

Kavi Workspace

Kavi Workspace is the leading enterprise-level collaborative Web environment for standards organizations. It provides a solution specifically created to facilitate collaborative, team-based processes. Kavi Workspace handles thousands of administrative details and meticulously tracks activities to free up stakeholders' time, energy, and talent so it can be invested directly in achieving the organization's goals. Its rich feature set was developed through ongoing response to customer requests and best-practices expertise garnered during Kavi's long specialization in the standards sector.

Distribute and Automate Administration

Kavi Workspace automates user account management and communications and provides Web-based tools for organization administrators, company administrators, and account holders. Organization administrators have complete control over data and configuration. Company administrators can use the My Company area to manage their company's data, designate primary contacts, and view, add, or deactivate users on the company roster. Account holders can use the My Account area to manage their own contact information and mailing list subscriptions, password, and privacy settings.

Create Workspaces for Committees, Boards, and More

Kavi Workspace creates an organization-derived structure of discrete groups that can work safely on designated tasks with optimal transparency and accountability. It gives every stakeholder a personalized view of organization activities, with all the tools needed to participate, while automatically enforcing the appropriate level of access based on user permissions. Create workspaces for technical committees, the Board of Directors, marketing committees, and ad hoc groups as needed.

Kavi Workspace provides protected areas for committee work and includes a range of tools and features that support the processes necessary for standards development. These include creating your committee structure, managing roles and privileges, and codifying rules for sharing and publishing of documents, ballots, meetings, and more.

Users can also visit the My Groups area, which displays activities from all groups to which the user belongs, or view the All Groups landing page for an overview of the available groups in the organization.

Each group's workspace includes:

- *Document repository* with folders, file versions, bulk upload/download, official document numbers
- *Shared calendar* to schedule meetings, track attendance, and maintain agendas and minutes
- *Participation roster* showing roles and responsibilities within the group
- *Balloting area* with advanced support for committee ballots
- *Action item* list including exports and print-ready reports
- *Email list* for team coordination, notification of new submissions, and discussion (includes online archive)

Share and Mine Data

Organization structure - including hierarchical and parallel relationships between groups - is configured into each Kavi Workspace implementation. This serves as the foundation of a sharing model that facilitates inter- and intra-group communication while preserving the right balance of transparency and security. Kavi's state-of-the-art search engine indexes virtually all textual content in Kavi Workspace, so users can quickly locate and retrieve whatever content they have permission to view, no matter how vast the data or how complex the group hierarchy.

Protect Content

Within a group, access to events, ballots, and other activities can be configured so that different types of participants are granted different levels of access. Delegate group administration privileges to the group's chair or manager.

Facilitate Communications

Kavi Workspace's balloting tools support open balloting to foster collaboration, build consensus, and identify aspects of emerging standards where there may be divergent opinions, questions, comments, or other points that need to be addressed.

Automated email is integrated into every aspect of Kavi Workspace to keep the organization working together and effortlessly synchronized. Group communication is also well-supported through rosters, group-specific mailing lists, shared calendars, and other collaboration tools. RSS feeds - filtered according to each user's permissions - provide a

standard XML-driven mechanism to navigate information created within the organization's groups.

Self-Service Company Representative Accounts

Each company member may have many company representatives (users) in the database, each with his or her own account. Allow company representatives to signup using an approved corporate email address. After signup, a welcome message with a unique login key is emailed so the new user can set their username and password, access members-only areas of the Web site, and begin to enjoy their membership benefits.

Automated tools allow company representatives to:

- *Get an account* - with a corporate email address, employees can set up their own accounts without administrator intervention.
- *Reset passwords* - users can reset their own passwords using special keys delivered via email.
- *Manage accounts* - users can update their own contact information, and company admins can manage other users within their company, keeping your membership database up-to-date.

Log All Activities

Extensive logging functionality includes custom activity types that can be defined for use in activity logs and user and company activity histories. Administrators can manually create activity records to add information about offline events to the system's audit trail, run reports, and download data to analyze membership activity. A Full Activity Log supports accountability by providing a detailed record of every email generated by the Kavi application suite application and various other critical online activities.

Build Custom Reports

Use Report Builder to craft custom reports based on your organization's specific needs. Reports can include group participation information, membership history (if using Kavi Membership), and details about each company and user in the database. Detailed reports are also available showing participation and activity levels within each workspace.

Integrate With Other Kavi Products

Kavi Workspace integrates seamlessly with other Kavi products, so you can adopt the Kavi products your organization needs, when you need them:

- *Kavi Membership*
Automates and simplifies membership management
- *Kavi Status Tracker*
Simple, centralized tracking and publishing of program status
- *Kavi Comment Tracker*
Comment collection and management tools
- *Kavi Showcase*
An online catalog of members and compliant products

KAVI WORKSPACE

Create a collaboration environment that mirrors your organizational structure

Support your committees with powerful online collaboration tools

Sophisticated balloting tools help build consensus

Extensive logging supports accountability

Craft custom reports to meet your organization's specific needs

Advanced search engine searches inside documents and filters results based on user permissions

For More Information

Find out more about the Kavi application suite for standards organizations by calling us at 503.813.9397, or visit kavi.com