

App4Legal

Webex Add-on User Guide

A document that provides a description about the Webex Add-on and a walkthrough for the user to explore its interesting features

Webex Add-on User Manual

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Overview

The Webex Add-on is an embedded app that is developed by App4Legal within the Webex app. This add-on will allow hosts to have access on their contracts during their Webex meetings and make changes on the contracts in real-time as if they are logged into the App4legal Core app. Moreover, the host will have the capability to share the updates with the meeting participants. Thus, the meeting participants can view and edit the contracts after being granting access from the host. Nonetheless, the host will be the only one who can approve and commit the changes that are done by other meeting participants.

This real-time collaboration includes editing the contract details as well as its corresponding documents. Consequently, all meeting participants can draft, collaborate, finalize all the contract details securely including the contract itself.

Note: All meeting participants can be external users except for the host that should be an App4Legal user.

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Login

Initially, the host will login into Webex Add-on by filling his/her App4Legal credentials. Upon user authentication, the host can have access to the contracts from the add-on so that the host can grant access to the meeting participants in the call.



Figure 1: Login Screen

View Recently Visited Contracts

After user login, the host will be redirected to the home page which renders a list of the recently visited contracts. This list includes about 15 contracts in which the host can navigate through this list during the meeting. Thus, the other meeting participants will also view the list of these contracts that are recently visited by the host from App4Legal Core app.

Also, the host has the capability to search either by contract Id or contract name in case the host intends to lookup for a specific contract that might not be among the recently visited ones.

≡	Recently Visited		
🐼 Home	Search for Contract		Q
Contract	Recently Visited		
	CT1 - Customer Succes	ss Contract	
	Service Agreement		 Filing & Drafting
	Contract Date: 2022-01-07	Requester:	Adnan Awwad
	CT2 - General Employn	nent Contract	
	General employment contract		 Filing & Drafting
	Contract Date: 2022-01-09	Requester:	Nancy Jones
	CT3 - Non-disclosure A	greement	
	Non-disclosure Agreement		 Filing & Drafting
	Contract Date: 2022-01-12	Requester:	Joseph Banes
<u>~</u>			
\$			
4			

Figure 2: Recently Visited Contracts

View Contract Details

The host can choose one of the contracts from the list in the home page by clicking on the contract that he/she intends to view its details.

The contract details will display all the details about the contract in the form of several sections in which each section contains a set of relevant fields under it.

Sections:

- Contract Details
- Parties
- Dates
- People
- Privacy
- Notes
- History

- Status Comments & Description
- Audit

≡	< General Employment Contract	
Details Letails Draft & Collaborate	CT2 - General Employment Contract Filing & Drafting EDIT	~•
	Contract Details	^
	Type: General employment contract	
	Sub type:	
	Workflow Status: System Workflow (default)	
	Priority: _夫 Medium	
	Contract Value: 150000	
	Currency: AED	
	Country: United Arab Emirates	
	Applicable Law:	
	Amendment of:	
	Reference #: 67590	
	Parties	~
	bi Dates	~
\$	n People	~
•	Privacy	~

Figure 3: View Contract Details

Edit Contract Details

The host and other meeting participants will have access to edit any field once the host changes the state of the contract details from **view-only mode** to **edit mode**. Then, each participant can make the required change and simultaneously other participants will be able to track who is making the change on a certain field within a section.

Eventually, these changes cannot be committed unless the host approves on that as he/she has the privilege to save these changes. This type of collaboration will allow all participants in the Webex meeting to track and manage all types of contracts in real-time.

≡	< General Employment Contract	
Details	General Employment Contract Filing & Drafting	
Draft & Collaborate	SAVE	
	Contract Details	^
	Type: General employment contract	
	Sub type:	
	Workflow Status: System Workflow (default)	
	Priority: Medium	
	Contract Value: 150000	
	Currency: AED	
	Country: United Arab Emirates	
	Applicable Law:	
	Amendment of:	-
*	Reference #: 67590	
\$	Parties	+ Add party 🗸
4	Dates	~

Figure 4: Edit Contract Details

Draft & Collaborate Documents

In this section, the meeting participants can edit the contract document within real-time collaboration as the host makes the document editable in the Word Editor. Therefore, all the participants can review, make the required edits, and then finalize the document by removing or adding certain clauses to the contract.

As all the participants finalize the document, the host can submit the final version of the contract by saving the performed changes.

Details		ent Docum	ent	ment de																•		
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Draft & Collaborate	Em	ployment /	Agreement	:										🥒 Disc	ard Changes		Save	🛓 Download 🖨 Print				
	<	۲ Undo	Redo	Image	H Table	GD Link	Rookmark	E: Table of Contents	Header	E Footer	Page Setup	Page Number	∷ Break	ab Insert Footnote	Insert Endnote	Q Find	l Com	• ments	>			
																	*					
	EMPLOYMENT CONTRACT																					
	Made on and signed:																					
		BETWEEN: , a company registered in , Licensed under n° having its address																				
	AND: , a national, passport number, having his/her main address at																					
	Preamble																					
		The First Party is a company registered in Dubai, United Arab Emirates, whose commercial activity is mainly development and commercialization of computer software and IT solutions, IT consultancy & computer software trading ("the Company").																				
						The Se accept	cond Party (' ed the emplo	the Employe byment with	ee') represe the First P	ents that H arty on th	ne/she en e terms o	joys a goo of this Agre	d experie ement.	ence in and	l has							
٥						NOW 1	HEREFORE	E, it is mutu	ally agree	d as follov	/s:											
						The ab	ove preambl	e is an integ	ral part of	this Contr	act.											

Figure 5: Draft & Collaborate Documents