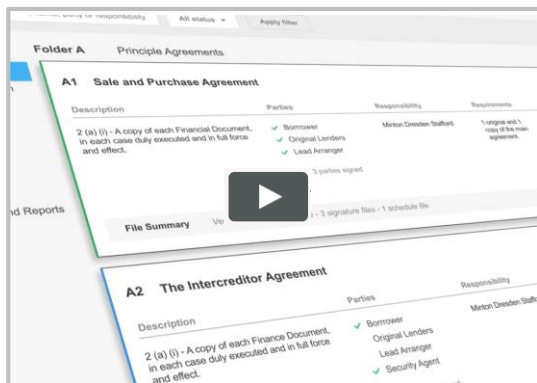


Info Sheet

Workshare Transact

for the CP process

What is Workshare Transact?



Traditional management of deals is time-consuming and arduous for all parties. In the case of CP management in particular, which can involve hundreds or even thousands of files, law firms are now looking to technology to improve this process.

Workshare Transact helps lawyers run transactions efficiently and effectively. Lawyers create online workspaces **based on the documents or CP checklist** for their transaction. This provides the working group with a structured repository for CP files throughout the course of the deal, giving a host of benefits as set out below.

<< Please see the 2-minute Transact product overview video for an introduction to the application functionality.

How is the CP process run through Transact?

- The Lender law firm sets up a workspace and creates the CP checklist by importing the CP schedule into Transact
- The opposing firm(s) and, if preferred, client organizations are invited to join the workspace
- Status notes and labels are added to each CP item as the transaction progresses
- Files can be added to each CP by any participant, enabling files to be instantly shared from the source organization and organized intuitively for all parties
- Drafted CPs such as resolutions and agreements can be versioned, with Workshare comparisons automatically generated
- During closing, Transact collects and tracks signed agreements, signature pages and schedules
- Post closing, Transact's built-in tools enable the bible to be created quickly and easily

What are the benefits?

- The CP process is moved away from the inbox, significantly reducing email traffic
- All parties can instantly find any circulated CP files that they need to review or approve
- Deal participants simply log on to track the status of individual CPs or the CP process as a whole
- Productivity for law firms is gained at every stage, particularly in terms of document sourcing, sharing and organization and on bible creation
- Risk is mitigated at the closing as Transact clearly tracks all signed agreements and signature pages

For more in-depth information on how Transact works, please [click here to see our guides and videos](#).

Workshare Transact

Technical information

Data storage, security and technical overview

- Workshare Transact sits within the Workshare Connect cloud platform that has provided secure file sharing and collaboration to law firms for over 6 years
- Files can be stored in the firm's choice of Amazon file storage locations worldwide, or on-premise with Workshare's hybrid solution
- Firms with global offices can elect to store files locally to each relevant team
- Workshare operates to the highest security standards and holds the ISO 27001:2013 certification
- Workshare offers 24/7 support and Transact includes access to the Intercom service for direct support from the Transact team, including three qualified transactional lawyers
- Workshare integrates with all the major document management systems (DMS), including iManage, Worldox, NetDocuments, OpenText and SharePoint, so files can be uploaded and downloaded between Workshare and a DMS via installation of the Workshare Desktop app



Certifications



Data storage
to suit your needs



Robust
infrastructure



Controlled access
& authorization



Controlled personnel
and processes

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