

Go online to simplify document reviews

Mekon Notus is an easy-to-use online document review and approval tool.

Enhancing the power of Adobe Acrobat™, Notus enables multiple online reviewers to simultaneously add comments and collaborate on a document, saving time and increasing the organisation's productivity.

How Mekon Notus Works

The document owner starts the review process by converting the draft document into a PDF file and uploading it to a Notus server on an intranet, extranet or the Internet. After adding instructions for reviewers, such as document version and deadlines, the owner creates a list of reviewers. Notus can be set up to automatically email reviewers a link to the PDF file with a request to review it.

Each reviewer can access the document via a web browser and uses standard Adobe Acrobat commenting tools to request changes or approve the content. Although online, security of the document is assured through the use of username/password access authenticated against a directory that can be modified at any time.



The great advantage of Notus is that all reviewers work on a single online document and can see all other reviewers' comments. Not only does this avoid duplication, but contradictory comments can be resolved before being returned to the document owner. This also enables reviewers to focus on the aspects of a document that they are most qualified to comment on. For example, by seeing that basic errors such as misspellings have already been picked up by other reviewers, a senior manager can more quickly review the document to ensure it meets its objectives.

Notus enables the document owner to easily track the progress of the review process. Once all reviewers have made their comments, the document owner can collate the amendments and produce a further draft or a final document for approval.

How you can benefit

Boosts productivity

- Reviewers spend less time working on documents
- Amendments are collated and implemented more quickly
- Eliminates errors arising by misinterpreting contradictory comments
- The review process is faster, helping to meet even the most urgent deadlines

Saves IT resources

- A single, efficiently compressed online PDF file saves disk storage space and reduces email bandwidth
- Users only need Adobe Acrobat and a standard web browser for full compatibility among reviewers, reducing software costs

More secure reviewing process

- Eliminates the risk of lost paper documents
- Online collaboration cuts the risk of errors creeping in during review
- Password protected access to online documents for added security
- Automatic audit trail to meet regulatory demands and provide protection during disputes

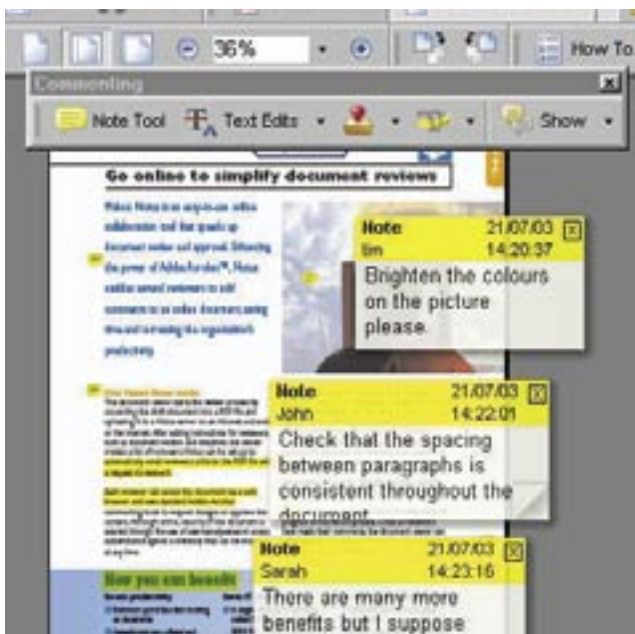
Save time, save resources

Not only does Notus cut the time that the collaborating team spends on the review process, but because it uses Adobe Acrobat, it eliminates delays caused by incompatible or outdated software. Notus also provides a history of all reviewers' comments for later examination should queries arise.

Most organisations currently distribute documents to reviewers by email. Not only does this generate many different versions of a document that can be hard to manage, but emailing and storing multiple documents consumes considerable email bandwidth, hard disk and back-up space. Notus works with just a single online PDF file, cutting the demand on valuable IT resources.

Matches your needs

Notus is suitable for companies of all sizes in sectors as diverse as architecture, construction, education, engineering, finance, government, health, manufacturing and more. In fact, any organisation or workgroup within a company, such as a marketing department, that needs to approve any kind of document, from a web page to lengthy and complex manuscripts, can benefit from Notus.



Several reviewers can collaborate on a single online Adobe Acrobat document, saving time and effort

Harness the power of Adobe Acrobat collaboration

Mekon Notus makes full use of the powerful features of Adobe Acrobat, the world's most popular business document exchange software that enables all types of document to be reviewed regardless of platform or other software used. Adobe Acrobat is the simple way to:

- Add comments
- View other peoples' comments
- Reply to comments
- Summarise and manage comments
- Digitally sign and certify documents



Smaller companies will appreciate the cost effectiveness of Notus Standard, which supports five contributors/authors and up to 50 reviewers. Larger organisations may prefer the Notus Enterprise version that includes a tailored workflow process to match existing approval procedures and which can support an unlimited number of users.

Expert support

Every Notus system comes with the full support of Mekon, an Adobe Solutions Network Partner that employs one of the highest proportions of Adobe Certified Experts in any UK company.

With offices in Sutton (HQ) and Edinburgh, Mekon employs expert staff in consulting, software development, training, production, quality and support. Mekon is an accredited Investor in People and has been awarded the ISO 9001: 2000 certificate of Registration.

Irrespective of your industry, Mekon can show you how to get the best from your information whether it is a single page, extensive manual or mission critical transactional documents extracted from a database system.