# SIMPLESSUS

## Data sheet

This document describes the functionality of the referenced system in the specified program version subdivided into standard features of the basic system and functions which are optionally bookable through plugins or packet upgrades. This information applies regardless of whether you have purchased or rented the software.

√ **= included in the basic version**          + **= additional module (see price list)**

| Function | |
|---|---|
| **General** | |
| Browser based, no software installation required | √ |
| Multilingual: 25 languages  (UTF-8 support) | √ |
| Unlimited number of contracts | √ |
| Free hierarchical category definition | √ |
| Depiction of organizational units and hierarchies | √ |
| List view | √ |
| Tree view for example  by organizational unit or category | √ |
| Multi-currency system | √ |
| Search and sort through all fields including attachments  (PDF, Excel and Word documents) | √ |
| | |
| **Electronic contract file** | |
| Document storage for scanned originals, attachments, correspondence, etc. | √ |
| Linking of contracts (project contracts, framework agreements) | √ |
| Reminders of deadlines and  (automatically repeating) dates via e-mail with direct link to the contract | √ |
| Automatic assignment of contract numbers by a predetermined logic | √ |
| Freely definable additional fields with conditions  (e.g. show field „A" only for leasing contracts and field „B" only for a volume greater than 50,000) | √ |
| Simple renaming of fields and field values according to the required terminology | √ |
| Addition of your own choices in all contract areas (e.g. status or term of notice) | √ |
| Administration of various contract related dates | √ |
| Note management | √ |
| Automatic storage of e-mails including attachments via simple forwarding. Every contract has its own e-mail address. | + |
| | |
| **Address management** | |
| Registration of all contractors and external contacts | √ |
| Import function (CSV, XML) | √ |
| Export function (CSV, XML, Excel) | √ |
| Individual additional fields may be stored | √ |

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### Rights Management

| | |
|---|---|
| Minutely controlled access restrictions: read access, write access, no access | √ |
| Access controllable on an individual and group level | √ |
| Access control via category access rights  (e.g. IT department sees only IT contracts) | + |

### Revision security

| | |
|---|---|
| Logging of all entries and changes in the system (Who, What, When) | √ |
| Contract files and documents accessible in any version | √ |

### Document management

| | |
|---|---|
| Unlimited document storage per contract | √ |
| Arbitrary directory structure within a contract, for example for designs, attachments or additions | √ |
| AES encoding of individual contract documents with an extra password | + |

### Financials

| | |
|---|---|
| Payment data storable in the contract | √ |
| Payment lists per contract including payment reminders via e-mail | + |
| Market Observer: Alerts via e-mail when reaching critical deposited exchange rates (EZB data import) or at defined price fluctuations in raw material acquisition for production | + |
| Budget planning / Liquidity planning with overview of all fixed income, fixed costs and variable project costs and revenue, with balances and export functionality | + |

### Contract creation ( additional module, see price list)

| | |
|---|---|
| Automatic completion of contract templates with data from the system, similar to a mail merge | + |
| Support formats are PDF, Microsoft Word and OpenOffice | + |

### Legal disputes ( additional module, see price list)

| | |
|---|---|
| Management of legal disputes | + |
| Open list of demands / claims reports | + |

### Kalender

| | |
|---|---|
| Overview of all appointments and reminders to the contracts the user has access to | √ |
| Integration of external calendar via iCal interface | √ |
| Integration into other calendar programs such as e.g. Microsoft Outlook via CalDAV interface | + |
| Export in iCal & RSS Format | + |

### Reporting ( additional module, see price list)

| | |
|---|---|
| Deposited standard reports. List reports and graphical reports | + |
| Easily create your own reports with definable conditions, fields to be evaluated and presentation methods (line, pie or bar chart) | + |
| Automatic periodic mailing of list reports via e-mail | + |
| Analysis of workflow processes and durations of sub-processes | + |

### Task management & internal messages ( additional module, see price list)

| | |
|---|---|
| Task management / to-do lists | + |
| Escalation levels | + |
| Internal messaging system | + |
| Message forum per contract | + |

**Risk management  ( additional module, see price list)**

| | |
|---|---|
| Free capture of risks and risk values | + |
| Evaluations according to risk, contracts with the biggest risk | + |

**Workflow engine ( additional module, see price list)**

| | |
|---|---|
| Workflow management of all processes in contract management | + |
| Complex workflow diagram on the basis of  BPMN | + |
| Launch processes manually or automatically based on system rules | + |
| Process tracking and status tracking | + |
| Escalation levels for "faltering" processes | + |

**Interfaces**

| | |
|---|---|
| Import of contracts and address data | √ |
| Export contracts and address data for transfer to external BI or ERP solutions | √ |
| External API for direct access to shared data objects via JSON interface | + |

**Single-Sign-On**

| | |
|---|---|
| Microsoft Active Directory | + |
| OpenID | √ |

**Cockpit / Dashboard**

| | |
|---|---|
| Most recently edited contracts & bookmarks for quick access | √ |
| Change and add any portlets, various standard layouts available | √ |
| The next 10 expiring contracts | √ |

**Administration**

| | |
|---|---|
| User management with lock and unlock function | √ |
| Importing backend users  (CSV) | √ |
| Transfer of all rights and processes to another user in the case of departure of an employee | √ |
| Time zone and language selection | √ |
| Theme selection | √ |
| Search through all data objects | √ |
| System protocol | √ |