

Contract Workflow Manager

Manage and track the entire contract life cycle

Contract Workflow Manager enables you to easily create and manage contract documents and ensures the transparency and manageability of the signature process. Modifications to contract data can be tracked by comparing the different contract versions that are saved in the system.

Improving contract workflows will help you save time and always have contract- and rights-related information at hand.

The Workflow Tracking feature of the app enables you to control, monitor, and document the contracting process from the first draft through approval and signature via defined workflows.

Using Contract Workflow Manager, you can also manage the templates for contract printing and compare contract versions.

Of course, this is also an app for printing contractual documents in an optimal way.

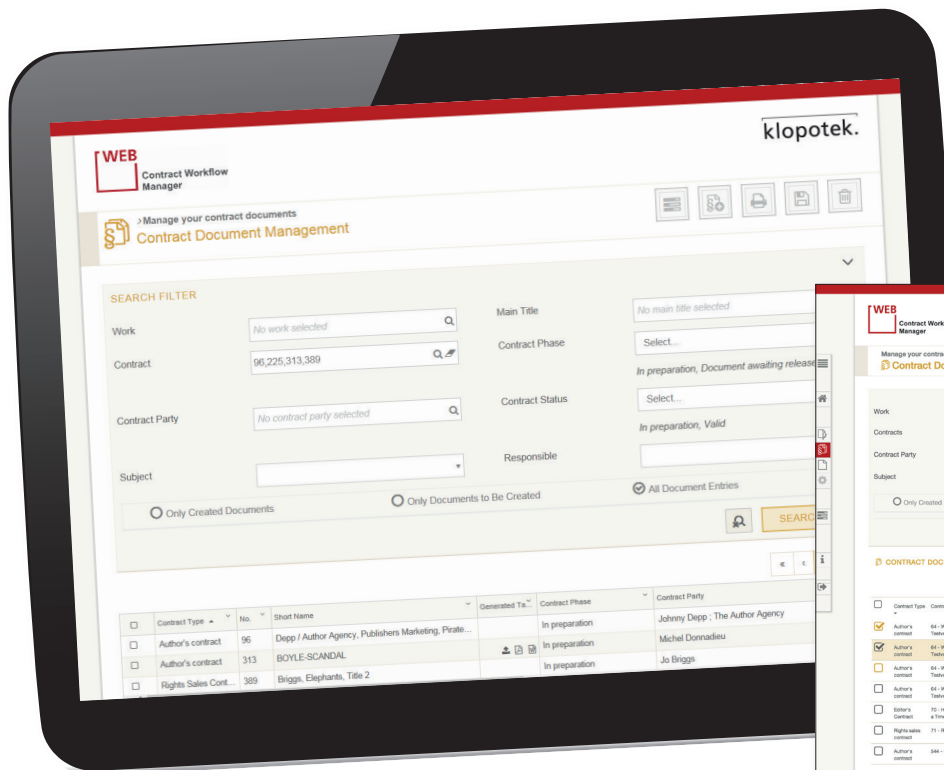
From an agreement completed in Contract Manager, you can go directly to the Contract Workflow Manager by clicking on the 'Go to contract documents' icon which takes us to the 'Contract printing' work area.

A workflow consists of several phases, in which one or more tasks must be completed by a responsible position before the workflow can enter the next phase. There is a start phase, which is set automatically when a new contract is created, and an end phase, when the workflow is marked completed. Workflows can be configured individually.

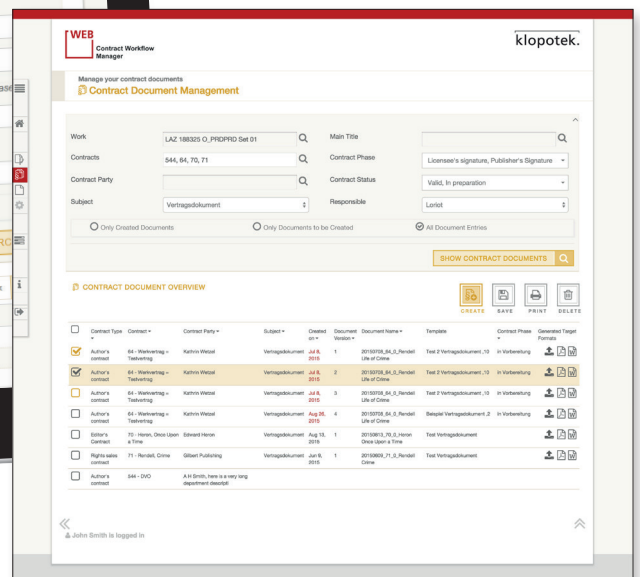
Contract documents can be created for a single contract or as a mass process. To do the latter,

KEY FEATURES AND BENEFITS

- Quick, on-the-fly generation of MS Word®, PDF and Open Office documents
- Visual comparison of contract versions
- Customizable approval processes for contract documents
- Tracking and follow-up of contract party signatures
- Full process documentation from document preparation to signature and provision
- Digital signature: integration with DocuSign (100% in accordance with the law in the EU and Switzerland)
- Support for relevant portals as well as smartphone/tablet apps
- Integrated with Klopotek CR&R (Contracts, Rights & Royalties) - Classic Line



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you search for all contracts in a particular contract phase, select all of them and start the document creation.

Integration of DocuSign: avoiding traditional snail mail / 'offline' signatures

DocuSign is an external tool that allows sending contract documents to your authors asking them for signing these documents digitally. It informs you if the recipient has signed or declined to do so. Signatures that have been done using DocuSign are legally binding in the EU and Switzerland.

As this tool has been integrated into Contract Workflow Manager, authors who have agreed to use this option (this information is added in the Business Partner Pool) can sign their contracts digitally, either after having been asked to do so by email or via our Authors Online app (the actual signing happens in the DocuSign portal).

As part of submitting the contract to the author, other people can be cCd, so they will also know if the author accepts or declines the offer. Once the contract has been signed, the documents will automatically be uploaded to the Klopotek DAM (Digital Asset Management system) and the contract data will be updated (signature done / start date of contract being effective).

Track the digital signature process

You can create text & subject line templates for sending contracts to your authors for signing, and you also have the option of automatically sending a reminder after a specific period of time (or cancelling the offer) in case you did not receive an answer.

'Envelopes' for your sending your contracts

Submitting your contracts to your authors for signature is easy, as the embedded DocuSign APIs are used for creating 'envelopes' that contain all relevant information. An envelope consists of a list of documents, a list of recipients, and properties. Thus, in an envelope, you can not only send the contract but also additional documents which don't have to be signed. 'Properties' are elements such as 'subject', 'message', 'notification', and 'date of expiry'.

Other features to make life easier

In Contract Workflow Manager, it is possible to forward tasks, for example, if you want a colleague to follow up. And there is the Workflow History. In this area, you will find detailed information about which task was done by whom and when.

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