



greenfolders™ for Title and Escrow is the electronic file production system for title offices. The GreenFolders for Title and Escrow template was designed for title people by title people. Every activity that a title office conducts on a paper file can be completed in GreenFolders—only faster and without getting out of a chair.

From the initial creation of the file to the final clearing and policy production, GreenFolders can handle every task without ever producing a sheet of paper.

Here are some of the features that are specific to the **GreenFolders Title and Escrow** template:

- Easily connects with your Title and Escrow database to access production data in real time
- Pre-configured Title and Escrow document type lists
- Title and Escrow “order sheet” reference data fields and forms
- Title file separators (or “tabs”) to organize file content
- Title order file status values to manage work flow and work load
- Title industry-specific document annotation tool palette

GreenFolders empowers your Title and Escrow office to work without paper:

Work Task	... With a Paper File	... With GreenFolders
Create a new file for a new order	Pull folder from box, label it, add separators to organize docs, print and insert an order sheet.	Start a file without paper, link to your order sheet data, assign file to Title Officer and Escrow officer at the same time—and never leave your desk.
Add a document to a file	Print the document (or e-mail, or attachment) or anything else to go into the file.	Print, scan, or “drag and drop” directly into the GreenFolders file folder.
Mark up a document	Use pens, highlighters, Post-It notes and other tools to modify the original document.	Use annotation tools such as highlight, redact, insert photos, add sticky notes for comments, all stored on separate layers by user. Add custom annotation “stamps” on the document.
View all files and their status	Walk around and view all files in production and determine who has each file.	View entire production pipeline in real time; see every file, its status, who it is assigned to and more. Get automatic notifications when things change.
Store the file	Scan the file for long term storage or move the paper to a storage facility.	“Freeze” a page, document or entire file to make them read-only. Files are already in electronic format for easy storage—no scanning needed.

GreenFolders is not your data production system, it is the production system for your files. Every task you can do with paper can be done in GreenFolders. By using GreenFolders you’ll cut down on your paper bill—while making your people more effective.



Electronic file folders that work the way you do.

www.greenfolders.com