# B R O W N *t e c h , i n c .*

## DOCUMENT MANAGEMENT & IMAGING SYSTEMS

### (Including Land & Court records, Licenses, Notaries, Passports, etc.)

| Who Benefits? | Feature / Function |
|---|---|
| **The County / Municipality** | ❑ Mature, reliable product. Well liked by all customers.<br>❑ All electronic data, scanned images and microfilm remains the sole property of the county.<br>❑ The recording office retains all revenues generated by the system.<br>❑ Remote Access and billing generates additional revenues for the County.<br>❑ Easy to integrate and share data with other County agencies and computer systems.<br>❑ Automated Assessors copies saves approximately 4 - 5 days labor per month in a recording office processing 40,000 docs/year (requires Image module).<br>❑ As document volume increases, per unit pricing drops to cover only variable costs such as paper, film processing, etc. |
| **Registry of Deeds and Clerk's Offices** | ❑ Automatically assign book, page, instrument number, recording date and time. This reduces errors and eliminates the need to manually hand stamp the documents.<br>❑ Field names can be customized using "Variable Prompts".<br>❑ Remote Access generates additional revenues with automatic tracking and billing of customers.<br>❑ Extremely high hit rate due to our "intelligent" database with extensive search capabilities. Punctuation inconsistencies are eliminated (ABC, A.B.C., or A_B_C_) all combinations are found regardless of how they were indexed or searched.<br>❑ Optional search "wildcards" ('?' and '*') can be substituted for unknown character(s), for example "Johns?n" or "Temple*".<br>❑ Searches can be narrowed or limited to a specific town, date range and document types.<br>❑ Automated Transfers process (Assessors copies) saves 4 to 5 days labor per month in a recording office processing 40,000 docs/year (requires Image module).<br>❑ All electronic data, scanned images and microfilm remains the sole property of the county.<br>❑ Prepaid / Charge accounts allow for faster transaction processing.<br>❑ Customizable merges and reports.<br>❑ Public search stations provide formatted reports not just a print-screen snapshot.<br>❑ Automatic retrieval of Defendant & Plaintiff names. |

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| Who Benefits? | Feature / Function |
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| **Registry of Deeds and Clerk's Offices** | ❑ An integrated Imaging System provides faster, more efficient searches.<br>❑ Copy keys eliminate re-keying during data entry.<br>❑ Shortcut keys eliminate backtracking through previous screens and menus.<br>❑ Automated edits help reduce data entry errors.<br>❑ Grantor / Grantee spell check function.<br>❑ Automated book printing (requires Image module).<br>❑ As document volume increases, per unit pricing drops to cover only variable costs such as paper, film processing, etc.<br>❑ An Audit trail maintains a history of changes.<br>❑ Local and off-site printing, and/or faxing of images and research listings.<br>❑ Step Data Entry allows the staff to more effectively manage high volume periods.<br>❑ Easily integrate and share data with other County agencies and computer systems.<br>❑ The recording office retains all revenues generated by the system.<br>❑ Dial-in support for program changes, troubleshooting and training.<br>❑ The IBM AS/400 is one of the most reliable computers on the market. |
| **Title Examiners, Abstractors, General Public** | ❑ Remote Access – perform title searches, print and fax reports from your home or office.<br>❑ Customizable reports.<br>❑ Save searches and reports to diskette.<br>❑ Shortcut keys to eliminate backtracking through previous screens and menus.<br>❑ An integrated Imaging System for faster, more efficient searches.<br>❑ Prepaid / Charge accounts allow for faster transaction processing.<br>❑ Extremely high hit rate due to our "intelligent" database with extensive search capabilities. Punctuation inconsistencies are eliminated (ABC, A.B.C., or A_B_C_) all combinations are found regardless of how they were indexed or searched.<br>❑ Optional search "wildcards" ('?' and '*') can be substituted for unknown character(s), for example "Johns?n" or "Temple*".<br>❑ Searches can be narrowed or limited to a specific town, date range and document types.<br>❑ Local and off-site printing, and/or faxing of images and research listings. |