

Black Mountain Software's **Document Indexing** application is flexible to maintain most existing recording processes. It provides complete indexing capability, builtin integration for document scanning and viewing, and a variety of queries and reports to locate related documents. In addition, Montana recording fees and distribution are automated.

Document Recording

When users enter claim, purchase order or requisition information:

- Unique document number
- Recording date and time
- Document date
- Type of instrument
- Number of pages
- Recording, filed, and four other customizable fee fields
- Designate customer as charge or ACH payer
- "Deliver to" name and address

Indexing

Unlimited number of entries for:

- Grantors
- Grantees
- Other document references Miscellaneous legal information Miscellaneous notes
- Township, section, range, QQQ, tract, notes
- Subdivision, block, lot, tract note

Property tax ID links to property record in Tax and Assessor for quick lookup

Data Entry/Work Flow options

- Record and index in the same process
- Record and index as separate processes
- Separate historical document entry area

Interactive Section grid for TN, RG, SEC

- Provides optional method of data entry and search
- Allows search of noncontiguous property

Other Fees - Misc. Receipts

When not recording, collect other fees:

- Copies, certified copies and others
- Included in cash reconciliation reports

E-Recording interface supports:

- Simplifile and CSC

Labels

Recording

- Standard 4" x 1" - requires Zebra printer
- Thin 6.5" x .5" - any laser printer

Document return

- Full sheet 2 5/8" 3 column
- Zebra, Dymo - 4" x 1"

Document Scanning

Supports

- Multipage, duplex, standard 8.5" x 11" and legal document scanning
- Black & white, grey scale and color
- Import digital documents, e.g., plats for viewing

Search for documents

Filter by kind of instrument

● Order by:

- Grantor
- Grantee
- Town/range/section
- Subdivision, lot, block
- Legal texts
- Document number
- Recording date
- Book and page
- Tax identification number

● Advanced - combine values to narrow search:

- By document number range
- Search exact for grantor, grantee and misc notes
- Print a single record, list of records containing basic detail or all detail
- View, print or email documents from any record
- Export images
- Images can be blocked from public view, e.g., military discharge document