End-to-End Contract Lifecycle Management in the Cloud with Autonomy CLM

The Autonomy Contract Lifecycle Management (CLM) solution helps organizations reduce costs while dramatically streamlining the contracts management process. Designed to address the increasingly complex requirements of global businesses, Autonomy CLM combines the world's largest hosted cloud repository for compliance data with a full featured content management infrastructure. An intelligent workflow engine powers Autonomy CLM to deliver the most advanced, end-to-end offering for managing the complete contract lifecycle.

Manage All Phases of Contract Creation – Autonomy CLM facilitates the management and documentation of all phases of contract creation, review, approval, and execution. Contracts can be easily searched and repurposed to maximize the value of information assets while eliminating redundant work processes. Comprehensive document management functionality—including version control, security, audit trails, as well as powerful content analytics—support collaboration and streamline the process of creating and editing of documents.

Increase Collaboration – Autonomy facilitates internal communication and collaboration by creating a central workspace where process participants such as outside counsel, internal business users, and legal staff can "convene" to discuss contract goals and terms. Autonomy CLM allows reviewers to make changes and suggestions simultaneously, while capturing and storing the full audit trail and management approvals.

Fully Web Accessible – The solution is fully web-accessible so items within a workspace can be selectively shared and made visible to external parties. For example, a vendor can login and see just the contract, while internal users see all relevant information in the workspace. Since the solution is tightly integrated with popular email and office tools, it is easy for internal users to adopt and use.

Meaning-Based Knowledge Libraries – Autonomy CLM enables organizations to manage contracts in knowledge libraries to leverage existing work product that can be used over and over in the development of future contracts. These libraries can be accessed through keyword, metadata, or conceptual searches, and organized manually or automatically with hierarchical navigation.
Contract Review and Approval

Contracts can be requested and initiated using Autonomy CLM eForms, which automatically routes the request for action to the appropriate person or group. Users can significantly reduce the time it takes to create contracts by selecting from available templates or utilizing the power of Autonomy IDOL to locate similar, relevant contracts.

Each contract is automatically added to a workspace folder; corresponding relevant documents such as appendices and spreadsheets can then also be added. The folder then becomes a powerful collection point that enables collaboration among authorized participants to contribute, comment, and revise the document. Every stage of the document’s evolution is tracked in an audit trail revealing all users and changes made to the document.

Autonomy CLM improves business processes via a fully integrated workflow engine that tracks and manages the steps involved in contract review and approval. Contract access and review can be routed in parallel. Only the right personnel with the proper security credentials can effect the proper level of modification and feedback.

To ease the process of compliance reporting, Autonomy CLM includes analytics with graphical reporting dashboards, KPI’s and internal controls.

Meaning-Based Contract Lifecycle Management with Autonomy Intelligent Data Operating Layer (IDOL)

The Autonomy Contract Lifecycle Management solution leverages the intelligence and meaning-based capabilities of IDOL, a market-leading, pan-enterprise search engine. IDOL goes far beyond traditional keyword and metadata (e.g. date range, author) searches to understand the concepts held within documents. The ability to understand the meaning held within content enables advanced operations such as near-deduplication, concept clustering, and automatic categorization. The ability to perform these unique operations enables organizations to locate information based on meaning, identify subject matter experts related to the query, and ensure that existing information is found versus having to be recreated.

IDOL provides a full array of information processing capabilities, including metadata searching, file type analysis, date range searches, keyword searching, and concept analysis to find the most relevant information. Additionally, IDOL understands all forms of human information, both structured and unstructured, in over 1000 content formats, from 400+ source repositories, and in over 150 languages. Fully language independent, IDOL’s patented technology is based on probability and statistics, rather than linguistics.

Collaboration

Authorized users have access to the full history of documents related to a specific contract. Autonomy CLM supports scanning of paper records into the appropriate workspaces. Documents can be saved into other folders to provide access to a wider range of users who may be limited by read-only access to completed contracts.

The ability to grant access permissions and routing enables external resources such as outside counsel, service providers, and even the contracting party, if desired, to collaborate in the document creation. Users may also configure and save their own advanced searches to leverage for future re-use.
Reporting
Autonomy CLM provides a set of reports that allow users to filter contract information based on date range, contract type, business unit, due dates, and contract value. Straightforward reports give managers needed visibility by identifying all contracts currently being created or updated along with their status and current owner.
A full audit report shows the complete revision history of a document throughout its lifecycle.

Notifications, Subscriptions and Alerts
Autonomy CLM automates workflow and business processes by informing staff of key milestones. As contract requests are submitted, the appropriate contract officers can be automatically notified through their “assignments” inbox, and/or via email notifications. Users can subscribe and be notified of any changes related to a workspace and associated contracts and documents.
CLM enables automated tasks to be initiated when a contract is due for renewal, and a user can sign up for alerts to advise them when action should be taken.

Document Capture
Autonomy CLM enables organizations to collect and organize large volumes of documents in their native electronic format, as well as capturing PDFs or scanned paper documents.
Included with Autonomy CLM, Autonomy Bulk Loader offers a standalone application that enables the mass migration of documents from file systems into Autonomy CLM libraries. Bulk Loader supports advanced filtering of files and folders, real-time application of metadata, tags, and security, and job previewing and queuing. Organizations can leverage Bulk Loader to ensure the flexible and powerful transfer of documents into the Autonomy CLM environment.
Another module of Autonomy CLM, WebCapture enables paper documents to be scanned into Autonomy CLM using desktop scanners or workgroup multi-function devices. As documents are processed, they are automatically subject to optical character recognition (OCR) and saved to Autonomy CLM as a PDF+text document, available for IDOL searching by the user.

Desktop Integration
Autonomy CLM enables the capture, organization, storage, and reuse of critical business content in any type of repository. Autonomy CLM integrates with Microsoft Office and Adobe Acrobat applications to provide seamless content management and collaboration functionality to users from within the menus and toolbars of their familiar desktop applications. By simplifying access to content repositories, Autonomy CLM integration for Microsoft Office and Adobe Acrobat drives rapid adoption of content management practices critical to knowledge management, compliance, and records retention initiatives. Users can save documents into the repository, check-in/check-out items, search by full text or metadata, track audit trails, and perform many traditional document management functions from within Microsoft Office and Adobe Acrobat applications.
Secure, Cloud-Based Contract Lifecycle Management

Autonomy delivers the most secure Contracts Lifecycle Management solution available as a cloud-based, hosted service. Autonomy leads the cloud archiving/repository market by a substantial margin, servicing the world’s largest regulated government and financial organizations. Autonomy’s world-class cloud solutions offer unprecedented privacy and security in addition to the unique capabilities of Meaning Based Computing across all types of managed data. Organizations that make the shift from on-premise software to on-demand cloud solutions benefit from rapid implementation and flexibility, while lowering capital expense, adoption complexity, and operational IT overhead.

Autonomy’s cloud repositories host more than 40 petabytes of data managed on 10,000+ servers, in state-of-the-art high security data centers. All client data is physically segregated, and never comingled. Autonomy data centers span North America and Europe, and are subject to annual Statement of Accounting Standard number 70 (SAS70) security audits.

About Autonomy

Autonomy, an HP Company, is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy’s powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy’s product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

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