

<u>SharePoint</u>	<u>SavvyDox</u>
<p><b>Overview</b></p> <p>SharePoint is a platform around which applications and customizations are built. SharePoint can help with collaboration, but the core solution only scratches the surface of full end to end parallel collaboration.</p> <p>IT departments can do almost anything with SharePoint given enough resources, money, and time. Why waste valuable IT resources developing an improved end to end parallel collaboration solution when an out of the box solution already exists with SavvyDox? SavvyDox integrates with SharePoint and can be implemented in less than a day.</p> <p>If you custom build a collaboration solution, what happens when a change is required in the approach to collaboration? Can it be done quickly? Perhaps, since some configurations changes can be made quickly. Unfortunately in most cases, the change request normally has to go into the backlog of IT work requests.</p> <p>What happens when a new release of SharePoint comes out with some important new features? How long does it take IT to modify their home grown collaboration application to work with the new version of SharePoint? How much does it cost? SharePoint upgrades normally result in migration projects since they are large IT projects which take several months and are expensive.</p>	<p><b>Overview</b></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 SharePoint or as a lightweight repository when SharePoint has not already been deployed.</p> <p><b><u>SavvyDox is focused on collaboration and document distribution/version control. That is all we do! SavvyDox provides functionality not available in SharePoint in those two key functional areas.</u></b></p> <p><b><u>SavvyDox does not do everything that SharePoint does – why duplicate functionality that is already available? If some of the SharePoint functionality is required in addition to simplified document distribution/version control and collaboration, then integrate SavvyDox with SharePoint and obtain the best of both worlds.</u></b></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><b>Implementation</b></p> <p>SharePoint installations normally take months or years to implement including a great deal of work by IT defining user requirements, identifying data requirements and developing site/library 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><b>Implementation</b></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><b>Training</b></p> <p>Depending on an end user’s role within SharePoint, training can take up to 1 or 2 days. If SharePoint is not used regularly, the end user normally forgets how to use a significant portion of the functionality and the system falls into disuse.</p>	<p><b>Training</b></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><b>Document Ownership</b></p> <p>In SharePoint, 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 on the fly – 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><b>Document Ownership</b></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><b>Comparing Versions</b></p> <p>If a user wants to do a comparison to a previous version in SharePoint, they need to retrieve the previous version first in MS Word and then do the compare in Word. If they want to compare two versions that are both previous versions, they need to retrieve both previous versions in MS Word and then do the compare.</p>	<p><b>Comparing Versions</b></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 <b><u>Personal Change Management</u></b>.</p>
<p><b>Tracking Changes</b></p> <p>SharePoint uses either Word Track Changes with all the multi colors and strikeouts OR it shows 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><b>Tracking Changes</b></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>

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<p><b>Document Distribution/Version Control</b></p> <p>SharePoint has the ability to remotely sync documents to a device using One Drive for Business  BUT  The file/folder structure on the desktop matches the file/folder structure on the One Drive server.</p>	<p><b>Document Distribution/Version Control</b></p> <p>SavvyDox allows users to establish their own unique filing structure on their device ensuring that current 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. This is called <b><u>Personal Content Management.</u></b></p>
<p><b>Compliance Reporting</b></p> <p>SharePoint can identify who has opened a document and how long it was open.</p>	<p><b>Compliance Reporting</b></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><b>Sharing Comments and Suggested Changes</b></p> <p>SharePoint allows each user to see a copy of a file. If they are using the news feed feature, the newsfeed will be automatically notified when a document is modified.</p>	<p><b>Sharing Comments and Suggested Changes</b></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>
<p><b>Document Security</b></p> <p>SharePoint documents are opened using an MS Office Application. Once opened in the MS Office Application, the user can save a document locally under a different file name, make whatever changes they want and forward it in an email to someone else.</p>	<p><b>Document Security</b></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>

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<p><b>Permission Management</b></p> <p>SharePoint provides a significant number of options for permission management when creating documents. However, it can be very complicated and confusing. Permissions are normally assigned by IT, although some users with strong technical skills may be given that authority. Unfortunately, it is not something that can be managed by the normal end user.</p>	<p><b>Permission Management</b></p> <p>SavvyDox permissions are assigned by the author of the document. The author determines who can review the document and who can approve the document. It is a simple assignment from an address book.</p>
<p><b>Permission Management</b></p> <p>If multiple groups have access to a document then a user simply needs to be part of 1 of those groups to gain access. As well, if the user is part of one group that has read only access and another group that has edit access, the user will end up with edit access on the document. In SharePoint, there is no way to forcibly DENY access to a user or group to a particular document, list/library or site.</p>	<p><b>Permission Management</b></p> <p>SavvyDox permissions are assigned by the author of the document. The author determines who can review the document and who can approve the document. It is a simple assignment from an address book.</p>