

# CONTRACT EXPRESS

## How to

# Install Contract Express Author and Negotiator

### Overview

This guide outlines the minimum system requirements for Contract Express version 8.

It also describes the steps to install the Author and Negotiator tools and how to connect them to your Contract Express server.

## 1. System Requirements

### Contract Express web application

#### Supported operating systems

- Windows 7 or Windows 10
- macOS 10.14 (Mojave)

#### Supported internet browsers

- Chrome
- Firefox
- Internet Explorer 11
- Microsoft Edge
- Safari 12 or later

Contract Express may work in older versions and other browsers not listed here, but your functionality may be reduced.

### Contract Express Author and Negotiator tools

#### Software pre-requisites

- Microsoft® Word 2013, 2016 or 2019
- Microsoft .NET Framework 4.7.1 or newer
- Visual Studio Tools for Office Runtime

Please note that the Contract Express Author and Negotiator tools are not compatible with Word for Mac or online versions of Microsoft Office.

### Hardware

- Computer with 2 GHz dual-core or faster processor
- At least 1 GB of RAM
- At least 2 GB of available space on hard disk

## 2. Contract Express Author

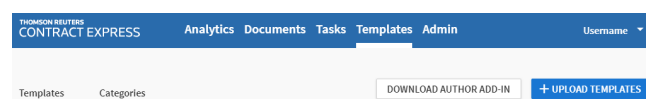
Contract Express Author is our Word-based tool for creating templates for use within Contract Express.

### Installing Contract Express Author

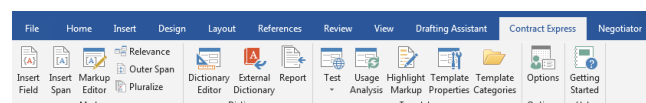


You must have Author or Administrator permissions in Contract Express to access the installation files.

1. Close Microsoft Word and Microsoft Outlook.
2. Sign into Contract Express and navigate to the **Templates** tab.
3. Click the **Download Author Add-in** button to download the installer to your local hard drive.



4. Right click the file and select **Run as administrator**.
5. Follow the on-screen instructions to complete the installation. Once the installation is complete, you should see a confirmation message.
6. Open Word. You should now see the **Contract Express** tab on the Word ribbon; this is Contract Express Author.

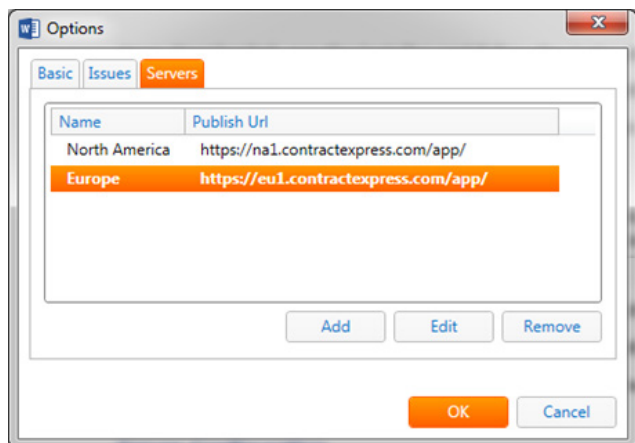
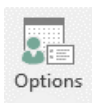


## Connecting Author to Contract Express

You can only connect to one instance of Contract Express at a time. However, you can set up and store multiple connections and switch between them.

To configure your Contract Express connection or modify existing connections:

1. Click the **Options** button on the Contract Express ribbon.
2. Navigate to **Servers** to see your connections list.



3. From here, you can add, edit, select or remove connections:
  - To add a new connection, click **Add**, give the connection a name and enter your server URL.
  - To edit a connection, select the connection, click **Edit**, and modify as desired.
  - To select an existing connection, choose it from the list.
  - To remove a connection, select the connection and click **Remove**.
4. Click **OK** to save your changes.

## Confirming the connection

Click on the **Test** button in the ribbon and select **Contract Express** from the list of options.



This will open Contract Express in your default browser using your selected Contract Express connection.

## 3. Contract Express Negotiator

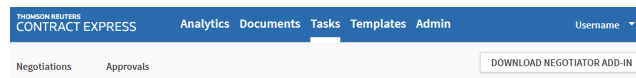
Contract Express Negotiator is our Word-based tool for tracking and reviewing any manual changes made to documents downloaded from Contract Express.

## Installing Contract Express Negotiator

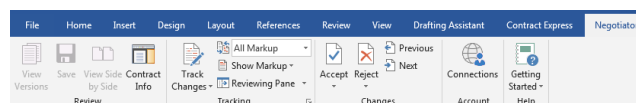
1. Close Microsoft Word and Microsoft Outlook.
2. Sign into Contract Express and navigate to the **Tasks** tab. If you cannot see Tasks, you may not have the

required permissions or the feature may not be enabled. Please consult your Contract Express administrator for more details.

3. Click the **Download Negotiator Add-in** button to download the installer to your local hard drive.



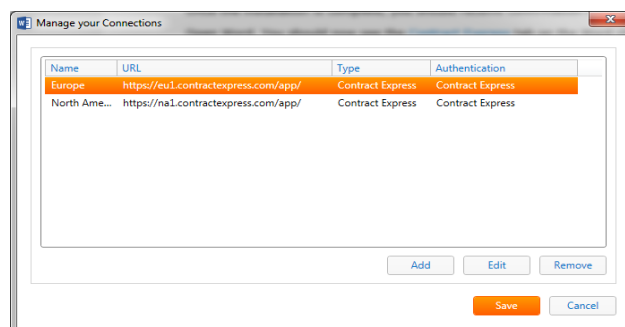
4. Right click the file and select **Run as administrator**.
5. Follow the on-screen instructions to complete the installation. Once the installation is complete, you should see a confirmation message.
6. Open Word. You should now see the **Negotiator** tab on the Word ribbon.



## Connecting Negotiator to Contract Express

To configure your Contract Express connection or modify existing connections:

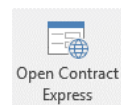
1. Click the **Connections** button on the Negotiator ribbon to see your connections list.



2. From here, you can add, edit, select or remove connections:
  - To add a new connection, click **Add**, give the connection a name, enter your server URL and select the connection type.
  - To edit, select or remove a connection, follow the same instructions provided for Contract Express Author.
3. Click **Save** to save your changes.

## Confirming the connection

Click on the **Open Contract Express** button in the ribbon to open Contract Express in your default browser using your selected Contract Express connection.



If you require further assistance, please contact our support team at [contractexpress-support@tr.com](mailto:contractexpress-support@tr.com).