

West km for Transactions

Use West km for Transactions to search, view, and print your organization's internal transactional documents (e.g., agreements, exhibits, schedules, etc.). Search results include summaries, comments by colleagues, and exemplar indicators to help you quickly identify relevant content.

For search assistance, call West km Support at 1-888-Westkm1 (1-888-937-8561), option 2.

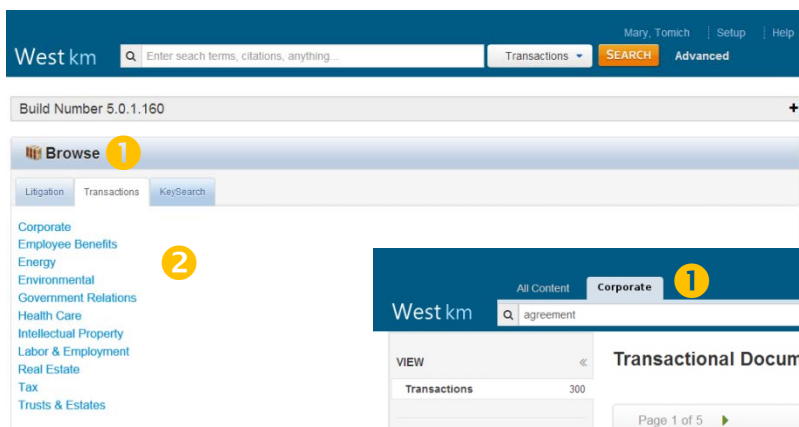
Searching Transactional Documents

To access the West km Transactions interface, open a browser and go to **hostname/km** where hostname is the name of your West km server on your network.

You can search your internal transactional documents, clauses, and defined terms. If you are searching by title, West km for Transactions applies concept searching to broaden your search by automatically retrieving synonyms and related concepts for your search terms. For example, a search for loan agreements might also retrieve credit and debt agreements.

BROWSING YOUR DOCUMENTS

You can easily browse content in a particular library group from the Home page. In the Browse section, click a libraries tab (e.g., Transactions Libraries). The documents in that library group are displayed. In addition, a corresponding tabbed text box is displayed at the top of the page. To search this library group, type your search in the text box and click Search.

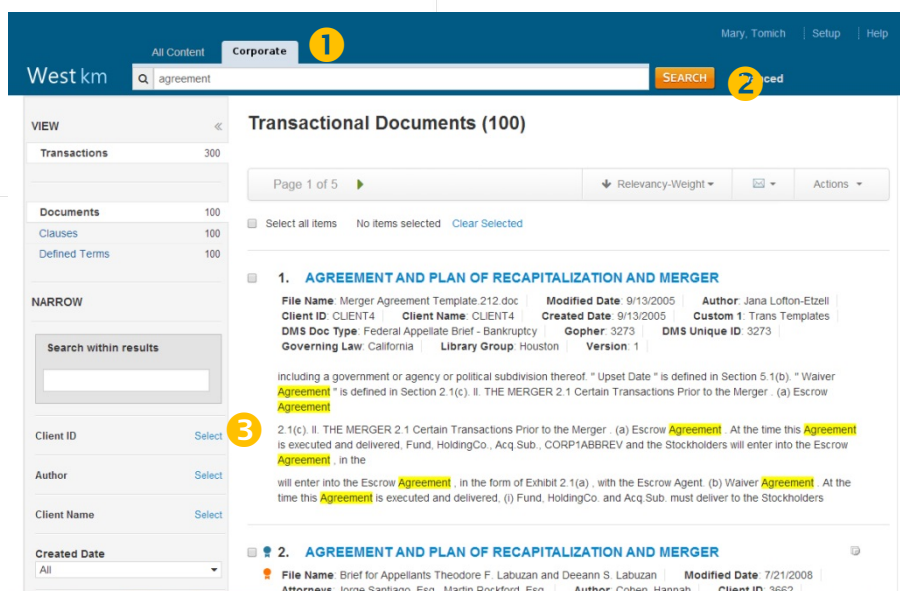


To browse a West km Transactions library:

1. Click the **Transactions** tab
2. Click a library to select it, then scroll through the content.

Searching library content:

1. Enter search terms Tab shows library where search will be run.
2. Click Search.
3. Search terms are highlighted in retrieved documents.



USING BASIC SEARCH

Using the search box at the top of the page, you can search the full text of West km documents using either a terms and connectors query or natural language.



TERMS AND CONNECTIONS

Use Boolean terms and connectors query to specify the relationship between your search terms. Just type your query in the search box at the top of the page and click Search.

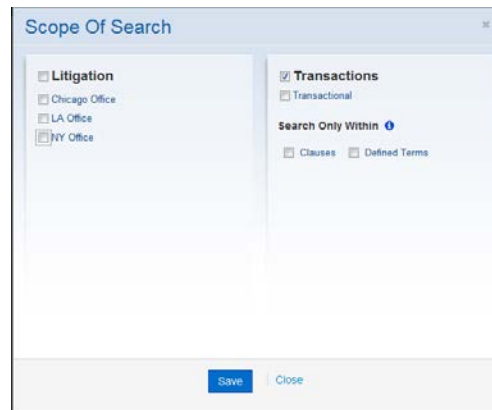
NATURAL LANGUAGE

Use descriptive terms in plain language to describe the legal issue you are researching. This method is often effective when you are researching a complex legal issue.

SCOPE OF SEARCH

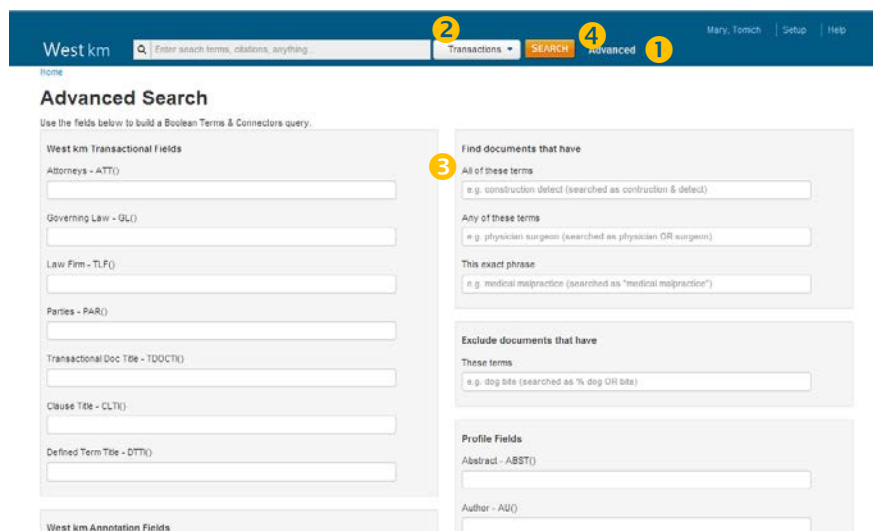
When using the search box in West km, you can restrict your search to particular groups of documents.

Before running your search, click the list next to the search box at the top of the page. In the Scope of Search dialog box, select the content and library groups you want to search and click Save.



ADVANCED SEARCHING

Using advanced search pages, you can restrict all or part of your search to specific fields (types of data). Advanced search pages automatically run searches using terms and connectors.



To perform an advanced search:

1. At the top of the page, click Advanced.
2. Change the scope of your search, if desired.
3. Enter information in one or more fields. You can enter as much or as little information as you know.
4. Click Search at the top of the page.

Retrieving Transactional Documents

SEARCH RESULTS

Retrieved documents are displayed in the result list. For each document in a search result, the first three search terms are shown in the result list with surrounding document text and are highlighted in yellow.

The screenshot shows the West km search results page. The search term is 'lease agreement'. The results are categorized under 'Transactional Documents (100)'. The page shows a list of documents with various filters and options. A document titled 'PURCHASE AND SALE AGREEMENT' is highlighted. The document details include: File Name: CHI-#1364991-v3-GATX-TRLT-II_Purchase_and_Sale_Agreement_30364; Modified Date: 12/3/2013; Author: svckmuser; DMS Number: 30364; Execution Date: 9th day of June, 2004; Governing Law: Texas; Library Group: eDocs Clause Vetting Group, eDocs Lit Vetting Group, eDocs Trans Vetting Group, test, transvetting group; Parties: Eric Marchetto, GATX Financial Corporation, TRINITY INDUSTRIES LEASING COMPANY, GATX FINANCIAL CORPORATION, TRINITY RAIL LEASING TRUST, Linda Hexem, Trinity Rail Leasing Trust; Client-Matter ID: CLIENT3**MATTER1; Client ID: CLIENT3; Created Date: 6/8/2004; DMS Doc Type: Default Document Type; DMS Unique ID: 30364; Matter ID: MATTER1; Version: 1. The document text is highlighted in yellow, showing search terms like 'Agreement', 'Leases', and 'Closing'.

1. To view results for a different content set, click a link in the View section.
2. To view additional documents in the result, click the Next arrow at the top of the page.
3. To change the sort order of the result, click the Sort By list and then click an option. To change from ascending to descending order (or vice versa), select the same option again.
4. To print or email the result list (or selected documents from the result list), click the Print or Email icon and then click an option.
5. To view one of your organization's documents, click its title.
6. To narrow the number of documents in your result, use the options in the Narrow section.
7. An Exemplar icon (👤 or 🗨️) to the left of the title indicates that the document has been flagged as a model example by a colleague with annotator rights. You may want to use this document to draft new documents of the same type.
8. A Note icon (📌) to the right of the title indicates that notes about the document were added by a colleague with annotator rights.

VIEWING A DOCUMENT

When you click a document title in a result, the document is displayed.

1. When you retrieve a document by searching, the search terms are highlighted in yellow.
2. Document arrows take you to the next or previous document in your result.
3. Term arrows take you to the next or previous term in your result.
4. To view details about a transactions document, click the Summary tab.
5. To open a copy of the document in its original format, click the download icon.
6. An Exemplar icon next to the title indicates that the document has been flagged as a model example by a colleague with annotator rights.
7. To view notes about a document, click the Notes bar at the top of the document.

The screenshot shows the West km document view page for the document 'PURCHASE AND SALE AGREEMENT'. The document details are displayed, including: File Name: CHI-#1364991-v3-GATX-TRLT-II_Purchase_and_Sale_Agreement_30364; Modified Date: 12/3/2013; Author: svckmuser; DMS Number: 30364; Library Group: eDocs Clause Vetting Group, eDocs Lit Vetting Group, eDocs Trans Vetting Group, test, transvetting group; Client ID: CLIENT3; Execution Date: 9th day of June, 2004; Governing Law: Texas; Matter ID: MATTER1; Parties: Eric Marchetto, GATX Financial Corporation, TRINITY INDUSTRIES LEASING COMPANY, TRINITY RAIL LEASING TRUST, Linda Hexem, Trinity Rail Leasing Trust; Version: 1. The document text is highlighted in yellow, showing search terms like 'Agreement', 'Leases', and 'Closing'. The page includes a navigation bar with tabs for Document, Summary, Outline, Defined Terms, and Referenced Documents. There are also navigation arrows and a search term field. A Notes bar at the top shows one note. The document text is displayed below, with search terms highlighted in yellow.

VIEWING DOCUMENT DETAILS

When viewing a document, clause, or defined term, additional details may be available for viewing, including a summary, outline, defined terms listing, and referenced document listing. Click the corresponding tab to display the additional detail.

West km | lease agreement | Transactions | SEARCH | Advanced

MASTER LEASE AGREEMENT

File Name: officemax lease agreement | Modified Date: 12/4/2013 | Author: svckmuser | DMS Number: 70639 | Library Group: eDocs Clause Vetting Group.eDocs Lit Vetting Group.eDocs Trans Vetting Group.test.transvetting group | Client ID: CLIENT3 | Client-Matter ID: CLIENT3**MATTER1 | Created Date: 7/27/2006 | DMS Doc Type: Default Document Type | DMS Unique ID: 70639 | Execution Date: December 10, 1999 | Governing Law: Cuyahoga County | Matter ID: MATTER1 | Parties: BIZMART, INC., SELCO SERVICE CORPORATION | Version: 1

Document | Summary | Outline | Defined Terms | Referenced Documents

Return to List

Document Profile

Transactional Doc Title: MASTER LEASE AGREEMENT

Execution Date: December 10, 1999

Governing Law: Cuyahoga County

Parties: BIZMART, INC.; SELCO SERVICE CORPORATION

File Profile

Author: svckmuser

Client ID: CLIENT3

Created Date: 7/27/2006 9:43:10 AM

DMS Doc Type: Default Document Type

DMS Number: 70639

File Name: officemax lease agreement

OUTLINE

Displays an outline of the document, clause, or defined term. Click a link in the outline to jump to that section.

West km | lease agreement | Transactions | SEARCH | Advanced

MASTER LEASE AGREEMENT

File Name: officemax lease agreement | Modified Date: 12/4/2013 | Author: svckmuser | DMS Number: 70639 | Library Group: eDocs Clause Vetting Group.eDocs Lit Vetting Group.eDocs Trans Vetting Group.test.transvetting group | Client ID: CLIENT3 | Client-Matter ID: CLIENT3**MATTER1 | Created Date: 7/27/2006 | DMS Doc Type: Default Document Type | DMS Unique ID: 70639 | Execution Date: December 10, 1999 | Governing Law: Cuyahoga County | Matter ID: MATTER1 | Parties: BIZMART, INC., SELCO SERVICE CORPORATION | Version: 1

Document | Summary | Outline | Defined Terms | Referenced Documents

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1. actual knowledge
2. all risk
3. all-risk
4. Assignee
5. Casualty
6. collapse
7. Confidential information
8. Construction Failure Liquidated Damages Payment
9. Construction Failure Purchase Price
10. Cost To Repair
11. Deficiency
12. Event of Loss
13. Excluded Taxes
14. explosion
15. herein
16. hereof
17. hereunder

REFERENCED DOCUMENTS

Shows a list of all documents explicitly referenced in the document you are viewing. Click a document title to go to its reference in the document you are viewing.

West km | lease agreement | Transactions | SEARCH | Advanced

MASTER LEASE AGREEMENT

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Document | Summary | Outline | Defined Terms | Referenced Documents

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1. Approved Construction Documents
2. Architect's Contracts
3. Basic Lease
4. Best Insurance Guide
5. Construction Agency Agreement
6. Construction Contracts
7. Credit Agreement
8. Extension Lease
9. Financing Statements
10. Guaranty
11. Guaranty of Guarantor
12. Lease Default and no Lease Event of Default
13. Lease Documents
14. Lease Event of Default
15. Lease Supplement to Owner
16. Lease Supplements
17. Loan Agreement
18. Loan Agreement without Lessee

SUMMARY

The summary may include the following sections:

- Document Profile: Displays data that was generated by West km during analysis, such as the title, parties, law firm, and governing law. Click a link in the profile to jump to the reference.
- File Profile: Displays metadata that was gathered from your organization's document management system, such as file name, author, created and modified date, and client and matter information.

West km | lease agreement | Transactions | SEARCH | Advanced

MASTER LEASE AGREEMENT

File Name: officemax lease agreement | Modified Date: 12/4/2013 | Author: svckmuser | DMS Number: 70639 | Library Group: eDocs Clause Vetting Group.eDocs Lit Vetting Group.eDocs Trans Vetting Group.test.transvetting group | Client ID: CLIENT3 | Client-Matter ID: CLIENT3**MATTER1 | Created Date: 7/27/2006 | DMS Doc Type: Default Document Type | DMS Unique ID: 70639 | Execution Date: December 10, 1999 | Governing Law: Cuyahoga County | Matter ID: MATTER1 | Parties: BIZMART, INC., SELCO SERVICE CORPORATION | Version: 1

Document | Summary | Outline | Defined Terms | Referenced Documents

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- MASTER LEASE AGREEMENT
 - Introduction
 - Recitals
 - Section 1. Definitions
 - Section 2. Agreement to Lease
 - Section 3. Term
 - Section 4. Obligations Relating to Construction of the Improvements
 - Section 5. Rental
 - Section 6. Use
 - Nonterminability
 - Other Charges, Liens and Agreements
 - of the Leased Property
 - ITION200 Owner's Disclaimer, Acknowledgment by Lessee
 - tations of Parties
 - ice, Quiet Enjoyment
 - se with Legal Requirements.

DEFINED TERMS

Click a term to jump to its definition in the text of the document or clause.