I-CONTRACKS

Simplified Document-Centric

Automated Contract Management

- I-ConTrackS is a smart contract management solution **designed to empower businesses** by automating and streamlining contract-related processes.

- It's **not a substitute for legal expertise** but a powerful tool that enhances efficiency, governance, and compliance across your organization.

- It **facilitates your digital transition** from your existing system or manual contract management to a modern, automated AI-powered cloud solution.

IMBALI
Customised Solutions

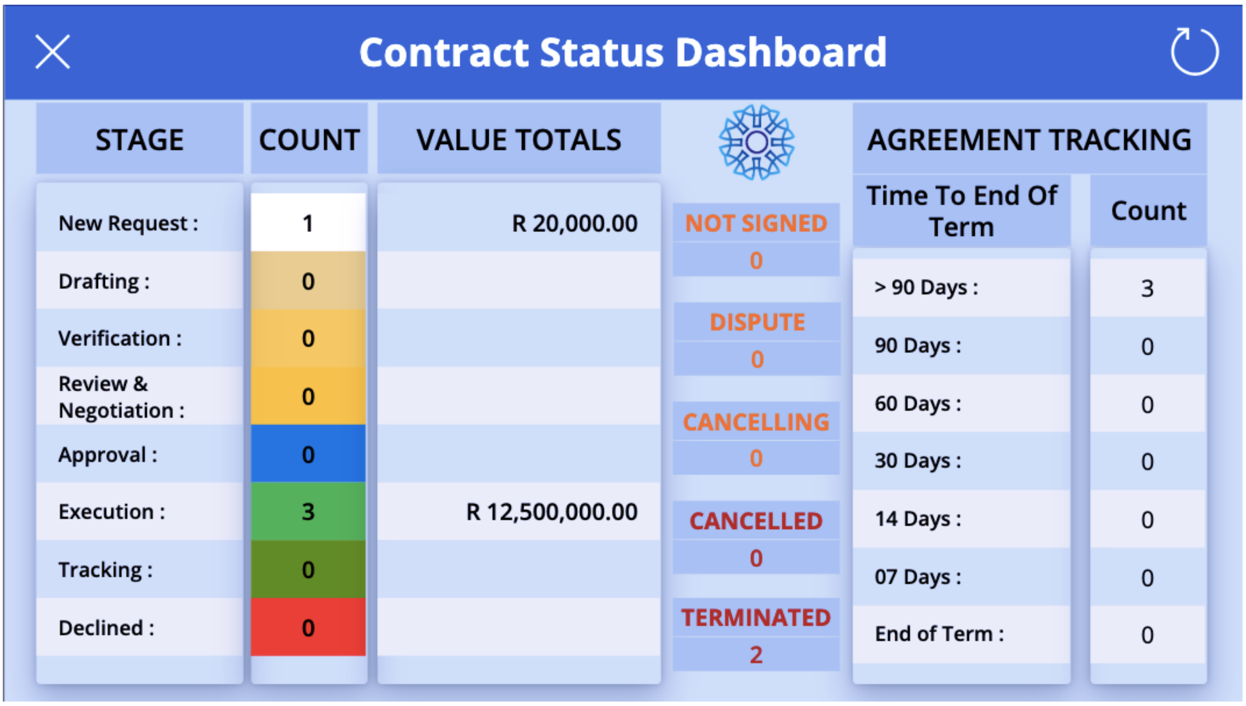
What I-ConTrackS Does For You:

Our user-friendly solution is designed for entities of any size across various industries, addressing pain points **in departments such as:**

- **Legal:** Manage legal contracts, compliance documents, and regulatory filings efficiently.
- **Procurement:** Oversee vendor contracts, purchase agreements, and supplier compliance.
- **Finance:** Handle financial agreements, audit documentation, and compliance records.
- **Executive:** Facilitate executive decision-making with centralized access to critical documents.
- **Human Resources:** Manage employment contracts, policy documents, and compliance records.
- **Sales:** Handle sales agreements, client contracts, and service level agreements (SLAs).
- **Operations:** Oversee vendor contracts, service agreements, and operational procedures.
- **IT:** Manage software licenses, service contracts, and IT governance documents.
- **Marketing:** Manage contracts with agencies, freelancers, and media partners.

This document is a practical guide to assess if I-ConTrackS aligns with your operational needs.

I-ConTrackS customisable Dashboard:



What Makes I-ConTrackS Unique

1. Document-Centric:

- **Benefit:** Version control, metadata tagging, check-in/check-out functionality, Collaboration, Search and Retrieval, Permissions and Security.

Simplified Setup:

- **Benefit:** Streamline your setup process with simple instructions from the I-ConTrackS setup guide, making it optional to grant our technicians access to your environment for setup.

2. Seamless Integration with Existing Tools

- **Benefit:** Leverage SharePoint as your data source and enjoy seamless integration with MS Teams and Outlook for automated approval workflows and notifications.

3. Self-Help Setup Guide

- **Benefit:** Empower your team to configure and set up the solution independently, ensuring security by not requiring external access to your online environment.

4. Cost-Effective Operation: No Dynamics 365 License Needed

- **Benefit:** Operate efficiently without the additional expense of Dynamics 365 licensing, making it a budget-friendly choice.

5. Transparent Pricing

- **Benefit:** Experience peace of mind with our clear, upfront pricing—no hidden costs or surprises, including Azure services consumption costs.

6. Easy Office 365 Integration

- **Benefit:** Requires only an Office 365 subscription and Power Apps access from your IT admin, simplifying the integration process.

7. Versatile Application Suite

- **Benefit:** Utilize our integrated suite of five applications independently, with each app requiring user authorization for access, ensuring flexibility and control.

8. Free Microsoft Forms Template

- **Benefit:** Access a customizable Microsoft Forms template at no extra cost, adding value to your investment.

9. Customizable Low-Code Technology

- **Benefit:** We tailor the solution together with your team to expand additional features to suit your unique business needs in a matter of days.

Why I-ConTrackS (Key Differentiators)

SharePoint-Based Security:

- **Built on SharePoint, I-ConTrackS leverages managed access controls to ensure the security and confidentiality of your documents. This robust platform provides secure, role-based access to sensitive information, ensuring that only authorized personnel can view or edit documents.**

I-ConTrackS Significantly Enhances:

- **Decision Making**:
  - Empowers executive-level decisions through centralized document access and tracking.
  - Offers daily status notifications and automated approval workflows to keep decision-makers informed.
- **Administrative Efficiency**:
  - Improve response times with proactive administrative tools.
- **Document Management**:

- Centralize document storage for easy access and management.

- **Agile Governance**:
  - Implement dynamic Delegation of Authority for robust governance and compliance.
- **Standard Operating Procedures**:
  - Ensure adherence to SOPs for consistent operations.

I-ConTrackS Eradicates:

- **Manual System Risks**:
  - Eliminate financial and legal risks associated with traditional manual systems.
- **Document Access Issues**:
  - Prevent loss or access challenges to documents managed under a single user account.
- **Non-Compliance**:
  - Address Delegation of Authority and SOP non-compliance effectively.

We highlight just a few general pain points I-ConTrackS addresses below

Pain Point 1 - Tracking Progress

- Difficulty in tracking contract status

Our Solution:

- Easily monitor the status of contracts through automated notifications and dashboards.
- AI Tracking ensures contracts never go unnoticed.

Pain Point 2 – Unique Agreement Number & Version Control

- Challenges in managing multiple versions of a contract

Our Solution:

- Assign unique agreement numbers and track multiple contract versions to maintain consistency and prevent errors.

Pain Point 3 – Visibility Issues

- Contracts becoming “invisible” or forgotten

Our Solution:

- Prevents contracts from becoming 'invisible' by centralizing all agreements in one accessible repository. Supports OneDrive, Dropbox, and similar platforms.

Pain Point 4 - Compliance Tracking

- Difficulty in ensuring compliance with contract terms

Our Solution:

- Automates Delegation of Authority and compliance checks, ensuring contracts adhere to organizational SOPs.

Pain Point 5 – Data Extraction

- Manual extraction of contract management data

Our Solution:

- Simplifies reporting and decision-making with integrated and secured data fields for structured contract management data sourced from SharePoint with authorised access.

Pain Point 6 - Approval Workflows

- Manual approval processes that causes delays and authority delegation conflicts

Our Solution:

- Activates automated workflows for approvals via Microsoft Teams and Outlook, minimizing bottlenecks.
- App dedicated for you to setup Delegation of Authority using your existing internal Microsoft Entra ID accounts without the need for external or 3rd party IT support.

Pain point 7 – Delegation of Authority

- Confusion or authority uncertainty in the approval sequence

Our Solution:

- Clarifies Approval Hierarchy: Establishes a clear and automated delegation of authority, ensuring everyone knows their role in the approval process.
- Reduces Errors: Minimizes the risk of errors and delays by automating the delegation process, ensuring compliance with organizational policies.

Pain Point 8 – Contract history

- Lost or non-existing documented communication of a contract's existence

Our Solution:

- Centralized Documentation: Maintains a comprehensive and searchable history of all contract communications and versions within SharePoint.
- Enhanced Traceability: Ensures all contract-related communications are documented and easily accessible, providing a clear audit trail.

We are a proud and capacitated

We can further tailor I-ConTrackS to suit your unique needs.

Tailored Enhancements Available for I-ConTrackS:

While the current version of I-ConTrackS offers a robust set of features, we understand that every organization has unique needs. Therefore, we offer the following enhancements upon request to further tailor the solution to your specific requirements:

A. **Drafting contracts**
B. **Reading contract contents**
C. **Extracting contract contents**
D. **Manipulating contract contents**
E. **Providing legal interpretation of contract contents**

These enhancements can be integrated into your existing I-ConTrackS solution after purchase, ensuring that you have the tools you need to manage your contracts effectively.

How I-ConTrackS Works in a nutshell

The I-ConTrackS Main application is the center of interlinking the application suite for a simple but powerful end-user experience.

1. The suite consists of:

- 5 multiplatform apps but from this point forward we will discuss mainly the UX and buttons of the I-ConTrackS Main app.

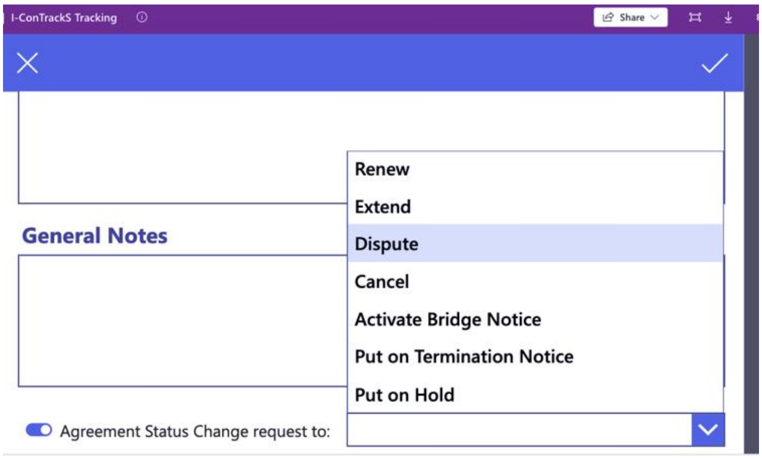
- **"Upload Agreements and New Requests" button:**
  1 Microsoft Form for the end-users to submit requests via the **"Upload Agreements and New Requests" button** to their relevant legal office/department for a new agreement to be drafted. This submitted form gets received by the ***"Request Receiver"*** who primarily would be charged by the "legal" office/department to ensure that the submitted requests conforms to the required standard and completeness.

- **"Review and Approvals" button:**

  Once the *"Request Receiver"* is satisfied with the submission will he/she activate the **"Review and Approvals" button** to do a submission to the *"Draft Request Approver"* that is tasked to review the completed request and decide whether it is in order for an agreement/contract to be drafted. At this stage the review and approval process automation is activated. The centralized and structured back and forth collaboration messaging and approval decisions between *"Request Receiver"* , *"Draft Request Approver"* ,*"Legal Reviewer"*, *"Financial Reviewer"* and *"Final Approver"* is streamlined, documented and also extended to automated alerts and approval actions via Microsoft Teams and Outlook.

- **"AI Tracking" button:**

  The *"Request Receiver" or "Draft Request Approver"* will use the **"AI Tracking" button** to activate the tracking of agreements that have been approved by the *"Final Approver"* with all signatures appended. This button is also used where a status change request needs to be activated in the case for example a Dispute arises etc.



This selection and submission will follow a similar approval process with solution starting by prompting the *"Legal Reviewer"* until the *"Final Approver"* decision decides if I-ConTrackS will change the agreement status in Sharepoint and alert all stakeholders.

The "Other Party" in the agreement only receives notifications of Termination automatically. All notifications remains internal, confidential and secure.

1. Delegation of Authority - CRITICAL

Use Supplied App named I-ConTrackS Delegation of Authority as follows:

The individuals or accounts selected using this app by your authorized user are from your organizations Microsoft Entra ID (formally Azure Active Directory). This step is **critical** to apply for the solution to work as intended. The minimum users on Entra ID must be 2 because no user is enabled to assign himself/herself roles.

There are primarily **7 delegation levels** that are required by I-ConTrackS. There is no limit on how many times the same person/account appears in the list but ALL of the levels in the apps delegation list **must** be assigned a person/account.

Delegation of Authority Management

This is where the authorized end-user of a company/entity captures the Delegation of Authority (DoA) as prescribed or approved by their own company/entity policy. The delegation can be changed at any time by the assigned authorized end-user.

The delegated person's email accounts, names, etc., as created by the relevant department that deals with Azure's Entra ID, are already in sync with this application. Therefore, only the company/entity internal staff that have active company email accounts can be added to the list of authorized persons.

Standard Delegations

The following standard delegations are considered in this app, and all of the below must be assigned to a person. A single person can be assigned multiple delegations in line with the flexibility and policies of the organization.

1. **Drafting Request Submission Receiver (Legal)**: Responsible for receiving and initially processing drafting requests.
2. **Drafting Request Approver (Legal)**: Approves the drafting requests before they proceed to the next stage.
3. **Approval Requester (Initiator)**: Initiates the approval process for agreements and contracts.

4. **Departmental Reviewer/Approver**: Reviews and approves requests within their specific department (e.g., IT, HR, Procurement).
5. **Legal Reviewer/Approver**: Ensures legal compliance and reviews legal aspects of the agreements.
6. **Finance Reviewer**: Reviews financial implications and ensures budgetary compliance.
7. **Final Approver**: Provides the final approval for agreements, typically a high-level executive or manager.
8. **Routine Notifications (Oversight)**: Receives routine notifications and oversees the process to ensure compliance and efficiency.
9. **Support (IT Support)**: Provides technical support and ensures the smooth operation of the application.

Dynamic Approval Hierarchy

To accommodate complex approval hierarchies, the app includes the following features:

- **Multi-Level Approval Chains**: Allows for multiple levels of approval within each department. For example, in the IT department, approvals might start with the CTO and then move to the Head of Department (HOD) before involving other departments like Legal, Finance, and the City Manager.
- **Configurable Roles and Limits**: Enables the configuration of roles and their respective approval limits, ensuring that approvals are made within predefined boundaries.
- **Conditional Approvals**: Implements conditional logic to route approvals based on specific criteria, such as the amount involved or the type of contract.

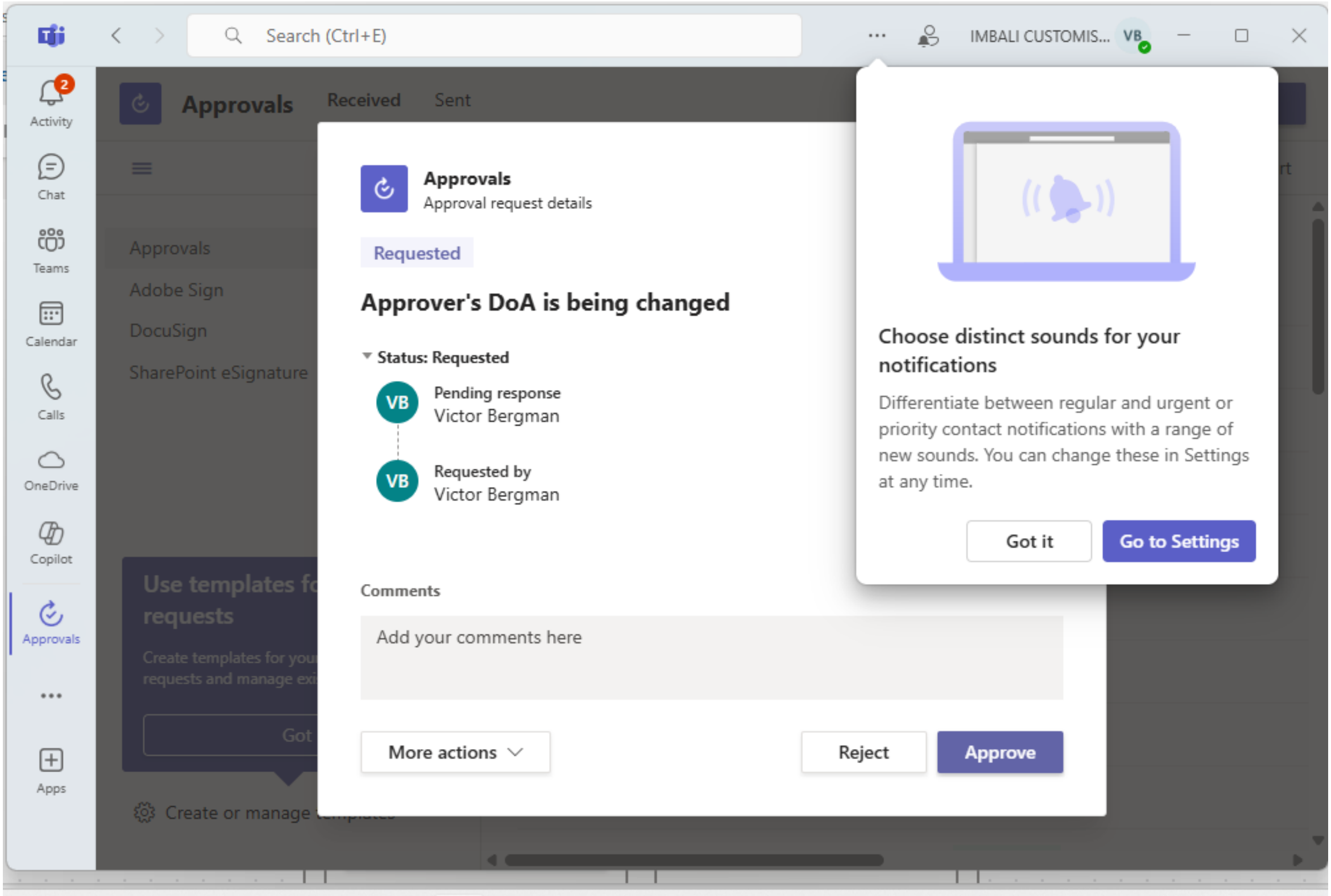
A user is not able to assign himself/herself a role.

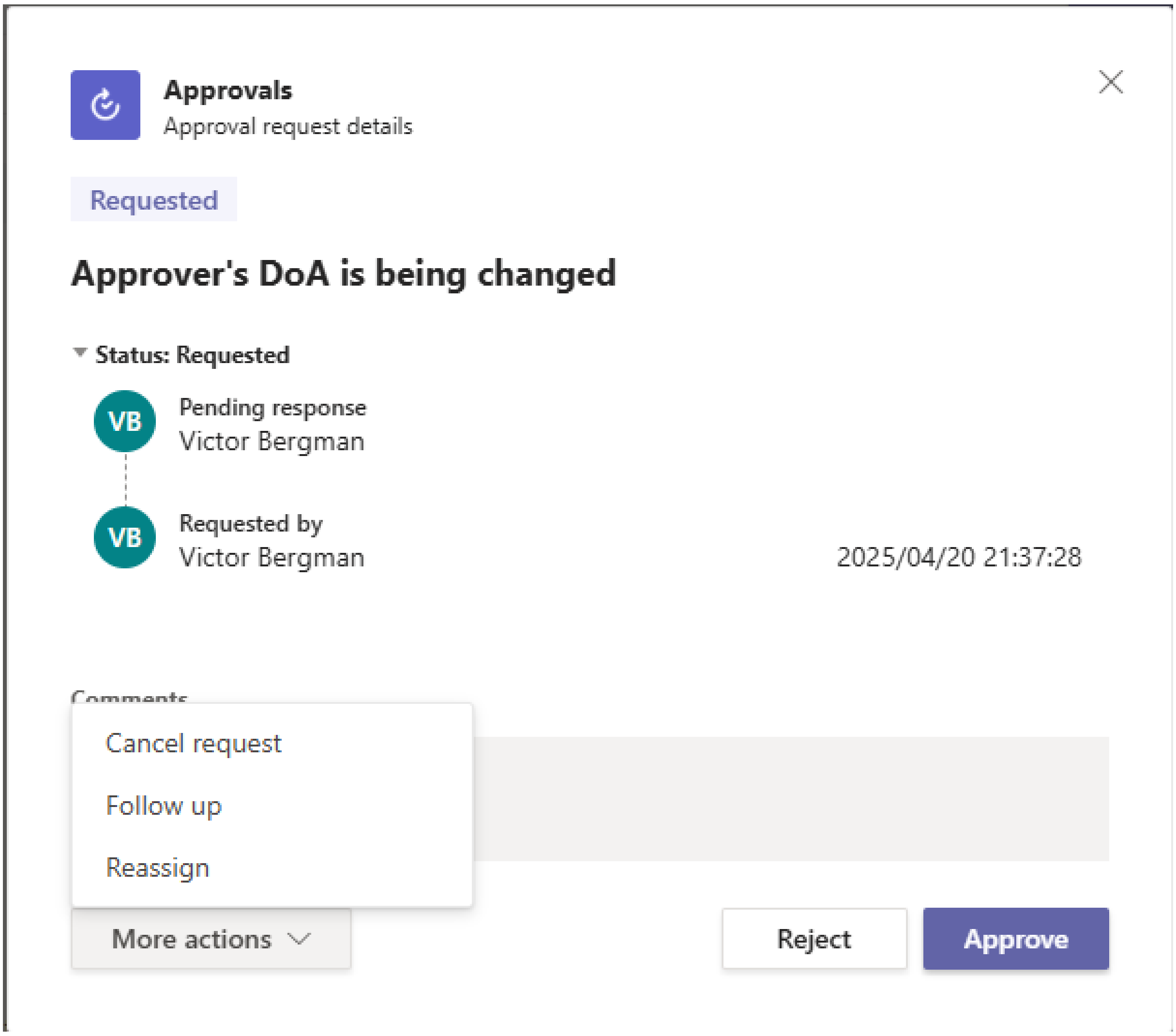
E-mail notifications to alert other accounting officers of any change or addition of roles.

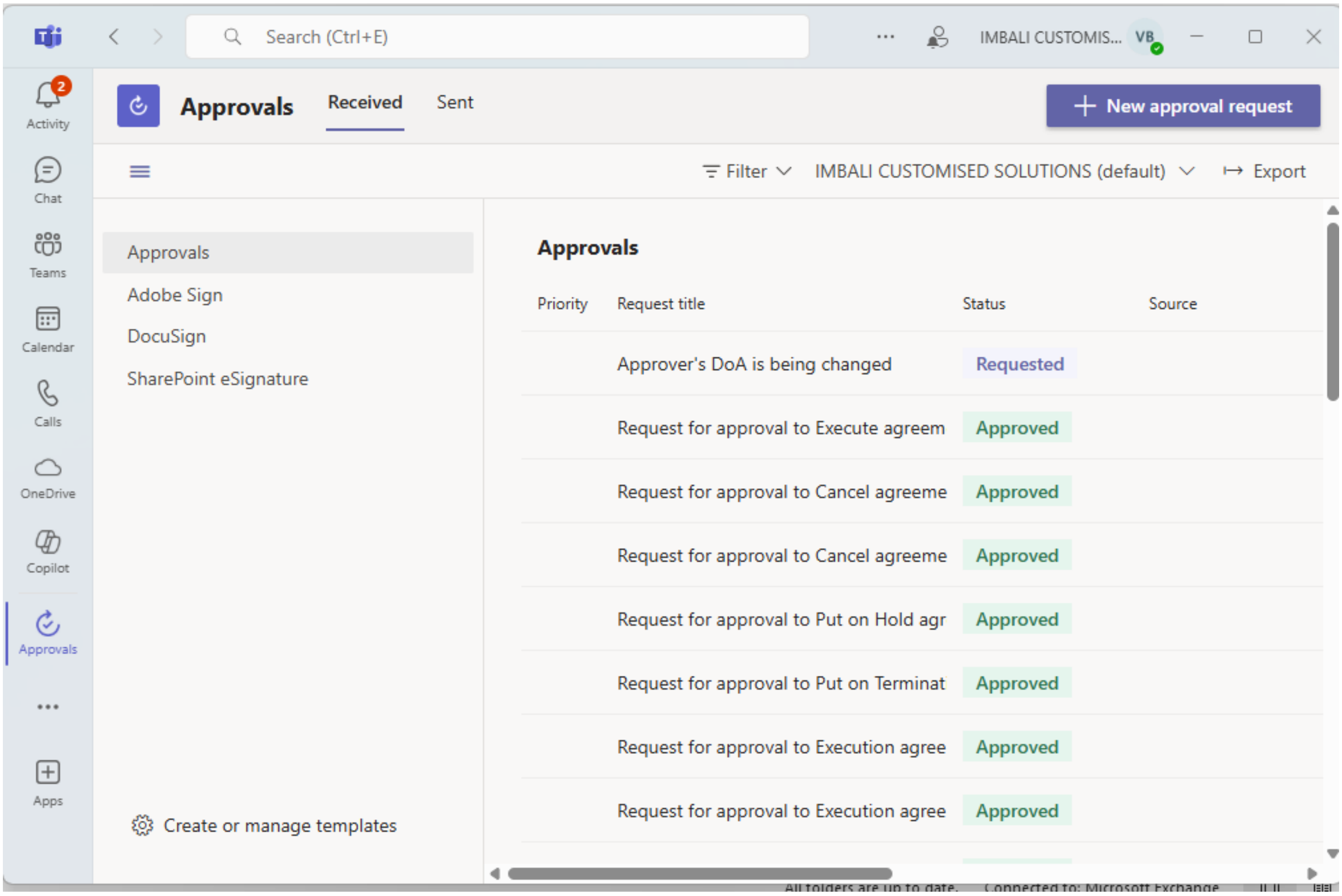
New delegation or changes to existing roles for Finale Approver, Finance Reviewer/Approver and Legal Reviewer/Approver roles require approval.

Below are some demo images:

You start with I-ConTrackS Main app and select the "AUTHORITY SETTINGS" button to launch the "I-ConTrackS Delegation of Authority" app. Enter your Microsoft credentials when prompted.


Search (Ctrl+E)
IMBALI CUSTOMIS...
Activity
Chat
Teams
Calendar
Calls
OneDrive
Copilot
Approvals
Apps
Approvals
Received
Sent
Approvals
Adobe Sign
DocuSign
SharePoint eSignature
Approvals
Approval request details
Requested
Approver's DoA is being changed
Status: Requested
Pending response
Victor Bergman
Requested by
Victor Bergman
Comments
Add your comments here
More actions
Reject
Approve
Choose distinct sounds for your notifications
Differentiate between regular and urgent or priority contact notifications with a range of new sounds. You can change these in Settings at any time.
Got it
Go to Settings
Create or manage


Approvals
Approval request details
Requested
Approver's DoA is being changed
Status: Requested
VB
Pending response
Victor Bergman
VB
Requested by
Victor Bergman
2025/04/20 21:37:28
Cancel request
Follow up
Reassign
More actions
Reject
Approve



2. OneDrive

Simply navigate to your organizations shared drive and copy the link to paste it in the provided space in I-ConTrackS Main app and select the tick button to save it as seen in the image below. This will allow all approved end-users to just select “Your Agreements Folder on OneDrive” button to navigate them to the desired common file directory.

This also works with Dropbox and other similar file repositories.

3. Automated Daily Notifications

As a result of the tracking, daily routine status notifications are sent to a dedicated e-mail address of your choice over and above the Approval related notifications.

Routine Notification - Tracking Automation Completed Successfully

VB Victor Bergman — Today at 00:01

To: I-ConTrackS Notifications

Good day,

Please be advised that this is a daily routine notification.

Tracking Automation checks agreements twice a day at 00h01 and 17h01, 7 days a week. If this notification does not reach you at least once daily, please let us know by sending us an e-mail to IConTrackS@imbalicsdev.onmicrosoft.com to report it.

You will be notified by this automation on how close any agreement is to its expiration date using the following duration left before an agreement's end of term: ***90 Days, 60 Days, 30 Days, 14 Days, 7 Days*** and one on the actual date ***when the agreement terminates.***

Regards

Below is a termination date reminder notification example:

30 DAYS NOTIFICATION

VB Victor Bergman — Tuesday, 03 December 2024 at 00:00

To: I-ConTrackS Notifications; Diego Siciliani; email@emails.com

Good day,

End of Agreement Date is 30 DAYS from today for agreement no SLA-CFO-2024-71 from the entity My Company.

Regards
ICLMS

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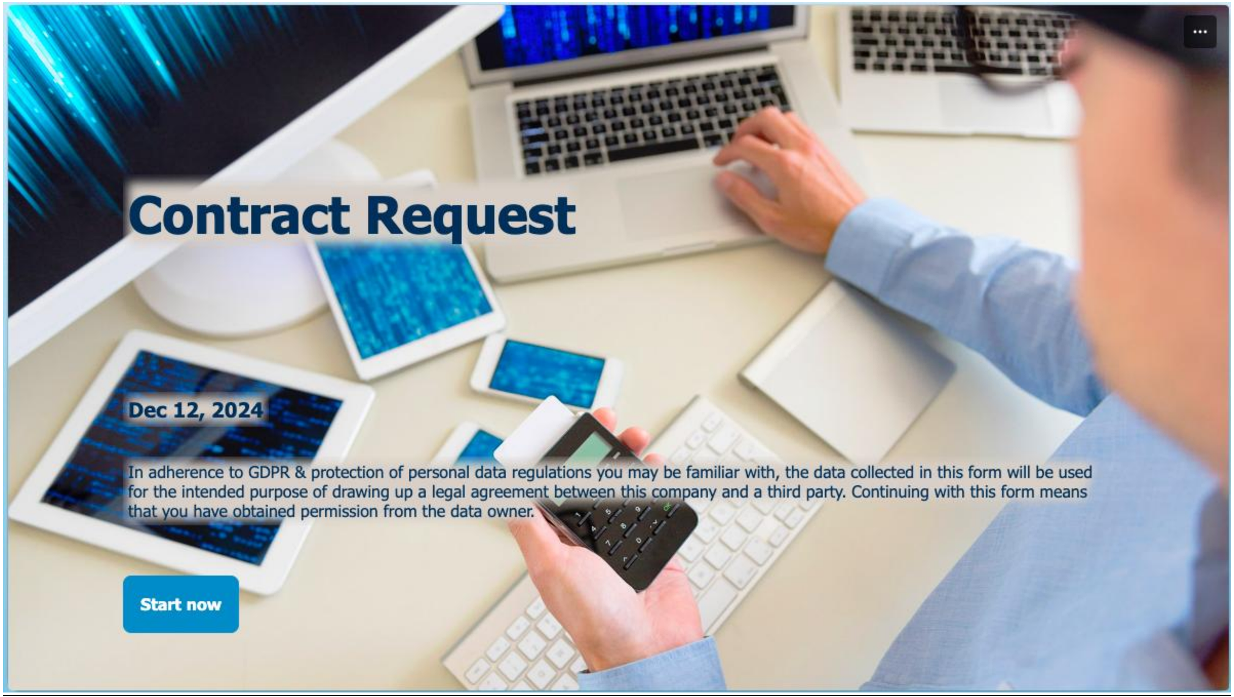
4. Upload Agreements and New Requests

This function is optimized to be user friendly and to ensure that, we intentionally used a familiar environment such as a Microsoft Forms.

This form may also be repurposed for other intentions other than for purposes that resemble or replaces I-ConTrackS.



Contract Request

Hi, Victor. When you submit this form, the owner will see your name and email address.

* Required

Request the drafting of a NEW Agreement or upload an EXISTING Agreement

1. Request the drafting of a new agreement. *

- Yes
- No - Upload Already Approved Agreement/s

Next

Contract Request

* Required

REQUEST DRAFTING OF A NEW AGREEMENT

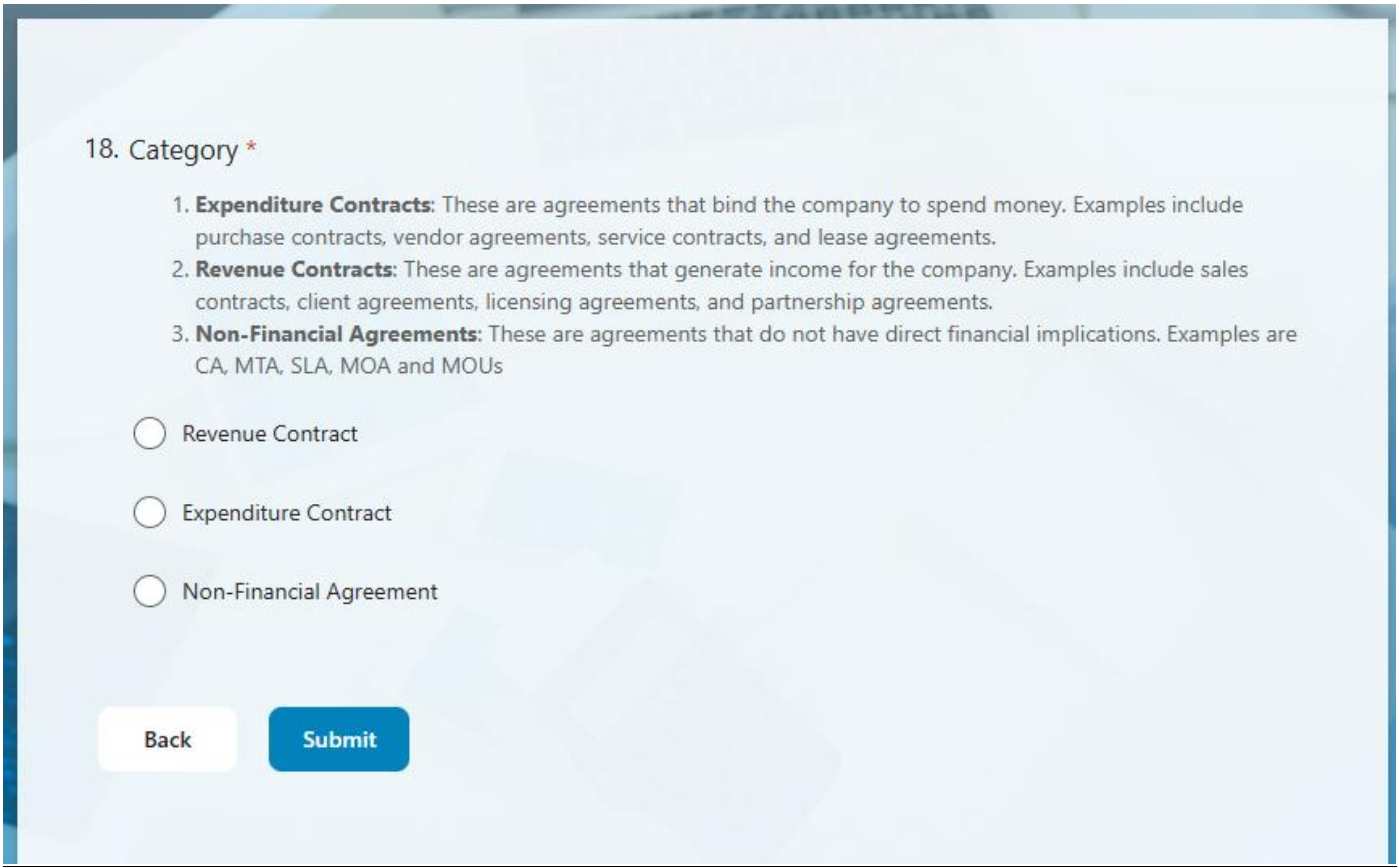
2. Service Support/Objective *

Enter your answer

3. Your First Name *

Enter your answer

4. Your Last Name *



18. Category *

1. **Expenditure Contracts**: These are agreements that bind the company to spend money. Examples include purchase contracts, vendor agreements, service contracts, and lease agreements.
2. **Revenue Contracts**: These are agreements that generate income for the company. Examples include sales contracts, client agreements, licensing agreements, and partnership agreements.
3. **Non-Financial Agreements**: These are agreements that do not have direct financial implications. Examples are CA, MTA, SLA, MOA and MOUs

○ Revenue Contract

○ Expenditure Contract

○ Non-Financial Agreement

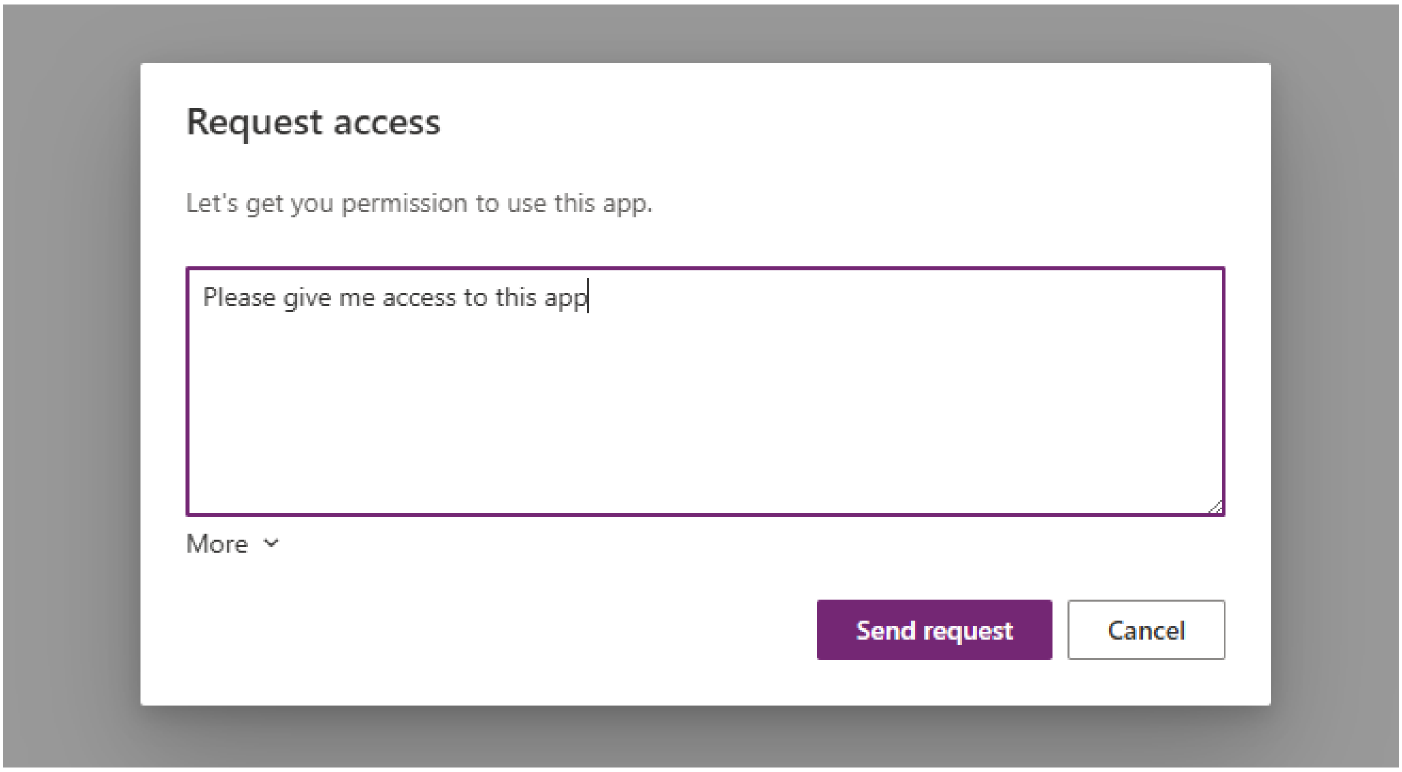
Back Submit

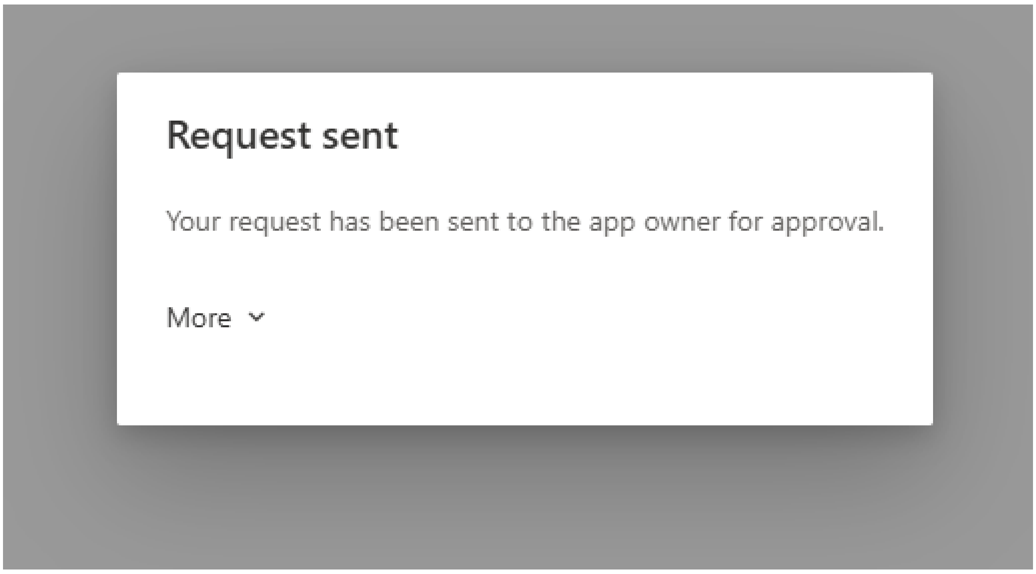
5. USER ACCESS REQUESTS:

There are two methods used for user to gain access which are…

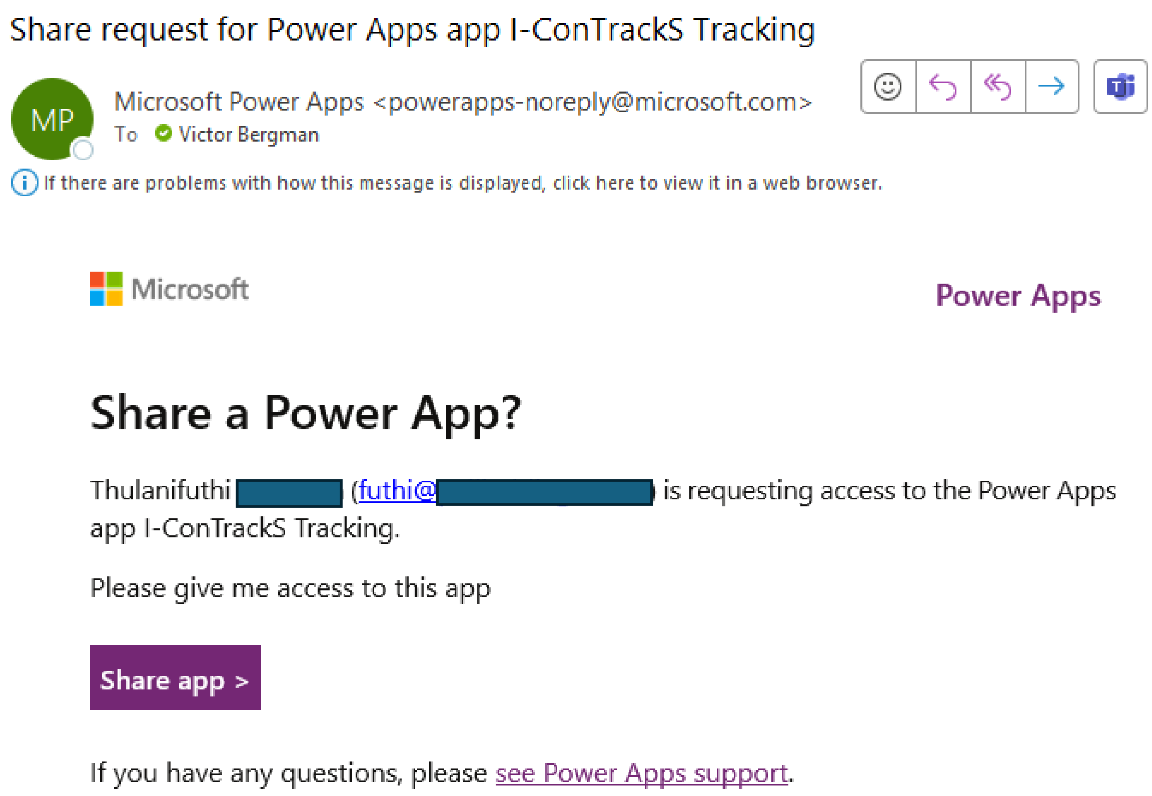
A) User initiated access request:

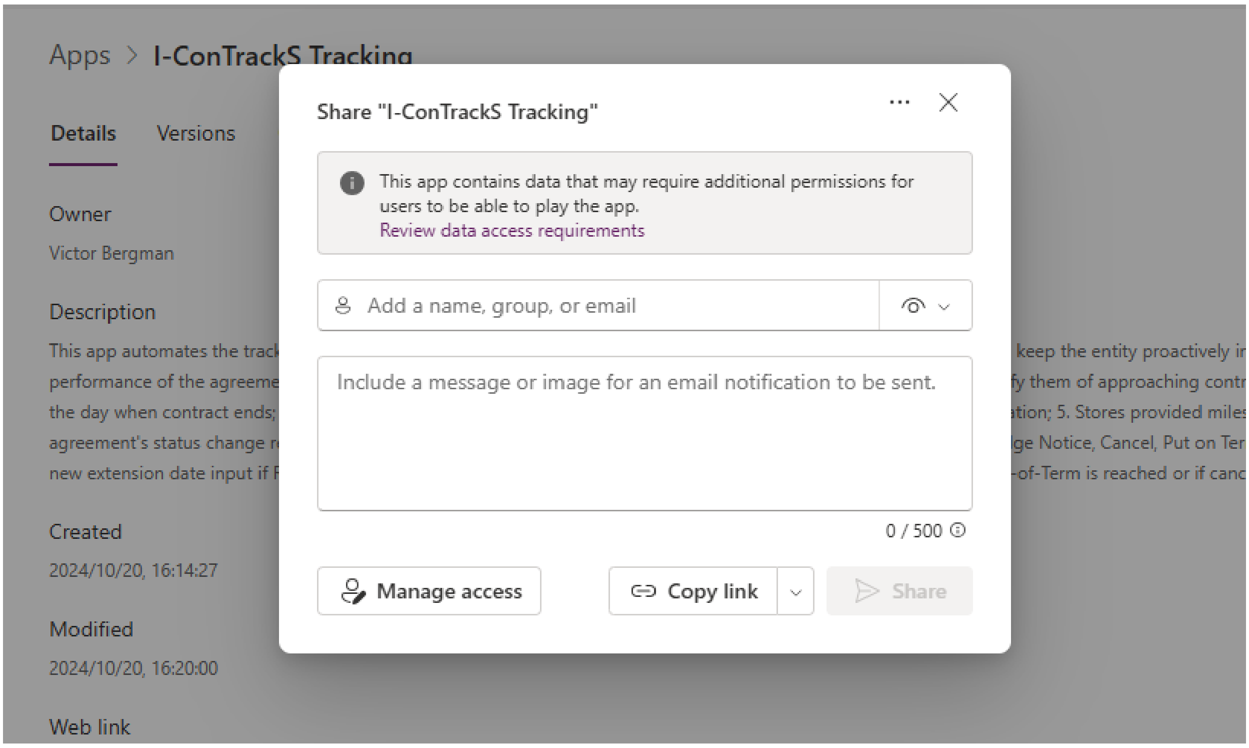
When the user attempts to launch any of the apps the following screen will show up

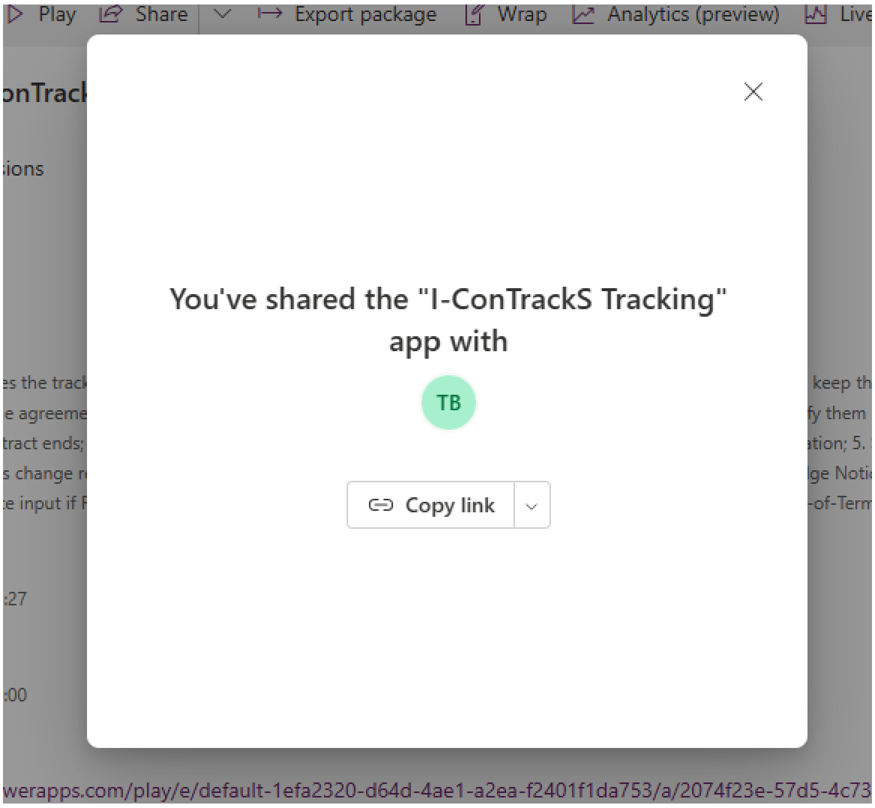




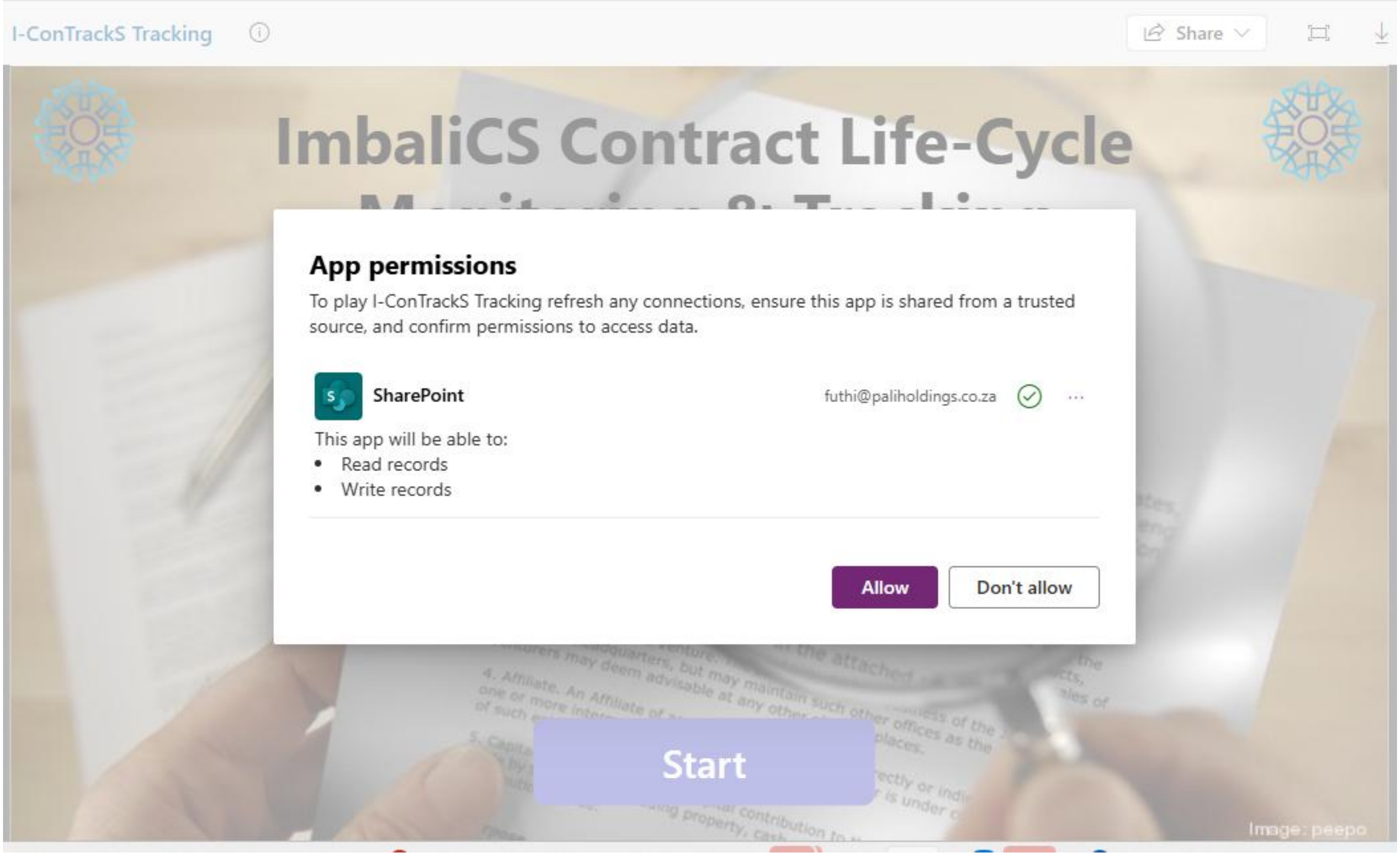
The solution admin will receive the following notification e-mail. Select “Share app” and follow the prompts.


Share request for Power Apps app I-ConTrackS Tracking
MP
Microsoft Power Apps <powerapps-noreply@microsoft.com>
To Victor Bergman
If there are problems with how this message is displayed, click here to view it in a web browser.
Microsoft
Power Apps
Share a Power App?
Thulanifuthi [redacted] (futhi@[redacted]) is requesting access to the Power Apps app I-ConTrackS Tracking.
Please give me access to this app
Share app >
If you have any questions, please see Power Apps support.


Apps > I-ConTrackS Tracking
Details
Versions
Owner
Victor Bergman
Description
Created
2024/10/20, 16:14:27
Modified
2024/10/20, 16:20:00
Web link
Share "I-ConTrackS Tracking"
This app contains data that may require additional permissions for users to be able to play the app.
Review data access requirements
Add a name, group, or email
Include a message or image for an email notification to be sent.
0 / 500
Manage access
Copy link
Share

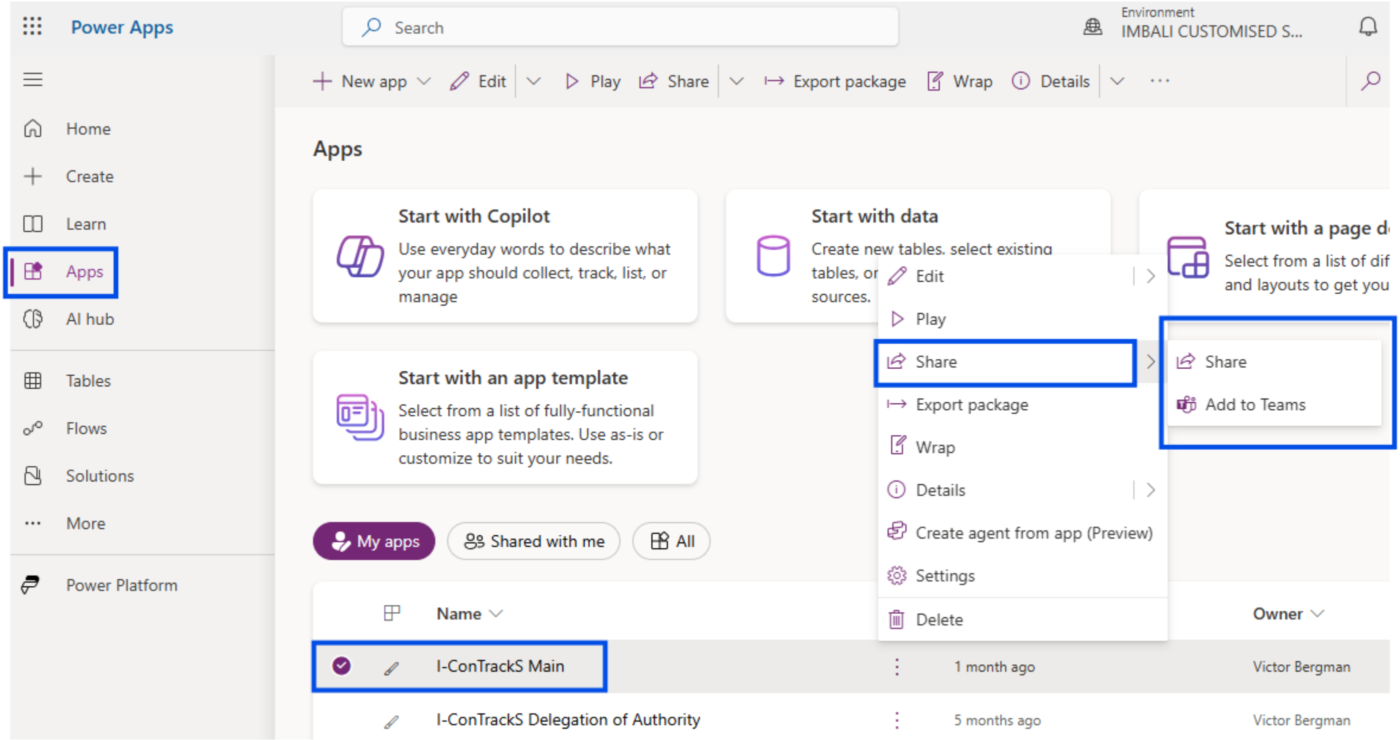


Once the user access is granted successfully, the following screen will show up the next time the user tries again to launch the same app. This is a one-time occurrence to enable the related connections the app requires to function. The user must always select “**Allow**” if they want to continue using the app.



B) Admin initiated user access:

From Power Apps the admin can share access to user/s individually one at a time or in groups.



In Power Apps, there are several methods for an admin to share access to an app with users:

1. **Direct Sharing**:
    - Admins can share canvas apps directly from the Power Apps interface. This involves selecting the app, clicking on the "Share" button, and specifying the users or security groups in Microsoft Entra ID (formerly Azure AD). Permissions can be set to "User" (can use the app) or "Co-Owner" (can use, edit, and share the app).

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2. **Using Microsoft Teams**:
    - Admins can share apps within Microsoft Teams by assigning permissions to tables in the app and selecting a security group for the "Colleagues with access" role. This method is particularly useful for apps built using Dataverse for Teams.

3. **Power Platform Admin Center**:
    - Environment admins or Power Platform admins can manage app sharing from the Power Platform admin center. This includes adding or changing users with whom an app is shared.

Each method allows for different levels of access and control, ensuring that the right users have the appropriate permissions to use or manage the app.

FUNDAMENTALS TO NOTE WHEN USING THIS SOLUTION

1. Most critical is to know that the Delegation of Authority MUST be assigned to all 7 authority roles in the Delegation Settings app. The Delegation Settings app can be launched from the I-ConTrackS Main app.

   There are 7 roles to be delegated. Each role has a specific activity in the entire process of which I will only need to define the first 3 as follows:

   A. Routine Notifications
   - Receives daily notifications. The user account assigned here would usually not belong to a natural person

   B. Support
   - Is the Internal technical support contact -

   C. Request Receiver
   - Is the account that receives all the requests for a draft agreement and prepares them for submission to be approved to be drafted. This is a key account because this account also submits the drafted agreement for review and approval.

2. Automated Tracking on any agreement will not work unless tracking on that agreement is activated via the I-ConTrackS Tracking app even though a requested agreement has been approved or a legacy one has been loaded via the Request Form. The notification dates must be stored using the Tracking app.

3. The process for any new agreement must happen in the following system sequence:

- **Request Form -** New request activates automation to approve or decline the drafting of new agreement
- **Review and Approvals app** - The drafted agreement gets submitted here to activate automated Review and Approval process
- **Tracking app -** Newly approved agreements that succeeded the above process and the legacy agreements that were loaded with the form gets listed in the gallery of this app for auto tracking to be activated by the end-user. When an agreement is selected from the gallery for the first time the auto calculated dates appear in the Tracking app only and are saved for auto monitoring and tracking when the user hits the save button.

4. Existing/legacy contracts also gets captured using the Request Form.