

## Content Creation & Knowledge Management

### Creation of electronic content for an accessible, searchable database

- ▶ Enables client-specific approach to KM - based on understanding of storage, retrieval, search, accuracy, volume growth and time factors
- ▶ Allows capture of document/record Images (tiffs, jpegs, pdf images at various resolutions) through high speed, high quality scanning depending on user needs.
- ▶ Provides for OCR-ing thereof into searchable text (.doc, .html, .pdf) as required
- ▶ Facilitates Bates Numbering
- ▶ Provides for proofing by validation of images to original set including the order in which they are to appear, numbering, confirmation of correct Image – text marriage, proof-reading text content, voting, with relevant image

### Enriching data, using proprietary formats for sophisticated & customised search

- ▶ Enables HTML / XML tagging – automated, manual, audited
- ▶ Allows full text index creation through proprietary tool WordMiner™ for enabling high speed access, sophisticated search and incremental indexing capabilities.

## Content Creation & Knowledge Management

- ▶ Provides for knowledge-base creation – combination of images, text and tags to create a truly usable knowledge-base
- ▶ Ensures storage & access management – on in-house intranet / LAN, external Hosting where necessary,
- ▶ Provides for customised retrieval management - Parameterised & free-text retrieval, including export of selected materials to other digital asset management software
- ▶ Ensures customer expertise/experience-retention - User can add his/her keywords &/or notes to existing material, retain saved searches and re-retrieve with updates where available

Meeting scalability, portability and highest delivery standards

- ▶ Integrates with third-party digital-asset-management products
- ▶ Has user-friendly usage guidance – off-line with paper or electronic manuals, on-line with chat or email support, training on one-way video, interactive video or personal interaction
- ▶ Provides incremental data addition capabilities
- ▶ Ensures delivery standards maintenance – quality, turnaround-time, data-fidelity, confidentiality, security, and cost – for data volumes from 10 K to 10 mn. pages



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