



# User Help

Fabasoft Contracts

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## 1 Introduction

Fabasoft Contracts allows for the simple, intuitive and collaborative management of contracts throughout their entire lifecycle.

### 1.1 Fabasoft Contracts Editions

Fabasoft Contracts is offered in two different editions with different features sets.

#### Fabasoft Contracts

Fabasoft Contracts offers its customers a host of use cases, ranging from creating and managing contracts and their associated documents to setting up complex filing and permission systems. Also, the entire lifecycle of a contract can be tracked from creation to signing to subordinated contracts, just to name a few.

#### Fabasoft Contracts AI

Fabasoft Contracts AI features any and all use cases of Fabasoft Contracts, complemented by the use of artificial intelligence in order to allow for the automation of certain use cases.

Fabasoft Contracts AI is capable of identifying and extracting relevant contract metadata during imports with the help of text recognition in order to auto-fill the data into contracts. Also, a contract can be automatically categorized based on the contract types available.

### 1.2 Fabasoft DORA

Fabasoft DORA contains the full range of functions and features of Fabasoft Contracts.

#### Fabasoft DORA

Fabasoft DORA supports you throughout the entire life cycle of outsourcing ICT services: From the process of introducing a project, the implementation of all initial outsourcing contracts, the conclusion of outsourcing contracts with internal and external partners and the subsequent regular audits. Fabasoft DORA accompanies the related business processes with monitoring reports and enables the creation of reports for provision to the supervisory authorities at any time.

### 1.3 Basic Information

Fabasoft Contracts is a product that combines many features of the Fabasoft Cloud. This chapter offers an overview of references to basic concepts which would go beyond the scope of the current user help.

#### 1.3.1 User Help Fabasoft Cloud

The document [User Help Fabasoft Cloud](#) offers a detailed glance at the functions and concepts of Fabasoft Cloud. These encompass, for example, navigation, web client, time travel, contact management, and digital signatures. This document is aimed at customers who wish to familiarize themselves with basic functions.

## Selected Use Cases

- **Column Settings**  
By default, the detail view displays predefined properties of objects contains in the list. You can change the column settings at will and customize them according to your needs. Further information can be found in chapter "[Working with Lists](#)" in the document "User Help Fabasoft Cloud".
- **Time Travel**  
In order to access or restore earlier version of objects, you may use time travel. Further information can be found in chapter "[Time Travel](#)" in the document "User Help Fabasoft Cloud".
- **Context menu actions**  
In order to have an overview of context menu actions such as "Sign" or "Create Public Link", read the chapter "[Collaboration with Teamrooms](#)" in the document "User Help Fabasoft Cloud".
- **Support button**  
Should you encounter a problem while using Fabasoft Contracts and require help, you can create a support request. Further information can be found in chapter "[Support Requests](#)" in the document "User Help Fabasoft Cloud".
- **Search**  
In order to familiarize yourself with the search features of Fabasoft Contracts, read the chapters "[Search With Mindbreeze](#)" and "[Metadata Search](#)" in the document "User Help Fabasoft Cloud".
- **Account Menu**  
In order to learn about aspects such as the login, basic settings and notifications, read the chapter "[Account Menu](#)" in the document "User Help Fabasoft Cloud".  
**Note:** It is recommended to show the menu bar by means of this manual.

### 1.3.2 Administration Help Fabasoft Cloud

The document [Administration Help Fabasoft Cloud](#) offers a detailed glance at the functions and concepts of organization administration. These encompass, for example, roles, report and permanent access. This document is aimed at administrators.

### 1.3.3 Model-Based Customizing

The concept of model-based customizing encompasses a large number of options for customizations that can be made in order to meet the various needs of different organizations. These options are, among others, templates, text modules, forms, and processes. When working with Fabasoft Contracts, these customizations are very useful, hence this document references them regularly.

With the help of practical examples, the White Paper "[Model-Based Customizing](#)" explains the usage of the afore-mentioned customizations in detail and is meant for Contract Manager administrators.

## 2 Contract Manager Dashboard

Once you have been added to a contract manager configuration, a dashboard is automatically created and placed on "Home". The contract manager dashboard is your access to Fabasoft Contracts.

**Note:** Depending on your role and the settings made before your first encounter with Fabasoft Contracts, some objects and settings may differ from this user help. If necessary, inquire with the administrators in charge.

### 2.1 Areas

The contract manager dashboard is divided into the following areas:

- *My Calendar*  
Displays the resubmissions, periods and dates of your contracts and legal files.
- *<Assignment targets> (e.g. My Suppliers)*  
Displays the available assignment instances.  
**Note:**
  - This area is only visible if the management or usage of assignment targets is enabled (see chapter 7 "Assignments").
  - If the management or usage of assignment targets is enabled in contract folders or legal areas, the contract manager dashboard automatically displays a separate area per assignment target (for example "My Suppliers" if suppliers are concerned).
- *My Contracts*  
Displays the contracts from all contract folders available to you.  
**Note:** If there are archived contracts among them, you can find them by navigating into this area and click the action "Open Archive".
- *My Responsibilities*  
Shows all active contracts in which you are entered as an internal responsible.  
**Note:** The *My Responsibilities* tile is also directly accessible via a URL. The URL is composed of the base URL and /myresponsibilities (e.g. <https://at.cloud.fabasoft.com/folio/myresponsibilities>).
- *Recently Used Contracts*  
Displays the contracts recently used by you.
- *My Contract Folders*  
Displays the contract folders available to you.
- *My Legal Files*  
Displays the legal files from all legal areas available to you.
- *Recently Used Legal Files*  
Displays the legal files recently used by you.
- *My Legal Areas*  
Displays the legal areas available to you.
- *My Requests*  
Displays the requests for which you are registered as internal editor, internal responsible, internal purchaser or contributor.
- *Recently Used Requests*  
Displays the request recently used by you.

- *My Confidential Rooms*  
Displays the confidential rooms available to you. External rooms can be created in the "Documents" area of contracts.
- *My External Rooms*  
Displays the external rooms available to you. External rooms can be created in the "Documents" area of contracts.
- *Overview*  
*Displays a visual representation of certain figures and metrics such as signatories, contract types and contract states.*  
**Note:** This area is only visible if the option Enable Search Apps is active (see chapter 3 "Contract Manager Configuration"). It is only available in the edition "Fabasoft Contracts AI".
- *My Search Folders*  
Displays the available search folders.  
**Note:** If necessary, read the complementing chapter "[Search Folders](#)" in the document "User Help Fabasoft Cloud".
- *AI Check Results*  
Shows all check results of all AI reviews in a bar chart.
- *Report Results*  
Displays the reports generated by or visible to you.
- *Validation Results*  
Shows a summary of DORA validation results. The results are sorted by type and origin in the display.  
**Note:** This area is only visible with a valid Fabasoft DORA license.
- *Register of Information*  
Displays the folders containing previously exported Registers of Information.  
**Note:**
  - This area is only visible with a valid Fabasoft DORA license.
  - You can generate new reports in this area. More information can be found in chapter 12 "Error! Reference source not found.".
- *My E-Mail Inboxes*  
Displays the inbox folders of the contract manager for which the user has at least read access and which are used for uploading e-mails from Outlook.  
**Note:** The first inbox folder in the list is automatically used when e-mails are uploaded.

**Note:** Some areas, such as *Calendar*, *My Confidential Rooms*, *My External Rooms*, and *Report Results*, are only displayed if there is at least one entry.

## 2.2 Actions

You can perform the following actions:

- *Upload*  
Uploads folders or documents in order to create contracts. Depending on the edition of Fabasoft Contracts, the contract properties are automatically extracted and filled in. Further information can be found in chapter 1.1 "Fabasoft Contracts Editions".
- *Create Contract*  
Creates a new contract.

Further information can be found in chapter 9.4 "Creating a Contract".

**Note:** This action is only visible if there is at least one contract folder in the configuration.

- *Create Legal File*

Creates a new legal file.

Further information can be found in chapter 10.4 "Creating a Legal File".

**Note:** This action is only visible if there is at least one legal area in the configuration.

- *Create Request*

Creates a new request.

Further information can be found in chapter 11 "Requests".

**Note:** This action is only visible if there is at least one contract folder or legal area wherein the option *Allow Requests* is active.

- *Create Report <report name>*

Creates a report based upon a report template.

**Note:** This action is only visible if a report template is available for this area. Further information can be found in chapter 3.11 "Reports".

- *Refresh Statistics*

Allows the updating of graphics in certain widgets that contain statistics. As this operation is computationally intensive, it is performed in the background and can take up to several minutes.

**Note:** Each graphic that can be updated creates its own submenu. If no solution is licensed for you that generates such graphics, the button disappears.

- *Branding*

Defines the logo and background color of the top bar. In addition, you can define a background image.

**Note:** This action is only visible if the organization administration on "Home" is deactivated. You can activate it in the settings of the dashboard in the "Organization Settings" tab in the field *Activate Organization Settings*.

- *Switch to Configuration*

Navigates to the contract manager configuration. As a contract manager administrator, you can switch there in order to define and change configuration settings.

**Note:** This action is only visible if the Advanced Mode is enabled (see chapter 2.4 "Enabling the Advanced Mode").

- *Settings*

Defines general properties of the contract manager dashboard (e.g. the logo or the notification settings).

- On the "Presettings" tab, in field "Presetting for Document Registration" the user can set his preference for how the documents in a contract/legal file/request are registered (individually, together, or by selection when uploading). You can use the "Preferred Contract Folder" and "Preferred Legal Area" fields to define a preferred contract folder/legal area which will be used as default values for newly created contracts/legal files in the dashboard. You can use the "Presetting for Handling E-Mails" field to define how e-mails are handled when uploading. In the "Presetting for Document Category" field, you can define a general document category for in contract/legal file/request documents uploaded documents. You can use the "Default Setting for Handling Duplicated E-Mail Attachments" field to specify how to deal with duplicates in e-mail attachments. The goal of these "Presetting ..." fields is to reduce the upload steps, which in turn makes the user work easier.

**Note:** If the contract manager configuration or organization management are not enabled, the settings in both the tabs “User Settings” and “Organization Settings” are restricted.

## 2.3 Usage Modes

Fabasoftware Contract offers two different usage modes.

### Simple Mode

This mode enables frequent use cases such as creating, uploading, filing and managing contracts with little effort.

When you use Fabasoftware Contracts for the first time, you experience it in this mode. On “Home”, there is a widget that leads you to the contract manager dashboard.

### Advanced Mode

The advanced mode encompasses all use cases of the simple mode. In addition to that, it allows members to create new organizing and customizing objects such as contract manager lists (contract folders, legal areas and configuration lists), templates, text modules and presets. This mode is meant for organizations in need of more complex filing systems.

## 2.4 Enabling the Advanced Mode

In order to enable the advanced mode, proceed as follows:

1. Navigate into the contract manager dashboard.  
**Note:** You can recognize the dashboard by the term “Personal Dashboard” above the actions in the toolbar (unless the name was changed; see chapter 2.7 “Changing the Dashboard Name”).
2. Click on the action “Settings”.
3. Switch to the “Organization Settings” tab.
4. Activate the *Enable Advanced Mode* option.

All further information regarding the configuration options available through the advanced mode can be found in chapter 3 “Contract Manager Configuration”.

Note: If you are not a contract manager administrator, you cannot enter the configuration or leave Simple Mode.

## 2.5 Activate the Organization Administration option.

The organization administration is needed for a host of use cases, including the setup of an external rooms (see chapter 9.21 “External Room”).

In order to activate the organization administration, proceed as follows:

1. Navigate into the contract manager dashboard.
2. Click on the action “Settings”.
3. Switch to the “Organization Settings” tab.
4. Activate the option *Activate Organization Administration*.
5. Click on “Next”.



## 2.6 Setting the Starting Point

In Fabasoft Contracts, you can define your starting point. Hence, after you have logged in, you are automatically directed to the selected app. By default, that is the contract manager.

In order to redefine the starting point, proceed as follows:

1. Navigate into the contract manager dashboard.
2. Open the dropdown menu next to the user's name at the top right corner and select "Basic Settings".
3. Switch to the "User Settings" tab.
4. Open the dropdown menu in the field *Start With*.  
Depending on how many other apps are available to you, you can choose from a number of entries.
5. For example, select "Worklist" to be directed to the worklist automatically.  
**Note:** If you select the top entry (which is blank), you are directed to "Home".
6. Define your preferred starting point.
7. Click on "Next".

During your next log-in, the setting takes effect.

## 2.7 Changing the Dashboard Name

The name of a dashboard can be changed at will. This might be useful if, for example, you have access rights to several contract manager configurations and lose track of where exactly you currently are due to the identical names. In order to change the name, proceed as follows:

1. Navigate into the contract manager configuration.
2. Click on "Settings".
3. Switch to the "Administration" tab.
4. In the field *Default Dashboard Name*, enter the desired name.
5. Click on "Next".

**Note:** The new name applies once web services have been restarted.

## 2.8 Demo Contracts Folder

By default, Fabasoft Contracts comes with a pre-initialized contract folder that is named in the pattern "<organization name> Demo Contracts". Said contract folder is meant to illustrate the possible settings of a contract folders to users of both the trial version and full version. In addition to that, the list stores all the contracts that you may create in the contract manager dashboard.

Since the pre-initialized contract folder is geared towards the less complex use cases of trial customers or new members, numerous contract properties are hidden and will not be visible to you while creating new contracts.

What follows are a number of ways to continue working in the advanced mode:

- You can make the desired properties visible again (see chapter 4.10 "Defining Required/Hidden Fields") and continue working with the demo folder.

- You can dissolve the demo folder (see chapter 4.12 “Dissolving a Contract Folder”) and create a new contract folder (see chapter 4.4 “Creating a Contract Folder”) which you can configure to meet your every need.
- You can reassign existing contracts from the demo folder to another contract folder and then dissolve the demo folder. This may apply when, for example, your organization switches to the full version after the trial period has expired and the contract manager administrators have configured an appropriate filing and permission schema in the meantime, making then demo folder obsolete. Further information can be found in chapter 9.6 “Reassigning a Contract”.

### 3 Contract Manager Configuration

In the contract manager configuration, you can define general settings and grant access rights to members so that they can use the contract manager.

The contract manager configuration is automatically created when the app is licensed by your organization. In the configuration, the owners of the cloud organization are initially given the role “Contract Manager Administrator”.

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

1. Navigate into the contract manager dashboard.
2. Click on the action “Switch to Configuration” in order to enter the configuration.

**Note:** This action is only visible if the contract manager configuration is activated. You can activate it by opening the settings of the dashboard, switch to the tab “Organization Settings” and select *Activate Contract Manger Configuration*.

#### 3.1 Areas

The configuration is divided into the following areas:

- *Configuration Lists*  
Displays all available configuration lists (see chapter 6 “Configuration Lists”).
- *Contract Folders*  
Displays all available contract folders (see chapter 4 “Contract Folders”).
- *Legal Areas*  
Displays all available legal areas (see chapter 5 “Legal Areas”).
- *Confidential Rooms*  
Displays all available confidential rooms (see chapter 9.20 Setting up a Confidential Room).
- *External Rooms*  
Displays all available external rooms (see chapter 9.21 External Room”).
- *AI-Configuration*  
Shows the check catalogs and single checks provided via the configuration. The components for an AI check can be created using check catalogs and single checks.
- *Reports*  
Displays all available reports. You can also define reports in contract manager lists. The repots defined in the configuration are available in all contract manager lists (see chapter 3.11 “Reports”).

- *Asynchronous Data Objects*  
Displays objects containing data from a web service that are processed in the background. If such objects are being processed, they are visible in this area.
- *Insight Apps*  
Insight Apps allow aggregated and customized access to information in your cloud organization. You can use Insight Apps in order to displays and highlight important information without having to explicitly search for it.
- *Forms and Categories*  
Displays all available forms and categories. With the help of custom forms, contract be assigned additional field for customer data, for example. Categories can be assigned to objects in order to alter their behavior.  
**Note:**
  - In this area, document categories and contract manger file types are created and managed, among other things (see chapter 3.4 "Document Categories" and 3.5 "Contract Manager File Types").
  - Further information can be found in the White Paper "[Model-Based Customizing](#)".
- *Processes*  
Displays all available processes. Members, organizations, organizational units, and external organizations can be involved in the editing of objects via workflow by activating a process and completing it via the worklist (usually, these processes are approval and release processes).
- Further information can be found in the White Paper "[Model-Based Customizing](#)" and in the chapter "[Workflow](#)" in the document "User Help Fabasoft Cloud".
- *Templates*  
Displays all available templates. Templates are visible in the create dialog of a new object. The templates defined in the configuration are available in all contract manager lists. Further information can be found in chapter 3.6 "Templates".  
**Note:**
  - Templates for contract manager files can contain documents that are copied and made available upon creation.
  - Templates for contract manager files are offered in the create dialog.
  - Templates for documents are offered in the create dialog.
  - A template can only be used after being released by clicking "Release for Usage" in the context menu. Changes to the template must be released as well. You can also withdraw the release.
- *Text Modules*  
Displays all available text modules that can be used in Microsoft Word documents. Text modules can be inserted in contract documents and document templates. The text modules defined in the configuration are available in all contract manager lists. Further information can be found in chapter 3.7 "Text Modules".
- *Thesauri*  
Displays the thesauri in the configuration.
- *Presettings*  
Displays all configured presettings such as custom search patterns or time intervals.

- *Failed Background Tasks*  
Displays failed background tasks. The following manual actions can be performed: "Define Next Execution", "Send Link", and "Delete".  
**Note:** This area is only visible if there is at least one failed background task.
- *E-Mail Inboxes*  
Displays the inbox folders of the contract manager that are used for the e-mails uploaded from Outlook.  
**Note:** The first inbox folder in the list is automatically used when e-mails are uploaded.

## 3.2 Actions

You can perform the following actions:

- *Create Configuration List*  
Creates a new configuration list.
- *Create Contract Folder*  
Creates a new contract folder.
- *Create Legal Area*  
Create a new legal area.
- *Update AI-Index*  
Updates the AI index for all contracts and their content.  
**Note:** This action is only available if a value has been entered in the "Mindbreeze InSpire Configuration" field in the properties under Administration and if the organization has Fabasoft Contracts AI licenses.
- *Open Wastebasket*  
Opens the wastebasket of the contract manager configuration.  
**Note:** This action is only visible if at least one object has been deleted.
- *Settings*  
Opens the settings of the contract manager configuration.

## 3.3 Settings

In the settings of a contract manager configuration, you can specify the following:

### Tab "General Settings"

- *Name*  
Defines the name of the configuration.
- *Subject*  
Defines the subject of the configuration.
- *Holiday Table*  
Defines the holiday table that is to be used in the context of your configuration; otherwise, the default holiday table is used.
- *Access Protection*  
Defines the access settings.  
By default, only the defined team can access objects.

- *Restrict Shortcuts Within Teamroom*  
Defines what kind of shortcut can be pasted in the configuration. You can also restrict the access to objects that are related to the organization or to the configuration.
- *Restrict the Downloading or Opening of Content on the Device*  
Allows restricting team members who can download or open content on their devices.
- *Roles That Are Allowed to Open or Download Content on the Device*  
Defines which level of access rights a member must have in order to open and/or download on the device.
- *All Team Members May Add Members*  
Defines if all team members are allowed to add other members (or only members holding full control"). Members holding change access are allowed to grant/withdraw access to/from members holding change access or read access. Members holding read access are allowed grant/withdraw read access to/from members.
- *Restrict Team Members*  
Defines the organizations, organizational units, teams, and external organizations, whose members can be granted access to the configuration. If none are defined, any member can be given access.
- *Main Administrator*  
Defines the member who receives the automatically generated e-mails concerning the configuration. If no member is defined, all app administrators receive these e-mails. The member is also the primary contact if questions regarding permissions arise.
- *Support Team*  
Opens a support form that allows you to send a message (and optionally, a screenshot) to a support team.
- *Enable Advanced Mode*  
Enables a mode that allows working with several lists and managing templates and presettings (see chapter 2.4 "Enabling the Advanced Mode").
- *Activate Trace Output*  
Activates the output of information on the code execution.  
If you use expressions for handling or validating code, it can be difficult to identify errors in the expressions. You can simplify this analysis by writing trace outputs in the browser console (`coobj.Trace("string");` or `coobj.Trace("string", value);`).

#### Tab "Administration"

- *Default Dashboard Name*  
Defines the name of the contract manager dashboard.  
**Note:** The new name is applied after restarting the web services.
- *Restrict "My Contract Folders" Widget*  
Defines whether the "My Contract Folders" widget filters the contract folders for which the user has neither read rights or higher, nor whether the option *Allow Creation of Contracts With Read/Restricted Access* has been activated on the contract folder.
- *Restrict "My Legal Areas" Widget*  
Defines whether the "My Legal Areas" widget filters the legal areas for which the user has neither read rights or higher, nor whether the option *Allow Creation of Legal Files With Read/Restricted Access* has been activated on the legal area.
- *Default Category for New Contract Folders*  
Defines the category that is assigned to a contract folder upon creation.

- *Contract Types*  
Defines the contract types for contracts.  
Contract types allow you to categorize contracts, grant permissions, and extend contracts with custom fields. Further information can be found in chapter 3.5 "Contract Manager File Types".
- *Default Contract Type for New Contracts*  
Defines the contract type that is assigned to a contract upon creation. The type can be overridden in the settings of a contract folder.
- *Default Category for New Legal Areas*  
Defines the category that is assigned to a legal area upon creation.
- *Legal File Types*  
Defines the legal file types for legal files.  
Legal file types allow you to categorize legal files, grant permissions, and extend legal files with custom fields. Further information can be found in chapter 3.5 "Contract Manager File Types".
- *Default Category for New Legal Files*  
Defines the category that is assigned to a request upon creation. The category can be overridden in the settings of a legal area.
- *Request Types*  
Defines the request type for requests.  
Request types allow you to categorize requests, grant permissions, and extend requests with custom fields. Further information can be found in chapter 3.5 "Contract Manager File Types".
- *Default Category for New Requests*  
Defines the category that is assigned to a request upon creation. The category can be overridden in the settings of a contract manager list.
- *Document Categories*  
Define the document categories for documents.  
The documents of a contract manager file can be assigned document categories, which allows for easier categorization.  
Further information can be found in chapter 3.4 "Document Categories".
- *Text Module Categories*  
Defines the text module categories.  
Further information can be found in chapter 3.7.1 "Creating a Text Module Category".
- *Specials Intervals*  
Defines custom time intervals.  
By default, there are numerous predefined time intervals available (e.g. for the notice period of a contract). If you need a custom time interval, you can create it via this field.
- *Special Contract Terms*  
Defines special contract terms as terms.  
They are offered on the "Contract" tab in the properties of a contract.
- *Special Termination Terms*  
Defines special contract terms as terms.  
They are offered on the "Dates" tab in the properties of a contract.

- *Approval Levels*  
Defines the approval levels as terms.  
Further information can be found in chapter 16 "Approvals".
- *Number of approvers*  
Number of approvers to be used in an approval process.  
Further information can be found in chapter 16 "Approvals".
- *Standard Limits for approval levels*  
Assigns a maximum contract amount to an existing approval level.  
Further information can be found in chapter 16 "Approvals".
- *Special case for approval levels*  
Defines a special case from the approval levels for specific contracts.  
Further information can be found in chapter 16 "Approvals".
- *Default Category for New <instances of new assignment goals> (e.g. "...New Suppliers")*  
Defines the default category for new instances of assignment targets. For example, in order to define the default category for new suppliers, select the category in the field *Default Category for New Suppliers*.  
Further information can be found in chapter 7.1 "Assignment Targets".
- *Default Category for New Confidential Rooms*  
Defines the category that is assigned to a confidential room upon creation. The category can be overridden in the settings of a contract folder or of a legal area.
- *Default Category for New External Rooms*  
Defines the category that is assigned to an external room upon creation. The category can be overridden in the settings of a contract folder or of a legal area.
- *Thesaurus for Structuring Contract Templates*  
Define the thesaurus for structuring contract templates.  
Further information can be found in chapter 3.10 "Structural Thesauri".
- *Thesaurus for Structuring Legal File Templates*  
Define the thesaurus for structuring legal file templates.  
Further information can be found in chapter 3.10 "Structural Thesauri".
- *Thesaurus for Structuring Request Templates*  
Define the thesaurus for structuring request templates.  
Further information can be found in chapter 3.10 "Structural Thesauri".
- *Default Contact Room*  
Defines the contract room that supplies the contact data for signatories. The default contract room defined in the contract manager configuration is available to all contract folders by default. However, each contract folder can be assigned a distinct contract room.  
Further information can be found in chapter 8.1.1 "Managing Signatories via Contact Management".
- *Enable File Use Cases*  
Defines if the documents in contract manager files are to be handled like documents in regular files. Files cannot be cut/deleted but only re-assigned/canceled.  
**Note:** This option is active by default and should only be deactivated in exceptional cases.
- *Enable Search Apps*  
Defines if the "Overview" area is displayed in the contract manager dashboard (see chapter 2 "Contract Manager Dashboard").  
**Note:** This option and the associated area are only available in Fabasoft Contracts AI.

- *Keywords for Filenames to Identify Attachments of Contracts*  
Contains keywords that are used to identify attachments of contracts by their filename (see chapter 18.3 "Improving Document Identification").
- *Keywords for Filenames to Identify Attachments of Legal Files*  
Contains keywords that are used to identify attachments of legal files by their filename (see chapter 18.3 "Improving Document Identification").
- *Keywords for Filenames to Identify Attachments of Requests*  
Contains keywords that are used to identify attachments of requests by their filename (see chapter 18.3 "Improving Document Identification").
- *Properties Containing Internal Signers*  
Defines properties of contract manager files and/or lists that can contain internal signers. These properties can be handled upon starting the signature process.  
**Note:** It is recommended to define internal signers in the "Roles" tab of new contracts.
- *Properties Containing External Signers*  
Defines properties of contract manager files and/or lists that can contain external signers. These properties can be handled upon starting the signature process.  
**Note:** It is recommended to define external signers in the "Roles" tab of new contracts.
- *Sign with DocuSign*  
Defines if contracts can be signed with DocuSign.  
If this option is activated, the fields for entering your authentication data (service URL, customer ID, integration key, secrecy key) are displayed. After entering the data, DocuSign can be used to sign contracts.  
Further information can be found in chapter 17.3 "Sign".
- *Sign with Skribble*  
Defines if contracts can be signed with Skribble.  
If this option is activated, the fields for entering your authentication data (user name, API key) are displayed. After entering the data, Skribble can be used to sign contracts.  
Further information can be found in chapter 17.3 "Sign".
- *Sign with Adobe Sign*  
Defines if contracts can be signed with Adobe Sign.  
If this option is activated, the fields for entering your authentication data (Service URL, Client ID, Client Secret) are displayed. After entering the data, Adobe Sign can be used to sign contracts.  
Further information can be found in chapter 17.3 "Sign".
- *Mindbreeze InSpire Configuration*  
Defines the Mindbreeze InSpire configuration that is used for the AI actions.  
**Note:** This option is only available with a Fabasoft Contracts AI license.
- *E-Mail Inbox*  
Defines the contract manager inbox folder that is used for e-mails uploaded from Outlook.  
**Note:** Users with read rights cannot upload e-mails and only see the objects that are assigned to the files to which they have access. Users with change rights can upload objects and see both the assigned objects and the unassigned objects that they have uploaded themselves. Users with all rights and administrators can upload objects and see all objects.

**Note:** Before using a thesaurus for structuring the templates of any contract manager file type, read the complementing chapter 3.10 "Structural Thesauri". This setting may change the create dialogs of the object type that it affects.



### Tab "Expressions"

- *Handle Creation of Contract*  
Allows the execution of an [app.ducx expression](#) that is called while a contract is being created.
- *Handle Commit of Contract*  
Allows the execution of an app.ducx expression that is called while a contract is being committed.
- *Handle Creation of Legal File*  
Allows the execution of an app.ducx expression that is called while a legal file is being created.
- *Handle Commit of Legal File*  
Allows the execution of an app.ducx expression that is called while a legal file is being committed.
- *Handle Creation of Request*  
Allows the execution of an app.ducx expression that is called while a request is being created.
- *Handle Commit of Request*  
Allows the execution of an app.ducx expression that is called while a request is being committed.
- *Handle Creation of Assignment*  
Allows the execution of an app.ducx expression that is called while an assignment is being created.
- *Handle Commit of Assignment*  
Allows the execution of an app.ducx expression that is called while an assignment is being committed.
- *Handle Creation of Signable Document*  
Allows the execution of an app.ducx expression that is called while a signable document is being created.  
**Note:** A signable document is created for a contract during a signature process and stored in the "Documents" area of the contract. It contains contract metadata such as the contract state (see chapter 17 "Signatures").
- *Handle Commit of Signable Document*  
Allows the execution of an app.ducx expression that is called while a signable document is being committed.
- *Calculate Contract Folders with Subscription Rights*  
Allows the execution of an app.ducx expression that is called while reading the "Contract Folders with Subscription Rights" field.

### Tab "AI-Configuration"

- *Standard AI-Pipeline*  
Defines the standard pipeline for an AI check. The value in this field is used if no AI pipeline is specified in a check catalog.
  - **Contract clauses risk analysis:** 845d2b85-afa0-4f5a-a0f9-1d77374088db
  - **NDA risk analysis:** 7810f4e7-7311-4e3f-b5ba-d0cb9ecbd0e1
- *Check Catalogs*  
Defines the check catalogs that can be used in the context of the AI check.

- *Single Checks*  
Defines the single check that can be used in the context of the check catalogs.

#### Tab "Actions"

- *Calculate Visibility for Actions of Contract Folders*  
Specifies that the visibility of the selected actions can be calculated at contract folder level using app.ducx Expression.
- *Calculate Visibility for Actions of Legal Areas*  
Specifies that the visibility of the selected actions can be calculated at legal area level using app.ducx Expression.

#### Tab "DORA"

**Note:** This tab is only visible with a valid Fabasoft DORA license.

- *Reporting Period (Years)*  
Defines the reporting period for DORA reports in years.
- *Output for empty key fields when creating DORA reports*  
Defines which value is output for DORA key fields if they have not been set.  
**Note:** This concerns the following DORA fields: RT.01.01.0010, RT.01.02.0010, RT.01.03.0010, RT.01.03.0020, RT.02.01.0010, RT.02.02.0010, RT.02.02.0020, RT.02.02.0030, RT.02.02.0050, RT.02.02.0060, RT.02.03.0010, RT.02.03.0020, RT.03.01.0010, RT.03.01.0020, RT.03.02.0010, RT.03.02.0020, RT.03.03.0010, RT.03.03.0020, RT.04.01.0010, RT.04.01.0020, RT.04.01.0040, RT.05.01.0010, RT.05.02.0010, RT.05.02.0020, RT.05.02.0030, RT.06.01.0010, RT.06.01.0040, RT.07.01.0010, RT.07.01.0020, RT.07.01.0040.
- *Restrict Countries for DORA Fields*  
Defines the use of the country restriction for DORA fields.
- *Allowed Countries*  
Defines the restricted country list that is offered for DORA fields.  
**Note:** This field is only visible if the *Restrict Countries for DORA Fields* option has been selected.
- *Use Function Categories*  
Defines whether function categories can be used in the ICT-Service tab in contract properties.
- *Function Main Categories*  
Defines main categories for categorizing ICT services in the ICT-Service tab in contract properties.  
**Note:** This field is only visible if the *Use Function Categories* option has been selected.
- *Type of Contract Agreement*  
Allows the definition of predefined selection options for the contract property *Type of Contract Agreement*.  
**Note:** The contents of these fields are used to populate table RT.99.01 when the register of information is produced.
- *Sensitiveness of the Data Stored by the ICT Third-Party Service Provider*  
Allows the definition of predefined selection options for the ICT service property *Sensitiveness of the Data Stored by the ICT Third-Party Service Provider*.  
**Note:** The contents of these fields are used to populate table RT.99.01 when the register of information is produced.

- *Effects of Abolition of Function*  
Allows the definition of predefined selection options for the function property *Effects of Abolition of Function*.  
**Note:** The contents of these fields are used to populate table RT.99.01 when the register of information is produced.
- *Substitutability of the ICT Third-Party Service Provider*  
Allows the definition of predefined selection options for the contract property *Substitutability of the ICT Third-Party Service Provider*.  
**Note:** The contents of these fields are used to populate table RT.99.01 when the register of information is produced.
- *Possibility of Reintegration of the Contracted ICT Service*  
Allows the definition of predefined selection options for the contract property *Possibility of Reintegration of the Contracted ICT Service*.  
**Note:** The contents of these fields are used to populate table RT.99.01 when the register of information is produced.
- *Impact of Discontinuing the ICT Services*  
Allows the definition of predefined selection options for the contract property *Impact of Discontinuing the ICT Services*.  
**Note:** The contents of these fields are used to populate table RT.99.01 when the register of information is produced.

## 3.4 Document Categories

The documents of a contract manager file can be assigned document categories that enable a categorization of the documents (see chapter 4.9 “Managing Document Categories” and/or 5.9 “Managing Document Categories”). Additionally, document categories can be assigned default processes and retention periods.

The available document categories are defined in the field Document Categories in the “Administration” tab in the contract manager configuration.

### 3.4.1 Creating a Document Category

In order to create a new document category, proceed as follows:

1. Navigate into the contract manager configuration.
2. Navigate into the “Forms and Categories” area.
3. Click on the action “Create Category”.
4. In the field *Multilingual Name*, enter a name.
5. Click on “Next”.
6. If you want to further configure the category, click the context menu action “Properties” and define the desired settings.
7. In the context menu of the category, click on “Add as Document Category”.
8. In the context menu of the category, click on “Release for Usage”.

**Note:** If necessary, you can add a form as a document category as well. In order to do so, click on “Create Form” and design the content of the form according to your needs. Further information can be found in the chapter “[Forms](#)” in the document “User Help Fabasoft Cloud”.

### 3.4.2 Defining Permissions

You can also grant access rights via a category or document category.

1. In the context menu of the desired category, click on "Properties".
2. Switch to the tab "Permissions".
3. In the field *Change Access for Objects with this Category*, add all members that you want to grant change access.
4. In the field *Read Access for Objects with this Category*, add all members that you want to grant read access.
5. Click on "Next".

## 3.5 Contract Manager File Types

Contracts, legal files and requests are summarized by the umbrella term "contract manager files".

### General

Contract manager file types are based upon forms and can provide further functionality. Depending on the settings made, contract manager file types can cause one or more of the following changes to the files that they are assigned to, for example in the create dialog:

- The dialog gains one or more tabs with further input fields.
- Some fields in the dialog are required and must have an input value before the user can proceed.  
**Note:** This may apply to potential, new tabs.
- Some fields of the dialog are invisible.

#### **Note:**

- Contract manager file types cannot be imported because the forms must be modeled and added via a separate action.
- Contract manager file types can be created on the basis of categories as well. However, created them on the basis of forms is recommended in order to adjust and/or extend the type if further requirements arise.

### Contract Types

Contract types are used to better manage and differentiate contracts. A number of contract types are shipped with the product (e.g. "Maintenance Contract", "Framework Contract", etc.). Depending on your needs, you can create further contract types as well (for software support, for example).

Further information can be found in chapter 9 "Contracts".

### Legal File Types

Legal file types are used to better manage and differentiate legal files. You can create legal file types according to your needs in order to clearly tell apart contractual disputes in purchase contracts and lease contracts, for example.

Further information can be found in chapter 10 "Legal Files".

## Request Types

Request types are used to better manage and differentiate requests. Give them significant names in order to help other members select the appropriate ones.

Further information can be found in chapter 11 "Requests".

### 3.5.1 Creating a New Form

In order to add a new form as contract type, legal file type, or request type, proceed as follows:

1. In the contract manager configuration, navigate into the area "Forms and Categories".
2. Click on the action "Create Form".
3. In the field "Multilingual Name", enter a name for the form.
4. Activate the option "Suppress Template Creation" and click on "Next".
5. If the form does not yet need any content, place a "Separator" element in the form. Otherwise, design the content of the form according to your needs. Further information on the definition of forms can be found in the chapter "[Forms](#)" in the document "User Help Fabasoft Cloud".
6. Click on "Next".
7. In the context menu of the form, click on "Release for Usage".

#### Note:

- A contract manager file type cannot be used before it is released.
- If a released file type is changed, it must be re-released via the corresponding context menu action. The release can be withdrawn as well.

### 3.5.2 Defining a Form as a Type

#### Add

In order to define a form as a type, proceed as follows:

1. In the context menu of the desired form, click on either
  - "Add as Contract Type",
  - "Add as Legal File Type", or
  - "Add as Request Type".

The new type is now added and available for the corresponding contract manager files.

#### Change

In order to change a type, proceed as follows:

1. In the context menu of the desired form, click on "Remove as <Type>".
2. In the context menu of the desired form, click on "Properties".
3. Switch to the tab "Category".
4. Navigate to the field *Applicable for*.
5. In the context menu of the entry (e.g. "Legal File"), click on "Remove".
6. Click on "Next".

7. In the context menu of the desired form, click on "Add as <Type>" in order to add it as a different type.

**Note:**

- A file type cannot be used before it is released.
- If a released file type is changed, it must be re-released via the corresponding context menu action. The release can be withdrawn as well.

### 3.5.3 Configuring a Type Further

You can further configure a type in order to better meet your needs.

In the settings of a type, you find a number of properties on the first tab ("Contract Type", "Legal File Type" or "Request Type"). These properties are usually defined the corresponding contract manager list, but can be overridden via the following properties (they are grouped according to their availability in each type).

**Note:** Make sure to re-release the type after making a change.

#### All Types

- *Default Interval for Additional Reminders*  
Defines the default interval for additional reminder e-mails.
- *Hidden Elements*  
Defines which fields are hidden.
- *Required Properties*  
Defines which fields are required.

#### Contract Type and Legal File Type

- *Can be Used in Requests*  
Defines if the current type can be select upon creation of a request.

#### Contract Type

- *Default Interval for End of Contract Period Reminder E-Mail*  
Defines the default interval for reminder e-mails about the end of the contract period. It is used in the initialization of file-specific reminder settings upon the creation of a new contract.
- *Default Interval for End of Notice Period Reminder E-Mail*  
Defines the default interval for reminder e-mails about the end of the notice period. It is used in the initialization of file-specific reminder settings upon the creation of a new contract.
- *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.
- *Restrict Contract Templates for Subordinate Contracts*  
Allows the restriction of contract templates for the creation of subordinate contracts.
- *Allowed Contract Templates for Subordinate Contracts*  
The selected templates can be used for the creation of subordinate contracts.

**Note:** This property is only visible if *Restrict Contract Templates for Subordinate Contracts* is activated.

### 3.5.4 Defining Permissions

If necessary, you can define permissions for changes access and/or read access to further members via a contract manager file type. The files that such a type is assigned to can then be read and/or changed.

In order to define permissions, proceed as follows:

1. In the contract manager configuration, navigate into the area "Forms and Categories".
2. In the context menu of the entry in the column "Category (Published)", click on "Properties".  
**Note:** Make sure that the form whose published category you are about to edit is released for usage.
3. Switch to the tab "Permissions".
4. In the field *Change Access for Objects with this Category*, add the members who shall receive change access.
5. In the field *Read Access for Objects with this Category*, add the members who shall receive change access.
6. Click on "Next".
7. Make sure to re-release the type via the corresponding context menu action.

**Note:**

- The members in the field *Change Access for Objects with this Category* can create contract, legal files and/or request, if the appropriate file type is selected in the create dialog.
- In addition to the permissions in the category, the affected members must have at least restricted access to the contract folder (see chapter 4.13 "Access Rights") or the legal area (see chapter 5.13 "Access Rights").

### 3.5.5 Restricting Contract Templates for Subordinate Contracts

Within a contract type, you can specify which templates you want to allow for subordinate contracts. This works if you have already created contract templates.

**Note:** If necessary, read the corresponding sub-chapter of 3.6 "Templates".

In order to define the restriction, proceed as follows:

1. Navigate to the "Forms and Categories" in the contract manager configuration.
2. Select the desired contract type and click on the "Settings" action
3. Switch to the tab "Contract Type"
4. Activate the option *Restrict Contract Templates for Subordinate Contracts*.
5. Select the desired templates in the field *Allowed Contract Templates for Subordinate Contracts* **Note:** Please note that contract types can be restricted in the contract folder (see chapter 4.8 "Restricting Contract/Request Types"). This can affect the available templates in the creation process for subordinate contracts.
6. Click on "Next".
7. Make sure to re-release the contract type via the corresponding context menu action.

## 3.6 Templates

With the help of templates, you can efficiently create new contract manager files and documents.

### 3.6.1 Managing Templates Categories

Template categories are handy tool for structuring large numbers of templates. When template categories are applied, the corresponding template are grouped by template category in the create dialog of a new object.

#### Creating a Template Category

In order to create a template category, proceed as follows:

1. In the contract manager configuration, navigate into the area "Templates".
2. Click on the action "Define Template Categories".
3. In the field *Template Categories*, enter the desired name for the template category.
4. Click on "Click here to create the entered template category".
5. Click on "Define".

#### Applying a Template Category

In order to apply a template category, proceed as follows:

1. In the contract manager configuration, navigate into the area "Templates".
2. If no templates exist, click on the action "New" and create a template for the desired object type.
3. In the context menu of the template, click on "Properties".
4. Switch to the tab "Template".
5. In the field *Template Categories*, select an existing template category.  
**Note:** In order to remove a template category, select it and press the Backspace key.
6. Click on "Next".

### 3.6.2 Creating a Contract Manager File Type Template

In order to create a new contract manager file type template, proceed as follows:

1. In the contract manager configuration, navigate into the "Templates" area.
2. Click the action "New" and select the desired object type ("Contract", "Legal File, or "Request").
3. Define the desired metadata (for contracts, see chapter 9.3 "Properties"; for legal files, see chapter 10.3 "Properties"; for requests, see chapter 11.3 "Properties").
4. Define the desired type.  
**Note:**
  - If the desired file type cannot be found, abort and create the desired file type before you continue (see chapter 3.5 "Contract Manager File Types").
  - The field is only visible if at least one corresponding type has been created (see chapter 3.5 "Contract Manager File Types").



5. Depending on the file type, further tabs may be available. Enter values in the fields therein as well, if necessary.
6. Click on "Next".
7. In the context menu of the contract manager file, click on "Release for Usage".

### Adding a Document and Defining a Template Category

You can add documents to a contract manager file template and assign a template category:

1. In the context menu of the desired contract manager file template, click on "Properties".
2. If necessary, switch to the "Documents" tab and define the documents of the template.
3. Switch to the "Templates" tab.
4. In the field *Template Categories*, select an existing template category.  
**Note:** If no template category is assigned to a template, said template is grouped with the category "Teamroom Templates" in the create dialog.
5. Click on "Next".
6. In the context menu of the contract manager file, click on "Release for Usage" or "Re-Release".

### Adding an Attachment

You can add attachment to a contract manager file template and assign a template category:

1. Navigate into the contract manager configuration and then into the "Templates" area.
2. Create a contract manager file template.
3. Configure the template according to your needs.
4. In the context menu of the template, click on "Release for Usage".
5. Copy the template.  
**Note:** Instead of creating a new template, you can select and copy a different content object that is located in the contact of Fabasoft Contracts.
6. In the context menu of the contract manager file template that you want to add an attachment to, click on "Properties".
7. Switch to the "Attachments" tab.
8. In the field *Attachment Assignments*, click on "Add Entry".
9. Right-click the column *Attachment*.
10. In the menu, click on the name of the previously copied object.
11. In the dropdown menu of the *Property* column, select the entry "Name" or "Subject".  
**Note:** This setting defines which property contains the name of the attachment. Hence, you can define specific names for the attachments of a contract manager file, independent of the attachment's name in the template.
12. In the column *Name*, enter the desired name of the attachment.  
**Note:**
  - The field name can also contain the placeholders <~objname~> or <~objsubject~>, in order to reference the fields from the template.
  - You can standardize the names of attachment if, for example, you enter the value "Attachment 1: <~objsubject~>" in the field *Name*, and select the entry "Subject" in the

field *Property* in order to store the subject of the attachment in the subject of the template.

13. Click on "Next".

14. In the context menu of the contract manager file template, click on "Re-Release".

**Note:**

- The attachments of a contract manager file template are displayed in the "Text Modules" area or the "Documents" area upon instantiation, depending on their object type.
- You can use the action `IDANGLCONTRACTS@111.100:IsAttachment` in text modules to decide if a text module will be inserted or not.

### 3.6.3 Creating a Template

In order to define a document template, proceed as follows:

1. In the contract manager configuration, navigate into the area "Templates".
2. Create a new document, either via the action "New" or upload via the action "Upload".
3. In the context menu of the document, click on "Properties".
4. Switch to the tab "Temple".
5. In the field Templates Category, select an existing template category.  
**Note:** By default, if a template is not assigned a template category, said template is listed under "Teamroom Templates" in the create dialog.
6. If the template should be usable in any contract manager file, select it in the field *File* (for example "Contract (App: Contract Manager)").  
If the template should only be usable in a certain contract manager file type, select it instead (for example "Maintenance Contract").  
**Note:** If necessary, read the complementing chapter "[Integration in Microsoft Word](#)" in the document "User Help Fabasoft Cloud".
7. Click on "Next".
8. In the context menu of the document, click on "Release for Usage".

## 3.7 Text Modules

With the help of text modules, you can insert standard texts into documents.

### 3.7.1 Creating a Text Module Category

Text modules categories define by which category text modules can be found. This way, you can organize and sort the available text module according to your needs.

In order to define a text module category for text modules, proceed as follows:

1. In the contract manager configuration, navigate into the area "Text Modules".
2. Click on the action "Define Text Module Categories".
3. Click on "Add Entry" and then on "New".
4. In the field *Text Modules Categories*, enter the desired name of the text module category.
5. Click on "Next".
6. Click on "Define".

The text module category can be assigned to a text module via the field *Text Module Categories*.

### 3.7.2 Creating a Text Module

In order to define a text module, proceed as follows:

1. In the contract manager configuration, navigate into the area "Text Modules".
2. Click on the action "Create Text Module".
3. Select "Static Text Module (Text)" or "Static Text Module (Word)" and click on "Next".  
**Note:** An object of the type "Static Text Module (Text)" contains only unformatted text, whereas an object of the type "Static Text Module (Word)" contains a Microsoft Word document which can be formatted.
4. In the field *Name*, enter the desired name for the text module.
5. In the field *Text Module Categories*, select the desired text module category by which the text module is made available when inserting it into the Word document.
6. In order to restrict the text module to documents in a specific language, optionally select the specific language in the field *Text Module Language*.
7. If you create a text module (Text), you can enter the desired unformatted text in the field *Text*.
8. Switch to the tab "Usage" and define the desired usage of the text module.  
**Note:** If necessary, read the complementing chapter "[Defining Text Modules](#)" in the document "User Help Fabasoft Cloud".
9. If the text module should be used in a certain contract manager file type, enter said file type in the field *Files*.
10. Click on "Next".
11. If you have selected a text module (Word), you can enter the desired text via the context menu action "Edit" or "Upload".
12. In the context menu of the text module, click on "Release for Usage".

**Note:**

- A text module cannot be used before it is released.
- If a released text module is changed, it must be re-released via the corresponding context menu action. The release can be withdrawn as well.
- In document templates, text modules can be inserted directly as well as in the form of placeholders. If inserted as a placeholder, said placeholder is only resolved and replaced by the context of the text modules upon the instantiation of the template.  
In the field *Expression for Further Restrictions or Usability* in the "Usage" tab of the text module, you can define an expression that is handled during the instantiation of a template in order to decide if the context of the text module will be replaced or ignored/discarded.
- In order to improve the organization of your text modules, you can create a hierarchy of text module folders (via the action "Create Text Module Folder").

### 3.8 Creating a Time Interval

In order to create additional intervals, proceed as follows:

1. In the contract manager configuration, navigate into the area "Presettings".
2. Click on the action "Create Presetting".
3. Click on the entry "Time Interval".
4. In the field *Multilingual Name*, enter a meaningful name for the time span.
5. In the field *Time Interval*, enter the desired number.
6. In the field *Unit*, enter the desired temporal unit.
7. Click on "Next".
8. In the context menu of the time interval, click on "Release for Usage".

## 3.9 Default Thesaurus

The contract manager comes with a pre-initialized thesaurus. This thesaurus is meant to contain and provide terms for tagging objects. Once there are terms in the default thesaurus, they are suggested as tags in contract manager files and fields/button necessary for tagging are displayed.

This "Default Thesaurus for New Terms" can be found in the contract manager configuration in the "Thesauri" area.

### 3.9.1 Defining a Default Thesaurus

If you want to configure a custom default thesaurus, proceed as follows:

1. Create a new custom thesaurus if you do not have one (see chapter 3.10.1 "Creating a Thesaurus").
2. Navigate into the contract manager configuration und click the action "Settings".
3. Switch to the tab "Default Values".
4. In the field *Default Thesaurus for New Terms*, select the desired thesaurus.
5. Click on "Next".

### 3.9.2 Creating a Term

In order to create a new term for tagging, proceed as follows:

1. In the contract manager configuration, navigate into the area "Thesauri".
2. Navigate into the default thesaurus.  
**Note:** If you did not make any changes to the default setting, it is named "Default Thesaurus for New Terms".
3. Click on "Add Entry" and then "New".
4. Enter a name for the term.
5. Optionally, enter a scope note.
6. Click on "Next".

Add all desired terms that you want to use for tagging in your contract manager files.

### 3.9.3 Tagging a Contract Manager File

You can use the created terms for tagging contract manager files.

In order to tag a contract manager file with terms from the default thesaurus, proceed as follows:

1. Navigate into the desired contract manager file.
2. Click on the action "Properties".
3. Select the desired entries in the field *Terms* or via the button *Choose Terms*.  
**Note:** This field and button are only visible if at least one term is available in the default thesaurus.
4. Click on "Next".

If you cannot find the appropriate term, you can create it, either in the thesaurus (see chapter 3.9 "Default Thesaurus") or in the field *Terms*:

5. Enter the desired terms in the field *Terms*.
6. Click on "Click here to create the entered term".

The new term is then entered into the field *Terms* and added to the default thesaurus in the background.

**Note:**

- Tagging contract manager files allows for a more detailed search.
- Once you have tagged contract manager files, it is recommendable to add the column "Terms" in detail view. Open the context menu in the column header and select "Add Column" > "General" > "Terms".

### 3.10 Structural Thesauri

Besides the conventional thesaurus for tagging contract manager files, a thesaurus can also be used to structure templates of contract manager files. A so-called structural thesaurus makes use of another property of a regular thesaurus, namely the stratification of top concepts and narrower terms. This is used to simplify the creation of contract manager files if there is (or will be) a large number of templates for said files.

#### Prerequisites

Using a structural thesaurus necessitates the following:

- a thesaurus containing the desired term hierarchy,
- templates for contract manager files that are appropriately configured,
- the correct settings in the contract manager configuration, and
- the correct settings in the contract manager lists.

**Note:** Using the structural thesaurus functionality may change the create dialogs of the contract manager files that is configured for. The instructions in chapters 9.4 "Creating a Contract", 10.4 "Creating a Legal File" or 11.5 "Creating a Request" will require extra steps. Instructions for creating contract manager files while using structural thesauri can be found in chapter 3.10.5 "Creating a File From a Thesaurus".

#### Functionality

The following example is supposed to illustrate the mechanics of structural thesauri:

1. Create a top concept in your structural thesaurus.

2. Then create three narrower terms.
3. In each of these, create two more narrower terms.

It follows that

- "Term 1" contains "Term 1.1" contains "Term 1.1.1"
- "Term 1" contains "Term 1.1" contains "Term 1.1.2"
- "Term 1" contains "Term 1.2" contains "Term 1.2.1"
- "Term 1" contains "Term 1.2" contains "Term 1.2.2"
- "Term 1" contains "Term 1.3" contains "Term 1.3.1"
- "Term 1" contains "Term 1.3" contains "Term 1.3.2"

The entire hierarchy is thus three levels deep and the lowest level contains six terms. These six terms in the lowest level (from "Term 1.1.1" to "Term 1.3.2") represent the entries that you can choose from when creating the templates (see chapter 3.10.4 "Creating a Template").

The sum of all terms in the lowest structure level is the maximum amount of entries offered. Thus, you can scale your structural thesaurus to be either deeper or broader, and you can assign any number of templates to the terms in the lowest level.

**Note:** The use of structural thesauri and the restriction of template categories can be combined.

If necessary, read the complementing chapter 3.6.1 "Managing Templates Categories" and subsequently chapter 4.7 "Restricting Templates"; the instructions apply to all contract manager files.

### 3.10.1 Creating a Thesaurus

In order to create a new thesaurus, proceed as follows:

1. In the contract manager configuration, navigate into the area "Thesauri".
2. Click on the action "New".
3. Enter the name of the thesaurus.
4. Optionally, enter a scope note.
5. Click on "Next".

### 3.10.2 Creating a Term Hierarchy

A term hierarchy consists of numerous terms that are structured as a single top concept and any number of narrower terms (which, in turn, can contain any number of narrower terms themselves).

Each term object (i.e. top concept and narrower term) has an area named "Narrower Terms" that displays said narrower terms. Also, a thesaurus can contain any number of top concepts and their respective narrower terms.

**Note:** It is strictly recommended to create a new thesaurus if you want to use the structural thesaurus functionality in order to better track of its content.

In order to create a term hierarchy, proceed as follows:

1. Navigate into the desired structural thesaurus.
2. Click on the action "Create Top Concept".

3. Enter the name of the term.
4. Optionally, enter a scope note.
5. Click on "Next".
6. Navigate into the newly created top concept.
7. Click on the action "Create Narrower Term".
8. Repeat the previous steps until the desired term hierarchy is complete.

**Note:** There can only be one thesaurus for the templates for each kind of contract manager file, hence organizing the desired terms within one or more top concepts is up to your preference.

### 3.10.3 Defining Settings

In order to define the setting for the use of structural thesauri, proceed as follows:

#### Contract Manager Configuration

1. Navigate into the contract manager configuration.
2. Click the action "Settings".
3. Switch to the tab "Administration".
4. Navigate to the three fields beginning with *Thesaurus for Structuring*.
5. Select the desired thesaurus in the desired field.  
The thesaurus applies to the desired templates of contract, legal files or requests.
6. Click on "Next".

#### Contract Folder and/or Legal Area

1. Subsequently, navigate into the desired contract folder or legal area that should use the functionality of the structural thesaurus.
2. Click the action "Settings".
3. Switch to the tab "Administration".
4. Depending on your selection in the contract manager configuration, at least one field beginning with *Terms for Structuring* is visible. Navigate to these fields.
5. This field displays all top concept that are contained in the structural thesaurus.
6. Select one or more top concepts that you want to use.
7. Click on "Next".

**Note:** The settings change the create dialogs of contract manager files that are created from, among others, the contract manager dashboard or from an assignment instance (e.g. supplier)

### 3.10.4 Creating a Template

If templates should be used in the context of structural thesauri, it is necessary to link it to the structure levels of the top concept.

1. Create a template for a contract manager file. If necessary, read the complementing chapter 3.6.2 "Creating a Contract Manager File Type Template".  
**Note:** Also assign a contract manager file type to the template.
2. Open the properties of the template.

3. In the field *Term for Structuring*, select a term that equates to the current level of the structural thesaurus.
4. Click on "Next".
5. Create another template and select a term of the same level or of a lower level (depending on the number of terms in the respective structure levels).
6. Continue until all desired terms are paired with templates for the numerous levels.

**Note:** If you assign template categories to the templates as well, you can further graduate and restrict the templates and the contract folder or the legal area.

If necessary, read the complementing chapter 3.6.1 "Managing Templates Categories" and subsequently chapter 4.7 "Restricting Templates"; the instructions apply to all contract manager files.

### 3.10.5 Creating a File From a Thesaurus

The following set of instruction explains the creation of a contract from a contract template while using a structural thesaurus.

1. Navigate into the contract manager dashboard.
2. Click on the action "Create Contract".
3. Instead of the usual create dialog, you will see a dropdown menu. Select a template from the menu. This template equates to the term that one level below the top concept in the structural thesaurus.
4. A new dropdown menu is made visible. Select another entry (which is two levels below the top concept).
5. Continue selecting until you reach the desired template.
6. Click on "Next".
7. If necessary, read the complementing chapter 9.4 "Creating a Contract".

## 3.11 Reports

Reports can be defined in the contract manager configuration as well as in contract manager lists. The reports in the configuration are available in all contract manager lists. The report generated by members are displayed in the "Report Results" area of the configuration or list.

Fabasoft Contracts offers the following report types:

- Microsoft Excel reports
- OData reports
- BIRT reports

**Note:** When defining a report, keep in mind that its visibility is dependent on the settings regarding the locale. In the "Report" tab, activate the option "Visible for all Locales" if the field *Report Locale* displays an entry and the report should be visible despite the locale defined in the members' basic settings. Read the complementing chapter "[Account Menu](#)" in the document "User Help Fabasoft Cloud".

### 3.11.1 Creating an Excel Report

In order to define a Microsoft Excel report, proceed as follows:



1. Navigate into the contract manager configuration (or into the desired contract manager list).
2. Navigate into the area "Reports".
3. Click on the action "Create Report".
4. Select the entry "Microsoft Excel Report".
5. In the field *Multilingual Name*, enter a name for the report.
6. In the field *Report Language*, you can select a language. The report will only be available to members with the same language setting.
7. In the field *Scope*, define which scope should be the data source of the report.  
**Note:** If the report should be offered in the contract manager dashboard, select the entry "Contract Manager Dashboard". After creating the report, it is available as the action "Create Report <report name>" in the dashboard.
8. In the field *Properties for Report*, define which properties shall be used in the report. If you want a report on all contracts available to the member, select "Contracts".
9. If necessary, activate the option *Include Release Versions Only* in order to exclude draft versions of objects.  
**Note:** If you activate the options, you can enter object types in the field *Exceptions for Release Versions* (or enter an asterisk (\*) to search) whose release versions are not used if instances of said object types appear in the values of objects.
10. If necessary, activate the option *Include Valid Objects Only*, in order to include objects in the search that are currently valid.  
**Note:** Objects can be limited in their validity by the properties "Valid From" and "Valid Until".
11. If necessary, activate the option *Filter Values* in order to enter a custom filtering expression in the field *Expression for Filtering Values*.
12. In order to restrict the members who are able to create the report, define them in the field *Report Generation Restricted to* if necessary.  
**Note:** If you want to define a restriction, it is recommended that you add yourself to the list temporarily in order to test and adjust the report after creating it. Remove yourself from the field afterward.
13. Define the desired column of the report in the field *Report Columns*.  
**Note:** Depending on the size of the browser window, not all columns may be visible. In this case, click on "Show Details" in order to show all columns.
  - *Property*  
 Define the field to add it as a report column.
  - *Expression for Label*  
 Define an expression for label of this column.  
**Note:** If there is a value selected in the field *Property*, the name of the property is used as a label for the column by default and there is no need to define a custom value for the field *Expression for Label*. If you define an expression manually, it will be used as the column label instead.
  - *Type of Column*  
 Define this desired type of column.
  - *Expression for Value*  
 Define an expression for computing the value of the cell. This expression is executed for every object in the field *Properties for Report*, which, in this example, applies to all

contracts in the area "My Contracts" in the contract manager dashboard.

**Note:**

If there is a value selected in the field *Property*, the name of the property is used as a label for the column by default and there is no need to define a custom value for the field *Expression for Value*. If you define an expression manually, it will be used instead.

- *Width*

Define the desired column width if necessary.

14. If necessary, define further columns in the field *Objects for Additional Report Columns*.

**Note:** If you define an object type or a form in this field, all of their fields are incorporated in the report.

15. If necessary, activate the option *Generate CSV* in which case you receive a report in CSV format instead of an Excel worksheet.

16. In the case of rather extensive reports it is recommended to activate the option *Optimize Memory Usage*. If activated, dynamic contents of the report template are not handled.

17. If necessary, activate the option *Store Report Result in Personal Dashboard* to define that the results are only available in the dashboard of the member creating the report in its defined scope.

18. Click on "Next".

The report is now available in the desired scope as an action with an Excel icon.

**Note:**

- You can import column definitions and/or column format into a report if you already have an appropriately designed Excel worksheet. In order to do so, navigate to the desired report, click the context menu action "Import Column Definitions" or "Import Column Formats", and import the desired worksheet.
- Alternatively, you can change the column format via a report result as well. In order to do so, navigate to the desired report result, download it via the context menu action, design the desired column format, upload it back into the result in the cloud, and then click the context menu action "Take Column Format" to adopt the new format into the original report.

### 3.11.2 Creating an OData Report

In order to define an OData report, proceed as follows:

1. Navigate into the contract manager configuration (or into the desired contract manager list).
2. Navigate into the area "Reports".
3. Click on the action "Create Report".
4. Select the entry "OData Service".

**Note:** If you do not have a volume license for OData services, you can create the service but it cannot deliver any data.

5. In the field *Name*, enter a name for the OData service.
6. In the field *Language*, define the language in which the strings should be presented (if they are multilingual).

7. In the field *Use Programming Name*, define if object types and properties should be displayed with their respective programming names.
8. In the field *Cache Duration*, define how long data is kept in the cache. You can define values for both hours and minutes.
9. In the field *Restrict Data to Objects From*, define the scope of the OData service. It provides only data from objects that are assigned to the selected scope.
10. Click on "Next".
11. If necessary, activate the option *Use Source Object*. This option allows you to determine object types and properties using an initial object and use them to define a model for the OData service.  
**Note:** The determined object types and properties can be adjusted afterwards.
12. If you activate the option *Use Source Object*, you can select the desired object in the field *Source Object* or enter an asterisk (\*) and search for it.
13. Click on "Next".
14. In the field *Type*, select the object type whose properties you want to add to the model for the OData service. You can select the desired type from the list or search for it by clicking "Find more entries" and entering an asterisk (\*).
15. Click on "Next".
16. Select the desired properties of the previously selected object type in the list.
17. Click on "Add Selected".
18. In the field *Properties*, add any further property that you want to add to the OData service model.
19. In the field *Provided Data*, define how the objects of this type shall be provided.  
**Note:** Depending on your selection, only the objects referenced by other others are used (entry "Referenced Objects") or, additionally, all objects found during the search (entry "Found Objects") - the search considers your selection.
20. Click on "Next".
21. If necessary, change or expand the model in the final overview.
  - Click on "Add Entry" in order to open a dialog wherein you can add and define a type.
  - In the field *Model*, select an existing type, click the context menu action "Properties" and change the desired properties.
22. Click on "Next".
23. Copy the provided link to your OData service and save it in a text file.
24. Click on "Next".
25. In the context menu of the OData service, click on "Release for Usage".
26. Configure the connection to the data source.  
Follow the instructions in chapter "[Access for Applications](#)" in the document "User Help Fabasoft Cloud".

**Note:**

- Further information on the use of OData can be found in the White Paper "[Fabasoft Integration for OData](#)".
- OData Services cannot be created in configuration lists.

### 3.11.3 Creating a BIRT Report

In order to define a BIRT report read the White Paper [“Fabasoft Integration for Eclipse BIRT”](#). This document provides instructions for the configuration and subsequent handling of Eclipse BIRT as well as an example for the structure of the report.

Once you have created and exported a BIRT report file, proceed as follows:

1. Navigate into the contract manager configuration (or into the desired contract manager list).
2. Navigate into the area “Reports”.
3. Click on the action “Create Report”.
4. Select the entry “BIRT Report”.
5. In the field *Multilingual Name*, define a name for the report.
6. In the field *Report Language*, you can select a language. The report will only be available to members with the same language setting.
7. In the field *Report Format*, select the desired output format.
8. In the field *Scope*, define which scope should be the data source of the report.  
**Note:** If the report should be offered in the contract manager dashboard, select the entry “Contract Manager Dashboard”. After creating the report, it is available as the action “Create Report <report name>” in the dashboard.
9. In the field *Properties for Report*, define which properties shall be used in the report. If you want a report on all contracts available to the member, select “Contracts”.
10. If necessary, activate the option *Include Release Versions Only* in order to exclude draft versions of objects.  
**Note:** If you activate the options, you can enter object types in the field *Exceptions for Release Versions* (or enter an asterisk (\*) to search) whose release versions are not used if instances of said object types appear in the values of objects.
11. If necessary, activate the option *Include Valid Objects Only*, in order to include objects in the search that are currently valid.  
**Note:** Objects can be limited in their validity by the properties “Valid From” and “Valid Until”.
12. If necessary, activate the option *Filter Values* in order to enter a custom filtering expression in the field *Expression for Filtering Values*.
13. In order to restrict the members who are able to create the report, define them in the field *Report Generation Restricted to* if necessary.  
**Note:** If you want to define a restriction, it is recommended that you add yourself to the list temporarily in order to test and adjust the report after creating it. Remove yourself from the field afterward.
14. If necessary, activate the option *Store Report Result in Personal Dashboard* to define that the results are only available in the dashboard of the member creating the report in its defined scope.
15. Optimally, in the field *Report Info*, define values for the properties “Key”, “Label” and “Value”.  
**Note:** If these properties have values, they are fetched during report creation and integrated into the XML that is committed to the BIRT report. They are contained in the node `info` (under the main node `data`) with any further node stemming from the property “Key”.

16. In the field Content, attach the file containing the BIRT report template.

17. Click on "Next".

The report is now available in the desired scope as an action that bears the icon of the desired file format (HTML document, Excel worksheet, PowerPoint slides, Word document, or PDF document).

### 3.12 Access Rights

In the tool area of the contract manager configuration, click the "Team" action to assign access rights to members, teams and/or organizational units. These access rights allow members to use the contract manager, and the contract manager dashboard is automatically placed on their "Home" area.

The individual access rights are explained below:

- *Contract Manager Administrator*  
Contract manager administrators can manage configuration settings, and create/manage contract manager lists, forms and categories, BPMN processes, templates, text modules and reports.
- *Contract Manager Users*  
Contract manager users can manage contract manager files. In order to gain access to contract manager files, contract manager users must also be granted access to contract manager lists.
- *Contract Manager Users (Restricted Access)*  
Contract manager users with restricted access can access the same objects as the contract manager users, with the exception of specific customization objects that can be created in the contract manager configuration. More specifically, contract manager users with restricted access do not have access to objects like reports, insight apps, processes, templates and text modules.
- *Customizing User*  
These team members have access to customizing contexts (e.g. configurations, templates and presettings, etc.) and can create/edit objects such as processes, templates, text modules, etc. However, they have no access to actual data and context objects.
- *Contract Manager Supervisors*  
Contract manager supervisors have access to all contract manager lists (read access).
- *Contract Manager Inspection*  
Members with this role can inspect contract manager files. In order to gain access to contract manager files, these members must also be granted access to the corresponding contract manager lists.
- *Contract Manager Inspection (Restricted Access)*  
Users with this role can access the same objects as the users with contract manager inspection rights, with the exception of specific customization objects that can be created in the contract manager configuration. More specifically, users with this role do not have access to objects like reports, insight apps, processes, templates and text modules.

**Note:** The roles *Contract Manager Supervisors* and *Contract Manager Inspection* are only available, once the app "Contract Manager (Inspection)" is licensed.

## Additional Information on the Customizing User

A customizing user cannot create contract manager lists but he/she can create and configure templates for contract manager lists.

Also, make sure that a customizing user is allowed to create form and categories. Proceed as follows:

1. Navigate to "Home".
2. Navigate into the widget of your cloud organization.
3. Navigate into the "Membership" area.
4. Navigate into the "Members" area.
5. In the context menu of the desired member, click on "Properties".
6. Switch to the tab "Policies".
7. Check if the option Edit Forms and Categories is active.
8. If it is not, activate it and click on "Next".

## 3.13 AI Check

With the help of an AI check, you can efficiently review contracts for risks. This process consists of two essential components: check catalog and single checks. The following explains how these are created and applied.

### 3.13.1 Managing Check Catalogs

Check catalogs are a useful tool for bringing together a variety of single checks. A check catalog can override the default pipeline configuration and be restricted to specific contract types.

#### Creating

To define a check catalog, proceed as follows:

1. Navigate to the contract manager configuration properties in the "AI-Configuration" section.
2. Under *Check Catalogs*, click "Add Entry".
3. Click "New" to create a new check catalog.
4. Enter the desired name for the check catalog in the "Name" field.
5. Enter the identification acronym for the check catalog in the *Check Catalog ID* field.
6. Optionally, enter the AI pipeline in the *AI-Pipeline* field if you wish to override the default AI pipeline of the configuration.
7. Check the *Execute on Digitalization* box if you want the AI review to run automatically when creating a contract via drag & drop.  
**Note:** This feature is currently not implemented and will be rolled out at a later time.
8. Add the single checks that should be included in this check catalog in the *Checks* field.
9. In the *Usable Contract Types* field, define how you would like to restrict the check catalog to specific contract types. The following options are available:
  - All: No restriction on contract types. The check catalog can be applied to any contract.
  - Restrict: The use of the check catalog is limited to contracts that have a contract type defined in the *Contract Types* field.

- Exclude: The use of the check catalog is limited to contracts that do not have a contract type defined in the *Contract Types* field.

10. Click "Next" to create the check catalog.

### 3.13.2 Managing Single Checks

A single check is designed to identify a specific risk factor within a contract. These are the building blocks of a check catalog and can use either a text or a text module for review.

#### Creating

To define a single review, proceed as follows:

1. Navigate to the contract manager configuration properties in the "AI-Configuration" section.
2. Under Single Checks, click "Add Entry".
3. Click "New" to create a new single check.
4. Enter the desired name for the single check in the *Name* field.
5. Check the *Use Text Module* box if you want to use a text module instead of a text.
6. Enter the text to be reviewed in the *Text* field.  
**Note:** This field is only visible if the *Use Text Module* checkbox is not checked.
7. Enter a text module in the *Text Module* field that contains the text to be reviewed.  
**Note:** This field is only visible if the *Use Text Module* checkbox is not checked.
8. In the *Further Information* field, enter either an explanation of the text or a criterion to restrict the information you are looking for.
9. Check the *Rate "Contained In" as Positive* if the AI should not consider occurrences of the text to be a risk. Otherwise, the presence of the text will be considered a risk.
10. Click "Next" to create the single check.

## 4 Contract Folders

Contract folder contain contract and define a number of configuration settings. Depending on the structure and size of your organization, you could have a single contract folder or just a few contract folders. Alternatively, there could be a contract folder for each individual business unit or department (HR, purchasing, sales, etc.).

Furthermore, depending on whether your company operates in numerous locations or countries, whether there are subsidiaries, etc., you can decide about the usage and affiliation of the contract folders and represent your company inside the contract manager the best way possible.

**Note:** Contract folders, configuration lists and legal areas are also called "contract manager lists". Similarly, contracts, legal files and requests are summarized by the umbrella term "contract manager files", and both terms are frequently used throughout this document.

### 4.1 Areas

Contract folders as divided into the following areas:

- *Current Contracts*  
Displays the current contracts in the current contract folder.

- *Elapsed Contracts*  
Displays the elapsed contracts in the current contract folder.
- *Referenced Contracts*  
Displays the referenced contracts that originate in a different contract folder.
- *Current Requests*  
Displays the current request in the current contract folder.
- *Elapsed Requests*  
Displays the elapsed request in the current contract folder.
- *Referenced Requests*  
Displays the referenced requests that originate in a different contract manager list.
- *Calendar*  
Displays periods, dates and tasks for the contracts in this contract folder.
- *<Assignment target> (e.g. Suppliers)*  
Displays the instances of an assignment target available in the current legal area.  
**Note:**
  - This area is only visible if assignment targets are managed and/or used (see chapter 7 "Assignments").
  - If the legal area manages and/or uses assignment targets, the dashboard of both the contract manager and the configuration list displays a dedicated area per assignment target (for example "Suppliers" if suppliers are managed).
- *Documents*  
Displays the documents available in the current contract folder.
- *AI Check Results*  
Shows all check results of the AI checks of a contract list in a bar chart.
- *Reports*  
Displays the reports available in the current legal area.  
**Note:** Defining reports in a legal area is equivalent to the contract manager configuration (see chapter 3.11 "Reports").
- *Uploads*  
Displays the original documents for the import of contract manager files.  
Further information can be found in chapter 18 "Imports".

**Note:** Some areas are only visible if there is at least one entry.

## 4.2 Actions

You can perform the following actions:

- *Upload*  
Allows members to upload folders or documents in order to create contracts. Depending on the app edition, the properties are analyzed and pre-filled.  
Further information can be found in chapter 1.1 "Fabasoft Contracts Editions".
- *Create Legal File*  
Creates a new contract.
- *Synchronize*  
Synchronizes this contract folder and the file system.



- *Define Logo*  
Defines the logo of the contract folder. You can either upload a new image or select an existing one.
- *Prepare Test Environment*  
Creates a copy of the contract area in order to test the settings before the original contract folder is used in a live system (see chapter 4.11 "Preparing a Test Environment").
- *Update Settings*  
Updates the background tasks of the current contract folder.  
**Note:** Users have the option of deciding whether the documents and files (contracts) from the selected contract folder and the documents of the files should also be updated.
- *Show New Events*  
Displays changes and events relating to the current contract folder.
- *Manage Follow-Ups*  
Defines and manages follow-ups. You can define that a process is started or a notification is sent once the timespan assigned to a certain object has expired.
- *Open Wastebasket*  
Opens the wastebasket of the contract folder.  
**Note:** This action is only visible if at least one object has been deleted.
- *Refresh Statistics*  
Allows the updating of graphics in certain widgets that contain statistics. As this operation is computationally intensive, it is performed in the background and can take up to several minutes.  
**Note:** Each graphic that can be updated creates its own submenu. If no solution is licensed for you that generates such graphics, the button disappears.
- *Create Report <report name>*  
Creates a report based upon a report template.  
**Note:** This action is only visible if a report template is available for this area. Further information can be found in chapter 3.11 "Reports".
- *Templates and Presettings*  
Opens the templates and presettings.
- *Settings*  
Opens the settings of the contract folder.

## 4.3 Settings

In the settings of a contract folder, you can specify the following:

### Tab "Contract Folder"

- *Name*  
Defines the name of the legal area.
- *ID*  
Defines the ID of the legal area. The ID is needed as part of the naming scheme for legal files and can only be changed if there are no legal files in the legal area yet.
- *Subject*  
Defines the subject of the legal area as free text.

- *Superordinate List*  
Defines the contract manager list that is superordinate to the legal area.  
**Note:**
  - This field is only visible if at least one configuration list or one further contract folder exists.
  - You can only see contract manager lists that you have access rights to.
- *Allow Request*  
Defines if the current legal area enables members to create/receive requests (see chapter 11 "Requests").
- *Assignments*  
Defines the assignment instances that are assigned to the legal area.
- *Default Interval for End of Contract Period Reminder E-Mail*  
Defines the default interval for reminder e-mails about the end of the contract period. It is used in the initialization of file-specific reminder settings upon the creation of a new contract.
- *Default Interval for End of Notice Period Reminder E-Mail*  
Defines the default interval for reminder e-mails about the end of the notice period. It is used in the initialization of file-specific reminder settings upon the creation of a new contract.
- *Default Interval for Additional Reminders*  
Defines the default interval for additional reminder e-mails. It is used in the initialization of file-specific reminder settings upon the creation of a new contract.
- *Always Use Default Interval for Additional Reminders*  
Defines if the timespan defined in the field *Default Interval for Additional Reminders* cannot be changed for the repetition of additional reminders.
- *Reminder E-Mails to Internal Editors*  
Defines if reminder e-mails are sent to the internal editors of a legal file.
- *Reminder E-Mails to Internal Purchasers*  
Defines if reminder e-mails are sent to the internal purchasers of a legal file.
- *Reminder E-Mails to Internal Responsibles*  
Defines if reminder e-mails are sent to the internal responsables of a legal file.
- *Reminder E-Mails to Users with Full Control*  
Defines if reminder e-mails are sent to members holding full access in a legal file.
- *Reminder E-Mails to Users with Change Access*  
Defines if reminder e-mails are sent to members holding change access in a legal file.
- *Reminder E-Mails to Users with Read Access*  
Defines if reminder e-mails are sent to members holding read access in a legal file.
- *Reminder E-Mails to Users with Restricted Access*  
Defines if reminder e-mails are sent to members holding restricted access in a legal file.
- *Dedicated Contacts for Reminder E-Mails*  
Defines further members to whom reminder e-mails are sent.
- *Reminder Custom Text*  
Defines additional text for reminder e-mails.
- *Reminder Process*  
Defines a reminder process that is started when a reminder date is imminent.

- *Retention Period*  
Defines the retention period of legal files in the legal area.  
**Note:** If the required timespan is not available in the list, you can create a custom interval (see chapter 3.8 “Creating a Time Interval”).
- *Process for End of Retention Period*  
Defines a reminder process that is started when a retention period expires.

#### Tab “Administration”

- *Restrict Contract Types*  
Defines if all contract types from the contract manager configuration can be used or if only a select few are available.
- *Prevent Creation of Contract Types as Terms*  
Defines if only categories and forms can be used as contract types.  
**Note:** It is recommended to activate this option and create new contract types from forms only (see chapter 3.5 “Contract Manager File Types”).
- *Contract Types*  
Defines which contract types are available.  
If the option *Restrict Legal File Types* is active, you can manually select the available contract types and create a custom list. Otherwise, all contract types from the contract manager configuration can be used.
- *Default Category for New Contracts*  
Defines the category assigned to a contract upon creation.
- *Restrict Request Types*  
Defines if all request types from the contract manager configuration can be used or if only a select few are available.  
**Note:** This field is only visible if the option *Allow Request* in the “Contract Folder” tab is active.
- *Prevent Creation of Request Types as Terms*  
Defines if only categories and forms can be used as request types.  
**Note:**
  - It is recommended to activate this option and create new request types from forms only (see chapter 3.5 “Contract Manager File Types”).
  - This field is only visible if the option *Allow Request* in the “Contract Folder” tab is active.
- *Request Types*  
Defines which request types are available.  
If the option *Restrict Request Types* is active, you can manually select the available request types and create a custom list. Otherwise, all request types from the contract manager configuration can be used.  
**Note:** This field is only visible if the option *Allow Request* in the “Contract Folder” tab is active.
- *Default Request Type*  
Defines the category assigned to a request upon creation.  
**Note:** This field is only visible if the option *Allow Request* in the “Contract Folder” tab is active.
- *Restrict Document Categories*  
Defines if all document categories from the contract manager configuration can be used or

if only a select few are available.

**Note:** Further information can be found in chapter 3.4 “Document Categories”.

- *Available Document Categories for Documents*  
Defines which document categories are available.  
If the option *Restrict Document Categories* is active, you can manually select the available document categories and create a custom list. Otherwise, all document categories from the contract manager configuration can be used.  
**Note:** This field is only visible if the option *Restrict Document Categories* is active.
- *Default Document Category for Documents*  
Assigns a document category to the documents of a contract.  
The category defined here is assigned to the documents by default.  
**Note:** This field is only visible if at least one document category exists and the option *Restrict Document Categories* is active.
- *Allow Creation of Legal Files With Read/Restricted Access*  
Allows members with read access and restricted access to create new contracts in the contract folder (which is not allowed by default).
- *Allow Creation of Requests With Read/Restricted Access*  
Allows members with read access and restricted access to create new requests in the contract folder (which is not allowed by default).  
**Note:** This field is only visible if the option *Allow Request* in the “Contract Folder” tab is active.
- *Special Intervals*  
Creates new intervals.  
**Note:** If you need further intervals, you can create them (see chapter 3.8 “Creating a Time Interval”).
- *Overwrite approval levels of the configuration*  
Overwrites the approval levels of the configuration.  
Further information can be found in chapter 16 “Approvals”.
- *Approval levels*  
Set approval levels as terms.  
Further information can be found in chapter 16 “Approvals”.  
**Note:** This field is only visible if the option *Overwrite approval levels of the configuration* has been enabled.
- *Number of approvers*  
Number of approvers to be used in an approval process.  
Further information can be found in chapter 16 “Approvals”.  
**Note:** This field is only visible if the option *Overwrite approval levels of the configuration* has been enabled.
- *Standard limits for approval levels*  
Assigns a maximum contract amount to an existing approval level.  
Further information can be found in chapter 16 “Approvals”.  
**Note:** This field is only visible if the option *Overwrite approval levels of the configuration* has been enabled.
- *Special case for approval levels*  
Defines a special case from the approval levels for specific contracts.  
Further information can be found in chapter 16 “Approvals”.

**Note:** This field is only visible if the option *Overwrite approval levels of the configuration* has been enabled.

- *Default Contract State*  
Defines the default value for the state 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.
- *Default Category for New Confidential Rooms*  
Defines the category assigned to a new confidential room upon creation (overrides the setting in the configuration).
- *Default Category for New External Rooms*  
Defines the category assigned to a new external room upon creation (overrides the setting in the configuration).
- *Restrict Contract Templates by Template Categories*  
Defines if the available Contract templates will be restricted by existing template categories.
- *Allowed Template Categories for Contract*  
Defines which templates are available in the selection dialog prior to the creation of a new contract by selecting the desired template categories.  
**Note:** This field is only visible if the option *Restrict Contract Templates by Template Categories* is active.
- *Thesaurus for Structuring Contract Templates*  
Defines the terms used for the structural thesaurus of contracts.  
**Note:** This field is only visible if a value is defined in the field *Thesaurus for Structuring Contract Templates* in the "Administration" tab in the contract manager configuration.
- *Restrict Request Templates by Template Categories*  
Defines if the available request templates will be restricted by existing template categories.
- *Allowed Template Categories for Requests*  
Defines which templates are available in the selection dialog prior to the creation of a new request by selecting the desired template categories.  
**Note:** This field is only visible if the option *Restrict Request Templates by Template Categories* is active.
- *Thesaurus for Structuring Request Templates*  
Defines the terms used for the structural thesaurus of requests.  
**Note:** This field is only visible if a value is defined in the field *Thesaurus for Structuring Request Templates* in the "Administration" tab in the contract manager configuration.
- *Standard Signatories*  
Defines if assignment instances and/or objects from the contact management can be used as standard signatories.  
**Note:** If you do not activate any of the options, you must manually enter the signatory in the contract.
- *Extended Signatories*  
Defines if extended signatories can be used.  
If this option is active, the field *Signatory* in contracts is invisible. Instead, the selected assignment target from the field *Standard Signatory* are visible directly in the "Contract" tab

and the "Assignments" tab in contracts is invisible, too.

**Note:**

- This field is only visible if exclusively assignment targets (e.g. "Suppliers") are selected in the field *Standard Signatories*.
- If you want to use this option, make sure that all desired assignment targets e.g. from a configuration list are used and/or managed in the contract folder (see chapter 7.1 "Assignment Targets").
- *Multiple Signatories*  
Defines if a contract can be assigned multiply signatories.
- *Address Data not Changeable for Contact Management Objects*  
Defines if the address data of a contact person or organization can be changed in a contract.  
**Note:** This field is only visible if a default contact room is defined and a contact object is selected in the field *Standard Signatories*.
- *Default Contact Room*  
Defines the contract room that provides the contact data for signatories. The value in this field overrides the setting in the contract manager configuration so that the specified contract room is made available for the current contract folder. Further information can be found in chapter 8.1.1 "Managing Signatories via Contact Management".  
**Note:** This field is only visible if the options *Organization* and/or *Contact Person* are active in the field *Standard Signatories*.
- *Multiple Internal Responsibles*  
Defines if a contract folder can be assigned multiple internal responsables.
- *Multiple Internal Purchasers*  
Defines if a contract folder can be assigned multiple internal purchasers.
- *Multiple Internal Editors*  
Defines if a contract folder can be assigned multiple internal editors.
- *New Private PDF Annotations Accessible for Users With Change Access*  
Defines if new private annotations are made accessible to members holding full access and changes access in a contract folder.  
**Note:**
  - Members holding only restricted access in the contract folder are not allowed to see annotations in documents, even if they hold change access in the legal file containing the affected document.
  - Further information on PDF annotations can be found in chapter "[Commenting Documents](#)" in the document "User Help Fabasoft Cloud".
- *Calendar URL*  
Displays the URL to the calendar of the contract folder.

**Tab "Assignments"**

- *Manage <Assignment target> (e.g. Manage Suppliers)*  
Enables managing assignment targets in the contract folder (see chapter 7.1.1 "Managing Assignment Targets").
- *Use <Assignment target> (e.g. Use Suppliers)*  
Displays the assignment targets that are managed in the superordinate configuration list.  
**Note:** This option is only visible if either there is a superordinate configuration list that

manages this assignment target or if the assignment target is managed in the contract folder itself (see chapter 7.1.1 “Managing Assignment Targets”).

- *Multiple*  
Defines if multiple instances of an assignment target can be assigned to the contract folder (e.g. if the legal file relates to several suppliers).  
**Note:** This option is only visible if the option *Use <Assignment target>* is active.
- *Use Pick List*  
Defines if the instances of the assignment target in the contract folder are displayed as a pick list instead of a dropdown menu.  
**Note:**
  - This option is only visible if the option *Use <Assignment target>* is active.
  - The pick list is especially useful if there are many instances and you want to see them all at a glance.
- *Default Category for New <Assignment target> (e.g. Suppliers)*  
Defines a category that is applied to each new assignment instance upon creation.  
**Note:** This category must be the release version of a form (see chapter 3.5.1 “Creating a New Form”).

Further information can be found in chapter 7.1 Assignment Targets”.

#### Tab “Actions”

- *Calculate Visibility for Actions of Contracts*  
Specifies that the visibility of the selected actions can be calculated at contract level using app.ducx Expression.
- *Calculate Visibility for Actions of Requests*  
Specifies that the visibility of the selected actions can be calculated at request level using app.ducx Expression.
- *Calculate Visibility for Actions of Documents*  
Specifies that the visibility of the selected actions can be calculated at document level using app.ducx Expression.
- *Calculate visibility for Actions of Signable Documents*  
Specifies that the visibility of the selected actions can be calculated at signable document level using app.ducx Expression.
- *Calculate visibility for Actions of Documents*  
Specifies that the visibility of the selected actions can be calculated at document level using app.ducx Expression.
- *Calculate Visibility for Actions of External Areas*  
Specifies that the visibility of the selected actions can be calculated at the level of external areas using app.ducx Expression.
- *Calculate visibility for Actions of Confidential Areas*  
Specifies that the visibility of the selected actions can be calculated at the level of confidential areas using app.ducx Expression.

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#### Tab “Forms and Properties”

- *Calculate Visibility for Forms of Contracts*  
Specifies that the visibility of the selected form pages of the settings of a contract can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of Requests*  
Specifies that the visibility of the selected form pages of the settings of a request can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of Signable Documents*  
Specifies that the visibility of the selected form pages of the settings of a signable document can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of External Room*  
Specifies that the visibility of the selected form pages of the settings of an external room can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of Confidential Room*  
Specifies that the visibility of the selected form pages of the settings of a confidential room can be calculated using app.ducx Expression.
- *Hidden Elements in Legal Files*  
Defines which fields in contracts are hidden (see chapter 5.10 "Defining Required/Hidden Fields").
- *Required Properties in Legal Files*  
Defines which fields in contracts are required (see chapter 5.10 "Defining Required/Hidden Fields").
- *Hidden Elements in Requests*  
Defines which fields in contracts are hidden (see chapter 5.10 "Defining Required/Hidden Fields").  
**Note:** This field is only contracts if the option *Allow Request* in the "Contract Folder" tab is active.
- *Required Properties in Requests*  
Defines which fields in contracts are required (see chapter 5.10 "Defining Required/Hidden Fields").  
**Note:** This field is only visible if the option *Allow Request* in the "Contract Folder" tab is active.

#### Tab "Roles"

- *Primary Contact*  
Defines the primary contact of the contract folder.
- *Approval Definitions*  
Defines approval levels and approvers in the contract folder.  
**Note:** This field is only visible if there are approval levels and limits defined in the contract manager configuration (see chapter 16 "Approvals").
- *Signers*  
Defines one or more signers for the contract folder. The order in which the signers are entered is the same order in a subsequent signature process (see chapter 17 "Signatures").
- *Restrict internal signers to*  
Restricts the signers that can be used in a signing process or on contracts.

#### Tab "Address"



- *Official Name*  
Defines the official name of the contract folder.
- *Alternative Names*  
Defines alternative names of the contract folder.
- *Street, Zip code, City, Country*  
Defines the address data of the contract folder.
- *Billing Information*  
Defines the billing information of the contract folder.

#### Tab "DORA"

Note: This tab is only available with a valid Fabasoft DORA license.

- *Responsible Organisation*  
Defines which organization is responsible for contracts contained in this contract folder.
- *Hidden DORA Elements in Contracts*  
Allows hiding and displaying selected properties in contracts in this contract list.
- *Calculate Visibility for DORA Forms of Contracts*  
Allows the visibility of DORA forms to be controlled via low code.
- *Expression for Calculating the Visibility of the Tab "ICT-Service"*  
Defines the low-code expression for calculating the visibility of the DORA form "ICT-Service".  
**Note:** This property is only visible if "ICT-Service" has been selected in *Calculate Visibility for DORA Forms of Contracts*.
- *Expression for Calculating the Visibility of the Tab "Supply Chain"*  
Defines the low-code expression for calculating the visibility of the DORA form "Supply Chain".  
**Note:** This property is only visible if "Supply Chain" has been selected in *Calculate Visibility for DORA Forms of Contracts*.
- *Expression for Calculating the Visibility of the Tab "Assessments"*  
Defines the low-code expression for calculating the visibility of the DORA form "Assessments".  
**Note:** This property is only visible if "Assessments" has been selected in *Calculate Visibility for DORA Forms of Contracts*.

#### Tab "History"

Displays a list of the changes made to the metadata of the contract folder.

#### Tab "Canceled Files"

This tab contains a list of all canceled files.

**Note:** It is only visible if there are canceled files.

## 4.4 Creating a Contract Folder

In order to create a new contract folder, proceed as follows:

1. Navigate into the contract manager configuration.
2. Click the action "Create Contract Folder".
3. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.

4. In the field *Name*, enter the name of the new contract folder.
5. In the field *ID*, enter a unique abbreviation for the contract folder.  
**Note:** This abbreviation is needed in generating a unique identification for contracts.
6. Optionally, in the field *Superordinate List*, select the desired configuration list (see chapter 6 “Configuration Lists”).
7. If necessary, activate the option *Allow Requests* (see chapter 11 “Requests”).
8. Optionally, define the timespans and recipients for reminder e-mails (see chapter 9.9.2 “Defining Recipients for Reminder E-Mails”).
9. Switch to the tab “Administration”.
10. Activate the options *Prevent Creation of Contract Types as Terms* and *Prevent Creation of Request Types as Terms* if they are visible.  
**Note:** It is recommended to make these settings whenever a new contract folder is created and to only omit them in urgent cases.
11. Optionally, activate the options *Allow Creation of Contracts With Read/Restricted Access* and *Allow Creation of Requests With Read/Restricted Access* if you want said members to be able to create these objects.  
**Note:** These settings should only be made if necessary. Additionally, affected members must be granted change access in the corresponding contract manager file type (see chapter 3.5.4 “Defining Permissions”).
12. Optionally, activate the options *Multiple Internal Editors*, *Multiple Internal Purchasers*, and/or *Multiple Internal Responsibles* if you want to add several members to the respective roles.  
**Note:** If you activate these options later, you should do so before creating the first contract manager file.
13. Enter all further metadata as required.  
Further information can be found in chapter 4.3 “Settings”.
14. Switch to the tab “Address”.
15. Enter your address data.  
**Note:**
  - The address data is added to the contract during the signature process.
  - The address data can be used in templates, formal letters, etc. as individual fields.
16. Click on “Next”.

## 4.5 Managing Configuration Lists

In order to manage the configuration list assigned to the contract folder, proceed as follows:

1. Navigate into the desired contract folder.
2. Click on “Properties”.
3. Navigate to the field *Superordinate List*.  
**Note:** This field is only visible if at least one configuration list or one further contract folder exists.
4. Either add, change or remove the configuration list from the field, depending on your need.
5. Click on “Next”.

## 4.6 Defining an Assignment

The definition of assignments is described in chapters 7.1.1 “Managing Assignment Targets” and 7.1.2 “Using Assignment Targets”.

The creation of assignment instances is described in chapter 7.2.4 “Creating an Assignment Instance”.

## 4.7 Restricting Templates

You can define which templates for contracts and requests you want to allow in the contract folder.

**Note:** This setting requires the assignment of template categories. If necessary, read the complementing subchapter of chapter 3.6 “Templates”.

In order to define the restriction, proceed as follows:

1. Navigate to the desired contract folder.
2. Click the action “Settings”.
3. Switch to the tab “Administration”.
4. Activate the option *Restrict Contract Templates by Template Categories*.
5. In the field *Allowed Template Categories for Contracts*, activate the desired categories.
6. Optionally, repeat this procedure to define the setting for requests as well.
7. Click on “Next”.

## 4.8 Restricting Contract/Request Types

For each individual contract folder, you can define which contract types it can use. By default, all contract types created in the configuration are available to the contract folder (see chapter 3.5 “Contract Manager File Types”). In order to restrict the contract types in a contract folder, proceed as follows:

1. Navigate to the desired contract folder.
2. Click the action “Settings”.
3. Switch to the tab “Administration”.
4. Activate the option *Restrict Contract Types*.
5. Click the “Search and Add” button.
6. Enter the name of the desired contract type and click on it to add it to the list.
7. Add all desired contract types and then click on “Next”.

The restriction of request types works identically, given that the option *Allow Requests* is active in the “Contract Folder” tab.

## 4.9 Managing Document Categories

The documents of a contract can be assigned document categories, allowing for their categorization. What is more, document categories may contain default processes and retention periods.

The available document categories are defined in the field *Document Categories* on the “Administration” tab in the contract manager configuration (see chapter 3.4 “Document Categories”).

### Defining a Default Document Category

In order to define a default document category that is assigned to the documents of a contract, proceed as follows:

1. Navigate to the desired contract folder.
2. Click the action “Settings”.
3. Switch to the tab “Administration”.
4. In the field *Default Document Category for Documents*, select the desired document category.  
**Note:** This field is only visible if at least one document category exists.
5. Click on “Next”.

### Restricting Document Categories

In order to restrict the document categories available in a contract folder, proceed as follows:

1. Navigate to the desired contract folder.
2. Click the action “Settings”.
3. Switch to the tab “Administration”.
4. Activate the option *Restrict Document Categories*.
5. In the field *Available Document Categories for Documents*, add document categories (for example via “Search and Add”). The selected document categories are stored in the contract manager configuration.
6. Click on “Next”.

## 4.10 Defining Required/Hidden Fields

In order to define required and/or hidden fields, proceed as follows:

1. Navigate to the desired contract folder.
2. Click the action “Settings”.
3. Switch to the tab “Administration”.
4. In the field *Required Properties*, select the fields that you want to define as required properties in the contracts of this contract folder.
5. In the field *Hidden Elements*, select the fields that you want to define as hidden elements in the contracts of this contract folder.
6. Click on “Next”.

## 4.11 Preparing a Test Environment

A test environment is meant to be a measure to test and prepare a contract folder for being used in the live system. For example, if a regular contract folder was used to create contracts, the ordinals could not be reset and thus no longer start from 1 in the live system.

Creating a test environment copies the desired contract folder. Such an environment can be recognized by its naming scheme which is "<name of original contract folder> (Test)" and its ID is "TEST <ID>". Additionally, it is highlighted in red.

A test environment's settings and access rights are identical to its original contract folder; hence you can test them and do not risk negative effects on the actual live system. If you discover an incorrect setting in the test environment, you can correct it and re-test before you change and improve the settings of the original contract folder.

In order to create a test environment, proceed as follows:

1. Navigate into the contract manager configuration.
2. Navigate into the area "Contract Folders".
3. Select the contract folder for which you want to create a test environment.
4. In the context menu, click on "Prepare Test Environment".

After use, the test environment can be dissolved like a regular contract folder.

## 4.12 Dissolving a Contract Folder

If you no longer need a certain contract folder, you can dissolve it.

In order to dissolve a contract folder, proceed as follows:

1. Navigate into the contract manager configuration.
2. Navigate into the area "Contract Folders".
3. In the context menu of the desired contract folder, click on "Dissolve".
4. In the dissolve dialog, click on "Delete".

### Note:

- A contract folder cannot be dissolved if it contains at least one object under legal hold (see chapter 9.16 "Managing Retention"), external room or confidential room. If any of these applies, you are informed in the dissolve dialog and the affected objects are listed.
- If you dissolve a contract folder, it is deleted alongside all related settings, contracts, requests, etc. This cannot be undone.

## 4.13 Access Rights

Rights can be granted for a contract folder. In the tool area, click on the action "Team" in order to assign the following roles to member, teams and/or organizational units:

- *Full Control*  
These team members can
  - change existing contract and documents in the contract folder, create new documents and delete documents (wastebasket),
  - define templates and text modules for the contract folder,
  - create public links,
  - empty the wastebasket,
  - dissolve the contract folder,

- define settings regarding access protection, shortcuts, public links, team visibility, invitation possibilities and organization restrictions,
- define logos,
- delete the history, and
- grant all access rights.
- *Customizing User*  
These team members have access to customizing contexts (e.g. configurations, templates and presettings, etc.) and can create/edit objects such as processes, templates, text modules, etc. However, they have no access to actual data and context objects.  
**Note:** If you assign this role to a member in a contract manager list, make sure that it is properly configured (see chapter 3.12 “Access Rights”).
- *Change Access*  
These team members can
  - change existing contract and documents in the contract folder, create new documents and delete documents (wastebasket), and
  - define templates and text modules for the contract folder.
- *Read Access*  
These members can
  - read existing contract and documents in the contract folder, and
  - see release versions of objects (if they exist).
- *Restricted Access*  
These members can only access contract manager lists and files if they are explicitly granted access rights there (e.g. via a contract manager file type or a role).  
**Note:**
  - By default, members with restricted access cannot create contract manager files. This option can be activated in the corresponding contract manager list, however (see chapters 4.4 “Creating a Contract Folder” and/or 5.4 “Creating a Legal Area”).
  - Members with restricted access must also have change access in the corresponding contract manager file type (see chapter 3.5.4 “Defining Permissions”) and/or be assigned an internal role (editor, purchaser, or responsible) in a contract (see chapter 9.9.2 “Defining Recipients for Reminder E-Mails”).
- *Inspection: Selected Files*  
These members are given access rights to contract manager lists so that they can
  - only be able to read the settings of the contract manager list, and
  - only see certain contract files in which they are authorized via the "File inspection" field in the "Contract" tab of the contract file. This grants them read rights to the contract file. authorized.

#### 4.14 Validating DORA Inputs

You can subject contract folders and associated elements to a DORA validation. This provides you with information on incomplete or incorrect data entries for DORA reporting.

**Note:** This context menu is only visible for a selection that contains at least one contract that is defined as an ICT service. Only contract manager administrators with a valid Fabasoft DORA license have access to this context menu.

5. Navigate to the desired contract folder(s).
6. Click on 'Validate DORA entries' in the context menu of the contract folder(s).
7. Once the validation is complete, click on 'Next'.
8. You will find the results of the validation on the individual contract folders or accumulated on the Contract Management Dashboard.

## 5 Legal Areas

A legal area serves to file and organize legal files as well as contractual clauses. In legal areas, access rights and settings can be defined.

A legal area is largely identical to a contract folder in terms of functionality and properties. However, there are a few differentiating factors between the two:

- Members of a legal area are usually employees of legal departments. Depending on the size and structure of the organization there are either only one/few legal areas or every legal department (labor, tenancy, antitrust, etc.) is given its own legal area.
- Legal areas are often used to store text modules containing contractual clauses (see chapter 3.7 "Text Modules"). For example, the legal area for labor law would be home to text modules that are relevant for labor agreements, while the legal area for tenancy would so contain text modules pertaining to lease agreements, etc.
- Legal areas can also be used to manage legal files that concern existing contracts. If there are contract disputes and corresponding legal actions, a legal file serves as a container for documents regarding the dispute. Contracts and legal files are mutually linked for the following reasons:
  - It is easy to determine which contract is disputed if the associated legal file is appropriately named.
  - There is a clear distinction between the documents of the original contract and the documents belonging to the dispute.

**Note:** Legal areas, contract folders and configuration lists are also called "contract manager lists". Similarly, contracts, legal files and requests are summarized by the umbrella term "contract manager files", and both terms are frequently used throughout this document.

### 5.1 Areas

Legal areas are divided into the following areas:

- *Current Legal Files*  
Displays the current legal files in the current legal area.
- *Elapsed Legal Files*  
Displays the elapsed legal files in the current legal area.
- *Referenced Legal Files*  
Displays the referenced legal files that originate in a different legal area.
- *Current Requests*  
Displays the current request in the current legal area.
- *Elapsed Requests*  
Displays the elapsed request in the current legal area.

- *Referenced Requests*  
Displays the referenced requests that originate in a different contract manager list.
- *<Assignment target> (e.g. Suppliers)*  
Displays the instances of an assignment target available in the current legal area.  
**Note:**
  - This area is only visible if assignment targets are managed and/or used (see chapter 7 "Assignments").
  - If the legal area manages and/or uses assignment targets, the dashboard of both the contract manager and the configuration list displays a dedicated area per assignment target (for example "Suppliers" if suppliers are managed).
- *Documents*  
Displays the documents available in the current legal area.
- *Reports*  
Displays the reports available in the current legal area.  
**Note:** Defining reports in a legal area is equivalent to the contract manager configuration (see chapter 3.11 "Reports").
- *Uploads*  
Displays the original documents for the import of contract manager files.  
Further information can be found in chapter 18 "Imports".
- *Calendar*  
Displays the resubmissions, deadlines and dates for your legal files.  
**Note:** This Widget is only visible if *Switch to Simplified View* has been enabled in the settings.

**Note:** Some areas are only visible if there is at least one entry.

## 5.2 Actions

You can perform the following actions:

- *Uploads*  
Uploads folders or documents in order to create legal files. Depending on the app edition, the properties are analyzed and pre-filled.  
Further information can be found in chapter 1.1 "Fabasoft Contracts Editions".
- *Create Legal File*  
Creates a new legal file.
- *Switch Calendar View*  
Allows switching between the classical calendar view and a list view.  
**Note:** The Action is only available within the calendar widget. The last selected view is automatically saved and restored the next time a calendar is opened.
- *Synchronize*  
Synchronizes this legal area and the file system.
- *Define Logo*  
Defines the logo of the legal area. You can either upload a new image or select an existing one.
- *Prepare Test Environment*  
Creates a copy of the legal area in order to test the settings before the original legal area is used in a live system (see chapter 5.11 "Preparing a Test Environment").



- *Update Settings*  
Updates the background tasks of the current legal area.  
**Note:** Users have the option of deciding whether the documents and files (legal files) from the selected legal area and the documents of the files should also be updated.
- *Show New Events*  
Displays changes and events relating to the current legal area.
- *Manage Follow-Ups*  
Defines and manages follow-ups. You can define that a process is started or a notification is sent once the timespan assigned to a certain object has expired.
- *Open Wastebasket*  
Opens the wastebasket of the legal area.  
**Note:** This action is only visible if at least one object has been deleted.
- *Refresh Statistics*  
Allows the updating of graphics in certain widgets that contain statistics. As this operation is computationally intensive, it is performed in the background and can take up to several minutes.  
**Note:** Each graphic that can be updated creates its own submenu. If no solution is licensed for you that generates such graphics, the button disappears.
- *Create Report <report name>*  
Creates a report based upon a report template.  
**Note:** This action is only visible if a report template is available for this area. Further information can be found in chapter 3.11 "Reports".
- *Templates and Presettings*  
Opens the templates and presettings.
- *Settings*  
Opens the settings of the legal area.

## 5.3 Settings

In the settings of a legal area, you can specify the following:

### Tab "Legal Area"

- *Name*  
Defines the name of the legal area.
- *ID*  
Defines the ID of the legal area. The ID is needed as part of the naming scheme for legal files and can only be changed if there are no legal files in the legal area yet.
- *Subject*  
Defines the subject of the legal area as free text.
- *Superordinate List*  
Defines the contract manager list that is superordinate to the legal area.  
**Note:**
  - This field is only visible if at least one configuration list or one further legal area exists.
  - You can only see contract manager lists that you have access rights to.

- *Allow Request*  
Defines if the current legal area enables members to create/receive requests (see chapter 11 "Requests").
- *Assignments*  
Defines the assignment instances that are assigned to the legal area.
- *Default Interval for Additional Reminders*  
Defines the default interval for additional reminder e-mails. It is used in the initialization of file-specific reminder settings upon the creation of a new legal file.
- *Always Use Default Interval for Additional Reminders*  
Defines if the timespan defined in the field *Default Interval for Additional Reminders* cannot be changed for the repetition of additional reminders.
- *Reminder E-Mails to Internal Editors*  
Defines if reminder e-mails are sent to the internal editors of a legal file.
- *Reminder E-Mails to Internal Purchasers*  
Defines if reminder e-mails are sent to the internal purchasers of a legal file.
- *Reminder E-Mails to Internal Responsibles*  
Defines if reminder e-mails are sent to the internal responsables of a legal file.
- *Reminder E-Mails to Users with Full Control*  
Defines if reminder e-mails are sent to members holding full access in a legal file.
- *Reminder E-Mails to Users with Change Access*  
Defines if reminder e-mails are sent to members holding change access in a legal file.
- *Reminder E-Mails to Users with Read Access*  
Defines if reminder e-mails are sent to members holding read access in a legal file.
- *Reminder E-Mails to Users with Restricted Access*  
Defines if reminder e-mails are sent to members holding restricted access in a legal file.
- *Dedicated Contacts for Reminder E-Mails*  
Defines further members to whom reminder e-mails are sent.
- *Reminder Custom Text*  
Defines additional text for reminder e-mails.
- *Reminder Process*  
Defines a reminder process that is started when a reminder date is imminent.
- *Retention Period*  
Defines the retention period of legal files in the legal area.  
**Note:** If the required timespan is not available in the list, you can create a custom interval (see chapter 3.8 "Creating a Time Interval").
- *Process for End of Retention Period*  
Defines a reminder process that is started when a retention period expires.

#### Tab "Administration"

- *Restrict Legal File Types*  
Defines if all legal file types from the contract manager configuration can be used or if only a select few are available.
- *Prevent Creation of Legal File Types as Terms*  
Defines if only categories and forms can be used as legal file types.

**Note:** It is recommended to activate this option and create new legal file types from forms only (see chapter 3.5 “Contract Manager File Types”).

- *Legal File Types*  
Defines which legal file types are available.  
If the option *Restrict Legal File Types* is active, you can manually select the available legal file types and create a custom list. Otherwise, all legal file types from the contract manager configuration can be used.
- *Default Category for New Legal Files*  
Defines the category assigned to a legal file upon creation.
- *Default Legal File State*  
Sets the default value for initializing the status of new legal files.
- *Restrict Request Types*  
Defines if all request types from the contract manager configuration can be used or if only a select few are available.  
**Note:** This field is only visible if the option *Allow Request* in the “Legal Area” tab is active.
- *Prevent Creation of Request Types as Terms*  
Defines if only categories and forms can be used as request types.  
**Note:**
  - It is recommended to activate this option and create new legal request from forms only (see chapter 3.5 “Contract Manager File Types”).
  - This field is only visible if the option *Allow Request* in the “Legal Area” tab is active.
- *Request Types*  
Defines which request types are available.  
If the option *Restrict Request Types* is active, you can manually select the available request types and create a custom list. Otherwise, all request types from the contract manager configuration can be used.  
**Note:** This field is only visible if the option *Allow Request* in the “Legal Area” tab is active.
- *Default Request Type*  
Defines the category assigned to a request upon creation.  
**Note:** This field is only visible if the option *Allow Request* in the “Legal Area” tab is active.
- *Restrict Document Categories*  
Defines if all document categories from the contract manager configuration can be used or if only a select few are available.  
**Note:** Further information can be found in chapter 3.4 “Document Categories”.
- *Available Document Categories for Documents*  
Defines which document categories are available.  
If the option *Restrict Document Categories* is active, you can manually select the available document categories and create a custom list. Otherwise, all document categories from the contract manager configuration can be used.  
**Note:** This field is only visible if the option *Restrict Document Categories* is active.
- *Default Document Category for Documents*  
Assigns a document category to the documents of a legal file.  
The category defined here is assigned to the documents by default.  
**Note:** This field is only visible if at least one document category exists and the option *Restrict Document Categories* is active.

- *Allow Creation of Legal Files With Read/Restricted Access*  
Allows members with read access and restricted access to create new legal files in the legal area (which is not allowed by default).
- *Allow Creation of Requests With Read/Restricted Access*  
Allows members with read access and restricted access to create new requests in the legal area (which is not allowed by default).  
**Note:** This field is only visible if the option *Allow Request* in the "Legal Area" tab is active.
- *Special Intervals*  
Creates new intervals.  
**Note:** If you need further intervals, you can create them (see chapter 3.8 "Creating a Time Interval").
- *Default Category for New Confidential Rooms*  
Defines the category assigned to a new confidential room upon creation (overrides the setting in the configuration).
- *Default Category for New External Rooms*  
Defines the category assigned to a new external room upon creation (overrides the setting in the configuration).
- *Restrict Legal File Templates by Template Categories*  
Defines if the available legal file templates will be restricted by existing template categories.
- *Allowed Template Categories for Legal Files*  
Defines which templates are available in the selection dialog prior to the creation of a new legal file by selecting the desired template categories.  
**Note:** This field is only visible if the option *Restrict Legal File Templates by Template Categories* is active.
- *Thesaurus for Structuring Legal File Templates*  
Defines the terms used for the structural thesaurus of legal files.  
**Note:** This field is only visible if a value is defined in the field *Thesaurus for Structuring Legal File Templates* in the "Administration" tab in the contract manager configuration.
- *Restrict Request Templates by Template Categories*  
Defines if the available request templates will be restricted by existing template categories.
- *Allowed Template Categories for Requests*  
Defines which templates are available in the selection dialog prior to the creation of a new request by selecting the desired template categories.  
**Note:** This field is only visible if the option *Restrict Request Templates by Template Categories* is active.
- *Thesaurus for Structuring Request Templates*  
Defines the terms used for the structural thesaurus of requests.  
**Note:** This field is only visible if a value is defined in the field *Thesaurus for Structuring Request Templates* in the "Administration" tab in the contract manager configuration.
- *Multiple Internal Responsibles*  
Defines if a legal file can be assigned multiple internal responsables.
- *Multiple Internal Purchasers*  
Defines if a legal file can be assigned multiple internal purchasers.
- *Multiple Internal Editors*  
Defines if a legal file can be assigned multiple internal editors.

- *New Private PDF Annotations Accessible for Users With Change Access*  
Defines if new private annotations are made accessible to members holding full access and changes access in a legal area.  
**Note:**
  - Members holding only restricted access in the legal area are not allowed to see annotations in documents, even if they hold change access in the legal file containing the affected document.
  - Further information on PDF annotations can be found in chapter "[Commenting Documents](#)" in the document "User Help Fabasoft Cloud".
- *Debug Mode*  
Defines if the Debug Mode is active. This mode is used for analytical purposes and may be relevant if need for support arises.
- *Legal Area Widgets (Select to Hide)*  
Defines which widgets are shown or hidden in the dashboard of the legal area. By default, all widgets are displayed. To hide a specific widget, simply activate the corresponding option.
- *Switch to Simplified View*  
Determines which view of the legal files is displayed. Activate this option to switch to the simplified view, in which specific data of a legal file is clearly displayed on one page.
- *Pre-Order Folders in "Documents"*  
Determines whether the records of a legal case are displayed in a sorted order. Folders are always listed first.  
**Note:** This option is only visible if the "Switch to Simplified View" option has been activated.

#### Tab "Assignments"

- *Manage <Assignment target> (e.g. Manage Suppliers)*  
Enables managing assignment targets in the contract folder (see chapter 7.1.1 "Managing Assignment Targets").
- *Use <Assignment target> (e.g. Use Suppliers)*  
Displays the assignment targets that are managed in the superordinate configuration list.  
**Note:** This option is only visible if either there is a superordinate configuration list that manages this assignment target or if the assignment target is managed in the contract folder itself (see chapter 7.1.1 "Managing Assignment Targets").
- *Multiple*  
Defines if multiple instances of an assignment target can be assigned to the contract folder (e.g. if the legal file relates to several suppliers).  
**Note:** This option is only visible if the option *Use <Assignment target>* is active.
- *Use Pick List*  
Defines if the instances of the assignment target in the contract folder are displayed as a pick list instead of a dropdown menu.  
**Note:**
  - This option is only visible if the option *Use <Assignment target>* is active.
  - The pick list is especially useful if there are many instances and you want to see them all at a glance.
- *Default Category for New <Assignment target> (e.g. Suppliers)*  
Defines a category that is applied to each new assignment instance upon creation.

**Note:** This category must be the release version of a form (see chapter 3.5.1 "Creating a New Form").

Further information can be found in chapter 7.1 Assignment Targets".

#### Tab "Actions"

- *Calculate Visibility for Actions of Legal Files*  
Specifies that the visibility of the selected actions can be calculated at legal file level using app.ducx Expression.
- *Calculate Visibility for Actions of Requests*  
Specifies that the visibility of the selected actions can be calculated at request level using app.ducx Expression.
- *Calculate Visibility for Actions of Documents*  
Specifies that the visibility of the selected actions can be calculated at document level using app.ducx Expression.
- *Calculate visibility for Actions of Signable Documents*  
Specifies that the visibility of the selected actions can be calculated at signable document level using app.ducx Expression.
- *Calculate visibility for Actions of Documents*  
Specifies that the visibility of the selected actions can be calculated at document level using app.ducx Expression.
- *Calculate Visibility for Actions of External Areas*  
Specifies that the visibility of the selected actions can be calculated at the level of external areas using app.ducx Expression.
- *Calculate visibility for Actions of Confidential Areas*  
Specifies that the visibility of the selected actions can be calculated at the level of confidential areas using app.ducx Expression.

#### Tab "Forms and Properties"

- *Calculate Visibility for Forms of Legal Files*  
Specifies that the visibility of the selected form pages of the settings of a legal file can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of Requests*  
(See chapter 4.3 Settings).
- *Calculate Visibility for Forms of Signable Documents*  
(See chapter 4.3 Settings).
- *Calculate Visibility for Forms of External Room*  
(See chapter 4.3 Settings).
- *Calculate Visibility for Forms of Confidential Room*  
(See chapter 4.3 Settings).
- *Hidden Elements in Legal Files*  
Defines which fields in legal files are hidden (see chapter 5.10 "Defining Required/Hidden Fields").
- *Required Properties in Legal Files*  
Defines which fields in legal files are required (see chapter 5.10 "Defining Required/Hidden Fields").

- *Hidden Elements in Requests*  
Defines which fields in requests are hidden (see chapter 5.10 “Defining Required/Hidden Fields”).  
**Note:** This field is only visible if the option *Allow Request* in the “Legal Area” tab is active.
- *Required Properties in Requests*  
Defines which fields in requests are required (see chapter 5.10 “Defining Required/Hidden Fields”).  
**Note:** This field is only visible if the option *Allow Request* in the “Legal Area” tab is active.

#### Tab “Roles”

- *Primary Contact*  
Defines the primary contact of the legal area.
- *Approval Definitions*  
Defines approval levels and approvers in the legal area.  
**Note:** This field is only visible if there are approval levels and limits defined in the contract manager configuration (see chapter 16 “Approvals”).
- *Signers*  
Defines one or more signers for the configuration list. The order in which the signers are entered is the same order in a subsequent signature process (see chapter 17 “Signatures”).
- *Restrict internal signers to*  
Restricts signers that can be used in a signing process or on legal files.
- *Roles of Legal Files Participants*  
Defines the roles that a participant in a legal file could have.  
**Note:**
  - It is possible to combine object classes, contact rooms and individual objects as criteria for the role. All objects of the object classes and contact rooms plus the individual objects are offered as possible participants on the legal file as soon as the role has been selected.
  - This option is only visible if the “Switch to Simplified View” option has been activated.
- *Standard Role of Participants*  
Defines the role that is pre-filled for a new participant in a legal file.  
**Note:** This option is only visible if the *Switch to Simplified View* option has been activated.

#### Tab “Address”

- *Official Name*  
Defines the official name of the legal area.
- *Alternative Names*  
Defines alternative names of the legal area.
- *Street, Zip code, City, Country*  
Defines the address data of the legal area.
- *Billing Information*  
Defines the billing information of the legal area.

#### Tab “History”

Displays a list of the changes made to the metadata of the legal area.

### Tab "Canceled Files"

This tab contains a list of all canceled files.

**Note:** It is only visible if there are canceled files.

## 5.4 Creating a Legal Area

In order to create a new legal area, proceed as follows:

1. Navigate into the contract manager configuration.
2. Click the action "Create Legal Area".
3. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.
4. In the field *Name*, enter the name of the new legal area.
5. In the field *ID*, enter a unique abbreviation for the legal area.  
**Note:** This abbreviation is needed in generating a unique identification for legal files.
6. Optionally, in the field *Superordinate List*, select the desired configuration list (see chapter 6 "Configuration Lists").
7. If necessary, activate the option *Allow Requests* (see chapter 11 "Requests").
8. Optionally, define the timespans and recipients for reminder e-mails (see chapter 10.8 "Defining Recipients for Reminder E-Mails").
9. Switch to the tab "Administration".
10. Activate the options *Prevent Creation of Legal File Types as Terms* and *Prevent Creation of Request Types as Terms* if they are visible.  
**Note:** It is recommended to make these settings whenever a new legal area is created and to only omit them in urgent cases.
11. Optionally, activate the options *Allow Creation of Legal Files With Read/Restricted Access* and *Allow Creation of Requests With Read/Restricted Access* if you want said members to be able to create these objects.  
**Note:** These settings should only be made if necessary. Additionally, affected members must be granted change access in the corresponding contract manager file type (see chapter 3.5.4 "Defining Permissions").
12. Optionally, activate the options *Multiple Internal Editors*, *Multiple Internal Purchasers*, and/or *Multiple Internal Responsibles* if you want to add several members to the respective roles.  
**Note:** If you activate these options later, you should do so before creating the first contract manager file.
13. Enter all further metadata as required.  
Further information can be found in chapter 5.3 "Settings".
14. Switch to the tab "Address".
15. Enter your address data.  
**Note:** The address data can be used in templates, formal letters, etc. as individual fields.
16. Click on "Next".



## 5.5 Managing Configuration Lists

Managing configuration lists in legal areas is equivalent to contract folders (see chapter 4.5 “Managing Configuration Lists”).

## 5.6 Defining an Assignment

The definition of assignments is described in chapters 7.1.1 “Managing Assignment Targets” and 7.1.2 “Using Assignment Targets”.

The creation of assignment instances is described in chapter 7.2.4 “Creating an Assignment Instance”.

## 5.7 Restricting Templates

Restricting templates in legal areas is equivalent to contract folders (see chapter 4.7 “Restricting Templates”).

## 5.8 Restricting Legal File/Request Types

Restricting legal file types and request types in legal areas is equivalent to contract folders (see chapter 4.8 “Restricting Contract/Request Types”).

## 5.9 Managing Document Categories

Managing document categories in legal areas is equivalent to contract folders (see chapter 4.9 “Managing Document Categories”).

## 5.10 Defining Required/Hidden Fields

Defining required and hidden fields in legal areas is equivalent to contract folders (see chapter 4.10 “Defining Required/Hidden Fields”).

## 5.11 Preparing a Test Environment

Preparing a test environment in legal areas is equivalent to contract folders (see chapter 4.11 “Preparing a Test Environment”).

## 5.12 Dissolving a Legal Area

Dissolving legal areas is equivalent to contract folders (see chapter 4.12 “Dissolving a Contract Folder”).

## 5.13 Access Rights

Defining access rights in legal areas is equivalent to contract folders (see chapter 4.13 “Access Rights”).

## 6 Configuration Lists

Configuration lists are lists containing certain settings which they can transfer to contracts, legal files and requests through contract folder and/or legal areas. Other than contract folders or legal areas, configuration lists are only visible in the Contract Manager Configuration, thus the advanced mode is required (see chapter 2.3 "Usage Modes").

**Note:** Configuration lists, contract folders and legal areas are also called "contract manager lists". Similarly, contracts, legal files and requests are summarized by the umbrella term "contract manager files", and both terms are frequently used throughout this document.

### General Information

In most cases, at least one configuration list is used to transfer its settings and assignments to the contract folders and legal areas that it is superordinate to. Configuration lists can also be used in more complex scenarios, for example when it comes to hierarchization and permissions (see chapter 6.6 "Chaining Several Configuration Lists").

**Note:** Assignments are ways of categorization that can be assigned to contract manager files to allow for easier organization. For example, a contract pertaining to a purchase can be assigned to an assignment target of the "Supplier" type. Further information can be found in chapter 7 "Assignments".

### 6.1 Areas

Configuration lists are divided into the following areas:

- *<Assignment target> (e.g. Suppliers)*  
Displays the instances of an assignment target available in the current configuration list.  
**Note:**
  - This area is only visible if assignment targets are managed (see chapter 7 "Assignments").
  - If the configuration list manages assignment targets, the dashboard of both the contract manager and the configuration list displays a dedicated area per assignment target (for example "Suppliers" if suppliers are managed).
- *Documents*  
Displays the documents available in the current configuration list.
- *Reports*  
Displays the reports available in the current configuration list.  
**Note:** Defining reports in a configuration list is equivalent to the contract manager configuration (see chapter 3.11 "Reports").
- *Uploads*  
Displays the original documents for the import of contract manager files.  
Further information can be found in chapter 18 "Imports".

### 6.2 Actions

You can perform the following actions:

- *Open Wastebasket*  
Opens the wastebasket of the configuration list.  
**Note:** This action is only visible if at least one object has been deleted.

- *Create Report <report name>*  
Creates a report based upon a report template.  
**Note:** This action is only visible if a report template is available for this area. Further information can be found in chapter 3.11 "Reports".
- *Settings*  
Opens the settings of the configuration list.

## 6.3 Settings

In the settings of a configuration list, you can specify the following:

### Tab "Configuration List"

- *Name*  
Defines the name of the configuration list.
- *Subject*  
Defines the subject of the configuration list as text.
- *Superordinate List*  
Defines which configuration list is superordinate to the current one.  
**Note:** This field is only visible if at least two configuration lists exist.

### Tab "Assignments"

- *Manage <Assignment target> (e.g. Manage Suppliers)*  
Enables managing assignment targets in the configuration list (see chapter 7.1.1 "Managing Assignment Targets").
- *Default Category for New <Assignment target> (e.g. Suppliers)*  
Defines a category that is applied to each new assignment instance upon creation.  
**Note:** This category must be the release version of a form (see chapter 3.5.1 "Creating a New Form").

Further information can be found in chapter 7.1 "Assignment Targets".

### Tab "Roles"

- *Primary Contact*  
Defines the primary contact of the configuration list.
- *Approval Definitions*  
Defines approval levels and approvers in the configuration list.  
**Note:** This field is only visible if there are approval levels and limits defined in the contract manager configuration (see chapter 16 "Approvals").
- *Signers*  
Defines one or more signers for the configuration list. The order in which the signers are entered is the same order in a subsequent signature process.  
**Note:**
  - It is not recommended to generally manage all signers in a configuration list but instead to make these settings in the individual subordinated contract folders and legal areas. The signers therein will, in complex configurations or organizations, likely differ from those in the configuration list.

- In less complex configurations or organizations wherein the same signers sign contracts all the time, managing the signers in a configuration list is, however, a valid option to be considered.

#### Tab "Actions"

- *Calculate Visibility for Actions of Contracts*  
Specifies that the visibility of the selected actions can be calculated at contract level using app.ducx Expression.
- *Calculate Visibility for Actions of Legal Files*  
Specifies that the visibility of the selected actions can be calculated at legal file level using app.ducx Expression.
- *Calculate Visibility for Actions of Requests*  
Specifies that the visibility of the selected actions can be calculated at request level using app.ducx Expression.
- *Calculate Visibility for Actions of Documents*  
Specifies that the visibility of the selected actions can be calculated at document level using app.ducx Expression.
- *Calculate visibility for Actions of Signable Documents*  
Specifies that the visibility of the selected actions can be calculated at signable document level using app.ducx Expression.
- *Calculate visibility for Actions of Documents*  
Specifies that the visibility of the selected actions can be calculated at document level using app.ducx Expression.
- *Calculate Visibility for Actions of External Areas*  
Specifies that the visibility of the selected actions can be calculated at the level of external areas using app.ducx Expression.
- *Calculate visibility for Actions of Confidential Areas*  
Specifies that the visibility of the selected actions can be calculated at the level of confidential areas using app.ducx Expression.

#### Tab "Forms and Properties"

- *Calculate Visibility for Forms of Contracts*  
Specifies that the visibility of the selected form pages of the settings of a contract can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of Legal Files*  
Specifies that the visibility of the selected form pages of the settings of a legal file can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of Requests*  
Specifies that the visibility of the selected form pages of the settings of a request can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of Signable Documents*  
Specifies that the visibility of the selected form pages of the settings of a signable document can be calculated using app.ducx Expression.
- *Calculate Visibility for Forms of External Room*  
Specifies that the visibility of the selected form pages of the settings of an external room can be calculated using app.ducx Expression.

- *Calculate Visibility for Forms of Confidential Room*  
Specifies that the visibility of the selected form pages of the settings of a confidential room can be calculated using app.ducx Expression.

#### Tab "Widgets"

- *Contract Folder Widgets (Select to Hide)*  
The selected widgets will be hidden from the dashboard of the contract folder.
- *Legal Area Widgets (Select to Hide)*  
The selected widgets will be hidden from the dashboard of the legal area.

## 6.4 Creating a Configuration List

In order to create a new configuration list, proceed as follows:

1. Navigate into the contract manager configuration. Navigate into the contract manager configuration.
2. Click the action "Create Configuration List".
3. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.
4. In the field *Name*, enter a name for the configuration list.
5. Optionally, in the field *Subject*, enter a fitting subject for the configuration list.
6. Optionally, in the field *Superordinate List*, define which other configuration list should be superordinate to the current one.  
Further information can be found in chapter 6.6 "Chaining Several Configuration Lists".
7. Switch to the "Roles" tab.
8. In the field *Primary Contact*, enter the primary contact for the current configuration list.
9. Click on "Next".

#### Note:

- Defining signers is not relevant in the configuration list.
- Defining approval levels is not relevant in the configuration list.

## 6.5 Defining an Assignment

The definition of assignments is described in chapter 7.1.1 "Managing Assignment Targets".

The creation of assignment instances is described in chapter 7.2.4 "Creating an Assignment Instance".

## 6.6 Chaining Several Configuration Lists

In many cases, one configuration list suffices to manage the desired assignment targets (and their respective instances) used in contract folders/legal areas in order to meet the needs of the organization.

However, in more complex organizations with numerous departments and areas of responsibility, this setup may no longer be enough. Thus, it is possible to distribute the management of the assignments between several configuration lists. This way, for example, the members or teams in charge of certain assignment targets can be granted finely graduated

access rights. Several configuration lists, superordinate to each other, can form a chain that organizes the access rights for numerous involved members and add up the assignments. Hence, the configuration list at the end of the chain provides all available assignment targets. All the aspects and considerations involved are listed below.

### Formal Responsibility

In a company, there are, among others, the departments "IT Services", "Marketing" and "Engineering". The management of software licenses is within the scope of IT Services, brands are a matter of Marketing and product development lies in the jurisdiction of Engineering.

### Assignments

In order to represent these responsibilities in the contract manager, these departments are in charge of the assignment target "Licenses", "Brands" and "Products" respectively. The departments are allowed to create and manage concrete assignment instances for licenses, brands and products.

### Configuration Lists

Each assignment target is managed within a separate list. It follows that the configuration list "CL 1" contains instances of licenses, list "CL2" contains instances of brands, and "CL3" contains instances of products.

### Access Rights

For this purpose, members of the respective departments are granted access. Members of IT Services are given Change Access in list "CL1", members of Marketing have Change Access in "CL2", and Engineering has Change Access in "CL3".

### Structure

The configuration list "CL1" is subordinate to "CL2", while "CL2" is subordinate to "CL3". The list "CL3" is then made to be superordinate to a contract folder or a legal area.

### Result

The configuration list CL3 is superordinate to a contract folder or legal area and, due to the chaining, allows access to all assignment instances of licenses, brands and products. The access rights for the individual licenses, brands and products are finely graduated as well and, furthermore, all responsibilities are distributed in a concise and comprehensible manner.

In a scenario such as this, it is advisable to name the configuration lists in a meaningful naming scheme, combining words and numbers. By doing this, in selecting the corresponding superordinate list (e.g. CL1 subordinate to CL2 subordinate to CL3, etc.), one can infer which further settings will be available due to the selection made.

For example: "CL1-IT/Licenses", "CL2-Markting/Brands" and "CL3-Engineering/Products".

## 6.7 Dissolving a Configuration List

Dissolving configuration lists is equivalent to contract folders (see chapter 4.12 "Dissolving a Contract Folder").

## 6.8 Access Rights

Defining access rights in configuration lists is equivalent to contract folders (see chapter 4.13 "Access Rights").

## 7 Assignments

In Fabasoft Contracts, assignments are used to manage and organize contract manager files. For example, a contract is contained in a contract folder that defines the scope of the contract's settings. However, that alone does not provide any concrete information about who the contractual partner is, if said partner is a customer or a supplier, or if the contract is associated with a certain project. Hence, assignments fulfill the purpose of providing such information quickly and clearly.

Assignments are an umbrella term for assignment target and assignment instances. Assignment targets such as the previously mentioned suppliers, customers and projects are effectively containers. They are superordinate to concrete assignment instances, e.g. meaning suppliers A and B, customers C and D, as well as projects E1 to F9.

In contract folders, legal areas, and configuration lists, assignment targets can be managed and concrete assignment instances can be created. In addition to the, contract folders and legal areas can also use assignment targets. This means that if said contracts folders and legal areas are subordinate to a configuration list, all assignment targets managed therein (as well as their respective assignment instances) can be accessed.

By default, a contract manager file is assigned to one instance per target. However, several instances per target are possible as well. An example to better illustrate the idea: A legal file can access the previously mentioned assignment targets "Suppliers", "Customers" and "Projects". It could thus be assigned to one supplier instance, two customer instances and for project instances – all at the same time.

### 7.1 Assignment Targets

Assignment targets are tools for classification that can be associated with contract manager files in order to organize and file them in a more structured manner. The numerous assignment targets' behavior is virtually identical, yet can be clearly distinguished due to their name.

The following assignment targets are available:

- Suppliers
- Customers
- Clients
- Corporations
- Committees
- Unions
- Companies
- Scopes
- Industries
- Areas

- Brands
- Products
- Projects
- Licenses
- Business Units
- Cost Types
- Cost Centers
- Profit Centers

You can assign contracts, legal files and requests to e.g. desired supplier in order to illustrate the context in which the file finds itself. For example, if two contracts are both assigned to supplier A and project B, one of the contracts might still be assigned to cost center A, while the other is assigned to cost center B.

Consequently, the use of assignments allows you to manage and organize your contract manager files in more detail than by just using contract manager lists.

### 7.1.1 Managing Assignment Targets

Contract manager lists (i. e. contract folders, legal areas, configurations lists) can manage assignment targets and create concrete assignment instances.

**Note:** In order to make the topic easier to grasp, the assignments are consistently explained using the example of suppliers.

In order to manage an assignment target, proceed as follows:

1. Navigate into the desired contract manager list.
2. Click the action "Settings".
3. Switch to the tab "Assignments".
4. Activate the management of the desired assignment target. If, for example, you want to manage suppliers in a contract folder, activate the options *Manage Suppliers* and *Use Suppliers*.

**Note:** The second option is not available in configuration lists.

5. If you want to add a default category to new instances of assignment targets, you can do so as well. If a category should be added to new suppliers, define one in the field *Default Category for New Suppliers*.

**Note:** The category must be the released version of a form.

6. Click on "Next".

### 7.1.2 Using Assignment Targets

Contract folders and Legal Areas can also use assignment targets and their instances. This means that if a configurations list is superordinate to contract folders and legal areas, they can access the assignment targets therein.

In order to assign contract manager files to a certain assignment instance, the usage of the corresponding assignment target must be active in the desired contract folder or legal area.

In order to use an assignment target, proceed as follows:

1. Navigate into the desired contract folder or legal area.



2. Click on "Settings".
3. Switch to the tab "Assignments".
4. Activate the usage of the desired assignment target. If you want to use, for example, suppliers as assignment targets, activate the option "Use Suppliers".  
**Note:** This field is only visible if the option *Manage Suppliers* is active in the superordinate configuration list.
5. If you want to assign a contract or a legal file to several instances of the same assignment target, activate the option *Multiple* (e.g. if a contract relates to several suppliers).
6. If the instances of the assignment target should be displayed as a pick list in the contract or legal file, activate the option *Use Pick List*. This is recommended if only few instances of a target exist.
7. Click on "Next".

**Note:**

- If assignment targets are managed or used in a contract manager list, the contract manager dashboard or the dashboard of the contract or legal file displays a distinct area for each assignment target (for example "My Suppliers" in the case of suppliers).
- You can see only targets and instances that you have access rights to via the corresponding contract manager list.

## 7.2 Assignment Instances

Assignment instances are the concrete derivations of assignment targets, for example the suppliers A and B, customers C and D, as well as projects E1 to F9.

### 7.2.1 Areas

Assignment target are divided into the following areas:

- *Contracts*  
Displays the contracts that are assigned to the supplier.
- *Legal Files*  
Displays the legal files that are assigned to the supplier.
- *Requests*  
Displays the requests that are assigned to the supplier.
- *Assigned Contract Folders*  
Displays the contract folders that are assigned to the supplier.
- *Assigned Legal Areas*  
Displays the legal areas that are assigned to the supplier.
- *Documents*  
Displays the documents provided by the supplier (see chapter 18 "Imports").

**Note:**

- The areas "Contracts" and "Assigned Contract Lists" are only visible if a contract folder is subordinate to a configuration list managing suppliers (see chapter 4.5 "Managing Configuration Lists").

- The areas "Legal Files" and "Assigned Legal Areas" are only displayed if a legal area is subordinate to a configuration list managing suppliers (see chapter 5.5 "Managing Configuration Lists").
- The "Requests" area is only displayed if the option *Allow Requests* is active in the contract folder or legal area that is subordinate to a configuration list wherein suppliers are managed (see chapter 11.4 "Allowing Requests").

### 7.2.2 Actions

You can perform the following actions:

- *Create Contract*  
Creates a new contract.  
Further information can be found in chapter 9.4 "Creating a Contract".  
**Note:** This action is only visible if there is at least one contract folder in the configuration.
- *Create Legal File*  
Creates a new legal file.  
Further information can be found in chapter 10.4 "Creating a Legal File".  
**Note:** This action is only visible if there is at least one legal file in the configuration.
- *Create Request*  
Creates a new request.  
Further information can be found in chapter 11 "Requests".  
**Note:** This action is only visible if there is at least one contract folder or legal area in the configuration wherein the option *Allow Requests* is active.
- *Add Remark*  
Adds a remark. In this dialog, you can also paste shortcuts to documents or upload them from the file system.
- *Refresh*  
Refreshes the object.
- *Consolidate*  
Replaces the current assignment instance with another.
- *Create Report <report name>*  
Creates a report based upon a report template.  
**Note:** This action is only visible if a report template is available for this area. Further information can be found in chapter 3.11 "Reports".
- *Properties*  
Opens the properties of an assignment instance.

### 7.2.3 Properties

In the properties of an assignment instance, you can specify the following:

#### Tab "Permissions"

- *Contract Manager List*  
Defines the contract manager list wherein the assignment instance is managed.
- *Signers*  
Defines one or more signers for the assignment instance. The order in which signers are entered is the same order in the signature process.

- *Full Control for all External Rooms in Assigned Contract Manager Files*  
Grants full control to members in external rooms in the "Documents" area of assigned contract manager files.
- *Change Access for all External Rooms in Assigned Contract Manager Files*  
Grants change access to members in external rooms in the "Documents" area of assigned contract manager files.
- *Read Access for all External Rooms in Assigned Contract Manager Files*  
Grants read access to members in external rooms in the "Documents" area of assigned contract manager files.  
**Note:** Further information can be found in chapter 9.21 "External Room".
- *Full Control for all Assigned Contract Manager Lists and Files*  
Grants full control to members in external rooms in the "Documents" area of assigned contract manager lists and files. Additionally, these members must at least hold restricted access rights in the corresponding contract manager lists and files.
- *Change Access for all Assigned Contract Manager Lists and Files*  
Grants change access to members in external rooms in the "Documents" area of assigned contract manager lists and files. Additionally, these members must at least hold restricted access rights in the corresponding contract manager lists and files.
- *Read Access for all Assigned Contract Manager Lists and Files*  
Grants read access to members in external rooms in the "Documents" area of assigned contract manager lists and files. Additionally, these members must at least hold restricted access rights in the corresponding contract manager lists and files.
- *Available for Assignments by Users with Read/Restricted Access*  
Defines if users with read access or restricted access are allowed to access and configure the assignment instance.
- *Escalation Contacts*  
Defines escalation contacts for the assignment instance. These are comparable to the primary contacts of contract folders or legal areas, and have read access to the contract manager files that the assignment instance is assigned to.  
**Note:**
  - This field is only visible if there is at least one member defined in any of the fields ending with *for all External Rooms in Assigned Contract Manager Files* or *for all Assigned Contract Manager Lists and Files*.
  - If necessary, the list of escalation contacts can be used as a role in the workflow of a process lane. If the deadline of a workflow activity is exceeded, an escalation is sent to these members.
- *Assigned Contract Folders*  
Displays the contract folders assigned to the instance.
- *Assigned Legal Areas*  
Displays the legal areas assigned to the instance.

#### Tab "Address"

- *Official Name*  
Defines the official name of the assignment instance.
- *Alternative Names*  
Defines alternative names of the assignment instance.

- *Street, Zip code, City, Country*  
Defines the address data of the assignment instance.
- *Billing Information*  
Defines the billing information of the assignment instance.

#### Tab “Remarks”

- *Enter Remark*  
Allows adding remarks.
- *Add Attachments*  
Allows adding attachments.

### 7.2.4 Creating an Assignment Instance

In order to create an instance of an assignment target (e.g. supplier), proceed as follows:

1. Navigate into the desired configuration list, contract folder or legal area.
2. Navigate, for example, into the area “Suppliers”.
3. Click the action “Create Supplier”.
4. In the field *Name*, enter the name of the supplier.
5. Optionally, in the field *Subject*, enter a description of the supplier.
6. Click on “Next”.

### 7.2.5 Defining Permissions

In order to grant change access to specific members to allow them to see, for example, all contracts assigned to a supplier, proceed as follows:

1. In the contract manager dashboard, navigate into the area “My Suppliers”.
2. Navigate into the desired supplier and click the “Properties” action.
3. In the field *Change Access for all Assigned Contract Manager Lists and Files*, add the desired members.
4. Click on “Next”.
5. Navigate into the contract folder containing the contracts assigned to the supplier.
6. Click the “Team” action and grant restricted access to the same members that you granted access rights in the supplier before.

**Note:** This set of instructions is exemplary for numerous permissions that can be granted in an assignment instance that is assigned to any kind of contract manager list and file. Other permissions may better meet your requirements (see chapter 7.2.3 “Properties”).

### 7.2.6 Defining Address Data

You can also add address data to an assignment instance. This is helpful especially when an instance is used as a standard signatory and its address needs to be managed (see chapter 8.1.2 “Managing Signatories via Assignment Instances”).

In order to add address data to an assignment instance, proceed as follows:

1. Navigate into the desired assignment instance.

2. Click the "Properties" action.
3. Switch to the tab "Address".
4. Enter the address data.
5. Optionally, in the field *Alternative Names*, enter further names for assignment instance as free text.
6. Optionally, in the field *Billing Information*, enter relevant billing information as free text.
7. Click on "Next".

### 7.2.7 Consolidating an Assignment Instance

Consolidating an assignment instance replaces the current instance with another. In the course of this, all assigned contract manager lists and files are assigned to the selected target instance.

In order to consolidate an assignment instance, proceed as follows:

1. Navigate into the desired assignment instance.
2. Click the "Consolidate" action.
3. In the dropdown menu, select the desired target instance.
4. Click on "Next".

All assignments are then moved to the target instance, while the original instance is left empty.

### 7.2.8 Creating a File From an Assignment Instance

In order to create a new contract manager file from an assignment instance and have both objects reference each other, proceed as follows:

1. Navigate into the desired assignment instance.
2. Click the desired action ("Create Contract", "Create Legal File", or "Create Request") and enter the metadata of the contract manager file.  
**Note:** If necessary, follow the instructions in chapters 9.4 "Creating a Contract", 10.4 "Creating a Legal File", or 11.5 "Creating a Request".
3. The contract manager file and the assignment instance now reference each other.

**Note:** If you have configured the use of structural thesauri in the contract manager configuration, this may change the create dialog. Further information can be found in chapter 3.10 "Structural Thesauri".

## 8 Signatories

Fabasoft Contracts does not only come with an array of tools to manage contracts, but also considers the management of signatories and their data. The current chapter illustrates various ways to do so.

**Note:** The app allows parallel use of all the methods of signatory management laid out in this chapter. Hence, make sure to use the correct columns in an Excel worksheet if you decide to import contract metadata (see chapter 18.4 "Importing a Contract/Legal File via an Excel").

## 8.1 Standard Signatory Management

Using the data of signatory objects requires the definition of standard signatories. Those can either be assignment instances or objects from the contact management app (i. e. objects of the types "Contact Person" and/or "Organization").

The decision for or against standard signatories can be made per individual contract folder.

### 8.1.1 Managing Signatories via Contact Management

This method of signatory management uses the connection to the contact management app. Given the proper configuration, contact persons and/or organizations are supplied to the Fabasoft Contracts.

This method is recommended to new customers in particular because the contact management can import data from external sources (e.g. SAP) and thus avoid redundancies and overhead in the data administration.

#### Note:

- Make sure that the contact management has been activated in your organization settings and that you have the proper license if you want to make the following settings. If necessary, read the chapter "[License Management](#)" in the document "Administration Help Fabasoft Cloud".
- If necessary, read the complementing chapter "[Contact Management](#)" in the document "User Help Fabasoft Cloud".

#### 8.1.1.1 Defining a Default Contact Room

A contact room houses objects whose metadata contain contact information. Such a room can be defined in the contract manager configuration, which makes the contact information of the room's subordinate objects available to all contract folders. With this setting made, a default contact room can also be defined per individual contract folder. Up next, both options are explained.

#### Contract Manager Configuration

In order to manage contact data from the contact management in the contract manager configuration, proceed as follows:

1. Navigate to "Home".
2. Navigate into the contact management dashboard.
3. Click the action "Create Contact Room".
4. Enter the desired name of the contact room.
5. Click on "Next".
6. In the context menu of the new contact room, click the action "Copy".
7. Navigate to "Home" and back into the contract manager.
8. Navigate into the contract manager configuration.
9. Click the "Settings" action.
10. Switch to the tab "Administration".

11. Right-click into the field *Default Contact Room* in order to open the context menu and click the entry "Paste: Contact Room <name of copied contact room>".
12. Click on "Next".

## Contract Folder

In order to manage contact data from the contact management in a contact folder when a contract room is already defined in the contract manager configuration, proceed as follows:

1. Create a new contract room, copy it, and navigate back into the contract manager (see previous set of instructions).
2. Navigate into the desired contract folder.
3. Click the "Settings" action.
4. Switch to the tab "Administration".
5. Navigate to the field *Standard Signatories* and activate the option *Contact Person* and/or *Organization* in order to make the field *Default Contact Room* visible.
6. Right-click into the field *Default Contact Room* in order to open the context menu and click the entry "Paste: Contact Room <name of copied contact room>".
7. Click on "Next".

### Note:

- When a new contact for a contract is created and a default contact room has been defined, the "Contact Room" field will be prefilled with this default contact room.
- By making this setting in the contract manager configuration or in the contract folder, instances of both the object types "Contact Person" and "Organization" in the linked contact room are assigned the default category "Contractual Partner". This category regulates the connection of the new object to the contract manager (see Contract Room > action "Settings" > tab "Default Values" > field "Default Categories").
- The category "Contractual Partner" creates the area "Contract Documents" which is also visible (as "Signatory Documents") in a contract having a contact person or an organization for a standard signatory (see chapter 9.1 "Areas"). The area can be used manage all relevant signatory documents in one place, for example certifications, documents, and attestations. Furthermore, the category "Contractual Partner" also creates the area "Further documents", in which documents can be managed, which are not to be stored directly on the contract, but are still relevant for the contract partner.
- If you define an existing contact room as the default contact room in the contract manager configuration and said room already contains contact objects, these objects must be assigned the category "Contractual Partner" manually. Otherwise they cannot be made available in the contract manager.
- In order to use contact objects in the contract manager, all members allowed to create contracts must at least hold read access to the corresponding contract room as well.  
**Note:** In the interest of complying with General Data Protection Regulation guidelines, contact rooms and members granted access to said rooms must be configured so that only the contact objects relevant to the appropriate contract folders are available.

### 8.1.1.2 Creating a Contact Object

In order to create a new contact person or organization, proceed as follows:

1. Create a new contact person or organization.  
If necessary, follow the instructions in the chapter "[Contact Management](#)" in the document "User Help Fabasoft Cloud".
2. Before clicking the "Create" button, switch to the "Permission" tab and enter the desired members in the field *Signers*.

### 8.1.1.3 Defining a Standard Signatory

In order to define standard signatories, proceed as follows:

1. Navigate into the desired contract folder.
2. Click the action "Settings".
3. Switch to the tab "Administration".
4. In the field *Standard Signatories*, activate the desired signatories (*Contact Person* and/or *Organization*).
5. Click on "Next".

### 8.1.1.4 Managing Address Data

This chapter is relevant if the following applies:

- The contact management receives contact data from an external source but are not restored to said source.
- The members only have read access to their respective contact rooms.

In any case, changing the contact data via the contract manager or the contact management would be without effect or impossible to do directly.

The instructions in this chapter are meant to illustrate a couple of ways to tackle this potential problem.

**Note:** The following instructions must not be implemented without prior consultation with the contract manager administrator and the members in charge of the previously mentioned data source in order to prevent data loss and/or administrative overhead.

#### Immutable Address Data

In order to make the address data of contact object immutable, proceed as follows:

1. Navigate into the desired contract folder.
2. Click the action "Settings".
3. Switch to the tab "Administration".
4. Activate the option *Address Data not Changeable for Contact Management Objects*.
5. Click on "Next".
6. Repeat this procedure in every contract folder using standard signatories.

#### Instigating Changes

In order to change the address data of signatories, choose one of the following options:

- Define a BPMN process that informs the members in charge of the data source of your change request.



- Convey your change request via the support button to the support team who then relay the change request to the members in charge.
- Send your change request to the members in charge via e-mail.

**Note:** The options mentioned are only a few of the possibilities and raise no claim to completeness. The concrete implementation within your organization may, however, be completely different from any of the suggestions presented here.

### 8.1.2 Managing Signatories via Assignment Instances

Not only can you employ assignment instances to keep your contracts well-organized but you can also add address data and make them usable as signatories.

In order to make the necessary settings, proceed as follows:

1. Add the address data to the desired assignment instance or change existing data.  
If necessary, follow the instructions in chapter 7.2.6 "Defining Address Data".
2. Define those assignment targets as standard signatories whose instances you want to use as signatories.  
If necessary, follow the instructions in chapter 8.1.1.3 "Defining a Standard Signatory" and select the desired assignment targets instead of contact objects.

Further information can be found in chapter 7 "Assignments".

## 8.2 Manual Signatory Management

In Fabasoft Contracts, names and contact data of signatories must be entered manually by default.

Upon creating a new contract, at least the name of signatory must be provided, while all other metadata can be added later on (see chapter 9.4 "Creating a Contract").

**Note:** This method of data management is mostly common during the trial period when new members and interested users familiarize themselves with the functionals of Fabasoft Contracts. After that, it is recommended to use a different method of signatory management.

## 8.3 Contract Manager Tabs in Contact Management

### Tab „Report Data“

**Note:** This tab is only visible if the user has a "Fabasoft DORA" license.

- *Type of Company*  
Determines the Type of Company.  
**Note:**
  - Basis for DORA report field: RT.01.02.0040
  - Basis for EBA outsourcing register report field: 130
- *Latin Name*  
Determines the name of the company in Latin spelling.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.05.01.0060

- *Date of Last Update*  
Defines the date of the last update of the ICT third-party service provider in regards to the register of information.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.02.0070
- *Date of Integration in the Register of Information*  
Defines the date of integration in the register of information for the ICT Third-Party Service Provider.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.02.0080
- *Date of Deletion in the Register of Information*  
Defines the date of deletion of the ICT Third-Party Service Provider from the register of information.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.02.0090
- *Intragroup Contractor for Sub-Outsourcing*  
Defines the type of intra-group contractual partner for sub-outsourcing.  
**Note:**
  - Basis for EBA outsourcing register report field: 417
- *Type of Person of the ICT Third-Party Service Provider*  
Determines the type of the ICT Third-Party Service Provider.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.05.01.0070
- *LEI (Legal Entity Identifier)*  
Determines the Legal Entity Identifier of the organization for the report.  
**Note:**
  - Potential basis for DORA report fields: RT.02.02.0030, RT.02.02.0040, RT.03.02.0020, RT.03.02.0030, RT.05.01.0010, RT.05.01.0020, RT.05.02.0030, RT.05.02.0040, RT.05.02.0060, RT.05.2.0070, RT.07.01.0020, RT.07.01.0030
  - Potential basis for EBA outsourcing register report fields: 020, 050, 080
- *EUID*  
Determines the EUID of the organization for the report.  
**Note:**
  - Potential basis for DORA reporting fields: RT.02.02.0030, RT.02.02.0040, RT.03.02.0020, RT.03.02.0030, RT.05.01.0010, RT.05.01.0020, RT.05.01.0030, RT.05.01.0040, RT.05.02.0030, RT.05.02.0040, RT.05.02.0060, RT.05.2.0070, RT.07.01.0020, RT.07.01.0030

- *Type of Code to Identify the ICT Third-Party Service Provider*  
Defines the type of code to identify the third-party ICT provider.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Potential basis for DORA reporting fields: RT.02.02.0040, RT.03.02.0030, RT.05.01.0020, RT.05.01.0040, RT.05.02.0040, RT.05.2.0070, RT.07.01.0030
  - If a selection is made for this field, a country must be defined in the 'Address' tab in the 'Addresses' list in the first entry of the list. This country specifies the issuing country of the code specified here.
- *ICT Third-Party Service Provider Code*  
Determines the code used to identify the ICT Third-Party service provider.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Potential basis for DORA report fields: RT.02.02.0030, RT.03.02.0020, RT.05.01.0010, RT.05.01.0030, RT.05.02.0030, RT.05.02.0060, RT.07.01.0020
- *Total Annual Expenditure or Estimated Costs for the Third-Party ICT Service Provider*  
Determines the total annual expenditure or estimated costs for the third-party ICT Service Provider.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.05.01.0090, RT.05.01.0100
- *Ultimate Parent Company*  
*Determines the ultimate parent company of the ICT Third-Party Service Provider.*  
**Note:**
  - The metadata stored for the organisation selected here is used when generating DORA reports for the fields RT.05.01.0110 and RT.05.01.0120.
  - The metadata stored for the organisation selected here is used when generating EBA outsourcing register reports for the fields 145, 146, 150, 160
- *Country of the ICT Third-Party Service Provider's Headquarters*  
Determines the country of the ICT Third-Party Service Providers headquarter.  
**Note:**
  - This field is only visible if the value *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for EBA outsourcing register report field: 110
- *Competent Authority*  
Determines the competent authority pursuant to Article 46 of Regulation (EU) 2022/2554 to which the information register is reported.  
**Note:**
  - This field is only visible if a value other than *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.01.0050

- Basis for EBA outsourcing register report field: 140
- *Assets Reporting Period*  
Determines the value of the total assets of the financial company.  
**Note:**
  - This field is only visible if a value other than *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.01.0110
- *Hierarchy of the Entity within the Group*  
Determines the hierarchy of the entity within the group.  
**Note:**
  - This field is only visible if a value other than *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.02.0050
- *Direct Parent Company*  
Determines the direct parent company of the company reported in the information register.  
**Note:**
  - This field is only visible if a value other than *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - When generating DORA audit reports, company structures are recognised by companies entered in this field.
  - The metadata stored for the organisation selected here is used when generating DORA reports for the field RT.01.02.0060
- *Branch*  
Determines whether a branch of a financial company should be identified.  
**Note:**
  - This field is only visible if a value other than *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.03.0030
- *Unique Branch Key*  
Determines the unique key of the branch.  
**Note:**
  - This field is only visible if a value other than *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - Basis for DORA report field: RT.01.03.0010
- *Branch: Company*  
Determines the branch.  
**Note:**
  - This field is only visible if a value other than *Non-Financial Entity: ICT Third-Party Service Provider* was selected for the field *Type of Company*.
  - The metadata stored for the organisation selected here is used when generating DORA reports for the field RT.01.03.0020

**Tab „Functions“**

**Note:** This tab is only visible if the user has a "Fabasoft DORA" license and if the field *Type of Company* in tab *Report Data* has not been set to *Non-Financial Entity: ICT Third-Party Service Provider*.

- *Function*  
Determines the name of the function.  
**Note:**
  - Basis for DORA report field: RT.06.01.0030
  - Basis for EBA outsourcing register report field: 220
- *Function ID*  
Determines the ID of the function.  
**Note:**
  - Financial entities must include a unique identifier, the 'function identifier', for each combination of LEI, licensed activity and the function of a financial entity.
  - The value of this field is automatically generated.
  - Basis for DORA report field: RT.06.01.0010
- *Organisation*  
Determines the Organization of the function.
- *LEI of Financial Company*  
Determines the Legal Entity Identifier of the financial company.  
**Note:**
  - This field is automatically filled with the LEI of the organisation on which the function was defined. This must be defined in the *Report Data* tab.
  - Basis for DORA report field: RT.06.01.0040
- *Activities and Services*  
Determines the activities and services in the function.  
**Note:** Basis for DORA report field: RT.06.01.0020
- *Evaluation of Criticality or Importance*  
Determines whether the criticality or importance of the function should be evaluated.  
**Note:** Basis for DORA report field: RT.06.01.0060
- *Supports Time-Critical Business Processes*  
Determines whether the function supports time-critical business processes.  
**Note:** Basis for EBA outsourcing register report field: 510
- *Brief Explanation of the Reasons for Classifying the Function as Critical or Important*  
Determines the explanation of the reasons for classifying the function as critical or important.  
**Note:**
  - This field is only visible if the value *Yes* has been selected for *Evaluation of Criticality or Importance*.
  - Basis for DORA report field: RT.06.01.0070
- *Date of the Last Assessment of Criticality or Importance*  
Determines the date of the last evaluation of the criticality or importance of the function.  
**Note:** Basis for DORA report field: RT.06.01.0080
- *Date of the Next Assessment of Criticality or Importance*  
Determines the date of the next evaluation of the criticality or importance of the function.

- *Objective of the Function Recovery Time (in Hours)*  
Determines the target of the function's recovery time in hours.  
**Note:** Basis for DORA report field: RT.06.01.0090
- *Objective of the Function Recovery Point (in Hours)*  
Defines the target of the function's recovery point.  
**Note:** Basis for DORA report field: RT.06.01.0100
- *Function Requires Authorisation*  
Defines the relationship between the function and functions requiring authorisation.  
**Note:** Basis for EBA outsourcing register report field: 223
- *Level 1 Function Category*  
Determines the first-level category of the function.  
**Note:**
  - This field is only visible if the option *Use Function Categories* in the *DORA* tab of the *Configuration* has been set.
  - Values for this field must be defined in the *DORA* tab of *Configuration*.
  - Basis for EBA outsourcing register report field: 221
- *Level 2 Function Category*  
Determines the second-level category of the function.  
**Note:**
  - This field is only visible if the option *Use Function Categories* in the *DORA* tab of the *Configuration* has been set.
  - Values for this field must be defined in the *DORA* tab of *Configuration*.
  - Basis for EBA outsourcing register report field: 222
- *Description*  
Allows for further description of the function.  
**Note:**
  - This field is only visible if the option *Use Function Categories* in the *DORA* tab of the *Configuration* has been set.
  - Basis for EBA outsourcing register report field: 230
- *Effects of Abolition of Function*  
Determines the effects of removing the function.  
**Note:**
  - Basis for DORA report field: RT.06.01.0110
  - Basis for EBA outsourcing register report field: 490

## 9 Contracts

Fabasoft Contracts supports you in managing your existing and new contracts with a host of different use cases. If you already have physical contracts and you want to migrate them via import, read up on the relevant use cases in chapter 18 "Imports".

**Note:** Contracts, requests and legal files are also called "contract manager files". Similarly, contract folders, legal areas and configuration lists are summarized by the umbrella term "contract manager lists", and both terms are frequently used throughout this document.

## 9.1 Areas

Contracts are divided into the following areas:

- *Tasks*  
Displays the tasks of the contract.
- *Assigned Legal Files*  
Displays the legal file created from the current contract.
- *Documents*  
Displays the documents of the current contract.
- *All Documents*  
Displays the documents of the current contract without folder hierarchies.
- *Received Requests*  
Displays the requests received in the current contract.
- *Previous Contracts*  
Displays the contracts that preceded the current contract.  
**Note:** This area is only visible if the current contract is the following contract to another.
- *Documents from Previous Contracts*  
Displays the documents from the contracts that preceded the current contract.  
**Note:** This area is only visible if the current contract is the following contract to another.
- *Subordinated Contracts*  
Displays the contracts that are subordinated to the current contract.  
**Note:** This area is only visible if the current contract has subordinated contracts.
- *Documents from Subordinated Contracts*  
Displays the documents of the subordinated contract.  
**Note:** This area is only visible if the current contract has subordinated contracts.
- *Superordinated Contract*  
Displays the contract that is superordinate of the current contract.  
**Note:** This area is only visible if the current contract is a subordinated contract.
- *Documents from Superordinated Contract*  
Displays the documents of the superordinate contract.  
**Note:** This area is only visible if the current contract is a subordinated contract.
- *Other Signatory Contracts*  
Displays further contracts of the signatory.
- *Signatory Documents*  
Displays the documents of the signatory.  
**Note:** This area is only visible if the signatory is a contact object with the category "Contractual Partner" (see the notes in chapter 8.1.1.1 "Defining a Default Contact Room").
- *History*  
Displays the changes in the contract metadata.
- *AI Check Results*  
Shows all results of the AI checks of a contract in a bar chart.

**Note:** Some areas are only visible if there is at least one entry.

## 9.2 Actions

You can perform the following actions:

- *Perform AI Check*  
Allows you to start an AI check on the contract. Only those check catalogs are offered that match the respective contract type.  
**Note:** This action is only offered with a valid Fabasoft Contracts AI license.
- *Open Contract*  
Opens the properties of the contract in a split (two-part) view.  
In this view, the properties of the contract are displayed alongside the PDF preview of documents contained in the contract, given that at least one document exists. If there are several documents, you can switch between them via a button.
- *Manage Assignments*  
Opens a list of available assignments to assign the contract to them.  
**Note:** This action is only visible if the superordinate contract folder manages or uses at least one assignment.
- *Create Subordinated Contract*  
Creates a new contract that is subordinate to the current contract.
- *Create Following Contract*  
Creates a new contract that follows the current contract.
- *Create Request*  
Creates a request that is visible to the administrators of the contract.  
Further information can be found in chapter 11 "Requests".  
**Note:** A request can only be created in a contract if the option *Allow Requests* is active in the superordinate contract folder.
- *Create Legal File*  
Creates a legal file from a contract, allows to define its properties and upload documents.  
**Note:** This action is only visible if there is a legal area in the contract manager configuration.
- *Upload*  
Uploads files and/or documents.
- *Define Tasks/Manage Tasks*  
Defines a new task for the contract. If there are tasks already, you can manage them in a dialog.
- *Start Process*  
Defines and starts adhoc process, and also offers the option to execute a pre-defined BPMN process.
- *Start Signature Process*  
Starts the signature process for the contract.  
**Note:** This action is only visible if there is at least one document in the "Documents" area.
- *Set/Remove Legal Hold*  
Sets or removes a legal hold for the current contract.
- *Update Settings*  
Updates the background tasks of the current contract.  
**Note:** Users have the option of deciding whether the documents of the selected contract should also be updated.



- *Refresh Statistics*  
Allows the updating of graphics in certain widgets that contain statistics. As this operation is computationally intensive, it is performed in the background and can take up to several minutes.  
**Note:** Each graphic that can be updated creates its own submenu. If no solution is licensed for you that generates such graphics, the button disappears.
- *Add Remark*  
Adds a remark to the contract. In the dialog, you can also paste shortcuts to documents or upload them from the file system.
- *Add Internal Remark*  
Adds an internal remark to the contract. This remark is not visible to members holding restricted access in the superordinate contract folder. In the dialog, you can also paste shortcuts to documents or upload them from the file system.
- *Properties*  
Opens the properties of the contract.

### 9.3 Properties

In the properties of a contract, you can specify the following:

#### Tab "Contract"

- *Contract Folder*  
Contains the contract folder that the contract is assigned to.
- *Superordinated Contract*  
Indicates the name of the superordinated contract.  
**Note:**
  - This field is only visible if the current contract is subordinated to another contract.
  - The metadata stored in the contract specified here is used to fill the following DORA report field: RT.02.01.0030
- *Reference Additional Contract Folders*  
If this option is active, you can add further contract folders in the field *Additional Contract Folders* to reference the contract therein. Members holding access rights to these additional contracts are then granted access to the contract in said additional contract folders if they also hold at least restricted access in the contract folder wherein the contract originates.  
**Note:**
  - This field is only visible if there is at least one more contract folder.
  - If you assign a contract to additional contract folders, it is displayed there in the area "Referenced Contracts".
- *Additional Contract Folders*  
Defines additional contract folders in which the contract should be referenced.  
**Note:** This field is only visible if the setting *Reference Additional Contract Folders* is active.
- *Previous Contract*  
Defines the previous contract that the current one succeeds.  
**Note:** This field is only visible if the current contract has a preceding contract.

- *Following Contract*  
Defines the following contract that the current one precedes.  
**Note:** This field is only visible if the current contract has a preceding contract.
- *Subordinated Ordinal*  
Defines the ordinal of a contract that is subordinate to another contract.  
**Note:** This field is only visible if the contract is a subordinate contract.
- *Year*  
Contains the year when the contract was created.
- *Ordinal*  
Contains the ordinal that the contract was assigned upon creation in the contract folder.
- *State*  
Defines the state of the contract.  
For example, if you want to indicate that a contract is not finished yet, define the state "Draft". When a contract ends, the state is automatically set to "Inactive". The various states sequentially describe all stages from the first draft up to expiration.  
**Note:** Members holding full control in the contract folder can define a value in the field *Default Contract State* in the "Administration" tab of the contract folder settings which will affect all newly created contracts.
- *ICT Service*  
Determines whether the ICT service is used.  
**Note:** This field is only visible if the user has a "Fabasoft DORA" license and if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- *Outsourcing/External Procurement*  
Determines whether the contract includes an Outsourcing / External Procurement.  
**Note:** This field is only visible if the user has a Fabasoft DORA license and if it has not been hidden in the properties of the contract list containing the contract on the "DORA" tab under "Hidden DORA Elements in Contracts".
- *Supports at Least One Critical or Important Function*  
This field is automatically calculated and set to "true" if the contract supports at least one critical or important function.  
**Note:** This field is only visible if the option *ICT Service* has been selected
- *Mark as not Critical or Important*  
Selecting this field sets the value of *Critical or Important Function* to *false*. If you change the value in this way, a reason must be given in *Reason for not Critical or Important*.  
**Note:** This field is only visible with a valid Fabasoft DORA and if it has been shown in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- *Reason for not Critical or Important*  
Defines the reason why the support of a critical or important function was overwritten as non-critical.  
**Note:** This field is only visible with a valid Fabasoft DORA and if the value of Mark as not Critical or Important has been set to true.
- *Significance of Outsourcing*  
Determines the significance of the outsourcing.  
**Note:**

- This field is only visible if the user has a Fabasoft DORA licence and if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- Basis for EBA outsourcing register report field: 270
- *Significance Evaluated on*  
Determines the last date of the evaluation of the significance.  
**Note:**
  - This field is only visible if the user has a Fabasoft DORA licence and if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 290
- *Reasons for Criticality or Importance*  
Determines the reasons for the criticality or importance.  
**Note:**
  - This field is only visible if the user has a "Fabasoft DORA" license and the value of *Significance of Outsourcing* is "Significant Outsourcing". To hide this field, the option *Reasons for Criticality or Importance* can be activated in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 280
- *Type of Contract Agreement*  
Determines the type of the contractual agreement.  
**Note:**
  - This field is only visible if the user has a Fabasoft DORA licence and if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for DORA report field: RT.02.01.0020
- *Use data from a higher-level contract*  
Determines whether the data of the higher-level contract should be used.  
**Note:** This field is only visible if the contract has a parent contract.
- *Use Multiple Signatories*  
Defines if the contract can be assigned multiple signatories.  
**Note:** This field is only visible if the option *Multiple Signatories* in the "Administration" tab of the superordinate contract folder.
- *Signatory/Signatory List*  
Defines the signatory or the signatories.  
**Note:**
  - If at least one option (e.g. *Contact Person*) is selected in the field *Standard Signatory* in the "Administration" tab of the superordinate contract folder, the selection in the field *Signatory* must be a standard signatory, otherwise the name must be entered manually.
  - If two or more signatories have been added to the list, the option *Use Multiple Signatories* cannot be unselected until only one signatory is in the list.
  - *Standard Signatory* must be used for the correct creation of DORA reports. The contractual partner specified here is used when generating the test reports for elements in tables RT.01.03, RT.02.02, RT.02.03, RT.03.02, RT.03.03, RT.05.01 and RT.07.01.

- *Department*  
Defines the responsible department of the signatory.
- *Signatory Contact*  
*Defines the contact of the signatory. This can be a member or a contact person from the contact management.*
- *E-Mail Address*  
*Defines the e-mail address of the signatory contact.*
- *Contact Information*  
*Defines additional contract information.*
- *External Reference*  
*Defines an external reference for the contract.*
- *Street, Zip code, City, Country*  
*Defines the address data of the signatory.*
- *Telephone Numbers*  
*Defines the telephone numbers of the signatory.*
- *Internal Editor*  
Defines a member as an internal editor for the contract. The internal editor receives change access to the contract and its documents. Furthermore, reminder e-mails are sent to the internal editor by default.  
**Note:** The member defined in the field *Internal Editor* must be assigned a role in the superordinate contract folder.
- *E-Mail Address*  
*Defines the e-mail address of the internal editor.*
- *Internal Purchaser*  
Defines a member as an internal purchaser for the contract. The internal purchaser receives change access to the contract and its documents. Furthermore, reminder e-mails are sent to the internal editor by default.  
**Note:** The member defined in the field *Internal Purchaser* must be assigned a role in the superordinate contract folder.
- *E-Mail Address*  
*Defines the e-mail address of the internal purchaser.*
- *Internal Responsible*  
Defines a member as an internal responsible for the contract. The internal responsible receives read access to the contract and its documents. If there is no member defined in the field *Internal Responsible*, reminder e-mails are sent to the internal responsible by default.  
**Note:** The member defined in the field *Internal Responsible* must be assigned a role in the superordinate contract folder.  
*The read permissions granted are also valid for subordinate contracts (up to 2 levels down) that are in contract lists for which the configured persons or groups otherwise only have restricted rights.*
- *E-Mail Address*  
Defines the e-mail address of the internal editor.
- *Internal Purchaser*  
Defines a member as an internal purchaser for the contract. The internal purchaser receives change access to the contract and its documents. Furthermore, reminder e-mails

are sent to the internal editor by default.

**Note:** The member defined in the field *Internal Purchaser* must be assigned a role in the superordinate contract folder.

- *E-Mail Address*

Defines the e-mail address of the internal purchaser.

- *Internal Responsible*

Defines a member as an internal responsible for the contract. The internal responsible receives read access to the contract and its documents. If there is no member defined in the field *Internal Responsible*, reminder e-mails are sent to the internal responsible by default.

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

The read permissions granted are also valid for subordinate contracts (up to 2 levels down) that are in contract lists for which the configured persons or groups otherwise only have restricted rights.

- *E-Mail Address*

Defines the e-mail address of the internal responsible.

- *Internal Service Provision*

Defines information on the internal service provision as free text.

- *Internal Reference*

Defines the internal reference of the contract.

- *Subject*

Defines the subject of the contract.

- *Contract Subject Matter*

Defines the subject matter of the contract.

- *Description*

Defines the description of the contract.

- *Terms*

Defines terms for tagging the contract.

If there already are terms, you can select them. You can also create new terms that are stored in the default thesaurus (see chapter 3.9 "Default Thesaurus").

- *Choose Terms*

Opens a dialog to select terms from the default thesaurus to tag the request (see chapter 3.9 "Default Thesaurus").

- *Contract Type*

Defines the type of the contract.

- *Contract Language*

Defines the language of the contract.

- *Contract Amount*

Define the currency and amount of the contract.

- *Annual Cost*

Define the annual cost of the contract.

**Note:**

- This field is only visible if the user has a Fabasoft DORA licence and if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- Basis for DORA report fields: RT.02.01.0040, RT.02.01.0050
- Basis for EBA outsourcing report field: 340
- *Contract Penalty*  
Defines the currency and penalty of the contract.
- *Payment Agreements*  
Defines the payment agreement of the contract.
- *Legal Basis*  
Defines the legal basis of the contract.
- *Applicable Law*  
Define the applicable law of the contract.
- *Jurisdiction*  
Defines the jurisdiction of the contract.  
**Note:** Basis for EBA outsourcing report field: 380
- *Location of Jurisdiction: Country*  
Determines the location of jurisdiction as a country.  
**Note:**
  - This field is only visible if the user has a Fabasoft DORA licence and if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for DORA report field: RT.02.02.0120
- *Special Contract Terms*  
Defines special contract terms  
**Note:** This field is only visible if at least one term has been created in the field *Special Contract Terms* in the "Administration" tab of the contract manager configuration.
- *Remarks for Special Contract Terms*  
Defines remarks for the special contract terms as free text.  
**Note:** This field is only visible if at least one entry was selected in the field *Special Contract Terms*.
- *Grant Subscription Rights*  
Determines whether subscription rights can be granted on the contract.  
**Note:** This field is not visible by default for contracts in newly created contract folders. To make it visible, the option *Grant Subscription Rights* should be deactivated under Contract folder Properties -> Forms and Properties -> Hidden Elements in Contracts.
- *Contract Folders with Subscription Rights*  
Defines contract folders so that users who have read and change access to these contract folders are granted subscription rights to the contract.  
**Note:** This field is only visible if the field *Grant Subscription Rights* is activated.
- *Users with Subscription Rights*  
Displays all users who have subscription rights to the contract.  
**Note:** This field is not visible by default for contracts in newly created contract folders. To make it visible, the option *Users with Subscription Rights* should be deactivated under Contract folder Properties -> Forms and Properties -> Hidden Elements in Contracts.

- *Approving Decision-Making Body*

Define the approving decision-making body.

**Note:**

- This field is only visible if the user has a Fabasoft DORA licence and if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- Basis for EBA outsourcing report field: 370

## Tab "ICT-Service"

**Note:** This tab is only visible if the user has a "Fabasoft DORA" license and the "ICT Service" or "Outsourcing/External Procurement" option in the "Contract" Tab has been selected.

Alternatively, you can control the visibility of this tab in the "DORA" settings of the contract list using low code.

- *Multiple Service Levels*

Allows the definition of multiple ICT-Services.

- *Service Designation*

Determines the service designation.

**Note:** This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.

- *Service Key*

Determines the service key.

**Note:** This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.

- *ICT-Service Type*

Determines the type of the ICT-Service.

**Note:**

- Basis for DORA report field: RT.02.02.0120
- When selecting a cloud service basis for EBA outsourcing register report field: 300

- *External Data*

Defines information on externalised data.

**Note:**

- This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- Basis for EBA outsourcing report field: 320

- *ICT Place of Service Provision (Country)*

Determines the ICT service provision location.

**Note:** Basis for DORA report field: RT.02.02.0130

- *Outsourcing to a Cloud Service Provider*

Defines the outsourcing to a cloud service provider.

**Note:** This property automatically sets its value to *true* if the value *Cloud Services: SaaS*, *Cloud Services: PaaS* or *Cloud Services: IaaS* has been selected. In all other cases, the value remains *false*. This property must be shown at contract list level in the *DORA* tab via the *Hidden DORA Elements in Contracts* property.

- *Cloud Provisioning Model*

Defines the cloud provisioning model.

**Note:**

- This property is only visible if the *Outsourcing to a Cloud Service Provider* property has the value *true* and it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- Basis for EBA outsourcing report field: 310
- *Storage of Data*  
Determines whether the data should be saved.  
**Note:** Basis for DORA report field: RT.02.02.0140
- *Location of the Data (Storage)*  
Determines the storage location (storage) of the data.  
**Note:**
  - This field is only visible if *Storage of Data* has been set to *true*.
  - Basis for DORA report field: RT.02.02.0150
- *Location of Data Management (Processing)*  
Determines the location of data management (processing).  
**Note:** Basis for DORA report field: RT.02.02.0160
- *Data Sensitivity of the ICT Third-Party Service Provider*  
Determines the data sensitivity of the ICT third-party service provider.  
**Note:** Basis for DORA report field: RT.02.02.0170
- *Reliance on Critical ICT Service*  
Determines the dependency of the critical ICT service.  
**Note:** Basis for DORA report field: RT.02.02.0180
- Functions  
Determines the list of functions provided by the ICT-Service.  
**Note:**
  - Functions specified here are used to calculate the value of *Supports at Least One Critical or Important Function* on the contract tab.
  - The functions specified here are used when creating elements in tables RT.02.02, RT.04.01, RT.06.01 for DORA test reports for. It is important to have at least one function per ICT service specified to achieve correct reporting.

#### Tab "Supply Chain"

**Note:** This tab is only visible if the user has a "Fabasoft DORA" license and the "ICT Service" or "Outsourcing/External Procurement" option in the "Contract" Tab has been selected. Alternatively, you can control the visibility of this tab in the "DORA" settings of the contract list using low code. The aim of this tab is to identify and connect the ICT third-party service providers that are part of the same ICT service chain.

- *Type of ICT Service*  
Determines the type of ICT service.  
**Note:** Basis for DORA report field: RT.05.02.0020
- *Country of Data Storage*  
Determines the country in which the ICT service stores data.  
**Note:**
  - This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 250, 450



- *Country of Data Processing*  
Determines the country in which the ICT service processes data.  
**Note:**
  - This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 260, 440
- *Transfer or Processing of Personal Data to/by Contractor for Sub-Outsourcing of Material Parts*  
Determines if transfer or processing of personal data to/by contractor for sub-outsourcing of material parts is taking place.  
**Note:**
  - This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 240, 460
- *Subcontractor*  
Determines the subcontractor of the ICT service.  
**Note:**
  - The metadata stored for the organisation selected here is used when generating DORA reports for the fields RT.05.02.0030 and RT.05.02.0040.
  - The metadata stored for the organisation selected here forms the basis for the EBA outsourcing register reporting fields 415, 416, 417, 420, 430
- *Rank*  
Determines the rank of the ICT service provider.  
**Note:**
  - If the ICT third-party service provider signs the contractual agreement with the financial institution, it is considered as a direct ICT third-party service provider and the 'rank' to be reported is 1, If the ICT third-party service provider signs the contract with the direct ICT third-party service provider, it is considered as a subcontractor and the 'rank' to be reported is 2, The same logic applies to all subsequent subcontractors, with the 'rank' being increased. If several ICT third-party service providers have the same "rank" in the ICT service chain, the financial institutions must report the same "rank" for all these ICT third-party service providers.
  - Basis for DORA report field: RT.05.02.0050
- *Recipient of the Sub Service*  
Determines the recipient of the sub-service.  
**Note:** The metadata stored for the organisation selected here is used when generating DORA reports for the fields RT.05.02.0060 and RT.05.02.0070.

#### **Tab "Assessments"**

**Note:** This tab is only visible if the user has a "Fabasoft DORA" license and the "ICT Service" or "Outsourcing/External Procurement" option in the "Contract" Tab has been selected. Alternatively, you can control the visibility of this tab in the "DORA" settings of the contract list using low code.

- *Test (CBA)*  
Determines if a cost-benefit analysis was performed.

- *Last Test on (KNA)*  
Determines the date of the last review of the cost-benefit analysis.
- *Next Test on (KNA)*  
Determines the date of the next review of the cost-benefit analysis.
- *Test (RB)*  
Determines if a risk assessment was performed.
- *Last Test on (RB)*  
Determines the date of the last risk assessment check.  
**Note:** Basis for EBA outsourcing register report field: 350
- *Next Test on (RB)*  
Determines the date of the next risk assessment check.
- *Outcome of the Assessment of Service Provider's Substitutability*  
Summarizes the outcome of the assessment of the service provider's substitutability.  
**Note:**
  - This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 360
- *Substitutability of the ICT Third-Party Service Provider*  
Determines the substitutability of the ICT third-party provider.  
**Note:**
  - Basis for DORA report field: RT.07.01.0050
  - Basis for EBA outsourcing register report field: 470
- *Reason if the ICT Third-Party Service Provider is Considered not Substitutable or Difficult to be Substitutable*  
Determines the reason why the ICT third-party service provider might be considered irreplaceable or difficult to replace.  
**Note:**
  - This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for DORA report field: RT.07.01.0060
- *EBA Reviewed*  
Determines if the terms of the contract have been reviewed and are in compliance with EBA/GL/2019/02 and relevant national laws.  
**Note:**
  - This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 330
- *Existence of the Exit Plan*  
Determines whether an exit plan is available.  
**Note:** Basis for DORA report field: RT.07.01.0080
- *Possibility of Reintegration of the Contracted ICT Service*  
Determines the possibility of reintegrating the contracted ICT service.  
**Note:**
  - Basis for DORA report field: RT.07.01.0090

- Basis for EBA outsourcing register report field: 480
- *Impact of the Discontinuing the ICT Service*  
Determines the effect of the ICT services setting.  
**Note:** Basis for DORA report field: RT.07.01.0100
- *Are there Alternative ICT Third-Party Service Providers Identified?*  
Determines whether alternative ICT third-party service providers have already been identified.  
**Note:** Basis for DORA report field: RT.07.01.0110
- *Last Test on (EX)*  
Determines the date of the last review of the ICT third-party provider's replaceability & exit strategy
- *Next Test on (EX)*  
Determines the date of the next review of the replaceability & exit strategy of the third-party ICT provider
- *Possibility of Sub-Outsourcing of Material Parts of the Outsourced s included in Contract*  
Determines the possibility of sub-outsourcing of material parts of the outsourced functions included in the contract.  
**Note:** Basis for EBA outsourcing register report field: 410
- *ID Type of Alternative ICT Third-Party-Provider*  
Determines the type of id to identify the alternative ICT third-party-provider.
- *LEI*  
Determines the LEI of the alternative ICT third-party-provider.  
**Note:**
  - This field is only visible if the value "LEI" has been selected for the field "ID Type of Alternative ICT Third-Party-Provider" and it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- Basis for EBA outsourcing register report field: 495
- *Corporate Registration Number*  
Determines the corporate registration number of the alternative ICT third-party-provider.  
**Note:**
  - This field is only visible if the value "Corporate Registration Number" has been selected for the field "ID Type of Alternative ICT Third-Party-Provider" and it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
- Basis for EBA outsourcing register report field: 496
- *Alternative providers*  
Determines alternative providers.  
**Note:**
  - This field is only visible if it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for EBA outsourcing register report field: 500
- *Date of the Last Audit on the ICT Third-Party Service Provider*  
Determines the date of the last audit of the ICT third-party service provider.  
**Note:**

- Basis for DORA report field: RT.07.01.0070
- Basis for EBA outsourcing register report field: 390
- *Date of next Audit*  
Determines the date of the next audit of the ICT third-party service provider.  
**Note:** Basis for EBA outsourcing register report field: 400

#### Tab "Dates"

- *Use data from a higher-level contract*  
Determines whether the data of the higher-level contract should be used.  
**Note:** This field is only visible if the contract has a parent contract.
- *Signing Date*  
Defines the signing date of the contract.
- *Signing Date Remarks*  
Defines remark to the signing date.
- *Start*  
Defines the start date of the contract.  
**Note:**
  - This date is used to determine whether a contract falls within a DORA reporting period.
  - Basis for DORA report field: RT.02.02.0070
  - Basis for EBA outsourcing register report field: 170
- *Start Terms*  
Defines terms for the start date.
- *Permanent Contract*  
Defines if the contract has a concrete end date.
- *Prolongation Terms*  
Defines terms for the prolongation of the contract.
- *Cancellation Waiver/Minimum Duration Until*  
Define the minimum duration of the contract.
- *Cancellation Waiver Terms*  
Defines cancellation waiver terms.
- *End*  
Defines the end date of the contract.  
**Note:**
  - This field is only visible if the option *Permanent Contract* is not active.
  - This date is used to determine whether a contract falls within a DORA reporting period.
  - Basis for DORA report field: RT.02.02.0080
  - Basis for EBA outsourcing register report field: 180, 190
- *End Terms*  
Define end terms.  
**Note:** This field is only visible if the option *Permanent Contract* is not active.
- *Cancellation Mode*  
Offers several cancellation modes.
- *Cancellation Terms*  
Defines cancellation terms.

- *Contract Period*  
Offers several time intervals.  
**Note:**
  - This field is only visible if the option *Permanent Contract* is active.
  - Basis for EBA outsourcing register report field: 180
- *Contract Period Terms*  
Defines contract period terms.  
**Note:** This field is only visible if the option *Permanent Contract* is active.
- *Notice Period*  
Defines the notice period in days, weeks, months, or years.  
**Note:**
  - Basis for DORA report field: RT.02.02.0100
  - Basis for EBA outsourcing register report field: 200
- *Notice Period Signatory*  
*Defines the notice period for the signatory in days, weeks, months or years.*  
**Note:**
  - This field is only visible if the user has a valid "Fabasoft DORA" license, the option *ICT Service* has been selected and it has not been hidden in the properties of the contract list containing the contract on the 'DORA' tab under 'Hidden DORA Elements in Contracts'.
  - Basis for DORA report field: RT.02.02.0110
  - Basis for EBA outsourcing register report field: 210
- *Notice Period Terms*  
Defines notice period terms.
- *Special Termination Terms*  
Defines the desired special termination terms.  
**Note:** This field is only visible if at least one term has been created in the field *Special Termination Terms* in the "Administration" tab of the contract manager configuration.
- *Remarks for Special Termination Terms*  
Defines remarks for the special termination terms as free text.  
**Note:** This field is only visible if at least one entry was selected in the field *Special Termination Terms*.
- *Cancellation Date*  
Defines the cancellation date.
- *Cancellation Date Remarks*  
Defines remarks to the cancellation date.
- *Effective Cancellation Date*  
Defines the effective cancellation date.
- *Effective Cancellation Date Remarks*  
Defines remarks to the effective cancellation date remarks.
- *Contract Termination Reason*  
Determines the reason for the termination of the contract.  
**Note:**

- This field is only visible if the user has a valid “Fabasoft DORA” license, the option *ICT Service* has been selected and it has not been hidden in the properties of the contract list containing the contract on the ‘DORA’ tab under ‘Hidden DORA Elements in Contracts’.
- Basis for DORA report field: RT.02.02.0090
- *Additional Reminder Date*  
Defines the date for an additional reminder.

**Note:** Further information on dates can be found in chapter 9.9 “Managing Dates”.

#### Tab “Roles”

- *Required Approval Levels*  
Defines the desired approval levels.  
**Note:** This field is only visible if approvers are defined in the superordinate contract folder (see chapter 16 “Approvals”).
- *Approvers*  
Defines one or more approvers.  
**Note:** This field is only visible if there is at least one entry in the field *Required Approval Levels*.
- *Internal Role*  
Defines the internal role as free text.
- *Internal Signers*  
Defines one or more internal signers for the contract. Determines the order in which the internal signers of the contract provide their signature.  
**Note:** If the available internal signers have been restricted on the contract list, only these signers will be available. Changes will only affect new contracts.
- *Internal Signer 1*  
Defines the first internal signer.
- *Function*  
Defines the function of the first internal signer as free text.
- *Internal Signer 2*  
Defines the second internal signer.
- *Function*  
Defines the function of the second internal signer as free text.
- *External Role*  
Defines the external role as free text.
- *External Signers*  
Defines one or more external signers for the contract. Determines the order in which the external signers of the contract provide their signature.
- *External Signer 1*  
Defines the first external signer.
- *Function*  
Defines the function of the first external signer as free text.
- *External Signer 2*  
Defines the second external signer.
- *Function*  
Defines the function of the second external signer as free text.

### Tab "Assignments"

This tab contains a list of all available assignment targets. By default, you can select one entry each (see chapter 7.1 "Assignment Targets").

**Note:** This tab is only visible if at least one assignment is managed in the superordinate contract folder.

### Tab "Incoterms®"

This tab contains a list wherein you can define incoterms for the contract and write comments.

### Tab "Tasks"

- *Open Tasks*  
Contains a list wherein you can add tasks to the contract.  
You can define the task type ("Start", "Check", or "End"), define a due date and time, add a comment, and mark the task as "Done" after completion.
- *Done Tasks*  
Contains a list of all done tasks.

### Tab "Documents"

This tab contains a list you can add documents to the contract.

### Tab "Remarks"

- *Enter Remark*  
Allows adding remarks.
- *Add Attachments*  
Allows adding attachments.

### Tab "Internal Remark"

- *Enter Internal Remark*  
Allows adding internal remarks.
- *Add Attachments*  
Allows adding attachments.

### Tab "Canceled Documents"

This tab contains a list of all canceled documents in this contract. It is only visible if there are canceled documents in the contract.

### Tab "Canceled external rooms"

This tab contains a list of all cancelled external rooms in this contract. It is only displayed if there are cancelled external rooms in the contract.

## 9.4 Creating a Contract

In order to create a new contract, proceed as follows:

1. In the contract manager dashboard, click the "Create Contract" action.

**Note:**

- This action is only visible if there is at least one contract folder in the contract manager configuration.

- You can directly create a contact inside a contract folder as well. In this case, the create dialog will already display a reference legal area and the setting *Reference Additional Legal Areas* is visible.
2. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.  
**Note:** Check the settings of the legal area if you cannot find a template that you need (see chapter 4.7 "Restricting Templates").
  3. In the field *Contract Folder*, select the contract folder where the new contract is stored.  
**Note:** If the contract is created in the contract manager dashboard and there are several contract folders, then, initially, only the field *Contract Folder* is visible.
  4. If the contract is to be referenced in other contract folder, activate the option *Reference Additional Contract Folders* and select the desired contract folders in field *Additional Contract Folders*.
  5. By default, the fields *State* and *Signatory* are required properties, indicated by a red asterisk. Define the signatory.  
**Note:**
    - The default contract state is "Active". A member holding full control can change the default state in the contract manager configuration > "Administration" tab > field *Default Contract State*.
    - Depending on the settings in the contract folder or contract manager configuration, the information of the signatory can be entered manually or a signatory can be selected in the dropdown menu of the field *Signatory*. Further information can be found in chapter 8 "Signatories".
  6. Optionally, select a contract type.  
**Note:** Selecting a (custom-made) contract type may cause changes to and/or add further tabs to the current dialog (see chapter 3.5 "Contract Manager File Types").
  7. Optionally, tag the contract by selecting entries in the field *Terms* or via the button *Choose Terms*.  
**Note:** This field and button are only visible if at least one term is available in the default thesaurus (see chapter 3.9 "Default Thesaurus").
  8. If the field *State* displays the value "Active", you must enter a date in field *Start* in the "Dates" tab.
  9. On the "Dates" tab, check if the field *Cancellation Mode* displays the desired value and change it if necessary.
  10. Optionally, if you want to define assignments, switch to the tab "Assignments" and make the desired settings (see chapter 7 "Assignments" and/or 9.13 "Defining an Assignment").
  11. If there are approval levels defined in the superordinate contract folder, the "Roles" tab displays the field *Required Approval Levels* as a required property. Select the appropriate approval levels (see chapter 16 "Approvals").
  12. Add any further desired metadata.  
**Note:** Depending on the settings defined in the contract folder (see chapter 4.3 "Settings"), further fields may be required or hidden. These settings can be overwritten, depending on the properties of a request type (see chapter 3.5 "Contract Manager File Types").
  13. Click "Next".



The request will be automatically given a name that contains the ID of the contract manager list, the year of creation, a sequential number, and (if available) the subject of a contract. If the contract has several signatories, the name of the first selected signatory is used in the ID.

**Note:**

- For a quicker and more efficient contract creation, you can employ templates (see chapter 3.6.2 “Creating a Contract Manager File Type Template”). Through a template, several of the contract properties (listed in chapter 9.3 “Properties”) can be prefilled (for example, *Internal Editor*, *Internal Purchaser*, *Internal Responsible*, etc.).
- You can create a contract via an import as well (see chapter 18 “Imports”).
- If you have configured the use of structural thesauri in the contract manager configuration, this may change the create dialog. Further information can be found in chapter 3.10 “Structural Thesauri”.
- By default, members with restricted access or read access cannot create requests. However, this setting can be activated in the corresponding contract folder (see chapter 4.4 “Creating a Contract Folder”).

## 9.5 Uploading a Contract

In order to add an existing contract to the contract manager, proceed as follows:

1. Navigate into the contract manager dashboard.
2. Upload a contract from the file system (e.g. as a PDF file).
3. If your organization uses Fabasoft Contracts AI, the contract metadata is already pre-filled in the create dialog.  
Otherwise, you need to manually enter the metadata in the corresponding fields.  
**Note:** In both cases, the split view offers the option to review and edit the document and its metadata together.
4. Select the desired contract folder that the contract will be stored in.
5. If necessary, complete the desired metadata, then click on “Save”.

**Note:**

- You can also upload a contract in the desired contract folder, hence the manual selection of the target contract folder is no longer necessary.
- Further use cases for uploads involving text recognition, classification, and/or metadata extraction can be found in chapter 18 “Imports”.

## 9.6 Reassigning a Contract

In order to move a contract from one contract folder to another, proceed as follows:

1. Navigate into the desired contract.
2. In the contract menu of the contract, click on “Reassign”.
3. In the field “Contract Folder”, select the target contract folder.
4. Optionally, select the option *Keep a reference of the selected objects in the current contract manager list*. The contract is then moved from the current contract folder to the target contract folder and the “Referenced Contracts” area contains a referenced to the moved contract.

5. Optionally, select the option *Use Signatories for Assignment* in order to assign the contract to a contract folder bearing the same name as a signatory. For example, if there is a signatory named "Supplier One Ltd." and there is also a contract folder named "Supplier One Ltd.", making use of this option is possible.

**Note:** In order to use this option, at least one signatory in the field *Standard Signatories* in the "Administration" tab of the superordinate contract folder must be selected.

6. Click on "Next".

## 9.7 Subordinate a Contract

To subordinate a contract to another contract, proceed as follows:

1. Navigate into the desired contract.
2. In the contract menu of the contract, click on "Subordinate".
3. In the field "Contract Folder", select the target contract folder.
4. In the field "Subordinated Contract", select the target contract.
5. Optionally, the contract can also be reassigned in the target contract folder. To archive this, select the option *Move selected files to the contract folder (reassign)*. With the option *Show reference of the selected files in the current list*, you can optionally create a reference to the moved contract in the "Referenced Contracts" area of the original contract list.

**Note:** These options only appear if the parent contract is in a different contract folder than the contract to be subordinated.

6. Click on "Next".

**Note:** If the subordinated contract is not in the same contract folder as the parent contract, a prefix with the current contract folder is added to the subordinated contract in the standard name build.

## 9.8 Canceling/Deleting/Restoring a Contract

### Canceling

In order to cancel a contract, proceed as follows:

1. Navigate to the desired contract.
2. In the context menu of the contract, click on "Cancel".
3. Click on "Yes".
4. If other contracts are subordinated to the selected contract, a Yes/No dialog is displayed, click on "Yes" if you want to cancel the subordinated contracts of the selected contract too and on "No" if you want to cancel only the selected contract.

### Deleting

In order to delete a contract, proceed as follows:

1. In the contract folder, navigate into the area "Canceled Files" and select the desired contract.
2. In the context menu of the canceled contract, click on "Delete".
3. Click on "Yes" in order to put the contract into the wastebasket.
4. In order to delete the file from the wastebasket, click the action "Open Wastebasket".

5. In the context menu of the contract, click on "Delete".
6. Click on "Yes" in order to delete the contract irreversibly.
7. Click on "Close" in order to leave the wastebasket.

## Restoring

In order to restore a canceled contract, proceed as follows:

1. In the contract folder, navigate into the area "Canceled Files" and select the desired contract.
2. In the context menu of the canceled contract, click on "Restore".

## 9.9 Managing Dates

In the "Dates" tab of the contract settings, you can manage all dates relating to the contract lifecycle. These dates and options each have a neighboring field for remarks and/or terms.

Besides the tasks of a contract (see chapter 9.15 "Defining a Task"), the calendar displays the end of a contract period, the end of a notice period, and the effective cancellation date. Additional reminders are sent to the recipients and/or groups of recipients if concrete members and/or teams have been defined (see chapter 9.9.2 "Defining Recipients for Reminder E-Mails").

If your contracts have been imported with the help of the AI capabilities of Fabasoft Contracts AI, all relevant and recognizable dates were added to the calendar. If the contracts are migrated manually, however, this chapter explains how to properly work with Fabasoft Contracts and considers that active and valid contracts from a physical file cabinet have been or will be migrated.

### Note:

- In the calendar, dates appear highlighted in the following colors:
  - The end of a notice period is highlighted in purple.
  - The effective cancellation date is highlighted in red.
  - The end of a contract period is highlighted in yellow if the contract is permanent.
  - The end of a contract period is highlighted in orange if the contract has a clear end date.
- Dates in the calendar can be seen by members holding read access or higher.
- Follow-Up appointments are displayed in the calendar on the dashboard and in the contract lists as soon as the Follow-Up widget is available on Home. Only Follow-Ups created in the context of contract lists are displayed.
  - Follow-Ups are highlighted in green.
  - Personal Follow-Ups are highlighted in blue.

### 9.9.1 Relevant Dates

In the "Dates" tab of the contract setting, you can view the following properties.

- The field *Signing Date* defines when the contract was signed or will be signed. If the signing date is the day of the contract creation (or after that) and the field *State* on the "Contract" tab displays the value "Active", you are warned.

- The field *Start* defines when a contract became valid or will become valid. Upon creation, make sure that the field *State* in the "Contract" tab displays the value "Active". In this case, the field *Start* is a required property and you are required to enter a date.
- The option *Permanent Contract* defines if a contract has a clear end or exists in contract periods. If active, the field *End* is made invisible and the field *Contract Period* is made visible in order to enter the corresponding information.
- The field *Cancellation Mode* defines the date before which the contract cannot be canceled. It is a required field and offers numerous modes. One of these is set by default, hence you need to check the mode and correct it if necessary.
- The field *Additional Reminder Date* and its function are explained in chapter 9.9.3 "Defining an Additional Reminder Date".

### 9.9.2 Defining Recipients for Reminder E-Mails

The settings for the recipients of reminder e-mails must be made in the contract folder and in the contract. Proceed as follows:

#### Contract Folder

1. Navigate to the desired contract folder.
2. Click the action "Settings".
3. Navigate to the fields beginning with *Reminder E-Mails*.
4. Activate all relevant options.  
The members and e-mail addresses for the roles "Internal Editor", "Internal Purchaser", and "Internal Responsible" must be entered manually in every single contract. The remaining roles are automatically assigned via the access rights in the contract folder (see chapter 4.13 "Access Rights").  
**Note:** Before activating the options, make sure that the corresponding members are allowed to and/or have to receive the e-mails.
5. Optionally, in the field *Reminder Custom Text*, enter a text.
6. Click on "Next".

#### Contract

1. Navigate to the desired contract folder.
2. Click the action "Settings".
3. Navigate to the fields beginning with *Internal*.
4. Define the desired members.  
**Note:** If the options *Multiple Internal Editors*, *Multiple Internal Purchasers*, and/or *Multiple Internal Responsibles* are active on the "Administration" tab in the setting of the superordinate contract folder, you can add multiple members to the corresponding fields. If this setting is needed, it should be set before creating the first contract in the contract folder (see chapter 4.4 "Creating a Contract Folder").
5. Click on "Next".

### 9.9.3 Defining an Additional Reminder Date

You may want to be informed about a significant, impending date of a certain contract, for example the end, the cancelation waiver, or the beginning of the notice period.

For such cases, you can define an additional reminder that will call attention to the contract at a desired date.

In order to define an additional reminder date, proceed as follows:

1. Navigate into the desired contract.
2. Click on "Properties".
3. Switch to the tab "Dates".
4. In the field *Additional Reminder Date*, enter the desired reminder date.
5. In the field *Repetition*, define the desired time interval. The generated reminder data is then displayed in the field *Next Deadline*.
6. In the field *Additional Contacts for Reminder E-Mails*, enter the desired member who should receive reminders.
7. Click on "Next".

### 9.10 Defining a Special Contract Term

A contract can be assigned special contract terms that contain information on certain contractual clauses. They can also provide information for BPMN processes or reports.

The proper settings for special contract terms must first be made in the contract manager configuration and then in the contract. Proceed as follows:

#### Contract Manager Configuration

1. Navigate into the contract manager configuration.
2. Click the action "Settings".
3. Switch to the tab "Administration".
4. In the field *Special Contract Terms*, enter the name of the desired term.  
**Note:** If there are already terms in the default thesaurus, they can be used as special contract terms. If there are none, create them by clicking "Click here to create the entered term" (see chapter 3.9 "Default Thesaurus").
5. Repeat this procedure to create all desired special contract terms.
6. Click on "Next".

#### Contract

1. Navigate to the desired contract folder.
2. Click the action "Settings".
3. In the field *Special Contract Terms*, select the desired terms.
4. Optionally, in the field *Remarks for Special Contract Terms*, enter a remark.
5. Click on "Next".

## 9.11 Defining a Special Termination Term

A contract can be assigned special termination terms that contain information in case of an exceptional termination.

Defining and using special termination terms is equivalent to special contract terms (see chapter 9.10 "Defining a Special Contract Term"). The termination terms can be found on the "Dates" tab of the contract properties.

## 9.12 Defining a Role

In order to define roles for a contract, proceed as follows:

1. Navigate into the desired contract.
2. Click on the action "Properties".
3. Switch to the tab "Roles".
4. In the field *Internal Role* or *External Role*, enter the role as free text.
5. In the field *Internal Signers* or *External Signer*, define the members in the desired order.
6. In the field *Internal Signer 1* or *External Signer 1* etc., define the desired members.  
In the field *Function*, enter the respective functions as free text.
7. Click on "Next".

## 9.13 Defining an Assignment

In order to assign a contract to an assignment instance, proceed as follows:

1. Navigate into the desired contract und click on the action "Manage Assignments".  
**Note:** Alternatively, you can open the properties of the contract and switch to the "Assignments" tab.
2. In the field *<Assignment target>*, select the desired assignment instance.  
For example, in order to assign a contract to a supplier, select the desired entry in the field *Supplier*.
3. Click on "Next".

## 9.14 Defining an Incoterm

In order to add Incoterms to a contract, proceed as follows:

1. Navigate into the desire contract.
2. Click the action "Properties".
3. Switch to the tab "Incoterms".
4. Click on "Add Entry".
5. In the column *Term*, open the dropdown menu.
6. Select the desired entry.
7. If necessary, add a remark in the column *Remarks*.
8. Click on "Next".

## 9.15 Defining a Task

In a contract, you can create and manage tasks. These tasks are added to the calendar upon creation and deleted from the calendar upon completion.

In order to manage the tasks of a contract, proceed as follows:

1. Navigate into the desired contract.
2. Click the action "Define Tasks" or "Manage Tasks".  
Alternatively, you can open the properties of the contract and switch to the "tasks" tab.
3. In order to create a new task, navigate to the field *Open Tasks*, click on "New Entry", and define both the type and the due date of the task. Also, write a comment in order to further describe the content of the task.
4. In order to complete an existing task, click the checkbox in the column *Done* in the field *Open Tasks*. The task can be moved to field *Done Tasks* immediately by clicking the "Apply" button.
5. Click on "Next".

### Note:

- In the calendar, tasks appear highlighted in blue.
- The tasks in the calendar can be seen any member with read access or higher.

## 9.16 Managing Retention

In some cases, there may an obligation to preserve a contract for a specific period of time during which the contract can neither be canceled nor deleted. Furthermore, a retention period can be defined until the end of which the contract must be kept.

### 9.16.1 Setting/Removing Legal Hold

In order to activate or deactivate mandatory retention in a contract, proceed as follows:

1. Navigate into the desired contract.
2. Click the action "Set Legal Hold" or "Remove Legal Hold".

### Note:

- If there is a contract under active legal hold in a contract folder, neither the contract nor the contract folder can be deleted/resolved.
- If a sequence of contracts has been defined (see chapter 9.22 "Creating a Following Contract"), and a contract in the sequence is under an active hold, not only this contract but also all contracts preceding this contract cannot be canceled or deleted.

### 9.16.2 Defining Retention

A contract under legal hold can be assigned a retention period during which it cannot be canceled/deleted.

In order to define such a period for a contract, proceed as follows:

1. Navigate into the desired contract under legal hold.
2. Click on "Properties".

3. Switch to the tab "Retention".
4. In the field *Retention Period*, enter the desired end date.
5. Click on "Next".

The legal hold will remain until the specified date.

**Note:**

- Even if the legal hold is deactivated, the contract still cannot be canceled or deleted until the specified retention date.
- If the specific contract is part of a sequence of contracts (see chapter 9.22 "Creating a Following Contract"), not only this contract but also all contracts preceding this contract cannot be canceled or deleted until the specified date.

## 9.17 Adding a Document

In order to add documents to a contract, proceed as follows:

1. Navigate into the desired contract and then into the "Documents" area.
2. Add the documents by uploading them (e.g. via drag-and-drop).
3. Alternatively, you can directly create the desired documents by clicking on "Add entry" > "New".

**Note:**

- You must add at least one document to the contract in order to make the action "Start Signature Process" visible.  
Further information can be found in chapter 17 "Signatures".
- If there is an entry in the field *Default Document Category for Documents* in the "Administration" tab of a contract folder, said document category is assigned to the document upon adding it.
- In the context menu of an existing document, you can use the action "Create PDF" to create an additional PDF version of the document, or use the action "Convert to PDF" to convert the document from its current format into PDF. In both cases, existing text modules within the document are resolved.  
These actions are available in all contexts that allows the creation of content objects.
- Several documents can also be uploaded at the same time. There you can decide whether the documents should be registered individually or together. When registering, for example the document category or subject can be entered. When registering together, the settings are then used for all documents.
- There are other options for adding documents to contracts. Further information can be found in chapter 18 "Imports".
- When adding documents, the system checks for duplicates in the documents and all folder structures of the contract.  
Documents are recognized as duplicates if their names and sizes match. E-mail objects are recognized as duplicates if their names and sending dates match.  
The duplicated objects are numbered in ascending order, e.g. file, file (2), file (3) etc.



## 9.18 Adding a Remark

In order to add a remark to the contract, proceed as follows:

1. Navigate into the desired contract.
2. Click on the action "Add Remark".
3. In the field *Enter Remark*, enter the desired remark.
4. Optionally, in the field *Add Attachments*, add the desired attachments.
5. Click on "Next".

**Note:** If a contract contains remarks, they are displayed in the "Remarks" area. In this case, new remarks can also be created in this area.

## 9.19 Adding an Internal Remark

Internal remarks are functionally analogous to regular remarks. However, they cannot be seen or accessed by members holding restricted access.

In order to add an internal remark to the contract, proceed as follows:

1. Navigate into the desired contract.
2. Click on the action "Add Internal Remark".
3. In the field *Enter Internal Remark*, enter the desired internal remark.
4. Optionally, in the field *Add Attachments*, add the desired attachments.
5. Click on "Next".

**Note:** If a contract contains remarks, they are displayed in the "Internal Remarks" area. In this case, new remarks can also be created in this area.

## 9.20 Setting up a Confidential Room

Confidential rooms can be created in the "Documents" area of a contract and allow a group of select members view documents. By default, only members holding read access or higher and, other than is the case with external rooms, no one involved in the contract. Access rights to other participants in a confidential room must be granted manually.

In order to create a confidential room, proceed as follows:

1. Navigate into the desired contract and then into the "Documents" area.
2. Click on the action "Create Confidential Room".
3. Optionally, enter a subject and click "Next".
4. Navigate into the newly created confidential room.
5. Click on the action "Team" and define the desired access rights.

**Note:**

- Members holding full control in the contract folder are automatically granted full control in the confidential room as well.
- In order to add documents to an existing confidential room, select them and click the context menu action "Assign to Confidential Room".  
Alternatively, you can select documents and move them via drag-and-drop.

- In order to retrieve documents from a confidential room to the “Documents” area of a contract, you can either cut and paste them, or select them and click the context menu action “Retract From Confidential Room”.
- A contract folder cannot be dissolved if it contains at least one confidential room. If this applies, you are informed in the dissolve dialog and the affected objects are listed.

## 9.21 External Room

External rooms allow internal members to make documents available to a select group of external members. This is usually done when the contract and its related files are ready for the signature process in order to have the external users view, discuss and, if applicable, object to the documents before the conclusion of the contract.

### 9.21.1 Setting up an External Room

Members holding access rights and full control can create external rooms in the “Documents” area of a contract folder.

**Note:**

- Before an external room can be created, one of the following two conditions must be met: Either, a standard signatory must be used (contact person, organization and/or assignment instance), or at least one assignment instance must be assigned to the contract. Thus, make sure that the corresponding settings have been made before you continue. If necessary, follow the instructions in chapters 8 “Signatories” and/or 7.2 “Assignment Instances”.
- If necessary, read the complementing chapter “[Manage External Members](#)” in the document “User Help Fabasoft Cloud”.

In order to create and set up an external room in a contract, proceed as follows:

1. Navigate into the desired contract and then into the “Documents” area.
2. Click on the action “Create External Room”.
3. In the field *Assignment*, select the desired organization, contact person or assignment instance for the external room.  
**Note:** In the properties of an assignment instance, members can be granted access rights by entering them in the fields *Change Access for all External Rooms in Assigned Contract Manager Files* and *Read Access for all External Rooms in Assigned Contract Manager Files* (see chapter 7.2.5 “Defining”).
4. Optionally, enter a subject and click “Next”.
5. If necessary, define internal and external members in the fields *Grant Changes Access for* and *Grant Read Access for* who can view the external room.
6. In the field Documents for External Room, add the documents that external members can view. You can do this in two ways:
  - Before creating the external room (or in another browser tab), copy the desired documents and add them to the list via “Add Entry” > “Paste Shortcut”.
  - Use the action “Search and Add” to add the documents to the list. If you enter an asterisk (\*), all available documents in the “Documents” area are displayed.
7. Click on “Next”.

8. Navigate into the newly created external room.
9. Optionally, click the "Team" action and grant access to other desired members. Members holding full control in the contract folder are automatically granted full control in the confidential room as well and are listed in "Access via Hierarchy".

The external room is now ready for external users.

**Note:**

- Beware that the documents in the "Documents" area of the contract are displayed as shortcuts once they have been moved to the external room. Before the signature, the documents must be retrieved from the external room. Otherwise, they cannot be selected in the dialog of the signature process (see chapter 17.2 "Starting the Signature Process").
- In order to retrieve documents from an external room to the "Documents" area of a contract, you can either cut and paste them, or select them and click the context menu action "Retract From External Room".
- In order to add documents to an existing external room, select them and click the context menu action "Assign to External Room".  
Alternatively, you can select documents and move them via drag-and-drop.
- A contract folder cannot be dissolved if it contains at least one external room.  
If this applies, you are informed in the dissolve dialog and the affected objects are listed.

### 9.21.2 Dissolve external room

If an external room is no longer needed, it can be dissolved with sufficient rights. However, the documents that exist in the external area should not be lost. There are different possibilities for this:

- *Retrieve documents*  
In the context menu of an external room all documents can be retrieved. These documents are then stored at the level of the external area.
- *Dissolve*  
When an external room is dissolved, there is the option to retrieve all documents before dissolving. The retrieved objects are then stored in the place where the external area was before.

## 9.22 Creating a Following Contract

A contract can also have following contracts which, in turn, can also have further following contracts in order to represent chains of contracts.

In order to create a following contract, proceed as follows:

1. Navigate into the desired contract.
2. Click on the action "Create Following Contract".
3. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.  
**Note:** Check the settings of the legal area if you cannot find a template that you need (see chapter 4.7 "Restricting Templates").
4. In the "Contract Folder" drop-down list, select the contract folder, where you want to store the following contract.

5. On the “Contract” tab, the fields *Contract Folder* and *Previous Contract* are already pre-filled and cannot be changed.

**Note:** If you want to assign a contract and its future following contract to another contract folder, do so before creating the following contract (see chapter 9.6 “Reassigning a Contract”).

6. Add any further desired metadata.  
If necessary, follow the instructions in chapter 9.4 “Creating a Contract”.
7. Click on “Next”.

**Note:** The previous contracts of a following contract are displayed in the “Previous Contracts” area. The documents from previous contracts are displayed in the “Documents from Previous Contracts” area.

## 9.23 Creating a Subordinated Contract

A contract can be assigned subordinated contracts in order to represent framework contracts, for example.

Subordinated contracts retain the signatory of the superordinated contract. Further subordinated contracts can be assigned to a subordinated contract, which means that a multi-level hierarchy of contracts is possible.

In order to create a subordinated contract, proceed as follows:

1. Navigate into the desired contract.
2. Click on the action “Create Subordinated Contract”.
3. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.  
**Note:** Check the settings of the contract folder (see chapter 4.7 “Restricting Templates”) or the settings of the contract type (see chapter 3.5.5 “Restricting Contract Templates for Subordinate Contracts”) if you cannot find a template that you need.
4. In the “Contract Folder” drop-down list, select the contract folder, where you want to store the subordinated contract.
5. On the “Contract” tab, the fields *Contract Folder* and *Signatory* are already pre-filled, but these values can be changed.
6. Add any further desired metadata.  
If necessary, follow the instructions in chapter 9.4 “Creating a Contract”.
7. Click on “Next”.

**Note:**

- If a contract is assigned subordinated contracts, these are displayed in the “Subordinated Contracts” area. Also, the documents of subordinated contracts are listed in the “Documents from Subordinated Contracts” area. Likewise, within a subordinated contract the widgets “Superordinated Contract” and “Documents from Superordinated Contract” are offered for displaying the superordinated contract and its documents respectively.
- Subordinated contracts retain the name of the superordinated contract, extended by an ordinal number in square brackets.
- To be able to create a subordinate contract, you need change rights to any contract folder and at least read rights to the original contract.

## 9.24 Creating a Legal File From a Contract

In order to create a new legal file from a contract and to link the two files, proceed as follows:

1. Inside the contract, click the action "Create Legal File".
2. Enter all desired metadata.  
If necessary, follow the instructions in chapter 10.4 "Creating a Legal File".
3. Click on "Next".

The contract and the legal file now refer to each other.

**Note:** If you have configured the use of structural thesauri in the contract manager configuration, this may change the create dialog. Further information can be found in chapter 3.10 "Structural Thesauri".

## 9.25 Performing a contract AI Check

To check one or more contracts using AI, proceed as follows:

1. Navigate to the desired contract(s).
2. Click on "Perform AI Check"/"Perform AI Checks" in the context menu of the contract(s).
3. Select the target check catalog in the *Check Catalog* field.
4. Select the single checks provided by the selected check catalog in the *Checks* field that you would like to check.
5. Click on "Next".

## 9.26 Automatic contract status updates

The contract status in contracts is updated automatically based on predefined rules. These rules take into account various criteria and events that influence the status. The rules differ not only according to their content, but also according to the time at which they are applied.

### Daily updates

1. Non-permanent contracts with an expiration date  
**Condition:** The *Permanent Contract* field has not been set on the contract and the contract end date is in the past.  
**Effect:** The status is set to "Inactive".
2. Effective termination date reached  
**Condition:** The date in the *Effective Cancellation Date* field is in the past.  
**Effect:** The status is set to "Cancellation Effective".
3. Termination date reached  
**Condition:** The date in the *Cancellation Date* field is in the past and the status is not "Inactive".  
**Effect:** The status is set to "Cancellation Given".

## Updates after manual change to the contract

1. Contract start reached  
**Condition:** The contract start is in the past and the status is "Dormant".  
**Effect:** The status is set to "Active".
2. Signing date reached  
**Condition:** The signing date is in the past and the status is neither "Active" nor "Dormant".  
**Effect:** The status is set to "Finalized".
3. Contract start and signature date not reached  
**Condition:** The contract start and signature date are in the future and the status is neither "Finalized", "Active" or "Dormant".  
**Effect:** The status is set to "Draft".

## 9.27 Validating DORA Inputs

You can subject contracts and associated elements to a DORA validation. This provides you with information on incomplete or incorrect data entries for DORA reporting.

**Note:** This context menu is only visible for a selection that contains at least one contract that is defined as an ICT service. Only contract manager administrators with a valid Fabasoft DORA license have access to this context menu.

4. Navigate to the desired contract(s).
5. Click on 'Validate DORA Inputs' in the context menu of the contract(s).
6. Once the validation is complete, click on 'Next'.
7. The results of the validation can be found on the individual contracts, or accumulated on the contract folders containing the contracts and on the Contract Management Dashboard.

To view the validation results, click on 'Validation results' on the contract, the contract folder or the contract manager dashboard.

If you have already performed a validation, a list with the following columns will appear:

- *Severity*  
*Indicates the severity of the validation result.*
- *Object*  
*Indicates the source object of the validation result.*
- *Attribute*  
*Specifies the attribute of the original object to which the validation result relates.*
- *Reason*  
*Specifies the reason for creating the validation result.*
- *Suggestion*  
*Indicates a recommendation as to how the problem found can be rectified.*

## 10 Legal Files

Analogous to a contract that is contained in a contract folder, a legal file is contained and managed in a legal area. If a contract should be disputed, a separate legal file can be created in order to file documents relating to this dispute.

**Note:** Legal files, contracts and requests are also called “contract manager files”. Similarly, contract folders, legal areas and configuration lists are summarized by the umbrella term “contract manager lists”, and both terms are frequently used throughout this document.

## 10.1 Areas

Legal files are divided into the following areas:

- *Assigned Contracts*  
Displays the contracts created from the current legal file.
- *Created Requests*  
Displays the requests created in the current legal file.
- *Documents*  
Displays the documents of the current legal file.
- *All Documents*  
Displays the documents of the current legal file without folder hierarchies.
- *Received Requests*  
Displays the requests received in the current legal file.

**Note:** Some areas are only visible if there is at least one entry.

## 10.2 Actions

You can perform the following actions:

- *Open Legal File*  
Opens the properties of the legal file in a split (two-part) view.  
In this view, the properties of the legal files are displayed alongside the PDF preview of documents contained in the legal file, given that at least one document exists. If there are several documents, you can switch between them via a button.
- *Manage Assignments*  
Opens a list of available assignments to assign the legal file to them.  
**Note:** This action is only visible if the superordinate legal area manages or uses at least one assignment.
- *Create Request*  
Creates a request that is visible to the administrators of the legal file.  
Further information can be found in chapter 11 “Requests”.  
**Note:** A request can only be created in a legal file if the option *Allow Requests* is active in the superordinate legal area.
- *Create Contract*  
Creates a contract from a legal file, allows to define its properties and upload documents.  
**Note:** This action is only visible if there is a contract folder in the contract manager configuration.
- *Upload*  
Uploads files and/or documents.
- *Start Process*  
Defines and starts adhoc process, and also offers the option to execute a pre-defined BPMN process.

- *Start Signature Process*  
Starts the signing process for the legal file.  
**Note:** This action is available only if at least one document is available in the documents section.
- *Set/Remove Legal Hold*  
Sets or removes a legal hold for the current legal file.
- *Update Settings*  
Updates the background tasks of the current legal file.  
**Note:** Users have the option of deciding whether the documents of the selected legal file should also be updated.
- *Add Remark*  
Adds a remark to the legal file. In the dialog, you can also paste shortcuts to documents or upload them from the file system.
- *Add Internal Remark*  
Adds an internal remark to the legal file. This remark is not visible to members holding restricted access in the superordinate legal area. In the dialog, you can also paste shortcuts to documents or upload them from the file system.
- *Properties*  
Opens the properties of the legal file.
- *Add Resubmission/Deadline/Date*  
Adds a calendar entry (resubmission, deadline or date) to the legal file.  
**Note:** This action is only visible if the option *Switch to Simplified View* is activated in the legal area.
- *Add Participant*  
Add a new participant to the current legal file.  
**Note:** This action is only visible if the option *Switch to Simplified View* is activated in the legal area.
- *Create Subordinated Legal File*  
Creates a new subordinate legal file for the current legal file.  
**Note:** This action is only visible if the option *Switch to Simplified View* is activated in the legal area.
- *Send E-Mail*  
Sends a simple e-mail with a local e-mail client. The name of the current legal file is used as the subject of the e-mail.  
**Note:** This action is only visible if the option *Switch to Simplified View* is activated in the legal area.

## 10.3 Properties

In the properties of a legal file, you can specify the following:

### Tab "Legal File"

- *Legal File*  
Contains the legal area that the legal file is assigned to.
- *Reference Additional Legal Areas*  
If this option is active, you can add further legal areas in the field *Additional Legal Areas* to reference the legal file therein. Members holding access rights to these additional legal files



are then granted access to the legal file in said additional legal areas if they also hold at least restricted access in the legal area wherein the legal file originates.

**Note:**

- This field is only visible if there is at least one more legal area.
- If you assign a legal file to additional legal areas, it is displayed there in the area "Referenced Legal Files".

- *Additional Legal Areas*

Defines additional legal areas in which the legal file should be referenced.

**Note:** This field is only visible if the setting *Reference Additional Legal Areas* is active.

- *Year*

Contains the year when the legal file was created.

- *Ordinal*

Contains the ordinal that the legal file was assigned upon creation in the legal area.

- *State*

Defines the state of the legal file.

**Note:** Members holding full access rights to the legal area can define the default value of the field *State* of new contracts in the properties in the "Administration" tab of a legal area.

- *Legal File Type*

Defines the legal file type.

**Note:** It is recommended to create legal file types in accordance with the instructions in chapter 3.5 "Contract Manager File Types" in case you may need a new legal file type.

- *Subject*

Defines the subject of the legal file.

- *Terms*

Defines terms for tagging the legal file.

If there already are terms, you can select them. You can also create new terms that are stored in the default thesaurus (see chapter 3.9 "Default Thesaurus").

- *Choose Terms*

Opens a dialog to select terms from the default thesaurus to tag the request (see chapter 3.9 "Default Thesaurus").

- *Internal Editor*

Defines a member as an internal editor for the legal file. The internal editor receives change access to the legal file and its documents. Furthermore, reminder e-mails are sent to the internal editor by default.

**Note:** The member defined in the field *Internal Editor* must be assigned a role in the superordinate legal area.

- *E-Mail Address*

Defines the e-mail address of the internal editor.

- *Internal Purchaser*

Defines a member as an internal purchaser for the legal file. The internal purchaser receives change access to the legal file and its documents. Furthermore, reminder e-mails are sent to the internal editor by default.

**Note:** The member defined in the field *Internal Purchaser* must be assigned a role in the superordinate legal area.

- *E-Mail Address*

Defines the e-mail address of the internal purchaser.

- *Internal Responsible*

Defines a member as an internal responsible for the legal file. The internal responsible receives read access to the legal file and its documents. If there is no member defined in the field *Internal Responsible*, reminder e-mails are sent to the internal responsible by default.

**Note:** The member defined in the field *Internal Responsible* must be assigned a role in the superordinate legal area.

- *E-Mail Address*

Defines the e-mail address of the internal responsible.

**Note:** Some of these properties are only available in an existing legal file.

#### Tab "Dates"

- *Signing Date*

Contains the date on which the legal file was signed.

- *Signing Date Remarks*

Contains notes on the date of signature.

#### Tab "Participants"

**Note:** The tab is only displayed if the option *Switch to Simplified View* is activated in the legal area.

- *Participants*

Contains the list of participants involved in the current legal file.

#### Tab "Resubmissions/Deadlines/Dates"

**Note:** The tab is only displayed if the option *Switch to Simplified View* is activated in the legal area.

- *Resubmissions/ Deadlines/ Dates*

Contains the list of calendar entries (resubmissions/ deadlines/ dates) of the current legal file.

#### Tab "Cost Recording"

**Note:** The tab is only displayed if the option *Switch to Simplified View* is activated in the legal area.

- *Cost Recording*

Contains the list of cost recordings for the current legal file.

#### Tab "Subordinated Legal Files"

**Note:** The tab is only displayed if the option *Switch to Simplified View* is activated in the legal area.

- *Subordinated Legal Files*

Contains the list of subordinated legal files of the current legal file.

#### Tab "Linked Legal Files"

**Note:** The tab is only displayed if the option *Switch to Simplified View* is activated in the legal area.

- *Linked Legal Files*

Contains the list of legal files linked with the current legal file.

### Tab "Recently Added Documents"

**Note:** The tab is only displayed if the option *Switch to Simplified View* is activated in the legal area.

- *Recently Added Documents*  
Contains the list of recently added documents. The most recently added documents are displayed at the top of the list.

### Tab "Roles"

- *Internal Role*  
Sets the internal role as free text.
- *Internal Signers*  
Defines one or more internal signers for the legal files. The order in which the internal signers are entered later corresponds to that in the signing process.  
**Note:** If the available internal signers have been restricted on the legal area, only these signers will be available as well. Changes will only affect new legal acts.
- *Internal Signer 1*  
Sets the first internal signer.
- *Function*  
Sets the function of the first internal signer as free text.
- *Internal Signer 2*  
Sets the second internal signer.
- *Function*  
Sets the function of the second internal signer as free text.
- *External Role*  
Sets the external role as free text.
- *External Signers*  
Defines one or more external signers for the legal files. The order in which the external signers are entered later corresponds to that in the drawing process.
- *External Signer 1*  
Sets the first external signer.
- *Function*  
Sets the function of the first external signer as free text.
- *External Signer 2*  
Sets the second external signer.
- *Function*  
Sets the function of the second external signer as free text.

### Tab "Assignments"

This tab contains a list of all available assignment targets. By default, you can select one entry each (see chapter 7.1 "Assignment Targets").

**Note:** This tab is only visible if at least one assignment is managed in the superordinate legal area.

### Tab "Documents"

This tab contains a list you can add documents to the legal file.

### Tab "Remarks"

- *Enter Remark*  
Allows adding remarks.
- *Add Attachments*  
Allows adding attachments.

#### Tab “Internal Remark”

- *Enter Internal Remark*  
Allows adding internal remarks.
- *Add Attachments*  
Allows adding attachments.

#### Tab “Canceled Documents”

This tab contains a list of all canceled documents in this legal file. It is only visible if there are canceled documents in the legal file.

## 10.4 Creating a Legal File

In order to create a new legal file, proceed as follows:

1. In the contract manager dashboard, click the “Create Legal File” action.  
**Note:**
  - This action is only visible if there is at least one legal area in the contract manager configuration.
  - You can directly create a legal file inside a legal area as well. In this case, the create dialog will already display a reference legal area and the setting Reference Additional Legal Areas is visible.
2. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.  
**Note:** Check the settings of the legal area if you cannot find a template that you need (see chapter 5.7 “Restricting Templates”).
3. In the field *Legal Area*, select the legal area where the new legal file is stored.  
**Note:** If the legal file is created in the contract manager dashboard and there are several legal areas, then, initially, only the field *Legal Area* is visible.
4. If the legal file is to be referenced in other legal areas, activate the option *Reference Additional Legal Areas* and select the desired legal areas in field *Additional Legal Areas*.
5. In the field *State*, define the desired state of the legal file.
6. Optionally, select a legal file type.  
**Note:** Selecting a (custom-made) legal file type may cause changes to and/or add further tabs to the current dialog (see chapter 3.5 “Contract Manager File Types”).
7. Optionally, tag the legal file by selecting entries in the field *Terms* or via the button *Choose Terms*.  
**Note:** This field and button are only visible if at least one term is available in the default thesaurus (see chapter 3.9 “Default Thesaurus”).
8. Optionally, if you want to define assignments, switch to the tab “Assignments” and make the desired settings (see chapters 7 “Assignments” and/or 10.10 “Defining an Assignment”).
9. Add any further desired metadata.  
**Note:** Depending on the settings defined in the legal area (see chapter 5.3 “Settings”),

further fields may be required or hidden. These settings can be overwritten, depending on the properties of a legal file type (see chapter 3.5 “Contract Manager File Types”).

10. Click on “Next”.

The request will be automatically given a name that contains the ID of the contract manager list, the year of creation, a sequential number, and (if available) the subject of the legal files.

**Note:**

- You can create a legal file via an import as well (see chapter 18 “Imports”).
- If you have configured the use of structural thesauri in the contract manager configuration, this may change the create dialog. Further information can be found in chapter 3.10 “Structural Thesauri”.
- By default, members with restricted access or read access cannot create requests. However, this setting can be activated in the corresponding legal area (see chapter 5.4 “Creating a Legal Area”).

## 10.5 Reassigning a Legal File

Reassigning legal files is equivalent to contracts (see chapter 9.6 “Reassigning a Contract”).

## 10.6 Subordinate a Legal File

To subordinate a legal file to another legal file, proceed as follows:

1. Navigate to the desired legal file.
2. Click on “Subordinate” in the context menu of the legal file
3. In the *Legal Area* field, select the target legal area in which the superordinate legal file is located.
4. Select the target legal file in the *Superordinated Legal File* field.
5. Optionally, the legal file can also be re-registered in the target legal area. To do this, select the option *Move selected files to the legal area (reassign)*. With the option *Show reference of the selected files in the current list*, you can optionally create a reference to the moved legal files in the “Referenced Legal Files” area of the original legal area.  
**Note:** These options only appear if the superordinate legal file is in a different legal area than the legal file to be subordinated.
6. Click on “Next”.

## 10.7 Canceling/Deleting/Restoring a Legal File

Canceling, deleting and restoring legal files is equivalent to contracts (see chapter 9.8 “Canceling/Deleting/Restoring a Contract”).

## 10.8 Defining Recipients for Reminder E-Mails

Defining a recipient for reminder e-mails in legal files is equivalent to contracts (see chapter 9.9.2 “Defining Recipients for Reminder E-Mails”).

## 10.9 Defining a Role

Defining roles in legal files is equivalent to contracts (see chapter 9.13 “Defining a Role”).

## 10.10 Defining an Assignment

Defining an assignment in legal files is equivalent to contracts (see chapter 9.13 “Defining an Assignment”).

## 10.11 Managing Retention

Setting or removing a legal hold and defining a retention period in legal files is equivalent to contracts (see chapter 9.16 “Managing Retention”).

## 10.12 Adding a Document

In order to add documents to a legal file, proceed as follows:

1. Navigate into the desired legal file and then into the area “Documents”.
2. Add documents by uploading them into the list (e.g. via drag-and-drop).
3. Alternatively, you can directly create a document in a request by clicking “Add entry”.

### Note:

- You must add at least one document to the legal file before the „Start Signature Process“ action is available. For more information, see chapter 13 „Signatures“.
- If you have specified an entry in the field *Default Document Category for Documents* in the legal area on the “Administration” tab, the corresponding document category will be added as part of this process.
- Several documents can also be uploaded at the same time. There you can decide whether the documents should be registered individually or together. When registering, for example the document category or subject can be entered. When registering together, the settings are then used for all documents.
- Other options for adding documents to legal files are available. For more information, see chapter 14 “Imports”.

## 10.13 Adding a Remark

Adding a remark in legal files is equivalent to contracts (see chapter 9.17 “Adding a Remark”).

## 10.14 Adding an Internal Remark

Adding an internal remark to legal files is equivalent to contracts (see chapter 9.19 “Adding an Internal Remark”).

## 10.15 Setting up a Confidential Room

Setting up a confidential room in legal files is equivalent to contracts (see chapter 9.20 Setting up a Confidential Room).

## 10.16 Setting up an External Room

Setting up an external room in legal files is equivalent to contracts (see chapter 9.21 “Setting up an External Room”).

## 10.17 Creating a Contract From a Legal File

In order to create a new contract from a legal file and to link the two files, proceed as follows:

1. Inside the legal file, click the action “Create Contract”.
2. Enter all desired metadata.  
If necessary, follow the instructions in chapter 9.4 “Creating a Contract”.
3. Click on “Next”.

The contract and the legal file now refer to each other.

**Note:** If you have configured the use of structural thesauri in the contract manager configuration, this may change the create dialog. Further information can be found in chapter 3.10 “Structural Thesauri”.

## 11 Requests

A request allows members of Fabasoft Contracts to communicate without administrators of contracts folders or legal areas without media disruption. This may be useful if members only have restricted access to contracts manager lists and wish to create requests in contract or legal files.

If the corresponding setting is active, a member can create request in a contract folder or legal area (see chapter 11.4 “Allowing Requests”).

**Note:** Requests, contracts and legal files are also called “contract manager files”. Similarly, contract folders, legal areas and configuration lists are summarized by the umbrella term “contract manager lists”, and both terms are frequently used throughout this document.

### 11.1 Areas

Requests are divided into the following areas:

- *Contributor*  
Contains the contributor of the request.
- *Description*  
Contains the text of the request.
- *Documents*  
Displays the documents available in the documents.
- *All Documents*  
Displays the documents of the current request without folder hierarchies.
- *History*  
Displays the changes made to the metadata of the request.

## 11.2 Actions

You can perform the following actions:

- *Open Request*  
Opens the properties of the request in a split (two-part) view.  
In this view, the properties of the request are displayed alongside the PDF preview of documents contained in the request, given that at least one document exists. If there are several documents, you can switch between them via a button.
- *Manage Assignments*  
Opens a list of available assignments to assign the request to them.  
**Note:** This action is only visible if the contract folder or legal area of the request manages or uses at least one assignment.
- *Create Contract*  
Creates a contract from a request, allows to define its properties and upload documents.  
**Note:** This action is only visible if the request is stored in a contract folder.
- *Create Legal File*  
Creates a legal file from a request, allows to define its properties and upload documents.  
**Note:** This action is only visible if the request is stored in a legal area.
- *Start Process*  
Defines and starts adhoc process, and also offers the option to execute a pre-defined BPMN process.
- *Set/Remove Legal Hold*  
Sets or removes a legal hold for the current request.
- *Update Settings*  
Updates the background tasks of the current request.  
**Note:** Users have the option of deciding whether the documents of the selected request should also be updated.
- *Add Remark*  
Adds a remark to the request. In the dialog, you can also paste shortcuts to documents or upload them from the file system.
- *Add Internal Remark*  
Adds an internal remark to the request. This remark is not visible to members holding restricted access in the superordinate contract manager list. In the dialog, you can also paste shortcuts to documents or upload them from the file system.
- *Properties*  
Opens the properties of the request.

## 11.3 Properties

In the properties of a request, you can specify the following:

### Tab "Request"

- *Type of Request Folder*  
Contains the types of contract manager lists wherein requests are allowed.  
**Note:** This field is only visible in the create dialog.
- *Request Folder*  
Contains the contract folder or legal area wherein the request is stored.



- *Reference Additional Request Folders*  
If this option is active, you can add further contract folders or legal areas in the field *Additional Request Folders* to reference the request therein. Members holding access rights to these additional contract manager lists are then granted access to the request in said additional contract manager lists if they also hold at least restricted access in the contract folder or legal area wherein the request originates.  
**Note:**
  - This field is only visible if there is at least one more contract folder or legal area.
  - If you assign a request to additional contract folders or legal areas, it is displayed there in the area "Referenced Requests".
- *Additional Request Folders*  
Defines additional request folders in which the request should be referenced.  
**Note:** This field is only visible if the setting *Reference Additional Request Folders* is active.
- *Year*  
Contains the year when the request was created.
- *Ordinal*  
Contains the ordinal that the request was assigned upon creation in the contract manager list.
- *Processing State*  
Defines the processing state of an existing request.  
**Note:** If the field does not display any initial value, click on "Search more entries", enter an asterisk (\*) and press the Return key.
- *Request Type*  
Defines the request type.  
**Note:** It is recommended to create request types in accordance with the instructions in chapter 3.5 "Contract Manager File Types" in case you may need a new request type.
- *Subject*  
Contains the subject of the request.
- *Description*  
Contains the text of the request.
- *Terms*  
Defines terms for tagging the request.  
If there already are terms, you can select them. You can also create new terms that are stored in the default thesaurus (see chapter 3.9 "Default Thesaurus").
- *Choose Terms*  
Opens a dialog to select terms from the default thesaurus to tag the request (see chapter 3.9 "Default Thesaurus").
- *Contributor*  
Defines the member contributing the request.  
By default, the creator of the request is pre-filled. Another member can be selected, though.
- *E-Mail Address*  
Defines the e-mail address of the contributor.
- *Internal Editor*  
Defines a member as an internal editor for the request. The internal editor receives change access to the request and its documents. Furthermore, reminder e-mails are sent to the

internal editor by default.

**Note:** The member defined in the field *Internal Editor* must be assigned a role in the contract manager list of the request.

- *E-Mail Address*  
Defines the e-mail address of the internal editor.
- *Internal Purchaser*  
Defines a member as an internal purchaser for the request. The internal purchaser receives change access to the request and its documents. Furthermore, reminder e-mails are sent to the internal editor by default.  
**Note:** The member defined in the field *Internal Purchaser* must be assigned a role in the contract manager list of the request.
- *E-Mail Address*  
Defines the e-mail address of the internal purchaser.
- *Internal Responsible*  
Defines a member as an internal responsible for the request. The internal responsible receives read access to the request and its documents. If there is no member defined in the field *Internal Responsible*, reminder e-mails are sent to the internal responsible by default.  
**Note:** The member defined in the field *Internal Responsible* must be assigned a role in the contract manager list of the request.
- *E-Mail Address*  
Defines the e-mail address of the internal responsible.

**Note:** Some of these properties are only available in an existing request.

#### Tab "Assingments"

This tab contains a list of all available assignment targets. By default, you can select one entry each (see chapter 7.1 "Assignment Targets").

**Note:** This tab is only visible if at least one assignment is managed in the superordinate contract manager list.

#### Tab "Documents"

This tab contains a list you can add documents to the request.

#### Tab "Remarks"

- *Enter Remark*  
Allows adding remarks.
- *Add Attachments*  
Allows adding attachments.

#### Tab "Internal Remark"

- *Enter Internal Remark*  
Allows adding internal remarks.
- *Add Attachments*  
Allows adding attachments.

#### Tab "Canceled Documents"

This tab contains a list of all canceled documents in this request. It is only visible if there are canceled documents in the request.

## 11.4 Allowing Requests

In order to create requests, the corresponding option must be activated in the concerned contracts folders and/or legal files.

To check or define this setting, proceed as follows:

1. Navigate into the desired contract manager list.
2. Click on "Properties".
3. Check or activate/deactivate the setting *Allow Requests*.
4. Click on "Next".

### Note:

- In some contract manager lists, the setting *Allow Requests* is explicitly deactivated (e.g. due to the organization structure or the lines of communication agreed upon). Given these circumstances, the setting should not be changed without urgent need.
- Depending on the activation of the setting, the creation dialog of a request offers the current contract manager list.
- If the current contract manager list is the first list wherein this setting is activated, the contract manager dashboard now displays the action "Create Request".

## 11.5 Creating a Request

In order to create a new request, proceed as follows:

1. In the contract manager dashboard, click the "Create Request" action.  
**Note:** This action is only visible if the option *Allows Requests* is active in at least one contract folder or legal area.
2. If there are templates available for this object type, a selection dialog is displayed. Select the desired entry from the list.  
**Note:** Check the settings of the contract folder or legal area if you cannot find a template that you need (see chapter 5.7 "Restricting Templates").
3. In the field *Type of Request Folder*, select the desired contract manager list type.  
**Note:** The field *Request Folder* displays all available contract folders and legal areas if no selection has been made in the field *Type of Request Folder*. If your organization manages a great number of contract manager lists, it is recommended to use this field to make a preselection.
4. Optionally, select a request type.  
**Note:** Selecting a (custom-made) request type may cause changes to and/or add further tabs to the current dialog (see chapter 3.5 "Contract Manager File Types").
5. Enter your request into the field *Description*.
6. Optionally, tag the request by selecting entries in the field *Terms* or via the button *Choose Terms*.  
**Note:** This field and button are only visible if at least one term is available in the default thesaurus (see chapter 3.9 "Default Thesaurus").
7. Add any further desired metadata.  
**Note:** Depending on the settings defined in the contract folder (see chapter 4.3 "Settings") or legal area (see chapter 5.3 "Settings"), further fields may be required or hidden. These

settings can be overwritten, depending on the properties of a request type (see chapter 3.5 “Contract Manager File Types”).

8. Click on “Next”.

**Note:** If you have configured the use of structural thesauri in the contract manager configuration, this may change the create dialog. Further information can be found in chapter 3.10 “Structural Thesauri”.

The request will be automatically given a name that contains the ID of the contract manager list, the year of creation, a sequential number, and (if available) the subject of a contract (does not apply to legal files).

**Note:**

- You can directly create a request in a contract or legal file as well. Navigate into the desired contract manager file and click the action “Create Request”. In this case, the create dialog will already display a reference to the contract manager file of origin.
- You can create a request from a document intended to be registered. Further information can be found in chapter 18.2 “Registering a Contract Manager File in the Background”.
- By default, members with restricted access or read access cannot create requests. However, this setting can be activated in the corresponding contract folder (see chapter 4.4 “Creating a Contract Folder”) or legal area (see chapter 5.4 “Creating a Legal Area”).

## 11.6 Managing Requests

The management and handling of request can differ widely from one organization to another due to, for example, different structures, needs and processes. This chapter intends to present you with a couple of options regarding requests and how to work with them.

### Request vs. Support Request

In contrast to support requests, which are meant to be a bidirectional means of communication, requests in a contract manager context are not – at least not from the get-go. Whatever happens following the creation of a request and what its creator learns of its state is heavily dependent on how your organization uses and defines the processes involved and/or if the responsible member informs you about the state.

### Use Cases

After its creation, a request appears in the contract manager list that it was assigned to. From that point onward, the request could be handled in the following ways:

- A request starts a process that was defined in the request type selected during creation that immediately forwards it to a recipient (or group thereof) for further processing.
- A request is assigned a background task that was defined in the request type selected during creation that is executed upon fulfilling a certain condition.
- A request appears in the contract manager list and is analysed by the member in charge who then
  - manually starts an appropriate process (ad hoc or BPMN process),
  - manually assigns a background task to the requests,
  - creates a corresponding follow-up,

- cancels the request, or
- creates a new contract or legal file from the request (see chapter 11.13 “Creating a Contract/Legal File From a Request”).

Depending on how exactly requests and/or request types are modeled/configured and which processes are used in your organization, there are even more possibilities regarding the management of requests.

Further information on processes and background tasks can be found in the White Paper [“Model-Based Customizing”](#).

## 11.7 Defining an Assignment

Defining an assignment for requests is equivalent to contracts (see chapter 9.13 “Defining an Assignment”).

## 11.8 Restricting Templates

Restricting templates for requests is equivalent to contract folders (see chapter 4.7 “Restricting Templates”).

## 11.9 Managing Retention

Setting or removing a legal hold and defining a retention period for requests is equivalent to contracts (see chapter 9.16 “Managing Retention”).

## 11.10 Adding a Document

In order to add documents to the request, proceed as follows:

1. Navigate into the desired request and then into the area “Documents”.
2. Add documents by uploading them into the list (e.g. via drag-and-drop).
3. Alternatively, you can directly create a document in a request by clicking “Add entry”.

**Note:** If there is a selected entry in the field *Default Document Category for Documents* in the “Administration” tab in the contract manager list, said category is added during this action.

## 11.11 Adding a Remark

Adding a remark in requests is equivalent to contracts (0“**Note:**

- You must add at least one document to the legal file before the „Start Signature Process“ action is available. For more information, see chapter 13 „Signatures“.
- If you have specified an entry in the field *Default Document Category for Documents* in the legal area on the “Administration” tab, the corresponding document category will be added as part of this process.
- Several documents can also be uploaded at the same time. There you can decide whether the documents should be registered individually or together. When registering, for example the document category or subject can be entered. When registering together, the settings are then used for all documents.

- Other options for adding documents to legal files are available. For more information, see chapter 14 “Imports”.

Adding a Remark”).

## 11.12 Adding an Internal Remark

Adding an internal remark in requests is equivalent to contracts (9.19 “Adding an Internal Remark”).

## 11.13 Creating a Contract/Legal File From a Request

Once it has been decided that a new contract or legal file should be created from the request, you can perform the action. Proceed as follows:

1. Navigate into the request and click the action “Create Contract” or “Create Legal File”.
2. If necessary, follow the instructions in chapters 9.4 “Creating a Contract” or 10.4 “Creating a Legal File”.
3. Some metadata is already prefilled in the create dialog. The contributor of the request is automatically defined as the internal responsible of the contract or legal file.
4. Enter all further metadata as required.
5. Click on “Next” to create the contract or legal file.

If the request already contains documents that you would like to keep, or if you would like to add further documents/files upon creation, proceed as follows:

6. Switch to the “Documents” tab before creating the contract or legal file.
7. Click the button “Search and Add”.
8. Enter the name of the desired document.
9. Select the desired documents or files.
10. Click on “Next”.

## 12 Register of Information

The register of information is a space that allows Fabasoft DORA users to create and manage inspection reports.

### 12.1 Actions

You can perform the following actions:

- *Generate Inspection Reports*  
Creates a new inspection report.  
**Note:** This action is only visible if you have at least change rights.

### 12.2 Properties

In the properties of the register of information, you can specify the following:

**Tab „Inspection Reports“**

### *Inspection reports*

Shows the test reports that you are at least authorized to read.

**Note:** To be able to read a report, you must have *All rights*, have created the report or at least be entered as a *User with Read Access* for the report.

## 12.3 Generate Inspection Reports

Clicking on the action opens a dialogue for defining the report parameters that are used to generate the DORA inspection reports.

You will find the following parameters in the dialogue:

- *Start of Reporting Period*  
Defines the start of the reporting period from which relevant contracts are taken into account for reporting.  
**Note:** The value of this field is calculated from the 'End of Reporting Period' field and the 'Reporting Period (Years)' setting in the 'DORA' tab of the contract manager configuration.
- *End of Reporting Period*  
Defines the end date of the reporting period.
- *Perform Validation Before Reporting*  
Determines whether the selected data should be subjected to DORA validation before reporting.
- *Decimal Places for Numerical Values*  
Defines the number of decimal places to which numerical values in the test reports are rounded.  
**Note:** Currently, the EBA data model only contains integer values. Changing the value to a value other than "0" can therefore lead to problems when submitting audit reports and is intended for future model adjustments.
- *Decimal Places for Monetary Values*  
Defines the number of decimal places to which monetary values in the test reports are rounded.
- *Reporting Organization*  
Defines the reporting organization for the reports to be generated.  
**Note:** Other organizations relevant for the reports are automatically calculated from the metadata of the contracts and the linked organizations.
- *Allowed Contract Folders*  
Defines the contract folders whose contracts are relevant for reporting.
- *Add all Contracts from Folders to Reporting*  
Defines whether all contracts from the Allowed Contract Folders list should be automatically added to the 'Selected Contracts' list.
- *Selected Contracts*  
Defines the contracts that are used for report generation.  
**Note:** This element is only visible if there is at least one Contract Folder in the "Allowed Contract Folders" list.

## 13 Inspection Report

An inspection report contains the data required for DORA in xBRL format.

## 13.1 Properties

In the properties of an inspection report, you can specify the following:

### Tab „Inspection Report“

- *Name*  
Defines the name of the inspection report.
- *Created by*  
Shows the creator of the inspection report.
- *Created on/at*  
Shows the time when the inspection report was created.
- *User with Read Access*  
Defines which users or user groups can read the test report.

## 14 Calendar Item

A calendar item (*Follow-Up*, *Deadline* or *Date*) allows users of Fabasoft Contracts to organize their legal files in terms of time.

### 14.1 Properties

You can define the following fields in the properties of a calendar item:

#### Tab “Follow-Up”, “Deadline” or “Date”

**Note:** Depending on the type of calendar item, this tab is either “Follow-Up”, “Deadline” or “Date”.

- *Type*  
Defines the type of the calendar item.
- *Subject*  
Defines the subject of the calendar item.
- *Priority*  
Defines the importance of the calendar item.  
**Note:** This property is only visible for the type *Follow-Up*.
- *Date and Time/Deadline Expiry*  
Defines the date or deadline of the calendar item.  
**Note:** This property is only visible for the types *Follow-Up*, *Deadline*. The time is initialized to 23:59 when the date is entered for the first time.
- *Reminder Date*  
Defines the reminder date on which the users entered in the *Users for reminders* list are notified.  
**Note:** If this property contains a value, a reminder object is created. The reminder object is then displayed in the calendar of the legal area. When downloading an iCal file for a calendar item, an additional iCal file for the reminder object is also downloaded.
- *Date Category*  
Defines what type of date this date is.  
**Note:** This property is only visible for the type *Date*.



- *Date on/at*  
Defines the date and time of the date.  
**Note:** This property is only visible for the type *Date*.
- *Date Until*  
Defines the end date and time of the date.  
**Note:** This property is only visible for the type *Date*.
- *Location*  
Defines the location where the date takes place.  
**Note:** This property is only visible for the type *Date*.
- *Done*  
Defines whether the calendar item is completed.  
**Note:** When this option is activated, the status of the calendar item changes to *Done* and when this option is deactivated, the status of the calendar item changes to *Expired* if the date *Date and Time/Deadline Expiry* is reached, otherwise the status changes to *In Progress* for *Follow-Ups* and to *Created* for *Deadlines* and *Dates*.
- *Done on/at*  
Defines the date on which the calendar item was completed.
- *Done by*  
Defines the user who completed the calendar item.  
**Note:** This property is automatically calculated and filled with the user's name who completed the calendar item.
- *Comment*  
Defines the comment for this calendar item.  
**Note:** This comment is also sent in the reminder message.
- *Users for reminders*  
Defines the users who are notified when the reminder date is reached.  
**Note:** The creator of the calendar item is automatically entered in this list.
- *Documents*  
Defines the documents that are related to this calendar item.

## 15 Legal Cost

A legal cost item allows users of Fabasoft Contracts to determine the legal costs of their legal files.

### 15.1 Properties

- *Cost Type*  
Defines the type of this legal cost item.
- *Subject*  
Defines the subject of this legal cost item.
- *Invoice Issuer*  
Defines the organization issuing this invoice.
- *Invoice Recipient*  
Defines the internal business unit receiving the invoice.

- *Invoice Date*  
Defines the date of the invoice.
- *Invoice Number*  
Defines the invoice number.
- *Original Currency*  
Defines the used currency in the invoice.
- *Net Amount*  
Defines the net amount of the invoice.
- *Expenses*  
Defines the related expenses of this invoice.
- *Subtotal*  
Defines the subtotal of the invoice.  
**Note:** The value of this field is automatically calculated with the summation of the values of *Net Amount* and *Expenses*.
- *VAT Rate in %*  
Defines the vat rate in percent for this invoice.
- *VAT Cost*  
Defines the vat cost of this invoice.  
**Note:** The value of this field is automatically calculated with the multiplication of *Subtotal* and *VAT Rate in %* divided by 100.
- *Cost Sum*  
Defines the final amount of this invoice.
- *Performance Period From*  
Defines the start date of performing period of this invoice.
- *Performance Period To*  
Defines the end date of performing period of this invoice.
- *State*  
Defines the state of this invoice.
- *Forwarded on*  
Defines the date of forwarding this invoice.
- *Forwarded to*  
Defines the side this invoice is forwarded to.
- *Additional Information*  
Defines additional information to this invoice.
- *External Effort in h*  
Defines the external effort related to this invoice in hours.
- *Documents*  
Defines the documents related to this invoice.

## 16 Approvals

Fabasoft Contracts allows you to define members as decision makers for approval processes. These decision makers can also be granted a certain financial scope.

Once the necessary settings have been made, processes can be executed for contracts or legal files in order to obtain approval. The settings involve the definition of approval levels, limits and roles. Approval levels and limits can be defined globally in the settings of the Contract Manager Configuration as well as within the settings of a specific contract folder (see chapter 16.1 “Creating an Approval Level” – 16.4 “Defining Approval Definitions in a Contract Manager List”). Note that the settings in the contract folder override the global ones, which means that for all contracts belonging to the specific contract folder, the contract folder settings will be applied instead of the global ones.

Based on the defined approval levels and limits, the required approval levels for a contract are automatically generated and displayed in the field *Required Approval Levels* of the “Roles” tab in the properties of the specific contract.

If no levels and limits have been defined either in the Contract Manager Configuration or in the contract folder settings, you can define approval levels directly on a contract level (see chapter 16.5 “Defining an Approval Level in a Contract”).

## Approval Levels

Approval levels form a hierarchy that organizes numerous levels for granting approval based on the contract amount. For example, the approval level L1 might be lower in the hierarchy than level L4. The approval process starts from the lowest level (i.e. L1 in our example) and continues sequentially to higher levels based on the defined limits.

## Number of Approvers

The number of approvers can be used to determine how many approvers are required. Thus, for high sums and many approval levels, not all approvers always have to approve. If, for example, there are approval levels L1, L2 and L3 with limits of 1,000, 2,000 and 3,000 euros, but only two approvers are required, only the approvers of levels L2 and L3 need to approve a contract sum of 5000 euros. In the same example, if only one approver is required, only the L3 level approver must approve.

## Limits

Limits define the maximum contract amount about which the holder of a certain approval level can decide by him/herself. Let us assume three levels L1, L2 and L3 with limits 1000, 2000 and 3000 Euros respectively. If the contract amount is for example 2500 Euros, the approval process will start at the L1 level and continue up to the L3 level, because L3 is the first level with a limit greater than the contract amount. If we consider a contract amount of 1500 Euros, then the approval process will start at the L1 level and continue up to the L2 level, as L2 is in this case the first level with a limit greater than the contract amount. If there is no level with a limit greater than the contract amount (if the contract amount was for instance 5000 Euros in our example), then all levels need to grant approval, starting from the lowest one.

## Roles

Roles define which member holds a certain approval level. Roles are defined in the contract manager configuration. In contract folders or legal areas, said roles are assigned concrete, individual members.

## 16.1 Creating an Approval Level

To create a new global approval level, proceed as follows:

1. Navigate in the contract manager configuration.
2. Click "Settings".
3. Switch to the tab "Administration".
4. In the field *Approval Levels*, enter the name of the desired level.
5. Select "Click here to create the entered term".
6. Repeat this procedure to create all desired terms for approval levels.
7. Click "Next".

**Note:** If you want to define an approval level within a contract folder and not globally, navigate to the contract folder and click "Settings". Then in the "Administration" tab, activate "Override Approval Levels of the Configuration". Follow the steps defined in chapter 16.1 "Creating an Approval Level" (steps 4 onwards) and 16.2 "Creating a Limit" (step 4 onwards) to define levels, number of approvers and limits in the fields *Approval Levels*, *Number of Approvers* and *Default Limits for Approval Levels* respectively, which appear once you activate the aforementioned option.

## 16.2 Creating a Limit

In order to create a new global limit, proceed as follows:

1. Navigate in the contract manager configuration.
2. Click "Settings".
3. Switch to the tab "Administration".
4. In the field *Default Limits for Approval Levels*, click "Add Entry".
5. In the column *Approval Level*, select the desired level from the dropdown menu.
6. In column *Limit*, enter the desired maximum contract amount that this approval level can decide on.
7. In the next dropdown menu, select the desired currency.
8. Repeat this procedure to create and define all desired limits.
9. Click "Next".

**Note:**

- The limits defined in this way are the default limits. It is possible however to define special cases for approval levels and limits (see chapter 16.3 "Creating a Special Case for Approval Levels").
- If you want to define a limit within a contract folder and not globally, navigate to the contract folder and click "Settings". Then in the "Administration" tab, activate "Override Approval Levels of the Configuration". Follow the steps defined in chapter 16.1 "Creating an Approval Level" (steps 4 onwards) and 16.2 "Creating a Limit" (step 4 onwards) to define levels and limits in the fields *Approval Levels* and *Default Limits for Approval Levels* respectively, which appear once you activate the aforementioned option.

## 16.3 Creating a Special Case for Approval Levels

To create a special case for approval levels, proceed as follows:

10. Navigate in the contract manager configuration.

1. Click "Settings".
2. Switch to the tab "Administration".
3. In the field *Special Cases for Approval Levels*, click "Add Entry" and then "New".
4. In the dialog that opens, set the conditions of the special case regarding the contract type and the duration.  
**Note:** In the "Period" field, you can specify a contract duration. For a contract to match the defined duration criteria, you need to ensure that:
  - for "Indefinite" duration, the "Permanent Contract" option in the "Dates" tab of the contract properties has been activated.
  - for "Up to" a specific duration, the corresponding end date (based on the contract start date) has been explicitly defined in the "End" field in the "Dates" tab of the contract properties.
  - for "From" a specific duration, the corresponding end date (based on the contract start date) has been explicitly defined in the "End" field in the "Dates" tab of the contract properties.
5. In the field *Contract Amount Limits* you can set the minimum *Contract Amount (Min)* and maximum *Contract Amount (Max)*, so that the special case could be used for contracts where the contract amount meets these limits.
6. In the field *Number of Approvers*, specify how many approvers are relevant in the approval process.
7. Adapt the existing limits in the field *Limits* as you wish or create new ones.  
**Note:** for each limit, the approval level and (From-Up to) limit is defined for contracts whose contract amount is in the (From-Up to) interval, or only From-Limit for contracts whose contract amount is greater than From-Limit, or only Up to-Limit for contracts whose contract amount is less than Up to-Limit.
8. In the field *Name* provide a name for the special case.
9. Click "Next" to close this dialog.
10. Click "Next".

**Note:** If you want to define a special case within a contract folder and not globally, navigate to the contract folder and click "Settings". Then in the "Administration" tab, activate "Override Approval Levels of the Configuration". Follow the steps defined in chapter 16.3 "Creating a Special Case for Approval Levels" (steps 4 onwards) to define special cases for approval levels in the field *Special Cases for Approval Levels*, which appears once you activate the aforementioned option.

## 16.4 Defining Approval Definitions in a Contract Manager List

To define approval definitions, proceed as follows:

1. Navigate into the desired contract folder or legal area.
2. Click "Properties".
3. Switch to the tab "Roles".
4. In the field *Approval Definitions*, click "Add Entry".
5. In the column *Approval Level*, define the desired approval level.
6. In the column *Approver*, define the desired member.

7. Repeat this procedure to create and define all desired approval definitions.
8. Click "Next".

## 16.5 Defining an Approval Level in a Contract

If no levels and limits have been defined either in the Contract Manager Configuration or in the contract folder settings, you can define approval levels directly on a contract level. To define an approval level in a contract, proceed as follows:

1. Navigate into the desired contract.
2. Click "Properties".
3. Switch to the tab "Roles".
4. In the field *Required Approval Levels*, enter the desired approval levels.  
**Note:** You can only select approval levels that have been defined in the superordinate contract folder.
5. In the field *Approver Selection*, you can specify the approver for each level.
6. Click "Next".

**Note:** Approval levels can also be defined for contracts without an explicit contract amount.

## 16.6 Executing an Approval Process

This set of instructions requires a released BPMN process that is configured according the needs of your organization and contains the "Approve" activity. Further information can be found in the White Paper "[Model-Based Customizing](#)".

In order to execute an approval process, proceed as follows:

1. Navigate into the desired contract.
2. In the context menu, click on "Tools" > "Start New Process".
3. In the field *Predefined Processes*, select the desired process.
4. Click on "Star Process".

Depending on the concrete definition of the process, the following steps can be optional:

1. Navigate to "Home" and then into the worklist.
2. Execute the activity belonging to the approval process in order to send your request for approval to the next participant.
3. After all mandatory participants of the process have completed their respective activities, you are notified in the worklist.

Further information can be found in chapter "[Workflow](#)" in the document "User Help Fabasoft Cloud".

## 17 Signatures

Fabasoft Contracts offers you digital signatures for you contracts. This chapter explains all necessary steps and settings.

## 17.1 Preparations

Before the contract is signed, it is recommended to use the following points as a checklist.

### 17.1.1 Adding Documents

Make sure that the contract contains all relevant documents.

Further information can be found in chapter 9.17 "Adding a Document", 18.5 "Adding Documents to Contracts/Legal Files from a ZIP Archive", or 18.6 "Adding a Contract-/Legal File Document from a Teamroom/Folder".

### 17.1.2 Setting up an External Room

If the signatory needs to see and check the contract documents before giving the signature, you can make them available via an external room. Proceed as follows:

1. Navigate into the "Documents" area of the desired contract.
2. Click the action "Create External Room".
3. Configure the external room according to your needs.  
If necessary, follow the instructions and notes in chapter 9.21 "External Room"
4. External rooms allow internal members to make documents available to a select group of external members. This is usually done when the contract and its related files are ready for the signature process in order to have the external users view, discuss and, if applicable, object to the documents before the conclusion of the contract.
5. Setting up an External Room".
6. Once the signatory has finished the check, move the document from the external room back to the "Documents" area of the contract.

### 17.1.3 Changing the Contract State

The state of a contract must be "Finalized" before it can be signed. If this is not the case, upon starting the signature process a dialog is displayed that informs the member about the impending state change.

**Note:** In addition to that, the contract metadata can be checked via the "Yes and Open Contract" button.

### 17.1.4 Restricting the access for the Signatory Contact

The person designated as a Signatory Contact in a particular contract typically has access to all contract data. This is because "Default: Only the defined team can access objects" is the default security setting. However, it is often desired for the contact person to have access only to the contract document that needs to be signed and not to the entire contract (i.e. the other contract files, e-mails, etc.). To restrict access for the Signatory Contact to only the document to be signed:

1. Navigate into the contract folder, which includes the specific contract and click "Team" in the left menu.
2. In the submenu that opens on the right, click "Security Settings".

3. From the "Access Protection" drop-down list, select the option "Restricted: no access for signatory contacts. The defined team can access objects." and then click "Next".

Once this option is set, the signatory contact will be able to access only the document to be signed, when the corresponding signing activity appears in their worklist.

If you want however the signatory contacts to have in addition access to specific objects when they are involved in a workflow where they need to read these objects, you can choose in the "Security Settings" the option "Restricted + Workflow: No access for signatory contacts. Users involved through workflow can still read objects" instead. With this setting, not only the signatory contacts but actually all users will have access to objects when involved in a workflow. The specific security option basically combines two separate options ("Restricted: no access for signatory contacts. The defined team can access objects." and "Workflow: Workflow users can read objects. The defined team can access objects.") into one.

### 17.1.5 Obtaining Approval

If approval levels are defined and the contract requires approval, an approval process must pass all involved decision makers before the actual signature process can be started. Further information can be found in chapter 16 "Approvals".

### 17.1.6 Setting up a Signature Service

Fabasoft Contracts offers several signature methods. As an alternative to the signature areas that are inherent to the Fabasoft Cloud, you can also use the signature services DocuSign®, Skribble® or Adobe Sign.

**Note:** The above-named signature services are third-party products, belonging to DocuSign, Inc., Skribble AG and Adobe Inc., respectively, and can be set up optionally during a project.

#### 17.1.6.1 Setting up DocuSign

In order to use DocuSign for signatures, proceed as follows:

1. Navigate into the contract manager configuration.
2. Click the action "Settings".
3. Switch to the tab "Administration".
4. Activate the option *Sign with DocuSign*.
5. Enter your data in the respective fields (Service URL, Customer ID, Integration Key, etc.).
6. Click "Next".

**Note:** By setting up DocuSign, the signature process will work according to chapter 17.3.2 "Signing with DocuSign".

#### 17.1.6.2 Setting up Skribble

In order to use Skribble for signatures, proceed as follows:

1. Navigate into the contract manager configuration.
2. Click the action "Settings".
3. Switch to the tab "Administration".



4. Activate the option *Sign with Skribble*.
5. Enter your data in the respective fields (User Name, API Key, etc.).
6. Click "Next".

**Note:** By setting up Skribble, the signature process will work according to chapter 17.3.3 "Signing with Skribble".

### 17.1.6.3 Setting up Adobe Sign

In order to use Adobe Sign for signatures, proceed as follows:

1. Navigate into the contract manager configuration.
2. Click the action "Settings".
3. Switch to the tab "Administration".
4. Activate the option *Sign with Adobe Sign*.
5. Enter your data in the respective fields (Service URL is already prefilled due to your Locale, Client ID, Client Secret).
6. Click "Next".

**Note:**

- By setting up Adobe Sign, the signature process will work according to chapter 17.3.4 "Signing with Adobe Sign".
- The service URL is usually structured as follows: "<https://secure.eu2.echosign.com/>"
- The part of the URL with "eu2" represents the data location. For the correct data location, see the URL from the Dashboard on your Adobe Sign home page.

## 17.2 Starting the Signature Process

In order to sign a contract or a legal file, proceed as follows:

1. Navigate into the desired contract or legal file.
2. Click the action "Start Signature Process".

**Note:** If there is at least one canceled signable document in the "Documents" area, an information window is displayed to the user when a new signature process is started. This informs the user that the data of an existing canceled signable document can be adopted for the new signable document. Click on *Adopt* to adopt the data and on *Not Adopt* to have an empty signable document.

**Note:** If several canceled signable documents exist, only the data of the last canceled signable document can be adopted for the newly created signable document when starting a new signature process.

3. In the field *Main Document*, define the main document of the contract or legal file. You can define one document from those contained in the "Documents" area.
4. In the field *Selected Additional Documents*, define as many additional contract documents or legal file documents as you like.

**Note:** As a result of the signature process, the contents of the main document and the additional documents are copied and combined into a signable document.

**Note:** If the option *Select all Documents* is activated, all documents in the "Documents" area of the corresponding contract are selected as additional documents.

**Note:** In the field *Select Additional Documents*, the first 21 documents in the "Documents" area are displayed as checkboxes to make it easier to select additional documents. The documents selected in the field *Select Additional Documents* are displayed in the field *Selected Additional Documents*.

5. If Skribble is used, the field *Signature Quality* is displayed. Define the desired signature quality (either "Advanced Electronic Signature" or "Qualified Electronic Signature").
6. Optionally, activate the option *Internal Signers Not Required* if the contract or legal file should not be signed by internal signers.

**Note:**

- If this option is active, the options *Internal Signers*, *External Signers Not Required* and *Order* are no longer visible.

7. Optionally, activate the option *External Signers Not Required* if the contract or legal file should not be signed by external signers.

**Note:**

- If this option is active, the options *External Signers*, *External Signers Sign Manually*, *Internal Signers Not Required* and *Order* are no longer visible.
- You can activate this option if you already have a document that is signed by the signatory (digitally or otherwise).

8. Optionally, activate the option *External Signers Sign Manually* to define that the contract or legal file will be signed manually by the external signers.

**Note:**

- If this option is active, the field *External Signers* is no longer a required field.
- If this option is active, the responsibility of completing the signature process lies with the member defined in the field *Responsible for Signature Process*. Said responsibility means that the document must be printed, delivered, signed manually, retrieved and digitized before the contract or legal file is officially signed.

9. In the field *Order*, define the order in which the internal and external signers of the contract or legal file provide their signature.
10. In the field *Responsible for Signature Process*, define the member who is responsible for the signature process.

11. In the fields *Internal Signers* und *External Signers*, define the appropriate internal and external members.

**Note:**

- If you accidentally enter the wrong member, mark the entry and press the Backspace key.
- If the available internal signers have been restricted on the contract list or legal area, only these signers are also available as internal signers.

12. Optionally, in the *Date for Completion* field, enter the date by which the contract document or legal file document should be signed by the specified signer. If the document is not signed by this date, the signer receives a reminder e-mail.

**Note:** If you set a date for completion, the property "To Complete at the Latest" of the corresponding "Sign Digitally" activity in the worklist of the signer, who currently needs to sign the document, will be automatically set to that date.

13. Optionally, in the field *Message for Signers*, enter a message that is sent to the signers after the signature has been provided.

**Note:** If you use Skribble, instead of this field, the fields *Message for Internal Signers* and *Message for External Signers* are available. Thus, you can define a specific message to both kinds of signer.

14. Optionally, in the field *Users to be Notified*, define the members who will be notified after the signatures have been provided.

15. Click "Next".

**Note:**

- Depending on the signature method and settings, users are either notified via e-mail or Welcome Screen.
- The "Start Signature Process" activity definition can also be used in processes that run on a single document and not on the whole contract or legal file.
- The signature process can also be started on contracts or legal files with status "Active".
- External signers are not informed if internal signers deny the signature beforehand.

### 17.2.1 Changing the Signers of a running Signature Process

It is possible to change the signers of a contract document while the signing process is running. To do this:

1. Navigate into the contract document that has been generated once a signing process has been initiated (you can find this document within the "Documents" area of the contract).
2. Click "Edit Signers" in the left menu. The dialogue that will open shows a list of signers who have not signed yet, i.e. signers who have received the respective signing activity in their worklist and have not executed it yet or signers for whom the activity is not yet visible on their worklist because it is still in the waiting state.
3. Click the "Edit Signers" button next to the signer you want to change, select the new signer and then click "Change". Repeat this step for all signers you wish to replace.
4. Click "Save".

**Note:**

- If the replaced signers have already received the corresponding signing activity in their worklist, they are notified per e-mail about the change.
- Changing signers is only possible for a user if this user has been defined as "Responsible for Signature Process". This property can be set in the "Start Signature Process" dialogue.

### 17.2.2 Cancel the Signature Process

It is now possible to cancel a signing process in progress. To do this, proceed as follows:

1. Navigate to the signable document that should be canceled.
2. Click on the signable document.
3. Click on *Cancel Signature Process* on the left-hand side.
4. A window is displayed in which you can specify the users to be notified of the cancellation of the signature process in the *Users to be Notified* field and write the cancellation message in the *Message* field.

5. Click on *Continue Signature Process* to continue the signature process and cancel the cancelation.
6. Click on *Cancel Signature Process* to cancel the signature process.

## 17.3 Signing

This chapter explains how signatures can be provided, either by using signature areas or via the signature services DocuSign, Skribble and Adobe Sign.

**Note:** All signature methods in this chapter require the completion of the instructions in chapter 17.2 "Starting the Signature Process".

### 17.3.1 Signing with Workflow

In order to sign the contract with the help of the tools native to Fabasoft Contract, follow these instructions.

#### Inserting a Signature Area

In order to insert a signature area, proceed as follows:

1. Having completed the instructions in chapter 17.2 "Starting the Signature Process", click the button "Insert Signature Area".
2. Optionally, activate the option *Assign Signature Area to a Signee* in order to define if a certain signature area must contain the signature of a certain signee.  
**Note:** Do so if you want to make dedicated assignments of signees to areas.
3. Optionally, activate the option *A Stamp Insertion Required* in order to make the additional insertion of a digital stamp mandatory.
4. Click on "Insert".
5. Place the signature area at the desired position in the document via drag-and-drop.
6. Click on "Insert Signature Area".
7. Repeat this procedure until you have created all required signature areas.  
**Note:** This may be necessary if members need to provide their signature in several sections of the contract.
8. Click on "Ok".

**Note:** A certificate that is available to the entire organization or a selected group of users can be stored for the execution of digital signatures and stamps in Fabasoft Contracts. If the insertion of signatures and stamps does not work, ask the Contracts administrator in charge and/or read the complementary chapter "[Configure Digital Signatures](#)" in the document "User Help Fabasoft Cloud".

#### Sign in Worklist

Once the signature areas in the signable document have been defined, a signature must be provided via the workflow. Proceed as follows:

1. Navigate into the worklist via Home.
2. Select the proper activity and click the entry "Sign Digitally" the column "Work Items".

Depending on the setting selected in the field *Order* in the "Start Signature Process" dialog, the activity is either forwarded to the other signers or you already are the last one to sign.

### 17.3.2 Signing with DocuSign

In order to sign a contract with DocuSign, proceed as follows:

1. Having completed the instructions in chapter 17.2 "Starting the Signature Process", DocuSign opens in a new browser tab.
2. Enter the required data in order to complete the authentication process.  
In a regular scenario, both parties (i.e. the internal and external signers) are directed to DocuSign in order to provide a digital signature.  
**Note:** The internal signer or his/her organization requires a DocuSign account, the external signer does not.
3. Open the e-mail sent by DocuSign and click the link therein to be redirected to DocuSign.  
**Note:** Check the spam folder if there is no message in your inbox.
4. Start and finalize the signature process within DocuSign.  
All internal and external signers involved must finish this process.
5. Switch back to Fabasoft Contracts.
6. Navigate to the signable document in the "Documents" area.
7. The signable document has been assigned a background task which regularly checks the state of received and missing signatures. You can manually execute said check by clicking the action "Update DocuSign Signature State".
8. Once all signatures have been provided, the state symbol to the left of the document changes.  
You can now close the browser tab running DocuSign.
9. Optionally, you can download a certificate confirming the reception of all required signatures.  
Open the properties of the signable document and download the certificate via the field *Certificate of Completion*.

### 17.3.3 Signing with Skribble

In order to sign a contract with Skribble, proceed as follows:

1. Having completed the instructions in chapter 17.2 "Starting the Signature Process", Skribble opens in a new browser tab.
2. Enter the required data in order to complete the authentication process.  
In a regular scenario, both parties (i.e. the internal and external signers) are directed to Skribble in order to provide a digital signature.  
**Note:** The internal signer or his/her organization requires a Skribble account, the external signer does not.
3. Open the e-mail sent by Skribble and click the link therein to be redirected to Skribble.  
**Note:** Check the spam folder if there is no message in your inbox.
4. Start and finalize the signature process within Skribble.  
All internal and external signers involved must finish this process.
5. Switch back to Fabasoft Contracts.
6. Navigate to the signable document in the "Documents" area.
7. The signable document has been assigned a background task which regularly checks the state of received and missing signatures.

8. Once all signatures have been provided, the state symbol to the left of the document changes.

You can now close the browser tab running Skribble.

#### 17.3.4 Signing with Adobe Sign

In order to sign a contract with Adobe Sign, proceed as follows:

1. Having completed the instructions in chapter 17.2 "Starting the Signature Process", Adobe Sign opens in a new browser tab.
2. Enter the required data in order to complete the authentication process.  
In a regular scenario, both parties (i.e. the internal and external signers) are directed to Adobe Sign in order to provide a digital signature.  
**Note:** An Adobe Sign account is only required for the initiator of the signing process; it is not necessary for the rest users involved.
3. Open the e-mail sent by Adobe Sign and click the link therein to be redirected to Adobe Sign.  
**Note:** Check the spam folder if there is no message in your inbox.
4. Start and finalize the signature process within Adobe Sign.  
All internal and external signers involved must finish this process.
5. Switch back to Fabasoft Contracts.
6. Navigate to the signable document in the "Documents" area.
7. The signable document has been assigned a background task which regularly checks the state of received and missing signatures.
8. Once all signatures have been provided, the state symbol to the left of the document changes.  
You can now close the browser tab running Adobe Sign.

## 18 Imports

Fabasoft Contracts allows you transfer contract manager files, their metadata, and their documents into the contract manager app in a number of ways. The use cases described in this chapter are supposed to assist you in adding numerous contracts as simply as possible.

### 18.1 Classifying and Registering

You can classify and register documents in a single use case.

This step applies to all contract manager files. Proceed as follows:

1. Navigate into the contract folder or legal area that you want to assign the new contract manager files to.
2. Navigate into the "Documents" area.
3. Place the desired documents.
4. Select the desired documents and click the context menu action "Classify and Register".  
**Note:** In the case of legal file and requests, you must manually select the appropriate contract manager file type in the following dialog.

The documents are subsequently processed and converted into contract manager files that you can then find in the corresponding contract manager list.

**Note:** This action makes use of a function from Fabasoft Cloud. If necessary, read the complementing chapter "[Classifying and Registering](#)" in the document "User Help Fabasoft Cloud".

## 18.2 Registering a Contract Manager File in the Background

Fabasoft Contract offer the option to the register contract manager files in the background. This way, you can direct your attention to other tasks once the registration has started and continue to edit contract, legal files and requests later.

Consider the necessary steps:

1. Registering documents in the background requires heir correct placement (see chapter 18.2.1 "Placing a Document").
2. You can subsequently register the documents either as contracts/legal files (see chapter 18.2.2 "Registering a Contract/Legal File") or requests (see chapter 18.2.3 "Registering a Request").

**Note:** Files must be texts or images in PDF documents or Microsoft Word documents, otherwise they cannot be processed during the registration.

### 18.2.1 Placing a Document

This step applies to all contract manager files. Proceed as follows:

1. Navigate into the contract manager list (contract folder or legal area) that the new contract manager file will be assigned to.
2. Navigate into the "Documents" area.
3. Place the desired documents.

Documents can be placed as follows:

- As a document:  
The document becomes both the main document as well as an additional document in the new contact manager file.
- As a folder:  
Upon registration, the first document in the folder becomes the main document, while all others become additional documents in the new contact manager file.
- As a ZIP archive:  
Upon registration, the first document in the ZIP archive becomes the main document, while all others become additional documents in the new contact manager file.

### 18.2.2 Registering a Contract/Legal File

1. Select the desired documents.
2. In the context menu, click the action "Register Contracts in Background" or "Register Legal Files in Background".

3. In the field *Contract Folder* or *Legal Area*, select the contract manager list wherein the document will be registered as a contract or legal area.  
**Note:** By default, the contract manager list that you are currently in is pre-selected.
4. Through the option *Perform OCR*, define if the document will be searched for certain keywords.
5. Click on "Register".

Subsequently, object shells are created from the selected documents and filled with metadata from the documents. Then the documents are placed in the "Documents" area of the desired contract manager file.

**Note:**

- If folders or ZIP archives themselves contain subfolders with further documents, this structure is transferred to the "Documents" area of the contract manager file.
- Folders and ZIP archive without any recognizable contract documents or legal file documents are not processed.

### 18.2.3 Registering a Request

1. Select the desired documents.
2. In the context menu, click the action "Register Requests in Background".
3. In the field *Request Folder*, select the request folder wherein the request will be created.  
**Note:** By default, the request folder that you are currently in is pre-selected.
4. Through the option *Perform OCR*, define if the document will be searched for certain keywords.
5. Click on "Register".

Subsequently, the requests are created in the contract folder or legal area. The selected documents are moved to the "Documents" area of the requests.

**Note:**

- Shortcuts to the selected documents are created in the "Documents" area if the request is assigned to contract manager list other than the one it was created in.
- If the documents are not placed in folder or ZIP archives, the registration creates one request per document.

## 18.3 Improving Document Identification

You can support the registration capabilities of Fabasoft Contracts and increase the accuracy with which documents are recognized and analyzed. By providing concrete keywords, you can give hints as to which documents are a main document or an additional document.

In order to define the corresponding keywords, proceed as follows:

1. Navigate into the contract manager configuration.
2. Click on "Properties".
3. Switch to the tab "Administration".
4. Navigate to the fields beginning with *Keywords for Filenames to Identify Attachments of*.



5. Define the keywords for contracts, legal files and requests, respectively. If you enter several keywords per field, separate them with comma. Such keywords can be, for example:
  - Enclosure
  - Exhibit
  - Bill
  - Attachment
  - Appendix
  - Invoice

## 18.4 Importing a Contract/Legal File via an Excel Worksheet

Fabasoft Contracts enables you to comfortably import contract/legal file metadata from an Excel worksheet or a CSV file. A completed worksheet is imported into a specific contract folder or legal area. Hence, for every contract folder/legal area, a distinct worksheet is needed.

In order to import contracts/legal files via an Excel worksheet, proceed as follows:

1. Navigate into the “Uploads” area of a contract folder/legal area.
2. Upload an Excel worksheet containing contract/legal file metadata.
3. In the context menu of the worksheet, click the action “Import Contracts” or “Import Legal Files”.

The imported contracts/legal files are placed in the specific contract folder/legal area. From the imported contracts/legal files, those that already exist are updated. Each contract/legal file is uniquely identified through the attributes `year`, `ordinal` and `externalkey`. To ensure precise identification, these three attributes should be included as columns in the Excel worksheet. It is also possible to identify contracts/legal files using `externalkey` only, but it must be possible to assign this uniquely to an object. If this only applies to a specific object, the `ordinal` column is obsolete and is ignored. If it applies to several objects, a new contract/legal file is created. All possible built-in attributes that can be included in the Excel worksheet for contracts and legal files are presented in the following two tables.

### Data structure of the Excel worksheet for contracts import

The following table represents the properties of a contract (see chapter 9.3 “Properties”)

Column	Description
<code>year</code>	Year of the beginning of the contract period  <b>Note:</b> <ul style="list-style-type: none"><li>• This property is part of the unique ID of a contract.</li><li>• A value in this column is only recognized if the column <code>start</code> has no value</li></ul>
<code>ordinal</code>	Sequential number of the contract

	<p><b>Note:</b> This property is part of the unique ID of a contract. In case of creating a new contract, this property is reassigned and could therefore be ignored.</p>
externalkey	<p>External key of the contract</p> <p><b>Note:</b> This property is part of the unique ID of a contract.</p>
state	<p>Contract state</p> <ul style="list-style-type: none"> <li>• CS_DRAFT (Draft)</li> <li>• CS_FINALIZED (Finalized)</li> <li>• CS_ACTIVE (Active)</li> <li>• CS_DORMANT (Dormant)</li> <li>• CS_GIVEN_CANCELATION (Cancellation Given)</li> <li>• CS_EFFECTIVE_CANCELATION (Cancellation Effective)</li> <li>• CS_INACTIVE (Inactive)</li> </ul>
signatory	Signatory (as free text)
signatoryobject	<p>Signatory (as object)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This value may contain the name, e-mail address, external key of the signatory with the prefix "?" or Fabasoft Cloud ID of the desired signatory.</li> <li>• If options from the field <i>Standard Signatories</i> (contract folder properties &gt; "Administration" tab) are active, signatories must be defined as objects instead of free text (see chapter 8.1.1 "Managing Signatories via Contact Management").</li> </ul>
signatoryobjects	<p>Signatory (as objectlist)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This value may contain the name, e-mail address, external key of the signatory with the prefix "?" or Fabasoft Cloud ID of the desired signatory.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the field “Multiple Signatories” (contact folder properties &gt; “Administration” tab) is not checked, it is not possible to migrate multiple signatories.</li> <li>• If options from the field <i>Standard Signatories</i> (contract folder properties &gt; “Administration” tab) are active, signatories must be defined as objects instead of free text (see chapter 8.1.1 “Managing Signatories via Contact Management”).</li> </ul>
signatorydepartment	Department of the signatory
signatoryrole	Role of the signatory
signatorycontact	<p>Contact of the signatory</p> <p><b>Note:</b> This value may contain the name, e-mail address or Fabasoft Cloud ID of the desired signatory contact from the contact management.</p>
signatorycontactdescription	Contact information of the signatory
signatoryreference	External reference of the signatory
street	Street
zipcode	Zipcode
city	City
country	Country (as a name, or two/three-digit ISO ID)
business	Phone number (Business)
fax	Phone number (Fax)
mobile	Phone number (Mobile)
private	Phone number (Private)
internalrole	Internal role
internaeditorcontact	Internal editor

	<b>Note:</b> This value may contain the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.
internalpurchasercontact	Internal purchaser <b>Note:</b> This value may contain the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.
internalresponsiblecontact	Internal responsible <b>Note:</b> This value may contain the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.
internalserviceprovision	Internal service provision (as free text)
internalreference	Internal reference
supplier	Supplier <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a supplier. If no such supplier is found, a new one is created.
customer	Customer <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a customer. If no such customer is found, a new one is created.
client	Client <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a client. If no such client is found, a new one is created.
corporation	Corporation <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a corporation. If no such corporation is found, a new one is created.

committee	<p>Committee</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a committee. If no such committee is found, a new one is created.</p>
union	<p>Union</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a union. If no such union is found, a new one is created.</p>
company	<p>Company</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a company. If no such company is found, a new one is created.</p>
scope	<p>Scope</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a scope. If no such scope is found, a new one is created.</p>
industry	<p>Industry</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of an industry. If no such industry is found, a new one is created.</p>
area	<p>Area</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of an area. If no such area is found, a new one is created.</p>
brand	<p>Brand</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a brand. If no such brand is found, a new one is created.</p>
product	<p>Product</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a</p>

	product. If no such product is found, a new one is created.
project	Project <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a project. If no such project is found, a new one is created.
license	License <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a license. If no such license is found, a new one is created.
businessunit	Business unit <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a business unit. If no such business unit is found, a new one is created.
costtype	Cost type <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a cost type. If no such cost type is found, a new one is created.
costcenter	Cost center <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a cost center. If no such cost center is found, a new one is created.
profitcenter	Profit center <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a profit center. If no such profit center is found, a new one is created.
subject	Contract subject
description	Description
type	Contract type <b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a

	contract type. If no such contract type is found, a new one is created.
language	Contract language
amount	Contract amount
amountsymbol	Currency of the contract amount <b>Note:</b> The currency must be an ISO code of three letters, e.g. "EUR", "GBP" or "USD". Find further IDs on <a href="https://en.wikipedia.org/">wikipedia</a> .
penalty	Contract penalty
penaltysymbol	Currency of the contract penalty <b>Note:</b> The currency must be an ISO code of three letters, e.g. "EUR", "GBP" or "USD". Find further IDs on <a href="https://en.wikipedia.org/">wikipedia</a> .
paymentarrangements	Payment arrangements
legalbasis	Legal basis
applicablelaw	Applicable law
jurisdiction	Jurisdiction
specialcontractterms	Special contract terms
specialcontracttermsremarks	Remarks to special contract terms
specialterminationterms	Special termination terms
specialterminationtermsremarks	Remarks to special termination terms
signing	Signature date
signingremarks	Remarks to signature date
start	Contract start
startterms	Terms for contract start
permanent	Permanent contract (values allowed: true, false)
prolongationterms	Terms for prolongation
cancelationwaiver	Cancellation waiver

cancelationwaiverterms	Terms for cancellation waiver
end	Contract end
validfrom	Beginning of validity (date)
Validto	End of validity (date)
endterms	Terms for contract end
cancelationmode	<p>Cancellation mode</p> <ul style="list-style-type: none"> <li>• CM_CANCELABLEATANYTIME (Cancelable at Any Time)</li> <li>• CM_CANCELABLEBYENDOFCONTRACTPERIOD (Cancelable by the End of the Contract Period)</li> <li>• CM_CANCELABLEBYENDOFYEAR (Cancelable by the End of Each Calendar Year)</li> <li>• CM_CANCELABLEBYENDOFHALFYEAR (Cancelable by the End of Each Half Year)</li> <li>• CM_CANCELABLEBYENDOFQUARTER (Cancelable by the End of Each Quarter)</li> <li>• CM_CANCELABLEBYENDOFMONTH (Cancelable by the End of Each Month)</li> <li>• CM_NONCANCELABLE (Non-Cancelable)</li> </ul>
cancelationterms	Terms for cancellation
contractperiod	<p>Contract period</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a timespan. If no such timespan is found, a new one is created.</p>
contractperiodterms	Terms for contract period
contractperiodreminder	<p>Timespan for reminder e-mail before the end of the contract period</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a timespan. If no such timespan is found, a new one is created.</p>



noticeperiod	<p>Notice period</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a timespan. If no such timespan is found, a new one is created.</p>
noticeperiodterms	Terms for notice period
noticeperiodreminder	<p>Timespan for reminder e-mail before the end of the notice period</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a timespan. If no such timespan is found, a new one is created.</p>
givencancelation	Cancellation given (date)
givencancelationremarks	Terms for cancellation given
effectivecancelation	Cancellation effective (date)
effectivecancelationremarks	Terms for cancellation effective
reminder	Additional reminder (date)
reminderinterval	Interval for additional reminder
reminderusers	<p>Additional contacts for reminder e-mails</p> <p><b>Note:</b> This value may contain the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.</p>
contractassignedlegalfilesarea	<p>Assigned legal area</p> <p><b>Note:</b> This field can be used to specify the Fabasoft Cloud ID or the external key of the legal area in which the legal file to be assigned to the contract is located.</p>
contractassignedlegalfiles	<p>Assigned legal files</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>This field can be used to specify the Fabasoft Cloud ID or the</li> </ul>

	<p>external key of one or more legal files to be assigned to the contract.</p> <ul style="list-style-type: none"> <li>To specify multiple legal files, they must be separated by a line break.</li> </ul>
ictservice	ICT-Service (values allowed: true, false)
isoutsourcing	Outsourcing/External Procurement (values allowed: true, false)
contractualarrangementtype	<p>Type of Contract Agreement</p> <ul style="list-style-type: none"> <li>CAT_STANDALONE (Standalone arrangement)</li> <li>CAT_OVERARCHING (Overarching arrangement)</li> <li>CAT_SUBSEQUENT_OR_ASSOCIATED (Subsequent or associated arrangement)</li> </ul>
contractlocationofjurisdiction	Location of Jurisdiction: Country (as a name, or two/three-digit ISO ID)
contractoutsourcingevaluation	Significance Evaluated on
contractoutsourcing	<p>Significance of Outsourcing</p> <ul style="list-style-type: none"> <li>CO_SIGNIFICANT (Significant Outsourcing)</li> <li>CO_NOT_SIGNIFICANT (No Significant Outsourcing)</li> <li>CO_EXTERNAL_OTHER (External Procurement/Other)</li> </ul>
contracttestscostanalysisitest	<p>Test</p> <ul style="list-style-type: none"> <li>CTRT_SUCCESSFUL (Successful)</li> <li>CTRT_UNSUCCESSFUL (Unsuccessful)</li> </ul>
contracttestscostanalysislasttest	Last Test on (KNA)
contracttestscostanalysisnexttest	Next Test on (KNA)
contracttestsriskevaluationtest	<p>Test</p> <ul style="list-style-type: none"> <li>CTRT_SUCCESSFUL (Successful)</li> <li>CTRT_UNSUCCESSFUL (Unsuccessful)</li> </ul>

contracttestsriskevaluationlasttest	Last Test on (RB)
contracttestsriskevaluationnexttest	Next Test on (RB)
contracttestsexitstrategylasttest	Last Test on (EX)
contracttestsexitstrategynexttest	<ul style="list-style-type: none"> <li>Next Test on (EX)</li> </ul>
contractsubstitutabilityoictserviceprovider	<p>Substitutability of the ICT Third-Party Service Provider</p> <ul style="list-style-type: none"> <li>x959 (Not Substitutable)</li> <li>x960 (Highly Complex Substitutability)</li> <li>x961 (Medium Complexity in Terms of Substitutability)</li> <li>x962 (Easily Substitutable)</li> </ul>
contractreasonforictnotsubstitutable	<p>Reason if the ICT Third-Party Service Provider is Considered not Substitutable or Difficult to be Substitutable</p> <ul style="list-style-type: none"> <li>x963 (Deficiency)</li> <li>x964 (Difficulties)</li> <li>x965 (Both Reasons Mentioned Above)</li> </ul>
contractlastauditonictserviceprovider	Date of the Last Audit on the ICT Third-Party Service Provider
contractnextauditonictserviceprovider	Date of next Audit
contractexistenceofexitplan	Existence of an Exit Plan (values allowed: true, false)
possibilitysuboutsourcingmaterials	Possibility of Sub-Outsourcing of Material Parts of the Outsourced Functions included in Contract (values allowed: true, false)
contractreintegrationofcontractedictservice	<p>Possibility of Reintegration of the Contracted ICT Service</p> <ul style="list-style-type: none"> <li>IRP_EASY (Easy)</li> <li>IRP_DIFFICULT (Difficult)</li> <li>IRP_COMPLEX (Highly Complex)</li> <li>IRP_NOT_PERFORMED (Assessment not Performed)</li> </ul>

contractimpactofdiscontinuingictservices	<p>Impact of Discontinuing the ICT Services</p> <ul style="list-style-type: none"> <li>• X791 (Low)</li> <li>• X792 (Medium)</li> <li>• X793 (High)</li> <li>• X799 (Assessment not Performed)</li> </ul>
contractalternativeictserviceproviders	<p>Are there Alternative ICT Third-Party Service Providers Identified?</p> <ul style="list-style-type: none"> <li>• X28 (Yes)</li> <li>• X29 (No)</li> <li>• X21 (Assessment not Performed)</li> </ul>
contractidentificationofalternativeict	Identification of Alternative ICT TPP
exitorgidtype	<p>ID Type for Alternative ICT Third-Party-Provider</p> <ul style="list-style-type: none"> <li>• SIPTE_LEI (LEI)</li> <li>• SIPTE_CORPID (Corporate Registration Number)</li> </ul>
exitorgleidata	LEI
exitorgregnum	Corporate Registration Number
alternativeproviders	Alternative providers
programming name	<p>Programming name of a custom field</p> <p><b>Note:</b> If you assign a contract type containing custom fields (from the release version of a form) to a contract, you can also fill these fields. For each desired field, add its programming name as a new column.</p> <p>If the custom field is an object property, the import values may contain the following prefixes:</p> <ul style="list-style-type: none"> <li>• # An attempt is made to determine a component object with the provided reference.</li> <li>• ? An attempt is made to determine an object that has been assigned</li> </ul>

	the indicated value in the <i>Import ID</i> field.
overridekeys	CSV columns of properties to be overwritten separated by commas (otherwise empty values are ignored and values are added in list properties)
contractriskevaluationsummary	<ul style="list-style-type: none"> <li>• Outcome of the Assessment of Service Provider's Substitutability</li> </ul>
approvingdecisionmakingbody	<ul style="list-style-type: none"> <li>• Approving Decision-Making Body</li> </ul>
contractannualamount	<ul style="list-style-type: none"> <li>• Annual Cost</li> </ul>
contractannualamountsymbol	<ul style="list-style-type: none"> <li>• Currency of Annual Cost</li> <li>• <b>Note:</b> The currency must be an ISO code of three letters, e.g. "EUR", "GBP" or "USD". Find further IDs on <a href="https://en.wikipedia.org/">wikipedia</a></li> </ul>
contractsupportscriticalimportantfuncoverride	<ul style="list-style-type: none"> <li>• Mark as not Critical or Important</li> </ul>
contractnoticeperiodcontractsignatory	<ul style="list-style-type: none"> <li>• Notice Period Signatory</li> </ul>
contractsupportscriticalimportantfuncoverride reason	<ul style="list-style-type: none"> <li>• Reason for not Critical or Important</li> </ul>
contractebareviewed	<ul style="list-style-type: none"> <li>• EBA Reviewed</li> </ul>
contractterminationreason	<ul style="list-style-type: none"> <li>• Contract Termination Reason CTR_WITHOUT_CAUSE (Termination Not for Cause: Expired and Not Renewed)</li> <li>• CTR_ICT_PROVIDER_VIOLATE_LAW (Termination for Cause: Provider in Breach of Applicable Law, Regulations or Contractual Provisions)</li> <li>• CTR_ICT_PROVIDER_IMPEDIMENTS (Termination for Cause: Identified Impediments of the Provider Capable of Altering the Supported Function)</li> <li>• CTR_ICT_PROVIDER_WEAKNESSES (Termination for Cause: Provider's Weaknesses Regarding the Management and Security of Sensitive Data or Information)</li> </ul>

	<ul style="list-style-type: none"> <li>• CTR_REQUEST_OF_AUTHORITY (Termination: As Requested by the Competent Authority)</li> <li>• CTR_OTHER (Other Reasons for Termination)</li> </ul>
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### Data structure of the Excel worksheet for legal files import

The following table represents the properties of a legal file (see chapter 10.3 Properties“)

Column	Description
year	<p>Year of the beginning of the legal file period</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This property is part of the unique ID of a legal file.</li> </ul>
ordinal	<p>Sequential number of the legal file</p> <p><b>Note:</b> This property is part of the unique ID of a legal file. In case of creating a new legal file, this property is reassigned and could therefore be ignored.</p>
externalkey	<p>Import ID of the legal file</p> <p><b>Note:</b> This property is part of the unique ID of a legal file.</p>
state	<p>Legal file state</p> <ul style="list-style-type: none"> <li>• LFS_DRAFT (Draft)</li> <li>• LFS_FINALIZED (Finalized)</li> <li>• LFS_ACTIVE (Active)</li> <li>• LFS_INACTIVE (Inactive)</li> </ul>
internaleditorcontact	<p>Internal editor</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This value may contain the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.</li> <li>• If no user with the specified e-mail address is found, a new user with this address is created.</li> </ul>
internalpurchasercontact	<p>Internal purchaser</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This value may contain the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.</li> </ul>

	<ul style="list-style-type: none"> <li>If no user with the specified e-mail address is found, a new user with this address is created.</li> </ul>
internalresponsiblecontact	<p>Internal responsible</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>This value may contain the name, e-mail address or Fabasoft Cloud ID of an internal or external member of the Fabasoft Cloud organization.</li> <li>If no user with the specified e-mail address is found, a new user with this address is created.</li> </ul>
supplier	<p>Supplier</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a supplier. If no such supplier is found, a new one is created.</p>
customer	<p>Customer</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a customer. If no such customer is found, a new one is created.</p>
client	<p>Client</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a client. If no such client is found, a new one is created.</p>
corporation	<p>Corporation</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a corporation. If no such corporation is found, a new one is created.</p>
committee	<p>Committee</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a committee. If no such committee is found, a new one is created.</p>
union	<p>Union</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a union. If no such union is found, a new one is created.</p>
company	<p>Company</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a company. If no such company is found, a new one is created.</p>

scope	<p>Scope</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a scope. If no such scope is found, a new one is created.</p>
industry	<p>Industry</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of an industry. If no such industry is found, a new one is created.</p>
area	<p>Area</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of an area. If no such area is found, a new one is created.</p>
brand	<p>Brand</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a brand. If no such brand is found, a new one is created.</p>
product	<p>Product</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a product. If no such product is found, a new one is created.</p>
project	<p>Project</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a project. If no such project is found, a new one is created.</p>
license	<p>License</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a license. If no such license is found, a new one is created.</p>
businessunit	<p>Business unit</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a business unit. If no such business unit is found, a new one is created.</p>
costtype	<p>Cost type</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a cost type. If no such cost type is found, a new one is created.</p>
costcenter	<p>Cost center</p>



	<p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a cost center. If no such cost center is found, a new one is created.</p>
profitcenter	<p>Profit center</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a profit center. If no such profit center is found, a new one is created.</p>
subject	Legal file subject
type	<p>Legal file type</p> <p><b>Note:</b> This value may contain the name or Fabasoft Cloud ID of a legal file type. If no such legal file type is found, a new one is created if allowed (Legal area settings).</p>
legalfileassignedcontractsfolder	<p>Assigned contract folder</p> <p><b>Note:</b> This field can be used to specify the Fabasoft Cloud ID or the external key of the contract folder where the contract to be assigned to the legal file is located.</p>
legalfileassignedcontracts	<p>Assigned contracts</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This field can be used to specify the Fabasoft Cloud ID or the external key of one or more contracts to be assigned to the legal file.</li> <li>• To specify multiple contracts, they must be separated by a line break.</li> </ul>
programming name	<p>Programming name of a custom field</p> <p><b>Note:</b> If you assign a legal file type containing custom fields (from the release version of a form) to a legal file, you can also fill these fields. For each desired field, add its programming name as a new column.</p> <p>If the custom field is an object property, the import values may contain the following prefixes:</p> <ul style="list-style-type: none"> <li>• # An attempt is made to determine a component object with the provided reference.</li> <li>• ? An attempt is made to determine an object that has been assigned the indicated value in the <i>Import ID</i> field.</li> </ul>

## 18.5 Adding Documents to Contracts/Legal Files from a ZIP Archive

In order to add documents to a contract/legal file from a ZIP archive, proceed as follows:

1. Navigate into the desired contract/legal file.
2. Click “Properties” in the left menu.
3. Switch to the tab “General”.
4. Enter a unique ID into the field *Import ID*.
5. Click “Next”.  
**Note:** Repeat this procedure if you want to add documents to further contracts.
6. Create a folder in your local file system.
7. Name the folder exactly like the import ID that you previously assigned to the contract/legal file.
8. Put all documents that you want to add to the contract/legal file into the folder.
9. Repeat this procedure if you want to add documents to further contracts/legal files.
10. Select all desired folders and create a single ZIP archive.
11. Navigate into the desired contract folder/legal area.
12. Go to the “Uploads” area.
13. Upload the ZIP archive.
14. In the context menu of the ZIP archive, select “Import Contracts” or “Import Legal Files”.
15. After the successful import, click “Next”. The documents are now contained in the desired contracts/legal files.

**Note:** The documents that are selected for the archive can be stored in the archive along with a folder hierarchy. However, when the documents are imported into Contract Manager, the folder hierarchy is ignored, which means that all imported documents are placed within the “Documents” area of the respective contract/legal file at the same level.

### 18.5.1 Assigning a category to documents of contracts/legal files through an Excel Worksheet

It is possible to use an Excel worksheet to assign a category, which you have defined for example in the Contract Manager configuration or within a contract folder/legal area, to the documents of a contract/legal file. To do this proceed as follows:

1. Navigate into the desired contract folder/legal area.
2. Go to “Uploads”.
3. Upload the Excel worksheet that you have accordingly prepared. The Excel worksheet should contain the columns listed in the following table:

Column	Description
externalkey	The import ID of the contract/legal file (see tables in Chapter 18.4 “Importing a Contract/Legal File via an Excel Worksheet”)

filepath	<p>The file name along with the file path where the document exists within the "Documents" area of the contract/legal file</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If the document is stored directly under "Documents", <code>filepath</code> includes only a file name.</li> <li>• The file extension must be provided.</li> <li>• Subfolders are separated by "/", e.g.: "COO.6505.100.x.x/subfolder1/subfolder2/x/y/z".</li> <li>• If a folder name is to contain a "/", the "/" must be replaced with a "~" in the Excel workbook.</li> </ul>
filecategory	The Fabasoft Cloud ID or the import ID or the name of the category
programmingname	<p><b>Note:</b> If you assign a category containing custom fields (= the published version of a form) to the document, you can also input values into these fields. For each desired custom field, add its programming name as a column name.</p>

4. In the context menu of the worksheet, select "Assign Categories".
5. After the successful import, click "Close". The documents are now assigned a category as specified in the Excel worksheet.

## 18.6 Adding a Contract-/Legal File Document from a Teamroom/Folder

You can add documents from a teamroom or a folder as well. This option is especially useful if the documents in question are provided by a system external to the Fabasoft Cloud (e.g. SharePoint, SAP, etc.) and the need to be processed further.

This use case requires a correctly filled-out Excel worksheet, hence familiarize yourself with the data structure.

Column	Description
skip	Ignore column during import; values: true, false, 1, 0
externalkey	Fabasoft Cloud ID or external key of the contract or legal file that documents are assigned to, e.g. "file_smith_1_2")
path	<p>Document path Fabasoft Cloud ID of the teamroom or folder where the documents are stored, e.g. "COO.6505.100.x.x"</p> <p><b>Note:</b> Subfolders are separated by "/", e.g.: "COO.6505.100.x.x/subfolder1/subfolder2/x/y/z"</p>

	If a folder name is to contain a "/", the "/" must be replaced with a "~" in the Excel workbook.
filename	File name of the document, e.g. "file_document.pdf". <b>Note:</b> The file extension must be provided.
filecategory	Category The name or Fabasoft Cloud ID of the category that is to be assigned to the document, e.g. "COO.6505.100.x.x".
programmingname	Programming name <b>Note:</b> If you assign a category containing custom fields ( = the published version of a form) to the document, you can also input values into these fields. For each desired custom field, add its programming name as a column name.
targetpath	Target path Path in the documents of a contract/legal file where the documents are to be filed, e.g. "Subfolder1/Subfolder2". Folder structures that do not contain documents can be migrated. <b>Note:</b> If a folder is not found in the file path, a new folder is created. Subfolders are separated by "/", e.g.: "subfolder1/subfolder2/x/y/z". If a folder name is to contain a "/", the "/" must be replaced with a "~" in the Excel workbook.
targetlist	Target list The short or long reference of the list to which the documents should be assigned. <b>Note:</b> If the property is not filled, the "Documents" list of a contract/legal file is used by default.

### 18.6.1 Adding an Import ID to a Contract/Legal File

In order to add documents to contracts/legal files, proceed as follows:

1. Navigate into the desired contract/legal file.
2. Click on the "Properties" action.
3. Switch to the tab "General".
4. Enter a unique ID into the field *Import ID*.
5. Click on "Next".

Repeat this procedure if you want to add documents to further contracts/legal files.

### 18.6.2 Determining the Path to a Data Source

1. Navigate into the desired context within the cloud (e. g. in your Personal Folder).
2. Navigate into the desired teamroom or folder.  
If the desired teamroom or folder or origin does not exist yet, create it.
3. Put the desired documents into the teamroom or folder.
4. Click on the "Settings" or "Properties" action.
5. Switch to the tab "General".
6. Copy the value from the field *Fabasoft Cloud ID* and save it in a text file since you will need it later.
7. Click on "Next".

Repeat this procedure if you want to add documents from several teamrooms or folder to contracts.

**Note:** In order to provide the correct path, the Fabasoft Cloud ID from the uppermost teamroom or folder in the hierarchy is required. Working with subfolders is explained later.

### 18.6.3 Setting up an Excel Worksheet

1. Create a new Excel worksheet.
2. Add the columns `externalkey`, `path` and `filename`.
3. In the column `externalkey`, enter the import id of the desired contract.
4. In the column `path`, enter the path to the desired documents.  
**Note:** If the desired documents are located in a subfolder, enter the exact path to the documents in the column `path`, properly separated by "/".  
If the folder name contains a "/", the "/" must be replaced with a "~".
5. Optionally, add the `skip` and enter a Boolean value (allowed: `true`, `false`, `1`, `0`) in order to define if a row should be exempt from being added.
6. Optionally, add the column `filecategory` and enter the name or Fabasoft Cloud ID of the desired category.  
**Note:** If one or more of the categories contain custom fields and you want to add values to these fields as well, do the next step.
7. Optionally, add further columns with the names of the programming names of the desired custom fields. Then enter the desired values.
8. Optionally, create the `targetpath` column and specify the target path where the document is to be filed.  
**Note:** If a folder in the destination path is to contain a "/" in the folder name, the "/" must be replaced by "~".
9. Repeat this procedure for each document that is to be added.  
**Note:** Make sure that, at the very least, the columns `externalkey`, `path` and `filename` each contain a value.
10. Save and close the Excel worksheet.

### 18.6.4 Allocating from a Teamroom/Folder

1. Navigate into the desired contract folder/legal file and then into the "Uploads" area.

2. Upload the Excel worksheet.
3. In the context menu of the worksheet, click the "Assign Documents" action.

The documents that were successfully allocated are moved from the teamroom/folder to the target contract/legal file.

**Note:** If the import of documents into the desired target contract/legal file should fail, check for the following potential causes of error:

- Make sure that the Fabasoft Cloud IDs of the affected objects are correctly located in the worksheet and file paths are properly separated by "/".
- Make sure that the target contract/legal file has a value in the *Import ID* field and that said value is unique. The app does not check the uniqueness of the import id when you enter it.
- Make sure that the target contract/legal file is not open in editing mode in another browser tab of yours or being edited by somebody else.

### 18.6.5 Add Contract Documents from Teamroom/Folder to Contract Partner

You can also assign documents from a team room/folder to contact persons/contact organizations from contact management.

For this use case, a correctly completed Excel workbook is assumed. The data structure is very similar to the one already described at the beginning of chapter 18.6 "Adding a Contract-/Legal File Document from a Teamroom/Folder", but there is one more column and some other differences listed below.

Column	Description
contactroom	<p>Fabasoft Cloud ID or the external key of the contact room containing the contact persons/contact organizations to which the documents are to be assigned (e.g. "contact_smith_01_02").</p> <p><b>Note:</b> If there is no value in the column, the default contact room of the contract list is used to search for contacts.</p>

**Note:** For instructions on how to set up the Excel workbook and assign the documents, see Chapter 18.6.1 "Adding an Import ID to a Contract/Legal File" - Chapter 18.6.4 "Allocating from a Teamroom/Folder".

Differences from above are:

- While in Chapter 18.6.4 "Allocating from a Teamroom/Folder" the action "Assign Documents" is used, here the action "Assign Documents to Signatories" must be used.
- The action "Assign Documents to Signatories" is only possible on an Excel worksheet in a contract list.
- In the `externalkey` column, e-mail address/import identifier/name for a contact person/contact organization can be specified
- The column value contains an "@": A search is made for a contract partner with the specified e-mail address.

- The column value starts with a "?": A search is made for a contract partner with the import identifier following the "?"
- If the column value contains neither an "@" nor does it begin with a "?", then a search is made for a contract partner who has stored the column value as a name.
- If the `targetlist` column is not filled, the "Contract Documents" list is filled by default.

## 18.7 Importing Contracts and Documents Together

You can import contracts and their corresponding documents via a single Excel worksheet as well. For this use case, it is important to have all necessary metadata in place as well to name all involved file paths and documents correctly.

Proceed as follows:

1. Navigate into the desired teamroom or folder.
2. Place the desired documents therein.
3. Save the relevant file paths (see chapter 18.6.2 "Determining the Path to a Data Source")
4. Create a new Excel worksheet.
5. Add all necessary columns for the desired contract metadata (see chapter 18.4 "Importing a Contract/Legal File via an Excel").
6. Make sure that the contract is given a unique import ID via the column `externalkey`. It serves as a point of reference for the documents.
7. Add all necessary columns for the desired document metadata (see chapter 18.6 "Adding a Contract-/Legal File Document from a Teamroom/Folder").
8. Save and close the worksheet.
9. Navigate in the "Uploads" area of the desired contract folder.
10. Upload the Excel worksheet.
11. In the context menu of the worksheet, click the action "Import Contracts".  
This step creates the object shells of the contracts.
12. In the context menu of the worksheet, click the action "Assign Documents".  
This step assigns the documents to the contracts.

## 18.8 Importing List Elements

You can import elements, for example user objects, documents, etc., from an Excel or a CSV file into element lists that can be found in the properties of a contract or a legal file. To do this, proceed as follows:

1. Navigate into the contract folder or the legal area, which includes the contracts or legal files respectively, where you wish to import the list elements to.
2. Click the "Uploads" widget.
3. Select "Upload" from the left menu or the context menu and choose the Excel or the CSV file, where you want to upload the list elements from. Alternatively, you can drag and drop the file directly into the "Uploads" widget.
4. Once the file appears in the widget, right-click it and select "Import List Elements" from the context menu. The elements will be created in the respective lists. Note that if an imported

element already exists in the destination list, then no additional element will be created but instead the values of this element's attributes will be accordingly updated.

**Note:** Import of list elements is possible only if the Excel/CSV file contains the identification attributes of the list element. These are listed in the following table:

Column	Description
<code>fileexternalkey</code>	The Fabasoft Cloud ID (e.g. "COO.1.506.1.1009392") or the Import ID (e.g. "Contract100") of the contract or the legal file that contains the list where the elements will be created/updated. Both the Fabasoft Cloud ID as well as the Import ID can be found in the "General" tab of the contract or the legal file properties. As opposed to the Fabasoft Cloud ID, which is automatically created, the Import ID is manually specified by the user.
<code>listproperty</code>	The programming name of the list where you want to import the element. You can use either the short or the full reference.
<code>elementclass</code>	The Fabasoft Cloud ID (e.g. "COO.1.1.1.1264") or the full reference (e.g. "COOMSOFFICE@1.1:WordObject") of the created element's class (e.g. a Word document).
<code>elementexternalkey</code>	The Fabasoft Cloud ID (e.g. "COO.1.506.1.1009626") or the Import ID (e.g. "PDF200") of the element to be uploaded to the list specified through the aforementioned attributes (i.e. <i>fileexternalkey</i> , <i>listproperty</i> and <i>elementclass</i> ). Both the Fabasoft Cloud ID as well as the Import ID can be found in the "General" tab of the element properties. As opposed to the Fabasoft Cloud ID, which is automatically created, the Import ID is manually specified by the user. If the <i>elementexternalkey</i> is not found in the destination list, a new element is created in this list, while if it is found, the values of the element's attributes are updated.
<code>elementcategory</code>	The Fabasoft Cloud ID (e.g. "COO.6505.100.2.3") or the Import ID (e.g. "category123") of the category to be assigned to the element. As opposed to the above four attributes, <i>elementcategory</i> is not mandatory for the identification of a list element. However, if it exists, it affects the identification of the element. Consider for example two rows in the Excel/CSV file with identical values for the mandatory attributes (i.e. for <i>fileexternalkey</i> , <i>listproperty</i> , <i>elementclass</i> and <i>elementexternalkey</i> ) but with a category defined only in the first row. These two rows will lead to the creation of two different elements (in case the <i>elementexternalkey</i> does not exist), one with a category assigned to it and a



	<p>second one without a category. From that point on, the value of the <i>elementcategory</i> will be necessary for the identification of the element, which has a category assigned to it (if you wish for example to update the values of this element's additional attributes).</p> <p>The <i>elementcategory</i> may also be <a href="#">a form with user-defined fields</a>. In such a case, the imported elements can have also user-defined attributes apart from the ones offered by the element's class.</p>
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## 18.9 Import ICT Services

**Note:** This function is only available with a valid Fabasoft DORA license.

You can import ICT services from an Excel or CSV file. To do this, proceed as follows:

1. Navigate to the contract list that contains the contracts into which you want to import the ICT services.
2. Click on the "Uploads" widget.
3. Select "Upload" from the left menu or the context menu and select the Excel or CSV file from which you want to import the ICT service elements. Alternatively, you can also drag and drop the file directly into the "Uploads" widget.
4. As soon as the file appears in the widget, right-click on it and select "Import ICT Services" from the context menu. The elements are created in the ICT services of the contracts. Please note that the import creates additional elements, but existing elements cannot be updated.

**Note:** The import of ICT services is only possible if the Excel/CSV file contains the identification attributes of the contracts on which the elements should be created. The possible attributes that can be filled can be found in the following table:

Column	Description
<code>contract</code>	The Fabasoft Cloud ID (e.g. "COO.1.506.1.1009392") or the Import ID (e.g. "Contract100") of the contract or the legal file that contains the list where the elements will be created/updated. Both the Fabasoft Cloud ID as well as the Import ID can be found in the "General" tab of the contract or the legal file properties. As opposed to the Fabasoft Cloud ID, which is automatically created, the Import ID is manually specified by the user.
<code>contractictservicetype</code>	ICT-Service Type <ul style="list-style-type: none"> <li>• S01 (ICT Project Management)</li> <li>• S02 (ICT Development)</li> </ul>

	<ul style="list-style-type: none"> <li>• s03 (ICT Help Desk and First Level Support)</li> <li>• s04 (ICT Security Management Services)</li> <li>• s05 (Provision of Data)</li> <li>• s06 (Data Analysis)</li> <li>• s07 (ICT, Facilities and Hosting Services (Excluding Cloud Services))</li> <li>• s08 (Computation)</li> <li>• s09 (Non-Cloud Data Storage)</li> <li>• s10 (Telecom Carrier)</li> <li>• s11 (Network Infrastructure)</li> <li>• s12 (Hardware and Physical Devices)</li> <li>• s13 (Software Licencing (Excluding SaaS))</li> <li>• s14 (ICT Operation Management (Including Maintenance))</li> <li>• s15 (ICT Consulting)</li> <li>• s16 (ICT Risk Management)</li> <li>• s17 (Cloud Services: IaaS)</li> <li>• s18 (Cloud Services: PaaS)</li> <li>• s19 (Cloud Services: SaaS)</li> </ul>
contractcountryictservicesprovision	ICT Place of Service Provision (Country) (as a name, or two/three-digit ISO ID)
contractictservicesstorageofdata	Storage of Data (mögliche Werte: ISS_YES, ISS_NO)
contractictservicecountryofdata	Location of the Data (Storage) (as a name, or two/three-digit ISO ID) <b>Note:</b> If this attribute is specified, contractictservicesstorageofdata will be ignored and its value is true.
contractictservicecountryofdatamanagement	Location of Data Management (Processing) (as a name, or two/three-digit ISO ID)
contractictservicesensitivityofdata	Data Sensitivity of the ICT Third-Party Service Provider <ul style="list-style-type: none"> <li>• x791 (Low)</li> <li>• x792 (Medium)</li> <li>• x793 (High)</li> </ul>
contractictservicelevelofreliance	Reliance on Critical ICT Service <ul style="list-style-type: none"> <li>• x794 (Not Significant)</li> </ul>

	<ul style="list-style-type: none"> <li>• x795 (Low Reliance)</li> <li>• x796 (Material Reliance)</li> <li>• x797 (Full Reliance)</li> </ul>
contractictservicekey	The Service Key of the ICT service. (Text field)
contractictservicename	The Service Designation of the ICT service. (Text field)
contractictserviceexternaldata	Information on externalised data of the ICT service. (Text field)
contractictservicecloudprovidertype	Cloud Provisioning Model <ul style="list-style-type: none"> <li>• ISCPT_PUBLIC (Public Cloud)</li> <li>• ISCPT_PRIVATE (Private Cloud)</li> <li>• ISCPT_HYBRID (Hybrid Cloud)</li> <li>• ISCPT_COMMUNITY (Community Cloud)</li> </ul>
functions	The Fabasoft Cloud ID (e.g. "COO.6505.100.2.3") or the import ID (e.g. "function123") of the function to be assigned to the element. Several functions can also be transferred, these must be separated by a line break.

## 18.10 Import Supply Chain

**Note:** This function is only available with a valid Fabasoft DORA license.

You can import a supply chain from an Excel or CSV file. To do this, proceed as follows:

1. Navigate to the contract list that contains the contracts into which you want to import the supply chains.
2. Click on the "Uploads" widget.
3. Select "Upload" from the left menu or the context menu and select the Excel or CSV file from which you want to import the supply chain elements. Alternatively, you can also drag and drop the file directly into the "Uploads" widget.
4. As soon as the file appears in the widget, right-click on it and select "Import Supply Chain" from the context menu. The elements are created in the Supply Chain of the contracts. Please note that the import creates additional elements, but existing elements cannot be updated.

**Note:** The import of ICT services is only possible if the Excel/CSV file contains the identification attributes of the contracts on which the elements should be created. The possible attributes that can be filled can be found in the following table:

Column	Description
contract	The Fabasoft Cloud ID (e.g. "COO.1.506.1.1009392") or the Import ID

	<p>(e.g. "Contract100") of the contract or the legal file that contains the list where the elements will be created/updated. Both the Fabasoft Cloud ID as well as the Import ID can be found in the "General" tab of the contract or the legal file properties. As opposed to the Fabasoft Cloud ID, which is automatically created, the Import ID is manually specified by the user.</p>
contractsubcontractorictservicetype	<p>ICT-Service Type</p> <ul style="list-style-type: none"> <li>• s01 (ICT Project Management)</li> <li>• s02 (ICT Development)</li> <li>• s03 (ICT Help Desk and First Level Support)</li> <li>• s04 (ICT Security Management Services)</li> <li>• s05 (Provision of Data)</li> <li>• s06 (Data Analysis)</li> <li>• s07 (ICT, Facilities and Hosting Services (Excluding Cloud Services))</li> <li>• s08 (Computation)</li> <li>• s09 (Non-Cloud Data Storage)</li> <li>• s10 (Telecom Carrier)</li> <li>• s11 (Network Infrastructure)</li> <li>• s12 (Hardware and Physical Devices)</li> <li>• s13 (Software Licencing (Excluding SaaS))</li> <li>• s14 (ICT Operation Management (Including Maintenance))</li> <li>• s15 (ICT Consulting)</li> <li>• s16 (ICT Risk Management)</li> <li>• s17 (Cloud Services: IaaS)</li> <li>• s18 (Cloud Services: PaaS)</li> <li>• s19 (Cloud Services: SaaS)</li> </ul>
contractsubcontractorsubcontractor	<p>The Fabasoft Cloud ID (e.g. "COO.6505.100.2.3") or the import ID (e.g. "org123") of the subcontractor that is to be assigned to the element. Only elements of the contact person or organization classes are permitted.</p>

contractsubcontractorrank	Rank <ul style="list-style-type: none"> <li>• CSCR_TWO or 2 (2)</li> <li>• CSCR_THREE or 3 (3)</li> <li>• CSCR_FOUR or 4 (4)</li> <li>• ...</li> <li>• CSCR_FIFTY or 50 (50)</li> </ul>
supplychaincountryofdatastorage	Country of Data Storage (as a name, or two/three-digit ISO ID)
supplychaincountryofdataprocessing	Country of Data Processing (as a name, or two/three-digit ISO ID)
contractsubcontractorrecipientsubservice	The Fabasoft Cloud ID (e.g. "COO.6505.100.2.3") or the import ID (e.g. "org123") of the recipient of the sub-service to be assigned to the element. Only elements of the contact person or organization classes are permitted.
contractsubcontractortransferofpersonaldata	Transfer or Processing of Personal Data to/by Contractor for Sub-Outsourcing of Material Parts

## 18.11 Import Functions

**Note:** This function is only available with a valid Fabasoft DORA license.

You can import functions from an Excel or CSV file. To do this, proceed as follows:

1. Navigate to any contract or configuration list.
2. Click on the "Uploads" widget.
3. Select "Upload" from the left menu or the context menu and select the Excel or CSV file from which you want to import the functions. Alternatively, you can also drag and drop the file directly into the "Uploads" widget.
4. As soon as the file appears in the widget, right-click on it and select "Import Functions" from the context menu. The elements are created in the given organizations under the function tabs. Note that the import can create elements as well as update existing functions.

**Note:** The import of a function is only possible if the Excel/CSV file contains the identification attributes of a function or an organization. The possible attributes that can be used are found in the following table:

Column	Description
function	The Fabasoft Cloud ID (e.g. "COO.1.506.1.1009392") or the Import ID (e.g. "Function100") of the function, which should be updated. Both the

	<p>Fabasoft Cloud ID as well as the Import ID can be found in the “General” tab of the function properties. If the function with the entered import ID is not found in the system, a new function is created and the import ID is set automatically.</p> <p><b>Note:</b> The import ID should not begin with “COO.”.</p>
organisation	<ul style="list-style-type: none"> <li>The Fabasoft Cloud ID (e.g. “COO.1.506.1.1009392”) or the Import ID (e.g. “Organization100”) of the organization that contains the list where the new functions will be created. Both the Fabasoft Cloud ID as well as the Import ID can be found in the “General” tab of the organization properties. As opposed to the Fabasoft Cloud ID, which is automatically created, the Import ID is manually specified by the user.</li> </ul> <p><b>Note:</b> If there is a filled <code>function</code> cell in the row, this will be ignored.</p>
orgfuncname	<p>Name of the function.</p> <p><b>Note:</b> This will not be used as Identification.</p>
orgfuncactivitiesandservices	<p>Activities and Services</p> <ul style="list-style-type: none"> <li>X185 (10)</li> <li>X186 (20)</li> <li>...</li> <li>QX278 (1310)</li> </ul> <p>For the complete list and description of choices, please refer to the <a href="#">official EBA document of permitted values</a>. The permitted values can be found on sheet ‘B0601’. Please make sure to remove the prefix ‘eba_TA:’ and use capitalisation when importing.</p>
orgfunccriticalityimportanceevaluation	<p>Evaluation of Criticality or Importance.</p> <ul style="list-style-type: none"> <li>x28 (10)</li> <li>x29 (20)</li> <li>X21 (30)</li> </ul>

orgfuncwhyfunciscritical	Brief Explanation of the Reasons for Classifying the Function as Critical or Important. <b>Note:</b> If this cell is used orgfunccriticalityimportanceevaluation is automatically filled with X28 (Yes).
orgfuncdateoflastcriticalityimportanceevaluation	Date of the Last Assessment of Criticality or Importance. <b>Note:</b> If this cell is used orgfunccriticalityimportanceevaluation is automatically filled with X28 (Yes).
orgfuncdateofnextcriticalityimportanceevaluation	Date of the Next Assessment of Criticality or Importance.
orgfuncfunctionrecoverytimeobjective	Objective of the Function Recovery Time.
orgfuncfunctionrecoverypointobjective	Objective of the Function Recovery Point.
orgfuncfunctionabolitioneffects	Effects of Abolition of Function. <ul style="list-style-type: none"> <li>FAE_LOW_OR_MEDIUM (10)</li> <li>FAE_HIGH (20)</li> <li>FAE_EVALUATION_NOT_EXECUTED (30)</li> </ul>
orgfuncsupportstimecritical	Supports Time-Critical Business Processes
orgfuncauthorization	Function Requires Authorisation <ul style="list-style-type: none"> <li>OFA_REQUIRES_AUTH (Function Requires Authorisation)</li> <li>OFA_SUPPORT_OF_FUNC_REQUIRES_AUTH (Support of Function Requiring Authorisation)</li> <li>OFA_AUXILIARY_FUNCTION (Auxiliary Function)</li> </ul>

## 19 Service Actions

Fabasoft Contracts offers a number of actions that are intended to be a first means of troubleshooting.

- *Fix Names*  
Recalculates the name builds of all objects within Fabasoft Contracts.  
For example, the names of contracts are assembled of several values and characters:

<ID>/<Year>/<Ordinal> - <Signatory> - <Subject>. If the algorithm of the name build changes, executing this action recalculates the names of the objects involved.

- *Reindex*  
Rebuilds the search index of all objects within Fabasoft Contracts.
- *Clean up*  
Checks (and possibly corrects) object types and object assignments.
- *Synchronize Contract Properties*  
Manually executes background tasks which automatically update notices periods and contact periods.
- *Train Categorization Services*  
Processes contract manager files and their metadata to train and improve the AI capabilities of your Fabasoft Contracts installation.
- *Fix Backlinks*  
Synchronizes information between the Contract Manager app and the Contact Management app. This applies if contact objects in a contract room are used as standard signatories.

**Note:**

- These actions should only be executed outside of regular business hours.
- These actions can only be reached via the context menu of an object and can be found in the sub-menu "Tools".
- All actions can be executed on contract manager lists, confidential rooms and external rooms, whereas "Fix Names" and "Fix Backlinks" can be executed on most other object types.

## 20 General Use Cases

Fabasoft Contracts provides you with a range of general use cases. These offer you an efficient and practical solution for common requirements and help you to simplify common processes.

### 20.1 Open AI chat

Fabasoft Contracts allows you to start an interactive communication with a file. The documents of the respective object are used as the basis for this. To start this chat, proceed as follows:

**Note:** This feature is only available with a valid Fabasoft Contracts AI license.

1. Navigate to the desired file.
2. Click on the "Open AI chat" action in the file.  
**Note:** Alternatively, you can also find this action in the context menu of the file.
3. An "Insight App" opens, in which a preview of the documents is displayed on the left-hand side and the area for the chat interaction is displayed on the right-hand side.
4. Click on "Close" to end the chat.



## 20.2 Upload to Contract Manager (Outlook)

Fabasoft Contracts allows you to upload e-mails from Outlook directly to a predefined inbox folder in Fabasoft Contracts. When uploading for the first time, if no inbox folder exists, one is automatically created in the app configuration and used to store the newly uploaded e-mails.

**Note:** To be able to upload e-mails, the user should at least have change rights to the inbox folder.

## 21 Webservice Interface

This chapter covers the setup, authentication and concrete usage of operations that can be executed via the webservice interface provided by Fabasoft Contracts.

### Setup

The WSDL can be reached via this URL:

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

In the data location "Germany", the variable "<host>" needs to be replaced with "https://de.cloud.fabasoft.com" and "<vdir>" with "folio":

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

The web service also supports JSON:

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

### Authentication

In order to authenticate yourself, you must use your e-mail address as your user name and generate a password for applications. Read the instructions in the chapter "[Access for Applications](#)" in the document "User Help Fabasoft Cloud".

### 21.1 WSImportZIP

`WSImportZIP` imports a ZIP archive into a contract manager list. The optional parameter `name` contains the name of the ZIP archive. If `name` has no value, a name is automatically generated according to the pattern "Import <current date>". The parameter `baselist` requires the Fabasoft Cloud ID of a contract manager list, otherwise the operation fails. The optional parameter `extension` contains the file format. If `extension` has no value, the operation falls back to the ZIP format.

### 21.2 WSGetExportZIPs

`WSGetExportZIPs` fetches a list of all keys of ZIP archives contained by contract manager files within contract manager lists. The parameter `baselist` requires the Fabasoft Cloud ID of contract manager list, otherwise the operation fails. The parameter `selector` requires an object with an attribute or an attribute definition that contains contract manager files or assignment targets. The return value `keys` contains a list of all keys to ZIP archives that are to be exported. If the parameter `selector` has no value, the Fabasoft Cloud ID of the contract manager list is set. If the value of `selector` is a contract manager file, the keys in the return value are formatted like "COO.a.b.c.d|COO.e.f.g.h". If the value of `selector` is an attribute definition (for

example the list of expired contracts), the list in `keys` contains an individual entry for each contract.

### 21.3 WSImportSuppliers

`WSImportSuppliers` imports a list of suppliers from an XML file in the IDoc format. The optional parameter `context` contains the Fabasoft Cloud ID of the import context which normally is a contact room. The parameter `data` requires the XML file, otherwise the operation fails. The optional parameter `synchronous` determines if the XML is processed (a)synchronously since large amounts of data may cause a timeout.

**Note:** While the webservice is active, all currently processed data objects are visible in the area "Asynchronous Data Objects" in the Contract Manager Configuration.

### 21.4 WSImportBaseListsAndRoles

`WSImportBaseListsAndRoles` imports a number of Contract Manager lists from an Excel worksheet. The parameter `data` requires the worksheet, otherwise the operation fails. The parameter `configuration` requires the Fabasoft Cloud ID of an App Room (e.g. the Contract Manager Configuration), otherwise the operation fails.

If there are permissions defined in the import Excel worksheet, members and organization units are added to the organization of the current user. After the import, a new Excel worksheet is generated that contains the Fabasoft Cloud IDs of the newly created contract manager lists.

Before executing the operation, do the following steps:

1. In the Cloud Organization, create the desired contract folders, legal areas, assignments and/or file types.  
**Note:** Contract Manager file types must be the release versions of categories or forms.
2. Create an Excel worksheet.
3. In row 1, write your comments and explanations.
4. In row 2, as of column F, write the names of the newly created contract folders, legal areas, file types and/or assignments.  
**Note:** Make sure to copy the names of the objects in Fabasoft Contracts into the Excel worksheet verbatim, otherwise the operation fails.
5. In row 3, as of column F, write the e-mail addresses of the primary contacts and/or escalation contacts for the corresponding object in row 2.
6. In row 4, in columns A to E, write the values for the following data points:
  - Surname
  - First name
  - E-Mail address
  - Team prefix
  - Team suffix**Note:**
  - If no team suffix is defined, the team name is identical to the team prefix.
  - If a team suffix is defined, the prefix and suffix are combined into a team name and hyphenated.

7. In row 4, as of column F, write the permissions for members and groups for the corresponding object in row 2:
  - "r" for "Read Access"
  - "w" for "Change Access"
  - "x" for "Full Control"
 

**Note:** "x" is not applicable in contract manager file types.
  - "r" for "Restricted Access"
 

**Note:** "r" is only applicable in contract folders and legal areas.
  - "p" for "Primary Contact"
 

**Note:** "p" is only applicable in contract folders and legal areas, in addition to and necessarily subsequent to the permission, e.g. "rp" or "xp".
  - "e" for "Escalation Contact"
 

**Note:** "e" is only applicable in assignment instances, in addition to and necessarily subsequent to the permission, e.g. "we".
8. Save and close the Excel worksheet.
9. Store the worksheet in the context from which you execute the web service operations.

## 21.5 WSSearchContracts

`WSSearchContracts` returns a list of headdata for one or more contracts. The search can be limited to several parameters. The optional parameter `context` contains the Fabasoft Cloud ID for the context of the search; by default, this is the organization in which the user is located. The optional parameter `contractnumber` requires a string with the value "<contractlist abbreviation>/<year>/<ordinalnumber>". If filled in, all other parameters will be ignored and a contract is searched for whose identification matches the specified value. The optional parameter `contractfolders` requires a list of Fabasoft Cloud IDs of the contractlists to which the search should be restricted. The optional parameter `signatories` requires as value a list of objects with one of the following properties `objaddress`, `objexternalkey`, `objname`, `signatoryname`, `orgsuppliernr`, `orgcustomernr`, `orgtradeid`, `orgvatid`, `orgdataprocid` or `orgjurisdiction`. The properties should be filled with values that correspond to a signatorypartner. This allows you to search for contracts with these signatorypartners. The optional parameter `states` requires a list with `ContractState``s as a value and filters those contracts whose status corresponds to one of the values. The optional parameter `begindatefrom` requires a date as a value and restricts the search to contracts whose start date is greater than the specified value. The optional parameter `begindateto` requires a date as a value and restricts the search to contracts whose start date is less than the specified value. The optional parameter `enddatefrom` requires a date as a value and restricts the search to contracts whose end date is greater than the specified value. The optional parameter `enddateto` requires a date as a value and restricts the search to contracts whose end date is less than the specified value. The optional parameter `excludepermanent` requires a boolean value, if the value is "true" the search is restricted to contracts that do not last indefinitely. The optional parameter `contractsigningdatefrom` requires a date as the value and restricts the search to contracts whose signing date is greater than the specified value. The optional parameter `contractsigningdateto` requires a date as the value and restricts the search to contracts whose signing date is less than the specified value. The optional parameter `contracttype` requires a string with the object name of the contract type to which the search should be filtered. The optional parameter `contractlanguage` requires the value of a string that corresponds to either the object name, the iso6391, the iso6392B or the iso6392T standard of a

language and filters the search for contract languages with the corresponding value. The optional parameter `additionalfieldreferences` requires the value of a list of strings containing a reference to other metadata fields that the user would also like to have supplied in the headdata. The optional parameters `includeemptybegindate`, `includeemptyenddate` and `includeemptycontractsigningdate` each require a boolean value, if the value is "true" the search includes those contracts that values in the corresponding date properties are empty.

## 21.6 WSSearchLegalFile

`WSSearchLegalFile` returns a list of headdata for one or more legalfiles. The search can be limited to several parameters. The optional parameter `context` contains the Fabasoft Cloud ID for the context of the search; by default, this is the organization in which the user is located. The optional parameter `legalfilenumber` requires a string with the value "<legalarea abbreviation>/<year>/<ordinalnumber>". If filled in, all other parameters will be ignored and a legalfile is searched for whose identification matches the specified value. The optional parameter `legalareas` requires a list of Fabasoft Cloud IDs of the legalareas to which the search should be restricted. The optional parameter `states` requires a list with `LegalFileState``s as a value and filters those legalfiles whose status corresponds to one of the values. The optional parameter `legalfilesigningdatefrom` requires a date as the value and restricts the search to legalfiles whose signing date is greater than the specified value. The optional parameter `legalfilesigningdateto` requires a date as the value and restricts the search to legalfiles whose signing date is less than the specified value. The optional parameter `legalfiletype` requires a string with the object name of the legalfile type to which the search should be filtered. The optional parameter `additionalfieldreferences` requires the value of a list of strings containing a reference to other metadata fields that the user would also like to have supplied in the headdata. The optional parameter `includeemptylegalfilesigningdate` requires a boolean value, if the value is "true" the search includes contracts that do not have a value in the property "Signing Date".

## 21.7 WSSearchCondition

`WSSearchCondition` returns a list of data for one or more text modules. The search can be limited to several parameters. The optional parameter `context` contains the Fabasoft Cloud ID for the context of the search; by default, this is the organization in which the user is located. The optional parameter `condition` requires a string as value. As a result, the search filters either the text module that matches the COO-address or the text modules that contain the search string in the name or the externalkey. If the string is a COO-address, all other filter options are ignored. The optional parameter `folders` requires a string array as value. The strings in the array could contain the COO-addresses, names or external keys of text module folders. The search filters the text modules located in the specified text module folders as results. The optional parameter `categories` requires a string array as value. The strings in the array could contain the COO-addresses, names or external keys of document categories. The search filters the results to those text modules that use one of the specified document categories as a category. The optional parameter `releasedversions` requires a boolean value. If this is set to "true", the published versions of the text modules are used as the result. If the value is "false" or not set, the draft versions are used in the result. The optional parameter `modifieddatefrom` requires a date in the format "YYYY-MM-DD" as value and filters the result for text modules for which the "Last modified on" date is greater than or equal to the specified value. The optional parameter `modifieddateend` requires a date in the format "YYYY-MM-DD" as value and filters the result for text modules for which the "Last modified on" date is less than

the specified value. The optional parameter `modifiedby` requires a string as value. The search filters the result to those text modules for which the "Last modified by" user matches either the specified COO-address or the e-mail address. The optional parameter `createddatefrom` requires a date in the format "YYYY-MM-DD" as value and filters the result for text modules for which the "Created on/at" date is greater than or equal to the specified value. The optional parameter `createddateend` requires a date in the format "YYYY-MM-DD" as value and filters the result for text modules for which the "Created on/at" date is less than the specified value. The optional parameter `createdby` requires a string as value. The search filters the result to those text modules for which the "Created by" user matches either the specified COO address or the e-mail address. The optional parameter `additionalfieldreferences` requires the value of a list of strings containing a reference to other metadata fields that the user would also like to have supplied in the return data.

## 21.8 WSUpdateBaseFiles

The `WSUpdateBaseFiles` interface allows users to create or update contracts, legal files and requests, as well as to create, update, or delete documents related to these contracts, legal files and requests. To call the interface, the parameter `data` must be passed, which contains the data of the contract, legal file or request to be created or updated.

The interface returns two values: `result` and `basefiles`.

The `result` value provides an overview of the entire interface call outcome:

- `statusCode`: contains either OK for successful execution or NOK for failed execution.
- `details`: contains the list of all contract folders or legal areas in which the contracts, legal files or requests were created or updated.
- `updatedbasefiles`: contains the number of successfully updated contracts, legal files or requests.
- `createdbasefiles`: contains the number of successfully created contract, legal files or requests.
- `updateddocs`: contains the number of successfully updated documents.
- `createddocs`: contains the number of successfully created documents.
- `deleteddocs`: contains the number of successfully deleted documents.
- `faileddocs`: contains the number of documents that were not successfully created or updated.
- `failedbasefiles`: contains the list of all contracts, legal files or requests that were not successfully created or updated. This list consists of two values:
  - `entrykey`: contains the cloud address of the contract, legal or request.
  - `entryvalue`: contains the error message that helps the user quickly identify the error in the request.

The `basefiles` value is a list of information about all created or updated contracts, legal files or requests. Each entry in this list contains:

- `bfevent`: the event ("Created", "Updated") that occurred on this contract, legal file or request.
- `bfbasefile`: the cloud ID and name of the contract, legal file or request.
- `bfdocumentsresult`: a list of information about the documents of each created or updated contract, legal file or request. This information includes:

- docstatuscode: contains either OK for successful execution or NOK for failed execution.
- docdetails: contains the cloud ID of the contract, legal file or request in which the document was created or updated.
- updateddocuments: contains the number of documents updated in this contract, legal file or request.
- createddocuments: contains the number of documents created in this contract, legal file or request.
- deleteddocuments: contains the number of documents deleted from this contract, legal file or request.
- numfaileddocuments: contains the number of documents not successfully created or updated.
- changeddocs: contains a list of information about all created or updated documents. Each entry in this list contains:
  - bfevent: the event ("Created", "Updated" or "Deleted") that occurred on this document.
  - document: the cloud ID and name of the document.

## Example

JSON Request

```
{
  "data": [
    {
      // Contract Tab
      "basefileid" : "COO.1.30000.1.13495",
      //"objexternalkey" : "Key1", // can be used instead of basefileid (must be unique)
      "baselistid": "COO.1.30000.1.11337", // contract folder or legal area
      "contractsignatory": "001",
      "cdcontractsignatoryobject": "COO.1.30000.1.7089",
      "contractusemultiplesignatories": false,
      "cdcontractsignatories": [
        {
          "cssignatory": "COO.1.30000.1.7089", // or text
          "cssignatorydepartment": "Sig Dept1",
          "cssignatoryrole": "Sig Role1",
          "sdcssignatorycontact": "COO.1.30000.1.7089",
          "cssignatoryemailaddress": "pers1@example.com",
          "cssignatorycontactdescription": "Sig Description1",
          "cssignatoryreference": "Sig Ref1",
          "sdcscountry": "AT",
          "telephone": [
            {
              "telnumber": "12345",
              "addrtopic": "COO.1.1001.1.182477"
            },
            {
              "telnumber": "67890",
              "addrtopic": "COO.1.1001.1.182478"
            }
          ]
        }
      ]
    }
  ]
}
```

```

    ]
  },
  {
    "cssignatory": "COO.1.30000.1.4572",
    "cssignatorydepartment": "Sig Dept2",
    "cssignatoryrole": "Sig Role2",
    "sdcssignatorycontact": "COO.1.30000.1.7089",
    "cssignatoryemailaddress": "pers1@example.com",
    "cssignatorycontactdescription": "Sig Description2",
    "cssignatoryreference": "Sig Ref2",
    "sdcscountry": "AT",
    "telephone": [
      {
        "telnumber": "12345",
        "addrtopic": "COO.1.1001.1.182477"
      },
      {
        "telnumber": "67890",
        "addrtopic": "COO.1.1001.1.182478"
      }
    ]
  }
],
"contractusereferencedcontractfolders": true,
"cdcontractreferencedcontractfolders": [
  "COO.1.30000.1.6554",
  "Vertragsliste1"
],
"contractstate": 0, // 0,1,..,6 for [Active, Cancelation Effective, Inactive, Draft,
Finalized, Cancelation Given, Dormant]
"contractsignatorydepartment": "Dept2",
"cdcontractsignatorycontact": "COO.1.30000.1.7089",
"contractsignatoryemailaddress": "sig1@example.com",
"contractsignatorycontactdescription": "signatory1 description",
"contractinternalreference": "Interne Referenz1",
"contractsignatoryreference": "Externe Referenz1",
"addrstreet": "Street1",
"addrzipcode": "12345",
"addrcity": "City1",
"cdcontractcountry": "AT", // or "AUT", "Austria", "40"
"bffileinternaleditorcontact": "COO.1.506.1.1000118", // or
"schuller0001@sq.fabasoft.com"
"fileinternaleditoremailaddress": "schuller0001@sq.fabasoft.com",
"bffileinternalpurchasercontact": "COO.1.506.1.1000133",
"fileinternalpurchaseremailaddress": "",
"bffileinternalresponsiblecontact": "",
"fileinternalresponsibleemailaddress": "schuller0001@sq.fabasoft.com",
"contractinternalserviceprovision": "Interne Leistungserbringung1",
"objsubject": "Betreff1",
"contractsubject": [
  "Subject1",
  "Subject2",
  "Subject3"
],
"contractdescription": [
  "Description1",
  "Description2",

```

```

    "Description3"
  ],
  "cdcontracttype": "COO.1.30000.1.4486",
  "cdcontractlanguage": "DE", // or "Deutsch", "GER" , "DEU"
  "contractamount": {
    "currvalue": 100,
    "currsymbol": "EUR"
  },
  "contractpenalty": {
    "currvalue": 100,
    "currsymbol": "USD"
  },
  "contractpaymentarrangements": "Zahlungsmodalitäten1",
  "contractlegalbasis": [
    "Rechtgrundlage1",
    "Rechtgrundlage2",
    "Rechtgrundlage3"
  ],
  "contractapplicablelaw": "Anwendbaresrecht1",
  "contractjurisdiction": "Gerichtsstand1",
  "contractspecialcontracttermsremarks": [
    "Anmerkung1",
    "Anmerkung2"
  ],
  "contractspecialterminationtermsremarks": [
    "Anmerkung1",
    "Anmerkung2"
  ],
  "contractinheritdates": false,
  "contractinheritsignatory": false,
  "contracttelephone": [
    {
      "telnumber": "012345",
      "addrtopic": "COO.1.1001.1.182477"
    },
    {
      "telnumber": "543210",
      "addrtopic": "COO.1.1001.1.182479"
    }
  ],
  // Dates Tab
  "filesigning": "2024-07-03",
  "filesigningremarks": "filesigning remarks1",
  "contractstart": "2024-07-03",
  "contractstartterms": "contract start terms1",
  "contractpermanent": false,
  "contractprolongationterms": "prolongation terms1",
  "contractcancelationwaiver": "2024-07-30",
  "contractcancelationwaiverterms": "cancelation waiver terms1",
  "contractend": "2026-10-01",
  "contractendterms": "end terms1",
  "contractcancelationmode": "CM_CANCELABLEBYENDOFCONTRACTPERIOD",
  "cdcontractcontractperiod": "1 Jahr", // or "COO.1.1001.1.245247"
  "contractcontractperiodterms": "contract period terms1",
  "contractcancelationterms": "cancelation terms1",
  "cdcontractnoticeperiod": "1 Monat",

```



```

"contractnoticeperiodterms": "Notice period terms1",
"cdcontractcontractperiodreminder": "1 Woche",
"contractgivencancelation": "2024-07-30",
"contractgivencancelationremarks": "contract given cancelation remarks1",
"contracteffectivecancelation": "2025-07-30",
"contracteffectivecancelationremarks": "contract effective cancelation remarks1",
"cdfilereminderinterval": "COO.1.1001.1.245240",
"filereminder": "2024-07-30",
"bfffilesuppliers": [
  "COO.1.30000.1.11404"
],
"bfffileprofitcenters": "COO.1.506.3.2585",
"bfffilecostcenters": "COO.1.506.2.2585",
"bfffilecosttypes": "COO.1.506.4.2584",
"bfffilebusinessunits": "COO.1.506.3.2584",
"bfffilelicenses": "COO.1.506.2.2584",
"bfffileprojects": "COO.1.506.4.2583",
"bfffileproducts": "COO.1.506.3.2583",
"bfffilebrands": "COO.1.506.2.2583",
"bfffileareas": "COO.1.506.4.2582",
"bfffileindustries": "COO.1.506.3.2582",
"bfffilescope": "COO.1.506.2.2582",
"bfffilecompanies": "COO.1.506.4.2581",
"bfffileunions": "COO.1.506.3.2581",
"bfffilecommittees": "COO.1.506.2.2581",
"bfffilecorporations": "COO.1.506.4.2580",
"bfffileclients": "COO.1.506.3.2580",
"bfffilecustomers": "COO.1.506.2.2580",
// Documents Tab
"bfddocuments": [
  {
    "objexternalkey": "VL1 Word1",
    "docname": "word1",
    "docextension": "docx",
    "docdata": "UESDBBQABgAI...", // BASE64 format
    "objsubject": "Word Betreff",
    "doclanguage": "englisch",
    "docobjterms": ""
  },
  {
    "docid" : "COO.1.30000.1.6944",
    //"objexternalkey": "VL1 PDF1", // can be also used
    "docname": "pdf1",
    "docextension": "pdf",
    "docdata": "JVBERi0xLjQKJ...", // BASE64 format
    "objsubject": "PDF1 Betreff",
    "doclanguage": "deutsch",
    "docobjterms": ""
  }
],
// Roles Tab
"fileinternalrole": "Internal role1",
"bfffileinternalsigners": [
  "COO.1.506.1.1000118",
  "perez0001@sq.fabasoft.com"
],

```

```

"bffileinternalsigner1": "COO.1.506.1.1000133",
"fileinternalsigner1function": "Function(Perez)",
"bffileinternalsigner2": "COO.1.506.1.1000118",
"fileinternalsigner2function": "Function(Schuller)",
"filesignatoryrole": "External role1",
"bffileexternalsigners": [
  "COO.1.506.1.1000118",
  "perez0001@sq.fabasoft.com"
],
"bffileexternalsigner1": "COO.1.506.1.1000118",
"fileexternalsigner1function": "Function(Schuller)",
"bffileexternalsigner2": "COO.1.506.1.1000133",
"fileexternalsigner2function": "Function(Perez)"
},
{
  // Legal File Tab
  "baselistid": "Rechtsbereich1",
  "legalfilestate": "LFS_ACTIVE", // 0,1,2,3 for [Active, Inactive, Draft, Finalized]
  "lflegalfiletype": "COO.1.30000.1.6685",
  "objsubject": "Betreff1",
  "bffileinternaeditorcontact": "COO.1.506.1.1000118",
  "fileinternaeditoremailaddress": "",
  "bffileinternalpurchasercontact": "COO.1.506.1.1000118",
  "fileinternalpurchaseremailaddress": "",
  "bffileinternalresponsiblecontact": "",
  "fileinternalresponsibleemailaddress": "schuller0001@sq.fabasoft.com",
  // Dates Tab
  "filesigning": "2024-07-23",
  "filesigningremarks": "filesigning remarks1",
  // Documents Tab
  "bfdocuments": [
    {
      // "docid" : "COO.1.30000.1.6944",
      "objexternalkey": "PDF123",
      "docname": "pdf1",
      "doceextension": "pdf",
      "docdata": "JVBERi0xLjQKJ...", // BASE64 format
      "objsubject": "PDF2 Betreff",
      "doclanguage": "englisch"
    }
  ],
  // Roles Tab
  "fileinternalrole": "Internal role1",
  "bffileinternalsigners": [
    "COO.1.506.1.1000118",
    "perez0001@sq.fabasoft.com"
  ],
  "bffileinternalsigner1": "COO.1.506.1.1000133",
  "fileinternalsigner1function": "Function(Perez)",
  "bffileinternalsigner2": "COO.1.506.1.1000118",
  "fileinternalsigner2function": "Function(Schuller)",
  "filesignatoryrole": "External role1",
  "bffileexternalsigners": [
    "COO.1.506.1.1000118",
    "perez0001@sq.fabasoft.com"
  ],
}

```

```

    "bffileexternalsigner1": "COO.1.506.1.1000118",
    "fileexternalsigner1function": "Function(Schuller)",
    "bffileexternalsigner2": "COO.1.506.1.1000133",
    "fileexternalsigner2function": "Function(Perez)"
  }
  {
    "request" : true,
    // Request Tab
    "baselistid": "COO.1.30000.1.4502",
    "requestuserreferencedrequestfolders" : true,
    "rdrequestreferencedrequestfolders" : ["COO.1.30000.1.7453"],
    "rdprocessingstate" : "COO.1.1001.1.364922",
    "rdrequesttype": "COO.1.30000.1.8652",
    "objsubject": "Request Betreff1",
    "requestdescription" : "Anfrage Beschreibung1",
    "rdrequestcontributorcontact" : "COO.1.506.1.1000122",
    "requestcontributoremailaddress" : "schuller0001@sq.fabasoft.com",
    "bffileinternaleditorcontact": "COO.1.506.1.1000122",
    "fileinternaleditoremailaddress": "",
    "bffileinternalpurchasercontact": "COO.1.506.1.1000137",
    "fileinternalpurchaseremailaddress": "",
    "bffileinternalresponsiblecontact": "",
    "fileinternalresponsibleemailaddress": "ritter0001@sq.fabasoft.com",
    // Documents Tab
    "bfddocuments": [
      {
        // "docid" : "COO.1.30000.1.6944",
        "objexternalkey": "PDF123",
        "docname": "pdf1",
        "docextension": "pdf",
        "docdata": "JVBERi0xLjQKJ...", // BASE64 format
        "objsubject": "PDF2 Betreff",
        "doclanguage": "englisch"
      }
    ],
    // General Tab
    "objexternalkey" : "req123"
  }
]
}

```