DTI - STREAMLINED WORK PROCESSES

DIGITAL TECHNOLOGY, INC., (DTI), is a provider of electronic content management solutions. DTI develops offerings that address an end user's electronic content management needs at the department and enterprise levels. We are dedicated to providing content management solutions for any size business or organization. The idea is not to reinvent business, but rather to streamline current business processes and improve operating efficiencies.

DTI has several unique business models in our offerings that may benefit an organization. These include:

• **FACILITY MANAGEMENT**
• **DATA TRANSFORMATIONS**
• **SCANNING SERVICES**

See below for more detailed information on our business models.

FACILITY MANAGEMENT

DTI provides Facility Management to our clients who may have a need to outsource their In-House scanning, document management departments, and mail room operations.

DTI will provide the on-site staff who will manage all aspects of the outsourced department for our clients. DTI will perform the following functions for the outsourced department:

• **Open and sort mail**
• **Prep the Documents for Accurate Scanning**
• **Scan Documents**
• **Index the Documents to Appropriate Values**

DTI can also upload documents into DTI ACCESSPoint if our Client has a need for our content management system. We will perform searches and research missing index information that is necessary to perform accurate and efficient look-ups with regard to employee job functions.

DATA TRANSFORMATIONS

DTI's Data Transform Business Model enables our clients' to transmit electronic data to DTI via secure connections.

Once received the data is then processed through one or many of DTI's unique transform tools. The data is transformed into a universal format called Portable Document Format (PDF). This format is the most widely used format for sharing and viewing documents that are generated in different programs and systems.

During the transform process unique indexes (Key Values) are extracted from the data to be used during the search

process in DTI ACCESSPoint. After the transform and indexing process is completed the data is either stored on CDs, DVDs, or uploaded into the clients' DTI ACCESSPoint web site. The customer also has the option to have the "transformed" data transmitted back to them.

SCANNING SERVICES

DTI's Scanning Solutions make our clients more productive and profitable by managing their scanned documents in-house, on-site, or by managed facilities.

Customer Outsourced Scanning

DTI's Customer Outsourced Scanning Business Model enables our clients to use DTI to scan their documents.

DTI will make scheduled pickups of our clients documents. We will bring the documents back to our facility and prep, scan, store in-house, place on CD\DVD media, or upload into DTI ACCESSPoint.

Customer In-House Scanning

DTI's Customer In-House Scanning Business Model enables our clients to use their own scanners to prep, scan, and upload their documents into DTI ACCESSPoint via a secure connection.

Once uploaded the data can then be indexed by our client or by DTI and stored in DTI ACCESSPoint. All of this is done with very little up front cost to our clients and minimal to no interaction with our clients IT department.

Customer Drive-By Scanning

DTI's Drive-By-Scanning Business Model provides the equipment and personnel needed by our clients to manage all aspects of their scanning and document management operations.

This model is used by clients that have sensitive information that cannot leave their facility. DTI will provide the on-site staff who will manage all aspects of the department we are performing work for. We will open and sort mail, as well as prep, scan, index, and upload documents into our clients imaging system or into DTI ACCESSPoint. We will provide all the equipment necessary to perform the daily operations. We will also perform searches and research missing index information that is necessary to perform accurate and efficient look-ups with regard to clients employee job function.

Our business philosophy is simple. Understand what the client needs. Match deliverables to the client's expectation. Give the customer consistent, honest and reliable service at a fair and reasonable price that always fits into our customer's business model.

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DIGITAL TECHNOLOGY INC