

# Workshare Professional 4.5

## Secure Document Compliance for Microsoft® Office

WORKSHARE

DOCUMENT INTEGRITY SOLUTIONS

### TOP 5 BENEFITS

- Provides fastest and most accurate multi-party review and comparison
- Eliminates version/master proliferation, confusion and corruption
- On-demand and on-email PDF conversion
- Eliminate risks of visible and hidden data leaks
- Audits complete document history and events including sends and reviews with disposition

### NEW IN 4.5

- Content filtering on privacy, intellectual property and financial disclosures
- Full support of Unicode documents and Operating Systems
- Up to 10 times faster comparison, review, and filtering
- Modular deployment for multiple user profiles and phased rollouts
- SharePoint Finder for fast and secure posting of documents

"We needed a more secure and accurate way to work on our business critical documents. Workshare Professional offers secure document exchange and single master tracking, thereby increasing accuracy, compliance and security throughout the document lifecycle."

Adam Davidson,  
 Solicitor, National Grid



At every stage of the document lifecycle - assembly, review, verify and secure - content needs to be managed, controlled and secured. Working in line with Microsoft Word, Workshare Professional provides accurate, secure and efficient review control. Workshare Professional enables the fastest and most accurate review of business critical documents while eliminating version/master proliferation and confusion that can result when sharing documents across email, portals and document repositories. Workshare Professional secures document exchange, eliminating content leaks, while providing on demand and policy driven PDF conversion and metadata management. Workshare Professional is the only solution to offer secure, accurate and compliant document production and exchange throughout the document lifecycle

### Simplify Document Control and Review

For professional and financial services organizations, government agencies and others controlling document processes inside and outside the organization presents many challenges. Organizations must secure content and manage compliance to internal and regulatory policies, all while meeting the increasing demands for faster turnaround time with the highest levels of accuracy and quality.

Workshare Professional 4.5 bridges the productivity gap between Office documents, email applications, portals and document repositories, effectively allowing information workers to easily and securely exchange documents with others during the assembly, review, verification and distribution of their high value documents. Document owners can dramatically shorten review processes, by managing comments from all reviewers in context. Document control is easily maintained by Workshare's dynamic state management and single master tracking. This eliminates the loss of control that occurs when documents leave the organization via email and external portals.

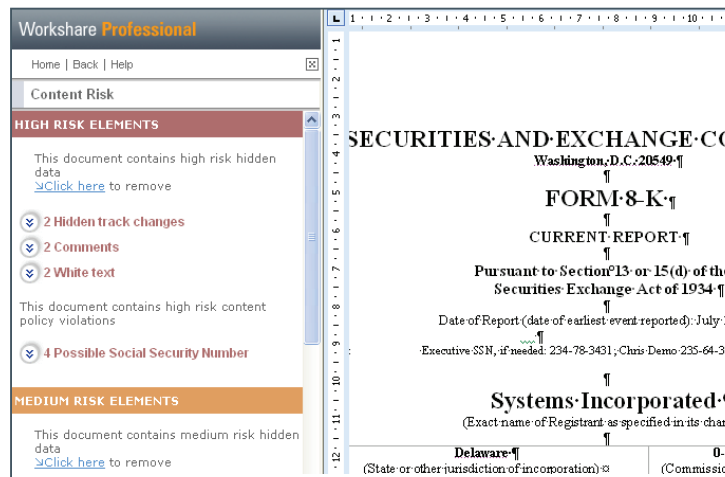
Workshare Professional builds on Workshare's DeltaView technology to provide the most accurate and fastest verification of documents and their changes in the industry. New binary file reading capabilities enable knowledge workers to work smarter by offering even faster review of documents, ensuring greater accuracy and integrity.

### Secure and Compliant Document Exchange

Workshare Professional 4.5 delivers organizations the power to discover document risk, and ensure they are in compliance with all of their outbound document security policies. New technology in Workshare Professional 4.5, Workshare Document Hygiene provides content filtering of information that violates privacy, intellectual property and financial disclosure policy.

Workshare Professional 4.5 provides both on-demand and policy driven PDF conversion, supporting all PDF security options. In addition, Workshare Professional provides robust hidden metadata management, allowing the policy driven removal of damaging information, as well as the ability to override removal for privileged users and always on alerting on document risk.

Workshare Professional's audit capability provides complete reporting of all document history and events, including document changes. This provides a complete audit trail for compliance reporting and analysis. Only Workshare Professional provides this level of secure document exchange, while actually improving user productivity.



Workshare Professional 4.5 Content Risk Panel showing hidden data and content violation risk.

*"We needed a way for clients to amend their documents yet preserve the integrity of the almost 10 million documents we manage. Workshare Professional is the right solution. Its flexibility lets us maintain the ad hoc way our more than 3,000 users work, and it does so at under half the cost of using competing solutions."*

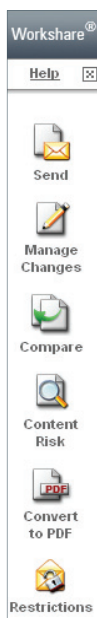
*Eric Levinson - Systems Applications Manager at Mayer Brown Rowe & Maw*

## Document Control & Review

- Manage the assembly and review of documents residing in local file stores, SharePoint portals and document management systems
- Enable simple and parallel reviews, which provides a consolidated list of all proposed changes, with ability to apply, reject or follow-up each proposed change
- SharePoint Finder offers a quick and easy upload of review documents
- Easy to navigate multi-pane view shows both the original document and the comparison document in a split screen
- Prevents document corruption, such as format changes, lost data, etc.
- Associates the returned email attachment to the original document
- Powerful Document Reports provide an audit of document, send, review, and change history

## Secure & Compliant Document Exchange

- Alerts users to the presence of information that violates privacy, intellectual property and financial disclosure policies
- Alerts users of all hidden data risks in documents
- Policy based and on demand removal of risky hidden data
- Policy based and on demand conversion of documents to PDF from within Office and when sending via email or posting to portals
- Full support for standard PDF security
- Simple and powerful document restrictions eliminates unauthorized distribution of documents
- Configurable to allow privileged users with policy overrides

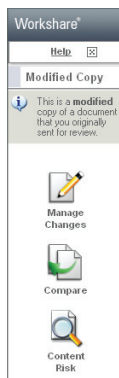


### Master

This indicates that you are working on the original copy of your document.

The Workshare Home Panel will display:

- Send
- Manage
- Compare
- Content Risk
- Convert to PDF
- Restrictions



### Modified Copy

This indicates that you have opened a copy of a document that someone else has suggested changes to.

The Workshare Panel will display:

- Manage Changes
- Compare
- Content Risk

## Enterprise-Class Performance & Flexibility

- Configurable to present users with subset of relevant features
- Support for multiple deployment technologies, including Active Directory and Citrix environments
- Tested against extensive document knowledge base
- Modular options enable rapid, phased and customized implementation across the enterprise, supporting multiple user profiles from a single code base
- Unicode compliance supports non-Western documents and operating systems

## Save Money & Resource

- Integrated and tested with Office and major email and document management systems
- Consolidates multiple applications required for document processes into one integrated offering
- Eliminates the need of Acrobat or Other PDF Producers
- Dramatically lowers licensing and support costs

## System Requirements

### Operating Environments

- Operating Systems:** Microsoft Windows® 2000, XP Professional®

### Browsers Supported:

- Microsoft Internet Explorer 5.5 & later

### .NET Components

- .NET 1.1 (included)

### Productivity Software

- Microsoft® Office® 2000, XP or 2003

### Email Systems

- Microsoft Outlook® 2000, or 2003
- Lotus Notes 6.0 to 6.5.4
- Novell GroupWise 6.0.2 to 6.5

### System Requirements:

#### Minimum

- 300 MHz Processor
- 28 MB RAM
- 100 MB free disk space

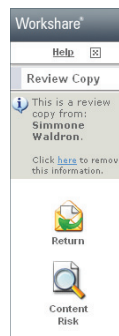
#### Recommended

- 900 MHz Processor
- 256 MB RAM
- 100 MB free disk space

### Application Integration Options:

Workshare Professional 4.5 has additional integration options with the following management and portal systems

- Microsoft SharePoint® 2003
- Hummingbird DOCS Open®
- Hummingbird Enterprise DM
- Interwoven Worksite® Server
- Interwoven Desksite™
- Interwoven FileSite™
- Worldox
- Documentum Desktop



### Review Copy

Reviewers do not require Workshare Professional for document reviews. If Workshare is installed when opening a review document, Workshare indicates that you are working on a review copy of a document. The Workshare Panel will display:

- Return
- Content Risk

If this is to become a new document you can remove the Workshare tag to revert back to master mode.

- London <
- Frankfurt <
- The Hague <
- Stockholm <
- San Francisco <
- New York <
- Chicago <
- Los Angeles <
- Atlanta <
- Hong Kong <
- Sydney <

To contact Workshare please visit [www.workshare.com/contactus](http://www.workshare.com/contactus)

Figure showing Workshare Professional 4.5's dynamic document states.