

Have Questions? Call and speak to a sales representative: 800-460-9052

MOST POPULAR

Team

\$ 399
per month

Included Features

- Unlimited Storage
- 10 Full Users Included
- Unlimited Workflow Users
- Unlimited Contract Request Users
- Contract Request Portal

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Enterprise

\$ 999
per month

Included Features

- 20 Users Included
- Single Sign-On
- Add Unlimited Users
- Unlimited External Access

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Contract Management Features

Contract Data Management Feature	Team	Enterprise
General Data Management		
Centralize unlimited contracts	/	/
Securely access from anywhere	/	/
Import existing contracts	/	/
Create new contracts	/	/
Track contract stage	/	/
Configurable by Contract Type		
Configurable data entry forms	/	/
Configurable required fields	/	/
Configurable default fields	/	/
Configurable Validation Rules	/	/
Maintain Unlimited Records related to		
Contract information	/	/
Document information	/	/
Parties information (vendor, customers, employees)	/	/
Tasks information	/	/
Workflow information	/	/
Maintain lists (State, County, Contract Type etc)	/	/
Link related contracts	/	/
Data export utility	/	/
unlimited custom fields	/	/
Data import utility	/	/
Create unlimited custom tables	/	/
Create custom table relationships	/	/

Contract Document Management Features	Team	Enterprise
Add existing or create new contracts	/	/
Store any type of contract document	/	/
Unlimited document storage	/	/
Document OCR engine	/	/
Global text document search	/	/
Revision tracking	/	/
Word to .PDF conversion	/	/
Document check in and check out	/	/
Document locking	/	/
Revision comparison tool	/	/
.PDF/Any Image Files to Word conversion	/	/

Contract Task Management	Team	Enterprise
Automated email task reminders	/	/
Group, Sort, Share and Export task lists	/	/
Key Performance Indicator Summary Badges	/	/
Report Tasks by Individual or All users	/	/
Scheduled Task Reports to Email	/	/
Task summary dashboard with Graphs	/	/
Track contracts through the entire contract lifecycle	/	/
Track important milestone dates and obligations	/	/
Track unlimited contract related tasks	/	/

User Administration	Team	Enterprise
Manage Users - Add, Edit, Delete	/	/
Manage Roles - Add, Edit, Delete	/	/
Assign Roles To Users	/	/
Control Access Rights - Read, Write, Full	/	/
Control access by contract type	/	/
Control the functions users access	/	/
Control Administration Rights	/	/
Manage User Properties - Email, Department etc	/	/
Manage external user access	/	/

User Request Portal	Team	Enterprise
Allow users to request contracts from anywhere	/	/
Assign required data elements for request	/	/
Upload contract & supporting documents	/	/
Email & In-system alerts for incoming requests	/	/
Request additional information from requester	/	/
Requestor can track the status of contract requests	/	/

Electronic Signatures	Team	Enterprise
DocuSign integration*	/	/
Send contracts for eSignature in seconds	/	/
Send signature request to internal & external signers	/	/
Sign contracts from anywhere on any device	/	/
Track signature status within ContraxAware	/	/
Place signature and initial tags on any document	/	/
Receive emails as signatures are completed	/	/
Receive an email when signatures are overdue	/	/
Signed contract saved directly in contract record	/	/

Workflow Automation Features	Team	Enterprise
Create unlimited Workflow Templates	/	/
Assign default Approval, Signature WF to contract types	/	/
Automate Approvals, Negotiations, Signature and Review	/	/
Initiate Workflows from within Contract Records	/	/
Assign internal and external users	/	/
Assign parallel and sequential workflow steps	/	/
1st Approval option - allow one of many users to approve	/	/
Assign due dates to Workflows	/	/
Include access to contract record details and documents	/	/
System generated, automatic emails to assigned user	/	/
Link from email to workflow and contract details	/	/
Simple single page, single click Accept / Reject	/	/
On-screen prompts guide users through WF steps	/	/
Track Workfow Current Status, current step	/	/
Remind Users of workflow assignment and due dates	/	/
Be alerted of upcoming and overdue workflows	/	/
Email alerts for completed and overdue WF's	/	/
dashbard/reporting for management of all WF's	/	/

Contract Management Reporting Features	Team	Enterprise
Easily create reports and make better informed decisions	/	/
Built in reports in Grid, List, Charts or Timeline formats	/	/
Search and Filtering capabilities to drill down on data	/	/
Group and Sort your contract data to better organize categorize and locate information	/	/
Print, Export, Share and Email reports to share with executives, department managers, vendors and partners	/	/
Display contract parties locations on interactive map	/	/
Calender reports to display tasks and date related info	/	/
Crosstab reports to Group and total data in pivot table style	/	/
Display data that have start and end dates in a Gantt chart	/	/
Show and compare your data using pie, bar & line	/	/
Summarize and group large data setswith calculated totals	/	/