

# InterPro Document Management

*Inter-Optimis LLC., an InterPro Company*

## Inter Optimis Service Bureau "COLD" Process

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- Data is received from and sent back to the customer in one of several ways:
  - On magnetic media (tape or disk – any variety)
  - Via FTP on request
  - Direct electronic transfer to a pre-established server
- **Inter Optimis** performs Quality Assurance to validate report counts and file sizes
- **Inter Optimis** processes the data, extracting indexes established by the customer to facilitate retrieval using the more commonly used indexes
- In addition, **Inter Optimis** indexes all words to facilitate searching by content (e.g. find all documents containing "green apples")
- Next the data may be consolidated with previously processed data producing a common database to simplify the search process
- Further Quality Assurance is performed to ensure data integrity and verify report and file sizes
- A full backup is made to be retained by **Inter Optimis** for safety and security
- Finally the processed results are returned to the customer to be deployed at the customers site or set up and hosted by **Inter Optimis** on either an Internet or Intranet server
- Inter Optimis provides you with a complete Search and Retrieval software application on the CD, which is simple to use yet sophisticated in its functionality.