

COLLABORATE



Seamless Collaboration

Collaboration Report

Status	Reviewer Name	Reviewer Email	Creation Date	Due Date	Version	Has Changes	Changes
Owner	Joel Martin	martin@litera.com	8/15/2016		1.0		
Reviewer	Ian McCormick	mccormick@litera.com	8/15/2016	8/19/2016	1.0	no	View changes
Reviewer	Josh Davis	jdavis@litera.com	8/15/2016	8/19/2016	1.0	no	
Reviewer	Melissa Neubert	mneubert@litera.com	8/15/2016	8/19/2016	1.0	YES	View changes

Dear Joel Martin,
I have made some changes to the document Proposal Comments IM doc using Litéra IDS.
Regards,
Melissa Neubert

Litéra IDS® takes document collaboration to the next level by remove issues with version proliferation by having input from all contributors visible in a single document. Contributors edit documents as they would normally and Litéra IDS® captures their revisions in a central database. The original author can then review, accept, reject or modify proposed changes while leaving a comprehensive audit trail.

- **SharePoint** integration
- **DMS** integration
- **Audit trail** on edits
- **Use within Microsoft® Word**
- **Review, Accept, Reject or Modify** proposed changes
- Collaborators do not need **Litéra IDS®** to make changes

“Litéra IDS® revolutionizes the way we collaborate. Within Litéra IDS®, multiple users can share input on a single live document and all changes and reviewer activities are retained.”

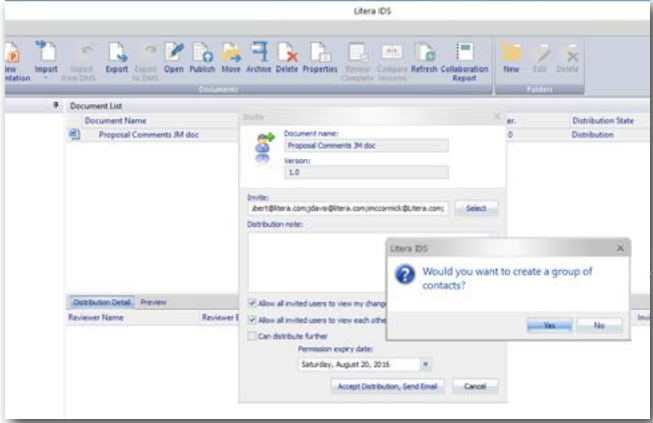
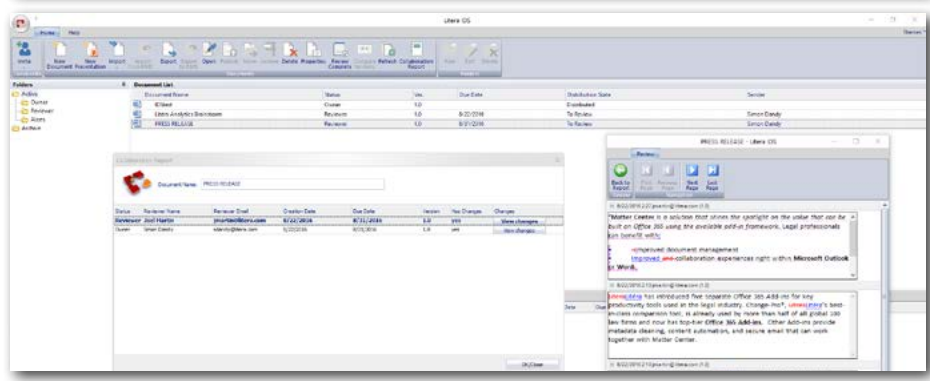
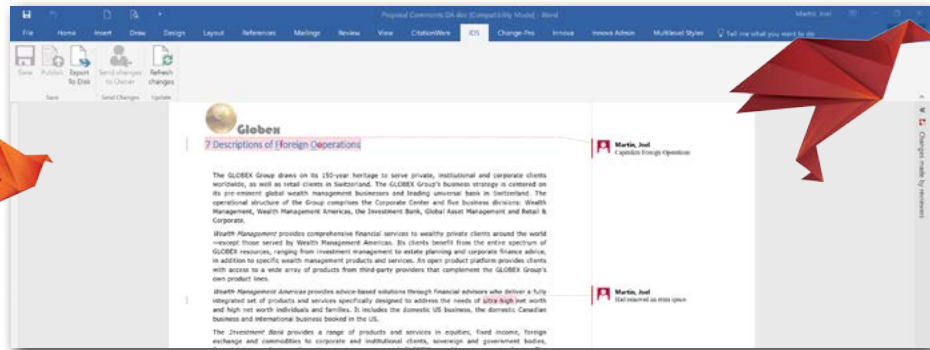
Karen Massand
Litéra Board of Directors



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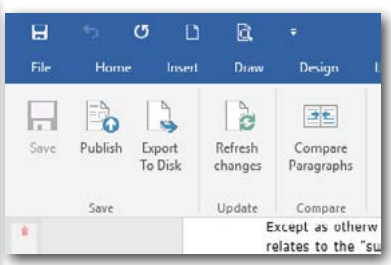
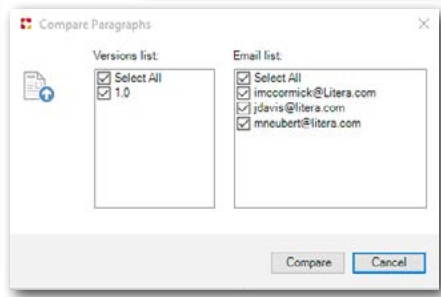
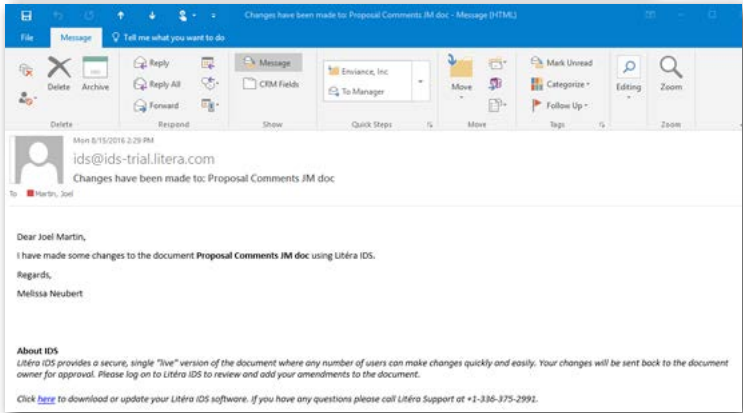
- Editorial and collaborative processes function on or offline removing risky editing conflicts and saving valuable company time
- Input reviewers comments automatically by utilizing the audit trail allowing users to instantly access a list of all changes made
- The Track Changes feature keeps the administrator in constant control of all change, review full history of all changes by person, date, and/or topic
- Simply and efficiently collaborate with authors you've granted viewing or editing access
- Receive email notification informing reviewers a new document requires their input
- Reduce risk by documenting when, why and by whom changes are made
- Increase operating efficiency by optimizing the value of employees' time
- Send comments and changes to another user for additional input
- Collaborate with any number of users on a single document



Collaboration Report

Document Name: Proposal Comments JM doc

Status	Reviewer Name	Reviewer Email	Creation Date	Due Date	Version	Has Changes	Changes
Owner	Joel Martin	jmartin@litera.com	8/15/2016		1.0		View changes
Reviewer	Ian McCormick	imccormick@litera.com	8/15/2016	8/19/2016	1.0	no	
Reviewer	Josh Davis	jdavis@litera.com	8/15/2016	8/19/2016	1.0	no	
Reviewer	Melissa Neubert	mneubert@litera.com	8/15/2016	8/19/2016	1.0	yes	View changes



SYSTEM REQUIREMENTS

Client

- NET Framework 4.0
- 30MB disk space free
- Microsoft Office 2007, 2010, 2013, 2016 or O365 local install

Server System

- .NET Framework 4.0
- Windows Server 2008 – 2012 R2
- Microsoft SQL Server 2005+ and later

INTEGRATIONS

- Microsoft® Word
- Microsoft® SharePoint
- OpenText eDOCS and DM
- iManage® Work
- WORLDQX®
- Windows 7, 8, 10

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