shareflex®
CONTRACT MANAGEMENT

FEATURE OVERVIEW

CONTRACT CREATION

- User-friendly interface
- Convenient contract capture
- Scan & Detect
- Microsoft Office Template Management
- Automated contract creation from metadata, external databases/ERP systems
- Optional use of textmodules/boiler plates

CONTRACT MANAGEMENT

- Dates & Deadlines
- Email notification
- Automatic due date calculation
- Creation of contractual relationships
- Flexible metadata and full text search
- Integrated document management
- Permissions management
- Business partner management

PROCESSES & WORKFLOWS

- Rule-based and ad-hoc workflows
- Graphical workflow designer
- Contract release and approval processes
- Automatic update of cancellation dates

INTEGRATION

- Contract files in Outlook
- ERP integration (SAP, Microsoft Dynamics (365), ...)
- Integration with Microsoft Teams
- Master data reconciliation
- Third party integration

REPORTING

- Lists, groupings, totals
- Graphical views and charts
- Excel export
- Individually configurable

ARCHIVING

- Audit-proof archiving