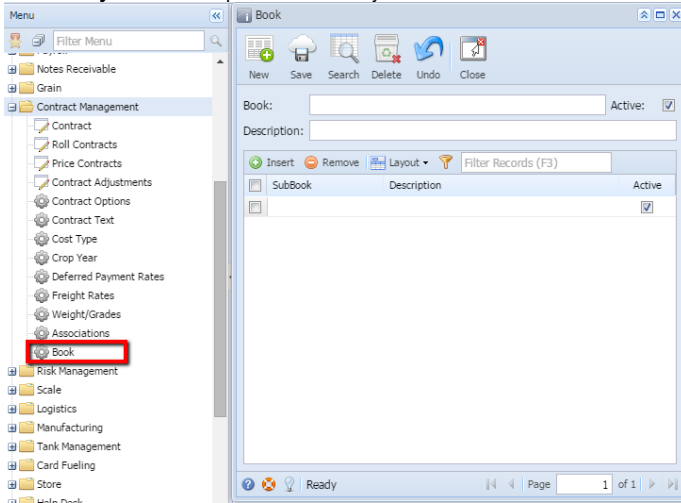
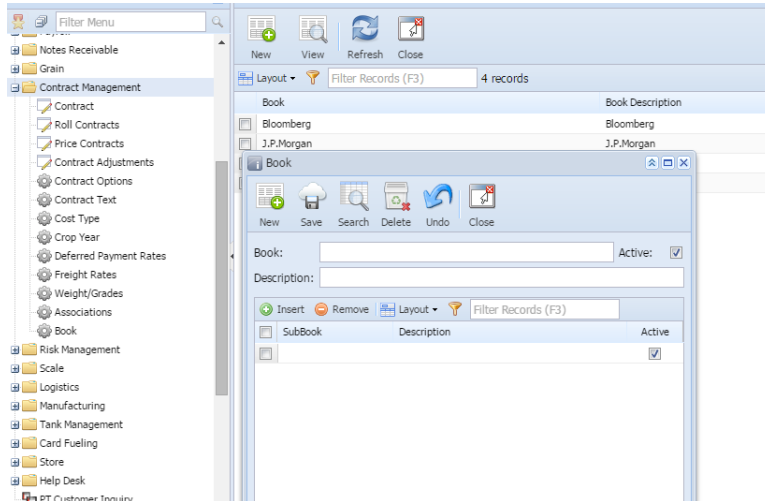


How To Create New Book

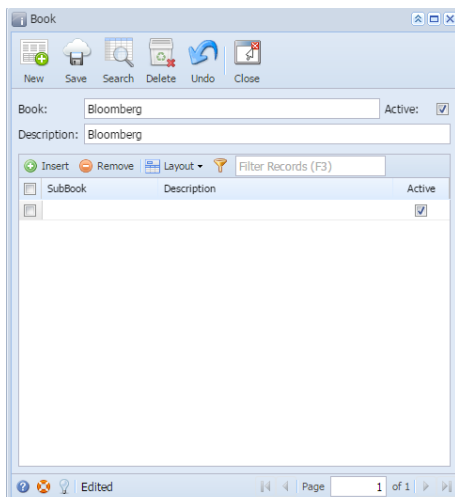
1. From the **Contract Management > Maintenance** menu, click **Book**. If there's an existing book, **Search Book** screen will open. Otherwise, **New Book Entry** screen will open automatically.



2. If Search book screen opens, click on **New** button to open new book entry screen.

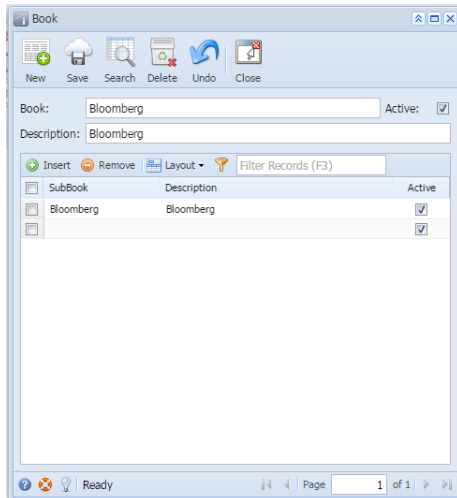


3. Enter any Book **Name** and **Description**.



4. Enter any Sub Book **Name** and **Description**.

5. Check **Active** check box to make it active for further use.



6. Click on **Save** button to save the record.