



# Powerful, Security, Scalability

## Document Input Knowledge Output

Information is flooding everywhere and it exists in different media. Some are useful and some are not. It is better to keep all of them and turn them into valuable knowledge to gain the competence of the corporation. Therefore, a secure and reliable knowledge management system must be in place. DIKO is a knowledge management system. It offers a knowledge repository to protect and manage the captured information.

### Main Features:



Fully web-based to connect users around the globe



Multiple work spaces for sharing and collaboration



PDF rendition of document for display



Full audit trail on document activities



Email notification of changes



Documents are encrypted in storage and transmission



Version control of document to ensure integrity



Multi-level access control



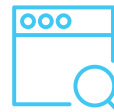
Document categorization for different metadata management



Provide instant and powerful content & metadata search



Document sharing via email



Document reservation for modification

### Collaborative

Users has their own working space to store their own work. No others, not even the System Administrators, can access these private working areas. Once the user finishes her work, she can publish it to a work space to share with other authorized users. Users can make comments on the information so the team can collaborate on it. Such comments are valuable for decision making. In addition, users can quickly find the wanted information with the powerful built-in search engine. Task assignment is one of the collaborative tools for the users to capture the information.

### Scalability

DIKO has a scalable architecture that allows deployment from one server to multiple servers to guarantee the system performance and reliability. DIKO has 4 major components namely, Application Server, Database Server, Index Server and Repository Server. Each of them can be installed on a separate server to enhance the system performance. v1.0.0 - Copyright 2016 All rights reserved by Speech & Act Education Company Limited

### Security

All information stored in DIKO Repository Server is encrypted. The transmissions between the DIKO server and clients can be encrypted using SSL to avoid any potential data theft. DIKO offers role-based permission control to restrict the user access on the stored information. Any changes made on the information are kept in versions to ensure the traceability and integrity. All activities happen on the information are recorded in audit trail for further review and analysis. Corresponding users will be notified if there are changes on the information. All expired information will not be accessible.

### Extensibility

DIKO is a platform to store and manage the captured information. To capture information, DIKO has a set of modules to fulfill the needs.





OCR

It recognizes the image documents and extracts the content for full-text search. The OCR engine supports English, Japanese, Korean, Simplified Chinese and Traditional Chinese. Once recognition is complete, users can find the document instantly by using the content.



PDF Writer

Produce PDF file with tailormade QR Code for document security and filing efficiency.



Paper Capture

It is a powerful document scanning application for DIKO. It turns the paper documents into digital documents. It supports all TWAIN-compliant document scanners. DIKO Paper Capture allows documents staging, Scan & Index, QC and Upload. Its auto-indexing feature captures the metadata by zone-ocr or barcode recognition. With the schedule upload feature, DIKO Paper Capture can better leverage the network bandwidth for documents submission.



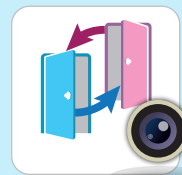
API

It provides an integration point between the 3rd party application with the DIKO repository. DIKO API is built on web service protocol and it allows the 3rd party application to file, search and retrieve the documents from DIKO. The API provides the image enabling capabilities to enhance the systems like ERP, Accounting, Student Registration, etc.



Digital Capture

It is a powerful document automation and filing module. It monitors a list of hot folders and processes the documents according to the defined rules. It can separate and rename a batch of documents by their barcode or zone-ocr captured values. Documents can be filed to local file system or in DIKO according to the captured values.



Dropzone

It provides a drag & drop of documents between local PC computer and DIKO. Folders of documents can be batch uploaded or downloaded from DIKO. It provides a great flexibility to the users who require to move large volume of documents between DIKO and their computers.



Email Capture

It captures the email messages into the user's private workspace in DIKO. The email message and its attachments can be shared among other users. DIKO permissions restrict the emails from unwanted and unauthorized reference. DIKO audit trail shows the activities happened on the email threads. Sharing the email message centrally also reduces the email storage costs.



Email Capture Pro

It captures and files the email attachments (PDF/TIF/JPG) into DIKO folder sent from MFDs (Multi-Function Devices). Scan buttons can be configured on the MFD panel. When user clicks on of these Scan buttons, the scanned document will be emailed to a predefined mailbox and its attachments will be filed to DIKO folder for further reference.



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