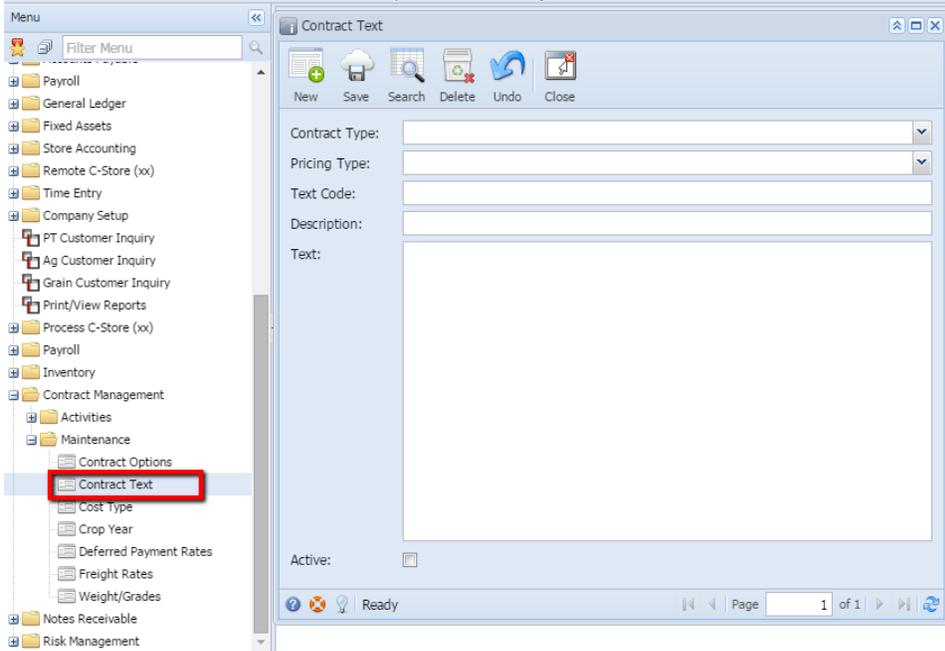


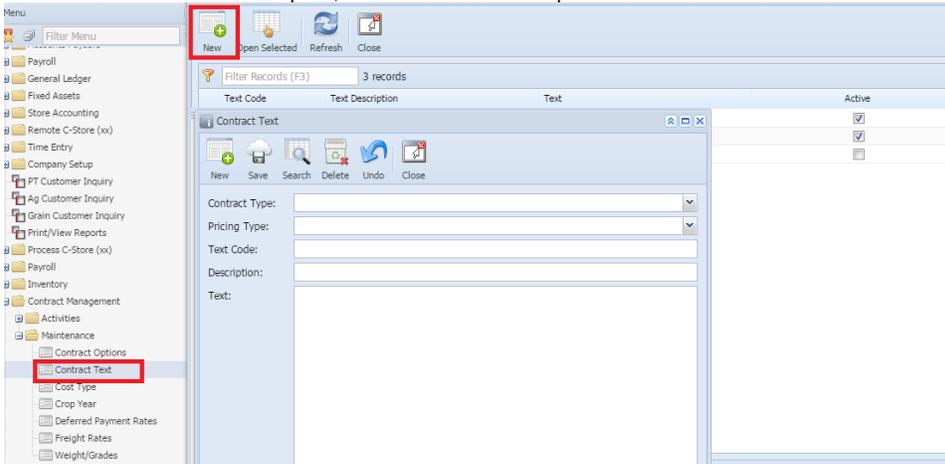
How To Create New Contract Text

Here are the steps on how to create a Contract Text:

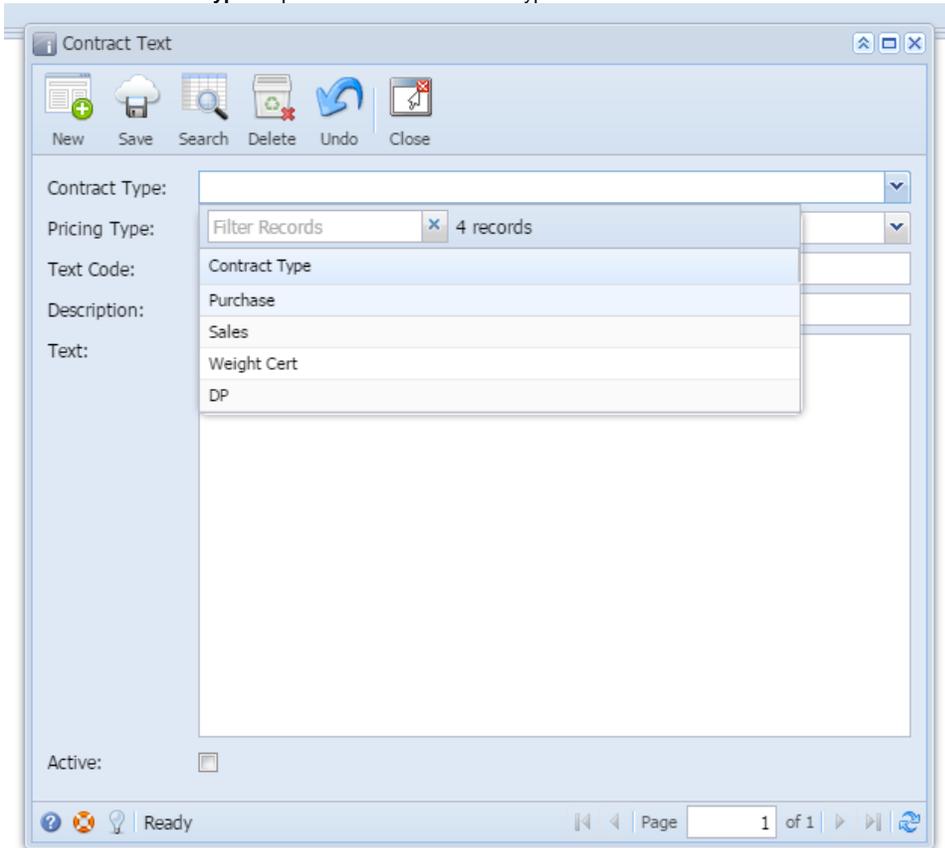
1. From the **Contract Management > Maintenance** menu, click **Contract Text**. If there's an existing text, **Search Contract Text** screen will open. Otherwise, **New Contract Text** screen will open automatically.



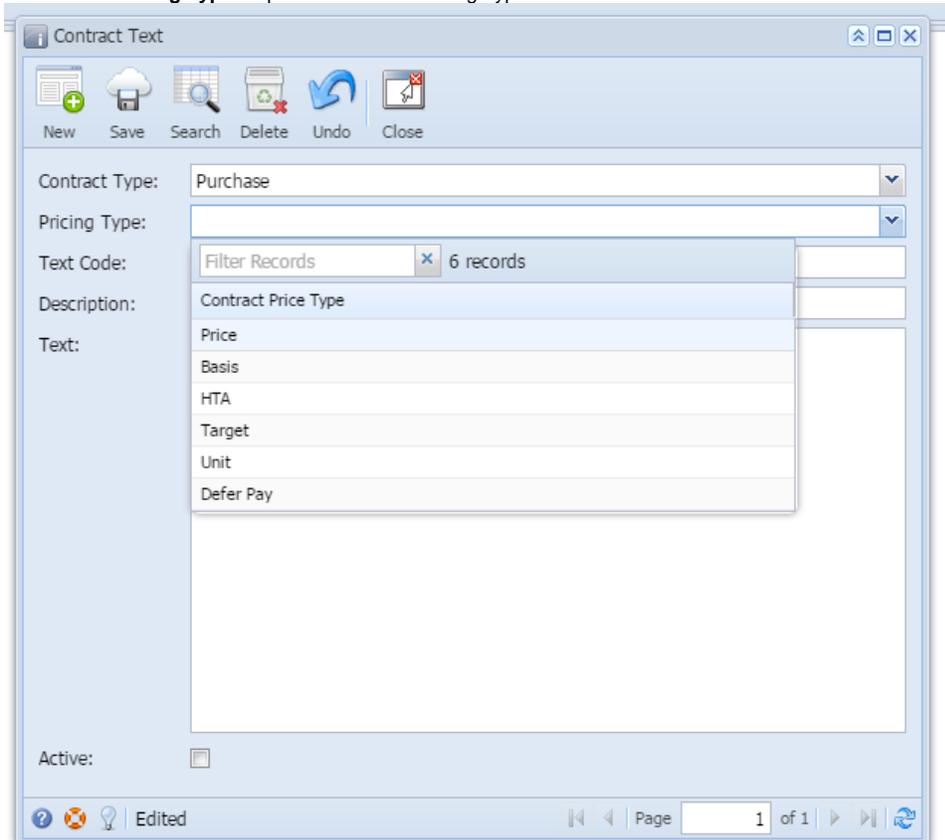
2. If Search Contract Text screen opens, click on **New** button to open blank Contract Text screen.



3. Click on the **Contract Type** drop down to select Contract Type.



4. Click on the **Pricing Type** drop down to select Pricing Type.



5. Enter any **Tax Code**. Field accepts alphanumeric values.

The screenshot shows the 'Contract Text' form with the following fields and values:

- Contract Type: Purchase
- Pricing Type: Price
- Text Code: 01
- Description: (empty)
- Text: (empty)

At the bottom, there is an 'Active' checkbox which is unchecked. The status bar at the bottom indicates 'Page 1 of 1'.

- 6. Enter **Description** and Text for the Contract Type.
- 7. Check the **Active** check box if you want to make it active else left blank.
- 8. Click on **Save** button.

This screenshot shows the 'Contract Text' form after data entry. The fields are now populated:

- Contract Type: Purchase
- Pricing Type: Price
- Text Code: 01
- Description: Price
- Text: Contract Text document

The 'Active' checkbox remains unchecked. The status bar at the bottom indicates 'Page 1 of 2'. The 'Save' button in the top toolbar is highlighted with a red box.

9. It will save the record.



The record will not be saved if any of these are left blank –Contract Type, Pricing Type, Text Code, Description

Each combination of Contract Type, Pricing Type and Text code should be Unique