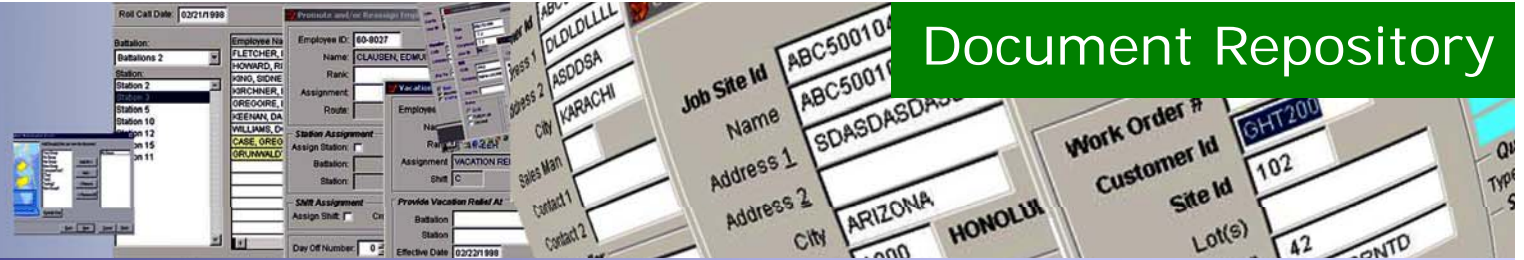


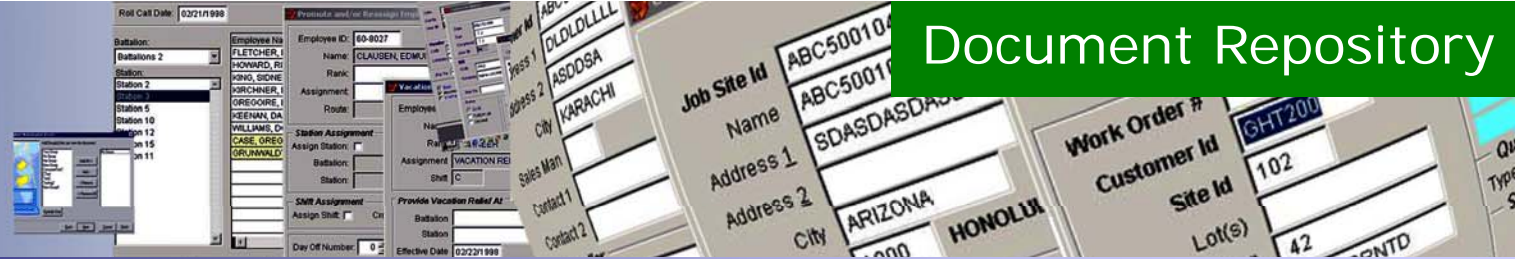


K.Compute Document Repository



## Introduction

“The **KCompute Document Repository** system provide a single yet simple and secure user-interface to retrieve Business Documents/Manuals stored on a centralized Document Repository server.”



## Document Repository

# Step-by-Step Process Overview

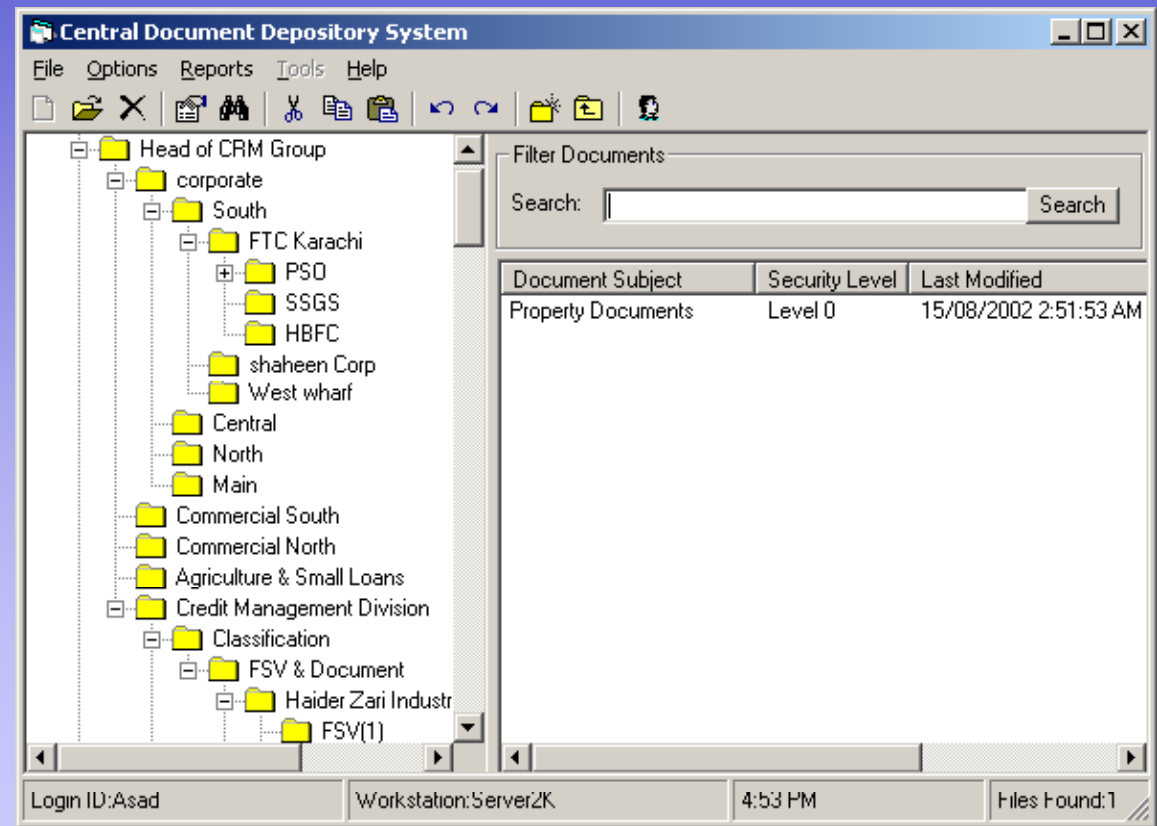
## 1. Running KDR

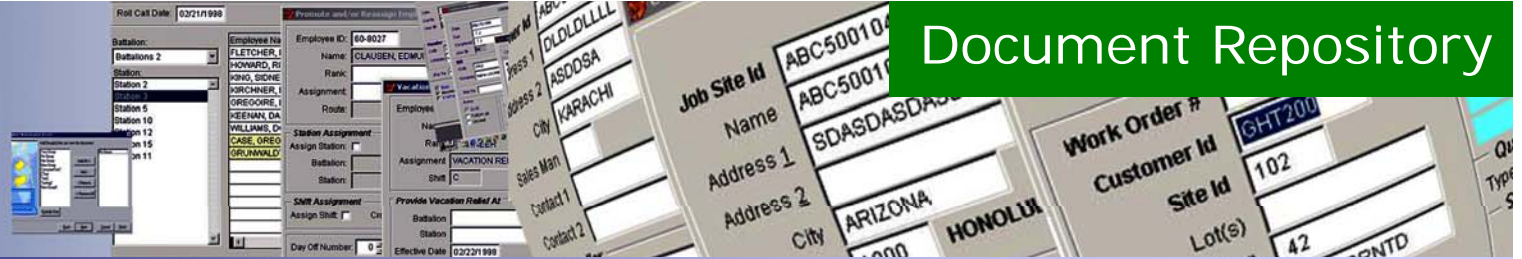
### No Need to "Login"

Gets User name automatically from Windows

### Use as Windows Explorer

KDR Shows files in the similar fashion as Microsoft Windows Explorer. Left pane shows all the groups and categories while the right pane lists all files in the selected folder.





# Document Repository

## Step-by-Step Process Overview

### 2. Organizing your Documents

#### Document Tree

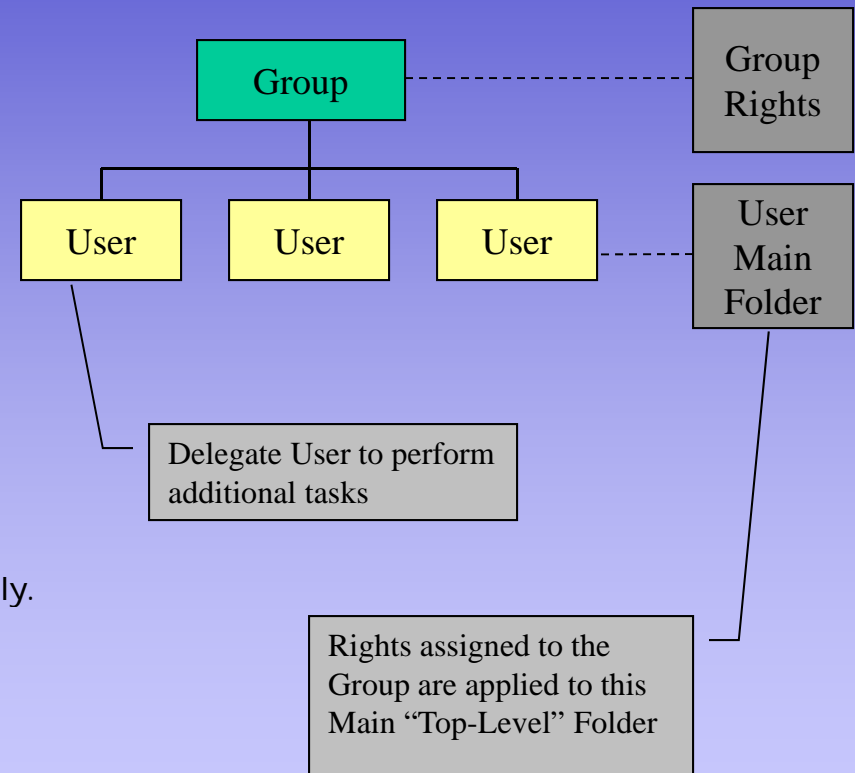
Documents can be organized in any number of folders up to any level

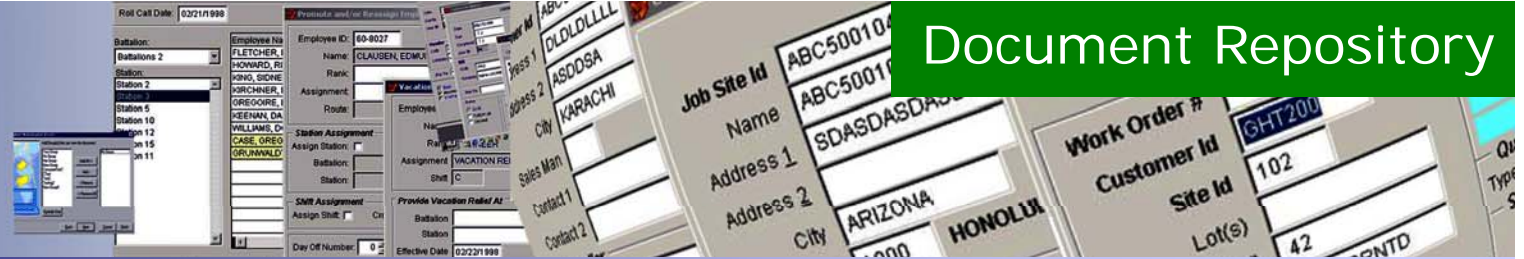
#### Group and User Level Security

- All users are also organized in the form of "Group".
- Groups are assigned rights as "roles".
- Group Rights are assigned to User's Top-Level Folder only.

#### Document Owner

The user who places a document in KDR is considered to be the "Document Owner". Only the document owner will have the right to assign "Rights" of viewing to User Groups.





## Document Repository

# Step-by-Step Process Overview

## 3. Placing a New Document

### Document Maintenance

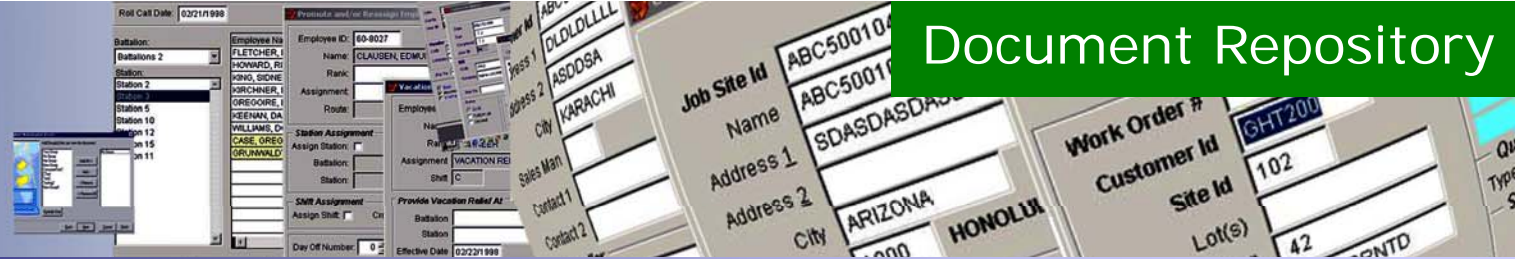
KDR Provides a very user friendly interface to place and maintain documents.

The system helps in:

- Selecting / Scanning document and storing document info.
- Placing document in its respective folder.
- Add Groups of Users who can view the document.
- Upload document.

The screenshot shows the 'Document Maintenance Wizard' window. It has a vertical navigation bar on the left with a blue background and yellow diamond icons. The main area is divided into several sections:

- Subject:** Division Policy
- Pages:** Not Applicable
- Security Level:** Level 0
- Category:** Policy Matters
- Keywords:** Policy, Confidential, Finance. Buttons: Add >, < Remove.
- Active:**  Active,  Marked for Deletion
- Scanned:**  Scanned,  Secured
- Place Document in Folder:** A tree view showing a hierarchy: CDD > Head of CRM Group > corporate > South > FTC Karachi > PSD > SSGS > HBFC > shaheen Corp > West wharf. Other folders include Central, North, and Main.
- Groups To Be Added:** Scanners, Uploaders, Operator, testing, 333, 456, testing1, new group 123. Buttons: Add All >>, Add >, < Remove, << Remove All, Exclude Users.
- Added Groups:** Credit Executive, Unit Heads.
- Status:** New
- Modified:** March 18, 2002 1:27 PM
- Buttons:** Acquire, Browse, Save, Authorize, Delete, Cancel.



## Document Repository

# Step-by-Step Process Overview

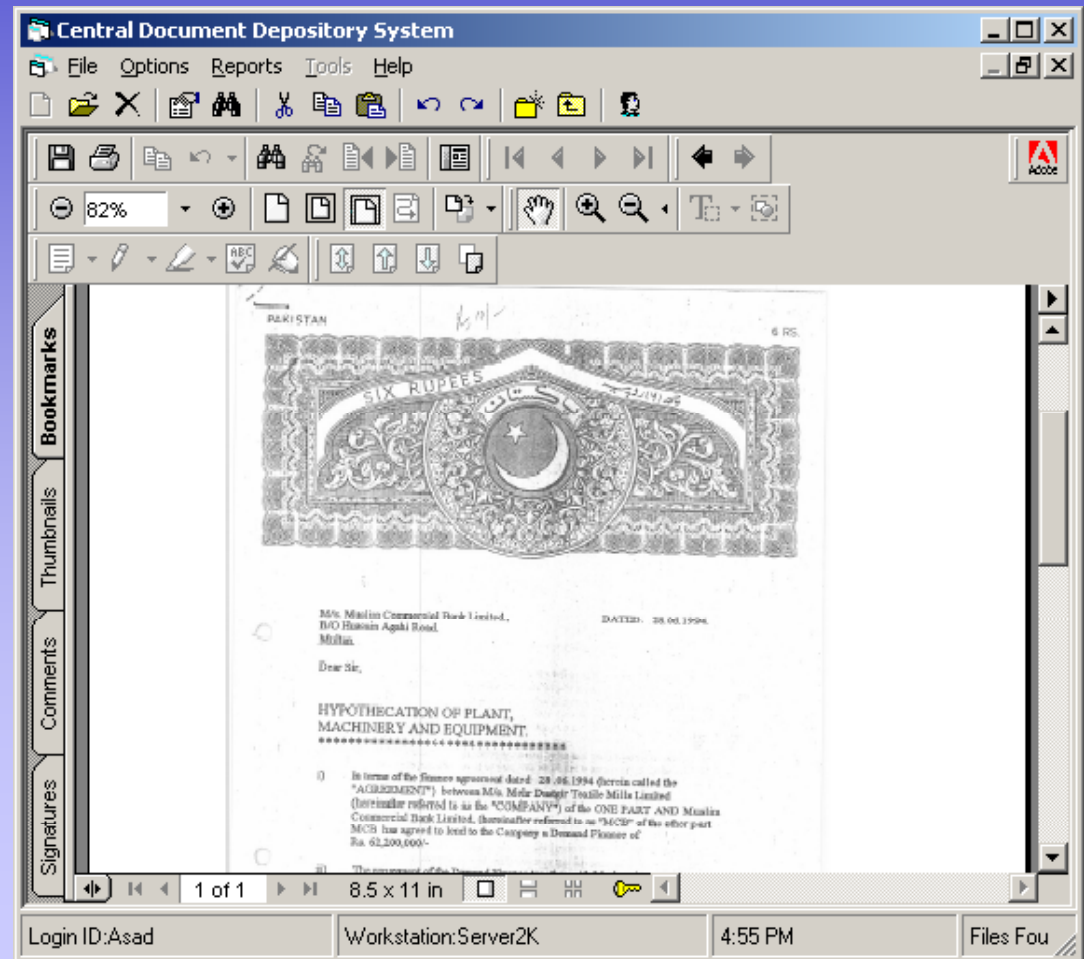
## 5. Viewing a Document

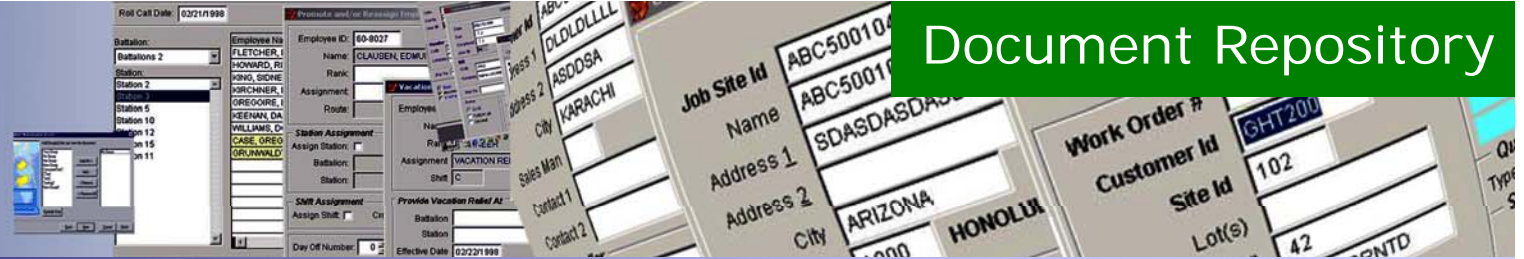
### Document Viewer

KDR Document Viewer opens a selected document by first downloading it from the main server and decompressing and decrypting afterwards.

The Document Viewer supports all major document formats.

- Selecting a document to Open.
- KDR retrieves the document.
- Document Viewer displays the document.

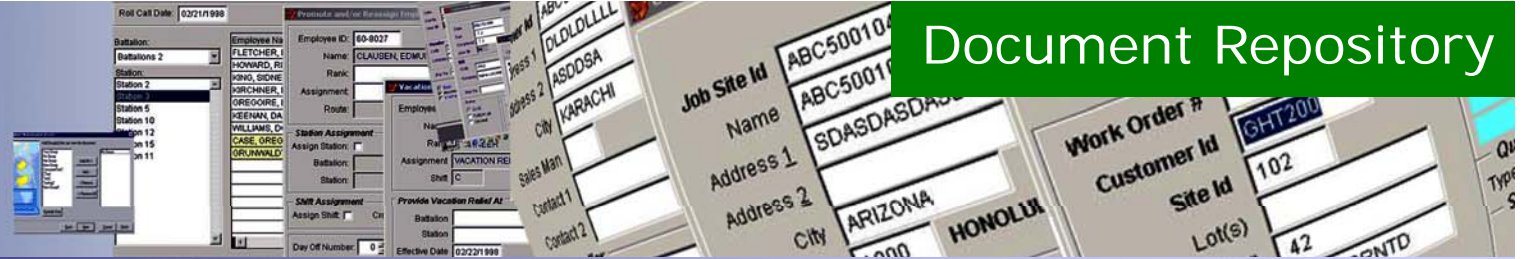




## Document Repository

# Core Benefits

- ❖ The interface is **password protected** and provides only **authorized users** to access the documents.
- ❖ Document Owners of KDR® can provide privileges to different set of KDR® users who can accordingly perform **functions** on the documents **independently**.
- ❖ Different groups or sections can be created to distinguish KDR® users and their defined paths through an easy automated setup.
- ❖ The documents are stored using **128-bit encryption** after **compression** at KDR® server.
- ❖ The KDR® system has been designed with a purpose to save the **network bandwidth** so to make effective download and upload of files over intranet.
- ❖ **Caches** are built with each KDR® client that checks for the requested file in the local cache and downloads if obsoletes.
- ❖ Highly Scalable and Powerful System Architecture



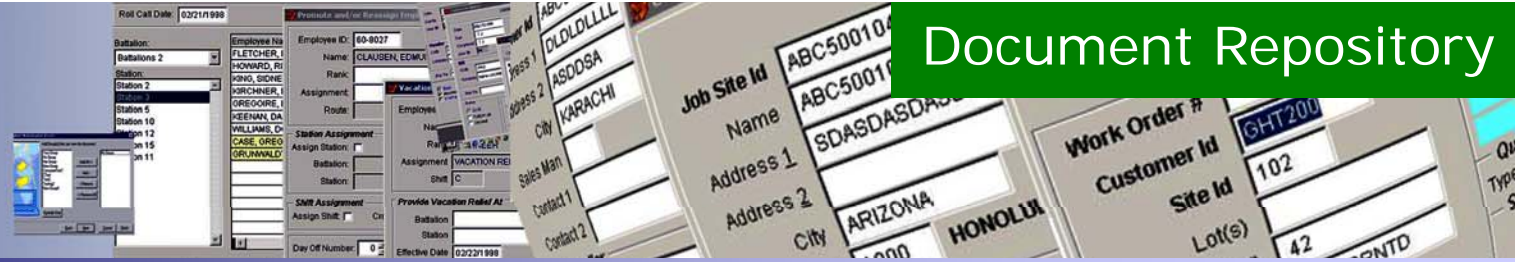
# Why K.Compute Document Repository?

- ❖ A Password protected **single interface** to handle and monitor your files.
- ❖ Easily customized to fit any **Organizational Workflow** requirements.
- ❖ A **centralized** server to **secure** your files.
- ❖ A simple method to **facilitate users** to retrieve, view or edit files.
- ❖ A **systemized gateway** that controls and manage users activities accordingly thus **securing data abuse** and allow **users tracking**.
- ❖ A system that even carries **structured hierarchy** of users and their documents department and category wise.
- ❖ Protect “Physical Documents” from fire/wear & tear by **digitizing** them in KDR®





K. Compute Document Repository



# Document Repository

### Task Delegation Manager

**User Group:** Credit Executive

**Select User(s):** Imran, Kamran

These rights will be assigned to the selected users for all the documents falling under the tree of the selected "Top-Level"

### Set Access Right

**User Rights to Delegate**

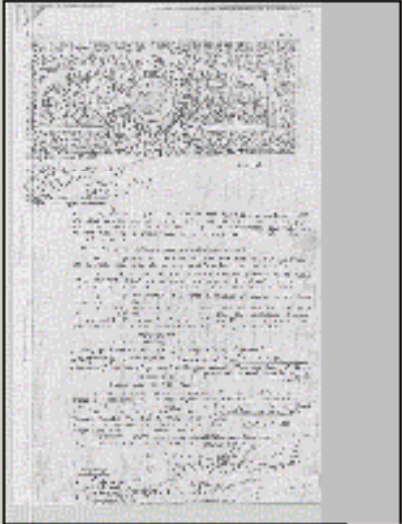
- Document Maintenance  
  - Create, Scan and Upload Documents
  - Find and View Documents
  - Delete
  - Properties
  - Print Documents
  - Authorize Saved Documents
  - Rename Documents





### Acquire Document

Select Source:  
HP PrecisionScan Pro 3.0



Single Page Scan  
 Multi Page Scan      Pages:   
     Continuous  
     Odd  
     Even  
Scan from Page:

Select the number of pages to scan, the newly scanned pages will overwrite the page you will be scanning on.  
Use the tools under the preview window to Insert, Delete, Move Pages to compose the whole document.