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**LEGAL
OPERATIONS:
CONTRACT, AUTOMATION &
ENGAGEMENT MANAGEMENT
BUYER'S GUIDE: 2022 EDITION**

Legal Operations: Contract, Automation & Engagement Management 2022 Buyer's Guide

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Solution by Organization Size		
Small Organization: 1-100 Employees	Midsize Organization: 101-1,000 Employees	Large Organization 1,000+ Employees
		
		
		
		
		
		

About

The Legal Operations: Contract, Automation & Engagement Management Buyer's Guide: 2022 Edition is a publication of the Legal Tech Publishing division of the Legal Tech Media Group (LTMG) legaltechmg.com.

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Welcome to Legal Tech Publishing's 2022 Legal Operations: Contract, Automation & Engagement Management Buyer's Guide

By: Cathy Kenton and Brian Dalton



Cathy Kenton, CEO,
Legal Tech Media Group/Legal Tech Publishing

Perhaps no area of legal tech is growing faster than Legal Operations. In this, the first of two guides dedicated to Legal Ops, we cover contract, automation, and engagement management and hope you find the product reviews helpful to your legal department.

Each product review is a deep dive to help you understand the differences between the product offerings. The 2022 edition of the Legal Operations: Contract, Automation & Engagement Management Buyer's Guide and ATL's dedicated Non-Event page are your go-to resources whether you are considering these solutions for the first time, you have outgrown your current systems, or you are interested in the latest innovations for legal department automation.

To your success,

Cathy Kenton,
CEO, Legal Tech Media Group/
Legal Tech Publishing and

Brian Dalton,
SVP, Breaking Media



Brian Dalton, SVP, Breaking Media

Contract Lifecycle Management (CLM)

conga

Conga CLM Crushes Complexity within an Increasingly Complex World to Automate and Manage Contracts from Creation to Signing and Renewal

 **LINKSQUARES**

LinkSquares Super-Powers Your Process with AI to Intuitively Create and Manage Contracts and Improve ROI

 **Gatekeeper**

Never Miss Another Contract Renewal with Gatekeeper, an AI-driven, Integrated Contract Management Platform

MALBEK
CONTRACTS REIMAGINED

Malbek Extends CLM to Enterprise Systems and Desktop Tools, Bringing All Contract Roles Under One User Experience

 **iManage**

Comprehensive Document and Email Management Enhanced with AI, Security, and Governance

 **SPOTDRAFT**

Solve All Contract Challenges in Fast-Growing Organizations with SpotDraft, AI-based Contract Lifecycle Management SaaS



Conga CLM Crushes Complexity within an Increasingly Complex World to Automate and Manage Contracts from Creation to Signing and Renewal

“Monitor every step from contract request to fulfillment and amendment to ensure all players stay informed, on task, and compliant with company policies.”

Company Name Brand
Conga

Conga Product Name Brand(s)
Conga CLM, Conga Contracts, Conga Contract Intelligence, Conga Contracts for Salesforce

Latest Developments

- Conga Contract Intelligence (CCI) is a new standalone solution enabling users to leverage contract insights and act on critical dates, terms, and clauses to capture opportunities, meet obligations, control spend, and mitigate risks.
- Browser-based access for negotiators to review and edit documents in real-time with the Conga CLM platform using the X-Author for Contracts plug-in for Microsoft Word that integrates with Microsoft Office 365, providing the negotiation experience in Microsoft Word.
- The smart search engine supports natural language queries and concept searching.

Roadmap

- Lightweight workflow with contract highlights and one-click approval.

- An intelligent risk management layer sits atop CCI's intelligent extraction, using semantic analysis with legal playbooks to define risks and present them in the user interface.

Managing Contracts with Intelligent Automation

Conga CLM is an end-to-end contract lifecycle management (CLM) software designed to automate complex contractual processes, streamline workflows, eliminate errors, and accelerate time to revenue. Expedite contract cycles while reducing friction by giving the right teams access to the contract process at the right time. Monitor every step from contract request to fulfillment and amendment to ensure all players stay informed, on task, and compliant with company policies.

Conga offers four different CLM products to accommodate the needs of different customer segments. Examples include a sales department empowered to generate standard contracts within preset legal guardrails, a finance department having

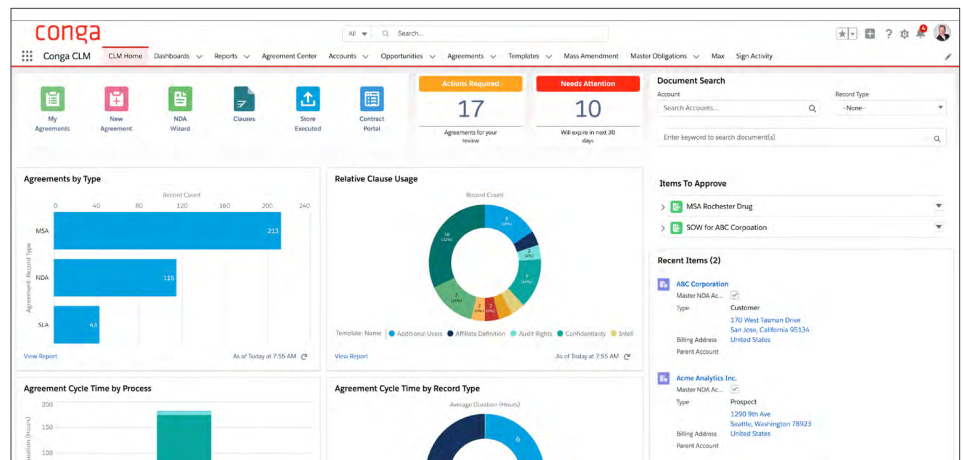


Figure 1: Conga's configurable and modern UI displays custom reporting, automatic and intuitive dashboards, and access to tools to create and manage contracts and tasks.

“ Conga CLM supports sequential and parallel reviews to ensure all invited parties provide feedback and proposed edits. Reviewers and approvers can use Conga’s X-Author for Contracts plug-in for Microsoft Word, which is now compatible with Microsoft Office 365 for real-time collaboration on documents, or the platform’s web browser-based experience to negotiate and approve suggested improvements.”

access to key contract data for accurate forecasting during the management and fulfillment of the contracts phase, a customer success team receiving proactive alerts on key renewal dates in order to renew and expand contracts with ease, and a legal team that can focus on negotiating and executing the more complex contracts. The products include Conga CLM, built for large, multi-departmental enterprise use with highly complex contracting needs; Conga Contracts for Salesforce, great for standard to high-volume contract generation and execution needs; Conga Contracts, made for single-department use with limited negotiation and approval needs; and **Conga Contract Intelligence**, that offers artificial intelligence (AI) and machine learning (ML) technology in each CLM product, and also a standalone repository for offering critical contract insights without the contract generation or negotiation needs.

CCI’s smart repository for legacy and signed contracts uses an ML process with Conga attorneys to verify and refine results for customers with high-level accuracy. CCI automatically categorizes documents into contract types, normalizes party names, warns of missing signatures, and extracts data (terms and clauses) from contracts to glean insights into key dates and obligations. CCI converts extracted text into actionable data, such as providing actual dates, even if they are vague and couched in text.

Conga’s CLM products leverage CCI’s underlying AI/ML technology to deliver functionality at the right place and time. For example, users can import third-party

or counterparty information into workflows with the key terms and obligations displayed up-front and apparent to reviewers and approvers.

Streamline Contract Processes from End-to-End

Conga CLM generates contracts from pre-approved templates and clause libraries (playbooks) and supports complex approval processes from contract requests through negotiation lifecycles and signature workflows. Customers can add contract sourcing, vendor registration, and contract performance functionality.

Users can create and manage contracts from a web browser in Conga CLM. The modern user interface (UI) features wizards to develop agreements, tasks that need your attention, and items to approve. See *Figure 1 on the previous page*.

Conga’s Agreement Creation Wizard guides users to build standard or custom agreements using natural language queries to narrow a document down to a contract type and display the corresponding data points and standard clauses. The wizard collects information from the user to fill out the contract with parties and required and optional clauses. The wizard creates a single record to store the agreement and everything about its creation and subsequent negotiation, approval, and signatures. Follow all your agreements in a customized Conga dashboard. See *Figure 2*.

In addition to creating a new contract within the system, you can also import a third or counterparty document. The import function can combine with CCI to

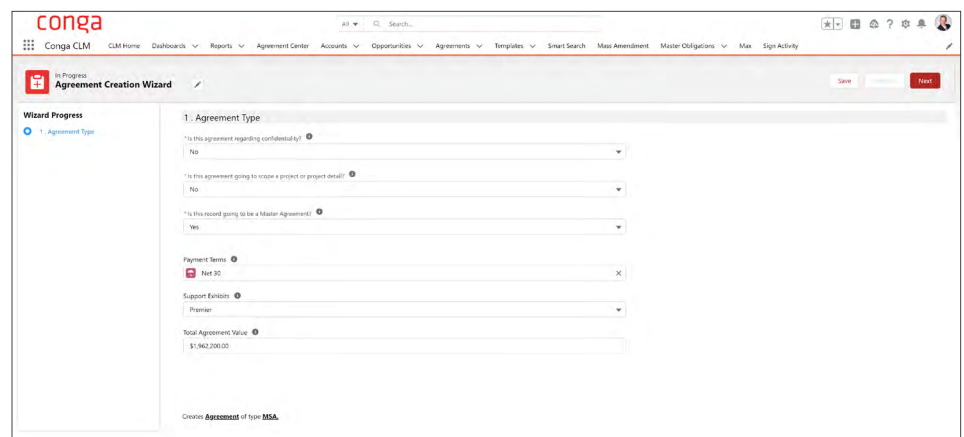


Figure 2: Users can leverage wizards to speed up and automate the generation of their contract.

“Once a contract is signed and returned, Conga manages it for amendments and renewals. Users can amend the agreement based on the original record, allowing the user to make any changes as needed while reducing potential mistakes.”

automatically detect the contract type, fields, and clauses. After import, Conga creates the record and notes the data source to use as if it was your agreement to negotiate, approve, and sign.

After creating a contract from the wizard or importing one, send it to one or more parties for review. Conga CLM supports sequential and parallel reviews to ensure all invited parties provide feedback and proposed edits. Reviewers and approvers can use Conga's X-Author for Contracts plug-in for Microsoft Word, which is now compatible with Microsoft Office 365 for real-time collaboration on documents, or the platform's web browser-based experience to negotiate and approve suggested improvements. Counterparties do not need to know Conga CLM—they can use Word to negotiate a contract.

While reviewing a contract in Word or a web browser, some values and clauses are enclosed in text boxes, denoting "smart" areas. Fields and standard clauses in a record can be marked smart to track text when non-users negotiate a contract. Conga CLM recognizes the file when it comes back from a non-user, even if the filename changes and syncs data, regardless of Track Changes status. The system places the file back in the record

and notifies users who need to review and approve it.

Conga drives approvals via email messages. Customize email messages to include as much information as necessary and relevant to approve a contract from a message.

Conga creates a PDF file but maintains the DOCX version. Check it into Conga CLM after document review, which saves it as the next version to the repository. Synchronize data elements with the record and mark the document final. If you don't like any changes to the document, back it out, make changes, and mark it final again.

Use the PDF version to preview and tag the contract with Conga Sign. You can drag and drop signature and text boxes onto the document for all parties to sign. Once a contract is signed and returned, Conga manages it for amendments and renewals. Users can amend the agreement based on the original record, allowing the user to make any changes as needed while reducing potential mistakes.

Conga CLM views contracts in a hierarchy from inception to a signed agreement, amendments, and renewals. In a tree view, users can see all deals and how

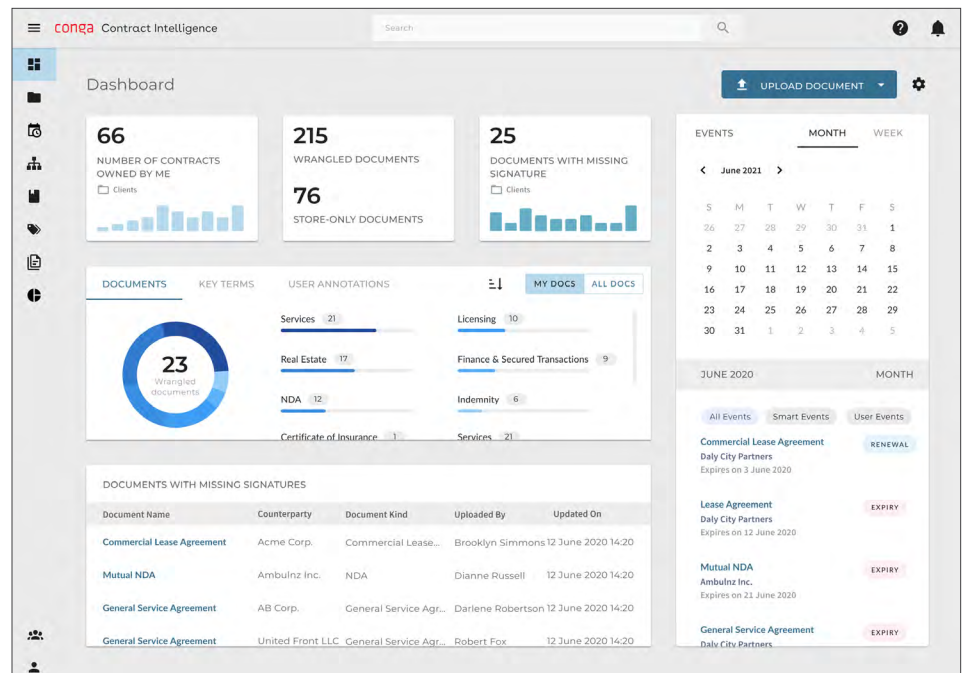


Figure 3: Conga Contract Intelligence infuses AI into Conga CLM to identify risks and obligations and present them in the UI to track and manage.

they relate to others, such as how master agreements relate to subcontract agreements in the system.

Cloud Deployment and Integrations

Conga's CLM platform offers a multi-tenancy software architecture hosted in Microsoft Azure, Amazon Web Services, the IBM Cloud, and Force.com. Although Conga CLM is not a procure-to-pay system, customers can use the company's open application programming interfaces (APIs) to interface with Coupa, SAP Ariba, and more. Use [Conga Contracts for Salesforce](#) to automate transactional sales contracts; the company has a unique relationship with Salesforce, which resells Conga for its Lightning platform.

In addition to Conga's X-Author for Contracts plug-in for Microsoft Word, Conga provides another Microsoft plug-in tool named X-Author for Excel to sync data price books and other quote-related products. Conga also integrates with Microsoft 365 and Teams and has developed a virtual assistant for Teams and Slack.

Reporting and Searching

Combining CLM data with CCI drives robust reporting and in-depth searching

across metadata and enables smart searches for keywords and concepts. With CCI, non-users or non-legal users who don't want to read through contract legalese can view the highlights. The add-on gives users what they need to know to manage renewals, obligations, risks, and more for contracts. *See Figure 3 on the previous page.*

Pricing

Conga's per-user or seat-based pricing uses a transaction model for signatures or document generation. Conga has direct sales and works with certified channel partners and global system integrators, such as Deloitte and Accenture.

Who is Conga?

Conga offers end-to-end revenue lifecycle management solutions for B2B clients around the world. Conga is the aggregate of two SaaS pioneers, Conga and Apttus. Conga was originally founded in 2006 to prove what was possible in the space of digital documentation, while Apttus was a leading innovator in quote-to-cash (QTC) solutions. In 2020, the companies merged to provide a complete product solution to manage the revenue lifecycle. Conga's solutions drive predictable business

growth by aligning processes, teams, and technology under a single data model throughout the revenue management lifecycle. These solutions enable Conga's 11,000+ customers to increase their win rates and deal sizes by 25%, close deals with a 32% compliance improvement, and increase sales revenue by 23%. Conga has 14 offices worldwide and is headquartered in Broomfield, Colorado.

Why Buy Conga CLM?

- Conga automates and manages contracts from creation to signing, execution, and renewals.
- Create contracts from company playbooks or import them to manage through the negotiation and signing process.
- Conga's platform drives the contract review process using email, alerting reviewers of new versions and including customizable details in the messages.
- Conga Contract Intelligence helps companies gain actionable insights from contracts to manage risk, compliance, and obligations.

Try Conga Today!

[See Conga in action — get a demo today.](#) ■

Never Miss Another Contract Renewal with Gatekeeper, an AI-driven, Integrated Contract Management Platform

“ Gatekeeper’s repositories work together to report critical data on contracts, suppliers, risk, and compliance. There is a one-to-many relationship between supplier and contract records.”

Company Name Brand
Gatekeeper

Product Name Brands
Market IQ, eNegotiate, Risk Module, Touchless Contracts, Vendor Scorecards

Latest Developments and Updates

- Profile supplier or vendor risk with Gatekeeper’s MarketIQ module.
- “Touchless Contracts” automates contract lifecycles from creation to execution and renewal.
- A native Salesforce integration provides bi-directional synchronization with Gatekeeper data and automation features.
- Zapier integration connects with 4,000+ apps, making contract management seamless with an existing tech-stack.

Improving Contract Management

Gatekeeper is a web-based, artificial intelligence (AI)-driven contract and vendor management platform with workflow management and notifications. The platform automates contract lifecycles by removing

administrative overhead from legal teams, delegating data input to counterparties, and providing self-service points that free up staff to work on high-value, strategic tasks.

Dashboard and Reporting

Gatekeeper supports multiple single sign-on options, including Google, Microsoft, and Okta. After logging in to the platform, Gatekeeper presents a landing page with an executive dashboard.

The top of the dashboard provides a high-level overview of your data in the system, showing total contract value, the number of contracts and vendors, and the number of categories, which are high-level services provided by vendors, such as insurance and legal. See Figure 1.

The dashboard gives you a first look at contract risk in a red-amber-green (RAG) traffic light warning across all contracts and vendors. It also provides pie charts of top categories, top suppliers, and top contracts by concentration.

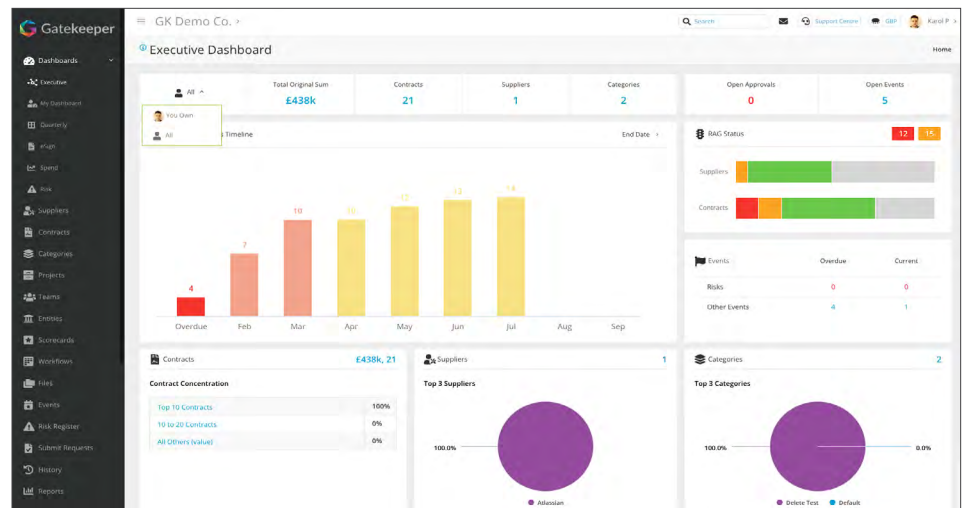


Figure 1: Gatekeeper’s Executive Dashboard displays a high-level overview of the data in the system for contracts and vendors, overdue and current events, and a contract renewal timeline.

“ Gatekeeper’s contract record gives you high-level information about the contract, including effective dates, values, and renewal status. View detailed data in tabs for events, messages, files, forms, tracking, and lifecycle.”

Filter the dashboard to review the contracts under your responsibility and dive into the data. For example, when you drill into contracts coming up for renewal, the system reports contracts by notice period.

Gatekeeper has many standard reports, which can be further customized by adding or removing columnar data. You can export all reports to CSV and PDF formats. The system further slices contract data using high-level categories, entities, and teams giving customers full visibility of their portfolios. With these groups, you can also set up granular, role-based access controls.

Repositories: Contracts and Suppliers

Gatekeeper’s repositories work together to report critical data on contracts, suppliers, risk, and compliance. There is a one-to-many relationship between supplier and contract records. You can generate custom data points at the contract and supplier level for reporting.

You can add contracts to the system in serial operations or use a bulk import feature (a simple CSV upload, perfect for legacy contracts). Gatekeeper can also use AI to extract data from Microsoft Word or PDF files to create a contract record. This is most commonly done as part of a comprehensive implementation. Another way to get agreements into the system is from a workflow, where contract data can be updated or newly created. Of course, you can also manually add contract information using a template.

Gatekeeper’s contract record gives you high-level information about the contract,

including effective dates, values, and renewal status. View detailed data in tabs for events, messages, files, forms, tracking, and lifecycle. *See Figure 2.*

You can assign ownership in the contract record, which is vital for driving notifications. The contract record also stores related files you can further organize in a folder hierarchy.

Gatekeeper’s supplier records store the organization’s details, including company information and headquarters. Like the contract record, you can also store files at this level, such as due diligence, letters of credit, and other memoranda. Summary supplier information includes a total amount of accrued contracts, average contract value, the term of the relationship, and RAG status. Like the contract record, you can assign ownership to the supplier record to drive notifications and required actions.

Process: Requests and Workflows

Gatekeeper lists all forms that facilitate contract requests and other contracting processes, such as negotiation and pursuing electronic signatures, using the Submit Request tab. Employees can submit contract requests and track progress on open items. These self-service forms relieve legal operations from being inundated with contract requests via email.

Requests can be reviewed and approved using Gatekeeper’s workflow engine and processes, which support a Kanban-style approach. Workflows proceed in phased segments and can be mapped out to

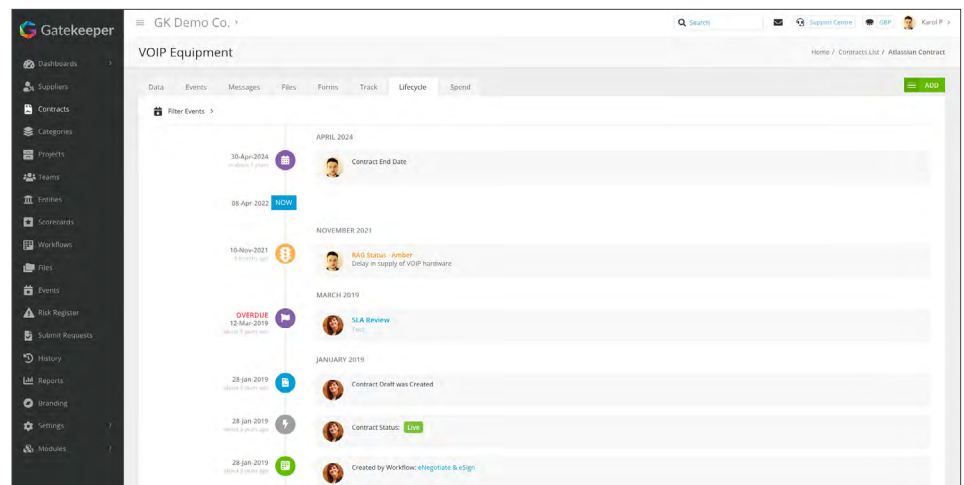


Figure 2: A Gatekeeper contract record details critical data with RAG status. The Lifecycle tab visually represents all contract activity from inception to end date or renewal.



Gatekeeper's Touchless

Contracts feature removes administrative overhead from legal operations by creating low-value, high-volume agreements like nondisclosure agreements without manual intervention.”

match your internal processes—no matter how complex. For example, a contract approval workflow begins with a form submission. It then goes to review by legal ops, procurement, or an executive, and then the system creates the record to track execution and renewal.

A Microsoft Word check-in and check-out process facilitates a negotiation workflow. Starting with a contract template in Gatekeeper, complete the draft agreement, push it out for external review, then pull it back for internal review. After agreeing on terms, publish the contract and send it for execution using Gatekeeper's e-signature features.

Gatekeeper captures all activities in a workflow process in the contract draft history. The system stores the final contract from a workflow in the database with edited versions. The system tracks and saves draft versions as it proceeds from creation through negotiation and signature.

Vendor Portal

Vendors can also request contracts using the Vendor Portal. It allows vendors to self-serve and log in to see forms exposed to them. They can also see high-level views of their contracts and messages assigned by owners.

You can use the portal as a self-service point for suppliers to complete onboarding documentation using intake forms that gather company details, such as information security practices, insurance, and quality management. Vendors can upload documentation and artifacts which

Gatekeeper automatically stores in the vendor repository.

Once a vendor intake form is submitted, it creates a vendor onboarding workflow and goes through the traditional onboarding process for approval.

Touchless Contracts

Gatekeeper's **Touchless Contracts** feature removes administrative overhead from legal operations by creating low-value, high-volume agreements like nondisclosure agreements without manual intervention. Touchless Contracts can take an initial data point, such as an email address from an employee, counterparty, or supplier, and generate a fully executed NDA.

You can also automate more complex contracting workflow segments with Touchless Contracts. It works seamlessly with Gatekeeper's clause library, Microsoft Word-driven negotiation features, and the platform's **built-in e-signature technology**, which is compliant with US and EU standards.

AI and OCR

You can also create contract records by uploading a Word or PDF document to Gatekeeper. The system uses AI and optical character recognition (OCR) to analyze and search uploaded agreements.

Gatekeeper goes through a three-step process of receiving, capturing, and analyzing uploads. It goes through a full OCR scan and uses underlying technology to extract text and create contract records. See *Figure 3*.

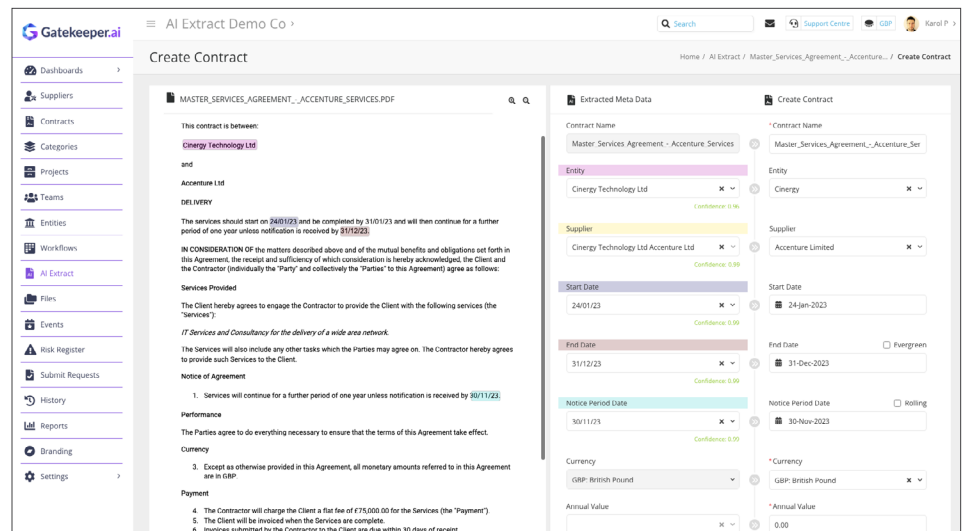


Figure 3: Gatekeeper's AI and OCR processes extracted text from uploaded PDF and Word documents and matches the text to the system's data model to create contracts.

Gatekeeper's AI matches vital areas from the extracted text to the platform's data model. For example, it turns critical dates into the model and determines whether the contract is active, expired, or needs renewal. Before Gatekeeper stores the contract, you can edit data to adjust or correct the AI.

OCR Global Search is another AI feature in Gatekeeper. The search function is typo tolerant and searches through contract metadata and all uploaded documentation.

The Gatekeeper platform supports additional modules that provide actionable market and risk information. **Market IQ** monitors and analyzes market data and over 32 million companies to alert customers of vendor credit ratings and risks. The company's **Risk Module** records risk by vendor, type, and category and displays the data in dashboards to track and manage. The module also calculates risk scores from probability and impact variables to create open and defensible risk strategies. And with Vendor Scorecards, Gatekeeper provides visibility into vendor performance using critical data and automated stakeholder surveys.

Integrations

Gatekeeper hosts its multi-tenant software architecture in Amazon Web Services in

four global instances (Asia Pacific, Canada, EU, US) to support customers' regional data storage requirements. The company offers its open application programming interface (API) to enterprise customers, and the platform integrates with typical business applications, such as NetSuite, Zapier, and Salesforce.

A custom Gatekeeper widget in Salesforce provides legal teams with current vendor records and tracks every stage of a contractual process. The widget supports a full-system, bi-directional status synchronization between Salesforce and Gatekeeper, allowing sales professionals to sync fields and statuses by linking Salesforce opportunities with Gatekeeper contracts and counterparty records. The integration puts Gatekeeper's automation and workflow capabilities in Salesforce.

Pricing

Gatekeeper's pricing model depends on the number of contracts and vendors. The price includes unlimited user and e-signature licenses. Market IQ, Risk Module, Vendor Scorecards, and the vendor portal are add-on modules. Contact Gatekeeper for a customized quote.

Who is Gatekeeper?

Since 2012, Cinergy Technology Ltd., a self-funded, private company incorporated

in Jersey, Channel Islands, has developed Gatekeeper, which has been generally available for six years. The company offers its contract and vendor management platform to midsize companies and enterprises in more than 20 countries, including America, the UK, and Australia. Since day one, Gatekeeper has maintained a remote workforce and currently has approximately 70 staff supporting customers in 40 different industries and located in 15 countries worldwide. The company grew by 50 percent in 2021 and is well-positioned to maintain or exceed its growth trajectory with Touchless Contracts and credit- and risk-profiling features.

Why Buy Gatekeeper?

- The platform unites contract and vendor management and risk monitoring.
- Automation with Touchless Contracts frees legal staff to focus on high-value contracts and matters.
- Synchronize data and workflow automation between Gatekeeper and business applications such as Salesforce.

Try Gatekeeper Today!

See why Gatekeeper rises over the top of other contract management systems.

[Book a free demonstration today.](#) ■

Comprehensive Document and Email Management Enhanced with AI, Security, and Governance

“ Legal professionals spend a considerable amount of time in Microsoft Outlook where all the functionality of iManage Work 10 is conveniently available.”

Company Name Brand
iManage

Product Name Brands
iManage Work 10, iManage Share, iManage Threat Manager, iManage Contract Intelligence

- Latest Developments and Updates**
- [Access iManage Work 10](#) for documents and email from Microsoft Teams* while maintaining DMS security and version control.
 - Add links to iManage documents directly into Microsoft Teams conversations.
 - Find and analyze contracts with Contract Intelligence.
 - Protect important legal documents from external and internal threats with iManage Threat Manager.

A Comprehensive Document Solution
Legal departments and legal operations professionals require more than a basic

folder structure to store documents. They need a comprehensive *information* lifecycle management solution that covers all electronic files and records from inception to disposal. In addition to knowing how to find and search information troves, they need the ability to securely share and collaborate on files with outside users, automate routine workflows, and most importantly govern and track sensitive corporate work product.

iManage Work 10 is an intuitive cloud-based document and email management system to securely manage information assets. The iManage Cloud architecture also supports a suite of security, risk, and governance applications such as the [iManage Threat Manager](#) that offers continuous protection of sensitive data from internal and external threats.

Because it's browser-based, everything is available in iManage Work 10 from multiple platforms including Microsoft

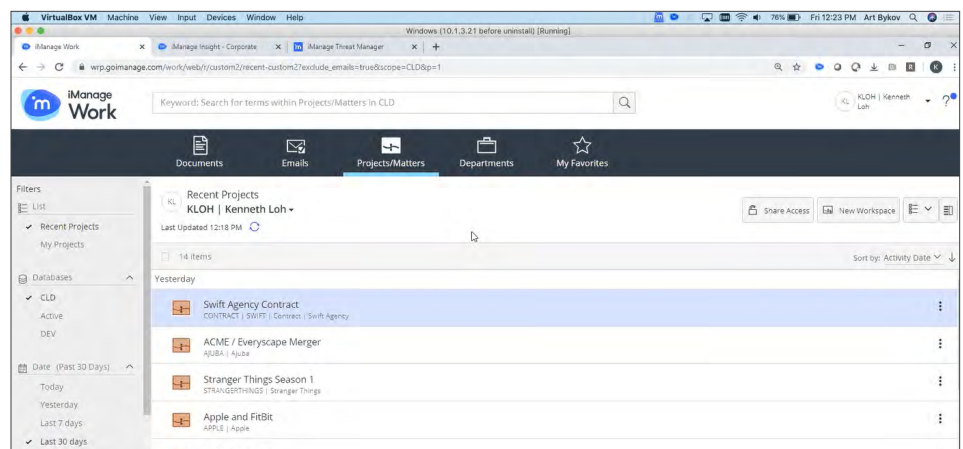


Figure 1: The web-based iManage Work 10 interface offers a list view and a classic grid view for people to pick and choose columns to display. Across the top, various dashboards can be selected to view Documents, Emails, Projects/Matters, Departments, or Favorites. The left panel indicates the available databases or libraries.

* iManage integration with Microsoft Teams is available exclusively to iManage customers on the latest version of iManage Cloud on Azure.

“iManage provides two search options, Personalized and All. The results of a personalized search lists files that you have a prior relationship with.”

Windows, macOS, iOS, and Android. Users are not hampered by the device they choose to use to get their work done.

Managing Your Matters

Since most legal teams work from the concept of a “matter” or a “project,” iManage Work 10 delivers a clean, intuitive, browser-based user interface (UI) to support that workflow structure. See *Figure 1 on the previous page*.

Matters contain folders, subfolders, and shared folders (blue with a people icon) for external collaboration. Each folder has a default document profile that automatically tags filed documents and inherits characteristics from parent folders to facilitate search and maintain security requirements.

iManage Work 10 can easily integrate with matter, practice, and contract management systems to create matching folders. Configurable project and matter templates can generate consistent matter views and set security and sharing parameters. When users utilize default folder structures and templates, work product becomes easily accessible from within any matter because the storage policies are consistent across the platform.

You Work in Outlook? No Problem!

Legal professionals spend a considerable amount of time in Microsoft Outlook where all the functionality of iManage Work 10 is conveniently available.

Most users set up an extensive array of Outlook folders to store and organize the multitude of messages they send and receive every day, but those folders can't be accessed or searched by other team members. When you need to file a message and attachment to the iManage platform so that it's accessible to others, you simply link an Outlook folder to iManage. Then any message you put in that folder can be searched and previewed by others on the team. The iManage Work 10 panel in Outlook can be undocked so you can drag it to a second monitor.

iManage also offers a predictive filing agent that sits atop Outlook. When you select an email, the prediction engine recommends an iManage folder based on your previous filing decisions for similar messages.

Once an email message is filed into an iManage folder, the system displays a green check next to that email in every user's inbox so they don't waste time trying to file duplicate emails. That is all designed to save busy professionals time and mouse clicks which is one reason iManage is so widely used among legal departments and law firms.

File > Save

If you've created a new document in Microsoft Word, you can save it directly into iManage with the File > Save command. Instead of tortuously and manually navigating multiple levels of folders and subfolders, the iManage dialog

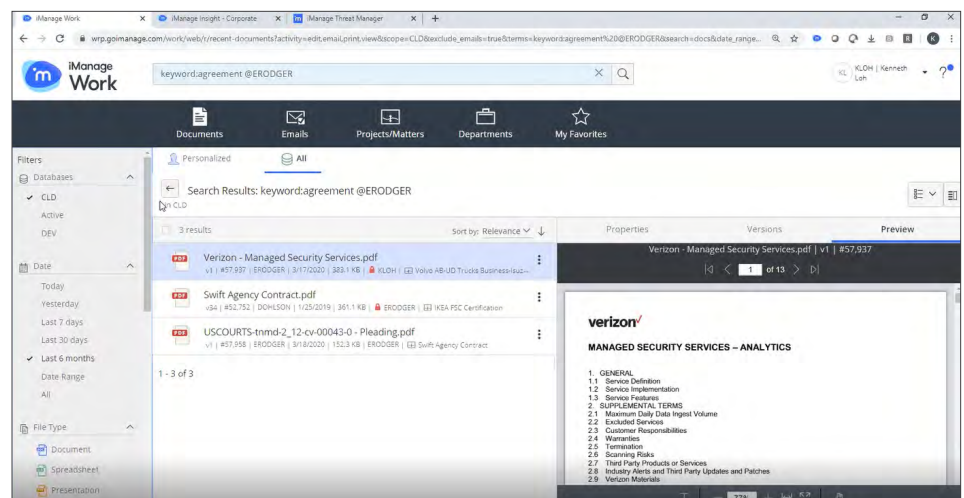


Figure 2: The iManage Work 10 search interface does not require a complex query to find content. Type in keywords and use the available filters in the left panel to narrow results and preview documents or email messages. The same search functionality is available in the Outlook panel.

“ iManage Share allows you to create shared folders in order to easily collaborate on documents with the finance department, human resources, or even outside counsel to assure those files are following your organization’s data governance and security policies.”

box allows you to profile a document with pertinent information such as the relevant matter, version number, etc.

Searching the Single Source of Truth Search becomes most valuable when all of a company’s documents and emails are in a central location—a single source of truth. If you’ve searched Amazon or Google, you’ll be familiar with the general layout of the search window in iManage Work 10. PDF images stored in iManage are automatically scanned with optical character recognition (OCR) technology to search the full text.

iManage’s search window is rooted in the context of the Work 10 dashboard and folder structure. Where you are in the system is where you search. Search parameters support full Boolean logic and proximity searching. The system provides two search options, Personalized and All. The results of a personalized search lists files that you have a prior relationship with such as matters and files you reviewed or edited in the past.

To expand a search, switch to the All list to narrow the results with filters in the left panel. Various filters are available depending on the files you’re viewing. For example, for documents you can choose to see “all latest files,” “last 7 days,” etc. Or for email, you’ll see filters such as “top senders.” See Figure 2 on the previous page.

Share and Share Alike

Due to the sensitive and often confidential information handled by legal professionals, not all iManage users need access to all

matters. But you can securely share documents, even with third parties, using iManage Share which is included with iManage Work in most Work bundles. That allows you to create shared folders in order to easily collaborate on documents with the finance department, human resources, or even outside counsel to assure those files are following your organization’s data governance and security policies.

iManage Share folders are created with a single mouse click and appear as blue folders inside existing iManage Work 10 projects. Publishing content to those branded cloud folders is a simple drag-and-drop action.

When you attempt to attach a large file to a message in Outlook, iManage Share will suggest sending a secure sharing link instead to reduce the load on your email infrastructure. Your recipient receives a URL they can click to view the secured document. Using the shared link is safer than sending the file as an email attachment because iManage Share is auditable, trackable, and secure. See Figure 3.

Who Is Posing a Threat?

More and more today, legal professionals are getting pulled into discussions about cyber risk. Modern security threats come increasingly from hackers impersonating employees after stealing their logon credentials. That’s one reason every document stored in iManage has a history timeline from creation to disposition which supports the necessary security audits.

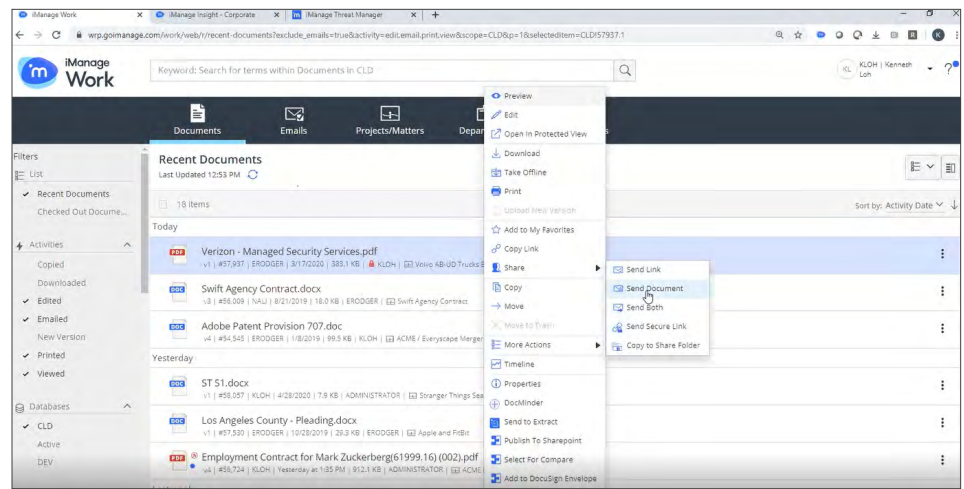


Figure 3: In iManage Work 10, right-click on a document to email the file or share it using a link. To secure content, administrators can disable right-click functions in order to force users to share a link instead of sending an insecure attachment.

Anytime someone edits, views, or prints a document, that activity is recorded and added to the history. iManage Threat Manager uses those document histories to build a digital fingerprint of each user and it can use that to help proactively identify active threats or even internal bad actors. It knows, for example, when someone is downloading an unusual volume of content. It also knows when someone who works in IP or Litigation is suddenly looking at content in M&A that is outside the normal behavior for that user. In that way, information stored in iManage becomes some of the best-protected information in the enterprise.

Contract Intelligence

The iManage platform uses artificial intelligence (AI) technology. In addition to search, **Contract Intelligence** is a document classification and extraction engine that uses AI and machine learning to automatically find, classify, and obtain information from large unstructured data sets. For legal departments, Contract Intelligence informs legal professionals of the company obligations and privileges contained in agreements.

Pricing

The company prices its bundle of Work 10, Share, and Threat Manager for legal operations on a per user per month basis. Contract Intelligence comes in three

editions: Essentials, Professional, and Enterprise. Each version unlocks feature bundles suited to different user roles and organization sizes. The Professional and Enterprise editions add services including machine learning training and support from knowledge engineers.

Who is iManage?

Founded in 1995, **iManage** delivers cloud-based services spanning document and email management, contract intelligence, records management, governance, and security for leading law firms and corporate law departments worldwide. After several mergers and acquisitions, in 2015 the iManage leadership executed a management buyout from HP and the company settled into its headquarters in Chicago, Illinois with approximately 150 employees. Today iManage has grown to over 800 employees who support more than 2,500 of the largest law firms and more than 1,500 corporate enterprise and legal customers including more than thirty-seven percent of Fortune 100 organizations and seventy-eight percent of Global 100 Law Firms.

Why Should You Consider iManage?

- Manage content and email communications to improve business processes such as contracts and claims in cloud-based matter files.

- Work efficiently outside the business unit with online collaborative workspaces to share content with corporate departments, outside counsel, and legal service providers.
- Apply information governance and security to critical work product without burdening busy legal professionals.
- Use AI-powered search to find previous work products, locate expertise, and gain insight into stored documents and email.
- Improve the overall productivity, agility, and security of your legal operations with a comprehensive document and email management solution.

Contact iManage Today!

It's essential to evaluate the capabilities and functionality offered by document management vendors and ensure they align with your legal professionals' specific requirements. Read through these 15-question checklists for evaluating a DMS to help you understand what to look for.

[Corporate Legal Departments](#)
[Law Firms](#)

LinkSquares Super-Powers Your Process with AI to Intuitively Create and Manage Contracts and Improve ROI

“ Upload agreements from several document types, as well as scanned images. LinkSquares has an in-house Optical Character Recognition (OCR) team utilizing a proprietary OCR process that converts scanned images into plain text. AI runs on the transcripts to extract information such as clauses, dates, and language.”

Company Name Brand
LinkSquares

Product Name Brand
LinkSquares

Latest Developments and Updates

- The Finalize module, with built-in artificial intelligence (AI), performs the first pass of a contract review, automatically highlighting areas where a contract deviates from your standard language to speed-up reviews, approvals, and negotiations.
- LinkSquares Sign (Beta Launch in April 2022 and General Availability in June 2022) provides a built-in eSignature tool, allowing users to have contracts signed within the LinkSquares platform.
- Document Compare automates the process of comparing two versions of the same document.

Improve Your Contract Lifecycle Management

In years past, generating and managing contracts has frequently been a highly

manual task of copying and pasting from previous contracts that is rife with the risk of mistakes, non-compliance, and inconsistencies. LinkSquares provides a better solution, delivering an end-to-end Contract Lifecycle Management (CLM) System. Initial implementation establishes an organized foundation for you to work from, beginning with ingesting all existing agreements into the system. A complete analysis is run to find duplicates, identify partially executed agreements, and create a sanitized and centralized source for all contracts.

Analyze

Organize and analyze the content of contracts using the Analyze module. When you log in, a list of all contracts is presented. Clicking on the App Selector in the top menu brings up an agreement list. Often, it is difficult to locate documents within a standard folder structure, and users may not know where to look. LinkSquares has discarded the use of a foldering structure in favor of utilizing tags to manage contracts.

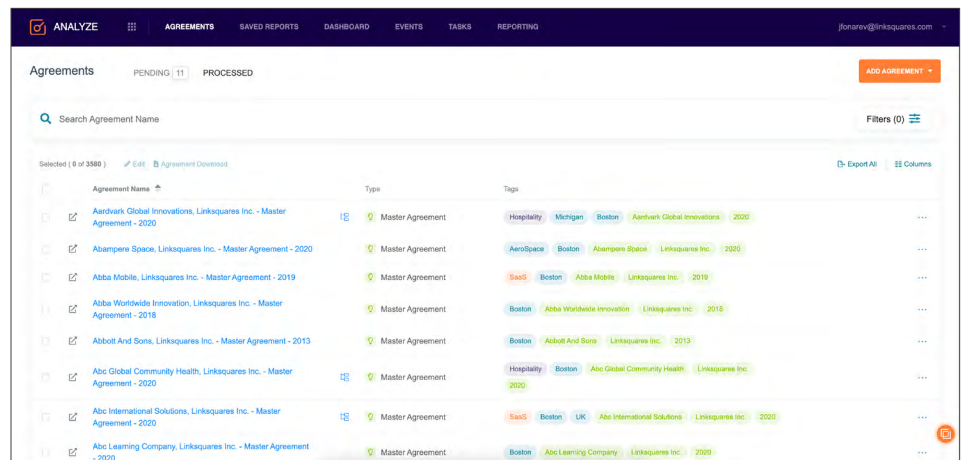


Figure 1: Set how you would like information presented on the repository's homepage by selecting columns, such as Type, Tags, or Agreement Owner. Tags can be color-coded and represent a different organizational level or practice area.

“The Analyze Dashboard provides a trend analysis of the organization’s existing agreements. The dashboard shows information such as the number of contracts with effective or renewal dates by quarter or agreements by type.”

There are two types of tags in the system: AI-generated (green) and user-created (multi-color). An organization can use tags to replicate a folder structure as well as identify particular vital elements. The creation and editing of tags are controlled through permission settings, which ensure the creation of tags is a deliberate process. See Figure 1 on the previous page.

Upload agreements from several document types, as well as scanned images. LinkSquares has an in-house Optical Character Recognition (OCR) team utilizing a proprietary OCR process that converts scanned images into plain text. AI runs on the transcripts to extract information such as clauses, dates, and language. The extracted information pieces are called Smart Values.

The Events tab is a calendar-based view of dates the AI extracts or calculates based on language within a contract. For example, when a contract has an opt-out date within a period of time or renewal date, LinkSquares calculates the date and enters it into the events calendar. Set reminders to generate notices sent to a specified team. Users can look at all events or filter by type of date, such as effective and termination dates.

The Analyze Dashboard provides a trend analysis of the organization’s existing agreements. The dashboard shows information such as the number of contracts with effective or renewal dates by

quarter or agreements by type. You can look at historical data and perform Smart Value and clause-level analysis. Filter dashboard visuals by time periods, Smart Values, or types of agreements, and extract dashboard visuals as images to incorporate into a presentation. See Figure 2.

Reporting

The Reports Tab provides the ability to search across all agreements, either with a keyword search or sorting by types, terms, tags, or global Smart Values. A user can incorporate as many search terms as they like, using Boolean terms, style, or proximity searches, and utilizing fuzzy logic. You can create search subscriptions that run a particular search with delivery on a defined schedule. For example, price increases often coincide with the renewal of a contract; a GC can have a quarterly report generated for all contracts due for renewal and pull any cost clauses associated with each contract.

Clause Library

LinkSquares has made it easy to reuse language in contracts via the Clause Library, accessible via the App Selector on the top menu bar. The library allows you to easily organize and save commonly used language in one centralized location. A list of saved clauses organized in different categories, such as Force Majeure or Indemnification, is visible on the left side of the screen. Additionally, there is a search bar at the top right. Once a clause is

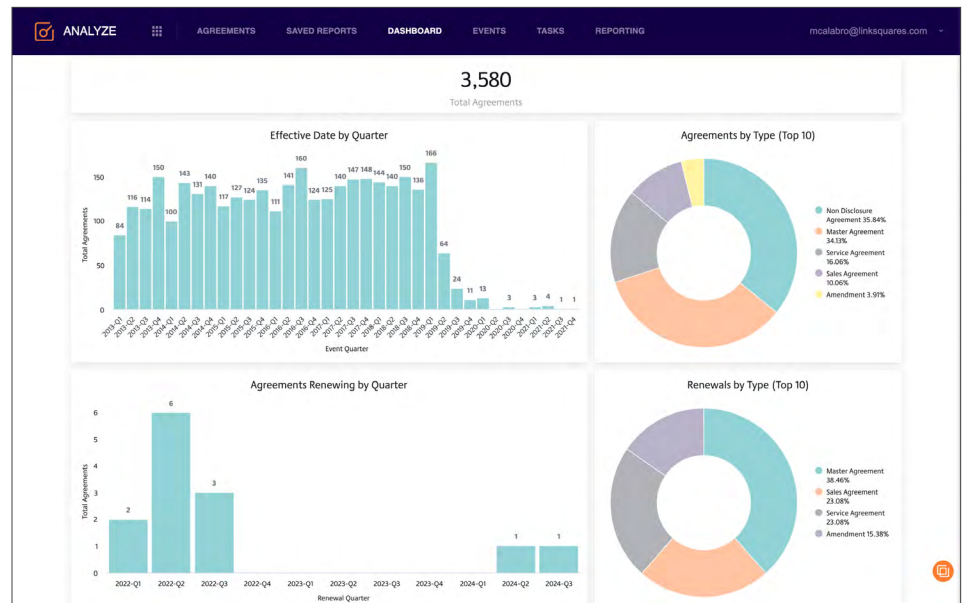


Figure 2: The Analyze Dashboard shows users a snapshot of their contracts, broken down by contract type, renewal types, and dates.

“Generating a new contract can be as simple as selecting a template and answering questions specific to that document, such as effective date, party names, and tasks.”

selected, the language is displayed in the right panel and can be copied for use in drafting. Adding a new clause is easily done by either a simple copy and paste or by saving it directly from an existing document. The Clause Library saves time, ensures consistency, and enforces an efficient workflow.

Finalize

Similar to the Analyze module, the homepage of the Finalize module shows a list of documents. Information on this page can include the name of the contract, progress of tasks, and status (clean, draft, out for signature, finalized). Finalize is where contracts are drafted, reviewed, and approved. This workflow-based module makes generating contracts easy by using pre-approved templates, harnessing the Clause Library, and centralizing communication around the contract process. The right panel of the contract drafting page is dedicated to tracking information and tasks associated with the document. The Activity tab shows everything done with the document, from creation to finalization. See Figure 3.

The Task tab lists all tasks associated with contract creation. Tasks can be added ad hoc or generated within a template, so a task will automatically be populated and assigned when a contract is generated. When a user starts a contract with a

template, they select the tasks to generate based on the needs of that contract, such as document approvers, having the IT department review technical specifications, or the compliance team signing off on the privacy clause.

Generating a new contract can be as simple as selecting a template and answering questions specific to that document, such as effective date, party names, and tasks. LinkSquares supports conditional questions; for example, the question, “Spouse?” answered “yes” will then generate another question asking for the spouse’s name. You can add pre-approved clauses via the Clause Library. Once the initial draft of the contract is ready, a user can utilize the AI-powered contract review. This automated review will identify crucial clauses, run summaries on essential terms within the contract, and allow the team to focus their efforts more efficiently.

Once a contract has been reviewed and finalized, it can be sent directly from the platform for signatures via LinkSquares Sign or one of the integrated eSignature applications.

Integration

LinkSquares integrates with various software to streamline your contract management processes, such as

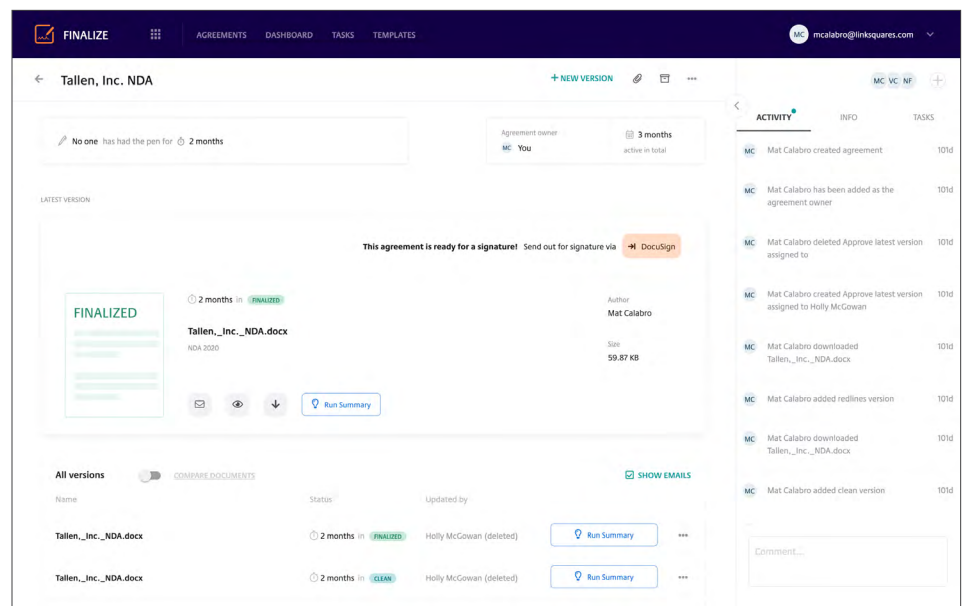


Figure 3: The Finalize Module is where contracts are created via templates and using the Clause Library. LinkSquares tracks activities through the life of the contract, information, and tasks generated and completed.

eSignature applications, including HelloSign, Adobe Sign, and DocuSign, and cloud storage providers such as Google Drive, Box, and Dropbox. Additional integrations include document management and storage systems and CRM platforms like Salesforce.

Pricing

LinkSquares follows a Subscription License model. For more pricing information, please contact LinkSquares.

Who is LinkSquares?

Founded in 2015 and based out of Boston, Massachusetts, [LinkSquares](#) is the first end-to-end AI-powered CLM platform providing legal teams with the tools and

insights to move the business forward faster. LinkSquares differs from other platforms in the market with its powerful AI insights, speed to tangible results through flexible automation, and ability to centralize everything for better visibility and collaboration. LinkSquares secured \$40 million in Series B funding led by Sorenson Capital in July of 2021.

Why Buy LinkSquares?

- LinkSquares Finalize, Sign, and Analyze provide end-to-end CLM so users can draft, execute, and manage every contract within one centralized platform to drive efficiency, lower risk, and save money.
- LinkSquares AI was built in-house and specifically trained on millions of

contracts to recognize the nuances of legal language.

- Every customer is assigned a Customer Success Manager who provides individualized support from the initial discovery session to understand specific requirements and deliver ongoing training on the latest functionality.
- LinkSquares can have customers up and running in as few as 30 days.

Try LinkSquares Today

Reach out to LinkSquares to [schedule a demo](#) and see how to leverage AI to manage contracts. Follow LinkSquares on [LinkedIn](#) and subscribe to [our blog](#). ■

Malbek Extends CLM to Enterprise Systems and Desktop Tools, Bringing All Contract Roles Under One User Experience

“A dashboard shows an inbox of work approved and in progress, tasks that need attention, and open activities of agreements in various stages of approval or negotiation. Click the stage to view a list of contracts and select individual items for more detailed information.”

Company Name Brand
Malbek

Product Name Brand(s)
Lifecycle AI, Malbek Contrax, Malbek Konnect

Latest Developments and Updates

- Malbek’s core functionality includes an intelligent contract management activity dashboard, providing a snapshot of enterprise contracts and comparing all negotiated business terms and clause progression.
- Self-service tools allow customers to annotate, test, and build their contract AI models.
- Added zero-code integration with NetSuite, OneTrust, HubSpot, and Microsoft Dynamics.

Efficient Contract Creation and Tracking

Malbek is a cutting-edge contract lifecycle management (CLM) solution with a proprietary artificial intelligence (AI) core that empowers the enterprise to do more with less. Malbek’s CLM solution supports the growing contracting demands of your

entire organization, including Legal, Sales, Finance, Procurement, and other critical business units. Malbek provides end-to-end CLM with out-of-the-box integration to popular business applications, like Salesforce, NetSuite, Slack, Office 365, and others, allowing your contract data to flow seamlessly while reducing cycle times.

Review, Assess, and Search

When you log in to Malbek using any web browser, a dashboard shows an inbox of work approved and in progress, tasks that need attention, and open activities of agreements in various stages of approval or negotiation. Click the stage to view a list of contracts and select individual items for more detailed information. Configurable widgets display contracts by type, product, and services—drill down for more discrete data. *See Figure 1.*

Malbek’s search function works similar to a Google or Amazon search. Enter keywords in a search window, and the software displays a list of results in the main browser panel with the most relevant and

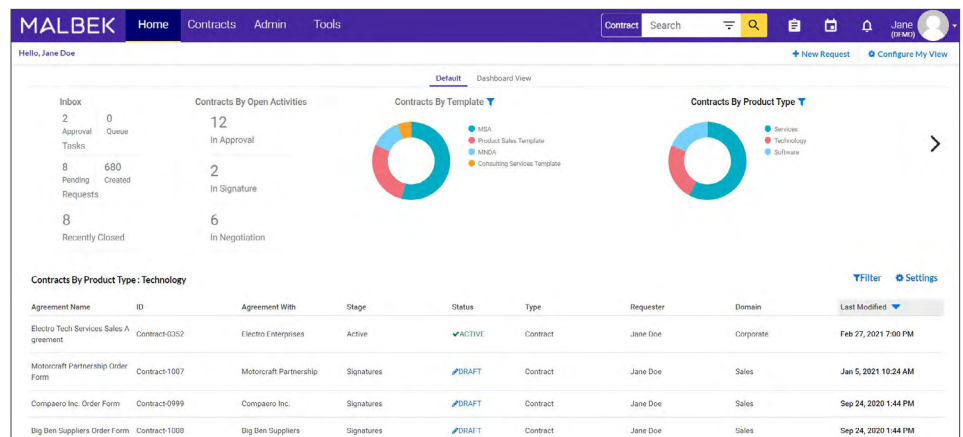


Figure 1: Malbek’s default home page displays a user’s work history, and you can select widgets to see work in progress through various filters. Click the dashboard view to see all widgets, including one that provides a ranking of contracts by risk.

“ Set up events or triggers in documents to notify you of changes via email. For example, get notified when price changes or other critical data is modified. The system also maps relationships using AI, links related contracts in a graphical view, and allows you to compare related contracts and export the comparison to Excel.”

recent on top. You can refine the search with dynamic facets in the left panel, such as contracts by open activities and contract templates. When a search result identifies a contract clause, click on it to open the contract and see the clause in the context of the agreement. Selecting an aspect displays attributes of other elements to narrow a search. When the review is complete, you can drill into the results or export them to an Excel spreadsheet for further analysis.

Contract Record

Malbek's contract record collects an agreement and any related documents, such as exhibits, pricing sheets, and policies (for example, terms of use and privacy). The user interface (UI) to a contract includes a configurable business process or workflow at the top that varies depending on the type of agreement. See *Figure 2*.

Detailed views of agreements show critical data from the document and metadata, including the agreement header, contract details and terms, product pricing, and e-signatures. When you make changes in the detailed view, the edits synchronize to the respective Microsoft Word document using Malbek's add-in. And the reverse is also true; make a change in the Word document, and the add-in updates the detailed view.

The contract UI shows the agreement name, requester, customer name, effective date, and end date atop the browser window. You can see all comments made on an agreement during its creation, negotiation, and management in the right panel of the browser, where you can tag others and

collaborate on all contract documents. The comment section includes all the activities made on the record, including who accessed it and when. The system supports version history, comparing documents online or in Microsoft Word, searching within documents, and checking them in and out.

Set up events or triggers in documents to notify you of changes via email. For example, get notified when price changes or other critical data is modified. The system also maps relationships using AI, links related contracts in a graphical view, and allows you to compare related contracts and export the comparison to Excel.

AI Lends Itself to Contract Creation

Malbek uses proprietary AI and machine learning models to learn about all customer agreements. The platform normalizes and anonymizes confidential data and applies the learning to each customer account to facilitate contract creation and editing.

You can create contracts in Malbek from predefined and configurable intake forms and third-party paper. An intake form gathers necessary information on the transaction type, such as the agreement name, description, and counterparty names. Malbek can apply a predefined template from your contract playbook or a third-party form, which you upload with any additional files, including email, supporting attachments, and internal documents.

Lifecycle AI provides real-time access to your contract data with contextual insights and recommendations about how AI can

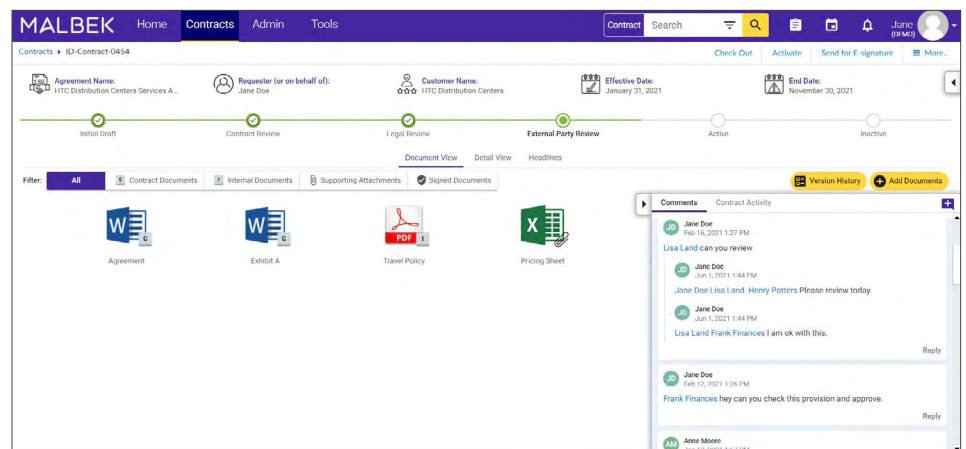


Figure 2: Malbek's contract UI includes a workflow at the top of the browser showing an agreement's status in the contract lifecycle and tabs to display documents with detailed views.

“Malbek uses proprietary AI and machine learning models to learn about all customer agreements. The platform normalizes and anonymizes confidential data and applies the learning to each customer account to facilitate contract creation and editing.”

be used to improve business outcomes. There are a variety of key use cases for Lifecycle AI. For example, you can automatically extract data from hundreds of contracts at once, including key terms and clauses, which become searchable in the Malbek repository. You can quickly identify non-standard terms, automate the identification of renewals and milestones, and integrate contracts with your preferred document storage platform. Another example is accelerating the identification of key terms, clauses, and provisions from the repository without manual data entry or tagging. Malbek features over 70 pre-trained, out-of-the-box provisions. Search and filter capabilities similar to Amazon and Google help you find terms most important to specific roles. Additionally, you can reduce or eliminate back-and-forth negotiations, leveraging AI to identify preferred positions and where users usually end up post-negotiation. This is facilitated by expedited redline review and contextual negotiation guidance, which significantly reduces review cycle times.

Playbooks and Workflows

Upload a contract template into Malbek and apply tags to terms and clauses to build a playbook. The Lifecycle AI engine can also take an example contract and make a legal playbook by extracting key terms and clauses. After the engine analyzes and reviews an agreement, a document summary of clauses to include or exclude is displayed. The engine can also identify what's not in an uploaded contract with contract models learned from all agreements.

The playbook UI lets you drill down into clauses, edit text, and set up conditions to use optional or fallback clauses in an agreement. When using AI review, you can easily add new clauses to playbooks.

A drag-and-drop graphical UI in Malbek lets you create nodes and bring them together in workflows for contract types. You can quickly build serial or parallel approval processes in a workflow.

Lifecycle AI presents insights into the contract, providing a UI of terms in a card display and clauses in a tabular format. Drill into terms or clauses to review them in the context of the agreement in a web browser. You can edit the contract, use AI to analyze and compare the document to your organization's playbook, send it to PDF format to review, or send it to Microsoft Word on a PC or Mac for editing. See Figure 3.

With tight integration with Word, Malbek can automatically apply playbook rules and language, or you can make manual changes. Either way, the changes synchronize with the system's copy of the document. After bringing the contract to compliance, send the updated version to the third party to accept or reject changes using Word's Track Changes.

Reporting

You can access Malbek's reporting tool from the top right-hand corner of the UI using the clipboard icon. Subscribe to daily, weekly, or monthly reports and receive them in Excel format via email. Standard

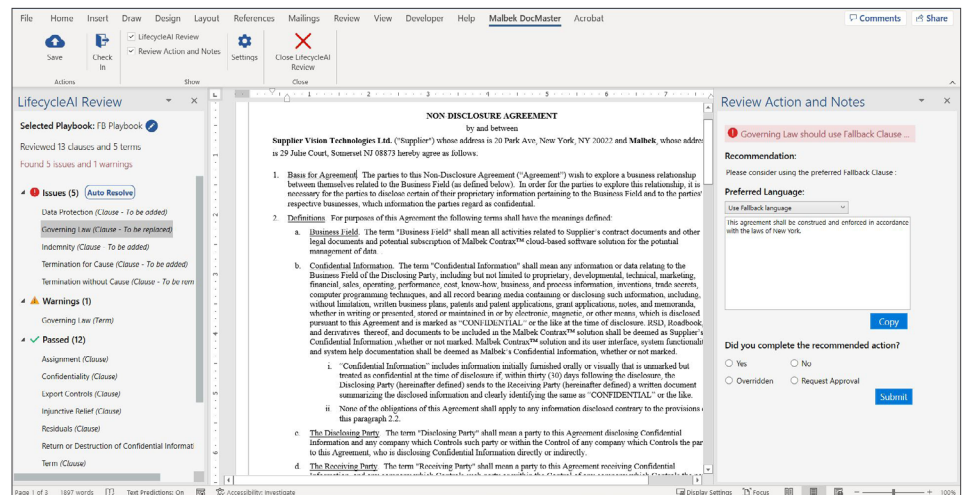


Figure 3: Malbek DocMaster, an AI-powered Microsoft Word add-in, analyzes and compares contracts to playbooks to edit agreements that comply with company policies.

reports include contract expiration (30, 60, and 90 days out), task reports, legal workload assignments, and high-value and high-risk contracts.

Click the calendar icon in the upper right-hand corner and look at all contracts in a calendar view to realize upcoming events or milestones. Next to the calendar icon, the bell or alarm icon opens a panel to view all activities, including @mentions and contract event logs.

Cloud Architecture and Integrations

Malbek is hosted in multi-tenant, single-code software architecture in Amazon Web Services. Platform upgrades and patches have minimal to no downtime for users, who can easily configure the system without coding.

Malbek Konnect Marketplace comprises zero-code, drag-and-drop connectors to SAP, Salesforce, HubSpot, Microsoft Dynamics, and other CRM (Customer Relationship Management) and CPQ (Configure, Price, and Quote) systems. These connectors aim to provide the

Contrax CLM experience in the remote system. Connectors also integrate Adobe Sign and DocuSign for e-signature support and external document storage from Microsoft SharePoint, Google Drive, Dropbox, and Box.

Pricing

Malbek **prices** Contrax CLM according to company size, requirements, and integrations. The company has pricing plans by user types—not by contracts or workflows. The company sells direct and **partners with top consulting groups**, such as Stout and Deloitte, to help organizations implement and adopt the CLM.

Who is Malbek?

The Malbek team is made up of enterprise solution executives with more than 20 years of experience in the industry, including CLM. Malbek founders, Hemanth Puttaswamy (CEO), Matt Patel (COO), and Madhu Poolu (CTO), had a clear vision to disrupt the space and bring an innovative new CLM solution to the market. Malbek Contrax for midsize and large enterprises was released in 2018. Malbek's principal

office is in Princeton, New Jersey, with staff located throughout the US. The company has over 80 employees and received **\$15.3 million in Series A funding** last year, led by Noro-Moseley Partners, TDF Ventures, and Osage Venture Partners.

Why Buy Malbek?

- Proprietary AI software supports text extraction and contract review to comply with an organization's contract forms and policies.
- Out-of-the-box, zero-code connectors improve an organization's ability to share critical contract data with other systems, including Salesforce, Microsoft Dynamics, and other CRM systems.
- Microsoft Word AI-powered add-in speeds contract creation and approval on Macs and PCs.

Try Malbek Today!

Reimagine contract lifecycle management software and see how Malbek can improve creating, approving, and maintaining contracts: [Request a demo today.](#)

Solve All Contract Challenges in Fast-Growing Organizations with SpotDraft, AI-based Contract Lifecycle Management SaaS

“A critical challenge for legal ops is to never miss a contract deadline or renewal. SpotDraft reports detail contracts expiring in days and months and you can set reminders for the same as well as export the report or click an agreement to view the contract workspace.”

Company Name Brand
SpotDraft

Product Name Brand(s)
SpotDraft

Latest Developments and Roadmap

- SpotInsight supplies data-driven analytics and visualizations to optimize contract lifecycles.
- Contract editor looks and feels like a Microsoft Word document with built-in features to collaborate, comment, and compare contracts.
- SpotDraft’s integration with Slack is live and integration with MS teams will be available very soon.

Fueling Collaboration and Managing Challenges

SpotDraft is a contract lifecycle management (CLM) provider that empowers in-house legal teams,

business teams, and counterparties to collaborate on creating, negotiating, and closing contracts and manage existing contract obligations. The artificial intelligence (AI) enabled system aims to solve all contract challenges faced by small, midsize, and large companies with built-in capabilities to support buy- and sell-side contracts.

Contract Management

When you log in to SpotDraft, the landing page presents all aspects of contract automation in one place. The page shows all contracts in an actionable list with integrated search and filtered views, including one showing the contracts assigned to you. When you select filters to narrow the view of all contracts, the search strategy appears at the top of the page to retrace your steps—export search results in CSV or PDF format for offline review and analysis.

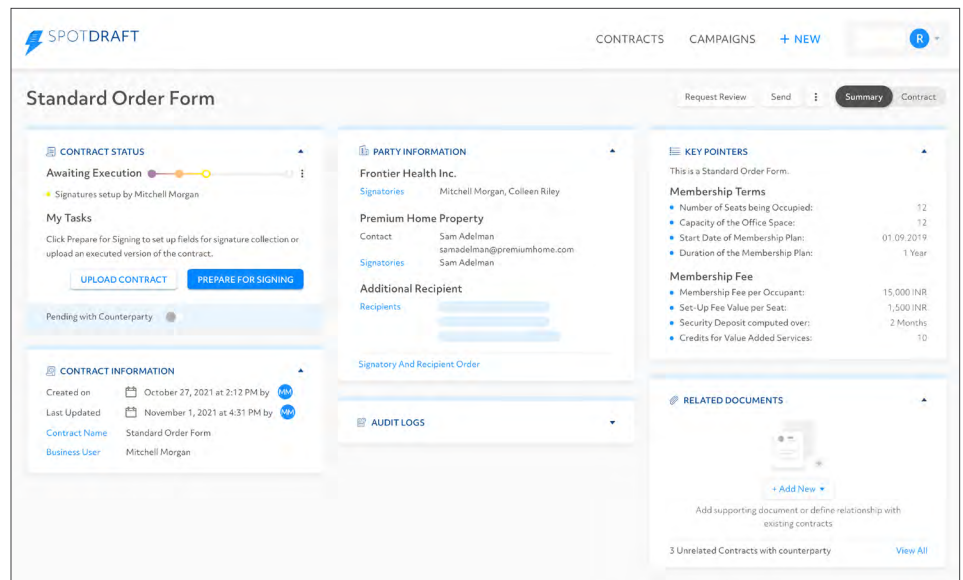


Figure 1: SpotDraft’s contract page with AI-extracted deal points provides a summary and detailed view of agreements, including an audit log of all contracting activity.

“ Build complex agreements using smart templates with conditional logic, approval mechanisms, and workflows. After completing a draft contract from a questionnaire, invite a counterparty to SpotDraft to review, comment, and edit the draft using a secure link in an email bearing your organization’s brand.”

The first step for customers is to migrate all legacy contracts to [SpotDraft’s central repository](#). The company can ingest documents from Google Drive, Dropbox, their offline systems, and Microsoft SharePoint. After doing so, all the agreements receive a dedicated page with key pointers extracted using machine-learning technology. Key pointers include Counterparty details, date created, expiry date, date executed, date updated, date of delivery, and other important details, including, but not limited to, warranty period and jurisdiction. You can customize the system to extract other critical data for reporting and analysis.

A contract page shows a detailed view of an agreement, providing information on status, parties, custom tags, and key pointers, including execution date, purchase price, currency, and duration. The page also links all indexed contract versions and related documents saved during negotiation. Like the landing page, you can kick off [configurable workflows](#) for new, third-party, executed, and bulk contracts, which simultaneously create and send multiple agreements. You can also send completed deals for signatures. See [Figure 1 on the previous page](#).

You can create tags for documents and clauses to search. Note that administrators can set user level permissions for creating labels and other actions and limit their access to records by entity, department, and role.

A critical challenge for legal ops is to never miss a contract deadline or renewal.

SpotDraft reports detail contracts expiring in days and months and you can set reminders for the same as well as export the report or click an agreement to view the contract workspace.

Contract Creation

You can create contracts from self-service templates, which operate in a questionnaire format. Questions presented to sales professionals or others generating contracts work to select valid customer data and import clauses into an agreement that complies with a company’s playbook, making for guardrails to create risk-free contracts without burdening legal professionals.

Build complex agreements using smart templates with conditional logic, approval mechanisms, and workflows. After completing a draft contract from a questionnaire, invite a counterparty to SpotDraft to review, comment, and edit the draft using a secure link in an email bearing your organization’s brand. Soon, the system will support customer mail systems, so contract links and attachments contracts can issue to counterparties are sent with company identification; currently, messages come from SpotDraft.

The link takes the counterparty to the contract shared with them on SpotDraft. After a quick onboarding process, the external user can view the text but only edit the agreement based on the rights provided by an out-of-context mechanism. See [Figure 2](#).

After a counterparty reviews and edits the document, an approver sees the proposed changes to the agreement to approve or

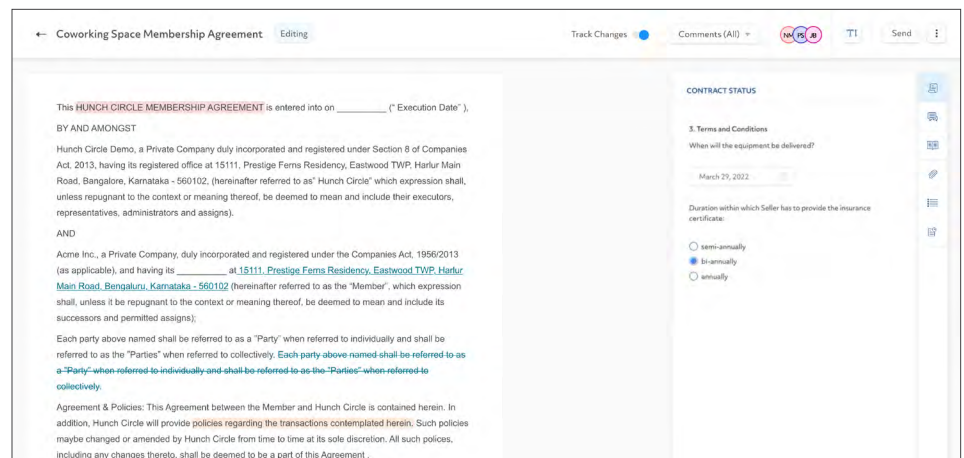


Figure 2: SpotDraft’s secure link workflow provides counterparties view-only access to the agreement, and a comment-like function to input discrete, permitted changes to the proposed deal.

“ Use SpotDraft’s proprietary, built-in editor to create an agreement from a playbook or upload a third-party paper. The editor combines Microsoft Word functionality with the collaboration features of Google Docs.”

deny with checkbox functionality. If approved, execute the deal by sending it out for e-signatures via email.

The secure link workflow works well to execute high-volume contracts requiring little negotiation. For more bespoke agreements, send a copy of the contract via email in Microsoft Word for review, negotiation, and approval.

Use SpotDraft’s proprietary, **built-in editor** to create an agreement from a playbook or upload a third-party paper. The editor combines Microsoft Word functionality with the collaboration features of Google Docs.

As you build a document, solicit input from colleagues and outside counsel as if you were commenting on a Google Doc using social media conventions (@user) for notifications and alerts. The system groups comments in three buckets or tabs: me, team, and external. Add comments for counterparties in the external tab. Alert an internal user in a comment, and they receive a system or email prompt to reply in the editor. *See Figure 3.*

When the draft contract is complete, send it via email to external parties not invited to edit the document in SpotDraft. They will receive a copy with Track Changes and see comments from the external bucket. Other comments remain with the copy in SpotDraft.

The external parties can edit the document and make comments. When they return the contract, view it in the editor to approve or deny edits made using Track Changes and view additional comments.

SpotDraft supports a feature to compare documents with any draft contract version. It goes beyond Word’s compare function to find and categorize the changes, such as content, font, or margin changes. In compare mode, you can include comments from both documents.

The built-in editor can add clauses to playbooks and analyze definitions, finding incorrect or inconsistent definitions in the document. The editor can add tags to clauses and save a new version with comments. Resolved comments stay with the latest version.

Optimize CLM with SpotInsights
SpotInsights analyzes and visualizes your contract data in SpotDraft, providing insight into improving contract lifecycles, speeding the creation of contracts, and managing risk.

Among other data, the system shows the number of active contracts in draft, review, and out for signatures, as well as executed and expired contracts. The system filters the views by contract and template types, then slices and dices data to display the average time spent on each contracting

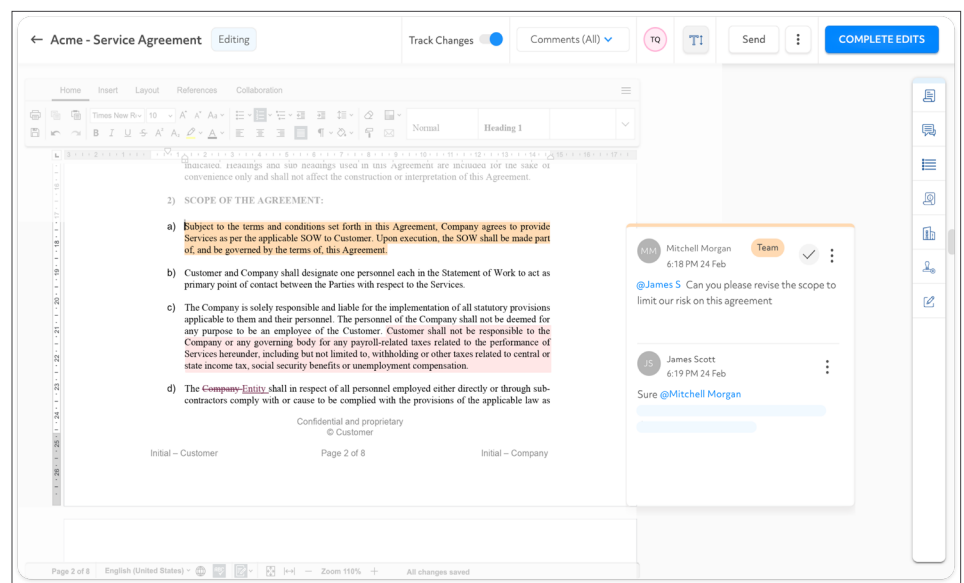


Figure 3: SpotDraft’s built-in editor combines the look and feel of Microsoft Word with collaborative features similar to Google Docs.

stage, including drafting, reviewing, approving, and e-signing agreements.

Integrations

SpotDraft is hosted in Google Cloud, using a multitenant software-as-a-service (SaaS) architecture. It serves up its SaaS in the US and EU regions depending on customer storage requirements.

The system **integrates typical business, legal, and sales software**, including Microsoft and Google repositories, to bulk upload contracts and customer relationship management (CRM) systems to synchronize customer data and contract templates. The system supports single sign-on (SSO) technology and bots to create bidirectional data sharing with other systems. Sales pros do not have to access SpotDraft to create contracts; they can do so on their preferred sales platform, such as Salesforce and HubSpot.

For collaboration and contract approvals, SpotDraft integrates with Slack and will soon work with Microsoft Teams. SpotDraft supports its e-signature technology, compliant with US and EU

standards, and integrates with Adobe Sign, DocuSign, Hello Sign, and SignEasy.

Pricing

SpotDraft prices its software by the number of users, integrations, and templates. Customers can create multiple-use templates with conditional logic. A license allows unlimited viewers and approvers and users can edit, upload, and create contracts. SpotDraft does not cap the number of agreements or limit storage space, allowing unlimited e-signatures. An annual license includes support, implementation, and building integrations.

Who is SpotDraft?

SpotDraft solves all contract challenges in legal operations and other corporate departments and complies with ISO/IEC 27001:2013, maintaining risk-based information security techniques and practices. Since 2017, SpotDraft has made and sold its AI-based contract lifecycle management system in seven countries, with its primary market in North America. The company is based in Bangalore, India, and will soon have a significant presence in New York. SpotDraft has 101

employees and is expanding its customer base in India and growing exponentially in the US, EU, and Southeast Asia regions. SpotDraft garnered more than \$2 million in venture capital from its seed round, led by 021 Capital and Hunch Ventures (Source: Crunchbase).

Why Buy SpotDraft?

- AI and machine learning extract key points from contracts to identify obligations and facilitate contract management and renewals.
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- Simplify cross-team and counterparty collaboration to speed contract execution.
- Provide data-driven insights into contract data to optimize lifecycles.
- Established and efficient implementation time and well-regarded customer support.

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