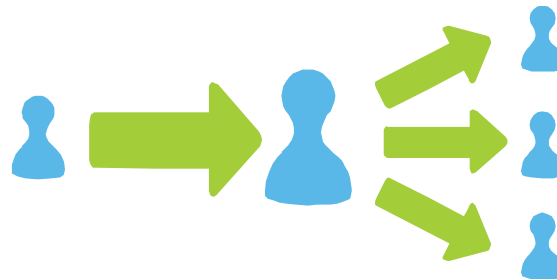


HUG 2011

Get in the Workflow

Workflow Features and Options



With Workflow you can:

- Define steps in the process of handling new documents
- Generate e-mail alerts at any step
- Disable database fields at any step
- Assign a user to a step in the workflow process
- Limit the save options for that user
- Introduce custom handling of documents at a step

halFILE Workflow in the field

- Annotation workflow process for group of school districts
- Court minutes full-text application
- Paperless Loan Process at a Bank with 200+ branches
- Title Company simply to disable certain fields

halFILE Workflow

Other Possibilities

- Processing purchase orders or invoices
- Processing escrow losses or claims
- Your suggestions...

Workflow Documentation

- Go to halFILE.com
- Click Support menu
- Click Supporting Documentation
- Click halFILE 3.0 Workflow