

DC Client – MVP

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1. Background

With the emergence of new work devices like iPad Pro, Surface Pro and Chromebooks, evolution of content from print consumption to mobile consumption and the advent of AI in improving collaboration and productivity, we have evolved the vision for the Document Cloud to “**Streamline the creation, transaction and delivery of effective documents.**” For V1.0 of Doc cloud clients, our goal is to build it on iOS, Android and the Web. For V1.0, we would also incrementally evolve the desktop clients to add support for additional doc cloud services.

2. Customer Segments

For V1.0, our target customer segments are Knowledge workers who want to be productive while they are on the road and rely on their phones and tablets as their primary work devices. We would focus on influencers as early adopters within this segment who has strong need for new work devices like iPads and Chromebooks given their high portability, being always connected and modern OS.

3. Document Cloud Use Cases

- **Access, Consume, and Organize Documents** - *Provide great consumption experience for any document on modern devices; Enable easy access and organization of documents*
- **Create/Edit and Reuse Documents** - *Create (Scan, Re-use, Convert) from paper, O365 and other Apps; Edit and Re-Use content from existing documents*
- **Share & Track Documents, Review with Others** - *Reliably share the best viewing experience for Documents via DC; Get documents reviewed from others, track engagement*
- **Automate Document Processes** - *Get customers / employees on-boarded with Sign and Approval*

4. Definitions

Virgo – Virgo is the unified Document Cloud client for Document Creation, Collaboration, Transaction and Delivery on

- **Mobile** – Mobile app providing the best document consumption experience on mobile & integration with cloud services. Directionally, Virgo Mobile would be branded as Acrobat in the store.
- **Web** (previously called Vega) – New web destination for the integrated document cloud services
- **Desktop** – A unified experience for managing DC workflows in Acrobat that adheres to the Polaris framework. Refer to [section 13](#) for desktop requirements.

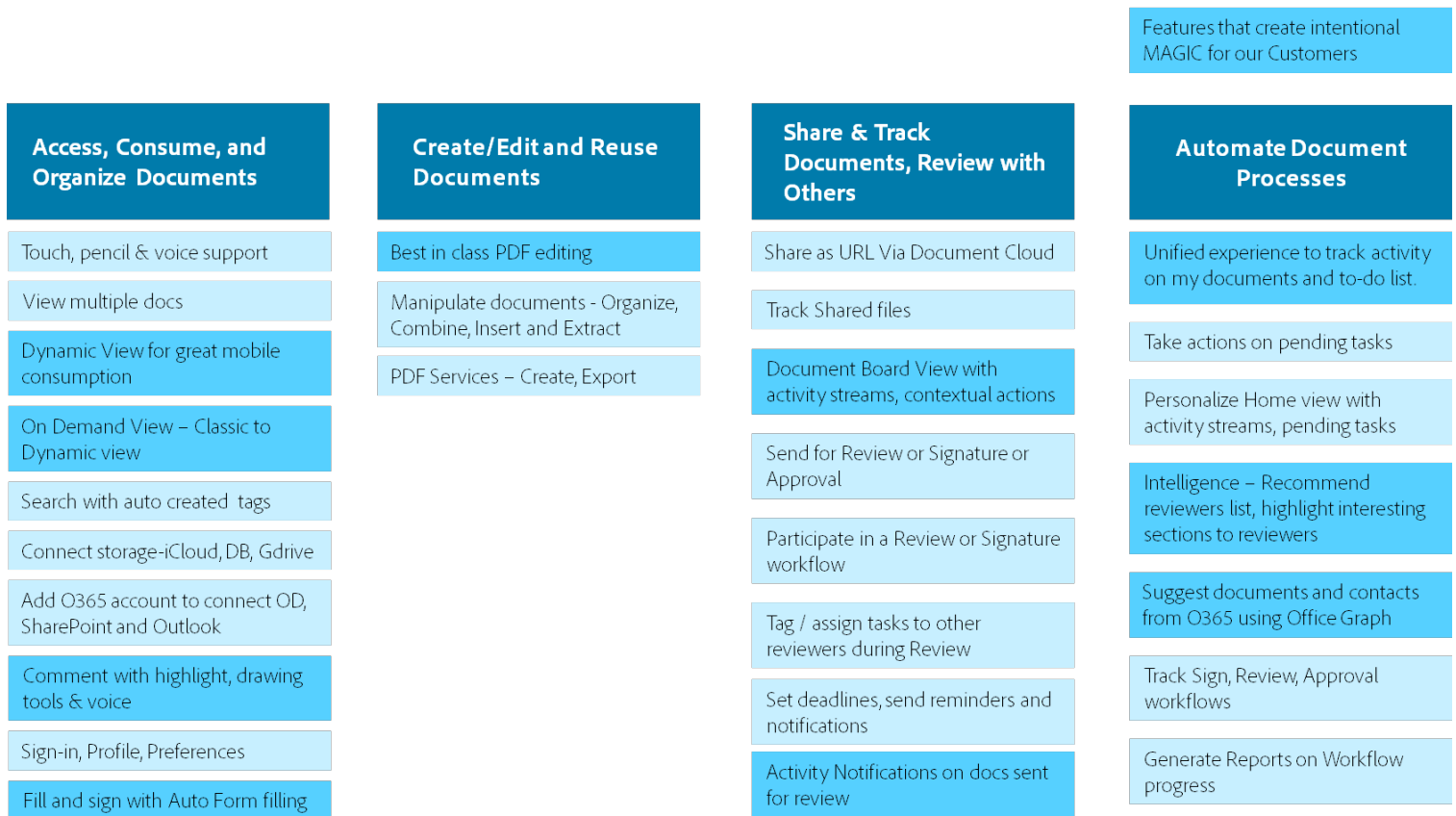
5. Platform information and User Access

Virgo MVP section below cover a broad definition that’s relevant on both iOS and Android. Some elements may not be relevant to individual platforms. The section below on <> provides mapping information to individual platforms. Also, the feature set in the upcoming sections is distributed among Free users, Signed-in user (without Subscription) and Subscription users. Details of feature mapping to relevant user access is covered in <>.

iPad is a reference platform for Virgo 1.0 and specific features that build for the iPad are detailed in the section <>.

6. Document Cloud Client MVP Deliverables Summary

Here is a summary view of top features from a use case perspective that will be delivered in Virgo 1.0. Features that are key differentiators and provide intentional magic for the end user from a Document Cloud perspective are called out in the summary view as well as individual sections.



7. Access, Consumer and Organize Documents

- 7.1. **New Application UI Framework (Polaris)** - Virgo would implement the core elements of the new Document Cloud UX Design framework called Polaris. Polaris framework would include
- o Application Chrome
 - o Interaction paradigm between document viewing and tracking documents across workflows and locations
 - o Visual language including Icons and Colour Scheme

Details of the Polaris framework are available - <https://wiki.corp.adobe.com/display/AdobeDesign/Project+Polaris>

- 7.2. **Document Consumption** - A New Document consumption experience that supports multi-doc viewing with page thumbnails, document navigation, text selection and annotations.
- 7.2.1. **Multi-doc viewing** – Virgo would provide support for viewing multiple documents simultaneously within the application. User shall have an intuitive paradigm to open additional documents, switching between multiple open documents and they can work on multiple open documents together. (i.e. Combine, Share / Send).
- 7.3. **Great Mobile Consumption**
- 7.3.1. **Viewing documents in Dynamic View** – Virgo’s Document Viewer shall provide users an option to show a Dynamic view for the document. Dynamic View shall provide support text search, bookmark navigation, full support for assistive technologies (i.e. screen readers) and viewing comments from the classic view. Users can add sticky notes, text mark-ups, increase/decrease font size and switch between Dynamic and classic view with all context preserved in the view.
- 7.3.2. **On-Demand Dynamic View** - When viewing a non-tagged PDF, Virgo will present an option to “create a dynamic view” of the file. This view is not automatically saved into the file. This feature is enabled using PDF to FullyTaggedPDF Cloud Conversion Service (“Colorado”). More details available in the linked MVP for Dynamic View. **Details of Dynamic View <>**
- 7.4. **Page Thumbnails** – A navigation experience that would provide a thumbnail view of the document. Users can organize pages from the page thumbnail view and can add, remove, re-order pages in the document. Thumbnail view is would work only when the document is being viewed in the Classic view.

- 7.5. **Navigation and Text selection** – Document viewer would provide an immersive experience for viewing documents and would support touch, track pad and keyboard based navigation. In the viewer, users can select text, highlight and add annotations. Annotations supported in the viewer shall be Text annotations (Highlight, Underline, Strikethrough), Sticky note, Drawing annotations and Voice note annotations. Documents in Dynamic view would contain a sub section of these annotations.
- 7.6. **View Modes** – While viewing documents in the Classic view, Virgo shall the following view modes on phone and tablet. On the Phone, Virgo shall support Continuous page mode and Single page mode. On the Tablet, Virgo shall support, Continuous page, Single page and Two-page mode.
- 7.7. **Text Search** – Document viewing shall support text search in the current document and provide support for listing last 5 search keywords. Text search would provide users ability to quickly navigate between search results. Search would match text as words or parts of words. Spelling checking and advanced search based on patterns is NOT part for Virgo. Search shall work on the current active document for text.
- 7.8. **Bookmarks, Attachments and Comment List** – Document viewer shall provide support to view Bookmarks, Attachments and Comments. Each of these elements would be available in the View only when they are present in the document. Users can also add their own Bookmarks to a document which shall be available separately from the document bookmarks to enable better reading.
 - 7.8.1. User Added Bookmarks can be added / deleted from the document. User added bookmarks shall be part of the document and visible across all our clients. User added bookmarks are visible only in Local and Document Cloud files.
 - 7.8.1.1. Users can navigate through the document using Bookmarks.
 - 7.8.1.2. Attachments can be viewed, added and deleted from the document
 - 7.8.1.3. Users can navigate through the comments in the comment list and add replies, edit comments and delete comments in the comment list.
 - 7.8.1.4. Comment list shall also contain information for the comment that includes owner, date-time, notes, replies and a snippet of the comment block in case of text annotations.
- 7.9. **Undo / Redo** – Virgo would provide a capability to Undo and Redo actions across tools at a per document level. Undo/Redo shall be enabled only if user actions to undo/redo are available in the document.
- 7.10. **Storage Connectors** – Users shall have access to various cloud storage providers from Virgo. All user would have access to Document Cloud / Adobe Cloud storage if they are signed-in.
 - 7.10.1. User can connect their Office 365 account in Virgo. Office 365 account shall provide access to OneDrive and Outlook. For Virgo 1.0, OneDrive and Outlook would be storage locations available to the user using the Office 365 account.
 - 7.10.2. For Outlook, user can view documents linked to email threads in the Outlook connector.
 - 7.10.3. On iOS, users would access to iCloud storage that's synced across via Apple ID and Local storage. iCloud Drive shall be accessible via an additional platform DocPicker option.
 - 7.10.4. Storage connectors for Dropbox and Google Drive would be available as storage locations across all clients.
 - 7.10.5. Virgo shall provide access to open, view and modify (comment, edit, organize pages) documents from any of the storage connectors and update the document back to the original location.
 - 7.10.6. If the document is imported to Document Cloud for Favorites. Virgo shall inform the users about creating a copy.
- 7.11. **Offline Sync and Favorites files** – Users can mark files in Document Cloud to be made available Offline. Offline files are saved to the user's device and can be access without any Network access. Users can also mark Files as Favorites or Starred. Starred files can be accessed across clients but are not available offline. Details of the Sync model are available at: [Document Cloud Mobile Sync requirements](#)
- 7.12. **File Search** - Virgo would provide File search that would let users search for files based on last used keywords, important tags (date, author) and workflow attributes (due date). Search results would fetch results from all connected storage locations.
 - 7.12.1. **File organization and actions** – Users can rename, move, delete and create a copy of the document using Virgo. Documents can be organized into folders and sub folders. Users can also sort documents basis name, size and last accessed. The default sorting will be based on last accessed information. File organization would work only for Document Cloud storage
 - 7.12.2. Global search is conducted from the Home tab.
 - 7.12.3. Global search applies to all the user's assets stored in Adobe Clouds
 - Static files and folders
 - Transactions
 - Shared assets
 - 7.12.4. Search is done on documents and transactions through

Document metadata such as name, date, status, participants, tags

Data that was entered into form fields

Full-text Search: Documents support full-text search to allow a user to quickly find a document.

Search results can be narrowed down, filtered, and have the ability to navigate to the specific section/context (folder, transaction/s, etc)

7.13. Document Cloud Storage organization - Folders and Tags

Folders

- 1) The user can manage & organize files & transactions into folders.
- 2) User is able to organize files or transactions that:
 - Documents that the user has uploaded to the service
 - Transactions that a user has initiated from the service
 - Documents or transactions that are shared with the user
 - Documents that are generated in the service based on user action.
- 3) Folders can be nested. Each user can organize & manage their own folder hierarchy.
- 4) When creating a new document or initiating new transactions, the service provides recommendation for specific Folder to place the document in based on intelligence about the document and past user actions.

Tags

- 1) Tags provide a free form way for a user to organize their documents. User can add tags to files, folders & transactions.
- 2) A single asset can be assigned multiple tags.
- 3) Tags are searchable
- 4) Service provides recommendations for tags based on other similar documents, key words, document name, participants and past actions.

7.14. Comment with highlighter, drawing tools and voice - Virgo shall support the following personal commenting tools.

- 7.14.1. **Text Annotations** - Highlighter, Underline and Strikethrough – User can select text and apply annotations to the text. The annotations would snap to the start and end of the words and provide a magnifier while adding annotations. Users can switch the highlight colours and the last selected colour for each tool shall be default for the application. All annotations would be done in a mode that allows the users to add multiple annotations by selecting the tool once.
- 7.14.2. **Drawing annotations** – Freehand drawing – Users can do a free hand drawing on any area of the document using the drawing tool. The drawing mode would support the ability to change colour, thickness and provide an eraser to undo any part of the drawing. Users can move across pages or different areas of the document while adding drawing annotations. Drawing annotations shall also provide a mode for converting the user's drawing into a shape. Shapes shall be support for square, rectangle, circle, oval, line and arrow.
- 7.14.3. **Support for Pencil / Stylus** - The drawing annotations would support pressure sensitive inputs from a stylus, pencil or similar input.
- 7.14.4. **Sticky Note** – Users can add a sticky note anywhere in the document. The sticky note would have support for editing the content of a note, viewing and adding replies.
- 7.14.5. **Voice Note** – Users can add a Voice note in the document if a relevant voice input is available on the device. Voice notes shall be embedded in the document and users can replay the voice note. Virgo shall utilize the Speech to Text capability available on the platform. Using Platform capabilities, Alt Text / notes can be added to the Voice Note.
- 7.14.6. **Video and Photo Note** – Users can add Video and Photo note in a document if relevant If a device front camera is available. Video and Photo notes shall be embedded in the documents and can be viewed in Virgo. There would be NO video/image to text conversion.
- 7.14.7. **Free Text** – A free text can be added anywhere in the document. Virgo shall choose the best match font to the document for Free Text. Users can change the font, font size and colour of the Free Text. The last selected Free text setting shall be default for the application.

- 7.14.8. **Add and Consume note to any annotation** – A note can be added to any annotation type i.e., Text Annotations, Drawing Annotations, Voice Note, Video and Photo Note and Free Text. Users can also add replies to each annotation.
- 7.14.9. **Show unsupported annotations** – Virgo shall provide users the ability to view any annotations that are part of the PDF Spec and not supported in the list of annotations supported above.
- 7.15. **Fill & Sign experience with Auto Fill** - Virgo shall provide a Fill & Sign experience for filling and signing documents. On Mobile, the scope is support everything that the current Fill & Sign App supports and add additional capabilities on tools and form field detection. On the Web, Fill & Sign would provide support for multiple documents as currently supported by Adobe Sign.
 - 7.15.1. **Fill Tools – Free Text** – Free text would support the default font. Adding text would adjust to the Fill to the available space in the document that's the best match for the fill. Users can increase/ decrease font and change the word spacing.
 - 7.15.2. **Fill Tools - Cross, Circle, Tick, Hyphen and Dot** – Form filling tools would support different fill symbols that auto fit to the desired area in the document.
 - 7.15.3. **Signature and Initials** – Virgo shall provide access to the last created / saved signature and initials across DC. Users can create signatures using type, draw and camera. Initially, Virgo would support only 1 signature and 1 initial per user id. Fill & Sign support signing documents with an e-signature as well as signing documents with a Cloud-based Digital Signature.
 - 7.15.4. **Associate information for relevant fields** - As the user is adding fields and text blocks in a form, Fill & Sign would automatically associate the information to relevant profile elements. These include name, address, email, phone, pin code.
 - 7.15.5. **Suggest Auto Fill** – Virgo would suggest auto filling a form field when it finds the right match with user's existing data available in the profile.
 - 7.15.6. **Send** – Once user is done with filling and signing we will present user next steps to send out the document and once user sends with us, his signature (placed with F&S tool) would be backed by Adobe Sign and signing meta data would be captured in an Audit report. Completed documents and drafts are accessible through the manage capabilities. User would have two send options:
 - 7.15.6.1. **Send a Copy to the original Sender:** User can send out the document to the original sender, track delivery/viewing status and receive back acknowledgement (optional). User would get audit report with his signing and recipients' receiving information. In case user sends out a digitally signed document, digital signature should be preserved.
 - 7.15.6.2. **Recipient behaviour** - Recipient would receive an email with a link to view the agreement and promotional message to use Adobe Sign for next agreement. Viewing agreement page should be simple with only one primary CTA to download along with some Adobe Sign promotion and an option to try it out. There should not be multiple CTAs.
 - 7.15.6.3. **Send for Signature:** User can send out the document for getting it signed from others, track delivery/viewing/signing status and get one audit report with his and recipients' signature information. <out of scope>
 - 7.15.6.3.1. **Recipient behaviour** – Please refer to the Signer experience for Send for Signature service below <>.
- 7.16. **Viewing Comments easily on Phone** - Viewing comments with the content is difficult on the phone with the comment list as the comment list takes up the whole screen space. Virgo should provide a better experience of viewing comments in context of the document, wherein
 - 7.16.1. Users can view comments in a defined screen space along with the document by selecting the comment.
 - 7.16.2. Notes and replies can be added to the comment. Properties are also visible and editable.
 - 7.16.3. Users can navigate through various comments in the document.
- 7.17. **OPEN ISSUES**
 - 7.17.1. Can storage connector credentials be synced across clients? *Decision:* NO, Storage connectors would be added a per device basis. Team would explore if they can sync connectors across all iOS or Android clients i.e., Phone and Tablet.
 - 7.17.2. We don't have defined date for Office Graph availability. In case, Office Graph support is not available till <DATE>, we would need to define separate connectors for OneDrive and SharePoint. *Decision:* We would active engage with Microsoft to get a date on Graph APIs. Our focus would be work with publicly available APIs first.
 - 7.17.3. Do we support Box as a connector? Currently. We haven't prioritized it from a business or product perspective. *Decision:* Box support is not planned for Virgo V 1.0/
 - 7.17.4. Do Offline files sync with changes to their Cloud counterparts? *Decision:* Open
 - 7.17.5. Would Dynamic View be available in Offline Mode? Would on Demand View only work for files on Document Cloud or all files opened in Virgo? *Decision:* Open

8. Create / Edit and Reuse Documents

- 8.1. **Edit Text and Images in PDFs** - Editing PDFs is a top used capability on desktop Acrobat and it's a top customer request from individual and enterprise customers. Virgo shall provide the ability to edit text and images in a PDF. Edit PDF would be visible as a paid feature and would ask users to login or upgrade to subscription to utilize this feature.
- 8.2. **Text Editing**
- 8.2.1. Editing text would work at a page level and identify various text blocks as bounding boxes when the tool is invoked.
 - 8.2.2. Selecting a text block would let users edit the text. Editing text would reflow the bounding box vertically. Users can manual reflow the bounding box horizontally.
 - 8.2.3. Editing shall work only in the Classic PDF mode and any editing changes would preserve the tag structure of the document.
 - 8.2.4. The font, font size and font colour would be preserved while editing text in an existing content block. If the font is not available, Virgo would inform the user about availability of other font options.
 - 8.2.5. Editing would support undo, redo, copy, paste and selection.
 - 8.2.6. Text Annotations would be edited while editing text in the document. Text annotations for underline, strikethrough and highlight would get edited along with the text.
 - 8.2.7. Editing list elements and creating new lists would NOT be supported.
 - 8.2.8. Editing tables would NOT be supported. If a table is edited, it would be treated as individual text blocks
 - 8.2.9. Editing of Scanned documents would NOT be supported.
- 8.3. **Image Editing**
- 8.3.1. Users can edit images in a PDF by selecting the image and opening it up in an image editing mode.
 - 8.3.2. Image editing would allow users to replace the current image with a new one from any of the linked storage locations, device camera and photo library.
 - 8.3.3. Users can resize, crop, rotate the image inline while editing.
- 8.4. **Create PDF** - Virgo would provide the ability to create PDF documents by re-using existing documents. Documents can be selected from existing storage locations and converted to well tagged PDF documents using the Create PDF service.
- 8.5. **Scan App** - Virgo shall also provide an option to Create from Camera that would launch the Scan App.
- 8.6. **Export PDF** - Export PDF supports all the functionality currently supported by the Export PDF service. Additionally Export PDF should include the ability to extract content from a PDF.
- 8.7. **Document Manipulation** - Document manipulation operations i.e., Organize, Combine, Extract, Split, Delete and Insert would be combined under the Organize tool that would open a thumbnails experience for the users. Any other settings / options currently available shall also be supported.
- 8.7.1. Organize would let users delete and re-organize pages in the existing document.
 - 8.7.2. Pages can be inserted into the existing document from open documents, documents available in a connected repository or Scan. Insert would let users pick the pages to insert.
 - 8.7.3. Extract would allow users to extract a selected number of pages and save it as a new document. Extract would allow users to keep the extracted pages in the existing document or remove them i.e., Split.
 - 8.7.4. Combine would allow users to combine multiple PDF documents into a single PDF.
 - 8.7.5. Combine would provide a list of open files to combine and provide users would an option to change the ordering before creating new document.

9. File Type Supported

The capabilities listed in the previous section should apply uniformly to all file types/file formats to provide a uniform consistent experience. There may be specific exceptions because of the nature of the file-format which prevent certain capabilities from being provided and those have been noted below:

	Store	View	File Search	Text Search	Comment	Create	Export	Combine	Document Manipulation	Fill & Sign	Review	Sign	Send & Track	Share
PDF	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y
Office	Y	Y	Y	Y		Y		Y	Y	Y	Y	Y	Y	Y
CC Files (psd, idd, xd)	Y	Y	Y			Y		Y	Y	Y	Y	Y	Y	Y

HTML						Y					Y	Y		
URL						Y								
ZIP	Y		Y										Y	Y

Actions/transactions on files do not change the original files.

10. Share and Track Documents; Review with Others

- 10.1. **Send for Review, Approval or Signature** – Users can initiate a document cloud workflow for Review, Approval or Signature in Virgo
- 10.2. **Send for Review** - User should be able to add recipients, message on the selected file and document specific attributes i.e., password, deadline and reminder frequency. Reviewer role should be the default role but user should be able to change it to approver to add approvers in the workflow.
- 10.2.1. User should receive notifications in email and app at different stages in workflow like when document is viewed, reviewed, completed.

- 1) Virgo will allow a user to send a document out for review.
 - o Sending a document out for review can be initiated from multiple places in the UI.
 - o Starting the process without a document selected as one of the primary actions
 - o When viewing a document
 - o From the document list with a single document selected (sending multiple documents for review will be enabled in the future)
 - o By selecting one or more individuals from the “People” list
- 2) Sending for review includes the following capabilities
 - o Selecting a document (if selection didn’t happen in the flow above). Users can select from their local system, Document Cloud storage or any connected storage.
 - o Add reviewers by email or selecting from an address book
 - o [optional] Add a message
 - o [optional] Add comments including @mentioning participants
 - o Send the review invitation

See the Eureka requirements wiki for additional information - <https://wiki.corp.adobe.com/x/iByyQg>

10.3. Reviewer Experience Mobile

- 10.3.1. Reviewers should receive a link in email and notification in app in case he already has an app installed.
- 10.3.2. Once Reviewer opens the link from email, document should be opened in app (if app is installed) or Web / Instant App.
- 10.3.3. To access and participate in the review, reviewers don’t need to login, however if the user is already logged in, they are represented in the review with their logged in profile.
- 10.3.4. Users would have set of pre-selected tools for text and drawing annotations with assigned colors associated with them.
- 10.3.5. Reviewers can tag other reviewers in the Review by using “@” to mention them in a comment. The comment would then become a task in the Reviewer’s home view.
- 10.3.6. Reviewers can filter comments in the review basis Reviewer or @ mentions.
- 10.3.7. For more details refer to [Eureka MVP < >](#)

Reviewer experience Web (captured by [Eureka MVP](#))

- 1) The reviewer receives an email with a link to review the document.
- 2) The email content specifications are part of the “Review” spec.
- 3) The reviewer clicks the link and the agreement opens up in the browser with the ability for the reviewer to add his/her comments and view existing comments. Detailed experience for the reviewer is covered in the Eureka MVP document. Opening the email and clicking the link are tracked as an event.
- 4) If the reviewer has an account with Document Cloud and is logged in, reviewer will be able to access the link to review from:
 - a. Their Home view as an assigned task,
 - b. Their document Progress view as a document that is awaiting their action.
 - c. When the reviewer completes the review, she can navigate back to the appropriate screen within Virgo.

d. If the review is not closed, the reviewer can always go and review the document (whether they've previously reviewed it or not).

5) If the reviewer is logged in, completed documents are also listed in their document Progress view as long as the initiator has not deleted the review.

6) If the reviewer subscribes to the service at a later point in time, previously reviewed documents should be listed in their account under document Progress view as long as the initiator has not deleted the review.

10.4. Send for Signature Web

Virgo Web will allow a user to send a document out for signature.

- 1) Sending a document out for signature can be initiated from multiple places in the UI.
 - Starting the process without a document selected as one of the primary actions
 - When viewing a document
 - From the document list with one or more documents selected
 - By selecting one or more individuals from the “People” list
- 2) Send for Signature has the same capabilities as the current individual (PRO) and team (TEAM) subscriptions in Adobe Sign
 - The document can be sent for signature to one or more signers.
 - When initiated from document view or documents selection, these documents will be “attached” to the send page.
 - When initiated from “People” the recipients’ section is prefilled with the email addresses
 - Recipients order can be rearranged, email addresses can be edited, removed
 - Recipients participation order can be serial or parallel
 - Users may require recipients to provide a password to access the document before signing.
 - Users may specify CCs.
 - Users need to attach at least one document. Multiple documents can be attached and reordered.
 - Users can add a message and edit the name of the transaction. By default the name is the same as the first document name.
 - Users can password protect the signed document
 - Users can set automatic reminders in case recipients do not act on the request to sign.
 - Users can author the documents that are being sent for signature and can
 - Apply form fields templates (only Team)
 - Place form fields on the document
 - Edit fields properties including assigning fields to recipients, setting validation rules, etc.
 - Align fields to fit nicely on the document
 - Benefit from the automatic form field detection
 - Users can save the work to a “draft” status and get back to it from “Progress” later.
 - After the document is sent for signature the user gets a success confirmation

10.5. Send for Signature

- 10.5.1. User should be able to add recipients, message, files and document specific attributes like password, deadline and reminder frequency.
- 10.5.2. Signer role should be the default role but user should be able to change it to approver to add approvers in the workflow.
- 10.5.3. User should be able to add various signature & information fields and send out the document for signature.
- 10.5.4. User should receive notifications in email and app at different stages in workflow like when document is viewed, signed, completed.
- ~~10.5.5. There should be a way for trial and upsell if user is not entitled to this service~~

Reusable templates

Users can create and store reusable templates in Virgo to be used in transactional actions such as Fill & Sign, Send for Signature, Forms.

Using a document in a transaction does not change the original document. Original documents can be edited explicitly by other tools.

Signer experience Web

- 1) The signer receives an email with a request to click the link and sign the document.
- 2) The email content is similar to what Adobe Sign includes in the request to sign email.
- 3) The signer clicks the link and the document opens up in the browser. The signer is guided through the document to complete signing the document. The expectation is that the current Adobe Sign signing experience will be used.
- 4) Opening the email and clicking the link are tracked as an event.
- 5) If the signer has an account with Document Cloud and is logged in, they will be able to access the link to sign from Virgo-web UX.
 - a. It will show up in their Home view as a task assigned to them,
 - b. It will show up in their Progress (final name **TBD**) view as a document that is awaiting their action.
- 6) If the signer is a user (doesn't have to be logged in), some of the form fields on the document may be completed from the user's profile. The signer's signature and initials is stored to be used whenever a signature or initials are needed.
- 7) The Signing experience supports the same level of functionality as Adobe Sign including the signature type using -
 - a. Drawn signature
 - b. Typed signature
 - c. Upload an image of signature
 - d. Mobile device signature capture
 - e. Digital signatures – Local and Cloud based digital signing
- 8) When the signer is done signing, a confirmation email will be sent with a link to the signed document.
 - a. The signed document view requirements are captured below.
 - b. If the signer is logged in, they should be able to navigate to the web app in a logged in state.
- 9) If the signer is a user, the document is also listed in their account under document Progress view.
- 10) If the signer subscribes to the service at a later time, all previously signed documents will be listed in their account under document Progress view.
- 11) Signed is able to download a copy of their signed documents from the Progress view.
- 12) Documents that are signed with F&S are marked as such in the Progress view. Similarly, documents that are filled out with F&S but don't have a signature are marked as such in the progress bar.

10.6.

10.7. Signer experience

- 10.7.1. Signer should receive a link in email and notification in app in case he already has an app installed.
 - 10.7.2. Once Signer opens the link from email, document should be opened in app (if app is installed) or Web / Instant App.
 - 10.7.3. Signer should have a guided experience to fill and sign the document in case Sender has authored the document.
 - 10.7.4. In case the Sender, has not authored fields, Signer can fill & sign in browser freely like F&S tool.
 - 10.7.5. Signer should be able to save the signed copy and should receive back final completed copy.
- 10.8. **Document Board View** - Document Board view would provide insights on the most relevant information on the document. We shall provide a subset of the following information for each document
- 10.8.1. Relevant / Top used Tool / Action
 - 10.8.2. Current Workflow information and activity
 - 10.8.3. Related documents – Related documents are based on Office Graph information
 - 10.8.4. File information
- 10.9. **Send & track and receive acknowledgement** – This section and the next two section cover the Send and Track and OS file sharing experience. It Doesn't include the scope from the larger document sharing experience that's currently under investigation. Document Sharing MVP would supersede this section
- 10.9.1. User should be able to send a document as a URL with tracking enable to track the document delivery, opening & viewing status and receive back an acknowledgement.

- 10.9.2. User should be able to add message, files, reminder, deadline and send out the document. He should be able to select if he wants an acknowledgement back.
- 10.9.3. User should receive notifications on email as well as his account when document is delivered, opened and acknowledged
- 10.9.4. **Sync and suggest Contacts** – The Share experience would be integrated with the device contact and would also suggest and remember the most used contacts. Users can organize and remove contacts from the Contacts list
- Recipient experience for document with tracking**
- 10.9.5. Receiver should receive a link in email and notification in app in case he already has an app installed.
- 10.9.6. Once Receiver opens the link from email, document should be opened in app if app is installed else open in an Instant App on Android
- 10.10. **Share a File / Link via OS Share** - Users can share the document as a file or a Document Cloud file link using the OS share menu that provide access to all the apps which provide PDF share. Virgo would remember the last application (only on Android) that you used to share the Link.
- 10.11. **Tracking Review, Approval and Signature workflows** – Once a document is shared, Users can track its status in the Document Board and DC Home. Details covered in DC Home section.
- 10.12. **OPEN ISSUES**
 - 10.12.1. Which roles from Sign / Approval are available for individual?
 - 10.12.2. Instant Apps is currently in Beta and Google hasn't shared a ship date. By <DATE> we would decide on whether it's still part of MVP.

11. Automate Document Processes

- 11.1. New View for App Launch (aka Home View) – The default view on App launch would provide access to Recent documents, Shared documents, any actions due, workflow updates and notification.
 - Identification of the user
 - Ability to perform actions on documents using tools such as Create PDF, Export PDF, Combine Files, Organize Pages
 - Ability to initiate transactions such as Send for Signature, Send for Review, Fill & Sign, Send & Track
 - Ability to customize the favorite tools on the Home Page based on user's explicit choice, frequently used or recently used (TBD). Frequently used tools are elevated in priority for the user. Default set of tools available at first login.
 - Ability to navigate to account information, profile and preferences editing from home page
 - Ability to view list notifications:
 - Of events and alerts for transactional actions based on user's preferences
 - Personal transactions as well as shared transaction.
 - Of latest activity for documents
 - Ability to navigate to account information, profile and preferences editing from home page
 - Ability to access help materials (WalkMe, Articles, Tutorials, Help/Support, etc)
- 11.1.1.
- 11.2. **Recents** – Recently accessed documents across any storage and clients. The Recents list would also indicate the source storage and any workflow notifications due on the document.
 - 11.2.1. Each file listing in Recents shall provide important information on the Document such as workflow state, shared state apart from file attributes.
 - 11.2.2. Each file would have a list of additional options including file management actions - Move, Rename and Delete, Top workflows – Share, Print and document level tools – Export.
 - 11.2.3. Recents view would provide multiple viewing options for user including list view, card view and thumbnail view. Recents files are synced across devices where the user is signed in.
- 11.3. Shared - Shared documents would visible as a separate tab to the users to view and track all documents shared across various workflows.
- 11.4. **Track and Manage Workflows/Transactions (finalize one name)** – Virgo would provide a view of currently open and closed workflows to the users. The workflows would include Review, Signature and Send workflows. Users can get more details on the workflow by selecting the workflows. Details would include
 - 11.4.1. Reviews – Participants and their status (opened, Reviewing, comments added)
 - 11.4.2. Signature – Participants, their status (completed or opened) and downloadable Audit report

- 11.4.3. Send – Participants and their status (opened, Viewed), downloadable Audit report or acknowledgement from receiver
- 11.4.4. Users can also take relevant actions on a workflow from the Home view
- 11.4.5. Review workflows – Send reminders, update deadlines, delegate, add-remove reviewers, assign tasks, close workflow
- 11.4.6. Signature workflows – add more recipients, send reminders, add password, update deadline, modify the agreement, cancel the workflow

User can select a single transaction and be able to

- View and download the document
- Get transaction data such as transaction type, date initiated, recipient info, company name, status
- Get detailed transaction history/audit
- Share
- Add notes/tags
- Hide from Manage page view
- Take additional action depending on status –
 - Completed/Closed – remind, get form field data, revoke access
 - In progress and waiting for others – remind, cancel/close, get form field data, upload signed document, replace signer, review, (reviewers can always go back and review until it's closed), revoke access
 - Waiting for user – take appropriate action (sign/review), decline
 - If user is initiator – remind, cancel/close, get form field data
 - Draft – resume editing transaction and send, remind
 - Cancelled / Declined -
 - Note: If the document is shared with the user then these actions do not apply.

User can multi select transactions and be able to

- Share
- Hide
- Add notes/tags
- Remind when appropriate
- Cancel when appropriate

11.4.7.

- 11.4.8. Send workflow with tracking – add more recipients, send reminders, add password, update deadline, cancel the sharing View by Document or by People

The user can apply various filters to the transactions:

- By transactions type
- By status
- By recipients – First and last name, company name
- By date

The user can apply sorting order to the documents

- By date
- By document name
- By recipient name

- 11.5. Notifications – Notifications are any actions due on the user for Review, Signature and Approval workflows. Tapping on a notification shall open the document / workflow and take users to the relevant action.
- 11.6. **Activity Stream** – Activity stream would contain a list view organized by timestamp of all workflow updates for all documents initiated by the users. Activity stream would show events from all review, approval, signature and send workflows that the user has initiated or is part of it. It would also show information on the Share, Favorites and any assigned actions or tasks. Actions associated with an activity would open the relevant view.

Notifications preferences

- 1) Notifications are based on user's preferences. Users can specify which events or alerts need to be surfaced on the Virgo home page, and which need to be delivered in an email.
- 2) User can also opt in to receive a summary of the notifications at a specified cadence/time.

Events

- 1) The following events shall be supported within Virgo-web:
 - Document sent (for review, signature, or shared) to recipient
 - Recipient viewed email
 - Recipient viewed document
 - Recipient downloaded document
 - Recipient signed/reviewed
 - Recipient declined to sign the document
 - Recipient delegated
 - Request to review/sign has expired
 - Request email bounced and was not delivered
 - Recipient @-mentioned or contacted

Alerts

- 1) The following cases will result in an alert being displayed in the Virgo-web application:
 - Email not viewed in a specified time window
 - Email viewed but document was not viewed in a specified time window
 - Document viewed but not acted upon in a specified time window (for documents sent for review/signature)
 - Request to review/sign will expire in a specified time

Home page Notifications

- 1) Selected events and alerts will appear in the user's Home page as activities & to-dos.
- 11.7. For example – if a request to review/sign is about to expire, the user can initiate sending a reminder to that document from the home page. Final list of events & alerts that appear on the Home page is still TBD
- 11.8. Tasks – Tasks assigned to the users in a Review workflow would show up in the pending tasks view. This would provide a link to the review comment that required the user's attention.
- 11.9. Opened Documents Switch to Viewer - All currently open documents would also be available in the Home view. Users can switch between any open document and the Home view.
- 11.10. Suggest documents and contacts Office Graph –<details TBD>

12.Application Requirements

- 12.1. User access & Sign-in - Home view would provide users with their signed-in and subscription state. It would also allow users to sign-in if they are not signed-in yet. Social sign-in with Facebook and Google would be available to help users easily create an Adobe ID. For Virgo Web, users go to is documents.adobe.com. The existing acrobat.com URL and the Apollo page should redirect to the new Virgo Web destination. Users can login with IMS credentials including Type 1, Type 2, and Type 3 IDs. Virgo web also support Social Sign-In via IMS.

- 12.2. **User Profile** – Signed In users would have access to their user Profile which provides details on their Subscription, Storage and preferences. Users can logout via the User Profile page.

User can access his/her personal profile from the Virgo Web UX.

IMS information +

- Account holder name & initials
- Display name
- Email address / Adobe ID
- Account type / Plan
- Locale preferences (UI and notifications?)
- Company

- Job Title
- Profile photo
- **Signature**
- **Initials**
- **Stamp (Personal Hanko)**
- Time zone

User can update personal information directly through the profile

12.3. **FTE and Onboarding** – Home view would provide users with a First-time experience highlighting key capabilities in Virgo. Home view would also provide an onboarding experience to help customers in trying out features in the app. The FTE can be customized based on a subscription type, customer type – free users have a different FTE from paid subscribers. FTE can be updated out-of-band from a product release.

12.4. **Settings - <details TBD>**

Trial and Upsell experience- Virgo Web supports different level of subscription and entitlements.

For user who do not have the full subscription to the complete set of capabilities Virgo will support the following –

1. Drive awareness and discovery of capabilities that the user is not entitled to
2. Drive sign up to limited time trials
3. Drive upgrades to more capabilities
4. Drive upsell from Individual to Team
5. Drive upsell to Acrobat
6. Drive to download Virgo mobile.
7. Track success levels of the paths to upsell/upgrade/trials

The sign up for trials, getting upgrades and upsells will be managed and hosted on the marketing website.

Add requirements on In-App purchase on Mobile <talk to Todd>

12.5.

12.6. *Other OPEN ISSUES*

- 12.6.1. Forms support in Viewing – Do we support the same set of Form types as Desktop. If Yes. Why?
- 12.6.2. Document protection - Do we provide options like the desktop on detailed document protection like the Desktop

13. Virgo Desktop

The Desktop scope will focus on the following 2 areas:

1. Unified Send: Rationalize all send workflows / tools / UI experience Acrobat desktop to provide easy, discoverable and efficient way to meet user's workflow need / task at hand.
2. Workflow Dashboard: The dashboard will be the home for initiating, managing & tracking all Send workflows mentioned above.
3. Eureka integration: Initiating and managing reviews in Acrobat desktop application and rationalizing with exiting shared review workflow.

13.1. Unified Send (Placeholder)

There is a separate initiative (led by Dennis) to unify / rationalize various send / share workflows in Document cloud. Based on the overall direction / scope identified as part of that initiative, we will define the scope / implications for desktop experience.

13.2. Workflow Dashboard

A new / enhanced Home that provides a dashboard of all the status, notifications / activity feed and tasks/ actions for all the DC shared / send workflows viz: Send & Track, Send for Comments, Send for Signature as detailed below. This will replace the existing tracker that we have in Acrobat desktop today.

(The section below aligns with the section 11 above and has been adapted for desktop wherever required)

1. Workflow Status
 - Reviews – Participants and their status (opened, Reviewing, comments added). Note: Review workflow in the context of desktop includes the new Eureka reviews & as well existing desktop shared review as applicable.
 - Signature – Participants, their status (completed or opened) and downloadable Audit report
 - Send – Participants and their status (opened, Viewed), downloadable Audit report or acknowledgement from receiver

2. Initiate or modify workflows from the dashboard
 - Review – Send reminders, update deadlines, delegate, add-remove reviewers, assign tasks, close workflow
 - Signature workflows – add more recipients, send reminders, add password, update deadline, modify the agreement, cancel the workflow
 - Send workflow with tracking – add more recipients, send reminders, add password, update deadline, cancel the sharing
3. Tasks & Notifications
 - Home view should show all the workflow notifications of pending / upcoming user actions on Review, Signature and Approval workflows.
 - Tapping on a notification shall open the document / workflow and take users to the relevant action.
4. Activity Stream
 - Activity stream would contain a list view organized by timestamp of all workflow updates for all documents initiated by the users.
 - Activity stream would show events from all review, approval, signature and send workflows that the user has initiated or is part of it.
 - It would also show information on the Share, Favorites and any assigned actions or tasks. Actions associated with an activity would open the relevant view.
5. Enhanced Search & Filter
 - Search should support filters to help narrow down the search results by:
 - Workflow type (e.g. review)
 - Sender or Initiator
 - Status of workflow
 - Pending Action
 - User should be able to apply multiple filters for searching e.g. all documents sent to me by XYZ for review etc.
6. Workflow Status / Actions info in Recent files
 - Each file listing in Recent shall provide workflow / sharing status apart from file attributes.
 - The Recent list would also indicate workflow notifications / actions due on the document.
7. User Experience ("Polaris")
 - The new Dashboard experience & Home view enhancements will embrace the Polaris framework guidelines to ensure consistency of experience across DC properties / clients.
8. File Recommendations
 - User will be shown related documents based on DC workflows as well as leverage Office Graph information e.g. While viewing a document from a sender, show other files from the same sender in outlook attachment.
9. Workflow info in Document view (Document Board View)
 - For documents that are associated with any share workflows, the Document view will have an easy to access information board that provides details on status, tasks, activity etc.

13.3. Eureka integration

Unified send and Dashboard should will include aspects of the Eureka for initiating and managing reviews. In addition, there are Eureka specific aspects of desktop integration that are covered separately in the [Desktop dependencies](#) section of Eureka MVP.

14. Virgo Web

Requirement relevant only for Virgo Web and services

14.1 Security

Services need to apply security measures to prevent abuse of services.

Security concerns that need to be addressed -

- Phishing – sending unlimited emails from our service (mainly through send & track).
- Copyright violation or pornography content that needs to be blocked when recipients try to download it.
- Script usage for conversions

The Virgo services will apply configurable limits to minimize and prevent abuse. Configuration can be set by user accounts (future - enterprise accounts).

- CreatePDF, ExportPDF and ExtractPDF conversion limits
- Sharing via sent emails limits. The limits vary by level of subscription.
- Consumption monitoring limits on downloads of specific content/file or from a specific link
- Report abuse capabilities for recipients (content consumers) (configuration whether to show or hide— enterprise customers)

Supported Browsers –

Navigation to Adobe Sign

Individuals and teams should be able to use Virgo with full Sign capabilities as offered to PRO and TEAM in Adobe Sign

Others should have an affordance to go into Sign directly from Virgo (until Virgo can support the full Enterprise functionality)

When navigating to Adobe Sign

1. Adobe Sign will open in a new browser tab.
2. User will be logged into Adobe Sign.
3. Some data should be imported and prepopulated in Adobe Sign Send experience. For example – selected documents will be prepopulated in the Send experience in Sign.
4. Transactions initiated from Adobe Sign are visible and can be managed through Virgo.

Help & Support

- 1) Users should be able to get in-product help and be able to reach support from within the Virgo app.
- 2) In-product self-service help is available in the app via Walk Me or by allowing the user to navigate to the help and support pages.
- 3) WalkMe allows the user to get self-guided help within the product UX. The list of walk-throughs available for the user is based on the subscription tier for the user. Service should allow publishing new walk-throughs at any time without requiring a release. Walk-throughs are localized in the same languages as the UI.
- 4) Support Options available to a user are based on their subscription tier and entitlements. Support options include:
 - User to user forums
 - Email Support
 - Chat Support
 - Open a support case
- 5) Support cases are tracked through a unified case tracking system (e.g. Zendesk).
- 6) To be able to effectively support customers, the service should allow access to customer's account for appropriately authorized Support team & Engineering team. Accessing a customer account should require approval from the customer before access is granted.
- 7) To allow the legal team to address law enforcement requests, the service backend is integrated with Vader.

Administrative and support access

Virgo needs to have app administrative and support the following

- Have control over feature flipper – Making features available and enabling them.
- Have control over rollout
 - Control which users get the capabilities (free, individual, teams, by region)
 - Control the % of users who get the functionality
- Be able to customize user's accounts

With customer's approval, support and Adobe engineering team are able to access the customer's account, documents, transaction details, and help resolve issues.

Experience from mobile web (Open question – Instant Apps / Acrobat.js / anything else)

Virgo customer experience

- 1) Virgo web should be responsive to accommodate mobile users on tablets & phones.
 - a. If we have a mobile app for the device type
 - i. Open the app if it is installed
 - ii. Direct users to the app store to download the app.
 - b. If the user chooses not to download the mobile app or we don't have a mobile app for the device, the user is presented with a responsive web view

Recipient experience

- 1) Virgo web should be responsive to accommodate recipients interacting with documents and transactions from tablets or phones. For recipients the experience should:
 - a. Open the app if it is installed on the device that the user is using
 - b. If we recognize the recipient as existing subscriber, promote downloading the app but allow the user to continue using the responsive web experience if the user chooses not to download the app
 - c. For unrecognized users show the responsive web view and allow the user to perform the necessary actions (comment on documents, sign a document, view a shared file) through the web interface

15.

16.Document Access

Mobile – Share sheet, Integrations

17. Compliance

- 1) Virgo-web & the services that constitute the complete set of capabilities maintains the levels of compliance currently offered by Acrobat.com. At a minimum, the service must meet: PCI, SOC2 and ISO 27001 compliance requirements. At no point should we go backwards in compliance.
- 2) For organizations that have enabled private key encryption of data on their accounts, Virgo-web can handle decrypting and encrypting data based on the organization's private key. If the organization disables the key, the Virgo-web application displays the appropriate message to the user on why the user's document cannot be viewed or acted on and direct the user to contact their admin to resolve the issue.
- 3) Virgo-web supports multi-region and users are homed in a particular region. Virgo-web supports the same regions as those currently supported by Shared Cloud.

Localization

- 1) Virgo-web UX should be localized to the set of languages currently supported in PDF Services.
- 2) The default locale of the UI is based on the users subscription information & IMS preferences.
- 3) Recipient experience:
 - If the recipient is known i.e. they have an existing Adobe ID but are not logged in, the experience (communication and web views) is in the recipient's locale.
 - If the recipient is unknown, the locale for the default experience is selected based on the browser locale. Recipient is able to change experience from the default to their specific locale. Notifications to unknown recipients are in the locale of the initiator.

Accessibility

Virgo web should be accessible. It should comply with section 508, ISO, and WCAG (web content accessibility guidelines). Specific requirements for accessibility will be handled separately.

18. Proposed Feature mapping to DC Clients on all Platforms

Here is a mapping for various MVP feature to clients on each platform that's in scope for DC Client.

Feature	iOS		Android		Web		Desktop	
Legend: (F) Free (FS) Free with Sign-in (S) Subscription (N) Not applicable	iPhone	iPad	Phone	Tablet	Desktop	Mobile	Win	Mac
<i>Access, Consumer and Organize Documents</i>								
New Application UI Framework	F	F	F	F			N	N
Document Consumption								
- Multi-doc viewing	N	F	N	F	?	?	N	N
- Page Thumbnails	F	F	F	F			N	N
- Navigation and Text selection	F	F	F	F			N	N
- Text Search	F	F	F	F	FS	FS	N	N
- Bookmarks, Attachments and Comment List	F	F	F	F			N	N
Undo / Redo	F	F	F	F			N	N
Storage Connectors	FS	FS	FS	FS	FS	FS	N	N
Offline Sync and Favorites Files	FS	FS	FS	FS			FS	FS
File Search	F	F	F	F	FS	FS	F	F
File organization and actions	F	F	F	F	FS	FS	F	F
Global Search / Contextual Search					S	S	F	F
Viewing documents in Dynamic View	F	F	F	F			F	F
On-Demand Dynamic View	FS	FS	FS	FS			FS	FS
<i>Comment with highlighter, drawing tools and voice</i>								
- Text Annotations	F	F	F	F	FS	FS	N	N
- Drawing annotations	F	F	F	F	FS	FS	N	N
- Sticky Note	F	F	F	F	FS	FS	N	N
- Voice Note	F	F	F	F	N	N	N	N
- Video and Photo Note	F	F	F	F	N	N	TBD	TBD
- Free Text	F	F	F	F	FS	FS	N	N
<i>Fill & Sign experience with Auto Fill</i>							N	N
- Fill Tools – Free Text	F	F	F	F	F	F	N	N
- Fill Tools - Cross, Circle, Tick, Hyphen and Dot	F	F	F	F	F	F	N	N
- Signature – scribble	F	F	F	F	F	F	N	N
- Associate information for relevant fields	FS	FS	FS	FS	FS	FS	N	N
- Suggest Auto Fill (including auto recognition)	FS	FS	FS	FS	FS	FS	N	N
- Sign with Adobe Sign & Send signed document	FS	FS	FS	FS	FS	FS	N	N
Viewing Comments in-context easily	F	N	F	N			N	N

Create / Edit and Reuse Documents								
<i>Edit Text and Images in PDFs</i>								
-Text Editing	S	S	S	S			N	N
-Image Editing	S	S	S	S			N	N
Create PDF	S	S	S	S	S	S	N	N
Export PDF	S	S	S	S	S	S	N	N
Document Manipulation	S	S	S	S	S	S	N	N
<i>Share and Track Documents; Review with Others</i>								
<i>Initiate Transaction</i>								
Send for Review	S	S	S	S	S	S	S	S
Reviewer Experience	F	F	F	F	F	F	F	F
Send for Signature	S	S	S	S	S	S	N	N
Signer experience	F	F	F	F	F	F	N	N
Send for Approval	S	S	S	S			S	S
Approver experience	F	F	F	F			S	S
Document Board View	F	F	F	F			F	F
Document Board View – Signed in version	FS	FS	FS	FS			FS	FS
Send, track and receive acknowledgement	S	S	S	S			N	N
Sync and suggest Contacts	S	S	S	S			S	S
Recipient experience for document with tracking	F	F	F	F			N	N
Share a File / Link via OS Share	F	F	F	F			N	N
<i>Automate Document Processes</i>								
New Home View	F	F	F	F	FS	FS	F	F
Recents	F	F	F	F			N	N
Shared	FS	FS	FS	FS	FS	FS	FS	FS
Track Workflows	FS	FS	FS	FS			FS	FS
<i>Manage Workflows / Transactions</i>								
Notifications	FS	FS	FS	FS	FS	FS	S	S
Activity Stream	FS	FS	FS	FS			S	S
Tasks	FS	FS	FS	FS			S	S
Opened Documents Switch to Viewer	F	F	F	F			N	N
Suggest documents and contacts Office Graph	S	S	S	S			S	S
Generate Reports on Workflow progress	S	S	S	S			S	S
<i>Application Requirements</i>								
Sign-in	F	F	F	F	F	F	N	N
User Profile	FS	FS	FS	FS	FS	FS	N	N
FTE and Onboarding	F	F	F	F	F	F	N	N
Settings	F	F	F	F			N	N
Compliance & Data Residency							N	N
Localization							N	N
Accessibility							N	N

External Dependencies

- Check with Legal on What data can be collected, stored and analysed

Moved Out of Scope for Virgo 1.0 for now – Still under discussion

1.1. Send for Approval

- 1.1.1. Educate user of tool capabilities & benefits to increase launch & completion rate.

- 1.1.2. User should be able to add recipients, files, message and document specific attributes like password, deadline and reminder frequency.
- 1.1.3. Approver can add comments; sender should be able to reply to comments or upload a new version.
- 1.1.4. User should receive notifications in email and app at different stages in workflow like when document is viewed, approved, completed.

1.2. Approver experience

- 1.2.1. Approver should receive a link in email and notification in app in case he already has an app installed.
- 1.2.2. Once Approver opens the link from email, document should be opened in app if app is installed else open in an Instant App on Android.
- 1.2.3. Approver should be able to fill or add comments or approve or reject the document.
- 1.2.4. In case the sender has uploaded a new version, Approver should be able to find the changed part easily.
- 1.2.5. Approver should be able to download the approved copy and should receive back final completed copy.

1.3. Generate Reports on Workflow progress – <details TBD>

Every Annotation can have Comment. Text, Photo, Video and Voice are all comments to the above types. Comments to annotation are not mandatory

	Desktop (classic)	Mobile (classic)	Web (classic)	Reviewer experience	Dynamic View
Text Annotation					
Highlight, Strikethrough					
Drawing Annotations					
Shapes					
Pin (Anchor to a point) Annotations					
Sticky Note					