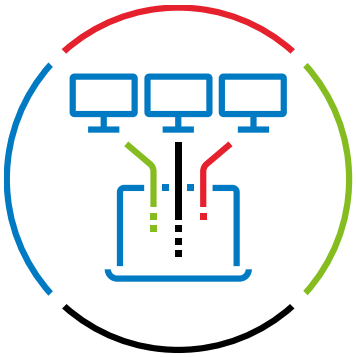
Legisway license types explained

Four license types

During the preparation of your Legisway deployment, you choose the licenses you need from four types: **Editor**, **Contributor**, **Reader** or **Requestor**. Each license type is linked to one or more user profiles, ensuring the right level of access and functionality for every team member. The user profiles define what each person can do in Legisway. From most to least access, the profiles are **Administrator, Editor, Contributor, Reader, and Requestor**.



All profiles can be granted access rights by domain (Country, Division, Legal Entity or Department).

The Editor license

The Editor license can grant access to those profiles: Administrator, Editor, Contributor and Reader

The **Administrator profile** is intended for “business” or “IT” administrators of the software. It provides access to the management of users and their use of Legisway (audit trail, statistics, alerts). Depending on the chosen pack, it also grants access to functional administration.

The **Editor profile** is intended for regular users of the application who can have access to all the functions and all modules subscribed to (except administration). It allows creation, access, modification and deletion of contents and files within the application.

The Contributor license

The Contributor license can grant access to 2 different profiles: Contributor and Reader

The **Contributor profile** is intended for occasional users having an approval need or being randomly invited to edit a content.

The Reader license

The Reader License grants access to the Reader profile

The **Reader profile** is intended for readers with no modifications rights but who can be invited to approve.

The Requestor license

The Requestor License grants access to the Requestor profile

The **Requestor profile** grants access to the Legal Ticketing only. It is intended for occasional users who need to enter information in a simplified “ticketing interface”. They can track the status of their own requests, see the preview of the associated content created by the lawyer in charge and download any associated document(s).

The Requestor license can be combined with any of the other four license types to provide broader access.

Core package

PROFILES	Administrator	Editor	Contributor	Reader
Editor license	•	•	•	•
Contributor license			•	•
Reader license				•

ACTIONS AVAILABLE FROM CORE PACKAGE				
Access and manage system administration settings	✓			
Perform bulk search and replace across content	✓			
Manage all tasks and task templates	✓			
Manage default alert subscriptions for all users	✓			
Use the Document Booker	✓	✓		
Use Legisway Expert AI (AI assistant)	✓	✓	✓	
Create a contract record using AI	✓	✓		
Analyze documents with AI	✓	✓	✓	
Create and delete records	✓	✓		
Edit records	✓	✓	✓	
View records	✓	✓	✓	✓
Invite users to read and/or edit otherwise access-restricted records	✓	✓	✓	
Edit documents using Microsoft Word integration	✓	✓	✓	
Receive and complete tasks	✓	✓	✓	✓
Manage own user-specific alert subscriptions	✓	✓	✓	✓
Create own user-specific reports	✓	✓	✓	✓
Manage personal absence and proxies	✓	✓	✓	✓

✓ Available only on records for which the Contributor has been designated as an Authorized Editor by an Editor or Administrator.

Advanced package

The actions available in the Core package are also available in the Advanced package.

PROFILES	Administrator	Editor	Contributor	Reader	Requestor
Editor license	•	•	•	•	
Contributor license			•	•	
Reader license				•	
Requestor license					•

ACTIONS AVAILABLE FROM ADVANCED PACKAGE					
Create and manage workflow templates	✓				
Initiate workflows	✓	✓	✓		
Participate in workflows	✓	✓	✓	✓	
Initiate electronic signature requests	✓	✓	✓		✓
Initiate document collaboration in Microsoft Word	✓	✓	✓		
Create, view, edit and delete own legal requests					✓
View and download attachments associated with own legal requests					✓
Review, prioritize and assign legal requests	✓	✓			
Process legal requests	✓	✓	✓		
View the outcome of own legal requests in the Legal Ticketing portal					✓
Participate in discussions (in-context chat)	✓	✓	✓	✓	✓
Generate documents based on templates	✓	✓	✓	✓	✓

✓ Available only on records for which the Contributor has been designated as an Authorized Editor by an Editor or Administrator.

✓ For items relating to own legal requests in Legal Ticketing portal only.

Wolters Kluwer

Legisway