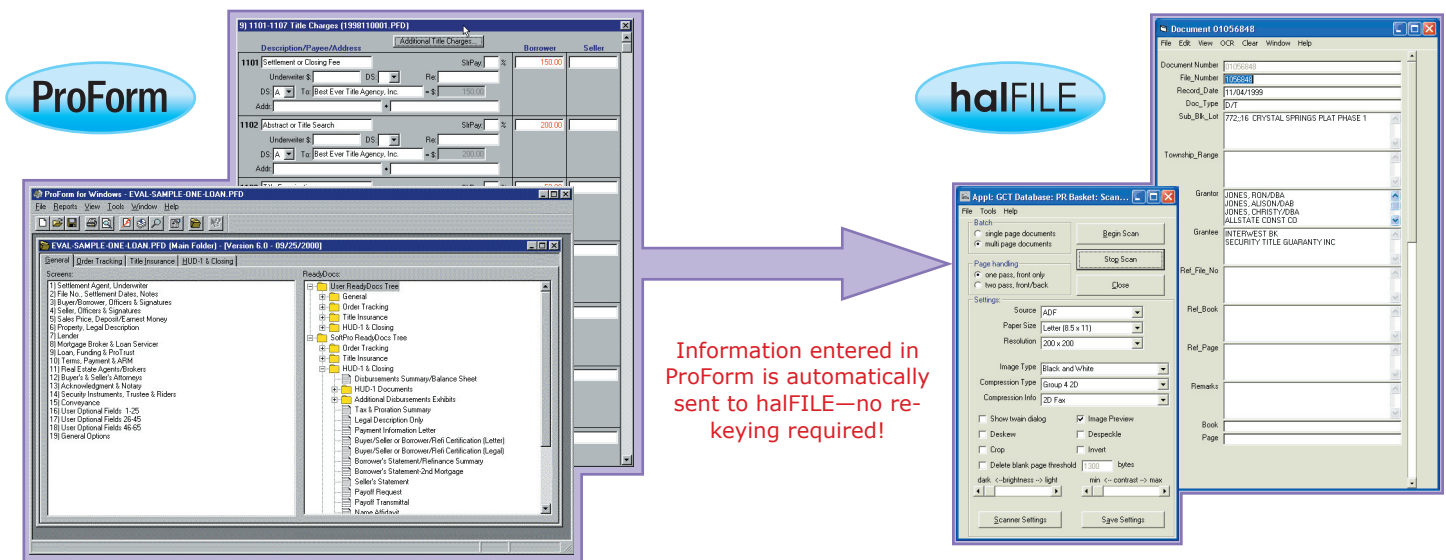


# halFILE™ + ProForm™

*A perfect combination: the complete document management solution for the closing and title process*

ProForm™, SoftPro Corporation's closing and title forms automation program, is now linked with halFILE™, empowering SoftPro users to move to a "paperless office" more easily than ever before. Users can quickly access stored documents through many customizable search fields. Images can be introduced into the halFILE system via scanned paper or special print-to-image technology within ProForm. halFILE retrieves index data for each image from the corresponding ProForm file, eliminating the time and re-entry of data found with other systems. With base and policy files archived electronically, SoftPro users can provide fast document retrieval for enhanced customer service.



By setting up a link to 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, Property Address, Legal Description, and other information is pulled from the ProForm fields and will automatically appear in the halFILE database. Any field in the halFILE database may be linked to a ProForm field name for data extraction.

## **about halFILE**

halFILE lets you easily convert any paper document to a digital image file, which can then be quickly located and viewed, printed, or e-mailed. 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 graphs, tables, and charts, etc.

In addition to documents originating on paper, you can also include any electronic files that need to be associated with a client. For example, Acrobat PDF files, Microsoft Office documents (Word, Excel, etc.), graphics files (Photoshop, Corel, etc.), and so on — all can be imported into the halFILE database for archiving 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 also provides a secure environment for your documents by allowing the system administrator to control who has access to specific documents, complete databases, or even specific functions of the halFILE software. Manual or scheduled backups are also easily handled with halFILE, allowing you to archive data to network hard drives, CD, or DVD. For added security and rapid disaster recovery, just create multiple backup discs and store them off-site.

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

\*Crystal Reports software is optional

- **Easy Scanning**— Using the simple scanning controls, digitizing documents is quick and easy. halFILE supports image enhancement features\* such as de-skewing, picking rectangles, zoom, rotate, and brightness and contrast controls. Duplex scanning can even be performed without a true duplex scanner. Optical Character Recognition (OCR) 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. Additionally, halFILE can import an ASCII text file into database fields.
- **Document Import**— Files from other applications (Word, Excel, PDF files, 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.
- **Quality Reports**— Convert raw data into presentation reports with Crystal Reports™ software. Compile information into various formats including graphs, tables and charts.
- **Flexible Output**— Easily share data or images with others: print or fax copies of documents; e-mail images with annotations; publish to HTML; OCR partial or full text.\*
- **Security**— halFILE can be configured to limit access to documents through the use of specific passwords. Users may be restricted from accessing selected databases, or even certain actions, such as scanning, searching, or archiving.
- **Storage Options**— Images and all other data can be archived to CD, DVD, or network hard drives. Backups can be easily stored off-site to insure fast disaster recovery.
- **Internet Access**— Our e.halFILE™ option allows databases to be accessed via the Internet using standard browsers. To support e-commerce applications, an option is available that adds secure credit card validation and billing to e.halFILE.

*\*requires third-party hardware & software*

### Achieve *real* productivity gains and cost reductions with halFILE:

#### **save time—**

- find documents in seconds, not hours
- lost & misplaced documents are eliminated

#### **improve client service—**

- fast response time to client requests
- deliver information via e-mail, Web, or disc

#### **save money—**

- paper consumption is reduced
- space used for paper filing & storage is reclaimed

#### **improve security—**

- control access to databases, documents, functions
- secure digital archiving of all data

#### **achieve compliance—**

- easily produce records on demand for audits
- retain records as required by regulations

#### customer quotes:

"halFILE has made us much more efficient in several areas. We scan all loan packages, which has saved us time and improved turn around time to our lenders on Post Closing issues. We used to search several places for a file, now we never leave our desk. The integration with ProForm, for indexing, means no re-keying of information other than the order number. The possibilities for reducing paper storage costs are endless — we now use halFILE to store title policy reports and payroll records also."

**Sandra Terrebonne, Southern Title, Inc., LA**

"We've really reduced our copying costs. Now, we e-mail images to customers directly from halFILE rather than copy and deliver a 200 page package. Using barcodes (containing the order number, document category and sub-category), along with the link to ProForm, eliminates the need to key index information and saves time."

**Perry Davis, Frontier Title and Escrow, TN**