

## *Risparmiare tempo, ottimizzare le risorse e migliorare la produttività*

Pratiche complesse richiedono notevoli sforzi di gestione, dal singolo documento fino alle complesse ricerche svolte dal personale dello studio. Si rende quindi indispensabile adottare strumenti che semplifichino tale gestione e consentano al legale un notevole risparmio di tempo. Gestione delle versioni e confronto di documenti devono essere svolte con strumenti idonei e precisi, la gestione del ciclo di vita della pratica, la condivisione con partner, il rilascio devono essere svolte con strumenti affidabili. Comunicazioni, scambio di dati, posta elettronica, gestione calendario e appuntamenti devono essere gestiti in ambiente protetto e certificato.

## *Gestione e amministrazione dei documenti*

### *Comparazione tra differenti formati e versioni*

A seconda della fase di revisione alcune modifiche diventano più rilevanti, la nostra soluzione vi supporta in ogni fase: all'inizio di una revisione, i contenuti ed il loro ordine sono fondamentali; mentre durante le fasi finali e prima della pubblicazione, la punteggiatura e la grammatica acquistano importanza. Prendere visione con accuratezza di tutte le modifiche, con un semplice e veloce confronto tra versioni, indipendentemente dalla complessità del documento.

### *Collaborazione su file e documenti*

La nostra soluzione offre ai propri utenti un'esperienza di collaborazione documento-centrica, consentendo revisioni, aggiunta di commenti su contenuti specifici e l'aggiornamento dei documenti sulla base di autorizzazioni definite per l'utente. E' possibile creare aree di lavoro sicure e centralizzate dove memorizzare, accedere, porre in condivisione e collaborare su contenuti, sia internamente sia con soggetti esterni. Il tutto con massima semplicità e sicurezza.



### *Operatività anche da dispositivi mobili*

Lavorare in movimento è lo stile di vita odierno. Le moderne esigenze professionali spingono a rimanere produttivi sempre, anche in viaggio. Gestire progetti in movimento con semplicità: è possibile porre in condivisione idee, modificare documenti e tenere traccia delle versioni dei file e dei documenti, il tutto in tempo reale. Integrare la praticità e garantirne la sicurezza è una sfida, la sfida è stata accettata e vinta! Scoprite come ottenere il massimo da qualsiasi dispositivo.

### *Metadati, una minaccia nascosta*

Eliminare il rischio di diffusione involontaria dei dati sensibili e assicurarsi che siano rimossi prima dell'invio via mail o della condivisione. I documenti contengono più informazioni di quanto non sembri. I dati sensibili possono essere nascosti all'interno dei documenti ed inavvertitamente inviati all'esterno dell'organizzazione. Traccia delle modifiche, note e commenti possono danneggiare la reputazione aziendale, o provocare costose violazioni dei dati, se diffusi. La soluzione identifica e pulisce i metadati dai documenti, eliminando il rischio di diffusione accidentale.

## KEY FEATURES

- Advanced comparison features, including multiple version and category views, available from inside Office applications
- Comparison of Microsoft Word, PowerPoint, and image-based PDF files
- Accept or reject DeltaView changes
- Change notifications in Outlook alert users of changes to received attachments
- Interactive metadata removal
- Share from any device or browser by replacing files with secure links to Workshare Connect
- Centralized policy design and enforcement administrator tools
- Advanced document revision and review tools for Windows
- Integrated ECM/DMS and OCR integration with desktop comparison features
- Centralized user account management and control
- Owner-defined folder access and permission settings
- Positional commenting and reviewer communications with presence indicators
- Desktop sync apps for Windows and Mac OS
- Mobile apps for iPhones, iPads, and Android devices



## WORK. REINVENTED.

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[www.workshare.it](http://www.workshare.it)

Professional 9 enhances multi-party collaboration so that users can work at the pace demanded by their organization, with the precision required by their profession.

With new and more tightly integrated features, Professional 9 makes it much easier for users to view changes, accept and reject them, and share files during the collaboration process.

Workshare Professional 9 combines market-leading comparison capabilities and metadata removal features to clean hidden sensitive data from attachments in one, simple, desktop product. Once compared, users can share documents or accept or reject changes from the DeltaView redline, for a seamless comparison experience and increased accuracy. Workshare Professional 9 includes a new Connect component that provides users with a set of online services. These services extend collaboration capabilities beyond the desktop and enable simplified collaboration from both inside and outside the organization. With Workshare Professional 9's data-governance features, IT groups maintain ultimate control over the businesses' data.

## BUSINESS OPPORTUNITY

Help document owners complete reviews quickly and accurately. Streamline the process and remove unnecessary steps by enabling users to compare, review, and implement changes directly from Microsoft Office or Professional 9.

## RISK MITIGATION

Reduce scope for error and increase control over versions. Changes can be shared easily by sending a DeltaView. Apply changes directly to the DeltaView to ensure the document evolves without overlooking changes.

## USER ENGAGEMENT

Empower users to run more efficient multi-party reviews, even when working remotely. Users are able to see changes, and easily accept and reject, while maintaining ultimate control. Receiving comments and sending updates is simplified and accessible from mobile devices.

## OPERATIONAL EFFICIENCIES

Usability is improved with simpler deployment and minimal add-ins, making installation and maintenance easy. With online collaboration, file sharing, and sync capabilities, IT groups can maintain visibility and audit trails.

## ABOUT WORKSHARE

Workshare is a leading provider of secure enterprise file sharing and collaboration applications. Workshare allows individuals to easily create, share, and manage high-value content anywhere, on any device. Workshare enhances the efficiency of the collaborative process by enabling content owners to accurately track and compare changes from contributors simultaneously. Workshare also reduces the commercial risk posed by inadvertently sharing confidential or sensitive documents. More than 2 million professionals in 70 countries use Workshare's award-winning desktop, mobile, tablet, and online applications.

For more information visit [www.workshare.it](http://www.workshare.it)

### KEY FEATURES

- Easily compare multiple file versions to see what has changed
- Review, accept, or reject changes directly on the DeltaView, without the need to switch between applications
- Quickly move between differences in versions by navigating between pages or individual changes
- Create custom color and comparison themes to identify and display specific changes
- Changes are categorized, so reviewers can focus on different types of changes
- Automatic Change Notifications in Outlook alert users when receiving a modified attachment and allow them to compare versions directly from Outlook

### SYSTEM REQUIREMENTS

#### OPERATING SYSTEM

- Microsoft Windows 8.1 (32 bit and 64 bit) + Japanese
- Microsoft Windows 7 SP1 (32 bit and 64 bit) + Chinese Simplified & French

#### MICROSOFT OFFICE SYSTEM

- Microsoft Office 365 (Office 2013)
- Microsoft Office 2013 SP1 (32-bit) + Japanese
- Microsoft Office 2013 (32-bit) + Japanese
- Microsoft Office 2010 SP2 (32-bit) + Chinese Simplified & French
- Microsoft Office 2007 SP3 (32-bit)



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Put the world's leading comparison solution to work. Easily identify, review, and apply changes to multiple versions from the same application.

Workshare Compare 9 reinvents multi-party review by helping users understand, communicate, and implement changes more quickly and accurately. Compare 9 shows precise changes between versions of Word, PowerPoint, PDF or image-based PDF documents. The DeltaView sets the standard for an easy-to-read, accurate view of changes between document versions.

### BUSINESS OPPORTUNITY

Increase accuracy and reduce review cycles with an efficient review and commenting process. Users can move beyond email and Track Changes to a more streamlined multi-party review process.

### RISK MITIGATION

Reduce the risk of changes or comments being missed in complex documents or via ineffective communication channels. From a single application, keep all changes grouped in one place and avoid the need to switch between desktop applications.

### DMS INTEGRATIONS

#### SharePoint

- Microsoft SharePoint 2013

#### Worldox GX3

**Note:** Workshare recommends WBGX Version ID: 6EB.688.D48 (Mar 28 2014) 11.0 or later.

#### NetDocuments

**Note:** The integration requires that Microsoft Internet Explorer is installed (the NetDocuments login screen is displayed in an IE iframe) although it does not have to be the default browser.

Check with your DMS vendor about which Windows operating system supports your DMS.

### USER ENGAGEMENT

Make it easy to accept and reject changes directly from within the document - so users can easily access, review, and apply changes to multiple documents in parallel - while integrating with their familiar workflow.

### OPERATIONAL EFFICIENCIES

Reduce the amount of time and resources it takes to evolve a complex or high-value document from draft to completion. Workshare's industry-leading comparison application cuts down review cycles and reduces scope for errors between versions.

#### Autonomy iManage

- FileSite 9.0 Update 5 (+ EMM)
- FileSite 8.5 SP3 Update 6
- DeskSite 9.0 Update 5 (+ EMM)
- DeskSite 8.5 SP3 Update 6

#### OpenText

- eDOCS DM 5.3.1 COM only (Patch 5)
- eDOCS DM 5.3 COM only (Patch 5 Rollup 5)

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## KEY FEATURES

- Contextual data awareness and automatic risk assessment of files attached to emails
- Notification of metadata presence, with the ability to easily remove hidden data, comments, speaker notes, etc.
- Convert files to password-protected PDFs to increase security
- Replace attachments with secure links to support safe and large file transfers from any device
- Tight integration with Protect Server for complete metadata protection for mobile working and external networks

## SYSTEM REQUIREMENTS

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- Microsoft Office 365 (Office 2013)
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Secure documents beyond the corporate network. Notify senders of hidden sensitive data left within email attachments. Workshare Protect 9 provides users with options to clean, convert to PDF, or replace attachments with secure links to reduce the risk of data loss and support sharing large documents.

Inadvertently sending documents containing hidden data – also known as metadata – can put an organization's reputation at risk. Workshare Protect 9 uses contextual data awareness to automatically assess the risk associated with an attachment. Policies can be created and customized by IT groups to be as rigid or relaxed as needed. Identified sensitive data can be easily removed from a file before it is shared.

## BUSINESS OPPORTUNITY

Achieve greater productivity by integrating security policies with native workflows so that the user experience is not interrupted.

## RISK MITIGATION

Share content by replacing attachments with end-to-end encrypted links, requiring user-authenticated access to the file or document.

## USER ENGAGEMENT

Notify senders of sensitive information contained within email attachments, preventing accidental exposure of sensitive data.

## OPERATIONAL EFFICIENCIES

Integrate Workshare Protect 9 with Protect Server to benefit from a solution that centrally manages and removes metadata from attachments sent by email, webmail, and mobile devices.

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## KEY FEATURES

- Secure and large file sharing from all devices and browsers
- Removal of hidden, sensitive content before a file is shared online
- Shared groups enhance collaboration and communication on files
- In-document commenting tagged to position
- Comparison of document versions from any desktop or mobile device
- Customizable workspaces and custom URL
- Desktop Sync App for Windows and MacOS
- Workshare Mobile app for iOS and Android
- Granular folder permission settings (including expiration date)
- Group template policy control and enforcement
- ECM and DMS integrations
- User and account management and reporting
- Device management and control – provision and deprovision authorized devices
- Centralized data management
- Customer data center locations – Hybrid (option)
- LDAP/Active Directory integration and single sign on (option)

Share ideas, never miss a conversation, and ensure everyone is always up to date. Workshare Connect is a secure file sharing and collaboration application that enables users to work on and evolve high-value documents with anyone, anywhere.

Workshare's unique commenting and comparison features help users understand and communicate changes more rapidly and accurately during the review process.

IT groups can ensure data governance and mitigate risk of data leaks by exerting full control over how documents are shared and who accesses them. They can also maintain control over where corporate data is located, either on-premise or in the cloud, and extend the reach and ROI of Enterprise Content Management (ECM) and Document Management Systems (DMS).

## BUSINESS OPPORTUNITY

Achieve more rapid and efficient collaboration, while working on high-value business documents. Connect provides secure online workspaces that allow users to access, review, and share content with complete version control, all in one place, making collaboration simple.

## RISK MITIGATION

Full IT control over user access and file sharing. Unique data-leak-prevention policies, such as hidden sensitive data removal across all channels of communication, prevents accidental exposure of sensitive information. Additional data control features allow complete governance over where data is stored, including a hybrid option with on-premise data.

## USER ENGAGEMENT

Workshare Connect makes it easy for users to access and share their files, anytime and anywhere, inside or outside the organization, across all devices. As files are being worked on and reviewed, automatic notifications of new comments and updates to files keep everyone in the loop.

## OPERATIONAL EFFICIENCIES

Users are more productive, even when out of the office, and document reviews are more efficient. Integration and syncing with existing DMS or ECM systems allows IT groups to increase the ROI of IT investments while extending them to include new collaborative opportunities.

### SYSTEM REQUIREMENTS

#### BROWSER SUPPORT:

- Mozilla Firefox version 4 and newer
- Google Chrome version 10 and newer
- Apple Safari version 4 and higher
- Internet Explorer 9 and newer
- Opera version 10 and higher

#### SUPPORTED MOBILE VIEWS:

- Any browser enabled device

#### DESKTOP APPS - MAC:

- 10.6 (Snow Leopard)
- 10.7 (Lion)
- 10.8 (Mountain Lion)

#### DESKTOP APPS - WINDOWS:

- Vista
- 7
- 8

#### MOBILE APPS:

- The certified environments for Workshare Mobile App are iPad and iPhone running iOS 5 and above and Android tablet, v.2.3.3 and above.

### USER AND DATA CONTROL OPTIONS

User Control satisfies the need most organizations have to control who has access, what devices they can use, and to enforce policy over how they share business documents, governed by IT. User Control also includes user and account management and policy-driven metadata removal to eliminate risks associated with inadvertently sharing hidden data within documents.

Data control includes deployment options in the cloud that let IT groups decide which specific country their data is stored in. With the Hybrid add-on, documents can be stored in the organization's own data center. Data Control also lets companies externalize and mobilize documents held in their ECM or DMS, securely and simply.

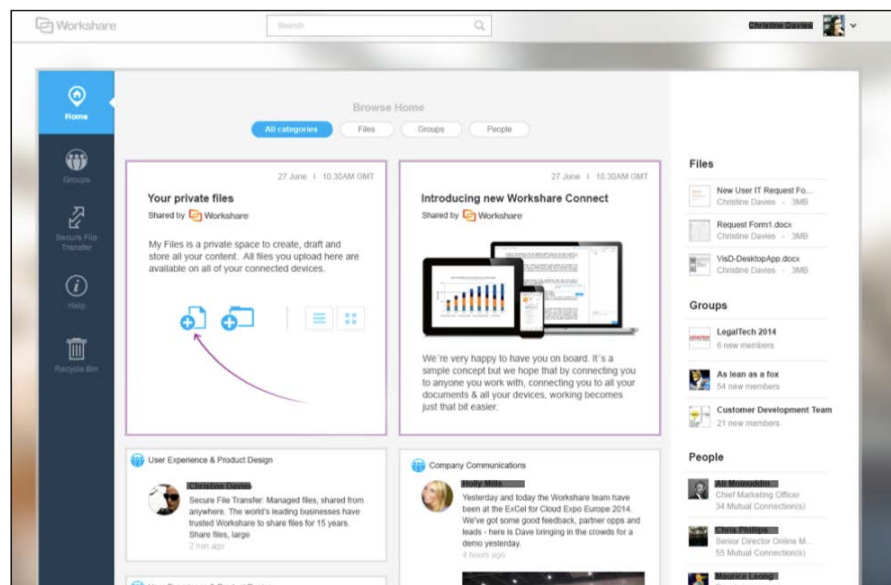


Figure 1: Connect makes it easy to collaboratively evolve high-value business documents



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