LTI’s
Convoke
Mobilize your Meetings
Today, enterprises are constantly working their way towards agility, waste control, technical proficiency and cost control and shifting focus from resource & labor-intensive processes to adopting new age digital solutions. One such diurnal activity is meeting’s which is cost and labor intensive process. With LTI’ convolve enterprises can streamline meeting process and enable meeting attendee’s to collaborate remotely there by increasing employee productivity and business efficiency. LTI’s meet solution helps eliminate paper based processes with an automated online processes. It is an end-to-end digital solution for managing meetings in a centralized meeting environment. It centralizes meeting related information and can be used for conglomerates, as well as standalone enterprise. Convoke has been successfully leveraged by 300+ board members across 10 + conglomerates.

**Highlights**

**Paperless meetings**
Meetings without paper documents.

**Instant Document Distribution**
Documents can be distributed to meeting attendee’s at one click.

**Online approval**
Circulars can be discussed and approved online via the application.

**Quick and easy to past data**
As data is stores in paperless format into Database it is easy to locate data.

**Instant document sharing**
Documents reviewed & comments shared instantly.
A glimpse of Convoke

Client app features

A paperless meeting room– Going the Digital way
Convoke is a comprehensive digital solution that centralizes all documents and information discouraging the attendees of meetings from needing to carry any paper documents or laptops for meetings.

Annotations On-the-Go
Convoke allows attendees of meetings to add notes, highlight items, and scribble in the margins while reviewing the documents. An integrated pen, highlighter, and note tools simplify annotating documents on the iPad. You can also select the pen and highlighter colors on-the-fly to color-code mark-ups. An annotation-based navigator further simplifies navigation to the inserted annotations in the meeting packs.

Responsive fingertip experience – Agenda-based Navigator
An agenda-based navigator allows meeting attendees to switch between documents with a finger tap. From swiping through large documents to moving to specified page numbers to viewing meeting information, everything can be done with a finger tap.

Support for iPad devices with iOS 9+ and Windows Desktops/ Laptops with Windows 10

Invoke Skype, Facetime and GoToMeetings

Offline access to downloaded meeting documents

View meeting data, reports, journals and approve circulars

View and approve circulars

iOS 9+ and Windows 10 compatible

Create and share comments on documents

Create and share Text/ Stylus comments on documents

Search

Text search within documents

Secure Login

Personal signature

Affix signature on the resolution document

Binding with device UDID during log in

Offline Access

Invoke Skype, Facetime and GoToMeetings

Video conferencing
A glimpse of Convoke

**Admin portal feature’s**

- **Meeting related feature’s.**
  - Upload of agenda through Word template
  - Assign Meeting documents to External User
  - Circular resolution management
  - Comments view and generate consolidated report

- **User management**
  - Company/Committee management

- **Creating meeting agenda**
  - Create Meeting Agenda and link documents to the same.

- **Security features**
  - Auto expiry of meeting data after predefined time period

- **Live status**
  - View live reports about voting status for a circular resolution

- **Notification**
  - Email notification for meetings/circulars

- **Report**
  - Meeting attendance report generation
  - Report Generation - Audit Trail, Tenure Reports
Your data security our priority...

Security Features

Confidentiality and providing secure access to the meeting information and documents gets the top priority. Convoke server is deployed on-premises enabling full control of confidential meeting material. Following security features keeps your confidential documents safe:

- **On-premise deployment**
  - As the solution is deployed on-premise adding an extra layer of security to enterprise data.

- **Secure data storage and transfer**
  - All documents/comments are encrypted and stored within DB.

- **Data Protection**
  - Restrictions on Downloading, Copying, Emailing from client app.
  - Alerts to Admin on attempt for screenshot.

- **Personalized Watermark**
  - All documents on the device are watermarked with the user name.

- **Remote Wipe**
  - Erasing of meeting information on a device remotely through the server console.

- **Remote Account Lock**
  - Account can be remotely locked from server in case of any misuse or theft of client device.

- **Restricted offline access**
  - Offline access limited to a period of 15 days.

- **Secured Communication**
  - All data communication is through secured channels (SSL).
Business Benefits

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- **56 K paper saved annually**
  - Leading to significant cost savings in operating cost of meetings

- **Saves 30% of time**
  - As Convec is end to end paperless process it leads to time savings in generation and distribution of meeting packets

- **Diminished cost of maintenance of hardware**
  - As there is no printing involved it saves recurring cost of maintenance of printing hardware and printing

- **Centralized environment**
  - All meeting related data can be managed effectively by admin as it centrally stored and also helps easy retrieval of past data

- **Improved employee productivity**
  - As employee can collaborate virtually it deamination in human fatigue due to traveling and other factors leading to improved productivity resulting into improved performance of an enterprise

- **Reduction cost of conducting meeting**
  - As employee can collaborate remotely, process being paperless etc leads to reduced cost of conducting a meeting resulting to improved bottom line of an enterprise

LTI (NSE: LTI, BSE: 540005) is a global technology consulting and digital solutions company helping more than 300 clients succeed in a converging world. With operations in 29 countries, we go the extra mile for our clients and accelerate their digital transformation with LTI’s Mosaic platform enabling their mobile, social, analytics, IoT and cloud journeys. Founded in 1997 as a subsidiary of Larsen & Toubro Limited, our unique heritage gives us unrivaled real-world expertise to solve the most complex challenges of enterprises across all industries. Each day, our team of more than 25,000 LTItes enable our clients to improve the effectiveness of their business and technology operations, and deliver value to their customers, employees and shareholders. Find more at www.Lntinfotech.com or follow us at @LTI_Global

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