

Competition Matrix

	PleaseReview	SharePoint 2010/2013	Collaborative online editing solutions	Collaborative platforms	Email attachments	Online meeting solutions	Multiple format viewers	PDF-based solutions	Shared drive/ SharePoint 2007
Collaborative	Yes	Yes	Yes	No	No	Partial	Partial	Partial	No
Controlled environment	Yes	Partial	Partial	Partial	No	Partial	Partial	Yes	Partial
Comment association	Yes	Yes	Yes	No	Yes	N/A	Yes	Yes	Yes
Comment/change categorization	Yes	No	No	No	No	N/A	No	No	No
Comment/change consolidation	Yes	Yes	Partial (only simple documents)	No	No	Yes (only one author)	Partial	Partial	No
Supports co-authoring	Yes	Yes	Yes	No	No	No	No	No	Partial
Supports review	Yes	Partial	No	No	Partial	No	Yes	Yes	Partial
Supports multiple document reviews	Yes	No	No	No	Yes	Yes	Partial	No	No
Supports reviews with different doc types	Yes	No	No	No	Yes	Yes	Viewer format	PDF format	N/A
Supports reference documents	Yes	No	No	No	Partial	N/A	No	No	N/A
Requires client components	No	Yes	No	Yes	Yes	Yes	No	Yes	Yes
Browser based	Yes	No	Yes	Yes	No	Yes	Yes	Partial	No
In-document control	Yes	Partial	No	Partial	No	No	Yes	No	Partial
Offline option	Yes	No	No	Partial	Yes	No	Partial	No	Partial
Reporting/Audit trail	Yes	No	No	No	No	No	Partial	No	No
Metadata capture option	Yes	No	No	No	No	No	No	No	No
Reviews the same document copy	Yes	Yes	Yes	No	No	Yes	Partial	Partial	Yes
Round trip for Word and Excel	Yes	No	No	No	Yes	Yes	No	No	Yes
Secure	Yes	Internal	Yes	Yes	No	Yes	Yes	Internal	No

	PleaseReview	SharePoint 2010/2013	Collaborative online editing solutions	Collaborative platforms	Email attachments	Online meeting solutions	Multiple format viewers	PDF-based solutions	Shared drive/ SharePoint 2007
Simultaneous review	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No
Must be present at the same time	No	No	No	No	No	Yes	No	No	No
Review management (i.e. deadlines, reminders, etc.)	Yes	No	No	No	No	No	Via workflow	Via workflow	No
Provides a clean document output option	Yes	Yes	No	N/A	N/A	N/A	No	No	No
Provides ability to output sanitized comments	Yes	No	No	No	N/A	N/A	No	No	No
Supports multiple document formats	Yes	Office docs	No	Yes	Yes	Yes	Yes	Yes	Yes
Cost	Paid for	Paid for	Partial	Partial	Free	Paid for	Paid for	Paid for	Free/Paid for

Notes:

1. Color coding: **Green** is good, **Red** is bad, **Grey** is neutral.
2. Some answers depend on the exact solution under consideration and thus should be considered a general guide to the solution genre. PleaseTech has a number of detailed competitive analysis documents available which address specific solutions.

Key - Review Solutions:	
PleaseReview	PleaseTech's document review and co-authoring solution
SharePoint 2010/2013	Using the co-authoring features of SharePoint 2010 and Office 2010 (must be 2010 or 2013 versions not 2007)
Collaborative online editing solutions	Collaborative document review solutions, e.g. Google Drive
Collaborative platforms	Collaborative platforms, e.g. Box, IntraLinks, etc.
Email attachments	Emailing the document as an attachment to reviewers using Acrobat mark-up or Microsoft Word track changes (red lining)
Online meeting solutions	Online meeting facility, e.g. WebEx, GoToMeeting, etc.
Multiple format viewers	Generic document viewer supporting many document formats, such as Brava
PDF-based solutions	Offered by several DMS/CMS e.g. EMC Documentum; Open Text ECM Suite. Uses Acrobat annotation tools
Shared drive	Document made available on the organization's shared drive which is functionally equivalent to SharePoint 2007 or Office 2007 with SharePoint 2010

Key - Review Activities:	
Collaborative	Allows reviewers to see each other's comments in real time, so they see and can reply to others' comments
Controlled environment	Provides a controlled environment in which participants are monitored, may be added and removed, information on

	whether they have looked at the document, etc.
Comment association	Allows reviewers to easily associate a comment with a specific location in the document
Comment/change categorization	Allows reviewers to categorize their comments/changes against predetermined categories.
Comment consolidation	Provides the automated consolidation of comments into the original document
Supports co-authoring	Allows participants to author sections of the document (i.e. individuals have editorial control) simultaneously.
Supports review	Permits participants to mark-up the document but not to mess it up (i.e. they are not able to re-structure or re-format content, move sections around, etc.)
Supports multiple documents reviews	Provides an environment where multiple documents are in the same review environment
Supports reviews with different doc types	Provides an environment where documents of different types may be included, e.g. Microsoft Word, Excel and PDF as one document set
Supports reference documents	Provides an environment where documents may be included purely for reference purposes
Requires client components	There must be client components (i.e. plug-ins) and typically requires that the document must be download for review by the client machine application
Browser based	Document is presented and reviewed in the browser
In-document control	Provides control over 'who can do what to where'
Offline option	Allows reviewers to review the document without a network connection and share their comments when they come back online
Reporting/Audit trails	Provides a comprehensive audit trail of all activity on the review. E.g. participant activity and status, all comments/changes made, comment and change status, etc.
Metadata capture option	The ability to categorize reviews and use this and other parameters as metadata for process enhancement
Reviews the same document copy	Everyone is reviewing the same copy of the document
Round trip for Word and Excel	At the end of the review the author does not have to manually apply changes to the original document, which is returned with selected changes automatically incorporated.
Secure	Document contents are secure, even outside the corporate firewall
Must be present at the same time	Participants must be present at the same moment in time regardless of their location.
Review management	The system actively manages the review with control over deadlines, reminders, etc.
Provides clean document output option	Provides an option to scrub embedded metadata, tracked changes, etc.
Provides ability to output sanitized comments	Provides an option to set the apparent comment/change author. (e.g, substitute individual names for a company name)
Supports multiple document formats	Multiple document formats can be reviewed, such as Microsoft Word, PowerPoint, Excel, PDF, images, text, source code etc.