



User Help

Fabasoft Contracts

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1 Fabasoft Contracts

Fabasoft Contracts enables you to manage contracts simply, intuitively and collaboratively throughout the entire contract lifecycle.

2 Contract Manager Dashboard

The contract manager dashboard is your access point to Fabasoft Contracts.

When you are added to a contract manager configuration as a contract manager user, a dashboard is automatically generated and stored on "Home". If you are removed as contract manager user, the dashboard is also removed.

Areas

The contract manager dashboard is divided into the following areas:

- *Calendar*
Shows deadlines and dates for your contracts.
- *My Contracts*
Shows the contracts from all contract folders to which you have access.
- *My Contract Folders*
Shows the contract folders to which you have access.
- *My Confidential Rooms*
Shows the confidential rooms to which you have access. Confidential rooms can be created in the documents area of contracts.
- *My External Rooms*
Shows the external rooms to which you have access. External rooms can be created in the documents area of contracts.
- *Recently Used Contracts*
Shows the contracts you have recently used.
- *Report Results*
Shows the reports you have generated.

Note:

- The *Calendar*, *My Confidential Rooms*, *My External Rooms* and *Report Results* areas are only visible if there is at least one entry.
- If you enable assignment targets for contract folders, the contract manager dashboard automatically displays a separate area for each assignment target (for example "My Suppliers", in case of suppliers).

Actions

You can perform the following actions:

- **Create Contract**
Use the "Create Contract" action to create a new contract.
- **Branding**
Use the "Branding" action to set the logo and background color for the header. You can also specify a background image.
Note: The action is only shown if the organization administration on "Home" is disabled. You

can enable the organization administration in the dashboard settings on the “Organization Settings” tab in the *Activate Organization Administration* field.

- Switch to Configuration

As contract manager administrator, you can switch to the contract manager configuration to carry out configuration settings.

Note: The action is only shown if the contract manager configuration is enabled. You can enable the contract manager configuration in the dashboard settings on the “Organization Settings” tab in the *Activate Contract Manager Configuration* field.

- Settings

Use the “Settings” action to set general properties of the contract manager dashboard, such as the logo or notification setting.

Note: If the contract manager configuration or organization administration is not enabled, the “User Settings” and “Organization Settings” tabs provide limited options.

- Buy Fabasoft Contracts

If you are in a trial phase, you can use the “Buy Fabasoft Contracts” action to purchase a suitable package directly or request an individual offer.

3 Contract Manager Configuration

In the contract manager configuration, you can define general settings and authorize users to use Fabasoft Contracts.

The contract manager configuration is created automatically when Fabasoft Contracts is enabled for your cloud organization. The owner of the cloud organization gets the “Contract Manager Administrator” role initially assigned.

As contract manager administrator, you can switch to the contract manager configuration as follows:

1. Navigate in your contract manager dashboard.
2. Click the “Switch to Configuration” action to switch to the contract manager configuration.

Note: The action is only shown if the contract manager configuration is enabled. You can enable the contract manager configuration in the dashboard settings on the “Organization Settings” tab in the *Activate Contract Manager Configuration* field.

3.1 Areas

The contract manager configuration is divided into following areas.

3.1.1 Contract Folders

This area shows the available contract folders. For more information on contract folders, please refer to chapter 4 “Adminstrating Contract Folders”.

3.1.2 Forms and Categories

This area shows the forms and categories provided by the configuration. For example, custom forms can be used to add fields for storing customer-specific data to contracts. Categories can be assigned to objects and thus influence the behavior of the objects.

For more information on defining forms and categories, see the white paper “Model-Based Customizing”:

<https://help.cloud.fabasoft.com/index.php?topic=doc/Model-Based-Customizing/index.htm>

3.1.3 Processes

This area shows the processes provided by the configuration. Users, organizations, organizational units and external organizations can be involved in the processing of business objects via workflow by starting a process that can be processed in the worklist. Typical processes are approval and release processes.

For more information on defining processes, see the white paper “Model-Based Customizing”:

<https://help.cloud.fabasoft.com/index.php?topic=doc/Model-Based-Customizing/index.htm>

3.1.4 Templates

This area shows the templates provided by the configuration. The templates are displayed in the create dialog (e.g. “New” context menu command) according to the grouping by the template categories.

You can define contract and document templates both in the contract manager configuration and in contract folders. Templates defined in the contract manager configuration are offered for selection in all contract folders.

Note:

- Contract templates can also contain documents that are copied when you create a new contract based on the contract template.
- Contract templates are offered for selection when you create a contract.
- Document templates are offered for selection when a document is created in the documents area of a contract.
- A template can only be used after it has been released for usage via the “Release for Usage” context menu command. Changes must be released using the “Re-release” context menu command. The release can also be withdrawn.

Define Template Categories for Templates

In the create dialog the templates are displayed according to the grouping by the template categories.

To define a template category for templates, proceed as follows:

1. In the contract manager configuration, navigate in the “Templates” area.
2. Click the “Define Template Categories” action.
3. In the *Template Categories* field, enter the desired name for the template category and click “Click here to create the entered template category”.
4. Click “Define”.

The template category can be assigned in templates on the “Template” tab in the *Template Categories* field.

Define Contract Templates

To define a new contract template, proceed as follows:

1. In the contract manager configuration, navigate in the “Templates” area.
2. Click the “New” action and select the “Contract” entry.
3. Define the metadata of the contract template and click “Next”. You find more detailed information on the contract metadata in chapter 5.2 “Defining General Contract Metadata”
4. If required, navigate in the contract and define the contract template documents.
5. Click “Properties” on the context menu of the contract.
6. Switch to the “Template” tab.
7. Select an existing template category in the *Template Categories* field.
Note: If no template category is defined for a template, the template is offered in the “Teamroom Templates” template category by default.
8. Click “Next”.
9. Click “Release for Usage” on the context menu of the contract.

Defining Document Templates

To define a new document template, proceed as follows.

1. In the contract manager configuration, navigate in the “Templates” area.
2. Create a new document (“New” action) or upload the desired document (“Search and Add” action).
3. Click “Properties” on the context menu of the document.
4. Switch to the “Template” tab.
5. Select an existing template category in the *Template Categories* field.
Note: If no template category is defined for a template, the template is offered in the “Teamroom Templates” template category by default.
6. If you want to use the document template for any contracts, select “Contract (App: Contract Manager)” in the *Files* field. If the document template is to be used for a special contract type, also select the relevant contract type in the *Files* field.
If the document template is a Microsoft Word document, this also allows you to insert specific fields of the contract type as a field in the Microsoft Word document.
7. Click “Next”.
8. Click “Release for Usage” on the context menu of the document.

3.1.5 Text Modules

This area shows the text modules provided by the configuration that can be inserted into Word documents. Text modules can be inserted in contract documents and also in document templates.

You can define text modules in the contract manager configuration as well as in a contract folder. Text modules defined in the contract manager configuration are available in all contract folders.

Define Text Module Categories for Text Modules

Text module categories define the categories under which the text module can be found when it is inserted into a document.

To define a text module category for text modules, proceed as follows:

1. In the contract manager configuration, navigate in the “Text Modules” area.

2. Click the "Define Text Module Categories" action.
3. In the *Text Module Categories* field, enter the desired name for the text module category and click "Click here to create the entered text module category".
4. Click "Define".

The text module category can be assigned in text modules in the *Text Module Category* field.

Define Text Modules

To define a text module, proceed as follows:

1. In the contract manager configuration, navigate in the "Text Modules" area.
2. Click the "Create Text Module" action.
3. Select "Static Text Module (Text)" or "Static Text Module (Word)" and click "Next".
4. Enter the desired name for the "Static Text Module" in the *Name* field.
5. In the *Text Module Categories* field, select the desired text module category under which the text module is to be made available for insertion into the Word document.
6. To make the text module available only for documents in a specific language, select this language in the *Text Module Language* field.
7. When you create a static text module (text), you can enter the desired unformatted text in the *Text* field.
8. Switch to the "Usage" tab and insert "Contract (App: Contract Manager)" in the *Files* field. If the text module is to be used for a special contract type, also insert the relevant contract type in the *Files* field.
9. Click "Next".
10. If you have selected a text module (Word), you can enter the required text using the "Edit" or "Upload" context menu command.
11. Click "Release for Usage" on the context menu of the text module.

Note:

- A text module can only be used after it has been released for usage via the "Release for Usage" context menu command. Changes must be released via the "Re-release" context menu command. The release can also be withdrawn.
- Text modules can be inserted into document templates both directly and as placeholders. If a text module is inserted into a template as a placeholder, this placeholder is only replaced by the content of the text module in question when the template is instantiated. on the "Usage" tab, in the *Expression for Further Restrictions of Usability* field of the text module, you can specify an expression that is evaluated when a template is instantiated to decide whether a placeholder is to be replaced by the content of the text module or ignored and removed.
- You can create a hierarchy of text module folders ("Create Text Module Folder" action) to improve the structure of your text modules.

3.1.6 Reports

This area shows the Microsoft Excel reports or BIRT reports provided by the configuration.

- Microsoft Excel reports are generated and made available as Excel workbooks.

- BIRT reports are generated using Eclipse BIRT. For more information about BIRT, visit <https://www.eclipse.org/birt>.

You can define reports in both the contract manager configuration and in a contract folder. Reports defined in the contract manager configuration are available in all contract folders.

To define a Microsoft Excel report, proceed as follows:

1. In the contract manager configuration, navigate in the "Reports" area.
2. Click the "Create Report" action.
3. Select the "Microsoft Excel Report" entry and click "Next".
4. Define a name for the report in the *Multilingual Name* field.
5. In the *Report Language* field, you can select a language to make this report available only to users of the selected language.
6. In the *Scope* field, specify the range to which the report applies. For example, to generate a report to be displayed in the contract manager dashboard, select "Contract Manager Dashboard".
7. In the *Properties for Report* field, specify the properties of the previously selected scope to generate the report. For example, to create a report of all contracts a user has access to, select "Contracts".
8. To restrict the users who can access the report, select them in the *Report Generation Restricted to* field, if necessary.
9. Specify the desired columns of the report in the *Report Columns* field
 - *Property*
Select the field to be included as a column in the report.
 - *Expression for Label*
Define an expression for the column title.
Note: If you have selected a value in the *Property* field, the name of the property is used as the column heading by default and it is not necessary to define an *Expression for Label*. If you define an *Expression for Label*, it will be used as the column heading. For further information on defining expressions, please refer to chapter "app.ducx Expression Language" of the white paper "An Introduction to Fabasoft app.ducx":
<https://help.appducx.fabasoft.com/index.php?topic=doc/An-Introduction-to-Fabasoft-appducx/appducx-expression-language.htm>
 - *Type of Column*
Select the desired type of column.
 - *Expression for Value*
Define an expression to calculate the value of the cell. This expression is evaluated for each object stored in the previously selected *Properties for Report* field of the object selected in the *Scope*, in this example, for each contract in the "My Contracts" list of the contract manager dashboard.
Note: By default, if you selected a value in the *Property* field, the value of this property is taken and it is not necessary to define an *Expression for Value*. If you define an *Expression for Value*, this expression is used in any case. For further information on defining expressions, please refer to the chapter "app.ducx Expression Language" in the white paper "An Introduction to Fabasoft app.ducx":
<https://help.appducx.fabasoft.com/index.php?topic=doc/An-Introduction-to-Fabasoft-appducx/appducx-expression-language.htm>

- *Width*
Specify the desired column width if required.
10. Define additional columns in the *Objects for Additional Report Columns* field. If you define an object class or form in this field, all fields of the defined object class or form are included in the report.
 11. You can add fields of the object classes and forms defined in the *Objects for Additional Report Columns* field, which should not be included in the report, in the *Excluded Properties* field.
 12. To obtain a report in CSV format instead of a Microsoft Excel workbook as the result of a Microsoft Excel report, enable the *Generate CSV* option.
 13. For particularly comprehensive reports, it is recommended that you enable the *Optimize Memory Usage* option. When using the memory optimization, dynamic contents of the report template are not evaluated.
 14. Click "Next".

Note: User-generated reports are stored in the "Report Results" list of the respective area.

3.1.7 Thesauri

This area shows the thesauri provided by the configuration, which allow keywording.

Contract manager administrators can create or manage additional thesauri and add new terms.

3.1.8 Presettings

This area shows the presettings (view settings, search patterns) provided by the configuration.

Contract manager administrators can create search templates. In addition, it is possible to store view settings in the configuration via the "View" > "Display Settings" > "Save" menu command of lists.

3.1.9 Failed Background Tasks

This area shows failed background tasks (only visible if there is at least one failed background task). You can perform following manual actions: "Define Next Execution", "Send Link" and "Delete".

3.2 Settings

You can define the following settings in the contract manager configuration.

"Contract Manager Configuration" tab

- *Name*
The name of the configuration.
- *Subject*
The description of the configuration.
- *Access protection* Default:
Only the specified team may access objects.
- *Restricting Shortcuts Within Teamroom*
Defines which type of links may be stored in the configuration. You can restrict the permitted shortcuts to objects that are assigned to the organization or to objects that are assigned to the configuration.

- *Restrict the Downloading or Opening of Content on the Device*
Allows to restrict team members who can open or download content on the device.
- *Restrict Team Members*
Defines the organizations, organizational units, teams and external organizations whose members may be added to the configuration. If there are no entries in the list, members can be added without restriction.
- *Enable Advanced Mode*
Advanced mode includes, for example, working with multiple shelves, as well as managing templates and presettings.
- *Main Administrator*
Defines the user who will receive the automatically generated e-mail messages concerning the configuration. Otherwise, all app administrators receive the e-mail messages. The user is also listed as contact in case of missing permissions.
- *Support Team*
The support team handles the organization-internal management of support requests in the respective context.
- *Activate Trace Output*
For example, if you are a form designer using expressions for calculation or validation, it can sometimes be difficult to identify errors in the expressions. To simplify analysis, you can write trace output to the web browser console `coobj.Trace("string");` or `coobj.Trace("string", value);`.

“Administration” tab

- *Default Dashboard Name*
Sets the name for the Fabasoft Contracts dashboard. However, this only becomes active after the nightly restart of the cloud web services.
- *Default Category for New Contract Folder*
Defines the category that is assigned to a contract folder when it is created.
Contract Types
Contract types allow you to categorize contracts, assign additional authorizations and extend contracts with user-defined fields.
For more information, see chapter 3.2.1 “Defining Contract Types”.
- *Default Contract Type for New Contracts*
Defines the contract type that is assigned to a contract when it is created. The standard contract type for new contracts can be overwritten in the settings of a contract folder.
- *Document Categories*
Document categories can be assigned to the documents of a contract. These allow the documents to be categorized. For more information, see chapter 3.2.2 “Defining Document Categories”.
- *Text Module Categories*
Shows the defined text module categories. For more information see chapter 3.1.5 “Text Modules”.
- *Special Intervals*
To define periods of time (such as the notice period for a contract), various predefined time periods are available as standard. If you require additional time periods, you can create them in this field.

- *Special Contract Terms*
In this field you can create and manage special contract terms. These are offered for selection in the properties of a contract on the “Contract” tab.
- *Special Termination Terms*
In this field you can create and manage special termination terms. These are offered for selection in the properties of a contract on the “Dates” tab.
- *Default Category for Instances of New Assignment Targets*
The default category for new instances of assignment targets can be defined in the corresponding field. For example, to define the default category for new vendors, select it in the *Default Category for New Vendors* field.
- *Default Category for New Confidential Rooms*
Defines the category that is assigned to a confidential room when it is created. The default category for new confidential rooms can be overwritten in the settings of a contract folder.
- *Default Category for New External Rooms*
Defines the category that is assigned to an external room when it is created. The default category for new external rooms can be overwritten in contract folder settings.
- *Enable File Use Cases*
If this option is enabled, contract documents are treated as file documents and can no longer be cut or deleted directly, but only re-registered or cancelled.

“Expressions” tab

- *Handle Commit of Contract*
Allows the execution of an app.ducx expression that is called during the saving of a contract.
- *Handle Commit of Assignment*
Allows the execution of an app.ducx expression which is called during the saving of an assignment.

3.2.1 Defining Contract Types

Contract types allow you to categorize contracts, assign additional authorizations and extend contracts with user-defined fields.

The following object classes can be used to define contract types, although the scope of functions varies depending on the object class used:

- *Term*
If a term is used as a type of contract, it can only be used to categorize contracts.
- *Category*
The use of a category as a contract type allows:
 - Storing additional users, teams, organizational units and organizations, who are thus authorized to contracts of this contract type.
 - Defining background tasks for contracts of this contract type.
- *Form*
The use of a form as a contract type allows:
 - Extending contracts of this contract type with user-defined fields.
 - Storing additional users, teams, organizational units and organizations, who are thus authorized to contracts of this contract type.

- Defining background tasks for contracts of this contract type.

3.2.1.1 Adding a Term as Contract Type

To add a new term as contract type, proceed as follows:

1. In the contract manager configuration, navigate in the “Thesauri” area.
2. Navigate in the required thesaurus.
3. Click the “Create Top Concept” action to create a new term. Alternatively, you can create a sub-term in an existing top concept.
4. Click “Copy” on the context menu of the term to have it available in the clipboard.
5. Navigate back to the contract manager configuration and click the “Settings” action.
6. Switch to the “Administration” tab.
7. In the *Contract Types* field, click the “Add Entry” > “Paste Shortcut” button.
Note: Alternatively, you can search for a term (“Search and Add” button).
8. Click “Next”.

Note: Alternatively, you can create a new term (“+” icon) directly for a contract in the *Contract Type* field on the “Contract” tab. The term is automatically set as the contract type in the contract manager configuration.

3.2.1.2 Adding a Category as Contract Type

To add a new category as a contract type, proceed as follows:

1. Navigate in the contract manager configuration.
2. Click the “Settings” action.
3. Switch to the “Administration” tab.
4. In the *Contract Types* field, click “Add Entry” > “New”.
5. In the *Name* field, enter the name for the new contract type. Enter an abbreviation in the *Abbreviation* field and click “Next”.
6. Click “Apply”.
7. Click “Release for Usage” on the context menu of the category.
8. Click “Next”.

3.2.1.3 Adding a Form as Contract Type

To add a new form as a contract type, proceed as follows:

1. In the contract manager configuration, navigate in the “Forms and Categories” area.
2. Click the “Create Form” action. For more information on defining forms, see the white paper “Model-Based Customizing”: <https://help.cloud.fabasoft.com/index.php?topic=doc/Model-Based-Customizing/index.htm>
3. Click “Release for Usage” on the context menu of the form.
4. Click “Copy” on the form’s context menu to make the form available in the clipboard.
5. Click the “Settings” action.
6. Switch to the “Administration” tab.

7. In the *Contract Types* field, click the "Add Entry" > "Paste Shortcut" button.
Note: Alternatively, you can search for a form ("Search and Add" button).
8. Click "Next".

3.2.1.4 Defining Additional Permissions

For a contract type, you can define additional users with change or read access for the contracts of this contract type and their documents.

Note: If you have created a form as a contract type, you must store these authorizations in the published category of the form. To get to the published category of the form, navigate in the desired form in the contract manager configuration and click the "Settings" action. The published category is displayed in the *Category (Published)* field.

To define permissions for a category, proceed as follows:

1. In the contract manager configuration, navigate in the "Forms and Categories" area.
2. Click "Properties" on the context menu of the desired category.
3. Switch to the "Permissions" tab.
4. Add the users to whom you want to grant change permissions in the *Change Access for Objects with this Category* field.
5. Add the users to whom you want to grant read permissions in the *Read Access for Objects with this Category* field.
6. Click "Next".

3.2.2 Defining Document Categories

Document categories can be assigned to the documents of a contract. These allow the documents to be categorized. Furthermore, standard processes and retention periods can be defined in document categories.

The available document categories are defined in the contract manager configuration on the "Administration" tab in the *Document Categories* field.

To create a new document category, proceed as follows:

1. Navigate in the contract manager configuration.
2. Click the "Settings" action.
3. Switch to the "Administration" tab.
4. In the *Document Categories* field, click the "Add Entry" > "New" button.
5. In the *Multilingual Name* field, enter the name for the new document category. Enter an abbreviation in the *Abbreviation* field and click "Next".
6. Click "Next".

3.3 Roles

In the contract manager configuration tool area, click the "Team" action to assign one of the following roles to users, teams or organizational units. This authorizes users to use Fabasoft Contracts and the contract manager dashboard is automatically displayed on "Home". In addition, the respective role defines the possible use.

- *Contract Manager Administrator*
Contract manager administrators can manage configuration settings, generate contract folders, create and manage forms and categories, BPMN processes, templates, text modules and reports.
- *Contract Manager Users*
Contract manager users can manage contracts. To access contracts, contract manager users must also be authorized in the respective contract folders.
- *Contract Manager Supervisor*
Contract manager supervisors have access to all contract folders (read access).
- *Contract Manager Access*
Users with this role can view contracts. To view contracts, the users must also be authorized in the respective contract folders.

4 Administrating Contract Folders

Contracts are organized and stored in contract folders and are assigned to a contract folder where the access rights are defined. Furthermore, various configuration settings are defined for contract folders.

4.1 Creating Contract Folders

To create a new contract folder, proceed as follows:

1. Navigate in the contract manager configuration.
2. Click the "Create Contract Folder" action.
3. In the *Name* field, enter a name for the new contract folder and in the *Identification* field, enter a unique identification code for the contract folder. The identification is required to generate a unique identification tag for contracts.
4. Set the time periods and user roles for receiving reminder e-mails.
5. Switch to the "Administration" tab.
6. Define the desired additional settings for the contract folder.
For more information on the setting options, please refer to chapter 4.3 "Settings"
Note: To specify that the contract folder is only used to define configuration settings, enable the *Only for Configuration* option. In this case, no contracts can be stored in the contract folder.
7. Click "Next".

Note: Contract folders can describe a hierarchy. For example, in subordinate contract folders, assignment targets can be used from all parent contract folders. To do this, select the required parent contract folder on the "Administration" tab, in the *Parent Contract Folder* field.

4.2 Areas

Contract folders are divided into the following areas:

- *Current Contracts*
Shows the not elapsed contracts that are assigned to the contract folder.
- *Elapsed Contracts*
Shows the elapsed contracts that are assigned to the contract folder.

- *Referenced Contracts*
Shows the contracts for which the current contract folder is listed in the *Referenced Contract Folders* field.
- *Calendar*
Shows deadlines and dates for the contracts assigned to the contract folder.
- Assignment targets (for example: *Vendors*)
Shows the assignment targets provided by the contract folder.
More information can be found in chapter 4.3.1 “Managing and Using Assignment Targets”.
- *Documents*
Shows the documents provided by the contract folder.
- *Templates*
Shows the templates provided by the contract folder. The definition of templates in a contract folder works analogous to the definition of templates in the contract manager configuration (see chapter 3.1.4 “Templates”).
- *Text modules*
Shows the text modules provided by the contract folder. The definition of text modules in a contract folder works analogously to the definition of text modules in the contract manager configuration (see chapter 3.1.5 “Text Modules”).
- *Reports*
Shows the reports provided by the contract folder. The definition of reports in a contract folder works analogous to the definition of reports in the contract manager configuration (see chapter 3.1.6 “Reports”).
- *Uploads*
Shows the source files for the import of contracts and contract documents.
For further information, refer to the chapters 4.5 “Importing Contracts” and 4.6 “Importing and Assigning Contract Documents”.

4.3 Settings

You can define the following settings in the contract folder.

“Contract Folder” tab

- *Name*
The name of the contract folder.
- *ID*
The identification is required to generate a unique identification description for contracts. Can only be changed as long as no contract is assigned to the contract folder.
- *Primary Contact*
Defines the main contact person for the contract folder.
- *Default Interval for End of Contract Period Reminder E-Mail*
Defines the default period for reminder e-mails before the end of the contract period. This is used to initialize the contract-specific reminder settings when a contract is created.
- *Default Interval for End of Notice Period Reminder E-Mail*
Defines the default time span for reminder e-mails before the end of the cancellation period. This is used to initialize the contract-specific reminder settings when a contract is created.

- *Default Interval for Additional Reminders*
Defines the default time span for additional reminder e-mails. This is used to initialize the contract-specific reminder settings when a contract is created.
- *Always Use Default Interval for Additional Reminders*
Defines whether the time span defined in the *Default Interval for Additional Reminders* field cannot be changed for the repetition of additional reminders at contract level.
- *Reminder E-Mails to Administrators*
Defines whether reminder e-mails are also sent to users with full control on the contract folder of the contract in question.
- *Reminder E-Mails to Users with Change Access*
Defines whether reminder e-mails are also sent to users with change access on the contract folder of the relevant contract.
- *Reminder E-Mails to Users with Read Access*
Defines whether reminder e-mails are also sent to users with read access on the contract folder of the contract in question.
- *Reminder E-Mails to Users with Restricted Access*
Defines whether reminder e-mails are also sent to users with restricted access to the contract folder of the contract in question.
- *Dedicated Contacts for Reminder E-Mails*
Defines additional users to whom contract-specific reminder e-mails are to be sent.
- *Reminder Custom Text*
Defines an additional text for reminder e-mails.
- *Reminder Process*
In this field you can define a process for reminders. If a process is defined, it is started when a contract-specific reminder is due and no reminder e-mails are sent to the internal processor or the internal person responsible for the contract.

“Administration” tab

- *Superordinate Contract Folder*
Contract folders can describe a hierarchy. In subordinate contract folders, assignment targets from all higher-level contract folders can also be used.
- *Only for Configuration*
Determines whether the contract folder should only be used to define configuration settings. In this case, no contracts can be stored in the contract folder and the setting options are restricted.
- *Restrict Available Contract Types*
Defines whether only the contract types listed in the contract types field of the contract folder can be used. Otherwise, the contract types defined in the contract manager configuration are made available.
- *Prevent Creation of Contract Types as Terms*
Determines whether no terms can be generated in the contract type field of a contract and assigned to the contract as a contract type.
- *Contract Types*
If the option *Restrict Available Contract Types* is enabled, you can select the contract types that can be used. Otherwise, the field displays the contract types provided by the configuration.

- *Restrict Available Document Categories*
Defines whether only the document categories listed in the *Available Document Categories for Documents in Contract* field can be used. Otherwise, the document categories defined in the contract manager configuration are made available. For more information, see chapter 4.3.2 “Managing Document Categories”.
- *Default Document Category for Documents in a Contract*
Document categories can be assigned to the documents of a contract. The document category specified here is assigned by default. For more information, see chapter 4.3.2 “Managing Document Categories”.
- *Allows Creation of Contracts With Read/Restricted Access*
By default, only users with full control and change access are allowed to create new contracts in the contract folder. If this option is enabled, users with read access and restricted access are also allowed to create new contracts in the contract folder.
- *Special Intervals*
To define periods of time (such as the notice period for a contract), various predefined time periods are available as standard. If you require additional time periods, you can create them in the *Special Intervals* field.
- *Default Contract State*
Defines the default value for initializing the *Status* field of new contracts.
- *Default Contract Period for New Contracts*
Defines the default value for the contract period of new contracts.
- *Default Notice Period for New Contracts*
Defines the default value for the notice period of new contracts.
- *Assignment Targets*
A contract can be assigned to one or more assignment targets. For more information, see chapter 4.3.1 “Managing and Using Assignment Targets”.
- *Default Category for New Confidential Rooms*
Defines the category that is assigned to a confidential room when it is created (overrides the setting in the configuration).
- *Default Category for New External Rooms*
Defines the category that is assigned to an external room during creation (overrides the setting in the configuration).
- *Standard Signatories*
Defines whether assignment targets or object classes from contact management should be used as standardized signatories. If you do not select any of the options in this field, the signatories must be entered as text for contracts.
- *Multiple Signatories*
Defines whether several signatories can be assigned to a contract. This field appears only if no assignment targets have been selected in the *Standard Signatories* field.
- *Extended Signatories*
If this option is enabled, the *Signatory* field is hidden for contracts. Instead, the assignment targets enabled for the contract folder in the *Standard Signatories* field appear directly on the “Contract” tab and are removed from the “Assignments” tab. This field only appears if assignment targets (such as “Supplier”) have been enabled in the *Standard Signatories* field.

- *Address Data not Changeable for Contact Management Objects*
Defines whether the address data of the signatory cannot be changed for contracts when a contact management object is selected as the signatory.
- *Hidden Elements*
The selected standard fields are not displayed for the contracts.
- *Required Properties*
The selected standard fields are displayed as mandatory fields.
- *New Private PDF Annotations Accessible for Users With Change Access*
Determines whether newly created, private comments in documents are made accessible to users in the roles "Full Control" and "Change Access" for the corresponding contract folder.
Note: Users in the role "Restricted Access" in the contract folder of the document do not get access to private comments, even if they have change permission.
- *Disable Automatic Property Synchronization*
Defines whether the synchronization of contract properties to calendar entries and other objects is prevented. It is recommended that you enable this option before an import operation or migration and disable it again after the operation has been successfully completed.

4.3.1 Managing and Using Assignment Targets

A contract can be assigned to one or more assignment targets.

The following assignment targets are available:

- Suppliers
- Customers
- Clients
- Corporations
- Committees
- Unions
- Companies
- Scopes
- Industries
- Areas
- Brands
- Products
- Projects
- Licenses
- Business Units
- Cost Centers
- Profit Centers

Assignment targets are managed in a contract folder and can be used to assign contracts to these assignment targets. A distinction must therefore be made between the management and use of assignment targets.

Assignment targets take the hierarchy of the contract folders into account, meaning that a contract can also be assigned to assignment targets from higher-level contract folders.

4.3.1.1 Managing Assignment Targets

To manage instances of a specific assignment target in a contract folder, it must be enabled for the desired contract folder. To do this, proceed as follows:

1. Navigate in the required contract folder.
2. Click the "Settings" action.
3. Switch to the "Administration" tab.
4. Enable the administration for the desired assignment target. For example, if you want to be able to manage suppliers in your contract folder, activate the *Manage Suppliers* option.
5. If you want to assign a default category to new instances of the assignment target, you can also select the category. For example, if you want new suppliers to be automatically assigned a category, select it in the *Default Category for New Suppliers* field.
6. Click "Next".

4.3.1.2 Using Assignment Targets

To assign contracts to a specific assignment target, you must enable the use of this assignment target for the desired contract folder. To do this, proceed as follows:

1. Navigate in the required contract folder.
2. Click the "Settings" action.
3. Switch to the "Administration" tab.
4. Enable the usage for the desired assignment target. For example, if you want to be able to use suppliers in your contract folder for assignment, enable the *Use Suppliers* option. This field appears only if the *Manage Suppliers* option is enabled.
5. If you want to be able to assign a contract to multiple instances of a assignment target, enable *Multiple* (for example, if a contract is related to multiple suppliers).
6. If you want the instances of the assignment target in the contract to be displayed as a selection list, enable *Use Pick List*. This is particularly advisable if only a small number of instances are managed for an assignment target.
7. Click "Next".

Note: If you enable the use of assignment targets for a contract folder, the contract manager dashboard automatically displays a separate area for each assignment target (for example, "My Suppliers" in the case of suppliers). Only assignment targets that the user is authorized to access from the contract folders are displayed.

4.3.1.3 Defining Permissions for Assignment Targets

For instances of assignment targets, the following fields are available to define further authorizations:

- *Change Access for External Rooms in Assigned Contracts*
The users defined in this field are granted change access to external rooms that are created in the documents of contracts with this assignment target.

- *Read Access for External Rooms in Assigned Contracts*
The users defined in this field are granted read access to external rooms that are created in the documents of contracts with this assignment target.
- *Change Access for All Assigned Contracts*
The users defined in this field are granted change access to all contracts assigned to this assignment target. In addition, these users must be authorized in the corresponding contract folders in the role "Restricted Access".
- *Read Access for All Assigned Contracts*
The users defined in this field are granted read access to all contracts assigned to this assignment target. In addition, these users must be authorized in the corresponding contract folders in the role "Restricted Access".

For example, to grant change access to defined users of a supplier on all contracts assigned to this supplier, proceed as follows:

1. In the contract manager dashboard, navigate in the "My Suppliers" area.
2. Navigate in the required supplier and click the "Properties" action.
3. In the *Change Access for All Assigned Contracts* field, add the required users.
4. Click "Next".
5. Navigate in the contract folders where the contracts assigned to the supplier are stored.
6. Click the "Team" action and add the users you have authorized in the supplier in the "Restricted Access" role.

4.3.2 Managing Document Categories

Document categories can be assigned to the documents of a contract. This allows the documents to be categorized. Furthermore, standard processes and retention periods can be defined for document categories.

The available document categories are defined in the contract manager configuration on the "Administration" tab in the *Document Categories* field.

Define Default Document Category

To define a default document category in a contract folder that will be assigned to the documents in a contract by default, proceed as follows:

1. Navigate in the required contract folder.
2. Click the "Settings" action.
3. Switch to the "Administration" tab.
4. In the *Default Document Category for Documents in a Contract* field, select the required document category.
5. Click "Next".

Restrict Document Categories

To restrict the document categories available in a contract folder, proceed as follows:

1. Navigate in the required contract folder.
2. Click the "Settings" action.

3. Switch to the "Administration" tab.
4. Enable the *Restrict Available Document Categories* option.
5. Add the desired document categories in the *Available Document Categories for Documents in Contract* field (for example, by using "Find and Add"). The selectable document categories are defined in the contract manager configuration.
6. Click "Next".

4.3.3 Hiding Standard Fields

To hide standard fields of a contract that are not required, proceed as follows:

1. Navigate in the required contract folder.
2. Click the "Settings" action.
3. Switch to the "Administration" tab.
4. In the *Hidden Elements* field, select the fields you want to hide.
5. Click "Next".

4.3.4 Defining Required Fields

To define additional fields required for contracts, proceed as follows:

1. Navigate in the required contract folder.
2. Click the "Settings" action.
3. Switch to the "Administration" tab.
4. In the *Required Properties* field, select the fields that you want to define as mandatory fields.
5. Click "Next".

4.3.5 Defining Reminder Settings

For a contract folder, you can define on the "Contract Folder" tab, when and to which additional roles or users, reminder e-mails should be sent when a contract period or notice period of a contract stored in this contract folder expires.

For more information, see chapter 4.3 "Settings".

Note: Reminder e-mails are sent to the user defined in the *Internal Editor* field of a contract by default. If no value is defined in the *Internal Editor* field, the reminder e-mails are sent to the user defined in the *Internal Responsible* field.

4.4 Roles

You can assign authorizations for each contract folder. In the tool area of the contract folder, click the "Team" action to assign one of the following roles to users, teams or organizational units.

- *Full Control*

These team members have full control and can therefore

- change existing contracts and documents in the contract folder, create and delete new documents (wastebasket),
- define templates and text modules for the contract folder,

- create public links,
- empty the wastebasket,
- dissolve the entire contract folder,
- make settings regarding access protection, shortcuts, public links, team visibility, invitation options and organizational restrictions,
- define logos,
- delete the history and
- assign all access rights.
- *Change Access*
These team members have change access and can therefore
 - change existing contracts and documents, create and delete new contracts and documents or folders (wastebasket),
 - define templates and text modules for the contract folder.
- *Read Access*
These team members have read access and can therefore
 - read existing contracts and documents,
 - if release versions are available, only view these.
- *Restricted Access*
These team members only have access to contracts with a contract type for which they are explicitly authorized and to the documents of these contracts.

4.5 Importing Contracts

Fabasoft Contracts allows you to conveniently import contracts and their metadata from an Excel workbook or CSV file.

To import contracts from an Excel workbook, proceed as follows:

1. Navigate in the “Uploads” area in a contract folder.
2. Upload the Excel workbook with the contract data.
3. Click “Import Contracts” on the context menu of the Excel workbook.

The imported contracts are stored in the contract folder. A new import will update existing contracts. The unique identification of the contracts is done by the columns `year`, `ordinal` and `externalkey`.

Data structure of the Excel workbook

CSV Column	Description
<code>year</code>	Year of contract start Note: Used as part of the key for unique identification of contracts.
<code>ordinal</code>	Sequential number of the contract Note: Used as part of the key for unique identification of contracts.

externalkey	External key of the contract Note: Used as part of the key for unique identification of contracts.
state	Contract state <ul style="list-style-type: none"> • CS_DRAFT (Draft) • CS_FINALIZED (Finalized) • CS_ACTIVE (Active) • CS_GIVEN_CANCELLATION (Cancellation Given) • CS_EFFECTIVE_CANCELLATION (Cancellation Effective) • CS_INACTIVE (Inactive)
Signatory	Signatory (as free text)
signatoryobject	If options are enabled in the <i>Standard Signatories</i> field on the "Administration" tab of the contract folders, signatories must be defined as object instead of free text. Note: The name, e-mail address or Fabasoft Cloud ID of the desired signatory can be entered in this field.
signatorydepartment	Department
signatorycontact	Signatory Contact Note: In this field you can enter the name, e-mail address or Fabasoft Cloud ID of the desired contact person from Contact Management.
signatorycontactdescription	Contact information
signatoryreference	External reference
street	Street
zipcode	Postcode
city	Location
country	Country (as name, two- or three-character ISO code)
business	Phone number (business)
fax	Phone number (fax)
mobile	Phone number (mobile)
private	Phone number (private)

internaleditorcontact	Internal editor Note: In this field you can enter the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.
internalresponsiblecontact	Internal responsible Note: In this field you can enter the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.
internalserviceprovision	Internal service provision
internalreference	Internal reference
subject	Subject
supplier	Supplier Note: The name or Fabasoft Cloud ID of a supplier can be entered in this field. If no existing supplier is found, a new one is created.
customer	Customer Note: The name or Fabasoft Cloud ID of a customer can be entered in this field. If no existing customer is found, a new one is created.
client	Client Note: The name or Fabasoft Cloud ID of a client can be entered in this field. If no existing client is found, a new one will be created.
corporation	Company Note: The name or Fabasoft Cloud ID of a company can be entered in this field. If no existing company is found, a new one is created.
committee	Committee Note: The name or Fabasoft Cloud ID of a committee can be entered in this field. If no existing board is found, it will be created again.
union	Union Note: The name or Fabasoft Cloud ID of a union can be entered in this field. If no existing union is found, a new one is created.

company	<p>Company</p> <p>Note: The name or Fabasoft Cloud ID of a company can be entered in this field. If no existing company is found, a new one will be created.</p>
scope	<p>Scope</p> <p>Note: The name or Fabasoft Cloud ID of a scope of validity can be entered in this field. If no existing scope of validity is found, it will be created again.</p>
industry	<p>Industry</p> <p>Note: The name or Fabasoft Cloud ID of an industry can be entered in this field. If no existing branch is found, it will be newly created.</p>
area	<p>Area</p> <p>Note: The name or Fabasoft Cloud ID of a region can be entered in this field. If no existing region is found, a new one is created.</p>
brand	<p>Brand</p> <p>Note: The name or Fabasoft Cloud ID of a brand can be entered in this field. If no existing brand is found, it will be created again.</p>
product	<p>Product</p> <p>Note: The name or Fabasoft Cloud ID of a product can be entered in this field. If no existing product is found, a new one is created.</p>
project	<p>Project</p> <p>Note: The name or Fabasoft Cloud ID of a project can be entered in this field. If no existing project is found, a new one is created.</p>
license	<p>License</p> <p>Note: The name or Fabasoft Cloud ID of a license can be entered in this field. If no existing license is found, a new license is generated.</p>
businessunit	<p>Business Unit</p> <p>Note: The name or Fabasoft Cloud ID of a business unit can be entered in this field. If no existing business unit is found, a new one will be created.</p>
costcenter	<p>Cost center</p>

	Note: The name or Fabasoft Cloud ID of a cost center can be entered in this field. If no existing cost center is found, a new one is created.
profitcenter	Profit center Note: The name or Fabasoft Cloud ID of an operating concern can be entered in this field. If no existing result area is found, a new one is created.
description	Description
type	Contract type Note: The name or Fabasoft Cloud ID of a contract type can be entered in this field. If no existing contract type is found, it will be created as a new term.
amount	Contract amount
amountsymbol	Currency of the contract amount (as a three-digit ISO abbreviation, e.g. "EUR" or "USD")
paymentarrangements	Payment arrangements
legalbasis	Legal basis
applicablelaw	Applicable law
jurisdiction	Jurisdiction
specialcontracttermsremarks	Remarks for special contract terms
specialterminationtermsremarks	Remarks for special termination terms
signing	Signing date
signingremarks	Signing date remarks
start	Start
startterms	Start terms
permanent	Contract for an indefinite period (possible values: true, false)
contractprolongationterms	Prolongation terms
cancellationwaiver	Cancellation waiver/minimum duration until
cancellationwaiverterms	Cancellation waiver terms

end	End
endterms	End terms
cancellationmode	<p>Cancellation mode</p> <ul style="list-style-type: none"> • CM_CANCELLABLEATANYTIME (Cancellable at Any Time) • CM_CANCELLABLEBYENDOFCONTRACTPERIOD (Cancellable by the End of the Contract Period) • CM_CANCELLABLEBYENDOFYEAR (Cancellable by the End of Each Calendar Year) • CM_CANCELLABLEBYENDOFHALFYEAR (Cancellable by the End of Each Half Year) • CM_CANCELLABLEBYENDOFQUARTER (Cancellable by the End of Each Quarter) • CM_CANCELLABLEBYENDOFMONTH (Cancellable by the End of Each Month) • CM_NONCANCELLABLE (Non-Cancellable)
contractcancellationterms	Cancellation terms
contractperiod	<p>Contract period</p> <p>Note: The name or Fabasoft Cloud ID of a time period can be entered in this field. If no existing time span is found, it will be created again.</p>
contractperiodterms	Contract period terms
contractperiodreminder	<p>Time span for reminder e-mails before the end of the contract period</p> <p>Note: The name or Fabasoft Cloud ID of a time period can be entered in this field. If no existing time span is found, it will be created again.</p>
noticeperiod	<p>Notice period</p> <p>Note: The name or Fabasoft Cloud ID of a time period can be entered in this field. If no existing time span is found, it will be created again.</p>
noticeperiodterms	Notice period terms
noticeperiodreminder	<p>Time span for reminder e-mails before the end of the notice period</p> <p>Note: The name or Fabasoft Cloud ID of a time period can be entered in this field. If no existing time span is found, it will be created again.</p>

givencancellation	Cancellation date
givencancellationremarks	Cancellation date remarks
effectivecancellation	Effective cancellation date
effectivecancellationremarks	Effective cancellation date remarks
reminder	Additional reminder date
reminderinterval	Interval for additional reminder date
reminderusers	Additional contacts for reminder e-mails Note: In this field you can enter the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.
remark	Remarks
keyword	Keyword to be added in the <i>Terms</i> field of the contract. Note: The name or Fabasoft Cloud ID of a term for indexing can be entered in this field.
keyword1	Another term for keywording, which is added in the <i>Terms</i> field of the contract. This field is relevant if several terms are to be assigned to a contract during import. Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.
keyword2	Another term for keywording, which is added in the <i>Terms</i> field of the contract. This field is relevant if several terms are to be assigned to a contract during import. Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.
keyword3	Another term for keywording, which is added in the <i>Terms</i> field of the contract. This field is relevant if several terms are to be assigned to a contract during import. Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.
keyword4	Another term for keywording, which is added in the <i>Terms</i> field of the contract. This field is relevant if several terms are to be assigned to a contract during import. Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.
keyword5	Another term for keywording, which is added in the <i>Terms</i>

	<p>field of the contract. This field is relevant if several terms are to be assigned to a contract during import.</p> <p>Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.</p>
keyword6	<p>Another term for keywording, which is added in the <i>Terms</i> field of the contract. This field is relevant if several terms are to be assigned to a contract during import.</p> <p>Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.</p>
keyword7	<p>Another term for keywording, which is added in the <i>Terms</i> field of the contract. This field is relevant if several terms are to be assigned to a contract during import.</p> <p>Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.</p>
keyword8	<p>Another term for keywording, which is added in the <i>Terms</i> field of the contract. This field is relevant if several terms are to be assigned to a contract during import.</p> <p>Note: The name or Fabasoft Cloud ID of a term can be entered in this field for keywording.</p>

Note: It is also possible to import values into user-defined fields made available by contract types. To do this, you must add the programming name of each field as a column in the Excel workbook.

If the custom field is an object property, the imported values can contain one of the following prefixes:

- #
An attempt is made to determine a component object with the specified reference.
- ?
An attempt is made to determine an object that has been assigned the specified value in the *Import ID* field.

4.6 Importing and Assigning Contract Documents

Fabasoft Contracts allows you to automatically assign contract documents to the corresponding contracts.

4.6.1 Importing and Assigning Contract Documents Using a ZIP Archive

In order to assign contract documents using a ZIP archive, you must provide a ZIP archive in which the contract documents are stored in subdirectories whose directory names correspond to the *Import ID* of the respective contracts.

To assign the contract documents from a ZIP archive to contracts, proceed as follows

1. Navigate in a contract folder to the "Uploads" area.
2. Upload the ZIP archive.

3. Click "Import Contracts" on the context menu of the ZIP archive.

4.6.2 Assigning Contract Documents From a Teamroom or Folder

To associate contract documents from a Teamroom or folder, you must provide an Excel workbook or CSV file that defines the paths to the contract documents.

Note: Successfully assigned documents are moved from the Teamroom or folder to the appropriate contract.

To assign the contract documents from a Teamroom or folder to contracts using the paths defined in an Excel workbook, proceed as follows:

1. Import the contract documents into a Teamroom or folder.
2. In a contract folder, navigate in the "Uploads" area.
3. Upload the Excel workbook.
4. Click "Assign Documents" on the context menu of the Excel workbook.

Data structure of the Excel workbook

CSV Column	Description
skip	Ignore line (possible values: true, false)
externalkey	Import ID of the contract to which the documents are to be assigned
path	Path to the document Note: The first part of the path must correspond to the Fabasoft Cloud ID of a Teamroom or folder, optionally followed by subdirectories, separated by "/". Example: COO.6505.100.x.x/subfolder1/subfolder2
filename	File name of the document Example: contractdocument.pdf
filecategory	Document category Note: The name or Fabasoft Cloud ID of a category or form.

Note: It is also possible to import values into user-defined fields made available by a form that is assigned to a document using the `filecategory` column as a category. To do this, the programming name of the respective field must be added as a column in the Excel workbook.

4.7 Web Service Interface

Fabasoft Contracts provides a web service interface.

The WSDL can be accessed via the following URL:

`https://<host>/<vdir>/fscdav/wsd1?WEBSVC=IDANGLCONTRACTS_111_100_WebService`

"<host>" is to be replaced by "https://de.cloud.fabasoft.com" in the location Germany and "<vdir>" by "folio":

```
https://de.cloud.fabasoft.com/folio/fscdav/wsdl?WEBSVC=IDANGLCONTRACTS_111_100_WebService
```

The web service also supports the JSON format:

```
https://<host>/<vdir>/wsjson/IDANGLCONTRACTS_111_100_WebService/<operation>
```

Operations:

- `ImportZIP`
Imports contracts from a ZIP archive.
- `ImportContractFolderRoles`
Imports roles of contract folders from an Excel workbook.

Note: For authentication, you have to use your e-mail address as your user name and generate a password for applications for "Contract Manager". To generate a password for applications, follow these steps:

<https://help.cloud.fabasoft.com/index.php?topic=doc/User-Help-Fabasoft-Cloud-eng/account-menu.htm#access-for-applications>

5 Managing Contracts

As a contract manager user, the following use cases support you in managing your contracts.

5.1 Creating Contracts

To create a new contract, proceed as follows:

1. Click the "Create Contract" action on the contract manager dashboard.
2. On the "Contract" tab, you can select the contract folder, enter the signatory, the contract type and additional fields.
3. On the "Dates" tab, you can enter all information regarding the contract dates and deadlines including reminders.
4. On the "Assignments" tab, you can select assignment targets.
Note: The tab is only shown if there are corresponding assignment targets.
5. On the "Tasks" tab, you can specify tasks that should be performed on the defined dates.
6. On the "Documents" tab, already existing contract documents can be added.
7. Click "Next".

A unique identifier is automatically generated for the new contract, consisting of the contract folder identification, the year of contract start, a sequential number and, if specified, the subject of the contract.

Note: You can also create a contract directly in the required contract folder.

5.2 Defining General Contract Metadata

In the properties of a contract, you can define the following fields on the "Contract" tab:

- *Use Additional Contract Folders*
If this option is enabled, you can specify additional contract folders for the contract in the

Additional Contract Folders field, where the contract is referenced. Users authorized in the additional contract lists are thereby authorized to the contract according to their role in the additional contract lists, but must also be authorized in the main contract list of the contract at least in the role "Restricted Access". The field is only displayed if there are at least two contract lists.

Note: The contract is shown in the contract folders listed in the *Additional Contract Folders* field in the *Referenced Contracts* area.

- *Additional Contract Folders*

In this field, you can specify additional contract folders in which the contract is thus displayed in the "Referenced Contracts" area. Users who have a role in the referenced contract folders are granted access to the contract based on their role in the referenced contract folder. However, these users also need a role in the main contract folder of the contract (e.g. the "Restricted Access" role) such that the contract is shown in the referenced contract folders. This field is only shown if the *Use Additional Contract Folders* option is enabled.

- *State*

Defines the state of the contract. For example, to specify that a contract is still in the draft phase, set the state to the value "Draft". When a contract elapses, the state is automatically set to "Inactive".

Note: Users with full control in the contract folder can define the default value to initialize the *State* field of new contracts in the *Default Contract State* field on the "Administration" tab.

- *Use Multiple Signatories*

Defines whether several signatories can be assigned to the contract. This field is only shown if *Multiple Signatories* is selected on the "Administration" tab of the contract's contract folder.

- *Signatory/Signatory List*

Defines the signatory or signatories.

Note: If an option (e.g. "Contact Person") is selected in the *Standard Signatories* field on the "Administration" tab in the settings of the contract folder, a standard signatory (e.g. a "Contact Person" of contact management) must be selected in the *Signatory* field of the contract, or otherwise the signatory name must be entered.

- *Department*

Defines the responsible department of the signatory.

- *Signatory Contact*

Defines the contact person of the signatory. This can be a user or a contact person from contact management.

- *Contact information*

Defines additional contact information.

- *External reference*

Defines an external reference of the contract.

- *Street, ZIP Code, City, Country*

Defines the address of the signatory.

- *Telephone Numbers*

Defines the telephone numbers of the signatory.

- *Internal Editor*

Defines a user as internal editor for the contract. The internal editor is given change access to the contract and its documents. In addition, reminder e-mails are sent to the internal editor by default.

Note: The user defined in the *Internal Editor* field must be assigned a role in the contract folder of the contract.

- *Internal Responsible*

Defines a user as the internal responsible person for the contract. The internal responsible person is granted read access to the contract and its documents. If no user has been defined in the *Internal Editor* field for the contract, reminder e-mails are sent to the internal responsible person by default.

Note: The user defined in the *Internal Responsible* field must be assigned a role in the contract folder of the contract.

- *Internal Service Provision*

In this field, you can store information on internal service provision for the contract.

- *Internal Reference*

Defines an internal reference of the contract.

- *Subject*

Defines a subject of the contract.

- *Description*

Defines a description of the contract.

- *Terms*

Defines terms for indexing of the contract.

- *Contract Type*

Defines the contract type of the contract.

- *Contract Amount*

Defines the contract amount of the contract.

- *Payment Arrangements*

Defines the payment arrangements of the contract.

- *Legal Basis*

Defines the legal basis of the contract.

- *Applicable Law*

Defines the applicable law of the contract.

- *Jurisdiction*

Defines the jurisdiction of the contract.

5.3 Defining Dates

In the properties of a contract, you can define the following fields on the "Dates" tab:

- *Signing Date*

Defines the signing date of the contract.

- *Signing Date Remarks*

Defines remarks on the signing date as free text.

- *Start*

Defines the start date of the contract.

- *Start Terms*

Defines terms for the start of the contract as free text.

- *Permanent Contract*

Defines whether the contract is concluded for an indefinite period.

- *Prolongation Terms*
Defines terms for contract prolongation as free text.
- *Cancellation Waiver/Minimum Duration Until*
Defines the date for the minimum contract period of the contract.
- *Cancellation Waiver Terms*
Defines terms for the cancellation waiver as free text.
- *End*
Defines the end date of the contract. The field is only displayed if the *Permanent Contract* option is not enabled.
- *End Terms*
Defines terms for the end of the contract as free text. The field is only displayed if the *Permanent Contract* option is not enabled.
- *Cancellation Mode*
Defines the cancellation mode of the contract.
- *Cancellation Terms*
Defines terms for the cancellation as free text.
- *Notice Period*
Defines the notice period of the contract.
- *Notice Period Terms*
Defines terms on the notice period as free text.
- *End of Notice Period*
Shows the next calculated end of the notice period, if a notice period has been defined.
- *Interval for End of Notice Period Reminder E-Mail*
Defines the time span for reminders regarding the end of the notice period.
Example: If you select "2 Weeks" in this field, a reminder e-mail will be sent two weeks before the end of the contract notice period.
- *End of Contract Period*
Shows the next calculated end of the contract period, provided that a contract period can be derived for the contract from the cancellation mode selected in the *Cancellation Mode* field.
- *Interval for End of Contract Period Reminder E-Mail*
Defines the time span for reminders regarding the end of the contract period.
Example: If you select "2 Weeks" in this field, a reminder e-mail is sent two weeks before the end of the contract period of the contract.
- *Special Termination Terms*
Defines the special termination terms for the contract. This field is only shown if in the contract manager configuration settings, on the "Administration" tab, special termination terms are defined.
- *Cancellation Date*
Defines the date on which the contract was cancelled.
- *Cancellation Date Remarks*
Defines remarks on the cancellation date as free text.
- *Effective Cancellation Date*
Defines the date on which the cancellation of the contract takes effect.
- *Effective Cancellation Date Remarks*
Defines remarks on the effective cancellation date as free text.

- *Additional Reminder Date*
Defines a date for an additional reminder.
- *Repetition*
Defines a time span for the periodic sending of additional reminders. This field is only shown if a date is defined in the *Additional Reminder Date* field.
- *Additional Contacts for Reminder E-Mails*
Defines additional recipients for reminder e-mails. This field is only shown if a date is defined in the *Additional Reminder Date* field.

5.4 Assigning Contracts to an Assignment Target

To assign a contract to an assignment target, proceed as follows:

1. Navigate in the required contract and click the “Manage Assignments” action.
Note: Alternatively, you can open the contract properties and switch to the “Assignments” tab.
2. Select the desired assignment target. For example, to assign a contract to a supplier, select the supplier in the *Supplier* field.
3. Click “Next”.

5.5 Keywording Contracts

To keyword a contract with terms from a configured thesaurus, proceed as follows:

1. Navigate in the required contract.
2. Click the “Properties” action.
3. On the “Contract” tab, select the desired terms in the *Terms* field or click the “Choose Terms” button to select them from a tree view of the configured thesauri.
4. Click “Next”.

Note: Thesauri can be maintained by contract manager administrators in the contract manager configuration. As a contract manager administrator, you can also create a new term directly in the *Terms* field of a contract. To do this, enter the term in the *Terms* field and click “Click here to create the entered term”.

5.6 Adding Documents

To add documents to a contract, proceed as follows:

1. Navigate in the “Documents” area of the required contract.
2. Add the documents by uploading the files to the list (e.g. drag-and-drop).

5.7 Adding Remarks

To add remarks to a contract, proceed as follows:

1. Navigate in the required contract.
2. Click the “Add Remark” action.
3. Enter the desired remark in the *Enter Remark* field.
4. Add attachments to the remark in the *Add Attachments* field, if required.

5. Click "Next".

Note: If remarks exist for a contract, they will be displayed in the "Remarks" area.

5.8 Adding Internal Remarks

Internal remarks are not visible to users in the "Restricted Access" role in the contract folder of the contract.

To add internal remarks to a contract, proceed as follows:

1. Navigate in the required contract.
2. Click the "Add Internal Remark" action.
3. Enter the required internal remark in the *Enter Internal Remark* field.
4. Add attachments to the internal remark in the *Add Attachments* field, if required.
5. Click "Next".

Note: If internal remarks exist for a contract, they will be displayed in the "Internal Remarks" area.

5.9 Adding Tasks

To add tasks to a contract, proceed as follows:

1. Navigate in the required contract.
2. Click the "Define Tasks" or "Manage Tasks" action. Alternatively, you can open the contract properties and switch to the "Tasks" tab.
3. In the *Open Tasks* field, select the type and due date of the task.
4. Click "Next".

Note: Tasks are displayed on the calendar.

5.10 Creating Confidential Rooms

Users with change access or full control in the contract folder can create confidential rooms in the list of documents of a contract. In this way confidential contract documents can be made accessible only to a selected group of users.

To create a confidential room in a contract, proceed as follows:

1. Navigate on the "Documents" area of the required contract.
2. Click the "Create Confidential Room" action.
3. Enter a subject if applicable and click "Next".
4. Navigate in the created confidential room.
5. Click the "Team" action and define the required access rights.

Note: Users with full control in the contract folder automatically receive full control in the confidential room as well.

5.11 Creating External Rooms

Users with change access or full control in the contract folder can create external rooms in the list of documents of a contract. In this way contract documents can be made accessible to a selected group of external users.

In particular, users can be defined for assignment targets and thus be given change or read access to external rooms.

For example, a contract can be assigned to a supplier and then an external room can be created for this supplier in the list of documents to grant selected users of the supplier access to certain contract documents.

External rooms can only be created in the documents of a contract if this contract has been previously assigned to at least one assignment target.

To create an external room in a contract, proceed as follows:

1. Navigate in the "Documents" area of the required contract.
2. Click the "Create External Room" action.
3. In the *Assignment* field, select the assignment target for the external room (e.g. a supplier).
Note: The *Change Access for External Rooms in Assigned Contracts* and *Read Access for External Rooms in Assigned Contracts* fields of an assignment target can be used to grant access.
4. Enter a subject if applicable and click "Next".
5. Navigate in the created external room.
6. Click the "Team" action and define the additional required access rights.
Note: Users with full control in the contract folder automatically receive full control in the external room as well.

5.12 Creating Following Contracts

For a contract, following contracts can be created. For following contracts, further following contracts can be created to represent contract chains.

To create a following contract for a contract, proceed as follows:

1. Navigate in the required contract.
2. Click the "Create Following Contract" action.
3. On the "Contract" tab, you can enter the signatory, the contract type and additional fields.
4. On the "Dates" tab, you can enter all information regarding the contract dates and deadlines including reminders.
5. On the "Assignments" tab, you can select assignment targets.
Note: The tab is only shown if there are corresponding assignment targets.
6. On the "Tasks" tab, you can specify tasks that should be performed on the defined dates.
7. On the "Documents" tab, already existing contract documents can be added.
8. Click "Next".

Note: The previous contracts of a following contracts, these are shown in the "Previous Contracts" area. The documents from the previous contracts are shown in the "Documents From Previous Contracts" area.

5.13 Creating Subordinate Contracts

Subordinate contracts can be created for a contract, for example, to map outline agreements with subordinate contracts.

In the case of subordinate contracts, the signatory is taken over from the superordinate contract. Further subordinate contracts can be created for a subordinate contract to represent a multilevel contract hierarchy.

To create a subordinate contract for a contract, proceed as follows:

1. Navigate in the required contract.
2. Click the "Create Subordinate Contract" action.
3. On the "Contract" tab, you can enter the signatory, the contract type and additional fields.
4. On the "Dates" tab, you can enter all information regarding the contract dates and deadlines including reminders.
5. On the "Assignments" tab, you can select assignment targets.
Note: The tab is only shown if there are corresponding assignment targets.
6. On the "Tasks" tab, you can specify tasks that should be performed on the defined dates.
7. On the "Documents" tab, already existing contract documents can be added.
8. Click "Next".

Note:

- If a contract has subordinate contracts, these are shown in the "Subordinate Contracts" area.
- The superordinate contract's identification extended by a sequential number is assigned to subordinate contracts.