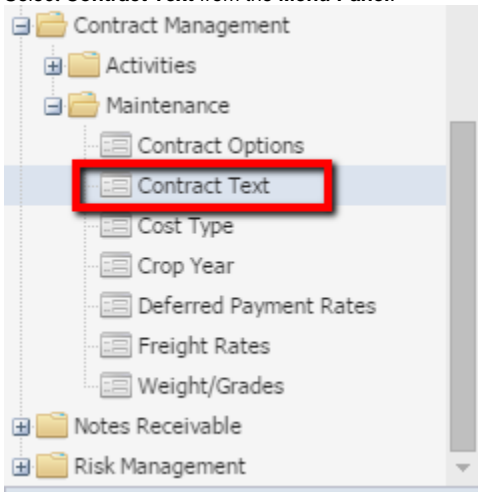


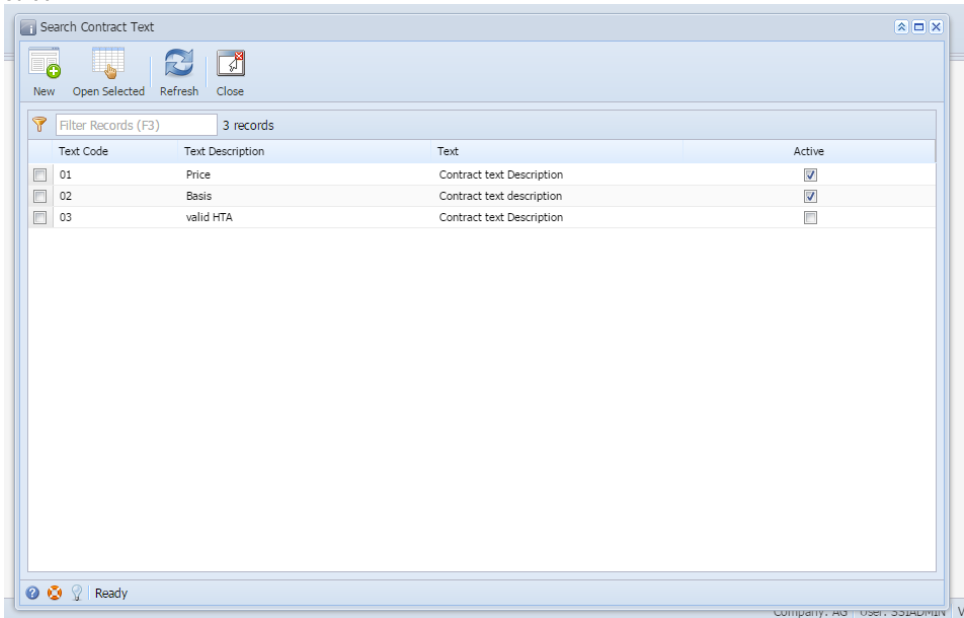
How To Create New Contract Text via the Search Screen

Here are the steps on how to create new record via the Search screen:

1. Select **Contract Text** from the **Menu Panel**.



2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the Search Contract Text screen.



3. Click **New** button to open blank screen to enter new record.

The screenshot shows a software window titled "Contract Text". At the top, there is a toolbar with icons and labels for "New", "Save", "Search", "Delete", "Undo", and "Close". Below the toolbar, the form contains the following fields:

- Contract Type:** A dropdown menu.
- Pricing Type:** A dropdown menu.
- Text Code:** A text input field.
- Description:** A text input field.
- Text:** A large, empty text area for entering the main content.

At the bottom left of the form area, there is an **Active:** label next to a small square icon. The bottom status bar includes a help icon, a "Ready" status indicator, and a page navigation section showing "Page 1 of 4" with navigation arrows.