



{ A Complete **e-Record Management** }

at your Fingertips

Knowledge Repository Information System, KRIS is an integrated all-in-one role-based electronic record management solution.



KRIS for Centralized Access & Control

KRIS centralizes and organizes electronic and physical records that are scattered across different repositories – letting you enjoy improved content accessibility while mitigating the risk of non-compliance.

This is achieved by its **3 core capabilities**:

Centralized Knowledge

As a central repository for storing valuable data and information, KRIS consolidates file plans, contents and retention schedules for management based on set policies and rules. All critical records and copies are consistently maintained for evidential purposes in compliance with both Singapore and International standards of RM practices and regulations.


Role-based

KRIS is a role-based solution. It intelligently adopts your organisation's HR structure and identifies the different functional roles within. Even if the people assuming the roles or administering the records change – business continuity is ensured as the handing over of related workflows and assignment processes are automated, accurate and complete.

Rule-based

KRIS is also rule-based as it simulates an organization's way of holding different information among various staff, departments or locations. The engine profiles these holding areas according to work relevance, so that file references and corresponding levels of security can be correctly assigned in the central repository.

Rule-based profiling is highly efficient in managing access control – and also improves the user experience when making loans and returns.



KRIS has an integrated suite of flexible, scalable and user-friendly tools to meet your complete eRM needs.

Know KRIS - An eRM Solution as unique as your organization

With KRIS, it empowers organization to **meet compliance obligation**, **improve business efficiency**, and **reinforce information governance** in **current demanding environment**.

KRIS handles the complexities of records management intelligently, based on organization's policies and legal and regulatory requirements, to enable your organization's records repository to become a vital knowledge-base that supports critical business operations and increase productivity.

As a total solution, KRIS comprises of an integrated suite of RM applications, which user-intuitively grouped under 3 modules*:

1

KRIS Records Manager (KRM)

2

KRIS File Tracker (KFT)

3

KRIS Archive Manager (KAM)

Knowledge Repository Information System

KRIS is an integrated all-in-one role-based electronic record management solution.



Manage Records - Not Just Files

Your enterprise is generating more information today than ever before, channeling daily volumes of emails, efiles and paper documents. The advent of mobile devices and social media platforms has also escalated data volumes.

With so much going on, are you able to keep tabs on the critical records and materials hidden within this flood of information?

Take no chances when it comes to ensuring business continuity.

Empower your organization with a completely secure, feature-rich and governance-driven records management solution for your exponentially growing electronic content, and let it handle the complexities of managing high volume data.

CAPTURE, MANAGE and **PRESERVE** your organization's critical records and enjoy peace of mind with faster and more accurate information access.

Why KRIS?

KRIS is the **eRM of choice** because it is:

- ✓ a **proven eRM solution**, widely used by Governments.
- ✓ a complete solution that **addresses every aspect of records management**.
- ✓ build on an accumulation of **best records management practices**.
- ✓ an intelligent system that delivers relevant records to relevant people based on **role-based methodology**.
- ✓ a secured system with **high-level of authenticity and reliability** by incorporating digital signatures and records preservation method.

KRIS: Capture, Manage & Preserve

KRIS is a comprehensive e-Records Management Solution that features a suite of integrated records management applications to **Capture**, **Manage** and **Preserve** your organization's important and critical records.

KRIS simplifies the management of structured and unstructured data and records flowing through your organization – regardless of whether they are in hard or soft copy formats, emails or attachments.

This completely secure, feature-rich and governance-driven eRM solution helps organizations today to identify and gain control over any critical information.

What's more, this solution brings together a suite of records management technologies and applications that can be used in various combinations seamlessly, so that the specific needs of your department, enterprise and industry are consistently met.

KRIS eRecords Management Suite

KRIS comprises an integrated suite of records management applications, which user-intuitively grouped under 3 modules*:

- KRIS Records Manager (KRM)
- KRIS File Tracker (KFT)
- KRIS Archive Manager (KAM)

* - For organizations that prefer a progressive approach towards implementation, each module can be licensed individually.

KRIS: The Records Manager

Providing comprehensive governance solutions for capturing, classifying and managing electronic records.

KRIS Records Manager, or KRM in short, acts as the central repository for digital records like PDFs, MS Office files, emails and attachments – it manages vital records as corporate knowledge so that they can be easily utilized by authorized users.

KRIS: The File Tracker

Manually tracking the whereabouts of physical records and paper documents is an error-prone process which can lead to misplacement or loss of important information.

KRIS File Tracker (KFT) simplifies the large volumes of files in circulation by managing physical records in electronic means.

It provides an organized file tracking system for access to physical files, monitoring the movement of files, enhance sharing of files by scheduling users based on reservation. Also, it is built to handle these circulating records in the office and between staff by ensuring all access trails are monitored and their accountability is well controlled.

KRIS: An Electronic Archive

Preservation of critical records and information is essential in preserving corporate memory and heritage, and intellectual capital.

KRIS Archive Manager (KAM) preserves records and information for future retrieval and business continuity, and ensures records are managed in compliance to National Archives' regulations.

It is also specially designed to put in place adequate technical and organizational measures for ensuring integrity and authenticity of critical records, as well as to monitor their activities like movement and disposal.

About SQL View

SQL View (www.sqlview.com) is a leading knowledge repository and electronic records management provider which specializes in government electronic registry requirements.

Our flagship product, KRIS (Knowledge Repository Information System), is an enterprise-strength solution meeting today's e-records demands, catering to functional roles, policies and properties of records.

It complies with both Singapore and international standards of practice with its policy based infrastructure.

As your dedicated partner for growth, we deliver solutions that work for you and your organization.

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Knowledge Repository Information System

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With the introduction of new User Interface design, it provides greater convenience and easy navigation for both end-users and administrators to better manage their records administration.

KRIS Records Manager Features List:

(Feature list update as of Nov 2014)

- Alerts and Notifications
- Copy-As-Link
- Customizable Profile Form
- Dashboard (coming soon)
- De-Duplication
- Document Deletion Workflow
- Double Filing Detection
- Draft Records
- Dropbox Integration (Filing Dropbox Documents)
- **E-Booklet***
- Email Manager/'Save To Kris' Icon
- File Creation Workflow
- File Extension Management
- Favorites Files and Records
- Handling Deleted Records
- KRIS Desktop Integration (KRIS DI)
- New Administrative Reports
- OCR Engine
- Send As Attachment or Web link
- **Smart Mail Organizer with Knowledge Community (MS Outlook)***
- Subscription Manager
- Record Library
- View Closed Files

*** - premium features are add-ons and available for a quote.**

Features of KRIS Records Manager

ALERTS AND NOTIFICATIONS

Get alerted of user activities within your selected contact list.

Receive daily and immediate notifications of user activities send direct to your account.

You can also sign up or manage subscriptions on behalf of your colleagues so that they will get updates and receive notices of user activities via the system.

COPY-AS-LINK

Copying the URL link of the selected records to Work Tray by using the "Copy-As-Link" icon.

The ability to allow user to select multiple records by right-clicking and copy the URL links to Work Tray automatically.

CUSTOMIZED PROFILE FORM

It is a custom form that allows provides additional custom fields to capture different types of information and metadata of the record.

Metadata summarizes basic information about data, which can make finding and working with particular instances of data easier. For example, author, date created and date modified and file size are examples of very basic document metadata.

Having the ability to filter through that metadata makes it much easier for user to locate a specific document.

The metadata can be used to identify, authenticate and contextualize records and the people, processes and systems that create, manage, maintain and use them.

DASHBOARD (coming soon)

A complete overview on the essential data you need to view daily.

Access up-to-date information at a glance. It summarizes all data and information associated with your daily tasks and requests at your quick overview. Importantly, there are shortcuts that gives you direct access to a particular section, page or function you want to get to.

DE-DUPLICATION

Detects exact similarity of records and prevent record redundancy.

It eliminates duplicate or redundant information and works at capture stage and scans the entire repository for an exact copy of an incoming record. Purpose is to prevent physical storing of another copy and only creates a reference pointer to the existing copy found in the system.

DOCUMENT DELETION WORKFLOW

Full control on the type of records being deleted.

No worry of important records gets erased accidentally. All deletion requests are required to be justified, authenticated and sent for approval before it gets deleted.

DOUBLE FILING DETECTION

No more redundant or duplicate files taking up valuable storage space.

The ability of automatically detecting duplicate files when two identical records are found. It will prompt and alert user that a similar record already exist in the same folder, and allowing only one of the duplicates to be preserved.

This feature is able to deduce the content similarity between records filed by different users across different business functions within the corporation.

DRAFT RECORDS

Editing your working documents at your own pace.

As a working document in the system, it allows you to edit and create document versions at your own pace anytime. And you only need to click a button when the document is ready for publish, and the system will automatically convert into an official record for other users to access with a single click.

Now you get full control of draft records as it can only be accessible by yourself.

DROPBOX INTEGRATION (FILING DROPBOX DOCUMENTS)

Keep in sync with your files or folders between KRIS & Dropbox.

This feature integrates seamlessly with Dropbox (a simple online virtual storage application) allowing users to access their working files stored in Dropbox and file records with evidential values.

It allows you to access your Dropbox folders in KRIS system at the point of capture.

EMAIL MANAGER / 'SAVE TO KRIS' ICON

A smart 'Save to KRIS' plug-in to file records easier from Microsoft Outlook.

The 'Save to KRIS' plug-in button will be installed and appear in Microsoft Outlook toolbar that allows users to easily attach, save or file emails and its attachments directly into KRIS system.

With our Email Manager, it allows user to file multiple records and its attachments to the same file reference. Records who are filed successfully into KRIS will be flagged with an indicator and displaying KRIS information.

***E-BOOKLET**

A "Record Library" wherever you go.

Now you can easily get access to millions of records and related articles simply by browsing and flipping through all the records like a book. This enables easy search for records and reducing time and effort spent in attempting to find the correct record.

It also comes with an built-in functionality that allows users to display an image on a record as a thumbnail, such that when a user clicks on the thumbnail image, a new window will pop up showing the full-sized image.

FAVORITE FILES & RECORDS

A quicker way to search your documents in the shortest time.

Keeping a list of all your documents in your favorite folder. At one single location, it allows you to get easy access to all your documents at the quickest time and perform your search faster.

FILE CREATION WORKFLOW

Complete visibility on the type of records being created.

No more messy files or folders. This feature helps manage your files and folders better, and allows faster search of your documents and records at a click of button. The only action that user has to do is to send a request to the administrator, to create the file or folder that he/she wants, and he/she shall be notified once it is done – the entire process is automated.

FILE EXTENSION MANAGEMENT

Added security feature for your full control.

For double security, you can now set your security feature to create and control a set of rules to prevent certain unrecognized file types (e.g. .exe / .avi) to be filed. This gives you full control on better managing your documents, and faster search for the document.

It also has an add-on feature that will alert user if he or she is filing a banned extension documents/files to the system.

HANDLING DELETED REPORTS

An enhanced feature that allows users to trace back that a particular record or file has been removed or deleted from the system.

***KNOWLEDGE COMMUNITY (MS OUTLOOK)**

Gain insights that matters.

A premium feature available in MS Outlook only. With Knowledge Community, it allows you to preview the email content without opening the email itself. And, it also allows you to get instant statistical information in a graphical format to gain insights into records.

A powerful easy-to-use tool that allows you to understand the frequency of email exchanges, degree of participation and number of correspondence, that assist you to measure the usage and effectiveness of the data.

KRIS DESKTOP INTEGRATION (KRIS DI)

A dropbox for KRIS to capture your documents.

With KRIS DI (KRIS Desktop Integration), you can now drag and drop your documents into a KRIS monitoring folder on your desktop and start filing without login to KRIS web application.

NEW ADMINISTRATIVE REPORTS

Reports that help you stay updated and make informed decisions – results in better budget planning and forecasting of IT spend.

New reports that allow you to stay informed and make better decision. And, it provides a good tracking overview on all the documents or files movement status and system usage.

Various types of reports are available for downloading to help you analyses staff or users' information better. Reports type for example by User Adoption Rate, Document Deletion Tracking History, Size Usage, etc.

OCR ENGINE

A built-in OCR engine is now available in KRIS to read images and scan for text contained inside the image.

This OCR function is built to extract the text contained inside the image, and convert those texts into a computer-readable text.

This allows users to search for images based on the content of image or keywords/texts contained inside the image.

SEND AS ATTACHMENT OR WEBLINK

Sending of documents now made easy.

You can now easily share and send documents either by sending as a link or as embedded attachments in the email message. KRIS information that comes along, like Document No and Document Subject, gives additional context on what are the attached records in the email.

***SMART MAIL ORGANIZER (SMO)**

Organize and retrieve your emails easily.

A premium feature available in Outlook only. This feature has a built-in intelligent filing system that will auto-group all related email conversations in the same thread.

Plus, it also allows you to easily retrieve the entire email threads in Outlook and save as records and the option of auto saving incoming and outgoing email of the email thread to the same classification.

SUBSCRIPTION MANAGER

Delivering the latest updates directly to your Inbox.

Our Subscription Manager lets you monitor the activities of the records closely, and receiving notifications according to your defined conditions delivering directly to your Inbox.

In addition, you can create your desired mailing list by adding or removing subscribers to your mailing list by automatically sending them proper notification emails.

You can also enter your rules for managing subscriptions/unsubscribed to that list.

Record Library

File Classification Plan display the tree view the way you want it.

Presenting a hierarchical view of the File Structure and offering users the flexibility to display the view according to their preference. With our Tree View Toggle marker, it allows users to find and locate their files faster and easier.

In addition, new Bookmarks section is included in the Record Library to allow quick access to the your favourite records / folders as well as your most recent accessed records / folders.

More control is also now given to administrators to specify and control the file plan view for the users.

VIEW CLOSED FILES

Full visibility of all the hidden closed files at a glance.

At user's level, you can now easily display and view all the closed files hidden in the tree view by clicking on the Showed File checkbox.

It has the ability to display collapsible files and content in a limited amount of space without compromising file structure and policy, and it is also equipped with internal measures to prevent file manipulation.

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KRIS – The File Tracker

Manually tracking the whereabouts of physical records and paper documents is an error-prone process which can lead to misplacement or loss of important information.

KRIS File Tracker (KFT) simplifies the large volumes of files in circulation by managing physical records in electronic means.

It provides an organized file tracking system for access to physical files, monitoring the movement of files, enhance sharing of files by scheduling users based on reservation. Also, it is built to handle these circulating records in the office and between staff by ensuring all access trails are monitored and their accountability is well controlled.

KRIS File Tracker Features List:

- **Manage Classification Module**
 - Comprehensive Audit Trails
 - Extensive Reporting
 - Managing Access Control
 - Process New Physical File Requests
 - Registration of Physical Files
- **Central Registry Module**
 - Audit Inventory
 - Checkout on Behalf
 - Mass Update for Loan Period
 - Process Users' Loan Extension Requests
 - Processing Return Files
 - Processing Users' Reservations
 - Quick Check-out
 - Tracking of Overdue Files
- **Loan Module**
 - Allowing Other Authorized User to Collect On Behalf
 - Checking Out File
 - Extending Loan Period of Borrowed Files
 - Immediate File Reserve
 - Receiving File Transferred from Other Borrower
 - Registering Paper Record
 - Requesting for New Physical Files
 - Re-Schedule or Cancel File Reservation
 - Search and Check File Availability
 - Specify Loan Date
 - Transferring File to Other Borrower
 -

Modules of KRIS File Tracker:

Manage Classification Module

This module provides the framework for physical file management.

It provides a point of reference to create and manage physical file references, and define the physical files properties such as:

- location of where the physical file is stored
- borrowing status for each physical file, and
- the filing structure of the central registry
- Comprehensive Audit Trail of Physical Files

It is an extension of KRIS File Reference Management, and is developed in strict compliance to ISO 15489 Records Management requirements

Central Registry Module

A web-based application to facilitate the registration of incoming paper documents, central processing of physical file reservations, generating pick lists, file dispatch, processing returned files, monitoring of overdue items and processing users' request to extend their loan period of their borrowed files.

The registry officer can easily generate inventory lists and emails to borrowers to verify the status of a loan. In addition, it allows the use of bar coding to speed up the process of returning physical files.

The Central Registry helps the Registry Officer to manage the collection of physical file by the borrowers.

Loan Module

An easy-to-use web-based application to search and request for physical files, view the earliest available date, check out files when it is delivered by the registry dispatcher, as well as view return dates and overdue items.

It also allows user to transfer physical files to another authorized user via the Loan module. In addition, users can request to extend the loan period of their borrowed files via the system with simple click.

Manage Classification Module - Features List

COMPREHENSIVE AUDIT TRAILS

Detailed and comprehensive history of all data activity with specific information like User ID, date and time stamp for each action performed on each physical file are maintained in the system.

Audit Trail reports can be generated in different format like PDF, EXCEL and etc., by the registry officer using different filter criteria to narrow the data that is required.

EXTENSIVE REPORTING

Approximately 15 standard reports are included for registry officers, ranging from audit reports, file classification plan related reports, security / access permission related reports and usage reports like login history and etc.

MANAGING ACCESS CONTROL

User's role in the Organization Chart is used to define his access to the physical files according to his functional relevance.

By defining a user's role, function and relevance in the organization, KRIS automatically assigns the appropriate access rights and security clearance to the user ensuring accessibility to vital physical files relevant to the person's area of work.

PROCESS NEW PHYSICAL FILE REQUESTS

KRIS provides a simple approval for managing new physical file requests from users.

Registry officer will review the proposed file properties by the users for approving or reject the request.

Email notification will be sent to the users with regards to the status of their request.

REGISTRATION OF PHYSICAL FILES

KRIS provides the framework for physical file management.

It allows the registry officer to register and manage physical file references online.

It allows registry officer to define the physical file properties, such as the location of where a physical file is stored, the borrowing status for each physical file, and the filing structure of the central registry as well as the retention schedule of each file.

It is designed into its features to allow registry officers to invoke printing of file barcode labels.

Central Registry Module - Features List

AUDIT INVENTORY

KRIS provides an Audit Inventory capability to allow registry officer to carry out a periodic examination on the accuracy of the list of physical files, file status and circulation information in the organization.

Registry Officer can send email to borrowers to verify the status of a loan as well as cancelling a transfer of file ownership between users.

CHECKOUT ON BEHALF

Provides a list of retrieved physical files that have not been checkout by the borrowers.

Checkout function is available for Registry Officer to checkout on behalf of the borrowers for any other means of file collection like dispatch.

MASS UPDATE FOR LOAN PERIOD

Facilitates Registry Officer in mass updating the loan period for a listing of loan files and KRIS will auto calculate and update the next due date for each loan file.

PROCESSING USERS' RESERVATIONS

KRIS is able to auto generate the list of reservation request placed by the user within the organization.

A pick list can be generated from KRIS to facilitate the manual retrieval of physical files as it indicates the location where such files can be picked.

After retrieval of the physical files, the registry officer will process the corresponding reservation and notify borrowers that their requested physical files are ready for collection.

PROCESSING RETURN FILES

Facilitate the registry officer in updating the list of loan files when the physical files are returned by the borrower.

Barcode System can be integrated into KRIS to speed up the process of return even more, allowing for the updating physical file status without touching the mouse or keyboard.

PROCESS USERS' LOAN EXTENSION REQUESTS

KRIS provides a simple approval process for managing users' request to extend their existing loan period.

Detailed information about the loan file such as the next borrower as well as the next reserved date are provided in helping the Registry Officer to Approve or Reject the request.

Email notification will be sent to the user automatically after the Registry Officer has processed his request.

TRACKING OF OVERDUE FILES

Registry Officer gets a summary of all physical files that are checked out by users and have passed the loan period.

From here, the registry officer can send a reminder email to the borrower to return.

In addition, scheduled reminder emails can be configured to send to individual borrower before and after the due date.

QUICK CHECKOUT

KRIS facilitates registry officer in handling Ad Hoc reservation requests from users who come to Central Registry requesting for a physical file without making reservation beforehand.

It provides the simplified process reservation that search for physical file reference; update the borrower and checkout the file in one interface.

Loan Module - Features List

ALLOWING OTHER AUTHORIZED USER TO COLLECT ON BEHALF

Giving you the convenience and flexibility

Now you can assign or authorize another team member to collect the reserved files on behalf. User is able to opt for self collection or appoint an authorized team member found in the authorized user name list at the point of reserving a file.

CHECKING OUT FILES

Check out file only takes one click.

Checking out files from KRIS File Tracker is done with a single click of button. If the selected reserved files are available and ready for collection, users will be prompted with a notification in KRIS. And users just need to select the reserved files and click 'Check Out'.

The successfully checked out files will automatically appear and list in the users' 'File With Me' section.

EXTENDING LOAN PERIOD OF BORROWED FILES

Submit request for loan extension only takes one click.

Submitting request to registry officer for extending the loan period of the borrowed files is done with a single click of button. Users will be notified on the status of their request via emails once the registry officer has processed their request.

The due date of the borrowed files will automatically be updated once the requests have been approved by the registry officer.

IMMEDIATE FILE RESERVE

Reserve files on a short notice.

You can now check out files availability status from a simple search. It allows users to place an immediate file reservation indicating they need the files urgently by clicking on 'ASAP Mode' icon.

A notification will appear if the file reservation request is successfully submitted into the system.

REGISTERING PAPER RECORD

Keeping track on the paper record in the physical file

Authenticated users can register paper record and its record properties inside a physical file to provide visibility, tracking of the existence of the content and more information on the context of the paper record.

REQUESTING FOR NEW PHYSICAL FILES

Submitting and tracking the request of New Physical Files online.

The user has to do is to send a request to the administrator for approval, to create the file or folder that he/she wants, and he/she shall be notified once it is done – the entire process is automated. Email notifications will be sent out to inform users on the status of their request.

RE-SCHEDULE OR CANCEL FILE RESERVATION

Change the date of reservation or cancel reservation.

User can now easily change the date of reservation simply by selecting the file(s), click on the 'Information' icon and change the loan type from 'ASAP' to 'Fixed', and choose the preferred new reservation date in the system. Press 'Update' and you are done with the change of the new reservation date.

RECEIVING FILE TRANSFERRED FROM OTHER BORROWER

Accepting file transfer from other authorized user.

If there are file(s) being transferred to you from other authorized users, you will see a list of file(s) listed out under 'My Reserved Files' category detailing its loan type, loan period, and name of borrower(s) who transfer the file to you.

To acknowledge the transfer, simply select the file(s) and click 'Check-Out' button. Upon successful check-out, the file(s) will automatically appear and list in the users' 'File With Me' section.

SEARCH AND CHECK FILE AVAILABILITY

Checking file availability status is now so easy.

Our Search and Check File Availability feature allows users to do a simple quick search and check out the status of the file availability for reservation.

This search function will return a list of files available for loan and displaying its loan status information such as borrower's name, loan date, etc.

This gives users a better view on loan status of the file availability and, at the same time, allows users to reserve the file.

ADVANCE FILE RESERVATION

Choose your preferred date of borrowing.

A built-in feature that allows users to make advance reservation such as specifying loan date and loan period etc.

It also allows users to opt for self collection or authorize someone else to collect on behalf.

TRANSFERRING FILE TO OTHER BORROWER

Direct file transfer to the next borrower in queue.

Now you can easily transfer any files to the other borrower next in reservation queue without the need to return to file holding.

Simply select the file(s), click on the 'Transfer' button and select whom you would like to transfer the file(s) to. Upon successful transfer, there is a pop-up message informing that 'file reference ownership is being transferred successfully'.

Alternatively, you can cancel the file transfer quickly and easily by clicking on the 'Cancel Transfer' button.

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KRIS Archive Manager Modules List:

- Records Appraisal Module
- Records Disposal Module
- Records Preservation Module
- Records Retrieval Module

Modules of KRIS Archive Manager

Records Appraisal Module

- Systematic process for appraising records by classification.
- Provision for centralized approval and authorization (such as National Archives).

Records Preservation Module

- Preserved records are ready for output to microfilm in accordance to security grading, classification and records sequence.
- Comprehensive reports are included in the output to microfilm.

Records Disposal Module

- Comprehensive and customizable disposal actions.
- Archival to offline media are organized based on security grading and classification.
- Records are retained in multiple formats including native format, PDF or TIFF.
- Validate record's completeness by alerting missing or unconvertible records.
- Provision to transfer archived records to Records Centre (such as National Archives).

Records Retrieval Module

- Ability to search records that are archived to offline media.
- Records can be retrieved in native, PDF or TIFF format.

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