Improves productivity with central access to all contract-related information

Manages contract lifecycles, from automation to knowledge-driven tasks

Increases visibility into contract status with reporting and dashboards

Take control of your contract management process

To successfully manage contracts and minimize risk, legal departments and administrators depend on easy access to information and important work tasks. OnBase by Hyland equips personnel to make effective recommendations and better handle contract requests and related activities, consolidating all contract-related data and documents in one central place.

OnBase manages the complete contract lifecycle, automating predictable steps while empowering staff to complete knowledge-driven work. One complete view of all information, tasks, activities and correspondence increases employee productivity by eliminating the need to jump between multiple applications, spreadsheets or file shares. Meanwhile, reporting functionality and dashboard views increase visibility from day one through the life of the contract.

DATAFINITY

OnBase®
by Hyland

Elevates productivity with a complete view of all information

With OnBase, organizations capture, store and manage all contracts and supporting information in one secure location. This includes executed contracts, revisions, related data, supporting documents, correspondence, expiration/renewal dates and staff ownership details. OnBase also minimizes manual tasks like filing and retrieving documents, maximizing productivity and equipping your legal department to focus on higher-value tasks like handling exceptions.

With fingertip access to digitized contracts and all associated data and documents, personnel easily search and filter content, quickly finding the information required to make recommendations and drive contracts through their lifecycles.

Manages the complete contract lifecycle

OnBase manages the complete contract lifecycle, automating repeatable tasks and equipping legal staff to accomplish knowledge-driven work. A standardized contract request process ensures the right data is collected at the start, depending on the requested contract type. Throughout the process, OnBase tracks required documents missing from the system, ensuring staff gather all needed information.

OnBase simplifies contract authoring with a library of contract templates, automating the creation of high-volume contracts to drive consistency. It also facilitates effective collaboration and negotiation, allowing personnel to create electronic notes, track conversations, and capture revisions and supporting documents directly from their email inboxes.

By automatically routing contracts to the right individuals, OnBase enables faster, more efficient review and approvals. Personnel access contracts and complete reviews with ease – whether in the office, via mobile devices or directly from line-of-business applications.

With a variety of signature solutions – from wet signatures to digital signatures to cloud-based signing – OnBase improves contract execution while adapting to organizational standards. It also equips personnel to effectively manage post-contract obligations, facilitating timely delivery of information, flagging specific terms on execution and notifying the right people to ensure you meet provisions.

OnBase also improves the handling of expirations and renewals, providing insight into contracts near expiration and sending reminders as due dates approach. This keeps the process moving while minimizing the risk of noncompliance penalties and missed opportunities for renegotiation.

Increases visibility into contract status and lifecycle

Managers and legal departments have full visibility into the contract process, from a history of interactions with data to a clear view of current work and upcoming obligations. As personnel enter and modify information, OnBase tracks what was changed, by whom and when, with a full audit trail.

As employees work through different contracts, managers access graphical dashboards of work they oversee – displayed by contract type, status or staff assigned. A calendar view of contracts by due date and expiration also provides a clear picture of upcoming work. This allows supervisors to quickly identify and eliminate bottlenecks, balance workloads and prioritize the order of contract processing – supporting continuous improvement.

Additionally, OnBase gives those outside your legal department access to final, executed contracts from an ERP, CRM or other business system – keeping personnel informed of key contract details and facilitating collaboration enterprise-wide.

Learn more at **OnBase.com ››**

"We decided to concentrate on the area that was causing the most pain: the faculty contract request process. With OnBase, we were able to cut average processing time from 14 days to 2.5 days."

– Janet Mara, associate registrar, Norwich University

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