Contract Management Demo

## Overview

This demo is built off of the Business Process Library Contract Management processes. Its purpose is to show how Laserfiche can handle contract management out-of-the-box using a pre-built template. This template can be expanded, but the existing framework provides a starting place for organizations who are looking for a contract management solution.

The demo will look like a template process, with Forms tasks like “Internal Approval – Approver 1”. This is intentional since the objective here is to show that this template can be easily implemented by simply changing some task names and who the tasks are assigned to.

The “demo ready” portion of these contract management templates is the **New Contract** process. This will walk through a contract request, initial drafting, approvals and contract execution.

2nd Review & Approval

Preliminary Review

Contract Authoring

Initial Draft

Contract Request

Archive to Records

Execute Contracts

Collect Signatures

Committee Review & Presentation

External Review & Approval

## Business Process Library Templates (Optional)

This demo often starts with going to the Forms process management page. Here we discuss all the contract management templates available and walk through how straightforward the modification of the templates can be.

|  |  |  |
| --- | --- | --- |
| Step | Clicks | Talking Points |
| 1. | Login to Forms as Laserfiche/l if not logged in already |  |
| 2. | Go to Processes page and click on the Process column to sort them by ascending order | Here we see a list of contract management templates  Designed specifically for managing the creation and lifecycle of contracts  One process can trigger the next to streamline the management of a high volume of agreements or the processes can be initiated on an ad-hoc/exception basis |
| 3. | Open New Contract Process, which brings you to the Process Modeler | Introduce Forms process modeler and business process template  Annotations make it easy to modify |
| 4. | Scroll to the right to the **Internal Review and Approval** stage | To get this up and running, you can just change users or you can add additional steps and decisions |

## Preparing the Demo

* Forms (Laserfiche / password: l)
* Discussions (Laserfiche / password: l)
* Web Access (Laserfiche / password: l)

## New Contract Process

Now that we have seen the template, we can walk through the New Contract process.

|  |  |  |
| --- | --- | --- |
| Step | Clicks | Talking Points |
| 1. | Open Chrome and go to the Bookmarks bar  Open Contracts Folder > **New Contract Request** |  |
| 2. | Fill out the form with the following data:   1. Company: Data Design 2. Contract Title: New CRM 3. Type: Services 4. Effective date: any future date 5. Expiration date will trigger other processes 6. Deadline: **at least 7 days in the future** 7. Do not upload a draft 8. Is the contract being drafted by another party? **No** | The data being submitted matches the sample document |
| 3. | Submit and click “Return to Inbox.” |  |
| 4. | Open Task – “Initial Draft by Legal” | This is a task for submission of the first draft that will be saved into Laserfiche |
| 5. | Upload Draft and Template, then Submit   1. Is the contract based off a template? **Select Yes** 2. Libraries>Uploads>Contract Management: upload Contract – Data Design and Contract Template | These files will be saved to Laserfiche as a single entry with version tracking |
| 6. | Open Task – Authoring by Legal | This draft is then sent out to the team who review and continues drafting  Contract ID is generated automatically  Contract summary is available in the Forms task details |
| 7. | Click on the link to the contract folder, which will open in Web Access | From the folder view, you can see:   * Processes Pane – action history * Indexing information |
| 8. | Compare version history in Word by clicking “2 versions” in the Metadata pane, then comparing the selected versions: | The Word document will show redline version of any edits made between the template and the first draft |
| 9. | Open Discussions Pane and click “Start a new follow-up” | Individuals on this contracts team can also have discussions during the drafting process |
| 10. | Add a checklist using Discussions:   1. Review Terms 2. Confirm Legal Names 3. Add Late Payment Clause | Whenever anyone completes a checklist item, their user name is listed |
| 11. | Return to Forms task and click “Submit” |  |

## Approval Process

This next section is going to be a string of approvals.

|  |  |  |
| --- | --- | --- |
| Step | Clicks | Talking Points |
| 1. | Open Task – “Review Approval by Manager”  Check “Preliminary Review Completed” | Manager review the draft before it is released for official internal review |
| 2. | Open Tasks – Approval by Legal Reviewer, Reviewer 1, Reviewer 2  Approve and submit all tasks | These are template names on purpose and can easily be changed to reflect the actual reviewers within your organization  Approval is required from all three reviewers before the contract moves on in the process  If anyone rejects the contract, it goes back to drafting stage |
| 3. | Open Task – Review by External Party | Now that the contract has received all necessary internal approvals, it is sent out for external review  A task is sent to the vendor and they are invited to participate in this process even though they are not an employee **(Community license)** – If you don’t want to talk about Community Licenses, this could also be a task for the contract administrator to record vendor feedback  Community license allows users to take actions in Forms and participate in discussions that they’ve been granted access to |
| 7. | Click on the link to the contract folder, which will open in Web Access | From the folder view, you can see:   * Processes Pane – action history * Indexing information |
| 8. | Compare version history in Word by clicking “2 versions” in the Metadata pane, then comparing the selected versions: | The Word document will show redline version of any edits made between the template and the first draft |
| 9. | Open Discussions Pane and click “Start a new follow-up” | Individuals on this contracts team can also have discussions during the drafting process |
| 10. | Add a checklist using Discussions:   1. Review Terms 2. Confirm Legal Names 3. Add Late Payment Clause | Whenever anyone completes a checklist item, their user name is listed |
| 11. | Return to Forms task and click “Submit” |  |
| 12. | Open Task and approve – “Review by Committee (Presentation) |  |
| 13. | Open Task – Signature and Execution | In this template, the collection of signatures happens outside of Laserfiche. If desired, contract signature could take place with Laserfiche’s integrations with DocuSign or SIGNiX.  Since signatures are collected outside of Laserfiche, the last task is to confirm the signature and execution of the contract and upload the signed copy. |
| 14. | Enter names of signatories |  |
| 15. | Upload Signed Contract – Data Design.pdf and add a timeline for compliance review |  |
| 16. | Demo Complete |  |

## Forms Reporting Tools (Optional)

We have just seen the process, but there are also other tools that are baked into managing contracts with Laserfiche. One of the most important is reporting.

Chrome > Contract Management > **Operational Dashboard / Reports**

*Make sure you change the date and time settings to* ***8/9/2016****, otherwise all the running instances will be overdue.*

* Operational Dashboard
  + Here supervisors have a view of all the contracts currently being worked on, who is working on them and if anything is in danger of being overdue
* Click on the Reports tab
  + Itemized reports that are available for download

## Contract Search (Optional)

Alternately, contract administrators can manually kick off processes by running a search for all of the contracts in the system.

1. Click on the link for Contract Search in the Contract Management folder in Chrome
   1. This will open up a new form to specify the type of contracts you want to manage
   2. Search for all contracts
   3. You will see a list of contracts returned with available processes to run

Because everything is managed by Laserfiche, you end up with a portal-like view of everything within your system and instead of running processes based on trigger dates, you have the opportunity to also kick start action on contracts within the system.

## Contract Lifecycle Management (Talking Points)

The new contract process is now complete, but it can trigger other processes that are available in this set of templates. For example, renewals can be triggered upon nearing of contract expiration dates.