Document Collaboration. Controlled with PleaseReview.

Ideagen

Ideagen PleaseReview is a collaborative document review, co-authoring and redaction software application that lets everyone work together to create and deliver high-quality documents.

Document collaboration is critical to business, but it's a complicated, expensive process that takes a lot of time and effort to manage and is often a bottleneck in the document production process.

As documents get bigger and more complex, more people need to be involved in their creation and review. And as more people are involved, the harder it is to understand what changes have been suggested and by whom.

PleaseReview gives you a secure, controlled, web-based environment for real-time collaborative document review, co-authoring and redaction across groups, technologies and geographies.

PleaseReview helps you to control and manage all aspects of document collaboration, giving you:
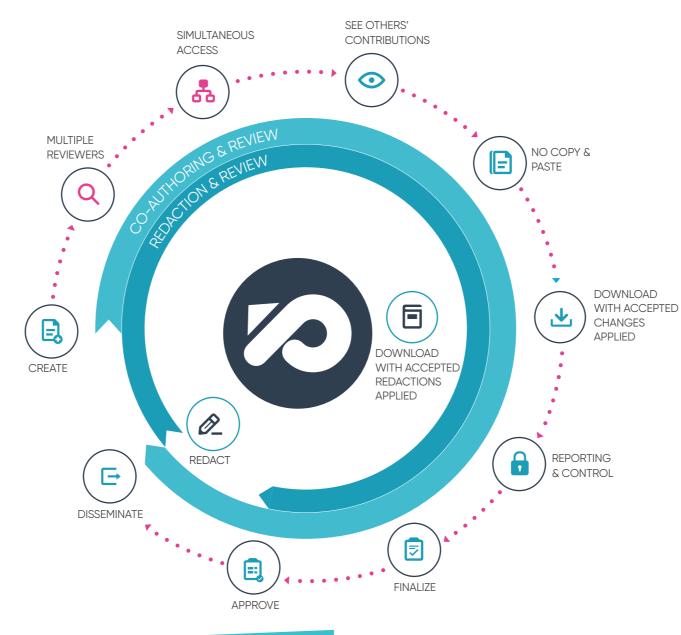
Improved operational performance, productivity and efficiency

Stronger compliance and business oversight

Mitigation of regulatory, legal and commercial risk

PleaseReview is unlike any document management system you have tried before. It is as easy to use as Microsoft® Word, but allows reviewers to work simultaneously on the same document and eliminates the most labor intensive aspects associated with structured document reviews.

Roger Webster, Navy Doctrine Library Program Manager, NWDC

Diagram

CO-AUTHORING & REVIEW
REDACTION & REVIEW

SIMULTANEOUS ACCESS
SEE OTHERS' CONTRIBUTIONS
NO COPY & PASTE
DOWNLOAD WITH ACCEPTED CHANGES APPLIED
REPORTING & CONTROL
FINALIZE
APPROVE
DISSEMINATE
REDACT
DOWNLOAD WITH ACCEPTED REDACTIONS APPLIED
CREATE
MULTIPLE REVIEWERS

ACHIEVE FASTER TURNAROUND

Cut down the number of review cycles with customizable workflows that let people review documents in parallel or in sequence. Let everyone see and respond to each others' comments and suggested changes to cut down on duplication.

GET EVERYONE INVOLVED

Make sure everyone involved is working on the same copy of the same document at the same time in a controlled, collaborative environment. Distribution lists let you consistently invite everyone who needs to be involved to take part in a review.

KEEP EVERYONE FOCUSED

Let everyone focus on the content of a document by reviewing documents in their original format. PleaseReview works seamlessly with Microsoft® Word, Excel and PowerPoint and PDF documents, as well as images, Rich Text Format and plain text files.

REVIEW ANYWHERE

Give mobile access to reviews to let everyone work together, even when offline. Offline review lets reviewers download reviews, make comments and suggest changes when they're offline. Automatic synchronization means reviewers can upload comments to the review when they're back online.

GAIN BETTER CONTROL

Gain better control over reviews by giving everyone involved permissions based on their role in the review, or by giving different permissions for different parts of a document. Keep documents confidential with secure, controlled access from inside and outside your organization's network.

GET EVERYONE'S INPUT

Cut down on the time spent gathering and reviewing every comment and suggested change from everyone involved by reviewing comments in real-time. Give feedback to reviewers when accepting or rejecting comments and then automatically merge all accepted changes into a new revision.

KEEP EVERYONE INVOLVED

Automatic emails let reviewers know when content is available for co-authoring or review or when anyone makes changes to their comments or suggestions. Automatic emails also remind everyone about reviews they're involved in and let them know when everyone has completed a review.

BE AUDIT READY

Give auditors all the information they need by automatically creating a report of all activity on the review, including who suggested what change and why. Show a complete record and status of all comments, suggested changes and discussion threads, together with any author comments.

GO BEYOND DOCUMENT REVIEW

Take a closed-loop approach to document management by linking your organization's document review process to its document management system. Check-out a document directly into PleaseReview, collaboratively review and then check-in an updated version at the end of the review.

GET BETTER VISIBILITY

Remove bottlenecks by being able to see where everyone is in the review process and who has and hasn't taken part. A complete list of all reviews lets everyone see the reviews they're involved in.

Ideagen PleaseReview has improved operational effectiveness, efficiency and oversight, as well as compliance and risk management for more than 200 organizations around the world since 2005. It delivers a secure, scalable solution for document review, co-authoring and redaction that helps organizations create better quality documents more quickly to very tight deadlines.

PleaseReview has been designed by professionals with extensive experience and expertise in document management and document review technology. It has been continually developed with direct input from, and in close collaboration with, users in highly regulated industries that include life science, defense, government, engineering and construction.

The result is simple and intuitive to use software that's proven to cut review times by more than 50%, cut costs by 35% and more. PleaseReview turns a complicated, laborious undertaking into a streamlined and simplified process, helping users overcome the challenges they face every day in collaboratively writing, reviewing and editing documents.

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e : info@ideagen.com | w : ideagen.com