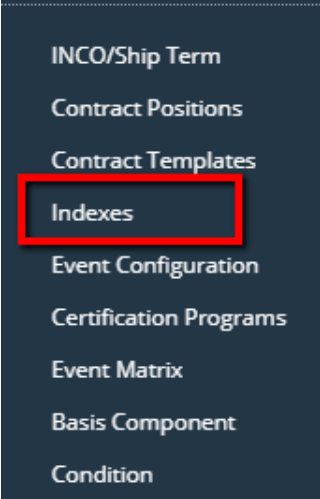


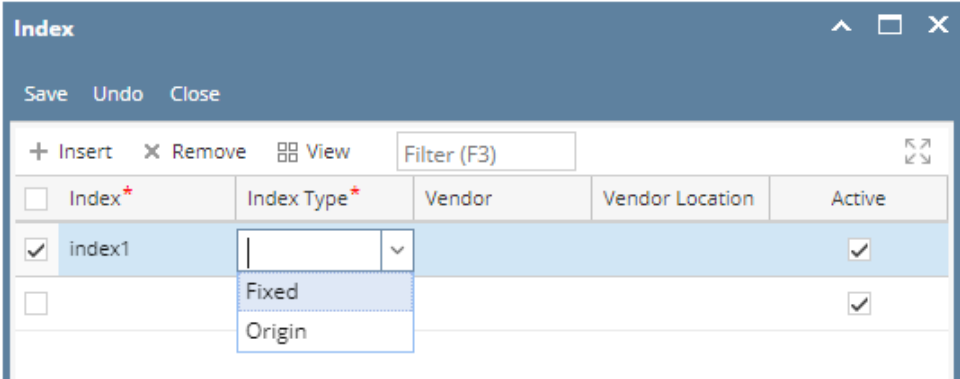
How To Add Indexes

Here are the steps on how to create Indexes:

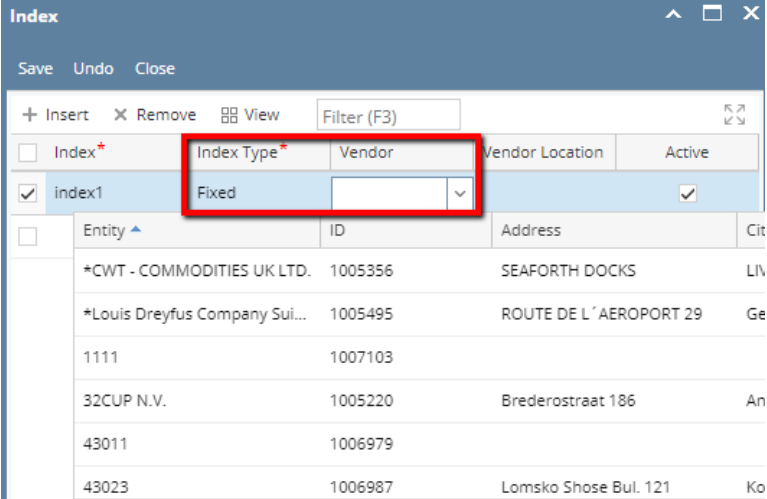
1. From the **Contract Management > Maintenance** menu, select **Indexes**.



2. Click on the **Indexes** grid to enter Index name.
3. Add **Index Type** by clicking the drop down. Select index type from the drop down list.



4. Add a **Vendor** by clicking drip down. Select vendor name from the drop down. It should display Vendor if Index type= fixed.



5. Add a Vendor Location by clicking drop down. Select vendor location from the drop down.

The screenshot shows a window titled "Index" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a toolbar with "Insert", "Remove", "View", and a "Filter (F3)" input field. The main area contains a table with the following columns: "Index", "Index Type", "Vendor", "Vendor Location", and "Active". The first row is selected and contains the following data: "index1", "Fixed", "*CWT - COMM...", a dropdown menu, and a checked checkbox. To the right of the table, there is a side panel with a "Location Name" field containing the text "LIVERPOOL".

| Index | Index Type | Vendor | Vendor Location | Active | |
|-------------------------------------|------------|--------|-----------------|----------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | index1 | Fixed | *CWT - COMM... | <input type="text"/> | <input checked="" type="checkbox"/> |

Location Name
LIVERPOOL

6. If Index type is Origin then Vendor and Location should be disabled.

The screenshot shows a window titled "Index" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a toolbar with "Insert", "Remove", "View", and a "Filter (F3)" input field. The main area contains a table with the following columns: "Index", "Index Type", "Vendor", and "Vendor Location". The first row is selected and contains the following data: "index1", "Origin", and two disabled fields. The "Vendor" and "Vendor Location" columns are disabled.

| Index | Index Type | Vendor | Vendor Location |
|-------------------------------------|------------|--------|-----------------|
| <input checked="" type="checkbox"/> | index1 | Origin | |

7. Check the **Active** grid check box to make it active, else leave it blank
8. Click on **Save**.