



# CONTRACT GUARDIAN

## Intuitive Contract Management Software

### Contract Guardian at a Glance

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

### Key Features

Feature & Function Rich

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

**100% Browser Intuitive Interface • Scalable to your Needs  
Highly Configurable • Stay Informed • Search and Report**



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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
- Disaster Recovery
- Own your data
- Field & Fieldset Security
- 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

