

# halFILE<sup>TM</sup> SaaS

## *Software as a Service for Title & Escrow*

**hal Systems** has now made remote access available – on a service basis - to our many robust document management products and applications. Now you can pay as you go! This software-as-a-service pricing model eliminates the large capital investments in software, hardware and the technical expertise required to manage a new in-house application. For a small monthly per-user fee, you can have all the benefits of purchasing our software and support. This also eliminates the software maintenance fees associated with software license purchases. You can easily adjust the number of users as your own market conditions change.

halFILESaaS allows you to create electronic filing procedures; reduce the number of costly filing cabinets, save on paper costs, save our nations trees and eliminate most in-house printing, while having immediate access to your files. Our proficient staff helps you setup databases for each of your applications, departments or file groups and you are ready to begin your paperless journey.

There are numerous ways of getting that paper or those electronic files into your halFILE electronic filing cabinets:

Print to halFILE  
Scan to halFILE  
Import to halFILE  
Upload to halFILE  
Send to halFILE

This gives you the ability to key a simple index field, or you can use barcodes to index the document or file. After indexing, your files are instantly available to anyone with security clearance to view. Afterwards, you can route the documents to other employees to review and process. It's as simple as that.

### **Highlights for the Title Industry:**

- > Imaged Title Plant and Policy Repository  
- Industry's most comprehensive and customizable title plant
- > One composite hit list for multiple searches
- > Extensive Base Edit options
- > Publish documents to web
- > Create and maintain Starters
- > Speedy Gap Searches and Fallout Reports
- > Links to most Closing Products
- > Multiple capture options and formats
  - > scan, import, print to and send to halFILE Imaging
  - > TIFF, PDF, DOC, XLS
- > Smart databases with color coding, auto email notifications, auto search for related docs, smart name, cross name, proximity or short cut name search
- > OCR and bar-code documents to fields (optional companion modules)
- > Complete security, transaction logging and automated archiving



## Paper Filing System vs. Document Imaging System— a cost comparison

While many organizations have taken advantage of the benefits that computer networks offer, between 85% and 90% of corporate information is not accessible through these networks because it still resides in paper documents. Inherent in these paper-based systems are wasted man hours spent filing, searching, retrieving, and re-filing these documents. In a business environment where organizations are looking for ways to cut costs and increase productivity, antiquated paper filing systems need to be replaced with a document imaging system. When information is freed from the physical limitations of paper, and converted into an electronic document, it becomes a strategic resource. The time saved retrieving electronic documents is enormous. The cost of ignoring this problem can literally be hundreds of thousands of dollars that could otherwise go directly to the company's bottom line.

### **problems of a paper-based system:**

The average document gets copied 19 times.

7.5% of all documents get lost, 3% of the remainder get misfiled.

Professionals spend 5-15% of their time reading information, but up to 50% looking for it.

There are over 4 trillion paper documents in the U.S. alone — growing at a rate of 22% per year.

90% of corporate memory exists on paper.

Of all the documents that get handled each day in the average office, 90% are merely shuffled.

Source: Coopers & Lybrand

### **analyzing the costs**

It is an eye-opening experience when one analyzes the cost of a paper-based system. Studies have revealed that in a typical paper filing system, with a dedicated person pulling and filing, it takes six minutes on average to pull and re-file a document. Also, keep in mind the following:

The average cost to fill and maintain a single 4 drawer file cabinet is over \$6,200 per year (including average cost of floor space).

A typical worker spends an average of 150 hours per year looking for lost documents = \$2,524 for an employee earning \$35,000/year.

Assume that you receive 200 important paper documents daily for filing. 200 documents x 6 minutes each to file = 1,200 minutes daily / 60 minutes per hour = 20 hours x \$15 per hour (including SS and benefits) = \$300 per day x 260 days a year = **\$78,000 per year.**

And that is a best-case scenario, one in which we assume that the desired document is always located. However, in a paper-based filing system, documents often cannot be found. According to a study by Coopers & Lybrand, one out of every ten documents is a problem; sitting on someone's desk, misfiled, removed from the office, or simply requires more time to find. This dramatically increases the costs involved in using a paper filing system, and decreases the overall efficiency of the organization. With halFILE™, lost and misplaced documents are a thing of the past.

### **the cost of paper storage**

One of the fundamental problems with a paper-based filing system is the cost of storing paper documents. In addition, paper documents can only be in one place at one time, requiring office personnel who need to share documents to typically make their own copies. According to Cooper & Lybrand, the average document gets copied 19 times, and usually these copies also get filed. All of this adds up to additional storage costs.

Using halFILE to convert paper documents into compact digital images allows you to store approximately 8.8 million images (equivalent to more than a hundred file drawers full of paper) on a 500GB hard drive costing a few hundred dollars.

### **immediate, multi-user access**

In most organizations, numerous people need access to the same document. In a paper-based system, when a file is removed from the filing cabinet, work is interrupted for everyone else who needs access to that file.

This problem can be eliminated with halFILE. Allowing multiple users to access electronic documents at the same time makes information flow more freely. The benefit is straightforward: immediate access to documents results in higher office efficiency. The ability of halFILE to cut costs and increase productivity is simply unparalleled by any other cost reduction strategy.

### **also from hal Systems —**

#### **halFILE Backup & Disaster Service**

Disasters happen all the time. Lately there have been quite a few. Server & network crashes, hurricanes, tornados, hackers, terrorism, fire and flood are all likely future events. Today a business continuation plan is essential for all companies. Emergency preparedness is just sound business policy. hal Systems can help with this challenge.

The halFILE Backup Service is a service provided to our customers that replicates your halFILE data and images to a remote site. This service not only provides a backup of your data and images (in addition to your tape backup system), but also offers a disaster recovery option to help you keep working when your system goes down for any reason.

[www.halfileSaaS.com](http://www.halfileSaaS.com) [www.halFILE.com](http://www.halFILE.com) [www.CountyRecords.com](http://www.CountyRecords.com)



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