







## Welcome!

Welcome to **Intuitive Technologies®  Digital Data Management Suite™**.

The following pages introduce you to our company and our software product line, the **Intuitive Technologies®  Digital Data Management Suite™**. This software has evolved from nearly twenty years experience working with document management and digital data management packages and developing custom applications to meet the needs of customers around the globe. 's **Data Centric™** design and ** Smart Filing System™** are just two of the unique and powerful features that make managing your digital data content simple and intuitive.

 is your tool to organize, manage, permanently archive, and retrieve virtually all forms of digital data files for every business situation around the world. We invite you to read on and learn more about .

### Table of Contents

<b>Intuitive Technologies, Inc.</b>	<b>1</b>
<b>Our Philosophy</b>	<b>2</b>
<b>The  Design</b>	<b>3-6</b>
<b>Contact Information</b>	<b>7</b>
<b>Product Overview</b>	<b>8-12</b>

# INTRODUCTION

---


## Intuitive Technologies, Inc.


### Our Vision

**“We are in business to provide our customers with intuitive solutions to complex business needs; our success will always be measured by our customers’ satisfaction.”**

*Al Cutter*, Founder and CEO, Intuitive Technologies, Inc.


The company was established in 1968 and incorporated as Intuitive technologies in 2006. We are a solution provider that specializes in software and systems for the **Digital Data Management™**, Imaging Technologies, and Enterprise Content Management markets. Mr. Cutter has developed and implemented solutions globally, across a wide array of business types and sizes. This experience, combined with the customer relationships established over the years, have become the foundation for our intuitive software applications and innovative design.



In 1997, the Mr. Cutter developed and introduced **Digital Data Management™** software designed for the Chemical Specialty Manufacturing Association (CSMA) and numerous manufacturing sites in Asia. This software became the starting point for the **Intuitive Technologies®**  **Digital Data Management Suite™**.

Development of the  software has been the primary focus of Mr. Cutter since 1997. The goal was to develop a product line to organize, manage, and archive virtually all forms of digital data for every business situation around the world. We believe that we have achieved this goal ... *we invite you to be the judge.*

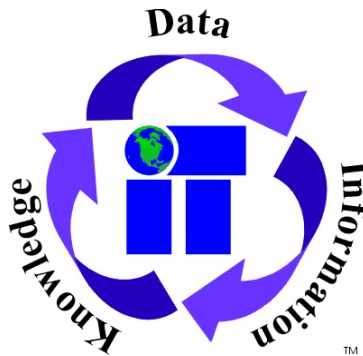
---

## Our Philosophy

The **Intuitive Technologies®**  **Digital Data Management Suite™** was conceived due to the absence of a comprehensive solution to meet the needs of Al Cutter's customers and the markets he served. Simply stated, what Mr. Cutter's customers wanted was not commercially available, so he built it.

The  software was developed from a philosophy that companies best able to manage the conversion of data into information, and then into knowledge would move ahead of competition. Unfortunately, most companies are losing ground to the overwhelming amount of data and information they are confronted with. Technology is usually a complicating factor and not the solution it needs to be. Now there is .

Our philosophy is:



*When **Data** is Organized you Create  
**Information***


*When **Information** is Shared you Inspire  
**Knowledge***

*When **Knowledge** is Used you Create  
**Data***

History has proven that sharing knowledge creates a never-ending stream of further knowledge. **This is how value is achieved.**

---


# The Design


The **Intuitive Technologies**  **Digital Data Management Suite**<sup>™</sup> organizes, manages, archives, and retrieves virtually all forms of digital data by simply attaching the data files to database records. It tames the overabundance of information that confronts businesses and professionals everyday.


 *Innovative Solutions for Working Smarter*<sup>™</sup>



The design is based on years of first-hand experience delivering data management solutions. The design meets the need of every business environment where data is organized, information is shared, and knowledge is used. From single-person offices to mid-size businesses, individual departments to entire enterprises.

 is comprehensive. The solution is applicable to all markets, business sizes, and user needs.


 is modular. Businesses can start with a single module or a solution package that meets your immediate needs and budgets. Additional modules can be added at any time as your needs grow.


 is simple to use. The Patent Pending design automates the installation, set-up, and on-going database and file management operations that typically represent hidden costs and unnecessary frustration. Sites can be up and running in minutes with minimal training. The **Data Centric**<sup>™</sup> method for managing the database records and attached digital data files allows you to organize and access your digital information in the same manner as you do with your file drawers and cabinets.

 delivers value. The modules, individually and as a solution package, offer a wealth of functionality. Beneath the scanning, archiving, retrieving and other core functions is the even more powerful **Digital Data Management**<sup>™</sup> concept. When individuals and organizations are able to manage data and information, the ensuing knowledge is invaluable. You will make more informed decisions faster, leading to greater business success.

 ensures integrity of the data you entrust to it.  provides secure access to digital data files and ensures the original contents are never altered.

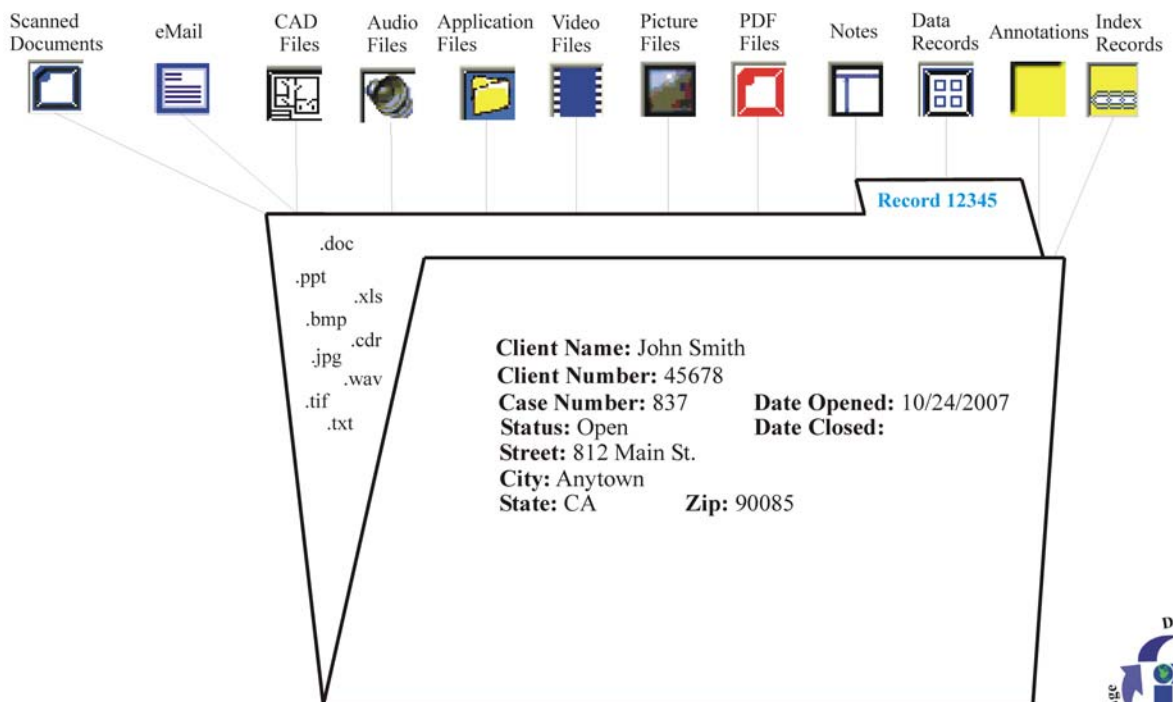
## What is Digital Data Management™?

**Digital Data Management™** is the organization, management, archiving, and retrieving of all forms of digital data – regardless of their file type. **Digital Data Management™** means that  meets your needs today, *and* tomorrow.

In short, the user does not need to worry about whether the file type is .doc, .jpg, .pic, .xls or whatever.  will manage it for you, *automatically!*

## Digital Data Management™

Organizing, managing, archiving and retrieving all your digital data.



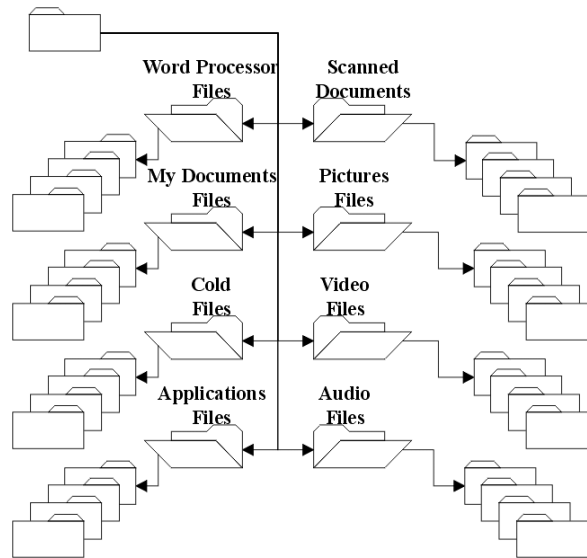
*Easily Archive and Retrieve all your digital data in one application.*



The **Data Centric™** method for managing the database records and attached digital data files allows you to organize and retrieve your information in the same manner as you set up your file drawers and cabinets. You decide whether you want to organize your files by client, patient, project or whatever structure best fits your business. From a technical perspective, it means there is one database record per client, patient, etc. This speeds up the storage and retrieval process because you are only searching these database records, not the entire universe of files. Once the record is found, any of its attachments can be retrieved.

**Data Centric™**, *automatic Digital Data Management™* makes  unique. Most software uses a file centric design.

## *What is File Centric?*



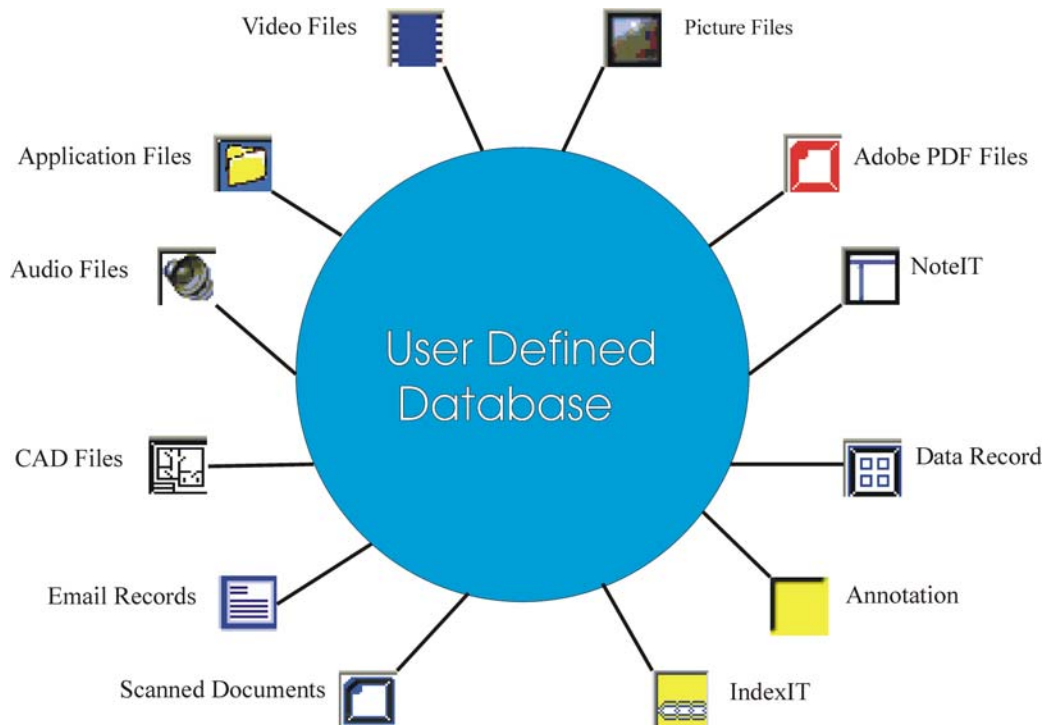
*What did I name that file?*

*Where did I store that file?*




With a file centric design, one database record exists for each file.

- As the number of files increase the database gets larger and retrieval becomes slower.
- The user must search the entire database to locate needed information.
- The search returns all records for key searched, producing large hit lists.
- The user, and/or IT staff, is required to organize and maintain files at the directory and sub-directory levels.
- The files and directories can be unintentionally changed or deleted by the user.

## What is Data Centric™?



User defined index fields allow *you* to create database records for each client, project, patient or whatever designation *you* want. You can organize the digital data files as you do your file drawers and cabinets.

- Only the client database is searched.
- Once the record is found, all documents/files for that client can be accessed.
-  automatically sets up and maintains the file structure, reducing installation and support costs.
-  automatically names and stores the files, transparent to the end-user.
- NO longer do you need to create file-naming conventions, save files by application type or worry about which directory you need to search for a specific file.  does it all for you.

 ***Your index.***

***Your information.***

***Stored in your office.***

***Simply and easily accessible.***

---

## Contact Information

### *Product Information*

For information on our products visit our website, [www.looking-for-it.com](http://www.looking-for-it.com) or contact us directly at [info@itddms.com](mailto:info@itddms.com) or call us.

### *Sales Assistance*

The Intuitive Technologies sells its products through a network of fully trained and certified Alliance Partners. Visit our website, [www.look-for-it.com](http://www.look-for-it.com), for a complete list of Alliance Partners or contact us at [info@itddms.com](mailto:info@itddms.com) , or

Intuitive Technologies, Inc.  
P.O. Box 5213  
Clinton, NJ 08809 U.S.A.  
Phone 908 413 5904  
Fax 908 638 0167

# PRODUCT OVERVIEW

---

## Intuitive Technologies® Digital Data Management Suite™

Welcome to the **Intuitive Technologies®  Digital Data Management Suite™**, your tool to organize, manage, archive, and retrieve virtually all forms of digital data files for every business situation around the world.

## Intuitive Technologies® Digital Data Management Suite™



*ORGANIZE*



*MANAGE*


 **Smart Filing System**

*RETRIEVE*


*ARCHIVE*









The ** Smart Filing System™** is the heart of our **Digital Data Management Suite™** and sets us apart from all other archival software. It automatically creates a directory and file structure, archives files, and tells the  programs where the information is stored and how to retrieve it.


 is fully scalable. Whether you are using the single-station version or the network version,  manages the content of your office, department, or entire enterprise.

The  product line is modularly constructed to allow you to create the **Digital Data Management Suite™** that meets your needs today, *and* tomorrow, at a budget you control.

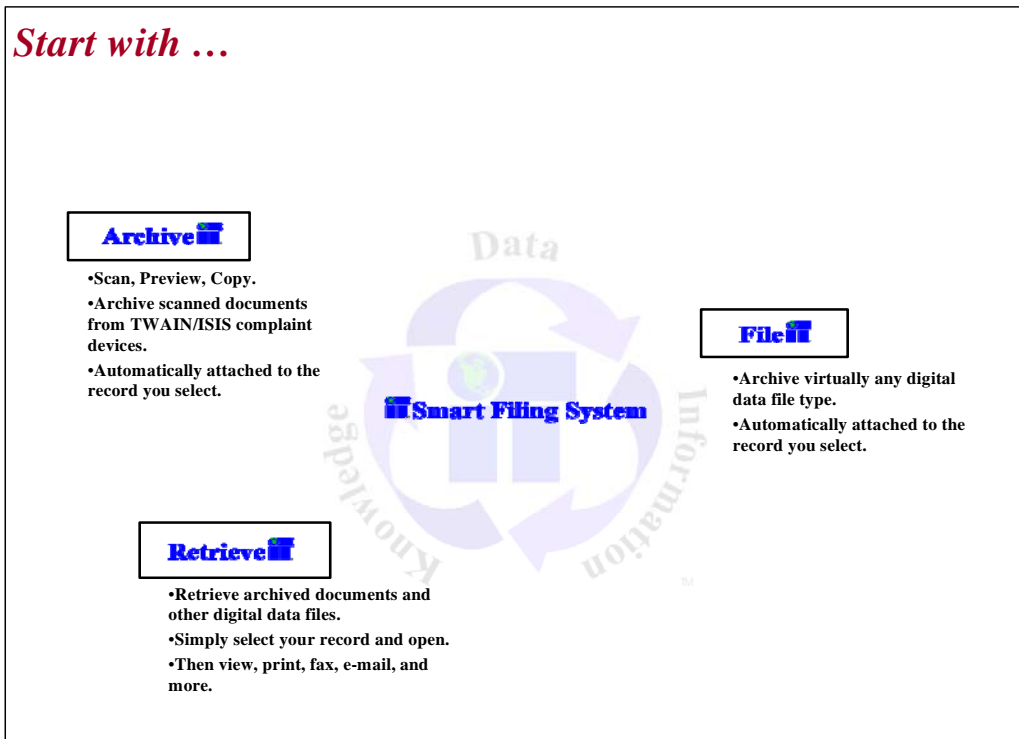
## *The Modules*

 is the only archival software that is **Data Centric™**, meaning that it automatically and permanently archives all forms of digital data by simply attaching the digital data files to database records. It is as simple as clicking on one of the following icons to select the file type you are archiving.

-  Digital Documents (Scanned document images)
-  Notes
-  Videos
-  Audios
-  Pictures
-  Application Files
-  Adobe PDF Files
-  Computer Assisted Design (CAD) Files
-  IndexIT Cross Index Database Records
-  No Attachment Record
-  Annotation
-  DocIT Convert scanned pages to an IT Document
-  eMail User  eMail Automatically Archive eMail \* (Coming soon)

With , you benefit from a **retrieval process like no other**. To retrieve data, simply select the client, project, patient, or whatever record designation you have set up and all the documents for that record are clearly presented.

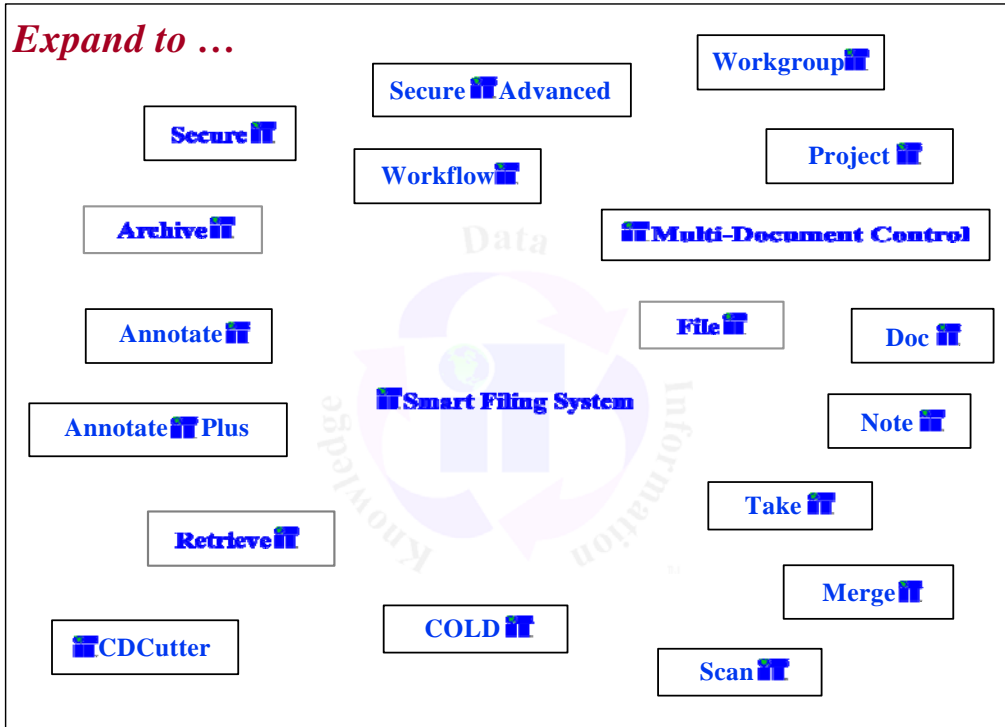
The **Archive**, **File**, and **Retrieve** modules are the typical starting point for most sites.



The **ii** solution is *easily* expanded to:

- attach and retrieve a virtually limitless number of digital data files of a specific file type per record with **iiMulti-Document Control™** .
  - provide sophisticated annotation features at the document, page or picture level with **Annotateii™** and **AnnotateiiPlus™** .
  - provide unlimited user-based security for single-seat and network versions with **Secureii™** and **SecureiiAdvanced™** .
  - permanently archive files to a non-rewriteable, non-erasable format and serialize the storage media with **iiCDCutter™** .
  - include word processing capability to append user notes, contact reports, etc. to files with **Noteii™** .
  - extend the number of image types you can work with to include PDF (portable document format), PS (post script), and EPS (encapsulated post script) files with **DisplayiiPlus™** .
  - assemble new documents from existing scanned documents with **Docii™** .
  - manage project or workgroup records and files across multiple users with **Projectii™** \* and **WorkGroupii™** .\*
  - select records to take into the field or transport to another site with **Takeii™**\*, return the original documents and any changes with **Merge™**.\*
  - handle high-volume production-scanning with any TWAIN/ISIS compliant scanning device running on-line or in a batch process in the background with **Scanii™** .\*
- 
- and more as new modules and programs are released.

\* Coming soon



## *Scanning*

The **Archive** and **Scan** modules work with TWAIN/ISIS compliant scanning device, including digital photocopiers and digital cameras. Archival of scanned documents/images can be done at the time of scanning or photocopying or at a scheduled time to avoid moving large files across a network during peak usage periods.

## *Printing*

To assist with large print jobs, the **Intuitive Technologies** **Digital Data Management Suite**™ supports cluster printing, thereby improving a site's printer utilization and throughput. (*coming soon*)

## *Network Environment*

The **Intuitive Technologies** **Digital Data Management Suite**™ supports a multi-user, network environment allowing individual users to specify storage and retrieval drives. Access to each module is setup by user. **SecureAdvanced**™ provides restricted access at a function level within a module.

## *Scalability/Flexibility*

The **Intuitive Technologies** **Digital Data Management Suite**™ is designed to meet the needs of small offices to large enterprises, across all market segments. It is truly operational “out-of-the-box”. It is not a toolkit requiring extensive configuration time and cost.

Some typical types of scalability and flexibility in solutions are -

- Client data screen changes including additional fields or titles, or other graphical user interface changes.

- Add-on modules providing scalability to enhance your system as your company and data management needs grow.


- Network configurations allowing access to a networked environment and provide flexibility in any industry and enterprise of any size.

- Multi-user installations allowing instant access to individual user configurations at any time.

- Enterprise-wide systems extending the **Digital Data Management**™ solution to all aspects of an entire organization, enterprise-wide, local, national or international.

For further information about enhancing the solution, contact your Alliance Partner or Intuitive Technologies.

## *Up & Coming*

The **Intuitive Technologies**  **Digital Data Management Suite**<sup>™</sup> represents an evolution of functionality reflecting client requirements, emerging technology and opportunities to deliver *Innovative Solutions for Working Smarter*<sup>™</sup>. In addition to the current modules and programs available, new releases are announced continuously.

The new modules and programs will be available through your Alliance Partner. Visit our website for “What’s New” to learn more about what is coming, tell us what you would like to see or add your name to our newsletter e-mail list.

**Intuitive Technologies**<sup>®</sup>

 *Innovative Solutions for Working Smarter*<sup>™</sup>