Contract Express

Functionality | FAQ
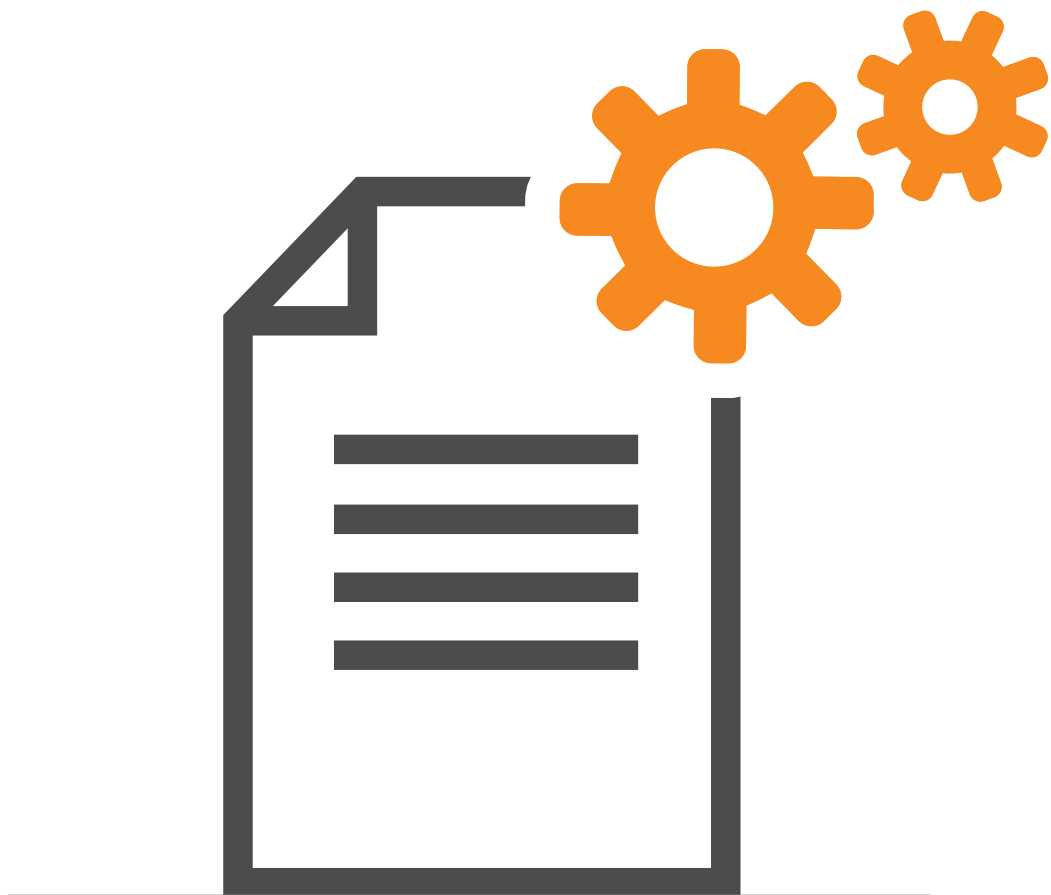
FAQ – Functionality

What languages does Contract Express support?

The site buttons are in English, however the questionnaires and documents may be in any language supported by Word.

The system uses 'Locales' to provide deeper support for certain languages. The locales supported are - English UK, English US, French, French Canadian, Dutch, Danish.

If a locale is supported, then when a user enters a number in digits, or a date, then the system can translate and put into documents the full written form in that language.

What format of documents can be generated?

Though Templates must start as .docx files, documents can be generated as .dox, .rtf, .docx or .pdf.

Can I share documents with other users?

Yes, the interface offers sharing capabilities with individual users or groups to collaborate on documents.

Can I share documents with people outside the organisation?

Yes, if your licence and set up enables this, the system supports inviting people to complete a questionnaire via email.

Can I set up Work Flows?

Yes, the system supports multiple workflows being generated. These can be set to always trigger, or only when certain questionnaire criteria are met.

If using forms based authentication, email notifications may be sent out to relevant parties.

Several workflows can be set on a single questionnaire to run either at once or in sequence.

Can I use e-signatures with the tool?

Currently the system integrates with DocuSign and you may use your DocuSign licence from the generated documents page (if your administrator has enabled this).

We are working on introducing compatibility for other e-signature solutions in the future.

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Does the system enable reporting?

Yes, reports may be generated to show over the space of a month how many documents have been generated and by who.

Would the documents produced on the system be accessible via our knowledge management system, or would they only sit within the system?

By default they sit within the system only. It would be possible to develop an integration using our API.

Can I use search with Contract Express?

The tool allows for a basic text search to help quickly find templates to use, and also gives filtering options for them to check through generated contracts. Search of content is not possible.

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