

# CONTRACT EXPRESS

## A guide to The new Contract Express User Interface

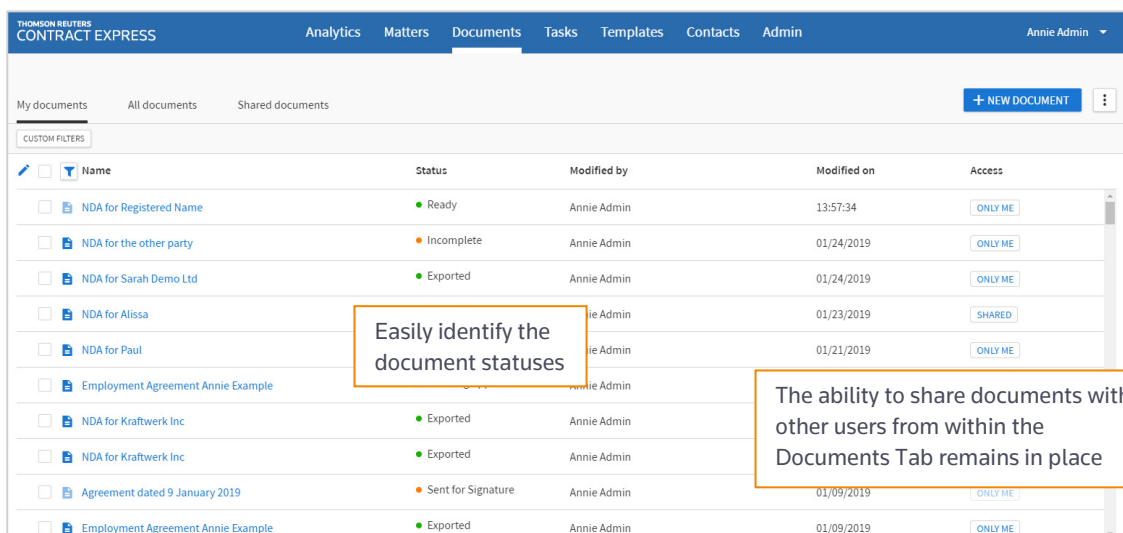
### Overview

Contract Express Version 8 brings a refreshed User Interface, providing an even more user-friendly and intuitive experience, while continuing to build on document creation efficiency, accuracy and speed.

The guide highlights the key aspects of the new page layout when creating and viewing documents.

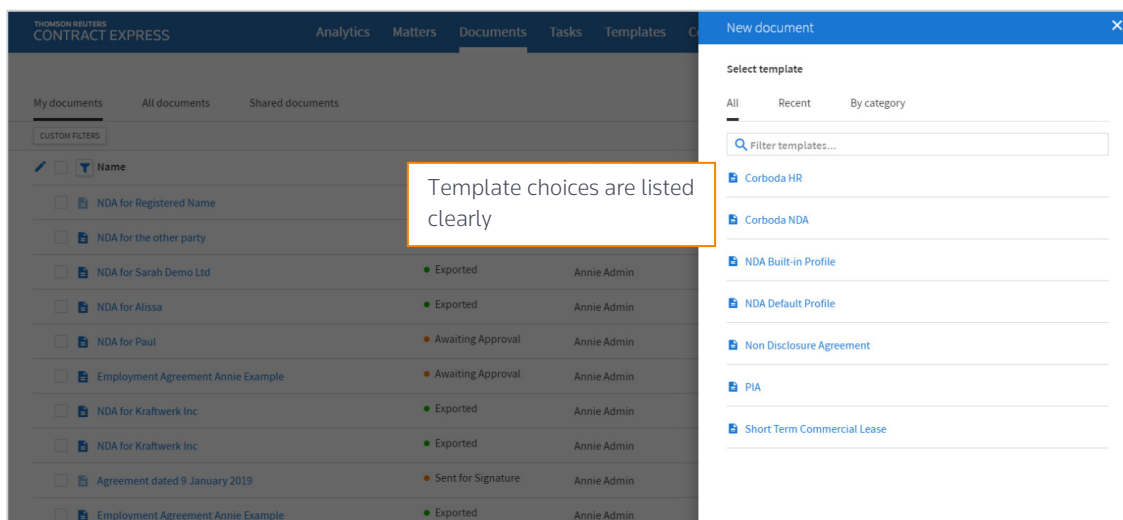
### Documents Tab

A wider view to facilitate easier document and content searches.



### Creating New Documents

Dynamic pages shorten the path to creating a new document.



## Questionnaire

The Questionnaire layout remains intuitive to enhance document creation efficiency, accuracy and speed.

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Analytics Matters Documents Tasks Templates Contacts Admin Annie Admin

PREVIOUS NEXT PREVIEW VIEW DOWNLOAD ANSWERS UPLOAD ANSWERS SAVE & CLOSE

Who will be disclosing information? \*

select ...

Disclosing means the party that is providing the confidential information.

For how long will information need to be disclosed? \*

select ...

What's the purpose of the disclosure? \*

select ...

SAVE & CLOSE

Questionnaire options are shown clearly as before

## Document Record

The new layout of the Document Record page provides greater visibility of the document details, workflows and document history.

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NDA for Corboda QUESTIONNAIRE

Documents

Document Name

NDA for Corboda Actions

ATTACH FILE

Document details Discussions (0) History Alerts (0)

Modified by Annie Admin Modified on

Name NDA for Corboda

DisclosingParty Corboda only

CorbodaCompany Corboda North America

Click on button to view versions

Click on the Questionnaire button to edit the questionnaire or download and upload answers

Add notes on the document for you and other users to see in the Discussions section

Details

Status: Read

Access: ONLY ME

Created on: 14:04:05

Created by: Annie Admin

Modified on: 14:06:34

Modified by: Annie Admin

Signature

Start DocuSign

Upload signed document

Export

Export Documents

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Analytics Matters Documents Tasks Templates Contacts Admin Annie Admin

NDA for Corboda QUESTIONNAIRE

Documents

Document Name

NDA for Corboda Actions

ATTACH FILE

Document details Discussions (0) History Alerts (0)

Created by: Annie Admin

Created on: 14:04:05

Last modified by: Annie Admin

Last modified on: 14:06:34

Date	Description	User
01/25/2019 14:06:35	Status changed to Ready	system
01/25/2019 14:06:35	Answers updated	Annie Admin
01/25/2019 14:04:05	Item created	Annie Admin

Instantly identify when the document was created and last amended, and by which user

The document details, workflow and negotiation statuses are clearly laid out

Details

Status: Ready

Access: ONLY ME

Created on: 14:04:05

Created by: Annie Admin

Modified on: 14:06:34

Modified by: Annie Admin

Negotiations

REQUEST

Signature

Start DocuSign

Upload signed document

Export

Export Documents