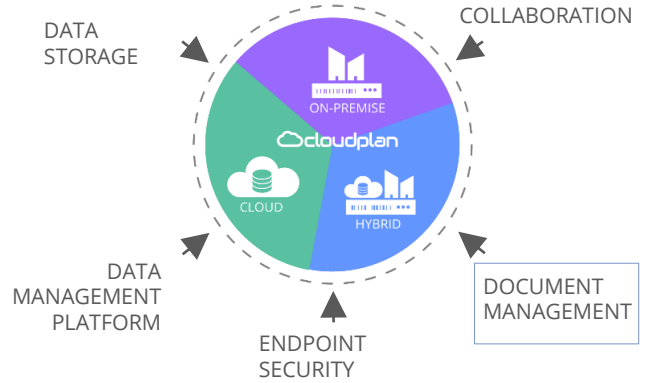


## DOCUMENT MANAGEMENT

- Workflows
- eSigning
- Global Search
- Contract management

With cloudplan document management, you have broad functions for actively managing documents and designing processes.

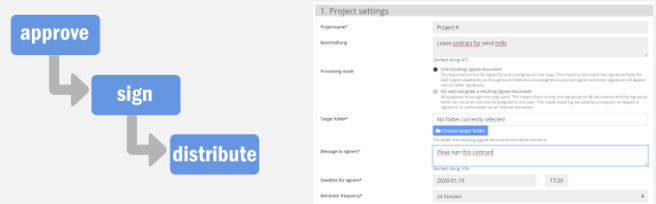
You can map the entire life cycle of a file with a number of new functions and use a powerful search to find and analyze data across all of your company data.



## WORKFLOWS

There are different ways to define processes. These can be assigned to an existing document, or you can use an individual form that is filled during a defined process.

Define your process steps with a few mouse clicks in the cloudplan portal.



## E-SIGNING

You can invite as many users as you like to electronically sign documents. The entire process is monitored automatically.

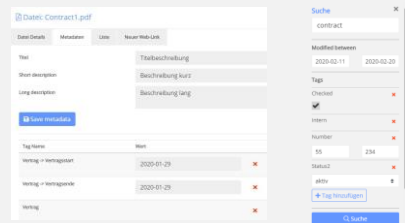
Reminders are sent and in the end all users receive a log of every single step.



## GLOBAL SEARCH

You can search millions of your own documents for attributes in a fraction of a second with the powerful built-in search engine.

No matter which storage instance the file is on, every storage location is included, without you having to configure anything.

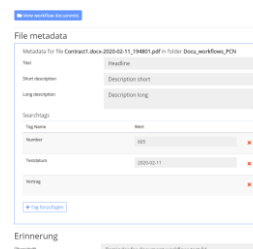


Combine any number of tags

## CONTRACT MANAGEMENT

There are special attributes for managing contracts that make finding and processing extremely easy.

For example, you can search for expiring contracts in the near future or have automatic reminders sent to you.



You can combine any number of contract attributes in a search, e.g. Department, closing date, outgoing / incoming amounts, cost centers, etc.



Features	basic	business	business pro	business ultimate	API
<b>Workflows</b>					
Receive and edit workflows	Yes	Yes	Yes	Yes	Yes
Initiate workflows per month	-	1	5	unlimited	unlimited
Reminder	-	-	Yes	Yes	Yes
Form fields from database	-	-	-	Yes	Yes
Mass workflows to more than 10 recipients	-	-	-	Yes	Yes
Bulk workflow import	-	-	-	Yes	Yes
Export as CSV	-	-	-	Yes	Yes
<b>Electronic signature</b>					
Electronic signature	-	Yes	Yes	Yes	Yes
Qualified electronic signature = "QES" (legally required as signed by hand)	-	-	-	Yes & signing fee	Yes & signing fee
Comments	-	Yes	Yes	Yes	Yes
Delegation to other authorized signatories	-	Yes	Yes	Yes	Yes
Logging and tracking in real time	-	Yes	Yes	Yes	Yes
Add attachments	-	-	-	Yes	Yes
<b>Global search</b>					
Add attributes to a file	-	-	Yes	Yes	Yes
Search with combined attributes	-	-	Yes	Yes	Yes
<b>Contract management</b>					
Reminders	-	-	Yes	Yes	Yes
Add specific contract attributes	-	-	-	Yes	Yes
unlimited contract attributes	-	-	-	Yes	Yes
Search analysis	-	-	Yes	Yes	Yes

Already in use at over 2,000 companies !