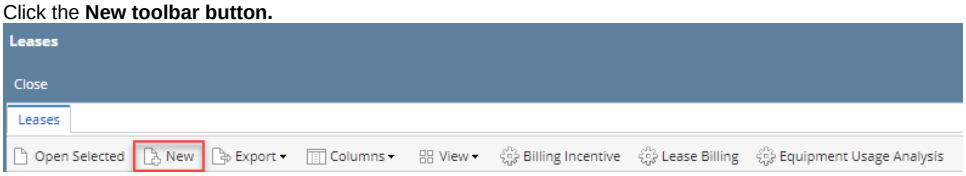
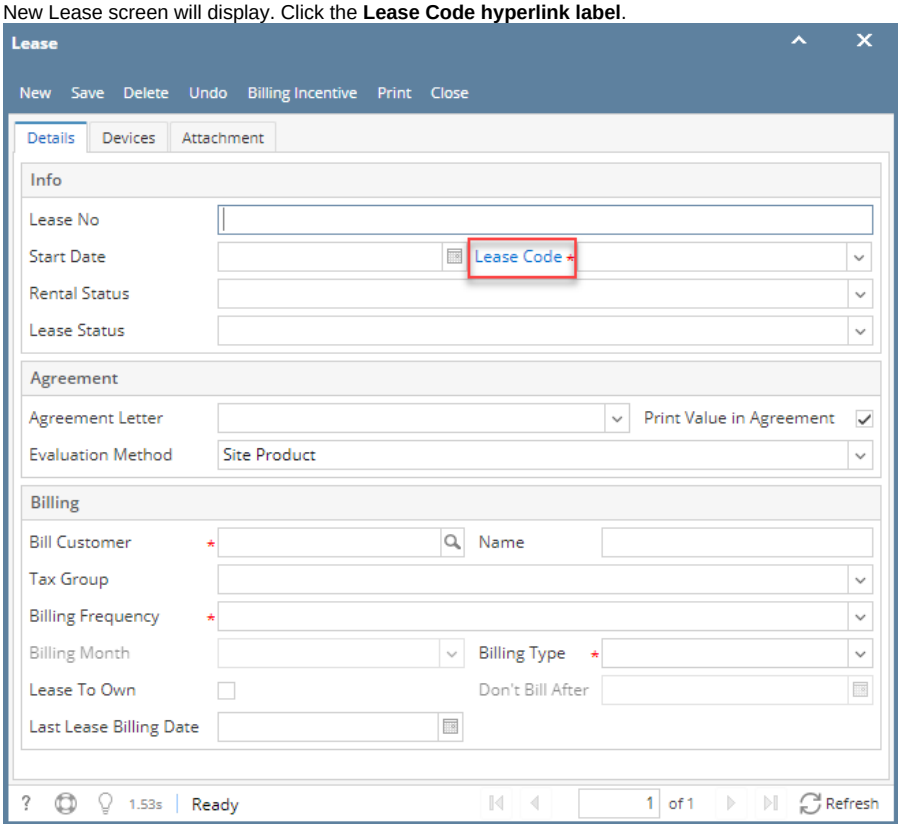
How to Open the Lease Code Screen

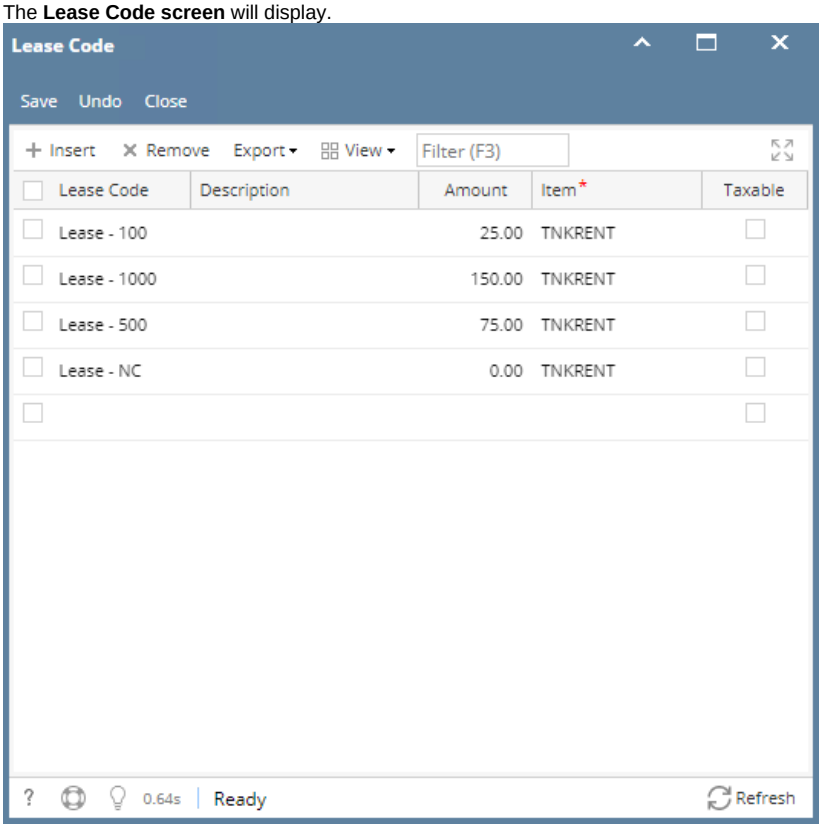
- **From Menu panel:**
  1. On the Menu panel, click the **Lease menu**.
  2. Click the **New toolbar button.**



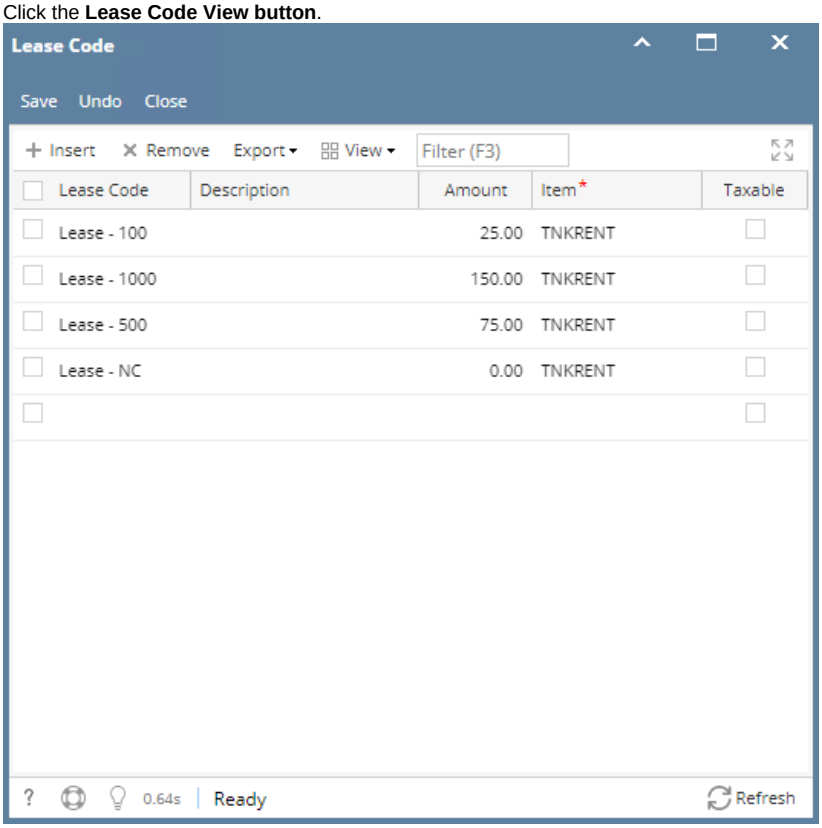
  3. New Lease screen will display. Click the **Lease Code hyperlink label**.



4. The **Lease Code screen** will display.

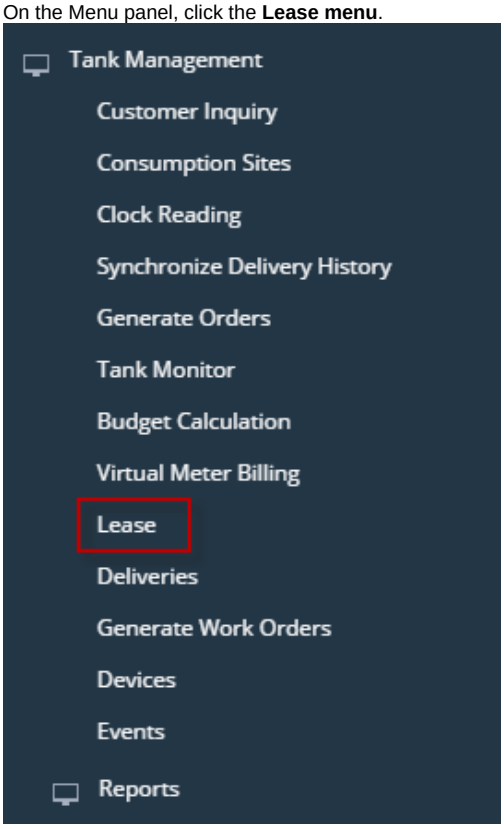


- **From Existing Lease screen:**
  1. Open a Lease screen
  2. Click the **Lease Code View button**.

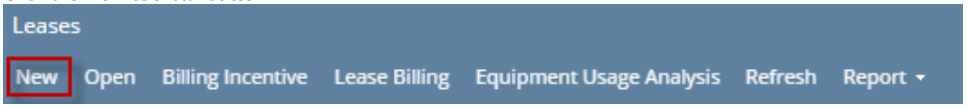


- **From Menu panel:**

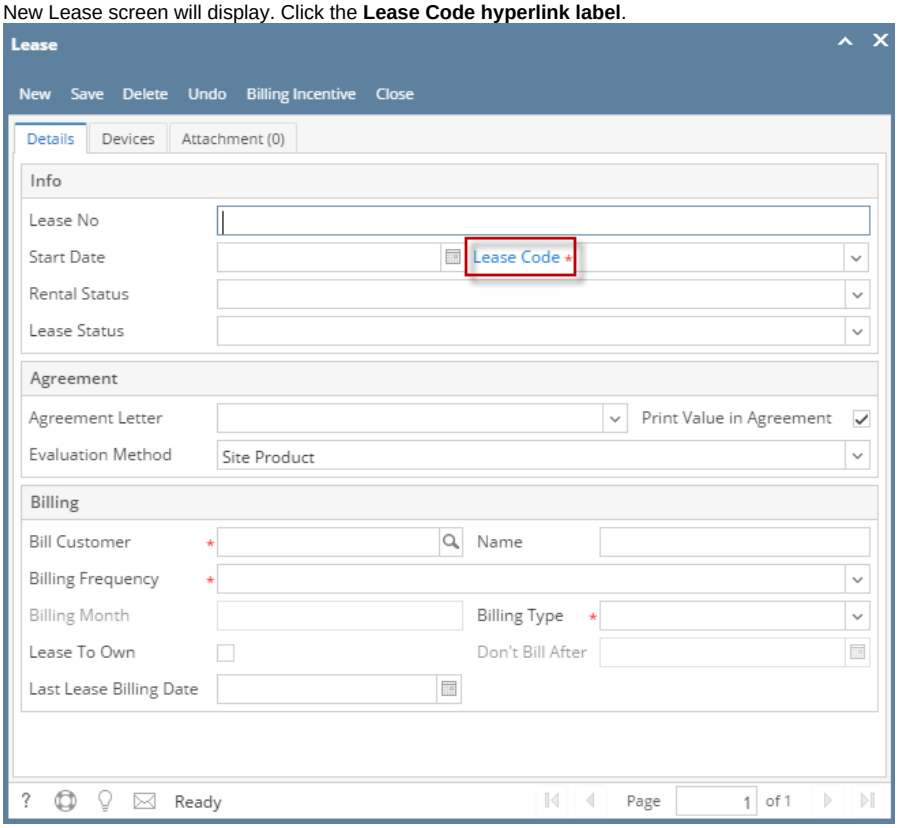
1. On the Menu panel, click the **Lease menu**.



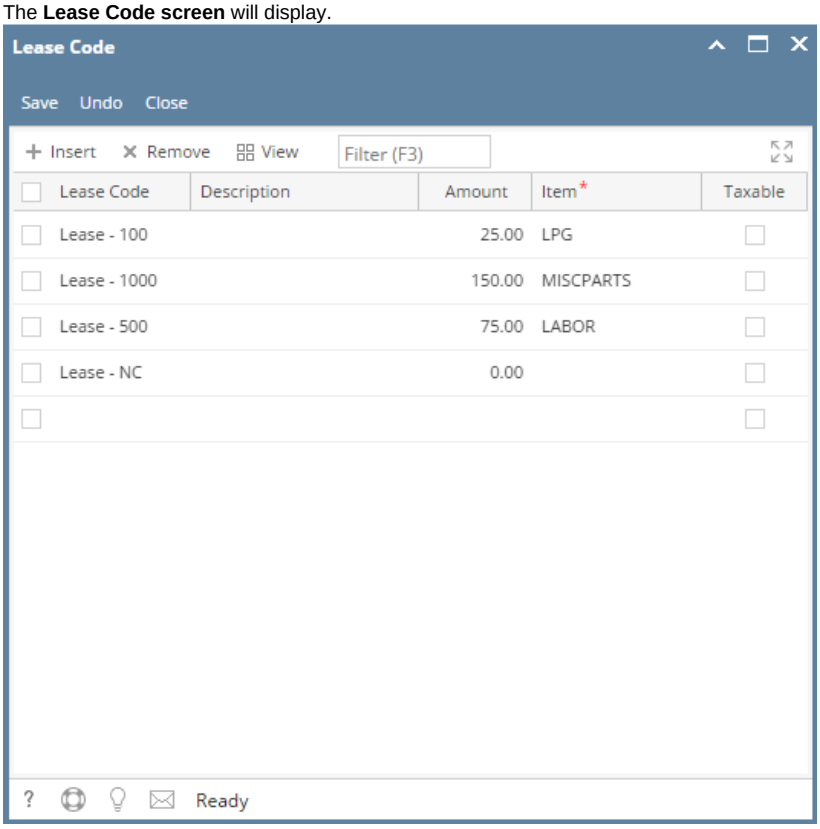
2. Click the **New toolbar button.**



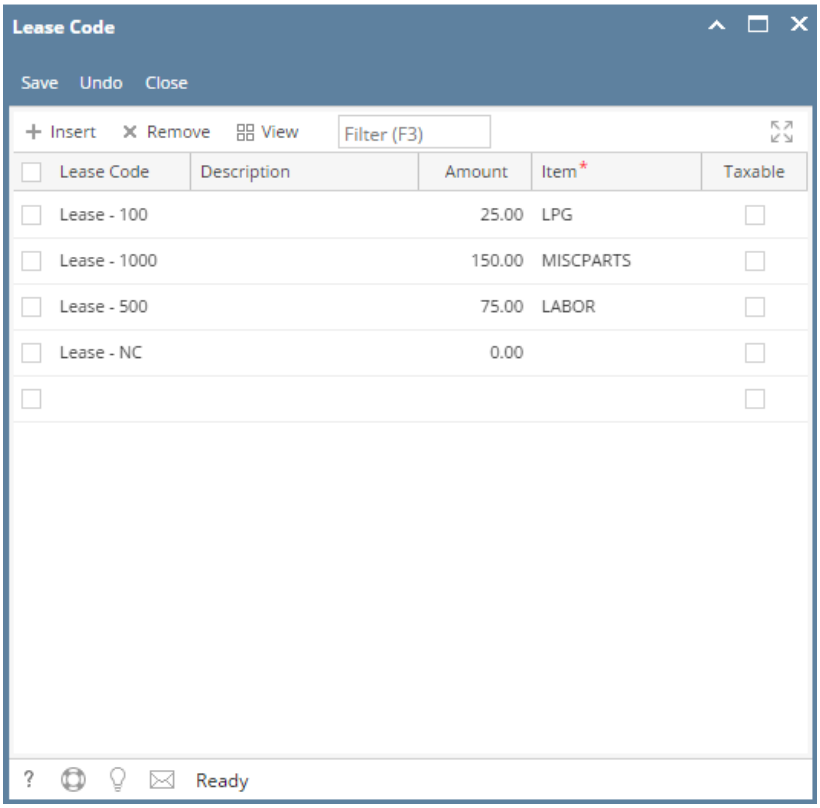
3. New Lease screen will display. Click the **Lease Code hyperlink label**.



4. The **Lease Code screen** will display.

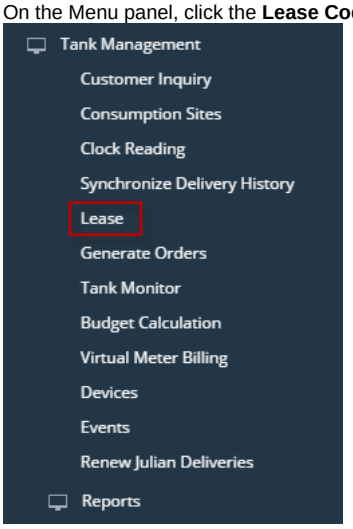


- **From Existing Lease screen:**
  1. Open a Lease screen
  2. Click the **Lease Code View button**.

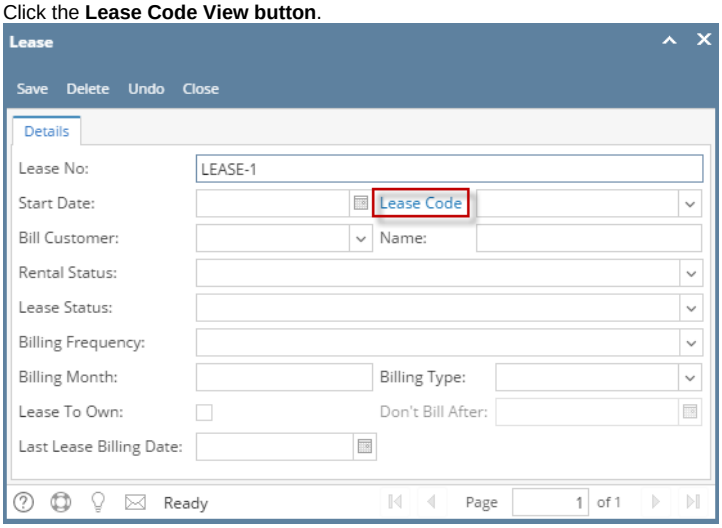


- **From Menu panel:**

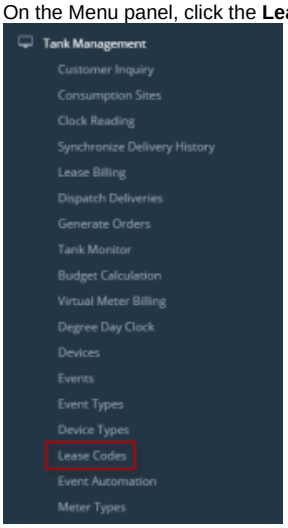
1. On the Menu panel, click the **Lease Codes menu**.



- **From Lease screen:**
  1. Open a Lease screen
  2. Click the **Lease Code View button**.

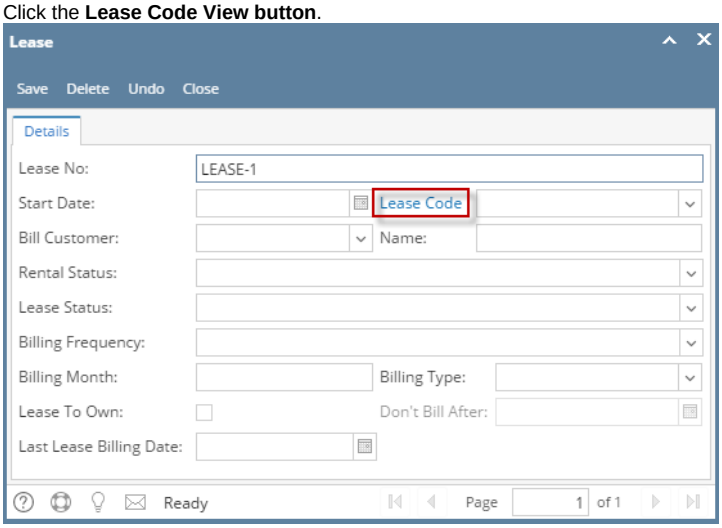


- **From Menu panel:**
  1. On the Menu panel, click the **Lease Codes menu**.

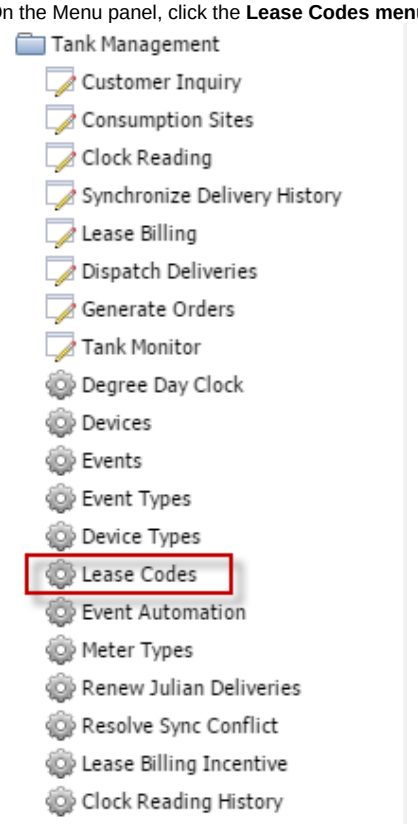


- **From Lease screen:**
  1. Open a Lease screen .

2. Click the **Lease Code View button**.

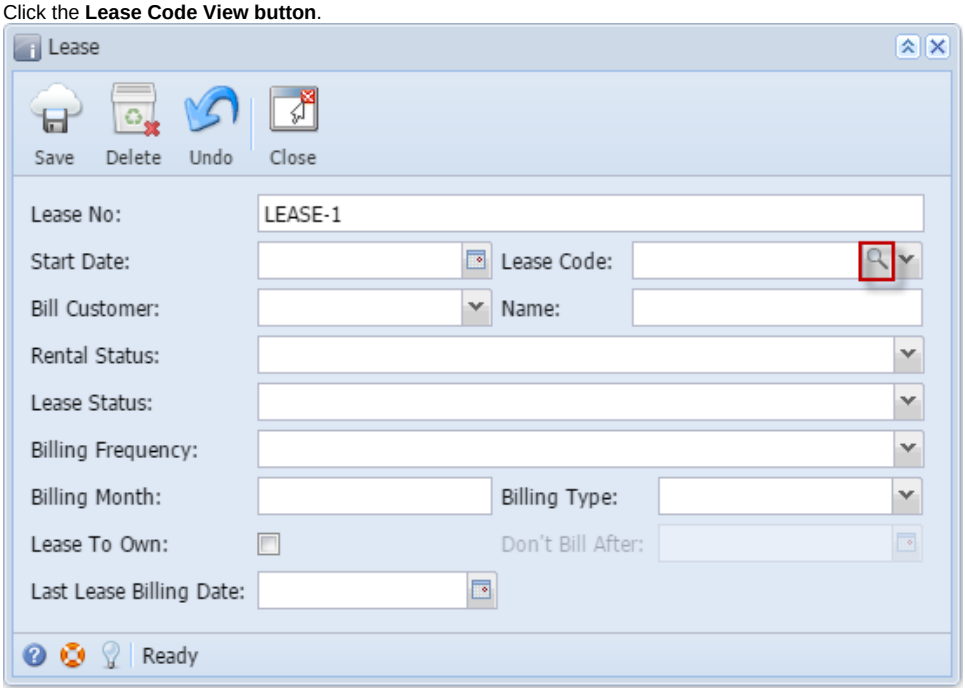


- **From Menu panel:**
  1. On the Menu panel, click the **Lease Codes menu**.

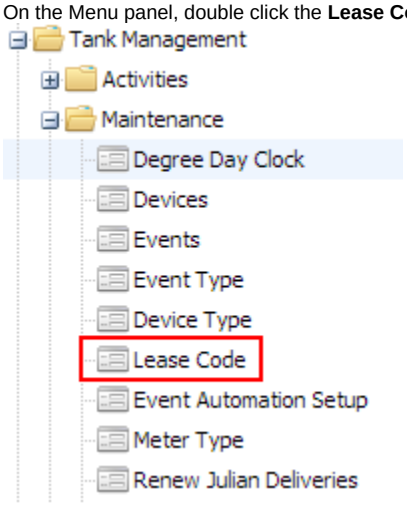


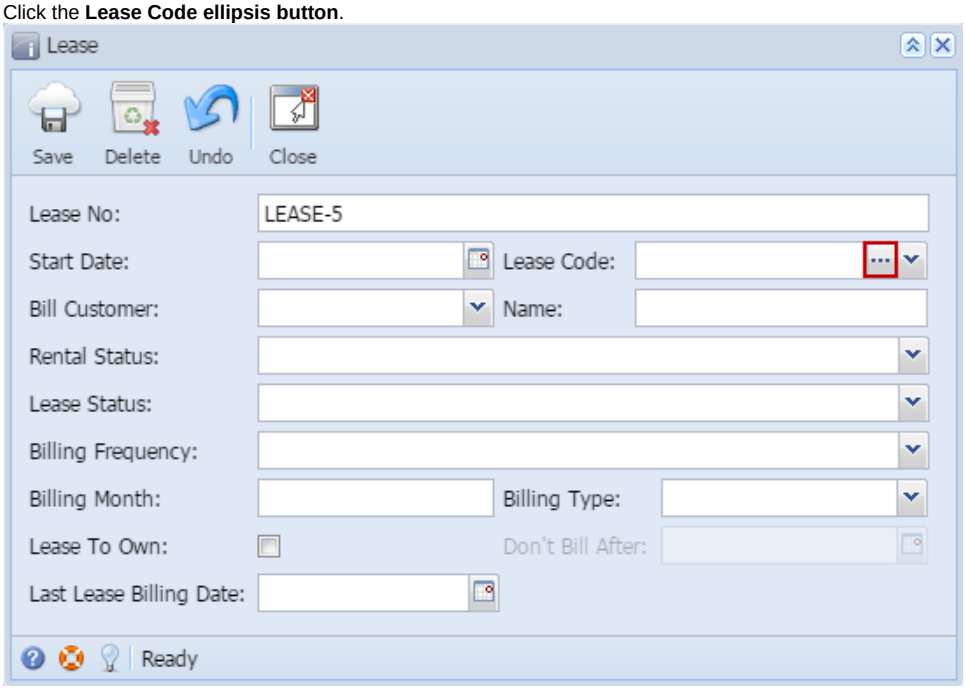
- **From Lease screen:**
  1. Open a Lease screen .

2. Click the **Lease Code View button**.



- **From Menu panel:**
  1. On the Menu panel, double click the **Lease Codes menu**.



- **From Lease screen:**
  1. Open a Lease screen .

2. Click the **Lease Code ellipsis button**.