

shareflex[®] – FEATURE OVERVIEW

CONTRACT MANAGEMENT

CONTRACT CREATION

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

PROCESSES & WORKFLOWS

- ✓ Integrated workflow management system
- ✓ Graphic workflow designer
- ✓ Freely configurable contract release and approval processes
- ✓ Automatic update of the key dates of cancellation

REPORTING

- ✓ Lists, groupings, sums
- ✓ Graphical views and diagrams
- ✓ Excel export
- ✓ 18 predefined standard reports
- ✓ Individual customization with report wizard

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

INTEGRATION

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

ARCHIVING

- ✓ Audit-proof archiving
- ✓ Connection to storage systems (NetApp, EMC, GRAU DATA...)
- ✓ Integration of existing ECM/DMS systems (d.3ecm, Saperion, easy, ...)
- ✓ Manual and rule-based archiving