RFP Response RFP# 90-370-00-00011
SRS SRD Supporting Document

STATE OF NEW MEXICO
New Mexico Secretary of State Office

New Mexico Secretary of State Operation Services RFP

Submitted to:
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Dated: May 19, 2009
Proposal for:
New Mexico Secretary of State Operation Services RFP# 90-370-00-00011

Submitted to:       Kathleen Y. Branchal
                    New Mexico Secretary of State Office Purchasing Agent
                    (“State” or “you”)

Submitted by:      William Welge
                    President & COO
                    RecordFusion, LP, a Pennsylvania limited partnership
                    (“RecordFusion” or “we”)

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A. INTRODUCTION

RecordFusion’s comprehensive records management solution will include the following features for the document types processed and maintained the New Mexico Secretary of State’s Office:

Partnerships

- Cashiering
- Document Management - Indexing/Imaging
- Redaction
- Automated Indexing
- Search/Public Inquiry
- eRecording
- Web Enablement
- Reporting
- Workflow
- Conversion from existing system

RecordFusion offers a total records management solution for government offices. Our Solution encompasses the latest security and technologies through a full-spectrum of services enabling your office to reach three vital initiatives:

- **Digitize the Past**

  RecordFusion helps government offices digitize the past by converting historical land records into an easy-to-manage electronic format. Using StateFusion technology, we scan and index your archived records so you won’t have to rely on original formats that are fragile and difficult to store and access.

  Features:

  - Images and indexes film, fiche, books, aperture cards and maps
  - Legacy database conversions
  - Data authentication
  - Quality Control Reporting
  - Film Archival

- **Automate the Present**

  RecordFusion helps government offices automate their records management, maintenance, and reporting processes with StateFusion, our customizable solution for recording offices. With RecordFusion, you can have peace of mind, knowing that your public records are organized, accurate, and supported by our ongoing service, support and development. Our StateFusion technology is designed to help
you serve your constituents with more speed and quality. Your staff will find it easy to use our system, because we design your customized system with their workflows and most important tasks in mind. With StateFusion you’ll quickly gain quantifiable improvements and peace of mind for your entire team.

• Imaging
• Batch-scanning
• Cashiering
• Receipting
• Invoicing
• Advanced Indexing with OCR / ICR technology
• eRecording
• Redaction
• Comprehensive Reporting
• Customized public search State Portal
• Custom public search web portal
• Integrate able with other systems within the State

• Secure the Future

RecordFusion helps government offices secure the future by providing state-of-the-art backup and file protection services to keep public records protected from catastrophic loss. In addition, we are experienced in helping recording offices proactively develop a strategy for preserving, protecting, and recovering records in post-emergency situations.

• Central, secure database
• Redundant server off-site
• Disaster Preparedness
• Records accessible 24/7
• 4 levels of Replication: 1) on-site backup to tape; 2) replication to data center; 3) backup to tape at data center; and 4) archival to microfilm

General Features

• Streamlined information system with extensive reporting tools and drill down capabilities
• Intuitive system design providing flexibility to customize the unique operations requirements
• Powerful, yet simple to use, graphical interface
• Scaleable; designed to meet the needs of increased demand due to growth or interest rate fluctuations
• Utilizes industry standards for seamless communication between government and private sectors
• Tools to minimize keying errors and quality controls for corrections
Recording and Indexing

- Automated and streamlined recording process improving turnaround times
- Advanced indexing procedures utilizing Cover Sheets, bar code scanning and Optical Character Recognition (OCR) / Intelligent Character Recognition (ICR) functionality to expedite process
- Cashiering functionality to quickly receive payments, issue receipts and maintain accurate records through detailed close out reports which can be customized to suit your needs
- Quality controls with custom validation points, required fields and checklists to reduce errors and increase standardization
- Detailed audit trail for monitoring performance and usage
- Reporting functionality to produce required/desired reports

Administration

- Ease of setting-up users, permissions and preferences
- Permissions defined access
- Ability to quickly switch login to enable people to use different workstations and still maintain accurate audit trail

Advanced Technology

- Current and innovative technology that is not limited in development due to legacy systems or outdated code
- Redaction capabilities to protect sensitive information
- OCR/ICR technology to expedite indexing
- Ability to segregate confidential records in the database and limit access to sensitive information through login privileges

Integration Capabilities

- System integrates with or ‘talks to’ scanners and printers to enable one-stop functionality from system
- Ability to integrate across multiple platforms and divisions of government; elimination of redundant data entry preparing for future development of State portal

Redundancy of Database

- Secure storage of data and images and automatic back-up in a redundant database
- Disaster preparedness
**State Search Portal**

- Secure website and State Portal that is intuitive and easy to use
- New Mexico Secretary of State website for improved service and communications to public
- Advanced search functionality to improve experience for agents and public
- Professional / advanced searches for agents
- Simple searches for general public
B. TRAINING

RecordFusion Training
RecordFusion’s installation and implementation process for your Office includes all of the support and training required to execute your electronic recording and ensure a seamless transition. Since the RecordFusion Solution is tailored to meet your office’s specific needs and own workflow(s), the training provided is also tailored. During the implementation process, RecordFusion maps out your workflow(s), as well as the roles and responsibilities of the staff. Our training program has been customized to suit all the various roles within the State office.

The training is conducted on-site and we combine classroom training with on-the-job training which has proven to be very successful. Our implementation plan includes a period of time when our Solution is set up in parallel to your current system. This provides the environment to conduct user acceptance and on-the-job training as well. This allows the State to ‘test drive’ the Solution in your own environment before you ‘go live’.

The training provided for other clients and users of our system has been very successful. The system is designed to be user friendly and intuitive. Even ‘non-computer literate’ individuals become very excited during training because they are able to understand and use the interface in a short period of time.

RecordFusion’s training includes, but is not limited to, the following:
Training materials and manuals are provided during the training. Ongoing updates and support materials are provided for the staff. The Online Services will also have the manual provided in the electronic version of our response to guide the users.

RecordFusion also plans to make annual user group meetings, scheduled in conjunction with State conferences, as a standard part of the organization to help drive product direction, address customer issues, inform customers on product feature/function and direction, provide product training sessions, identify industry trends, and facilitate industry knowledge transfer.
C. ANNUAL MAINTENANCE & SUPPORT

RecordFusion System Support

Annual Maintenance and Support
As with all of our customers, we will provide unsurpassed customer service. Our clients are our future and we listen to your feedback to ensure our solution meets your ongoing needs. We don’t settle for satisfied customers, we strive for Raving Fans.

Your annual maintenance package that we propose includes:

- System upgrades performed seamlessly to ensure no downtime
- Training on any new features and functionality
- Updated training materials
- Phone support and on-site support as required

We will work with your office to continually improve the functionality of our solution as well as incorporate other State departments in order to create a total State solution.

Our Annual Maintenance and Support Fee includes the services to enable the Licensed Program to perform in accordance with its Product Documentation, including the following services.

- **Standard Phone Support**
  Monday through Friday 8:00 am to 8:00 pm EST with 15 minute call back (excluding federal holidays)

- **Standard Pager Support**
  Monday through Friday 8:00 am to 8:00 pm EST with 15 minute call back (excluding federal holidays)

- **Extended Page Support**
  8:00 am to 4:30 pm EST Saturdays, Sunday and federal holidays with half hour call back

- Any changes, modifications, enhancements or other improvements to the Licensed Program Revisions to comply with any state mandates

- All new product versions of the Licensed Program – upgrades are done seamlessly. Any necessary file conversions will be handled by RecordFusion

- Updated training materials, product documentation and release notes
• Correction of any errors and defects in the Licensed Program as delivered to State that are identified by State and disclosed in reasonable detail to Company

• Correction of any errors and defects in the Licensed Program that are identified by Company

• Repair and replacement of any defective recording medium on which the Licensed Program is recorded

• Any OEM warranties on hardware will be passed onto State

• Other user group services (Newsletters, Product Briefings, User Group meetings etc. as they are available)

RecordFusion may require remote access to the Licensed Program to fulfill its Maintenance Requirements hereunder. Such remote access will be provided as is reasonably necessary to allow Company to fulfill its Maintenance Requirements hereunder, and subject to the State’s security requirements.

At all times 4-8 staff are allocated to hardware/software help desk support.

At all times 4-8 staff is allocated to implementation and training at customers sites.

A separate quality control/testing group made up of 2 staff ensures the successful evolution of the StateFusion application.

RecordFusion support group is made up of Help desk and installation support personnel. Staff, while not involved in an install, is providing help desk support for the RecordFusion customer base.
D. RECOMMENDED HARDWARE

Recommended Minimum Hardware Requirements

RecordFusion recommends hardware listed below with specifications for optimum results when using the StateFusion application. Pricing for necessary hardware based on our assessment of your office has also been provided shall the State choose to have RecordFusion coordinate the purchase.

SERVERS

**Database / Image Server**
Recommended Model: DELL PE 2950 or higher
Processor: Quad Core Xeon E5405 processor2x6MB Cache, 2.0GHz, 1333MHz FSB
Memory: 8GB
Hard Disk: per specifications
O/S: Red hat Enterprise Linux 4.5 ES 64 Bit

**Application / Web / Report Server**
Recommended Model: DELL PE 2950 or higher
Processor: Quad Core Xeon E5405 processor2x6MB Cache, 2.0GHz, 1333MHz FSB
Memory: 8GB
Hard Disk: 2 x 146 GB,
O/S: RHEL ES 4 64 Bit

**External Web Server, if Required**
Recommended Model: DELL PE 2950 or higher
Processor: Quad Core Xeon E5405 processor2x6MB Cache, 2.0GHz, 1333MHz FSB
Memory: 8GB
Hard Disk: 2 x 146 GB,
O/S: RHEL ES 4 64 Bit

**OCR/ICR Server**
Recommended Model: DELL OptiPlex 755 or higher
Processor: Intel Core 2 Duo E65550/2.33GHz, 4M, VT 13333 MHz FSB or higher
Memory: 2 GB
Hard Disk: 160 GB
O/S: Win XP Pro SP3

**Backup Server, if proposed**
Recommended Model: DELL R300 or higher
Processor: Quad Core Xeon X3353 Processor2x6M Cache, 2.66GHz, 1333MHz FSB
Memory: 4GB
Hard Disk: per specifications
O/S: Windows 2003 R2 Std Edition, 64 Bit
**Backup Device, if proposed**
Recommended Model: ML6010 or higher
Drive Type: LTO 4
Connectivity: Fiber

**STORAGE**

**Storage, if proposed**
Recommended Model: EMC CX 300 or compatible
Disks Type: Fiber Channel 146GB, 15K RPM
Raw Capacity: per specifications
Host Bus Adapter: Qlogic 2460, 4Gbps
Fiber Channel Switch: McData 4400, 4Gbps

**WORKSTATIONS**

**Staff Workstations**
DELL OptiPlex 755,
Processor: Intel Core 2 Duo E65550/2.33GHz, 4M, VT 13333 MHz FSB or higher
Memory: 2 GB
Hard Disk: 160GB
O/S: Win XP Pro SP3
Minimum 19” flat panel monitor

**Scan Workstations**
DELL OptiPlex 745
Processor: Intel Core 2 Duo E65550/2.33GHz, 4M, VT 13333 MHz FSB or higher
Memory: 2 GB
Hard Disk: 160GB
O/S: Win XP Pro SP3
Minimum 19” flat panel monitor

**PRINTERS**

**Network Printer**
**HP LaserJet 3005dn or compatible**
Black print speed Up to 35 ppm
Black print resolution Up to 1200 x 1200 dpi
Duplex printing Automatic (standard)
Print technology HP FastRes 1200
Printer memory 80 MB
Processor 400 MHz Motorola ColdFire V5
Supported paper sizes Letter, legal, executive, 8.5 x 13 in, envelopes
Duty cycle Up to 100000 pages
Paper handling 100-sheet multipurpose tray, 500-sheet input tray, automatic duplex printing
Recommended monthly volume 1500 to 5000
**HP LaserJet 2015dn or compatible**

- **Print speed, black**: Up to 27 ppm
- **Print quality, black**: Up to 1200 x 1200 dpi
- **Paper trays, std.**: 2
- **Duplex printing**: Automatic (standard)
- **Paper Handling, Input (standard)**: 250-sheet input tray, 50-sheet multi-purpose tray
- **Paper Handling, Input (optional)**: Optional 250-sheet input tray
- **Paper Handling, Output (standard)**: 125-sheet output bin
- **Media sizes, std.**: Letter, legal, executive, index cards, envelopes
- **Memory, std.**: 32 MB
- **Monthly volume (duty cycle)**: Up to 15000 pages

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**Receipt / Validator Printer**

Epson TM_J7100

**Printer Specifications**

- **Print method**: Serial inkjet, 128 nozzles
- **Print resolution**: 180 dpi x 180 dpi
- **Interface**: RS-232, Bi-directional parallel, Dealer options: RS-485, USB, Ethernet, IBM® P7, and Connect-It* family

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**Bar Code Label Printer**

Zebra TLP2842 or compatible

**PRINTER SPECIFICATIONS**

- **Resolution**: 203 dpi (8 dots/mm)
- **Memory**:
  - Standard: 128 KB SRAM; 512 KB Flash
  - Optional: 256 KB SRAM; 1 MB Flash
- **Print width**: 2.2" (56 mm) maximum
- **Print length**:
  - 11" (279 mm) with standard memory
  - 22" (584 mm) with expanded memory
- **Print speed**: 4" (102 mm)/sec
- **Media sensors**: Transmissive, Reflective

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**SCANNERS**

**Scanners**

**Fujitsu Fi-5650C**

- **Technology**: Dual charge coupled device (CCD) image sensor
- **Monochrome & Grayscale/Color**: 50-600dpi
- **Optical Resolution (dpi)**: 600
- **Image Processing**: Dither and error diffusion
- **Grayscale**: 10 bits (internal), 8 bits (output)
- **Document feeding mode**: Automatic document feeder (ADF)
- **ADF capacity**: 200 Sheets (letter/A4, 20 lb.)
- **Document size**:
  - ADF minimum: A8 (2.1 in. x 2.9 in.)
  - ADF maximum: 12 in. x 18 in.
- **Long Document Scanning**: 34"
Interface: Ultra SCSI (50m) / Hi Speed USB 2.0
Scanner Memory: 256MB
Software Driver Support: ISIS and TWAIN driver included (Win 98 SE/2000/NT/XP)
Scanning speeds:
Letter/Portrait Mode:
- Monochrome, Grayscale & Color
  - @ 200 & 300 dpi (Simplex: 57 ppm(1), Duplex: 114 ipm(1))
- Letter/Landscape Mode:
  - Monochrome, Grayscale & Color
    - @ 200 & 300 dpi (Simplex: 71 ppm(1), Duplex: 142 ipm(1))
Average Daily duty cycle: Up to 8,000 documents per day
Limited Warranty: 3 months on-site

**Fujitsu Fi-5530c2**
Technology: Dual Color Charge Coupled Device (CCD) image sensor
Output Resolution (dpi):
- Monochrome: 50 - 600
- Grayscale/Color: 50 - 600
Optical Resolution (dpi): 600
Halftone patterns: 7 dither, 1 error diffusion, and 1 downloadable
Grayscale: 10 bit/1024 level (internal), 8 bit/256 level (output)
Scanning speeds:
Letter/Portrait Mode:
- Monochrome, Grayscale & Color (Simplex/Duplex)
  - @ 200 dpi (Simplex: 35 ppm(1), Duplex: 70 ipm(1))
Letter/Landscape Mode:
- Monochrome, Grayscale & Color (Simplex/Duplex)
  - @ 200 dpi (Simplex: 50 ppm(1), Duplex: 100 ipm(1))
ADF capacity: 100 Sheets (letter/A4, 20 lb.)
Document size:
  - ADF minimum: A8 (2.1 in. x 2.9 in.)
  - ADF maximum: A3 (11.7 in x 17 in)
Interface: Ultra SCSI / High-speed USB 2.0
Scanner Memory: 64MB
Daily Duty cycle: 4,000 pages
Limited Warranty: 3 months on-site

**BAR CODE SCANNERS**

**Metrologic MS9520 Voyager RS232**
Features: Triggered
Light Source Wave Length: 650 nm
Max Scan Field: 9.8 in
Max Working Distance: 8 in
Min Scan Field: 2.52 in
Minimum Bar Width: 5 mil
Pitch (Degrees)  68
Print Contrast Signal (PCS)  35%
Skew (Degrees)  52
The RecordFusion system has multiple levels of security:

- Each task has a permission associated to it, allowing the State to restrict access to sensitive tasks (such as Voiding documents).
- Document types can be configured such that new documents of that type cannot be created / deleted or viewed unless the user has the permission to do so.
- Specific documents can be marked as Secure Data or Secure Image- preventing access to the document by non-authorized users.
- Transactions can be set to a status that prevents new activity from occurring on that transaction.
- The data for Cases, Transactions or Documents can be configured such no additions / edits can be made by non-authorized users.
- Documents cannot be associated to a terminated UCC file number unless the user is authorized to do so.
- The StateFusion system can be configured to aid users in locating sensitive information on document images. Users can mark that data - creating a 'redacted' version of the image to be displayed to non-authorized users. The original version of the image will remain available and unaltered to those with permission to view it.

RecordFusion’s system security is very robust. Password-only access is provided. User Administration is easy to use and allows the office system administrator to specify exactly what each user is allowed to do in the system. The Secretary of State directs how the security levels are defined in your office. Various ‘User Groups’ can be established in the system and then users can be assigned to groups. During implementation, RecordFusion works with you to understand the various tasks in the system and set-up your user groups. These can be revised by the system administrator as desired. In addition to the security level, our audit function tracks everything done in the system by each user, when and at which workstation. This includes tracking of all file access and activity.

**Security Procedures**

Since each State is unique and has its own security requirements, RecordFusion works with your office on our proposed solution for corrections or additions to records. The system supports maintaining comments on any changes to a record and tracks who makes changes. We recommend that your office only allow certain personnel to have the permissions to make certain changes in the system.

**Image Security**

Only users with the correct permissions have the ability to scan records and the images are automatically loaded to the system to the correct document number. These files cannot be altered.

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**External and Internal Security and Connectivity**
The external site is hosted on a web server which sits in a DMZ area between the internet and the internal network. The only function of this server is to run the web site. All other services on this machine will be turned off. The only connection between this server and the internal network is for database and image requests.

**Internal Site Security**

The internal site is secured using standard Windows domain security. All images are stored on a windows file server and only those workstations that perform scanning functions have write access to that file system. All other machines have read only access to the file system. The database files are stored outside the shared area and are only accessible through the database connection. Only authorized users are allowed logins to the servers.

All images are kept in the file server with access to the file controlled through a shared drive. Only users who have a need to write images (generally only those doing scanning, image cleanup, or redaction) are allowed to write to this drive. In addition, the State will specify the users who will have the ability to delete files from this share. In the normal course of duties, there is no reason to delete a file from this file system. All other access to this drive is read only. Windows Server auditing will be set up on those folders to write an audit log of anyone who creates, modifies or deletes a file in the image folders. The audit will also log any user who attempts to do any of these actions, even if they don’t have permission to do so.

RecordFusion provides multiple levels of redundancy of data for back-up and disaster recovery. System Backup is critical to us as well as to our clients. Your data will reside on server(s) at the State office. A secondary back-up server will be located at our New Castle, PA Data Center/Disaster Recovery Location. Replication between the your office and the Data Center will occur in real-time, thus ensuring back-up of both images and indexing data.

The State and Data Center server will be RAID protected with hot spares and an unattended tape backup will be provided in the State server, thus ensuring 4 levels of backup and redundancy with the 5th level of redundancy being the archive of images to microfilm for storage. There is no intervention or assistance required from the State, other than the periodic removal and replacement of tapes for off-site storage at the RecordFusion Data Center or a site identified by the State.

**Power Outages**

A dedicated UPS is recommended for the server with software that ensures a ‘smart’ shut-down of the server. The UPS provides about 10 minutes of power and ensures an orderly shut-down of the server. The UPS is included in the hardware specifications. Also, if there is a power outage, RecordFusion, with the replication of the data to our Data Center with 24/7 operation and fully redundant power will have the data available via the web, even if the State office is not operational due to a power outage or other disaster thus ensuring service to your constituents.

**Prevention of Data Loss**

StateFusion provides 5 levels of data redundancy including replication and storage in a fully secure 24/7 operational facility with redundant and alternative power to ensure the security of the State data and images and protecting against data loss.
RecordFusion will comply with the installation timeline desired by the State and will provide follow-up once the software is in production to provide full assistance to staff.
F. CONVERSION

Data Conversion

RecordFusion realizes that a successful data conversion is critical to a successful implementation of our software. We ensure a timely and successful conversion of your current data. This expertise has allowed us to successfully convert numerous databases from multiple formats. We employ strict quality controls to ensure the integrity of your data. Testing and acceptance is done before your go-live date.

The RecordFusion team has imported and converted land records from numerous types of databases and files, including the majority of the state of Florida. Our approach to data conversion is to receive a sample file from your current system, evaluate the file layout, determine file mappings and then determine the best way to convert into StateFusion. Our required file format is quite flexible.

RecordFusion recommends following the PRIA standard XML output format when converting data. Since RecordFusion is very familiar with the different ways counties save their data from having converted data from over one hundred (100) counties, we are aware that you may have special indexing requirements and methods. For this reason, we analyze your records and do the work in mapping the data properly. Our team will work with your State to properly understand your indexing procedures.

Please note that the data conversion does not include verification of the accuracy of the existing indexed data. RecordFusion does provide queries that identify suspicious index content for the State’s review. We ensure that all current data is converted into the new system correctly and is available for your end users.

Image Conversion

RecordFusion will install and completely support an imaging system which is an integral part of the StateFusion application. This system is completely capable of managing mass storage as well as expeditious retrieval of images from all date ranges stored on the system. The only limitation that may exist in relation to the Imaging Software would be the amount of storage space utilized within the system. Any expandable system will allow our solutions to provide seamless retrievals of mass quantities of images and data. This feature was designed into our system with the anticipation that file sizes, quantities and record databases would reach extremely large sizes.

RecordFusion will supply documented procedures for all data migration from an existing system or existing data files from previous records management systems. A complete authentication of the data will be performed followed by a detailed analysis of the data which will follow a stringent set of predefined standards to ensure data integrity. Following the analysis of the data, RecordFusion will generate very detailed reports which will be shared with the Recorder of Deeds office for review. This report will identify any gaps in sequence data, inconsistencies in data and general data integrity throughout the migration process.
During the migration process, RecordFusion will also perform an extensive pagination process to cross-link all data to the associated images. During this process, a rigorous Quality Assurance process or standard is adhered to in order to ensure a clean migration to our system. All functions within these processes are followed by detailed reporting of any errors, omissions or anomalies throughout the migration process.

The image file headers utilized within the StateFusion application are all non-proprietary and standard image file formats. The image processing is designed to utilize a typical TWAIN driven devise which will export an image to any typical TIFF Group 4 compression image file format. Our file formats are based on client requirements and all associated documentation will be provided as necessary.

Below is a high-level overview of RecordFusion’s data conversion process:

**Data Conversion**
- Receive Data & Images from State/Vendor in Agreed Upon Format (timeliness is critical to meet deadline)
- Review & Assess Data
- Confirm All Fields & Clarify Mappings
- Map Fields
- Test Conversion & Provide Quality Report
- State Acceptance of Test Conversion
- Data Cleansing and Additional Testing
- Final Sign-off of Conversion by State
- Complete Changes and Conversion
- Receive Data Gap @ Day End
- Final Conversion (at night)

Detailed documentation will be presented upon contract award.
G. DATABASE

StateFusion uses SQL databases for all data associated with the system except images, which are stored in the file system. StateFusion has the ability to use MySQL. StateFusion uses a robust abstraction layer to talk to the database; if the customer requires a different SQL database the service can be negotiated for additional time and cost.

The RecordFusion Solution is a client-server implementation where there are multiple servers handling specific tasks and the clients are doing most of the work.

The standard configuration has:

- One database server running MySQL
- One file server running Windows Server 2003 or Red Hat Linux (using Samba)
- One or more application servers handling code updates to the Clerk's office workstations and handling all searches done from web-based clients.

At start of the application, the office workstations check the application server to see if there is a code update. They then run the code that talks to the database and file servers as needed to get the information to present to the operator. All other processing is done on the client workstation.

RecordFusion will be using RedHat Enterprise Linux ES 5 64 bit OS for the main servers. These servers will support the Database, Web / Application and images. Windows XP pro SP 2 operating system is being used for OCR module.
### H. SAMPLE SYSTEM INTERFACE

The Control Menu is the main screen which has all the menu options to perform all tasks. To perform a certain task, either click on the text in the menu or select from the top menu.

<table>
<thead>
<tr>
<th>My Tasks</th>
<th>Notary</th>
<th>Trade Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Notary Oath</td>
<td>New Trade Name Filing</td>
</tr>
<tr>
<td></td>
<td>Notary Transfer</td>
<td>Annual / Dissolution / Discontinue Trade Name</td>
</tr>
<tr>
<td></td>
<td>Notary Change / Renew</td>
<td>Church Corp Filing</td>
</tr>
<tr>
<td></td>
<td>County Clerk Certificate</td>
<td>Trade Name Address Change</td>
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<tr>
<td></td>
<td></td>
<td>Certification of Trade Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business List Request</td>
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</table>

<table>
<thead>
<tr>
<th>Misc Transactions</th>
<th>General</th>
<th>Cashing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count ID Card</td>
<td>Edit/ Debit Transaction</td>
<td>Close Out Drawer</td>
</tr>
<tr>
<td>Naturalization Certificate Filing</td>
<td>Edit / Review Documents</td>
<td>Modify Transaction Payments</td>
</tr>
<tr>
<td>Miscellaneous Transactions</td>
<td>View / Print Receipt &amp; Documents</td>
<td>Modify Fees After Recording</td>
</tr>
<tr>
<td>Certified Document Copy</td>
<td>About Customization</td>
<td>Cashier Account Administration</td>
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<tr>
<td>Copies</td>
<td></td>
<td>General Ledger Entry</td>
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<table>
<thead>
<tr>
<th>Search</th>
<th>Reports</th>
<th>Administration</th>
</tr>
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<tbody>
<tr>
<td>Search</td>
<td>Production Reports</td>
<td>User Administration</td>
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<td></td>
<td>Financial Reports</td>
<td>Change Password</td>
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<td>Letters and Forms</td>
<td>Notification Administration</td>
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<td>Name List Administration</td>
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<td></td>
<td>Change Account Administrator</td>
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<td></td>
<td></td>
<td>Show Performance Metrics</td>
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<table>
<thead>
<tr>
<th>Daemons</th>
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<tbody>
<tr>
<td>Daemon Schedule Administration</td>
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<tr>
<td>Local Daemon Control</td>
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</tr>
<tr>
<td>Daemon Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Monitor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Partnership Filing**

1. Search for Trade Names before processing.

2. Click on “New Trade Name Filing” on the Control Menu. A New Trade Name Filing Window will open, Click the Next button to proceed or press ALT+N on the keyboard.

3. Enter information into all applicable fields. All red fields are required.

4. Click “Owner Info” tab and enter information into all applicable fields. All red fields are required.

5. Click “Add” button to include the Name with the Filing.
11. Click the Next button to proceed.

12. Fee details will be displayed. Click “Accept Payment” button.

13. Payment window will appear. Enter in Payment Information (Amount Received and select Payment Type). Click “Add Payment” button.
14. A receipt will generate in Adobe PDF, click the print icon to print the receipt, select the Epson Receipt printer and click the "print" button.

15. If the Certificate of Trade Name needs to be Notarized, confirm there is a number 1 next to Certificate of Trade Name and click "Print" button. Printer selection should be HP Tray.

15a. If the Certificate of Trade Name forms are already notarized, confirm there is a number 1 next to Trade Name Certificate – Number Only. Pull out the HP Tray and place the documents there to print. Click the “Print” button.

Search Interface

The Home Screen is the launch pad to all Online Service.

The Home Screen gives you access to all of the Online Service’s functions:
1. Begin a search through the public records.
2. Modify user preferences.
4. Review the Disclaimer.
5. Log out of the system.

The next section will cover searching. Click **Search Public Records** to begin.
Beginning your Search – The Search Criteria Screen

In the General Criteria section, you can change the:

- **Search Type**
  - All Names – searches for people and businesses; it is the default search type
  - Instrument Number – searches for a specific document by Document Number
  - Book - Page – searches for a specific document by Book and Page Number
  - Legal Description – searches for a specific document by legal fields, like Subdivision and Tract

- **Display**
  - Specify the number of document results to be displayed per page. Select a number from 10 to 100 from the drop-down list.

**NOTE:** While the General Criteria do not change, the Specific Criteria change based on the Search Type that you choose.

In the Specific Criteria section, enter your criteria for the search:

- **Party Type** – Party 1 searches for only grantor or mortgagor, while Party 2 searches for grantee or mortgagee. Both searches both types.
- **Match** – Exact searches exact match on your name only. Surrounding Names will also include names very near to the name you entered.
• **Name** – Enter the name of the party you are looking for. Be sure to enter in the form Last First MI.
• **Recorded Date** – Enter the date which the document was recorded.
• **Document Types** – Select the type of document you are searching for.
**Search Results**

When you are finished refining your criteria, click **Search** or press **Enter** to begin your search.

### Search Results

**Search Criteria:** Search Type: All Names; Name: smith ...  **All Criteria**

Displaying 16-30 of 536 Items

<table>
<thead>
<tr>
<th>Book / Page</th>
<th>Name</th>
<th>Other Name</th>
<th>Doc Type</th>
<th>Recorded</th>
<th>Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>131 969</td>
<td>SMITH BETTINA L</td>
<td>REARDON PATRICK T ETUX</td>
<td>DEED</td>
<td>09/30/2005</td>
<td>✔️</td>
</tr>
<tr>
<td>128 934</td>
<td>SMITH BETTINA L</td>
<td>NEW CENTURY MTG</td>
<td>REL</td>
<td>03/28/2005</td>
<td>✔️</td>
</tr>
<tr>
<td>128 244</td>
<td>SMITH BETTINA L</td>
<td>B OF A</td>
<td>MORTGAGE</td>
<td>02/04/2005</td>
<td>✔️</td>
</tr>
<tr>
<td>124 74</td>
<td>SMITH BETTINA L</td>
<td>NEW CENTURY MTG</td>
<td>MORTGAGE</td>
<td>06/01/2004</td>
<td>✔️</td>
</tr>
<tr>
<td>124 73</td>
<td>SMITH BETTINA L</td>
<td>SMITH TRACY S</td>
<td>DEED</td>
<td>06/01/2004</td>
<td>✔️</td>
</tr>
<tr>
<td>124 72</td>
<td>SMITH BETTINA L</td>
<td>SMITH BETTINA L ETAL</td>
<td>SEP PROP AGREE</td>
<td>06/01/2004</td>
<td>✔️</td>
</tr>
<tr>
<td>124 71</td>
<td>SMITH BETTINA L</td>
<td>SANDOVAL MARK SECUNDO ETUX</td>
<td>DEED</td>
<td>06/01/2004</td>
<td>✔️</td>
</tr>
<tr>
<td>124 72</td>
<td>SMITH BETTINA L ETAL</td>
<td>SMITH BETTINA L</td>
<td>SEP PROP AGREE</td>
<td>06/01/2004</td>
<td>✔️</td>
</tr>
</tbody>
</table>

1. Click the blue underlined **Document Number** to view document information.
2. The search criteria are displayed here. Click **All Criteria** to see more.
3. Click to print the search results. This action displays a printer-friendly version of the results. Press **Ctrl + P** to print.
4. Click to return to the Search Criteria Screen.
5. Click the blue arrows to move forward and back through the pages of search results.
6. To jump to a page of results, enter the number of the page you want to jump to, then click the blue circle to jump to page.
7. A **green check** indicates that the document has been **verified**. A **red X** indicates that the document is **not verified**.
8. An underlined header like **Name** indicates that the column is sortable by that value. Click to sort.
9. A **1** next to the name indicates a party as **Party 1** (grantor or mortgagor), while a **2** indicates **Party 2** (grantee or mortgagee).
A blue plus indicates that there are additional names on the document. Click the blue plus to see the additional names.

Check the boxes next to the documents to queue them up in the Document Details screen.

**Viewing Document & Details**

Click the **Document Number** to view the document and its details.

- **History** drop-down list allows you to view and jump to any document that you have recently viewed.
- Click the blue arrows to navigate to adjacent documents from the results list. If you used the checkboxes to select a list of documents, these arrows will scroll through the list.
- **Document Info** tab displays document information, legal descriptions, and name information.
- **Associated Documents** tab to view any documents that have been associated To or From the current document.

- **Document Info** tab displays document information, legal descriptions, and name information.
- **Associated Documents** tab to view any documents that have been associated To or From the current document.

- **Print** button to print the document.
- **Hide/Show Details** button to view only the document.
- **Back to Results** button to return to the Search Results screen.
- **Back to Criteria** button to return to the Search Criteria screen.
- **Use these icons to zoom in on the image or change the way it fits in the window.**
**Printing Images**

Click the **Print** icon to print the document. You can select the number of the page that you want to print.

Use these icons to change the way the document is displayed in the window. You can view thumbnails, two pages at once, and many more.

Click this yellow icon to change the image quality of displayed images. Each click will take the image one step in a cycle of resolutions.
As you view each page of a document, you can select the individual page for printing by pressing the S key on your keyboard. You will see a yellow box with the page number to identify that the page has been selected for printing. This will automatically fill out the Pages field in the dialog box when you click the print icon.

Notice the other context options you have when you right click the print icon.
NOTE: You can only change preferences on your own use account. If you are logging in as Guest, the preferences are already defined and cannot be changed.

The following Personal Information can be edited:
- Full Name (required)
- Password and confirmation
- Email Address (required)
- Address, City, State, and Zip Code

You cannot change your username once you have created your account.

When you are finished setting your preferences, be sure to click Save.

Set Search Preferences.

You can change the number of results that are displayed per page, how dates are sorted, and whether or not to save your search criteria between separate searches.
Closeout Drawer

1. Go to the Control Menu and click on “Close Out Drawer” in the Cashiering Menu.

2. A Close Out Drawer application window will open, listing all activity performed for the day. Click the “Print Detailed Report” icon to print a report to submit end of day cash and checks.

3. The report will generate in Adobe PDF. Click on the Print icon and the Printer selection should be HP Tray.

StateFusion provides the ability to capture financial information for all system transactions.

During the implementation process, StateFusion tracks all monies that are accepted in the by the Secretary of State’s Office and how these monies are distributed. The fee calculations are set-up by document type to allow the system to automatically calculate fees and taxes. There is a one click ‘Accept Payment’ option that allows the clerk to accept the fees for the processed document(s). The system allows the State to accept whatever payment method(s) that they want. The system has validation points and checks to ensure the correct amount of money is entered for collection – must match payment due or can tell you what change is due or allows you to enter ‘change’ into an overage account. The receipt is automatically generated. The details displayed on the receipts are defined by the State.

The amounts of all monies accepted are stored in the system and posted to State defined General Ledger accounts if desired. Detailed reports are available for cash-out summary, receipt registers, etc. to ensure you have the correct information for balancing money, close-outs, auditors, etc.