

Introduction

Ketl is a Web Application (Software as a Service, SaaS) that allows organizations to unlock information from their documents & extract true data intelligence thanks to its **proprietary Artificial Intelligence**.

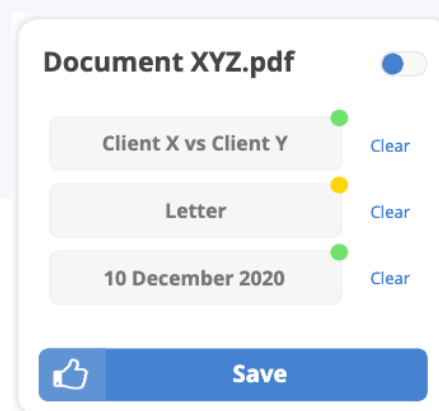
Ketl will help you (i) keep up to date at all times with your incoming documents, (ii) create, view and manage cases, (iii) link documents to cases with only 1 click, (iv) generate chronologies from piles of documents and (v) perform advanced and intelligent search seamlessly.

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 proudly designed in Switzerland by our own statisticians and engineers – giving us complete control on our App, and the ability to develop functionalities according to our client's needs.

Our approach to infusing AI into software is to make it incredibly efficient, while being almost invisible. You do not even realize 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.



Ketl's main features:



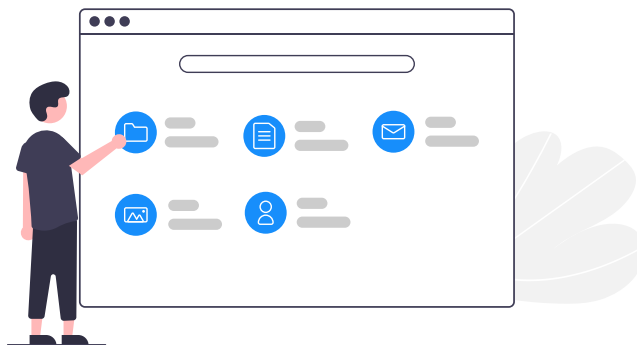
Search Engine

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 to reach to relevant sub-sub-sub-sub folder and then document.

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

Our Search engine was battle-tested by clients who trusted us with over 20 million documents. Let us say you find what you are looking for, and the results will appear immediately.

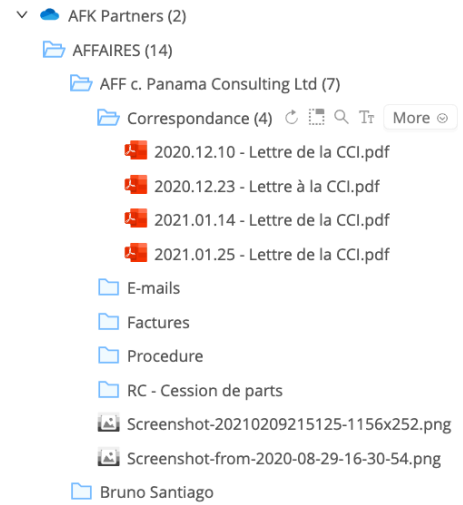




Explorer - we did not remove the basics

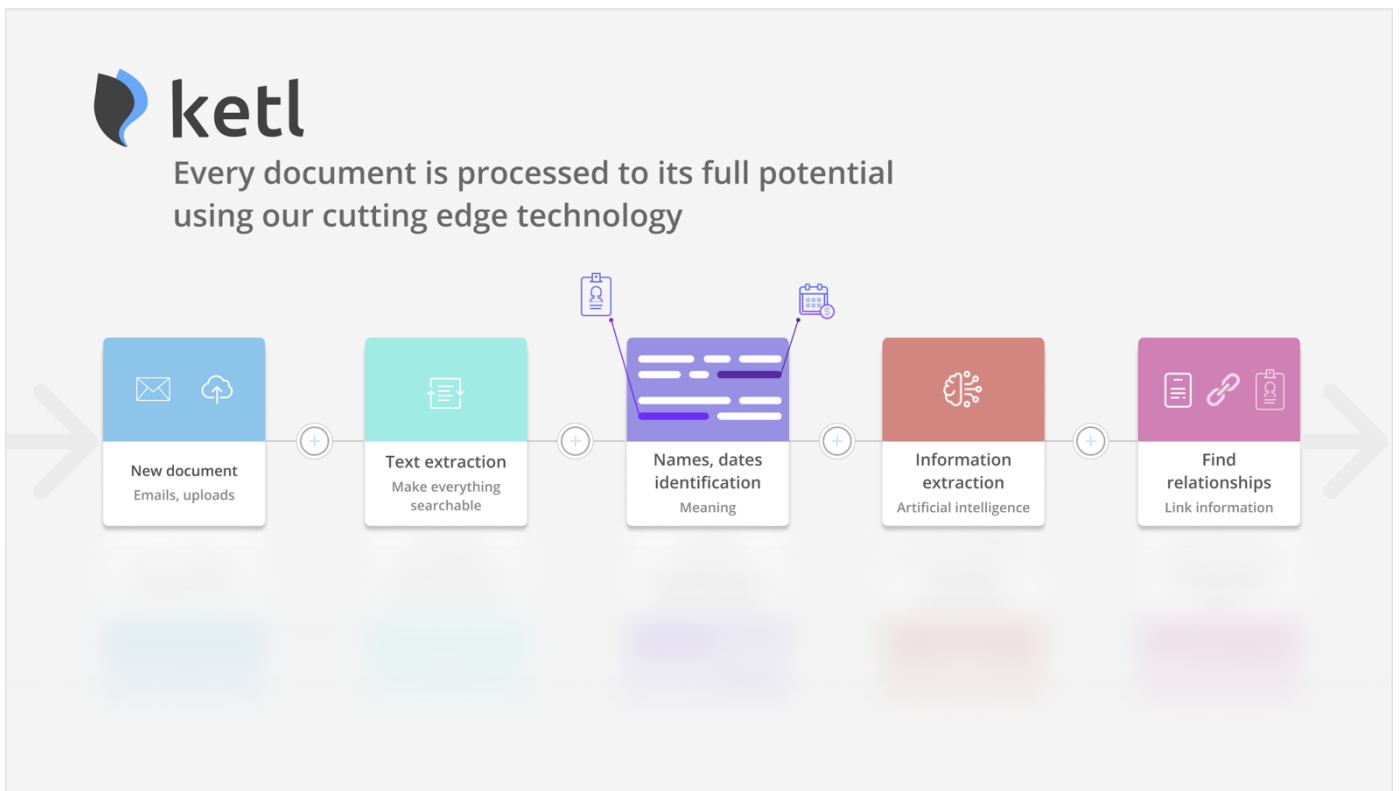
Although the new era of document management tends to promote a “*Search first*” approach to finding data, it sometimes is necessary to simply explore documents, typically when you do not know exactly what you are looking for.

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 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.



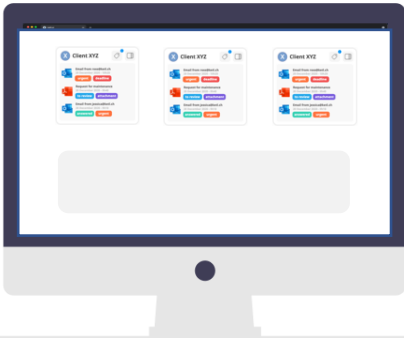
Ketl is also available in Outlook, so as to allow you to quickly save an email and perhaps make it available to your team.



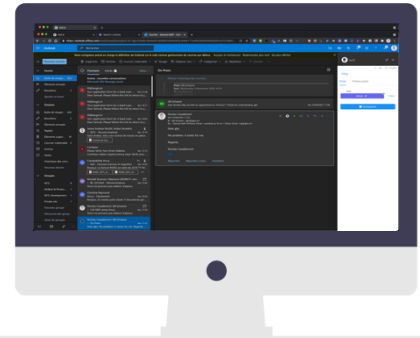
Intelligence



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

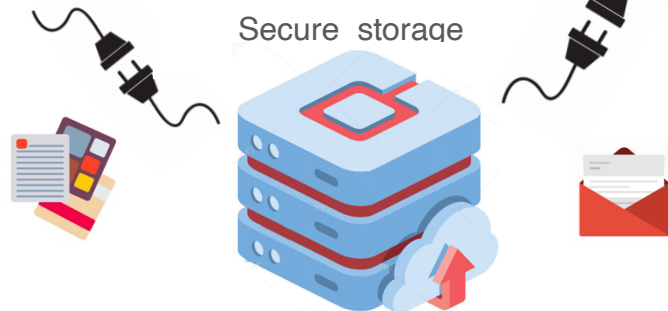


Intelligence



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.



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 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 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 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.

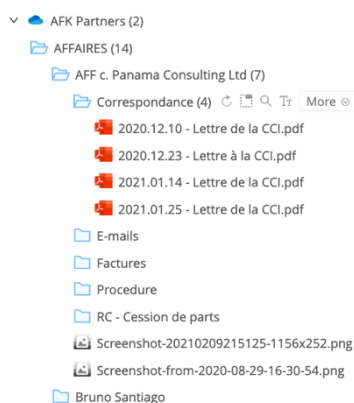
This entails that if you decide to stop using Ketl and cancel your subscription, all files will remain untouched on your storage. Since Ketl helps organise and rename your files on your Storage, such organisation (folder structure, file names, etc.) will remain untouched. In other words, you will never be a hostage



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



Ketl stores only text and metadata relating to your files



Content:

Dear Madam, dear Sir, Please find..



Information :

Dates
Client names
Locations
Currencies
Deadlines



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 organization. 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 suggest 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.

More information

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Technical support

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