

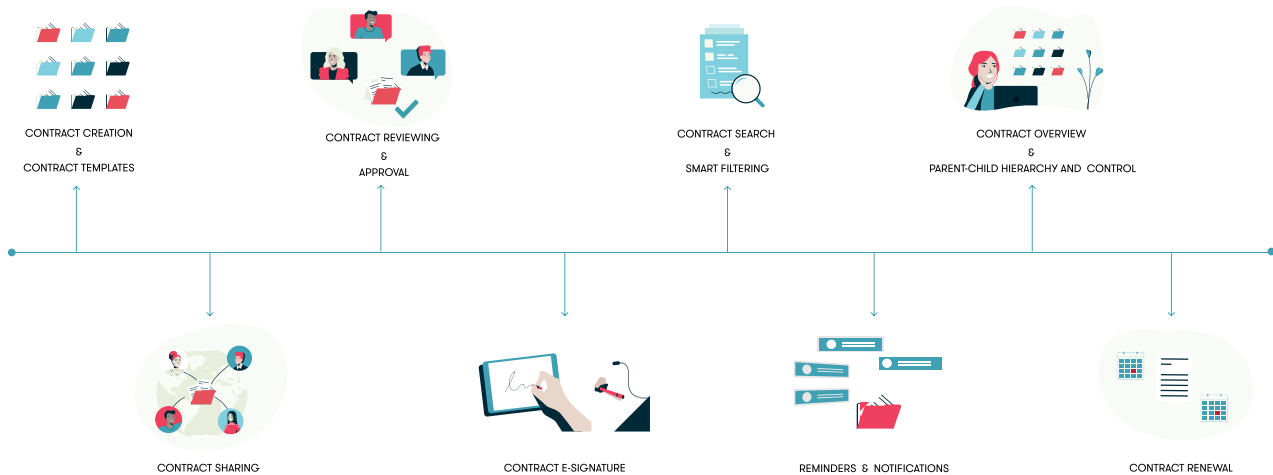
# Contract management

CoreData is a unified collaborative solution with record, task, and document management. One of the essential capabilities that CoreData encapsulates is contract management capabilities which help facilitate the entire contract management process including creation, reviewing, access & version control, approvals, and e-signature, storage, administration and renewals.

## Key takeaways

- Streamline and accelerate the contract creation, review, and approval process internally, and for your clients, vendors and partners.
- Start using e-signature and consider adopting paperless document management solutions to increase workflow efficiency, save time and reduce stress.
- Take control of your contract lifecycle, seize every business opportunity, and increase information governance in your company or organization.

CoreData Contract Management



## 1 Contract creation & templates

The ability to create new contract types and have libraries of contract templates increases your speed of drafting contracts and compliance (GDPR/CCPA/ISO 27001). With contract templates, your non-legal employees can safely, accurately and in consistent manner create legally compliant contracts.

## 2 Secure sharing

With CoreData contract management your employees, partners, and clients have the capabilities to collaborate on contracts in a central and secure workspace. This way you minimize the communication gaps and have transparency and traceability while sharing the contracts.

## 3 Contract reviewing & approved version

CoreData digital workspace has made reviewing contracts much more convenient, safer, and faster. Contract collaborators can work together in a secure, centralized workspace, which allows them to use version control, leave in-file comments, tags, and other metadata.

## 4 Contract e-signing

Users can sign contracts, in CoreData, with e-Signing from any location and any device, without having to be physically present for the signing. Our partnership with Dokobit— one of Europe's largest electronic signature solutions providers — ensures a secure and easy online solution that will save you and your client's time and money.

## 5 Search & Smart search

With CoreData contract management capabilities you can search any document from anywhere - even the scanned files! You can apply metadata to contracts so your employees can quickly perform advanced searches and find the contract they need. Effective smart search allows you to search by the client, contact name, status, expiration date, tag, or any other metadata on the contract and within the files themselves.

## 6 Reminders & Alerts

CoreData contract management capabilities include reminders and alerts ensuring you never miss an important contractual deadline, payment dates, contract renewal, or expiration date. Real-time notifications empower your team to stay ahead of expiring contracts.

## 7 Contract overview & parent-child hierarchy

CoreData digital workspace serves as a single point of storage for all your contract management capabilities and gives you complete control based on parent-child hierarchy and overview of all the contracts in your company.

## 8 Contract renewal

The contract renewal step is important especially if you'd like to address some issues with the previous contract conditions and renegotiate better terms. With CoreData you'll be notified in time to review the contract, make necessary changes and check previous version changes that have been made.