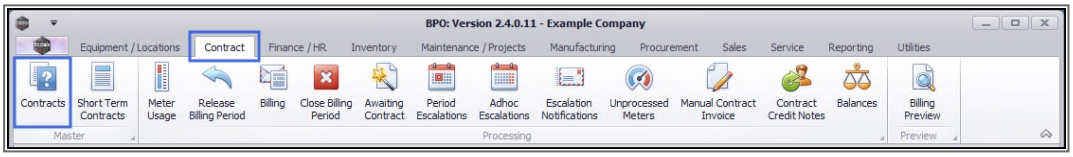
We are currently updating our site; thank you for your patience.

# CONTRACT

## ADD NEW RENTAL CONTRACT

The **Rental Info** panel has been introduced to the 'Add New Contract' screen in BPO.

**Ribbon Access:** Contract > Contracts




1. The **Contract Listing** screen will be displayed.
2. This screen will open by default with the Site filter set to **All Sites** and the Status filter set to **Active**.
    - Click on the drop-down arrow and select from the menu, the **Site** you wish to work in. The **Status** can remain as Active.

## SELECT ADD

3. Until you select a Site, the **Add** button will be 'inactive' (greyed out). Once a Site is selected, this button will become 'active'. You can now click on it.



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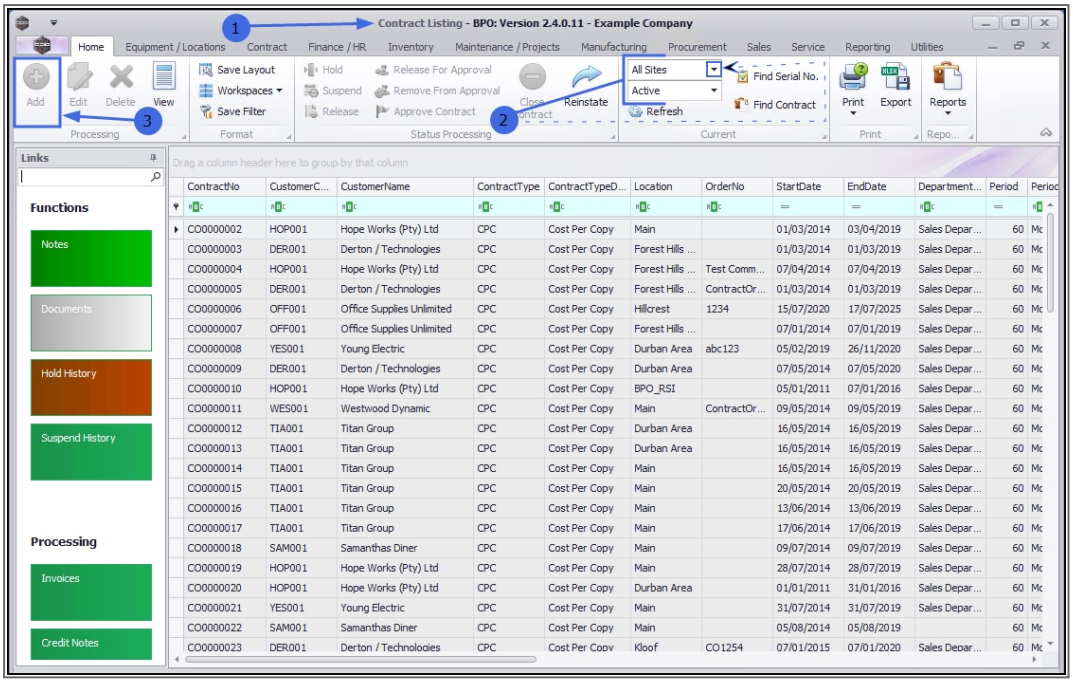


1. The **Add a new contract** screen will open.
2. Note the new **Rental Info** tab at the foot of the screen.

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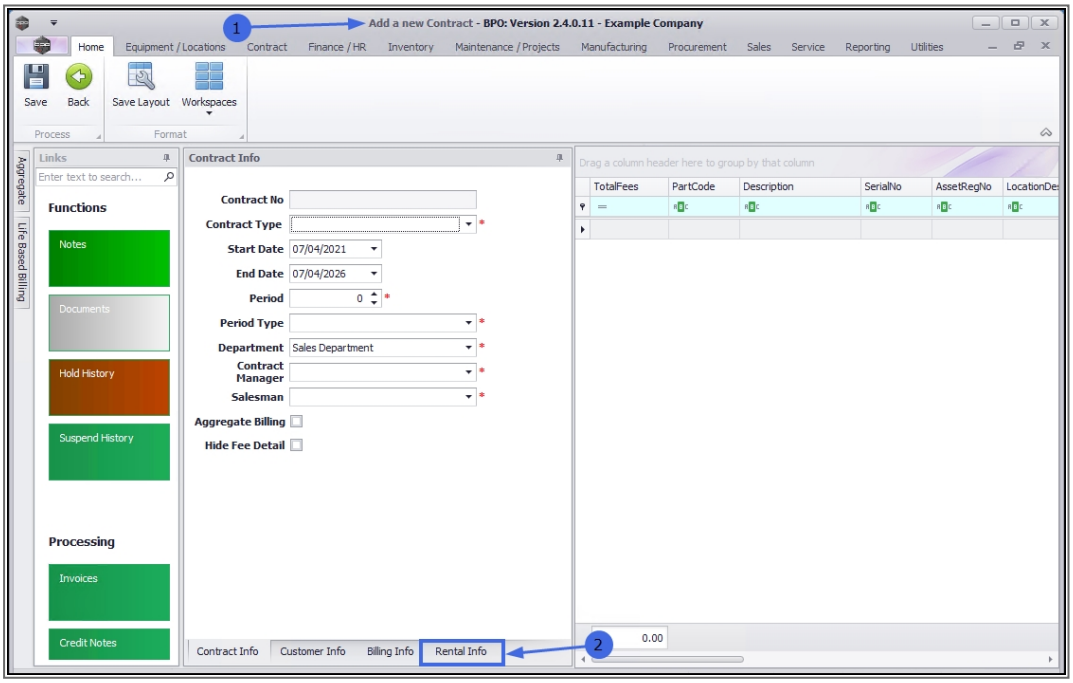




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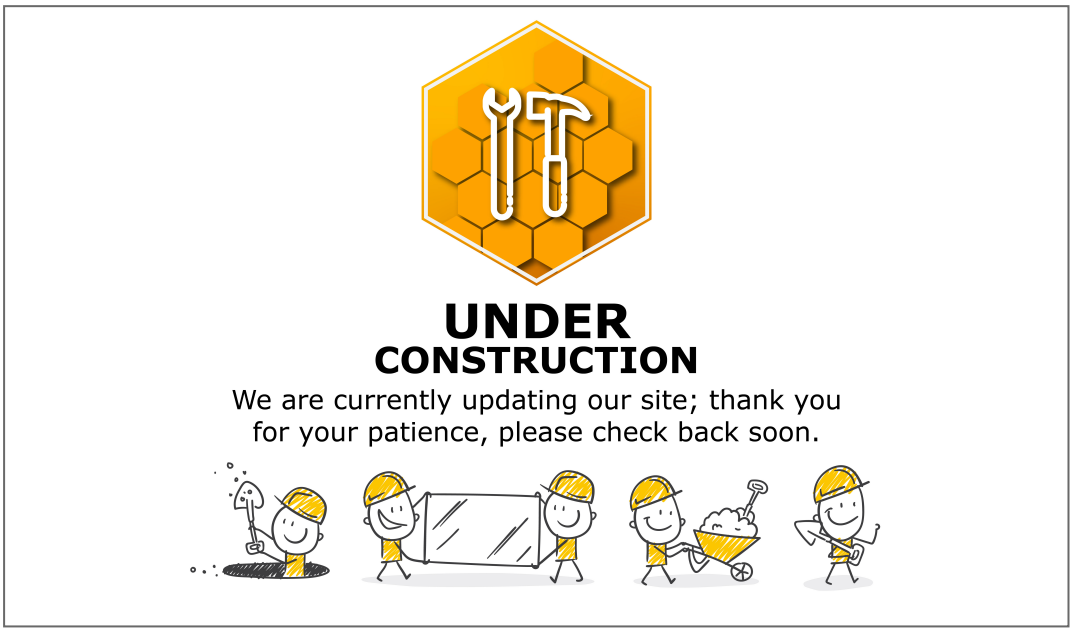


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