



## Contract Guardian at a Glance

Contract Guardian provides an intuitive, affordable contract management system that delivers enterprise functionality, while mirroring your processes and terminology.



### Feature & Function Rich



**100% Browser**

**Intuitive Interface**

**Scalable to your Needs**

**Highly Configurable**

**Stay Informed**

**Search and Report**

- *Unlimited Use (Contracts, Attachments, Templates, Organizations, Users, Types, etc.)*
- *100% Browser*
- *Custom-Fit Workflow*
- *Contract/Document Generation*
- *Electronic Signature*
- *Data Ownership*
- *Custom Data Fields and Contract Types*
- *Dynamic Reporting with Scheduler, Email & Excel Export*
- *Highly Configurable*
- *Role Based Security*
- *Document (Contract) Retention Policies*
- *Two Factor Authentication*
- *Dashboard - Configurable*
- *Audit Journal*
- *Fastest Search in the Industry*
- *Mobile Interface*
- *Rapid Deployment*
- *Cloud or On Premise*
- *Automatic Alerts with Mail Merge*
- *Risk Engine*
- *In-App Notification Center*
- *Power Grid (Editing)*
- *E-Task Assignments*
- *Calendar View*
- *Personalized View of Contracts*
- *Rapid Scan Module*
- *Drag and Drop Layout for Reports, Workflows, etc.*
- *Coversheet Generator*
- *Filter and Sort on any Field Combination*
- *Export to Excel and Pdf*

Key Features

**Request Demonstration: 513.977.4544**

Contract Management • Law Firm Management • Managed Services • Custom Development  
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**Technology, Security & Services**

## Technology



- Agile development - rapid enhancements
- Microsoft SQL Server
- C# .NET
- Industry standard code
- Web Services for integration
- API options
- Cloud or On-premise deployment

## Security



- Audit Journal Multilevel application security
- Redundant Backup & Data Centers
- Own your data
- Physical Security (Biometric, Video Surveillance)
- Environment Controls
- Antivirus
- Web Filtering
- SSAE 16 (SAS 70)
- Contract/Document Retention Policies
- Contract Vaulting
- Two Factor Authentication

## Services



- Contract Data Conversion
- Implementation/Configuration
- Contract Management Training
- Contract Guardian Support
- Custom Development Services