

# COLLABORATE



# LITÉRA IDS®

## Seamless Collaboration

The screenshots illustrate the Litéra IDS interface, which is designed to work within Microsoft Word. One window shows a document titled 'GlobeX' with a 'Collaboration Report' pane on the right. Another window shows a 'Document History' table with columns for Document Name, Status, Version, and Due Date. A third window shows a 'Message' dialog box with a subject line 'ids@ids-trial.litera.com' and a body of text regarding document changes. A fourth window shows a 'Collaboration Report' table with columns for Status, Reviewer Name, Reviewer Email, Creation Date, Due Date, Version, Has Changes, and Changes.

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

Litéra IDS® takes document collaboration to the next level. Issues with version proliferation are removed by having input from all contributors visible in a single document. Contributors edit documents as they would normally within Microsoft Word 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

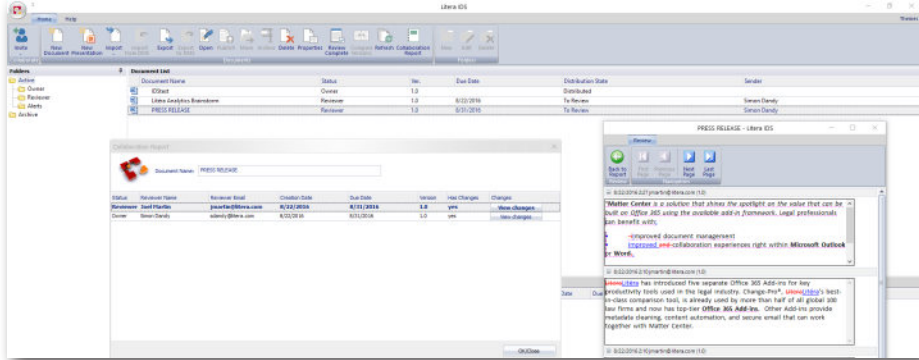
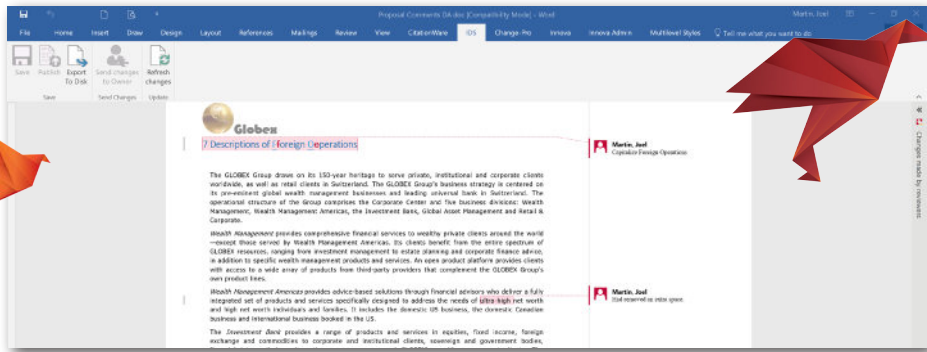
*"Litéra IDS® revolutionizes the way we collaborate. Within Litéra IDS®, multiple users can share input on a single live document and all changes and reviewer activities are retained."*

Karen Massand  
Litéra Board of Directors



WWW.LITERA.COM +1.336.375.2991

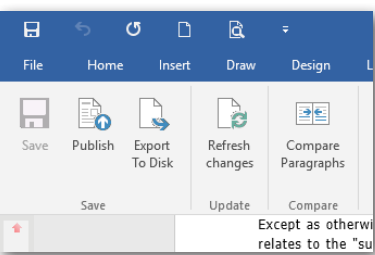
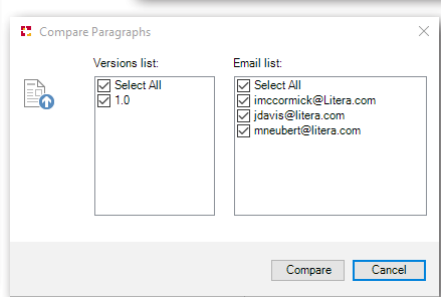
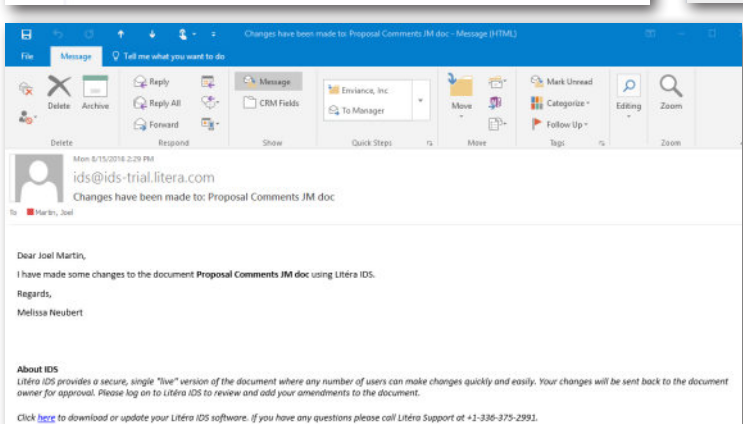
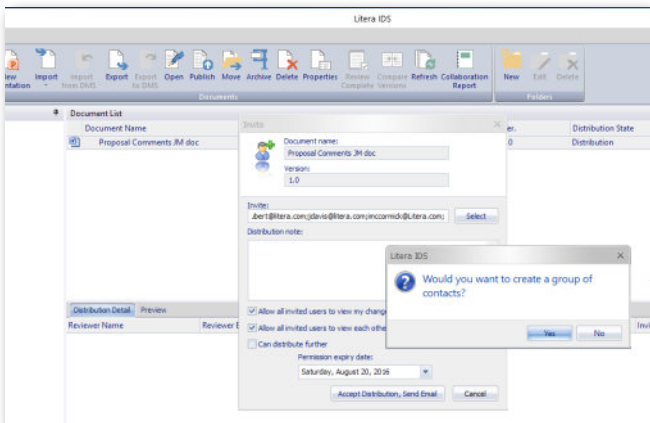
- Editorial and collaborative processes function on or offline removing risky editing conflicts and saving valuable company time
- Input reviewers comments automatically by utilizing the audit trail allowing users to instantly access a list of all changes made
- The Track Changes feature keeps the administrator 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
- Email notifications inform reviewers a new document requires their input
- Reduce risk by documenting when, why and by whom changes are made
- 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
- Worldox®
- Windows 7, 8, 10

Protected by one or more of the following US Patents owned by Litéra Corp.:

7,818,678 and 9,105,007.

Litéra®, Litéra IDS® and Content Confidence® are registered trademarks of Litéra Corp. All other brand names, product names or trademarks belong to their respective holders.



WWW.LITERA.COM

US +1.336.375.2991

UK +44.7860.646979

IND +91.9810.065347

5000 CROSSMILL RD, McLEANSVILLE, NC, 27301

UNITED STATES • UNITED KINGDOM • UKRAINE

INDIA • PHILIPPINES • SINGAPORE • HUNGARY