IP·OSITY™
WE KNOW IP.

What does IPOSITY mean?

I P O SI TY [ey·p$\bar{e}$·ä·si·t$\bar{e}$]

n –

1.   the quality of intellectual property.

IP•OSITY - The quality of intellectual property ™

What is smart scanning? Is this new technology?

Smart scanning is commercial scanning layered with our domain expertise. Our smart scanning service extracts metadata and then we upload your digital information into your preferred IP Asset Management System so you can protect and prosecute your IP portfolio efficiently. Our business process and domain expertise enhances scanning technology that has been around for many years.

What is OCR?

Optical Character Recognition (OCR) extracts every word from your paper documents and stores it as data that can be searched. OCR is used to create searchable PDFs.

Scanning is easy, why not do it ourselves?

Scanning technology has improved significantly over the years. What IPOSITY offers to its clients is commercial scanning plus the IP domain expertise you need to extract meta data, upload into your preferred IP Asset Management System to protect and prosecute your IP portfolio. We offer standardized templates for upload and create customized templates when needed. No license fees required.

How does this leverage our preferred IP Asset Management System/EDM system's capabilities?

As domain experts in the field of smart scanning, our metadata extraction, uploading services allow your IP team to fully leverage your preferred IP Asset Management System /EDM platform and experience faster cycle times, improved productivity and greater control over quality and data integrity. Users get a 360^0 view of relevant elements that influence their IP portfolio. The IP team is then able to use automation such as auto docketing, bulk uploading and workflows to increase productivity. We take the paperwork out of IP document management.

How can smart scanning make my office function better?

IP Asset Management Systems are smart repository systems, which allow you to protect and take action on your IP assets. By adding a smart scanning service, you may potentially unlock latent revenue in paper documents stored in Banker's Boxes and cabinets. In addition, smart scanning converts paper into digital assets that multiple team members can take action on, anytime and from anywhere. Your IP Asset Management solution will potentially handle and protect twice the work with no additional staff.

What is a document index or "meta data" and how is it applied?

Indexes are unique labels or tags that help you find a document you need - also known as metadata. Meta data is extracted from a wide range of standardized and custom documents as well as electronic documents (i.e. emails and images). Searching by index allows you to quickly retrieve relevant document you need from among hundreds of other documents in your IP Asset Management System.

How does scanning provide security and disaster recovery?

When you transform your paper documents to digital assets, you are getting a layer of security unmatched by paper. Scanning helps manage your policies for compliance, record retention, and can help you prevent data loss.

What makes IPOSITY different from others?

We know IP. Our IP domain knowledge of documents and ability to upload directly to any IP Asset & Electronic Document Management systems differentiates us from commoditized scanning services. Whether your needs are simply ad hoc or perpetual, we can accommodate them on a short or long-term basis. We are engineers, attorneys, paralegals with 20 + years' experience in IP. Our key differentiation from commercial scanning is our IP domain knowledge and the ability to upload so clients can exploit the capabilities of their preferred IP Asset Management System /EDM systems to unlock the value inherent in documents.

What is a la carte service? What is subscription service?

Both services are designed for clients with legacy documents to scan and upload in to their preferred IP Asset Management System /EDM system. In our experience, smart scanning during data migration provides significant benefits throughout and post implementation. It makes your implementation more efficient, provides a complete a set of IP information, and your data is readily accessible by Go Live - we call it smart data migration.

A la carte service - For clients who need to scan and upload documents for M&A, ad hoc or office relocation projects with less than 50 boxes. Such services are also used during the data migration phase of implementing an IP Asset Management System/EMD system.

Subscription service - For clients who need to scan and upload legacy documents as well as correspondence from PTOs, office actions, notices, assignments, trademark certificates, IP agreements etc. on a regular basis. Clients must commit to at least six months of continuous service to be considered Subscription Service clients.

What additional services are available?

We offer an array of services that complement our smart scanning. [See Service elements](#)

How long will it take?

The period will vary with the size and scope of the project. However, we have the capacity to increase production allowing even the largest projects to be tackled with quality and speed.

Where will my documents be stored and/or processed?

IPOSITY does all scanning, processing, meta data extraction and indexing at the Fremont CA HQ.

How do I make my documents "scan ready"?

First, select either a Standard (10"x12"x15") or Legal (12"x15"x24") size banker box. You can purchase these via stores like Uline.com or your preferred shipping or office supply company. In most cases, the pages are all oriented the same way (i.e.: all tops up) and facing the same way (if single-sided). If pages are mixed in size or languages, an additional charge may apply due to extra processing requirements. A manifest will outline the contents of each banker box. The files should be separated and labeled in a logical way; how you would store and access them normally. We will assign a file name based on the label on the physical folder, unless some other naming convention has been previously agreed to.

Do you handle images such as Trademarks and convert them so they can be used in in our preferred IP Asset Management System /EDM system(s)?

Yes. We support PDF as both input and output. We can convert scanned documents to searchable PDF.

Can you collect and scan documents as they come in from postal mail?

Absolutely. IPOSITY can handle day-forward scanning for organizations. Clients use an IPOSITY post office box where documents are picked up for scanning every day.

Do you retain my physical documents?

IPOSITY will work with clients throughout the project. Once your documents are scanned, processed, QA performed by our team, uploaded for your review & QA, your documents can be returned upon your approval. Additional fees for storing boxes apply. Please See Additional Services section of the Service elements.

Will you need access to my IP Asset Management System/EDM system?

YES. Whether you are a hosted or non-hosted client, IPOSITY will need to permissions and security roles to access a staging area or the test environment to upload documents. Whether to allow IPOSITY access to a production environment is a customer choice.

What is the process to convert electronic documents?

Instead of shipping your paper documents, you will upload your electronic files via our secure FTP site. Once received, we process your electronic files the same way, OCR, index, name, QA, and then upload.

I don't want my documents to leave my office but I cannot scan them. What now?

The important part of the document is the information not the actual paper. Once we receive your boxes, we review the manifests for each banker box. If you need a document, we are able to retrieve and scan that document quickly and return to you via a secure FTP site. In most cases, ongoing office actions are handled well in advance prior to shipping boxes for conversion. Clients become comfortable and feel more in control of information once it is smart scanned. Paper, boxes, cabinets, and warehouses take up space, time and costs.

What happens if I need one of my documents while you are scanning it?

IPOSITY will allow you to request your document through a "Document Pull" process. A manifest, created by the client , will be sent with each banker box so if a client needs a particular document, we can access it, scan it and place it on a secure FTP site for your immediate access.

How much will it cost to convert paper documents?

After viewing documents and consulting with client, IPOSITY will develop a specific plan and pricing based on the scope. We charge only for the work we do. There are no additional software licenses, document management software or hidden fees. Pricing for paper documents is a function of the number and size of banker's boxes & your timetable and not by page count. This assures you a firm budget number. **Bankers Boxes come in two sizes:** Standard (10" x 12" x 15") or Legal (10" x 15" x 24"). Shipping and shredding (optional) are not included. See **Service Elements**

How much does it cost to convert electronic files?

After viewing electronic files and consulting with client, IPOSITY will develop a specific plan and provide pricing based on the plan developed. We charge only for the work we do. Pricing for electronic document processing is a function of the number & size of files in MB and complexity e.g. extracting emails and attachments from Outlook Personal Folders. We routinely set a monthly budget with customers to methodically work through even the biggest projects. See **Service Elements**

Do you have a business relationship with Anaqua?

Yes. We have a strategic partnership with Anaqua. Our services enhance the ANAQUA platform as well as your preferred IP Asset Management System/EDM solution.

What if my company already has a document management solution?

Our service works seamlessly with multiple platforms. We offer standard migration services to upload your documents or if needed, will create a customized solution for you.

What if I do not have an IP Asset Management /EDM System?

If you do not have a system, we will provide you with a limited time sandbox environment throughout the smart scanning and data migration process offered by our strategic partner Anaqua.