shareflex®
CONTRACT MANAGEMENT

FEATURE OVERVIEW

CONTRACT CREATION

- ✓ User-friendly interface
- ✓ Convenient contract capture
- ✓ Scan & Detect
- ✓ Microsoft Office Template Management
- ✓ Automated contract creation from metadata, external databases/ERP systems
- ✓ Optional use of text modules/boilerplates

CONTRACT MANAGEMENT

- ✓ Dates & Deadlines
- ✓ Automatic due date calculation
- ✓ Configurable email alerts (individual or bulk emails)
- ✓ Absence management
- ✓ Creation of contractual relationships
- ✓ Flexible metadata and full text search
- ✓ Integrated document management
- ✓ Permissions management
- ✓ Business partner management

PROCESSES & WORKFLOWS

- ✓ Rule-based and ad-hoc workflows
- ✓ Planned workflows
- ✓ Graphical workflow configuration
- ✓ Contract release and approval processes
- ✓ Automatic update of cancellation dates

AI FEATURES

- ✓ Automated contract file creation
- ✓ Automatic summarisation of data
- ✓ Automated translation

INTEGRATION

- ✓ Contract files in Outlook
- ✓ ERP integration (SAP, Microsoft Dynamics (365), ...)
- ✓ Integration with Microsoft Teams
- ✓ Master data reconciliation
- ✓ Third party integration

REPORTING

- ✓ Lists, groupings, totals
- ✓ Graphical views and charts
- ✓ Excel export
- ✓ Individually configurable

ARCHIVING

- ✓ Audit-proof archiving

www.portalsystems.de/en/