directory. In halFILE, you only need to set up the Groups, not each individual user.

### Scan Modules

1. For TWAIN scan modules, corrected set up issue where temporary directory was not defined correctly by the Tools-Options screen.
2. Improved the handling of image inserts from a duplex scanner after blank pages have been deleted.
3. Added new staple option when staple positions are marked in the image list and can be reviewed before committing them.

### halFILE Viewer (imaging viewer only)

1. Make annotations permanent option.
2. Print annotations.
3. Added show annotation toggle to view/hide annotations.

### Basket Status Enhancements

1. Let the user change the application/database/basket from within the Basket Status module.
2. Support User Feature which allows/prohibits deleting docs from a basket.
3. Run Move Image Utility from the Basket Status module.