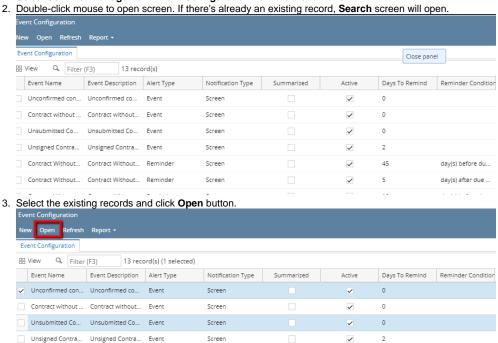
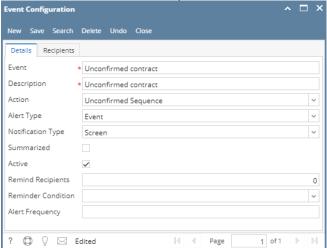
How To Open Existing Event via Search Screen

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

1. Select Contract Management Event Configuration from the Menu Panel.



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** 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.



8. Or you can also use the Advance

Filter.

