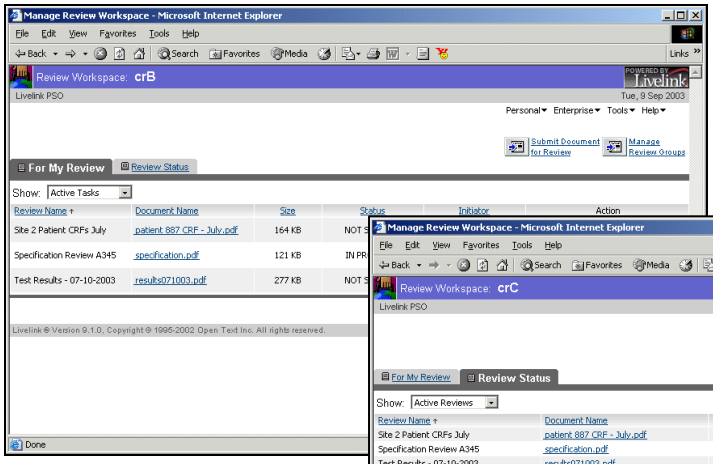
Data Sheet

Open Text Collaborative Document Review and Approval

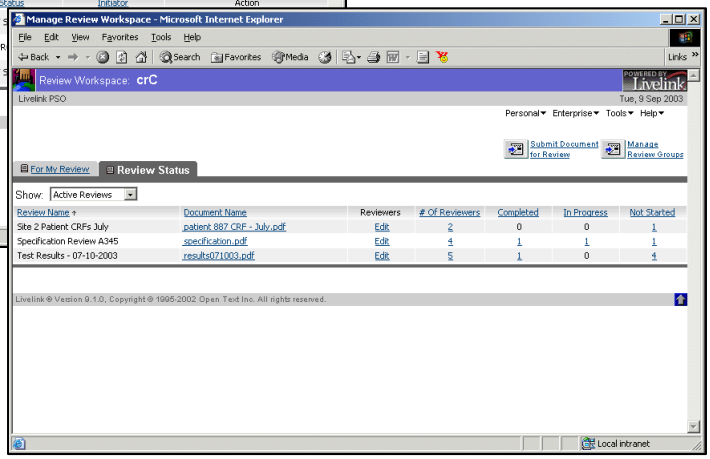
Initiate, perform, and manage document reviews

Open Text Collaborative Document Review and Approval provides a controlled, easy-to-use environment to accelerate the process of document review in systems based on Open Text Content Server, including Open Text Document Management and Open Text Content Lifecycle Management.

Collaborative Document Review and Approval provides the ability to quickly submit a document for review, regulate the review participants and order, review and annotate documents, and report on the status of a document review. The review workspace provides a central location to initiate and manage all document review activities, with advanced features that include detailed event auditing, full-text searching, and agent notification.



Perform review tasks



Report on review status and manage reviews

Enhances usability

The wizard-like interface avoids the need for workflow, and simplifies creation of the review process.

Increases collaboration

Multiple users can annotate a document simultaneously, without overwriting each other's comments.

Improves productivity

Reviewers are automatically notified when documents are ready for review.

Features

- Access a personal review workspace to submit documents for review, perform all review tasks, report on review status and manage review processes.
- View and annotate documents in PDF format, using the free Adobe Reader.
- View and annotate documents in MS-Office format, using PageSeeder.
- Reply to annotations.
- Search the full text of annotations.
- Subscribe to email notifications for annotation events.
- Create personal review groups or system-wide review groups.
- Specify serial or parallel order for review tasks.
- Edit review participants and review order, cancel reviews, and archive reviews.
- View completed and archived review processes and tasks.
- Track detailed audit events for all review processes.

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