

Revolutionize Your Real Estate Practice

An Overview

Culminating over six years of research and development, Real°Pac™ Office represents the latest in both sophistication and simplicity, designed from the ground up to be simply the best document assembly and management system you can buy for your exacting real estate conveyancing needs.

In its design, the developers took advantage of a decade of prior experience in the word processor and minicomputer environments, and worked hard to provide the conveyancing community with an IBM/Clone PC-compatible software system that meets the following criteria:

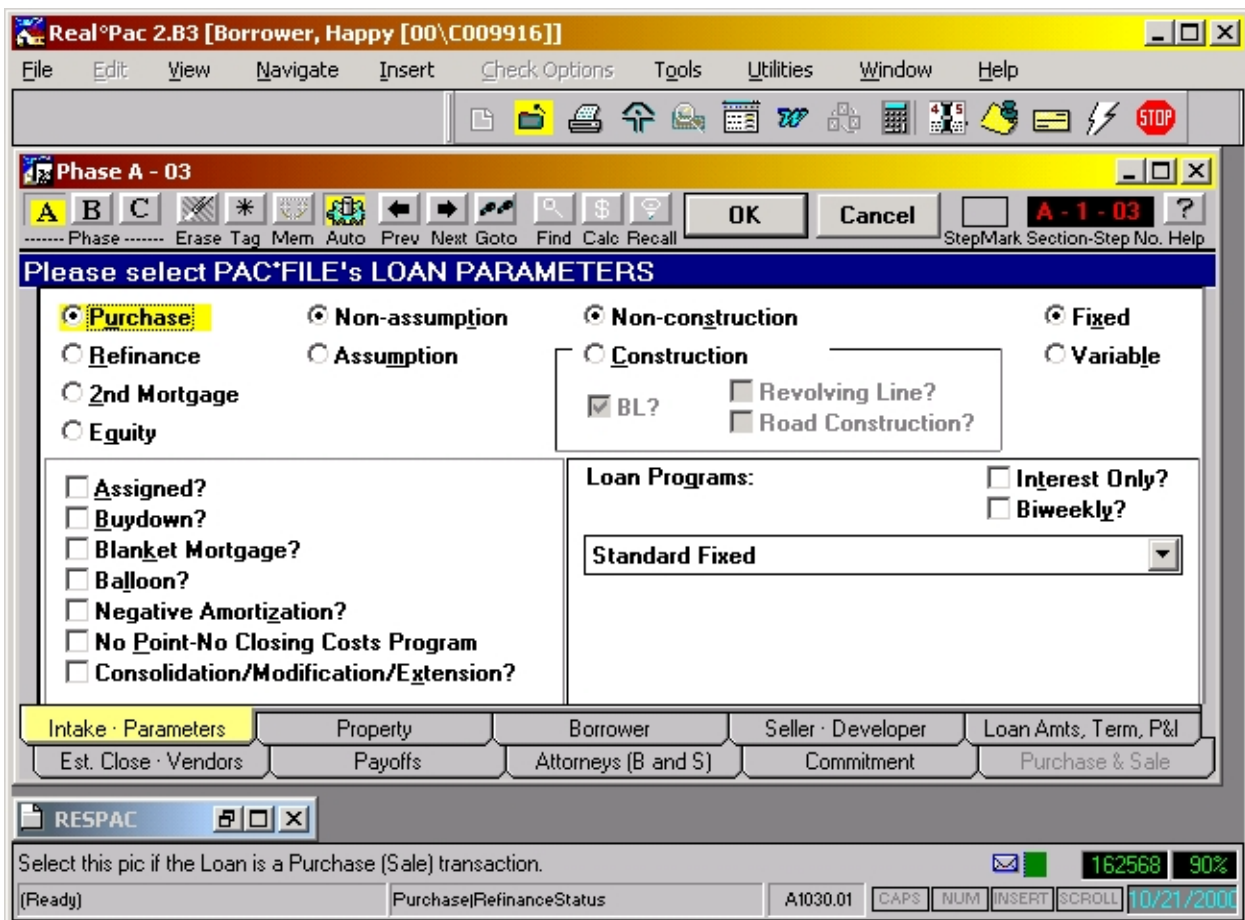
- ⇒ *Easy to use and to administer*
- ⇒ *A typist or word processing operator feels "right at home"; not requiring the use of a mouse*
- ⇒ *The Windows environment is employed to act as an 'assist', and not a hindrance, for the high-volume, dependable 'production mode' so crucial to the successful use of such a software system*
- ⇒ *The system supports the leading popular word processors on the market today, including both DOS- and Windows-based systems such as WordPerfect™ and Microsoft Word™. Most importantly, its design obsoletes the 'obsolescence syndrome' when "Office-only" solutions are upgraded by the Office vendor, meaning, a new word processor version potentially 'breaks' or makes problematic the look or production of your closing documents. Real°Pac does not have this problem. It uses Rich Text Format (RTF) for master and output document storage. Even HTML conversion is possible, with complete universality between various editors, readers and browsers.*
- ⇒ *Subtle but important 'improvements' are introduced into the Windows™ environment, namely, a better way to provide important feedback to the user, data tagging, automatic saving of your data as you type it, plus session undo so that all changes are undone, if you so prefer.*
- ⇒ *'Fool-proof' design is a part of the entire system, so that for example, a user does not have to 'remember' to save his or her data prior to shutting down the application (touched upon briefly above); under normal situations, network shutdown or power failure will not result in your system losing data - only in very severe rare situations when the operating system itself might be severely impacted by a significant power surge could you ever have the "index" to your file damaged, at worst. There is even a Utility you can run to repair or "re-index" your damaged index file. So, even in the WORST possible nightmarish scene with your hardware, your closing file information is safe.*

- ⇒ The user, again to minimize errors and reduce stress, confirms critical decisions - including keystrokes causing the software to act -
- ⇒ The process of entering closing data, which is usually not complete during one session, is 'modular' and based on a decision tree, which streamlines data entry.
- ⇒ Allows the user to 'mark' where he or she leaves off, and then allows him or her easy 'reentry' at a later time
- ⇒ Entering information is quick and painless, allowing generation of documents and financials in a matter of minutes, with easy revisions, and the dynamic updating of all financials on the screen and at the printer

Ease of Use

This fundamental requirement is met by a sleek and intuitive design, which features an input window with clearly labeled input fields, designed to maximize productivity. The workflow of a real estate closing is organized into its three distinct "phases", *Pre-Closing (Phase A)*, *Closing (Phase B)*, and *Post-Closing (Phase C)*. Each phase is further broken down into "sections". Each input 'screen' is called a *Step*. Steps are numbered, and are accessed by invoking a *GoTo* function. *Stepmarks* may be placed at any point so that the operator can return to a previously marked step once a new step's information is entered. The user, however, does *not* have to remember step numbers, as a *Step List*, a *HUD Section List*, and even a *GoTo HUD Line Number* feature are all available with a few keystrokes.

A user who is partial to the exclusive use of his or her keyboard does *not* have to use a mouse to perform any system function, or pay for his preference by performing cumbersome commands. On the other hand, a mouse affords the user certain added conveniences, in keeping with the Windows environment.



Easy Document Management

All document “masters” or prototypes are stored as *either* regular MS Word™ or WordPerfect™ documents, in either a DOS or a Windows version. For DOS WordPerfect users, Real°Pac Office automatically upgrades the documents it prints by providing Windows’ TrueType™ font capabilities, even though the originals are DOS-based documents! This translates into impressive documents without any extra software required, other than Windows, Windows’ TrueType fonts, and Real°Pac! Real°Pac’s masters are stored as *Rich Text Format* (RTF) files, the current standard for inter-platform document exchange.

Once the software produces a document for your closing by copying the appropriate ‘master’ boilerplate, you have the option to *view the document on your screen* prior to it being printed! In this manner, you can *customize* the document just created for your file. Real°Pac invokes the editor for you automatically and shuts it down when you are finished. All this means that you do *not* have to edit or customize beforehand the *original boilerplate*! This is true even of the HUD-1 (RESPA)!

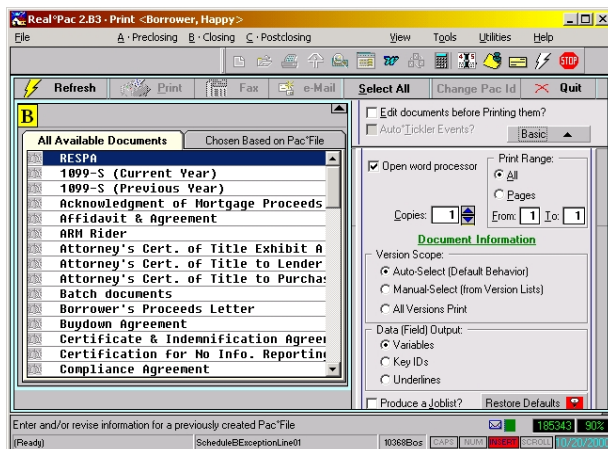
The system comes with a feature called *SmartDocs™*, an intelligence which tells it when and under what ‘conditions’ a particular document *version* should print. This means that for example, if you have set up 5 types (or *versions*) of Notes or Preclosing Letters to the Borrower, Real°Pac will automatically select the correct version of the Note or Letter. You do *not* need to manually pick this version from your print menu! This feature is unlimited; you can have different versions of forms for different counties, lenders, types of policy coverage, and so on.

You or your system administrator easily control which documents are printed, how they print, and when they print. A special utility controls our *DocSets*, discrete ‘sets’ or ‘groups’ of documents which may be set up for one or more lenders, etc. Depending on the *edition* you license, you may have a total of up to 100 of these sets, with one specifically designated for miscellaneous lenders and cash transactions. In turn, each one of these sets may have up to 2000 documents *per Phase*, and each document may have up to 100 versions!

System selection or screening of documents at print time is not only controlled by rigid criteria such as the typical *purchase versus refinance, condo versus non-condo*, etc. In addition, you can have *field filters*, where you tell the system to print or not print a particular document version depending on the value of a particular field, for example.

A Better Windows Application

We have found that one of the most annoying aspect of a Windows application can be the difficulty the user has in knowing exactly *where* he or she is on the screen at the time. For example, option (or “radio”) buttons in the typical Windows application are ‘high lighted’ by a thin dotted line which, depending on the lighting and glare at the office, the monitor’s crispness (or lack of same), and/or the user’s eyes, can be very difficult to detect! Real°Pac on the other hand automatically *highlights the entire option button* in whatever color you wish, so that it easily stands out! The same is true for all checkboxes, input or text boxes and lists!



Real°Pac is fast *and* easily customizable. The top, leading-edge Windows packages of today and tomorrow allow you *true and complete control* over *every* aspect of the system's performance, in areas that matter most to you, and *without incurring large customization costs*.

Uni Comp, Inc. pioneered the concept of providing the user with a *scripting language* in order to control *how* the system calculates figures, *what* and *when* it recalls into different fields (much like macros), and *if* a particular screen, or input fields within a screen, *should* or *should not* be displayed.

In addition, the system stores an *Index* of your files in a database format which may be either dBase-IV™, FoxPro™ or Clipper™ compatible. You may determine the fields you want to index, and *how* they are displayed to meet *your* needs! Compatibility with these packages means that Real°Pac is compatible with software that can export and/or import data in these popular formats, including report generators and the actual compilers themselves. Finally, Real°Pac does *not* use nor require any of these product's compilers to be on any of your machines!

Your Data is *Safe, Compliant and Accessible*

Did you ever catch yourself (or an associate) making a mistake that you paid for dearly? A file that did not get saved when it should have, or did not get backed up, or got deleted by mistake? Well, perfection can be a little more attainable when potential goofs are caught in time by your software!

Getting out of a file without saving it? No problem! Real°Pac *automatically saves* the information you enter once you press the ENTER button to proceed to the next 'step'. Only when you 'tell it' you want to QUIT does it politely *ask you* if you really want to quit. If you go out of your way to select the CANCEL option you are asked if you REALLY want to UNDO all changes made during your last input session. How much more fail-safe than *that* can you get?

Your data is very safe and will in almost all cases survive power outages, network crashes, and other atrocities. A very sophisticated and fast 'data engine' ensures this. The worst that will happen is that only the screen or step you were *currently* on at the time of the 'crash' *may* be lost.

Know Your Figures At All Times

As soon as you start entering the first piece of financial data - the purchase price and/or mortgage amount - Real°Pac's *RESPAC™* comes to life! The core of pages 1 and 2 of the HUD-1 are graphically displayed on the screen, each accessible through the familiar "index tab" metaphor. At any time you can view the *bottom lines*, print a *snapshot* of the screen, or send the HUD-1 to print! You can even choose to edit certain Line amounts directly on the RESPAC grid, and let it update the appropriate Step.

| DESCRIPTION | Borrower \$ | pod | DESCRIPTION | Seller \$ | pod |
|------------------------------------|-------------|------|-------------------------------|------------|-----|
| 101. Contract sale price | 1190000.00 | 401. | Contract sale price | 1190000.00 | |
| 102. Personal property | 0.00 | 402. | Personal property | 0.00 | |
| 103. Settlement charges | 5992.50 | 403. | | 0.00 | |
| 104. | 0.00 | 404. | | 0.00 | |
| 105. | 0.00 | 405. | | 0.00 | |
| 106. From 05/01/2000 to 06/30/2000 | 2021.79 | 406. | From 05/01/2000 to 06/30/2000 | 2021.79 | |
| 107. | 0.00 | 407. | | 0.00 | |
| 108. | 0.00 | 408. | | 0.00 | |
| 109. | 0.00 | 409. | Fuel Adjustment - P.O.C. | 0.00 | |
| 110. | 0.00 | 410. | | 0.00 | |
| 303. CASH FROM BORROWER | 192784.29 | 603. | CASH TO SELLER | 467946.99 | |

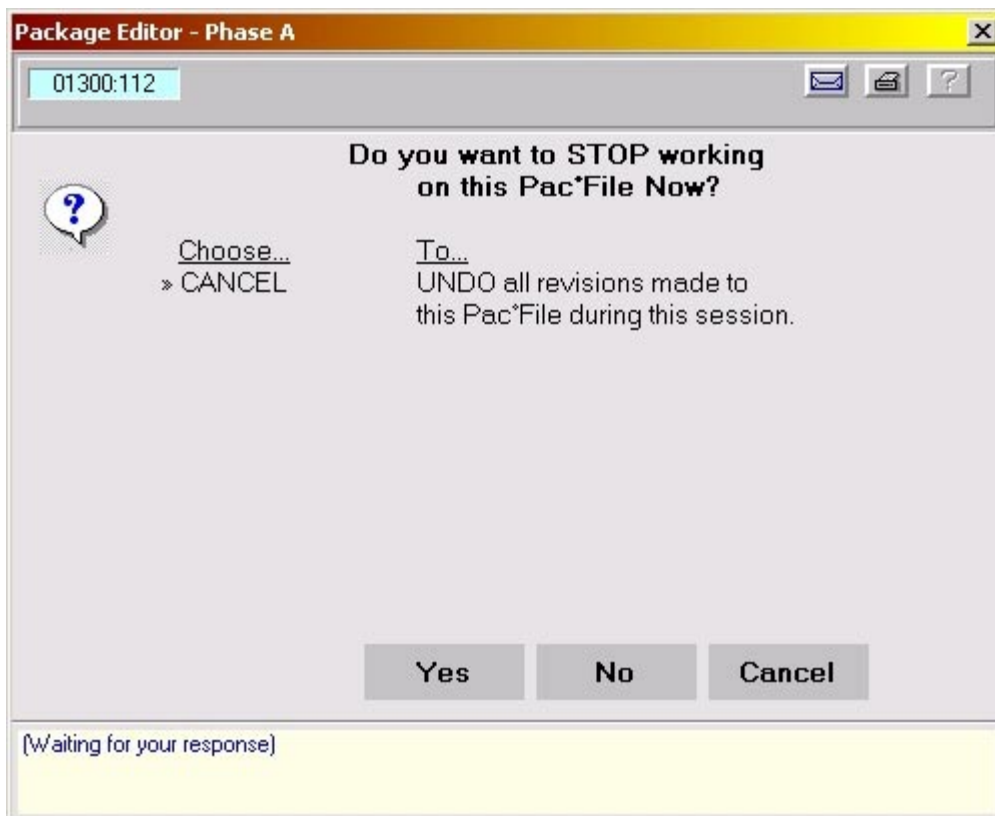
The *Check°Writer* module works in much the same way. As you enter financial information, the system automatically starts ‘filling in the blanks’. You can later on complete the process and use what the system produces either to generate all of the checks needed, and/or a *Reconciliation Statement* showing receipts and disbursements.

You may also launch the *Calculator* applet that comes with Windows from within Real°Pac - and as you need it again, let Real°Pac “fetch” it from your Windows desktop (without having to fuss with the mouse looking for it), and ‘cut and paste’ information back and forth between any Real°Pac Step or input process and the Calculator.

Friendly, Friendly, Friendly

You don’t want to always be fighting with your software. And you don’t want it to freeze or hang up on you on the last day of the month. The carefully engineered components inside Real°Pac work in concert with your Windows platform. They are 100% Microsoft compatible, *without* tying you down one particular version of Microsoft Office.

The software’s friendliness however does not matter, if the *company* providing the support for the software is also not friendly. This is where Uni Comp prides itself – in architecting and implementing a software architecture that makes it *affordable* to take care of customers – without having to either charge them high customization fees, or have them wait months and months for a much needed change, or new feature.



User friendliness is found in not only the way the software “talks” to you, but also in the manner it assists in: 1) telling you exactly “where you are” (what you are doing); 2) allowing you to print or e-mail a dialog (such as the one shown above) to Uni Comp’s Tech Support department; and 3) giving you always logical, clear choices as to how to proceed.

Technical Requirements

Minimum

- *For Windows 3.x:* A 486-DX2 or higher personal computer running at 133MHz, with at least 32MB of RAM and 40MB of free hard disk space available (Note: Real°Pac version **1.AC9** is the highest supported release available under this 16-bit environment).
- *For Windows 95, 98, Me or NT 4/5 (2000):* A Pentium or equivalent computer running at 200MHz, with at least 64MB of RAM and 40MB of free hard disk space available

Recommended

- *For Windows 95, 98, Me or NT 4/5 (2000):* A Pentium or higher personal computer running at 330MHz or greater, with at least 128MB of RAM and 40MB of free hard disk space available

Software

- DOS 5.0 or higher installed (for Windows/Windows for Workgroups 3.1 or 3.11 when running Real°Pac version **1.AC9 only**); *OR* Windows NT 3.51 or higher; *OR* Windows 95 (with Service Pack 1 installed, or greater); Hewlett Packard TrueType FontPac or equivalent fonts (Arial Narrow and CG Times for FNMA Instruments – bundled with latest HP printers and their *FontSmart* software package)
- Microsoft Word for Windows 2.0c, 6.0, 7.0a (95), 8.0a (97) or 9.0 (2000) (if you are not using this product, we can bundle it in with Real°Pac!) *OR* any RTF (Rich Text Format) reader/word processor (WordPro, Corel WordPerfect for Windows versions 6.0a, 7.0, 8.0 or 9.0)

System

- The Real°Pac core software takes up approximately 7.5 MB of hard disk space on your computer, when acting as the *server*. One machine can be both *server* and *client*... or, you can have *one* machine be a server, and each other workstation or computer be a *client*. One lender configuration with approximately 25 documents takes up 0.8 MB. Each Real°Pac transaction file takes up approximately 0.09 MB (a file with *little* information takes up much less – the files *grow* dynamically as you add information to them)

In Conclusion...

We have outlined in this Overview only *some* of the most pertinent facts about Real°Pac Office. There are many, many more features and benefits, all of which are here not to impress you with wizardry, but with *results!* You can rest assured that as your practice evolves, as documents and laws change, as your workload increases, and as technology matures, you will be *prepared!* And, perhaps most importantly, if you want to learn how to make all the necessary changes to the system yourself, you will be able to control your future computing budget!

Real°Pac represents a perfect marriage between DOS and Windows philosophies and practices of computing, a system with all of the necessary “hooks” to today’s popular word processors and database packages *and* also tomorrow’s technologies, including remote access and on-line document updating (imagine downloading the newest version of any document, at your convenience!)

We invite you to try this wonderful software package, ***at no risk!***

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