

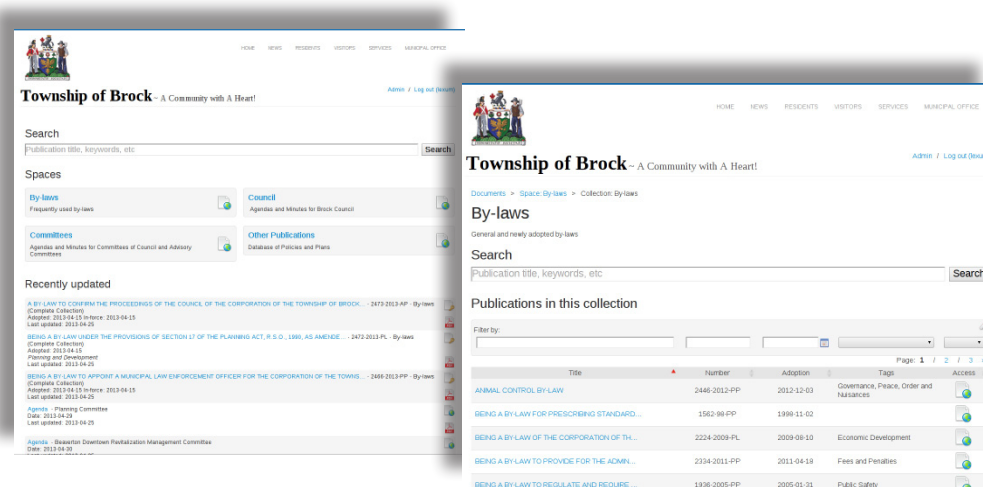


THE MOST FLEXIBLE SOLUTION TO PROVIDE ACCESS TO YOUR REGULATORY MATERIAL

**TO ASK FOR YOUR FREE TRIAL:**  
www.lexum.com/en/products/oyez-oyez

**OR CONTACT US:**  
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1.855.316.2100

OyezOyez is an online tool for governing bodies wishing to provide easy and professional access to their legislative and regulatory material from their own website, intranet and extranet. OyezOyez offers management, browsing and searching capabilities designed specifically for regulatory material.



## COLLECTIONS AND SPACES CONFIGURATION

In order to meet your specific document management needs, OyezOyez allows the following configuration and customization:

- > Specify a title and a description for your OyezOyez website in order to provide users with contextual information about the documents available under this section.
- > Add, modify, organize and delete spaces. Spaces are areas designed to agglomerate related collections of documents, making them easier to search and browse from a single point of access.
- > Add, modify, organize and delete collections. Collections are databases of documents of similar nature. Several collection types can be managed within any individual space, each one characterized by distinct management and browsing capabilities:
  - Regulatory material
  - Meetings
  - Notices
  - General documents
- > Specify regulatory material metadata fields. When adding a statute, regulation, by-law or any other similar document, OyezOyez offers the following fields:
  - Title
  - Number, citation

- Documents (MS Word, WordPerfect, PDF files supported)
- Attachment (no format restriction, multiple files supported)
- Adoption date
- In-force date
- Repealed date
- Tags (see below)
- Crosslinks (see below)
- Notes
- Access rights

## AUTOMATED CONVERSION OF DOCUMENTS TO HTML AND PDF

OyezOyez automatically converts MS Word and WordPerfect documents into PDF and HTML formats.

- > When a document in MS Word or WordPerfect format is submitted through the administration interface, it prompts a real-time conversion of the source document to HTML and PDF.
- > The HTML and PDF formats are published online.
- > When the original MS Word file is compliant with web accessibility standards, accessibility of resulting HTML and PDF files is also ensured.
- > It is possible to replace OyezOyez's PDF and HTML versions with your own custom files.

The screenshot displays the OyezOyez Admin interface for a document titled "ANIMAL CONTROL BY-LAW". The interface includes a navigation menu with "Documents", "Search", "Settings", "Statistics", and "My account". The document details section shows the title "ANIMAL CONTROL BY-LAW" and the number "2446-2012-PP". Below this, a table lists the document formats: Original (AnimalControl2013.doc), HTML (AnimalControl2013.html), and PDF (AnimalControl2013.pdf). The Attachments section has an "Upload" button. The Dates section shows the Adoption date as "2012-12-03" and the In-force date as "Date". The Links section has a "Create a link" button. The Amended by section shows a list of previous by-laws. The Tags section has a dropdown menu with "Public Safety" selected and an "Add this tag" button.

## PERSONALIZED TAGS AND CROSSLINKS

Tags are non-hierarchical keywords assigned to documents. They can be used to organize documents by topic or simply to make the identification of concepts or ideas easier.

- > Tags can be used to filter related documents combined with other filters such as title, number and adoption date.
- > Tags provide information about the content of documents featured in update notices, RSS feeds and mailing lists.
- > An unlimited number of tags can quickly be assigned to any document through an auto-completion field.

Crosslinks are relationships created between related documents. They can be used to link legislation with related regulations, amending document with the amended legislation, etc.

- > Crosslinks are qualified, the context of the relationship between documents being always available to users.
- > Crosslinks are bidirectional, linking in one direction automatically generates a corresponding reverse link.
- > An unlimited number of distinct crosslinks can quickly be assigned to any document through an internal search wizard.

## SEARCH BY LEXFIND

OyezOyez is equipped with LexFind, a powerful search engine based on Lucene/Solr. Lexum has greatly enhanced Lucene/Solr for legal information retrieval. Some of the most relevant enhancements include:

- > Advanced search syntax including support for paragraph and sentence proximity operators (/p, /s, /n).
- > Subphrase queries - using machine learning algorithms, the software makes educated guesses about whether a user is looking for a phrase, a set of disjoint words or a hybrid of the two.
- > Highlighting of search terms and navigation between highlighted search terms including smart Boolean aware search term highlighting (highlighting in documents takes into account double quotes or proximity operators, when used).
- > Contextual snippets in search results - short extracts of documents with query terms highlighted shown below each search result.
- > Smart acronym and number processing (handles different inputs of search terms, such as C3, C-3; USA, U.S.A.).
- > Fast wildcard (\*) operator.
- > Search by title, number, adoption date, tags, access rights or any other metadata field.

## **INTRANET / SUBSCRIPTION SERVICES**

In addition to its public interface, OyezOyez features a secure zone providing intranet users and external subscribers with a restricted space for accessing and searching documents. The intranet / subscription functionality offers the following options:

- > Setting the status of a document to “intranet/subscription”. Access to the document is then limited to intranet users or subscribers.
- > Restricting access to an entire space or collection. All the documents contained in that collection become accessible to intranet users or subscribers only.

## **USER RIGHTS MANAGEMENT**

User rights are managed through the web-based administration interface. Three levels of permission are available:

- > Administrator – has the possibility to configure OyezOyez and manage user rights
- > Editor – has the capacity to manage content
- > Intranet User / Subscriber - has the possibility to search and view restricted documents

Users connect to OyezOyez with a login and a password via a secure SSL connection. All user accounts can be created through the user management tab of the administration interface. Bulk creation of user accounts is also possible.

## **CURRENT AWARENESS TOOLS**

OyezOyez offers the following current awareness tools:

- > RSS feeds for each collection notifying users of newly posted documents.
- > Public mailing list sent out once per day and aggregating newly posted public documents during the last 24 hours.
- > Private mailing list sent out once per day and aggregating newly posted private documents during the last 24 hours.

## **FULLY BILINGUAL**

OyezOyez’s public and management interfaces are available in English or in French, or both.

# OPTIONS

## SEAMLESS GRAPHICAL INTEGRATION

OyezOyez can be skinned to take on the colour scheme, look and feel of the client's website. Furthermore, OyezOyez is made accessible under a client's subdomain. Here is how to proceed:

1. Create a subdomain

Create a subdomain within your main domain. This subdomain will be used to direct users to OyezOyez's content and functionalities. For example: [documents.yourdomain.org](http://documents.yourdomain.org).

2. Create a CNAME in your DNS record

Create a CNAME in the DNS record for your subdomain. The CNAME should point to <http://oyezoyez.ca>. By doing so, when users access your subdomain, they will be directed to the web location where your OyezOyez installation is hosted.

3. Create a link on your website

Create a link on your website (for example in the lateral navigational bar or in the left-hand side menu) which will point to your subdomain used for OyezOyez.

## LINKS ON LEGAL CITATIONS POINTING TO THE CANLII WEBSITE

Lexum can integrate its LexHub technology to OyezOyez in order to automatically add hyperlinks in your documents pointing to case law and legislation available on the CanLII website.

## INITIAL IMPORT

Lexum can process your archives for an initial import in OyezOyez. Depending on the volume of documents involved and the availability of metadata this task can be either fully automated, partially automated or undertaken manually.

## WEB SERVICE FOR ONGOING DATA IMPORT

Structured metadata and files can be submitted to OyezOyez by web service in order to fully automate the publishing process. This option is especially valuable for clients managing a large volume of documents which is already available in a Case Management System (CMS) or any similar database.

## EDITORIAL SERVICES

If staff-time is an issue, Lexum's team of paralegals can take care of managing and publishing your documents. Electronic documents can be sent in bulk or as they are produced, and Lexum will take care of categorizing, indexing and publishing them online.