

Contract Management: Practice Project #2

In this activity, you will build a Sys.tm Flow that automatically applies a records retention schedule, changes contract status to active, and schedules a 30-day notice contract expiration reminder via email. Additionally, you will learn how to use Sys.tm's AI Query capabilities to extract useful insights from a contract without having to open and read the document.

1. Before starting this project, [click here](#) to access and download the sample documents you will be using for the Contract Management Projects
 - a. If you have already downloaded the **CM-Sample-Data.zip** file for the last Contract Management practice project, you can skip these steps.
 - b. When downloaded, navigate to the **CM-Sample-Data.zip** file on your PC.
 - c. Right-click on the **ZIP file** and choose **Extract All**.
 - d. When prompted to choose a location to save the extracted files, navigate to your **desktop** and click **Extract**. Or you can click **Extract All** in the file explorer **toolbar**.
2. Log into Sys.tm at www.sys.tm/signin or create an account with a free 30 day trial at www.sys.tm/signup

Create a Flow for Contract Retention & Renewal Notification

1. In the **Features** panel on the Sys.tm **Dashboard**, click **Flows**.
2. Create a new Flow.
 - a. On the right, click **Create** and select **Designer**.
 - b. For **Name**, type **Contract Retention**.
 - c. Click **Create**.
3. Add an activity to retain the contract for a set period.
 - a. In the **Activities** column on the left, click and drag **Set Retention Schedule** to the **Flow Designer** window and place it between the **Start** and **Stop** icons.
 - b. Click the three dots for **Set Retention Schedule** and select **Properties**.
 - c. Click the **Retention** tab.
 - d. For **Year Offset**, type **8**.

Note: Since a common contract duration is 12 months, and a common contract retention requirement is 7 years, we are setting 8 years as the retention period for this example. We encourage you to customize this setting to fit the needs of your own business' records retention requirements.
 - e. Click **OK** to close the Set Retention Schedule – Properties window.
4. Add an activity to set the Contract Status to Active.
 - a. In the **Activities** column on the left, click and drag **Set Metadata** to the **Flow Designer** window and place it below **Set Retention Schedule**.
 - b. Click the three dots for **Set Metadata** and select **Properties**.
 - c. Click the **General** tab.

- i. For **Name**, replace the default text with **Set Contract Status**.
 - d. Click the **Mapping** tab.
 - i. Click the dropdown for **Metadata Collection** and select **Contracts**.
 - e. Configure the Contract Status value.
 - i. Click the **Source** dropdown for **Contract Status** and select **Dynamic Value**.
 - ii. In the **Configuration Dynamic Value** textbox, type **Active**.
 - iii. Click **OK** to close the Contract Status – Properties window.
5. Add an activity to set a time delay.
 - a. In the **Activities** column on the left, click and drag **Time Delay** to the **Flow Designer** window and place it below **Set Metadata**.
 - b. Click the three dots for **Time Delay** and select **Properties**.
 - c. Click the **Delay** tab on the left.
 - d. For **Month Offset**, type **11**.

Note: Since the sample contract duration is 12 months, we are setting the expiration reminder to send in 11 months, allowing for a 30-day notice before the contract expires. When building this Flow for your business, we encourage you to customize this setting to be 30, 45, or 90 days before the expiration date of your own contracts.
 - e. Click **OK** to close the Time Delay – Properties window.
6. Add an activity to send an automated contract expiration notification email.
 - a. In the **Activities** column on the left, click and drag **Send Email** to the **Flow Designer** window and place it below **Time Delay**.
 - b. Click the three dots for **Send Email** and select **Properties**.
 - c. Click the **General** tab.
 - i. For **Name**, replace the existing text with **Contract Expiration Reminder**.
 - d. Click the **Addressees** tab.
 - i. For **To**, enter **your own email address**.
 - e. Click the **Email Body** tab.
 - i. For **Subject**, type or paste the following:
Attention - #[FileIds] 30 Day Expiration Reminder
 - f. Type or paste the following in the email body text editor:
Attention: This is an automated reminder that the attached contract is set to expire in 30 days. Please review the agreement and determine whether it should be renewed, renegotiated, or allowed to expire, and then take action accordingly to avoid service interruptions.
 - g. Click the **File Attachments** tab.
 - i. Click the **Builder** icon for **File Attachment(s)**.
 1. Click **#[FileIds]**.
 2. Click **OK**.
 - h. Click **OK** to close the Send Email – Properties window.
7. Save your progress by clicking the **Floppy Disk** icon in the top right corner of the screen.
 - a. A window will appear saying **New Version: Would you like to publish this new version?**
 - i. Click **Yes**.

Testing the Contract Management – Retention Flow

1. Run files through the Contract Retention Flow.
 - a. Return to the **Dashboard**.
 - b. Under **Features**, click **Files**.
 - c. Click the **Contracts** folder.
 - d. Click the **Executed Contracts** folder.
 - e. Upload the signed contract to the **Executed Contracts** folder.
 - i. On the **Actions** panel on the right, click **Upload** and select **Files**.
 1. Navigate to the **Signed-Example-Contract.pdf** file saved on your system.
 2. Select the file, then click **Open**.
 - ii. Click the three dots for the file and select **Start Flows**.
 1. Click the **checkbox** next to **Contract Retention**.
 - iii. Click **Start**.
2. Optionally, you can change the timing of the Time Delay activity (Step 6d) to minutes instead of 11 months, allowing you to test the renewal notification email functionality.

Using Sys.tm’s AI Query Feature to Extract Key Contract Information

Using Sys.tm Intelligence’s Ask Sys.tm feature, you can input custom text prompts and query Sys.tm to provide information about the data contained in your documents. Follow the steps below to learn how to use this powerful Artificial Intelligence-powered feature within Sys.tm.

1. Return to the Dashboard.
2. Under **Features**, click **Files**.
3. Navigate to the **Executed Contracts** folder: Contracts > Executed Contracts.
4. Click the three dots to the right of the **signed-contract.pdf** file.
5. Click **Ask Sys.tm**.
6. Enter a text prompt about the selected document and then hit enter to submit. Please see prompt details and examples below:

In the **Ask Sys.tm** prompt window, you can input a custom text prompt to ask Sys.tm about the contents of the selected file. Some examples include, “*What is this contract about?*”, “*When does this agreement expire?*”, or “*Who are the parties involved?*”. You can also use more complex prompts that request multiple pieces of information, or request that data be provided in specific formats, such as:

“Provide an executive summary of this contract in plain English. Include:

- *Purpose of the agreement*
- *Parties involved*
- *Contract term*
- *Key financial obligations*
- *Major risks*
- *Important dates and deadlines*”

Or

“Create a table showing:

- *Our responsibilities*
- *Counterparty responsibilities*
- *Due dates*
- *Ongoing obligations*
- *Contract owner recommendations”*

For best results, we recommend being clear and concise with your prompting. Be cautious with AI generated results, as AI can generate responses that are inaccurate or incorrect. For more information on getting the results you need from generative AI, take a look at [this guide](#) on our website.