eReview Product Highlights

- At the core, eReview is an Intelligent Viewer with an extensive multi-layer Annotation paradigm to support both Sequential and Parallel review systems

- Annotations are saved in corollary files with date and timestamp and remain associated with the base document - can be easily retrieved later

- Retains and reads the intelligence of files- layers and blocks in AutoCAD, bookmarks in PDF, Image Brightness, Aliasing etc. in Raster

- eReview extends a view and markup solution to a comprehensive meeting-enabled collaborative platform that supports both synchronous and asynchronous document collaboration

- eReview's synchronous mode allows all reviewers to "co-view" and "co-markup" documents in a real-time meeting environment

- eReview has a rich set of APIs that allows easy integration with any ECM/DM product .It also comes ready with a no. of integrations with OpenText, FileNet, Documentum, eMatrix/ENOVIA, Siebel, Xerox Docushare.

- The UI is intuitive and highly customizable and configurable to support role-based user profiling

- Each review session can be recorded for playback at a later time leaving audit trails with date and timestamp

- Server-centric, Zero-client Administration solution

eReview Asynchronous Mode

eReview from **Web4,Inc.** is the first Web-based view and redline tool that not only lets users View and Annotate over 200 document formats but also allows multiple attendees or reviewers to "Co-View" and "Co-Markup" in-process content through parallel, sequential or simultaneous real-time online meetings. Web4,Inc. ECM division has pioneered in Web-based native viewing, document- centric sharing and collaboration and content management technologies and its experience and expertise lies in implementing scalable, secure, customizable solutions that are so very vital in effective execution of an organization's business processes. With eReview, team members can address Design Issues, Engineering Change Orders, Project Revision History, process Insurance Claims and participate in other decision-making procedures through Web-based view and markup, Sequential and Parallel document review sessions and document-centric live meetings.

Sequential and Parallel review sessions are implemented with the help of eReview's **Asynchronous Mode.**

Asynchronous Mode Highlights:

- Discuss on documents in their own time and not necessarily in real-time meetings.

- The entire process of document-review takes place using a very simple-to-use interface that can be integrated with any existing workflow application.

- Ad-hoc workflows can be started disseminating information within document review teams.

- Easy navigation of reviewers (participants) and their comments; threaded discussions that allow all reviewers to comment against comments made by others.

- Business process in-built into the system.

- Invite subject experts right from within the review process through on-the-fly invitations

- Integration with any legacy system, or with document management, product data management, ERP, MRP or CRM products for easy collaborative Web-based reviews.

● What is Aynchronous Mode?

eReview's Asynchronous mode allows teams to review multiple documents, in their own time, still collaborating with each other. The entire business process is built-in along with the collaboration technology. The teams can view, markup and comment on the documents. These comments get saved automatically and entire trail of comments can be seen by the team-members at any given time. The decision-making authority can then review the comments and take actions, such as Approve the comments, Reject, or send it back without any action. All this can happen in separate times, or if some users happen to be online at the same time, then every user receives all actions in realtime;thereby, not wasting any time and money to review documents among the teams. The following figure depicts the eReview Asynchronous Review flow:
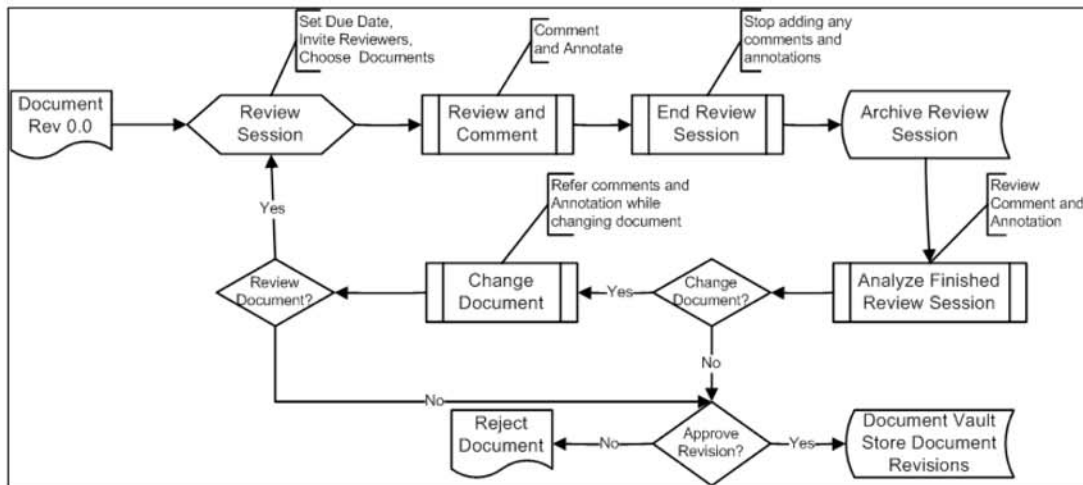
The Asynchronous Review Flow

The Process of Asynchronous Review
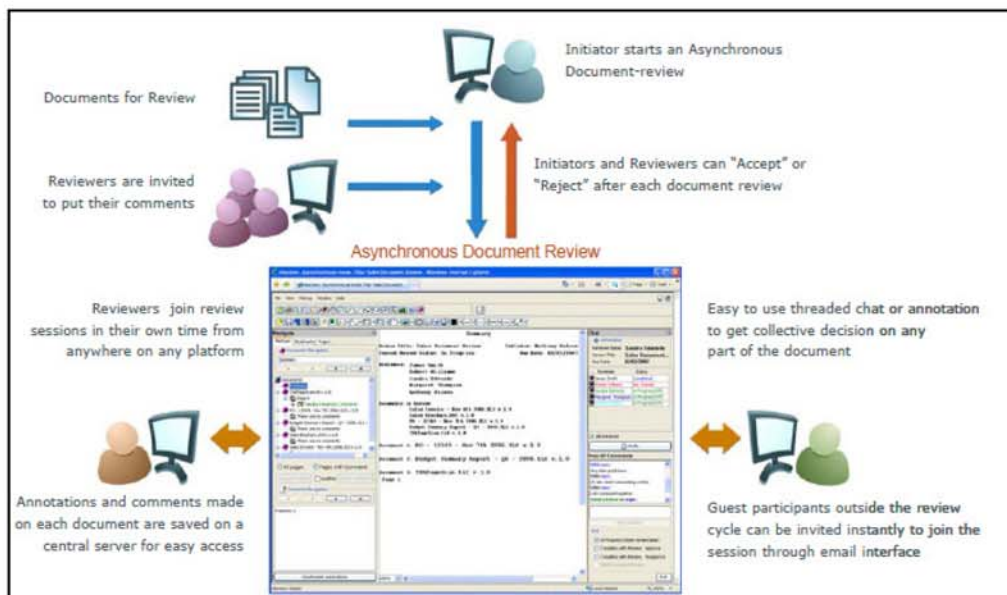
A Typical Asynchronous Document Review

The originator creates a document-review

Documents from a centralized repository, or local disks are attached to the document-review

Users are invited automatically to these document-review. Integrated email notification is sent to the invitees

The users (participants) join the document-reviews, using just a web-browser, in their own time and make comments on the documents, or add to comments made by others. They can add overall comments posted to all the users. Comments get stored in separate layers for ease of navigation. Selective comments can be navigated through

The users can join these document-reviews at any time, for as many sessions they want, till the time due date arrives, or originator forces the document-review to finish.

Subject-experts can be invited on-the-fly using "invite by email" function right from the document-review

After all the users are done with adding comments, originator can finish the review (or at the due date, it automatically finishes

Originator can now "Finalize" the document-review by reviewing all the comments. Originator can choose to "Accept", "Reject" or "Take No action" on each comment

At the end of "Finalize" stage, an automatic email is sent to all participants with a summary of document- review along with the actions required to be taken on each comment, as decided by the originator

Asynchronous mode helps multiple reviewers to review multiple documents asynchronously (in their own time)

Powerful viewing engine (EVEF) is part of asynchronous mode; no need to install any application in order to review hundreds of file formats

Reduce time, travel costs, as geographically dispersed team members can review documents online

Ability to get everybody's comments quickly and the ability to navigate documents, individual comments, search comments based on participants, date etc.

Status of all reviewers is transparent at all times within a document-review

Reviewers are in constant communication throughout the review process, even if they are in different time- zones or review documents in their own time (Asynchronously)

● Implementation of Sequential and Parallel Workflow through Asynchronous Mode

eReview extends its view and markup features to support both sequential as well as parallel review systems. The eReview Meeting scheduler provides the convener options to select the type of meeting, sequential or parallel.

Sequential Review

In a sequential review session, after an originator starts a review session, the participating users carry on their review in a pre-defined order. Annotations created by a reviewer are visible to other reviewers in the workflow. In fact, each reviewer is presented using a predefined color-coding schema, which is also reflected in the markup color created by each reviewer.

A typical sample Sequential Review session is presented herein-below:

❑ Originator A schedules a Sequential Document Review with title "Seq. Review" with a Start date and due date. Selected documents from the iDocs repository or local disks are attached to the document-review. The reviewers – B, C , D etc.would typically be in a specific sequence.

Scheduling a Sequential Review

❑ At any time during the review session the status can be seen from a meeting manager interface

| ID	Title	Type	Chair Person	Start / End	Meeting Status /Attendies	Ashok Jena Status/Result	Action
24002	Seq. Review	timed	Koushik Dutta	09/20/2007 5:00PM 10/27/2007 4:00PM	In Progress ☑	Not Started	*Start*
					Carrie Biswas	Completed / Approved	
					Airat Khasanov	Not Started	
					Koushik Dutta	Not Started	

Display of the Review and Reviewers' status

❑ B, the first reviewer, logs in to the eReview Application and starts her review. The User interface in eReview does provide a lot of useful information about the current review session including list of reviewers, sequence in which the review should progress ,start date and end-date of the review etc,

❑ Status of each reviewer is marked and displayed in eReview .The common ones would typically be "Not started", "In Progress" .For example, in this case all the reviewers except B would have their status defined as "Not Started" For B it would be " In Progress" .

❑ Since it is a sequential review, only after B's' status changes from "In Progress" to "Completed" would C be able to start his review.

❑ Also, on the left Navigation panel all the documents in review are listed. On of the documents there is the Summary, which is some type of review summary or report which is created and maintained on the fly. This summary can be optionally stored in the DMS system for history or other purposes.
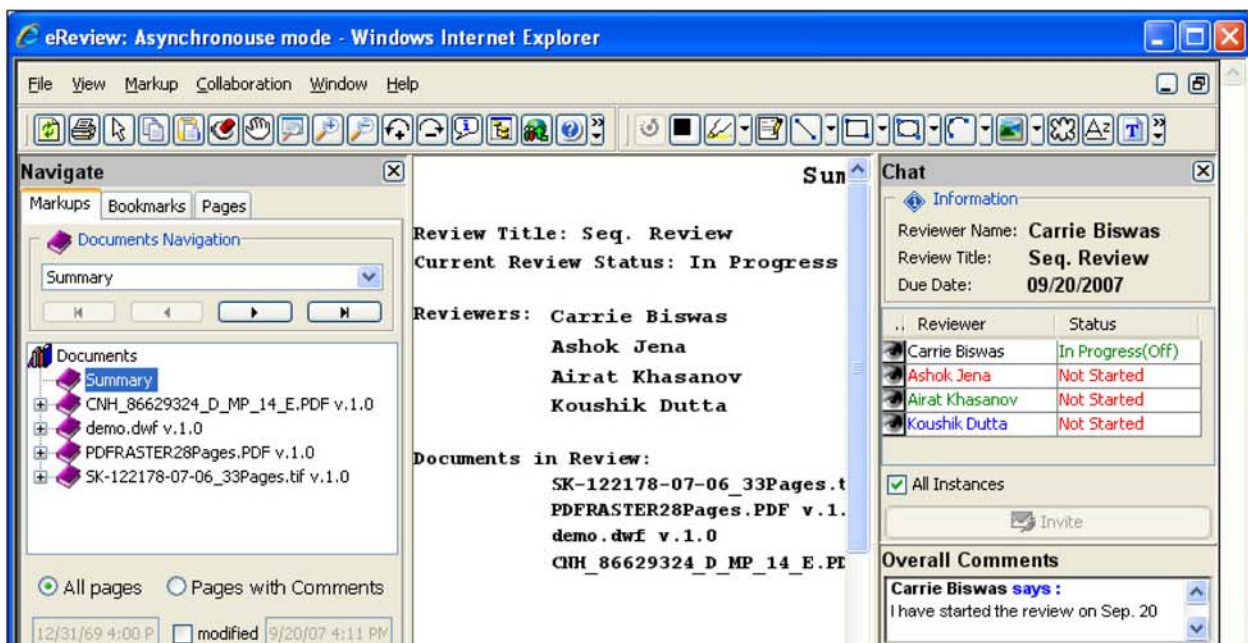
A Sequential Review Summary Page

❑ Now, for example, if B puts her comments on the page 2 of the first document and on page 17 of the second document, his comments and markups would be presented in a specific color. He can work on these documents in her own time and start and exit the review session as many times as she is comfortable. If he exits the review to come back later, his status would be shown as " In Progress"(off). which means that he is in review state, but currently is offline.

❑ During his review (online or offline) other reviewers will be able to enter the session, but they will not be able to do any redlining (the redline buttons will be disabled).They would only be able to view markups made by a previous reviewer. When B is ready with her review, then she would exit the session with option "Complete with Review". He can use two modes: Approve or DisApprove.
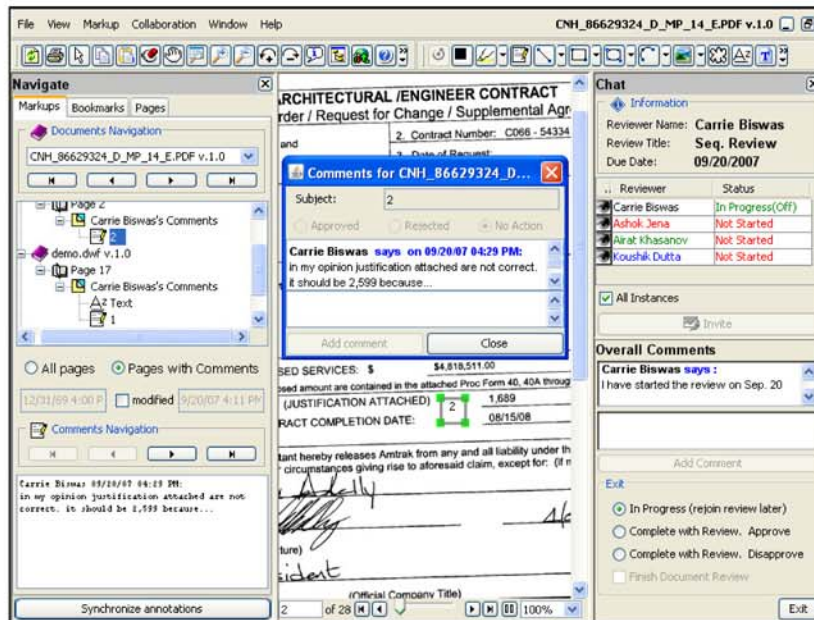
A Typical Sequential Review

❑ As B completes his review, the status of the reviewer changes to "completed" as shown in the following figure. Now, the next reviewer in the sequence would be able to start his review.

❑ The next reviewer, C can similarly put in his comments and markups. After he finishes his review he exits with option "Complete".
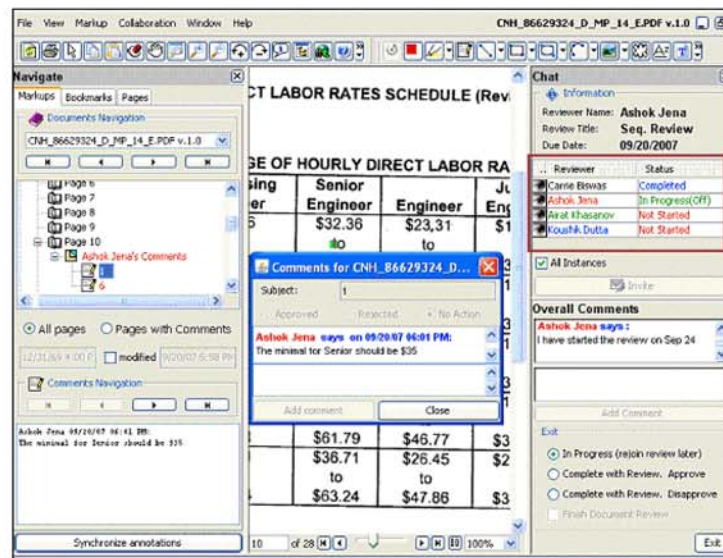
Comments Navigation in Sequential Review

❑ Then the next reviewer makes his review and finally the review sequence moves to the originator i.e. A. He can see all other comments and also make his own. The final result of the review are presented in a Summary page, which can be printed and/or stored for further review. After the originator finishes his review, he selects the option Complete and check box "Finish Document Review", and exits. After this the review is considered finished. There is no possibility to change markups after Review is completed.

Parallel Review

In a parallel eReview session, after an originator starts the session, multiple reviewers can review a particular set of documents simultaneously. At any time during the session, they can optionally view markups and annotations made by other reviewers. Exactly like in case of sequential review, each reviewer is presented using a predefined color coding schema, which is be reflected in the markup color created by each reviewer.

A typical parallel eReview session is presented herein-below:

❑ Originator "A" schedules a Parallel Document Review with title "Parallel Review" with a start date, and due date. Selected documents from the repository, or local disks are attached to the document-review .Users are invited to the review through an integrated eMailing system. In this example, the invited reviewers are: B, C and D.

❑

Scheduling a Parallel Review

❑ The users (participants) join the document-reviews, using just a web-browser, in their own time and make comments on the documents, or add to comments made by others. They can add overall comments posted to all the users. Comments get stored in separate layers for ease of navigation. Optionally, selected comments can be navigated through.


Display of the Review and Reviewers' status

Parallel Review Summary Page

❑ The status of the reviewers are displayed as "Not started" "In progress" "Completed" etc depending on their respective states

❑ Each reviewer can enter and exit the review in his own time in between the start date and end date of the review. If he exits the review to come back later,his status would be shown as " In Progress(off)" which means that he is in review state, but currently is offline.

❑ During his review (online or offline) other reviewers will be able to enter the session, and carry on their review.
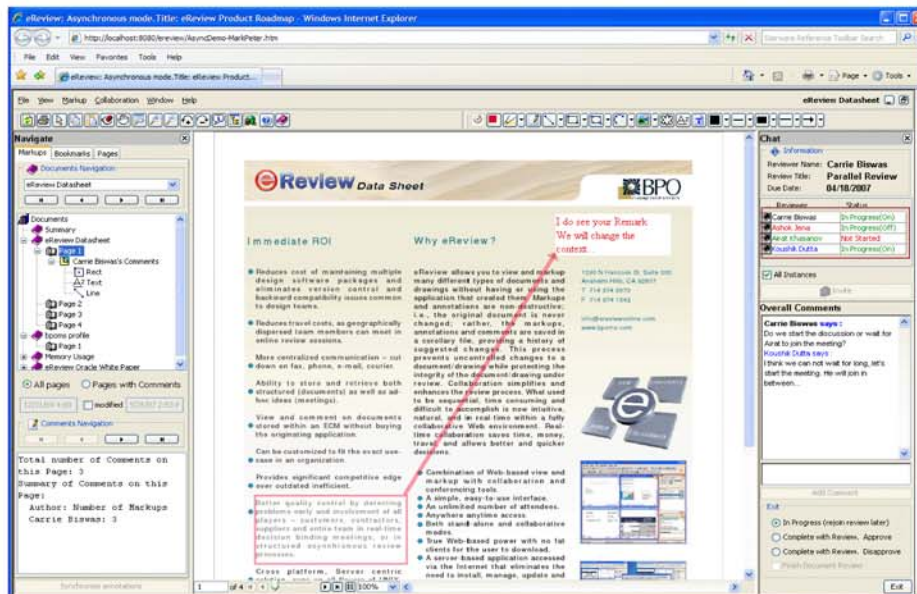
A Typical Parallel review in progress

❑ At the specified end date the originator makes his final comments and completes the review. He can approve/disapprove comments made by other reviewers. He also has the privilege to forcefully complete the review at any time during the session. The final result of the review is presented in a Summary page, which can be printed and/or stored for further review. After the originator finishes his review, he selects the option Complete and check box "Finish Document Review", and exits. After this the review is considered finished. There is no possibility to change markups after Review is completed.