Worldox®

Productivity Suite

Productivity Suite	*DocsCorp* **pdfDocs**	*DocsCorp* **compareDocs**
Worldox **Workflow**	*Worldox* **Task Reminder**	*Worldox* **Event Notify**

The new Worldox Productivity Suite includes the full versions* of compareDocs 4 and pdfDocs 4 from DocsCorp for seamless document comparison and PDF management.

*The pdfDocs Binder feature is not included.

It also includes the time-saving Worldox Workflow, Notify and Task Reminder tools for efficient document routing and task assignments.

Improve your firm's workflow with a minimal learning curve and feature-rich utilities.

compareDocs

Worldox and compareDocs integration is an effective way to guarantee fast and accurate document comparison. compareDocs is much more reliable than manually comparing and contrasting documents. Comparison with this tool is a fool-proof way to prevent errors during document review cycles.

compareDocs works with applications such as Microsoft® Word or Outlook. You can compare Word to Word, PDF to PDF, Word to PDF, or PDF to any text-based document format. It finds differences in documents and then summarizes comparison results in Word or PDF output. Comparison reports in Word or PDF output can be saved back into Worldox.

compareDocs helps you easily adhere to industry and corporate compliance regulations by reliably tracking, discovering and reporting changes made to critical documents.

While comparing Word documents, you can accept or reject changes with the Track Changes feature and send output to a redline report. You can create a variety of statistical summary reports with highlighted document differences.

Built-in OCR (Optical Character Recognition) capabilities enable comparison of anything to anything - paper documents, image files, PDFs and other supported document types. Comparison output can be displayed in a Word document.

Benefits of using compareDocs with Worldox:

1. Streamline the document review process
2. Provide paper-based, image-based and text-based comparison workflows
3. Reduce risks and possibilities of errors
4. Produce either a track changes or a redline document as output
5. Integrate with business applications and systems

The entire Productivity Suite with compareDocs and pdfDocs costs just $119 per user in law firms with 25 users or fewer.

Worldox®
Productivity Suite

pdfDocs

Create, collate, edit, annotate and combine PDF and PDF/A files easily with pdfDocs. This enterprise solution not only manages PDFs, but also integrates with Microsoft® Office and Worldox to increase efficiency when collaborating on business-critical documents.

Using Worldox, you can convert external documents to PDF, add profile metadata and then store them in the DMS. You can also convert existing documents in Worldox to save as new or related PDF files.

Use single document mode or Organizer. The Organizer Workspace allows you to assemble and collate files from different applications into one secure PDF document. You can set up multiple workspaces or projects in pdfDocs and import all content related to a specific case, matter or project into the appropriate Organizer Project folder.

*The pdfDocs Binder feature is not included.

Advantages of using pdfDocs with Worldox:

1. Create PDF and PDF/A documents
2. Collaborate on project-centric workspaces
3. Secure documents with encryption, metadata removal and redaction
4. Enhance productivity and workflow through integration

The Productivity Suite Includes Essential Worldox Tools

Workflow

The Workflow module allows you to create a controlled type of document routing in which files are sent to one or more users for a defined purpose. Successive actions can be based on input/decisions received from a recipient. You can specify when you need recipients to review, comment, approve, reject or rate workflow documents.

Workflow automates reviews of documents and increases productivity. You can create Workflow templates to define the types of questions to ask or actions that you want users to take and re-use them to circulate documents among your colleagues more quickly.

Notify

The Notify module is a logical extension of the Audit Trail feature in Worldox. This utility sends alerts to you in real-time whenever selected actions are achieved by selected files by some or all named users. It's an essential add-on for security-minded managers and administrators. With Notify, admins and managers can select events for one or more files, then specify which users to track in reference to those files and events. As activity is recorded on those files and finds matches for specified events and users, Notify automatically generates emails to designated recipients.

Task Reminder

Task Reminder sets up document-related, Microsoft Outlook-based reminders. Reminders are file-based and can include project links to Worldox files. You can send reminders to one or multiple participants and delegate document-related tasks directly from Worldox and manage them from Outlook.

Simply select the file that will be the subject of the Outlook task in the Worldox file list and choose the Task > Create option. Specify the task, due date/time, reminder date/time, and assignee and click Send. The recipient will then receive an email and be able to manage the task from Outlook's task pane.

Enhance your workflow with valuable tools available in the Worldox Productivity Suite. For details, contact your Worldox Reseller:

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