

<u>Enterprise Content Management</u>	<u>SavvyDox</u>
<p>Overview</p> <p>Enterprise Content Management (ECM) systems are powerful IT systems that are highly scalable and file type agnostic. They have extensive document management features and as a result are often used to ensure document retention over long periods of time. ECM's are highly customizable.</p> <p>On the downside, ECM's have a very lengthy implementation time that is normally 6-8 months, but could stretch well over a year. There is a huge cost associated with purchasing and implementing an ECM. Highly customizable translates into a complex solution that requires extensive end user training that is normally 2-4 hours offsite and could stretch into 1 or more days depending on the end user's role. ECM's normally require dedicated full time IT staff to provide support. The User Interface is normally very complex and normally not very user friendly.</p> <p>However, ECM's are a necessary IT solution in almost all large enterprises.</p> <p>ECM's are not concerned about the content of the document; they focus on the document itself and build all their applications around workflow associated with a document, not the document's contents.</p>	<p>Overview</p> <p>SavvyDox is an end user focused application – it simplifies the collaboration experience of the end user. SavvyDox can be run as a complementary front end to an ECM or as a lightweight repository when an ECM has not already been deployed.</p> <p><u>SavvyDox is focused on collaboration and document distribution/version control. SavvyDox provides functionality not available in an ECM in those two key functional areas. We focus on the content inside the document and that is all we do!</u></p> <p><u>SavvyDox does not do everything that an ECM does – why duplicate functionality that is already available? If some of the ECM functionality is required in addition to simplified document distribution/version control and collaboration, then integrate SavvyDox with your ECM and obtain the best of both worlds.</u></p> <p>SavvyDox is a cloud based SaaS application that provides streamlined document collaboration with a parallel review process that aligns with the benefits of face to face meetings.</p>
<p>Implementation</p> <p>ECM installations normally take months or years to complete including a great deal of work by IT defining user requirements, identifying data requirements and developing data structures that meet the needs of the business. All of that is valuable, but it takes quite a bit of time and is expensive.</p>	<p>Implementation</p> <p>SavvyDox is an out of the box end user focused application that can be implemented in a matter of hours or days. It took one hour to configure the on premise server for one of our customers and training 20 users was completed in a 20 minute session followed by hands on testing after the training was completed. Another customer running on our public cloud was in service in 30 minutes!</p>

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<p>Training</p> <p>Depending on an end user's role associated with an ECM, training can range from 2-4 hours to a week. If the user does not use the ECM regularly, the end user normally forgets how to use a significant portion of the functionality and the system falls into disuse.</p>	<p>Training</p> <p>SavvyDox training takes about 10-15 minutes and the user interface is so intuitive that even if the end user doesn't use it regularly, they can normally work their way through it fairly easily.</p>
<p>Focus on Document Content</p> <p>EFSS solutions focus on changes at the document level, not the content inside the document</p>	<p>Focus on Document Content</p> <p>SavvyDox is focused on changes in the document content as well as changes in the document itself.</p>
<p>Synchronizing Files to Mobile Devices</p> <p>ECM store files in their central server based repositories and do not sync them to desktop or mobile devices. The end user must be on line to access files from an ECM. One of the criticisms against ECM's is their limited support for mobile devices. Most ECM vendors are working to address that shortcoming.</p>	<p>Synchronizing Files to Mobile Devices</p> <p>SavvyDox synchronizes files to all key mobile devices (PC, Mac, iPad, iPhone) with purpose built readers. Files can be accessed on line or offline. An HTML5 reader supports all browsers on all devices including Androids and BlackBerry 10 devices for online viewing.</p>
<p>Document Ownership</p> <p>In an ECM, if a user has read only permission on a document, then they cannot modify the document. All reviewers with edit rights can change the content of the document – what if the author misses an important change and it is incorrect? Who is responsible when a decision is made based on incorrect information in a document? Usually, the person who created the document!</p>	<p>Document Ownership</p> <p>Reviewers can suggest changes, but only the author can change the source document. The author has to consciously accept any change to the document and as a result, can't miss any changes.</p> <p>The author retains full responsibility and authority.</p>
<p>Comparing Versions</p> <p>If a user wants to do a comparison to a previous version in an ECM, they need to retrieve the previous version first in MS Word or equivalent and then do the compare in that solution. If they want to compare two versions that are both previous versions, they need to retrieve both previous versions in MS Word or equivalent and then do the compare.</p>	<p>Comparing Versions</p> <p>Comparing the current version to any previous version in SavvyDox takes one mouse click. Comparing any two previous versions of a document in SavvyDox takes 2 mouse clicks. The user does not have to retrieve the previous version of the document – that is handled seamlessly and instantaneously by SavvyDox. This is called Personal Change Management.</p>

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<p>Tracking Changes</p> <p>An ECM normally uses MS Word for collaboration. The user decides to either turn on Word Track Changes with all the multi colors and strikeouts OR turn off Word Track Changes and show a clean document without highlighting the changes. Word Track Changes makes the document difficult to read and comprehend. Not highlighting the changes makes it impossible to identify changes and the user has to read the whole document hoping to identify the changes.</p>	<p>Tracking Changes</p> <p>SavvyDox provides the first viable alternative to Word Track Changes while still using Word.</p> <p>The simplified process includes page thumbnails to identify pages that have changed. On the changed page, SavvyDox highlights what has changed and hovering over the change tells the user what the previous wording was. The document itself is clean and easy to read while clearly identifying changes without using strikeouts and multi colors that make the document difficult to read.</p>
<p>Document Distribution/Version Control</p> <p>An ECM stores documents in a large repository on a central server. IT does a very significant data analysis to determine the data requirements of the business and creates a complex file and folder structure to address those business needs. That is why they are called Enterprise Content Management Systems. Finding the latest version of a document in a complex file/folder structure that you did not create can be challenging.</p>	<p>Document Distribution/Version Control</p> <p>SavvyDox allows users to establish their own unique filing structure on their device ensuring that the latest versions of documents can be found within 3 mouse clicks. The documents are sync'd to the server regardless of where they are stored on the user's device and can be accessed online or offline. This is called <u>Personal Content Management</u>.</p>
<p>Compliance Reporting</p> <p>An ECM can identify who has opened a document and possibly how long they have had it open.</p>	<p>Compliance Reporting</p> <p>SavvyDox can identify who has opened a document and how long they have had it open. More importantly, SavvyDox can identify who has read which pages of a document! When compliance is business critical, that is a very significant differentiator.</p>
<p>Sharing Comments and Suggested Changes</p> <p>Some ECM's only provide serial review processes, while others support parallel reviews. However, the ECM vendor focuses on the document itself, not the content of the document or sharing comments.</p>	<p>Sharing Comments and Suggested Changes</p> <p>SavvyDox allows users to share comments across the installed base within the document being reviewed resulting in improved quality of the documents.</p>