



GDO Contract Management

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Digital Office



For more information on how Grace Digital Office can help you, call 1300 164 614 or information@grace.com.au

A complete end to end contract lifecycle management solution

Every business relationship is based on a contract. This integral part of everyday business life establishes the rights and obligations of each part and articulates a company's expectations of service providers or employees. Contracts inform every interaction a business has and the crucial task of managing these is historically time consuming.

GDO Contract Management lets you take charge of all types of contracts across their entire lifecycle. Our digital contract management system takes the pain out of administering contracts, monitoring deadlines and contractual agreements.

The GDO system is field tested to ensure secure contract management, from tracking terms and deadlines to providing reminders for key dates and information. Relevant information and documents are easily accessible in a central location, while GDO workflows automate and unite processes within a single system to improve interdepartmental collaboration and optimise productivity.

GDO Contract Management provides standardised best practice for every phase on contract management, from the initial request to creating a first draft through to the final version and archiving.

Benefits:

- » Relevant information at a glance
- » Contract details are transparent and up to date
- » Generate detailed reports and data analysis
- » Deadline management with reminder functions
- » Track incoming and outgoing cashflows
- » Extensive contract management
- » Transparent review and approval processes
- » Clear liquidity management and cost control function
- » Simple integration with existing applications
- » Logical filing structures for ease of use
- » Import and use data from third party applications
- » Powerful analytics functions
- » View daily and monthly entries via a tailored dashboard
- » Customisable filters for simple grouping, evaluation and reporting

Grace Digital Office

Powered by **ELO®**
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes. Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses. processes.

Grace's partners are 'best-of-breed' technologies, including ELO® Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO® product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO® partnership provides our customers with the benefit of world leading technologies with Australian expertise.

iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible matches.

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.. Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.

