

Latest update: February 2019

User Manual

Intellectual Property Rights

Preface

With this manual, you will gain a basic understanding of the way the Legisway Essentials system is structured and how this impacts the way you use it in its entirety. Following this manual in order will allow you to quickly start populating your system with **Intellectual Property Rights** (abbreviated as IP Rights).

You need to be an Editor or an Administrator to make use of these instructions so please contact your Legisway Essentials Administrator if you do not have a username and password. If you require further assistance with logging in, please contact Legisway Essentials Support.

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1 Introduction

In this manual we focus on the area of **IP Rights**. The main purpose of this manual is to help you, as a user, with:

- Creating **IP Rights**
- Managing your **IP Rights**
- Adding information to your **IP Rights** dossier.
- Collecting information from a **IP Rights** into one or multiple reports.
- Making use of alerts when applicable.

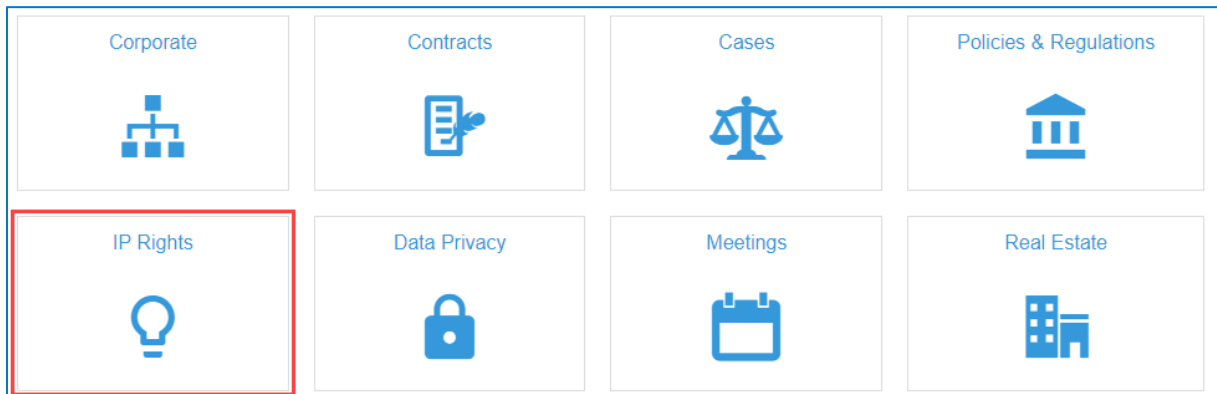


Figure 1 : Legal Management dashboard

From the main Legal Management dashboard, select **IP Rights** (figure 1).

2 Legisway Essentials Best Practice

Before you can start populating your system, it is important to know that each **IP Right** within Legisway Essentials is always based on a 3-layer data model. In order to get an idea of this model, a simplified Entity Relation Diagram (ERD) is presented below. It is important to become familiar with this logic since it will help you to populate your system correctly.

This image below is an example of a relationship model of the information types within the Legisway Essentials database (figure 2). Any 'Dossier' information type will be directly linked to a Group Company. This links the dossier to the corporate information, which may already be present in your system.

Any dossier will automatically be linked to 'Documents', 'Risks', 'Tasks' and 'Notes'. All are 'Content' information types.

A design is always based on a 3-layer data model: Entities, Dossier and Content.

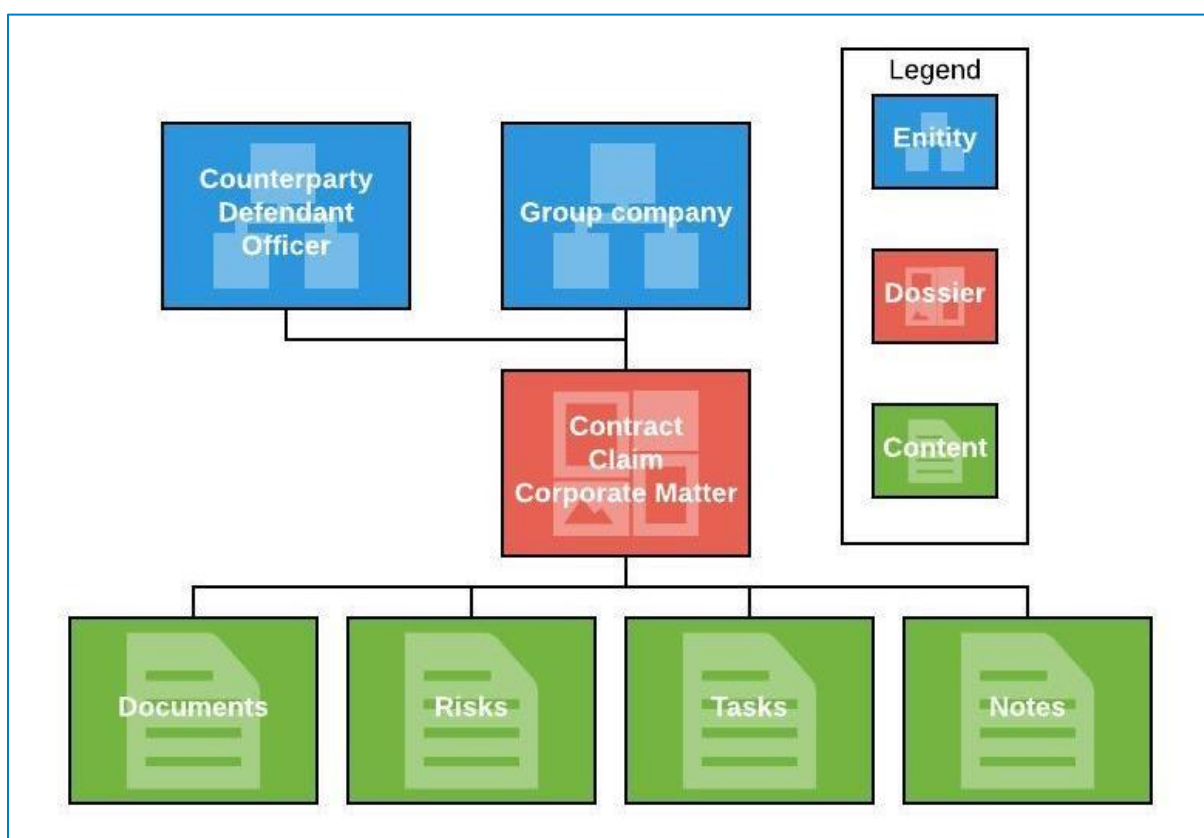


Figure 2 : Entity Relation Diagram

Specific Sub-types may be used to provide a single line in reporting but allow for separate access and/or entry fields. E.g. a IP Rights may have subtypes: Trademark registrations, Patent registrations and Domain registrations.

3 Dashboards

This chapter explains the structure of the theme dashboards. In the IP Rights theme there are three dossier types: Trademark registrations, Patent registrations and Domain registrations. Your organization has a Group company roll in these dossier types.

3.1 IP Rights Overview dashboard

Selecting the IP Rights theme from the main Legal Management dashboard will take you to a dashboard which provides you with several useful reports and quick links to keep track of your and your colleagues' activity.

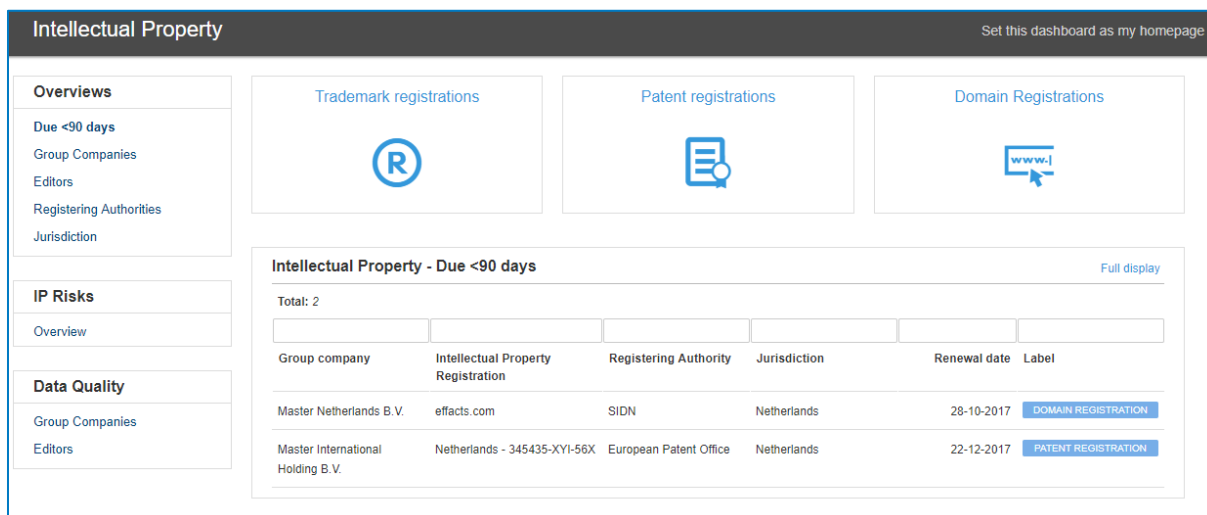


Figure 3 : Dashboard IP Rights

Overviews

Due <90 days: A view of dossiers and content with an expiration or review date coming up.

Statistics: Each dashboard lets you track active and past dossiers for all parties involved: Group Companies, Editors, Registering Authorities and Jurisdiction.

Risks

Get a quick overview of all active Risks registered within the theme, as well as the mitigating measures undertaken and risk levels. Risks are sorted in descending order of Assessment Date, so newly identified potential risks are immediately apparent.

Data Quality

Formerly part of the Data Quality dashboard, those reports allow Administrators to perform quick checks over the quality and consistency of their legal information across a single theme. For **IP Rights**, the following reports are shown:

- Inactive Group companies with Active IP Registrations
- Inactive Editors with Active IP Registrations

3.2 Sub-dashboards: IP Rights

As shown in the IP Rights overview dashboard, there are three sub-dashboards: Trademark registrations, Patent registrations and Domain registrations (figure 4). Each IP right dashboard will be explained in paragraphs below.

3.2.1 Sub-dashboard: Trademark registrations

The screenshot displays the 'Trademark registrations' sub-dashboard. At the top, there are three main categories: 'Trademark registrations' (highlighted with a red box), 'Patent registrations', and 'Domain Registrations'. Below this is a navigation bar with a search field and various icons. The main header reads 'Intellectual Property - Trademark Registrations'. The dashboard is divided into several sections:

- Part 1:** A blue button labeled 'New Trademark Registration'.
- Part 2:** A 'Status' filter section with options: Active (green dot), Draft (yellow dot), Inactive (red dot), and Cancelled (grey dot).
- Part 3:** An 'Overviews' section with links for 'Due <90 days', 'Added < 30 days', 'Open Tasks', and 'Risks'.
- Part 4:** A 'Custom Report' section with a link for 'Trademark Registrations'.

The main content area is titled 'Trademark registrations - Active' and shows a table with 2 total registrations. The table has the following data:

Group company	Trademark	Registering Authority	Jurisdiction	Trademark registration	Renewal date
Sofia B.V.	Mauto	Benelux Office for Intellectual Property	Netherlands	Netherlands - 543651	23-08-2018
Master Holding UK	EFF@CTS YOUR LIFE	Intellectual Property Office (UK)	Ukraine	Ukraine - 342198291	01-01-2028

Figure 4: Sub-dashboard Trademark registrations

Part 1:

- The module dashboard contains a blue 'New' button, which allows you to start quickly populating the system with information.

Part 2:

- On the left side of the dashboard, you see some standard Status reports. These let you automatically filter Dossiers by status. Clicking one of the buttons will show you the report directly on the right. The colored square next to each Status report is reminiscent of the colors shown in Dossiers.

Part 3:

- Below, you see some standard Overview reports. From here, you can view dossiers with an expiration or review date coming up, recently added content, open tasks, and risks.

Part 4:

- If you decide to compose your own report, you can use the custom report buttons as shown here. You may also use the Personal Reporting feature, which is located in the upper-right hand corner.

3.2.2 Sub-dashboard: Patent registrations

The screenshot displays the 'Patent registrations' sub-dashboard. At the top, there are three navigation cards: 'Trademark registrations', 'Patent registrations' (highlighted with a red border), and 'Domain Registrations'. Below these is a search bar and a navigation bar with icons for home, notifications, and user profile. The main content area is titled 'Intellectual Property - Patent Registrations' and includes a 'New Patent Registration' button (1), a 'Status' filter (2), an 'Overviews' section (3), and a 'Custom Report' section (4). The main table shows one active patent registration.

Group company	Invention	Registering Authority	Jurisdiction	Patent registration	Renewal date
Master International Holding B.V.	Life-saving invention	European Patent Office	Netherlands	Netherlands - 345435-XYI-56X	22-12-2017

Figure 5: Sub-dashboard Patent registrations

Part 1:

- The module dashboard contains a blue 'New' button, which allows you to start quickly populating the system with information.

Part 2:

- On the left side of the dashboard, you see some standard Status reports. These let you automatically filter Dossiers by status. Clicking one of the buttons will show you the report directly on the right. The colored square next to each Status report is reminiscent of the colors shown in Dossiers.

Part 3:

- Below, you see some standard Overview reports. From here, you can view dossiers with an expiration or review date coming up, recently added content, open tasks, and risks.

Part 4:

- If you decide to compose your own report, you can use the custom report buttons as shown here. You may also use the Personal Reporting feature, which is located in the upper-right hand corner.

3.2.3 Sub-dashboard: Domain registrations

The screenshot shows a sub-dashboard for Domain Registrations. At the top, there are three main categories: Trademark registrations, Patent registrations, and Domain Registrations (highlighted with a red border). Below this is a navigation bar with a search bar and various icons. The main dashboard area is titled 'Intellectual Property - Domain Registrations' and includes a 'New Domain Registration' button (1). On the left side, there is a 'Status' filter panel (2) with options: Active (green dot), Draft (yellow dot), Inactive (red dot), and Cancelled (grey dot). Below that is an 'Overviews' panel (3) with options: Due <90 days, Added < 30 days, Open Tasks, and Risks. At the bottom left is a 'Risks' panel (4) with the option: Domain Registrations. The main content area displays 'Domain registrations - Active' with a table of active registrations.

Group company	Domain	Registering Authority	Jurisdiction	Domain registration	Renewal date
Master Netherlands B.V.	effacts.com	SIDN	Netherlands	effacts.com	28-10-2017

Figure 6: Sub-dashboard Domain registrations

Part 1:

- The module dashboard contains a blue 'New' button, which allows you to start quickly populating the system with information.

Part 2:

- On the left side of the dashboard, you see some standard Status reports. These let you automatically filter Dossiers by status. Clicking one of the buttons will show you the report directly on the right. The colored square next to each Status report is reminiscent of the colors shown in Dossiers.

Part 3:

- Below, you see some standard Overview reports. From here, you can view dossiers with an expiration or review date coming up, recently added content, open tasks, and risks.

Part 4:

- If you decide to compose your own report, you can use the custom report buttons as shown here. You may also use the Personal Reporting feature, which is located in the upper-right hand corner.

4 Create and add information

In this chapter you will learn how to build different IP Rights dossier types. These types will be specifically explained in paragraphs below.

The ability to add a new IP Right to your Legisway Essentials system is dependent on your level of access. Generally, only Administrators and Editors are allowed to add data to a system. Navigate to the dashboard for the dossier type which you want to create content for. From there, a “New” button will be visible in blue above reports. Clicking the button will forward you to a ‘Create’ screen with some data entry fields. The data entry fields come in a wide variety, from drop-down lists where a user can select pre-determined values, to free text areas to enter data.

A list and explanation of each of these fields can be found below. Fields marked with a red asterisk (*) are required fields, trying to save the input without entering these fields will result in an error message that tells what information is missing.

When the form is filled in, click on the button [Save] to finalize the data and proceed to the created dossier. [Save & New] finalizes the data and creates a new, empty create form. [Save & Copy] finalizes the data and shows an identical, pre-filled create form. Click [Cancel] to cancel the creation of a new dossier.

4.1 Create a Trademark Registration

Navigate to the Trademark registration dashboard from the IP Rights Overview dashboard. On the left side, you see the blue menu item to create content. Clicking it will take you to the following Create form (figure 7):

The screenshot shows a web form titled "Create Trademark registration". At the top, there are four buttons: "Save", "Save & new", "Save & copy", and "Cancel". Below this is a "Status" field with "ACTIVE" (green) and "DRAFT" (yellow) options. The "Editor" field is a text input containing "Beeks, Martijn". The "Group company" field is a dropdown menu. The "Registering Authority" field has a search icon and a "Search" button, with a text input below it containing "Search or create a new subject." and a "Create" button. The "Jurisdiction" field has a search icon and a "Search" button, with a text input below it containing "Enter search term and click Search". The "Trademark" field has a search icon and a "Search" button, with a text input below it containing "Search or create a new subject." and a "Create" button. The "Registration number" field is a text input. The "Serial number" field is a text input. The "Classes" field is a text input. The "Filing date", "Renewal date", and "Effective date" fields are date pickers. At the bottom, there are four buttons: "Save", "Save & new", "Save & copy", and "Cancel". A small note at the bottom of the form reads: "Start date. Meaning the date the matter comes into effect."

Figure 7: Create a Trademark registration

- Status: When creating a new dossier, for instance a Trademark registration, the user can now select if the Trademark registration should be set as Active or as Draft from the start. These statuses can be changed at a later time. Selecting 'Draft' will make the Effective date optional.
- Editor (list): The person who is responsible for filling in this form.
- Group company: This a drop-down list of all Group companies previously entered. You can select multiple if needed. To search, simply type the name of the company you are looking for in the search area and click the search button underneath as shown below.
- Registering Authority: A dropdown list containing all previously created Authorities in the system. If the list doesn't contain the right Authority, you can use the search field to search for all previously created Authorities. Finally use the [Create] button if a new Authority needs to be added.
- Jurisdiction: Country of jurisdiction.
- Trademark: The trademark from which the registration originates. For more information about trademarks, see detailed explanation below.
- Registration number: The registration number that corresponds to the Trademark request.
- Serial number: Serial number of the Trademark request
- Classes: Every Trademark can be specified according to a class, for example Transport or Chemistry.
- Filing date: the date on which the trademark request has been filed.
- Renewal date: Expiring of the trademark needs to be avoided. For that reason the Trademark registration must be reviewed on time.
- Effective date (date field): The date on which the Trademark is granted for intellectual property.

Definition of a Trademark:

Someone invents a specific word, image, sound or color. This person, also called trademark owner, can be an individual, business organization or any legal entity and owns the rights to use this trademark in a specific region for commercial purpose.

Within the Trademark registration form, it is possible to search and select an existing Trademark. If you would like to create a new Trademark, click create. The following screen will pop-up (figure 8).

The screenshot shows a web form titled "Create Trademark". The form is contained within a modal window with a close button in the top right corner. The form fields are as follows:

- Title ***: A text input field.
- Category**: A dropdown menu.
- Image**: A file upload area with a "Choose File" button and the text "No file chosen". Below it is a link "Select image".
- Short description**: A text area.

At the bottom of the form, there is a green warning box with a triangle icon and the text: "This subject will be created once you submit the entire form".

Figure 8: Create a **Trademark**

- Title: Short description of the Trademark, for example Legisway Essentials logo.
- Category: Predefined dropdown list with categories like: Word mark, Figurative trade mark, Word and Figurative trade mark.

4.2 Create a Patent registration

Navigate to the Patent registration dashboard from the IP Rights overview dashboard. On the left side, you see the blue menu item to create content. Clicking it will take you to the following Create form (figure 9):

Figure 9: Create a **Patent registration**

- Status: When creating a new Patent Registration, the user can now select if the Patent registration should be set as Active or as Draft from the start. These statuses can be changed at a later time. If the patent is not yet granted, it can be useful to set this status to Draft. The Effective date will become optional.
- Editor (list): The person who is responsible for filling in this form.
- Registering Authority: The registered authority where the patent is requested. It is a dropdown list containing all previously created Authorities in the system. If the list doesn't contain the right Authority, you can use the search field to search for all previously created Authorities. Finally use the [Create] button if a new Authority needs to be added. Example: European Patent Office.
- Jurisdiction: Country of jurisdiction.
- Invention: The invention from which the registration originates. For more information about inventions, see detailed explanation below.
- Registration number: The registration number that corresponds to the Invention request.
- Serial number: Serial number of the patent request
- Classes: Every patent can be specified according to a class, for example Transport or Chemistry.
- Filing date: the date on which the patent request has been filed.
- Renewal date: Expiring of the patent needs to be avoided. For that reason, the patent registration must be reviewed on time.
- Effective date (date field): The date on which the patent is granted for intellectual property.

Definition of an Invention:

A new useful process, machine or product that did not exist previously.

Within the Patent registration form, it is possible to search and select an existing Invention. If you wish to create an invention, click create. The following screen will pop-up (figure 10).

Create Invention

Title *

Abstract

⚠ This subject will be created once you submit the entire form

Figure 10: Create an **Invention**

- Title: Short description of the Invention.
- Abstract: A technical description of the invention, intended for third parties.

4.3 Create a Domain registration

Navigate to the Domain registration dashboard from the IP Rights overview dashboard. On the left side, you see the blue menu item to create content. Clicking it will take you to the following Create form (figure 11):

Create Domain registration

Save Save & new Save & copy Cancel

Status * ACTIVE DRAFT

Editor *

Group company *

Registering Authority * Search Search or create a new subject. Search Create

Jurisdiction * Enter search term and click Search Search

Domain * Create

Registration number *

Serial number

Classes

Filing date

Renewal date *

Effective date *

Start date. Meaning the date the matter comes into effect.

Save Save & new Save & copy Cancel

Figure 11: Create a **Domain registration**

- Status: When creating a new Domain Registration, the user can now select if the Domain registration should be set as Active or as Draft from the start. These statuses can be changed at a later time. If the patent is not yet granted, it can be useful to set this status to Draft. The Effective date will become optional.
- Editor (list): The person who is responsible for filling in this form.
- Registering Authority: The registered authority where the patent is requested. It is a dropdown list containing all previously created Authorities in the system. If the list doesn't contain the right Authority, you can use the search field to search for all previously created Authorities. Finally use the [Create] button if a new Authority needs to be added. Example: European Patent Office.
- Jurisdiction: Country of jurisdiction.
- Domain: The domain from which the registration originates. For more information about domains, see detailed explanation below.
- Registration number: The registration number that corresponds to the Domain request.
- Serial number: Serial number of the domain request
- Classes: Every domain can be specified according to a class, for example Transport or Chemistry.
- Filing date: the date on which the domain request has been filed.
- Renewal date: Expiring of the domain needs to be avoided. For that reason, the domain registration must be reviewed on time.
- Effective date (date field): The date on which the domain is granted for intellectual property.

Definition of a Domain:

A distinct subset of the Internet with addresses sharing a common suffix or under the control of an organization or individual.

Within the Domain registration form, it is possible to search and select an existing Domain. If you would like to create a new Domain, click create. The following screen will pop-up (figure 12).

Figure 12: Create a **Domain**

- Title: Short description of the Domain.
- Short description: Details of the Domain.

5 Standard Features

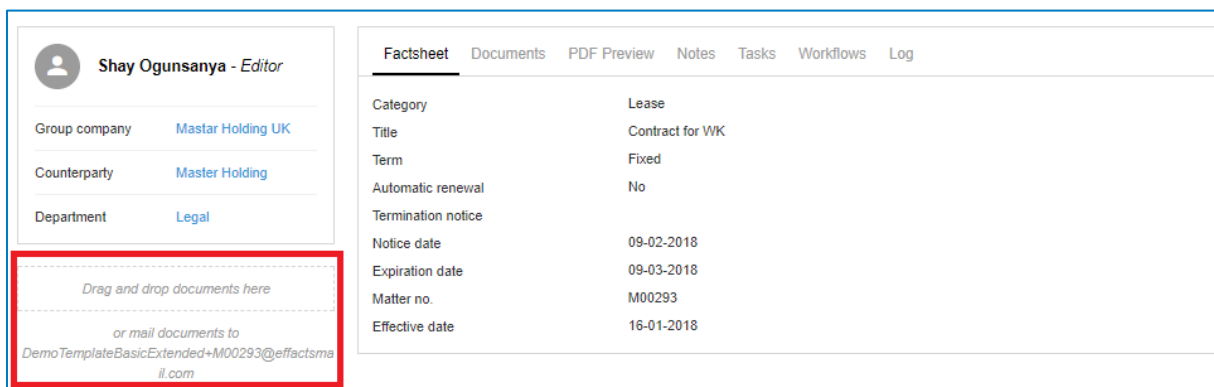
You are now able to create a dossier with general information and extra information. In every dossier there are also some standard features available. With this feature you can add extra content to the dossier. This chapter contains an explanation of each feature.

5.1 New Document

This section will give you an explanation about uploading documents to your dossier.

5.1.1 Drag and Drop or mail

Drag and Drop allows you to quickly add one or multiple files (all file types are supported) from your computer to a dossier, as shown in below (figure 10).



The screenshot shows a user interface for a dossier. On the left, there is a profile card for 'Shay Ogunsanya - Editor' with details for 'Group company' (Master Holding UK), 'Counterparty' (Master Holding), and 'Department' (Legal). The main area is titled 'Factsheet' and contains a table of details for a 'Lease' contract. A red box highlights a dashed-line area with the text 'Drag and drop documents here' and 'or mail documents to DemoTemplateBasicExtended+M00293@effactsma il.com'.

Factsheet	
Category	Lease
Title	Contract for WK
Term	Fixed
Automatic renewal	No
Termination notice	
Notice date	09-02-2018
Expiration date	09-03-2018
Matter no.	M00293
Effective date	16-01-2018

Figure 10: Add documents to a dossier

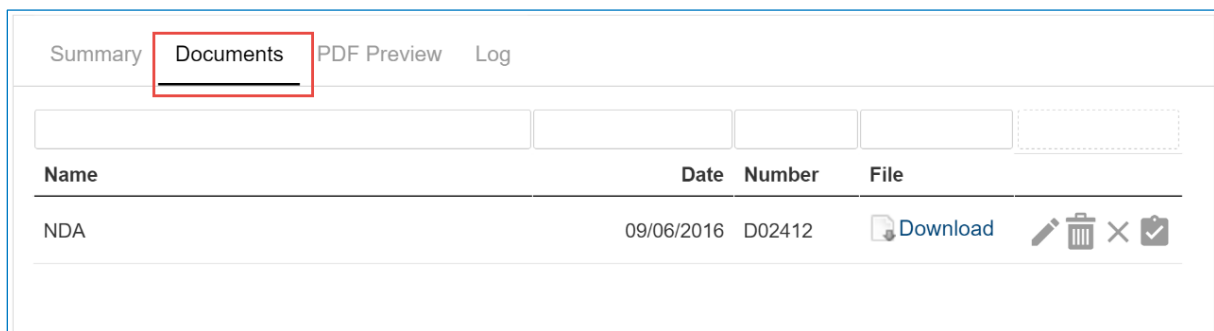
To drop a document, click and hold the document from your computer and drag it to the box “Drag and drop documents here or mail”. This will start uploading the document(s). The progress of the upload is indicated at the top of the screen.

NOTE: It is not possible to drag a file from an email. It needs to be saved on your computer, before you can upload it to Legisway Essentials.

NOTE: It is possible to add multiple documents to the same dossier or folder. However, we suggest that you limit this to five at a time as not all browsers can handle more than that.

To mail a document, mail the document from your mail account to the referred mail address in the red box. This will automatically add the document to the dossier.

Once added, the document(s) will appear under the ‘Documents’ tab (figure 11):



The screenshot shows the 'Documents' tab selected in a dossier. Below the tab, there is a table with one document entry. The table has columns for 'Name', 'Date', 'Number', and 'File'. The entry is 'NDA' with a date of '09/06/2016' and a number of 'D02412'. The 'File' column contains a 'Download' button and icons for edit, delete, and check.




Name	Date	Number	File
NDA	09/06/2016	D02412	Download   

Figure 11: Added document to a dossier

5.1.2 Manually add a document

To manually create a new document, go to the dossier page and click [Add Document] at the right menu of the screen.



Clicking the button will forward you to a 'Create' screen which is quite similar in its functionality to other create screens in the system (figure 12). An explanation of each field is given below.

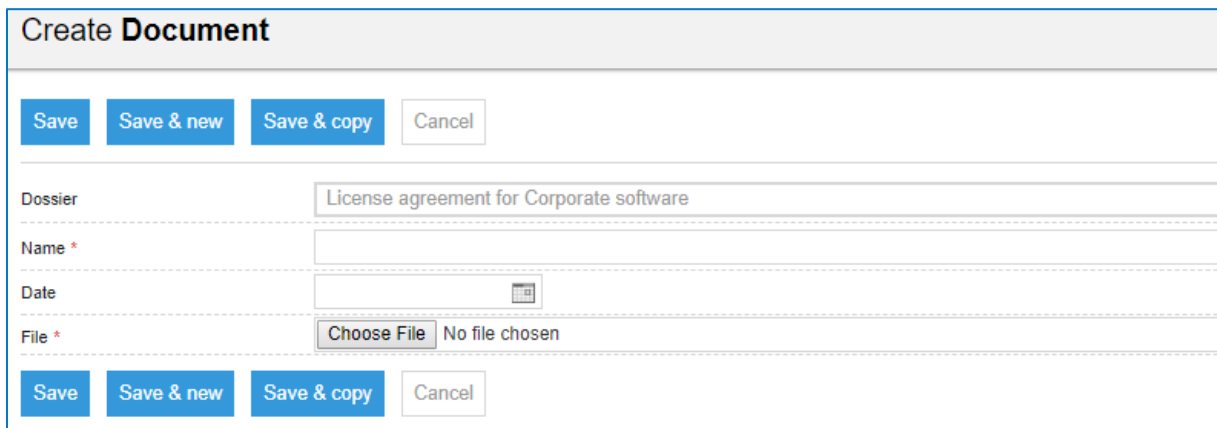


Figure 12: Create a **document**

- Dossiers: Pre-defined text containing the agreement to where the document will be created
- Name: name of the document
- Date: Date of when the contract/ agreement in the file was signed. (Or upload date of the file attached)
- File: Browse and upload a file to attach it as a document to the contract/ agreement

When finished, click on the [Save] button, the newly created document is visible on the Documents tab (figure 13). Or if you want to upload more documents, click [Save & New] or [Save & Copy]. Click [Cancel] to cancel the creation of a new document.

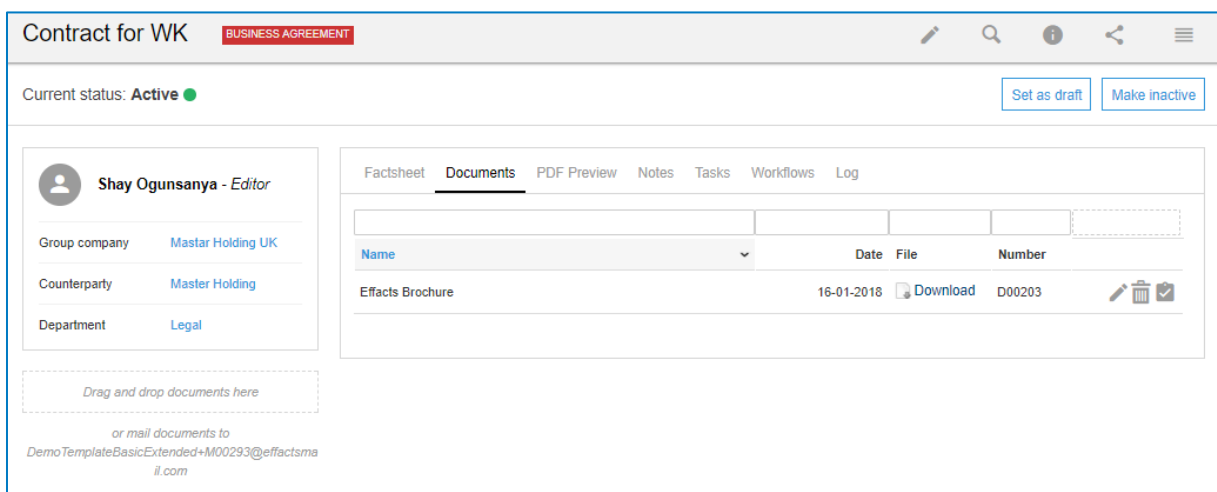


Figure 13: Added document to a dossier

5.1.3 PDF preview

If you added some documents to the dossier, it is possible to have a quick look by using the tab PDF preview (figure 14).

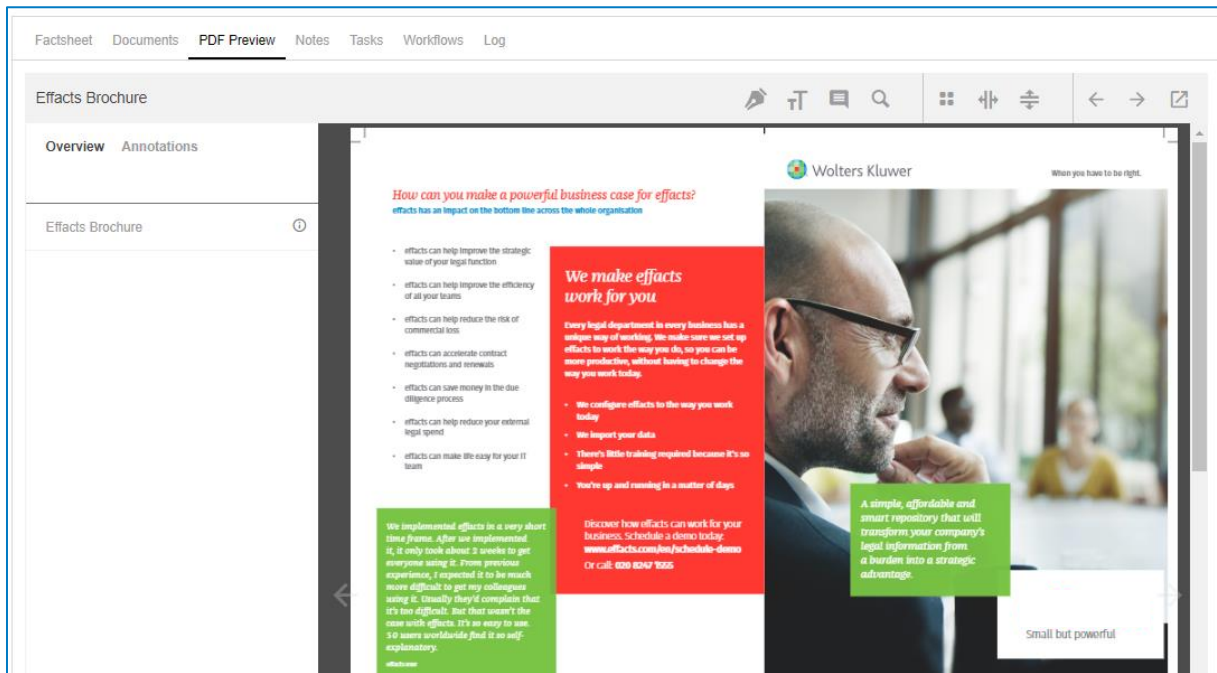











Figure 14 : PDF pre-viewer

The PDF preview function offers various navigation buttons and tools, each of them are explained below.



-  Highlight button: Highlight text in the document
-  Typewriter button: add text in the document
-  Annotating button: add a note in the document
-  Search bar: Search keywords in document
-  Multi-page button: Overview of all pages from the document
-  Horizontal double arrows: Document in preview page filling horizontal
-  Vertical double arrows: Document in preview page filling vertical
-  Navigate in document: Navigate to previous or next document
-  Switch viewer mode: PDF preview page filling

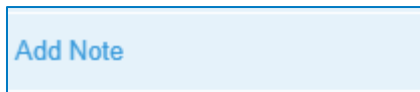
5.2 New Task

You can find a detailed manual on how to use the new Tasks and Task Workflows [here](#).

It could be that the Workflow manager is disabled for your system. Please contact your consultant or Account manager to Activate this.

5.3 New Note

To create a new note, go to any dossier page and click [Add Note] at the right menu of the screen.



Clicking the button will forward you to a 'Create' screen which is quite similar in its functionality to other 'Create' screens in the system. An explanation of each field is given below (figure 15).

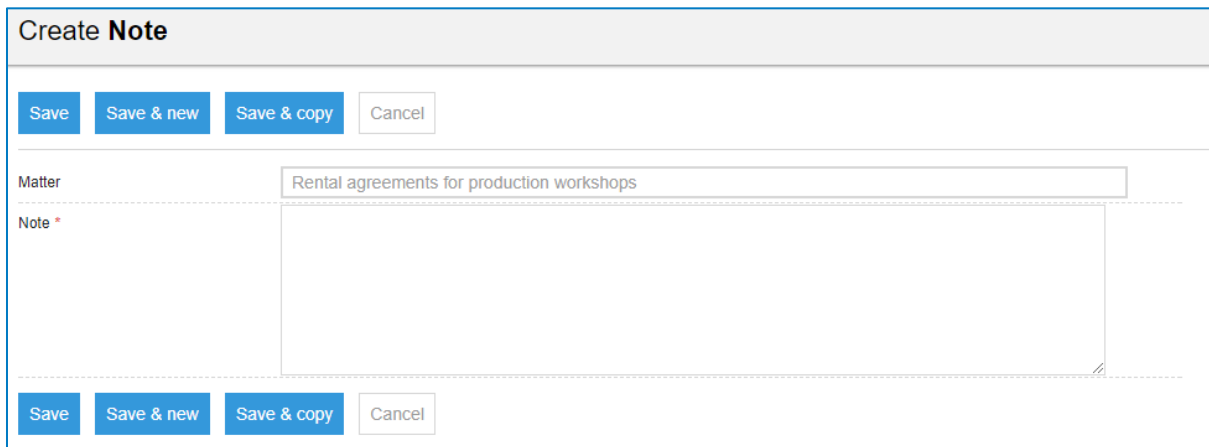
A screenshot of the "Create Note" form. At the top, there's a header "Create Note". Below it are four buttons: "Save", "Save & new", "Save & copy", and "Cancel". The form has two main sections. The first is labeled "Matter" and contains a text input field with the value "Rental agreements for production workshops". The second is labeled "Note *" and contains a large, empty text area. At the bottom of the form, there are another set of four buttons: "Save", "Save & new", "Save & copy", and "Cancel".

Figure 15 : Create a **Note**

- Matters: Pre-defined text containing the dossier name to where the note will be created.
- Note: A free text area allowing you to add extensive additional information about the note.

When finished, click on the [Save] button, the newly created note is visible on the 'Notes' tab (figure 16). Or if you want to create more notes, click [Save & New] or [Save & Copy]. Click [Cancel] to cancel the creation of a new note. This feature is more commonly used to give status updates about this dossier. That way anyone navigating to this dossier can track its progress.

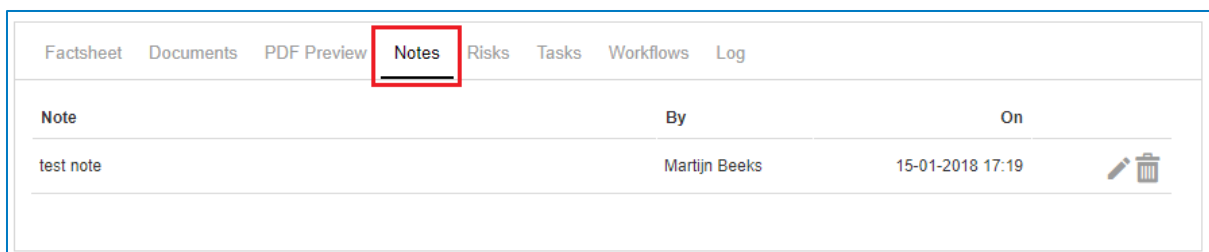
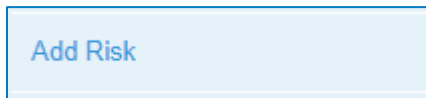
A screenshot of a dossier page with the "Notes" tab selected and highlighted with a red box. The page shows a table of notes. The table has columns for "Note", "By", and "On". There is one row of data: "test note", "Martijn Beeks", and "15-01-2018 17:19". To the right of the date is a trash icon.

Figure 16: Added notes to a dossier

5.4 New Risk

Risks can be added from every Dossier in the same manner by using the “Add Risk” button in the right-hand panel:



Create Risk

Save **Save & new** **Save & copy** Cancel

Dossier *

Title *

Description of the risk

Risk Type *

Assessment date *

This date is used for reporting purposes

Risk level *

Please give this risk a priority e.g. low, medium, high

Mitigating measures

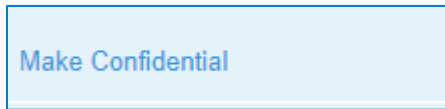
Figure 17: Create a Risk

- Dossier: The Dossier for which the Risk is added. This is filled automatically.
- Title: Give the Risk a short, clear title. This will be shown in reports.
- Risk Type: Select a category for the Risk. As standard, Risks can be Legal, Financial, or Operational.
- Assessment Date: The Date on which the Risk was identified and assessed.
- Risk Level: Attribute a Risk level to the Risk. This determines its priority.
- Mitigating Measures: Write out a descriptive explanation of the mitigating measures undertaken.

Once you are done filling in the form, click “Save” to register the Risk. It will appear in reports throughout the system so users can keep track of them.

5.5 Make Confidential

Each dossier type can be set as confidential for one or more persons by using the button [Make Confidential] at the right menu of the screen. This can be used as a very flexible way of setting some dossiers aside for those who are not allowed to see.



Clicking the button will show you a notification. If you decide to invite the persons who need access to this dossier, click the [Submit] button (figure 18).

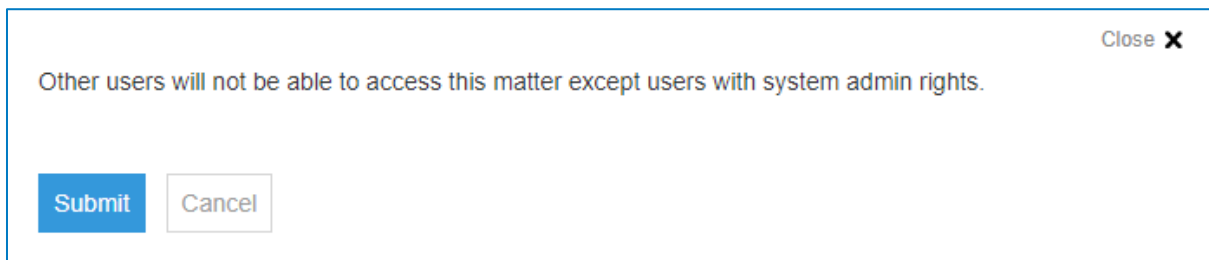


Figure 18: Notification after making a dossier confidential

To invite users, go to the dossier page and click [Invite Users as viewer] at the right menu of the screen. Clicking the button will forward you to a screen in which you can select or search a person(s) to invite to this confidential item (figure 19).

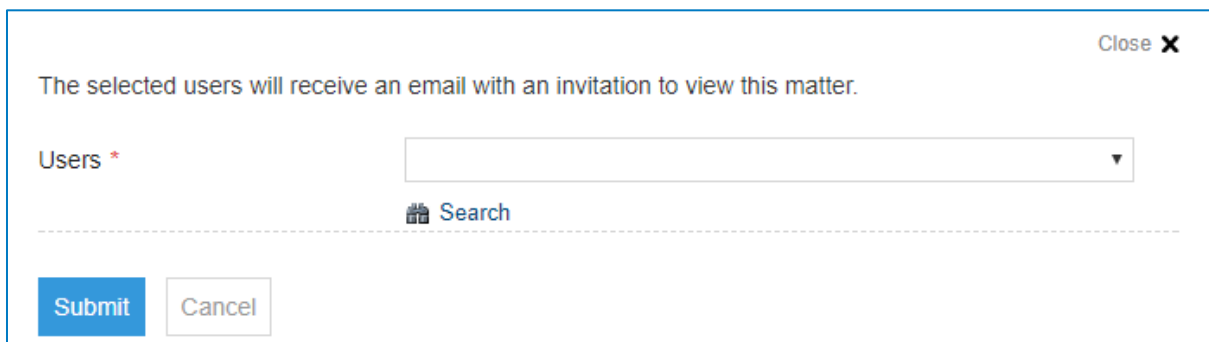
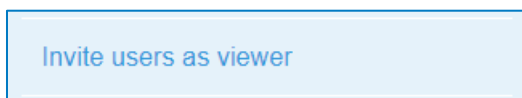


Figure 19: Invite users to a confidential dossier

Select the persons who may see this dossier.

When finished, click the [Submit] button. The person will receive an invitation automatically by e-mail to view the dossier. Clicking the button [View dossier] will redirect the user to the dossier.

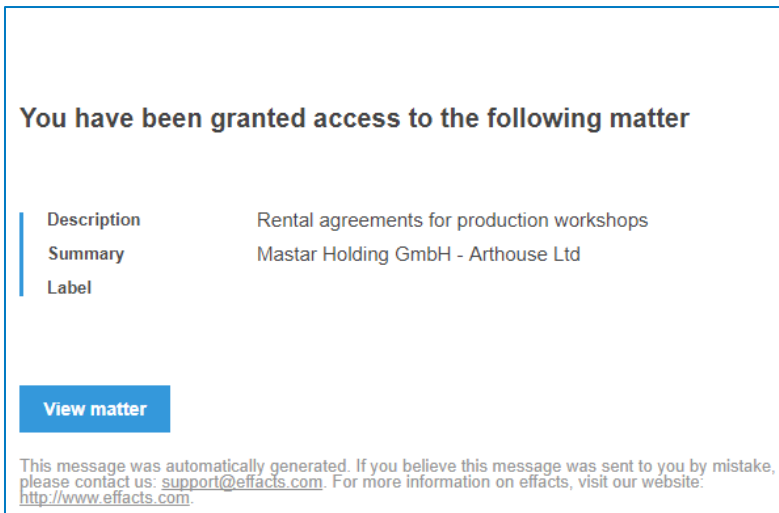


Figure 20: Email that is sent to users allowed to see a confidential dossier

A new field, “Confidential” appears on the left side of the factsheet as well as a tab with the Users who have access to this dossier (figure 21).

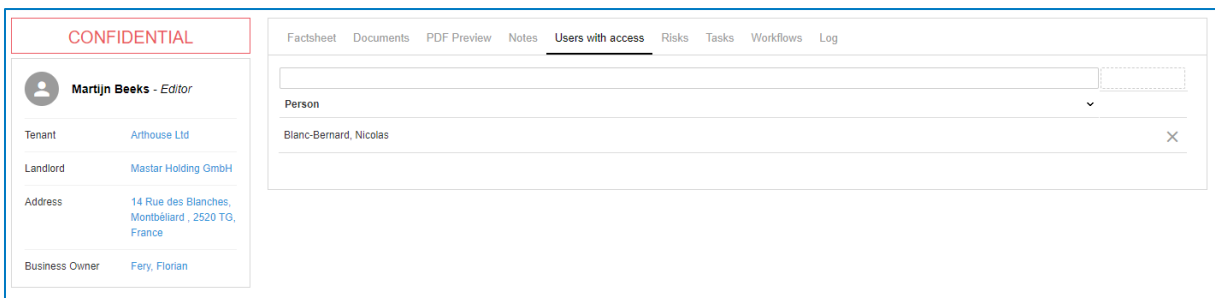


Figure 21: A confidential dossier

Access:

Only the Editor responsible and the people who are invited to this dossier will be able to see it. The responsible Editor is now the one who can manage data for this file or dossier. Therefore, all other invitees can track its progress. The big exception however is the person(s) with the Editor+ Admin role. Users with this role can always see the confidential items and can change the confidential status.

How to change the confidential status:

If, for some reason, one of the users may not view the dossier anymore, the responsible Editor can decide to remove the user with access out of the tab (figure 22).

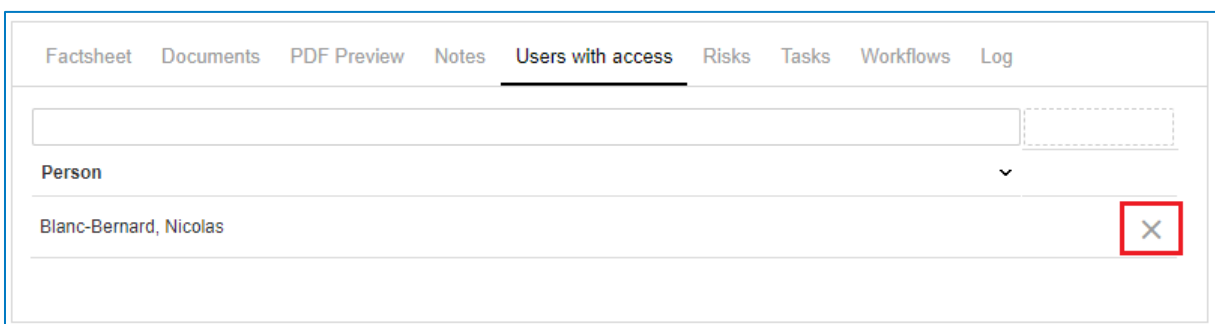
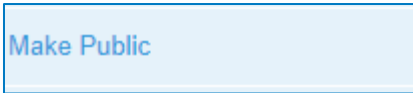


Figure 22: List with users with access to a confidential dossier

If the dossier needs to be accessible for everyone, the responsible Editor can decide to make this dossier public by clicking [Make Public] at the right menu of the screen.



Clicking this button will display a screen like the picture below (figure 23).

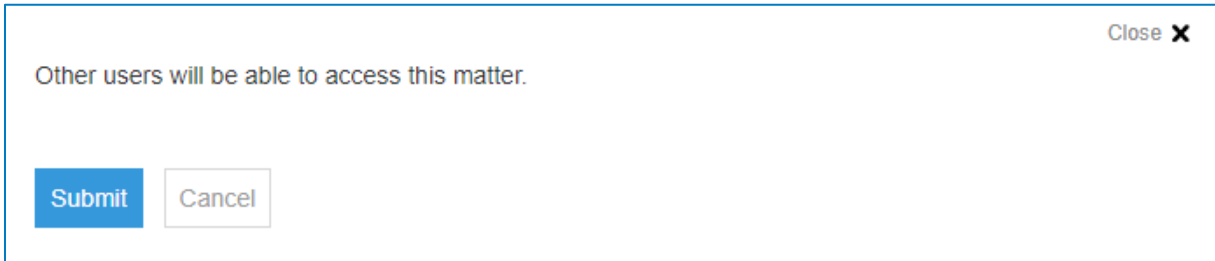


Figure 23: Notification when making a confidential dossier public

If you are sure about to change the status to public, click the [Submit] button. The dossier can now be viewed by other users. The red confidential text has disappeared.

5.6 Invite user as viewer

The [Invite users as viewer] feature can be used on confidential as well as non-confidential dossiers and folders.

The main purpose of this functionality is to allow you to share specific dossiers with others without granting them access to all dossiers of the type. Situations might occur where this feature could be useful:

E.G. Through Access Control, administrators have assigned access rights based on modules (e.g. contracts) or matter types (e.g. sales agreement). Ideally, a sales colleague should have been granted access to matter type: sales agreement. Meaning, he/she will be able to view all sales agreements if no additional limitations have been set. However, if it is an IT-related sales agreement, we might want to grant an IT-colleague access to that specific agreement without granting access to all sales agreement.

In another example, users might want to grant access to a matter (one specific non-disclosure agreement) without granting access to all matters (all non-disclosure agreements). In order to do so, administrators and editors can invite additional users as viewers. As a result, colleagues can follow the progress and developments of important matters when needed.

In your Legisway Essentials environment, please navigate to a specific dossier and click on [Invite users as viewers]:

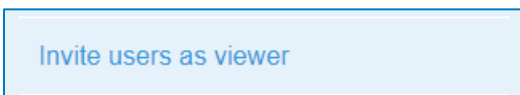


Figure 24: Invite users as viewer button

In the next screen, you will be able to search for specific users and select them accordingly. When finished, click on the submit button:

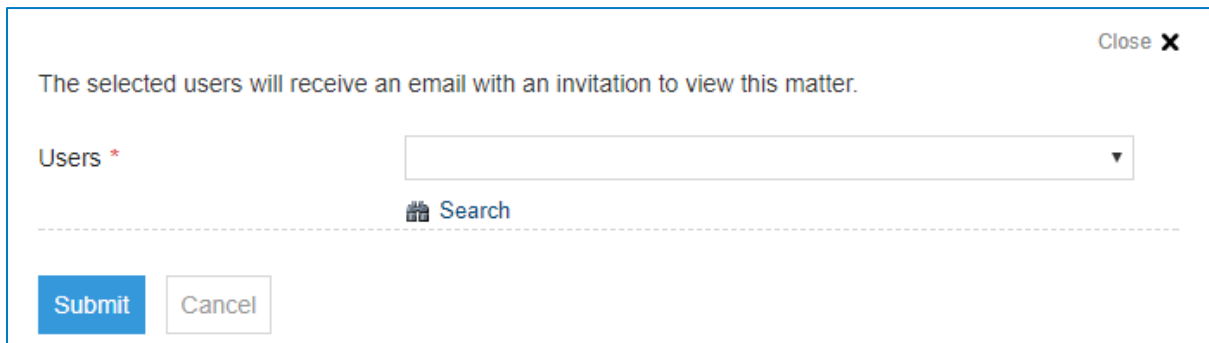


Figure 25: User selection screen

Subsequently, the invited user will receive an email notification that will direct them to the dossier:

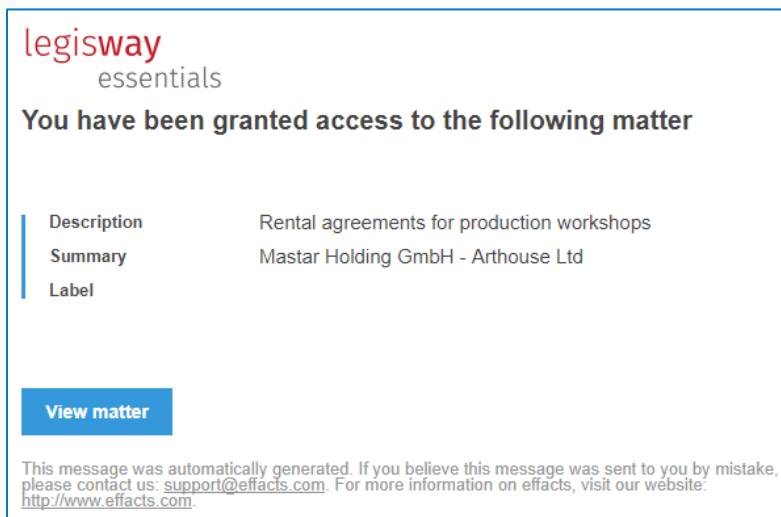


Figure 26: email notification to invited user

Ultimately, a new tab will appear on the dossier [Users with access] that provides an overview of all invited users. Within this tab, you can also revoke the access rights by simply clicking the cross button.

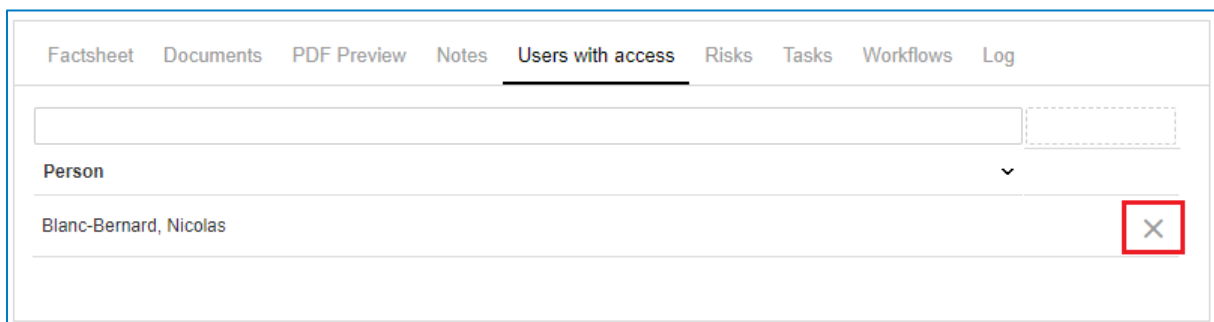


Figure 26: Users with access overview

Important to note; once access rights have been revoked, users will be notified by another email notification that they no longer can access the dossier.

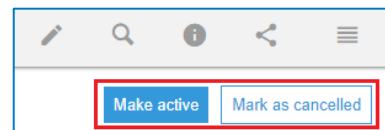
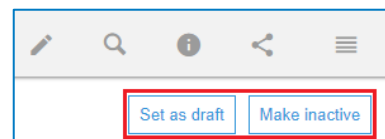
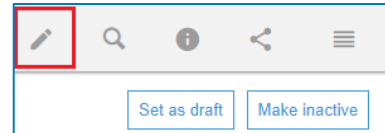
6 Managing a dossier

After reading this chapter you know how to manage a dossier and delete data from your system.

6.1 Change the dossier status

Each dossier data will be managed by the Editor of the dossier. He or she is able to:

- Edit information by using the pencil button. When satisfied with the changes, click [Save] to finalize the update. All reports and screens in the system containing this data will automatically be updated.
- Change the status of the dossier:
 - **Set as draft:** For example, if the effective date of the dossier is unknown.
 - **Make Inactive:** If the dossier can be archived.
 - **Make Active:** If all the necessary information within the dossier is presented.
 - **Mark as cancelled:** If the dossier no longer needs to be in the system.



6.2 Delete information

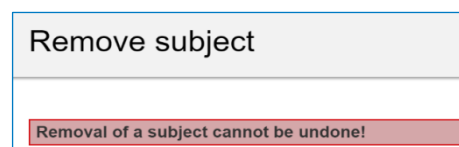
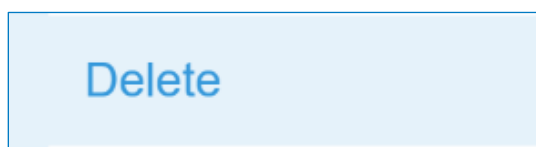
When you delete information, no history of the subject remains in the system. Keep in mind that archiving information is preferable in most situations. Only delete information when the information itself was added incorrectly or when the information should not be available ever again.

If a user deletes information from a database it will create a 'hole' in the database information. At this point we would like to make clear that a back-up of deleted or missing information can cost at least €500,-.

All warnings about deleting information aside, an explanation about how and when deleting information can be carried out is provided below. For example, a wrong contract/ agreement needs to be deleted from the database.

Jump to the factsheet that needs to be deleted and choose [Delete] in the menu at the right.

Only the factsheet will be deleted, all other information will still be available in the database such as the previously linked Group company, Counterparty, Department, Documents, Notes, Risks and Tasks. The Legisway Essentials system will always ask a user if they are completely sure about deleting the information in a second screen.



7 Standard Reports & Alerts

Not only can you easily search for information within the system, it's also possible to compile important information into one overview, also known as a report. Next to the well-known Custom report button, each dashboard contains some standard reports which are available on the left side of your screen.

7.1 Reports

These reports contain valuable information and can be reviewed on the right side of your screen, immediately after clicking one of the buttons. This functionality works very quickly and effortlessly, an explanation of each report is given below.

Status Reports:

Report 1, 2, 3, 4: Active, Draft, Inactive, Cancelled

- An overview of all the Active, Draft, Inactive or Cancelled dossiers within the theme.

Overviews:

Report 1: Added <30 days

- An overview containing all Dossiers added within the last month.

Report 2: Due < 90 days

- An overview containing all Dossiers with an expiration or review date in less than 90 days.

Report 3: Open Tasks

- An overview containing all open tasks related to Dossiers within the theme.

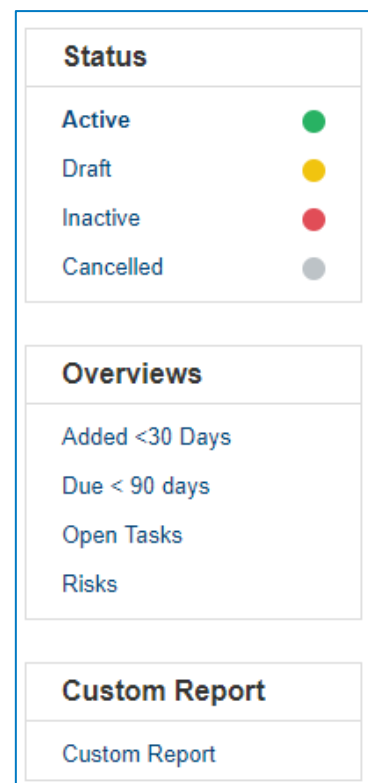
Report 4: Risks

- An overview containing all Risks related to Dossiers within the theme.

Custom Report:

Report 1: Custom Report

- Use this button if you want to create your own report. You can also use the Personal Reporting feature.



7.2 Alerts

One of the powerful functions of Legisway Essentials is the Alert. Alerts are automatically generated email messages to a predefined group of Users on a predefined alert date. For example, a contract/ agreement needs to be reviewed on time, otherwise it will expire. Expiration of the contract/ agreement can be avoided by configuring an alert.

The number of times the system will send an alert depends on the configured frequency. For example, a frequency of 30 days means that the system will send an alert to the receivers every month.

A common used Alert is the “Contract with an alert date <90 days” alert. The example below gives you an explanation how it works. All alerts work the same way and the field that triggers them is indicated.

Example:

The contract(s) must be reviewed on 31/01/2018. The editor will receive the first Alert mail, 90 days before the review date. This means that if the frequency is set to 30 days, the Editor and Business Owner will receive 3 Alert mails. This e-mail contains the contract or contracts that need to be reviewed (figure 24).

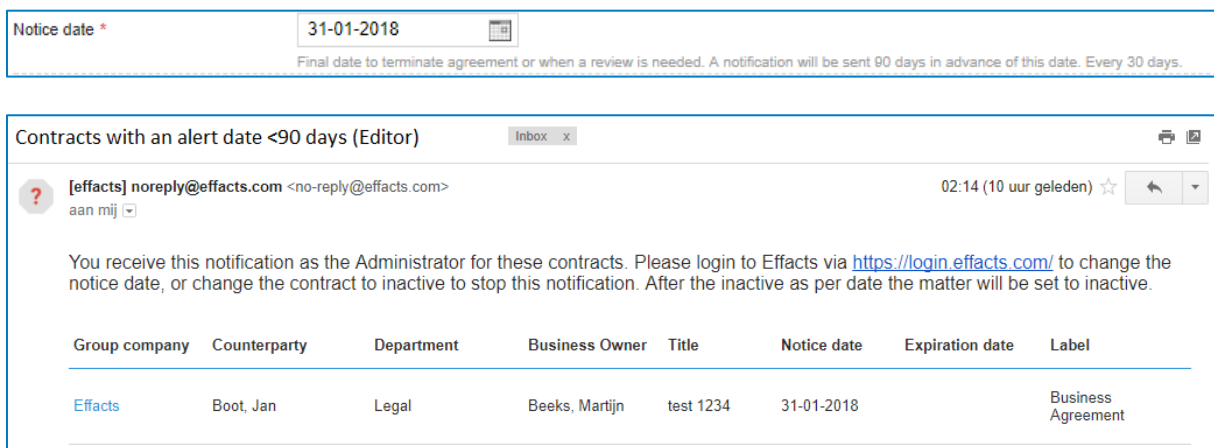


Figure 24: Email with alerts

How to stop the Alert mail?

If you no longer wish to receive an alert mail, you can stop this notification by simply archiving the contract using the button [Make inactive] (figure 25).

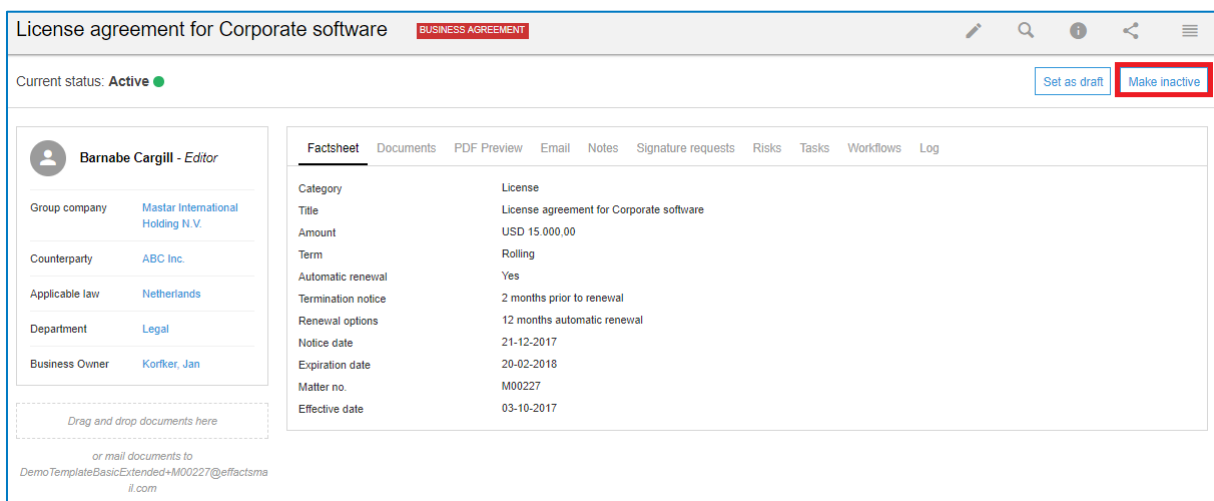
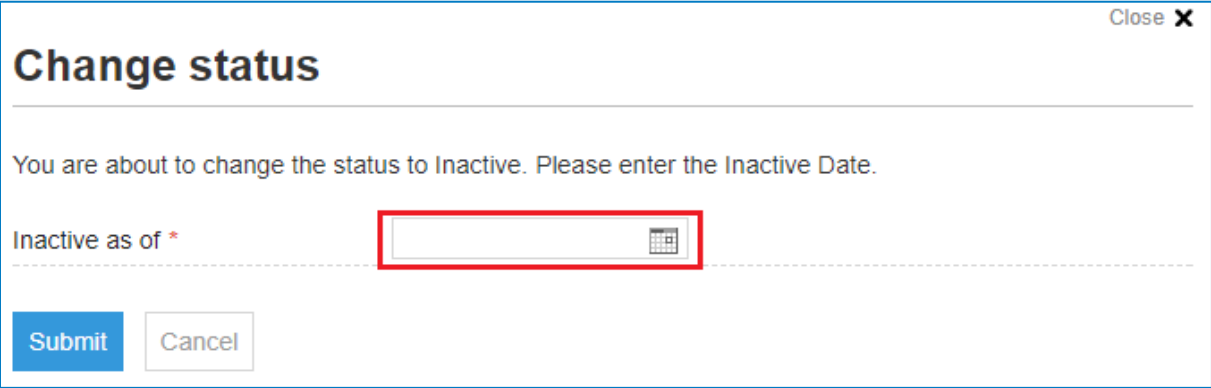


Figure 25: Make a dossier inactive

Clicking the button [Make Inactive] will forward you to a pop-up screen (figure 26). Here you can set the Inactive as of date. If you click at the button [Submit], the contract will be archived automatically.



The screenshot shows a modal window titled "Change status" with a "Close X" button in the top right corner. Below the title is a horizontal line. The main text reads: "You are about to change the status to Inactive. Please enter the Inactive Date." Below this text is a label "Inactive as of *" followed by a date input field. The input field is empty and has a calendar icon on its right side. A red rectangular box highlights the input field. Below the input field is a dashed horizontal line. At the bottom left of the modal are two buttons: "Submit" (a blue button) and "Cancel" (a white button with a grey border).

Figure 26: Notification when making a dossier inactive