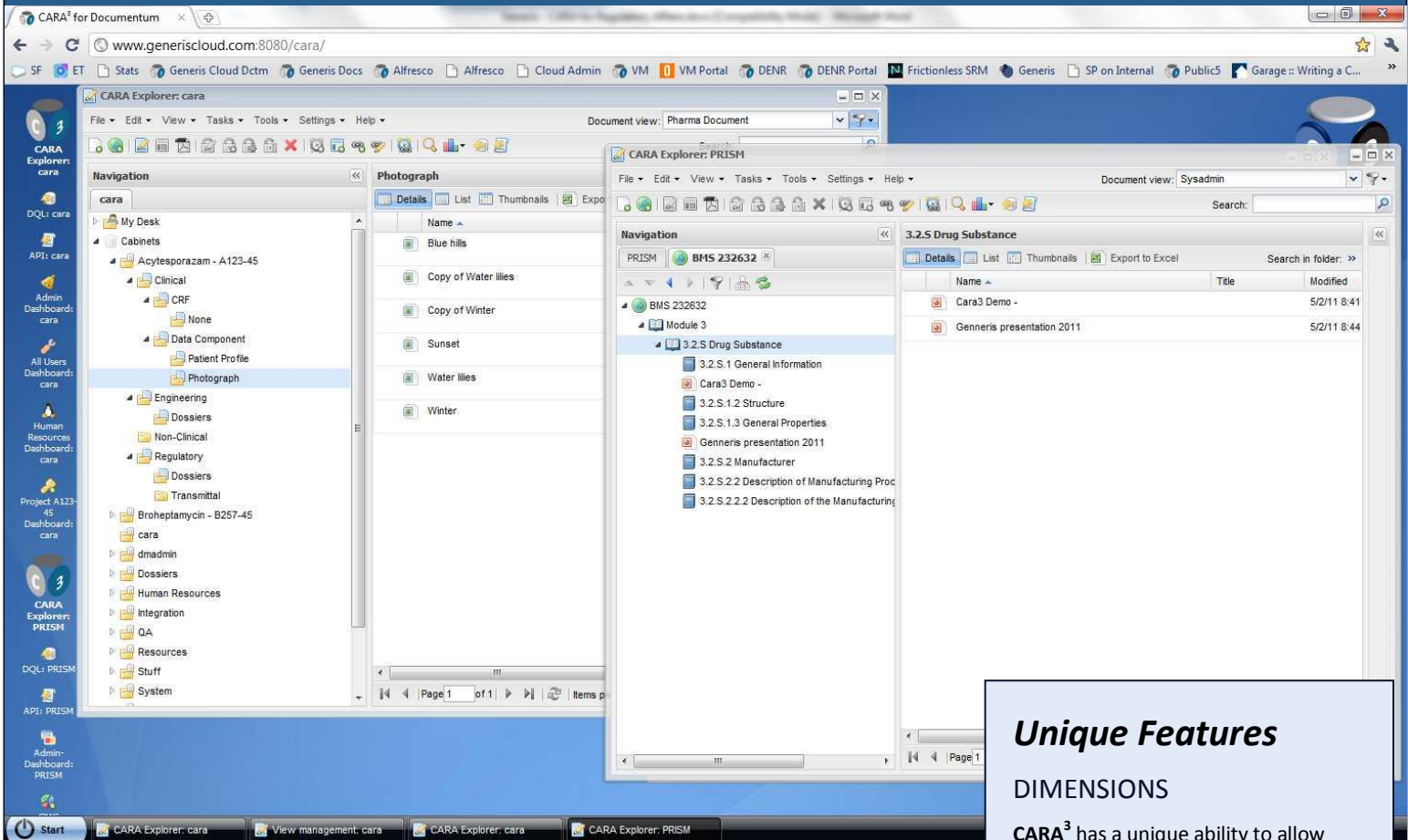# FCPA Compliance

Achieving compliance with the Foreign Corrupt Practices Act (FCPA)

Documentum ● Alfresco ● Oracle WebCenter

A next generation UI and business rules engine for FCPA Compliance

CARA[3] © *PATENT PENDING* is a an ergonomically designed, fast, single web application to connect individually or simultaneously to multiple platforms. Currently released for Documentum, SharePoint and Alfresco, other repositories will follow. CARA[3] is designed to facilitate the creation, review, approval and management of documents, and now comes in a pre-configured version providing full coverage of human resource documentation use cases. In addition to a high level of performance and usability, CARA[3] provides functionality to control documents through CARA[3] *Structures* and through reporting tools like the *Task Manager* and *Status Manager*. CARA[3] is underpinned by the Generis DocConfigurator product which allows rapid setup and configuration of the docbase to requirements. *Free up your end users from the constraints of existing interfaces and allow them to focus on content in full security.*
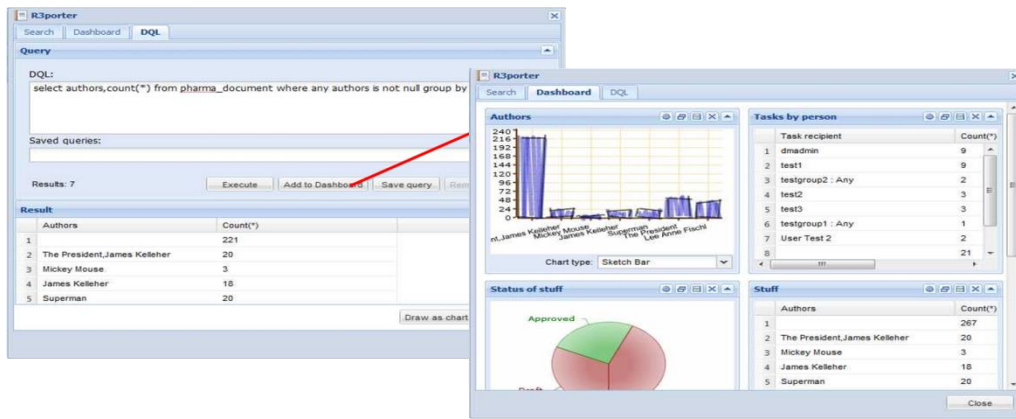
Unique Features

DIMENSIONS

CARA[3] has a unique ability to allow users to build their own tree view ("Dimensions"). Choose any properties (one per level for up to 5 levels) and browse the resulting tree view. The browser window also allows users to open more than one "Repository Explorer" window within the main window, using a desktop-like Start Menu and window management.

WIDGETS

Extensible panel showing widgets – choose from core set (e.g. properties, renditions) or create your own, linking in any web service as a widget e.g. database view, portlets. Rearrange the widgets pane with drag & drop.

VIEW MANAGEMENT

Define different views for different user groups / usage scenarios. Specify different properties, widgets, filters, and other options, allowing users to work in the way that best supports their processes.

CARA³ RapidDeploy – FCPA Compliance

CARA **RapidDeploy** for FCPA Compliance is a configuration package of the standard CARA product to provide functionality required for managing all kinds of compliance documentation including FCPA. This package is one of the most frequently deployed among our customers, and has evolved to cover almost all the standard document creation, review, approval, signature, as well as training (e.g. To Be Read and Understood), reporting and full workflow / lifecycle.

Available with this package is also the CARA Portal with dedicated search and viewing capabilities to provide the functionality required for document consumers.

Additionally, CARA comes with the option of multiple viewers (e.g. Brava, ViewONE Pro fully integrated to provide viewing and annotation of more than 300+ document formats within the browser window, without needing the source application on the user's PC.

The package contains the following functionality, which can be configured to tailor it to your requirements for rapid deployment:

- **Document numbering** (based on any combination of properties)

- Viewing **Effective** versions even when more recent Draft versions exists

- Dynamic **Security** based on any combination of properties

- **Workflows** for Review, Approval, Periodic Review, Training and Compliance Signatures and more

- Mechanism for **Superseding** previous

Effective versions

- **Periodic Review** workflows and notifications

- Automatically make documents **Effective** on a particular date (e.g. Planned Effective Date)

- Filtering **workflows** based on status, properties, groups

- **Watermarking** with different overlays depending on status or any other attributes - including different overlays for **viewing, printing, exporting** and **controlled printing**

- Capturing **eSignature** on user actions and adding eSignature pages

- **Controlled printing** including print numbers, reason for printing, print addressee

- Fully multi-lingual including many European languages as well as Japanese, Chinese and Arabic.

REPORTER

The **CARA³** Reporter is the next generation of search and reporting. The search itself consists of a user search definition, but based on type OR classification, and including the standard operators and attribute / full text searching. The differences become apparent when you launch the search – it is **fully asynchronous** allowing you to continue working on other things while the search runs. Administrators can run DQL searches.

DASHBOARD

The Dashboard is a dynamic place to assemble query results. Add any query to the dashboard, and results can be shown as tables, charts or graphs, exported to Excel or embedded as widgets in the main view.

USER PREFERENCES

All settings that users choose (column displays and widths, dimensions tree-view, filters, cabinet restrictions and so on) are saved so that the user can login from another machine and will have the same preference choices applied.

CONFIGURABILITY

The Generis DocConfigurator product is fully leveraged behind the scenes to ensure that the cara3 interface is as configurable as possible. The configurations are not restricted to object type, as is the case on many configuration products, but based either on categories (any query set) or Aspects (where supported by the repository in question). There are over 30 areas of functionality that can be configured –refer to our information on DocConfigurator for details.

Contact us

Please contact us to arrange a demo or request additional information. We also provide free, fully functional evaluation downloads so that you can work with our products and ensure they meet your requirements.