# Workshare Transact

## User Guide

February 2018

# Table of Contents

# Chapter 1: Introducing Workshare Transact

This chapter introduces Workshare Transact, providing an overview of how it works as well as a summary of the key features and benefits. It includes the following sections:

- **What is Workshare Transact?**
- **Accessing Workshare Transact**
- **Terms and Concepts**

# What is Workshare Transact?

Workshare Transact is a transaction management application that brings organization and efficiency to the legal deal.

Workshare Transact helps transactional lawyers organize and manage their legal deals. It is a web-based application that significantly reduces document management tasks, enabling transactions to be run more efficiently and delivering an organized, structured deal experience for participants.

Workshare Transact recreates the documents checklist that transactional lawyers use to organize and structure their deals online. This provides a structured workspace that enables lawyers to securely exchange files in an organized manner from start to finish.

Once the documents checklist is created within Transact, parties, folders, and documents can be added in a few clicks. The checklist is fully editable at any time during the transaction, and a printable PDF or Word version can be instantly produced.

Workshare Transact integrates with the Workshare comparison application, enabling the automatic generation of comparisons between versions. This allows all participants to quickly see and understand changes made to document versions as they evolve.

## A safe place for data

Access to Transact is password-protected, with access to individual deals granted by the lead organization or firm. Transact leverages Workshare's secure cloud infrastructure - with full IT control over user access and document sharing - giving confidence to all parties that the transaction is completely private.

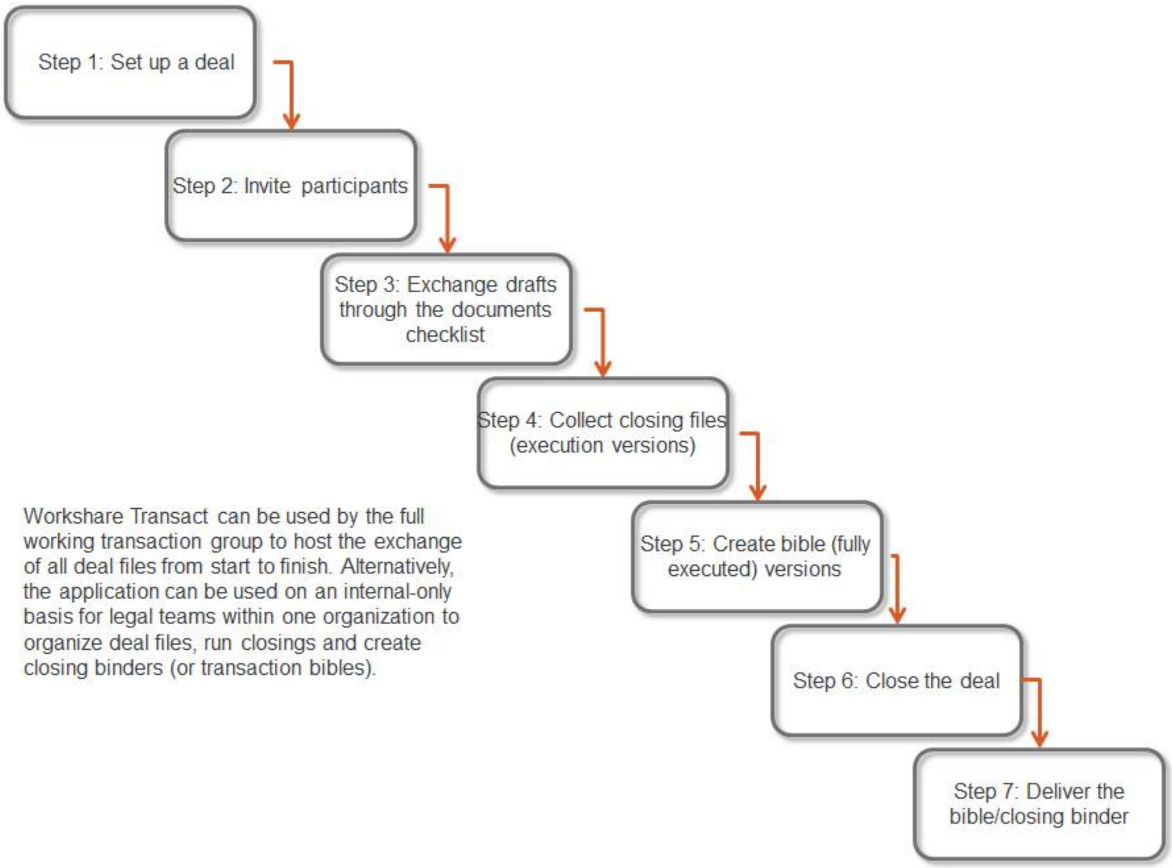
Workshare offers IT groups a choice of how data is stored. In a secure cloud deployment, data can be stored in a geographical location of choice, based on a worldwide selection of data centers. Workshare also offers a hybrid cloud deployment for organizations that need to store content on-premises. All data associated with Workshare remains under the control of the IT group, protected using 256-AES encryption. With the hybrid deployment option, IT groups own the certificate and have control of the encryption key – an added layer of security for highly sensitive files.

## Workflow

Lawyers set up workspaces based on the documents checklist for the deal, to which they can invite deal participants. The workspace becomes the primary application for the exchange of deal files amongst the working group, replacing email. Transact gives structure and organization to the deal and provides appropriate tools for each stage of the transaction – versioning and comparison for drafts, signature checklists for the closing, and a PDF editor for preparing fully executed versions.

Transact can be used by the full working transaction group to host the exchange of all deal files from start to finish. Alternatively, the application can be used on an internal only basis for legal teams within one organization to organize deal files, run closings and create closing binders (or transaction bibles).

A typical workflow for using Transact throughout a deal is as follows:




## User types in Transact

In a Transact deal, you could be a deal owner, member or admin. The different functionality available to each user type is shown below:

| | Owner | Admin | Member |
|---|---|---|---|
| Add files | ✓ | ✓ | ✓ |
| Add status notes | ✓ | ✓ | ✓ |
| Export checklist | ✓ | ✓ | ✓ |
| Download all deal files | ✓ | ✓ | ✓ |
| Leave deal | ✗ | ✓ | ✓ |

| | Owner | Admin | Member |
|---|---|---|---|
| Edit checklist | ✓ | ✓ | ✗ |
| Replicate checklist | ✓ | ✓ | ✗ |
| Add status labels | ✓ | ✓ | ✗ |
| Set up status labels | ✓ | ✓ | ✗ |
| View deal status summary | ✓ | ✓ | ✓ |
| Invite new participant | ✓ | ✓ | ✗ |
| Remove member from deal | ✓ | ✓ | ✗ |
| Delete deal | ✓ | ✗ | ✗ |
| Grant admin rights | ✓ | ✓ | ✗ |
| Delete files (you have added) | ✓ | ✓ | ✓ |
| Delete files (others have added) | ✓ | ✓ | ✗ |

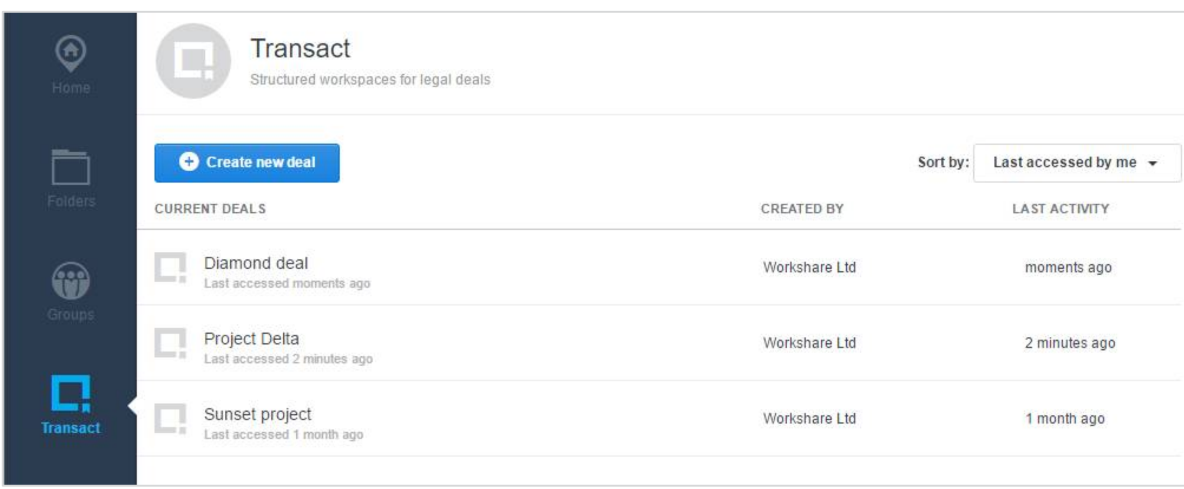
In addition, an admin or owner can restrict access to individual documents so that only specified members can access them. See Restricting access to documents.

# Accessing Workshare Transact

Transact is a module of Workshare so to access Transact, you need a Workshare account.

**To access Transact:**

Log in to my.workshare.com and select Transact in the sidebar.



# Terms and Concepts

Some legal terminology is different in the UK: closing binders are referred to as *bibles*; fully executed versions are referred to as *bible versions*; the act of preparing closing binders is referred to as *bibling*. A summary of terms is found below:

| Term | Definition |
|---|---|
| **Deal** | A deal is the term used to describe a project within Transact. The deal is the collection of folders, documents, files and people all working together to complete a transaction. |
| **Folders** | Folders contain documents; they are auto-indexed. |
| **Documents** | The items listed on the documents checklist in Transact, indexed as A1, A2, A3, B1, B2 B3 etc. |
| **Files** | The actual files added to Transact, usually Microsoft Word or PDF.<br>For example, "A1 Share Purchase Agreement" is a document and the .docx added as the first version of the Share Purchase Agreement is a file. |
| **Draft versions** | The files added to a document until an execution version is created. |
| **Comparison** | A file showing the differences between one version and another. |
| **Comments file** | A file including proposed changes or comments to a particular version of a document. |
| **Related document** | A file relevant to a document but not a version of the document, or a comparison or comment file. |
| **Schedule** | A file that forms an annex to the main document and details the matters mentioned or referred to in the principal document. |
| **Signature pages** | Signature pages could be the final version of a file with the relevant pages signed or they could be just a single page containing one or more signatures. |
| **Execution version** | A final version of a file that is ready for signing. |
| **Final version** | A fully executed (bible) version (if the file needed to be signed) or the final version of a file. |
| **Parties** | The companies, organizations or individual people that will sign one or more of the agreements that form part of the deal. For example, in a share purchase agreement between Buyer Co Ltd and Seller Co Ltd, both of these companies are referred to as parties to the agreement. The agreement will actually be signed by a director of each company. Those individuals are not parties to the agreement (but they may well be participants in the deal). |
| **Participants** | Participants are the individual people who join the Transact deal. |

# Chapter 2: Setting Up a New Deal

- **Steps to Creating a Deal**
- **Starting the Deal**
- **Creating the Checklist**
- **Inviting Participants**

# Steps to Creating a Deal

When you create a new deal, you set up the deal's structure, indicating what parties and documents will be involved as well as who the participants in the deal will be. You may then go on to add files to the deal and become an active participant, or you may deal with administrative tasks only.

Any member of your Workshare account can create a deal and become the deal owner. There is no limit on the number of participants or files that are involved in a deal.

This guide describes how to create the documents checklist and then add participants to the deal. You may prefer to add participants at the beginning and grant them admin rights so they can create or help to create the documents checklist.

# Starting the Deal

Transact is available from your Workshare account.

**To start a deal:**

1. Log in to my.workshare.com (as a user or an admin).
2. Select Transact in the Workshare sidebar and click **Create new deal**.
3. Enter a name for the deal (maximum 100 characters) and click **Create Deal**.

As creator of the deal, you have owner status, which means you have all rights, such as inviting people to join the deal and editing the checklist but you cannot leave the deal. See *user types in Transact*, for a description of user types and their rights.

***Note**: Deal owners can be deleted by the administrator of the Workshare account and their Workshare content (including deals) transferred to another user. See this knowledge base article for further information.*

You can modify the name of the deal when editing the checklist. Select **Edit checklist** from the **Deal actions** menu, click the deal name and modify as required.

*Next step: create your documents checklist.*

## Deleting a deal

Only the creator of a deal (the owner) can delete it.

***Tip!** You may want to download all the files in the deal before deleting it. See Downloading documents.*

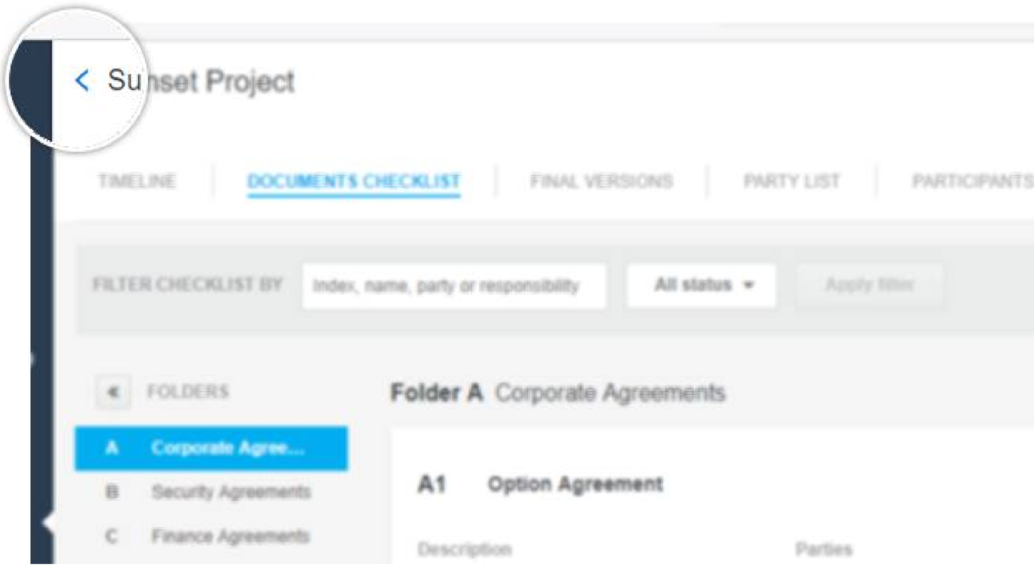
**To delete a deal:**

1. Select Transact in the Workshare sidebar. A list of your deals is displayed.
2. Click a deal to open it.
3. Click the **Deal actions** menu and select **Delete deal**.
4. Click **OK** in the confirmation dialog. The deal is deleted from your list of deals.

***Note**: The delete action cannot be reversed. The deal does not go to the recycle bin - all files are deleted and the deal is not recoverable.*

## Navigating to the deal list

You can return to your list of deals at any time. Simply click the back arrow to the left of the open deal's name.




# Creating the Checklist

The documents checklist in Transact is an online version of the documents checklist format lawyers use today to manage their transactions. It is dynamic and always up to date. Moreover, it provides a structured workspace for lawyers to exchange files securely and organize the deal from start to finish.

The documents checklist in Transact serves as a summary for all documents in the deal, including the following information for each document: status, responsibility, description, requirements, parties, and the current version. Previous versions and the full document history are accessible on each document's own page. With a built-in document viewer, files can be reviewed without being downloaded.

When setting up a new deal, you can create a new documents checklist from scratch or you can replicate a checklist used in a previous deal or template deal.

# Replicating existing checklists

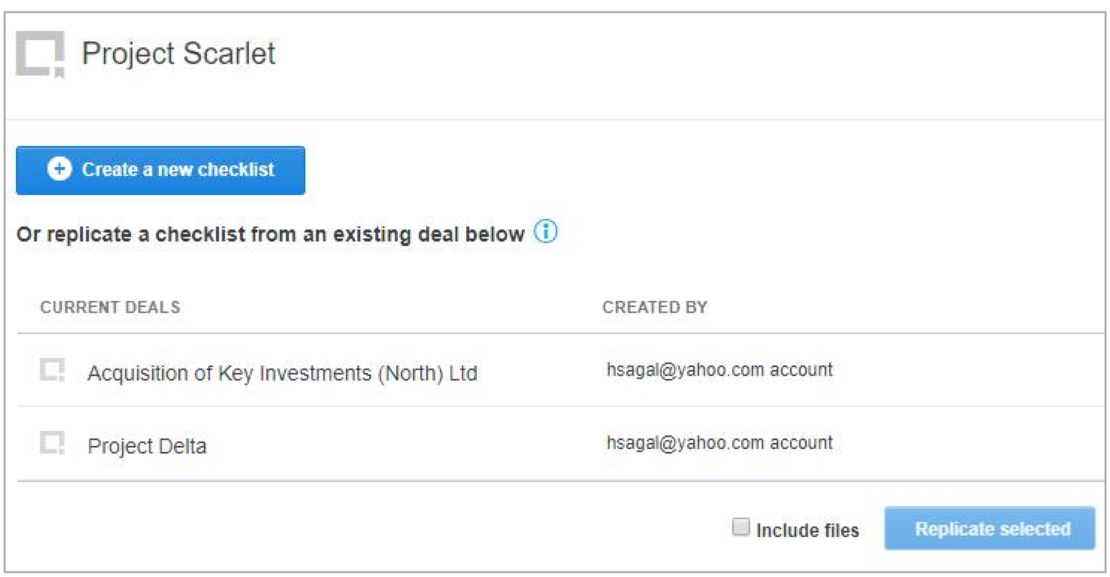
You can copy an existing documents checklist from another deal/template in your list of deals. This will copy over the following information:

- Party names and abbreviations
- Checklist folder names
- Document names and certain related information, namely associated parties and responsibility (description and requirements information will not be copied across)
- Optionally, files including draft versions, final versions, comments files and related files

No status notes, status labels or access restrictions are copied over.

**To replicate a checklist:**

1. After creating a deal, you are prompted to create your checklist. From your list of deals, select the deal whose checklist you want to copy.



2. Select the **Include files** checkbox if you want to copy over the files from the checklist too. This is useful when you have finished your deal and want to rearrange your checklist to create your closing binder/bible without affecting your original workspace. It also enables you to create different versions of your closing binder/bible. Refer to Generating Transaction Bibles/Closing Binders.
3. Click **Replicate selected**. The parties, folders and documents are copied over from the selected deal as well as the files if **Include files** is selected.

You can edit the checklist to add/remove parties, folders or documents or you can go straight to adding participants.

*Next step: edit your checklist or add participants to your deal.*

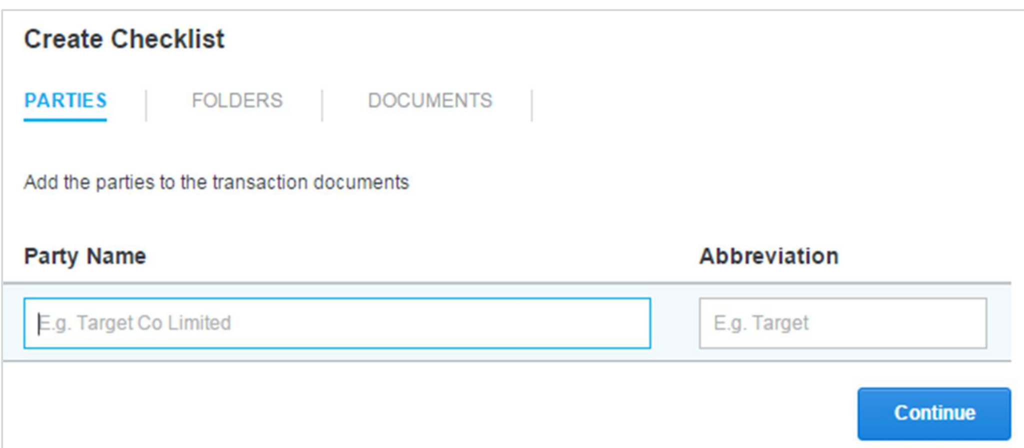
## Creating a new checklist

When creating a new documents checklist for your deal, you build the structure directly in Transact, adding parties, folders and document details.

- **Parties**: These are the companies/organisations involved in the deal
- **Folders**: These form the basic structure of the deal and offer a way of grouping types of documents together, such as "Finance Documents"
- **Documents**: These are the actual names of documents within each folder that will be included in the deal

**To create a new checklist:**

1. After creating a deal, you are prompted to create your checklist. Click **Create a new checklist**.

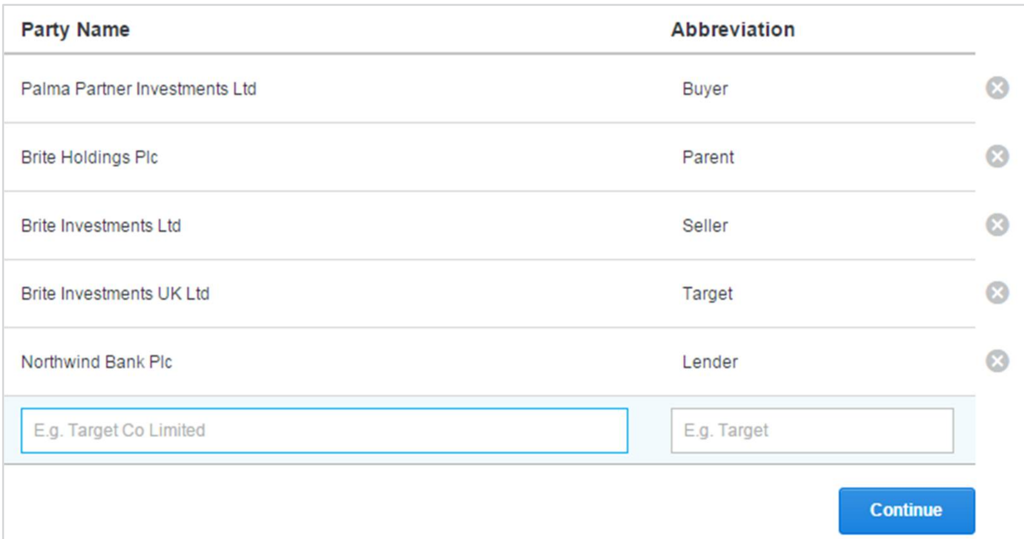



2. Add the parties to the documents in the deal.
   a. Click in the **Party Name** field and enter the name of a party.

b. In the **Abbreviation** field, enter a shorter way of referencing the party (maximum 20 characters). This could be a description of the role the party plays, for example "Buyer", or could be a shortened form of the party name, for example, "Palma Partner Investments Ltd" could be "PPI". The abbreviation will be used throughout the deal rather than the full party name.

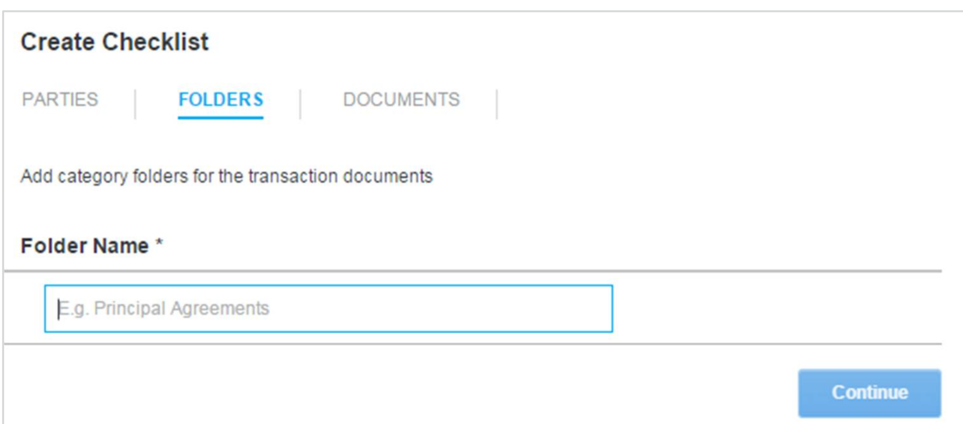
c. Click in the next **Party Name** field and continue to add parties.

> ***Note**: All party names and abbreviations must be unique.*




> ***Tip!** To delete a party, click the ⊗ to the right of the party details.*

3. When you have finished adding parties, click **Continue**. You can edit the checklist and add further parties later on if required.

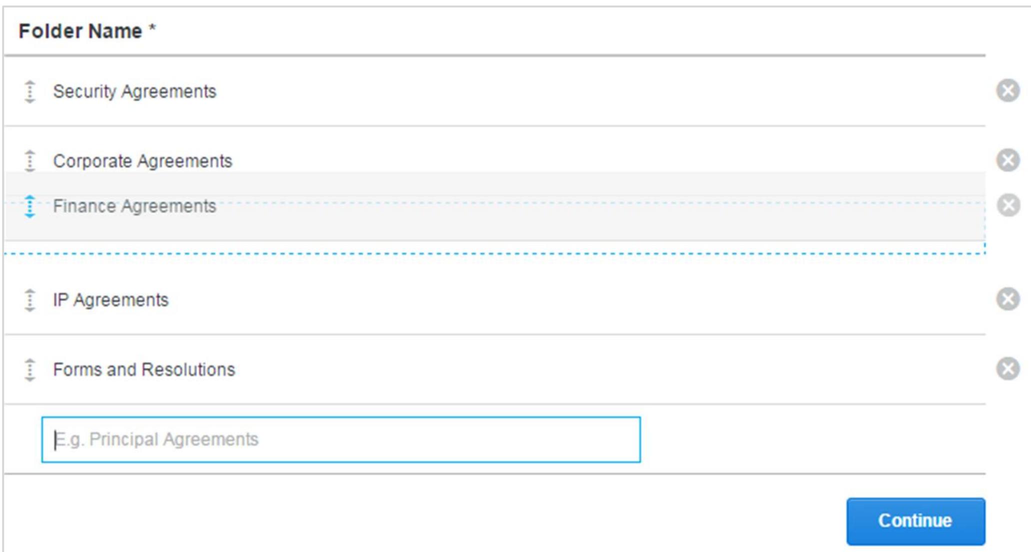


4. Add the folders for the deal.

***Note**: A deal must have at least one folder.*

   a. Click in the **Folder Name** field and enter the name for the folder. Each folder represents a collection of documents in the deal. Folders are automatically referenced on an A to Z basis within the deal.
   b. Click in the next **Folder Name** field and continue to add folders.

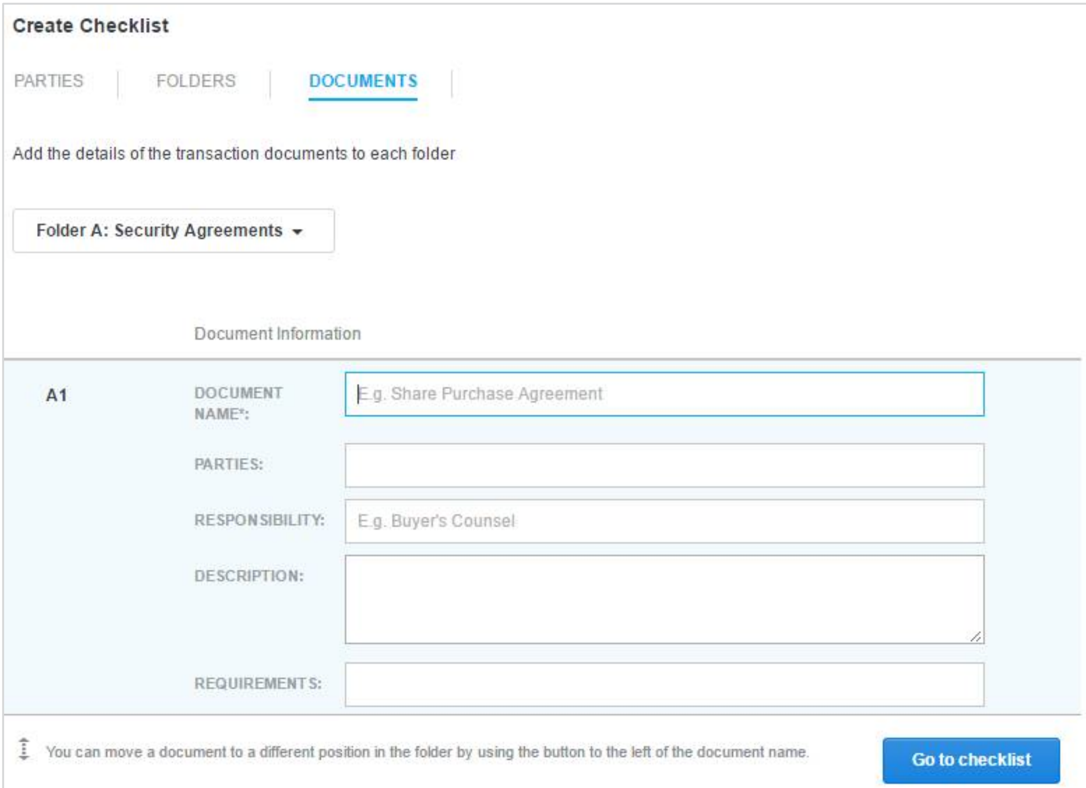
***Note**: All folder names must be unique.*




***Tip!** To delete a folder, click the to the right of the folder.*

5. You can rearrange your list of folders by clicking on the icon to the left of a folder and dragging the folder to the required position.

6. When you have finished adding and arranging folders, click **Continue**. You can edit the checklist and add further folders later on if required.

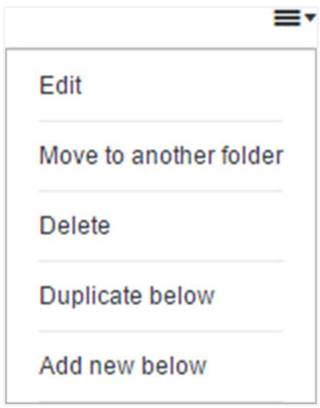



7. Add the documents for the deal to each folder you added. The first folder in your list is called “Folder A:” followed by the name you gave the folder. The documents you add to that folder will be indexed as A1, A2, A3 and so on.
   a. Click in the **Document Name** field (for example, A1) and enter the name for the document.
   b. Click in the **Parties** field. A dropdown list of the party abbreviations you added in step 2 is displayed. Select the party that is required to sign the document (if any).
   c. Click in the **Parties** field again and add further parties as required.
   d. If you want to allocate responsibility for producing the document, click in the **Responsibility** field and enter details (maximum 24 characters). This is a free text field so you can enter party names, abbreviations, organizations, individuals or other text.
   e. Click in the **Description** field and add a relevant explanation about the document.
   f. Click in the **Requirements** field and add any useful information relevant to the document, for example, the number of original hard copies required.
   g. Click in the next **Document Name** field (for example, A2) and add further documents as required.

***Note**: All document names must be unique.*

8. You can rearrange your list of documents by clicking on the icon to the left of a document and dragging the document to the required position. The automatic indexing (A1, A2, A3 and so on) is updated automatically.

9. You can use options in a document's burger menu to edit and move the document.




**Edit**: To edit the fields you specified in step 7.

**Move to another folder**: Select from the list of folders displayed and click **Move**.

**Delete**: To delete the document.

**Duplicate below**: To add another copy of the document in the row below which you can then edit.

**Add new below**: To add a new document in the row below.

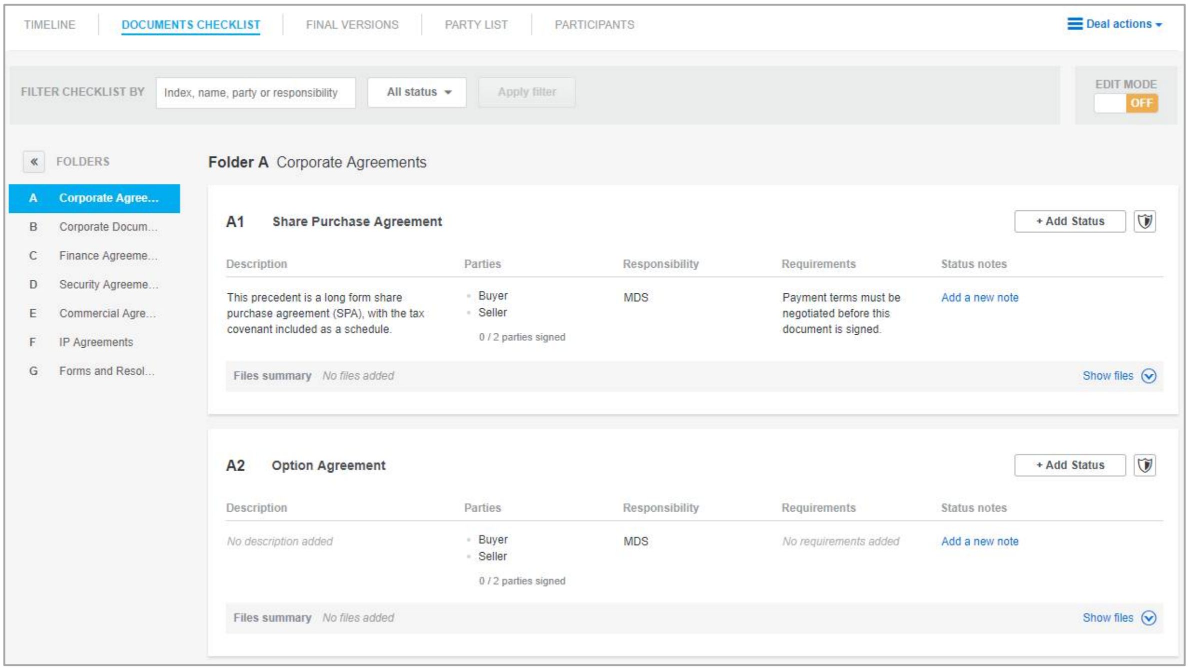
10. When you have finished adding documents to the selected folder, select the next folder from the dropdown list.

11. Add details of documents to this folder in the same way.

12. Continue working through the folders in your deal, adding details of documents for each one.

13. You can move between the parties, folders and documents pages of your checklist by clicking the headings at the top of your checklist.

14. When you've completed all the folders and documents and your document checklist is finished, click **Go to checklist**. The completed documents checklist is displayed.




***Tips!***
*The checklist is automatically saved so you can navigate away and return at any time. You can collapse the list of folders by clicking « . This displays folders by their index letter only.*

*Next step: edit your checklist or add participants to your deal.*

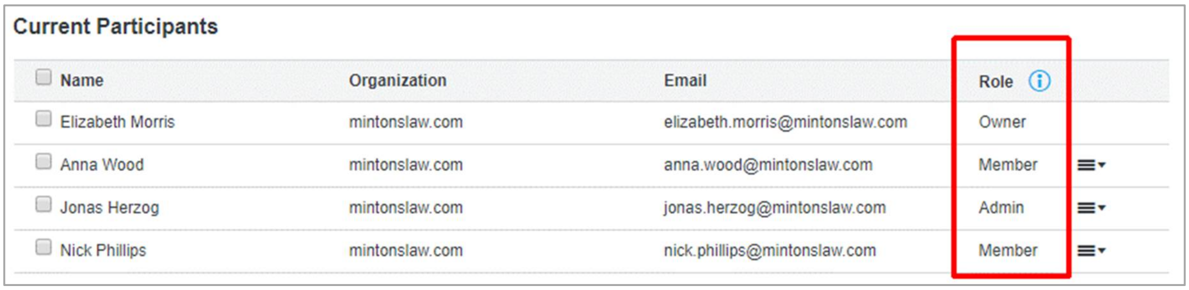
***Note**: Adding document drafts to the deal is described in adding documents.*

# Inviting Participants

Once you have created your documents checklist, you can invite people to join your deal. Initially, only the owner of the deal can invite others to join the deal. However, the owner can also give participants admin rights and an admin user can also invite others to the deal.

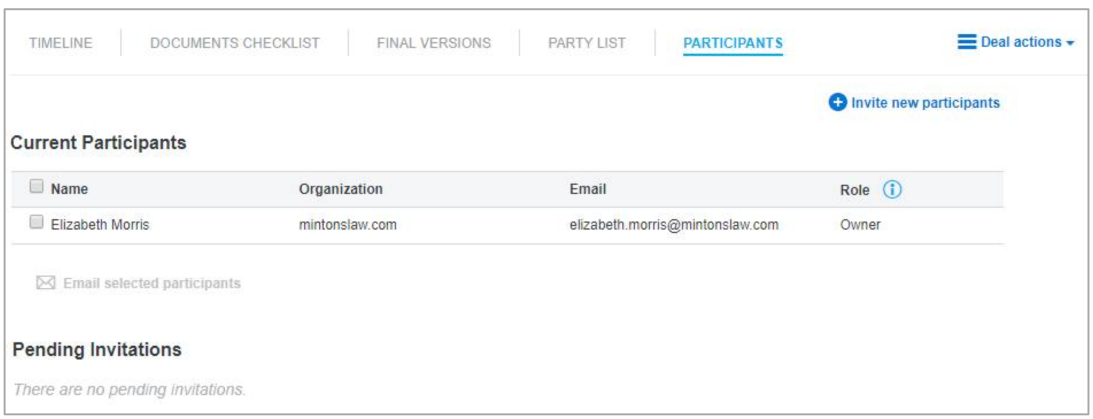
The different types of users and their rights in a Transact deal are described in user types in Transact.

You see the type of user you are in the **Participants** tab.




**To invite people to your deal:**

1. Select the **Participants** tab at the top of the Transact page.



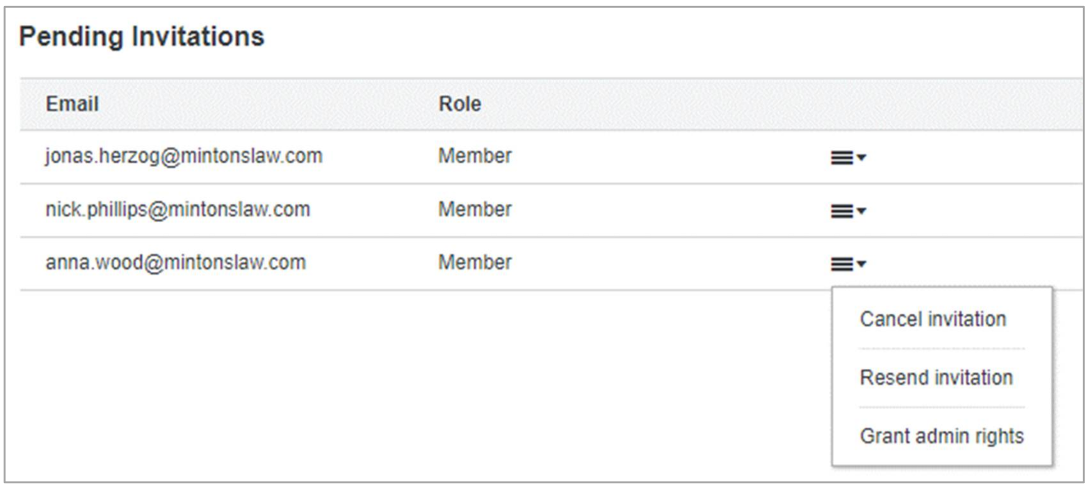

   In a new deal, just you (the owner) will appear in the **Current Participants** list.

2. Click **Invite new participants**.

> ***Note**: You can also select **Invite new user** from the **Deal actions** menu.*

3. Enter the email addresses (separated by a comma) of the people you want to invite to the deal.

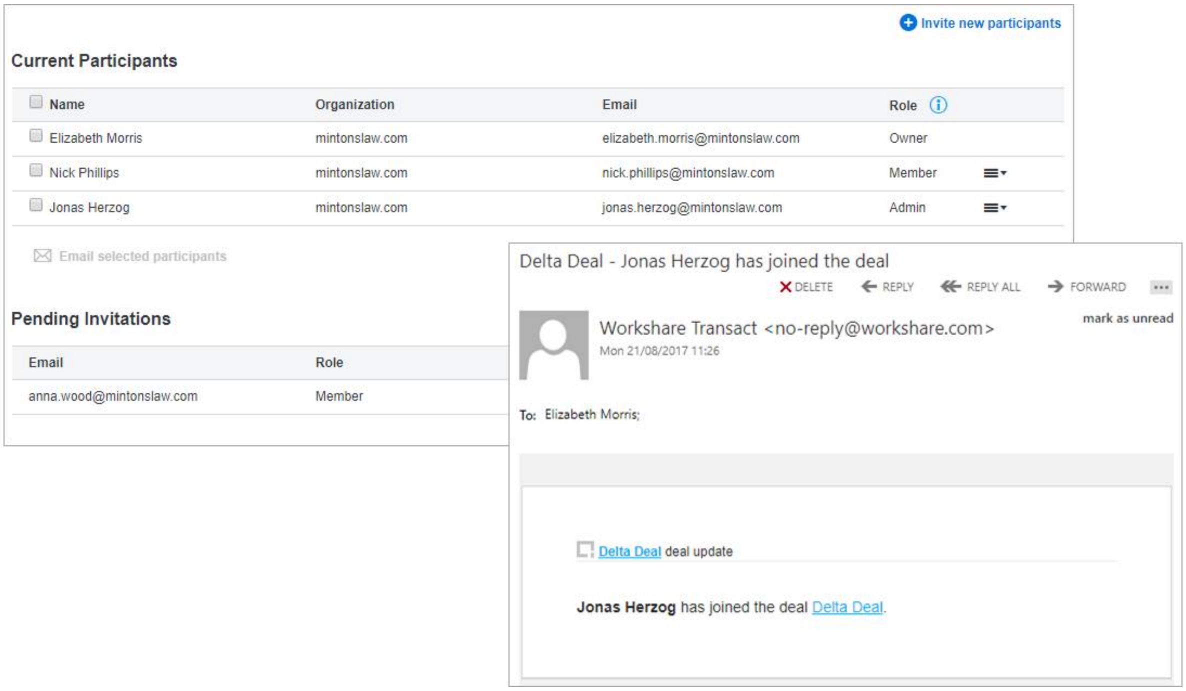

4. Click **Invite**. Invitations are sent to the email addresses inviting the recipient to join your deal. Until the recipient responds, you will see the invitation listed as pending.




Use the options in the burger menu as follows:

- At any time until the recipient accepts your invitation, you can click **Cancel Invitation**. The recipient will no longer appear in the **Pending Invitations** list. If they try to accept your invitation, they will not have access to the deal.
- Click **Grant admin rights** to make the recipient an admin in your deal. The different types of users and their rights in a Transact deal are described in User types in Transact.
- Click **Resend invitation** to resent the email inviting the recipient to your deal.

Once the recipient accepts the invitation and joins your deal, you will receive an email notification to say they have joined the deal and they will appear in the **Current Participants** list as a member of the deal.




*Next step: upload some draft transaction documents.*

# Creating admin users

By default, people invited to your deal have member rights. You can elevate them to an admin if you want to give them increased rights. An admin user will be able to edit your documents checklist, invite new participants, grant admin rights to other members, remove members from the deal, restrict access to documents and add status labels to documents. However, they will not be able to delete the deal – only you, the owner of the deal, can do that.

***Tip!** Admin status can be changed either before or after a user has accepted your invitation.*

The different types of users and their rights in a Transact deal are described in user types in Transact.

**To create an admin user:**

1. Select the **Participants** tab at the top of the Transact page.

2. In the list of **Current Participants** or **Pending Invitations**, click the burger menu to the right of the member you want to elevate to admin.
3. Click **Grant admin rights**. The participant is now an admin user in your deal.

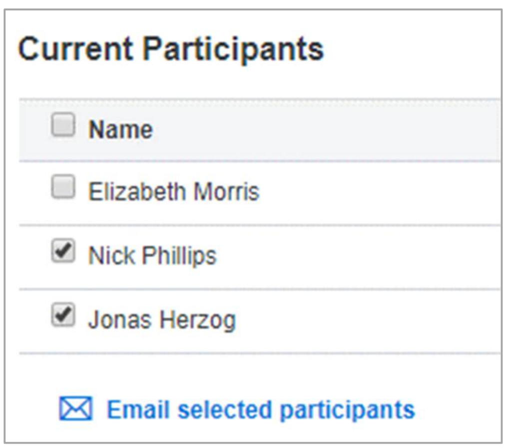
> ***Note**: You can return the participant to a member user by clicking the burger menu to the right of an admin participant and selecting **Remove admin rights**.*

## Communicating with your deal participants

After participants have accepted your invitation and joined your deal, you may want to send them a personal email to provide more information about the deal. You can send group emails to all (or selected) participants from within Transact.

**To send a group email:**

1. Select the **Participants** tab at the top of the Transact page.
2. In the list of **Current Participants**, select the checkbox to the left of **Name** to select all participants in your deal (or select individual participants as required).




3. Click **Email selected participants**. An email is opened (in your default email application) with the selected participants populated in the **To** field and the name of the deal in the **Subject** field.
4. Write your email and send it in the usual way.

# Chapter 3: Running a Deal

- **Your Role as the Deal Owner**
- **Adding Documents**
- **Keeping Track of Status**
- **Editing the Checklist**
- **Changing Participants**
- **Exporting the Checklist**
- **Monitoring the Timeline**

# Your Role as the Deal Owner

The owner of the deal has similar rights to an admin user. The difference is that the owner is the only one who can delete the deal from Transact and grant admin rights to a deal member. In addition, the owner of the deal cannot leave the deal. The different types of users and their rights in a Transact deal are described in user types in Transact.

Once you have set up the documents checklist for your deal, you may then go on to add files to the deal and become an active participant, or you may deal with administrative tasks only.

## Restricting access to documents

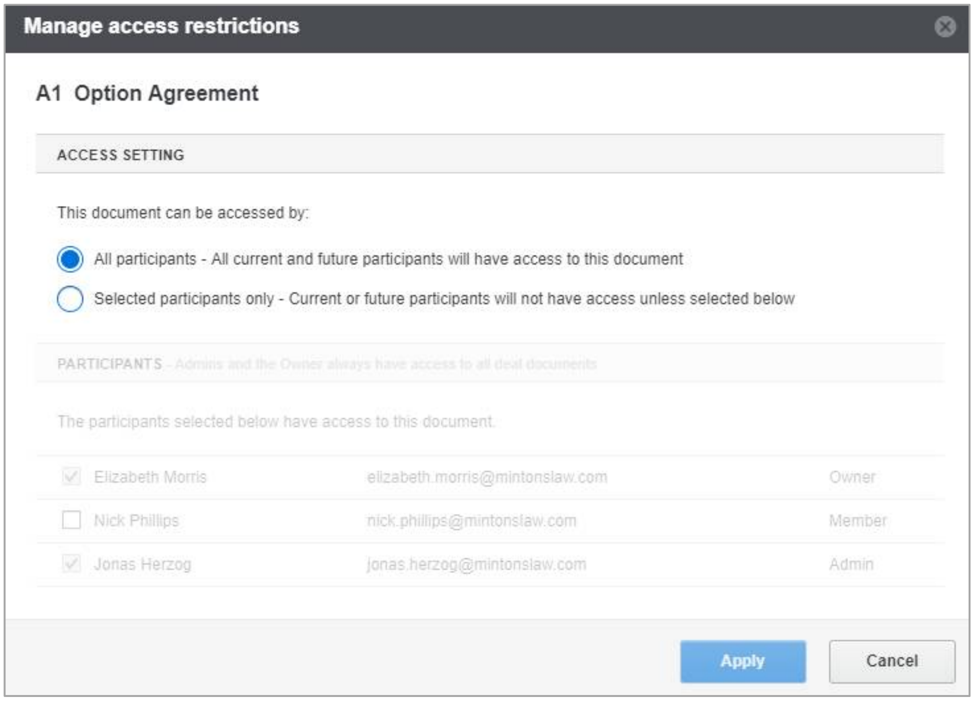
Deal admins and owners can specify who can access documents. By default, all participants in the deal can access all documents in the deal but admins and owners can restrict a document so that only selected member participants can access it.

***Note**: Restrictions are set on a per document basis.*

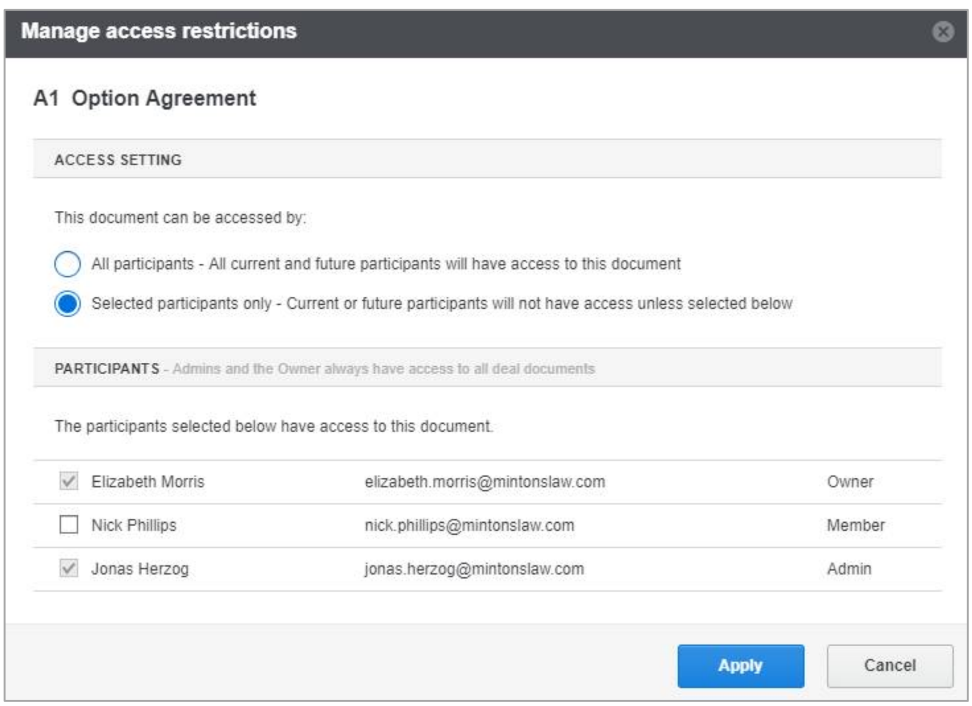
**To restrict access to a document:**

1. Click  to the right of a document's name or click **Manage access** in the document details page. The Manage access restrictions dialog is displayed. If you are a member, the entire dialog is disabled and a notification tells you that only admins and the deal owner can modify access restrictions.

If you are an admin or owner, you will see the dialog as follows:




2. Select the **Selected participants only** radio button. The lower half of the dialog becomes enabled listing all participants in the deal.




The deal owner and all the admins are selected and you cannot deselect them. They will always have access to all documents in the deal.

3. Select the member users in the list who you want to have access to the document. By default, when you first select the **Selected participants only** radio button, all member participants will **not** be selected and will not have access to the deal unless you select them.

> ***Tip!*** *Selecting a participant ensures they will have access to the document. Deselecting a participant means they will not have access to the document.*

4. Click **Apply**.

If you have denied access to any participants, a lock icon is displayed next to the document name in the document details page.


A participant who is denied access to a document does not see the document at all in Transact.

- The participant cannot see the document in their documents checklist. If the checklist includes documents A1, A2, A3 and A4 and a participant is denied access to A3, that participant would see A1, A2 and A4 only in their checklist. The numbering is not affected.
- The participant cannot view or download any files added to the document, nor can they see the existence of any such files.
- The participant cannot see any activity around the document in the Timeline.
- The participant does not receive any email notifications about activity on the document.
- If the participant exports the documents checklist, the document is not included.
- If the participant uses bulk download to download files, the document's files are not included and the document is not included in the index.

## Setting up status labels

Status labels are added to deal documents to help all participants quickly understand the stage the document is at in the process. Deal admins and owners can add status labels to documents and also set up what labels will be available in the deal. All deal participants can view a document's status label and can access a status summary for the deal.

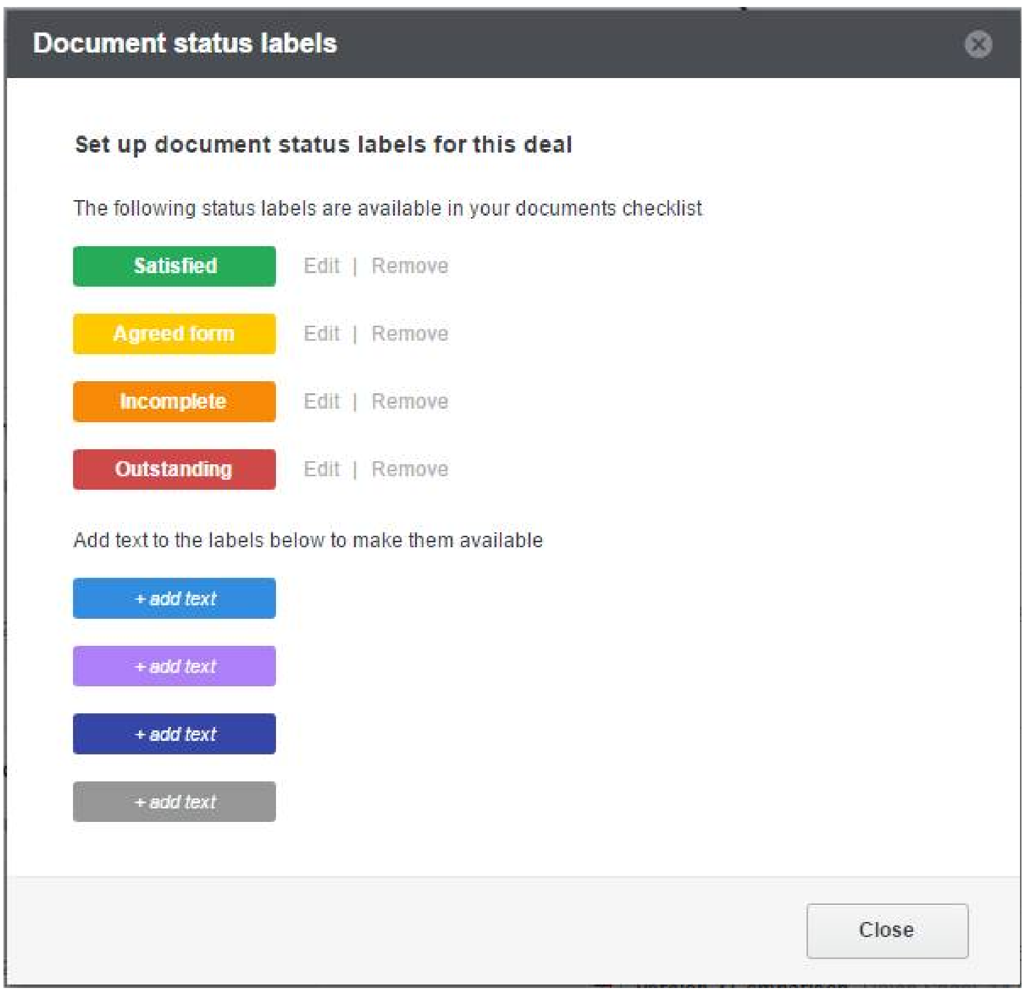
Status labels implement a "traffic light system". A deal might have 100 documents each of which could have the following status assigned to it at any given time: **Outstanding**, **In Review**, **Satisfied**. You can filter the checklist by status label. For example, display only those documents with **Outstanding** status.

The deal group is responsible for progressing each item from **Outstanding** to **Satisfied**. Keeping track of each item is difficult so some lawyers like to rely on the “traffic light system” to easily identify the status of each item as it progresses through each milestone and have a summary of all items to keep track of the deal as a whole, e.g. 50% items **Outstanding**, 30% **In Review** and 20% **Satisfied**.

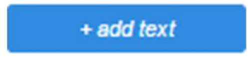
There is a choice of eight different color labels – four of which have been set up with default text. You can edit these default labels or create further labels to be available in the deal.

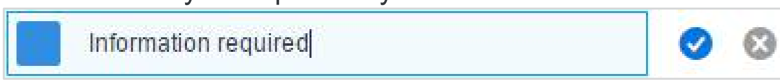
**To set up status labels:**

1. From the **Deal actions** menu, select **Set up labels**.




The status labels at the top are available to apply to documents in the deal. The labels at the bottom are not yet available.

2. Add a new label as follows:
   - Click in a label that has “+add text” 

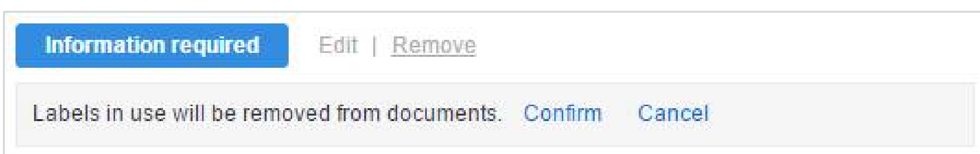
   - Enter the text you require on your label


   - Click the confirm icon

   Your label is added and moved to the top list of available labels


3. Edit an existing label as follows:
   - Click **Edit** next to the label you want to change
   - Modify the text on your label
   - Click the confirm icon

   The modified label is saved in your list of available labels

4. Remove an existing label as follows:
   - Click **Remove** next to the label you no longer want to be available


   - Click **Confirm**

   The text is removed from the label and the label appears with “+add text” in the lower area. If the deleted label has already been applied in the documents checklist, it will be removed from any document it was applied to.

5. When you have finished setting up the status labels you require for the deal, click **Close**.

# Adding Documents

Once you have the documents checklist set up, participants can start to exchange deal files. This can be done from the documents checklist or from the document details page.

Deals can involve all sorts of documents. Typically, some will have multiple drafts (for example, contracts and agreements) and others won't have versions at all (for example, proof of ID). The Transact documents checklist provides for both types so you can take one deal document through multiple drafts to its final version, as well as easily collect files that aren't versioned agreements.

Files that will have versions are uploaded to the **Latest version** area (described in Adding files with versions) and one-off files with no versions are uploaded to the **Related files** area (described in Adding one-off files with no versions).

The following file types can be uploaded to a deal:

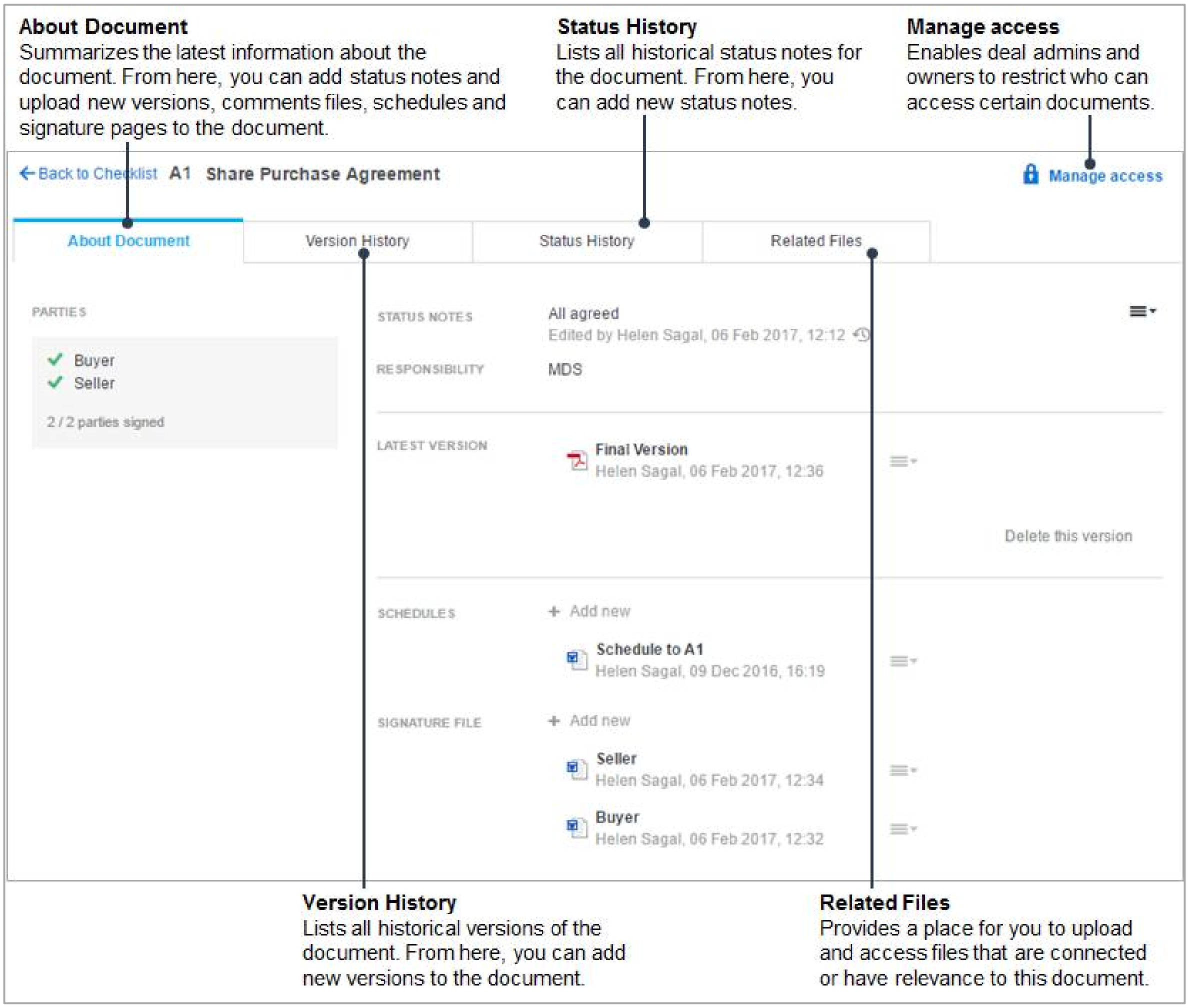
- Word (DOCX, DOC)
- Excel (XLSX, XLS)
- PowerPoint (PPTX, PPT)
- PDF
- Text (RTF, TXT)
- Image (BMP, GIF, JPEG, JPG, TIFF, PNG)
- CSV

***Note**: Only Word, PDF and text files can be compared.*

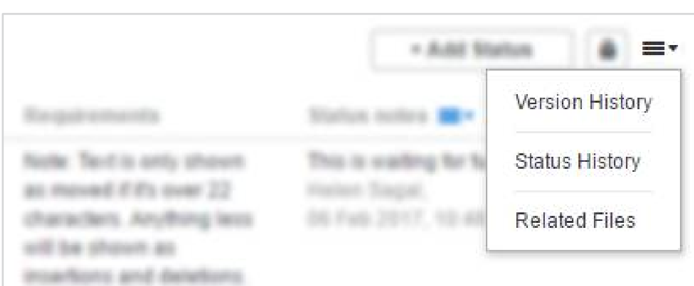
## Viewing a document's history

All a document's files can be seen in the documents checklist. A complete history of a document can be seen in the document details page. This is accessed by clicking a document's name in the documents checklist or using the document's burger menu.

You'll see four tabs that show you everything you need to know about that document.




***Note**: You can also access the tabs of the document details page directly using the document's menu in the documents checklist.*



# Adding files with versions

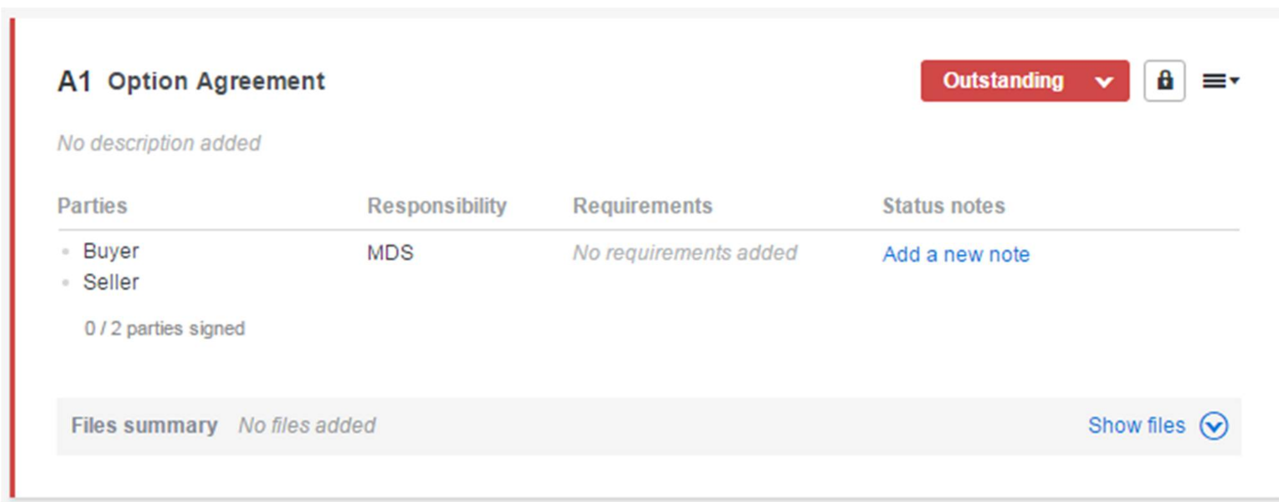
Agreements and contracts can go through many versions before a final version is agreed. During that process, new versions will be added, comment files may be linked to a particular version and comparisons can be generated between selected versions.

## Adding the first draft

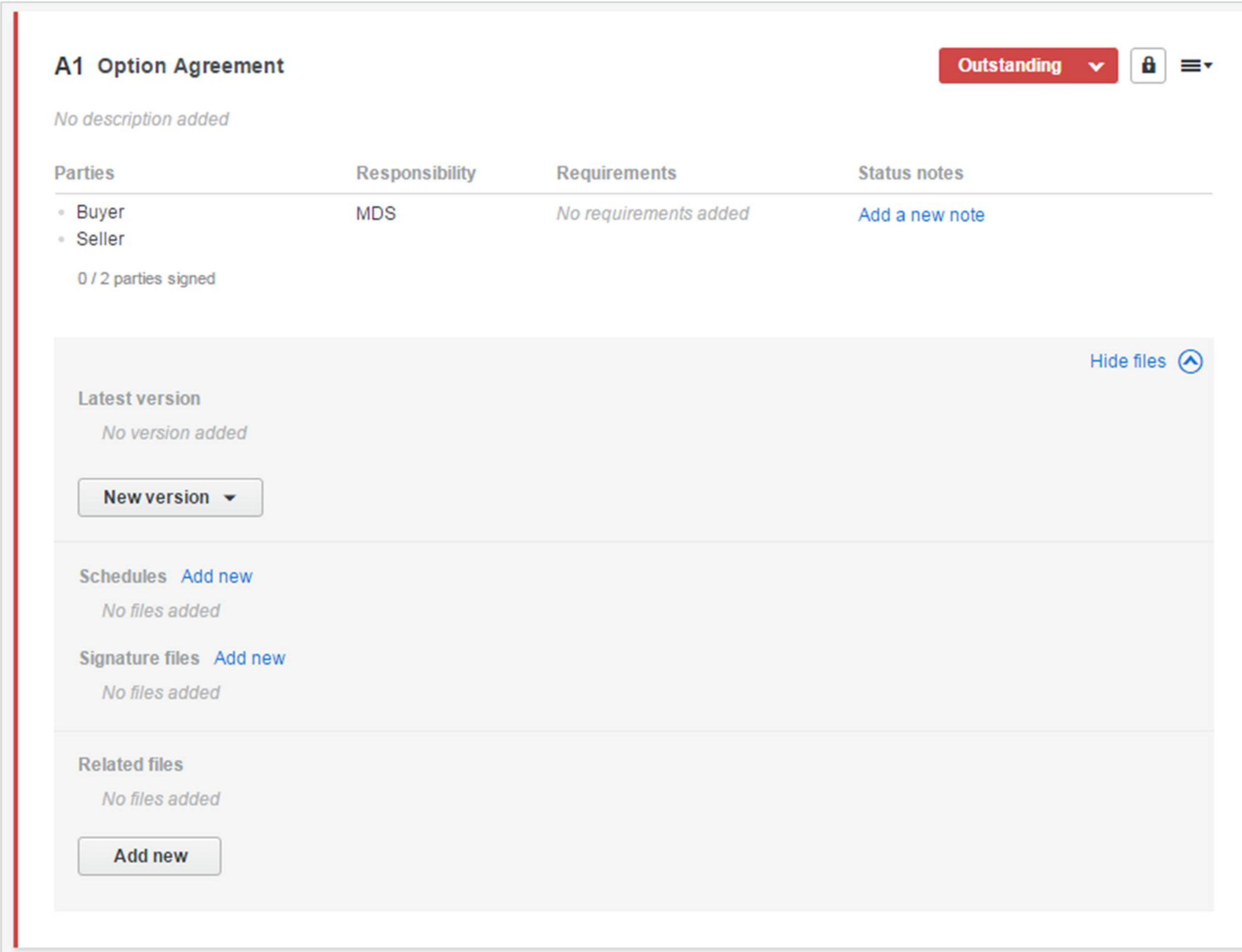
Any participant of the deal can add a draft to a document.

**To add a file:**

1. Select the **Documents Checklist** tab at the top of the Transact page.
2. Select a folder from the list of checklist folders on the left.
3. Scroll to the document where you want to upload a draft. Initially, a document will have no status notes and no versions, as shown below:

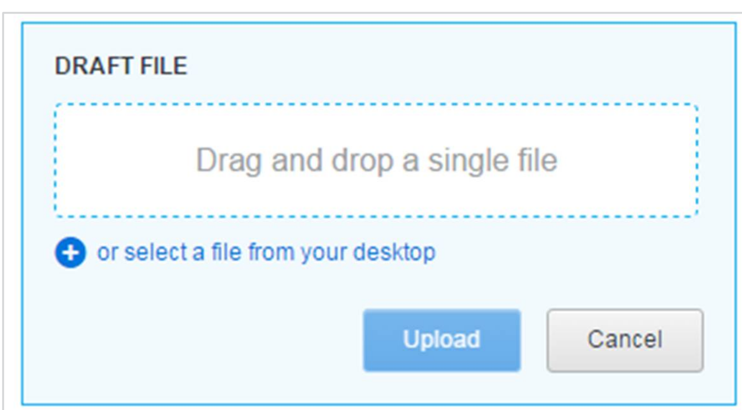


4. Click **Show files**.



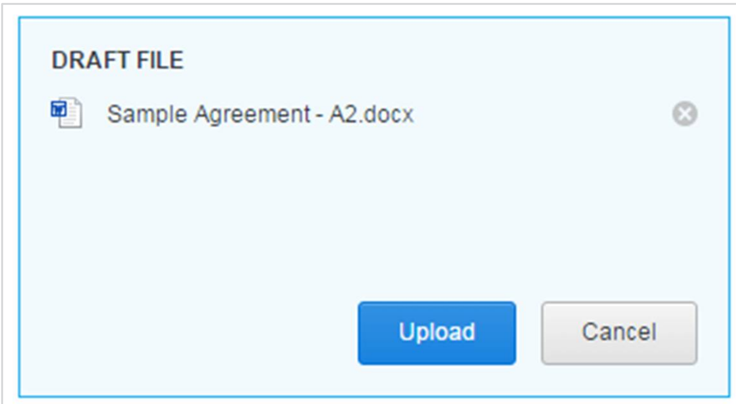

5. Next to **Latest version**, click **New version** and then **Draft Version**.

***Tip!** You can also do this from within the document details page - **About Document** or **Version History** tabs.*



6. Select a file to add as follows:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

***Note**: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*




7. Click **Upload**. The selected file is added to the document.

The file you added is shown as "Version 1". Participants can:

- View this version as a PDF in a browser by clicking its name - Version 1 or selecting **View** from the burger menu.
- Download this version by clicking its icon -  or selecting **Download** from the burger menu.

***Tip!** You can use browser settings to specify that all files of a particular format are automatically opened after download in their native application, for example, .docx files in Microsoft Word.*

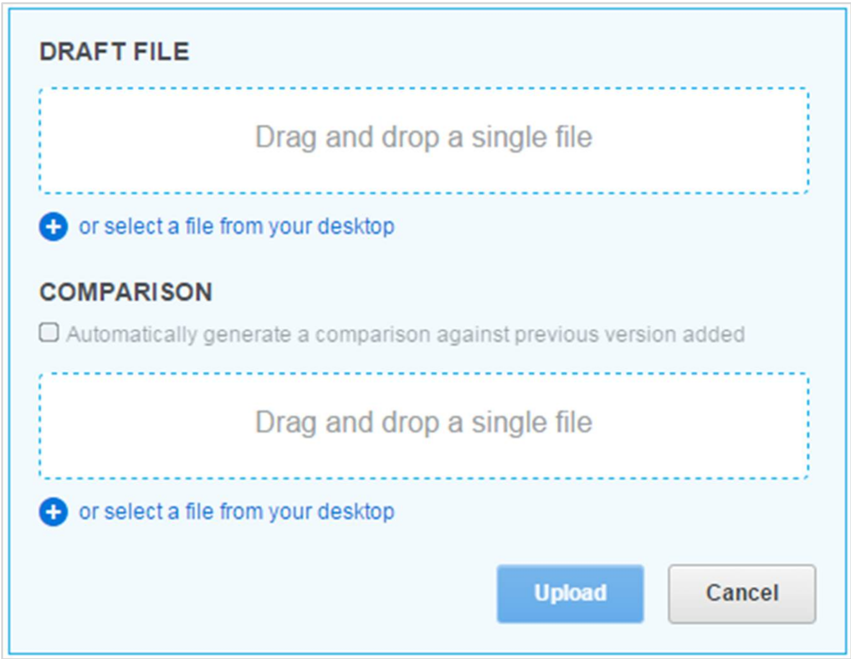
- Delete this version. Only the user who added this file as well as admin users can delete this version. Refer to deleting versions.
- Add a new version to the document. Refer to adding versions.
- Specify this version as the execution version. Refer to designating execution versions.
- Specify this version as the final version. Refer to designating final versions.

## Adding versions

New versions can be added to a transaction document by any participant.

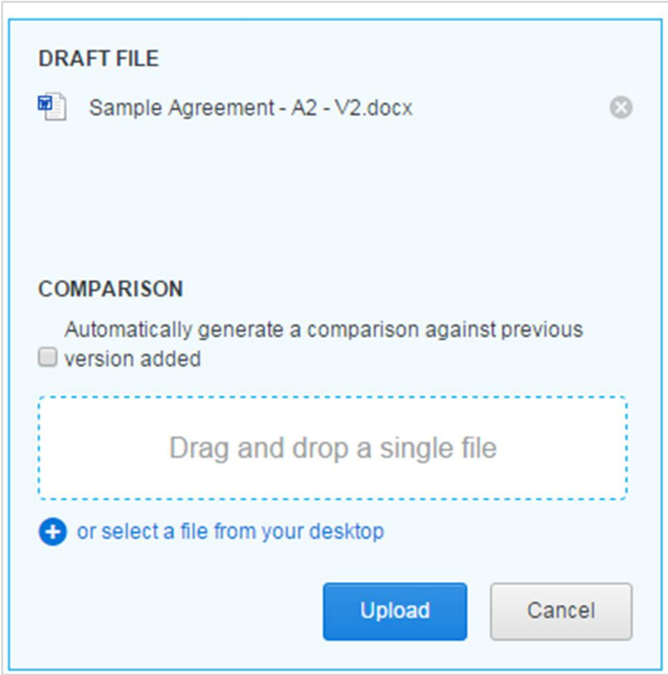
**To add a version:**

1. Click the **New version** button below the latest version and select **Draft Version**.




2. In the **Draft File** area, select a file to add as a version:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

*Note: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*




3. If you want to include a comparison:
   - Select the **Automatically generate….** checkbox and, on upload, Workshare will create a comparison between the selected version and the previously uploaded version, or

*Note: This checkbox is disabled if you select file types that cannot be compared; Workshare compares Word, PDF and text files.*

   - Manually select a comparison document by dragging and dropping the comparison file or selecting from your desktop.

4. Click **Upload**. The selected file is uploaded as a new version to the document. If you manually selected a comparison, that is also uploaded. If you selected to automatically generate a comparison then Workshare compares this latest version again the previous version and uploads a PDF comparison file.

The file just uploaded is shown under **Latest version** with any comparison below it. Earlier versions are still available in the **Version History** tab of the document details page under **Previous Versions**.

***Note****: Any versions appearing under* ***Previous Versions*** *cannot be deleted or specified as the execution or bible versions.*

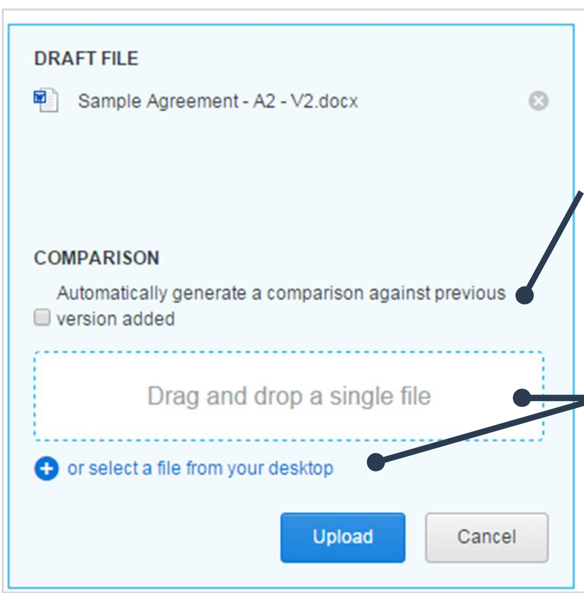
## Including comparisons

Whenever you add a draft version you can include a comparison. This could be a comparison you have run independently and saved as another file or Workshare can automatically generate a comparison between the version you are adding and the previous version. For example, if you add a file that is Version 6 of a document, Workshare would compare it against the file uploaded as Version 5 of the document.

***Note****: If you delete a version, the comparison you uploaded with it is also deleted.*

**To add a comparison:**

When you add a version to a document, include a comparison as follows:




**Automatic**: Select the **Automatically generate….** checkbox and, on upload, Workshare will create a comparison between the selected version and the previously added version.

***Note****: This checkbox is disabled if you select file types that cannot be compared; Workshare compares Word, PDF and text files.*

**Manual**: Select a comparison file that has already been created by dragging and dropping or browsing.

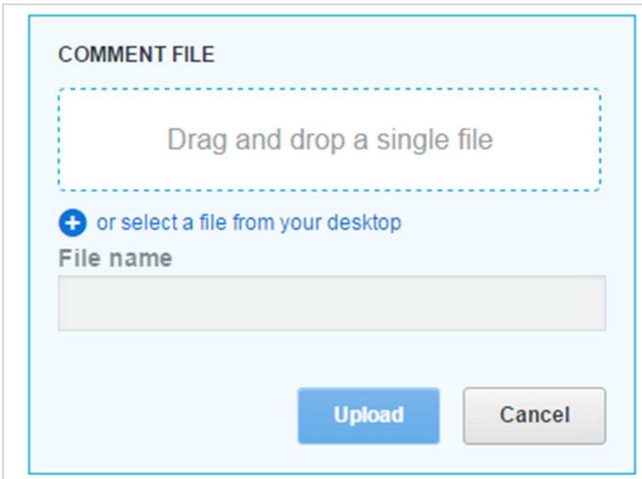
## Adding comment files

Comment files include proposed changes and comments to a particular version of a document. This is usually in the form of a Word document with track changes, a PDF document showing manuscript amends, or a PDF/Word comparison document. Any number of comment files can be uploaded to a version.

Comment files stay with a version and if the version is deleted, any comment files uploaded to that version are deleted too.

**To add a comment file:**

1. In the documents checklist, click **Add new** next to **Comments files**.




> ***Tip!*** *You can also do this from within the document details page -* ***About Document*** *or* ***Version History*** *tabs.*

2. Select a file to add:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

> ***Note****: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*

3. Rename the file if required.
4. Click **Upload**. The selected file is added to the version.

You can add further comment files to this version or other versions, or delete them as necessary.

> ***Note****: Only the owner of the deal, admin users and users who added the comment file can delete it.*

## Deleting versions

A version added to a document may include a comparison file and/or a comment file. When you delete a version, any comment file or comparison file for that version will also be deleted in addition to the draft version file.

Only the latest version of a document can be deleted – this is the document that appears in the **Latest version** area.

***Note**: Only the owner of the deal, admin users and users who added the version can delete it.*

**To delete a version:**

1. Click **Delete this version** on the right of the **Latest version** area.
2. Click **OK** to confirm. The latest version of the document is deleted and the previous version now appears as the latest version. Any comparison file or comment file added to the deleted version is also deleted.

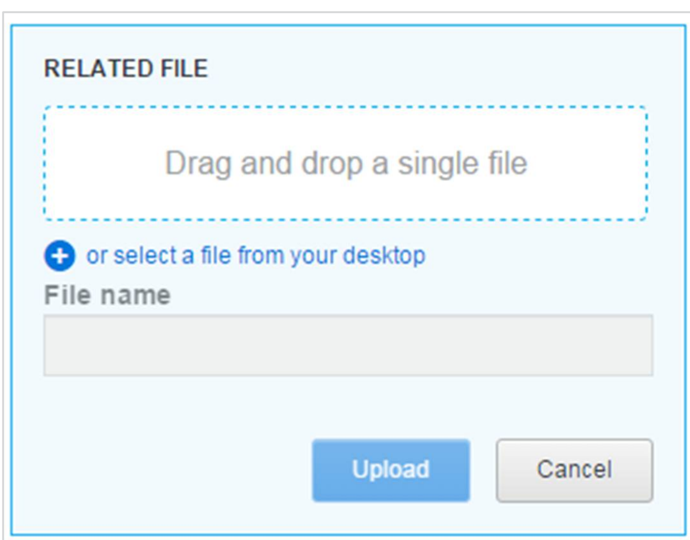
## Adding one-off files with no versions

One-off files with no versions, such as proof of ID, are uploaded to the **Related files** area of a document.

**To add a related file:**

1. Select the **Documents Checklist** tab at the top of the Transact page.
2. Select a folder from the list of checklist folders on the left and scroll to the document where you want to upload a file.
3. Click **Show files**.
4. Next to **Related files**, click **Add new**.

***Tip!** You can also do this from within the document details page – **Related Files** tab.*



5. Select a file to add as follows:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

> ***Note***: *If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*

6. Rename the file if required.
7. Click **Upload**. The selected file is added to the document.

You can add further one-off files with no versions files to the same document as necessary.

> ***Note***: *Click*  *to delete a related file. Only the owner of the deal, admin users and users who added the related file can delete it.*

# Keeping Track of Status

You can easily keep on top of what's happening in your checklist using status notes and status labels.

## Adding status labels

Status labels are added to deal documents to help all participants quickly understand the stage the document is at in the process. Deal admins and owners can add status labels to documents and all deal participants (with access to the document) can view a document's status label and can access a status summary for the deal.

**To add a status label:**

1. In the documents checklist, click **Add Status** to the right of the document name.


2. Select the status label required from the list displayed.

> ***Note**: Click the **Create/edit labels** link if you want to edit labels or create more. Refer to Setting up status labels.*

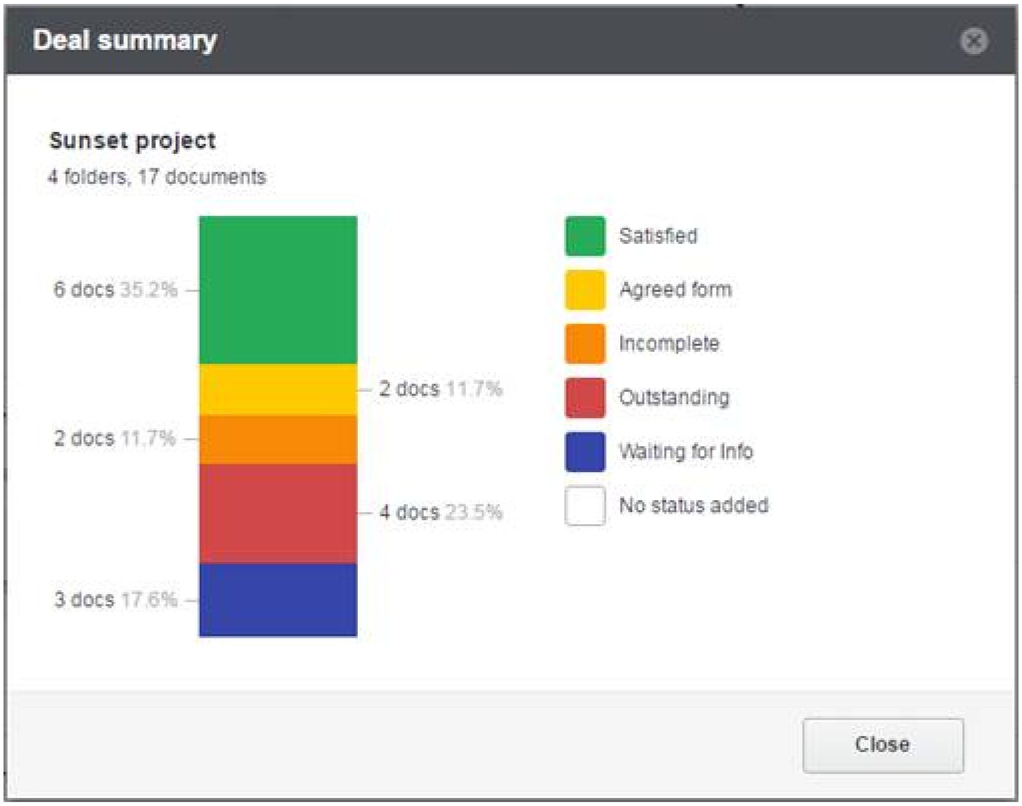
Your selected status label is applied to the document for all participants (with access) to see.

## Viewing the status summary

All participants can view a summary of the status of all documents in the deal so they can understand the number of documents currently at each stage of the process.

**To view a status summary:**

From the **Deal actions** menu, select **Status summary**.




All participants can get a summary of where the deal is at. The chart clearly shows the number of documents currently at each stage of the process.

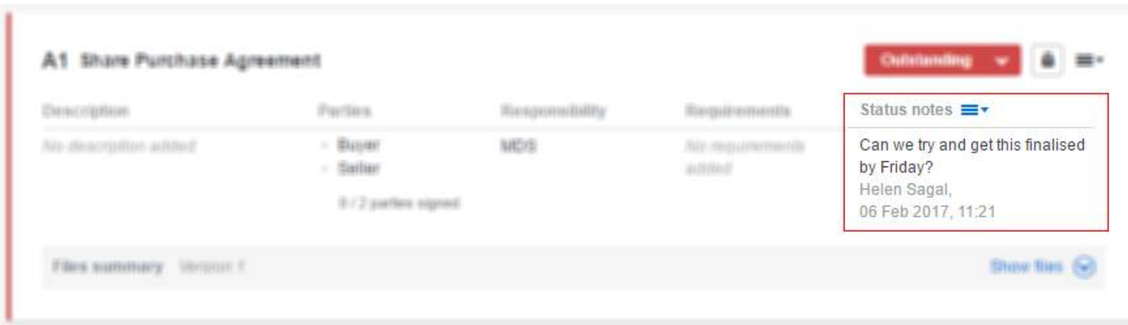
The total number of folders and documents in the deal is also shown.

***Note**: If member participants have been restricted from accessing certain documents, those documents will not be included in the summary that user sees.*

# Using status notes

Status notes are a useful way of providing information about a document. The latest status note can be seen in the documents checklist. The full history of status notes for a document can be seen in the document details page – **Status History** tab.

***Note**: Status notes are not intended as a tool for giving comments about the content/drafting of a document - comments on document drafts can be shared by adding comment files into the document details page.*

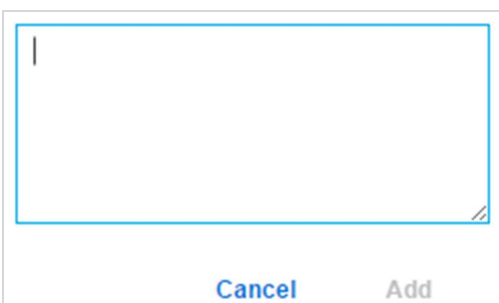



The latest status note for a document is always displayed in the documents checklist and it can be edited or deleted by the person who added it or by an admin user or the deal owner.

Adding a new status note will replace any previous note. All previous notes can be viewed in the document details page – **Status History** tab where all status notes can be edited and deleted by their authors, admins and the deal owner.

**To add a status note:**

- From the burger menu to the right of the latest status note, select **New Note** or in the **Status History** tab, click **Add a new note**.




***Note**: If no status note has been added yet, in the documents checklist, click **Add a new note** in the **Status notes** area.*

Enter information as required and click **Add**.

**To edit a status note:**

If you are the author of the status note or an admin user or the deal owner:

- From the burger menu to the right of the latest status note, select **Edit** or in the **Status History** tab, click **Edit**. Modify the latest status note as required and click **Update**.

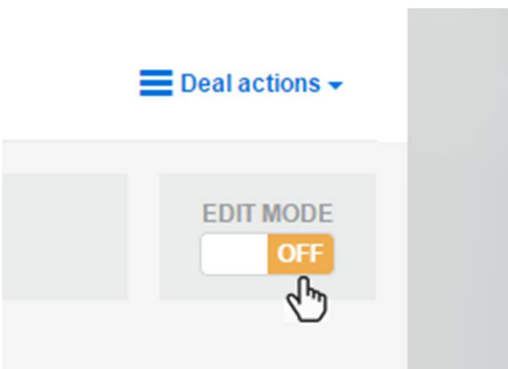
**To delete a status note:**

If you are the author of the status note or an admin user or the deal owner:

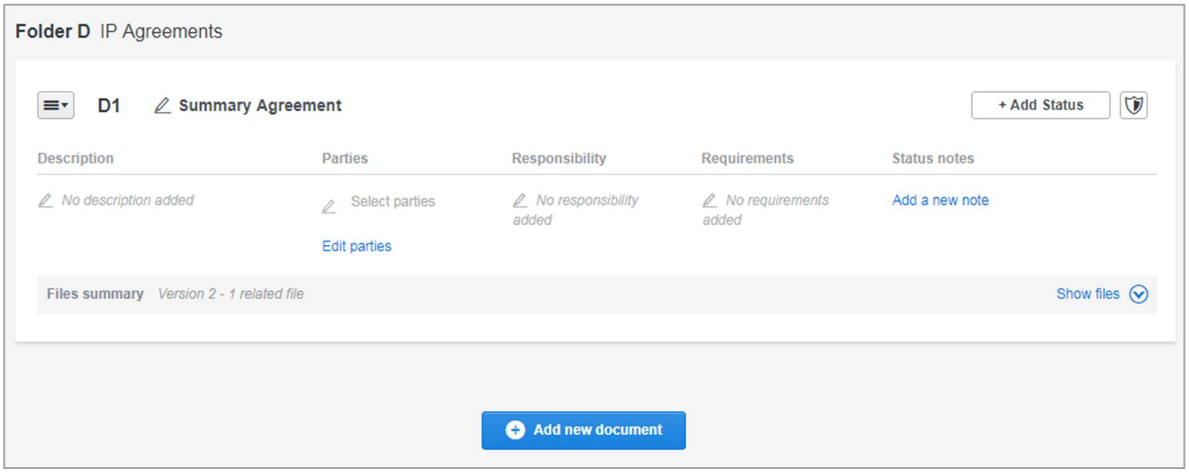
- From the burger menu to the right of the latest status note, select **Delete**. Click **OK** to confirm. The latest status note is deleted and the previous status note (if there is one) is displayed.
- In the **Status History** tab, click **Delete** next to the status note you want to delete and click **OK** to confirm.

# Editing the Checklist

At any time during a deal, the documents checklist can be edited by the deal owner and admin users. Simply turn **Edit Mode** on to edit document details (document name, description, parties, responsibility and requirements) and folder names.



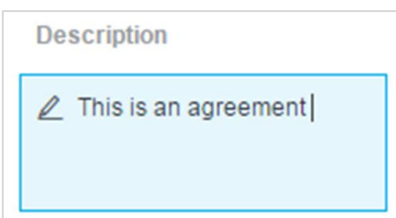
With **Edit Mode** switched on, you can make changes directly from the documents checklist.




The pencil icon indicates which fields can be edited. They are:

- Document name
- Description
- Parties
- Responsibility
- Requirements

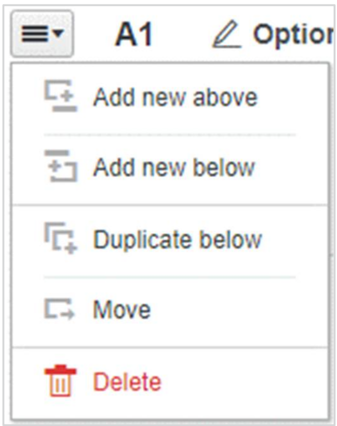
When you click in one of these editable fields, you simply add further information or edit what is already there.




You can also add new documents to the folder, as follows:

- Click the **Add new document** button. A new document is added below the other documents in the folder.

- Use the options in the burger menu displayed next to a document's name.

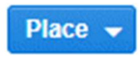



**Add new above**: Adds a blank document row above the current document.

**Add new below**: Adds a blank document row below the current document.

**Duplicate below**: Copies the current document and adds it below.

**Move**: Enables you to move the document to another position in the current folder or to another folder. The selected document becomes disabled and a



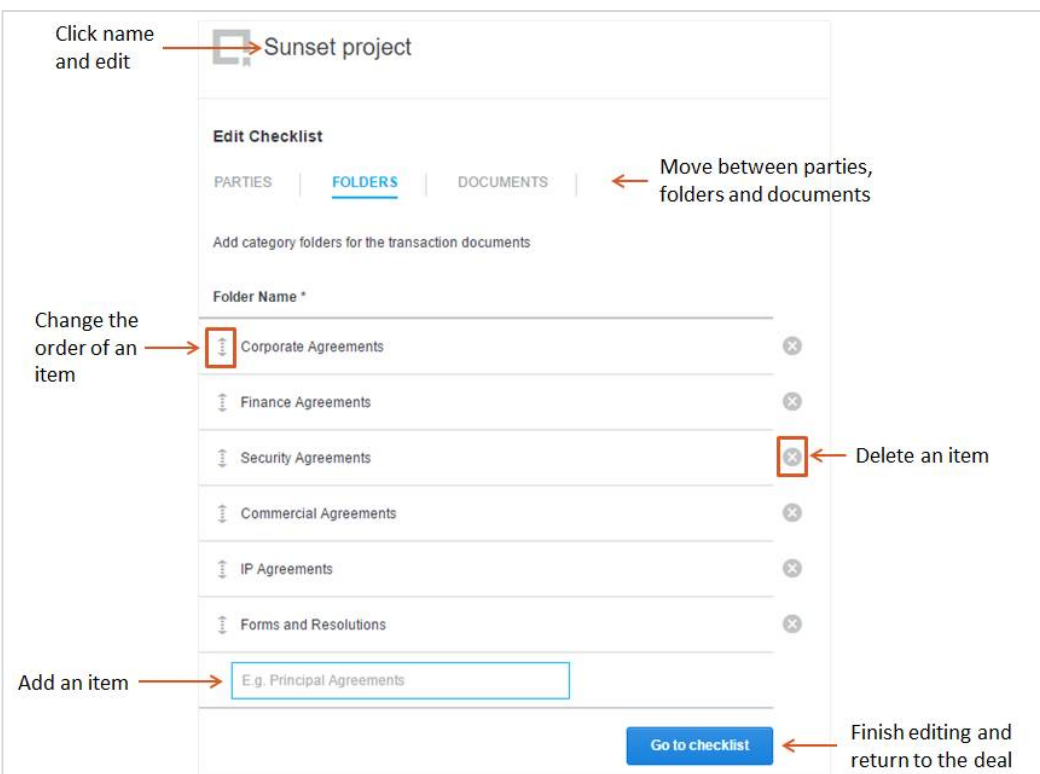

button appears next to all other documents. Click and select **Place above** or **Place below**.

**Delete**: Deletes the current document.

## Detailed editing of checklist

At any time during a deal, the deal owner and admin users can return to the tabbed checklist interface used when creating the deal to perform detailed editing of the checklist.

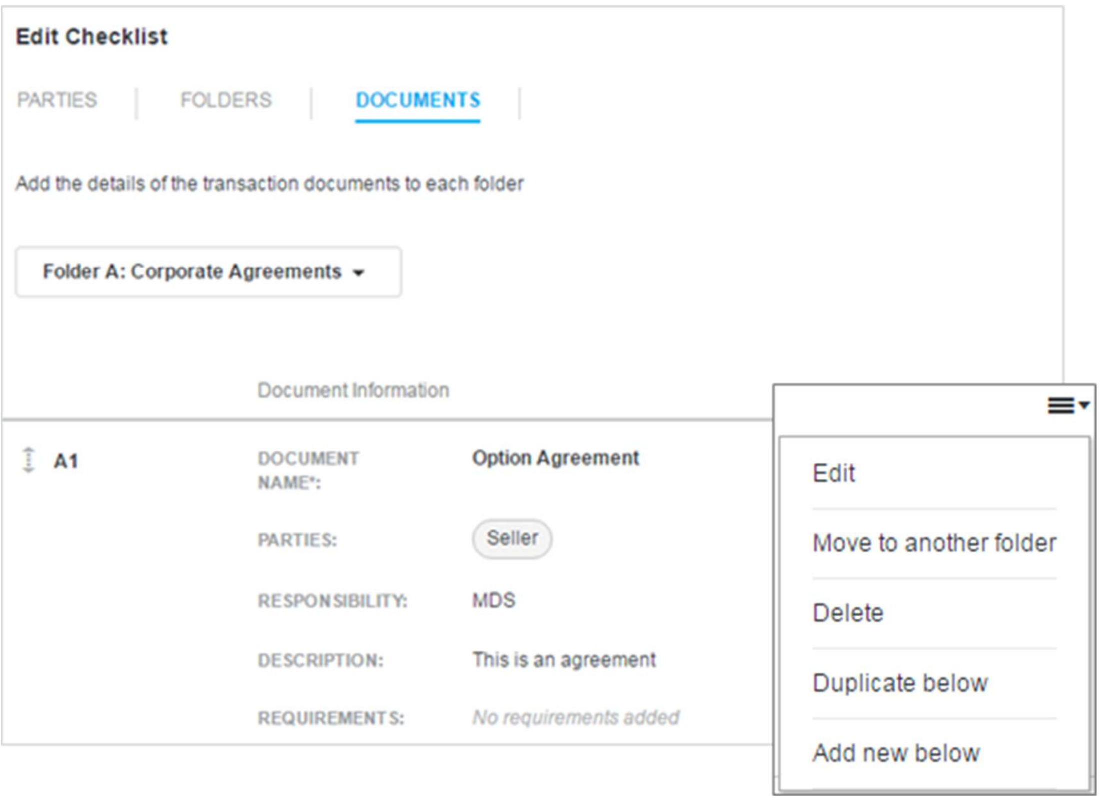
Select **Edit checklist** in the **Deal actions** menu.



You can do any of the following:

- Change the name of the deal.
- Add new parties, folders and documents.
- Change the details of existing parties, folders and documents by clicking an item and making edits.
- Delete existing parties, folders and documents using the button or menu options next to an item.
- Change the order of documents within a folder using the icon and dragging the document to its new position. The numerical referencing of the documents will update automatically.
- Change the order of folders using the icon and dragging the folder to its new position. The numerical referencing of the folders will update automatically.

In the **Documents** tab, you can use the burger menu to the right of the document name to edit the documents in the deal.




- Click **Edit** and edit the **Document Name**, **Parties**, **Responsibility**, **Description** and **Requirements** fields.
- Click **Move to another folder** and select a folder from the list of folders displayed. Click **Move**.
- Click **Delete** to delete the document.

- Click **Duplicate below** to add another copy of the document in the row below which you can then edit.
- Click **Add new below** to add a new document in the row below.

Changes are saved automatically. Select tabs to move through the different pages of the documents checklist and when you have finished editing, click **Go to checklist**.

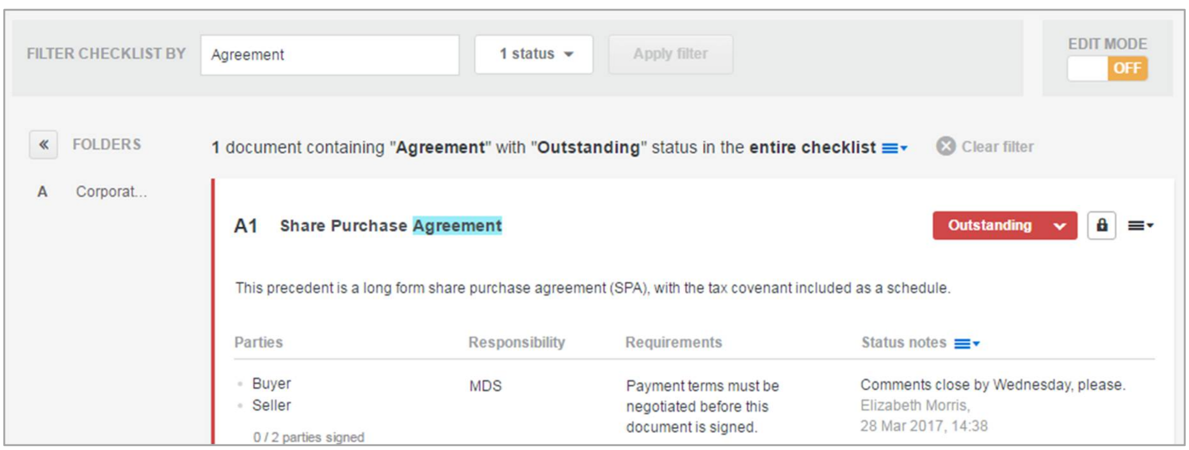
## Searching and filtering the checklist

You can search and filter the checklist to quickly find a document using the fields at the top of the checklist.


You can filter using keywords, status labels or both.

- Enter a keyword into the search field and click **Apply filter**. Items are listed on the right that have matches in their index numbers, document names, parties or responsibility fields.
- Click the status filter, select one or more statuses and click **Apply filter**.

You can further narrow down the results by selecting a particular folder.




***Tip!** You can export the filtered checklist using the burger menu to the left of **Clear filter**. Refer to Exporting the Checklist.*

# Changing Participants

Selecting the **Participants** tab at the top of the Transact page displays a list of participants currently in the deal. It also shows any pending participants – those invited but who have not yet accepted your invitation. At any time during a deal, the deal owner and admin users can add further participants or remove participants from the deal.

> ***Note**: The deal owner cannot be removed.*

**To add participants:**

1. In the **Participants** tab, click **Invite new participants** and enter the email addresses of the people you want to invite to the deal.
2. Click **Invite**. Invitations are sent to the email addresses inviting the recipient to join your deal. Until the recipient responds, you will see the invitation listed as pending (which can be cancelled).

**To remove participants:**

1. In the list of **Current Participants**, click the burger menu to the right of the member you want to remove.
2. Click **Remove from Deal**. The participant is deleted from the list and is removed from the deal. They receive an email notifying them that they have been removed and they no longer have access to the checklist or any documents in the deal.

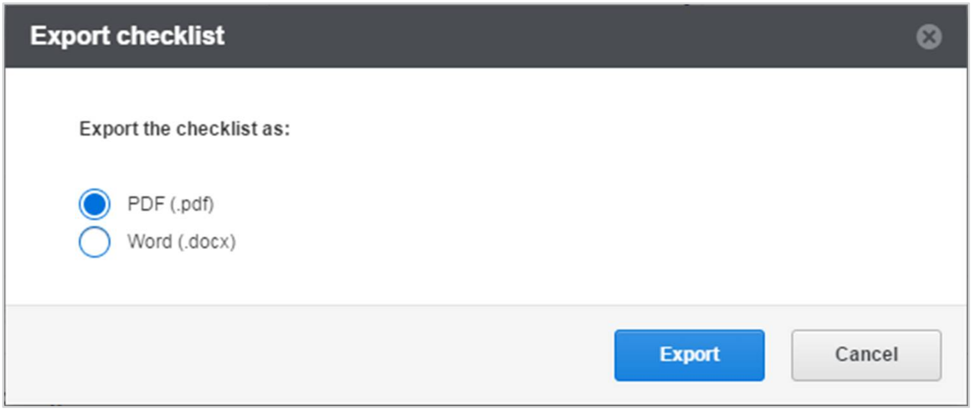
# Exporting the Checklist

You can export a copy of the documents checklist as a PDF or Word file at any time. This can be helpful if you want to print the checklist or share it with someone involved in the deal. The status labels applied to a document are included in the exported checklist.

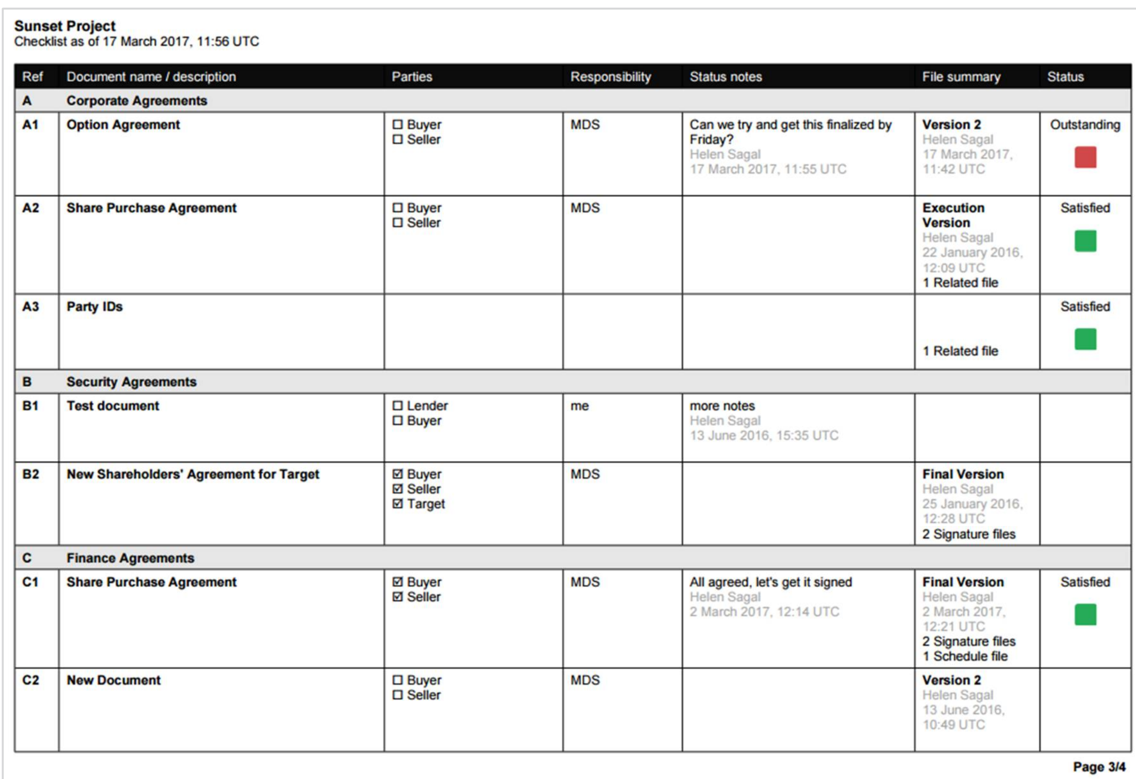
You can export the full checklist or just part of it after it has been filtered.

**To export the full documents checklist:**

1. From the **Deal actions** menu, select **Export checklist**.




2. Select whether to export the documents checklist as a Word file or PDF.
3. Click **Export**. Your documents checklist is saved to your Downloads folder. By default, it is named [name of deal] - Document Checklist as of [date and time].



**Sunset Project**
Checklist as of 17 March 2017, 11:56 UTC

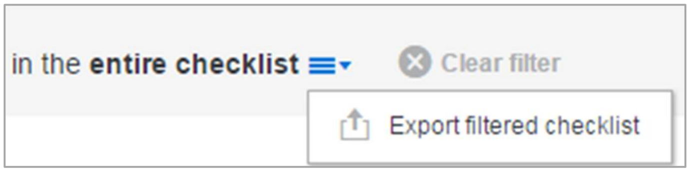
| Ref | Document name / description | Parties | Responsibility | Status notes | File summary | Status |
|---|---|---|---|---|---|---|
| **A** | **Corporate Agreements** | | | | | |
| **A1** | **Option Agreement** | ☐ Buyer<br>☐ Seller | MDS | Can we try and get this finalized by Friday?<br>Helen Sagal<br>17 March 2017, 11:55 UTC | **Version 2**<br>Helen Sagal<br>17 March 2017, 11:42 UTC | Outstanding |
| **A2** | **Share Purchase Agreement** | ☐ Buyer<br>☐ Seller | MDS | | **Execution Version**<br>Helen Sagal<br>22 January 2016, 12:09 UTC<br>1 Related file | Satisfied |
| **A3** | **Party IDs** | | | | 1 Related file | Satisfied |
| **B** | **Security Agreements** | | | | | |
| **B1** | **Test document** | ☐ Lender<br>☐ Buyer | me | more notes<br>Helen Sagal<br>13 June 2016, 15:35 UTC | | |
| **B2** | **New Shareholders' Agreement for Target** | ☑ Buyer<br>☑ Seller<br>☑ Target | MDS | | **Final Version**<br>Helen Sagal<br>25 January 2016, 12:28 UTC<br>2 Signature files | |
| **C** | **Finance Agreements** | | | | | |
| **C1** | **Share Purchase Agreement** | ☑ Buyer<br>☑ Seller | MDS | All agreed, let's get it signed<br>Helen Sagal<br>2 March 2017, 12:14 UTC | **Final Version**<br>Helen Sagal<br>2 March 2017, 12:21 UTC<br>2 Signature files<br>1 Schedule file | Satisfied |
| **C2** | **New Document** | ☐ Buyer<br>☐ Seller | MDS | | **Version 2**<br>Helen Sagal<br>13 June 2016, 10:49 UTC | |

**Page 3/4**

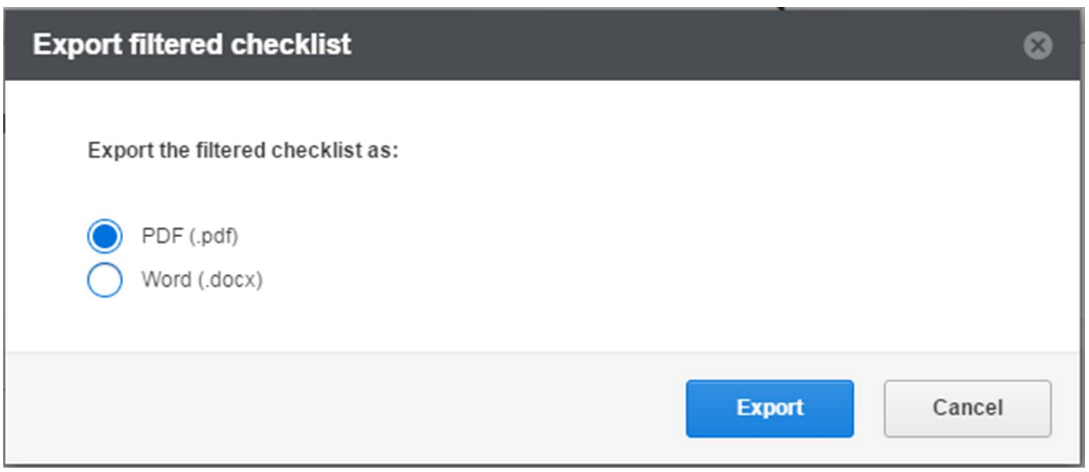
***Note**: The checklist includes your corporate logo on the front page if your admin has branded your Workshare account in the Admin Console.*

**To export a filtered documents checklist:**

1. Filter your checklist as required, as described in Searching and filtering the checklist.
2. Click the burger menu to the left of **Clear filter**.




3. Select **Export filtered checklist**.




4. Select whether to export the filtered checklist as a Word or PDF file.
5. Click **Export**. Your filtered documents checklist is saved to your Downloads folder. By default, it is named [name of deal] - Document Checklist as of [date and time].

***Note**: The checklist includes your corporate logo on the front page if your admin has branded your Workshare account in the Admin Console.*

# Monitoring the Timeline

Adding a file or joining a deal are events and all events are logged on a deal-specific timeline, showing activity as it happens. All participants can easily see what has been happening since they last logged in, and optional email notifications of timeline events can also be sent.

**To display the timeline:**

Select the **Timeline** tab at the top of the Transact page.

**Timeline**

| Date/Time | Document | Activity |
|---|---|---|
| 02 Feb 2016, 15:50 | | Ryan Ilta has joined the deal |
| 25 Jan 2016, 14:07 | **A1** Sale and Purchase Agreement | Version 2 Comparison added by Alice Smith |
| 25 Jan 2016, 14:07 | **A1** Sale and Purchase Agreement | Version 2 added by Alice Smith |
| 25 Jan 2016, 14:05 | **A1** Sale and Purchase Agreement | New status note added by Alice Smith: *"V1 posted. Comments please."* |
| 25 Jan 2016, 14:04 | **A1** Sale and Purchase Agreement | Version 1 added by Alice Smith |
| 25 Jan 2016, 14:03 | | Owen Oliver has joined the deal |
| 25 Jan 2016, 13:54 | | Project Tampa created by Alice Smith |

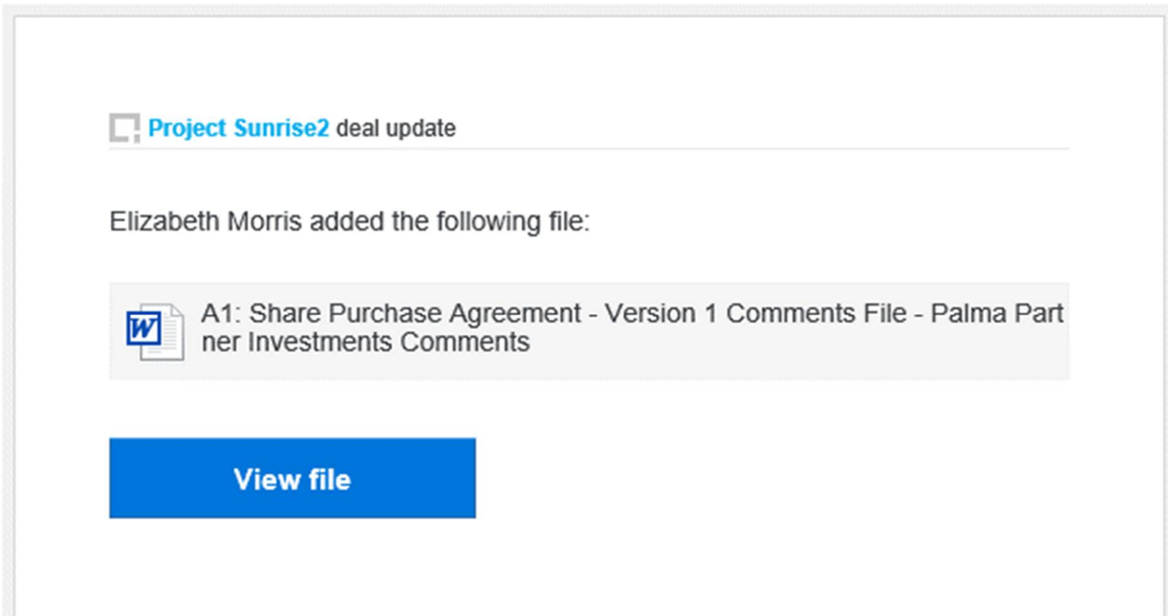
« < 1 > »

The timeline provides a chronological feed of every activity within the deal recording file additions and deletions, status note additions and participants joining or leaving the deal. Email notifications can be sent to all participants in respect of each activity.

You can access documents directly from the timeline by clicking a document name. This opens the document details page for that document.

# Configure email notifications

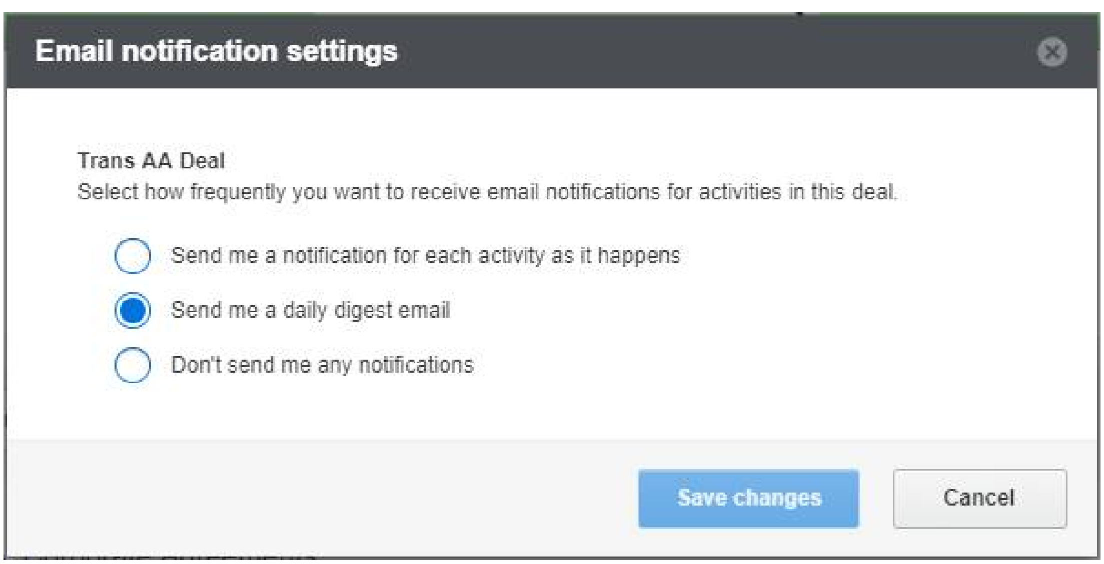
Every time there is an activity in a deal, such as the upload of a new version of a document, all participants can receive an email notification.




By default, participants receive a digest once a day listing all the activities that happened in the deal over the previous 24 hours. Participants can control whether they receive email notifications or not – they can turn off email notifications or they can select to receive an email notification for each event as it happens.

**To configure email notifications:**

1. Click the **Deal actions** menu and select **Email settings**.



2. Select how often you want to receive email notifications:
   - As each activity on the deal occurs
   - Once a day
   - Never
3. Click **Save changes**.

***Note**: If you switch from a daily digest to no notifications, you may still receive a final daily digest before the setting takes effect.*

# Chapter 4: Participating in a Deal

- **Your Role as a Deal Participant**
- **Joining a Deal**
- **Viewing Deal Documents**
- **Adding Deal Documents**
- **Monitoring the Deal**
- **Leaving a Deal**

# Your Role as a Deal Participant

As a member of a deal, you can add files to the deal, download deal files, export the checklist and leave the deal. If you want to invite other participants or edit the checklist, contact the deal owner about being made an admin user. Refer to user types in Transact.

You will have full access to the documents checklist to access and view all deal documents, view status updates, new versions and so on. In particular you can:

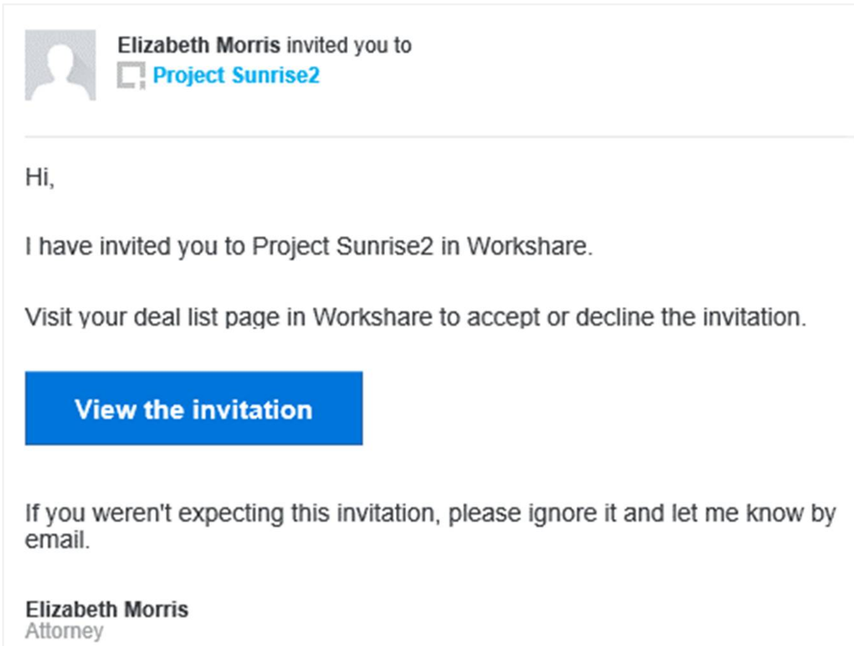
- Navigate between folders and documents
- See a document's status and who is responsible for it
- View a file in the browser or download a file
- Add new versions to a document by adding a file
- Include a comparison of your version against the previous version
- Add a status note to a document
- Add signature pages to a document
- View previous versions
- Add a related document
- Add a comment file for any version of a document

# Joining a Deal

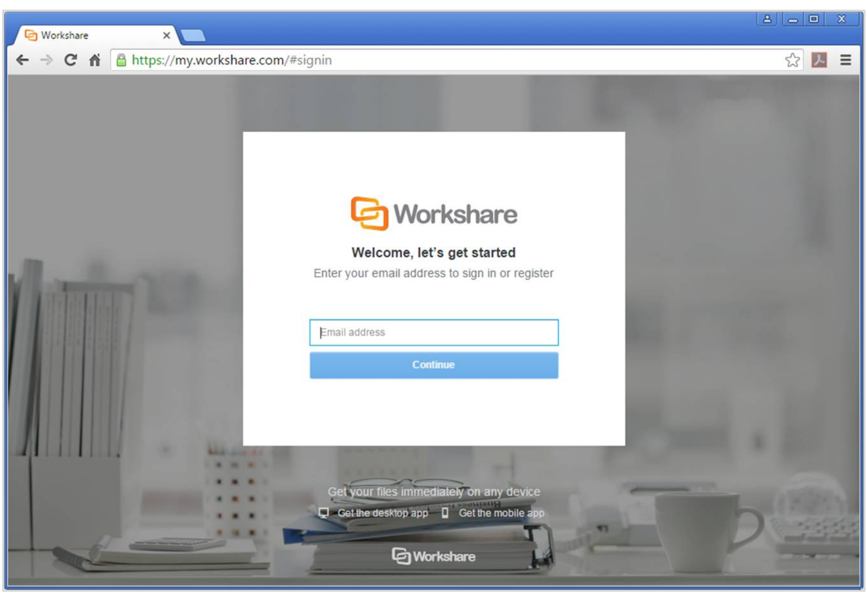
In order to join a Transact deal, you must have a Workshare account.

**To join a deal:**

1. Your invitation to join a deal will arrive by email. For example:

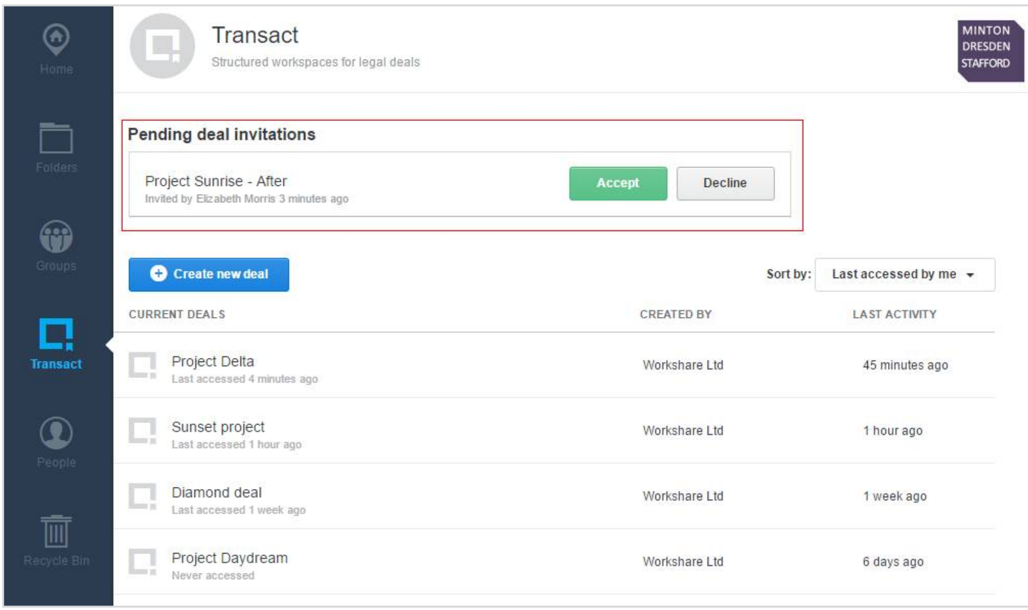



2. Click **View the invitation**.



3. Enter your email address. If you already have a Workshare account, enter your Workshare password. If you do not yet have a Workshare account, a verification email will be sent to your email address. Click **Verify now** in that email and create a Workshare password.

   Once you have successfully logged in to Workshare, the Transact area is displayed with pending deal invitations shown above your list of deals.

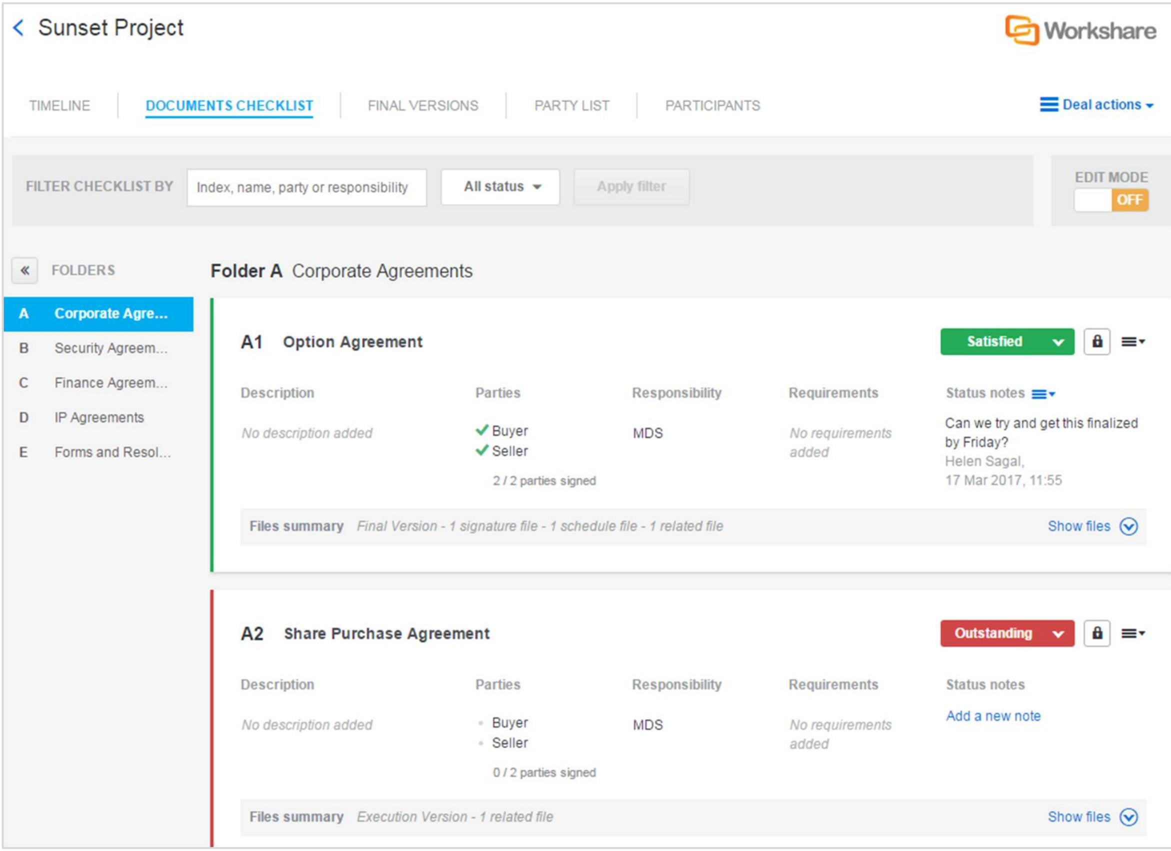



4. Click **Accept** next to a deal invitation to join a deal.

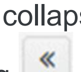
Now you have joined the deal, it will appear in your list of deals in Transact for you to access.

# Viewing Deal Documents

In Transact, all deal documents are organized into an online documents checklist. This provides a familiar, structured workspace for all transactional lawyers and their clients; it is dynamic and provides an up-to-date record of what is happening in a deal.



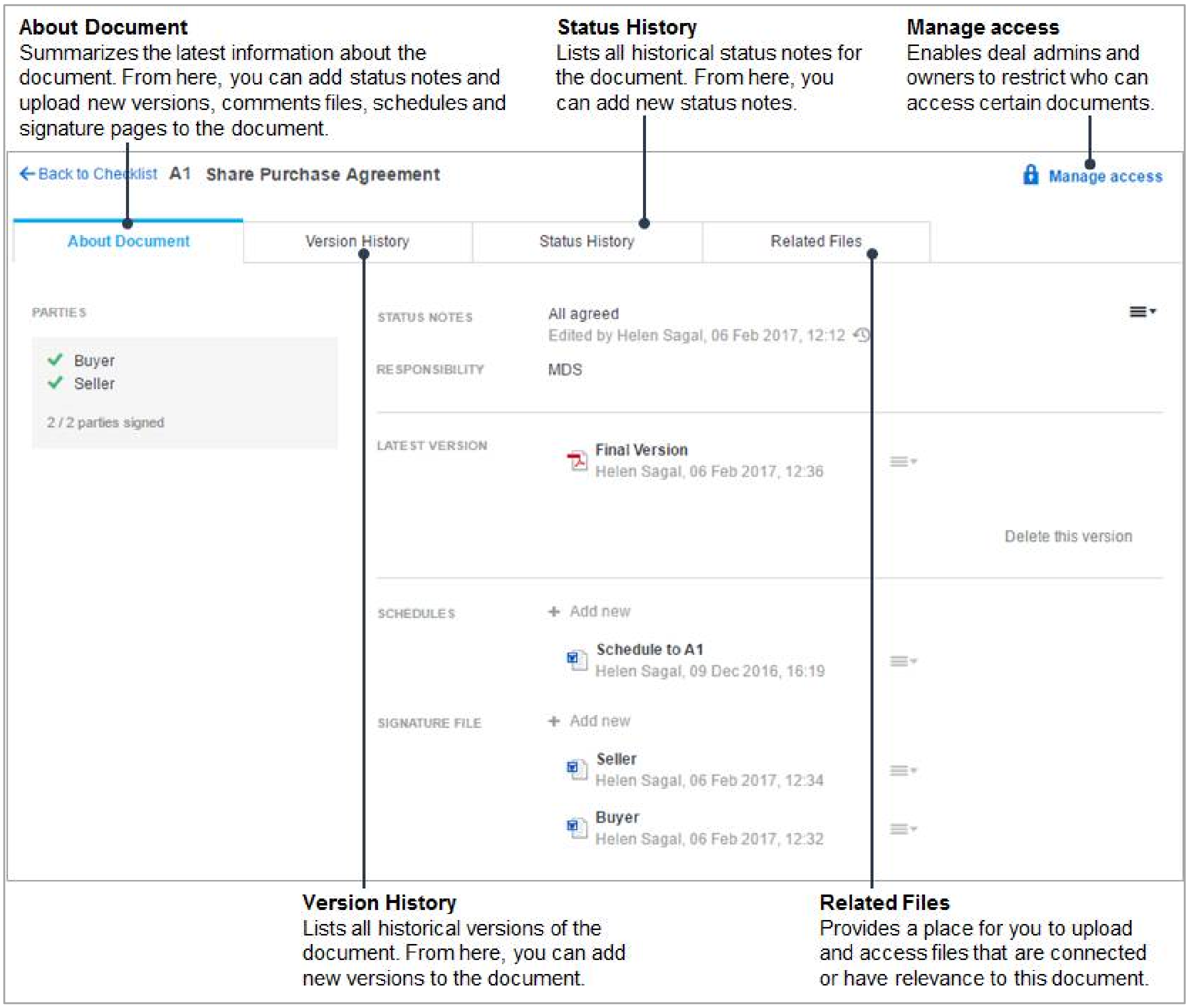

From the documents checklist, you can navigate between folders and documents, see a document's status and understand who is responsible for it. You can also add versions, comment files, schedules and signature pages to documents.


You can collapse the list of folders by clicking . This displays folders by their index letter only.

# Viewing a document's history

All a document's files can be seen in the documents checklist. A complete history of a document can be seen in the document details page. This is accessed by clicking a document's name in the documents checklist or using the document's burger menu.

You'll see four tabs that show you everything you need to know about that document.



# Downloading documents

You can download a single file or download all deal files at one time.

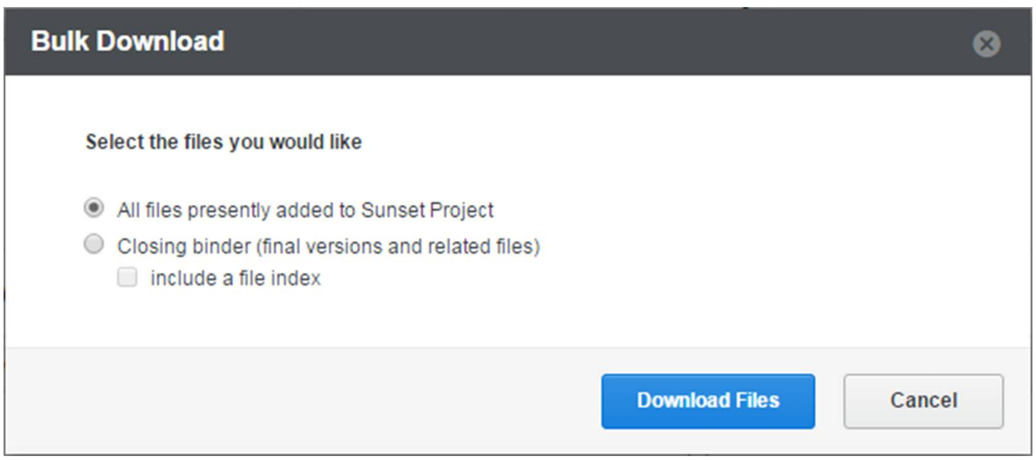
Single files can be viewed in a browser or downloaded to your desktop:

- To view a file as a PDF in your browser, click its name, for example, Version 1 in the documents checklist or document details page. You can also click **View** in the file's burger menu.
- To download a file to your desktop, click its icon in the documents checklist or document details page. You can also click **Download** in the file's burger menu. By default, the file is saved to your **Downloads** folder.

***Tip!*** *You specify the default download location in your browser settings.*

**To download all deal files:**

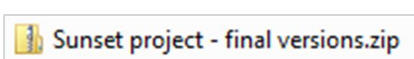
1. From the **Deal actions** menu, select **Bulk download**.




2. Select whether to include all deal files or only the final versions and related files of documents.

***Note****: Use the* ***Closing binder (final versions and related files)*** *option at the end of your deal to create your closing binder/bible. You can select whether to include a file index or not. Refer to Generating Transaction Bibles/Closing Binders.*

3. Click **Download Files**. The selected files are compressed into a zip file which is saved into your Downloads folder.



If you selected to include a file index page, it is included in the zip file. It includes links to each final version, for example:

**Sunset Project**

Index of Transaction Documents

| Ref | Document / Item | Parties | Files |
|---|---|---|---|
| A | Corporate Agreements | | |
| A1 | Option Agreement | Buyer<br>Seller | Final Version<br>WPS |
| A2 | Share Purchase Agreement | Buyer<br>Seller | Final Version |
| A3 | Party IDs | | Palma arts of incorp |

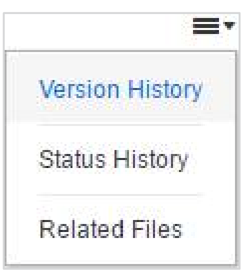
***Note**: This index includes your corporate logo on the front page if your admin has branded your Workshare account in the Admin Console.*

# Viewing previous versions

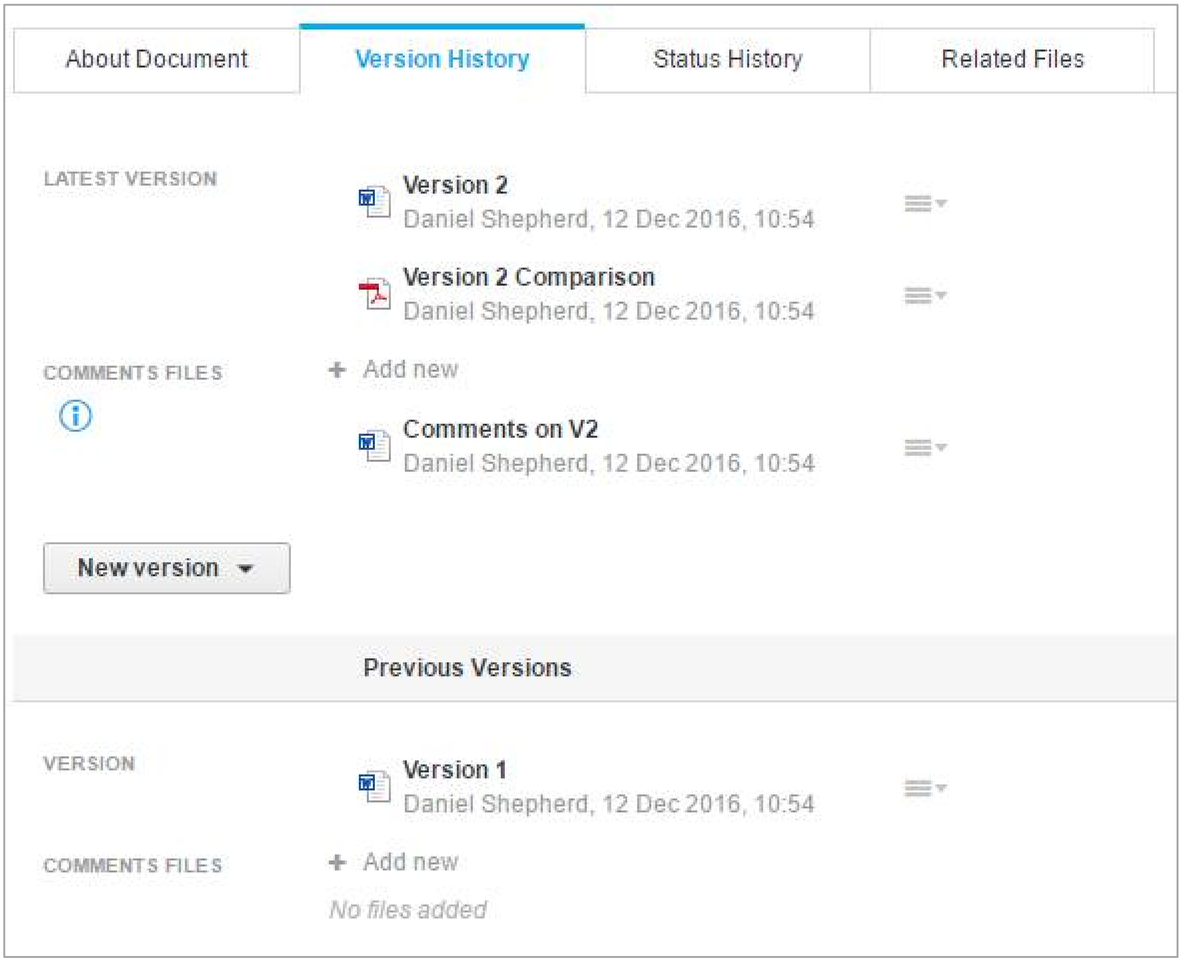
Previous versions of documents can be seen in the documents details page - **Version History** tab. You can see all earlier versions of a document but you can only delete versions you added.

**To view previous versions:**

Click the document’s menu and select **Version History**.



The **Version History** tab in the document details page is displayed.




If you added the latest version, you can delete it. Refer to deleting versions.

For any version, you can add your comments in a comment file. Refer to adding comment files.

# Adding Deal Documents

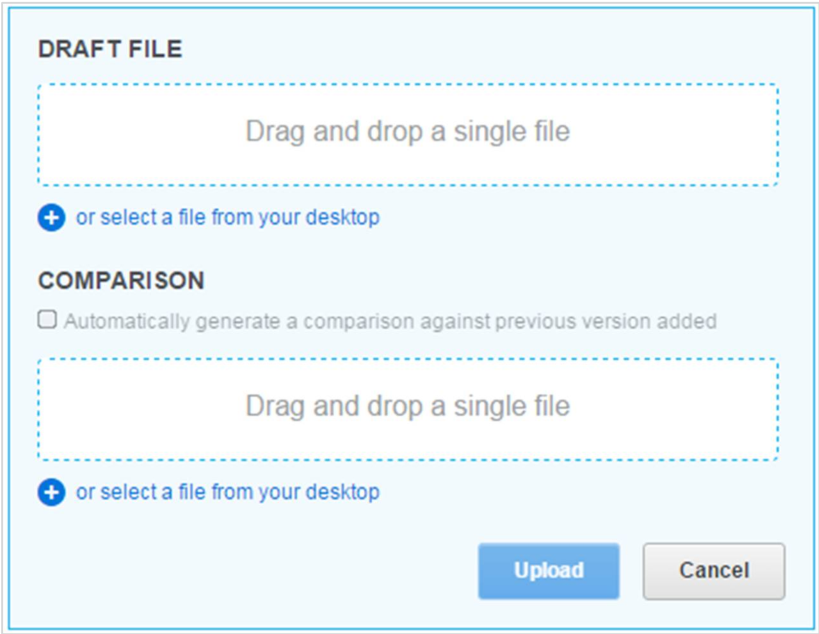
Files can be uploaded to a transaction document by any participant. Files that will have versions are uploaded to the **Latest version** area and one-off files with no versions are uploaded to the **Related files** area.

## Adding versions

Agreements and contracts can go through many versions before a final version is agreed. During that process, new versions will be added, comment files may be linked to a particular version and comparisons can be generated between selected versions.

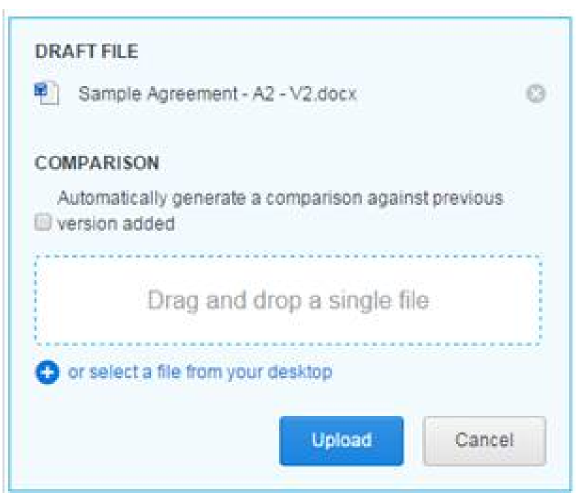
**To add a version:**

1. Click the **New version** button below the latest version and select **Draft Version**.




2. In the **Draft File** area, select a file to add as a version:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

***Note**: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*




3. If you want to include a comparison:

- Select the **Automatically generate….** checkbox and, on upload, Workshare will create a comparison between the selected version and the previously uploaded version, or

> ***Note**: This checkbox is disabled if you select file types that cannot be compared; Workshare compares Word, PDF and text files.*

- Manually select a comparison document by dragging and dropping the comparison file or selecting from your desktop

4. Click **Upload**. The selected file is uploaded as a new version to the document. If you manually selected a comparison, that is also uploaded. If you selected to automatically generate a comparison then Workshare compares this latest version again the previous version and uploads a PDF comparison file.


The file just uploaded is shown under **Latest Version** with any comparison below it. Earlier versions are still available in the **Version History** tab of the document details page under **Previous Versions**.

> ***Note**: Any versions appearing under **Previous Versions** cannot be deleted or specified as the execution or bible versions.*

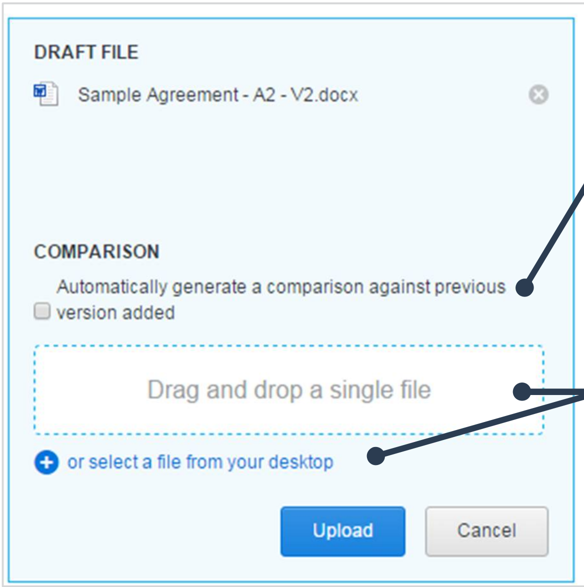
## Including comparisons

Whenever you add a version you can include a comparison. This could be a comparison you have run independently and saved as another file or Workshare can automatically generate a comparison between the version you are adding and the previous version. For example, if you add a file that is Version 6 of a document, Workshare would compare it against the file uploaded as Version 5 of the document.

> ***Note**: If you delete a version, the comparison you uploaded with it is also deleted.*

**To add a comparison:**

When you add a version to a document, include a comparison as follows:




**Automatic**: Select the **Automatically generate….** checkbox and, on upload, Workshare will create a comparison between the selected version and the previously added version.

***Note**: This checkbox is disabled if you select file types that cannot be compared; Workshare compares Word, PDF and text files.*

**Manual**: Select a comparison file that has already been created by dragging and dropping or browsing.

## Adding comment files

You can add a comment file to any version of a document whether added by you or another deal participant. Comment files include proposed changes and comments to a particular version of a document.

Refer to adding comment files.

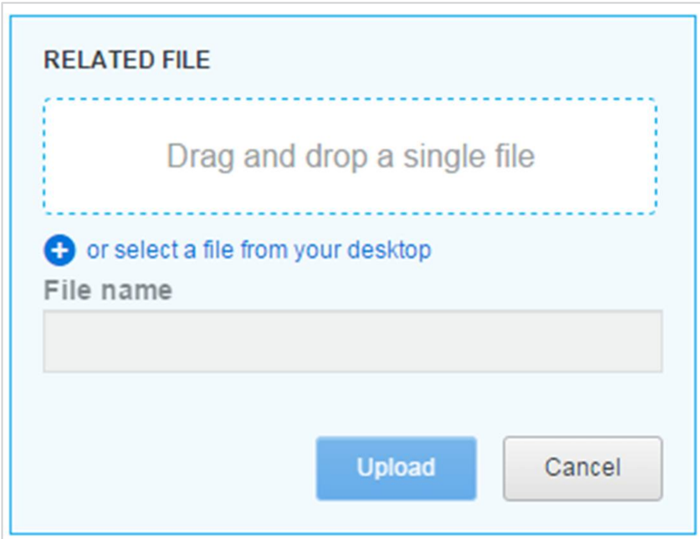
# Adding one-off files with no versions

One-off files with no versions, such as proof of ID, are uploaded to the **Related files** area of a document.

**To add a related file:**

1. Select the **Documents Checklist** tab at the top of the Transact page.
2. Select a folder from the list of checklist folders on the left and scroll to the document where you want to upload a file.
3. Click **Show files**.
4. Next to **Related files**, click **Add new**.

***Tip!** You can also do this from within the document details page – **Related Files** tab.*




5. Select a file to add as follows:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

***Note**: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*

6. Rename the file if required.
7. Click **Upload**. The selected file is added to the document.

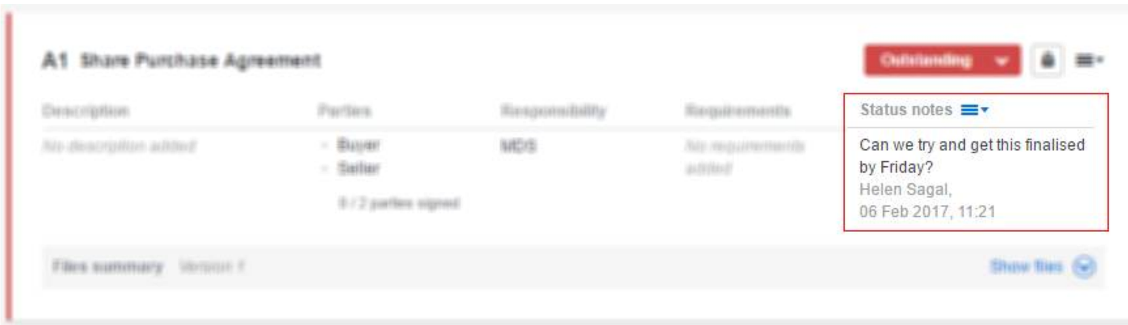
You can add further one-off files with no versions files to the same document as necessary.

***Note**: Click to delete a related file. Only the owner of the deal, admin users and users who added the related file can delete it.*

# Adding status notes

Status notes are a useful way of providing information about a document. The latest status note can be seen in the documents checklist by all participants. The full history of status notes for a document can be seen in the document details page – **Status History** tab.

***Note**: Status notes are not intended as a tool for giving comments about the content/drafting of a document - comments on document drafts can be shared by adding comment files into the document details page.*

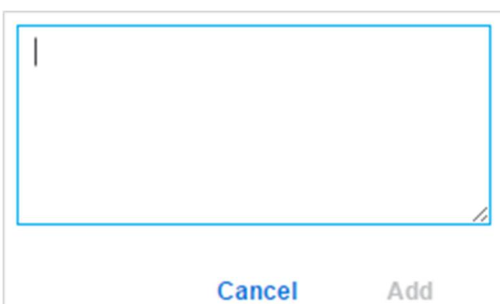



The latest status note for a document is always displayed in the documents checklist and you can edit or delete it if you added the status note in the first place.

Adding a new status note will replace any previous note. All previous notes can be viewed in the document details page – **Status History** tab where you can edit and delete the status notes that you added.

**To add a status note:**

- From the burger menu to the right of the latest status note, select **New Note** or in the **Status History** tab, click **Add a new note**.




***Note**: If no status note has been added yet, in the documents checklist, click **Add a new note** in the **Status notes** area.*

Enter information as required and click **Add**.

**To edit your status notes:**

- From the burger menu to the right of the latest status note, select **Edit** or in the **Status History** tab, click **Edit**. Modify the latest status note as required and click **Update**.

***Note**: The **Edit** option is disabled if it's not your status note and you can't modify it.*

**To delete your status notes:**

- From the burger menu to the right of the latest status note, select **Delete**. Click **OK** to confirm. The latest status note is deleted and the previous status note (if there is one) is displayed.
- In the **Status History** tab, click **Delete** next to the status note you want to delete and click **OK** to confirm.

***Note**: The **Delete** option is disabled if it's not your status note and you can't delete it.*

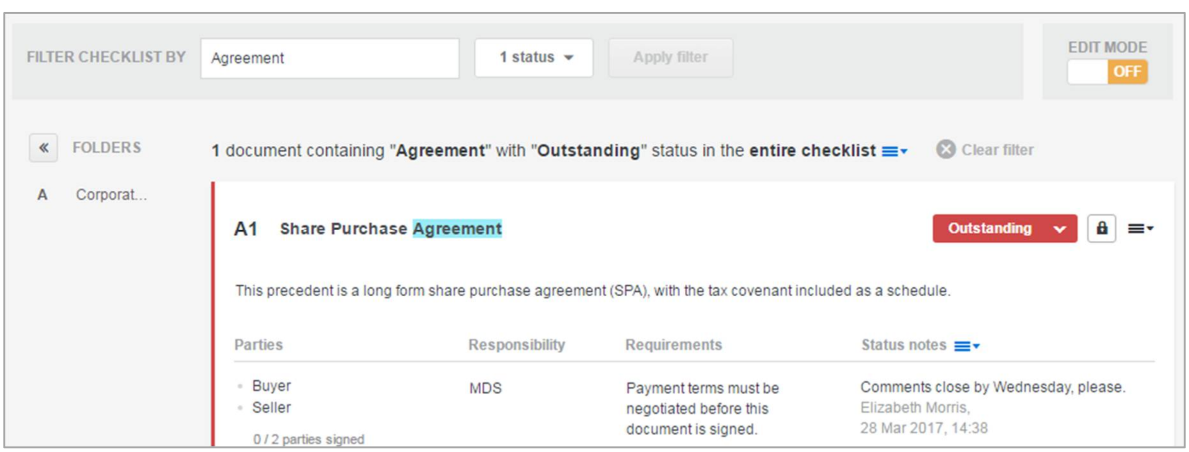
## Searching and filtering the checklist

You can search and filter the checklist to quickly find a document using the fields at the top of the checklist.


You can filter using keywords, status labels or both.

- Enter a keyword into the search field and click **Apply filter**. Items are listed on the right that have matches in their index numbers, document names, parties or responsibility fields.
- Click the status filter, select one or more statuses and click **Apply filter**.

You can further narrow down the results by selecting a particular folder.



*Tip! You can export the filtered checklist using the burger menu to the left of **Clear filter**. Refer to Exporting the Checklist.*

# Monitoring the Deal

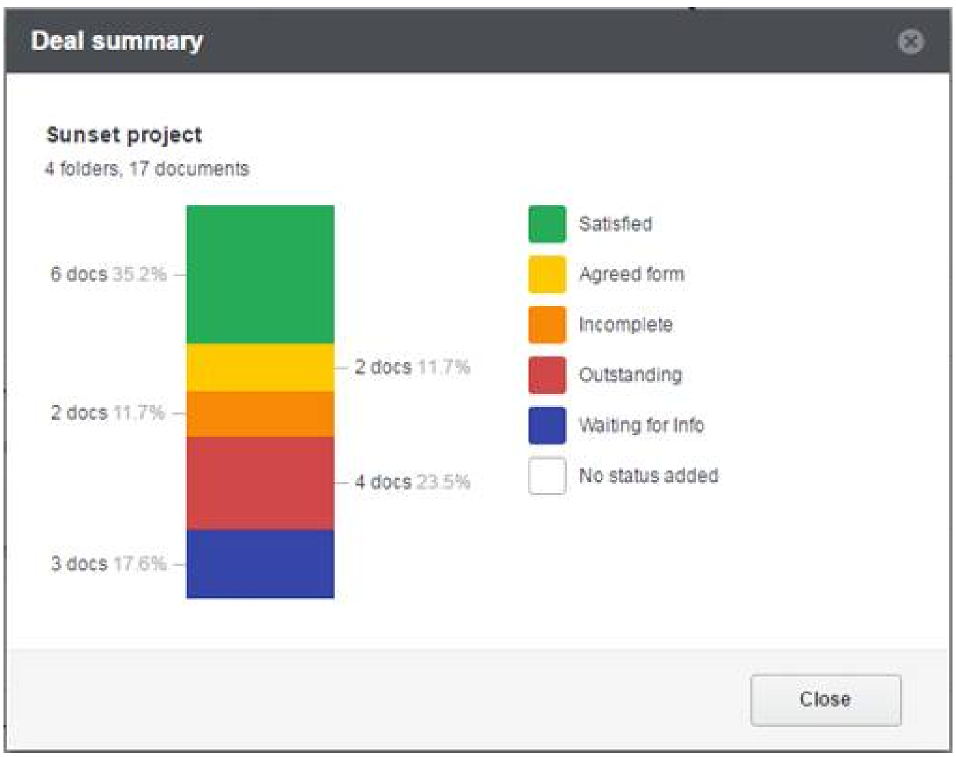
Transact provides a status summary, an activity timeline and email notifications to enable you to keep on top of the latest developments in a deal.

## Viewing status summary

All participants can view a summary of the status of all documents in the deal so they can understand the number of documents currently at each stage of the process.

**To view a status summary:**

From the **Deal actions** menu, select **Status summary**.




All participants can get a summary of where the deal is at. The chart clearly shows the number of documents currently at each stage of the process.

The total number of folders and documents in the deal is also shown.

***Note**: If member participants have been restricted from accessing certain documents, those documents will not be included in the summary that user sees.*

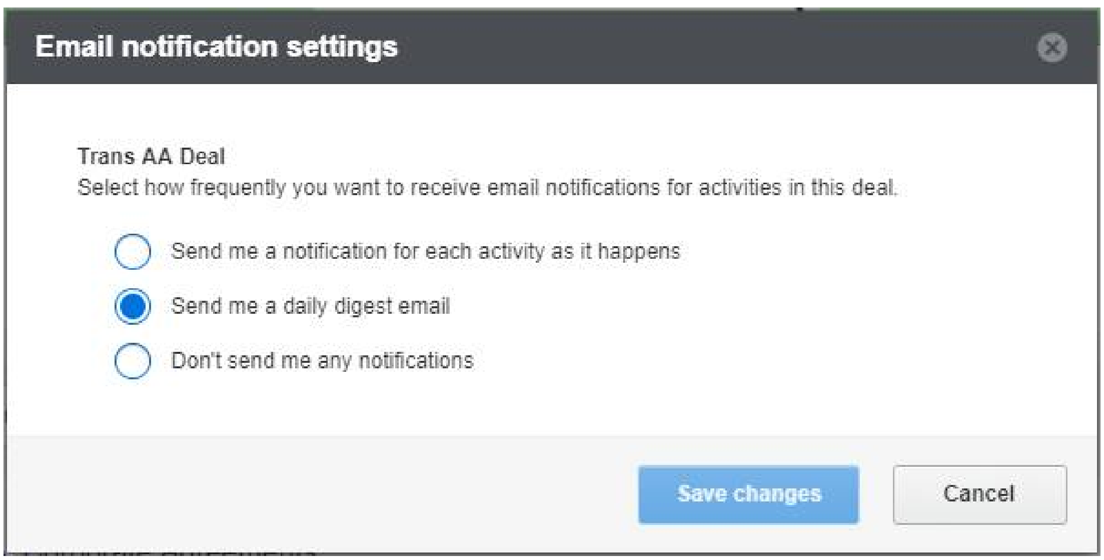
## Receiving email notifications

Email notifications can be sent to all participants in respect of each activity. For example, when a new version is added to a deal document or when a new participant joins a deal, you will receive an email notification.

By default, participants receive a digest once a day listing all the activities that happened in the deal over the previous 24 hours. You can control whether you receive email notifications or not – you can turn off email notifications or you can select to receive an email notification for each event as it happens.

**To configure email notifications:**

1. Click the **Deal actions** menu and select **Email settings**.




2. Select how often you want to receive email notifications:
   - As each activity on the deal occurs
   - Once a day
   - Never
3. Click **Save changes**.

***Note**: If you switch from a daily digest to no notifications, you may still receive a final daily digest before the setting takes effect.*

# Using the timeline

The timeline provides another way of monitoring activity in a deal. It records all activities, for example, file additions and deletions, status note additions, and participants joining or leaving the deal.

**To display the timeline:**

Select the **Timeline** tab at the top of the Transact page.

**Timeline**

| Date/Time | Document | Activity |
|---|---|---|
| 02 Feb 2016, 15:50 | | Ryan Ilta has joined the deal |
| 25 Jan 2016, 14:07 | **A1** Sale and Purchase Agreement | Version 2 Comparison added by Alice Smith |
| 25 Jan 2016, 14:07 | **A1** Sale and Purchase Agreement | Version 2 added by Alice Smith |
| 25 Jan 2016, 14:05 | **A1** Sale and Purchase Agreement | New status note added by Alice Smith: *"V1 posted. Comments please."* |
| 25 Jan 2016, 14:04 | **A1** Sale and Purchase Agreement | Version 1 added by Alice Smith |
| 25 Jan 2016, 14:03 | | Owen Oliver has joined the deal |
| 25 Jan 2016, 13:54 | | Project Tampa created by Alice Smith |

« < 1 > »

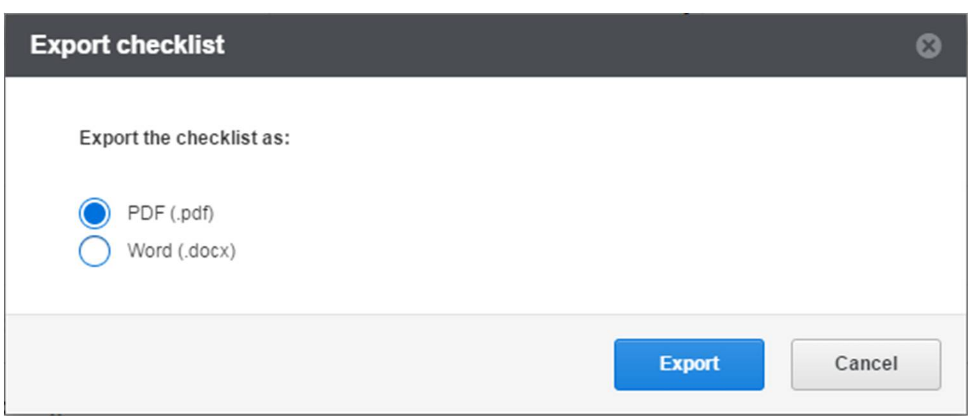
# Exporting the checklist

You can export a copy of the documents checklist as a PDF or Word file at any time. This can be helpful if you want to print the checklist or share it with someone involved in the deal. The status labels applied to a document are included in the exported checklist.

You can export the full checklist or just part of it after it has been filtered.

**To export the full documents checklist:**

1. From the **Deal actions** menu, select **Export checklist**.




2. Select whether to export the documents checklist as a Word file or PDF.

3. Click **Export**. The documents checklist is saved to your Downloads folder. By default, it is named [name of deal] - Document Checklist as of [date and time].

**Sunset Project**
Checklist as of 17 March 2017, 11:56 UTC

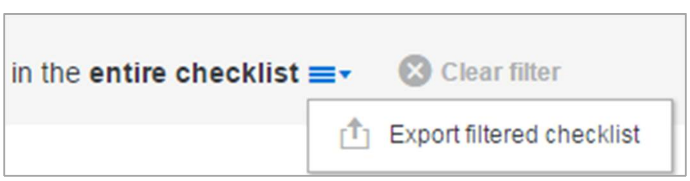
| Ref | Document name / description | Parties | Responsibility | Status notes | File summary | Status |
|---|---|---|---|---|---|---|
| **A** | **Corporate Agreements** | | | | | |
| **A1** | **Option Agreement** | ☐ Buyer<br>☐ Seller | MDS | Can we try and get this finalized by Friday?<br>Helen Sagal<br>17 March 2017, 11:55 UTC | **Version 2**<br>Helen Sagal<br>17 March 2017, 11:42 UTC | Outstanding |
| **A2** | **Share Purchase Agreement** | ☐ Buyer<br>☐ Seller | MDS | | **Execution Version**<br>Helen Sagal<br>22 January 2016, 12:09 UTC<br>1 Related file | Satisfied |
| **A3** | **Party IDs** | | | | 1 Related file | Satisfied |
| **B** | **Security Agreements** | | | | | |
| **B1** | **Test document** | ☐ Lender<br>☐ Buyer | me | more notes<br>Helen Sagal<br>13 June 2016, 15:35 UTC | | |
| **B2** | **New Shareholders' Agreement for Target** | ☑ Buyer<br>☑ Seller<br>☑ Target | MDS | | **Final Version**<br>Helen Sagal<br>25 January 2016, 12:28 UTC<br>2 Signature files | |
| **C** | **Finance Agreements** | | | | | |
| **C1** | **Share Purchase Agreement** | ☑ Buyer<br>☑ Seller | MDS | All agreed, let's get it signed<br>Helen Sagal<br>2 March 2017, 12:14 UTC | **Final Version**<br>Helen Sagal<br>2 March 2017, 12:21 UTC<br>2 Signature files<br>1 Schedule file | Satisfied |
| **C2** | **New Document** | ☐ Buyer<br>☐ Seller | MDS | | **Version 2**<br>Helen Sagal<br>13 June 2016, 10:49 UTC | |

**Page 3/4**

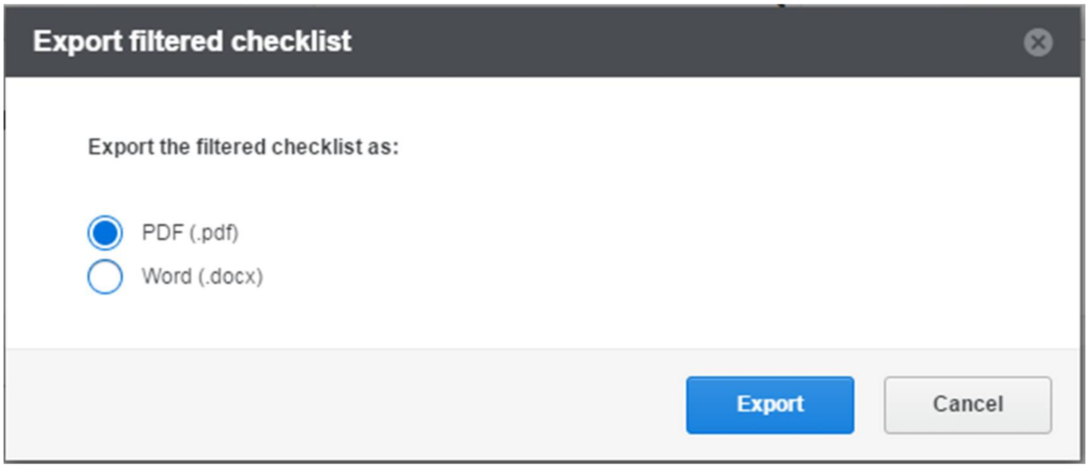
***Note**: The checklist includes your corporate logo on the front page if your admin has branded your Workshare account in the Admin Console.*

**To export a filtered documents checklist:**

1. Filter your checklist as required, as described in Searching and filtering the checklist.
2. Click the burger menu to the left of **Clear filter**.



3. Select **Export filtered checklist**.




4. Select whether to export the filtered checklist as a Word or PDF file.
5. Click **Export**. Your filtered documents checklist is saved to your Downloads folder. By default, it is named [name of deal] - Document Checklist as of [date and time].

***Note**: The checklist includes your corporate logo on the front page if your admin has branded your Workshare account in the Admin Console.*

# Leaving a Deal

As a member user, you can leave the deal at any time. For example, if you have completed your contribution and you no longer want access to the deal. However, once you leave a deal, you will no longer have access to the deal documents and will need to be re-invited to gain access again.

**To leave a deal:**

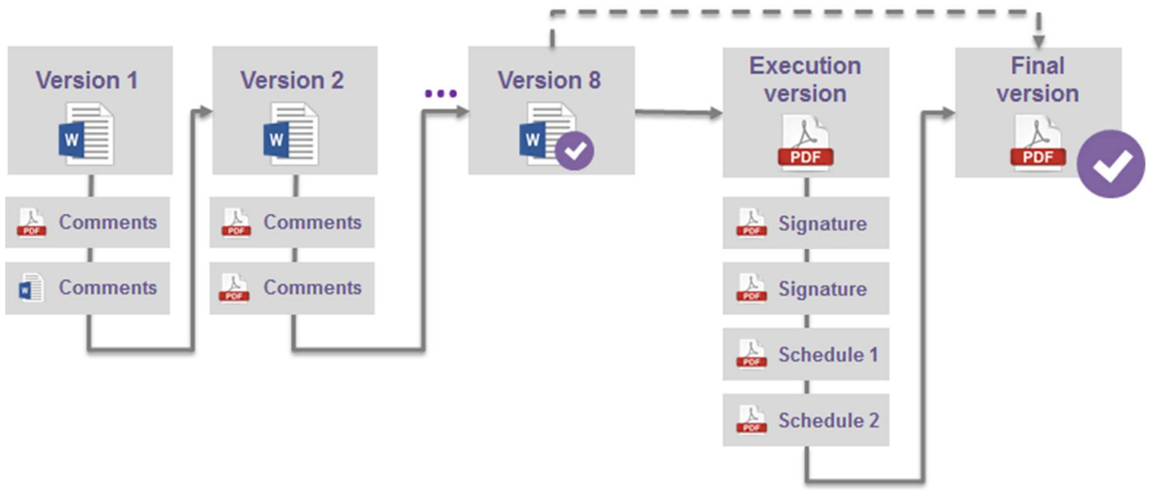
1. From the **Deal actions** menu, select **Leave deal**.
2. Click **OK** in the confirmation dialog.

# Chapter 5: Closing a Deal

- **Closing a Deal in Transact**
- **Adding Execution Versions**
- **Handling Signatures and Schedules**
- **Creating Final Versions**
- **Generating Transaction Bibles/Closing Binders**

# Closing a Deal in Transact

Transact supports the typical flow of an executable legal document from first draft to final version and the documents checklist enables you to quickly see the state of each document in the deal. Once a version of a document has been approved, you can designate it as the execution version or you can add a new file as the execution version. Transact manages the collection of signature pages from participants, allowing you to close the deal in an organized manner.




Once all signature pages and schedules have been collected for a document, you can create the final version of the document. If no signatures are required, you can simply designate the execution version as the final version or add a final version that has been created elsewhere. Once you have your bible or closing binder containing all final versions, you can deliver it online or as a CD.

# Adding Execution Versions

Execution versions are versions of a document that are ready to be executed, which normally means signed by the relevant parties. You can either designate the latest draft version to be the execution version or add a new file to be the execution version.

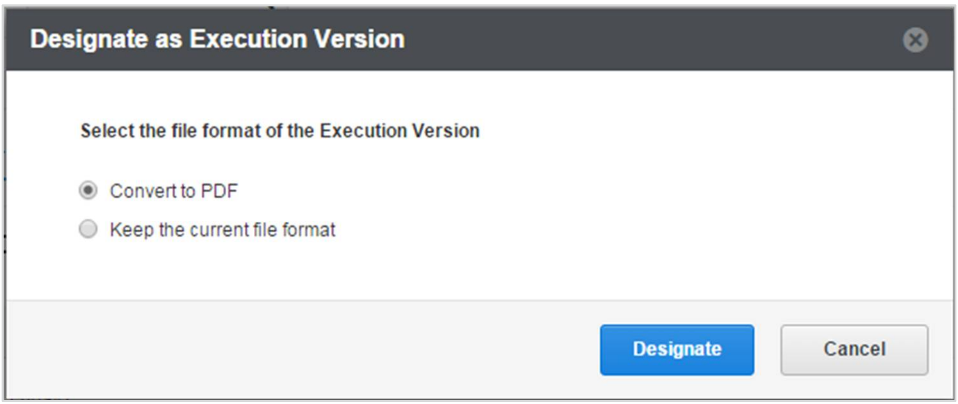
> ***Note**: Some deal documents will not require execution. In that case, you can designate the latest version as the final version. Refer to designating final versions.*

# Designating execution versions

Once a version has been approved, you can designate it to be the execution version. If the file is in Microsoft Word format, you can select to convert it to PDF.

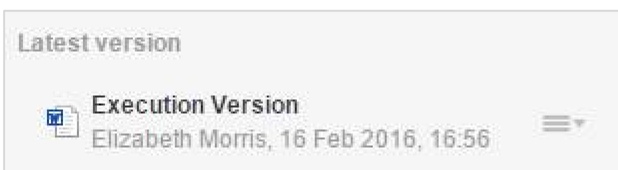
**To designate an execution version:**

1. Click the **New version** button below the latest version and select to designate **as Execution Version**. If the latest version is not a PDF, the following dialog is displayed.




2. Select whether to maintain the file in its current format or whether to convert it to PDF.

3. Click **Designate**. The file is converted to PDF (if selected) and now appears in the **Latest Version** area as “Execution Version”.




Only one execution version can be added to a document at any one time so the current execution version must be deleted before a replacement can be added.

***Note**: Only the owner of the deal, admin users and users who added the execution version can delete it.*

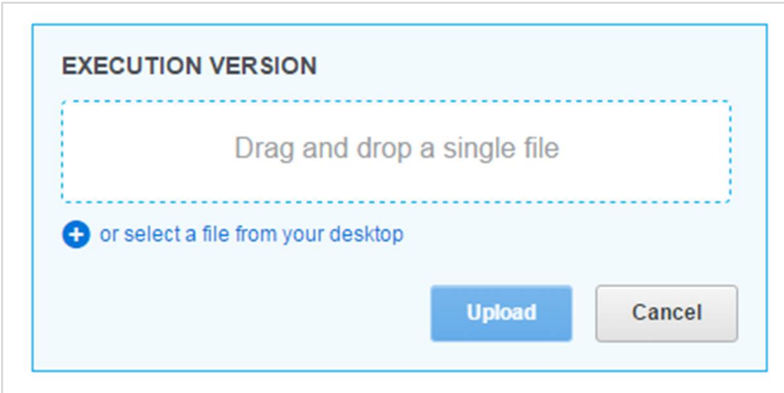
*Next step: handling signatures and schedules.*

# Adding new execution versions

Instead of designating the latest version as the execution version, you can add a new version. When you are using Transact just for closing a deal, you start by adding execution versions to the documents checklist.

**To add an execution version to a document:**

1. Click the **New version** button below the latest version and select **Execution Version**.



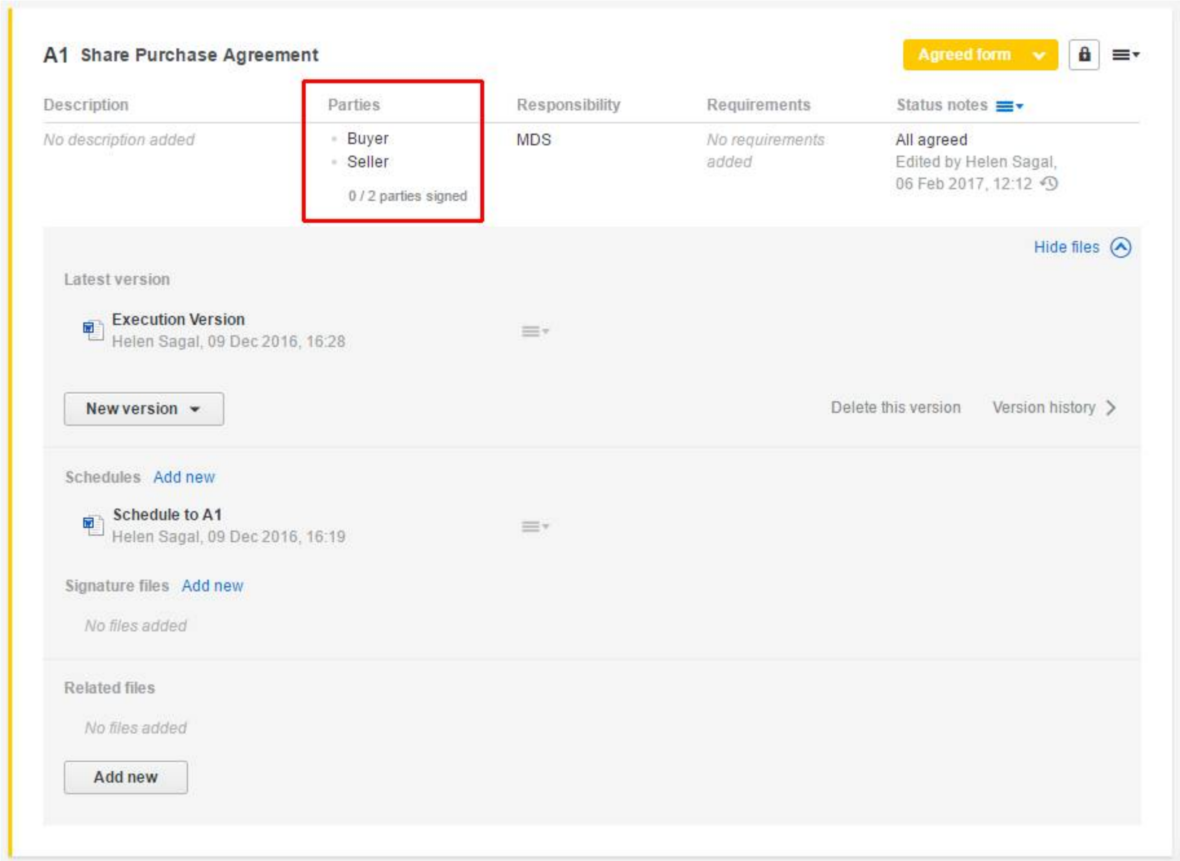

2. Select a file to add as follows:
    - Drag and drop a file from your desktop or Explorer, or
    - Click **or select a file from your desktop**, browse to a file and click **Open**.

> ***Note****: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*

3. Click **Upload**. The selected file is added to the document as the execution version.

# Handling Signatures and Schedules

To create a fully executed document you usually require one or more signatures from several parties and, in addition, there may be several schedules to add. The documents checklist makes it clear which parties are required to sign a document and how many signatures have been collected.



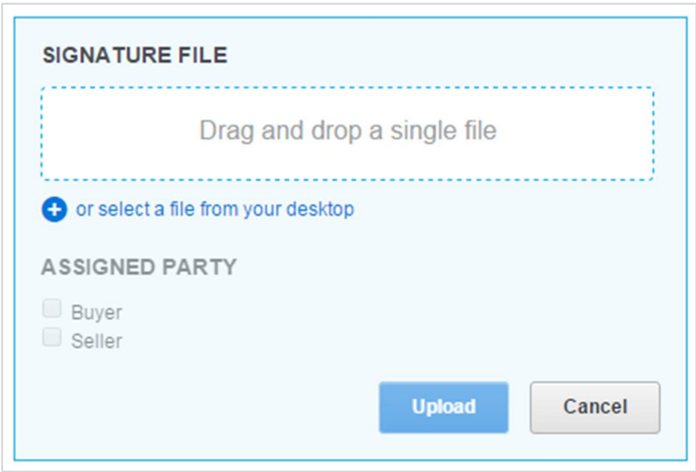

## Collecting signature pages

Transact can accept all kinds of signature files. For example, you may have scanned the entire document or just the pages containing signatures. You can also add many different formats, such as a PDF file or an image file. When adding signed files or signature pages, you can indicate which party's signature is included in the file. Transact then keeps a running checklist of received signatures.

**To add a signature:**

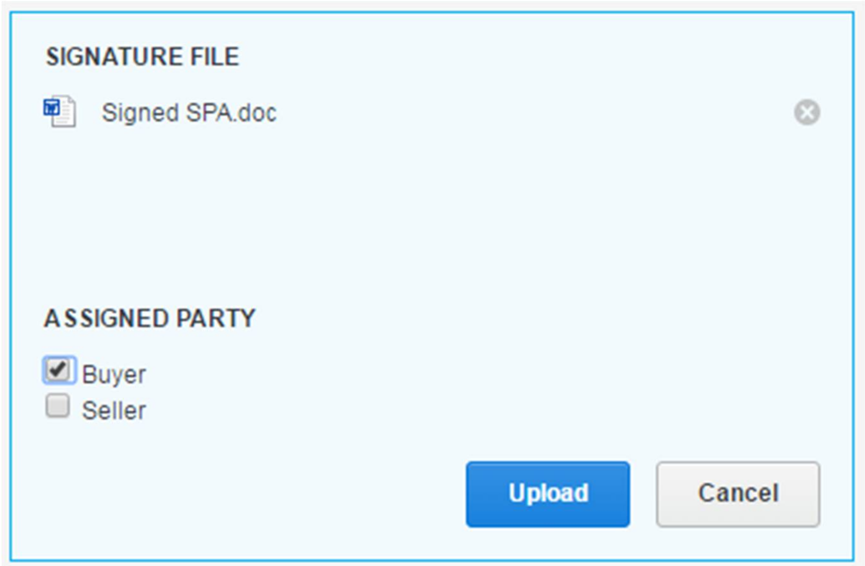
1. In the documents checklist, click **Add new** next to **Signature files**.

> ***Note****: You can also click* ***Add new*** *in the* ***About Document*** *tab of the document details page.*




2. Select a signature file to add as follows:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

> ***Note****: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*

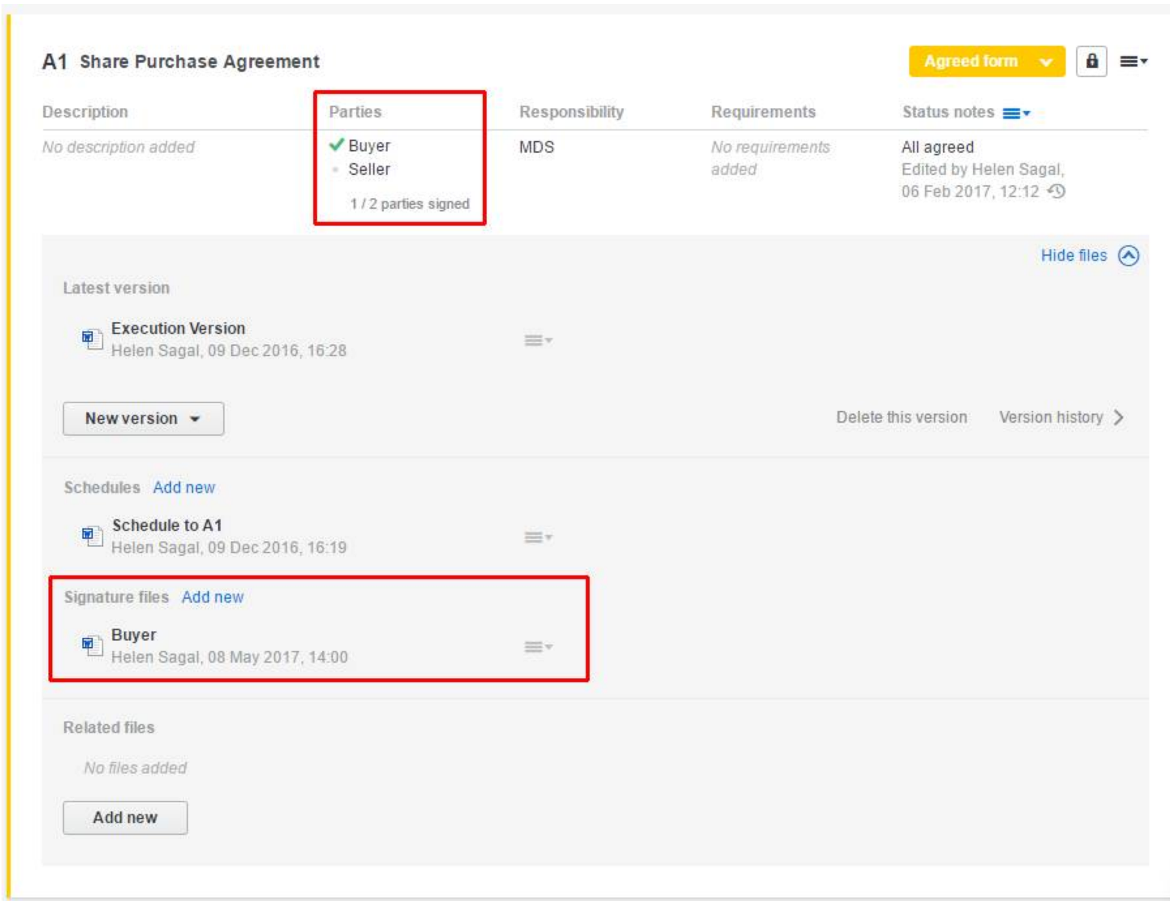



3. Select which party has signed the selected file.

***Note**: If the file contains the signatures of multiple parties, you can select multiple checkboxes.*

4. Click **Upload**. The selected file is added to the document.

The file is automatically given a name corresponding to the selected party and Transact 'ticks off' the selected party in the **Parties** area so that all users can see which party signatures have been uploaded and which are outstanding.



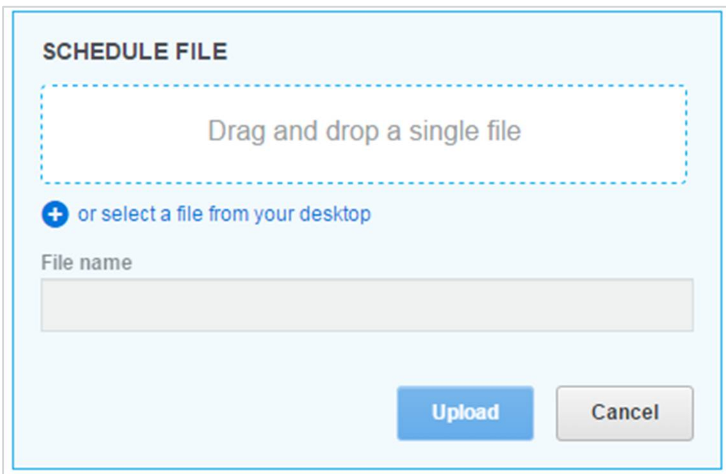
## Adding schedules

A document may have multiple schedules that need collating with the main agreement so you can add more than one schedule to each document. When adding a schedule, you can give the file a suitable name to be displayed in the documents checklist.

**To add a schedule:**

1. In the documents checklist, click **Add new** next to **Schedules**.

> ***Note***: *You can also click* ***Add new*** *in the* ***About Document*** *tab of the document details page.*




2. Select a schedule file to add as follows:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

> ***Note***: *If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*

3. By default, the schedule is given the same name as the file. This is the name that will be displayed in the documents checklist. If you want to change this, modify the name in the **File name** field.

4. Click **Upload**. The selected file is added to the document.

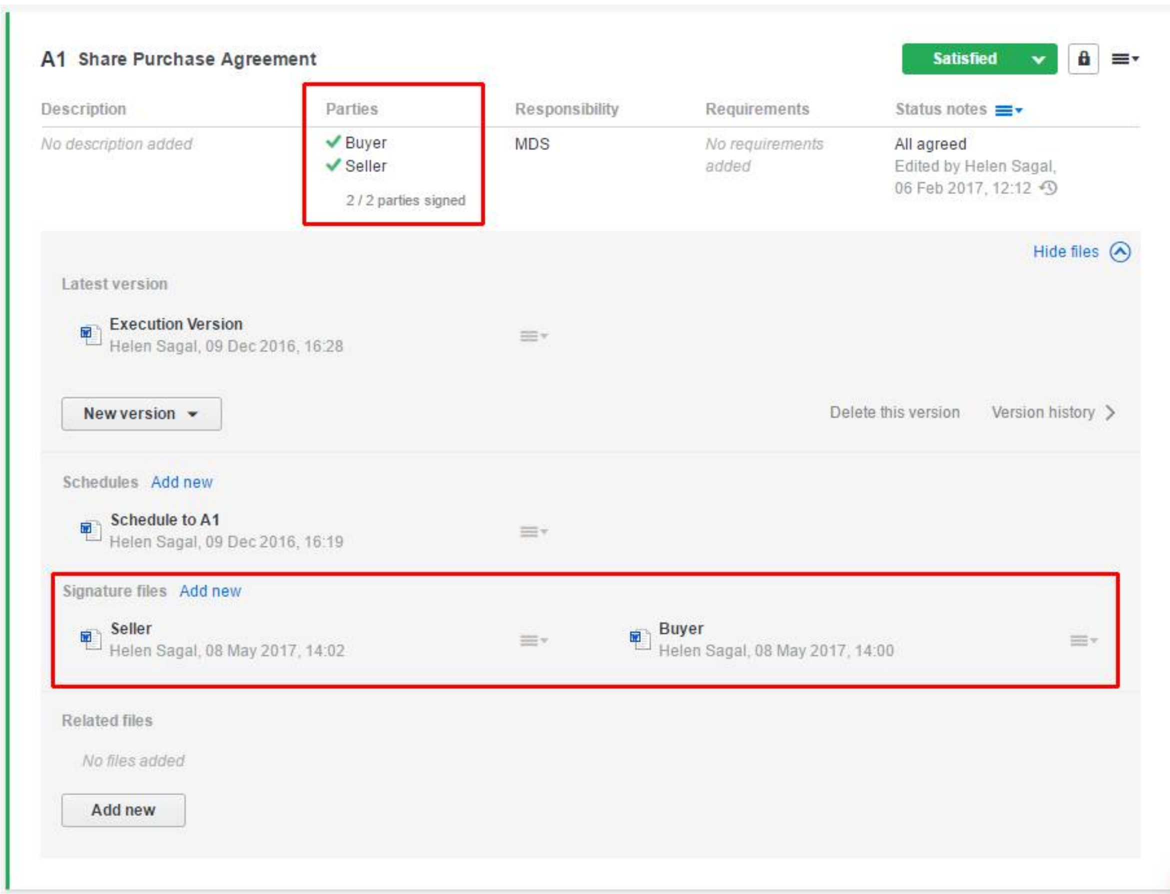
# Creating Final Versions

When all signatures have been collected and schedules added, you can create your final version of the document. Transact can do this automatically for you or you can add your own bible version.

***Note**: Final versions may be known as bible versions (in the UK) or fully executed versions (in the US).*

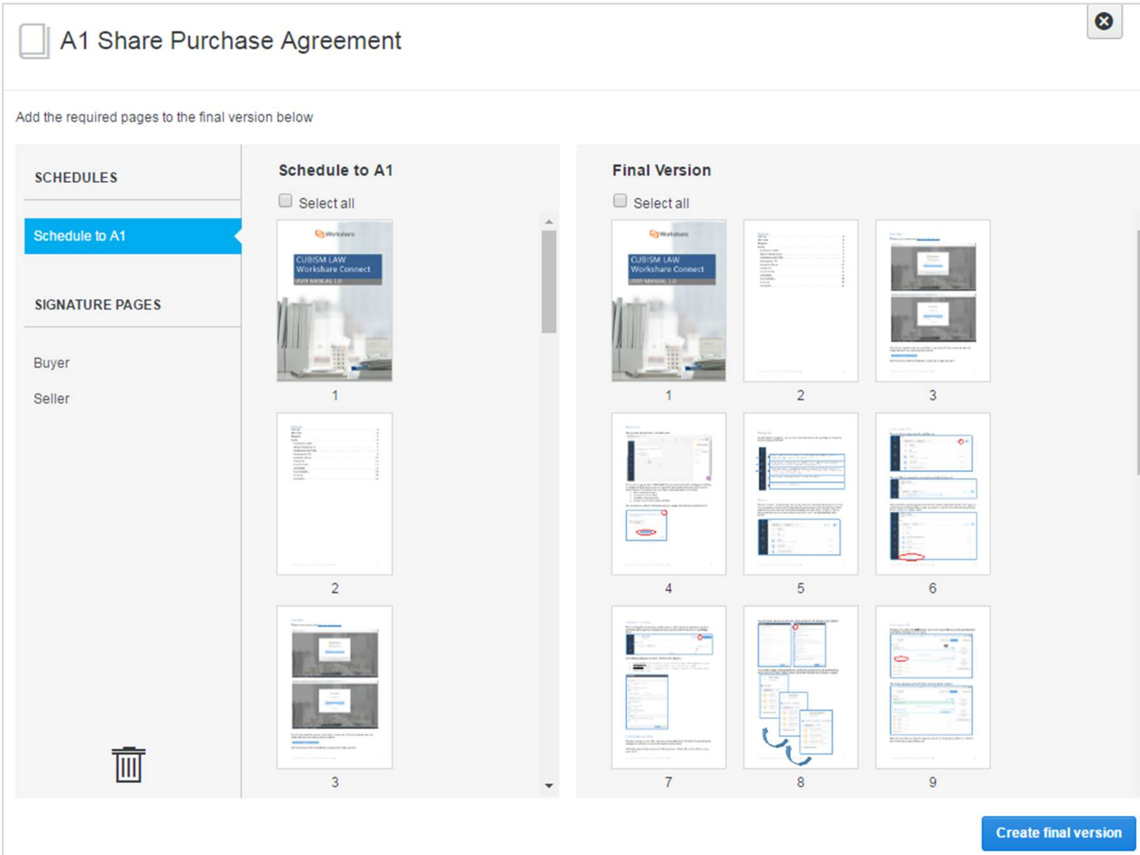
Transact's bespoke PDF editor tool enables you to create final versions of your deal documents which can then be combined into a transaction bible or closing binder.

In the documents checklist, you can clearly see when a document has all the signatures required and the necessary schedules are included.



**To create a final version:**

1. Click the **New version** button below the latest version and select **Open Final Version Builder**. The Transact final version creation tool is displayed:




The execution version forms the basis of the final version and each individual page is displayed as a thumbnail in the **Final Version** area on the right. The schedules and signature pages are listed on the left and by selecting one of them, the pages of that selected item are displayed as thumbnails in the middle area.

2. Build the final version of the document as follows:

Hover over a page thumbnail and use the zoom icon to display the page.

Insert the required pages of your schedules and signature pages into your final version by dragging them across.

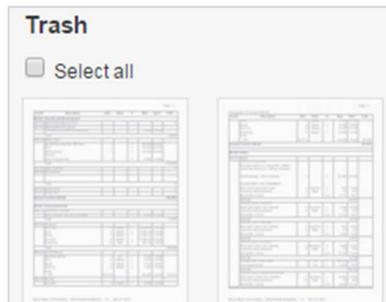
Select multiple pages by pressing the Ctrl key.

Select multiple pages by pressing the Ctrl key or select the **Select all** checkbox to select the whole file.

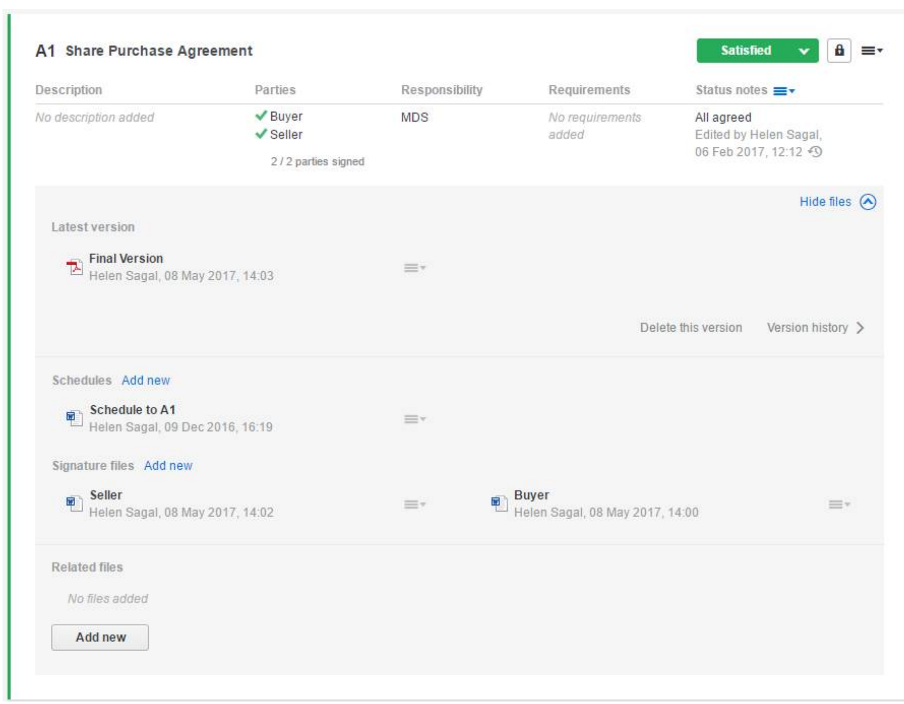

Rearrange pages within the **Final Version** area by clicking them and dragging them to the required position.

Delete unwanted pages, such as a blank signature page, from the final version by hovering over the page thumbnail and clicking the delete icon or dragging the page to the trash bucket in the left area.


Recover deleted items by clicking the trash bucket in the left area. The deleted items are displayed in the middle area and you can drag them back into the final version.




3. Once you have completed compiling the final version, click **Create final version**. The final version is generated and displayed as the latest version of the document.

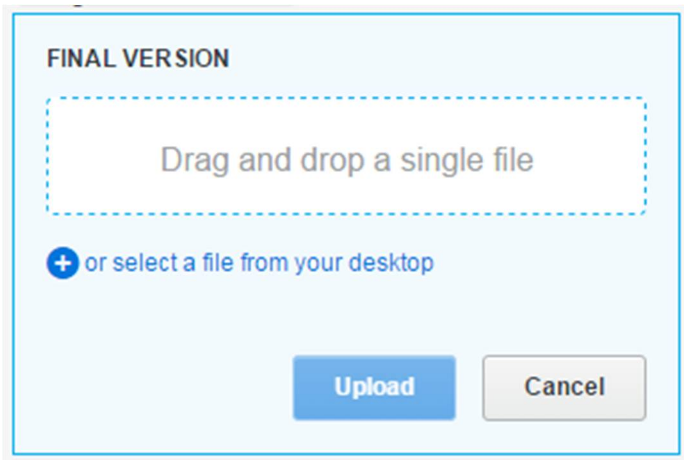


# Adding final versions

If you have a final version you want to add to the document rather than creating it within Transact, you can simply adad the file in the usual way.

**To add a final version to a document:**

1. Click the **New version** button below the latest version and select **Final Version**.




2. Select a file to add as follows:
   - Drag and drop a file from your desktop or Explorer, or
   - Click **or select a file from your desktop**, browse to a file and click **Open**.

***Note**: If Workshare is integrated with your DMS, you can browse to a file in your DMS/CRM.*

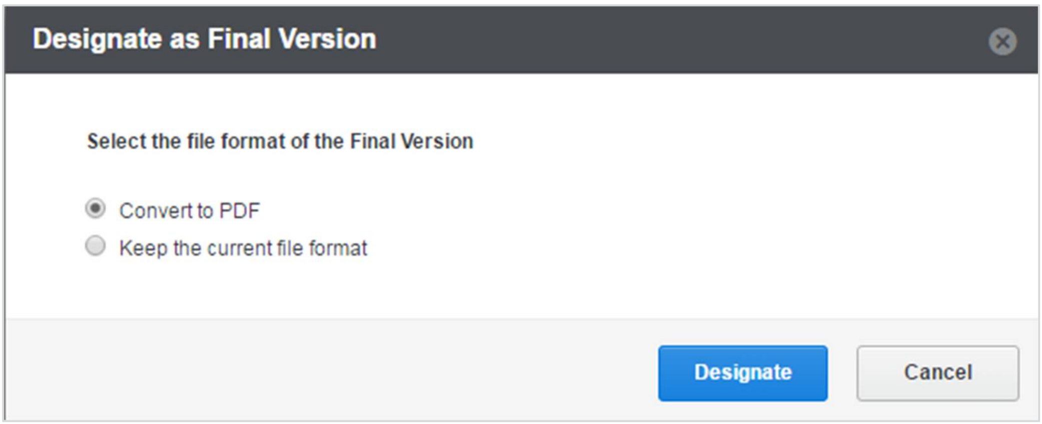
3. Click **Upload**. The selected file is added to the document as the final version.

# Designating final versions

When a document does not require execution, you can simply designate the latest version to be the final version. If the file is in Microsoft Word format, you can select to convert it to PDF.

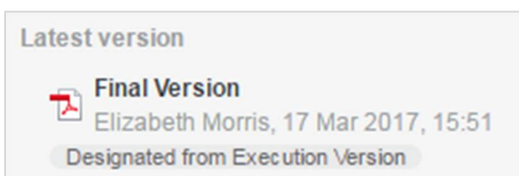
**To designate a final version:**

1. Click the **New version** button below the latest version and select to designate **as Final Version**. If the latest version is not a PDF, the following dialog is displayed.




2. Select whether to maintain the file in its current format or whether to convert it to PDF.

3. Click **Designate**. The file is converted to PDF (if selected) and now appears in the **Latest Version** area as “Final Version”.

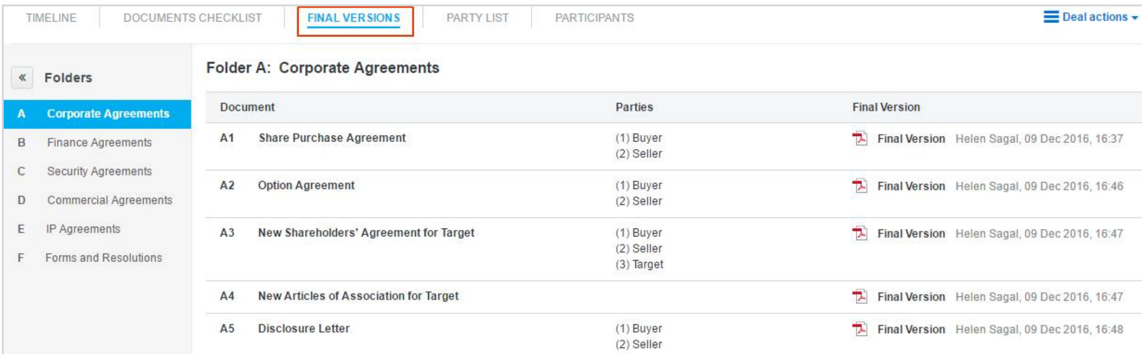



Only one final version can be added to a document at any one time so the current final version must be deleted before a replacement can be added.

***Note**: Only the owner of the deal, admin users and users who added the final version can delete it.*

# Generating Transaction Bibles/Closing Binders

The **Final Versions** page in Transact provides a place where participants can view all the final versions of the transaction documents in the deal. It provides an online archive where final versions remain secure and accessible for future reference after the post-closing is completed. The final versions (or all the deal files) can be downloaded in bulk by any participant.




All final versions that have been created, added or designated appear here. You can browse through the folders on the left and see which documents have their final versions.

You can view the final version in your browser by clicking its name or download it to your desktop by clicking its icon.

***Tip!** You can also use the **View** and **Download** options in the final version's burger menu.*

At the end of a deal, when all final versions have been created or added to all deal documents, you can download all of them at once to create a transaction bible or closing binder.

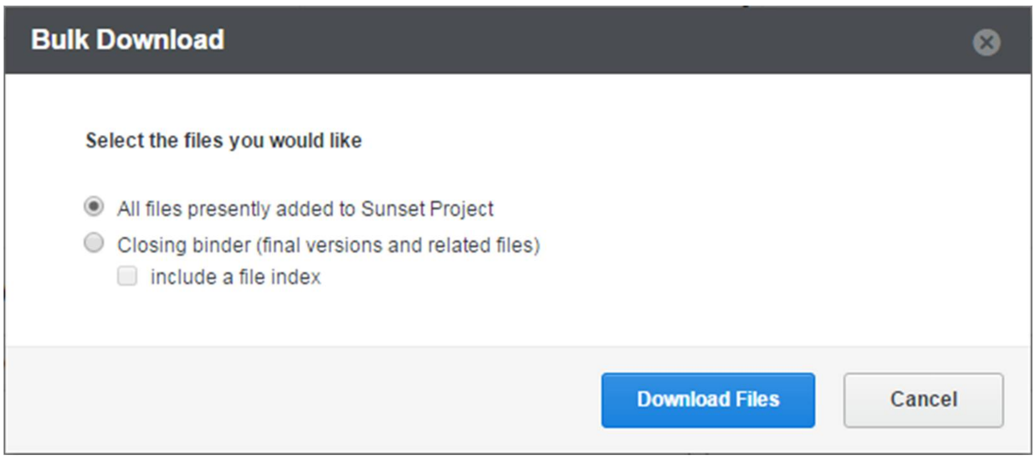
***Note**: You can create different versions of the closing binder so you can give parties closing binders that are relevant to their interests. To create a bespoke closing binder, you replicate the deal, including its files, and then modify the replicated deal to be more relevant to a specific party. For example, you could change the folder structure, remove files or rename documents. You then create a closing binder in the replicated deal.*

# Downloading final versions

You can use bulk download to download the final versions and related files in your deal (or all the documents in your deal). If a client prefers a CD version of the transaction bible/closing binder, simply download a zip file of the final versions and related files and produce a CD. A hyperlinked Word index of the final versions and related files can be downloaded with the files.

**To download final versions:**

1. From the **Deal actions** menu, select **Bulk download**.

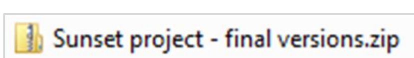



2. Select **Closing binder (final versions and related files)**.

3. Select **include a file index** if you want a complete index (with hyperlinks to files) of your final versions and related files.

> ***Note**: This index includes your corporate logo on the front page if your admin has branded your Workshare account in the Admin Console.*

4. Click **Download Files**. The selected files are compressed into a zip file which is saved into your Downloads folder.



If you selected to include a file index page, it is included in the zip file. It includes links to each final version, for example:

**Sunset Project**

Index of Transaction Documents

| Ref | Document / Item | Parties | Files |
|---|---|---|---|
| **A** | **Corporate Agreements** | | |
| **A1** | **Option Agreement** | Buyer<br>Seller | Final Version<br>WPS |
| **A2** | **Share Purchase Agreement** | Buyer<br>Seller | Final Version |
| **A3** | **Party IDs** | | Palma arts of incorp |



**Revisions**
Revised: 22/2/18

Workshare Ltd., 20 Fashion Street, London E1 6PX www.workshare.com