Knowledge Management Solution
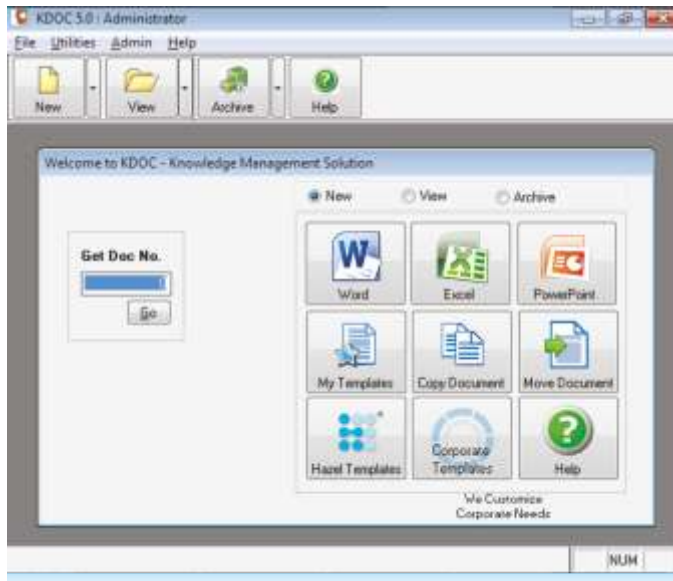
DOC ®
Knowledge Management Solution

Solution for
Structured File Management
and Knowledge Management

Increase Efficiency | Enhance Productivity

# Solution for Structured File Management and Knowledge Management

KDOC® is the Structured File Management Solution that helps to create systematic records of documents, emails, knowledge documents and templates for easy reference and re-use.

KDOC® integrates seamlessly with Microsoft® Office and comes with plug-ins for Word, Excel and Outlook and eliminates hindrances, occurring due to scattered documents and loose-end file management through multiple folder hierarchy and shared network drive(s).

KDOC® helps in implementing the best practices of organizing through compulsory profiling, by changing the behavior of Save button in Microsoft® Word and Excel. This in turn, compels users to save documents into secure KDOC® repository, thus assuring centralized management.

A comparative study of the present challenges in existing file management systems and the solution provided by KDOC® through its innovative features are listed below.
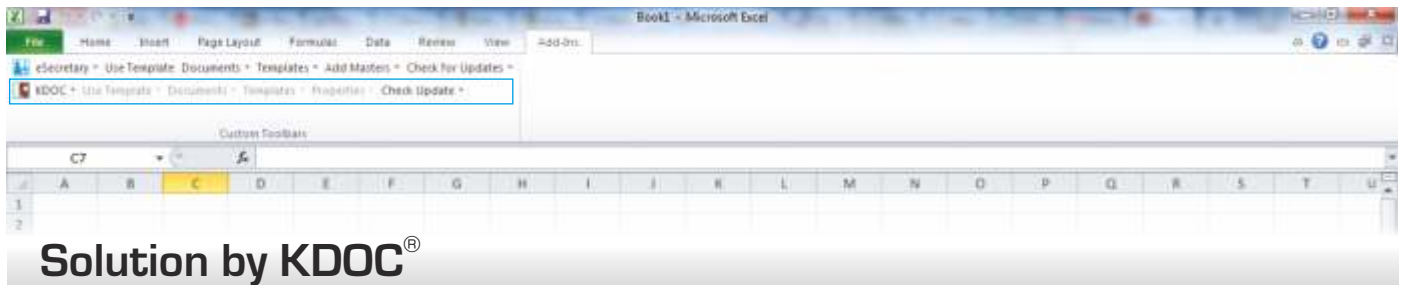
Solution by KDOC®

Uniform File and Folder Naming Conventions

❖ Automates naming and saving. Eliminates the behavior of file "Save As" dialog box.

❖ Assigns unique ID for each document, no duplication.

❖ Profiles every document and saves it before the user starts working on it.
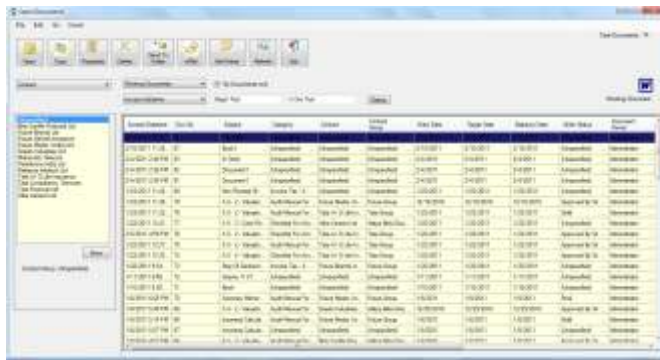
One Point Storage & Quick Access

❖ Provides single location for storage of documents and templates.

❖ Provides option to compel users to save files into KDOC® centralized repository only.

❖ Provides easy retrieval even in the absence of document creator.

Automated Record Management

- ❖ Segregates files into working, imported, archive, historical and branch documents.
- ❖ Removes unnecessary clutter from the workspace, enabling easy access.

Simplifies Tracking and Retrieval System

- ❖ Assigns document properties and enables the retrieval with multiple options.
- ❖ Auto assigns a unique number to each document and template.

Maximum use of past experience

- ❖ Creates centralized repository of templates and knowledge documents.
- ❖ Enables saving of a document as template with ease.
- ❖ Enables publication and sharing of template lists across the organization.

One Place Storing with Restricted Access

- ❖ Extensive users rights and better security of documents.
- ❖ All documents and templates are always saved in secured repository KDOC®.

Quick Standardized email communication

- ❖ Promotes creating and replying of emails from templates, making the process easier and faster.
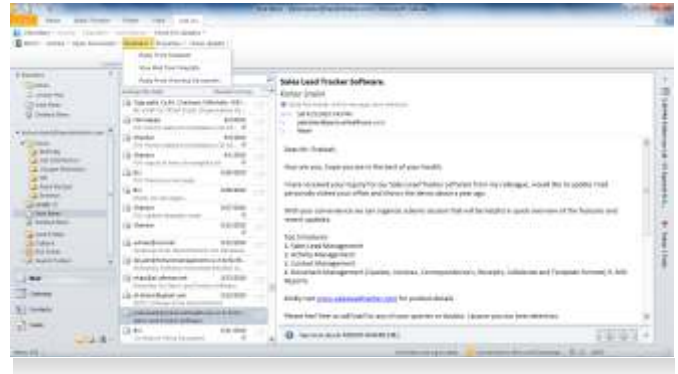
Improves Soft Copy Management

- ❖ Generates list of documents and templates based on multiple parameters.

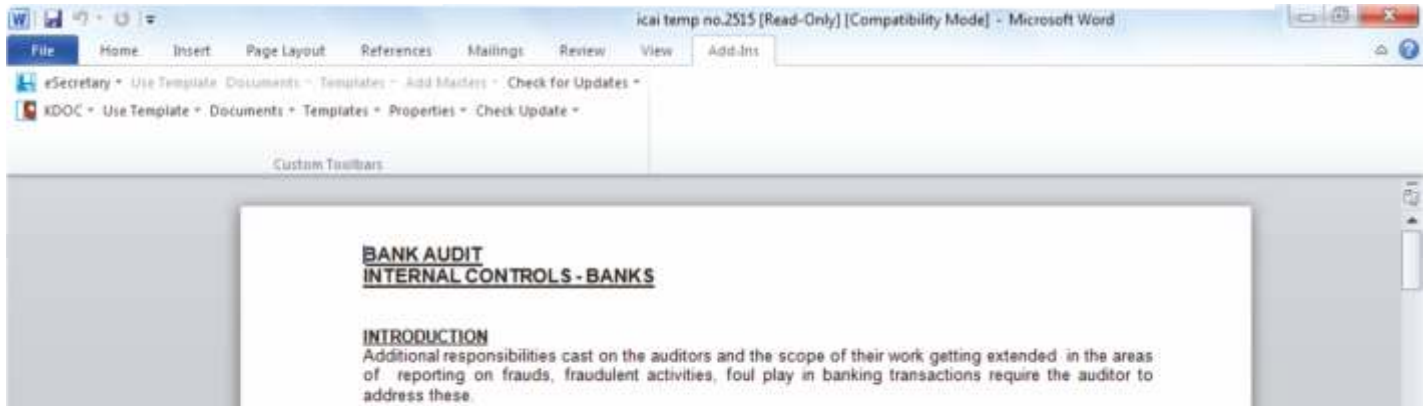## Safe & Secure Email Records

- ❖ Facilitates moving or copying of important emails into KDOC® repository.
- ❖ Facilitates bulk archiving of contact specific emails.

Quick Retrieval of Documents and Templates

- ❖ Makes profiling compulsory - either automated or semi automated.
- ❖ Enables easy listing, sorting and retrieval of documents and templates.

Ensures Safety of Documents and Templates

- ❖ Enables automated incremental back up of all documents and templates.
- ❖ Backup and restore is easier.

BANK AUDIT
INTERNAL CONTROLS - BANKS

INTRODUCTION
Additional responsibilities cast on the auditors and the scope of their work getting extended in the areas of reporting on frauds, fraudulent activities, foul play in banking transactions require the auditor to address these.

Current File Management System

◈ Naming of files differs from user-to-user
◈ Saving location varies due to complex folder hierarchy
◈ No compelling mechanism for centralized organizing
◈ Most of the files are created from scratch
◈ Retrieval of documents is dependent on file name and file creator

Ease & Difference by KDOC® File Management System

◈ Automates file naming and brings uniformity in naming conventions
◈ Automated centralized saving
◈ Increase practice of creating files from templates and past documents
◈ Documents are profiled with several properties and hence multiple options for retrieval

Advance Solution for Enterprise Customers

Corporate Template Repository

A solution to have a web enabled centralized template repository which is accessible to all knowledge workers across the globe. This way the templates and formats in the repository can be updated on ongoing basis and also managed well through powerful functionality of Template Management provided by KDOC® software.

ENHANCE SECURITY

CORPORATE REPOSITORY

UNIFORM WORKING

CENTRAL CONTROL

EASY HANDOVER OF WORK

EFFECTIVE SHARING & COLLABORATING

Centralized Control of Enterprise Documents

A solution to take control of documents generated across multiple departments, branches etc, KDOC® enables documents to be transferred automatically to a centralized location in a local or remote network office by using internet.

Email Productivity with Microsoft® Outlook

Do these questions sound familiar in your office environment?

- ❖ Where do you save important emails to create records for the organization?
- ❖ How do you store important emails with other documents of the organization?
- ❖ How do you retrieve an important email received years back?
- ❖ How do you provide your email access to colleagues when you're not around?

Knowledge workers get stuck when Microsoft® Outlook rules do not help much in dealing with email issues. KDOC® plug in for Microsoft® Outlook, provide simple solution for email archiving and creating records for organization.

This solution not only helps in archival of important emails with other office documents but also provide innovative solutions for email template management that makes creating and replying emails faster. The following list highlights some pain points and solutions there-of.

- ❖ Plug-in sits into Microsoft® Outlook and works well with the same.
- ❖ Archives important emails with options either to move or copy.
- ❖ Creates centralized repository of emails with other documents.
- ❖ Contact centric communication including emails are at one place.

- ❖ Captures templates from existing emails with/without attachments.
- ❖ Simplifies drafting and replying emails by using email templates with/without attachments.
- ❖ Creates Excel sheets to print email records.

®

Hazel Mercantile Limited

202/602, Unique Tower, Off S. V. Road,
Goregaon (West), Mumbai - 400 062. INDIA
Tel: +91- 22 - 4226 4444/2876 4449,
Fax: +91- 22 - 4226 4440/2876 4494
info@hazelinfotech.com

Corporate Office:
701/712A, Embassy Center,
Nariman Point, Mumbai - 400021. INDIA
Tel: +91 - 22 - 2282 4444/4009 8900
Fax: +91- 22- 2282 4440/2204 1411.
info@hazelinfotech.com

www.hazelinfotech.com

TOLL FREE
1800 103 4440

Microsoft®
GOLD CERTIFIED
Partner

intel
Software
Partner

*"While technology and processes
are important to Knowledge
Management, it is people who
determine success."*

A Groupe Veritas® Enterprise

Agartala I Ahmedabad I Bhopal I Chennai I Cochin I Daman I Delhi I Faridabad I Hyderabad I Jaipur I Kakinada I Kandla I Kolkata I Mumbai I Nagpur I Surat I Vapi
Accra I Amsterdam I Antwerpen I Cairo I Colombo I Dubai I Hong Kong I Lagos I London I Maputo I Nairobi I Shanghai I Sharjah I Singapore