



## Secure and Mobile Contact Management

### Secure and Mobile Contact Information



Compact enough to fit on a **USB drive** and carry in your pocket. DocuArmorAssistant allows the user to encrypt and decrypt files by plugging in to any PC. It also runs on laptops, desktops, or any server.

For a very low cost carry your data with confidence and prevent unwanted eyes from stealing your secrets. [Learn more...](#)

### Highest Encryption and Performance

DocuArmorAssistant uses the highest encryption standard allowable in the United States. DocuArmorAssistant uses AES 256-bit encryption to protect your confidential information.

No need to unnecessarily encrypt entire disks or volumes of data.

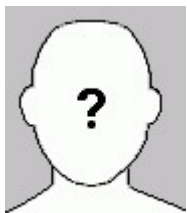
### Password Protection

The database of contact information records is electronically encrypted and the keys used in ciphering are password protected.

### Contact Record Maintenance

DocuArmorAssistant users can add, update, and delete contact records. A user record consists of general identification information but can optionally include a personal information record and a business or employee record. Individuals might want to have information available of local hospitals, schools, pharmacies, theaters, restaurants, stores, utilities, etc. [Learn more...](#)

### Adding Pictures



Associating a face or image with a contact information record is a snap. Just crop a jpg or gif to a wallet size photo and assign it to a contact. DocuArmorAssistant will copy and display the image along with the contact information. [Learn more...](#)

### Group Features

DocuArmorAssistant provides for the grouping of user contact records by name. If one has installed a mail client such as Microsoft Outlook, DocuArmorAssistant allows the e-mailing of defined and ad hoc groups. Mailing labels and phone lists can be created from defined groups.

### Timecard Tracking

DocuArmorAssistant provides a time tracking module which allows users to record weekly job activity. The information can be used to interface to human resource programs. [Learn more...](#)

### Prevention and Safeguards

- Unauthorized viewing of your encrypted contact information is prevented.
- Protect personal information to fulfill government regulations such as HIPAA.
- Strengthen your security against information thieves and pirates. Protection yourself from Identity Theft

### Strategic Advantage

Allows companies to assure clients that their private contact information remains confidential, thus providing a competitive edge for users.

### Competition and Pricing

DocuArmorAssistant is competitively priced for both the single user edition and the enterprise edition which includes database implementation.

There are few if any competitors for this product, no one offers this much rich function for an economical price. Most competitors offer difficult and expensive solutions; Hard drive encryption, annual subscriptions for encryption keys and maintenance.

### Editions

The Single User Edition is for individuals interested in securing and protecting their contact information. An Enterprise Edition is available which includes organization information sharing and database administration.

## Contact

Logical Answers Inc. also offers custom programming and support services to tailor products to your needs.

**DocuArmorAssistant is INCLUDED as part of the DocuArmor suite of secure applications which sells for only \$25.00.** For further information about this suite of products or for volume pricing please contact:



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# DocuArmorAssistant Overview



**DocuArmorAssistant** is a *secure* software application that provides management of an organization's or individual's contact records ranging from employees and business associates to friends and relatives. The contact record does not have to be a person but can include businesses and legal entities. Once they are collected, all information is stored on a central database (enterprise edition) or on a secure encrypted database (single user/enterprise standalone edition) to prevent any thieves from reading any records they might steal. DocuArmorAssistant will encrypt and decrypt the database dynamically in the single user edition or enterprise standalone mode.

In today's environment, information security is crucial for everyone. Security needs vary widely from protecting social security numbers to guarding intellectual property.

DocuArmorAssistant ...

1. Allows individuals to carry their contacts on a laptop or portable device such as a USB drive and is protected by an encrypted database.
2. Available in enterprise or single user editions. Enterprise edition permits an organization to collect records in a central database (database not provided by application) and share the contacts among its users. Enterprise users can export their records to a secure database that can be carried with them. Single user edition provides a secure database but is not designed for sharing.
3. Dynamically inserts, updates, deletes individual or company records.
4. Filtering capabilities to show records based on group membership such as employees or user-defined criteria.
5. Integrated with desktop e-mail application to send multiple recipients.
6. Provides import capability of records in comma separated values (CSV) format from Microsoft outlook or other address programs that output compatible records.
7. Dynamically generate/print mailing lists and phone directories based on group membership and whether individual holds a business or personal address record.
8. Time tracking feature to record work hours.

DocuArmorAssistant is architected to take advantage of the USB (Universal Serial Bus) Flash Drives that are perfect for mobile professionals. Compact enough to fit on a USB drive, carry it in your pocket and run the application directly by plugging it in to a PC. (Works with any drive sized with at least 128 mb). Using the application from a USB drive allows the user to protect their contact information on a laptop, personal computer, or networked drive with confidence knowing that nobody can read them without their password protected keys.

The designed portability of DocuArmorAssistant allows the user to run the application on *any* laptop or PC that has a USB port *without installing* the application on that PC. If anyone finds a lost or stolen USB drive with DocuArmorAssistant, the secured contact information remains undecipherable.

# DocuArmorAssistant Maintenance

DocuArmorAssistant users can add, update, and delete contact records. To use these features, select the menu option **Maintenance**, to access the user or company maintenance modules.



Figure 3.1. User Maintenance Menu Item

The Maintenance menu option provides for maintaining users or company records. If the **User** menu item is selected, the following panel appears.

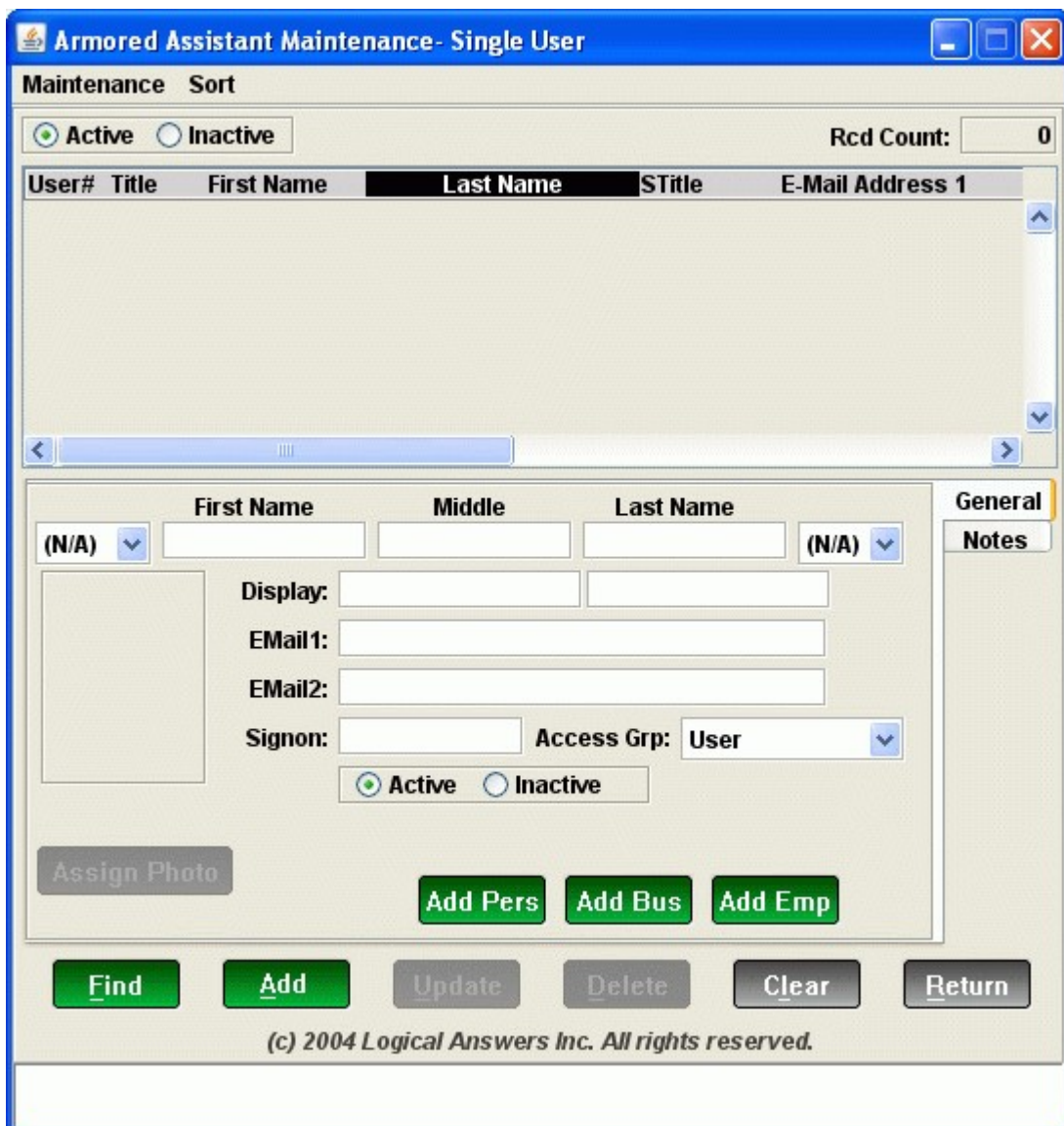


Figure 3.2. User Maintenance Window

If the **Company** menu item is selected, the following maintenance window will appear.

**Company Maintenance Utility- Single User**

Maintenance

Seq#	Name	Phone	800	Fax
------	------	-------	-----	-----

Seq No:  EIN:

Corp Name:

WEB Page:

Notes:

Assign Photo

**Main Address**

Addr1:

Addr2:

City:

State: (N/A)  Zip:

Country: UNITED STATES

Phone: ( ) -  800: ( ) -  Fax: ( ) -

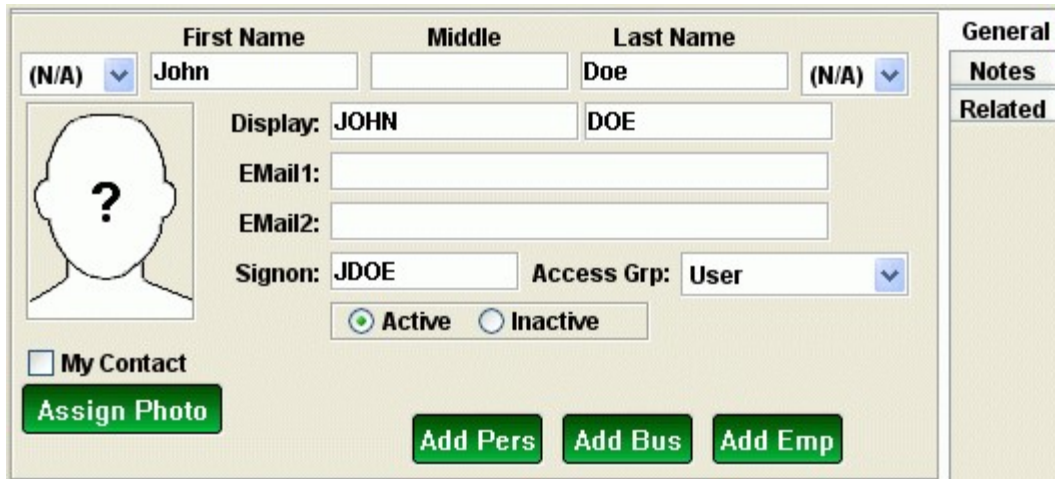
Add Update Delete Clear Return

Figure 3.3. Company Maintenance Window

# Adding a Photo to Contact Record

Photo images can be integrated with each *existing* contact record. Ideally, the image should be 90x110 pixels and in **gif** or **jpg** format. If the image is larger or smaller than the 90x110, it will be resized within the image frame but might appear distorted if the original ratio is not proportional to 90x110.

After a contact record is saved, the initial image is a blank head with a question mark in the center. The **Assign Photo** button is enabled allowing the selection of an existing image to be associated to the contact record.



The screenshot shows a contact record form with the following fields and controls:

- First Name:** John
- Middle:** (empty)
- Last Name:** Doe
- Display:** JOHN DOE
- E-Mail1:** (empty)
- E-Mail2:** (empty)
- Signon:** JDOE
- Access Grp:** User
- Active/Inactive:** Active (selected)
- Buttons:** Assign Photo (green), Add Pers, Add Bus, Add Emp (green)
- My Contact:** (checkbox, unchecked)
- General Tab:** Notes, Related

Figure 3.11. Assign Photo Button Enabled

After depressing the Assign Photo button, a browser window appears allowing you to choose the image file.

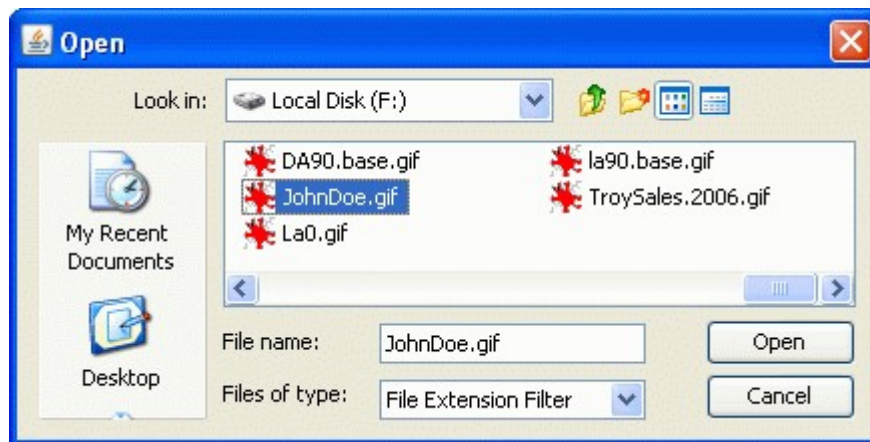


Figure 3.12. Assign Photo Button Enabled

After selecting an image file, it will be copied to the directory `\\la\images\photoIDs` and renamed to `<userNumber>.gif`.

**Important note!** In order to save the image assignment, you *must* hit the update button and save the contact record changes.

# Time Tracking

The time tracking module allows the user to record weekly job activity. The information can be used to interface to human resource programs. To access this module, select the **Time Tracking** menu item under the **Time Track** menu.



Figure 5.1. Time Tracking Menu Item

The time tracking window allows a user to enter each day's activity. Select the week ending date and the labels will change to the associated names of each day. Select the job activity and fill in the amount of time spent each day.

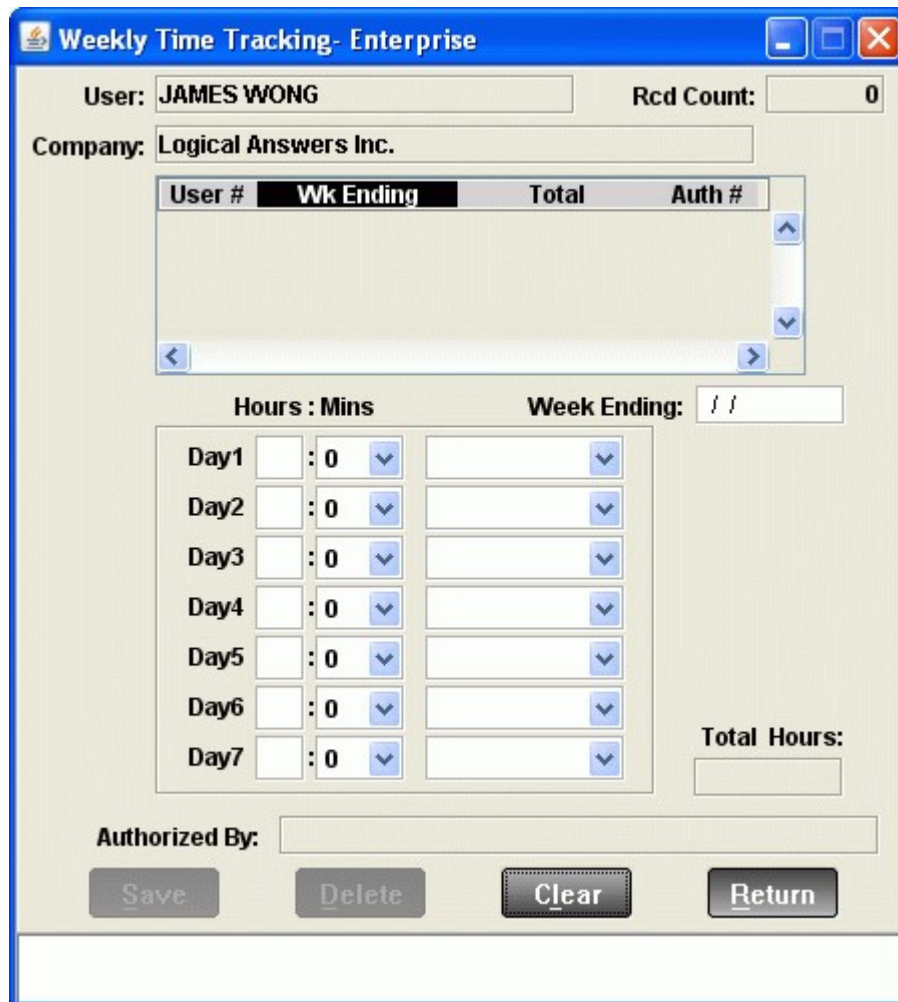


Figure 5.2. Time Tracking Window

Press the **S**ave button to save the time record and the **D**elete button to remove it from the database table.