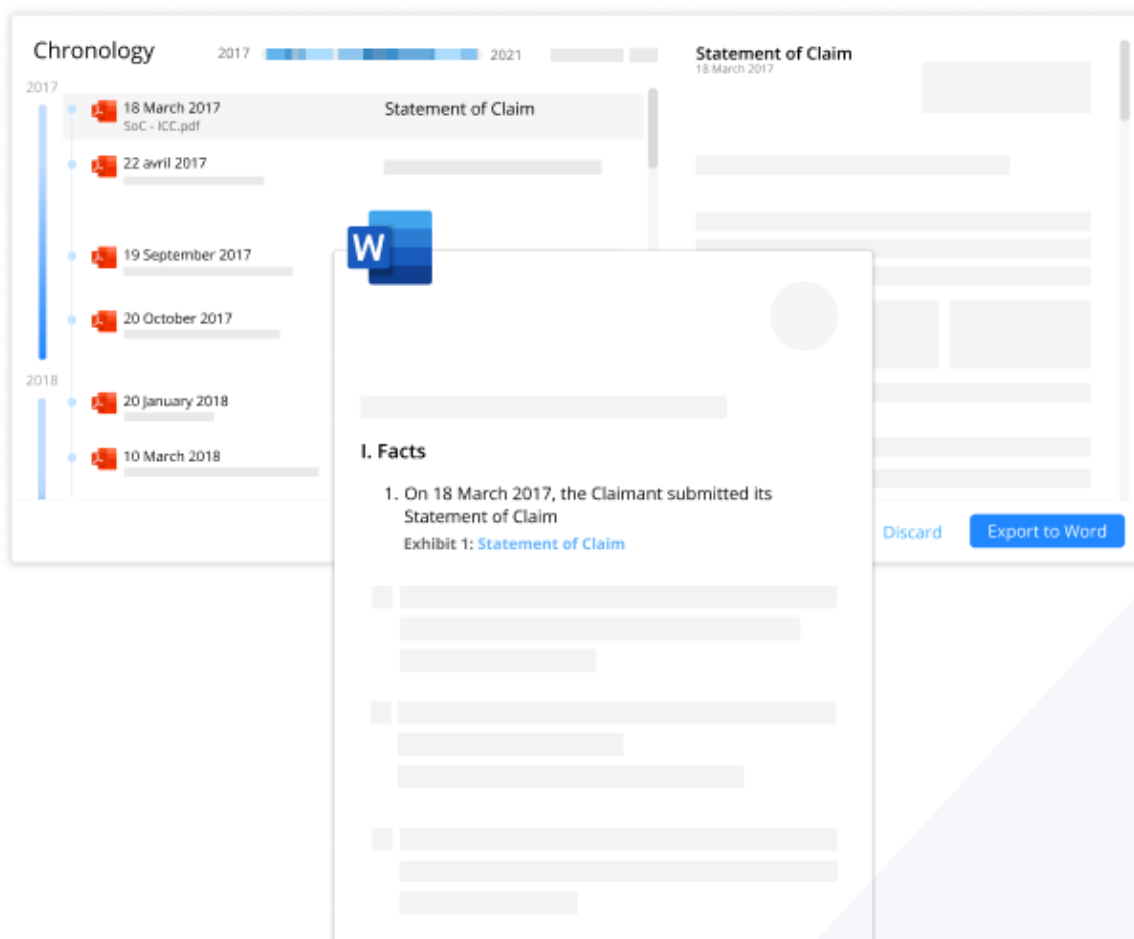**ketl**

AI-infused document management

⚖️ Law firms 4.0

Ketl is a Web Application (Software as a Service, SaaS) that allows law firms to manage their documents in the **Cloud** more efficiently by relying on **Artificial Intelligence**. Ketl offers a **cutting-edge and user-friendly** application to make your life easier.

ketl

Introduction

Ketl offers a **state-of-the-art** approach to managing documents.

With its **proprietary Artificial Intelligence** (AI), Ketl will allow your firm to be more efficient and to collaborate transparently. In particular, Ketl will help you (i) keep up to date at all times with your incoming documents, (ii) create, view and manage clients, (iii) link documents to clients with only 1 click, (iv) generate chronologies from piles of documents and (v) perform advanced and intelligent search seemlessly.

Ketl's Artificial Intelligence – simple yet effective

Our Artificial Intelligence is proprietary. We do not rely on any so-called "GAFAM" or other third-party. Our technology was designed in Switzerland by some of the best Statisticians and Engineers.

Ketl's AI is not an overwhelming beast. You do not need hours of training or consultancy work to use it. You will in fact hardly notice it. The Magic happens in the background and simply makes your life easier.

Our approach to infusing AI into software is to make it invisible. Much like Google Applications, you do not even realise that AI is helping you. It just does.

Our AI will typically make suggestions for you to validate. You remain in control at all times.
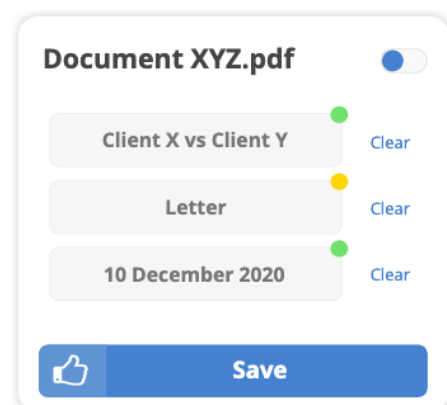
Corporate document monitoring and Intelligence

Ketl helps you keep an eye on what is happening in your firm.

Not copied on an email? Working remotely and postal mail is being scanned by your back-office? Want to keep track of who's is viewing or changing which documents? No problem, Ketl helps you keep up to date with documents that are relevant to you, without flooding your Outlook inbox.

How, you ask? With Ketl, saving documents in the right place is made *dead-simple* thanks to its AI. Your team will be able to save and rename documents in a split second. Documents, emails, all these become part of your firm's ecosystem.

With all your documents being organised and saved in the right place, Ketl then allows to easily create your own dashboards to monitor documents that you deem relevant.
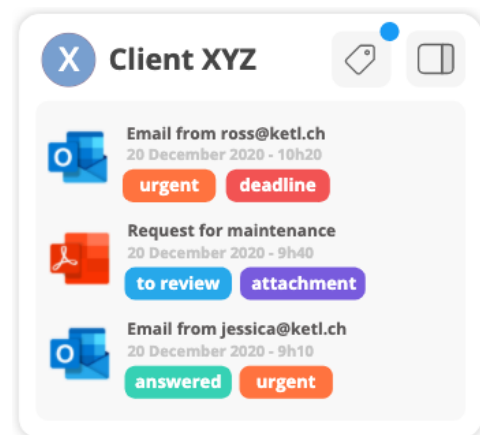
Further, thanks to all the data your documents generate, we are able to provide **insights** into your firm. Statistics on usage, access, filing, processes, deadlines, response time, payments, etc. Business intelligence helps improve your practice.

Clients and contacts management

Ketl offers a straightforward CRM to manage your clients and contacts.

Yet Ketl offers a "relationship" manager to add transparency to your cases.

Every time you add an item to Ketl's CRM, whether it is as a document, a client, an opposing attorney, a court or who knows an aircraft, Ketl generates a link between every related item. This will help Ketl offer insights into your data to better manage your firm.

Who is working on which case, with whom, on which document, etc.

On the medium term, Ketl will further offer a conflict check tool using the latest technology.

Ketl's state of the art search engine

Above all, Ketl is a very efficient search engine that relies on cutting-edge technology to index all your document's content.

In 2021, documents should not be found by developing a dozen folders

Just type in one or two words, and *Voilà*.

Our Search engine was battle-tested by clients who trusted us with over 12 million documents. Let us say you find what you are looking for, and the results will appear immediately.
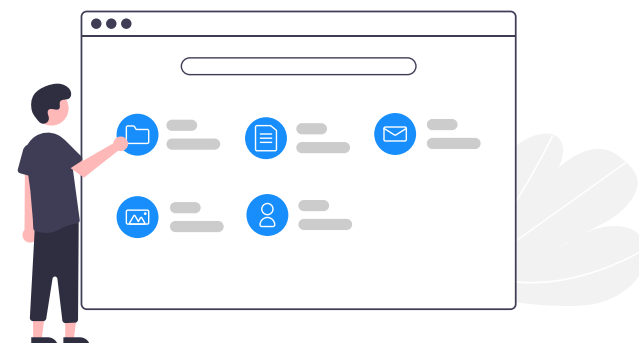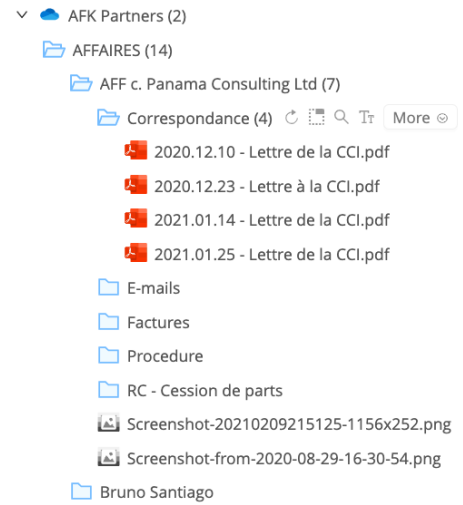
Explorer - we did not remove the basics

Although the new era of document management tends to promote a "*Search first*" approach to finding data, it sometimes is necessary to simply explore documents, typically when you do not know exactly what you are looking for.

Ketl of course offers a document explorer, simple to use.

Ketl's document digestion, aka the "Pipeline"

For each document that is added to Ketl, a process invisible to the user is launched that we have named the "Pipeline". Here's an illustration:
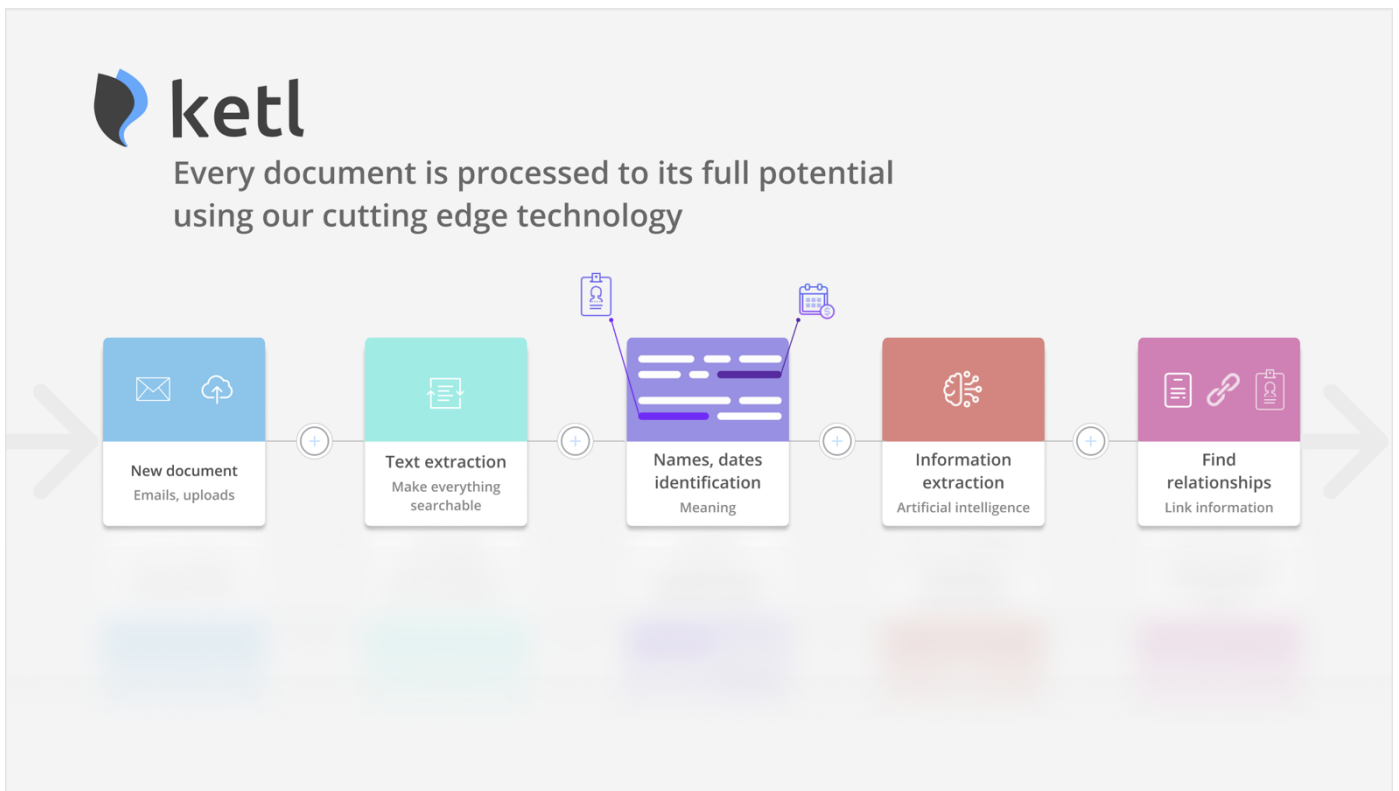
To offer most of its functionalities, Ketl relies on data.

Hence, each new document will go through our cutting-edge Optical Character Recognition system (OCR), allowing Ketl to extract the textual content of every single document. Remember how before so many of your documents were PDF images, that could not be searched into? With Ketl, this all belongs to the past.

Yet, Ketl does not only extract text. It *reads* the documents.

Names, dates, locations, deadlines, amounts, currencies: Ketl will identify those items and label each of them.

Imagine the world of possibilities that Ketl can offer using this knowledge, starting with identifying relationships between documents that a human eye could not see.

Using this knowledge, Ketl's AI is typically able to classify documents, thereby suggesting to the user which client or case a document is related to, which type of document it is (Letter, Decision, etc.), which is the relevant date of the document, whether it contains a deadline, etc.

To add documents to Ketl, you have different options:

1. **Via Ketl's interface**.

2. **Via Ketl's Outlook add-in** : Ketl offers an Outlook add-in that you can use at all times to save emails and/or attachments to Ketl. By doing so, you copy emails into files and make these available to your colleagues (you may also save them to a private folder of course).

3. **Via Cloud synchronisation** : Ketl is synchronised with your Cloud Storage. If you add documents via your Cloud interface, these will be added to Ketl as well. Note that you may often synchronise your Cloud storage with your desktop or laptop (typically with Microsoft One Drive or SharePoint). Hence, any document added on your synchronized laptop will be added to Ketl.

4. **Third-party integrations**, such as accounting software, etc. Optional.
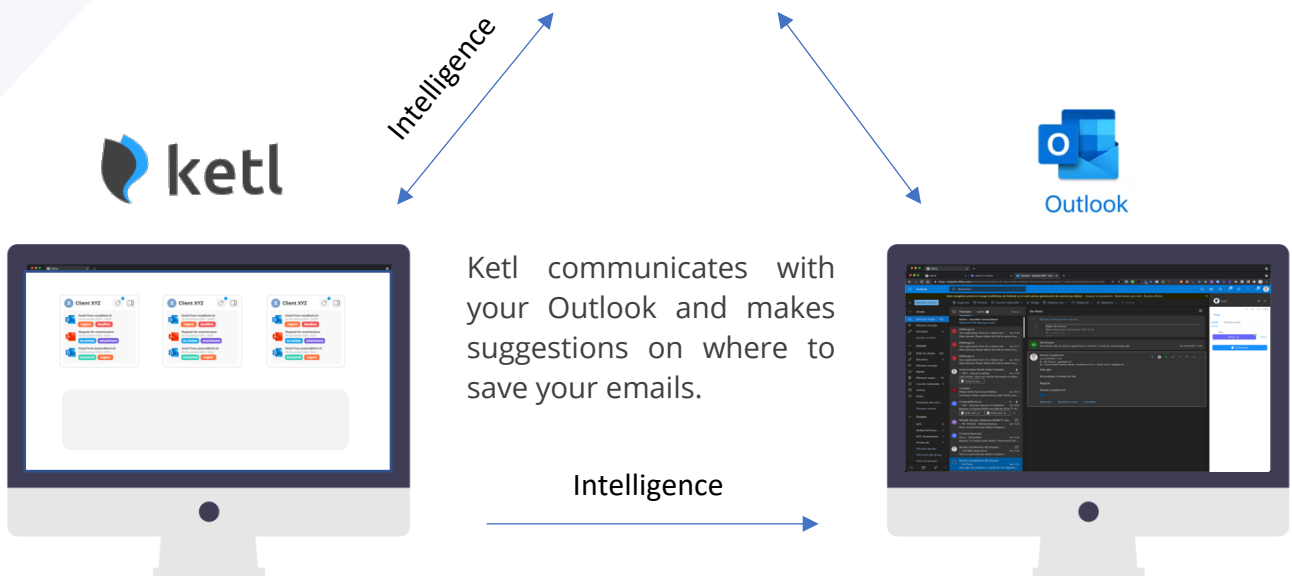
Ketl, how will you actually work with it?

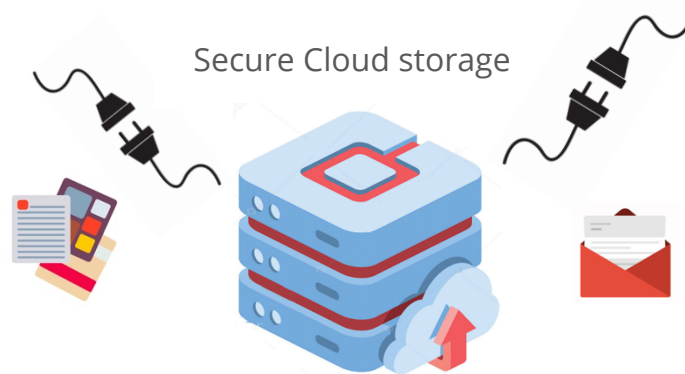**Ketl is accessible from your browser, from anywhere and using any device.**

Simply open your browser, access Ketl's page, login, and work. No need for complex setups. Ketl works on all devices.

Ketl is also available in Outlook, so as to allow you to quickly save an email and perhaps make it available to your team.

ketl

Intelligence

Outlook

Ketl communicates with your Outlook and makes suggestions on where to save your emails.

Intelligence

Ketl plugs into your Cloud storage. The process is very simple.

Using Ketl, your Outlook will also connect to your Cloud and copy emails to Ketl whenever you decide to do so.

Secure Cloud storage

On premise - or *local* - servers are less secure and more costly to maintain than Cloud storage.

Cloud storage has already been widely adopted and is becoming the norm.

Switzerland is still in the process of democratizing the Cloud, but the change is occurring fast.

What data does Ketl actually store?

When installing Ketl, you will be invited to connect a Cloud storage of your choice. We typically recommend Microsoft SharePoint, OneDrive or Google Drive. We may work with other services if need be.

When using Ketl, you can view, edit share your documents from the Ketl app. However, Ketl does not actually store files. It merely acts as a hub or window to your Cloud storage. Your files therefore remain stored on the Cloud storage you have connected to Ketl. All access rights, file history, file backups, etc. are managed by your Cloud storage provider and will remain untouched if you decide to leave Ketl one day.
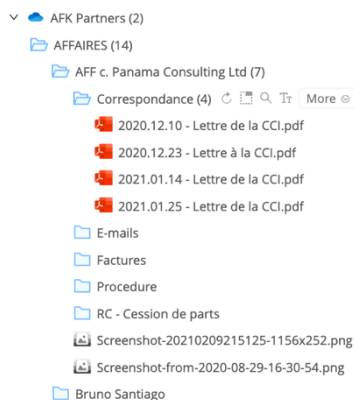
Ketl however does store information relating to your files on its own database (separate from your Cloud storage). More precisely, Ketl stores the textual content of files (OCR) and their metadata (modified date, last access date, author, etc.). This information is required for our Artificial Intelligence.

If you remove a file, all data relating to this file will be deleted from Ketl's database.

This entails that if you decide to stop using Ketl and cancel your subscription, all files will remain untouched on your Cloud storage. Since Ketl helps organise and rename your files on your Cloud Storage, such organisation (folder structure, file names, etc.) will remain untouched. In other words, you will never be a hostage of Ketl's ecosystem. This is an important value of our company: if users wish to leave, they should be able to do so very easily.

Your files remain stored on your Cloud storage (e.g., Microsoft OneDrive).

Ketl stores only text and metadata relating to your files

AFK Partners (2)
  AFFAIRES (14)
    AFF c. Panama Consulting Ltd (7)
      Correspondance (4)
        2020.12.10 - Lettre de la CCI.pdf
        2020.12.23 - Lettre à la CCI.pdf
        2021.01.14 - Lettre de la CCI.pdf
        2021.01.25 - Lettre de la CCI.pdf
      E-mails
      Factures
      Procedure
      RC - Cession de parts
      Screenshot-20210209215125-1156x252.png
      Screenshot-from-2020-08-29-16-30-54.png
    Bruno Santiago

Content:

Dear Madam, dear Sir, Please find..

Information :

Dates

Client names

Locations

Currencies

Examples of Features

Thanks to the Information extracted by Ketl, it can typically offer the following features:

Full text search on ALL documents of your firm. Even your scanned PDFs become searchable, automatically.

Dynamic filters: as an example, if your documents contain currencies, Ketl will extract them and you will be able to use currencies as filters. Typically, you may filter your documents to view only those containing CHF currency. This is true for any information extracted in your documents. Our filters are dynamic, meaning every time you select a filter, other filters will display only the remaining filter options.

Automatic chronology generator: since Ketl is able to detect the relevant date of documents (e.g., the signature date of a contract, vs the contract's term), it is able to generate a chronology of entire sets of documents. This will give you an overview of the timeline of a case. You may also export this timeline to a Word document to generate a skeleton of your factual allegations.

Document association or relationships: Ketl reads your documents and generates patterns of vocabulary for each client or case. Ketl will hence know which words are common to a specific case. Ketl improves as you add new documents. For instance, if you add documents that contain the words « Mirka Federer » and you classify these documents to the case of « Roger Federer », the machine will be able to create a relationship with future documents containing « Mirka Federer » (or any other words). This explanation is of course very simplistic. The same technology can be used to find relevant case law or relevant documents in your system that you would not have found using human eyes.

Integration with third-party software (with your consent of course): the information extracted by Ketl can be sent, upon your request, to a third-party software. The most common example is the information relating to invoices (amounts, VAT number, due date, etc.) can be sent to a third-party accounting software (e.g., ForenSys, GIT, Vertec, Bexio, etc.).

Workflows: our system will learn from your actions. If you add a virtual post-it (called « Tags » in Ketl), Ketl can later suggests those post-its for new documents. Invoices can hence automatically be tagged as "To validate", which will then notify the users who must in fact validate these invoices. Ketl also allows users to assign a document to a colleague and add comments on documents or cases to improve collaboration and workflows.

Business Intelligence

And much more..

What is the main difference between Ketl and products such as *Dropbox* or *OneDrive*

A large majority of these systems are what we call « folder centric ». This means the interface allows you to create folders, and you add documents in them. But the only link between you documents and your Client is the name of the folder these are in (assuming your main folder is named after the relevant Client).

This entails that every time you wish to access a file, you must develop all relevant folders until you find the document you are looking for. You cannot find your files by quickly filtering by Client, date, document type, etc. More importantly, you are usually not exploiting the potential of all these documents that contain crucial information. You cannot either benefit from all the intelligence that can be generated when link exists between documents.
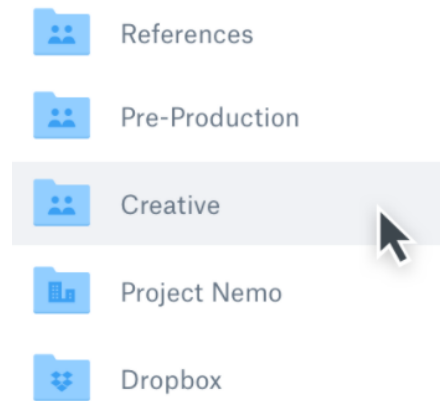
The basic folder structure, a file cemetery in most DMS solutions.

At Ketl, we offer an intelligent interface that is « client-centric ». Every document that you add is attributed to a Client of your firm. We also tie a number of information to the document, such as its type (Letter, Invoice, etc.), its relevant date, etc. And since Ketl extracts the content of all your documents, every word, name, date, currency, location they contain is now tied to the relevant Client.

Tags, or virtual post-its, that make documents pop out and helps you filter those you are interested in.
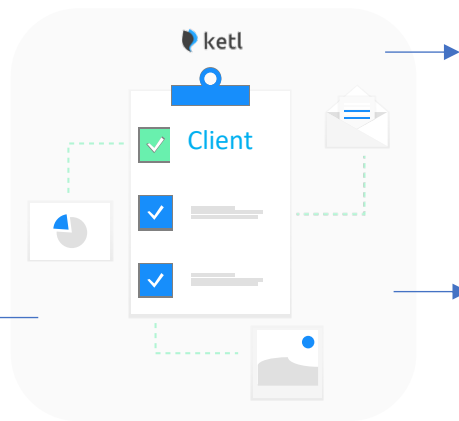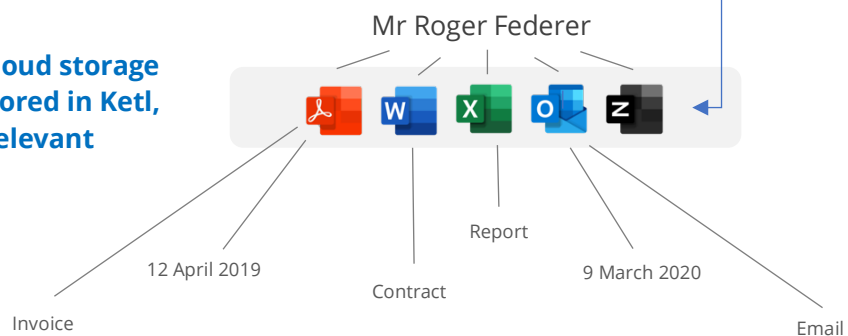
Mention your colleagues on documents, they are notified.

Ketl is connected to your Cloud storage.

With Ketl, your files are more than just files abandoned in a folder.

Every file stored in your Cloud storage is linked to information stored in Ketl, such as in particular the relevant Client.

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More information

Web site : **www.ketl.ch**

Contact

info@ketl.ch

Technical support

support@ketl.ch