7 Ways to Boost Your Legal Department's Performance

Transform your legal department with HighQ.

HighQ for Legal Departments

Reach the height of efficiency by streamlining legal workflows and simplifying contract management – all whilst working collaboratively internally and with outside counsel.

HighQ is a secure and cloud-based solution for optimising the way your legal department works. Our legal operations platform takes the hassle out of contract lifecycles, documents, managing service requests, matters, outside counsel, and more.

Take performance to new heights today.

Contract management

- ✓ secure file sharing
- ✓ contract templating
- ✓ contract drafting and automation
- ✓ approval workflow
- ✓ negotiation
- ✓ digital signature
- ✓ tracking and visualisation
- ✓ integration

Monument

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🏠 > Contract Management > Dashboard | Generate Contract | Contract Inbox | Contract Tracker | Approvals & Tasks | Events | Reports | Admin

Actions ▾   1 - 100 of 423   Qui

Contract Management ▾   Contract Tracker ▾

| ☐		Ref. ▾	File ▾	Status ▾	Submitted By ▾	Assigned to ▾	Counterparty ▾	Risk All
☐	⋯	CON-0028	📕 Supply Agreement.pdf ⬇	⬤ SIGNING	Stuart Barr	Helen Sharpe Kirsty Ramsay	Aldi	🟧
☐	⋯	CON-0030	📘 Construction Contract.doc ⬇	⬤ SIGNING	Matthew Abbott	Steven Scholes	Permali Ltd	🟥
☐	⋯	CON-0033	📘 Commercial Supply Agreement.docx ⬇	⬤ SIGNING	David Gibbons	David Gibbons	Catalent	🟩
☐	⋯	CON-0034	📘 License and Supply Agreement - Teva.docx ⬇	⬤ SIGNING	David Gibbons	Sharon Williams	Teva	🟧
☐	⋯	CON-0035	📕 Manufacturing and Supply Agreement.pdf ⬇	⬤ SIGNING	David Gibbons	David Wilson	Insmed	🟥
☐	⋯	CON-0036	📘 Master Supply Agreement.docx ⬇	⬤ APPROVAL	David Gibbons	David Wilson	Hospira	🟩

Legal intake & self-service

- ✔ matter numbering
- ✔ self-service process
- ✔ enterprise access
- ✔ knowledge portal
- ✔ project management
- ✔ review and approval
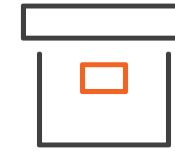- ✔ outside counsel access
- ✔ tracking and visualisation
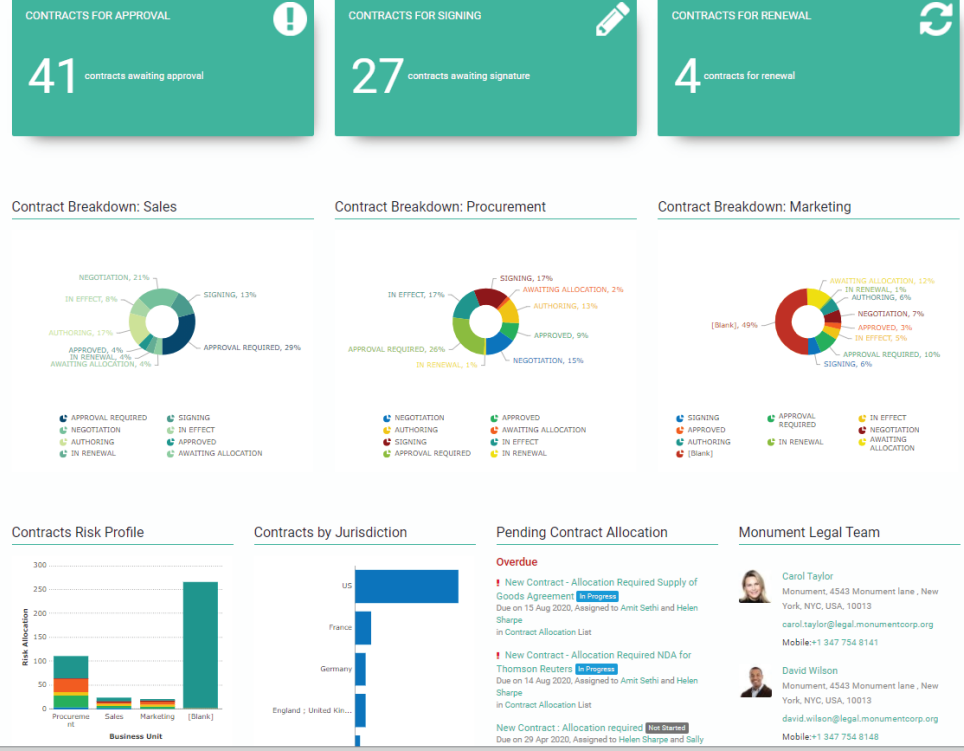
Document management

✔ document management

✔ document automation

✔ version management

✔ drafting and negotiation

✔ document analysis

✔ approval workflow

✔ email management
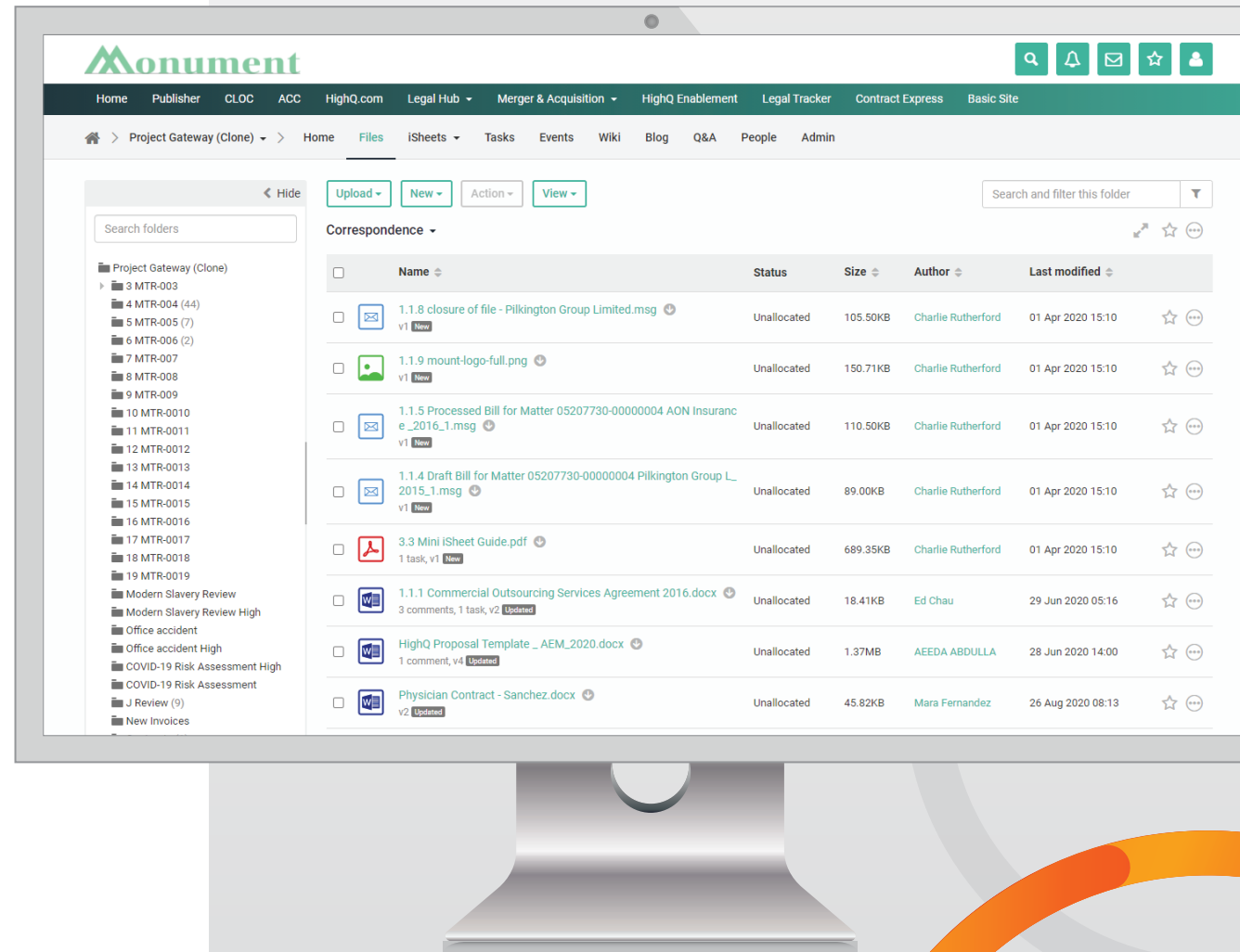
Matter management

✓ matter intake

✓ automated workflow

✓ matter template

✓ project management

✓ file share and sync

✓ vendor management

✓ outside counsel engagement

✓ tracking and dashboarding

Vendor management

- ✔ monitor spend
- ✔ spend management
- ✔ performance measures
- ✔ budget tracking
- ✔ file share and sync
- ✔ knowledge portal
- ✔ tracking and dashboard
- ✔ outside counsel evaluation

⚠ Monument

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🏠 › Matter Management ▾ › Dashboard | Add New Matter | Matter Tracker | Documents | Matter Tasks | Key Dates | Reporting ▾ | Legal team | Admin

Add | View: Card ▾ | Group: Status ▾

Search and filter tasks 🔽

All tasks | Assigned to me | Created by me | Favourites

Not started ⋯

Task ID - 2746
NEW MATTER: Proyecto X
Due on 06 Jun 2020
In New Matter Review `Overdue`

Task ID - 2854
Review NDA draft
Due on 17 Jun 2020
In None `Overdue`

Task ID - 2927
NEW MATTER: Monument Vs Omar
Due on 20 Jun 2020
In New Matter Review `Overdue`

Task ID - 2932
NEW MATTER: GKwan Destruction of 5G Tower

In progress ⋯

Task ID - 2575
New Matter For Review - MTR-0050
Due on 20 May 2020
In New Matter Review `Overdue`

Task ID - 2607
New Matter For Review - MTR-0052
Due on 21 May 2020
In New Matter Review `Overdue`

Task ID - 2425
Amendments made to the Contract - please re...
Due on 06 May 2020
In None `Overdue`

Task ID - 2237
New Matter For Review - MTR-0046

Complete ⋯

Task ID - 3512
NEW MATTER: FOREST VS MONUMENT
Due on 21 Aug 2020
In New Matter Review

Task ID - 3510
NEW MATTER: Bagel Co. vs Croissant Corp.
Due on 21 Aug 2020
In New Matter Review

Task ID - 155
! Please amend clause 3.1
No due date
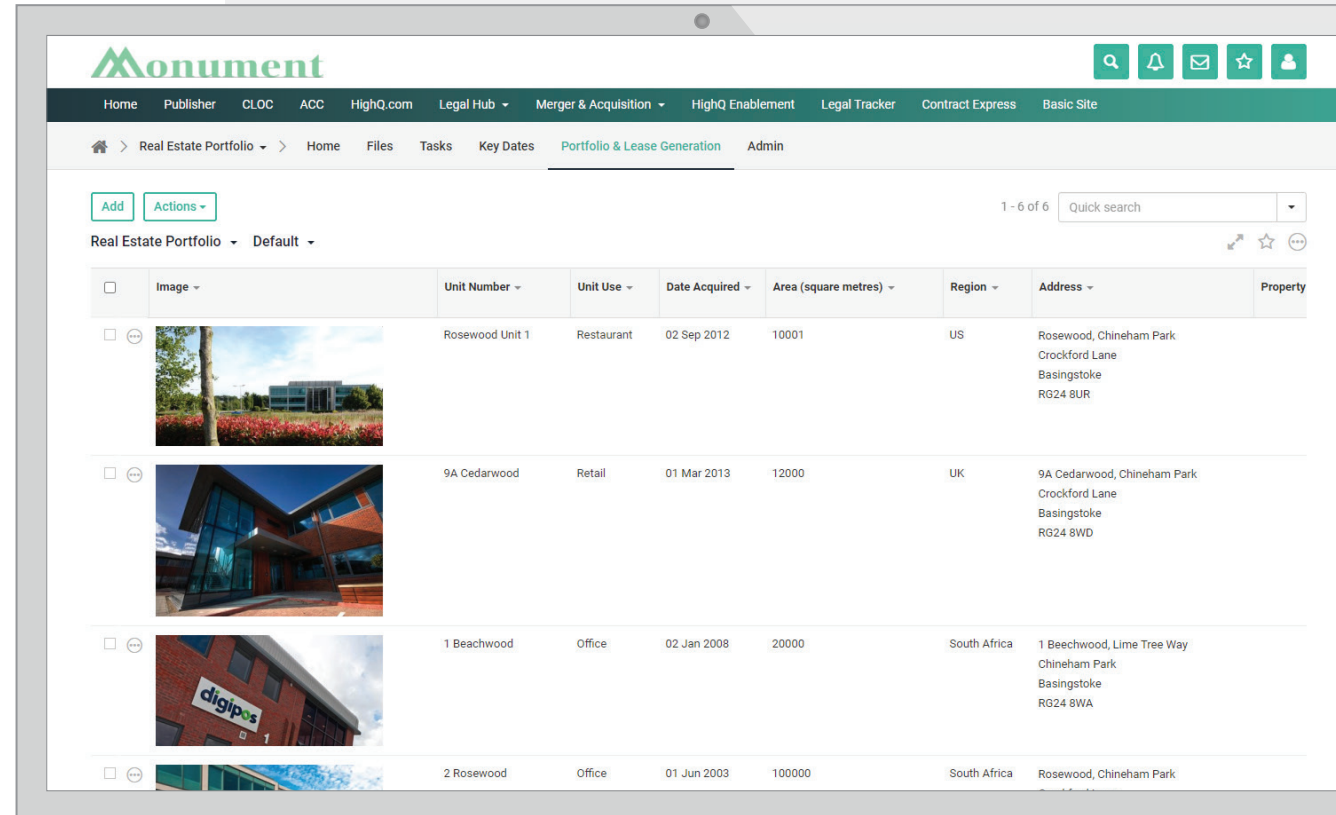In MTR-039

Task ID - 1666
Risk escalation moment

Add column

Knowledge management

✓ intuitive experience

✓ powerful search

✓ social collaboration

✓ knowledge dashboard

✓ web forms and workflow

✓ publish content in any language

✓ efficient sharing

✓ connect to expert

Team collaboration

- ✔ intranet portals
- ✔ team workspaces
- ✔ file share and sync
- ✔ social collaboration
- ✔ content management
- ✔ knowledge sharing
- ✔ online board rooms
- ✔ employee engagement

Monument

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🏠 › Real Estate Portfolio ▾ › Home | Files | Tasks | Key Dates | **Portfolio & Lease Generation** | Admin

Add | Actions ▾   1 - 6 of 6 | Quick search ▾

Real Estate Portfolio ▾ | Default ▾

☐	Image ▾	Unit Number ▾	Unit Use ▾	Date Acquired ▾	Area (square metres) ▾	Region ▾	Address ▾	Property
☐ ⋯		Rosewood Unit 1	Restaurant	02 Sep 2012	10001	US	Rosewood, Chineham Park Crockford Lane Basingstoke RG24 8UR	
☐ ⋯		9A Cedarwood	Retail	01 Mar 2013	12000	UK	9A Cedarwood, Chineham Park Crockford Lane Basingstoke RG24 8WD	
☐ ⋯		1 Beechwood	Office	02 Jan 2008	20000	South Africa	1 Beechwood, Lime Tree Way Chineham Park Basingstoke RG24 8WA	
☐ ⋯		2 Rosewood	Office	01 Jun 2003	100000	South Africa	Rosewood, Chineham Park	

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