



## Official Records

The NewVision Official Records Imaging System automates the processing, filing, and recording of documents such as mortgages, deeds and death certificates. The system includes functions to record, scan, index and verify the documents. Recorded documents can then be searched and viewed in a timely fashion from public view stations located in the county or city offices and also from remote access work stations.

### Supporting the Recording process...

#### Recording/Cashiering

The Recording/Cashiering Module is designed to be used as the first step in the official filing of a legal document. This module allows the user to perform the following functions:

- Record the filing of an official document.
- Calculate appropriate taxes and service charges associated with the filing of the document.
- Collect and process the payment of the charges.
- Supports the following financial transactions: cash, check, escrow, charge, credit card, and refunds.
- Assign a file number, book and page for storage and retrieval.
- Produce a customer receipt.
- Stamp the original document with recording data.

#### Scanning

Following assignment of book and page during recording, documents are converted to electronic form via the Scanning Module. The resulting images are stored by the system and may be subsequently retrieved and displayed at image display stations (Public View). This module allows the user to perform the following functions:

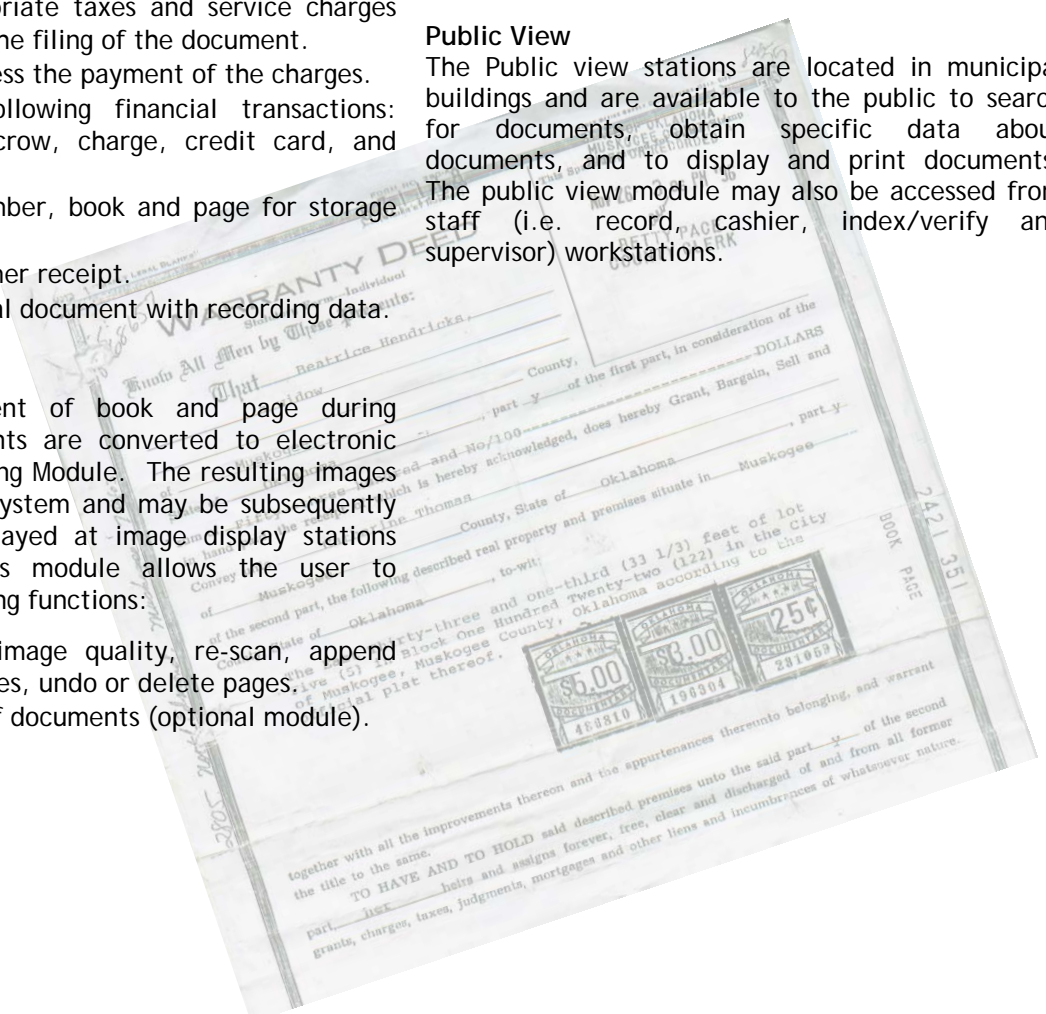
- Review, adjust image quality, re-scan, append pages, insert pages, undo or delete pages.
- Batch scanning of documents (optional module).
- Plat Scanning.

#### Index/Verify

After documents are recorded and scanned they are ready to be indexed. The Index/Verify module captures data that was not entered during recording. In addition to entering new data, the index process allows the operator to change certain information that was previously entered.

#### Public View

The Public view stations are located in municipal buildings and are available to the public to search for documents, obtain specific data about documents, and to display and print documents. The public view module may also be accessed from staff (i.e. record, cashier, index/verify and supervisor) workstations.

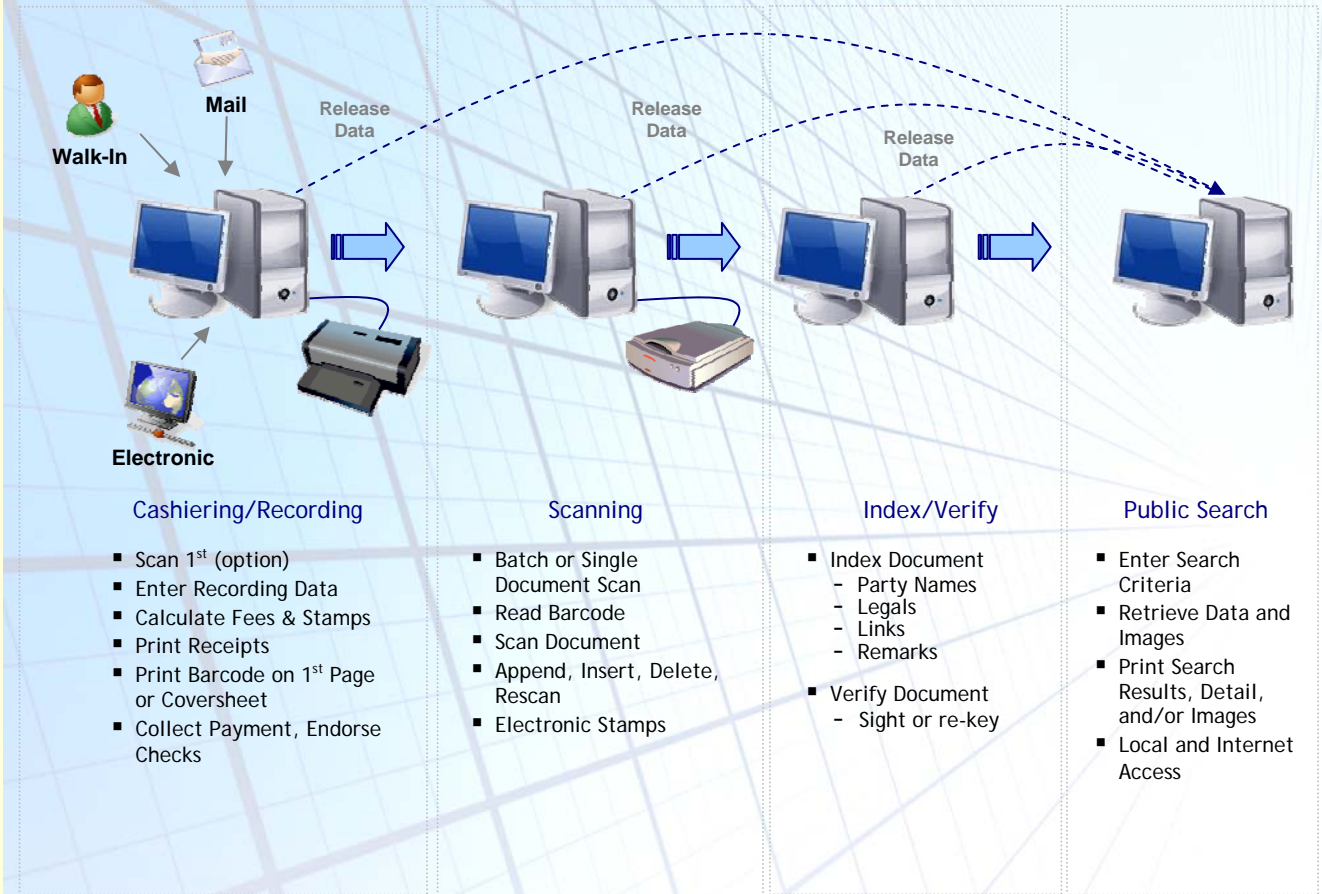




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### Official Records Workflow



### Other NewVision Solutions include ...

- Tax Deeds
- Passports
- Marriage Licenses
- eRecording
- Courts - Civil/Criminal
- Disaster Recovery
- Web Hosting
- Custom Applications

To schedule your demonstration today, contact Tom Watkins at 203 323-4623 ext 212.

*Providing World-Class Document Imaging and Workflow Solutions*

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