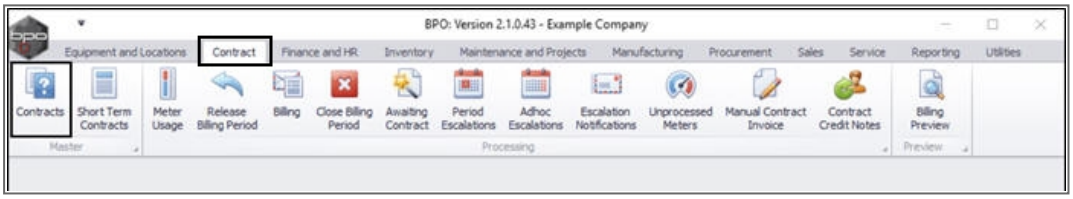
CONTRACT

FIND SERIAL NUMBER

Using the **Find** options in the Contract Listing screen, makes it easier to find a contract across multiple Sites.

The **Find Serial No.** functionality can be used when a client has the **serial number** of a machine at hand but does not know the linked contract number.

Ribbon Access: *Contract > Contracts*



The ***Contract Listing*** screen will be displayed.

- **Note**: You do not need to select the Site or Status before starting this process, especially with multi-site configuration. However, this functionality will still work if you have already selected either one.

- Click on ***Find Serial No.***

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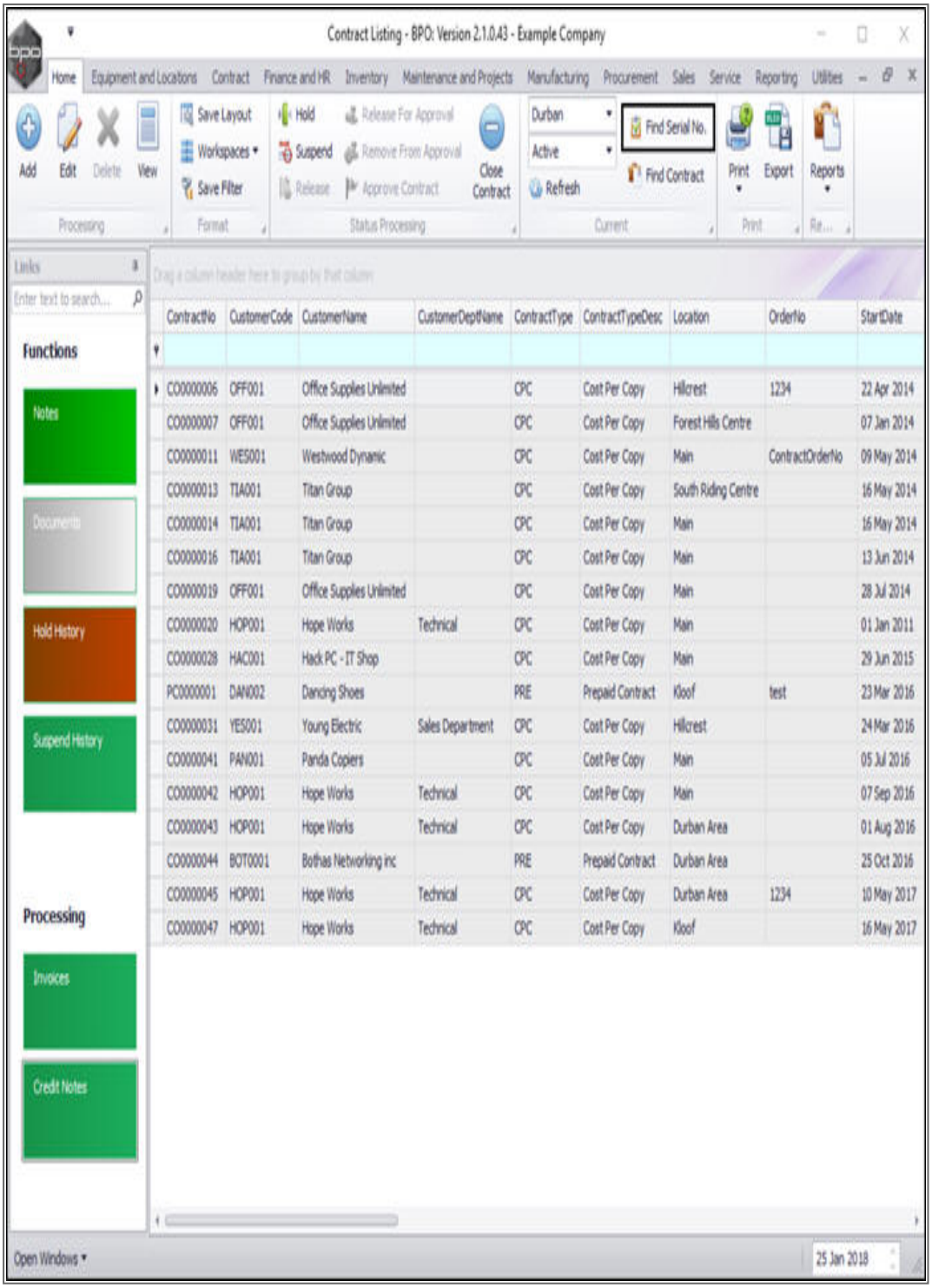

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SELECT SERIAL NUMBER

- A ***Select a machine*** screen will pop up.
- Select the ***row*** of the ***serial number*** where you wish to find the ***linked contract***.
- Click on ***Ok***.

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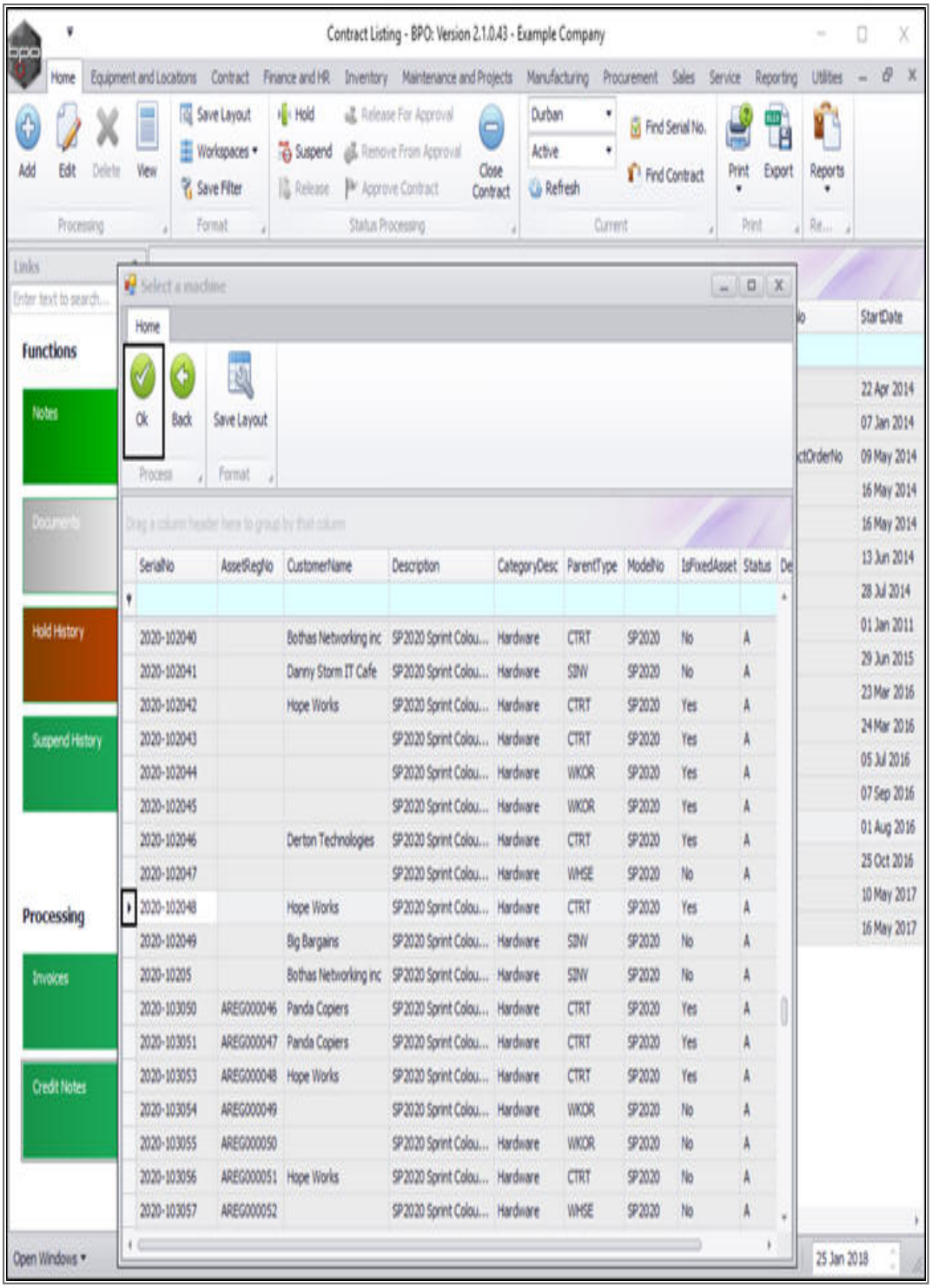

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FIND FILTER RESULTS

- The system will find the linked contract and point it out with the ***row selector***.
    - **Note:** If ***no*** record is selected by the system, then the serial number is ***not*** linked to a Contract.

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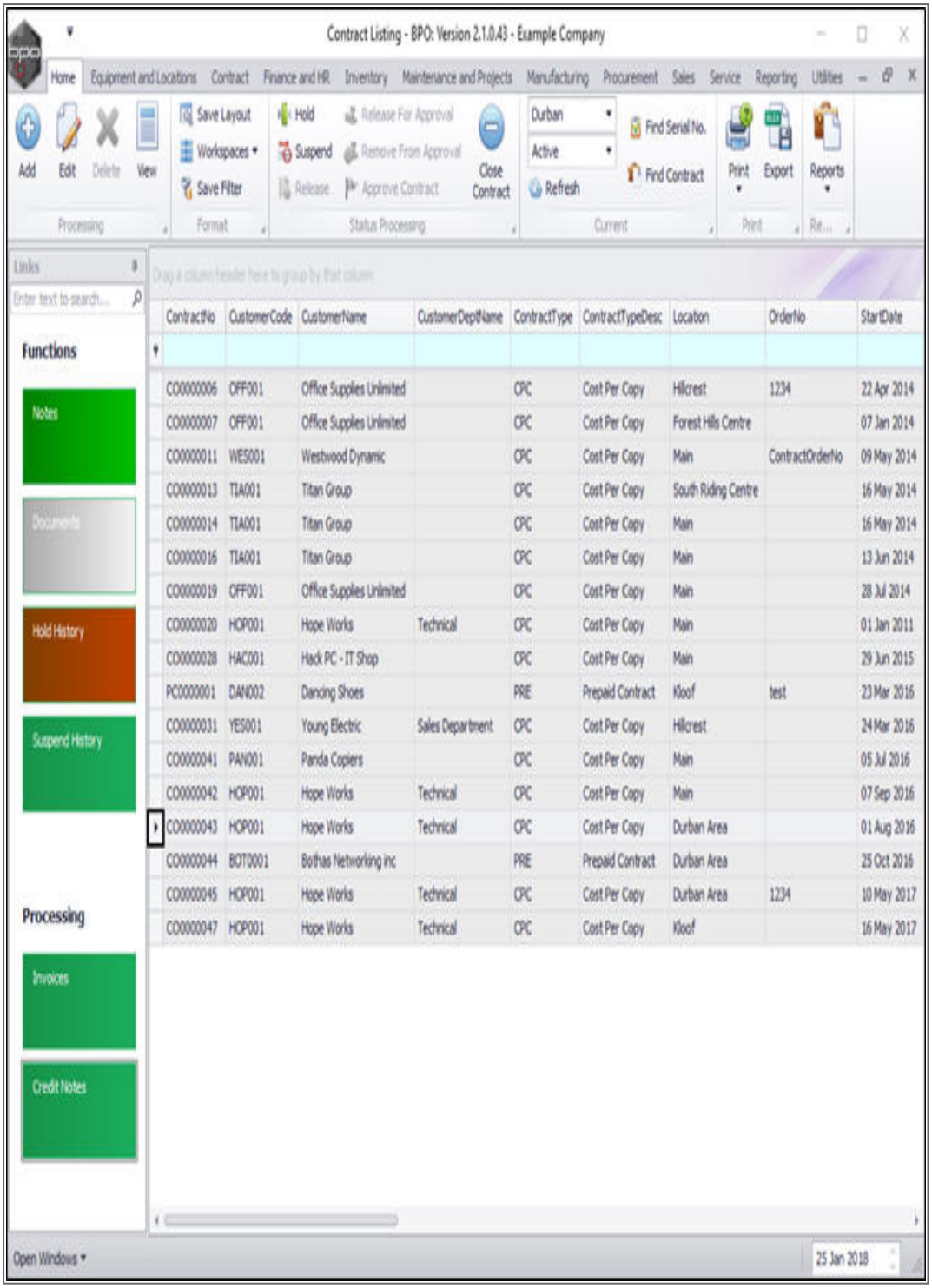

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