





### 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

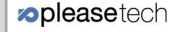


# Enable true collaborative authoring and review

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 Documentum, 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.

#### please review cara & Open CARA "PleaseReview" Reviewers receive an email SnapLists which displays specifying the document(s) to be PleaseReview Inbox reviewed. A link takes the Reviewer directly to the Filter by Review Status, Workgroup document. The document is Search for reviews displayed in the browser Access review recycle bin • By clicking on the desired paragraph or section of the Access PleaseReview features document, Reviewers add directly from CARA: comments or changes, or reply to Start a PleaseReview New Review other review comments opens the PleaseReview wizard Click to modify PleaseReview Proposed changes to the document are shown as 'tracked settings Create PleaseReview distribution changes lists The Owner accepts or closes • Enter the review (launches (rejects) comments and changes PleaseReview UI) and/or replies to comments View the Review properties Accepted changes are shown in the document text Enter the Review Control Panel View the Review Reconciliation Report





Contact us for a demo or evaluation