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Arisland's Information Taxonomy

AINTscience



Quick start guide

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Chapter 1: Introduction

1.1 "Quick start guide, "User guide" and "Reference manual"

This is the Quick start guide, and it ain't the User guide or the Reference manual. It's fast, easy and very incomplete. It is basically a shortened excerpt from the first part of the User guide.

The User guide is written for general users, and describes most of AINTscience readably, and the Reference manual is complete, technical and dense.

1.2 Short description of AINTscience

What AINTscience is

AINTscience is a well defined set of concepts, rules and guidelines that are easy to learn and understand, and a set of mnemonics (memory aids) to help you remember and use the rules.

What AINTscience is for

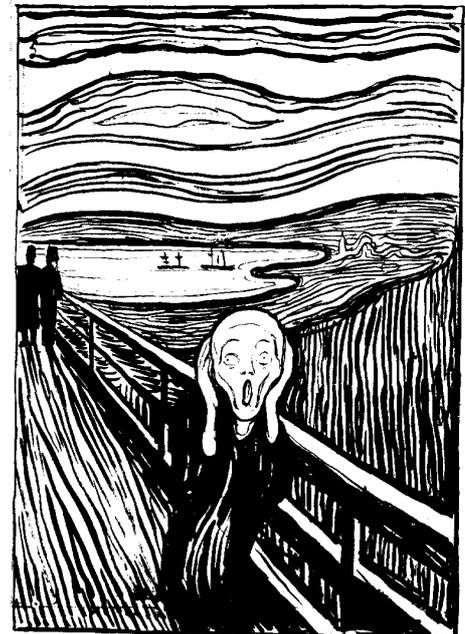
AINTscience is for organizing your business document files and file directories (catalogs) for all kinds of business documents on the company file server, on your laptop, and any place where a personal business or small company keeps files. It ain't for organizing photo files, libraries or specialized types of files for e.g. databases. It's business is business documents.

Why the business world needs AINTscience

It's hard to organize files systematically enough to find them again, and even more so if other people also need to find them. AINTscience helps people avoid "the Scream" feeling when placing files, creating directories and when looking for files.

Disclaimer:

AINTscience ain't a product, but a set of ideas. These ideas ain't guaranteed to do anything whatsoever. AINTscience will not necessarily help anyone gain anything by applying the concepts and ideas as described here, and anyone choosing to use these ideas for any purpose, do so at their own risk, and no one else can be held responsible for any consequences of the application of any concept, idea or anything related to AINTscience, to anything. May the Force be with you, as we say in geek-land.



Chapter 2: The sequence

2.1 Where to place and where to find?

Example 1

Where do you place a file named "Guns_R_Us_license_agreement.pdf"?

Customers/Guns_R_Us/Agreement/ or Signed_agreements/ or Legal/Agreements/Guns_R_Us/License/ or Legal/Agreements/License/Guns_R_Us/ ?

Example 2

Where is the latest version of the offer to Guns_R_Us?

Sales/Offers/Guns_R_Us/2009/ or Customers/Guns_R_Us/Offers/ ?

Even for such trivial examples, without rules and conventions, there is no way everybody will make the same choices, create the same directories, or even look in the same places.

2.2 The AINTscience anti-roadkill sequence: The NASTy WiDoWW

To save small businesses from becoming roadkill on the information highway, the nasty widow "Tina" comes to the rescue. "Tina" is a "Latrodectus mactans" - a venomous black widow spider with characteristic red hourglass markings.

"Tina" is here to help you remember the holy grail of AINTscience: **The sequence**.



1	Identity	Name	Who
2	Function	Action	Did
3	Form	Shape	What
4	Chronology	Time	When

The AINTscience sequence

In highway terms, the sequence is like a GPS. It tells the driver where to go at all times, and it is easy to learn. It's just four short steps, like 1) deciding who to visit, 2) turning on the GPS, 3) following the directions and 4) arriving on time.

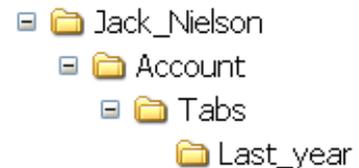
The sequence steps are used to determine where a file can be found, or should be placed, and the steps are:

- 1 Determine the Identity or **Name** of **Who** the file belongs to
- 2 Determine the Function or **Action** that **Did or does** something the file is for or about
- 3 Determine the **Shape** or **What** Form of document it is
- 4 Determine the Chronology or **Time When** the file originated or is about

Examples of using the sequence

Assume a bar or pub gives some regularly thirsty customers credit and writes their tabs to files. We are looking for such a customer tab from last year, or we have just created one, and are looking for where to put it. Step 1 is to determine which identity the file belongs to.

Obviously, if there is a top level directory labeled with the customer's name, e.g. Jack_Nielson/, that is a reasonable place to look. It is an identity, and it fits the description. Clicking on it, we open it and see the directories below.



The second step is what function or action is involved. Under Jack_Nielson/ is the directory Account/ representing the business function of keeping track of the customer's account. This fits, so we click a second time to open up Account/.

Step 3 is form or shape and in Account/ is a directory called Tabs/, and clicking again, for step 4 we find the directory Last_year/, which is where the file is if we are looking, or goes if we are placing an old one.

The file path is: Jack_Nielson/Account/Tabs/Last_year/, or in sequence colors:

Identity or Name or Who	Function or Action or Did	Form or Shape or What	Chron. or Time or When
Jack_Nielson/	Account/	Tabs/	Last_year/

Here are two more, relatively self-explanatory examples:

AAA_Consulting/Office_lease/Eviction_notices/Old/

AAA_Consulting/	Office_lease/	Eviction_notices/	Old/
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My_Own_Business/Things_I_Do/Monthly_Reports/2023/

My_Own_Business/	Things_I_Do/	Monthly_Reports/	2023/
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Reality is usually not as simple as this, so even though AINTscience is simple enough to fit simple examples, it is also complex enough to do much more.

The next four subsections describe each of the four classes. To understand AINTscience, these are essential.

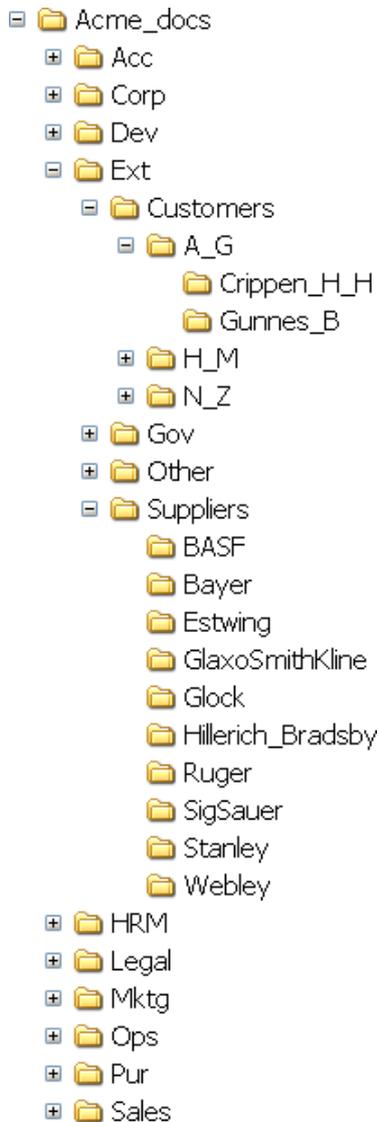
2.3 The class rule

A special AINTscience rule exists to explicitly state the importance of always applying the classes in sequence:

Class rule	<i>"#1 is not below #2 is not below #3 is not below #4, and never forget it."</i>
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Chapter 3: Class 1 - Identity

1	Identity	Name	Who
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The sequence is simple, but not too simple. There are actually a lot of details to learn in order to master use of the sequence. Not everybody need do that, but getting to know the four classes is a must, and the first is Identity.

Mr. Sherlock Holmes is an example of a fictitious identity who was very good at determining identities. Examples are found in the stories "A case of identity", "The man with the twisted lip", and "Silver Blaze".



Every person has an identity, but that is not the only type of identity recognized by AINTscience. Businesses are also identities, and departments within a business can be identities.

Here are examples of identities.

ACME Ltd

AINTscience's main example company is ACME Ltd. of London, England, where it was founded in 1882. The list on the left shows some top identities of ACME's AINTscience file system.

Ext (externals)

ACME Ltd. has many customers, both other businesses and human individuals. Each of ACME's customers is an external identity that ACME relates to, whether they be human or not. The same goes for suppliers, government offices and other identities that are not part of ACME Ltd.

ACME's departments

To employees, each department in ACME is an identity. The various directories shown on the left are:

Acc/ - the accounts department

Corp/ - handles administration

Dev/ - short for "development"

(Ext/ - externals, see above)

HRM/ - stands for human resource management

Legal/ - legal and not

Mktg/ - marketing

Ops/ - short for "operations"

Pur/ - purchasing

Sales/ - sales

Identity is one of the four AINTscience classes, and the Identity rule is:

Identity	<i>"Identity is #1."</i>
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The AINTscience identity rule means that the first thing to consider about any file is this:

Who does the file belong to?

It's a simple question, and it is always possible to check quickly and accurately which identity in the file system the file belongs to, if any.

If there is no answer, the file doesn't belong in the AINTscience file system at all.

If there is more than one answer, a decision must be made about which identity to choose, because in an AINTscience file system, no file belongs in more than one place.

AINTscience has rules to deal with this.

I2: Politeness	<i>"Externals rule internals."</i>
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The politeness rule is the first and main special rule concerning identities, and it means that if a file concerns any identity external to the company, that's where it is or where it goes.

Customers are externals. Suppliers are externals. Government offices, NGOs and any identity outside the company is an external.

ACME itself is an internal, as well as all of ACME's departments.

The image shows Emanuel "Mendy" Weiss (right) and Louis Capone. Both were convicted killers belonging to "Murder Inc", and were executed in Sing Sing in 1944.

Customers like these sometimes dislike misplaced files, and then the politeness rule makes sense.



Example

In 1936, ACME had a development project for making a quick assembly machine-gun support that could be carried underneath a jacket. The project's name was "QuickFire", and it was a joint project with the customer Murder_Inc.

If one were to look for the files concerning this project, where should one look?

- 1) Dev/Murder_Inc/Projects/QuickFire/ or
- 2) Ext/Customers/Murder_Inc/QuickFire/ ?

The answer is 2), because Ext/ is external, and Dev/ is internal. If a later project had made a general product out of the result, and that product was owned by ACME, files for the development project would be under e.g.

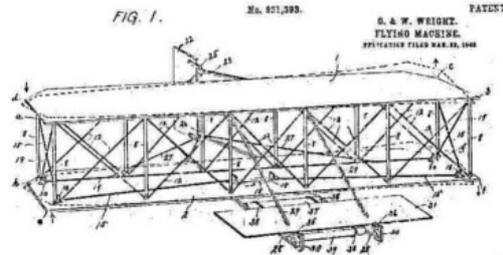
Dev/Projects/Machine_guns/QF_Delta/

where "QF_Delta" is the internal name for the later general product project.

Chapter 4: Class 2 - Function

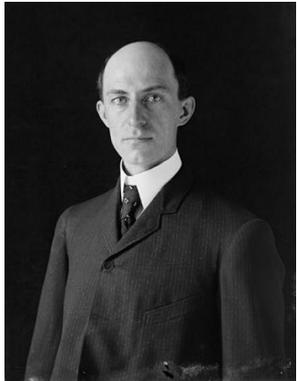
2	Function	Action	Did
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Functions are the actions the company do, did perform or will perform. Function is possibly the most complex class, because it labels (names) everything that goes on in a company for which there are documents in the file system.



The images on the right illustrate the concept of "function", exemplified by the two brothers Orville (bottom) and Wilbur Wright, and a drawing from their U.S. patent for a flying machine.

Relevant function examples are: Inventing, designing, building, flying, patenting, in addition to the regular business functions of the Wright Company, such as Accounting, PR etc.



- [-] Folder Acc
 - [-] Accounting
 - [-] Books
 - [-] Budgets
 - [-] Finance
 - [-] Invoicing
 - [-] Payment
 - [-] Salaries
- [+] Folder Corp
- [+] Folder Dev
- [+] Folder Ext
- [+] Folder HRM
- [+] Folder Legal
- [-] Folder Mktg
 - [+] Advertising
 - [+] Brochures
 - [+] Public_Relations
 - [+] Website
- [+] Folder Ops
- [+] Folder Pur
- [+] Folder Sales

Examples
 ACME Ltd's Accounts department handles invoicing, payments and most transactions, as well as finances, budgeting, and accounting.

This is very simply reflected in the sub-directories of the Accounts department, as shown on the left.

As also shown, the Marketing department has divided its activities into the four processes of advertising, producing brochures, public relations work, and running the company website.

A very clear benefit from having one sub-directory for each main function or process within a company department is that the file system becomes a reflection of what is going on in the company. If something that is done in a department doesn't fit in one of its directories, the activity either shouldn't be in that department, or a new directory is needed.

Function	<i>"Function is #2."</i>
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This means that second only to identities, where a file is placed is determined by the function the file supports or is a result of.

Chapter 5: Class 3 - Form

3

Form

Shape

What

Like every document belongs to an identity and usually some function, every document also has some form or shape, and this can be used for classification.

Examples of form are Letter, Picture, Presentation, Long_version, High_definition, GIF and PDF.

Classifying documents by form is very simple, once the classifying criteria for directories are chosen. Form is therefore useful for making it easier to place and find documents when there are many of them that belong to the same identity and function.



The picture shows "Man juggling four 'geniuses'", a sculpture by Gustav Vigeland in Frognerparken (the Frogner park) in Oslo. Vigeland also created hundreds of other works of art permanently displayed in the park. The art takes many forms (like files do), including bronze sculptures, such as this one, granite sculptures, iron gates, bronze reliefs, and the shape and structure of the park itself. The park is open all year with free admission. Worth a visit, if you're in Oslo.

Form

"Form is #3."

The form rule means that after identity and function, the form of a document is the next class to consider when looking for or placing the document file.

Example

ACME's Accounts department is responsible for budgeting, and this takes the form of spreadsheets. They are placed and found in:

Acc/Budgets/Spreadsheets/

ACME's operations department is in charge of maintenance of the company's "hardware" for various applications. Maintenance operates according to schedules, and reports of what has been done and the state of the items are always logged conscientiously. These documents are found and placed in:

Ops/HW_Maintenance/Schedules/ and

Ops/HW_Maintenance/Logs/

Chapter 6: Class 4 - Chronology

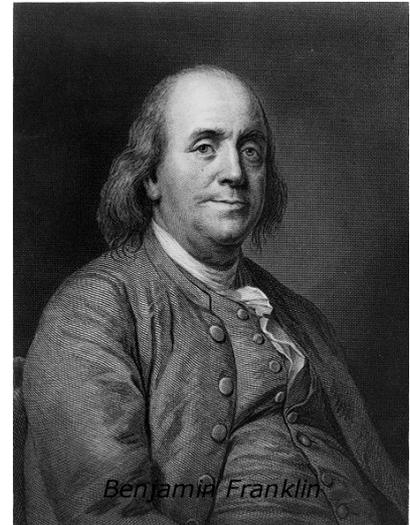
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Chronology

Time

When

Benjamin Franklin, was a statesman and polymath ('universal genius'), who understood the significance of time better than most people. He said "Time is money" and everyone trying to run a business knows that he hit the nail squarely on the head.



Time can be used for more than hammering away at whatever work you do, though, it is also one of the most used criteria for ordering files.

Chronology or Time as a class is simple to use. Old stuff can be retired to directories named e.g. Old/, History/ or 2007/, and everybody understands what it means. Month by month or week by week also works fine.

Examples

Acc/Budgets/Spreadsheets/2007/Q3/Aug/

Mktg/Brochures/Current/

Ops/HW_Maintenance/Logs/2006/Week38/

All files have timestamps, and these are useful for automatic sorting and searching as well as for manual decisions of where to place them or where to look.

Concepts related to time are sequence and order. Many sequences that have bearing on file contents can be mapped on time somehow. Examples are versions of a product that gradually is improved or just updated to fit the requirements of changing time, and activities that have to precede or succeed other activities because of dependencies of results

Example

Dev/Sharp_n_Blunt/AccuAxe/SlimJoe/V2000/

As an ordering criterion, time a.k.a. chronology is at the bottom of AINTscience's sequence:

Chronology

"Chronology is #4."

The most important reasons for having time a.k.a. chronology last are that

1. it is so simple that it can to some extent be automated, and therefore doesn't need to take up a more important place, and
2. it is content neutral, and should not break the flow of content thinking.

Chapter 7: The rest of the story

AINTscience has 23 rules altogether, and this Quick start guide describes only the 6 most important ones, and very sketchily at that. However, like for most systems, the Pareto principle (or 80-20 rule, stating that 80% of the effects comes from 20% of the causes) applies, and these 6 rules are the core of AINTscience. Below is the complete list of rules, about which much more is described in the User guide and the Reference manual.

All of AINTscience's 10 general and 13 special rules	
Rule name	Rule text
Ain't Simon	<i>"AINTscience says: Do everything AINTscience says."</i>
Copy right	<i>"Never place a copy in AINTscience, and copy only from AINTscience."</i>
Simplicity	<i>"Things should be made as simple as possible, but not simpler."</i>
Identity	<i>"Identity is #1."</i>
Function	<i>"Function is #2."</i>
Form	<i>"Form is #3."</i>
Chronology	<i>"Chronology is #4."</i>
Class	<i>"#1 is not below #2 is not below #3 is not below #4, and never forget it."</i>
Sub-level	<i>"Divide and rule."</i>
Grouping	<i>"General is above special, whole is above part, and main is above branch."</i>
Implicity	<i>"Implicity is part of simplicity."</i>
Skip	<i>"If it ain't useful, skip it."</i>
Overlap	<i>"Overlap ain't good."</i>
Combination	<i>"Combinations ain't good either."</i>
I2: Politeness	<i>"Externals rule internals."</i>
I3: Owners	<i>"Owners rule borrowers."</i>
I4: Shareholders	<i>"Main owners rule part owners."</i>
I5: Writers	<i>"Writers rule readers."</i>
I6: Editors	<i>"Editors and main writers rule other writers."</i>
I7: Last resort	<i>"If all else fails, discriminate alphabetically."</i>
FU2: Theme	<i>"Theme-likes are functions, or they ain't AINTscience's business."</i>
FO2: Format	<i>"Abstract form is above adjective form is above format."</i>
C2: Succession	<i>"Succession is above time."</i>