



The Standard Times

Standard Solutions, Inc. Indian Summer, 2003 www.standardsolutions.com

How else can we help you?

This issue of our quarterly newsletter is dedicated to making sure you are aware of the many ways that Standard Solutions can help your firm. The last several years have been the busiest of times for the title and settlement industry. Now more than ever, the need for efficiency is paramount. Historically, Standard Solutions has served the industry not merely as a software vendor but as a resource for optimizing business and production systems. We focus on three topics here – Standard Solutions' Web site resources, SC Works consulting program and Year-End 1099 filing service.

www.standardsolutions.com

You will notice that much of the content at standardsolutions.com is geared toward informing potential customers of the features and benefits of Standard Conveyancer™. The **Client Resources** link, however, brings you to a section dedicated to client needs, including links to self-installing document and program updates, help on timely topics, and handouts for new and advanced users.

Our **Guides for New Users** cover topics such as *Working with Files*, *Producing Documents*, *Producing Title Policies*, *Using Model Files* and *Checkwriting with Quicken*.

If title insurance companies change their address, their rates or your commission split, you need to update this information in your copy of Standard Conveyancer™. Click on **Updating Title Insurance Information and Rates**.

Other links will bring you to topics such as *Aggregate Escrow Adjustment Calculations*, *Customizing Standard Conveyancer Documents* and *Pre and Post Closing Tracking*.

If you are planning to replace or upgrade your computers, read the important information in **Replacing or Upgrading SC Workstations or Servers**. Showing this information to your networking consultant will help ensure that the upgraded computers are set up properly to run the program. Other technical information, including a Supported Printers list, is also available.

Well-trained Standard Conveyancer™ users take advantage of the many features designed to increase efficiency and productivity. Click **Training** to read about options and topics for new and advanced users. Avoid the inefficiency of second-generation training by your busy team by scheduling a training session specifically designed for your firm.

SC Works Consulting Services

Standard Conveyancer™ is a full office automation and management system for real estate conveyancing firms and title companies. Utilizing Standard Conveyancer™ to its full potential will allow you to maximize your return on investment in your people and systems. Through the SC Works program we can help you evaluate your operations from an objective, comprehensive perspective, plus:

- Make recommendations with respect to work flow procedures to optimize your use of Standard Conveyancer's™ extensive automation features;
- Demonstrate how to use Standard Conveyancer™ to generate management reports, eliminating the hand typing of information;
- Provide instruction on how to add and customize documents according to your preferences;
- Show you how to automatically track payoff discharge, title exam, MLC, and other requests;
- Ensure that your staff has the knowledge to make full use of all the automated calculation and text generation features in the system.



Read more about SC Works on the Client Resources page at www.standardsolutions.com, or call Cheryl Walsh to schedule an SC Works consulting session. Let us help you increase your return on investment and maximize your productivity.

2003-2004 Year End Solutions

It's never too soon to start thinking about 1099-S filings. What options do you have? Upon request, we will assist you with the set-up and processing of your Standard Conveyancer™ data to satisfy IRS magnetic filing requirements. This procedure allows you to send your 1099-S data to the IRS on a floppy disk without having to hand-type IRS copies.

Availability of our Year-End Processing service is limited. Don't delay – sign up early! Please e-mail Tina West at tina@standardsolutions.com or visit our Web site for more information. Click **Product News**, then **Year-End Solutions for the 2003 Tax Season**.

Tips and Pointers

Fine-tuning Automatic Document Selection: Standard Conveyancer™ comes with hundreds of documents. Most of these you never see because all Standard Conveyancer™ documents have specific selection settings that cause the documents to appear in a print batch only when those settings apply to your closing file.

For example, the Condominium Rider appears in the Closing batch only when the “Condo” setting is selected.

You can easily change the contents of your print batches, as well as choose the conditions under which documents appear. Follow these simple steps:

- Click **Info**, then **Document Setup** to open the **Document Information** screen.
- Click the **List** button and select the document for which you want to change the selection settings.
- Check or uncheck *Eligible for Automatic Selection* to add the document to or remove it from a print batch. If adding, select the print batch for the document with the *Automatic Selection Batch* drop-down menu.
- Click the **Automatic Selection Settings** button to review or change the conditions for which the document will appear in the print batch. You can select options such as sale or refi only, condo or non-condo only, owner occupied, etc. Choosing “Select Suppressed,” will add the document to the print batch “suppressed” (in black) for occasional use. In the upper half of the screen, you can set a document to appear only for one state, lender, title insurer or loan type.
- Exit and save all changes.



For additional information, please click the Client Resources link at www.standardsolutions.com.

Technically Speaking . . .

Wireless Networking

Some of our clients have inquired about using wireless networks in their offices. The idea of not having to run wires is tempting, with the goal being to reduce costs and increase flexibility in office layout. There are, however, more factors to consider with this technology.

Wireless networking technology is still in a primitive state compared to wired networks. Wireless networks are much more unstable, subject to interference, and susceptible to temporary service drops than a well-assembled wired network. (A good analogy is the connection quality of your cell phone compared to your wired phone.) Additionally, wireless data being beamed around your building is vulnerable to interception by hackers.

A wireless network is also far slower, at best running only about 20% of the speed of a good quality wired network. Speed and connection quality deteriorate rapidly as you move farther away from the base station.

Standard Conveyancer™ is a network-intensive program with extra safeguards built in for data integrity and stability. More so than some other programs you may use, it requires a reliable, stable and preferably fast network environment to run well.

For the time being, we highly recommend that our clients avoid using wireless networking technology in the office. While we do everything we can to ensure that your Standard Conveyancer™ will run smoothly, inadequate networking can easily lead to technical difficulties.

We will keep you informed as we continue to track technological developments that may affect your Standard Conveyancer™ system.



Standard Solutions, Inc.

110 Florence Street, First Floor
Malden, Massachusetts 02148-3936

Software and Internet Solutions for the Title and Settlement Industry

ATTN: All Real Estate Paralegals and Attorneys