

RECORDS MANAGEMENT



Record Management software from Office Automation Consultants, Inc. (OAC) enables a Clerk's or Recorder's office to efficiently manage land, mortgage, marriage and other records by:

- indexing document location,
- streamlining additions and changes to records,
- monitoring use of the records,
- integrating filing fee accounting and
- broadening access to the records.

By incorporating OAC's image capabilities with the indexing system, a clerk or recorder can also dramatically increase the quality of service while generating new revenue opportunities.

With the Record Management software, documents may be stored in any form such as bound volumes, microfilm or optical disk while the index to those documents is stored in OAC's records database allowing for almost instantaneous retrieval.

The Record Management software interacts with the user through easy-to-use instructions on each window. These functions include:

- addition, correction, deletion or viewing
Records can be accessed by instrument number, name, date filed, date recorded and/or land description ID (i.e. section, township, range, parcel ID, etc.) If the

document is stored on optical disk, the image of the recorded document can be retrieved and displayed at the time of the search.

- Reports of changes to the database.
Reports can be made on a daily or weekly basis or within a selected date range. A cumulative or specific range of grantors and grantees (i.e. vendors/vendees) can also be generated.
- System backup.
The Record Management software provides for daily backup of the system data and manages the recovery of lost data in the event of a system failure.
- Filing fee accounting.
The system supports all necessary cashiering needs including receipting and production of necessary financial reports.

Finally, OAC's Record Management software enables the clerk to provide remote access to land records by which title examiners, abstractors, banks, attorneys, etc. can view current records information and receive fax copies of the recorded document in their own offices.

The Record Management software is available on hundreds of minicomputer, workstation and PC hardware platforms, most operating systems including UNIX and all major network protocols.

For more information call:

Vincent J. Ambrosia – (504) 467-8000

Web Page – www.oacsoftware.com



**Office
Automation
Consultants**

“The Court Automation Company”