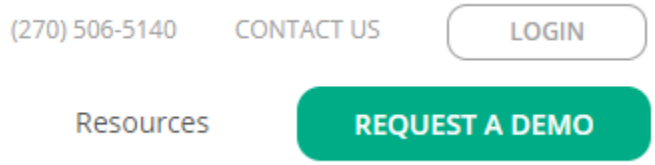
# Venminder Instructions

Welcome to Venminder. If you are receiving these instructions, it means that you have contracts that are in Venminder. Venminder is the software that Doane University is using to organize and streamline all things contracts.

1. You will have contracts that you are responsible. Some of those responsibilities include:
    a. Ensuring the service is being used.
    b. Verifying that billing is correct.
    c. Negotiating new prices each renewal period.
    d. Ensuring the services are still needed by Doane.
2. Once a contract is fully executed and uploaded to Venminder you will get regular emails reminding you of important milestones. It is important to read the emails from Venminder, and take the appropriate actions as contracts come up for renewal.

## Logging In:

1. Go to https://www.venminder.com/
2. Click on the log in button, it should be in the upper right hand corner:

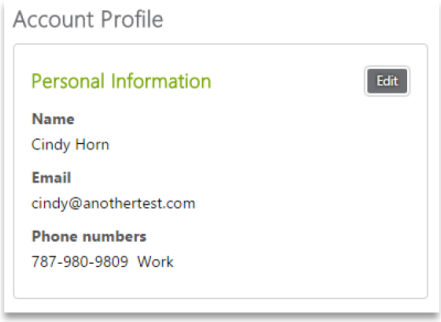



3. Your login id will be your doane.edu email address.
4. Your password will be distinct for Venminder. Keep your password in a safe place.

## Updating Personal Information:

**HOW DO I UPDATE/EDIT MY PERSONAL INFORMATION?**

To edit your personal information, select the Profile Icon from the top right and then choose "Manage Account". From here, select "Edit" to change your Personal Information or Security Information. Then, select "Submit" to save your changes.




Here you also have the option to opt in or out of weekly emails and to receive email notifications for uploaded analyses.
Users will continue to receive the Analysis Services email(s) and notices for products in which they are product manager or collaborator regardless if they opt in.

## After Contract is uploaded and reviewed:

1. After Venminder completes their review you will receive and email:

venminder

Doane University

Hello Rob Mizerski,

We're done! All the critical data for your Venminder contract has been entered and the details are below.

We **strongly encourage** you to review what we entered. The data below is what will drive future contract expiration notices sent to you by Venminder.

Here's what we entered:

| | |
|---|---|
| Vendor: | Venminder |
| Product(s): | Venminder Enterprise |
| Contract effective date: | 01/07/2019 |
| Term: | 36 months |
| Expiration date: | 01/07/2022 |
| Auto renewal Clause: | yes |
| # of days notice required of intent not to renew: | 90 days |
| **Final day to provide non-renewal notice to Venminder:** | **10/08/2021** |

venminder email date **04/09/2021**

If you see any data that you believe has been entered incorrectly, log in here, and make the necessary edits.

If you have any questions, call Venminder Support at 502-565-2936.

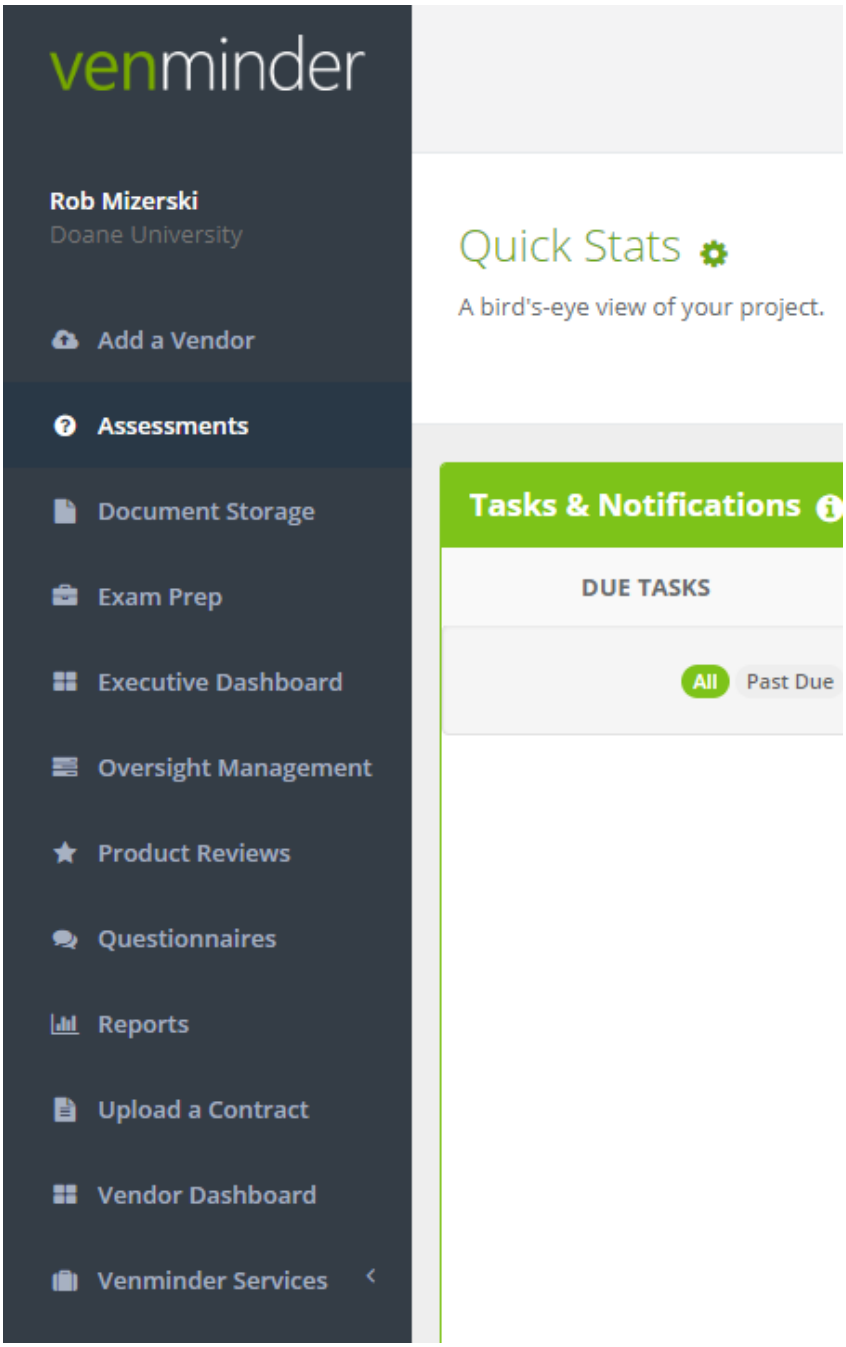
Thank you,
The Venminder Team

2. Review all the information entered by Venminder; ensure it reflects what you expected, and what was in the contract. While they review the data, it is still our responsibility to ensure it is correct. If anything is incorrect, you must log in and fix.

# Using Venminder

## Main Page:

After logging into Venminder the main page will appear.  You can access most of what you will need from the main page on the left hand side of the webpage.

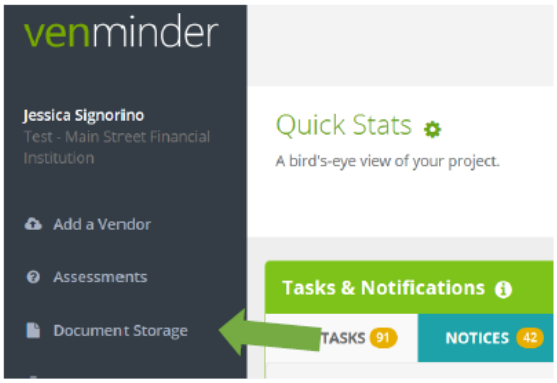


If you need any help at anytime you can click on the live chat icon in the upper right hand corner: They will be able to help you through any questions you may have.

## Commonly used Functions:

### HOW DO I VIEW MY VENDOR PRODUCT DOCUMENTS?

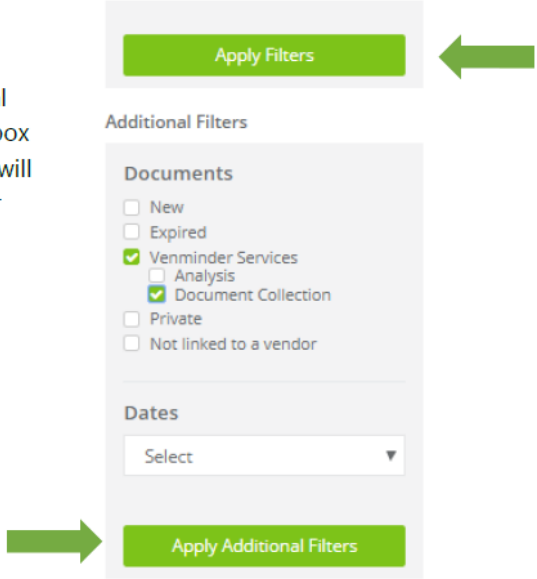
To view your vendor product documents, please select the "Document Storage" link on the left side of your Main Dashboard. Filter options will be to the left to help narrow down the search of your documents. The tags shown in the filter will adjust depending on the vendor(s) selected.




### HOW DO I VIEW THE DOCUMENTS THAT ARE CURRENTLY IN THE DOCUMENT COLLECTION SERVICE?

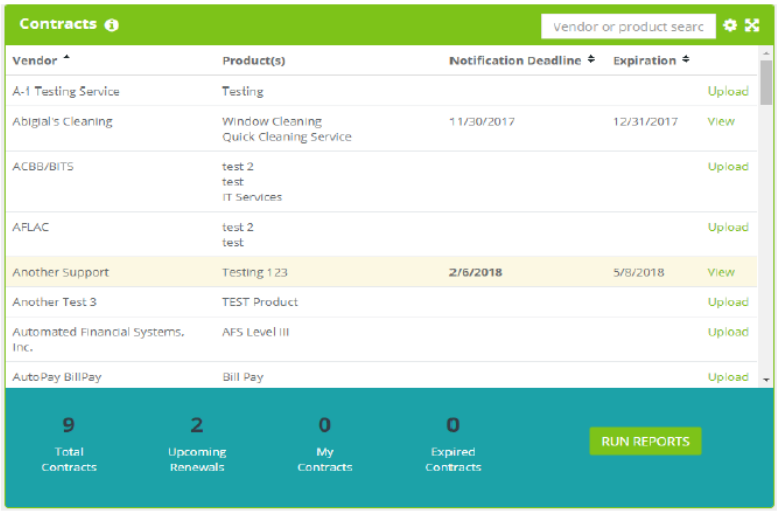
To view Document Collection documents, locate the Additional Filters Menu on the left side of Document Storage, select the box under the "Documents" header for" Venminder Services". This will expand the "Venminder Services" option into 2 additional filter options- Analysis and Document Collection. Select the box for Document Collection. Click the green "Apply Filters" or "Apply Additional Filters" button.

Also, the Content Reference Guide within the Reports tab will provide you with a list of documents that have been collected/uploaded by Venminder's Document Collection Specialists.

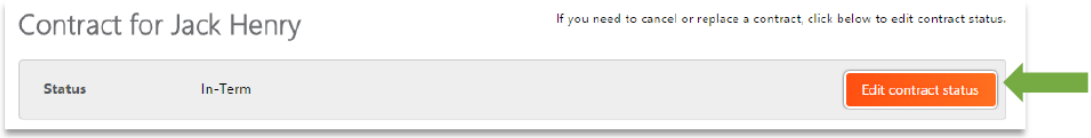
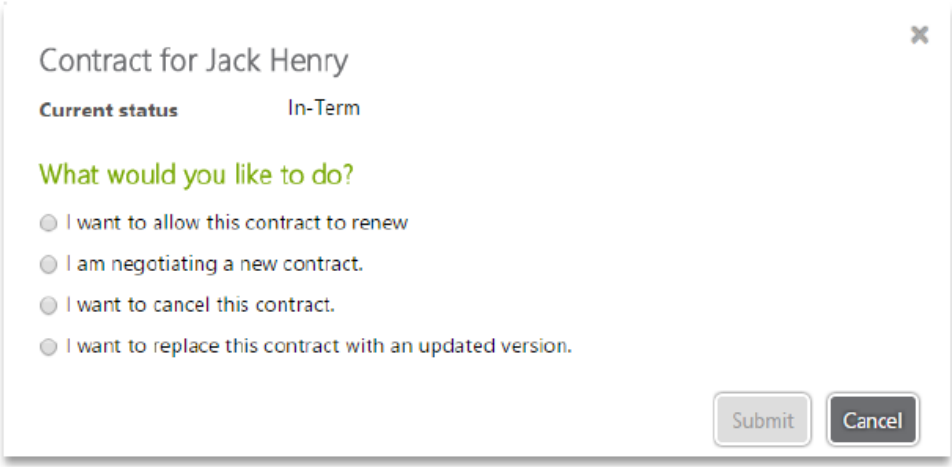


## HOW DO I VIEW A CONTRACT?

To view a contract, locate the "Contracts" widget on the main dashboard. This will give you a quick overview of all the contacts you currently have.




## HOW DO I CANCEL/RENEW/UPDATE A CONTRACT?

To edit your contract, locate the "Contracts" widget on the Main Dashboard. Then, scroll through the list of contracts to locate the contract you need. Next, select the "View" link to the right side of the contract information. On the Contracts screen select the orange "Edit Contract status" button on the right side of the page. Select the option you would like and review the directions provided. When you are ready, select "Submit" to save the changes. Only product managers or collaborators can edit the status of a contract.

Please note if you are *canceling* the contract and want it to cancel immediately you will need to change the date in the information field that appears, otherwise the cancellation date defaults to the expiration date that is in Venminder.