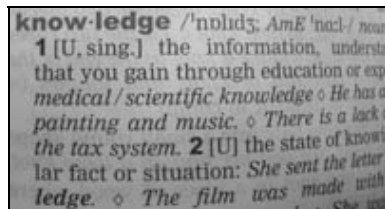


## powerKNOW

Knowledge Retention Solution



- Save and Share Quality Knowledge.
- Increase Productivity and Efficiency.
- Help in Decision Making Process.
- Job satisfaction for employees.
- Be better than your competition.
- Knowledge Management at a fair price.

### KLV GmbH

Marktplatz 19  
D-53844 Troisdorf  
Germany  
Telefon +49 (2241) - 42021  
Telefax +49 (2241) - 401342

info@klv.com  
www.klv.com  
www.powerknow.com

## Managing Knowledge is a key issue in all organizations

powerKNOW is a unique Knowledge Management Solution which allows an individual approach to preserve and retain Know How in organizations. Knowledge can be structured and shared in a most effective and efficient manner.

By using powerKNOW, loss of Know How (Knowledge) can be reduced significantly. Search for Information and Knowledge can be optimized. Synergies thus created, result in achieving key objectives and maximum benefits.

## Optimization of Resources using Knowledge Management Solutions

Different studies show that with the implementation of knowledge management solutions, productivity of an organization can be increased by up to 30 percent.

Managers spend a significant amount of their time and energy searching for Knowledge. One of their most valuable resource, Time, is not as productive as it should be. The required Knowledge is often available somewhere in the organization, but is not accessible when needed. This happens because Knowledge in an organization is often not structured and documented properly.

Reducing this wastage of Time, can significantly increase the productivity of an organization, as time saved can be invested gainfully in other areas.

## Knowledge loss can result in high costs

Abilities and expertise once acquired, do not necessarily remain at the disposal of organizations for all times to come. Knowledge collected over the years can be lost through a mere reorganization or with merger of different companies. Employee transfers can also lead to inefficiency and knowledge loss. Other circumstances, such as job cuts or attrition, force the organizations to respond to impending reduction in Knowledge. Otherwise it could lead to a collective loss of Knowledge.

An aging workforce nearing retirement would lead to an enormous loss of Know How in organizations. **Regaining this Knowledge** can be very costly. Leading experts believe that it costs, on the average, up to two years' salaries of an employee to regain lost Knowledge. This is making top management of many organizations very sensitive to this issue. Knowledge Retention has won in stature and meaning in recent past. It is leading to concrete projects in different organizations.

## powerKNOW: Managing Knowledge in a most effective and efficient manner

Critical and valuable Knowledge of an organization can be saved, structured, shared and transferred back in the business processes. Loss of Knowledge, its negative effects and the resulting costs can thus be reduced. Retrieval of Knowledge and Information can be significantly speeded up with powerKNOW.

powerKNOW is very effective in saving different forms of existing Knowledge in an organization or creating new **Knowledge** in a structured and documented form, e.g.

- Knowledge about important Objectives and Competencies
- Best Practices and Lessons Learned
- Customer or Product Knowledge
- Business Processes
- Project Reports and Skill Database
- Workforce Capabilities
- etc.

Using powerKNOW, knowledge documents can be stored in a central **Knowledge Base** and shared by authorized users. Quality of the knowledge base can be increased step by step using different options to structure and qualify knowledge documents with more relevant meta information. This optimizes the support of internal knowledge processes.

powerKNOW supports the **Debriefing** interview technique to collect valuable and critical knowledge from experts.

### **powerKNOW is a modular software**

powerKNOW is based on a **modular** software platform. The initial installation is done by an IT-Administrator through simple procedures.

After the installation, a Knowledge Manager, with little IT-Know How, is able to change the required configuration and parameters designed to meet the needs of an individual solution.

### **powerKNOW consist of two main components**

#### **Contents**

A collection of Knowledge Documents with all the text fields, meta information, attachments and other relevant information form the contents of a powerKNOW system.

#### **Access methods**

powerKNOW has got two powerful access methods to allow fast and reliable search for knowledge:

#### **Search Keyword Tree (Taxonomy)**

Search Keywords are user defined and organized in the form of a hierarchical tree structure. It allows the definition of unlimited number of Search Keywords. You can, thus, create a **multi dimensional** structure. The branches of such a structure can be changed or renamed at any later stage. Change of the tree structure is also possible.

#### **Full text search**

All the texts and all the attachments in usual office formats are included in a full featured full text index. Searching can be done by full word match, abbreviated word match, Boolean combinations, proximity search, etc. Furthermore, searched text can be **Highlighted** in Attachments.

You can create your own customized Knowledge Retention Solution by defining

- the number of text fields of My Structure you require,
- the names or notations of these fields,
- the Search Keyword Tree structure,
- and different parameters of a knowledge process.

Configuration and parameters can be administered simply using a web front end by the user with little IT Know How. All the above settings can be changed by authorized personnel any time during a running system allowing a prototype system to be transformed to a production system with minimum of changes.

Result is a quick productive Knowledge Retention Solution. This transformation does NOT result in loss of already created knowledge documents.

### **Functionalities of powerKNOW as a Knowledge Retention Solution**

- My Structure for Knowledge Documents
- Acquisition, entry and update of Knowledge Documents.
- Search Keyword Tree (Taxonomy)
- Embedded links
- Imbedded attachments
- High Quality search (full text with highlighting in meta information and/or in attachments)
- Document history
- User Administration with role models
- Support of a user defined knowledge process
- Workflow for a knowledge document release
- Web application for intranet or internet

**Get a free trial version and use powerKNOW in your organization or test it online with a supplied example.**

[www.powerknow.com](http://www.powerknow.com)