

# PRODUCT SHEET

LookAt Technologies LTD

[WWW.LOOKAT.IO](http://WWW.LOOKAT.IO)



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# 1. OVERVIEW



## KEY FEATURES:

- One desktop, one access for all
- Project management & Collaboration
- Annotation on real-time content with UX & UI insights inside
- Version management and storage
- Tracking, Comparing and Filtering annotations and versions
- Analytics and BI Dashboards

## 2. SYSTEM REQUIREMENTS

### OPERATING SYSTEM

MAC OS, WINDOWS, iOS, ANDROID

### WEB BROWSERS

CHROME, SAFARI, FIREFOX, EDGE

### LOCALIZATION

LookAt is available in the following languages:

- English
- German
- French
- Spanish

## 3. FILES

### FILE TYPE SUPPORT

TEXT FILES:	WORD, EXCEL, PPT, PPTX, TXT, CSV, RTF
IMAGE FILES:	JPEG, TGA, TIFF, PNG, GIF, BMP, PSD, PDF
AUDIO FILES:	MP3, AIFF, WAV, WMA
VIDEO FILES:	MOV, AVI, WMV, MP4, MKV, mpeg-2, h.264, MXF
360 VIDEO FILES:	Same as above
HTML CONTENT:	Websites, Mini-sites, Banners, Landing Pages, Web applications

### MAXIMUM FILE SIZE PER UPLOAD

5GB per file.

### UPLOAD SPEED

LookAt uses CDN technology which utilizes the maximum upload speed available.

### API UPLOAD

LookAt supports uploads via API

## 4. ASSET MANAGEMENT

### INGESTING CONTENT

LookAt supports three types of upload:

1. Upload via file chooser (Local machine, Google Drive, Dropbox, Box)
2. Upload via drag n' drop
3. Upload via API

### VIEWING PERMISSIONS

Access to content is given only by explicit sharing of content (See Collaboration section for details)

### SEARCH

Search through projects, folders and files.

### SORT

Content can be sorted by:

- Name
- Creation date
- Unseen files
- Unread comments

### ARCHIVE

Projects can be archived and will appear in the "Archive" folder. When a project is archived, commenting, sharing and other project related actions are disabled.

## 5. COLLABORATION

### GENERAL

By sharing content in LookAt, you grant viewing access to projects/folders/files. In general, users have access only to projects/folders/files explicitly shared with them except for users who has an account role that contains the "View All" permission.

### SHARING HIERARCHY

Projects, Folder, Files, Private discussion groups per file

### SHARING PERMISSIONS

Based on per user-project permissions. LookAt distinguishes between two type of sharing permissions - “Internal sharing” (from pre-defined named users list) and “External sharing” (any valid email address)

#### SHARING WITH NON-REGISTERED USERS

External sharing allows sharing with non-registered users enables file access via links.

#### ADDITIONAL PASSWORD PROTECTION

Project can be protected with additional password for external users. Can be set as mandatory at the account level.

## 6. REVIEWING

#### VIEWING CONTROLS:

TEXT FILES & PDF	Zoom in / out, previous / next page, skip to page, skip to previous / next comment
IMAGE FILES	Zoom in / out, Pan, skip to previous / next comment
VIDEO & AUDIO	Play / Pause, skip to previous / next frame, skip to time, skip to previous / next comment, scrub, Playback speed control, Volume control

#### ON-CONTENT COMMENTS

User can add, pushpin like, comments on live content

#### ON-CONTENT ANNOTATIONS

Users can add annotations to comments. Available tools - colour picker, different brush sizes, redo/undo/delete

#### REPLIES

User can reply to existing comments

#### @MENTIONS

Users can mention other users in comments and replies.

#### COMMENTS STATUS

Comments can be marked as resolved / un-resolved

#### SORTING

Sort comments by user / date / time-code / page

#### FILTERING

Filter comments by Status / Mentions (Coming soon)



## SEARCH

Search free text in comments (Coming soon)

## EXPORT

LookAt enables exporting comments in the following formats:

- CSV file
- FCPX
- Avid Media Composer
- Adobe After Effects
- Adobe Premiere
- PDF (Coming soon)
- API

## IN-APP NOTIFICATIONS

Read / Un-read comments indicator are available

# 7. VERSION MANAGEMENT

## VERSION STACKING

Each file contains all its versions. Upon entering a file, latest version will be displayed by default.

## ACCESS PREVIOUS VERSIONS

Users can access previous versions at any time.

## VERSION COMPARISON

View any two versions side by side. Play / Scroll in sync.

## AUTO-COMPARE

LookAt automatically calculate differences between each two versions of TEXT / IMAGE files. Changes are highlighted over compared version.

## LOOKINTO™

LookAt's propriety technology is the world's first "track changes" for video files

## 8. APPROVALS

### GENERAL

LookAt enables a simple, yet robust, approvals system to allow project managers to request and manage approval on files from stakeholders in and out of the organization.

### REQUESTING AN APPROVAL

Request approval from pre-defined list of users who are shared with a file

### APPROVAL TYPES

“All users decision is required” / “One decision is required”

### DECISIONS

“Approved”, “Changes required” or “Not relevant” (System will disregard this when calculating status)

### DEADLINE

Deadline can be set and will trigger email reminders

### FILE LOCKING

Locked file will disable commenting and editing decisions. Files can be locked after file is approved or deadline is passed. Project manager can lock/unlock files at any time.

## 9. EMAIL NOTIFICATIONS:

### TYPES OF NOTIFICATIONS

<i>Type</i>	<i>Trigger</i>	<i>Content</i>
New files uploads	Based on user's preferences	Email includes thumbnails and direct links to files
New comments/replies	Based on user's preferences	Email includes thumbnails and direct links to comments
Invitations	Upon sharing a project/folder/file	Email includes links to the project/folder/file
Ping (Users can “ping” collaborators)	Upon clicking the Ping button	Email includes direct link to specific version
@mentions	Upon posting comment/reply	Email includes a direct link to comment

### NOTIFICATIONS FREQUENCY

Users can determine the email notifications frequency PER PROJECT and choose between:

INSTANT	Get notified on every action
BATCHED	Get notified once system is at rest (no activity for a certain amount of time)
NEVER	No email will be sent

## 10. INTEGRATIONS

LookAt offers out-of-the-box integrations with:

### STORAGE SERVICES:

- Google Drive
- Dropbox
- Box

### AUTHORING SOFTWARES:

- Adobe Premiere
- Adobe After Effects
- Nuke Studio

In addition, **LookAt's** capabilities are backed with a REST API which enables custom integrations. LookAt offers professional services and provides custom development or consulting.

## 11. SECURITY

### GENERAL

LookAt puts security as its first priority in development. Every module and feature in LookAt was built with one thought in mind - keep your data safe. LookAt is ISO-27001 certified and runs regularly external vulnerability and penetration tests to ensure maximum security of uploaded content and network activity.

### NETWORK ENCRYPTION

All data in/out of our servers is AES-256 encrypted.

### DATA AT REST

Data at rest is AES-256 encrypted.

### ADDITIONAL DATA PROTECTION

Links to files are valid for a specific network and limited in time.

## 12. USER MANAGEMENT

### GENERAL

All permissions in LookAt are based on roles. Account Administrators can create custom roles or assign pre-defined existing roles.

### ACCOUNT ROLES

Account roles are linked to a set of permissions at the account level:

- Account settings
- Manage team members
- Manage roles
- General viewing permissions

### PROJECT ROLES

Project roles are linked to a set of permissions at the project level. A user can have different project roles for different projects:

- Manage Projects
- Manage Folders
- Manage Files
- Manage Comments

### SSO (SINGLE SIGN ON)

Single Sign-On integration can automate the process of assigning roles to new users and can be linked to AD groups.

## 13. ENTERPRISE

### GENERAL

LookAt offers out-of-the-box enterprise ready features.

### API ACCESS

Every action performed in LookAt is also backed with an extensive, easy to use API. The API enables you to create integrations, automation and extract data/statistics on your account. For more information visit [docs.lookat.io](https://docs.lookat.io)

### SSO INTEGRATION (SINGLE SIGN-ON)

LookAt supports Single Sign-On integrations using SAML2.0 or OIDC protocols.

## WHITE LABEL

LookAt provides a white label solution which includes custom logo, fav icons, mobile splash screen and custom URL in the form of “yourcompany.lookat.io”

## CUSTOM REPORTS

LookAt provides custom reports on account statistics and user’s activity. Reports are generated once a month but can be generated more frequently upon request

## DASHBOARDS AND BI (COMING SOON)

Account Administrators can access custom dashboards containing account statistics, user’s activity and account management related data. Using data-mining technologies LookAt provides BI and insights to assist companies simplifying and improving the creation process.

# 14. ADDITIONAL RESOURCES

For more information on how to use LookAt visit [help.lookat.io](http://help.lookat.io)

For API documentation visit [docs.lookat.io](http://docs.lookat.io)