

Four Business Solutions

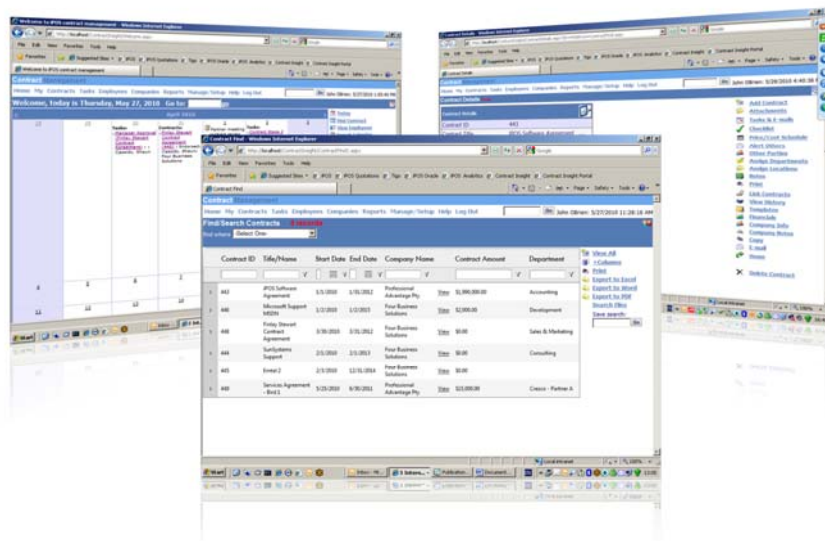
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CONTRACT INSIGHT

Contract and Asset Management made easy



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Contract management

Effectively manage your organization's contracts, agreements, vendors, risks, and committals. Meet internal and external compliance processes

Contract creation

Standardize your organization's contract creation process using templates with field merging, standard clauses, and workflow approvals

Workflow

Receive e-mail task alerts for expiration alerts, renewal alerts, approval alerts with workflow, escalation/delegation, and tasks—directly to the users e-mail inbox and their calendar

Document tracking

Attach and track contract documents, files, scanned images, e-mails, voice mails, and other files that are important—with date/time/user/version tracking

- Track contracts easily
- Manage vendors / clients suppliers / providers
- Manage risk more effectively
- Standardize contract creation / approvals
- Comply with government and industry regulations
- Negotiate easier and quicker
- Receive e-mail alerts and calendar reminders



Features and Benefits - Just a Few

Learn why so many leading companies select Contract Insight Enterprise and Four Business Solutions



- Manage any type of contract, agreements, patents, material transfer agreements, intellectual property agreements, software license agreements, leases, and licenses including revenue contracts, expense contracts, master/sub contracts, milestones, action items and more
- Create/draft contracts from contract templates with field merging that is reusable for ease-of-use
- Quickly create and access contracts from a web browser or web enabled phone
- Track documents, images, files, e-mails, faxes, voice mail, PDF, excel, word, and any other files
- Link and associate contracts together for master and sub-contracts
- Track contracts according to your standard codes, categories, status, departments, locations, and more
- Monitor a contract's physical location, amendments, notes, changes, and more
- Track contract workflow, approval status, and performance
- Easily renew contracts with a click of the mouse and link to previous versions to retain history
- Provides e-mail notifications for contracts, tasks, milestones, action items, and payments.
- Manage complex and/or simple workflow; users are kept up-to-date via our advanced notification system; automatic reminders are sent to key stakeholders; assign employee responsibility to tasks with escalation/delegation
- Track payments and payment notifications; receive budget and cost alerts for financial control
- Create simple task alerts with e-mail directly to outlook or exchange, lotus notes and all smtp e-mail systems

Features and Benefits - More

- Create pre-defined and global tasks by contract type, department, status, amount, and any other field
- Create checklists and milestones
- Calendaring integrated with contract notifications; export your calendar to MS Outlook
- Create any type of field using easy-to-use user-defined fields (with friendly names, field order, and help text)
- Create and assign fields by contract type
- Report /search on any field via ad-hoc searching, save searches, export to excel and other formats, create reports with Report builder; with scheduled e-mailed reports
- Manage compliance and vendor performance
- Offers granular security for user, department, with add/read/modify permissions; plus full audit trails/change tracking
- Import/export data and integrate with common ODBC compliant databases and third party systems
- Online user manuals, demos, video tutorials, and help system
- Take advantage of the **concurrent** user license model and get rid of named license fees



Trusted by Thousands of Users Worldwide!

About Four Four Business Solutions is a technology services company specialising in the delivery of workflow solutions, spend management and corporate financial planning solutions. Our consultants offer unrivalled integration skills, complex integration project knowledge and a client focused approach. A combination that has helped us deploy some of the largest and most challenging projects in the industry, on time and on budget. We have streamlined the business processes for our many global clients and ensured their competitive lead is maintained whilst reducing costs and eliminating inefficient manual processes.

Some Leading Industries

Health Care & Pharmaceutical, Financial Services, Defense & Aerospace, Manufacturing, Government, Education, Non-profit, Legal, Telecommunications, Retail and many others—manage any type of contract.



For more information visit www.four.co.uk