

Command!™

Features List

Command!™ is a patent pending Windows-based workflow, document retrieval, and time tracking system. Related files are stored as a "job." A "job" consists of various "activities" that result in the creation and modification of files. A "workflow" consists of a sequence of "activities." Limited feature client workstations and comprehensive enterprise solutions are available. Key features include:

- Operating System: Windows 95/98/ME/NT/2000/XP.
- Minimum System Requirements (client): Pentium II (or equivalent) 300 MHz CPU, 128 MB RAM, 200 MB free hard disk space; (server) Pentium III (or equivalent) 500 MHz, 256 MB RAM, 1.0 GB free hard disk space.
- Database: Distributed with desktop database engine. Open architecture, ODBC compliant database. Runs with various versions of Microsoft SQL Server 2000.
- Fields: Predefined fields, plus customizable extended fields for use with HL-7 and other transfer protocols.
- Setup: InstallShield setup kit, easy-to-use Wizards for initial configuration, integrated Help and tutorial system for new users.
- Password Protection: Access Center requires ID and password.
- Rights Restriction: Individual activities and certain Command!™ features can be restricted to prevent unauthorized use.
- Encryption: Automatic encryption when using Command!™ email or FTP messaging system.
- Audit Trail: Available through database, plus protection of files once completed to prevent tampering.
- Job Tracking: Advanced tracking system that monitors files, users, and operation history of job (such as when files are opened, closed, deleted, or modified).
- Time-Activity Data: Available for all activities in workflow. Can be used to generate invoices, time sheets, and time and billing reports.
- Configuration: Includes support for multiple users, locations, and administration levels. Administrator section includes Path Perfect™, a drag-and-drop GUI to create and modify workflows, Script Tool™, an automated generator of VBScript to control third party applications, and other administrative tools. Script Tool™ can be used by the novice user as a macro recorder to automatically generate programming code for macros, but also by the sophisticated programmer to write scripts in the editing window for complex automated activities. Using Path Perfect™, jobs can be managed through a preset order of operations. Activities and workflows can be customized for each user. Users can individually select their own preferred software for different activities.
- Query System: Permits users to locate jobs and files from the database using any number of preset queries or to create custom queries "on-the-fly."

- User Interface: Simple menu selection in main Command!™ window same for all users and administrator. Toolbar can be docked on upper or lower edges of screen or hidden to preserve screen space. Allows for multiple jobs to be opened and worked on at once.
- Default Settings: Routine settings for selected software for activity and demographic information (e.g., Job ID, Subject, Document, Author, User, Priority) available to speed data entry.
- Storage of Data Files: Into any folder accessible by user (network or local). Default paths can be specified to speed data entry.
- Job Identification: Jobs can be identified by Job ID (configured by user or administrator), Record Number (program determined), and GUID (unique number determined by PC and entry time)
- Import/Delete Files: Can import additional files not tracked through Command!™ into a specific job. Manual delete function of jobs and files available.
- Help: Integrated Help system with tutorials for new users.
- Use with CSUSA Speech Processing and Other CSUSA Applications: Includes integration with CustomMike™ (software and thumbswitch microphone), patent pending PlayBax™ (playback software and transcriptionist foot pedal), and patent pending MacroBLASTER™ (macro recorder for programmable keypad, bar code, or speech recognition).

There are five basic Command!™ versions:

- Workstation: limited client and administrative functions for use on a local or wide area network, includes Job Transfer server, and Archive Utility and Database Management administrator tools
- Standard: same as Workstation, except complete basic client and administrative functions
- Office: same as Standard, includes 3 Add-Ins—Data Transfer, FTP Client, and Quick Approval
- Professional: same as Office, includes 2 additional Add-Ins—Reports and Time and Billing (total 5 Add-Ins)
- Enterprise: same as Professional, includes Notification, Job Processor, and AutoSignature servers, and Template Builder administrative tool (5 Add-Ins, 4 servers, 3 administrator utilities)

Add-Ins include:

- Data Transfer: General tool for export/import of files to and from other applications, including, but not limited to, ACT!, Outlook Express, and other popular contact managers.
- FTP Client: Automatic email and FTP messaging is available with Command!™ with JobTransfer server. This add-in permits manual upload and download of files.
- Quick Approval: Batch job approval.

- Reports: Uses award-winning Crystal Reports to provide time-activity and other information on queued jobs, completed jobs, and works in progress. Reports can be visualized on web browser with purchase of additional software.
- Request: Enables off-site, remote user to select and “pull” job files and job information from central server.
- Time and Billing: Uses time-activity and other information in database to generate time sheets, invoices, and other billing information.
- Other: Notification Client (distributed with Notification Server), Command!™ Call Center Client (distributed with the Call Center), and SpeechSettings™ (distributed with SpeechServers™) all appear on the Add-Ins menu when used with Command!™

Administrator Tools:

- Archive Tool: Archives and/or deletes select jobs automatically.
- Database Management: For use with included database.
- Template Builder: Remote transfer of workflow templates and other job-related information.

Server functions (including related CSUSA advanced speech processing and call center applications):

- AutoSignature: Automated signature of files. Signature can be used for document validation.
- Job Transfer: Automated transfer of email and FTP Command!™ job and related files. Required for operation of email or FTP client software.
- Job Processor: Permits implementation of conditional workflows and other functions.
- Notification: Notifies system administrator of workflow status.
- Other: A number of servers use the Command!™ system for file management, including acWAVE™ (automatic audio conversion to and from various formats, including .wav, .mp3, .dps, .wma, and others), CSUSA Speech Processing Applications (includes batch transcription using Dragon NaturallySpeaking and IBM ViaVoice speech recognition engines, session file creation, and automated training of speech files), and Command!™ Call Center (telephone server for information, messages, and dictation linked to Command!™ workflows and database).

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We teach computers how to listen®

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