

How To Add Contract Positions

Here are the steps on how to create Contract Positions Rate:

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




2. Click on the **Position** grid to enter position name. It accepts alphanumeric value.
3. Add **Position Type** by clicking the drop down. Select Position type from the drop down list.

A screenshot of a software window titled "Contract Positions". It has a blue header bar with "Save", "Undo", and "Close" buttons. Below the header is a toolbar with "+ Insert", "X Remove", "View" (with a grid icon), and "Filter (F3)". The main area contains a table with the following columns: "Position", "Position Type", "No Of Days", and "Default". The table has three rows: "Arrival" (checked), "Shipment" (selected in a dropdown), and "Delivery". The "No Of Days" column has values 45,00 and 10,00. The "Default" column has checkboxes.

Position	Position Type	No Of Days	Default
<input checked="" type="checkbox"/> Arrival	Shipment	45,00	<input type="checkbox"/>
<input type="checkbox"/> Delivery	Shipment	10,00	<input type="checkbox"/>
<input type="checkbox"/>	Spot		

4. Click on the **No Of Days** grid to enter number of days. It accepts numeric integer value.
5. Check the **Default** grid check box to make it default, else leave it blank.
6. Click on Save.

**Note**

The record will not be saved if any of these are left blank –Position, Position Type