

### ***the Company***

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

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

#### **halFILE CountyCashier™**

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

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

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

#### **halFILE™ Marriage**

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

#### **halFILE™ Assessor Workflow**

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

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

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

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

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

*\*\*Crystal Reports software is optional*

## halFILE Tax Collector

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

## halFILE™ e-mail Collector

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

## halFILE™ Document Manager

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

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

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

## e.halFILE™ Internet Document Manager

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

## halCOLD/ERM™ Report Manager

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

## www.CountyRecords.com

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



12750 Merit Dr Suite 810  
Dallas, TX 75251

214-691-4700 phone  
214-691-4730 fax

[www.halfile.com](http://www.halfile.com)

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

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

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

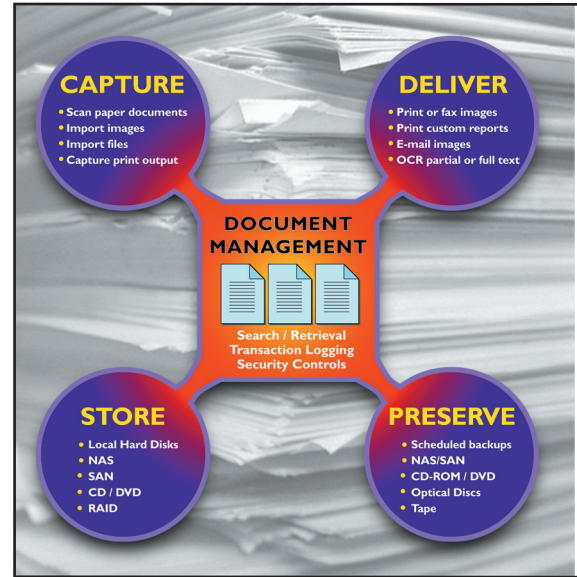
The solution for this ever-growing problem is halFILE™ Document Manager. Combining ease of use, solid dependability, scalability, extensive security features, powerful system expansion options, and the ability to interface with existing mainframe or legacy systems, halFILE provides everything required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

### about halFILE

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

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

halFILE provides a secure environment for your documents by allowing the system administrator to control who has



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

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

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

**Browser access - e.halFILE™** supports accessing halFILE databases and documents from anywhere via the Internet with any browser. For e-commerce applications, e.halFILE can provide secure credit card validation, transaction logging and billing.

\*Crystal Reports software is optional

**Easy Scanning**— Using the simple scanning controls, digitizing documents is quick and easy. halFILE supports image enhancement features\* such as de-skewing, picking rectangles, zoom, rotate, and brightness and contrast controls. Duplex scanning can even be performed without a true duplex scanner. Optical Character Recognition (OCR) of specific data or full-text is supported.\*

**Automated Indexing**— Barcode input is supported for the automatic extraction of unique index fields, allowing the capture of specific items from a controlled form. Full-text OCR of imaged documents including associated documents such as Word, PDF, Excel and numerous other document types. Additionally, halFILE can import an ASCII text file into database fields.

**Document Import**— Files from any windows applications (Word, Excel, PDF files, Outlook etc.) can be imported and managed, then viewed and edited with their native application. halFILE can also convert such files to images using our exclusive Print-to-halFILE feature, resulting in non-editable copies.

**Proximity Search**— find documents regardless of the order of the words - a search for "John Alan Doe" will find 'John Doe,' 'Doe Alan John,' 'Doe, John,' 'Doe, Alan' and 'John Allen Doe'.

**Quality Reports**— Convert raw data into presentation reports with Crystal Reports™ software. Compile information into various formats including graphs, tables and charts.

**Flexible Output**— Easily share data or images with others: print or fax copies of documents; e-mail images with annotations; publish to HTML; OCR partial or full text.\*

**Security**— halFILE can be configured to limit access to documents through the use of specific passwords. Users may be restricted from accessing selected databases, selected fields or even certain actions, such as scanning, searching, or archiving.

**Storage Options**— Images and databases can be archived to NAS, SAN, or DVD. Backups can be easily stored off-site to insure fast disaster recovery.

**Internet Access**— e.halFILE™ (optional) allows databases to be searched using standard Internet browsers. For e-commerce applications, e.halFILE can provide secure credit card validation, transaction logging, and billing.

### CAPTURE

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

### WORKFLOW

Route documents from user to user  
Email notifications based on document status  
Setup predefined routing paths for documents  
Easy to use and configure

### INDEX

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

### OUTPUT

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

### SEARCH

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

### ARCHIVE

To NAS, SAN or DVD, or any other media.  
Eliminate misfiled or lost documents  
Reduce on-site storage of paper documents  
Secure, permanent backup of data

*\*requires third-party hardware & software*

## installation, training, and support

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

## also from hal Systems:

### e.halFILE

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

### halFILE Backup Service

An optional service provided to all our customers.. A complete copy of all your images and databases is maintained safely at our data center and available to you over the internet should a disaster occur at your company.

### halCOLD/ERM

Fully integrated with halFILE this product filters, indexes and imports computer generated output such as accounting reports.