

## An introduction to digiDOQ

**P**rospect Technologies' secure Web based Information Management solution – digiDOQ -- helps firms and organizations efficiently manage their most important documents, records, and data. And digiDOQ makes these documents easily accessible, securely and quickly from anywhere in the world, by anyone you choose -- 24-hours a day. In lieu of loading important information on one system or computer they can be stored in a 'cloud based' secure computing environment that can be accessed from anywhere via a Web browser. <sup>1</sup>

Because digiDOQ is completely Internet-based, there's no need to invest tens of thousands of dollars in additional hardware and software nor do you have to install 'special' software on users' computers to view and manage your documents.



This Web / Internet-based Information Management solution will handle both electronic and scanned documents. Via its unique proprietary (*patent pending*) system, you can upload paper documents via a scanner to the Web with the 'push-of-a-single-button'. There is no need for complex and labor intensive scanning, OCRing, and storing files in complicated in-house databases and servers. digiDOQ's industry-first one-button-upload allows paper documents to be searched, managed, stored, and shared just like your electronic documents. Please note that means that in digiDOQ all of the information – *electronic as well as paper that has been OCRed* – is searchable via a Google like search.



At a fraction of the cost of its competition, enterprises can enjoy the increased efficiency, accuracy, greater responsiveness, reduced costs, and enhanced communications that comes from a Web based Information Management system. digiDOQ is ideal for **any** paper / document intensive environments such as law firms, government offices, and financial institutions, that need to securely receive and share documents with customers, vendors, and employees.



## An example of its use

The New Brunswick New Jersey Public Schools

### **What was the business problem?**

The New Brunswick Pubic School system is one of the largest of the NJ school systems. It has over 14 schools and administrative offices as well as one of the newest state-of-the-art high schools in the country.

Their need was four-(4) fold:

- Create a central secure repository for all of a student's information;

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<sup>1</sup> Permissions can be set two-(2) ways: **a)** what information a person can see; and **b)** what they can do with that information.

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- Convert School Board notes and minutes from hard copy to electronic documents that can be simply OCRed and Scanned for later search and retrieval;
- Allow the principals of each school to transmit securely administrative reports that are required by HQ; and
- Create a central repository of information for the superintendent to view all this information.

### What was the solution?

The New Brunswick School districts implemented a secure form of digiDOQ as a solution to their needs.

This combination allowed the district to keep intact their existing business processes by streamlining the implementation while adopting their new system. This implementation allows users to save information into existing network drives which automatically uploads into digiDOQ, greatly reducing training and loading of their information into the system.

### What were the results?

The digiDOQ solution is not only helping reduce overall administrative costs and staffing for information but will also provide additional backup and networking throughout the district without extra expensive IT support.

### An unsolicited comment about digiDOQ

While digiDOQ is currently being used by the US Coast Guard / Dept. of Homeland Security, the New Jersey Public School system, Lawyers for Civil Justice, Art Services International, and many other information / paper intensive institutions, the following is an unsolicited comment from a firm that used digiDOQ in an e-discovery proceeding:

"We are extremely pleased to be working with Prospect Technologies, while applying their digiDOQ product to a litigation environment. Applying digiDOQ allows us to have access to important documentation – anywhere we can obtain internet access."

"Contrasted with the other products on the market, CHRONOS is finding digiDOQ to be simpler, faster, and more flexible than other document handling systems. The economic advantages of digiDOQ are an unexpected bonus. In our world, performance is foremost, and cost is usually secondary. It is truly serendipitous to get **both** at the same time, as digiDOQ is demonstrating and delivering in a real-world environment."

-- CHRONOS, Inc.  
*A litigation / e-discovery support group HQed in Philadelphia, PA*