

Collaboration

A great deal of business information is stored within documents. However, businesses still need to maintain, share, and update the documents themselves. Most documents aren't worked on in isolation, they require teamwork. Between review cycles, information gathering, approvals, and more, it takes a lot of collaboration.

Choosing the right system for document-centric collaboration is important for many reasons. It's critical to find a system that doesn't just allow coworkers to access, find, and work on documents. It requires multiple channels of communication and transparency for compliance purposes. This is necessary for several reasons, as it prevents repeated work and maintains accountability for changes to documents, all while acting as your secure, central repository for sensitive data.

Collaborate in the Best Possible Ways

Revver comes equipped with many tools that enable collaboration, both internally and externally. Combining our best in class document management tools with our collaborative abilities means you'll be able to share work more efficiently than ever.

Document Sharing

Whether it's to somebody internal or to a client, Revver allows you to share your documents to anyone via a secured link. Rather than emailing your recipient the document itself, this link pulls them securely into Revver, giving them the proper amount of access with permissions control. That way it's always clear that you're working on the most current/latest version of that document. Plus, you'll always control their access with secure links that expire.

Similarly, users can initiate Document Requests to other users in or outside of Revver. This enables you to also get exactly what you need, and provides the person sharing the document with a secure way to get their information to you.

Document Check-In/Out

This is vital for making sure that changes/edits to documents aren't being overwritten when two people are working on it at the same time. When an item is checked-out, the document is still viewable to those with access, but they will be unable to upload a new version of the file until the current user checks it back in. And with **File Versioning**, once the new version is uploaded, Revver will still keep a copy of the original, so you'll always be able to check what changes were made and so that previous versions of the document can be restored if needed.

File Editing, Reviews, Approvals, and Signatures

Comment, Annotate, and Redact - Revver provides several feedback tools you can use to leave notes, draw, and blackout information. The preview toolbar provides you with everything you need to mark-up your documents for alterations that need to be made. Each action allows you to comment, leaving coworkers a reason for your alteration, and your mark-ups are all recorded in the version history. You can even use the **Append/Prepend** feature to combine new files to existing documents.

In addition to all this, Revver users have access to our workflow tools, which can power important tools like eSignature and Approvals. Revver make it easy for managers and approvers to sign off on documents, further boosting your ability to collaborate with stakeholders at all levels.

Microsoft 365 Integration

Our M365 integration enables multiple users to co-author and make changes to a document simultaneously with your 365 apps. Users will see indicators on the document displaying which users are working on the file with you. Your edits will sync to Revver automatically and reflect the changes.

Revver is built for teams. The success of your business depends on how well you're able to communicate and collaborate on your essential documents. Speak with your representative to learn more about using these features.