**Redlining Process**

When it comes to complex contracts, the negotiating process normally involves multiple rounds of adjustments and the requirement to contrast earlier versions of the documents with the present draft. One of the most frequent causes of prolonged contract lifecycles, which leads to lower value per contract, is extensive negotiation sessions.  
  
The practice of redlining is one method of reducing some of the confusion involved in contract negotiations.

**What is redlining?**

When two businesses are negotiating a contract, each party has their lawyer create the document. Redlining is the process of back-and-forth communication between the parties after each side receives a draft contract.  
  
Similar to tracking changes in a word document. Attorneys hash out terms and conditions to make sure there’s no confusion or openness to interpretation.

**Can you track the redlining changes in CLM?**

**No! The CLM doesn’t provide contract redlining and associated approval of changes.**

**Why, can't you track changes in CLM?**

To streamline the process and reduce confusion.  
  
In addition, most if not all document authoring products such as DocuSign, Google Docs, Microsoft Word, and Acrobat Pro DC have track changes as a native capability for redlining.

Although CLM doesn’t provide an online redlining process, the customer party can make and track changes to the contract document. Changes to the contract document need to be made in another program by the customer and then sent back to the salesperson or contract team once all changes are completed and approved. This document can then be imported into CLM using the Reconcile Word Process, which detects section-level changes made to the document. This Reconcile Word Process is supported both for documents generated using DOCX templates or Web templates.

1. Check-In
   1. Similar to how a library works, CLM has a check-in and check-out system. CLM offers milestone versions of the document that allow you to see the document history.
2. Compare Versions
   1. CLM simplifies the procedure for maintaining a thorough record of changes and amendments made throughout the negotiation stage. CLM gives you access to detailed changes and amendment records, to show a complete picture of the whole negotiating process. Additionally, revisions can be grouped into a simpler structure so that both clients and salespeople quickly understand the details of the agreements.
3. Approval
   1. A related topic is a section-wide approval. In some cases, customers ask whether a specific person must approve a section of a document. For example, finance only needs to approve the pricing section.  
        
      Section-wide approval is impossible within CLM  and every approver must approve the whole document. Then, the contract administration team or paralegal team keeps track of who approved which section offline through notes or attachments linked to a contract record.