

Managing Contracts Beyond the Legal Text

A Technology-Driven Approach



HOW TO USE TECHNOLOGY TOOLS FOR INCREASED EFFICIENCY IN LEGAL OPERATIONS
20th February 2024 – 14th March 2024

A Webinar Series by Manupatra

PAIN POINTS

PREFERENCE OF CLAUSES IN A CONTRACT

Many Contracts = Many
Templates = Many Clauses



Which to pick?



ELABORATE MANUAL PROCESS



Careful precision and accuracy
means meticulous action and
supervisions for all tasks – big
or small is required.

TOO MANY DOCUMENTS

Main contract
Addendums (if any)
Related Documents
Past versions of the final draft
More Documents!



DIFFICULT TO KEEP ALL THINGS ORGANISED

Many team members
Many inputs
A lot of changes
A lot many versions



A LOT OF TIME AND EFFORT IS CONSUMED



Manual process means that a lot
of time and effort is required by
team members.



CENTRALISED REPOSITORY

Keep all your contracts in one place

Legacy contracts, ongoing contracts and future contracts as they come

Read your contracts better with improved navigation

Swift through all your contracts – big or small – with easy navigation and improved understanding



Find the relevant contract with few clicks

Filter through the long list to get exactly what you want

Manage contract obligations easily

Easily manage contract performance by tracking all your obligations, setting alerts on them and including concerned team members.





EASY ACCESS DOCUMENT MANAGEMENT

This includes:

Finding desired documents easily



Maintaining document trail

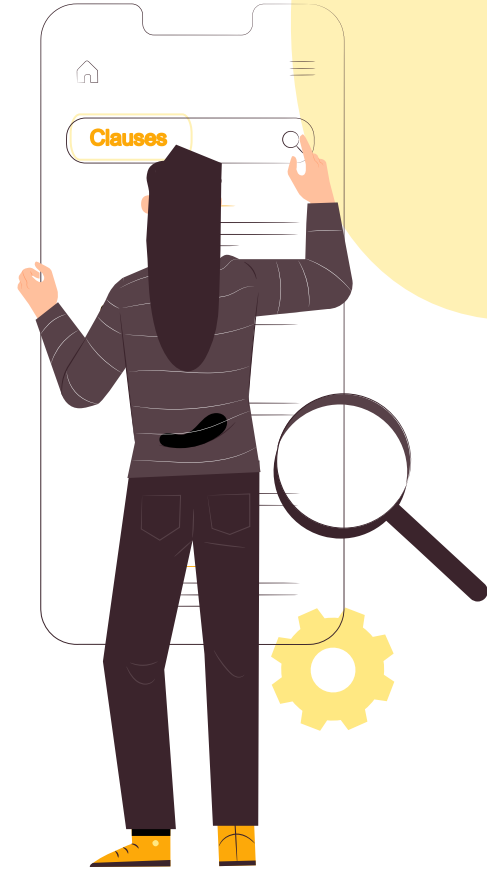




CLAUSE LIBRARY

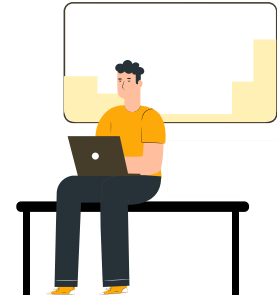
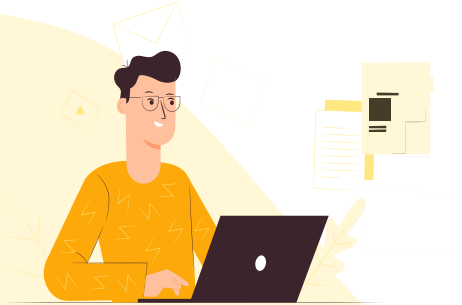
This means:

- Having access to a wide variety of templates of clauses for a wide variety of types of clauses.
- Being able to choose the one you like best and keep it aside for future use.
- To be able to add and use own choice of clauses to make the contract truly unique and truly yours.
- To be able to edit everything you see, add/omit/change to your heart's content to ensure quality and precision.





MS WORD FAMILIARITY



We are set in our ways and it is difficult to completely overhaul the entire process of our work. Hence, a culmination of our familiarity with MS Word and our ease of using it needs to be a part of the technological intervention.

For this, things like a PLUG-IN or MS Word-like online document editor that includes the other important facets of contract lifecycle management are important.

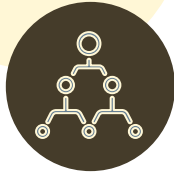




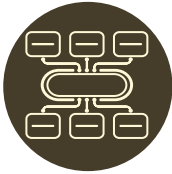
TEAM COLLABORATION



Unique flow of work responsibilities



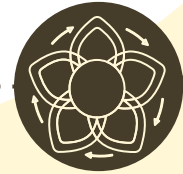
Diverse process



Include many people



Diverse tasks



Complete overview





TRACK VERSIONS

- View all versions of a draft in the same place.
- Keep multiple versions of a document.
- Save all entries to an ongoing list.
- All changes saved online, tracked, and can be accessed from ANYWHERE.
- Keep an eye on all movement and changes of the document – downloads, variations etc.



OTHER THINGS ONLINE CLM TOOL CAN HELP WITH:



E-Signature



Quick Alerts



All-Inclusive Calendar

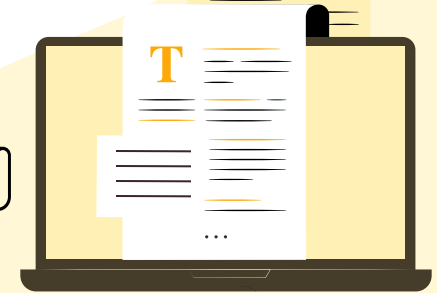
Secure Access



**Insight into your
data and operations**



One-Click Reports



To Sum Up:

SAVES a lot of time.

REDUCES manual effort.

EASY to adapt and become accustomed to.

GAIN insight into your process and operations.

KEEP AN EYE ON THINGS going around in the organisation.




THANK YOU!!



In case you're curious for more, please
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You can also scan this QR code to know more →

