Contract Management

User manual
Preface

With this manual you will gain a basic understanding of the way the system is structured and how this impacts the order of input for the entire system. Following this manual in order will allow you to quickly start populating your Contract Management module with data.

Administrator, Editor or equivalent access to an Effacts system is required. Please contact your Effacts Administrator if you do not have a username and password. If you require further assistance with logging in, please contact Effacts Support.
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1 Introduction

In this manual we turn our attention to the Contract Management module (Figure 1). The main purpose of this manual is to help you, as a user, with:

- Creating a Business Contract
- Managing your Business Contract data
- Adding information to your Business Contract dossier.
- Collecting information from a Business Contract into one report.

Most common Business Contract types:

- Sales Contract
- NDA
- Distribution Contract

Figure1: Contract Management module
2 Effacts Best Practice

Before you can start populating your system, it is important to know that each module within Effacts is always based on a 3 layer data model. In order to get an idea of this model, a flowchart is presented in figure 2. It is important to become familiar with this logic since it will help you to populate your system correctly.

This image below is an example of a relationship model of the information types within the Effacts database. Any ‘Dossier’ information type will be directly linked to a Group company. This links the dossier to the corporate information, which may already be present in your system. Any dossier will automatically linked with ‘Document’, ‘Task’, and ‘Note’, all are ‘Content’ information types.

A design is always based on a 3 layer data model: Entities, Dossier and Content.

The example image above provides the following information:
- A Group company can have multiple Contracts
- A Counterparty can have multiple Contracts
- A Contract can have multiple Group companies and Counterparties
- A Contract can have multiple Entities and Content (Documents, Tasks, Notes, etc.)

Specific Sub-types may be used to provide a single line in reporting, but allow for separate access and/or entry fields. E.g. a Contract may have subtypes: NDA, Purchase, Sales.
3 Dashboard

This chapter explains the structure of the module dashboard. Each dashboard is built with the same standard design shown in figure 3. To get an idea of what you see, each part will be explained below.

Part 1:
- The module dashboard contains a blue ‘Create’ button, which allows you to start quickly populating the system with basic information. From here you can add information to this main dossier.

Part 2:
- On the left side of the dashboard, you see some standard reports. Clicking one of the buttons will show you the report directly on the right. A short explanation of each report can be found in chapter 7.

Part 3:
- On the left side of the dashboard, you see some standard statistics reports. Clicking one of the buttons will show you the statistics directly on the right. A short explanation of each report can be find in chapter 7.

Part 4:
- If you decide to compose your own report, you can use the custom report buttons as shown here.
4  Create and add information

In this chapter you will learn how to build a Business Contract dossier with information.

4.1  Create a Contract

The ability to add a new Contract to your Effacts system is dependent on your level of access. Generally, only Administrators and Editors are allowed to add data to a system. For informative purposes, only these roles are explained here.

- Admin
  All functions including user management and deleting data.
- Editor
  Create, edit and view all data.

After you have logged in to the system, navigate to the Contract Management dashboard. On the left side, you see the menu item [New Contract] (Figure 4).

![Figure 4: Create button New Contract]
Clicking the button will forward you to a ‘Create’ screen with some data entry fields (Figure 5). The data entry fields come in a wide variety, from drop-down lists where a user can select pre-determined values, to free text areas to enter data.

Fields marked with a red asterisk (*) are required fields, trying to save the input without entering these fields will result in an error message that tells what information is missing. An explanation of each field is given below.

- **Status**: When creating a new Matter, for instance a contract, the user can now select if the contract should be set as Active or as Draft from the start. These statuses can be changed at a later time. Selecting ‘Draft’ will make the Effective date optional.
- **Group company**: This a drop-down list of all Group companies previously entered. You can select multiple if needed. To search, simply type the name of the company you are looking for in the search area and click the search button underneath as shown below.
- **Counterparty**: This field allows you to either search your system for previously created companies and persons or create a new one. Generally, it is best to first search, even if you are quite sure the Counterparty you need is yet to be created. This way you avoid creating duplicates. To search, simply type the name of the company or person you are looking for in the search area and click the search button underneath as shown below.
- **Department**: Pre-defined drop-down list with departments or create one.
- **Editor (list)**: The person who is responsible for filling in this form.
- **Title**: the title of the contract. For example; ‘Contract Management Software’ would be a great Title for the license Agreement you have with Effecta.
- **Short Description**: A short description of the contract.
- **Value**: Final negotiated or proposed price of a contract.
- **Effective date (date field)**: Date on which the contract took effect.
- Term: Pre-defined drop-down list with Term options, for example Fixed or Rolling.
- Automatic renewal: Whether or not the contract automatically renews after the (initial) term.
- Termination notice: The limitations given for termination, e.g., 2 months written notice.
- Renewal options: Options given for renewal after the (initial) term, e.g.: Automatic renewal with 12 months.
- Final termination/review date: This is the date created by withdrawing the Termination term (e.g. 2 months) from the Expiration date. For contracts without an expiration date this would be a date at which you want to review the contract. This date is used by the system to send automated email notifications (Alerts). See for more information chapter 7.
- Expiration date: The date stating the end of term of the contract.
- Remarks: A free text area allowing you to add extensive additional information

When the form is filled in, click on the button [Save] to finalize the data and proceed to the created Business Contract dossier also known as a factsheet (Figure 6). [Save & New] finalizes the data and creates a new, empty create form. [Save & Copy] finalizes the data and shows an identical, pre-filled create form. Click [Cancel] to cancel the creation of a new Business Contract.

![Figure 6: Business Contract dossier](image)
5 Standard Features

You are now able to create a dossier with general information and extra information. In every dossier there are also some standard features available. With this feature you can add extra content to the dossier. This chapter contains an explanation of each feature.

5.1 New Document

This section will give you an explanation about uploading documents to your dossier.

5.1.1 Drag and Drop

Drag and Drop allows you to quickly add one or multiple files (Word or PDF) from your computer to a dossier, as shown in (Figure 7).

![Figure 7: Drag and drop section](image)

**NOTE:** It is not possible to drag a file from an email. It needs to be saved on your computer, before you can upload it to Effacts.

To drop a document, click and hold the document from your computer and drag it to the box “Drag and drop documents here or mail”. This will start uploading the document(s). The progress of the upload is indicated at the top of the screen.

**NOTE:** It is possible to add multiple documents to the same dossier or folder. However, we suggest that you limit this to five at a time as not all browsers can handle an amount greater than that.

Once added, the document(s) will appear under the ‘Documents’ tab (Figure 8).

![Figure 8: Documents tab](image)
5.1.2 Manually add a document

To manually create a new document, go to the dossier page and click [New Document] at the right menu of the screen.

Clicking the button will forward you to a ‘Create’ screen which is quite similar in its functionality to other create screens in the system (Figure 9). An explanation of each field is given below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Name of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date of when the contract in the file was signed. (Or upload date of the file attached)</td>
</tr>
<tr>
<td>File</td>
<td>Browse and upload a Word or PDF to attach it as a document to the agreement</td>
</tr>
<tr>
<td>Dossiers</td>
<td>Pre-defined text containing the agreement to where the document will be created</td>
</tr>
</tbody>
</table>

When finished, click on the [Save] button, the newly created document is visible on the Documents tab (Figure 10). Or if you want to upload more documents, click [Save & New] or [Save & Copy]. Click [Cancel] to cancel the creation of a new document.

![Figure 9: Create form document](image)

![Figure 10: Documents tab](image)
5.1.3 PDF preview

If you added some documents to the dossier, it is possible to have a quick look by using the tab PDF preview (Figure 11).

Figure 11: PDF preview function

The PDF preview function offers various navigation buttons and tools, each of them are explained below (Figure 12).

Figure 12: PDF preview tools

- Multi-page button: Overview of all pages from the document
- Horizontal double arrows: Document in preview page filling horizontal
- Vertical double arrows: Document in preview page filling vertical
- Navigate in document: Navigate to previous or next document
- Switch viewer mode: PDF preview page filling.
- Search bar: Search keywords in document.
5.2 New Task

To create a new task, go to any dossier page and click [New Task] at the right menu of the screen.

Clicking the button will forward you to a ‘Create’ screen which is quite similar in its functionality to other ‘Create’ screens in the system (Figure 13). An explanation of each field is given below.

Figure 13: Create form task

- Person: Shows you a list of all the persons in the system.
- Description (Text field): Description of the task.
- Deadline (Date field): Deadline date of a specific task
- Remarks: A free text area allowing you to add extensive additional information about the task.
- Dossiers: Pre-defined text containing the dossier name to where the task will be created.

When finished, click on the [Save] button, the newly created task is visible on the ‘Tasks’ tab (Figure 14). Or if you want to upload more tasks, click [Save & New] or [Save & Copy]. Click [Cancel] to cancel the creation of a new task.
All assigned tasks will be shown under the ‘Tasks’ tab on the profile of each person in the system. Tasks are personal and are only visible for the concerning person.

**Pending tasks:**
Once you’ve added a task, you will receive a notification as the owner of this pending task 90 days before the deadline date (Figure 15).

**Review business license**

To stop this notification, simply set the [Completed] date for today, the task will be archived automatically (Figure 16).
5.3 New Note

To create a new note, go to any dossier page and click [New Note] at the right menu of the screen.

![New Note](image)

Clicking the button will forward you to a ‘Create’ screen which is quite similar in its functionality to other ‘Create’ screens in the system (Figure 17). An explanation of each field is given below.

![Create Note](image)

- Matters: Pre-defined text containing the matter name to where the note will be created.
- Note: A free text area allowing you to add extensive additional information about the note.

When finished, click on the [Save] button, the newly created note is visible on the ‘Notes’ tab (Figure 18). Or if you want to create more notes, click [Save & New] or [Save & Copy]. Click [Cancel] to cancel the creation of a new note. This feature is more commonly used to give status updates about this dossier. That way anyone navigating to this dossier can track its progress.

![Notes tab](image)
5.4 New Subfolder

To create a new Subfolder, go to any dossier page and click [New Subfolder] at the right menu of the screen.

Clicking the button will forward you to a ‘Create’ screen which is quite similar in its functionality to other create screens in the system (Figure 19). An explanation of each field is given below.

**Create General Folder**

- **Matters**: Pre-defined text containing the matter name to where the note will be created.
- **Editor**: The person who is responsible for this General Folder.
- **Index**: Define the index of the General folder.
- **Name**: The name of the General folder.

When finished, click on the [Save] button, the newly created Subfolder is visible on the Folders tab (Figure 20). Or if you want to upload more Subfolders, click [Save & New] or [Save & Copy]. Click [Cancel] to cancel the creation of a new Subfolder.

![Figure 19: Create form General folder](image)

![Figure 20: Folders tab](image)
5.5 Set Confidentiality

Each dossier type can be set as confidential for one or more persons by using the button [Set Confidentiality] at the right menu of the screen. This can be used as a very flexible way of setting some dossiers aside for those who are not allowed to see.

Clicking the button will show you a notification (Figure 21). If you decide to invite the persons who need access to this dossier, click the [Submit] button.

As you can see the button [Invite Users] will appear within this dossier (Figure 22). Clicking the button will forward you to a screen in which you can select or search a person(s) to invite to this confidential item (Figure 23).

When finished, click the [Submit] button. The person will receive an invitation automatically by e-mail to view the dossier (Figure 24). Clicking the button [View dossier] will forward the user to the dossier.
A new field, “Confidential” appears on the left side of the factsheet as well as a tab with the Users who have access to this dossier (Figure 25).

**Access:**
Only the Editor responsible and the people who are invited to this dossier are able to see it. The responsible Editor is now the one who can manage data for this file or dossier. Therefore, all other invitees can track its progress. The big exception however is the person(s) with the Editor+ Admin role. Users with this role can always see the confidential items and can change the confidential status.

**How to change the confidential status:**
If, for some reason, one of the users may not view the dossier anymore, the responsible Editor can decide to remove the user with access out of the tab (Figure 26).
If the dossier needs to be accessible for everyone, the responsible Editor can decide to make this dossier public (Figure 27).

![Make Public button](image)

Figure 27: Make Public button

Clicking this button will display a screen like the picture below.

![Submit button](image)

Other users will be able to access this dossier.

If you are sure about to change the status to public, click the [Submit] button. The dossier can now be viewed by other users. The red confidential text has disappeared.
6 Managing a dossier

After reading this chapter you know how to manage a dossier and delete data from your system.

6.1 Change the dossier status

Each dossier data will be managed by the Editor of the dossier. He or she is able to:

- Edit information by using the pencil button. When satisfied with the changes, click [Save] to finalize the update. All reports and screens in the system containing this data will automatically be updated.

- Change the status of the dossier:
  - **Set as draft**: For example, if the effective date of the dossier is unknown.
  - **Make Inactive**: If the dossier can be archived.
  - **Make Active**: If all the necessary information within the dossier is presented.
  - **Mark as cancelled**: If the dossier no longer needs to be in the system.

6.2 Delete information

When you delete information, no history of the subject remains in the system. Keep in mind that archiving information is preferable in most situations. Only delete information when the information itself was added incorrectly or when the information should not be available ever again.

If a user deletes information from the database it will create a ‘hole’ in the database information. At this point we would like to make clear that a back-up of deleted or missing information can cost at least €500,-.

All warnings about deleting information aside, an explanation about how and when deleting information can be carried out is provided below. For example, a wrong Claim needs to be deleted from the database. Jump to the factsheet that needs to be deleted and choose [Delete] in the menu at the right.

Only the factsheet will be deleted, all other information will still be available in the database such as the previously linked Group company, Counterparty and Department. The Effacts system will always ask a user if they are completely sure about deleting the information in a second screen.
7 Reports & Alerts

Aside from the fact that you can easily search for information within the system, it’s also possible to compile important information into one overview, also known as a report. Next to the well-known Custom report button, each dashboard contain some standard reports and statistics which are available on the left side of your screen (Figure 28).

7.1 Reports

These reports contain valuable information and can be reviewed on the right side of your screen, immediately after clicking one of the buttons. This functionality works very quickly and effortlessly, an explanation of each report is given below.

Reports:

Report 1: Due < 90 days

- An overview containing all the contract who will expire in less than 90 days.

Report 2: Active

- An overview of all the Active contracts in the system.

Report 3: Draft

- An overview of all the Draft contracts in the system.

Report 4: Inactive

- An overview of all inactive contracts in the system.

Custom Reports:

Contracts

- Use this button if you want to create your own report based on contract information.
Statistics:

Report 1: Editors

- An overview of all the editors and the number of active contracts they are responsible for.

Report 2: Group Companies

- An overview of the number of active contracts and the total number of contracts per Group company.

Report 3: Departments

- An overview of the number of active contracts per department.

Report 4: Counterparties

- An overview of the number of active contracts and the total number of contracts per counterparty.

Report 5: Chart

- An overview of all Editors and the number of active contracts presented within a Chart.
7.2 Alerts

One of the powerful functionalities within Effacts is the Alert. Alerts are automatically generated email messages to a predefined group of Users on a predefined alert date. For example a contract needs to be reviewed on time, otherwise your contract will expire. Expiration of the contract can be avoided by configuring an alert.

How many times the system will send an alert depends on the configured frequency. For example a frequency of 30 days means that the system will send an alert to the receivers every month.

A common used Alert within the Contract Management module is the “Contract with an alert date <90 days”. The example below gives you an explanation how it works.

Example:
The contract(s) has to be reviewed on 21/05/2015 (Figure). The editor will receive the first Alert mail, 90 days before the review date (Figure 29). This means that if the frequency is set to 30 days, the editor will receive 3 Alert mails. This e-mail contains the contract or contracts that need to be reviewed (Figure 30).

![Figure 29: Final termination / review date](image)

![Figure 30: Alert mail](image)
How to stop the Alert mail?
If you don’t want to receive an alert mail anymore, you can stop this notification, simply by archiving the contract using the button [Make inactive] (Figure 31).

Figure 31: Make inactive button

Clicking the button [Make Inactive] will forward you to a pop-up screen. Here you can set the Inactive as of date (Figure 32). If you click at the button [Submit], the contract will be archived automatically.

Figure 32: Archive the contract