

# Features

## Industry-leading Capability Driving Efficiency and Compliance

### **Fixed fee, Unlimited Use**

While it's not a product feature so much, it's a big distinguishing factor. With Ntracts, there is no variability to your annual fees no matter how many contracts or users you might add to the system. Ntracts is an enterprise solution with an enterprise subscription.

### **Workflow Drives the Database**

Ntracts drives efficiency and compliance using workflows to drive the population of the back-end database/library. With Ntracts, users are prompted to complete their contribution to the contracting process. Upon doing so, the database is updated. There isn't a second step where someone needs to 'go into the database' to make additional updates. It's certainly available but there's no need for the extra step.

### **Full Custom Workflow Development**

A signature piece of Ntracts' capabilities is the design and construction of fully custom process automation with the complex logic needed to move information to the correct person at the proper time. Ntracts doesn't have a framework or tool that your processes need to fit into; we build a tailored workflow to your processes and rules.

### **Ntracts System Workflows**

Ntracts is the only CLM solution provider with the capability to manage the entire lifecycle - from initial request and document generation, to approval, signature, subsequent reviews, amendments, and termination. Included for use in every Ntracts instance, system workflows are designed to fit a broad range of needs:

- **New Contract Approval** - automatic record creation with dynamic routing for contract approval and signature.
- **Record Maintenance** - manage active contracts through the renewal, amendment, and termination processes.
- **Reviews** - manual and/or automatic solicitation of review information and tracking of contract reviews.

### **On-Demand Routing**

When versatility and flexibility are required, Ntracts' on-demand routing controls help you include the proper people. Build process routings on the fly, passing files, and soliciting information needed to facilitate approval, review, amendment, or termination process.

### **Workflow Efficiency Pack**

Expand the use of Ntracts' system workflows through the customization of intake surveys while also saving those common routings, instructions, and requests for quick recall and use. Create a custom intake screen (survey) for a specific type of agreement and then define whatever routing might be associated with it and then re-use on demand.

### **Custom Data Fields**

Different types of contracts have different kinds of data requirements. Store the data that matters to you by contract type. When it's a lease, store the square footage and floorplan. When it's a physician agreement, store the compensation arrangement. All data is searchable and reportable within Ntracts.

### **Active Contract Management**

Ntracts' Sentry is a system monitor that can be configured to look for upcoming dates and/or changes to data and start automated processes such as notifications and workflows, based on organization, contract type, value, etc.

## Advanced Reporting

With every data point within Ntracts available, users can create reports which can then be set up to be run and delivered on a schedule. Also included is the ability for each Ntracts user to have their own custom dashboard so they can see their world, their way.

## Automated Document Generation

We can drive significant efficiency via our integration with HotDocs (a leading document generation tool used by a majority of the AmLaw 200), Ntracts will automate your default templates to create negotiation-ready documents. And it's much more than inserting data from the system; variable language/clauses can be inserted into documents based on the specific requirements of the requested document.

## eSignature Integration

Take your productivity to the next level by integrating eSign into Ntracts. Signatures can be obtained in minutes instead of days using eSignature embedded into Ntracts. As a DocuSign partner, you can initiate signatures inside of Ntracts. No need to download a document and upload to DocuSign.

## In-App Editing and Versioning

Files can be stored, opened, edited, and versioned within Ntracts without the need to go through the time-consuming process of downloading and re-uploading. What's more, our in-app editor is a collaboration tool for your contracting participants and even has live chat available.

## Mobile App

No longer do you need to be sitting at your desk to participate in your processes. The Ntracts Mobile App brings your actions and notifications right to your device.

## Outside Party Interface (OPi)

OPi will allow non-Ntracts users (the other party, outside counsel, etc.) to interact with the system and workflows via a secure link delivered by email. No more emailing contracts back and forth. Simply share the document with an outside party, they can redline the document in their browser or download and re-upload when complete. And repeat. And repeat. And repeat. And... you know the drill.

## Credential Management

Different types of parties require different types of documentation/credentials. Ntracts automates the capture of documents from the other party for items such as Certificate of Insurance, BAA and virtually any other credential you may require. Further, Ntracts tracks the expiration dates of these documents and automatically notifies the other party when a document is required. Using our Outside Party Interface portal, the other party can upload those document for approval and placement in your system.

## Physician Timekeeping

The latest functionality to be added to Ntracts is an integration with Crowe Horwath's Physician Links system. Now time can be tracked and validated against the contract to ensure you are getting proper reimbursements. Further, you can define min/max thresholds within Ntracts that need to be met around recorded time and have pre-defined messages and routines kicked off when the system encounters such a circumstance.

## Contract Adherence

Contracts are filled with SLA's, Quality Metrics and countless other items that require ongoing monitoring and measurement. Ntracts can automatically poll users at regular intervals for this data and tabulate summary results. You define what's to be measured, by whom and how often; Ntracts does the rest.

## Non-Monetary Compensation Tracking

Ntracts can proactively survey users on a periodic basis for any non-monetary compensation provided. Data can be summarized and raise flags when specified thresholds are reached.

## Online Fair Market Valuation

Through an Integration with our newest partner, FMVMD, Ntracts can send information you have already entered and receive FMV opinions in minutes, allowing you to obtain pre-employment and updated information without the hassle of having to manually check and re-submit.

## Single Sign On

Let Ntracts work with your IT department to use your organizations active directory to manage the login process, eliminating the need to enter your username and password.

(more to come)

Call today to learn how Ntracts, Inc. can help you maximize your contract management processes.