

How to Get Contract Histories

Objective

- Get contract Histories

Steps

Users can now access all contract histories in one table, which includes approval, signatures, renewals, audit reports, and more. These details are consolidated within the **Details** section of the contracts under **History**.

The screenshot shows the 'NDA-488 - NDA' contract page. The left sidebar has a 'Details' tab highlighted with a red box. The main content area has a 'History' section, also highlighted with a red box and an arrow. The history table lists actions like 'Negotiate', 'Update', 'Add Approvers', and 'Add Signees' with columns for Action, By, On, and Comment. The right sidebar shows contract metadata like Start Date, End Date, and Created On.

Action	By	On	Comment
Negotiate	Jimmy Peterson	2024-03-31 14:16:50	Negotiation has been requested. this should be edited
Update	Jimmy Peterson	2024-03-31 14:16:33	Field Name: Contributors Old Value: Carolina Robinson New Value: Carolina Robinson, Jimmy Peterson
Add Approvers	Jimmy Peterson	2024-03-31 14:16:33	Field Name: Users New Value: Jimmy Peterson Field Name: Order New Value: 1
Update	Jimmy Peterson	2024-03-31 14:16:22	Field Name: Workflow Status Old Value: Drafting New Value: Filing & Drafting
Add Signees	Stephan luiz	2024-03-03 14:39:15	Signees set by Signature Center Criteria

You now have full visibility of all the actions made related to the specified contract.

Also, you can now filter the history by the contract details, approval, signature, etc.

This screenshot is similar to the previous one but includes a filter dropdown for the 'History' section. The dropdown is open, showing options like 'All', 'Contract Details', 'Approval', 'Signature', 'Amendment', 'Addendum', and 'Renewal'. The 'Approval' option is highlighted with a red box and an arrow. The history table and other UI elements remain the same.

Moreover, the history list can be exported to Excel.

NDA-488 - NDA

DraftingExecutedFinal ReviewMoreActive

Details

Attachments

Approval Center

Signature Center

Milestones

Tasks

Emails

Time Entries

Expenses

Reminders

Matters

Related Contracts/Documents

Settings

Description

Notes 1

History

Export to Excel

All

Search:

Action	By	On	Comment
Negotiate	Jimmy Peterson	2024-03-31 14:16:50	Negotiation has been requested. this should be edited
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Start Date: 2024-03-03

End Date: 2024-08-29

Created On: 2024-03-03 14:39:15

Modified On: 2024-03-31 14:16:22

Notice Period: None

Notifications

Notify me before:

Notify Users:

Notify Teams:

Privacy

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!