



TOPPAN TOPPAN MERRILL

TOPPAN MERRILL CONNECT® DOCUMENT REVIEW AND APPROVAL

What if you could say goodbye to Chaotic Review Cycles and Version Confusion?

In regulated industries, document review and approval creates a never-ending email volleyball match between marketing, product, legal and compliance. The old school ways of spreadsheets, printouts, and annotated PDFs adds to the pain of the entire process, and the risk of human error jeopardizes both accuracy and confidentiality.

Toppan Merrill Connect Document Review and Approval takes the chaos out of review cycles by automating the workflow and creating an efficient, reliable and secure proofing process for document review and approval that can dramatically reduce your time to market, and ensure accuracy.

Document Review and Approval centralizes feedback across teams with smart markup tools enabling stakeholders to simultaneously provide collaborative feedback. Automated workflow is customized to meet the needs of your unique business and how your teams interact throughout the proofing process.

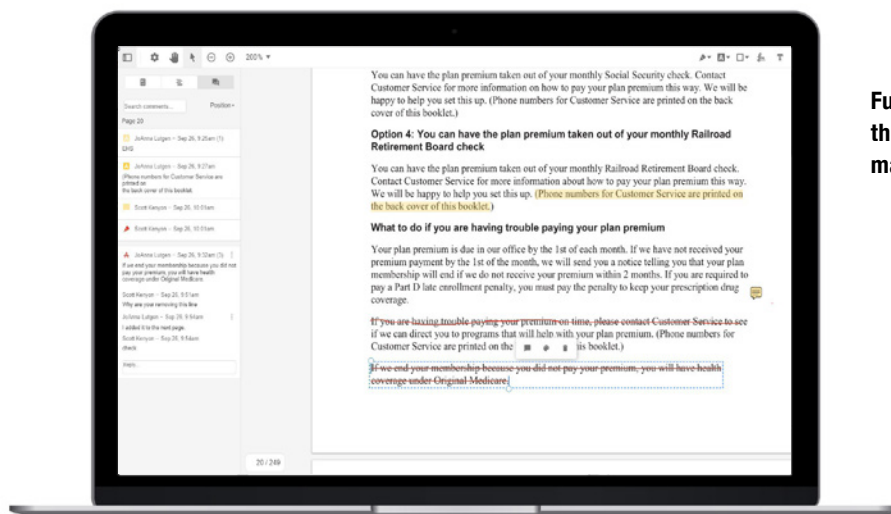


Streamline Workflow

Document Review and Approval allows you to say goodbye to complicated email trails and approval processes. Automated workflows give you control and flexibility to reflect the way your plan document reviews work, routing your proofs from marketing, to compliance, to legal then approval by the VP of Marketing. With Document Review and Approval, the automated workflow tracks each document in review and notifies team members of documents that need their review and approval and keeps everyone notified of the status.

Centralize Feedback

Misunderstood feedback is one of the primary reasons a project gets delayed. Easily collaborate on feedback by adding and replying to comments directly in the document allowing reviewers to clarify changes and updates before revisions begin – effectively reducing rework and decreasing delays. Reviewers can view, compare, and annotate from any device. Each submission can include material for review as well as supporting material.



Full functionality without the need to install and maintain software.

Smart Markup Tools

Document Review and Approval allows reviewers to simultaneously markup and comment directly onto a document utilizing intuitive annotation tools.

"We no longer have to dig through emails to find the correct version. Toppan Merrill Connect Document Review and Approval makes sure our team is working from the latest version and alerts everyone when a new version is ready to review."

- Marketing Manager

Version Comparison

Document Review and Approval makes the entire feedback and approval process hassle-free by enabling easier comparisons of versions, so there is no place for confusion or miscommunication. As submissions move back and forth through your workflows, multiple versions/revisions will be collected. All versions are kept with the date/time they were uploaded and who uploaded them.

Security and Compliance

Minimize compliance risk by centralizing feedback and changes in a single workflow, maintaining strict version control to ensure everyone is reviewing the most up-to-date document. Document Review and Approval allows for security standards and rigorous role-based access control, which can limit which team members can see particular proofs and what they can edit.

Secure File Sharing

Manage files effortlessly and securely with role-based access controls and project archives. Document Review and Approval allows you to securely store and share large files with team members and outside partners regardless of file type.

Track and Audit Process Performance

Document Review and Approval provides audit reviews with time-stamped proof of revision requests and approvals providing greater visibility into the process. Analysis of a document's progress provides the ability to identify bottlenecks in the process and hold reviewers accountable for missed deadlines.

Increase Transparency

The real-time dashboard, found in our Document Review and Approval solution, allows collaboration across teams and reviewers providing a universal view of all work in progress. While notifications and reminders ensure the review team knows exactly what requires their review and approval with deadlines and alerts when new versions are available.

It's more than simply online proofing. Our Toppan Merrill Connect Document Review and Approval solution is designed to make your teams more productive, have fewer revisions, and meet required timelines. With a streamlined workflow and centralized feedback, no time is wasted playing email volleyball, and proofing is less prone to errors.

Toppan Merrill secures solutions at every phase,
so you can secure ongoing impact and growth.