

<u>Google Docs</u>	<u>SavvyDox</u>
<p>Overview</p> <p>Google Docs is a collaboration tool that is effective for small businesses or personal use.</p> <p>According to Wikipedia: “Google Docs serves as a collaborative tool for editing documents in real time. Documents can be shared, opened, and edited by multiple users simultaneously and <u>users are able to see character-by-character changes as other collaborators make edits. Users cannot be notified of changes,</u> but the application can notify users when a comment or discussion is made or replied to, facilitating collaboration. <u>There is no way to highlight changes made by a particular editor in real time during a writing session, nor a way to jump to the changes made.</u> A sidebar chat functionality allows editors to discuss edits. Also, the revision history included in the service allows users to see the additions made to a document, with each author distinguished by color, <u>but the entire document must be manually searched to find these changes.</u> The revision history feature <u>only displays one edit at a time, i.e. only adjacent revisions can be compared, and users cannot control how frequently revisions are saved.</u> A new collaborative feature introduced in June 2014 allows any user with commenting access to make edit suggestions.</p> <p>On April 30, 2014, Google announced standalone mobile apps for Google Docs and Google Sheets on Android and iOS. These apps also work offline and are compatible with Microsoft Office file formats.”</p>	<p>Overview</p> <p>SavvyDox has been built from the ground up as a mobile collaboration solution that can also be used with desktop apps. It was built for companies with 20+ employees with many incremental enterprise capabilities not available in Google Docs.</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>“Microsoft Office 2010 is used in 85% of companies, Office 2007 by 51%, and Office 2003 by 28%. (Companies frequently use multiple versions of Office.) Google Docs, though, is used by a mere 13%” . Computerworld.</p>
<p>Storage of Your Data</p> <p>Google Docs runs on a public cloud owned by Google. Concerns have been expressed in public forums about Google mining data from Google Docs for advertising purposes, although it has never been proven.</p>	<p>Storage of Your Data</p> <p>SavvyDox can be run on a public or private cloud. On a private cloud, data security is the responsibility of the owner of the private cloud and that restricts access to your data.</p>

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<p>Document Ownership</p> <p>All reviewers have the same level of control; therefore any reviewer can change the document content.</p> <p>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>Any reviewer can suggest a change to document content, but only document owner can modify the source document.</p> <p>The author retains full responsibility and authority for the content of the document</p> <p>Apart from looking interesting the first couple of times, why is it important for anyone to see character-by-character changes in Google Docs? What if you made an incorrect comment and wanted to withdraw it – people may have already seen it before it can be deleted. In SavvyDox, the reviewer completes a comment and clicks to accept the comment dialogue when they are satisfied. Nobody sees any part of the comment until the reviewer accepts their comment.</p>
<p>Comparing Versions</p> <p>The revision history feature of Google Docs only displays one edit at a time, i.e. only adjacent revisions can be compared, and users cannot control how frequently revisions are saved.</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 <u>Personal Change Management</u>.</p>
<p>Microsoft Office Integration</p> <p>Google Docs has significantly less functionality than MS Word, however the Google Docs MS Word interface is clunky. Transferring the document from Google Docs to MS Word causes the “Comments” to be lost.</p>	<p>Microsoft Office Integration</p> <p>SavvyDox uses a Word Add-In and works seamlessly with MS Word. Suggested changes are never lost. SavvyDox also supports input from any document creation solution after it has been PDF’d.</p>

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<p>Tracking Changes</p> <p>Google Docs Uses MS Word Track Changes or Google Docs equivalent. After 3 revisions of collaboration among two or more people, the document becomes very difficult to read with all the multi colors and strikeouts.</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>Changes and Comments</p> <p>Reviewers only see last change to a word, phrase, or sentence unless the alternative “Comments” capability is used. What if the last change was incorrect? “Comments” provides no point & click insertion and no ability to mark comments addressed.</p>	<p>Changes and Comments</p> <p>The document author sees all suggested changes from all reviewers with threaded comments tying similar changes together. The author, not the system, makes the conscious decision on which change to use. The author uses point and click insertion with the ability to mark the comment addressed.</p>
<p>Mobile Device Access to Comments</p> <p>“Comments” can be seen inside the document on a PC & Android, but NOT on an iPad</p>	<p>Mobile Device Access to Comments</p> <p>All suggested changes are visible on all devices (PC, Mac, iPad, iPhone, Android, BB10)</p>
<p>Document Distribution/Version Control</p> <p>Google Docs shared file/folder structure is the one established by the document owner. If the file/folder structure is complicated, it may be difficult to find the document at a later date.</p>	<p>Document Distribution/Version Control</p> <p>SavvyDox allows users to establish their own unique filing structure on their device ensuring that 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. <u>Personal Content Management.</u></p>
<p>Productivity</p> <p>Author must re-read or at least scan an entire document to find changes and may miss some important changes in the process.</p>	<p>Productivity</p> <p>Page thumbnails identify which pages have changed since the last version being compared. User only has to view those pages rather than the entire document and the user does not have to be concerned about missing changes.</p>

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<p>Security – Revoking Access to Documents</p> <p>There is a significant security risk when trying to revoke documents in Google Docs. If the user retrieves the document from the cloud and stores the document on their device, it cannot be revoked.</p>	<p>Security – Revoking Access to Documents</p> <p>Documents are stored on the user’s device and can always be revoked. Documents cannot be copied from the SavvyDox storage environment on the desktop and stored elsewhere.</p>
<p>Document Security</p> <p>If the user retrieves the document from the cloud and stores the document on their device, they can make whatever changes they want and forward it in an email to someone else.</p>	<p>Document Security</p> <p>SavvyDox documents are opened in a SavvyDox reader and although they are stored on the desktop as a PDF, they cannot be modified by anyone other than the author. The only person who can forward the document to someone else is the author. Reviewers cannot forward the document to anyone else.</p>
<p>Compliance Reporting</p> <p>Google Docs can identify who has opened a document.</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>