

Intuitive Technologies®

Digital Data Management Suite™

Questions and Answers Guide




What is the market for your software?

Our software has been designed to organize, manage, permanently archive, and retrieve virtually all forms of digital data for every business situation around the world. This includes legal, insurance, financial services, healthcare, engineering, real estate, graphic arts, manufacturing, and more.



These are the businesses impacted by the Digital Age. These are the businesses confronted with an ever increasing mass of digital data ... *the good news!* These are the businesses that have an opportunity to turn this data into a valuable asset or, be burdened with storage and support costs with little or no return.

Aren't there a lot of software packages that organize and manage digital data?

There are many software packages that will organize your data files for you. Typically, this involves setting up pointers or locators to create associations between a topic and a set of files. What happens if the file or directory is moved, re-named, or even deleted? You start again.

 both organizes *and* manages the digital data files. This means that a copy of the original file is archived with . Users cannot inadvertently remove or change the file or directory names or locations. You no longer need to worry about retrieving a file one week, one year, or even ten years from now. The  **Smart Filing System** automatically names, stores, and retrieves your files for you.

What do you mean by permanently archive?

 is a true archival system. A true archival system ensures the integrity and authenticity of the original document or file. The  **Smart Filing System** creates the filename, selects the directory, and saves each digital data file in a read-only format. Each and every user action is captured and available to the System Administrator.






What is Digital Data Management™?


Digital Data Management™ is the organization, management, archiving, and retrieving of virtually all forms of digital data for every business situation, regardless of their file type.



Virtually all types of digital data files are organized and managed, from scanned images and application files to digital audio, video and COLD files. This allows attorneys to access and review court records, case files, taped depositions, and more within the same client record. This

allows physicians to access and review patient records, digital x-rays, and more with a few simple clicks.


What makes the  software unique?

The  software is unique in many ways. First and foremost is that  is a comprehensive, **Digital Data Management™** solution.  handles more than just paper or scanned images,  organizes and manages virtually all types of digital data files. This means that  meets your data management needs today, and tomorrow.

The  **Smart Filing System** is also unique. It is at the heart of the **Digital Data Management Suite** and sets us apart from all other archival software. It *automatically* creates the directories and file naming conventions, archives your files, and tells the programs where the information is stored and how to retrieve it.

While technically elegant,  is also unique in its ease of use, from installation and set-up through use. The suite is provided on CD and installs to your computer within minutes.  has been designed for the small to mid-size profession office or business where there is no, or limited, IT resources available.

Is  a client server application?

Yes. We have found this to be the best structure for . Sites pull data in from numerous sources and have varying archiving needs. The client server structure provides the greatest flexibility for this.



What language is the program written in?

Visual Basic 6. The database is full ADO2.7 compliant.

The design is easily portable to other database platforms, such as Oracle.

We made the full conversion to VB 6 after our Beta testing. The new code is even faster and more extendable than our Beta release. One of our commitments is to keep the software at the latest version to ensure that the performance is always optimized with maximum flexibility.

What types of files does  organize and manage?

 organizes, manages, permanently, and retrieves virtually *all* types of digital data files. That is why we call  the **Digital Data Management Suite™**.

Our goal is to be able to manage ALL types. We are continuously adding conversion routines to handle additional data types as new formats emerge and/or customers have a need to work with a special file type.

How do you do this?

Our **File ii** module allows users to attach digital data files to the client, patient, or project record.

Once the user has selected the record they want to attach the file to, or created a new record, they simply select the icon for the file type (scanned image, word processing, picture, audio, video, application, etc.). The standard WINDOWS file retrieval screen opens. The user selects the retrieval drive, the directory, and then the file to be attached. The user adds whatever text description they want and then **ADD**. **ii** names and stores the file in the storage drive and directory you selected during the set-up routine.

This process works for scanned documents and images to digital audio and video to application files and more. It is the same process regardless of the file type.

Now that the file is in **ii**, how do I retrieve it?

The process is nearly the same as with archiving the file.

Select the record and the attachment type. Use the search facilities to find the record if you do not have the specific client name, project number or some other unique identifier. Select the file from the list of files of that specific attachment type attached to the record. Each file is referenced as the text description you entered and creation date. This information is searchable if you do not have the exact information at hand.

When the file is retrieved, it opens the original application software such as Word or Xcel, or opens our viewer or audio or video player if your application is no longer resident. This feature may be critical if you are retrieving older files such as word processing and your office has changed word processing software packages. Don't worry, **ii** can still retrieve the file for you. **File ii** even allows you to convert the retrieved file to another file type.

Intuitive Technologies want to make sure that whatever you store in our software, you can retrieve ... *today, tomorrow, forever.*



How fast is the retrieval process, I expect to be storing a lot of files?



This is another unique aspect of **ii**. Most systems search entire drives and directories. This gets to be time consuming and frustrating, especially when you are searching file names. **ii**'s **Data Centric™** design and patent pending **ii Smart Filing System** make the entire archival and retrieval process *simple, intuitive, and fast.*

With **ii**, you first select the client, patient, or project record. You may have a few hundred or thousand of these. All you need is one bit of information such as client name or patient number or project code and you have now found all the files associated with that record. And, only the files associated with that record. Select the attachment type (scanned document, picture, application file, etc.) and you now have only the files of that attachment type to select from. Each file is referenced as the text description you entered and creation date. This information is searchable if you do not have the exact information at hand.


Why jpeg.tiffs? Why not PDFs, they seem to be an emerging standard?

jpeg.tiff is a standard file format recognized around the world. It provides the greatest versatility in terms of organizing and managing scanned documents.

Adobe® PDFs are very popular and versatile, but are limited to image files.  is more than document or image management software,  is a **Digital Data Management Suite™** that has the power to manage all types of digital data.


And yes,  can store PDFs with the Display  Plus-PDF module.


What are the hardware/infrastructure requirements?


We have designed  to run on existing systems across most small to mid-size professional offices. We recommend –


- IBM Compatible Standard 500Mhz Pentium based PC (minimum is 486)
Windows 98, NT or 2000 (also Windows 95, Millennium to be released)
- 64 MB or higher RAM (minimum is 16)
CD-ROM Drive
- Removable Optical or DVD RAM Drives
Free space for program attachments (program requires 30MB)
- TWAIN Compliant scanner
Printer

Can I, how do I integrate  with my existing/planned systems?


 is a turnkey application. This makes it affordable to purchase and easy to maintain. As a true archiving system, any connections or links to other systems must be tightly controlled. A series of “bridges,” or integration modules, are planned with leading business software solutions.

Each site is different. We are selling  through qualified Alliance Partners. We recommend you working with one of them to determine your installation and set-up needs.


How much does  cost?

The base, single seat modules of ArchiveIT and RetrieveIT sell for \$4,995. Most offices can implement a comprehensive, multi-user network solution for about \$15,000 to \$20,000. Few competitors sell in this price range. No competitor offers the breadth of functionality, ease of set up, and ease of use that  does.

Who can I buy from?

Intuitive Technologies is selling  through a nationwide network of qualified Alliance Partners. These range from software distributors, systems integrators and consultants, OEMs, and other software providers.




What does a site need to do to implement ?

For a single seat application, the user needs to enter the company information, specify the storage and retrieval drives, and define the record fields (e.g. client name, client number, address, phone number, etc.). The databases are set-up automatically and programs installed in less than 10 minutes. That's !

For a network installation, user passwords, access, user and workstation specific storage and retrieval drives need to be considered. Other considerations include –

- Existing hardware/network configuration
Number of users
- Types of attachments to be managed
Volume of data/files to be stored
- Scanning requirements
Retrieval requirements

Your Alliance Partner is best equipped to walk a site through a network set-up and installation.

Remember,  has been designed to be simple and intuitive.  is modular and scalable. With , you can start with the basic modules, get experience and benefits from Day One. Add modules and seats in Month Two *or* Day Two. It only takes an e-mail or a phone call.

What should I look for in a scanner or digital photocopier?



It is best to select your scanning equipment based on your long term needs. You may need a highspeed scanner or copier to do backfile conversion, but your long term needs may require a lower speed less expensive scanner or more than one scanner. You can rent equipment for the backfile conversion or out source the conversion. Our Alliance Partners can assist you with this.

When considering a Digital Photocopier it is best to contact Our Alliance partner or Visit our Website for a list of the supported equipment.


My digital photocopier has a hard drive. Is this good?


Not for an SEC, Legal or Accounting office. Images remains on the hard drive until overwritten which can be cumbersome and an inefficient method of storing your valuable data. This is also especially risky with internet ready set-ups, as confidential files may not be secure.

Tell me more about video

The **Intuitive Technologies®**  **Digital Data Management Suite™** provides you with all the tools you will need to manage your video files. Your Video Equipment Manufacture will provide you with the software required to transfer the files to your computer, at which time you can start managing and reading them in . See manufacturer manuals, website or dealer you purchased the equipment from for details.

Tell me more about audio

Much like Video files, if your audio files are in analog format, you must first convert them to digital format so  can handle them.

Your Audio equipment manufacture may also provide you with the ability to digitally record audio files. With a digital phone system the recordings are on the phone systems server. These files can be accessed directly from the  systems

What are the typical file sizes when stored as group 4 Tif jpeg

This is determined by the page content; which ranges from 40k for plain text at 300dpi to 20+ mega bytes for color pictures, can even be larger then your system can store on your storage media. You will need to select the setting required by your needs.

Video

Video file size is based on time and resolution, which could make tem very large. AVI files require more space for the same time then do MPEG files. It is important to select the file format gives you the best resolution for your required use of the file.


Audio

Audio file size is based on time and resolution, which could make them very large. It is important to select the file format gives you the best resolution (sound quality) for your required use of the file.

Application files (factor * original size)

Application files come in all sizes this is determined by the application that created them.

What about languages?

The **Intuitive Technologies®**  **Digital Data Management Suite™** has been designed for the new world business model. All modules will display their screens in the language set in Windows.