



Respond to Comments in Ironclad

Overview

Ironclad is a contract lifecycle management system (CLM) that assists in review, negotiation, and execution of funded and unfunded contracts. A Workflow is where a contract template is generated, along with all the business processes needed to execute it, such as approvals and signatures.

Workflows generally follow this process: Launch, Review and Collect Approvals, Collect Signatures, Archive Agreement. This job aid falls within the Review and Collect Approvals phase.

This job aid includes the following sections:

- Respond to Comments in Ironclad
- Adding Comments to an Agreement in Ironclad

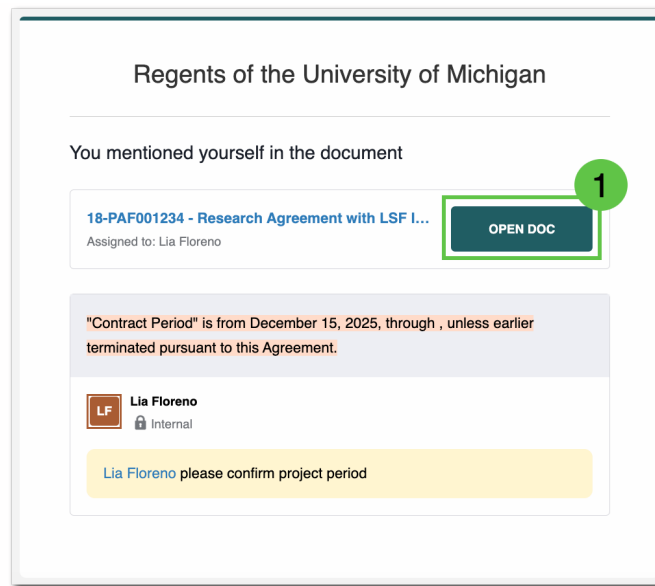
Step-by-Step Process

Comments for external and internal contributors can be entered into an agreement during the review and collect approvals phase. Use the **@mention feature** to flag internal contributors. Anyone @mentioned receives an email notification alerting them to review the agreement.

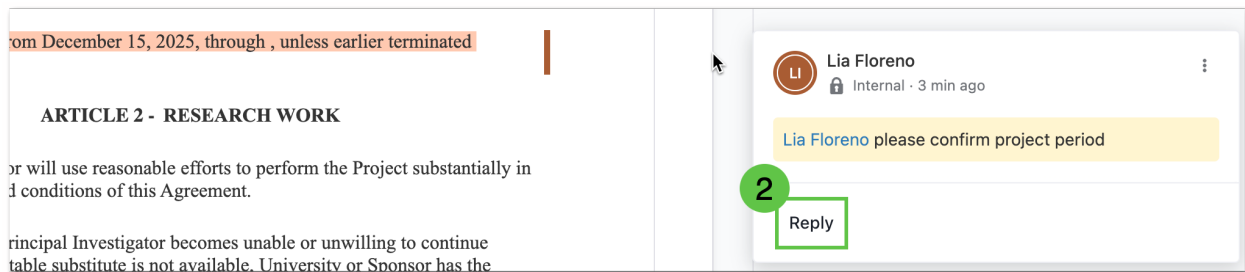
Note: End users must have view/comment permissions in Ironclad in order to respond to or add comments.

Responding to Comments in Ironclad

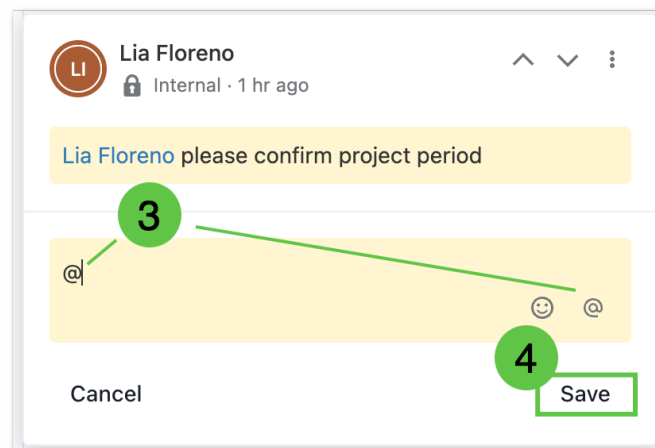
1. From your Inbox, in the Ironclad notification email, click **Open Doc.**



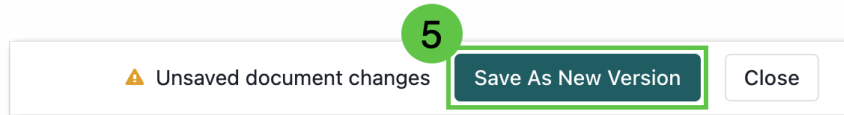
2. A new web browser window will open in Ironclad editor. Comments and @mentions are located along the right side of the document. To respond to a comment, click **Reply**.



3. Type '@' and the user's name or click the '@' in the bottom right corner of the comment box and type your response.
4. Click **Save**. Follow the same steps for any additional comments.

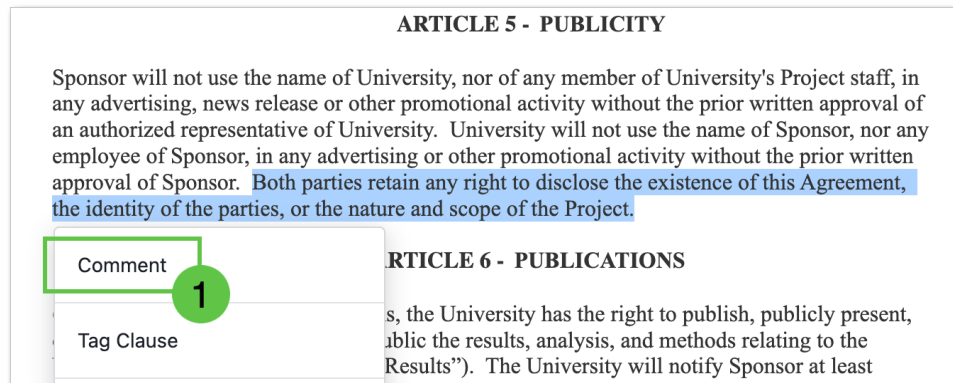


5. To complete the process, click **Save As New Version** in the top right corner of the Ironclad Editor. This ensures the contract is updated and the users mentioned receive an email notification.

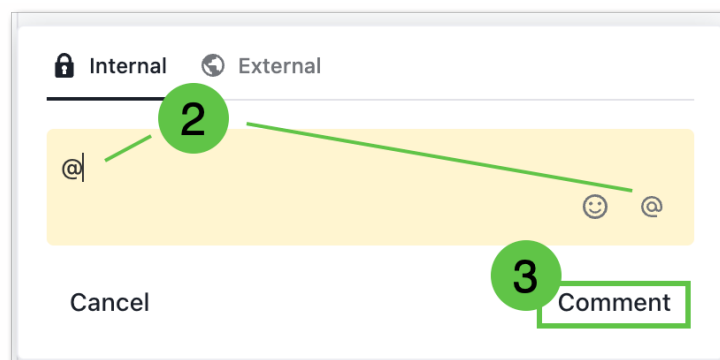


Adding Comments to an Agreement in Ironclad

1. In the Ironclad Editor, highlight the text where you would like to add a comment. A box will appear below the text. Click **Comment**.



2. Type '@' and the user's name or click the '@' in the bottom right corner of the comment box and type your response. Multiple people can be mentioned in a single comment. If a name doesn't appear when you are typing, the individual may not have an Ironclad account.
3. Complete your comment and click **Comment**.



4. To complete the process, click **Save As New Version** in the top right corner of the Ironclad Editor. This ensures the contract is updated and the users mentioned receive an email notification.

