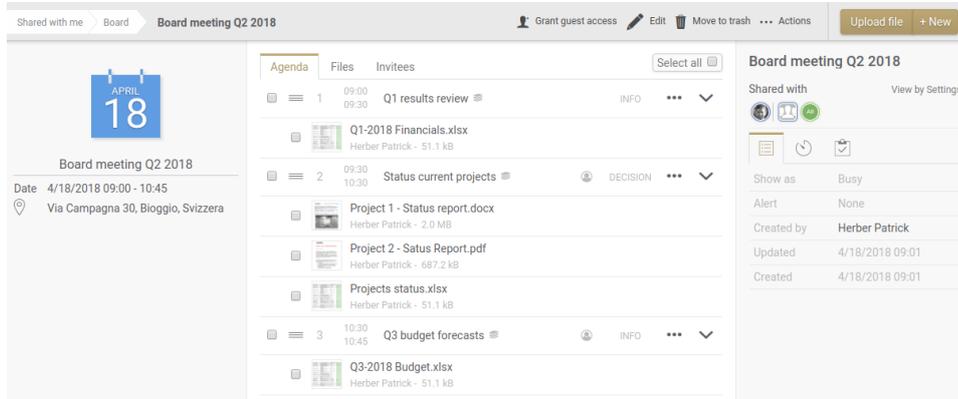Dear customer

Spring finally arrived in Lugano. In this season everything is revived and also Caveau has some news for you!
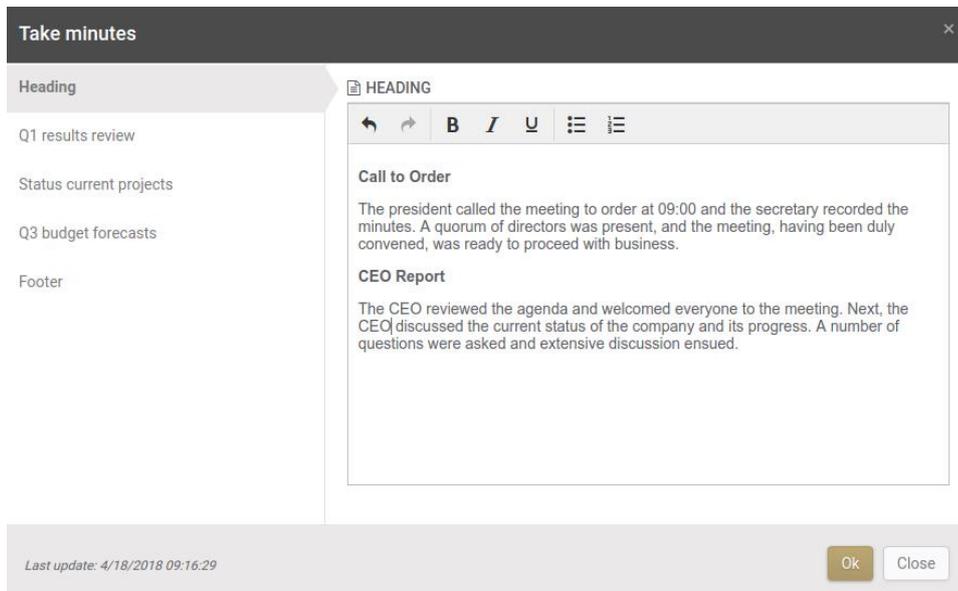
Meeting management

Caveau already offered the possibility to schedule events and organize the relevant documents in them (through folders). With this new release we go even further, allowing you to manage real meetings, create for them an agenda, take minutes and export personalized reports, based on your Word templates.

With these enhancements Caveau becomes even a better tool for your meeting management: all the participants will have a single place where they can find all relevant information and files that are going to be discussed. They can prepare themselves for the meeting reading those documents, writing annotations and comments on them. The secretary can use Caveau for writing the minutes, which can then be exported in Word format using your personal template. The revised file can then be uploaded into the platform asking the participants to approve it. Finally, thanks to the "tasks" feature introduced in the last release, you can assign tasks before and after the meeting and monitor their execution.
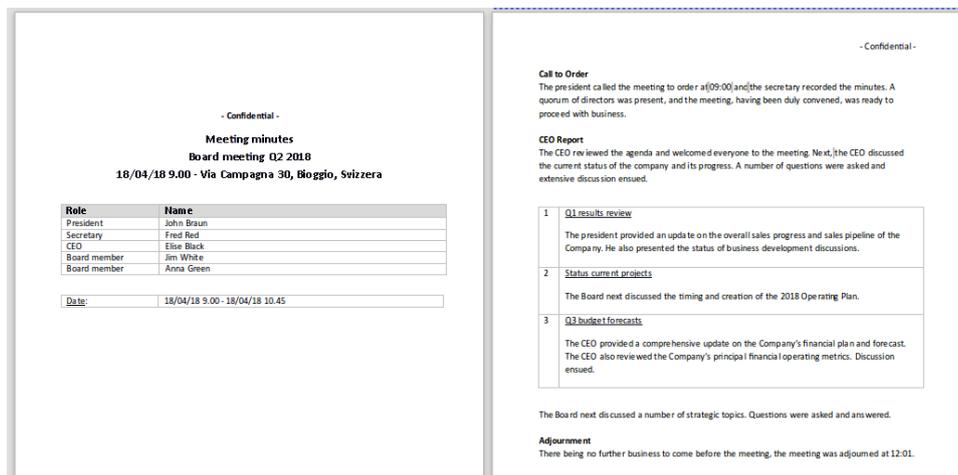
Meeting organization with the agenda and the shared documents:

Take minutes:

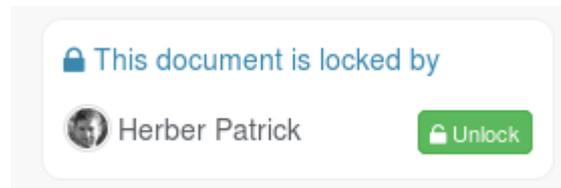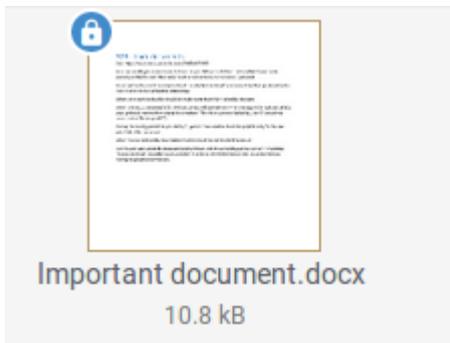Example of the export in a Word template:

Lock files

Have you ever worked contemporaneously on the same document with the risk of overwriting each other's work? Fortunately, Caveau has a version management system!

To avoid in future this kind of risk, we introduce the possibility to "lock" a document.
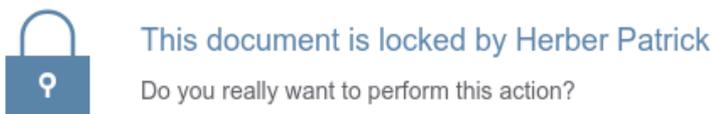
As a user working in a team you have the possibility to lock files to inform that you are currently working on that file and other users need to wait until your new version is uploaded.

If you own at least "Contributor" permission on a document you can to "lock" it selecting "**Lock**" from the "**... Actions**" menu of the file.

Other users opening that file are then made aware that this is locked by you.

Important document.docx
10.8 kB

This document is locked by
Herber Patrick   🔒 Unlock

When they try to download the file, a pop-up reminds them about this situation

This document is locked by Herber Patrick
Do you really want to perform this action?

Download   Cancel

During the locking period the possibility to upload a new version is possible only for the user who locked the document.

When the user upload the new version the lock will be automatically released.

For the user who locked the document and for those with the ownership permission on it a function "**Unlock**" is available, in order to release the lock on the document without having to upload a new version.

Notification with more information

A principle of Caveau is that no confidential information should be transmitted over insecure channels (like email or SMS). Therefore, the notifications of our platform do not contain any file or user name, but only the name of your community and the link to the affected resources. If you want to know more, you will have to log in to the system.

This "paranoia" is highly appreciated by many customers. We know however that some of you would like, in some occasion, to disclose some more information inside those messages.

For this reason, we introduced a new flag "Include information" in the resources notification settings that allows you to define, if you would like to include or not the details of the transaction in the message (the default is "No"):

For example, for the upload of a file the text of the notification emails will look like:

Message without information:

Dear member

A file has been created in the community "board".

Open the file
Browse the parent room

Best regards.

Message with information:

Dear member

John Smith uploaded the file "Budget.pdf" in the room "Financials" of the community "board".
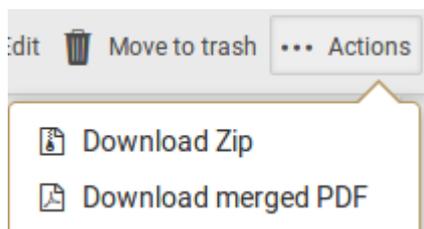
Open the file
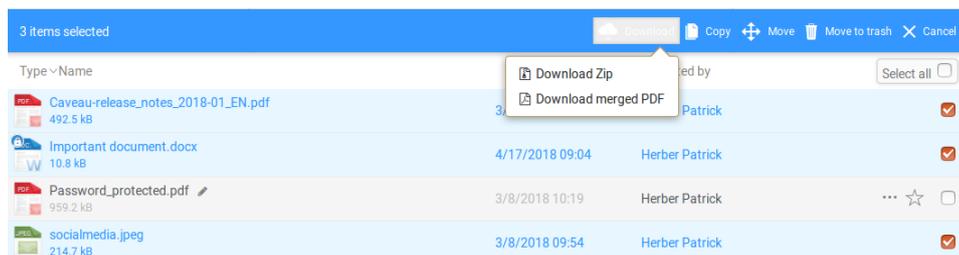Browse the parent room "Financials"

Best regards.

One more thing... File merge

Since long time Caveau offers the possibility to select several files and even rooms and events and download them as a ZIP file. Now you can also download them as a "merged" PDF: a single PDF file, which contains the content of all selected documents. This could be useful in many situation, for example if you need to print several documents (in any case "please consider the environment before printing"...).

This new action is available either in the "... Actions" menu of a room:

Or – after selecting several documents – as an option of the Download function:

At AGORA SecureWare we're constantly trying to do our best in order to provide you with the best application that responds to your specific needs. For this reason, your feedback is always precious for us: please do not hesitate to contact us for any question!

In the meantime, we hope you will continue enjoy secure collaboration on our Caveau platform.

Best regards,

AGORA SecureWare
info@agora-secureware.ch

April 26th 2018