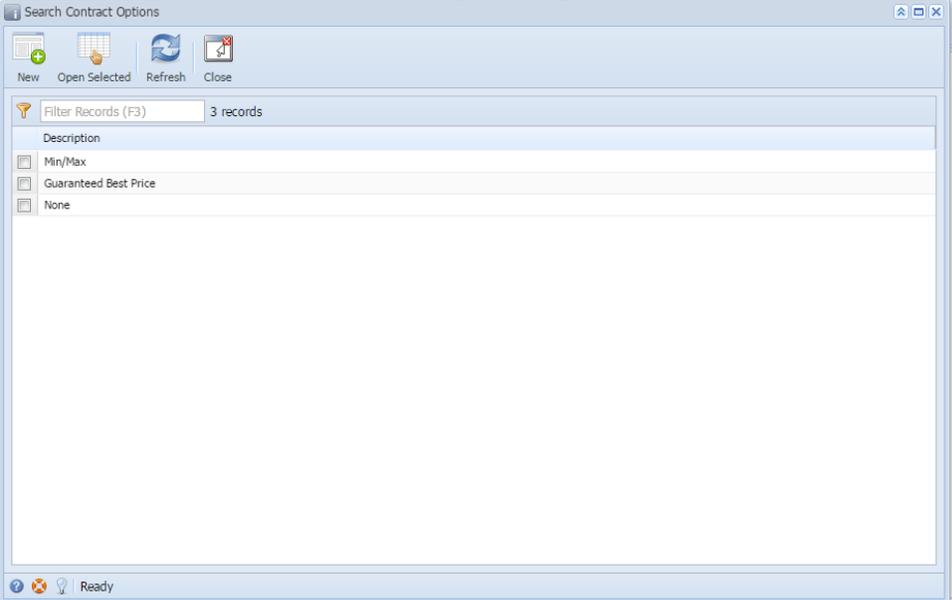


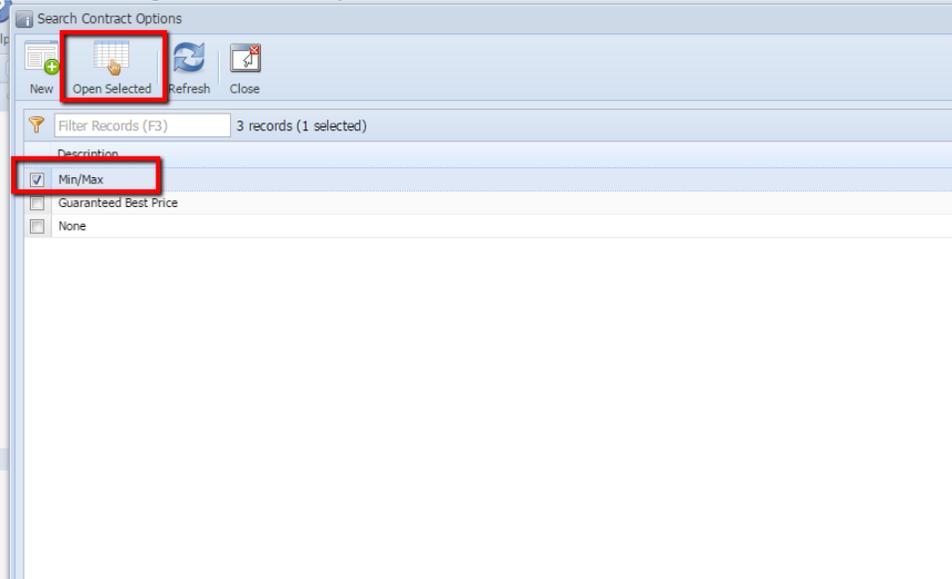
How To Open Existing Contract option Record via Search Screen

Here are the steps on how to open existing record via Search screen:

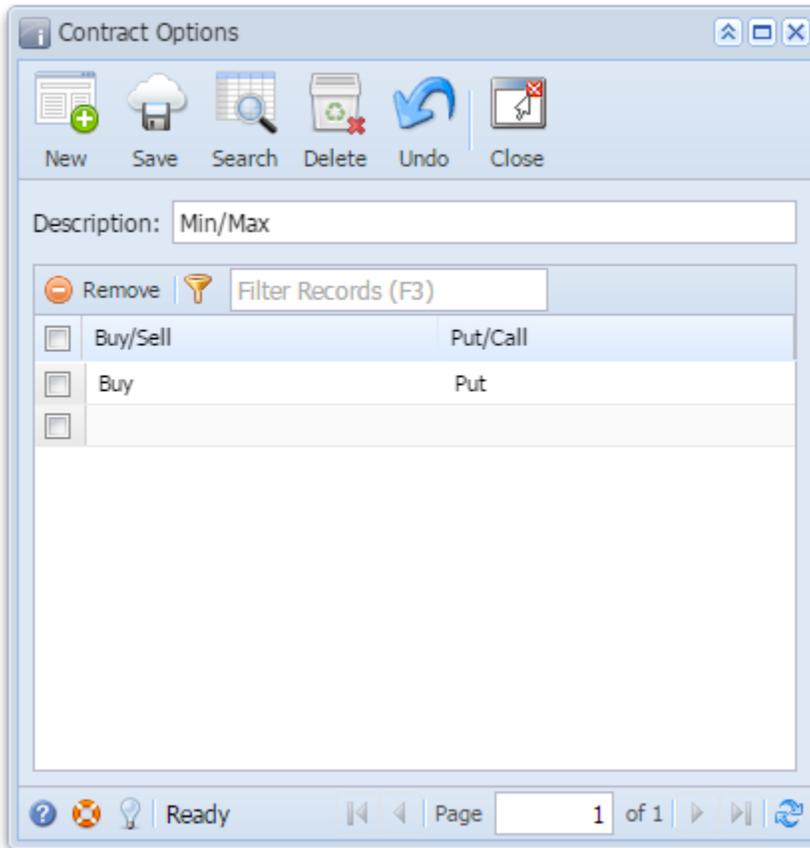
- 1. Select **Contract Options** from the **Menu Panel**.
[blocked URL](#)
- 2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open.



- 3. Select the existing records and click **Open Selected** button.



4. The screen for the selected record will open.



5. For opening Multiple records, select Multiple records you want to open and click on **Open Selected** Button.

6. It will open all the selected records.

7. Search for the existing record you want to open manually, by entering a keyword on the **Filter** field and click on **Refresh**.

