

# How to use AI in Contra

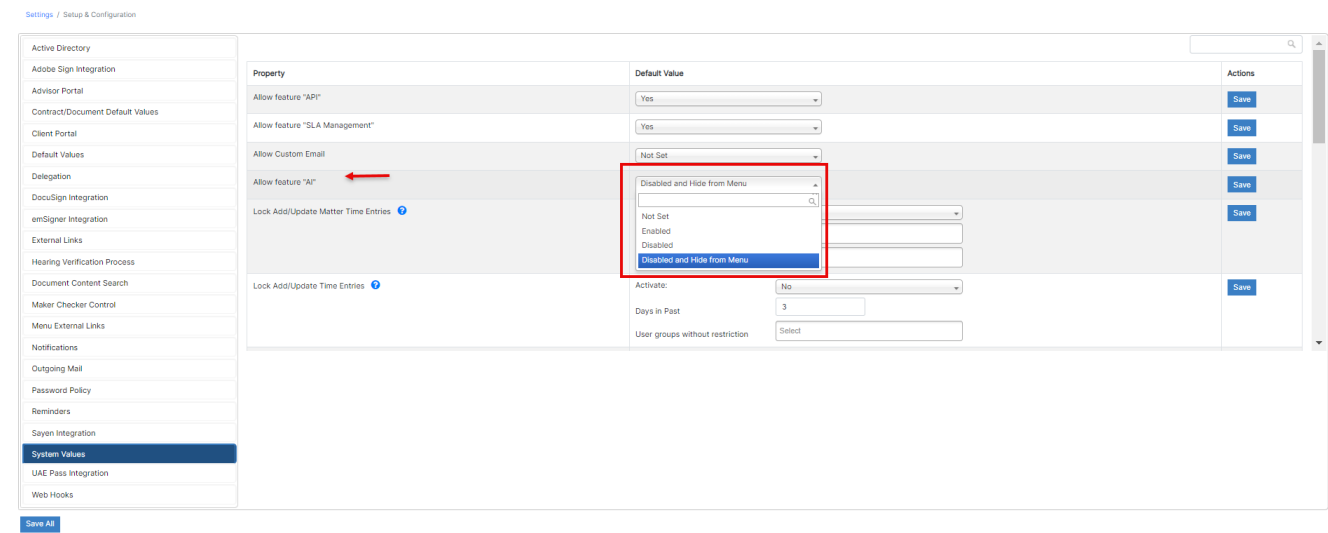
## Objective

- [Analyze Contracts with AI](#)
- [Draft Contracts with AI](#)
- [Ask AI](#)

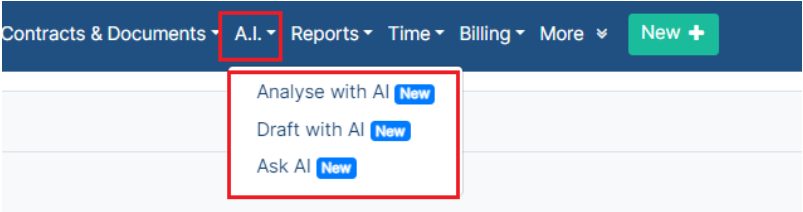
## Steps

With Contra, you can now harness the power of AI to revolutionize your contract management process. Analyze, draft, or seek assistance from AI effortlessly to streamline your workflows and enhance productivity. No need to manually sift through contract documents anymore; Contra's AI capabilities enable quick extraction of essential information, minimizing risks and ensuring compliance.

To unlock the potential of Contra with AI, simply enable the feature from the settings. **System Preferences Setup & Configuration System Values**



Once activated, access the AI functionality effortlessly from the navigation menu.



## Analyze with AI:

For AI analysis, simply upload a PDF file or select one from the existing contracts and documents.

Upload a PDF file

+ Choose

Drop files here to upload

or

Choose from existing Contracts and Documents (only PDF files)

Q Search

Run

Clear

Contract/Document ID	File	Contract/Document Name	Date
CT122	Basic-Non-Disclosure-Agreement_signed	US Industries NDA	2022-12-15
CT126	20220706164402	Employment Agreement Albert-Branding Company	2022-07-19
CT134	employment-contract (1)	Employment contract for Alvah 12454	2022-08-28
CT136	Basic-Non-Disclosure-Agreement_signed	NDA- QLA and Advanced Solutions	2022-12-15
CT136	PA20221219145240_signed	NDA- QLA and Advanced Solutions	2022-12-19
CT138	Employment contract for Berna20220921151244	General Employment contract for Berna	2022-09-21
CT140	20220926143016	Employment Contract for Bernadette	2022-09-26
CT141	Employment Contract for Alice 20220928124508	General employment Contract for Alice	2022-09-28
CT143	Employment Contract for 123420221103112557	Employment contract between BLP & Sarah	2022-11-03
CT144	Contract Document 143 202211031152	General employment contract for Jeff	2022-11-08

Customize your message or choose from predefined questions to facilitate the analysis of the attached document. Let AI do the heavy lifting and provide valuable insights for you!

Sample-Shareholders-Agreement - NDA-contract

New File

Hello there, I'm ready to answer your questions concerning this document.

Can you write a summary about this document ?

This document is an agreement between the parties involved in a business venture. It outlines the terms and conditions of the agreement, including the amendment process, execution and delivery, benefit of the agreement, assignment, and termination. Amendments to the agreement must be approved by the Board, the Preferred Majority, and the Founders, and any amendment that treats some shares of a particular class differently must have the written consent of the shareholders whose shares are not treated similarly. The agreement is binding upon the heirs, executors, administrators, successors, and permitted assigns of the parties, and each investor is entitled to assign their rights and obligations to a permitted transferee. The agreement terminates upon the written approval of the Board, the Preferred Majority, or the Founders.

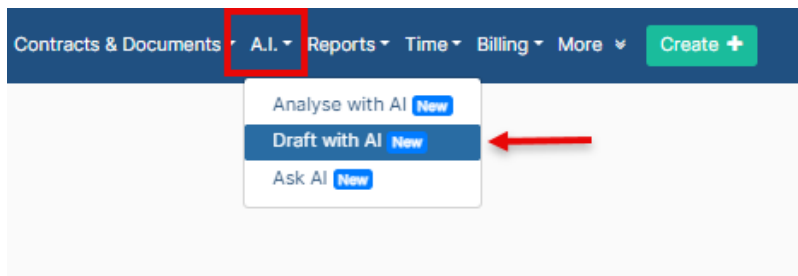
Select from a predefined list of questions

Write a message.

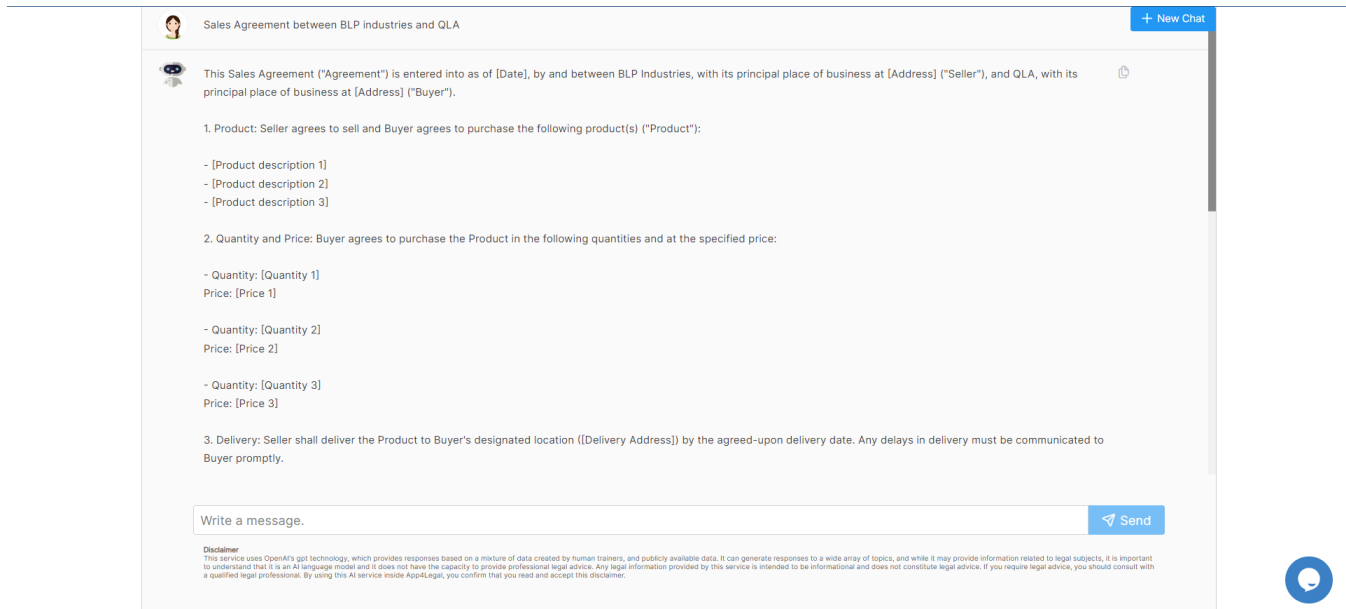
Send

## Draft with AI:

Drafting agreements has never been more convenient. Contra's AI assists you in drafting well-structured contracts and adjusting clauses tailored to your specific requirements.

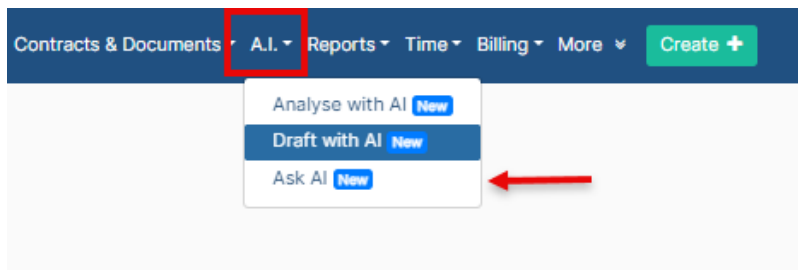



To draft a new contract, just inform AI about your requirements and the necessary details, then send your request. With just one click, AI will generate a complete contract tailored to your preferences, making the process quick and seamless.




### Ask AI:

Last but not least, the AI feature is designed to be intuitive and adaptable, allowing you to ask AI for various tasks, such as generating client emails on the fly, personalized to your desired tone and intention.



 write an email to QLA team informing them about the contract approval process



Subject: Contract Approval Process: Important Update


Dear QLA Team,

I hope this email finds you well. I am writing to inform you about an important update regarding the contract approval process. As a team, it is crucial that we understand and adhere to this process to ensure efficient operations and timely decision-making.


Effective immediately, the contract approval process will be as follows:

- Proposal Creation:** When a new contract opportunity arises, the relevant team member should create a comprehensive proposal outlining the scope, deliverables, budget, timeline, and any other necessary details. This proposal should be forwarded to the project manager and legal department for further evaluation.
- Initial Evaluation:** Upon receiving the proposal, the project manager and legal department will review it to ensure its alignment with our strategic goals, financial capabilities, and legal requirements. They will consider factors such as risk assessment, potential impact on resources, and compliance with regulations.
- Approval Request:** Once the initial evaluation is complete and the proposal is deemed suitable, the project manager, in collaboration with the legal department, will submit an approval request to the relevant decision-making authority. This authority may vary depending on the nature and monetary value of the contract, but it will usually involve higher management or the executive team.
- Review and Negotiation:** The decision-making authority will review the proposal, seeking to maximize value while mitigating risks. They may request further clarification, negotiate terms, or suggest modifications as needed. The project manager and legal department will work closely to address any concerns raised during this stage.

Write a message.

 Send

**Disclaimer**  
This service uses OpenAI's gpt technology, which provides responses based on a mixture of data created by human trainers, and publicly available data. It can generate responses to a wide array of topics, and while it may provide information related to legal subjects, it is important to understand that it is an AI language model and it does not have the capacity to provide professional legal advice. Any legal information provided by this service is intended to be informational and does not constitute legal advice. If you require legal advice, you should consult with a qualified legal professional. By using this AI service inside App4Legal, you confirm that you read and accept this disclaimer.



For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!