



# **AXDRAFT**

An Onit Company

**Collaboration**

**Approval**

Features Inside **AXDRAFT**

# OVERVIEW

A business is as strong as the synergy between teams. This means that when assigning work, you should not only consider the idea 'who is best qualified to do it', but also account for the facts 'who adds more value by doing it faster' and 'how disruptive is this work for the employee's existing task load.'

At the end of the day, it sometimes makes more sense to only involve the expert for quality control. The actual work can be done by someone else. Simple legal tasks, such as contract management, are a perfect example of tasks that can easily be delegated, given the right tools.

That is why we built a powerful collaboration engine into AXDRAFT, to **boost document management velocity by 80%+**, and create a safe environment that would increase team productivity, not block it.

# Collaboration

## Joint effort

Your team and external users can collaborate within AXDRAFT both on the documents prepared inside AXDRAFT, and third-party agreements uploaded onto the platform

The screenshot displays the AXDRAFT document editor interface. At the top left, the document is titled "NDA" with a last update date of 27.08.2020. The interface includes a toolbar with "Download" and "Upload new version" buttons, and a "History" button. On the right side, there is a "Changes and suggestions" sidebar showing "2 changes need approval" and a status bar with "Pending", "Approved", and "Discarded" options. The main document content is a "NON-DISCLOSURE AGREEMENT" with the following text:

This non-disclosure agreement ("**agreement**") is made on [•], between: [•], [•] ("**Company**") and the other party named on the signature page below ("**Other Party**") to protect certain confidential information being disclosed between Company and the Other Party solely for the purpose of [•] ("**Purpose**"). Company and Other Party may be referred to in this agreement individually as a "**party**" and collectively as "**parties**".

**1. Confidential Information.** "**Confidential Information**" means the proprietary information exchanged between parties, which includes, without limitation, information (tangible or intangible) regarding a party's technology, software code, software source documents, techniques, research, know-how, specifications, product plans, pricing, customer information, user data, current or future strategic information, current or future business plans, some text, policies or practices, employee information, and other business and technical information, which is (i) marked "confidential" or "proprietary" at the time of disclosure by party disclosing it; or (ii) by its nature or content is reasonably distinguishable as confidential or proprietary to party receiving Confidential Information.

The collaboration sidebar on the right shows two messages from Alina Karnaukh (You) dated 27.08.2020 18:50. The first message is "Added some text," and the second message is partially visible. A chat icon is located at the bottom right of the sidebar.

# Transparent editing

AXDRAFT records all comments and changes to the text of your documents (added or removed clauses).  
No hidden redlines

# Invite **external** users

You can grant third parties access to redline your AXDRAFT documents in real time. External parties don't need an AXDRAFT account to contribute

Enable collaboration **NEW**



After creating the document, it will be available for editing and approval. To enable co-editing, indicate the administrator of the document who is responsible for accepting the changes.

User

Alex Zaremba

Type Mike Foreman

# Version control

Any changes made inside your documents in the Collaboration mode are automatically saved, allowing you to view their history and roll back to previous versions whenever necessary

# Clause playbook

Build a dynamic clause database to quickly customize parts of the text or even paragraphs in your document during the negotiation

under this agreement or any Work Order.

**13. Confidentiality.** Contractor will comply with the terms of any nondisclosure agreement between Contractor and Company. If no such agreement exists, Contractor and its representatives:

(a) will protect and keep confidential the existence of this agreement (including, without limitation, all Work Orders), its terms and conditions and any other information obtained from Company in connection with this agreement or related to Services that is identified as confidential or proprietary or that, given the nature of such information or the manner of its disclosure, reasonably should be considered confidential or proprietary (including but not limited to all information relating to Company's technology, customers, business plans, marketing activities and finances);

(b) will use such information only for the purpose of fulfilling its obligations under this agreement; and

(c) will return all such information to Company promptly upon the termination of this agreement.

All such information will remain Company's exclusive property, and Contractor will have no rights to use such information except as expressly provided in this agreement.

**14. Publicity.** Contractor will not use any trade name, trademark, service mark, logo or commercial symbol, or any other proprietary rights of Company in any manner without prior written permission of such use by Company. Contractor will not issue press releases or publicity relating to Company or this agreement or reference Company or its affiliates in any brochures, advertisements, client lists or other promotional materials.

**15. Work Product, Proprietary Rights.** If Contractor delivers or is required to deliver to Company any work product in connection with Services, including but not limited to concepts, works, inventions, information, drawings, designs, templates, programs, or software (in source code and

## Proprietary Interests

This one contains additional obligations for the Service Provider when compared with our standard one.

All information owned, possessed or used by AXDRAFT which is communicated to, learned, developed or otherwise acquired by Service Provider in the performance of services for AXDRAFT, which is not

## Return of Confidential Information

If the scope of services is insignificant we can use the simplified version of the standard clause

Upon expiration or termination of this Agreement, Service Provider will cease its use and, upon request, within 30 days either return or destroy (and certify as to such destruction) all Confidential

## Customer requests assurance that third party service providers have the same or better security.

[first fallback] For any vendor that will touch Customer Data, we require a review of their security practices to ensure they're consistent with our requirements.

# Notifications

Whenever another user makes changes to your document, leaves any comments, you can be notified both inside AXDRAFT, and via email

# Complete two-way **compatibility** with **MS Word**

Export or import your documents with all the existing redlines, while keeping the document formatting and style

(c) will return all such information to Company promptly upon the termination of this agreement.

~~All such information will remain Company's exclusive property, and Contractor will have no rights to use such information except as expressly provided in this agreement~~ Upon expiration or termination of this Agreement, Service Provider will cease its use and, upon request, within 30 days either return or destroy (and certify as to such destruction) all Confidential Information of AXDRAFT, including any copies thereof, except for a single copy thereof which may be retained for the sole purpose of determining the scope of the obligations incurred under this Agreement.

**14. Publicity.** Contractor will not use any trade name, trademark, service mark, logo or commercial symbol, or any other proprietary rights of Company in any manner without prior written permission of such use by Company. Contractor will not issue press releases or publicity relating to Company or this agreement or reference Company or its affiliates in any brochures, advertisements, client lists or other promotional materials.

# User roles

Manage access permissions and protect your documents from unauthorized access or changes. Assign user roles to grant read-only, approve, comment, or edit permissions to the necessary users

## Invite user ⓧ

Enter user email

 × | ∨

### Choose user role



- Company user (managers, lawyers, accountant etc.)
- Counter-party (client users, lawyers etc.)
- Document approver (company users only)

Send

Cancel


# Attach files to your document

In collaboration mode, you can add any number of external files to the document under collaboration

Document Data info  

## Attachments

You can upload external documents like attachments. This attachment will be linked only to this file and won't be displayed in Storage

**Upload file** 

.pdf, .docx or .xlsx file

**0 documents** attached

This master service corporation ("Com... this agreement inc...

**1. Services.** Cont... parties may from... Company. Each... equipment, softw... representations w... this agreement.

# Internal communication

Send a direct message to another user while negotiating the document to avoid spreading the information across multiple channels

## Send reminder ⓧ

**AXD** MSA

**Choose users to remind \***

Uncheck all

JD

John Doe



**Add comment (optional)**

Enter comment

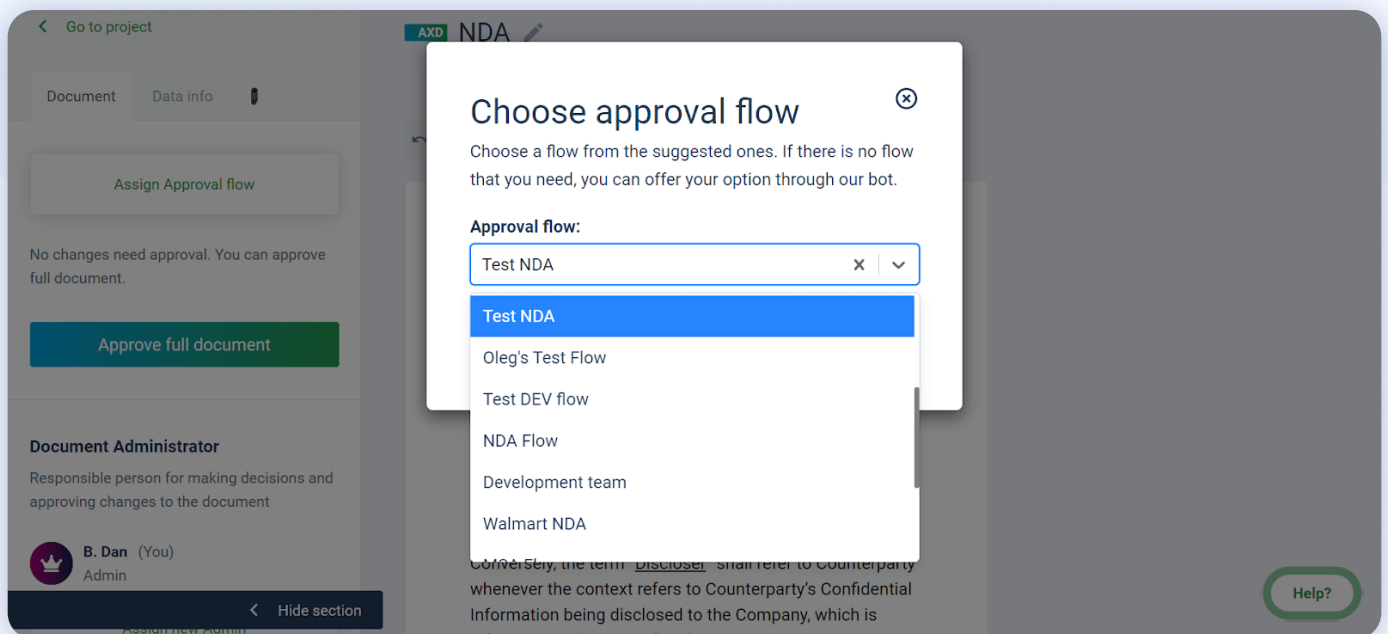
Send

Cancel

# Approval

## Approval flows

Use pre-selected and custom automated workflows to ensure contract integrity and correctness



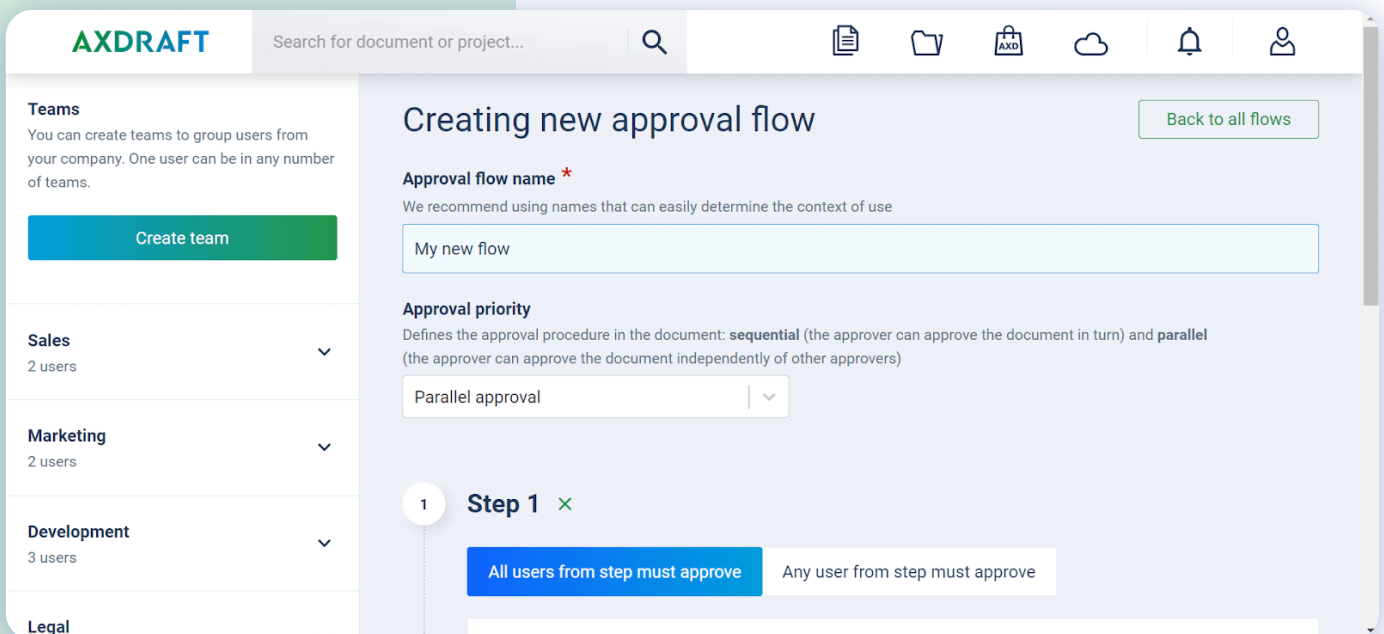
# Approve specific sections

Assign approvers to access only specific parts of a document

The screenshot displays the AXDRAFT document editor interface. On the left, a sidebar shows the document title 'Walmart NDA' and a section for '0 of 1 Approvals Collected'. Under this section, there are three users listed: 'Legal' (2 users), 'AZ Alex Zaremba', and 'GZ George Zaremba'. Below the approvals section, the 'Document Administrator' is identified as 'B. Dan (You) Admin'. A 'Hide section' button is visible at the bottom of the sidebar. The main document area shows a text editor with a toolbar at the top containing icons for bold, italic, underline, list, link, and download, along with an 'Upload version' button. The document content includes a section titled 'MUTUAL NONDISCLOSURE AGREEMENT' followed by a paragraph of text. A floating toolbar on the right side of the document area contains a document icon, a refresh icon, and a button labeled 'Assign Approver'. A 'Help?' button is located in the bottom right corner of the document area.

# Workflow designer

AXDRAFT users can design their own approval flows in a no-code environment, and customize the flow in line with internal processes (add any number of people or teams to approve, in sequential or parallel order)



# E-signature

Sign the final document version with our native AXDRAFT sign, or any external signature software (DocuSign, etc.)

The screenshot displays the AXDRAFT E-signature interface. On the left, there is a settings panel with four options, each with a toggle switch and a right-pointing arrow:

- Send for approval (toggle is on)
- Send document to email (toggle is off)
- Save all data from document (toggle is on)
- Send data request (toggle is off)

Below these settings is a highlighted option:

- Sign the document (toggle is on)

The main area is titled "AXDRAFT Sign" and contains two participant information sections:

**Participant 1**

- Your email \*
- Your full name \*
- Choose role

**Participant 2**

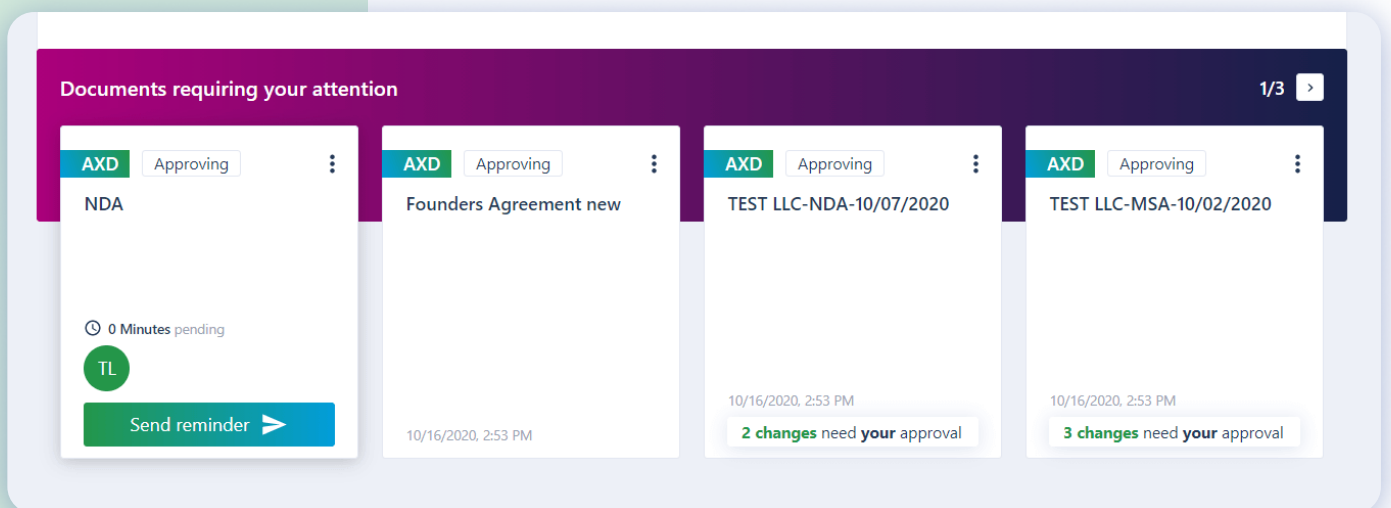
- Contractor's email \*
- Contractor's full name \*

# To-do list

Stay on top of the status of documents that are currently under review or negotiation. These documents will be added to a separate task list inside AXDRAFT Dashboard

# Follow ups

Avoid delays in approval by sending one-click notifications to the responsible party, reminding them that their action is needed



# Default flows

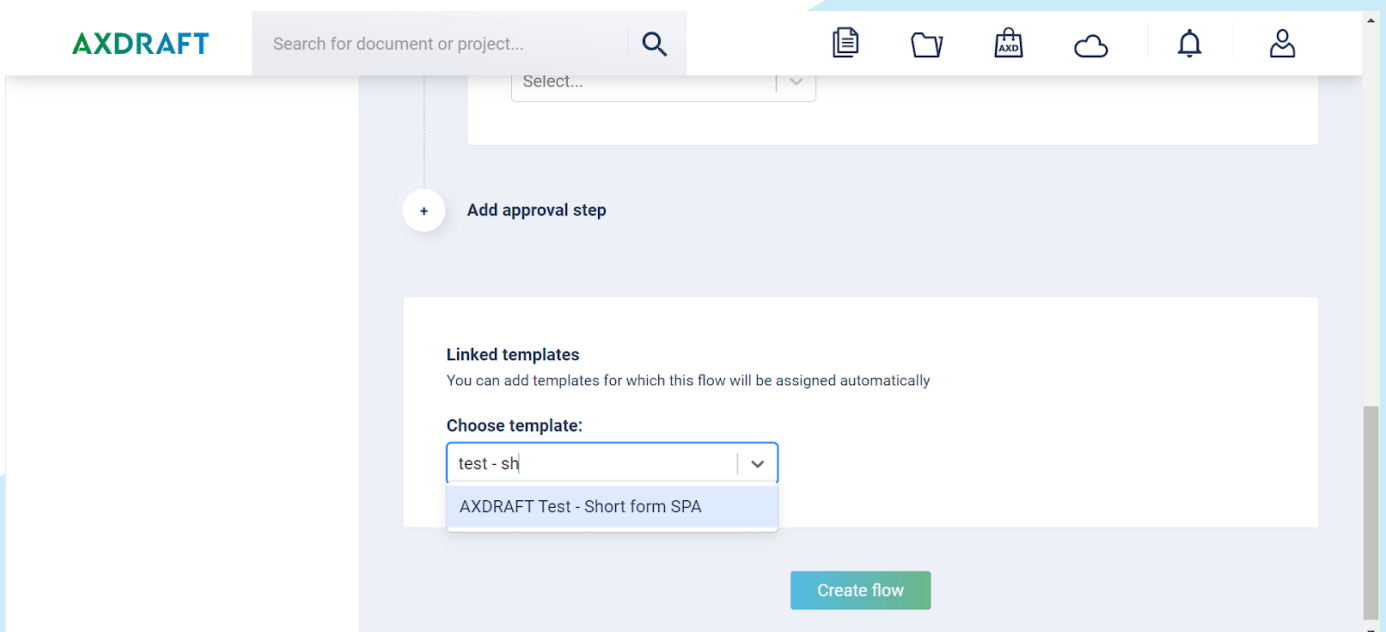
Avoid delays in approval by sending one-click notifications to the responsible party, reminding them that their action is needed

# Approve external documents

You can use AXDRAFT as a dedicated approval platform and upload the documents drafted by third parties to go through internal approval flows

# Condition-based triggers

You can automatically assign specific approval flows whenever a certain condition is met (for instance, assign a different flow when the document value exceeds \$100K)



A first-hand experience is worth a thousand words. Check out our **Instant Demo** to see our document drafting in action and get a perfect and ready-to-use NDA in **57 seconds!**

Or **book a live demo** and we'll show you all the ins and outs of AXDRAFT.

Send us a message:  
[sales@axdraft.com](mailto:sales@axdraft.com)

Call us:  
650 830 8140