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News Release

Document Imaging and halTrack Help Augusta Title Grow Without Paper

Augusta Title, Atlanta, GA, a **Stewart Title Guaranty** agent, wanted to eliminate the problem caused by too much paper. The necessity of distributing the paper caused delays and turnaround slowdowns. There was also the increased possibility of losing or misplacing documents. Since Georgia is an attorney closing state, this meant that the law firm of **Sam F. Maguire, Jr.** was inundated with paper from **Augusta Title**. **Augusta Title** had developed in-house an Access database that had functioned fairly well. However, it had become apparent that both the law firm and **Augusta Title** needed something more sophisticated, and eventually both firms wanted to take advantage of the Internet.

Title Orders are received either by entering them into the Web-Order-Entry screen at www.AugustaTitle.com or via fax into **Augusta Title**. Faxination software, an off-the-shelf network fax application routes, by phone number, to 'Incoming Faxes Augusta Title', which is a folder on the NT server. An FTP (File Transport Protocol) Server module developed by **hal Systems Corporation** runs on the Terminal Server desktop cycling this folder every 60 seconds. It separates each fax into single-page tiffs, and dumps into the NT server. A barcode-capable Index module, developed by **hal Systems**, runs on the Terminal Server and contains control information.



The user then runs **Tools\Import**, from the **halFILE** system menu, to import and staple these orders. Documents are then indexed into a **halFILE** database with file number, etc. Configuration settings are then used to 'Autofill' certain fields in the database record. The user then orders title and tax information by creating a MSWord document, using the "Word Merge" button added to the hit list screen in **halFILE**. This executes the "Word Merge" program, which populates the Word closing document with database information from **halFILE**.

Title, tax reports, and associated documents are received via a separate phone number and routed by Faxcination to 'Incoming Faxes Augusta Title Examiners' which is a folder on the NT server. These documents are handled by the FTP service, then stapled together by the user. Documents are then indexed into the *halFILE* database. The file number links all fields in the **Order** database to the **Title Request** database for lookups. A Word Merge routine is used to

The screenshot shows a web browser window with the title 'Title Exam Order Form'. The page header includes the 'Title Inc.' logo and the tagline 'Title Exams From The Internet To You...'. Below the header is a navigation bar with buttons for 'Home', 'About Us', 'Order Title', 'Title Info', and 'Check Status'. The main content area contains a form with the following sections:

- CLIENT**
 - Company Code*: [text input]
 - Email Address*: [text input]
 - Your Reference #: [text input]
 - Date Needed*: [text input (format: mm/dd/yyyy)]
 - Search Type: [dropdown menu, currently 'Full Search']
 - Report Type: [dropdown menu, currently 'Checkdown']
 - Delivery Method: [dropdown menu, currently 'mail']
 - Delivery Info: [text input]
 - Bill To: [text input]
 - Borrower: [text input]
 - Lender: [text input]
 - Sellers: [text input]
- PROPERTY**
 - Land Lot: [text input]
 - Address: [text input]
 - District: [dropdown menu]
 - Section: [dropdown menu]
 - City: [text input]

create the commitment, insurance documents, etc. These are then sent to *halFILE* via the "PRINT TO" feature in *halFILE* and indexed as imaged documents in the **Order** database. A custom program, developed by *hal Systems Corporation*, synchronizes modifications to a file number, auto-updating all related database information for the documents. All documents are subsequently archived to an NT server with 68GB of hard disk space.

hal Systems Corporation has been providing quality software solutions for 28 years and imaging solutions for the last 12 years. *halFILE* is installed at over 300 companies nationwide in a variety of organizations including title, government, healthcare, insurance, energy and financial institutions.

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