

CARA for Contracts Management



Leveraging the power of
Documentum and xCP

The screenshot shows the CARA Explorer web application interface. On the left is a navigation tree with folders like 'Cabinets', 'Dimensions', 'Draft', and 'Agency Communication'. The main area displays a table of documents with columns for Name, Authors, Title, Compound, and Formulation. A cloud graphic is overlaid on the interface with the following text:

- Fast
- Configurable
- Works in any browser
- Works on mobile devices
- Now with optional xCP integration

On the right side of the interface, there are panels for 'Properties' (listing Name, Title, Compound, etc.), 'Locations' (showing folder paths), and 'Versions' (showing version labels and dates).

Contracts Management in Documentum using CARA with the option of xCP.

CARA v3 © PATENT PENDING is a brand new and unique concept building on the CARA tradition – an ergonomically designed, fast, single web application to revolutionize the usability and performance of working with Documentum. It is designed to facilitate the creation, review, approval and management of documents, and now is offered with full integration to the Documentum xCP engine, allowing you to make full use of the process modeling and other capabilities of xCP through the rich CARA UI.

The **CARA** solution for Contracts Management offers additional pre-configured functionality to manage the lifecycle of contract documents, from initial draft through review, approval, negotiation and amendment, together with their related files through **cara³ Structures** and through reporting tools like the *Task Manager*, *Status Manager* and *Relations Manager*. **cara³** is underpinned by the Generis DocConfigurator which allows rapid configuration of the docbase.

unique features

DIMENSIONS

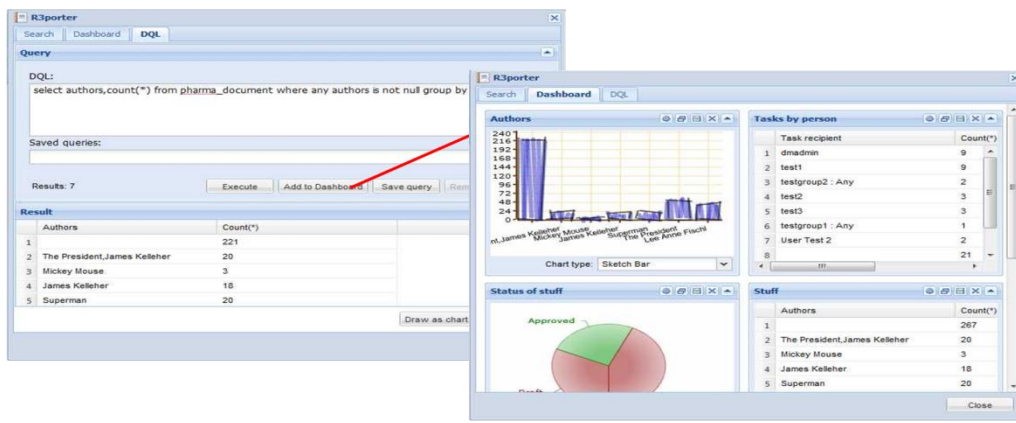
cara3 has a unique ability to allow users to build their own tree view (“Dimensions”). Choose any properties (one per level for up to 5 levels) and browse the resulting tree view. The browser window also allows users to open more than one “Repository Explorer” window within the main window, using a desktop-like Start Menu and window management.

WIDGETS

Extensible panel showing widgets – choose from core set (e.g. properties, renditions) or create your own, linking in any web service or **xCP process / form** as a widget. Rearrange the widgets pane with drag & drop.

VIEW MANAGEMENT

Define different views for different user groups / usage scenarios. Specify different properties, widgets, filters, and other options, allowing users to work in the way that best supports their processes.



CARA – Contracts Management

Contract Management represents one of the most strictly managed and complex business processes that most companies face, and one where the business risk of errors or non-compliance is large.

Based on the industry-leading Documentum platform, CARA offers the following functionality in our Contracts Management solution:

- Creation of contracts using filtered templates.
 - Automatic protection of documents on checkout / import in order to enforce MS Word protection of critical sections.
 - Built-in review / annotation / redaction tools, including an Annotation Report across multiple documents.
 - Portal included to give external parties review / contribution access.
 - Full leverage of the Documentum Audit Trail and Security levels.
 - Use drag and drop to associate (relate) documents that are part of a Contract.
 - View the complex set of relationships between documents using the CARA Relations Manager.
 - Full workflow including xCP integration – build processes including logic that is dependent on metadata and route / report on a single or set of documents.
 - Displays supporting information in Widgets Pane: Locations, Related Documents, Renditions, Tasks and Versions or any other widgets you build to include *now including widgets of xCP information.*
- Summary and reporting views of workflows, status, searches across multiple documents, with Export to Excel feature and graphic / chart display on the Dashboards
 - Watermarking, PDF security and controlled (audited) printing of Contracts.
 - Capture and manifestation of electronic and digital signatures on Contracts.
 - Fully multi-lingual including many European languages as well as Japanese, Chinese and Arabic.
 - Behind the scenes – full configurability through the Generis DocConfigurator product to allow companies to build their own applications, using 30+ areas of configurability: properties screens, automatic folders, languages, data dictionaries, dynamic no-maintenance security, audit, Trash Can, search...
 - All user choices saved as personal preferences and displayed on any PC or mobile device.

SIGN UP TO TRY OUT CARA FREE IN OUR RACKSPACE CLOUD.

Contact us

Please contact us to arrange a demo or request additional information. We also provide free, fully functional evaluation downloads so that you can work with our products and ensure they meet your requirements.

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REPORTER

The **cara³** Reporter is the next generation of searching and reporting. The search itself consists of a user search definition, but based on type OR classification, and including the standard operators and attribute / full text searching. The differences become apparent when you launch the search – it is **fully asynchronous** allowing you to continue working on other things while the search runs. Administrators can run complex searches.

DASHBOARD

The Dashboard is a dynamic place to assemble query results. Add any query to the dashboard, and results can be shown as tables, charts or graphs, exported to Excel or embedded as widgets in the main view.

USER PREFERENCES

All settings that users choose (column displays and widths, dimensions tree-view, filters, cabinet restrictions and so on) are saved so that the user can login from another machine and will have the same preference choices applied.

CONFIGURABILITY

The Generis DocConfigurator product is fully leveraged behind the scenes to ensure that the cara3 interface is as configurable as possible. The configurations are not restricted to object type, as is the case on many configuration products, but based either on categories (any query set) or Aspects (where supported by the repository in question). There are over 30 areas of functionality that can be configured – refer to our information on DocConfigurator for details.