



# CARA and PleaseReview

## Collaborative co-authoring and reviews



### **Co-author**

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



### **Review**

Multiple reviewers can provide review comments in the form of track changes which can be reconciled by the author



### **Inbox**

Manage your PleaseReview inbox through CARA with oversight on both your own activities and those on a particular document



### **Report**

Use CARA Dashboards to track the status of authoring and review activities across multiple documents

# Enable true collaborative authoring and review

The major hurdle to timely document updates is the process for reviewing and co-authoring on documents. Typically, corporate documents will require input from multiple authors and when working in a content management system such as CARA, this process is typically a serial rather than parallel process, adding to the time involved. With the CARA / PleaseReview integration, CARA provides the best of breed content management user interface and configuration / business rules layer for creating content, while PleaseReview enables the parallel authoring and review required to streamline business processes.

