

Document Management, Review, Sharing, Collaboration, and Real-time Communication –One single solution!

The potency of any organization lies in its ability to incorporate information into a well-structured format and its subsequent, systematized retrieval. Knowledge contained in various domains is a scarce resource and should be captured, stored and integrated in such a manner that allows its timely use in documentation and business processes in order to address critical industry requirements. The eReview Collaboration Portal takes Web4's market tested eReview technology to the next level by adding Document Storage and Document Management capabilities to the existing view, markup and collaboration features. Following are the salient features of the application:

- ❑ **A single interface** : Built around eReview , which is a powerful view and markup solution that reads hundreds of file formats natively, eReview Collaboration Portal provides a unique blend of best-of-breed features of an optimal document storage and retrieval solution ,a multi-format document viewing technology and a multi-purpose web-based conferencing system in one single interface.
- ❑ **Manage your documents effectively** – Every user has his own private area where he can create folders and subfolders, upload documents, obtain list of files, search for a particular document, view any document via eReview. In addition there is a public area visible for all registered users.. Documents can be easily stored in a structured format.
- ❑ **Authorize selected users** – Depending on the particular use-case scenario, different user levels can be created with different authorization permissions.
- ❑ **View and Annotate your documents** : The system has an inbuilt powerful multiformat viewer with a true multiple document interface. This is coupled with an extensive multi-layer, multi-author and multi-file markup paradigm.
- ❑ **No client-end installations:** The entire application can be accessed simply with the help of a web-browser without the need of any installation at the client end.

Key Features:

Document Management , Storage, and Retrieval

- Extensive document management system that helps users manage and organize project and personal documents
- Documents can be stored and organized in a centralized repository in specified folders
- privileges to set up customized folders and sub-folders for each user.
- Every user has his own private area where he can create folders and subfolders,
- Advanced searching and sorting features

Document Download, Upload and Versioning

- Easy download of documents to the local drives



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- Easy upload of new documents and new revisions of existing documents
Efficient management of multiple revisions of the same document.
- Options to see older versions of the document anytime.

Powerful Viewing ,Annotation and Printing Techniques

eReview viewer remains seamlessly integrated with ECP thus providing all the core viewing ,printing, annotation and collaboration features that are available with eReview.

Viewing features:

- ❖ Multiple format support
- ❖ Platform Independent and server centric
- ❖ Multiple Document Interface
- ❖ Ability to view documents with very large number of pages
- ❖ Robust and flexible in use with fast load and display of data/images
- ❖ Clear and legible images
- ❖ Display raster image in different color modes
- ❖ Support for viewing reference documents
- ❖ Degree-scalable screen image rotation, (maintaining aspect ratio when rotating)
- ❖ Zoom in/out capability with scalar granularity
- ❖ Ability to define magnification, print size, and font size. These settings should be persistent when scrolling between pages.
- ❖ Intelligent format specific Control dialog
- ❖ Ability to view multiple non-contiguous pages at the same time.
- ❖ Since eReview is an intelligent viewer, vector(CAD) files are not converted to raster images, and there are tools for extremely accurate linear, horizontal and angular measurement

Markups and annotations

- ❖ Users can add multiple graphical or text-based annotation objects on a document There are different layers of annotations/markups present in the markup files, based on authors. Every user/author has his or her own markup layer by default.
- ❖ Authors can add multiple layers also within the same markup files.
- ❖ There can be multiple markup files associated to the base document.
- ❖ Each markup file has info about different layers of markup, their authors and the base document, to which they are associated.
- ❖ While loading the already saved markup files to the base document, eReview has built-in intelligence to only display the markup files associated with that base document.
- ❖ Markups cannot be edited by any person other than the author.
- ❖ Area and perimeter calculation of geometrical annotations is possible with the help of the annotation tools.

Powerful Printing Solution

- ❖ WYSIWYG Printing
- ❖ Multi-page, multiple document printing
- ❖ Printing Header, footer and watermarks
- ❖ Printing with or without annotations
- ❖ Options to print using local print drivers
- ❖ Printing 3D model snapshots



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Simple, easy-to-use navigation and search options

- ❖ Easy-to-use, simple, explorer-like navigation controls to navigate documents, pages within documents and even markups/annotations
- ❖ Navigate between all pages or only pages with annotations with a click
- ❖ Get instant, on-the-fly summary of all comments/annotations within a collaborative session
- ❖ Use keyboard for easy navigation of documents
- ❖ See instant information about comments, documents, and pages within a document-review.

Customizability

- Present toolbars with configurable tools (buttons), according to preferences. These
- Configuration parameters are based on XML and are easy to configure
- Configurable menus and menu options. All the tools within eReview can be presented as menu options
- Dock, undock, move or float toolbars
- Enhance or reduce toolbars by adding or deleting buttons
- Layout toolbars according to preferences
- Create new toolbars
- Create new buttons for new features with their own icons and functions from external jar files
- XML based user-profiles for separate set of users: save these profiles either on the server or client
- Predefine user-roles with separate set of tools and separate configuration: roles such as “administrators”, “power-users” and “users” are default. New user-roles can be created without any programming
- Dock or float navigation and chat panels for more viewing area
- Gets instant notification through blinking icons of users joining the sessions
- Gets more information about actions taking place in the status bar
- Customize menus with own options
- Profiles can be configured to use separate libraries to view different formats
- Comment on documents through easy-to-use, threaded comment markups. Multiple users can add their comments anywhere on the documents that get saved as threaded comments, providing history of all discussions
- Exchange markups across documents of different types. Copy-paste of markups across document types
- With a click, see the authors of markups
- Iconize annotations for ease of viewing
- Add overall comments to be seen by all users at any time
- Redaction through external API parameter

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Meeting scheduling and Meeting Management

- ECP lets the users schedule synchronous and asynchronous collaborative meeting sessions through a easy-to-use GUI. These are the highlights of the meeting management module of ECP
- Application and desktop sharing enables meeting participants to view and control applications as well as desktops running on a remote participant's desktop
- Meeting participants can jointly view and annotate multiple documents, 2D drawings and 3D CAD models intelligently in real-time (co-view and co-markup).
- Chat, whiteboard and roaming features.
- Asynchronous document review among dispersed users in a traditional workflow process.
- Multimedia presentation and animation sharing allow meeting participants to share video, animation and other static or moving presentation
- Attendee transparency and moderator control of attendee privileges
- Synchronous mode to ensure all participants see the same view
- Multi-point real-time audio/video conferencing as an optional module
- Ability to record and playback the entire meeting according to attendee's rights within the meeting
- Meeting messenger system to notify and invite team members through instant messaging
- Comprehensive meeting scheduler and management system

Accountability and History module

- eReview meetings can be stored as XML files on the server in a separate "History" module for playback at a later time. This ensures easy retrieval of information at a later point of time and to the accountability of the organization.
- An already finished session can be restored through the "History" module.

Document Security and Access Rights

- Sanctity and security of documents stored and viewed through ECP is preserved at all points of time.
- Document storage and retrieval is controlled through role-based user access rights and privileges which can be set by the administrator according to the use case of a particular organization.
- eReview viewer does not allow the user to edit the original document.
- Changes to a particular document in a review procedure can be suggested only through annotations. These are nothing but corollary files associated with the parent document.
- Thus the risk of tampering the original confidential documents or that of exposing data and documents to un-authenticated users remains minimized.

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