

A panoramic view of the London skyline, showing various skyscrapers and buildings, including the Shard and the Gherkin, under a clear sky.

Workshare Transact

Secure, structured workspaces for your legal deals

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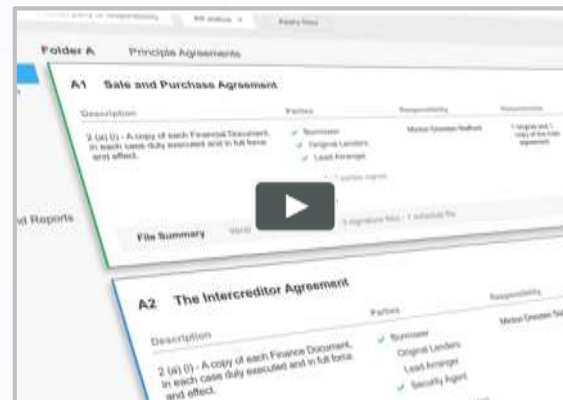
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What is Workshare Transact?

Traditional management of legal transactions is a time-consuming and arduous task for all parties involved. Law firms and in-house legal teams are now looking to technology to improve this process.

Workshare Transact enables lawyers to create online workspaces based on the Conditions Precedent (CP) or documents checklist for their deal. This provides a single, central, structured repository for transaction files to be shared and organized throughout the course of the deal, whilst providing up-to-date status reporting and a host of other benefits.

Watch our **2-minute Transact product overview video** for an introduction to Transact.



Click the image above, or go to www.workshare.com/product/transact

The benefits you'll see

Transact gives you...

- An **interactive, dynamic checklist** for your deal that keeps everyone up-to-date and on the same page
- **Superior organization for deal files** that moves everyone away from the inbox and removes version confusion
- **Time-saving features** that reduce document admin, make everyone more efficient and get you the bible / closing binder within days, not months

Which brings...

- A **streamlined overall deal experience** that enables the lawyers to focus on billable and strategic work for the client
- A **transformation in client service delivery** as the pain of traditional deal management is removed
- **Significant costs savings and increased productivity**, as transactional work is kept on time and on budget
- Benefits repeated across every organisation involved in the deal

Transact's real-time on-screen checklist

On-demand status overview



Folder A Corporate Documents

A1 Borrower - Constitutional documents Satisfied

| Description | Parties | Responsibility | Requirements | Status notes |
|--|------------------------------------|------------------|-----------------------|---|
| A copy of the constitutional documents of the Borrower | - Borrower 0 / 1 parties signed | Borrower counsel | No requirements added | Final documents added and agreed. Mark as satisfied. Reviewer Sam, 04 Jan 2018, 18:20 |

Board of directors of the Borrower Incomplete

| Description | Parties | Responsibility | Requirements | Status notes |
|-------------|------------------------------------|------------------|------------------------|--|
| | - Borrower 0 / 1 parties signed | Borrower counsel | All requirements added | Please review my amendments and comments of v1. Reviewer Sam, 04 Jan 2018, 18:21 |

A3 Specimen signatures Outstanding

What our customers say

Mark Waghorn

Head of Real Estate
Finance

[Simmons & Simmons](#)

"The advantages for our clients include speed of execution, more clarity at this critical stage of any lending transaction, less email traffic and the ability to have a clear view of status at any time of day or night."

"We needed software to quickly build online checklists for our deals and organize all relevant files, so we could focus more time on clients. Full testing during the pilot stage proved Workshare Transact was clearly a great solution."

Atle Gabrielsen

Partner, Banking

[Arntzen de Besche](#)

Tom Ward

Director, Corporate

[Fieldfisher](#)

"Workshare Transact really improves trust and transparency throughout the whole process. It helps to make sure that we and our clients are all on the same page."

"A key benefit is the ability to simultaneously tell every single party where you are on a particular aspect of the deal. People are more synchronized when it comes to understanding what needs to be done, when it needs to be done and how we get there."

Nikolai Hoffmann

Associate, Banking &
Finance

[Simmons & Simmons](#)

Hosting a deal in Transact

If you are the host law firm (acting for buyer or lender)...

- You will set up a Transact workspace based on the documents checklist for your deal.
 - You'll invite opposing firms, clients and third parties to join the workspace, applying access restrictions as required.
 - As the deal progresses, updating the checklist is easy as items progress from outstanding to satisfied.
 - All participants track real-time status and use search and filters to quickly find checklist items and files. The checklist can also be sent in PDF or Word format to anyone choosing not to access Transact.
- Relevant files e.g. draft versions of agreements are uploaded to individual checklist items. The latest version is clearly marked. With a simple upload, every file is organized for everyone's benefit for the duration of the deal.
 - At the closing, lawyers can assign versions as execution versions and signature pages and schedules can be collected.
 - Finally, the bible or closing binder can be created quickly and easily using Transact's in-built editor tool.

Exported PDF/Word checklist

Customizable status labels

Document status labels

Set up document status labels for this deal

The following status labels are available in your documents checklist

- Satisfied Edit | Remove
- Agreed Form Edit | Remove
- In progress Edit | Remove
- Outstanding Edit | Remove
- Bank to confirm Edit | Remove

Add text to the labels below to make them available

- + add text
- + add text

| Ref | Document name / description | Parties | Responsibility | Requirements | Status notes | File summary | Status |
|---|---------------------------------------|---|--------------------|--------------------------------|---|--|--|
| Project Sunrise Checklist as of 12 December 2017, 18:07 UTC | | | | | | | |
| A Corporate Agreements | | | | | | | |
| A1 | Share Purchase Agreement | <input checked="" type="checkbox"/> Lender <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Seller <input checked="" type="checkbox"/> MDS | Buyer's Solicitors | Original to be sent to client. | Final version agreed. Revised Form 7 November 2017, 14:00 UTC | Execution Version Revised Form 12 December 2017, 17:40 UTC 3 Signature files 2 Related files | Satisfied ■ |
| A2 | Cross Option Agreement | <input checked="" type="checkbox"/> Lender | FF | | | Final Version Revised Form 28 November 2017, 11:13 UTC 1 Signature file 1 Schedule file 2 Related files | Satisfied ■ |
| | | <input checked="" type="checkbox"/> Buyer <input type="checkbox"/> Seller | Law Firm 1 | Certified copy. | Please complete ASAP Hunter Blake 23 March 2017, 09:36 UTC | Final Version Revised Form 18 October 2017, 09:36 UTC 1 Signature file 1 Schedule file | Agreed Form ■ |
| | ent 2 relating to the sale of xyz. | <input checked="" type="checkbox"/> Buyer <input checked="" type="checkbox"/> Lender <input checked="" type="checkbox"/> Seller | Law Firm 2 | Notarised | Final Version: Uploaded- awaiting signature for parent Peter Mulumud 28 July 2017, 09:08 UTC | Execution Version New Collette 8 December 2017, 10:49 UTC 3 Signature files 2 Schedule files 1 Related file | Incomplete ■ |
| | Association for Target | | Law Firm 1 | | Version 7 uploaded. Please provide comments asap. CAMIL CHINE 30 November 2016, 08:10 UTC | Execution Version New Buyer 12 January 2017, 04:31 UTC | Outstanding ■ |
| | er | <input checked="" type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input checked="" type="checkbox"/> Parent | Law Firm 2 | | v6 now uploaded. please review. | Final Version New Collette 8 October 2017, 14:20 UTC | Incomplete ■ |

Joining deals as an invited participant

If you are invited into a deal as a client or other third party ...

- You will receive an email invitation to join the deal, which you can accept by quickly setting up a password for your Workshare account.
- As the deal progresses, you can simply log on to see the status of the deal, or any individual item. You can search for individual checklist items, or filter to see, for example, all the "Outstanding" documents.
- You can track activity in the Timeline, and select to receive email notifications or digests letting you know when new versions and comments have been uploaded.
- If you need to upload files, they can be added easily in the drop-down area on each item in the checklist. You'll easily be able to find and reference those for the duration of the deal.

Open the drop-down to view files

The screenshot displays the Workshare Transact interface for a deal titled "C2 Charge over Shares". The interface is divided into several sections:

- Deal Overview:** Shows the deal title, a "Agreed From" button, and a table with columns for Description, Parties, Responsibility, Requirements, and Status notes.
- Document Comparison:** A central pane titled "34 total changes" compares two versions of a document: "Draft V1.DOCX" (ORIGINAL) and "Draft V2.docx" (MODIFIED). The comparison highlights changes in categories like CONTENT, NUMBERING, and PUNCTUATION. A list of changes is shown on the left, including modifications to "SAMPLEMODIFIED AGREEMENT", "LTD, INC", and "LTD, PLC".
- Version History:** A sidebar on the left lists document versions, such as "Version 2" (Revised: 20 Jun 2017, 14:55) and "Version 2 Comparison" (Revised: 20 Jun 2017, 14:55).
- Comments and Schedules:** Sections for "Comments files" (e.g., "Bank's Solicitors comments") and "Schedules" are visible at the bottom left.

On the right side of the screenshot, the text "Built-in Workshare comparison technology" is displayed.

If you're invited to a deal and you'd like a 15 minute overview of Transact, either comment 'I'd like training' in the Intercom message area (the purple icon in the bottom right corner of the Workshare platform) or email us at transact@workshare.com with the subject 'Training'.

Closing out the deal

Closing the deal

- During the closing of the deal, execution versions, signature pages and schedules can be collected into position in the Transact checklist.
- Transact tracks signatures uploaded, giving a clear view of what's outstanding to close.
- As checklist items are completed, they can be marked as "Satisfied" by the host firm until everything is in place.

Creating the closing binder

- Post-closing, fully executed copies of documents can be created quickly in Transact's built-in PDF editor.
- A bulk download of all final versions, together with a styled, branded, hyperlinked index provides everything you need to create a CD bible / closing binder for your client – there's no reason not to deliver within 48 hours of closing.
- With everything wrapped up quickly, the lawyer is free to focus on the next deal.

Compile final versions with drag and drop in Transact's PDF editor

Customizable bible / closing binder index with hyperlinks

Project Workshare - Bridge Facility

Index of Transaction Documents

| Ref | Document / Item | Parties | Files |
|-----|--|---------|--|
| A | The Company - CPs in Signing | | |
| A1 | Company Constitutional Documents A copy of the constitutional documents of the Company | Company | Articles of association Certificate of registration |
| A2 | Resolution of the Company's board of directors CP 1.1 - A copy of a resolution of the board of directors of the Company: (a) approving the terms of, and the transactions contemplated by, the Finance Documents and resolving that it execute the Finance Documents; (b) authorizing a specified person or persons to execute the Finance Documents on its behalf; and (c) authorizing a specified person or persons, on its behalf, to sign and/or dispatch all documents and notices (including, if relevant, any Utilization Request) to be signed and/or dispatched by it under or in connection with the Finance Documents. | Company | Final Version |

B4 Principal Loan Agreement

Add the required pages to the final version below

SCHEDULES

Schedule 1 Final Form

Select all

Final Version

Select all

[Create final version](#)

Platform infrastructure and security



Robust infrastructure



Controlled access & authorization



Certifications



Data storage to suit your needs



Controlled personnel and processes

Robust and secure

Workshare Transact sits in the Workshare Connect cloud platform that has provided secure file sharing and collaboration to law firms for 6 years. We operate to the highest security standards of data security and hold the ISO 27001 certification.

User control

We offer Single Sign On (SSO) integration, full platform admin and user control functionality with audit logs detailing activity of both internal and external users.

File storage locations

Files can be stored in a firm's choice of cloud 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.

DMS integration

Workshare integrates with all the major Document Management Systems, including iManage, NetDocuments and OpenText so that files can be uploaded to (and downloaded from) Workshare quickly and easily.

Our commitment to customer success

Our team

Supporting your team through a change in working practice requires support and assistance from a customer success team that know what it's like to be a fee earner, the pressure they experience and the need to get things done perfectly.

Our dedicated support team, distinct from and additional to our traditional 24/7 technical IT support desk, comprises three qualified lawyers and a further law school graduate.

We are committed to getting each new customer up and running quickly, and to providing the advice, guidance, admin support and training you need thereafter.

What you can expect from us

- Interactive training sessions (either remotely or in person)
- Access to our training videos and materials that are continuously updated
- Assistance in setting up your initial checklists workspaces
- Refresher training sessions during the course of your contract as usage widens
- Advice on best practice and how users are getting the most from Transact
- Regular reporting on usage and check-in calls to gather your feedback on platform functionality



Owen Oliver,
Product Manager
Previously corporate lawyer at
Fieldfisher



Joe Collerton,
Customer Success Executive
Law school graduate

Frequently asked questions (FAQs)

What is the best first deal to start with on Transact?

The deal you're working on right now! Send over your CP schedule or documents list to our Customer Success team and we'll get your first deal up and running right away.

Our customers run many different types of deals and checklists through Transact – across banking and finance, capital markets, corporate and real estate. If Transact is new to your firm, running CP checklists in the banking and finance teams is the best introductory use case.

How long will it take to get up and running?

We can get you up and running quickly. There are no installations required and Transact can be accessed through the main browsers such as IE and Chrome. Once you are set up with an account, you can start to create your own deals.

Our training is run interactively – we set up your deal and then walk you through the steps to show you how to do the key tasks. Transact is highly intuitive for deal lawyers and usually by the end of their first hour of training, junior associates are ready to start using Transact on live matters.

What about external participants?

It's really easy for them to get started. When you invite them to a deal, they simply need to follow the invitation in their inbox, create their Workshare account (email and password only), then they will be taken to the Transact workspace.

We are happy to conduct further training sessions for external organizations.

How does the licensing work – who pays?

Law firms that wish to commence transactions in Transact are required to have an annual enterprise license. This enables the firm to create as many live client workspaces as they wish, with unlimited internal and external users. There is no cost to external participants invited into Transact deals.

If having been invited into a deal you wish to run deals of your own in Transact, you can get in touch with our sales team - contact details are on the next page.

Will Transact send my client hundreds of email notifications?

No. By default, email notifications are set to a daily digest, summarizing activity over the past 24 hours. Users can elect to receive an email notification each time an activity takes place or to switch off notifications altogether.

Can we influence the roadmap for Transact?

Workshare is committed to the continuing development of Transact into 2018 and beyond, and our roadmap is derived directly from customer requests. Please let us have any comments or suggestions via our Customer Success team.

Contact us

Please get in touch with us if you would like to know more about Workshare Transact.

Details of individual sales and customer success contacts are below, or you can use transact@workshare.com to contact the Transact team.



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