

KC Book

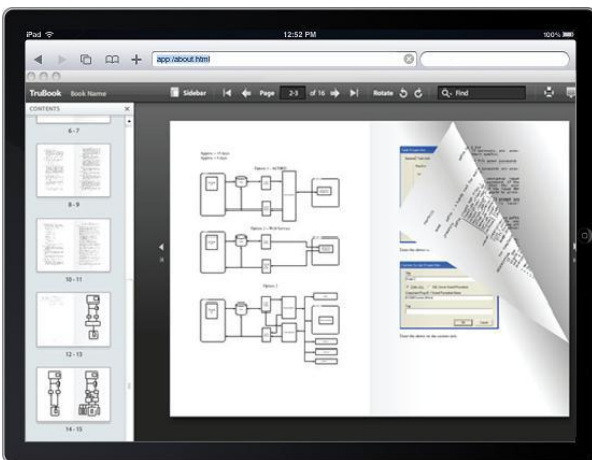
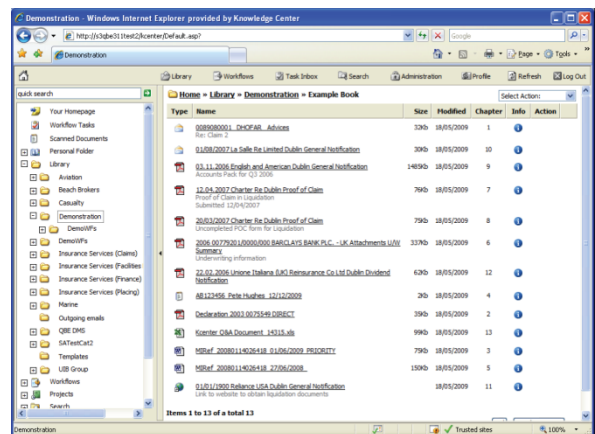
Making Document Management even more Efficient

As valuable as Document Management Systems are, there is one area in which they have trailed behind paper-based document storage. Many business processes require the consideration of a large number of related documents. A classic example of this is an Insurance Claim. Using electronic storage, with each document typically stored in a separate file, the overall information is fragmented. Users need to open and search (or visually scan) each document separately in order to review the whole case. That can be a time-consuming and frustrating process and it often leads to the situation where, even in companies that have a good Document Management System, users keep a secret cache of paper hard-copies of documents, thus undermining the original purpose of the DMS. Now there is a better way to handle complex files - **KC Book**.

The Speed of Document Management with new Access Capabilities

KC Book is an add-on module to KnowledgeCenter's Kcenter product. It allows users to easily and quickly create, view, update and consolidate compound documents to an additional format known in the system as a "Book".

Creating a Book is simply a matter of telling the system which documents need to be included. If those documents are already in the Kcenter DMS, then the user can just add a pointer to each existing DMS entry. If the user wants to include a document that is not already in the DMS, then it can be added using the normal upload facilities of the system. Each included document will become a separate chapter in the Book and the user has complete control over the order in which the chapters will appear.



Familiarity and Ease of Use

Users can also re-render books with different selections of chapters included in each. As content is added, the Book is automatically generated by a background process that constantly monitors for changes in the content specification of any Book. Any printable document can become a chapter in a Book, including PDFs, e-mails, Microsoft Office documents, web page URLs, etc.

But, KC Book provides much more:

- Users can search for specific words in a Book, for instance searching within every document of a complex Claim file in a single operation.

- Users can view thumbnails of all the document pages to make it easy to locate a required page by layout.
- The current page view can be rotated - again just as you would with a paper book - to make it easy to view landscape pages.
- Users can also Zoom in and Out and pan as required to make it easier to read or to check small detail.

Books are not just for internal use. Each Book can be easily exported from the system in PDF format, making it efficient to share complex case files electronically in a format that is convenient for business partners, by simply e-mailing the PDF rendition of the book.

Would you like to know more?

If you want to know more about the product or KnowledgeCenter, please call us on +44 (0)203-004-7100 or email info@kcenter.co.uk