

OpenText™ Brava!™

Securely view, annotate, redact,
and transform any file, on any device

Organizations today face numerous challenges when it comes to collaboration. With employees increasingly dispersed around the globe and the use of personal devices continuing to grow, convenient access to content has become essential—but that content also has to remain secure. So while information workers require immediate access to content to get their jobs done, management struggles to secure information to protect intellectual property and ensure compliance.

Fortunately, there's OpenText™ Brava!™. Brava! offers secure viewing and collaboration for today's complex workplace, balancing accessibility to content with the need to secure and control it. From traditional in-house employees to remote, mobile users, Brava! provides users inside and outside of the organization with consistent, reliable access to content—all while ensuring it never leaves the repository. Offering a single application for viewing virtually any file format—including complex engineering drawings and videos—Brava! speeds review processes, minimizes the number of installed applications, and saves money.

Digital Access Anywhere

Brava! provides secure viewing and collaboration within one intuitive, browser-based interface. This eliminates the need to install native applications on every desktop and provides convenient access anytime, even for mobile users. Its HTML client allows users of virtually any modern web browser on PCs, Macs, Apple iPad and iPhone, and Android devices to work wherever they are.

Because access occurs without the document leaving the OpenText™ Content Server repository, compliance objectives are met and content remains secure and controlled. With Brava!, only authorized users can access content. It extends Content Server permissions set to restrict unauthorized users from downloading, saving, copying, or printing files. It even disables the Print Screen command.

PRODUCT SUMMARY

OpenText™ Brava!™ enables workers to view the content they need, collaborate with coworkers and external stakeholders alike, and even sign off when they are finished—all within the business rules. It is the perfect balance of accessibility and security, helping organizations operate efficiently while meeting compliance objectives.

FEATURES & BENEFITS

- *Accurately view and collaborate on practically any file—including Microsoft Office documents, PDFs, CAD drawings, and images—without needing the native applications*
- *Increase productivity with digital document reviews, file comparisons, and approvals all conducted within the browser*
- *Access content anywhere with the zero-footprint HTML client, including on PCs, Macs, and mobile devices*
- *Extend OpenText™ Content Server permissions to control view, print, print screen, and download functions*
- *Step through Changemark comments and designated Checkview areas to ensure nothing is missed*
- *Remove sensitive information with easy-to-use redaction tools*
- *Accelerate review and approval processes by adding electronic signatures to any workflow or business process*
- *Securely publish files to TIFF, PDF, and apply password protection, print restriction, and an expiry date when distributing sensitive files outside the company using OpenText™ Content Sealed Format (CSF)*

Work with Any File Type Including Multi-file CAD Drawings

Brava! enables collaboration on practically any type of file—including Microsoft® Office documents, PDFs, CAD drawings (even multi-file or Xref'ed), images, and video clips. Users can even view and print compound documents or all files in a Content Server folder.

For CAD users, Brava! vector-based viewing allows snap-to-geometry measurements, the ability to see object attributes and control layer views, and precise printing and plotting. It helps streamline project design, construction and operation by ensuring that users have the information they need to make purchase decisions, execute design plans, and more.

Users can quickly compare two versions of a file—even if they are in different file formats, like a Word document and a PDF—side-by-side or overlaid, with changes clearly highlighted. Viewing markups in the compare view helps verify all changes were made.

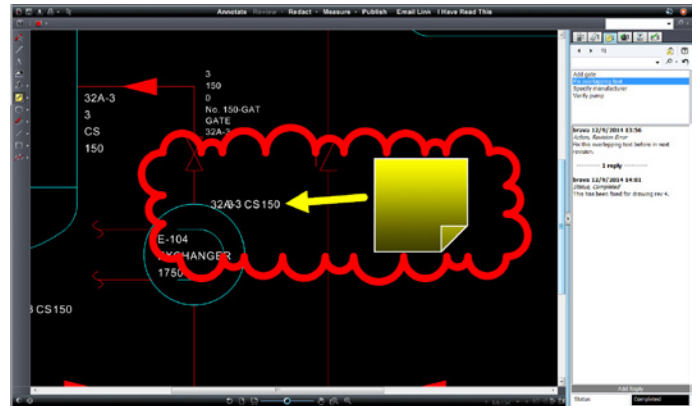
Efficient, Electronic Collaboration and Reviews

Markups and comments can be critical records and need to be properly managed and recorded. Whether performing simultaneous or serial review processes, collaborating electronically brings efficiency and ensures all markups are handled according to business rules. With Brava!, markups are stored in an overlaid XML file and can be burned into a PDF version of the document for archiving and external review.

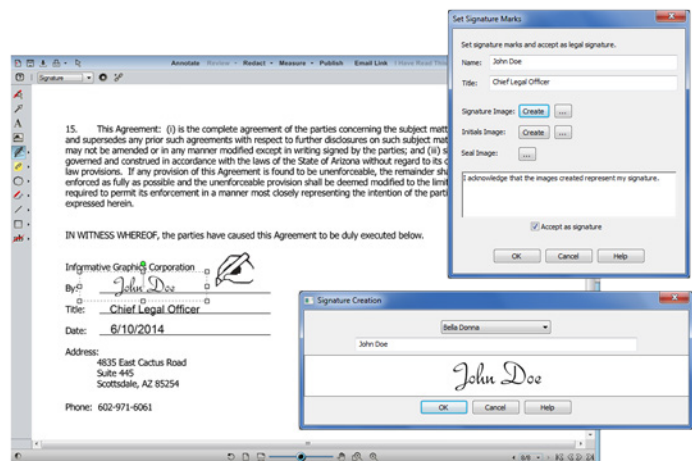
Brava! Changemark discussions allow team members to add and reply to comments and to assign and update the state of the conversation or issue—recording an audit trail of the discussion and the outcome. Changemark comments speed review and approval processes by stepping subsequent reviewers through each comment, ensuring none are missed.

For repetitive reviews of structured data, like forms, Brava! Check-view allows users to create a template, marking each area that needs to be verified along with instructions. Reviewers then simply load the template and step through each area, verifying or rejecting them according to the instructions.

Users can quickly add electronic signatures and create a new PDF of the signed document. Administrators can set up templates so signers can click on an area to populate it with their information or click a "Sign All" button. The HTML client adds the option to create a signature page. Brava! can then check the signed document into the Content Server repository. There is also a Content Server workflow step that enables document signing as part of a workflow. For organizations regulated by the United States Food and Drug Administration (FDA), Brava! electronic signatures capability helps meet guidelines of Title 21 CFR Part 11 of the Code of Federal Regulations.



View, markup and measure CAD drawings



Add electronic signatures, professional seals, or initials to any document and save as a new PDF

Keep It Secure

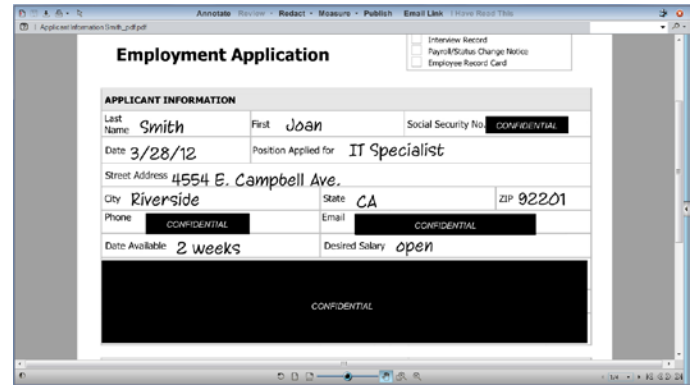
Providing access doesn't mean you have to sacrifice content security. Brava! makes it easy to share documents with users who don't have access to Content Server by publishing to PDF or TIFF. When secure file sharing is needed, publish to OpenText™ Content Sealed Format (CSF), which lets users add document security controls such as password protection, print restriction, an expiry date and more.

With Brava! redaction tools, users can remove sensitive content from documents, drawings or images before sharing—redacting either automatically with pattern matching and text search or manually with area selection tools. Brava! has a “redaction and verification” workflow step designed for Content Server. It also offers a draft mode for review cycles and the ability to redact full pages or perform partial redactions, such as removing all but the last four digits of a credit card number.

For on-the-fly redaction for certain users, adding Brava! Group-Based Views allows control of specific parts of a document that each Content Server group member can see. Apply these views to a single document or to all files in a folder to dynamically redact sensitive data based on the user's role.

Watermarks and banners can convey document status, such as DRAFT or CONFIDENTIAL, or display useful information from Content Server categories, attributes, and metadata. For additional security, they can also show system information like the user's name and IP address so any screenshots are clearly attributable. A tiled watermark feature is even available, making it harder to crop or obscure it. Watermarks and banners can be applied at the document level, to an entire folder or folder structure, or the entire system.

Users can also choose to just share certain pages with the addition of Brava! document merge functionality. Drag and drop page thumbnails from multiple files to create a new file—all while leaving original source files intact. New documents can be saved as PDF, TIFF or CSF.



Redact sensitive information and save to a new PDF

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