![CARA logo]

CARA for Regulatory Correspondence Management
on Documentum

Form Builder
Easy configuration of contact / correspondence for with complex field definitions, validation and dependencies

Attachments
Add document or email attachments to the forms and route for workflows – approve the form and attachments as a unit

Master Data Management
Integrate seamlessly with a variety of master data management systems (product information) or manage it in CARA

Transformation to PDF
Render the form to PDF or PDF/A for archiving, including rendering all attachments into a single PDF with the form

Submissions
Tie the data into your submission content management system so that correspondence is tied to and easily visible from the submissions

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Correspondence management made simple

Contacts with regulatory authorities involve metadata being captured, with intelligent inheritance / pre-population from existing / template forms, together with value assistance across multiple fields, with dependencies based on the process of users. Additionally, contacts often have associated content (emails, documents, faxes, multi-media) which needs to be attached, and routed together. At the end of the process, the form and attachments typically have to be archived, ideally published to a single PDF/A document for archival and linking to the original submission documents.

FORM INPUT

- Form configuration including tabs, columns, grids (table of data)
- Complete the forms using browser or mobile device
- Values from queries, value lists, dictionaries and Master Data

- Full range of controls including text, dates, integers, picklists, radio buttons, checkboxes
- Set fields to be visible, mandatory and/or editable based on conditions

- Inter-field dependencies
- Full CSS / HTML formatting
- Field validation such as date ranges, text string masks and regex validation
- JavaScript validation

ATTACHMENTS

- Import or attach documents directly onto forms
- On saving the form, automatic relationship are built between the form and attachments

- Clone metadata from forms to attachments
- View, edit and otherwise work on attachments from the form on in the repository

- Extract attachments from emails, and extract metadata from documents and emails on import

ROUTING

- Use Documentum BPM workflow or CARA workflows to route the form and attachments
- Full lifecycle (Documentum standard lifecycle)

- Dashboards to report (BAM not required)
- Synchronise lifecycle state and metadata across forms and attachments in the background

- Multiple form handling for workflow, status, annotations and more
- Tie the correspondence to the original submission documents

PUBLISH

- Render form with all data to a PDF (designed using XSL to allow multiple page flow)
- Render all attachments to PDF with CARA Rendering Services

- Publish the form and all attachments to a single PDF
- Notify subscribed users or defined users (including attaching PDF to email)

- Create PDF/A for archival
- Push data to submission / registration tracking systems