

# CARA RapidDeploy for Legal

Configured Solution for  
Documentum • SharePoint • Alfresco

Name	Title	Effective Date	Training Date	Modified	Status
RD-SOP-CQ-001	Quality Assurance Department SOP relating to Security			8/16/10 10:29 AM	Draft
RD-SOP-CQ-002	Test SOP			8/16/10 10:28 AM	Draft
RD-SOP-CQ-003	Security for Building Access			8/16/10 10:29 AM	Draft

**Zero footprint**  
**Fast**  
**Flexible**  
**Configurable**  
**Extensible**

**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**

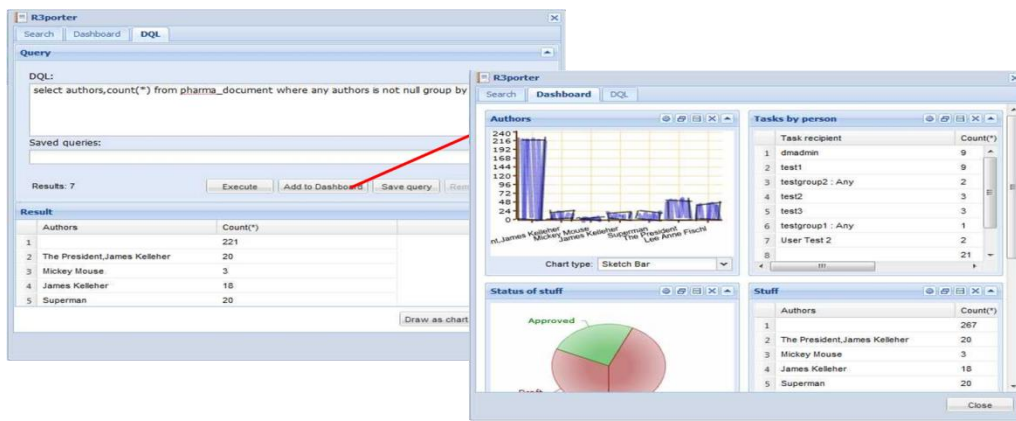
Extensible panel showing widgets – choose from core set (e.g. properties, renditions) or create your own, linking in any web service as a widget e.g. database view, portlets. Rearrange the widgets pane with drag & drop.

**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.

## A next generation application for legal documents on Documentum, SharePoint and Alfresco

**cara<sup>3</sup>** © *PATENT PENDING* is a brand new and unique concept building on the CARA tradition – an ergonomically designed, fast, single web application to connect individually or simultaneously to multiple platforms. Currently released for Documentum, SharePoint and Alfresco, other repositories will follow during 2011. **cara<sup>3</sup>** is designed to facilitate the creation, review, approval and management of documents, and now comes in a pre-configured version providing full coverage of legal documentation use cases. In addition to a high level of performance and usability, **cara<sup>3</sup>** provides functionality to control documents through **cara<sup>3</sup>** Structures and through reporting tools like the *Task Manager* and *Status Manager*. **cara<sup>3</sup>** is underpinned by the Generis DocConfigurator product which allows rapid setup and configuration of the docbase to requirements. *Free up your end users from the constraints of existing interfaces and allow them to focus on content in full security.*



## car<sup>3</sup> RapidDeploy – Legal Document Management

CARA **RapidDeploy** for Legal Document Management is a configuration package of the standard CARA product to provide functionality required for managing all kinds of legal documentation, as well as support for the **Electronic Discovery Reference Model**. This package has been designed to cover all the standard document creation, review, approval, signature and publishing functionality required, as well as per-document security to enable sharing in privileged circumstances. The package is rounded off with full reporting and workflow / lifecycle management.

Available with this package is also the CARA Portal with dedicated search and viewing capabilities to provide the functionality required for document consumers. **In particular this allows sharing of documents between company and counsel, and downloading of discovery packages.**

Additionally, CARA comes with the option of ViewONE Pro from Daeja fully integrated to provide viewing and annotation of more than 300+ document formats within the browser window, without needing the source application on the user's PC.

The package contains the following functionality, which can be configured to tailor it to your requirements for rapid deployment:

- **Document numbering** (based on any combination of properties).
- Scanning, OCR and full text searching using Captiva from EMC Documentum.
- Dynamic **per-document Security** based on any combination of properties.
- **Workflows** for Review, Approval,

eDiscovery and more – covering the processes of ingesting documents and routing them through conditional workflows depending on their urgency and required reviewers.

- Support for the **Electronic Discovery Reference Model**.
- **Portal** providing a means for Counsel and other third parties to download single documents or packages.
- **Structures** to create a case file.
- **Watermarking** with different overlays depending on status or any other attributes - including different overlays for **viewing, printing, exporting** and **controlled printing**.
- Capturing **eSignature** on user actions and adding eSignature pages.
- **Controlled printing** including print numbers, reason for printing, print addressee.
- Fully multi-lingual including many European languages as well as Japanese, Chinese and Arabic.

## REPORTER

The **car<sup>3</sup>** Reporter is the next generation of search 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 DQL 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 **car<sup>3</sup>** 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.

## 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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