



## CARA

# Simultaneous Collaborative Co-authoring Leveraging SharePoint, Google Docs or Box



### Single user check out

Repositories typically check out (lock) the document to a single user: with the CARA plugin, this user simply checks out the document to collaboration manually or as part of a workflow



### Multiple user edit

Once the document is in collaboration, multiple users can open the document from CARA for collaboration, and it opens in MS Word –with or without track changes



### Consolidate edits

At the end of the process, the principal author can use standard track changes to accept/ reject modifications, CARA tools to compare versions, concatenate Word, or merge version, in order to update the document



### Cloud or On Premise – and other providers

This integration works with SharePoint 2013 on premise as well as Office 365 in the cloud. We also offer similar integrations for Google Docs, and Box

# Simultaneous collaborative co-authoring

The authoring process for today's content frequently involves input from multiple authors. Traditional means of collaborating through serial checkout/checkin, or adding "sticky note" annotations which are then copy/pasted into Word, introduce bottlenecks into a time-critical process. CARA now offers the power of simultaneous authoring in MS Word through SharePoint or other similar engines such as Google Docs or Box.

## Start the process

The principal author puts the document into collaboration mode from a CARA menu item OR kicks off a workflow which sends it to SharePoint / Box / Google Docs in the background.

Access for users in SharePoint / Box / Google Docs are defined by the author or taken from the workflow definition – you can manually send to external collaborators

Document is pushed into SharePoint / Box / Google Docs with "Track Changes" switched on or off as configured

## Collaborate in Word

Collaborating authors get email links to the document in CARA and click a button to Collaborate

The document is opened in MS Word without the user having to go via the SharePoint or other UI; this can include seamless login using the CARA SAML or SSO integrations

The authors update the document, and simultaneously see the changes of other authors as they are made

## CARA Plugin available operations

Function	Available operations
<b>Document</b>	Checkin/ Checkout Set File Get Content Create/Delete Library, Folder or File Move/Copy
<b>List</b>	Get List Get List Items Get List Fields Insert/Update List Item Delete List Item
<b>Security</b>	Break Inheritance Add/Remove Role to/from an object Get Site Groups or Users Get Role definitions (Read, Write, Consumer etc.) Apply Security

## Complete the process

The individual authors complete their workflow or notify the principal author of completion

The principal author completes the workflow or manually checks the document back in from SharePoint / Box / Google Docs; regardless of the number of versions outside, a single minor version increment is checked back in to CARA

The author can track the process using the CARA Task Manager or Dashboards