



CARA for Contracts Management. Secure and collaborative 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. 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 signatures and the required functionality to renew, retire or archive contracts throughout their lifecycle.



Co-author

Multiple users can edit a document simultaneously without the need for a separate checkout for each person.



Review and Document Comparison

Provide review comments, and send documents by the portal for external review, with document comparison.



Email for signature

Send the document from CARA to users in the system or outside the company to sign, with DocuSign / Adobe Sign integrations.



Archive, renew and retire

Archive contracts, or schedule automatic workflows for contract renewals or retirement.



Staging Area / email extraction

External users / third parties can email a specific account, and emails including attachments are automatically imported to CARA.

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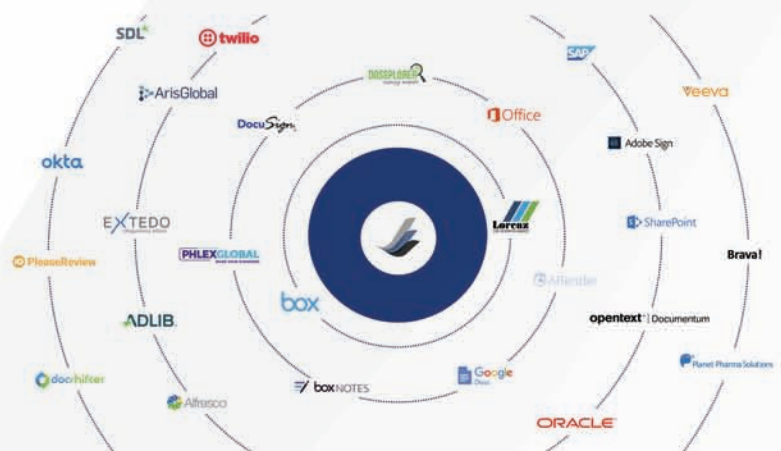
- Creation of contracts using filtered templates.
- Automatic protection of documents on checkout / import in order to enforce MS Word protection of critical sections.
- Built-in review / annotation / redaction tools, including an Annotation Report across multiple documents.
- Additional review options with PleaseReview
- Portal included to give external parties review / contribution access.
- Full leverage of the 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 –build processes including logic that are 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.
- 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.
- Optional signatures inside and outside the CARA environment using DocuSign / Adobe Sign integration
- Brava! Integration for document comparison to ensure traceability of changes and versions across the contract lifecycle.
- Behind the scenes –full configurability 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, including signature and workflows.

Enterprise Central Source of Truth

CARA is designed to serve as a seamless platform for all regulatory application requirements. However, we realise that there are other applications and many tools that your business relies on.

The concept of a central source of truth is to create a single place to access all that content and data regardless of where it is stored and managed.

While a particular business group may use a particular tool for their niche process, that content and data is available in CARA to be tracked, managed and re-used across your business.



- Search & Report Across the Enterprise
- Prevent Content, Information, and Effort Duplication
- Provide a Central Authority