

Aptitude Solutions follows the electronic recording standards approved by organizations such as the Mortgage Industry Standards Maintenance Organization (MISMO) and the Property Records Industry Association (PRIA).

Growing volumes of property records, deeds, liens and a myriad of other official county government forms and records continue to literally squeeze government workers from their office spaces. More importantly, the more than 3,100 county governments across the nation continue to wrestle with how to control unmanageable paper trails and unclog stymied workflows.

It takes more than a PC or even a network of PCs to change the way county governments do business. It takes a revolutionary product such as **OnCore®**, **Aptitude Solutions'** flagship recording product.

OnCore enables county governments to manage and monitor the flow of images and information throughout the recording process. Through its unique up-front **Scan First** technology, **OnCore** helps manage workloads and reduces internal paper flow by moving images and information electronically, rather than manually.

OnCore's unique combination of **Scan First** technology and its traditional bulk-scanning capability accommodates any county's specific scenario, setting **OnCore** apart from its competitors.

Recording features include:

- **Automatic Document Queuing** – Provides counties with the ability to manage the internal flow of imaged documents through the recording process. **OnCore's** built-in electronic queuing with corresponding

reports guide supervisors through workload distribution by identifying the number of outstanding documents for each process.

- **Electronic Digital Stamping** – **OnCore** electronically stamps recording book and page information on every page, eliminating the need for slip printers. Counties can customize the stamp for each page.
- **Flexible Workflow** – Workflow management can be custom-tailored to an individual county's volume and workspace environment. Settings can be changed on-the-fly to handle recording volume fluctuations.
- **Back-Imaging Capabilities** – **OnCore** offers back-image loading capabilities for historical images.
- **Post-Scanning Features** – Users can easily move images within the same document or move images to other documents within the same transaction. This eliminates the need to rescan documents. In addition, users can control the image density, contrast and brightness without having to rescan the document.

Electronic Recording

The **OnCore** recording system is eRecord-enabled and incorporates the latest technology to securely transmit documents electronically to the Clerk's office. Once received, the documents are unwrapped, checked for validity and digital signatures, receipted, stamped and indexed.



Because **OnCore** was built around Property Records Industry Association (PRIA) standards, it can receive electronic recording transmissions from any organization adhering to PRIA standards.

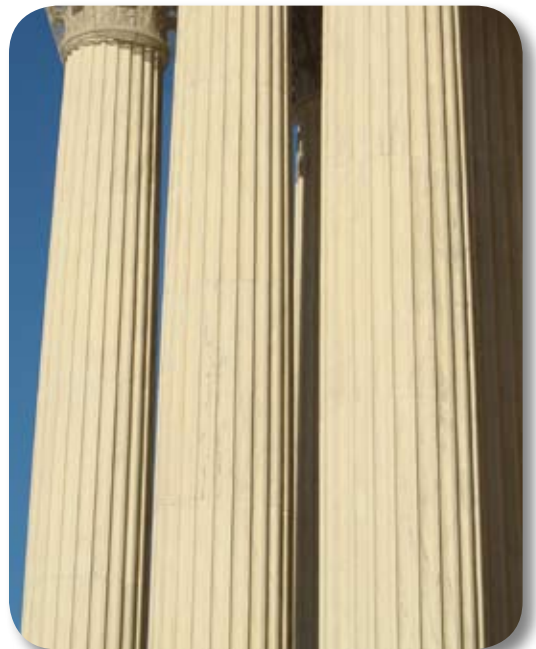
Automated Indexing and Redaction Features

Through a technique called “auto-indexing,” our software reads through entire documents and then identifies and populates county-specified index fields. By reducing the number of manual keystrokes needed for entering index data into **OnCore**, users focus more attention on verification, quality assurance and increased productivity.

Auto-indexing identifies and automatically extracts relevant recorded information such as grantor(s), grantee(s), legal description, related documents, return address and other user and state-defined fields. All data seamlessly flows into the **OnCore Recording System**. The captured data can then be verified using site verify, blind re-key or a combination of the two, depending on the administrative setup option selected. The software walks users through the verification process by automatically finding and highlighting extracted information in the displayed image. Users can approve the data or apply the “rubber band” feature to extract data directly from the document.

To comply with stricter privacy standards and to better protect confidential constituent information, county governments must now

“redact” increasing volumes of personal information (Social Security numbers, birth dates, driver’s license numbers, etc.). Redaction is the process of removing sensitive or classified information from a document, while storing a backup of the unaltered original document for authorized users only. Automated redaction software does exactly that – electronically “hiding” privileged information in scanned documents. Not only is **Auto-Redact** faster, more affordable and more reliable than redacting manually, it also supports multiple redaction environments – meaning that counties can simultaneously process images on go-forward and historical bases. In addition, **Auto-Redact’s** reprocessing feature allows counties to reprocess and redact previously redacted images with new redaction categories. **Auto-Redact’s** standard XML interface integrates seamlessly with the **OnCore Recording System**.



Accounting Features

In addition to calculating and accounting for all recording fees and taxes, **OnCore** automatically generates customer receipts and handles all accounting entries for multiple payment types, including items such as cash, check, charge, Automated Clearing House (ACH), escrow, debit, shortages and more. **OnCore** maintains a complete library of accounting reports at the user and supervisor levels to easily track distribution of funds, overages and shortages, revisions, daily closeout and billing. System-generated reports provide management with the ability to track user productivity based on the number of documents completed through each process, indexed fields, time logged on to the system, and more. These reports assist supervisors with employee review and productivity.

Detailed Features

- Fees are fully customizable by the county and include calculation formulas, general ledger account allocation, allocation by document type, mandatory indicator, etc.
- Payment options include cash, check, escrow, deferred (accounts receivable), credit card, journal voucher, Automated Clearing House (ACH) credit and ACH debit.
- Audit trails of all financial transactions, including subsequent receipt revisions, are provided.

|Closeouts by cashier include a batch capability to accommodate multiple batches by cashier within a business day and optional breakouts for satellite offices.

- Accounting controls permit the chief cashier (finance manager) to complete reconciliation and revisions for appropriate accounting days.
- General Ledger accounting is fully supported in detail and summary. Reports can be generated by cashier, day or date range.
- Refunds and Shortages are tracked within the **OnCore** system and the county can set parameters on which refunds and shortages to process automatically and which require human intervention to process.
- The Accounting Reports Library “contains” reports generated with Crystal Reports software.

Search Engines

When it comes to search engine functionality, **OnCore** offers a variety of effective search tools that yield usable results.

OnCore's internal search capabilities enable employees to quickly locate documents or transactions in the system. Internal search tools offer additional features for agent searching to quickly identify any pending transactions for specific customers.

Aptitude provides an extensive report library for financial accounting, auditing, statistics and user productivity.

OnCore also provides a user-friendly public search engine that allows users to perform searches on:

- Book and Page
- Category (Group of Doc Types)
- Document Type
- Record Date
- Legal Description
- Case Number
- Consideration Amount
- Instrument (Document Number)
- Name
- Grantor Name
- Yesterday's Documents
- Grantee Name
- Today's Documents
- Parcel I.D. number

OnCore Web's search functionality permits expert searching through both public access and secure password-protected login accounts. The county controls user-level access to sensitive and secure images and index data, based on document type and field description. **OnCore Web** also offers the ability to track the minutes being used by authenticated users and enables the county to charge for online searching and print capabilities.

Other **OnCore** features and functionalities include:

- Split-screen view
- Customizable hot keys and function keys
- Batch scanning
- Plat scanner integration
- Supervisor controls
- Automated data and image exporter

As an industry leader in eRecording, **Aptitude Solutions** has taken a leadership role in working with the organizations responsible for establishing industry standards, including regional, state and national conferences such as the PRIA, National Association of County Recorders, Election Officials and Clerks (NACRC), National Association of Counties (NACO), International Association of Clerks, Recorders, Election Officials and Treasurers (IACREAOT) and Mortgage Industry Standards Maintenance Organization (MISMO). **Aptitude Solutions' OnCore** eRecording solution turns bottlenecked county government paper trails into smooth-flowing operations, moving information and images electronically throughout the enterprise.

Coming Soon – OnCore® Acclaim!

The recording industry's newest technology will deliver a fresh look and feel with an even more streamlined approach. **OnCore Acclaim** will provide the same robust **OnCore** standard tool set, plus:

- Intuitive menu structures
- Intelligent wizard with auto-progression workflows
- Movable/break-away screens with flexible layout design
- Collapsible ribbon bars
- Themed screen settings
- Dashboard metrics and real-time graphical statistics
- Community panel

For more information on how to streamline the recording process with OnCore, call 866-278-4765 today.



**851 Trafalgar Court, Suite 160-W
Maitland, FL 32751
Phone: 866.278.4765
Fax: 407.260.2315
www.apitudesolutions.com**