

# Contract Management System

## Delegated Approval Datasheet

### CALENDAR-TRIGGERED, QUICK-APPROVAL DELEGATION

One of the most common complaints about corporate legal departments is timing. And the business groups are right. It can take days - and even weeks - to get a contract drafted, edited, finalized, and fully approved.

Of course, all of this responsibility does not rest on legal teams' shoulders, alone. Many times, the authorized approvers of a contract become the bottlenecks in the process. But when the most senior approver is on holiday or indisposed due to a family illness, the business must move on. But how?

This is where ContractPodAi's Delegated Approval can help you. Users can now delegate approval to another user from the Calendar within the contract lifecycle management (CLM) system. When someone has left the organization, is on leave, or is no longer able to provide approvals, Delegated Approval provides you with some options.

You can delegate approvals for individual or all contracts, change delegated users, and set new dates. Or you can turn off the function altogether whenever you need. This means that users have complete control of workflow approval at every step of the process.

In times of crisis, uncertainty, or the 'new norm' of working from home (WFH), Delegated Approval is ideal for your corporate legal team. Cut your team's contract administrative efforts and costs by speeding up your approval process. Don't lose another deal just because one approver cannot sign off on time. Instead, make your legal team more efficient and effective than ever before.

### BENEFITS OF DELEGATED APPROVAL

- ▶ Enhanced, yet simple delegated approval workflow - either automated or manual
- ▶ Ability to delegate approvals for specific or all contract records based on user requirement
- ▶ Complete control of functionality with delegation of approvals linked to user role permissions
- ▶ Ability to manually turn off Delegated Approval if necessary
- ▶ Notification emails automatically sent to delegated user as soon as name is selected from list and saved
- ▶ Ability to set new dates and modify delegated user if necessary

Make sure the phrase, "it's stuck with legal," is never uttered again in your business. Use ContractPodAi's Delegated Approval to speed up your contract approval process.

