

# Collective Spaces for Unified Collaboration



SDL Tridion Docs  
Data Sheet

## Collective Spaces for SDL Tridion Docs:

- Bring together contributions across your organization.
- Centralize company-wide knowledge creation and reviews.
- Simplify collaborative processes.

SDL Tridion Docs streamlines structured content authoring, reviews and centralized collaboration in an intuitive interface.

Authoring, review and approval processes are critical for many forms of business content.

Rules, policies, procedures, corporate and regulatory compliance, regulatory industry content, R&D information and product documentation often involve authoring and reviews from company-wide subject matter experts (SMEs). SDL Tridion Docs changes how global organizations engage their SMEs using Collective Spaces.

It provides authors and reviewers alike a simplified approach to traditionally high-overhead, error-prone reviews – typically entailing many emails, multiple versions of marked-up files, and labor-intensive copy-paste actions.



## Features & Benefits

Collective Spaces provides an easy-to-use interface to create, edit and review corporate content.

SDL Collective Spaces comprises of:

- An easy-to-use browser-based editor.
- Synchronized commenting and threaded conversations for unified collaboration.
- A simplified view for reviewers to access all assigned projects from a single interface.
- Advanced change tracking for information governance.
- Workflow and review status tracking.

Collective Spaces ensures you get all of the benefits of a structured content approach to authoring and managing content while eliminating the need for your contributors to understand and use the underlying XML directly.

## Key benefits of Collective Spaces

**Intuitive and powerful.** Give your SMEs and content contributors a simple approach to structured collaboration. Authors can edit text and upload media and reviewers can comment and provide feedback all within an intuitive and easy-to-use browser-based interface.

Because comments are stored in the context with the content, you can track the entire process, including any deletions or additions.

**Strong governance.** Since Collective Spaces stores feedback in context, authors no longer need to collate feedback into a source document, transfer comments from marked-up PDFs, copy-paste or manage feedback via email.

Instead, in Collective Spaces, authors view and add comments in context, track approval status and even participate with multiple reviewers from a single view of the content within one interface.

**Quality assurance.** You can also integrate with other enterprise tools to automate tagging, style, tone and word choice using corporate style guides, terminology and taxonomies. By integrating with QA-enabling technology, you can reinforce quality standards and check content quality while it is being authored.



## Draft Space & Review Space

To make it easy for drafting text and reviewing text, Collective Spaces comes with Draft Space and Review Space. These interfaces, based on user credentials, make it easy for different professionals with different roles to access the features and functionality they need most.

### Draft Space

- **Whole-document view:** Unlike most component content management systems that only show individual topics or components, you can scroll smoothly through your entire publication and edit anywhere.
- **Intelligent UX:** Access essential features based on user activities and permissions.
- **Highly configurable:** Integrate with other solutions and systems to create dashboards, monitor performance and derive business insights.
- **Extensible:** Extend functionalities by linking with your enterprise toolset to facilitate content quality checks, automated tagging and reuse.
- **Gain compliance and audit-trail visibility:** Gain a bird's eye view on critical information workflows with reports on reviewer comments, suggestions and their resolutions through full API support.

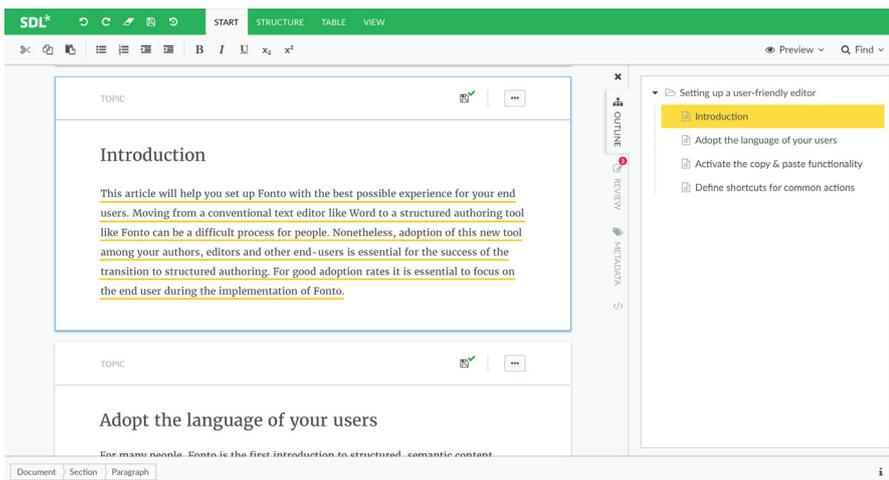


Figure 1. Draft Space – Intuitive Authoring



## Review Space

- **Review overlays:** Allow multiple reviewers to provide feedback on the same content simultaneously. The author maintains control over the final content and can integrate review comments at their discretion.
- **Highly scalable:** Collaborate with distributed global teams, both in-house and inter-organization.
- **Easy to use:** Jumpstart enterprise-wide structured authoring and reviewing workflows with minimal training.
- **Unify collaboration:** Centralize enterprise-wide structured collaboration workflow through easy authoring and reviews.

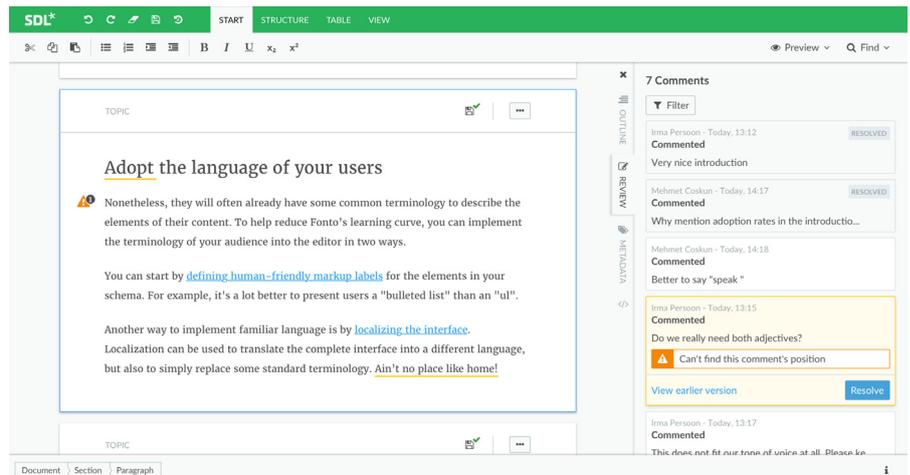


Figure 2. Review Space – Integrated Feedback Processes

## Get the Expert Guidance You Need

Work with SDL professional services and partners for expert guidance on data modeling, information architecture, terminology management and legacy data conversion

This is an add-on feature, which needs to be purchased separately and is not part of Collective Spaces.

## SDL\*

SDL (LSE:SDL) is the global leader in content creation, translation and delivery. For over 25 years we've helped companies communicate with confidence and deliver transformative business results by enabling powerful experiences that engage customers across multiple touchpoints worldwide.

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