

## Kavi Workspace

Advance standards development with effective collaboration and communication in a secure, online environment



As the leading provider of Standards Process Management solutions, Kavi Workspace has helped advance the work of over 80 national and international standards organizations. Its feature-rich applications were built from the ground up for standards development, answering the unique needs of standards organizations for over a decade.

### Features

#### Document Repository

- File versions
- Bulk upload/download
- Official document numbers
- IP agreements

#### Ballots

- Automated voter eligibility calculations
- Commenting on ballots
- Email reminders at open and close of ballot

#### Action Items

#### Subscription email blasts

#### Calendar

- Meeting scheduling
- Attendance tracking
- Agendas and minutes

#### Email notifications

#### Activity sharing permissions

#### RSS feeds

### Create feature-rich, group-based workspaces

Kavi Workspace enables administrators to create unlimited protected areas for committee work, each providing a full range of features supporting the standards development process. Once a member of a committee, participants can visit the group's home page to see the latest document revisions, events, ballots, and more.

### Reproduce organizational structure online

While corporate solutions focus on individual teams within one company, standards organizations must be able to accommodate members representing a variety of companies and interest categories. Member accounts can be individual- or company-based, and advanced roles and permissions are associated with designated membership levels.

### Promote collaboration through sharing privileges

Each time a document, ballot, email, calendar or action item is created, the developer decides on optional sharing

rights. This sharing model facilitates inter- and intra-group communication, preserving a balance of transparency and security. Participant privileges determined by administrators ensure that only those with the appropriate sharing rights have access to protected information.

### Facilitate communications amongst and between members

Automated emails are integrated into every aspect of Kavi Workspace, notifying members of new ballots, documents, events and comments. Group-specific mailing lists and permissions-sensitive RSS feeds further promote member communication.

### Maintain detailed records and build custom reports

Extensive logging of all organization activity leaves a solid audit trail accessible through Kavi Workspace archives. Emails, ballot histories, document revisions and more are stored in the integrated database. Alongside these records, administrators can use Report Builder to craft custom reports based on their specific needs.

### Kavi Corporation

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Advance The Standard