Title Plant Applications

**Addendum to the
halFILE™ Document Manager**

Version 3.0
July 24, 2014

Systems Corporation

Table of Contents

Overview

halFile™ Document Manager, includes several features specific to Title Plant Applications. This document describes those features and how they can be implemented. It is the intent of hal Systems Corporation to continue to implement features that support the Title Industry. As new features become available, this document will be updated.

Title Plant features that have been incorporated into halFILE include:

1. Base Edits. This feature is used to facilitate the data entry of legal descriptions into the Title Plant system. The types of legal descriptions supported by the system include:
2. Subdivision, Block, Lot, Section and Arb.
3. Township, Range, Section, Quarter, Qtr/Qtr and Arb.
4. Abstract, Tract, ARB #
5. Integration with AIM for Windows Closing Package. This feature extracts and posts selected information for the AIM for Windows Closing package into the plant database.
6. Integration with First Data's Data Close Package.
7. Integration with First Data's TitleTrac Package.
8. Integration with SoftPro ProForm.
9. Integration with Ramquest Complete Closing System.
10. Plant Certification Date feature to restrict title searches through the date for which the plant is certified.
11. A Pending Order System to identify documents filed after an initial Title Search was performed.
12. A Prior Reference feature where the system will search for prior references for documents found in a search.
13. A Starter System to create starter records in the Title Plant, perform multiple searches at once based on Starter Sets, and facilitate date down searches.
14. A Fallout Report that augments the Starter System by providing a report showing any fallout documents for any open starter since the last Fallout Report run.
15. Color coding the search hit list to help identify important documents in a Title Examination.

Base Edits

The Base Edit feature for Title Plant imaging applications is provided by halFILE and a table maintenance program called BASEEDIT32.EXE. BASEEDIT32.EXE should be installed in the same directory as HFW20.EXE in order for this feature to work correctly. BASEEDIT32.EXE maintains a table of Subdivisions, Townships, and/or Abstracts in order to provide validation to halFILE when keying a legal description. You can access this program from halFILE by selecting the halFILE Administrator, then File Tables, then double-clicking on of the following tables:

TitleSubdivision
TitleTownship
TitleAbstract

Subdivision Records

Image Database Set Up

The Subdivision Data Entry provides for the data entry of Subdivision, Block, Lot and Section. Entries are validated in a table called *TitleSubdivision*. When creating the image database, the subdivision base edit feature is enabled by setting up a multi-entry text field that is validated in a table called *TitleSubdivision*.

Subdivision Table Setup

Using the Base Edit Table maintenance program, a subdivision record is set up in the TitleSubdivision table. This record contains the Subdivision code, the Subdivision name, a list of valid blocks and lots, and a detail level option describing what information will be keyed for this subdivision. The data entered for each of these fields is described below:

Subdivision Code – this is a unique code for the subdivision. This code will be keyed by the data entry person when indexing an instrument.

Subdivision Description – this is the full name of the subdivision.

Blocks and Lots – these are the valid blocks and lots for a subdivision. If you leave this blank, then any Block or Lot is valid. The blocks and lots can contain ranges or a series of numbers. For instance, if a Subdivision contained Lots 1 through 10 and Lot 15 for Blocks 5, the list would be entered as follows:

Blocks: 5
Lots: 1-10,15

To include Lots A, B, and C for Blocks 1-3 you would enter:

Blocks: 1-3
Lot: A

Blocks: 1-3
Lot: B

Blocks: 1-3
Lot: C

> *Note: On one Block and Lot entry, you cannot enter a Block range AND a*
> *Lot range*.

Detail Level Option: This defines the level of detail that will be entered. Options
are Block/Lot, Block/Lot/Section where sections are validated as 1-36, or
Block/Lot/Arb where an arbitrairy number is assigned to the property.

Arbs: If the Arb detail level option is selected, then a box to enter the valid Arbs for
the Subdivision/Block/Lot is provided. You can enter valid Arbs in the same fashion
you enter Lots; as a range (3-6) or as a list (3;4;7) or as a combination (1-3;5;8).

Subdivision Index

The Subdivision Index provides a Base Edit form for entering Subdivisions. This
form allows the user to enter a range of lots or a range of blocks in order to speed up
the time it takes to index a series of lots and blocks for a single document. The
subdivision base edit form is shown below.

The Subdivision Code field is validated against the TitleSubdivision table described
previously. As blocks and lots are entered, the system validates them against the
allowed blocks and lots for that subdivision. The section field is displayed only if
the Detail Level option indicates that the section should be keyed. There is no
validation on section.

The process of entering data is as follows:
1. When you get to the Subdivision field on the index form, press F2 or click
   the question mark. This brings up the Base Edit form.
2. Enter the Subdivision Code, press <tab>. If you do not know the
   Subdivision code, a question mark help icon is provided to display a list of
   valid codes.
3. Enter the Block, press <tab>.
4. Enter the Lot, press <tab>.
5. If the detail level indicates, enter the section, press <tab>.
6. If the detail level indicates, enter the Arb, press <tab>.
7. The <Add> button should be highlighted. Press <enter>. The
   Subdivision, Block, Lot and Section will be posted into list boxes.
8. Continue with the next Subdivision, Block, Lot (and Section or Arb). If
   there are no more entries for the document, click the <Index> button. You
   will see the Subdivision, Block, Lot and Section entries fill in the
   Subdivision box with a semi-colon separating each field.

```
┌─ Subdivision / Lot / Block ────────────────────────────────────┐
│                                                                │
│  ┌─┐                                                           │
│  │?│  Subdivision:        Blocks:          Lots:               │
│  └─┘                                                           │
│  ┌──────────────────┐  ┌────────────┐  ┌──────────────┐        │
│  │                  │  │            │  │              │        │
│  └──────────────────┘  └────────────┘  └──────────────┘        │
│                                                                │
│      ┌────────┐   ┌────────┐   ┌────────┐   ┌────────┐         │
│      │  Add   │   │ Insert │   │ Remove │   │ Clear  │         │
│      └────────┘   └────────┘   └────────┘   └────────┘         │
│                                                                │
│   Subdivision:        Block:          Lot:      Section / Arb: │
│  ┌──────────────┐  ┌──────────┐  ┌──────────┐  ┌────────────┐  │
│  │              │  │          │  │          │  │            │  │
│  │              │  │          │  │          │  │            │  │
│  │              │  │          │  │          │  │            │  │
│  │              │  │          │  │          │  │            │  │
│  │              │  │          │  │          │  │            │  │
│  └──────────────┘  └──────────┘  └──────────┘  └────────────┘  │
│                                                                │
│              ┌────────┐        ┌────────┐                      │
│              │ Index  │        │ Cancel │                      │
│              └────────┘        └────────┘                      │
└────────────────────────────────────────────────────────────────┘
```

Subdivision Index Examples

The following examples show what happens when the base edit form is filled out.

User enters:	System generates:
Subdivision TCC, Block 3, Lot 5	TCC;3;5
Subdivision TCC, Block 4, Lot 1-6	TCC;4;1 TCC;4;4
	TCC;4;2 TCC;4;5
	TCC;4;3 TCC;4;6

If a mix of blocks and lots was necessary (different lots on different blocks) then the user would enter the ranges on different lines. For instance:

User enters:	System generates:
Subdivision TCC, Block 4, Lot 1-3	TCC;4;1 TCC;5;6
Subdivision TCC, Block 5, Lot 6-9	TCC;4;2 TCC;5;7
	TCC;4;3 TCC;5;8
	TCC;5;9

Subdivision Search

The Subdivision Search procedure works much like the Subdivision Index procedure. You use the Subdivision Base Edit form to specify what is to be searched. Enter the Subdivision code, the Block, the Lot, and (if needed) the

Section. Click the Add All Levels button to add the entry to the search criteria. Then click the Index button to return to the main search criteria form. Be sure to select a Search Type of exact match when performing Subdivision Searches.

Abstract (survey) Records

Using the Base Edit Table maintenance program, an Abstract record is set up in the TitleAbstract table.   This record contains the Abstract/Survey code, the Abstract/Survey Description, and a list of valid tracts and ARBs. The data entered for each of these fields is described below:

Abstract/Survey Code – this is a unique code for the abstract. This code will be keyed by the data entry person when indexing an instrument.

Abstract/Survey Description – this is the full name of the abstract.

Tracts and ARBs – a list of tracts and Arbs that are valid for this Abstract/Survey.

When searching, the user would key in 'A12;4;5' for Abstract 12, tract 4, arb 5. To search for all of tract 4, they would key 'A12;4' and perform a beginning of field search.

Abstract/Survey Index

The Abstract/Survey Index provides a Base Edit form for entering Abstracts/Surveys. This form allows the user to enter a range of Tracks or a range of Arbs in order to speed up the time it takes to index a series of Tracks and Arbs for a single document. The Abstract/Survey base edit form is shown below.

The Abstract Code field is validated against the TitleAbstract table described previously. As Tracts and Arbs are entered, the system validates them against the allowed Tracts and Arbs for that subdivision.

The process of entering data is as follows:
1. When you get to the Abstract/Survey field on the index form, press F2 or click the question mark. This brings up the Base Edit form.
2. Enter the Abstract Code, press <tab>.
3. Enter the Tract, press <tab>.
4. Enter the Arb, press <tab>.
5. The <Add> button should be highlighted. Press <enter>. The Abstract, Tract and Arb will be posted into list boxes.
6. Continue with the next Abstract, Tract and Arb. If there are no more entries for the document, click the <Index> button. You will see the Abstract, Tract and Arb entries fill in the Abstract/Survey box with a semi-colon separating each field.

Township Records

Image Database Set Up

The Township Data Entry provides for the data entry of Township, Range, Section, Quarter and Quarter/Quarter. Entries are validated in a table called *TitleTownship*. When creating the image database, the Township base edit feature is enabled by setting up a multi-entry text field that is validated in a table called *TitleTownship*.

Township Table Setup

Using the Base Edit Table maintenance program, a township record is set up in the TitleTownship table. This record contains the Township, the Range, a description of that Township/Range, a remarks field and a detail level option describing what information will be keyed for this township/range. The data entered for each of these fields is described below:

Township – the Township in the standard format for Land Measurement, i.e., 1N for Township 1 North or 2S for Township 2 South.

Range – the Range value in the standard format for Land Measurement, i.e., 1E for Range 1 East or 3W for Range 3 West.

Remarks – this is any remarks you wish to record about the Township/Range. The system will automatically enter a value when you add a new Township/Range such as 'Township 1N, Range 2W'. This can be replaced by the user.

Valid Sections – enter the sections that are valid for this township-range quadrant. You can enter a combination of a range of sections and a list of sections in the form 1-25;28;30;32. If this field is left blank then all sections (1-36) are valid.

Detail Level Option: This defines at what level the Township/Range should be entered; whether the Section, Quarter, Quarter/Quarter, Quarter/Quarter/10-acre, Quarter/Quarter/10-acre/2.5-acre, or Arb will be entered.

Sub-map/Arbs: If the Sub-map/Arb option is selected, the valid Sub-map/Arbs are entered using the Edit Sub Map/Arb button.

Township Index

The Township/Range Index provides a Base Edit form for entering Township, Range, Section, Quarter, Quarter/Quarter, and Arb. The Township/Range base edit form is shown below.

The combination of the Township and Range is validated against the TitleTownship table described previously. The Section field must be within the range of 1 to 36. The Quarter and Qtr/Qtr fields, if entered, must be NW, NE, SW or SE. If the Arb option is selected, the Arb entered is validated against the valid Arbs.

The process of entering data is as follows:
1. When you get to the Township/Range field on the index form, press F2 or click the question mark. This brings up the Base Edit form.
2. Enter the Township, press <tab>.
3. Enter the Range, press <tab>.
4. Enter the Section, press <tab>.
5. If required, enter the Quarter and press <tab>.
6. If required, enter the Qtr/Qtr and press <tab>.
7. If required, enter the 10-acre tract and press <tab>.
8. If required, enter the 2.5-acre tract and press <tab>.
9. If required, enter the Arb and press <tab>.
10. The <Add> button should be highlighted. Press <enter>. The Township, Range, Section, Quarter, Qtr/Qtr, 10-acre tract, 2.5-acre tract, and Sub-map/Arb will be posted into list boxes.
11. Continue with the next Township, Range, Section… If there are no more entries for the document, click the <Index> button. You will see Township, Range, Section… entries fill in the Township/Range box with a semi-colon separating each field.

Quarter/Quarter Speed Entry

When a document includes multiple quarter or quarter/quarters, a speed entry grid is provided for fast selection. This grid of the sixteen quarter/quarters within the section will appear on the Township data entry form in the lower right hand corner (as shown above). When you click on a quarter/quarter an 'x' will appear which means it is selected. If you click on a quarter/quarter that has an 'x', then the 'x' will disappear which means it is not selected. Buttons are provided to select the entire section, or an entire quarter (NW qtr, NE qtr, SW qtr, SE qtr). If, when you press one of these buttons, the entire section or quarter is already selected, then it will be de-selected. Once you have 'x' for all the quarter/quarters that should be included for the property, then click the Add button to include it in the index.

2.5-Acre Speed Entry

When a document includes multiple 2.5-acre tracts, a speed entry grid is provided for fast selection. This grid will appear will appear when you click the **Map** button shown on the form. The form works similar to the Quarter/Quarter Speed Entry form.

Quick S-T-R

New to halFILE 3.0 is a feature called "Quick S-T-R" that is designed to allow users to quickly key section land in a single box as it reads on the document. When this feature is enabled, a special box labeled Quick S-T-R is provided for the entry. Then, if the document reads:

The NW quarter of the SW quarter of Section 36, Township 104N, Range 31E, the user can key the following into the Quick S-T-R box:

NW SW 36 104N 31E

Furthermore, if all the Townships in the county have a direction of North and all the Ranges in the county have a direction of East, then the above description can be entered as:

NW SW 36 104 31

And the system will add the N and E for North and East, respectively.

This speed entry feature is up as follows:

1.   Go into the halFILE Administrator and select the File_Base Edit menu.
2.   Select the database for which the option should be set up, then select the Tools-Options menu.
3.   Go to the Quick S-T-R tab and check the "Enable Quick S-T-R" checkbox.
4.   Select the appropriate Township and Range direction options.

Once this is saved, the Search and Index forms will include the Quick S-T-R box. The operation works as follows:

1.   On the main form when you reach the Township-Range field you can press F2 or click the question mark to pop up the Township-Range Base Edit form.
2.   The Quick S-T-R field will be highlighted in yellow and the cursor will be positioned in the box, ready for data entry.
3.   Enter the quarters, section, township and range with a space between each element. For example: NW SW NE SE 15 104N 31E
4.   For Index, click or tab to the ADD button to validate the entry and add it to the Index Information box.
5.   For Search, click or tab to the ADD ALL LEVELS button to validate the entry and add it to the Index Information box.

Township/Range Search

When searching Township/Range, the criteria forms look like the data entry forms used in Index, except an "add all levels" button is added. Here is how this button is used:

The user wants to search for township 21N, range 12E, Section 36, Quarter NW and Qtr/Qtr NE.

1.   In the Base Edit data entry form, enter the above property and click the "Add all levels" button. This adds each higher level to the search criteria.
2.   Click the Index button and set the search type to exact match.

3. When the search is performed, the program will search for anything that exactly matches:

- township 21N, range 12E, Section 36, Quarter NW and Qtr/Qtr NE
- township 21N, range 12E, Section 36, Quarter NW
- township 21N, range 12E, Section 36

This way, if a document was indexed to an entire Section or to an entire Quarter, it will be picked up by the search.

Support for AIM for Windows

AIM for Windows is a closing package used by Title Companies. halFILE includes some features that allow data to be extracted from the AIM for Windows database and posted to halFILE index fields. This section describes how this feature works and how to set up the image database to enable this feature.

AIM Integration

The integration of AIM for Windows and halFILE is meant to reduce the amount of data entry required when indexing a document in halFILE. By setting up a link to the AIM for Windows database, the user keys the Closing Number for the document, and other index fields are extracted from the AIM for Windows database and posted into the image database. For instance, you can key the Closing Number for a document and the Buyer and Seller names, the Property Address, the Projected Closing Date and other AIM fields will automatically appear.

Then, to post changes that may have been made to order in AIM, a posting program is provided that reads modified AIM orders, and posts changes to the halFILE image database.

Defining the halFILE Image Database

Note: A database specification named AIM01.SPC is located in your halFILE program directory (or from hal Technical Support). This can be loaded with File_Database, Add New, using the File_Open Specification menu.

The halFILE image database is set up in the standard way using the menu selection File_Database (see your halFILE information for more information on how to setting up a new database). To enable the AIM for Windows integration, certain field names must be defined. Of these fields, only **File_Number** and **AIM_Order_Number** fields are required, since these establish the primary link between halFILE and AIM for Windows. Other fields that you can extract from AIM and how they should be defined are illustrated in the following table.

*Note: Since the user who indexes documents typically does not know the AIM Order Number, the system is set up so the File Number is keyed and this triggers a look up to retrieve the AIM Order Number. So, a field named File_Number is set up above the AIM_Order_Number field in your database. Refer to the **Setting up an AIM Order Number Lookup** section below for more information.*

Field Name	Field Type	Length	Description
File_Number	Text	15	Unique file number assigned to each order
AIM_Order_Number	Int	4	The Aim Closing Number. This field is **required** for AIM integration with halFILE
BranchId	Smallint	2	Branch ID of office this order belongs to
FileStatus	Text	1	Status code for the file/order
AssociatedFileNum	Text	15	Number associated with another file number
PropType	Int	4	Property type associated with description
TransType	Int	4	Transaction type associated with description
TitleUnitNum	Smallint	2	Unit number associated w/ unit name
StateCode	Text	2	State Code
StateName	Text	30	State Name
CountyCode	Smallint	2	County Code
CountyName	Text	25	County Name
SalesPrice	Int	4	Sales price
NeedByDate	Date/Time	8	Need by date
OrderDateTime	Date/Time	8	Date and time order is entered
ModifyDateTime	Date/Time	8	Date and time order last modified
AddByEmpUserID	Int	4	User ID adding the order
ModifiedByEmpUserID	Int	4	User ID modifying the order
DocPrepBuyer	Memo	-	Buyer names and descriptions
DocPrepSeller	Memo	-	Seller names and descriptions
DocPrepLglDesc	Memo	-	Doc prep legal description
AdditionalInstruction	Memo	-	Additional instructions for the order
TrackedTo	Int	4	key to the location that the order is tracked to
EscrowUnit	Smallint	2	Escrow unit
ProjectedClosingDate	Date/Time	8	Projected date of closing
EarnestMoney	Int	4	Earnest money
AIM_Buyer_Name	ME-Text	60	Buyer names[1]
AIM_Seller_Name	ME-Text	60	Seller names[2]
AIM_Lender_Name	ME-Text	60	Lender names[1]
AIM_Prop_Address	ME-Text	60	Property Address[2]
LoanAmount	Int	4	Loan Amount[3]

[1] The buyer, seller and lender names are built from AIM Name and Address table and include Last Name, First Name and Middle Name for individuals and Company Name for Companies.

[2] The Property Address is built from the AIM Property table and includes one line for Street Number and Name and a second line for City, State and Zip Code.

[3] The LoanAmount field comes from the AIM tblOrderParty table.

AIM Field Mappings and Exceptions

Any field in the halFILE database having the same field name as one of the AIM database fields above will automatically be mapped to each other. So if there is a halFILE field named AIM_Seller_Name then the AIM_Seller_Name field will be posted to it when the lookups are processed.

Settings in the HFGlobal.ini provide a way to map fields in the halFILE database that have a different name than the AIM database. For example, you may want to post the AIM_Buyer_Name field to a field called Grantor. To set up field mappings in HFGlobal.ini, add a section called [AIM_xxxHFWdd] where xxx is the application id and dd is the document type id. Underneath this section, you add an

entry for each field that must be mapped with the left side being the halFILE field name while the right side is the AIM field name. So for example, if your application id is XYZ and document type id is TP and the AIM_Buyer_Name maps to a halFILE field named Grantee and AIM_Seller_Name maps to a field named Grantor, the section would be defined as follows:

[AIM_XYZHFWTP]
GRANTEE =AIM_Buyer_Name
GRANTOR AIM_Seller_Name

The system also provides for exceptions to the field mapping rules based on the value of some data element (typically Instrument Type). Within the same section as above, the <fieldname>_ExceptionField, <fieldname>_ExceptionValue and <fieldname>Exception tags can be used to define these exceptions (<fieldname> is the halFILE field name on which the exception is posted). For example, you may have a situation where, if the document is a Deeds of Trust, then the Lender name should be posted to the Grantee field and the Buyer Name should be posted to the Grantor field, thus overriding the defaults. For this instrument type then, the exception section would then be set up as follows:

GRANTEE_ExceptionField=DOC_TYPE
GRANTEE_ExceptionValue=DT
GRANTEE_EXCEPTION=AIM_Lender_Name

GRANTOR_ExceptionField=DOC_TYPE
GRANTOR_ExceptionValue=DT
GRANTOR_EXCEPTION=AIM_Buyer_Name

This same exception concept can be used to post data elements conditionally. For example, if you only wish to post the Consideration field with the Loan_Amount if the Instrument Type is a Deed of Trust, you could set up this section as follows:

CONSIDERATION=
CONSIDERATION _ExceptionField=DOC_TYPE
CONSIDERATION _ExceptionValue=DT
CONSIDERATION _EXCEPTION=LoanAmount

In this case, the consideration field is only posted with the Loan Amount if the Instrument Type is equal to DT.

Field Formatting

To format an AIM field to match the expected format in halFILE, you can use the FormatStyle option in the database section. This is most often used to format dates. For example, to set the Closing Date field to AIM's ProjectedClosingDate and format the date to the mm/dd/yyy format, the following tags would be used.

[AIM_XYZHFWTP]
CLOSING_DATE=
CLOSING _DATE_FormatStyle=mm/dd/yyyy

Overriding the Name Default Order

By default, Buyer and Seller names are list with last name fist (example: Smith, John A). You can override this by setting **OverrideNameFlip=TRUE** in the [AIM_xxxHFWdd] section.

Connecting to the AIM for Windows Database

To connect to the AIM for Windows database, you first need to set up an ODBC Data Source using the ODBC Administrator located either in the halFILE program group or the Windows Control Panel. Once the ODBC Data Source Name is properly configured, you then should edit or create an HFGLOBAL.INI file, located in your halFILE program directory. It contains the parameters needed to connect to the AIM for Windows database. The sample below shows what these parameters are. The DSN tag is the Data Source Name. DBQ is the path to the database if AIM for Windows is using a Microsoft Database. UID is the User ID and PWD is the Password used to access the database.

Example for Microsoft Access:

[AIM]
DSN=AIM4WIN
DBQ=f:\AIM4WIN\aim4win.mdb
UID=ReportUser
PWD=

Example for Microsoft SQL Server:

[AIM]
DSN=FileDSN=e:\halfile\dsn\aim4win32.dsn
DBQ=aim4win
UID=sa
PWD=password

Multiple AIM for Windows databases

To provide lookups into more than one AIM for Windows database, you add additional sections into the HFGLOBAL.INI file. The second AIM database is defined in an [AIM1] section, the third is defined in an [AIM2] section, and so on. During indexing, the system performs the lookup into the first AIM database (as defined in the [AIM] section) and, if the key is not found, it performs the lookup in the second AIM database (as defined in the [AIM1] section). This continues until the key is found or the next AIM section is not found. Below is an example of a second AIM for Windows set up in HFGLOBAL.INI.

[AIM1]
DSN=AIM4WIN
DBQ=F:\AIM4WIN2\AIM4WIN.MDB
UID=reportuser
PWD=

The pop-up help feature, showing AIM database entries in a pick list, also supports multiple AIM for Windows databases. If there is more than one section in HFGLOBAL.INI, then a menu is displayed asking the user which database to show the entries from. If there is only one AIM section in HFGLOBAL.INI, this menu is suppressed.

Re-Posting Program

As mentioned earlier, a program is provided to post changes made to AIM for Windows that affect documents that were indexed in the image database. Use the following steps to run this procedure:

1. Run the program AIMPOST.EXE from your halFILE program directory.
2. Select the Target image database from the list shown. The list shows the halFILE Application ID, Database ID and Database Description.
3. The Source Database is automatically selected by reading the AIM database parameters from HFGLOBAL.INI (described above)
4. Select the re-post option to either post all records or records since a specified date.

Note: If you run the all option, it may take a long time to complete, depending on the number of records in the AIM database. This step reads each record in the AIM database, looks it up in the halFILE image database and, if changes were made, it re-posts the record.

5. Click the Repost AIM Data button to begin the process. A record count will show progress and number of records posted.

Setting up an AIM Order Number Lookup

To set up a Lookup inside of halFILE where the user keys the File_Number field and the AIM_Order_Number field is automatically posted, perform the following:

1. Select the halFILE database that is associated with AIM as the default database at the top of the halFILE screen.
2. Go into File | Databases | Lookups.
3. From the drop 'Select Lookup Number', select Lookup Number 1.
4. If the AIM database is Access, enter the Lookup Database Path as the name of the database. Leave this field blank if the AIM database is in SQL Server.
5. If the AIM database is Access, enter 'AIM4WIN.mdb' as the Lookup Database name. For SQL Server, enter 'AIM4WIN'.
6. Drop down the Lookup Connect String box. If the AIM Database is in Access, select MS Access. If the AIM Database is in SQL Server, select ODBC that gives you the basic format you need. Edit this format so it is all filled in. For example: ODBC;FILEDSN=E:\halfile\dsn\AIM4WIN32.dsn;DBQ=AIM4WIN;UID =sa;PWD=sa
7. When you tab out of this field the Lookup Table Name should be populated. Select the tblOrder table. This will populate the AIM Fields list at the bottom as well as the match field.
8. Select the File_Number field in the Match field in halFILE box.

9. Select the Filenum field in the Match field in Lookup box.
10. Add the AIM_Order_Number field from the halFILE Fields to the Post To fields.
11. Add the OrderKey from the Lookup fields to the Post From fields.
12. Save that and close out.

If the lookup feature is correctly set up, when a document is indexed, the operator enters the File_Number field, presses TAB which should fill in the AIM_Order_Number. Then TAB is press again to fill in all the AIM fields.

Support for VAX AIM

VAX AIM is a closing package that runs on VAX Operating Systems. halFILE can integrate with this product in the following fashion:

1. A program, supplied by Stewart Title, exports the VAX information to a fixed-length, ASCII file.
2. A program, supplied by hal Systems and called VAXIMP, imports the data into a select halFILE Database. We will call this the halFILE VAX AIM database.
3. The halFILE Lookup feature is used to tie the production halFILE database that contains images to the halFILE VAX AIM database that contains the VAX AIM information. The user enters the file number and the program extracts selected data elements from the halFILE VAX AIM database and posts the data to the halFILE production database.

For more information on this feature, contact hal Technical Support.

Support for First Data Data Close

Data Close is a closing package written by First Data Corporation and used by Title Companies. halFILE includes a program to post Data Close information to a Microsoft Access database and features that allow data to be extracted from that database and posted to halFILE index fields. This section describes how this feature works and how to set up the image database to enable this feature.

Defining the halFILE Database for Data Close documents

The halFILE image database is set up in the standard way using the menu selection File_Database (see your halFILE documentation for more information on how to setting up a new database). To enable the Data Close integration, certain field names must be defined. Of these fields, only a Closing_File_Number is required, since it is the primary link between halFILE and the Data Close database. Other fields that you can extract from Data Close and how they should be defined are illustrated in the following table. Note that, unlike AIM for Windows integration described above, Field Names can be changed here.

Field Name	Field Type	Length	Description
Closing_File_Number	Text	22	The Aim Closing Number. This field is **required** for Da integration with halFILE.
Buyers	M-E Text	30	Multi-entry field into which 4 buyers from Data Close posted.
Sellers	M-E Text	30	Multi-entry field into which 4 sellers from Data Close posted.
Address	Text	30	Property Street Address
City	Text	15	City
StateCode	Text	2	State Code
ZipCode	Text	9	Zip Code
Legal	Text	30	Brief Legal Description
OrderDate	Date/Time	8	Date of order or last modified date

Posting Data Close information into an Access database

Data Close provides a feature where, when an order is added or modified, a transaction is written to a log file named \FDS\DATA\IMGDATA.TXT. This is the file to be posted to the Access Database. The program that posts the data is FDSOA.EXE and should be located in your halFILE program directory. This program first reformats IMGDATA.TXT using the reformatting program \FDS\SW\SWREFRMT.EXE then posts the data to \FDS\DATA\IMGDATA.MDB. After the posting, the IMGDATA.TXT is removed and Data Close will create a new file when the next Closing transaction occurs.

To set up halFILE to extract data from \FDS\DATA\IMGDATA.MDB, use menu selection File_Database. Select the database you want to work with and press the Lookups button. Then fill out the screen as follows:

1. Select the Lookup number to define using the upper left drop down list box (normally you would select Lookup Number 1).

2. Press the Select button beside Lookup Database Path and select the \FDS\DATA\ IMGDATA.MDB. This will fill in the Lookup Database Path and Lookup Database Name boxes.

3. Select the ODBC form of the connect string and enter it in the form "ODBC; FileDSN=<path and filename to a 32-bit file data source>;UID=;PWD=;".

4. Select 'imgdata' as the Lookup Table Name.

5. Select 'File' in the Match Field in Lookup box.

6. In the 'Match Field in halfile' box, select the field that corresponds to the Data Close File Number.

7. Specify the list of cross-reference fields in the 'Post To Fields' and 'Post From Fields' boxes at the bottom of the Window. To do this, select the field that you want to post from Data Close in the right-hand Lookup Fields list and press the Post From button. Then find the corresponding field in the image database in the left-hand 'halFile field' list and press the 'Post To' button. It is important that corresponding fields be on the same line in the 'Post To Fields' and the 'Post From Fields' boxes. Continue selecting fields in this manner until you have selected all the desired fields to post from Data Close.

Note: There are four buyers in the Data Close IMGDATA.MDB database. To post all four of these to a multi-entry image database field, select Buyer1 from the Data Close fields, then select the multi-entry Buyer field from the image database. Then select Buyer2 from Data Close and the same multi-entry Buyer field from the image database. Do the same for Buyer3 and Buyer4. Sellers work the same way.

Setting up halfile.ini entries for Closing File Number Pick List

By adding entries into halfile.ini, you can provide a pop-up pick list to select the Data Close file number when indexing a document in halFILE. You must make the following entries to halfile.ini, normally located in C:\WINDOWS, on each work station.

[FDSHFWCL]   (FDS is the application id, CL is the document type)
ExternalDatabaseName=imgdata.mdb
ExternalDatabasePath=f:\fds\data\   (be sure to use the correct drive letter)
LookupTable=imgdata
LookupString=0;20;1;30
LookupTitleBar=File Numbers
LookupField=8

DataClose Data Fields

The table below shows the data structure for the table 'imgdata' in the database 'imgdata.mdb'. You can use the Look up feature to select any of these fields and post into your image database.

Field Name	Length	Type
File	22	Text
Buyer1	30	Text
Buyer2	30	Text

Buyer3	30	Text
Buyer4	30	Text
Seller1	30	Text
Seller2	30	Text
Seller3	30	Text
Seller4	30	Text
Address	30	Text
City	15	Text
State	2	Text
Zip	9	Text
County	25	Text
Legal	30	Text
Settlement Date	8	Date

Support for First Data TitleTrac

TitleTrac is a closing package written by First Data Corporation and used by Title Companies. halFILE includes a program to post TitleTrac information to a Microsoft Access database in much the same way that DataClose is supported. Refer to the previous section on DataClose for more information.

Posting TitleTrac information into an Access database

TitleTrac provides a feature where, when an order is added or modified, a transaction is written to a log file named \FDS\DATA\IMGDATA.TXT. This is the file to be posted to the Access Database. Like DataClose FDSOA.EXE is the program that posted the information into Access. However, you must add the option 'titletrac' on the command to post the additional TitleTrac data fields. So, the command is: 'FDSOA titletrac'.

TitleTrac Data Fields

The table below shows the data structure for the table 'imgdata' in the database 'imgdata.mdb'. You can use the Look up feature to select any of these fields and post into your image database.

Field Name	Length	Type
File	22	Text
Buyer1	30	Text
Buyer2	30	Text
Buyer3	30	Text
Buyer4	30	Text
Seller1	30	Text
Seller2	30	Text
Seller3	30	Text
Seller4	30	Text
Address	30	Text
City	15	Text
State	2	Text
Zip	9	Text
County	25	Text
Legal	30	Text
Settlement Date	8	Date
Property_Code	4	Text
Transaction_Code	5	Text
Branch_Code	2	Text
Branch_Name	25	Text
County_Code	3	Text
Sales_Price	12	Text
Loan_Amount	12	Text
Lender	30	Text

Support for SoftPro ProForm for Windows

SoftPro's ProForm For Windows is a closing package used by Title Companies. halFILE includes some features that allow data to be extracted from a ProForm file and posted to halFILE index fields. This section describes how this feature works and how to set up the image database to enable this feature.

ProForm Integration

The integration of ProForm and halFILE is meant to reduce the amount of data entry required when indexing a document in halFILE. By setting up a link ProForm files, the user keys the File Number for the document, and other index fields are extracted from the appropriate ProForm file and posted into the image database. For instance, you can key the File Number for a document and the Buyer and Seller names, the Property Address, the Legal Description and other ProForm fields will automatically appear.

Defining the halFILE Image Database

The halFILE image database is set up in the standard way using the menu selection File_Database (see your halFILE documentation for more information on how to set up a new database). Any field which you create in the halFILE database may be linked to a ProForm field name for data extraction.
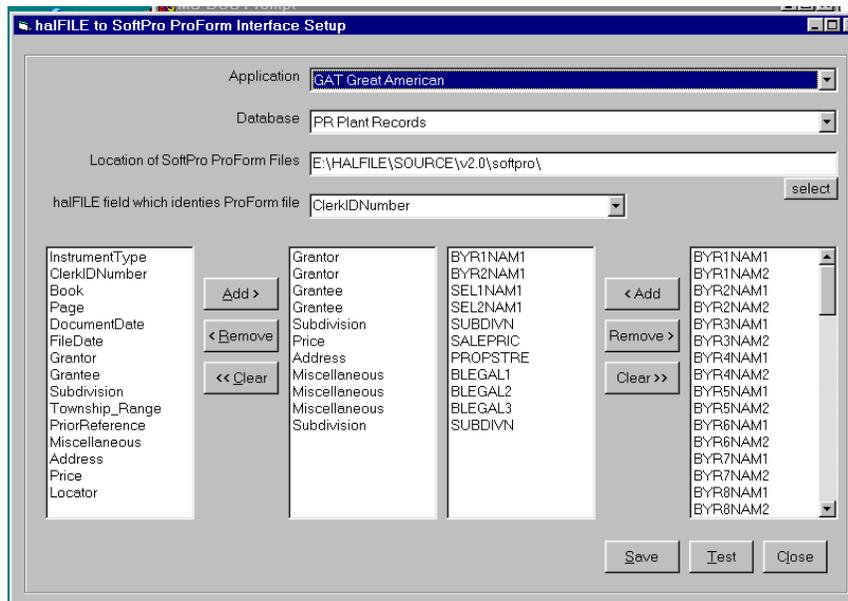
ProForm Field Names

The ProForm field names are set up in hfsofpro.ini, located in the halFILE program directory. The field names listed in the [Config] section as Field1 through Field*n* must match the ProForm field names as identified in ProForm for Windows Data Entry Screens and Field Names document from SoftPro. Hal Systems supplies a sample of the hfsofpro.ini which contains the most applicable field names. The following shows a sample of the hfsofpro.ini [Config] section.

```
[Config]
Field1=BYR1NAM1
Field2=SEL1NAM1
Field3=SEL2NAM1
Field4=LOANAMT
Field5=SALEPRIC
Field6=SETTDATE
Field7=LENNAM1
Field8=LENADR1
```

Connecting to ProForm

To set up the connection between a halFILE database and ProForm for Windows, the program HFSOFPRO32.EXE is used. This program creates entries in hfsofpro.ini, located in the halFILE program directory. The following shows a sample screen of a halFILE to ProForm interface set up.

Select the Application and database. This will show you the halFILE database fields in the left-hand box. The available ProForm fields (from the [Config] section of hfsofpro.ini) are listed in the right-hand box.

Specify the location of ProForm files. You can use the SELECT button to browse and locate the correct folder.

From the drop down list, select the halFILE field used to identify the ProForm file. So if the halFILE database contains a field called File_Number and you save ProForm files using the File Number, you should select the File_Number field as the halFILE field which identifies the ProForm file. Then, when you enter '12345' as the File_Number, halFILE will try to open and retrieve information from 12345.PFD in the designated ProForm folder.

Add the fields that you want interfaced into the middle two boxes using the ADD buttons. These fields should be in the same order in both boxes. Also, if there is more than one ProForm field that is attached to the same halFILE field (which may often occur because mult-entry halFILE field may contain multiple lines of data), then add the field the appropriate number of times to the halFILE box. For example, if you want to extract BYR1NAM1 and BYR2NAM1 from ProForm and place the names into the Grantor field in halFILE, you would add Grantor twice on the halFILE side.

Click the SAVE button to write the settings to hfsofpro.ini.

The TEST button is used to test the settings. When you click this button, you can select a ProForm file and the system will show you the ProForm data extracted from that file.

Note: If the program gets a Protection Fault error, this is usually caused by (1) the ProForm field name was incorrectly entered into hfsofpro.ini or (2) the length of the ProForm field is longer than the length of the related halFILE field or the maximum length of a string field in Windows.

The ProForm Interface in Action

The ProForm Interface occurs when documents are indexed in halFILE. When the specified Key Field is entered in a database that has been set up to extract data from ProForm, the system uses that Key Field data to open a ProForm file in the specified File location, extract the information and post it to the fields on the index screen. The data entry person can then review the fields for correctness and save the record.

For example:
1. The Key Field is the File_Number.
2. The File Location is 'F:\proform.'
3. The halFILE fields being posted are Buyer, Seller and Brief_Legal.
4. BYR1NAM1 and BYR2NAM1 fields are set up to post to Buyer.
5. SEL1NAM1 and SEL1NAM2 fields are set up to post to Seller.
6. BLEGAL1, BLEGAL2 and BLEGAL3 are set up to post to Brief_Legal.

Then:
1. The user goes into index a document.
2. The File Number on the document image is '12345.' The user enters '12345' into the File_Number field.
3. The user press TAB and the system reads the ProForm file 'f:\proform\12345.pfd.' and fills in Buyer, Seller and Brief_Legal fields are filled in with information from the ProForm file.
4. The user reviews the posted data, enters and other data necessary then press CTRL-S to save the document.

If the ProForm file cannot be found a message is displayed stating "unable to find that information in SoftPro." If the key field was correctly entered, this means the ProForm file was (1) not saved to the designated ProForm folder or (2) was saved with a different file name than what was entered into the key field or (3) the extension on the ProForm field is not 'pfd.' To complete the indexing of this document, the information would have to be manually entered.

Reposting Soft Pro data

To repost Soft Pro information to your halFILE database, run the command:

HFSOFPRO32.EXE REPOST

This will repost the data for any changed orders. The following HFSOFPRO.INI settings are applicable to the repost feature.

[REPOST]
AllowRepost=TRUE   {must be true to allow the repost option to be run}
OverwriteAll=TRUE   {overwrite all halFILE information with ProForm data. If FALSE, data is appended to multi-entry fields.}
DumpTran=TRUE   {dumps the SQL Server transaction log for the halFILE database being posted to}

8

Support for Ramquest Complete Closing

Ramquest's Complete Closing is a closing package used by Title Companies. halFILE includes some features that allow data to be extracted from the Ramquest system and posted to halFILE index fields. This section describes how this feature is set up.

Ramquest Support using Lookups

This section describes how to set up Lookups into a Ramquest CCWIN database using the standard halFILE Lookups feature. A typical halFILE database that performs lookups into a Ramquest CCWIN database would be structured similar to the following. Note that the fields can be ordered in any fashion and addition fields can be added, even from other CCWIN tables.

Field Name	Type	Size	Comments	Source CCWIN Table
GFNo	varchar	15		Orders
Order_Status	varchar	20		Orders
Open_Date	Date			Orders
Close_Date	date			Orders
Sales_Price	numeric	14.2		
BuyerId	varchar or integer	10	Multi-entry	Buyer
SellerId	varchar or integer	10	Multi-entry	Seller
Buyers	Varchar	100	Multi-entry	Buysel
Sellers	varchar	100	Multi-entry	Buysel
Subdivision_Code	varchar	20	Multi-entry	Property
Block	varchar	10	Multi-entry	Property
Lot	varchar	10	Multi-entry	Property
Prop_ID	varchar	20	Multi-entry	Property
Acreage	Number	14.4	Multi-entry	Property
Legal_Description	memo			Property

Setting up Ranquest Lookups

Using the above structure the lookups would be set up as follows:

Lookup #1
Lookup Table Name: Orders
Match Field in halFILE: GFNo
Match field in Lookup: GFNo
Post To Fields: Order_Status
                  Open_Date
                  Closed_Date
                  Sales_Price
Post From Fields: Status
                    OpenDate

ClosedDate
SalesPrice

Lookup #2
Lookup Table Name: Buyer
Match Field in halFILE: GFNo
Match field in Lookup: GFNo
Post To Fields: BuyerId
Post From Fields: BuyerSellerId

Lookup #3
Lookup Table Name: Buysel
Match Field in halFILE: BuyerId
Match field in Lookup: BuyerSellerId
Post To Fields: Buyers
Post From Fields: SortName

Lookup #4
Lookup Table Name: Seller
Match Field in halFILE: GFNo
Match field in Lookup: GFNo
Post To Fields: SellerId
Post From Fields: BuyerSellerId

Lookup #5
Lookup Table Name: Buysel
Match Field in halFILE: SellerId
Match field in Lookup: BuyerSellerId
Post To Fields: Sellers
Post From Fields: SortName

Lookup #6
Lookup Table Name: Property
Match Field in halFILE: GFNo
Match field in Lookup: GFNo
Post To Fields: Subdivision_Code
                 Block
                 Lot
                 Prop_Id
                 Acreage
                 Legal_Description
Post From Fields: SubDivCode
                 Block
                 Lot
                 PropId
                 Acreage
                 LegalDescription

Also, you need to set the following property in the database section of HFGLOBAL.INI:

PostMultipleLookups=TRUE

Ramquest Lookups in Action

When the above is set up, here is how indexing a document in halFILE works:

1. The user enteres the GF Number into the GFNo field and tabs out.
2. Lookups #1, 2, 4 and 6 are performed. This populates the BuyerId and SellerId fields as well.
3. The user tabs through the BuyerId field. This populates the Buyers field.
4. The user tabs through the SellerId field. This populates the Sellers field.
5. Any adjustments to the data can be made before saving the record.

Setting up a Plant Certification Date

To restrict searches of a plant database to only those records through the date to which the plant has been verified and certified, you can use the Group Security option. To use Group Security:

1. Turn on Security using Configure_Security and make sure the Enable_Security selection is checked.
2. Set up Users and access to databases using Configure_Security_User Profiles.
3. Set up User Groups using Configure_Security_Groups. Add a group named 'Plant Date' and, behind the Restrictions tab, select the field that represents the date filed. Set the operator to <= and enter the plant certification date in the form mm/dd/yyyy in the values box.
4. Add search users to this group.
5. Add another group named 'Full Access' and add supervisors and other personnel to this group that will not be restricted by the plant date. You do not need to set up any restrictions on this group.

Printing Plant Certification Date on reports

To include the Plant Certification Date on reports built with Crystal Reports, you can either link the halFILE database to the Groups table of HFWParams where the certification date is defined or you can create a new database that links you from the image database to the parameter record which contains the Plant Date that was keyed into Document Level Security. To do this:

1. Using SQL Enterprise Manager, create a database called Plant_Date.
2. Create a table inside this database called GroupBridge. Create fields in the GroupBridge table as follows:

Field Name	Field Type	Length
DocType	Varchar	2
Appl	Varchar	3
Group	Varchar	50

3. Create an index called PrimeKey consisting of DocType (primary, unique).
4. Add a record to the GroupBridge table with DocType equal to the Document Type, Appl equal to the Application Id and Group equal to the name of the Security Group (i.e. 'Plant Date').
5. Add the new Plant_Date and HFWParams databases to your Crystal Report set up for the report on which you want the certification date printed. We recommend using File DSNs to connect to these databases.
6. Set up a link from the PRDOC field in the PrimeTable table of the image database to the DocType field in the GroupBridge table.
7. Set up a link from DocType, Appl and Group in the GroupBridge table to the corresponding fields in the Groups table in HFWParams.
8. On the report, print the Plant Certification Date by selecting the 'Value' from the Groups table in HFWParams.

Starter / Fallout System

Overview

The Starter/Fallout System was introduced to halFILE and e.halFILE in version 2.2. This feature can be used in place of the older Pending Order System as, while it has a different design, it serves the same purpose.

The Starter / Fallout System streamlines the Title Examination process by performing a single search of all the criteria for an order. It also saves the Starter information so date down searches and the fallout reports can be performed. It lets you close and re-open starters and we'll as copy starter information to a new order.

The Starter/Fallout functionality is basically the same in both e.halFILE and halFILE. However, become of the different platforms, there are some differences so they both are covered here. See the one line help for more information.

Set up

The Starter/Fallout system is controlled by settings in halweb.ini. For e.halFILE, this file resides in the scripts folder. For halFILE, it resides in the halFILE program folder. halFILE includes a user interface to maintain the ini settings while e.halFILE does not.

Starter Section Headers

Each database has its own starter section as follows:

[aaaHFWdd_Starter]

where aaa is the halFILE application id and dd is the halFILE database id. So if the Application Id was XYZ and the database id was LR the section header where reports are configured would be:

[XYZHFWLR_Starter]

Starter Section Entries

The section entries for the starter section for each database are as follows:

SystemEnabled – Set to TRUE to enable the starter feature.

SaveResultsBoxChecked – set this option to TRUE to show the Save Results button at the bottom of the search results page.

SaveStarterBoxChecked – set to TRUE to show a Save Starter button at the bottom of the search results page.

UseDateFromDatabaseName – set to TRUE if the thru date on starter searches should be pulled from last 9 or 10 characters of database name.

OrderNumberField - defines the database field holding the Order Number. The Order Number identifies the search criteria and, once saved, is used to bring back the criteria for a subsequent or "fallout" search.

FallOutDateField – this identifies the field in the database where the last search date is stored for the starter record.

OrderDescriptionField – defines the field in the database used to hold a description of the order.

OrderOpenDateField – defines the field in the database that holds the date the Order was opened or created.

OrderCloseDateField – defines the field in the database that holds the date the Order was closed.

StatusField – this key defines the database field that contains the status of the Starter (i.e. Open or Closed).

StarterOpenValue - defines the value of the Starter Status field for open orders.

StarterCloseValue - defines the value of the Starter Status field for closed orders.

GroupField – if the User's Security Group should be posted to a database field, then configure the field to post to using this parameter. By posting the User Group into the database record, you can then restrict access to Starters to only users in that group using halFILE's Group Security feature.

DocPrefix – defines a single document prefix letter used for creating the internal document number for new starter records. This is similar to halFILE's station id.

BasketName – the name of the basket into which starter records are placed.

The following keys can be repeated for each criteria set required. The numbering of the keys start at one as shown below.

CriteriaSet1 - describes the name of the 1st Criteria Set

CriteriaField1 - defines the field to search for the 1st Criteria Set. Note, if CriteriaField is CROSSNAME then the set is saved to the two designated cross name fields (i.e. Grantor and Grantee).

OrderBy1 – defines the Order By clause to be used when a starter search is performed. This tag uses the same format as halFILE's Order By tag. For example:

OrderBy1= multi.Grantor, primetable.prserv

DefaultSearch1 - defines the type of search to perform for this critieria set. The options are BEGIN, EXACT, CONTAINS, SOUNDEX, TITLESUBDIVISION, TITLETOWNSHIP.

SpecialClauseField1 – defines a field name that will be included in the search for the criteria set to limit the results.

SpecialClauseValue1 – defines the value of the SpecialClauseField1 search.

SpecialClauseType1 – defines the type of search to use for the Special Clause search.

IncludeSet1 - instructs the system to include data from another set when performing the search for this set. If this is desired, then set this parameter to the set number to include.

IncludeCheckBoxClause1 – defines the wording to use on the check box prompt which enables/disables the IncludeSet search.

DefaultStartDate=01/01/1883 – defines the date to default to for the starting date of a starter searches.

Fallout Report

The following keys are used to set up the Fallout report. The fallout report works with the Starter feature to obtain a composite list of documents which are identified as having been posted since the last time the fallout report is run. It performs a search using the criteria sets for every open starter record. The report is designed using Crystal Reports. Multiple reports can be setup by incrementing the number.

FalloutReport1- the html address used to perform a Fallout report

FalloutReportDescription1 – the description of the fallout report.

LastFalloutReportDate – this is used to store the last time the full Fallout Report was run.

AutoFallout – set this to TRUE if the Fallout Report is scheduled to run as a job. Then the reports from the last Fallout Report run are listed on the Fallout Report screen.

The fallout report is run using the hffallout.exe program found in the scripts folder. If no fallout reports are defined, the Fallout Report button does not appear on the search criteria page.

halFILE Starter / Fallout

Once the above has been defined, the Starter menu will appear on the Search Criteria page of halFILE. The following describes the operation of the system.

Setting up New Orders

When a new Title Search is to be performed, go to the search criteria page and enter ALL the information to search for. This would typically include Grantors and Grantees (or Cross Names) and Property Information (Subdivision, Sectional or Abstract/Survey). Then select the Starter_Create Starter menu. You will be asked to enter the Order Number and a new form will open showing the criteria you have entered (see below).

The Open Date defaults to the current date but may be changed. You can also enter a description of the Order. The "criteria sets" are displayed in a grid. A criteria set is a field that is search by the Starter system using the criteria you entered. In the first column of the grid, the rows which include the criteria you entered are automatically set to "yes" since this indicates that this data will be saved to the Starter record to be created. The rest of the grid shows field and search type information. Below the grid is the date range to be searched. The starting defaults to 1/1/1900 (for a full plant search) and the ending date defaults to the current date or to the plant date if it is configured by the UseDateFromDatabaseName key in halweb.ini. The View References option will perform the reference search if it is checked. The "save ending date for date down search" will save the ending date to the starter record so it can be used as the start date for date down searches.

The **Save Starter Information** saves the starter to the database. It can be retrieved later using the Starter_Edit Starter menu on the Search Criteria page.

The **Save Starter and Run Search** button saves the starter to the database and then performs the search. A sample of the search results is shown below.

The results of the search is essentially the same as search for the Grantors, doing an append search for Grantees, then doing a 3rd append search for Subdivision property. The hit list will include a header row to indicate the criteria set. Using this and halFILE's new hit list reporting capability, you can get a nice report reflecting the hit list information and the criteria sets.

Performing a Date Down Search

A date down search is performed in much the same fashion. You select the Starter_Edit menu from the Search Criteria screen and enter the order number to process. Again, the criteria sets are shown. You then check the sets to process by double clicking the row. This places a YES in the first column to indicate that the search should include the criteria set. The date range should reflect the date the last search on this order was through. If you want the new date to be saved as the starting date, check the box. When you click **Save Starter Information and Run Search**, the date down search is performed.

Processing the Fallout Report

The Fallout Report is a report that shows records that could possibly affect any open order. This report is run using the Starter_Fallout Report menu on the Search Criteria screen.

Fallout Report Processing involves the following steps:

1. Process all open orders.
2. For each order, perform a search for each criteria set using the date the fallout report was last run as the starting date and the current date as the ending date.

3.   Generate a file containing any records found.
4.   Run the Crystal Report for the report a user selected.

Any number of reports can be designed to show the data in various formats. This is controlled by FalloutReport*n* and FalloutDescription*n* keys in halweb.ini.

Manual Processing of the Fallout Report

1.   Select the Starter_Fallout Report menu
2.   Check the date range (you can change the dates as needed)
3.   Click the Run Report button
4.   A new window opens show the progress of the report processing. This is the point where the searches are being performed.
5.   When processing is complete, close the processing window, select a report format from the drop down list, and click the Print Report button.
6.   The Crystal Report manager runs where you can select Print or Print Preview to print or display the report.

Automatic Processing of the Fallout Report

The Fallout Report Processor is a program named HFFallout.exe. This program can be run as a scheduled job to reduce the wait time for the operator. The command line for this is:

C:\halfile\hffallout.exe AAA;DD;User

Where:
c:\halfile\hffallout.exe is the path and file name of the program to run.
AAA is the halFILE application id
DD is the halFILE database id
User is the halFILE User id

When the report runs in automatic fashion, the fallout data file is placed in the user folder under the designated ReportFolder as defined in halweb.ini.

So, the process of using this report in automatic process is as follows:
1.   Before the scheduled time to run the report, the operator should go into the Starter_Fallout Report menu and check the date range. If necessary, change the starting date by entering a new starting date and clicking the Save New Fallout Date button.
2.   The program runs as scheduled, typically overnight
3.   Typically the next morning, the user goes into halFILE and logs in as the same user as the report was run under.
4.   Go to Search and select the Starter_Fallout Report menu.
5.   Select the report from the list and click the Print Report button.
6.   The Crystal Report manager runs where you can select Print or Print Preview to print or display the report.

Closing an Order

Select the Starter_Edit menu from the Search Criteria screen and enter the order number to close. The criteria sets are shown along with a button to close the order.

This posts the current date into the Close Date for the order. Once closed, the order will not appear on the Fallout Report.

Closing an Order

Select the Starter_Edit menu from the Search Criteria screen and enter the order number to re-open. The criteria sets are shown along with a button to re-open the order. Once re-opened, the order will appear on the Fallout Report.

Deleting a Starter Record

You can delete a starter record as you would any other document in your halFILE database. Search for the starter record and on the hit list screen, select File-Delete Document. If the menu does not appear, this means the user you are logged in as does not have rights to delete documents.

Pending Order System

Overview

The Pending Order System is used in Title Plant operations to ensure that no documents are filed which affect a Closing between the time the Abstractor searches the plant database and the time the Order is closed.

To accomplish this, the Pending Order System records the criteria used to search for documents for a Pending Order. Then, as new documents are indexed, the system checks the data entered against all the Pending Orders that have been recorded. If a match occurs, an e-mail message is sent to the person responsible for the Order.

The Pending Order System requires with some additional programs identified in the set up section below.

Set up

Setting up the Pending Order System consists of the following:

- Creating the Pending Order Database
- Enabling the Pending Orders in Index
- Enabling Pending Orders in Search
- Defining the e-mail sender program

Creating the Pending Order Database

To set up the Pending Order Database for an halFILE Application/Database, run **PENDING32.EXE**, located in the halFILE program directory. This program will let you select the application and database for which the Pending Order System must be set up. It will then let you select the Property Sets that will be used to determine Fallout transactions.

> *Property Sets are combinations of data fields used to search for documents for an Order.*

Typical Property Sets are:
Subdivision, Lot, Block
Abstract, Acres
Township, Range, Section, Quarter

When configuring Property Sets, select the Property Set Number, then add in the fields that are related and will make up that Property Set. Consider an example database consisting of the following fields:

Grantor	Subdivision	Township	Clerk Number
Grantee	Lot/Block	Range	Book
Abstract	Instrument Type	Section	Page

Acres   Instrument Date   Quarter

Since, Abstract and Acres are related fields used in a Closing search, you would select Property Set #1 and then add the fields Abstract and Acres into the list of field in the Property Set. Property Set #2 would consist of Subdivision and Lot/Block. Property Set #3 would include Township, Range, Section and Quarter.

You can define as many Property Sets as needed. When all the property sets are defined, click the *Finish* button.

Enabling the Pending Orders in Index

Entries in HALFILE.INI in your Windows directory will enable the Pending Order check for fallout transactions when indexing a document. The following lines will cause halFILE to execute **PENDING32.EXE** when you save a document in Index by pressing CTRL-S. [ABCHFWPL] is the section for the image database for which the Pending Order System is active. ABC is the application name and PL is the database id. The IndexExecute line tells the system to run pending32.exe, passing in the application, document type and document number to perform the Fallout check. Be sure to add these HALFILE.INI entries on every workstation where Pending Order System is active.

[ABCHFWPL]
IndexExecute=pending32.exe S;%APPL%;%DOCTYPE%;%DOCNUM%

> *A **Fallout** is a transaction or document that is indexed and add to the plant database after the initial search for documents involved in a close has been performed. For example, you performed a search for Subdivision XYZ, Lot 1, Block 2 on Monday but, before Closing on Friday a document was filed on Wednesday on that property. Wednesday's document is a Fallout which should be identified and reported by the Pending Order System.*

Enabling Pending Orders in Search

Entries in **HFGLOBAL.INI** in your halFILE program directory will activate the Pending Order System during search. When you search for a document for an Order, you can set up the Pending Order number along with the criteria. [ABCHFWPL] is the section for the image database for which the Pending Order System is active. ABC is the application name and PL is the database id. The **HitListButtonCaption** defines the word to be placed on the special Pending Order button. The **HitListButtonExecute** line tells the system to run pending32.exe, passing in the application and document type so the new Pending Order can be properly set up.

[ABCHFWPL]
HitListButtonCaption=&Pending
HitListButtonExecute=e:\halfile\pending32.exe C;%APPL%;%DOCTYPE%

Enabling e-mail support in halFILE

To enable e-mail support in halFILE, you should first install the e-mail application you wish to use throughout your organization. The e-mail application must be MAPI compliant such as Microsoft Mail, Windows Messaging or Outlook. Once this application is installed and working properly you should define the e-mail sender program to be used at each workstation. Entries in HALFILE.INI in your Windows directory will define this sender as shown below. [halFILE for Windows]

is the section name. MailSendApp= defines the program used to send Pending Order Messages. You should use either HALMAIL32.EXE. These are located in your halFILE program directory.

[halFILE For Windows]
MailSendApp=e:\halfile\halmail32.exe

Pending Order System in Operation

A new order is created on Thursday, January 8, 2003. The property is the Holiday Heights Subdivision (code HOLHI), Block 18, Lot 6, Section 6.

James, the Abstractor, performs a search for the property on Friday, January 9 and finds one document. Clicking the Pending button in the lower right hand corner of the Hit List shows a screen for Creating a new Pending Order. The Abstractor enters Order Number 9801001 along with the 'James' for the e-mail name of the person responsible for the Order. Click the Create New Order button to store this information along with the documents on the hit list.

Order # 9801001 for HOLHI Subdivision, Block 18, Lot 6 and Section 6 has been created in the Pending Order database. During index if any transactions are keyed for this property, the document will be logged as a fallout.

On Friday, January 9, 2003 a bankruptcy document is filed on the property. The document is scanned on Monday January 12 and indexed on Tuesday, January 13th. Mary, the Data Entry Operator, keys subdivision HOLHI, Block 18, Lot 6 and Section 6 which matches the criteria set saved for Pending Order #9801001. So, when the document is saved and message is shown notifying the operator that there is a Pending Order for the property. Mary clicks the **Close and E-mail** button to notify James of the Fallout document. The e-mail message is sent to James and the document is recorded in the Fallout database.

James receives a message from Mary about the Fallout. The message reads:

These documents may be viewed from within halFILE by selecting View-Fallout / Pending Orders from the search module. The following pending orders exist against document 00000357:

Order number: 9801001 document number: 99410011 and file number: 10011 with criteria HOLHI;18;6;6

James wants to print the document for his file so he goes into Search and selects the View_Fallout/Pending Order menu. Pending Order #9801001 appears in the list so he selects it. He is asked if he wishes to clear the current hit list and he answers 'Yes'. The Hit list is loaded with the documents James found in his initial search for the property along with the Bankruptcy document filed on Friday and indexed earlier today by Mary. The Bankruptcy document is marked so James can note the Fallout documents. At this point James can:

- Print the marked documents for his file
- Print a report of the marked document for his file

- Print a report of all documents

James notifies Sally, the Closer, or the Fallout document. The Title Company notifies the buyer of the problem and cancels the order. The Order is now cancelled so it can be removed from the Pending Order database.   To do this run 'PENDING32.EXE M'   (M is for maintenance).   Select the Application and Database and click the Maintain button. Select Order #9801001 and press the Delete button.   This removes the Pending Order records and Fallout records from the database.

Within this maintenance section, you can also:
- Print a report of Fallout records
- Print a report of Pending Order records
- Delete a single Fallout or Pending Order record
- Edit a Fallout or Pending Order record
- Add a new Fallout or Pending Order record

Pending Order Command Line Options

Create a new order

Pending32 C;ABC;TP
This command line is run with clicking the Pending button on the search hit list screen. ABC is the application and TP is the database id.

Check Existing Pending Orders

Pending32 S;ABC;TP
This command is used during Index to check the data being indexed against Pending Orders.

Maintain Pending/Fallout Records

Pending32 M
This command is run to update/delete Pending or Fallout records.

Set up Orders

Pending32 B;ABC;TP
This command can be used to set up orders outside of search.

Configure the Pending Order System

Pending32
This command line is used to define Field Sets to be used by the Pending Order System.

Prior References Searches

Overview

halFILE has a feature which lets you perform a search and then automatically search for prior reference documents related to those documents in the hit list. This is set up by teaching the system how reference documents can be found using information in the database.

Set up

To set up Prior Reference Searches, do the following:

1. In the halFILE Administrator, go into File_Databases_References. This is the screen that needs to be filled out to set up a Prior Reference.
2. Drop down the Reference Set # box and select Reference Set #1. You can set up more than one reference set.
3. Drop down the Source Reference Field box listing the database fields. Select the field that contains your Prior Reference data.
4. Enter the delimiter, if any, that separates data elements within the selected Source Reference Field. For instance, typically the Prior Reference is keyed as a book and page in the form '123/345'. In this case, the delimiter is '/'.
5. From the Primary and Multi-entry field lists in the Target Reference Fields frame, select the fields that should be searched using the Source Reference Field data. For instance, if the Source Reference Field contains book and page delimited by a slash, then for Target References, you should select the Book field first, then the Page field second.

As you enter information on this form, the example box at the bottom explains how the system will search for data. Review this to make sure it makes sense.

6. When the screen is filled out correctly, click the Save This Reference Set button.

Example

There is a multi-entry field called 'Prior_Reference.' When data is keyed in this field, it is always entered as '123/456' where '123' is the book and '456' is the page. The book field is called 'Book' and the page field is called 'Page' in the database. The Search References screen is filled out as follows:

1. The Source Reference field is 'Prior_Reference'
2. The delimiter is '/'
3. The Target Reference fields are 'Primetable.Book' and 'Primetable.Page'

Establishing Rules

For Search References to work correctly, you must establish rules for data entry which must be strictly adhered to. If, for instance, you set your delimiter to '/' but the data entry operator keys a prior reference as '123;456', then the system will be unable to properly parse the field and find the reference documents.

Using Search References

Within search, you can find reference documents in a couple of ways.

1. Perform a search and from the hit list select the menu select View_View Reference Documents. This will perform a reference search for every document in the hit list.
2. Perform a search and mark those documents in the hit list for which a Reference Search should be performed. On the menu behind the List Options button there will be a selection for 'View References for Marked items'. This will perform a reference search for every marked document in the hit list.

Short Cut Names

Short Cut Names is a feature that reduces data entry into name fields such as Grantor or Grantee.

Database Setup

The Short cut names feature is set up during database design. When you add a name field to your database (File_Databases_Add New), you define the field as an internal table, specify the table name and check the box labeled:

Check this box if you want to enter codes as well as free form data into this field and post the description to the database.

After you've checked the box, change the field length to the correct size for the field.

Creating the Short Cut Name Table

Important: Do not use the Short Cut Name feature for coded fields like Instrument Type. This feature should only be used for names like Grantor or Grantee where you wish to save the operator keystrokes by entering an abbreviation and having the system fill in the full name.

The table used for Short Cut Names is like any standard halFILE internal table. Use File_Tables to set up the table. The code field in the table is the abbreviation you want to enter when indexing. The description is the long name that is stored in the database. For instance, the code would be 'FNB' and the description would be 'First National Bank.'

IMPORTANT: For individual names, enter the name just as you would key it into halFILE. Typically, names should be entered last name first, then the first name, then the initials or middle name. You should set up the table in the same fashion. For example, if you wanted to set up a short cut for John Doe, the code could be 'JD' and the description would 'Doe, John.'

Using the Short Cut Names feature

This feature works in Index and Search. When you are keying a short cut name, you enter the abbreviation that you set up in your internal table, then press TAB to go to the next field. The system replaces the abbreviation with the full description. In multi-entry fields, you can key a mix of full names and abbreviations. For example:

You enter:	The system enters:
Smith, Mary	Smith, Mary
JD	Doe, John
FNB	First National Bank
Texas National Bank	Texas National Bank

Color Coding Hit List Items

Overview

The halFILE Search module can color code rows on the search hit list grid to help the examiner identify important documents. This includes color coding based on Document or Instrument Type as well as the color coding of reference documents such as assignments and releases.

Set up

Color coding is defined on the Hit List tab of the Tools-Option menu in the Search module.

The References frame is used to define the color coding for reference documents (assignments and releases). Note that how the reference documents are identified is set up in the halFILE Administrator behind the File-Database menu (References button).

The His List Colors frame is used to define color coding for specific document types. Select a Color Set and then define the color coding parameters for that set by designating the Field to Match (typically the document or instrument type), the Field Value (the code to match on), and the foreground and background colors. Use the select buttons to pick the colors. Once the color set is defined, click the Save Color Set to save.

For example, if you wish to highlight mortgages in white with a blue background, you would select Instrument Type field as the Field to Match and enter the Instrument Type code for Mortgages (such as MTG) in the Field Value box. Select blue as the background color and white as the foreground color and click the Save Color Set button. The next time you perform a search, mortgages will be shown as white on blue in the search hit list.