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| **WANANCHI LEGAL DOCUMENTATION SYSTEM**  **PROCESS FLOW DIAGRAM**  Legal Counsel, Legal Manager, Head of legal, Legal Admin  REVIEWS DRAFT CONTRACT & MAKES AMMENDMENTS  Standard user, Legal Counsel, Legal Manager, Head of legal, Legal Admin  ARCHIVE CONTRACT INTO SYSTEM AFTER SIGN OFFS  EXECUTION COPY OF CONTRACT / COPY OF CONTRACT WITH PROPOSED INPUTS  RECEIVES EXECUTED CONTRACT & SIGNS OFF  LEGAL DEPARTMENT  ACCEPTS CHANGES & SIGNS OFF EXECUTION COPY  SUPPLIER/3RD PARTY/EXTERNAL PARTY  RECEIVES EXECUTION COPY OF CONTRACT/ COPY OF CONTRACT WITH INPUTS  INITITATES CRF FORM FOR SIGNOFF  PROVIDES SCOPE /DRAFT CONTRACT TO LEGAL  ENGAGE SUPPLIER/3RD PARTY FOR SERVICE  INITIATING DEPARTMENT |

SLA’s.

* To be shared by Cliff Orango

System Features:

* Automatic email notification
* Automatic email escalation
* Search feature
* Insert comments / changes to be amended on contract
* Archiving feature. ( Storage)
* SLA activation after certain periods of time
* Reports e.g. how many contracts complete, how many pending etc.
* Ability to attach images & files.
* Automatic email notification a month before expiry of the contract. This will be implemented in our database of signed contracts.
* Training manual – Simple manual to be used for team training.

System Logic:

* Scope: The system will deal with **NDAs**, **Contracts** and **Business licenses**. The system will also serve all the countries( accessible via WEB to all the countries)
* The system will generate **ticket numbers** for every new contract/NDA/license uploaded.
* The system will have a first dialog box when one logs in that will prompt whether it is a **NEW** or **EXISTING** contract. If NEW it will generate a new ticket number. If EXISTING the user will upload the contract using the already assigned ticket number.
* The system will have **text boxes** to allow users and reviewers to make comments.
* The system will allow one to have a **profile** where they can view their active / closed tickets.
* The system will assign every new contract/NDA via **round robin**. It will have an **acknowledgment** dialog for **contract reviewers** and the reviewer will choose whether **standard** or **non-standard contract.** Acknowledgment will have a 1-hour reminder.
* Once a contract has been acknowledged it will send an **acknowledgment message** to the initiator with the **ticket number.**
* If a reviewer is away on leave, they will have an option for **out of office** and who to assign the tasks to.
* The reviewers will have an option to delete a wrongly uploaded contract.
* The system will keep a track/history of uploaded contracts within the profiles.

Reports:

* Report should produce the following:
  + Type of contract
  + Reviewer
  + Date uploaded
  + Status
  + Date closed
* Every user will have an option to view their own summary report of tickets handled.
* One superuser will have an option to view the master reports for all users. (Dashboard)

User Roles:

1. Standard User
2. Legal counsel
3. Legal Manager
4. Head of legal
5. Legal Admin