

roXtra module

roXtra

New Edit View Tools

Documents

- Mustermann GmbH
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 - G Contracts
 - A Leasing agreements
 - Leasing Contract
 - B Service Contracts
 - C Contracts of purchase
 - D Maintenance contracts
 - E Cooperation agreements
 - John Doe Contract

G Contracts

Content Details Rights Links

Name

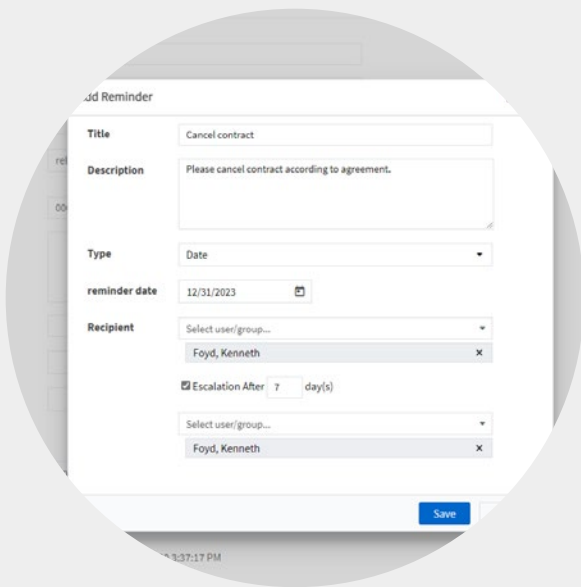
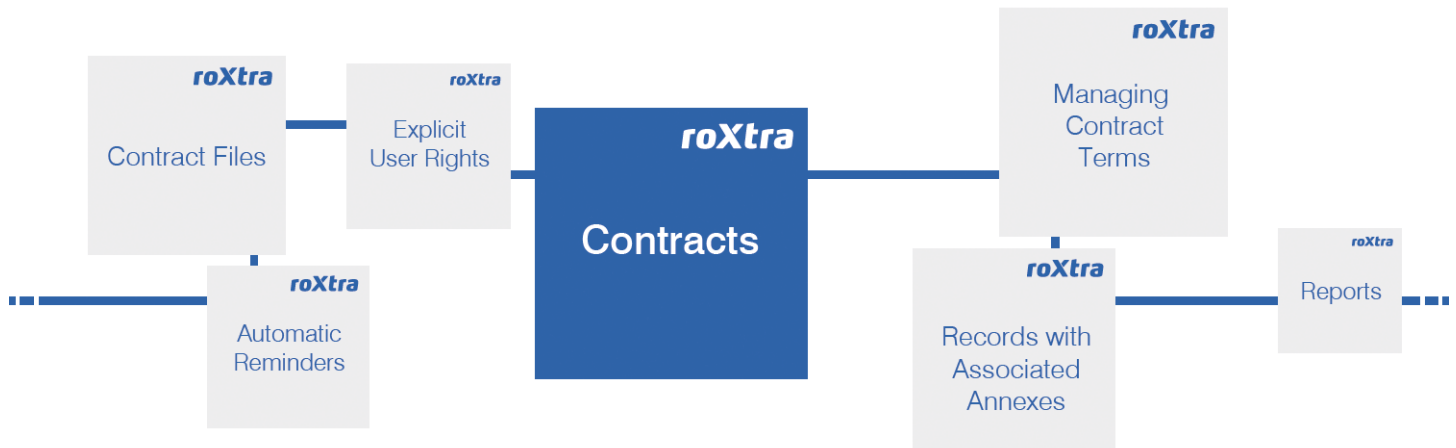
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for Contract Management

„What savings could you make per year if you were to renegotiate contracts on a regular basis or always terminate them in good time?“

The module *roXtra Contracts* can revolutionize the management of your contracts. You always have an overview of deadlines, can respond flexibly and have rapid access to every contract, including the annexes – and always in the very latest version.

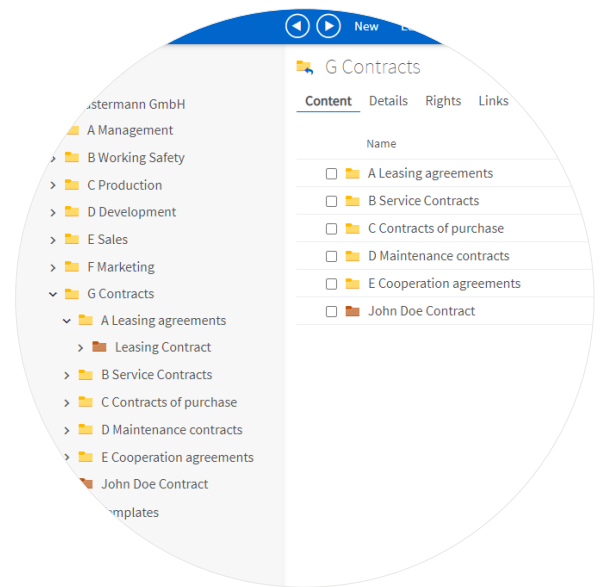


Always respond in good time before the end of contract terms or the termination notice period.

Automatic reminders

You can set up various reminders for every contract in roXtra. This means that you can rest assured that you will be automatically reminded by the system of the end of any terms or of any termination notice periods – and that you can act as required.

You can explicitly specify the cycle in which the reminders should appear and to which responsible persons these should be addressed in roXtra by e-mail and via the task function.

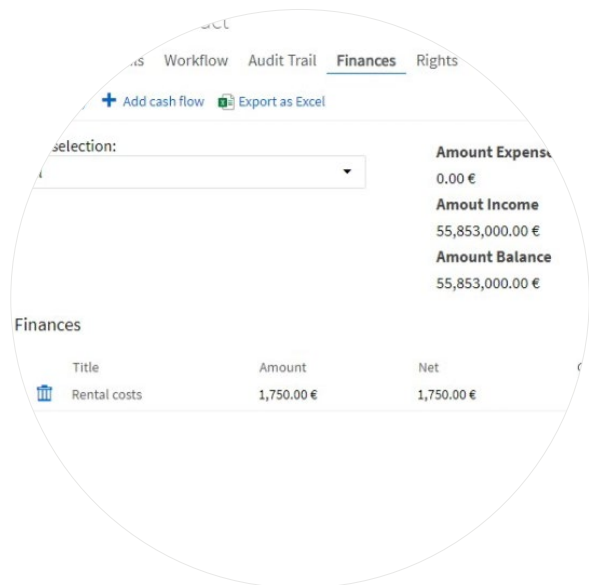


roXtra enables you to see at a glance which contracts exist on which topics.

Easy maintenance and quick access

The web-based system enables the central storage of all contracts including their associated annexes. These can be organized collectively in one contract file.

Via the audit trail, it is always clear to see which changes have been made in the files. This ensures that you always access the latest version of a contract. If a document needs to be revised, this can be done via check and approval workflows in line with compliance requirements.

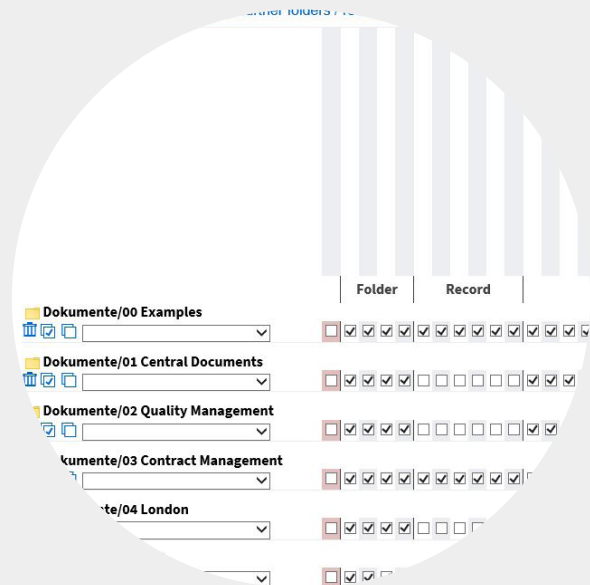


roXtra shows you which costs you will incur through which contract.

Specific meta data and evaluations

You can save all the important meta data for each contract, such as the contract type, contractual partner and contract number. In addition, the relevant financial operations can be updated and continuously displayed.

For example, you can show which costs you will incur in relation to a contract over the entire term. In general reports, you can output statistics on all contractual documents in roXtra.



Clear responsibilities guarantee the security and integrity of your contractual data.

Explicit assignment of rights

With roXtra, you can be sure that you will always be accessing the latest version of a contract. Via roXtra rights management, you can explicitly determine who has access to which contractual documents. You can precisely define which actions are available for each user.

In your roXtra system, depending on requirements, you can separate contract management from other areas such as general document management or QM documentation already at administration level.

Contract Management with roXtra – Your benefits:

- > Shorter throughput times
- > All contractual documents are available in the latest version
- > Contract files enable associated documents to be easily updated
- > Easy access to active contract relationships before contract negotiations
- > Automatic reminders about deadlines and tasks
- > Easy import of paper documents via scan
- > Logged document management and archiving in line with compliance requirements
- > Discovery of potential for optimization thanks to evaluations and statistics
- > Based on evaluations, you can implement strategic decisions in a targeted manner



Experience
roXtra live!

Gain a direct insight into how the system works during your individual roXtra presentation.

Tel +49 (0)7161 505 700
Mail service@roxtra.com

Overview of roXtra modules & extensions

☀ Flowchart-Designer

Design any type of flowchart, process, organigram or mindmap. Integrate documents and information from roXtra directly into your processes.

☀ Import-Scanner

The Import-Scanner lets you import paper documents into the system. You can also add meta information directly to documents upon import.

☀ IDP-Connector

With the extension IDP-Connector the effort for user administration is minimized. You can choose between a connection to Active Directory, Azure AD or Okta.

☀ App & Mobile-Connector

The roXtra app gives you mobile access to your roXtra system. You can easily access your documentation and make optimum use of your time while you are on the move.

☀ Language Packs

You can set the language for each individual user in the roXtra system. The default languages from English to Spanish to Chinese can be easily implemented.

☀ CD-Builder

The CD-Builder lets you export data and documents for non-server-based use.

☀ Interfaces

Through linking and specific interfaces, documents in other systems can be accessed. You can also set up a connection to roXtra from other applications.

☀ Custom extensions

roXtra has a modular system structure and a comprehensive API. When customizing, individual interfaces and extensions can also be easily implemented.