The windream Contract Management

The digital software solution for efficient management of any type of contract
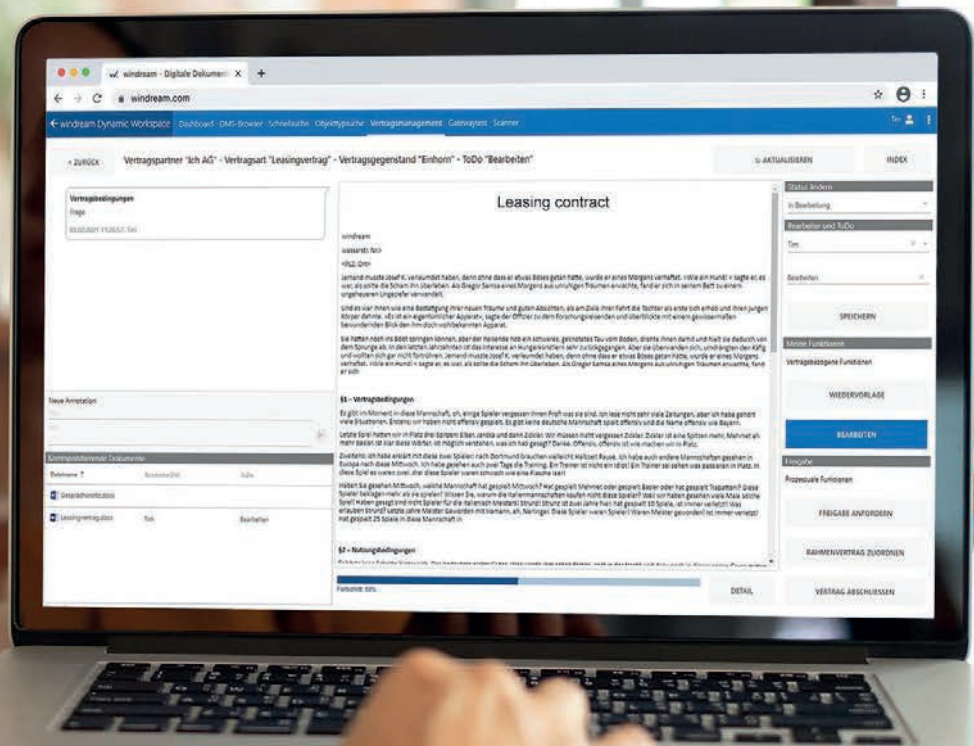
The windream Contract Management 7.0
The digital software solution for efficient management of any type of contract

With our solution for digital contract management, you retain full control and a complete overview of the contract-relevant documents and processes in your company at all stages - even in mobile use. All stored content is audit-proof and protected against unauthorized changes. We have had this confirmed by an independent law firm in a legal opinion. Furthermore, the sophisticated and at the same time flexible windream rights concept also provides the necessary security. Your data can only be viewed and edited by authorized users. And: With windream Contract Management, you will save both time and costs.
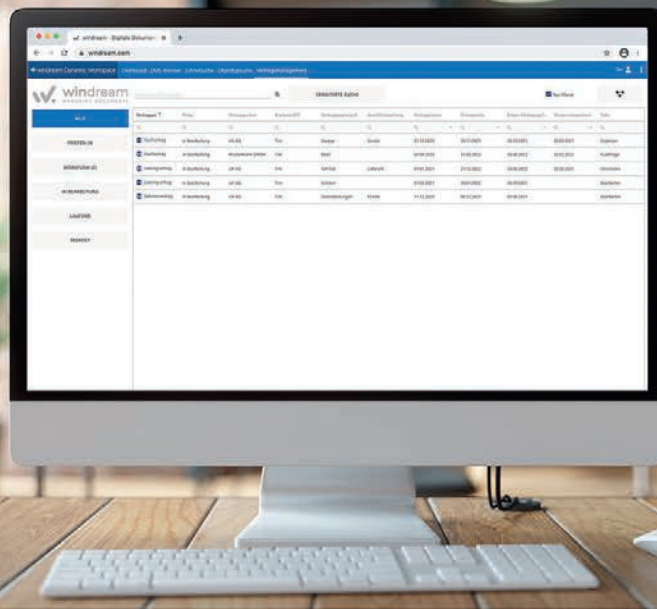
A modern software solution for windream Dynamic Workspace

Our contract management solution „windream Contract Management" can be completely integrated as an application into the new windream Dynamic Work-space. Thus, we offer you a product which is as powerful as it is state-of-the-art and which - not only on its innovative, technological basis - is consistently oriented towards the users' needs. This includes, above all, the mobile application options of the solution. Because no matter whether you are on the road with your smartphone or tablet, open your notebook or prefer to work on your desktop computer: As a user of the windream ECM-system and the new windream Dynamic Workspace, you will get a powerful tool which will relieve you of annoying and time-consuming activities in the context of a complex contract adminis-tration to a large extent - independent of space and time. This already starts with the creation of new contracts and ends with the systematic display of contracts whose deadlines are about to expire. As a result, you will no longer miss any deadlines from now on.

State-of-the-art, digital and time-efficient

The windream solution for contract management has been specifically developed to relieve you as a user from as many activities as possible, which used to be mandatory for conventional administration in paper and file form. This results in such a high added value that the investment in a digital solution „made by windream" will pay for itself after a very short time.

The solution in detail - added value for users as the primary goal

Individual views of contract documents

With windream Contract Management, you as the user decide yourself how the contract documents to be managed are displayed. Individual views allow you to display the database virtually in a way which best suits your personal way of working. For example, contract documents can be displayed according to the names of the contract partners or according to contract types.

However, electronic filing also leads to other serious advantages. No matter which criteria you use to sort contract documents virtually: The functions of the windream ECM-system in connection with the Dynamic Workspace ensure that all contract-relevant documents can always be found again quickly.

At this point, it goes without saying that the system permanently archives all documents in the windream archive in an audit-proof manner and stores them securely. You do not have to worry about this at all anymore!

Fast indexing and search via already existing index fields

In order to quickly find specific contracts, use the extremely easy-to-use search function integrated into the solution. Entering a single search term is sufficient to search for specific contracts and to find them without losing any time. The search function in windream Contract Management is based on the corresponding research options of the windream ECM-system, which the system also offers in the new Dynamic Workspace.

A research initiated by you is based on the index fields which tag a contract and on the full texts. The indexes are set up and created by an administrator on the windream Server in advance. Thus, the question of creating the index fields does not even arise for you as a user, as the necessary fields are immediately available to you after the index configuration.

The index fields ensure that any contract document can be retrieved „at the push of a button". The constantly growing number of contract documents does not matter.

Also with framework agreements

In addition, you can specify whether certain contract documents should be part of a framework agreement, for example. This special constellation is also taken into account when researching documents and displaying them on your screen.

Never miss dates and deadlines again!

With windream Contract Management, you are guaranteed not to miss any notice periods or deadlines for expiring contracts anymore, as the system will automatically show you, on demand, whether or which dates and deadlines are coming up soon for certain contracts. The solution thus reminds you in every situation of timely contract extensions or terminations, for example, as soon as the expiration deadline of a contract approaches. This feature almost completely eliminates the risk of not meeting deadlines. Possible missed deadlines and the associated costs are now a thing of the past!

Of course, a resubmission function is also available. This allows you to instruct the system to resubmit a contract to you for further processing on a specific date. In addition, you can tell the system which authorized agents are to perform certain contract-related actions.

Accompanying documents also accessible

Of course, efficient contract management does not only include access to the actual contract documents. In most cases, contracts are also created from a large number of accompanying documents, such as earlier drafts, comments from the contracting parties, or even after extensive correspondence that has taken place in the run-up to the final signing of the contract. You can manage all these accompanying documents just as efficiently as the contract document itself.
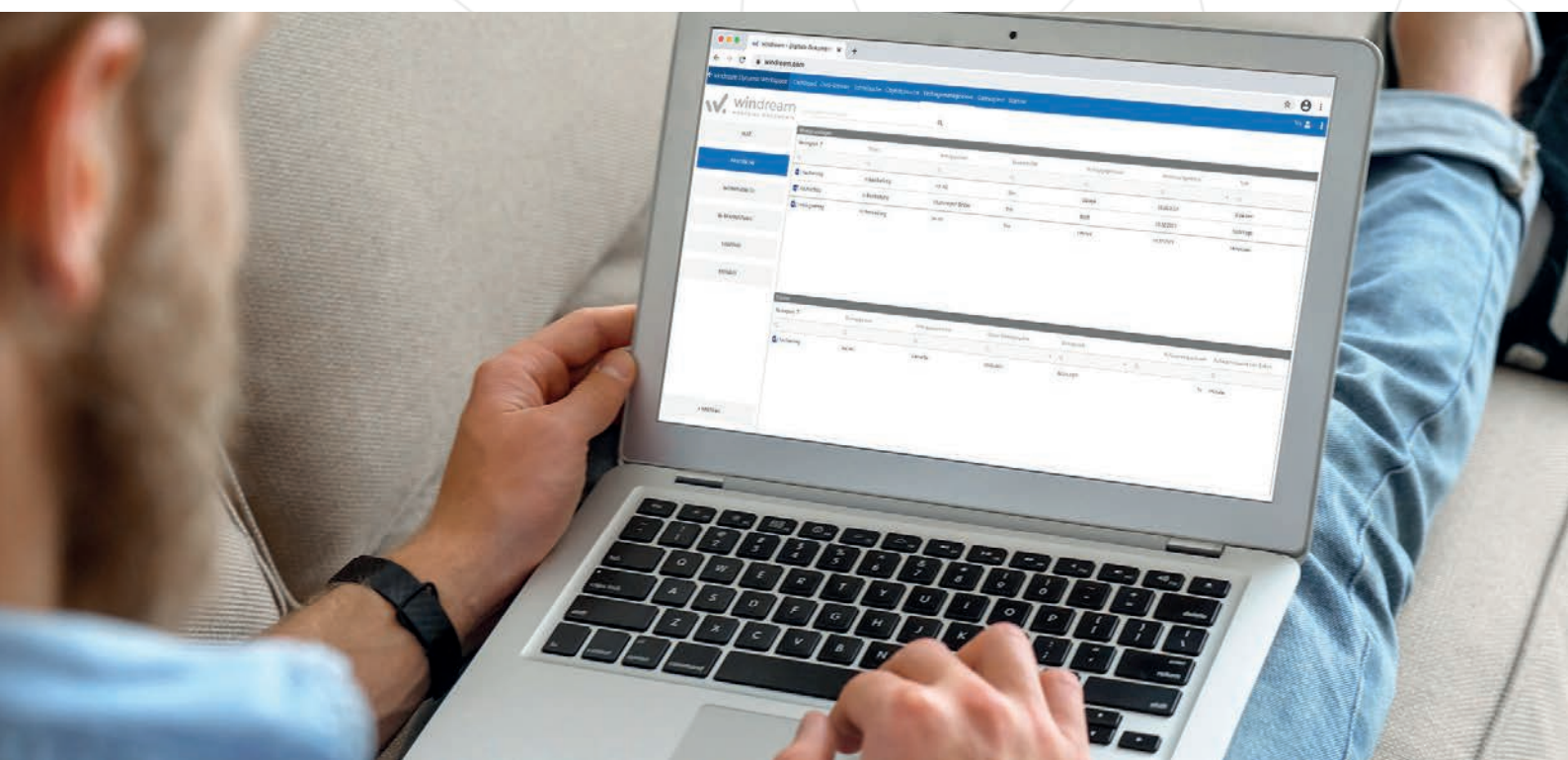
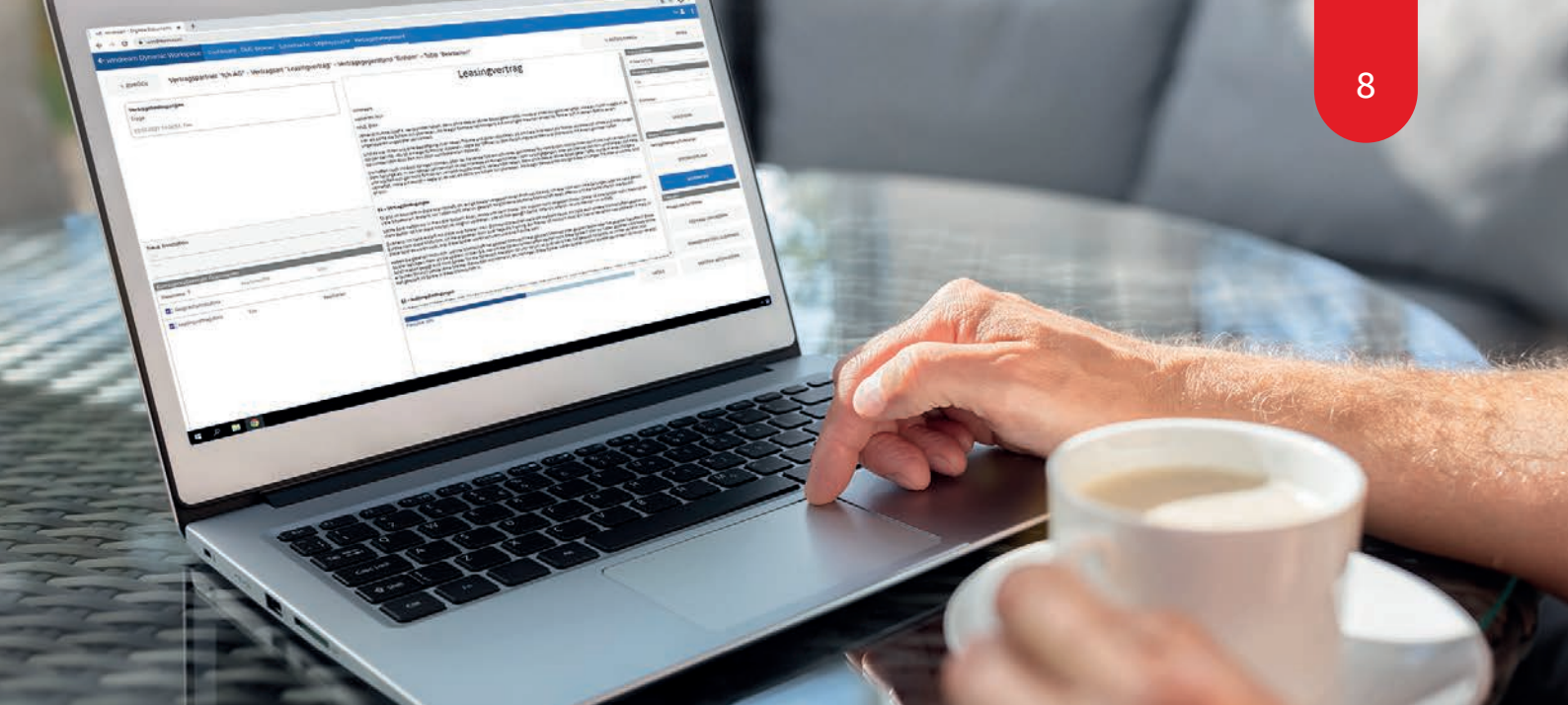**„Chat bubbles" document thoughts and discussions**

In the vast majority of cases, contracts are not concluded ad hoc. Fundamental considerations about the contract contents, discussions about them and finally also objections from different sides can lead to contract negotiations taking longer than initially thought.

For this reason, we have integrated an annotation function as a chat into windream Contract Management. This provides you with a tool via which you and all parties involved in a contract, e.g. in the process of creating a contract, can communicate. The advantage is obvious:

All thoughts, considerations, decisions and other discussions which are communicated via the chat as annotations to a contract text can be documented, archived and thus also recalled at a later point in time.

The annotations - displayed in the chat bubbles - allow you to see at any time how a current contract came about in the past, which people were involved in commenting on it, or what the general motivation was for concluding a particular contract. This is an invaluable advantage if you need complete documentation of all processes in the context of contract management.

Edit contracts ad hoc

What would a contract management be worth, with which you could not edit contract texts? Of course, we have built a function into windream Contract Management which allows you to open, edit and save your contracts again. One click on a contract is sufficient to open it with Microsoft Word. But not only that, because you can also version edited contract documents and thus, for example, save different versions of a draft contract in parallel.

However, these functions, which sound quite simple at first, have a special technological background in the windream Dynamic Workspace. Normally, you first have to download the contract text or the file from a server in a web-based application. Then, you edit the file locally on your terminal and transfer it with the changes made back to the server via upload. This is very cumbersome and usually not very fast, either.

The windream Dynamic Workspace and the solutions associated with the Workspace, like the Contract Management, are also web-based applications. However, they combine the advantages of web technology with native applications. In this context, the use of the drive technology we have developed - the integration of the windream drive into the Windows Explorer - allows you to open documents in Word directly. Without having to take the detour via a down- and upload. This works much faster than with conventional methods.

Check and release - no problem with windream BPM

Last but not least, efficient contract management also includes digital process control, which can be used to check and approve contracts. This is an indispensable requirement, not only - but above all - in quality management, where complete documentation of all processes is required.

Of course, we have also considered this. After all, what could be more obvious than using our integrated workflow solution to control contract management approval processes? In concrete terms, this means for you: If you use windream BPM in the context of the Dynamic Workspace in addition to the windream ECM-system, you will be able to control the complete process from the creation or capture of a contract via the verification of its contents up to the final release and signing via workflows.

This provides you with a technically mature, highly integrated system and an extremely powerful and high-performance overall solution. It takes into consideration all possible processes that are important in the context of fully digital contract management.

Key Facts

✓ Fully digitized contract management

✓ Process control for contract review and approval with windream BPM via workflows

✓ High-performance, web-based application with WebDAV functionalities

✓ Integrated windream object type for contract management, usable immediately

✓ Efficient research based on index fields

✓ Integration of documents accompanying the contract

✓ Annotation function with chat bubbles for recording comments

✓ Contract documents editable directly on the server

Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimize your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

windream GmbH

Wasserstraße 219
44799 Bochum
Germany

📞 +49 234 9734-0

✉ info@windream.com   **www.windream.com**

windream
MANAGING DOCUMENTS