Quick Start Guide: Using the Platform

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Getting Started

Logging in

Use https://app.createiq.tech/loginLog to log in using your registered email and password or via the link in your OneLink email.

As a registered user, you will be directed to the dashboard.

Dashboard

The Dashboard provides an analytical view and summary of the negotiations in your sub-account.

01 The “Negotiations” tab shows key management information e.g. Workload distribution, Time elapsed since last action.

02 The “Approvals” tab shows a summary of Approvals on the sub-account e.g. negotiations awaiting approval, allocations of approvals. See page 8 for more on Approvals.

03 Underneath your analysis tabs is the overview table, showcasing a snippet of your “active” negotiations. See the Negotiations dashboard for an overview of all negotiations.

Library

The Library is the hub of all documents available to your Account.

01 Filters allow for an easy toggle between (i) Publishers; and (ii) Presets (your documents ready to go prepopulated with your election choices). See page 3 for more on Presets.

Negotiations

The Negotiations Dashboard provides a breakdown of all negotiating activity on your account.

01 Filters allow an easy overview of negotiation activity.

02 The main table details all activity in the sub-account, including cancelled negotiations, drafts etc.

Settings

Sub-accounts act as the building blocks of each Account.

Sub-accounts - are “silos” of different negotiations, entities and users.

Entities - must be assigned to sub-accounts by either Super Manager’s or Administrators. Click on “Add a new entity” and type in the entity name. You must also assign the entity to a sub-account and click “apply”. Only one entity can be assigned to one sub-account.

For the full suite of Help materials, our help page is available here.
Sub accounts:

- Sub-accounts are the building blocks of each Account, and each acts as a “silo” of different:
  - Users
  - Entities; and
  - Negotiations

- This segregation is useful to create information barriers, and so a sub-account can be used to differentiate divisions, departments or regions e.g. LL UK Branch vs LL NY Branch.
- To create a new sub-account, in Settings click on “New Sub-Account”, type in the sub-account name and click on “Create Sub-Account”

Users:

- Users on an Account are assigned different User Roles:
  - Super Managers – The highest-level permissions that can perform all roles, and access to all sub-accounts (e.g. John Smith)
  - Managers – Managers can create, manage and approve negotiations. Account visibility is limited however, and they need to be “permissioned” to specific sub-accounts (e.g. Jane Doe). Managers do not have Administrator rights.
  - Administrators – These are users that can control technical settings such as APIs, Single Sign-on (SSO), sub-account management, user management and entity management. They are typically users from an organisation’s IT or technology support function. They do not have access to any negotiation data.
  - Other roles – Editors, Approvers and Read Only Managers. See the full User Guide on the CreateIQ Help page for more information.

Entities:

- As with any contract, each negotiation takes place between Entities, e.g. LL London Co and LL NY Co
- On CreateIQ, each Entity sits within a sub-account.
- This means that any negotiation to or from an Entity will be stored, and only accessible from, it’s sub-account.
- Because of this, an Entity can only exist in one sub-account at a time (i.e. LL London Co cannot exist in both Sub-account 1 and Sub-account 2).
- To create a new Entity and assign it to a sub-account, in Settings click on “Add a new entity” and type in the entity name.
A bilateral workflow is a negotiation between two parties. To start negotiating go to the subaccount picker at the top right and select the subaccount you wish to negotiate from.

**Creation**

Create an invite through the Library tab, choose a document and click on “start invitation”.

To create a new preset, go to the preset library and select “Add New Preset” from the drop-down menu. You can choose the document type, enter the preset name and select “Create”. You are now at the election view.

The navigation bar shows a list of all the elections. You can track how much of the document is complete and agreed. A grey tick means that the election is complete but not yet agreed.

Clicking the header of each election will highlight the part of the document that is editable. Changes update in real time.

Click “Finalise preset” to lock any further edits being made. This makes the Preset available to use in an invitation. Not all elections need to be populated in the Preset stage.

**Invitation**

Select “New invitation” on the negotiations screen or through a finalised preset.

Select “More” to download a Word or PDF copy of the document, create duplicate Presets and delete draft invitations.

Once you have populated your elections, click on “Select parties”. Fill in your Entity, the Entity for your counterparty and their email. You can add multiple counterparties at once through bulk upload.

“Send” screen where you add the counterparty email. There is an option to bulk upload, add OneLink or add a DOCX form to the invitation. OneLink allows those without a registered account of CreateIQ access an invite and negotiate.
A received invitation can be seen in the Dashboard. Select the invitation and click "Unlock" to become the active user. Apply a Preset if one is saved. The Counterparty positions appear in orange.

Elections will be highlighted in green if the elections match between parties.

Clicking the "Compare" button allows you to apply the Counterparty position across all elections in one click.

Click on the "Internal" and "External" buttons to insert internal (visible to users in your Account) and external (visible to your Counterparty) comments.

A Election Level Approval can be set at any point during a negotiation. Once selected, any changes to an Election choice will need to be Approved by the chosen person.

A date can be proposed and the counterparty can either accept or backline and suggest a new date.

Once all the parties are in agreement, they must select "Confirm agreed form"

Once a date is agreed, both parties can download their signature pages and the execution version of their document in the "Review and Sign" page.

Once the signed signature pages have been uploaded, please select "Continue to confirmation" and type "CONFIRM". This will unlock the Audit Trail and the Metadata JSON files.
In the Library, Party A can initiate a negotiation by selecting their desired document.

Party A can either select a Preset (a prepopulated template agreement that had been created earlier), or create a Bespoke negotiation (whereby they fill in elections from scratch).

Once Party A has inserted their initial position and answers into the elections, they can send out the invitation by clicking “Select parties” and filling in the entity of Party B in “Search for counterparty”. If Party B does not have a CreateiQ account, the “OneLink” toggle will allow that recipient to access and negotiate on the platform via a unique email link.

Once Party A has selected their counterparty in the “Select parties” screen, Party B will see a “Received” invitation in their Dashboard.
Both Party A and Party B can see their Counterparty’s position in orange, and as identified by the “CP” label.

Party B can review elections using the Navigation Panel and send it back to Party A by pressing “Accept invitation” and “Confirm elections”. This back and forth negotiation will continue until all elections are agreed.

Once Party A and Party B have agreed all elections and both clicked “Confirm agreed form”, either Party can click “Propose date” and suggest an execution date. The other Party must then agree to that suggested date.

After a date is agreed, parties can enter the final “Review and sign” phase. Each Party can download an Execution version of the agreement, as well as their individual signature pages. Once both Parties have reuploaded their signature pages, CreateIQ automatically compiles signature pages, and provides an “Executed” version which can be downloaded at any time. If both parties are happy with the execution process, either can click and “Confirm” execution. Congratulations, the negotiation is now complete.
**Approvals**

Users that have a Manager or Super Manager role can set approvers when creating a preset or at any stage before a document is agreed between parties. You may add more than one approver.

Through the election view, you can enter a document-level approval. This is triggered when the document is in agreed form but just before execution. You can also add election level approval. These are triggered if an election changes from the preset election.

An approver can view their required approvals on their approvals dashboard. The analytical table will have documents with “Approval required” or “Election Approval required”. Select the negotiation you wish to approve and click on the “Internal” icon at the top right of the election view. This opens a panel with all the elections requiring approval. You may approve or reject and leave a comment.

**Negotiating with Users who don’t have an account**

If any counterparties are not on the platform, then you can conduct Offline negotiations or use OneLink.

OneLink - OneLink allows those without a registered account on CreateIQ access an invite and negotiate. The “OneLink” tool allows a normal CreateIQ negotiation to take place via email links, rather than through logging into setup accounts. Your recipients will receive a simple clickable link in their email, which will take them to the same election editing page as you would use. From here their user experience is identical to any CreateIQ user. They are able to amend elections, make comments, and send back to you for review.

To send OneLink to a counterparty - after you “Select parties”, switch on the OneLink toggle. Then send the invite out.

**Offline negotiations** - You can mark a negotiation as “Offline” in the “Select Parties” screen. This allows you to negotiate offline, and document a finished agreement on the Platform by yourself. On the summary page click the “Mark as offline” button to confirm as normal. At this point you will complete the offline execution for both parties - complete all elections, click “Mark as final”, you can set the execution date and confirm offline execution.

**Settings page continued**

**Account** - All the different domains (email accounts) under the client main account are listed.

**Advisors** – Through the Settings page, click on “Advisors”. An Administrator or Super Manager can click on “Add new advisor”, enter the advisor detail and send the request. External advisors to negotiate on your behalf. They have access to all the sub-accounts they have been assigned to.

**Subscriptions** – On the right hand side, you can see how many times you have used the document. A document can be chargeable if used to either negotiate or downloading a unlocked document.

**Notifications** - This is bespoke per user and you can decide to switch them on or off.

**SSO** - Only Administrators and Super Managers may configure Single Sign-on. This negates needing to set up a password and is bespoke to the client.

**Audit and Access Log** – Download per subaccount, whole account, year or month. This includes all negotiations and each action that has been taken, who completed the action and more.

**API’s** - Data from CreateIQ can be sent via a JSON file to internal client systems.

**Negotiation Data** – Download a report for all completed negotiations or a report for the status of negotiations within a subaccount.