Digital contract management.
Product information IQAkte Vertrag®.

Contracts are the foundation of any business. The challenge is to stay abreast of all contracts, contract volumes, partners and items, and to ensure profitability, compliance and active risk management. This is where IQAkte Vertrag comes in – the digital contract file from IQDoQ.

Always true to our motto: Simple. Fast. Secure.

Simple: Intuitive overview of all your contracts

All available at the click of a button

Enjoy intuitive and user-friendly contract management with IQAkte Vertrag – for any type of contract. From rental and sales contracts to work and maintenance contracts, through to labour and credit agreements, IQAkte Vertrag ensures the tamper-proof and centralised management of contract documents, supplementary documents, contractual partners and items.

Across contracts

Once stored, user-friendly search functions make the information you are looking available at the touch of a button: via full-text or keyword search with integrated OCR, or visual scrolling. In any location, always up-to-date and complete – and of course it is also available on the go as an app on your iPad or online via the IQAkte Vertrag web client.

Full-text search including highlighting

Scrolling feature
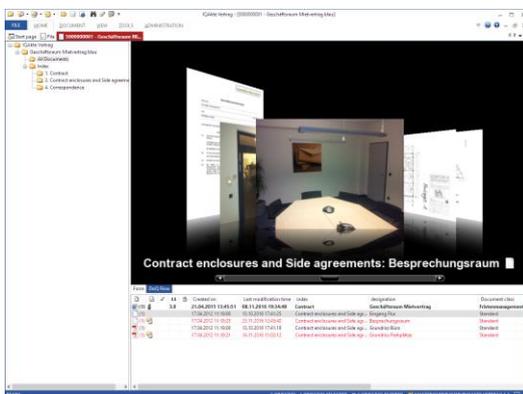
iPad app and web client

Fig. 1: IQAkte Vertrag scrolling feature

Fig. 2: IQAkte Vertrag app

For document processing to remain intuitive, IQAkte Vertrag offers the same editing functions as a paper document: from yellow sticky notes to highlighters and notes. In addition, you can add attachments and cross-references to digital documents.

The excellent integration in MS Office, your email client and Windows Explorer, together with the integrated scan client, let you file your documents easily and quickly.

Fig. 3: IQAkte Vertrag at a glance

Fast: Support active contract processes and get started in just five days

Fast processes – workflows in IQAkte Vertrag

Digital contract management not only means that all contracts are available at the touch of a button, but also that the contract management processes are supported actively. Starting with the contract preparation, review and release processes, through to contract extension or termination.
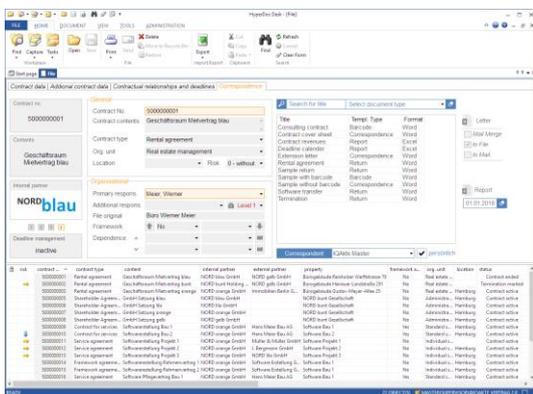
Process optimisation

Fig. 4: IQAkte Vertrag correspondence module

With IQAkte Vertrag you can therefore manage not only your contracts, but also your document templates in the same application, and customise your templates at the press of a button. The integrated correspondence module simplifies both contract creation and the correspondence with your contractual partners. Cover letters, form letters, and emails can be generated directly from the contract file. Depending on the template used, your letters are archived automatically and, if required, an expected signed return is created.

Template management

Correspondence module

Contracts are coordinated and approved among the specialist department, the legal and contracts departments

and the management via workflows. Contract documents can be made available to external stakeholders – for example, to external litigators in cases of dispute. In the process, the automatic versioning guarantees that everyone involved is always working with the latest versions. Processing deadlines, deputy arrangements and escalation options ensure that no task is forgotten. After contract conclusion, the integrated deadline management function monitors termination and extension deadlines and sends out email reminders for important dates. Naturally, individual reminder dates can also be managed.

You would like to know how many maintenance contracts with a volume of more than €1,000/month were concluded in the previous year? No problem! Use the evaluation options and extensible Excel reports of IQAkte Vertrag. If you require advanced analyses, you can take advantage of the optional component IQAkte Analytics.
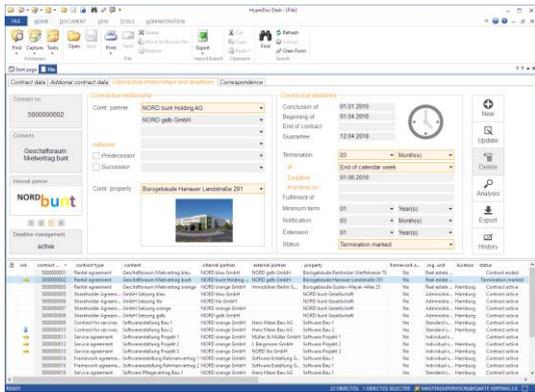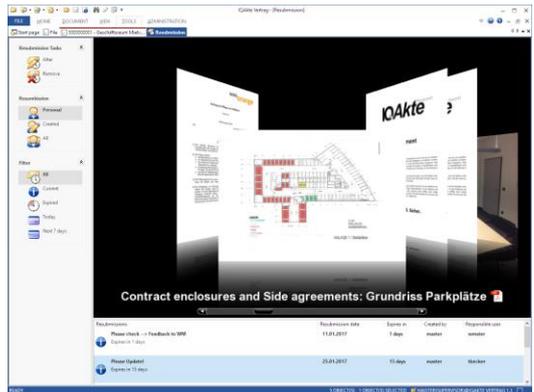
Automatic versioning

Deputies

Deadline management and reminders

Evaluations

Analyses and reports

Fig. 5: IQAkte Vertrag deadline management

Fig. 6: IQAkte Vertrag resubmissions

5Days2Go – our fixed price offer

Fig. 7: 5Days2Go

You will receive IQAkte as a finished product with proven standard functionalities. This results in two advantages for you: As a standard solution, IQAkte Vertrag is ready to use in just five days – at a fixed rate. What's great about it: IQAkte Vertrag boasts versatile customization options to adapt to your individual requirements. The basic adjustment, as part of which the form fields, layout, user roles and rights are adapted to your needs, is included in our fixed price offer. And so are the commissioning on-site and the initial training of your users.

IQAkte Vertrag offers complete flexibility when it comes to installing the program. You decide whether you would like to install the digital contract file on your premises or whether you would like to run your contract files in the cloud – in the secure data centre of our parent company, Materna. In both cases, IQAkte Vertrag ensures a swift return on investment and reliably calculated benefits owing to its short implementation time of just five days.

Specialised standard solution at a fixed price

Individually adaptable

Installation on site or in the cloud

Secure: Maximum protection for sensitive data

Compliance: Security from tampering and data security

Security means complying with statutory regulations and minimising risks. To this end, IQAkte Vertrag guarantees tamper-proof storage of your contract documents. This means that your documents can be accessed throughout the entire retention period and are stored securely, unchanged, completely, properly and without any loss of data. IQAkte Vertrag ensures this through the underlying HyperDoc® technology, which has been deployed for more than 30 years for the tamper-proof management of documents. Its tamper-proof and legally compliant archiving
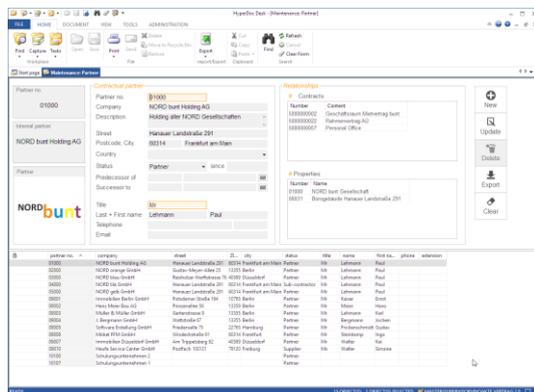
Compliance with auditing standards

feature has been certified by TÜV Informationstechnik GmbH in accordance with the test criteria for document management solutions in live operation.

To ensure data protection, IQAkte Vertrag uses both a client concept and a role-based user concept. These not only control who can view which contracts, but also how the contracts can be processed – for example, read, edited or printed. Any document access can be logged, and changes of contract master data are recorded within the IQAkte Vertrag history function. Furthermore all document changes are tracked through automatic versioning. Naturally, all documents in IQAkte Vertrag are securely encrypted and protected against unauthorised access. For additional security, document deletion follows the dual control principle, and qualified electronic signatures can be used optionally.

TÜViT certified

Client capability
Role-based access rights
Traceability and history
Encryption

Active risk management

The foundation for successful risk management lies in a complete and current information base. With IQAkte Vertrag, you can effectively pool all information on contracts, contractual partners and contract items, to prevent redundancies and obsolete contract statuses. At the same time, IQAkte Vertrag not only allows you to set contracts in relation (e.g. follow-up contracts) but also manages legal predecessors and successors of your contract partners. Furthermore, approval workflows follow the dual control principle to ensure legal compliance and to prevent corruption.

Information pooling

Legal compliance

Fig. 8: IQAkte Vertrag contract partner management

IQAkte Vertrag also guarantees security when it comes to expandability. Thanks to its modular system design, IQAkte Vertrag can easily be expanded by adding solutions like the digital personnel file IQAkte Personal. Furthermore, the included HyperDoc technology gives you a flexible and innovative system, which can easily be expanded into a company-wide document management solution owing to the large number of available interfaces.

Expandability

Would you like to find out more and try IQDoQ's IQAkte Vertrag first hand?

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