

Unique Features

DIMENSIONS

CARA³ 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

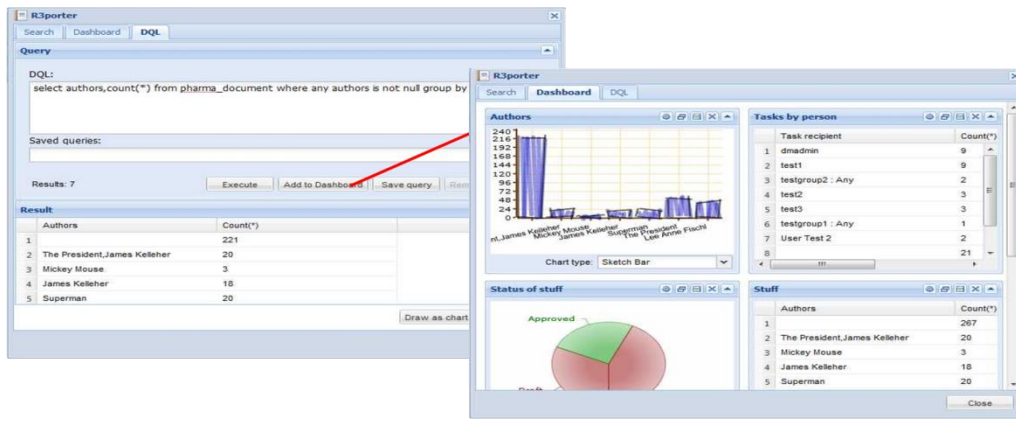
Extensible panel showing widgets – choose from core set (e.g. properties, renditions) or create your own, linking in any web service as a widget e.g. database view, portlets. Rearrange the widgets pane with drag & drop.

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.

A next generation UI and business rules engine for Human Resources

CARA³ © PATENT PENDING is a 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. **CARA³** 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, **CARA³** provides functionality to control documents through **CARA³ Structures** and through reporting tools like the *Task Manager* and *Status Manager*. **CARA³** is underpinned by the Generis DocConfigurator product which allows rapid setup and configuration of the database to requirements. *Free up your end users from the constraints of existing interfaces and allow them to focus on content in full security.*



CARA³ RapidDeploy – Human Resources

CARA **RapidDeploy** for Human Resources is a configuration package of the standard CARA product to provide functionality required for managing all kinds of HR documentation. It covers document creation, review, approval and signature, as well as per-document security. The package is rounded off with full reporting and workflow / lifecycle management.

The **CARA Portal** has search /viewing capabilities to allow staff members to view their file or company policies.

- Manage all standard HR documents including
 - Hiring (job descriptions, application and cover letters, screening and interview records, negotiations, I9s, background checks, education and employment verification, reference checks, contracts, confidentiality agreements, rejection letters, agency agreements, offer letters)
 - Compliance documents for Department of Labor, the EEOC, JCAHO and Homeland Security
 - Resumes, training (certificates, transcripts, diplomas etc)
 - Employee benefits, medical, insurance, disability and military records
 - Vacation, sick leave, leave of absence
 - Appraisals / evaluations and self-assessments
 - Correspondence
 - Payroll, timesheet, expense reports, COBRA notifications and tax records
 - Relocation and transfer documentation
 - Promotions and raises
 - Warnings, disciplinary records,

- complaints, counseling sessions
- Off-boarding, termination, resignation, exit interviews
- Company policies, procedures, employee handbook and other “general access” documentation

- “Self-service” - staff can create vacation requests or other maintenance documents and have them routed in HR
- Scanning, OCR and full text searching using Captiva from EMC Documentum.
- Dynamic **per-document Security** based on any combination of properties.
- **Workflows** for Review, Approval and more – configurable to match your existing or new processes.
- **Structures** to create a staff file.
- **Watermarking** of documents on view or print. Capturing audit and **eSignature** on actions such as HR approval or an employee viewing / printing their file.
- 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.

info@generiscorp.com • www.generiscorp.com
+1-877-244-2022 **PATENT PENDING**

