

shareflex[®] – FEATURE OVERVIEW

CONTRACT ONLINE

CONTRACT CREATION

- ✓ User-friendly interface
- ✓ Convenient contract capture
- ✓ Scan and recognize
- ✓ Microsoft Office template management
- ✓ Automatic contract creation from meta data, external databases/ERP systems
- ✓ Optional use of text modules/boiler plates

CONTRACT MANAGEMENT

- ✓ Dates and deadlines
- ✓ Email notification
- ✓ Automatic key date calculation
- ✓ Creation of contractual relationships
- ✓ Flexible search via meta data and full text
- ✓ Integrated document management
- ✓ Permission management
- ✓ Business partner management

PROCESSES & WORKFLOWS

- ✓ Rules-based and ad-hoc workflows
- ✓ Graphic workflow designer
- ✓ Freely configurable contract release and approval processes
- ✓ Automatic update of the key dates of cancellation

INTEGRATION

- ✓ Contract files in Outlook
- ✓ ERP integration (SAP, Microsoft Dynamics (365), ...)
- ✓ Integration in Microsoft Teams
- ✓ Master data adjustment
- ✓ Integration of third-party systems

REPORTING

- ✓ Lists, groupings, sums
- ✓ Graphical views and diagrams
- ✓ Excel export
- ✓ Individual customization

ARCHIVING

- ✓ Audit-proof archiving