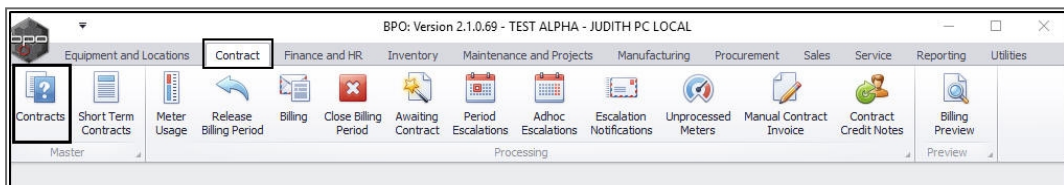


CONTRACTS

FIND CONTRACT BY CONTRACT NO.

This functionality helps you to find a contract by searching for the contract across multiple sites and states if, for example, you do not recall the site and or status of the contract.

Ribbon Access: *Contract > Contracts*



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

- The ***Site*** field will either auto populate with ***All Sites*** or the last Site that you selected when you worked in this screen. Upon opening this screen, the ***Status*** field defaults to the ***Active*** status.
 - **Note:** You do ***not*** need to change the ***Site*** or ***Status***, the system will search for the contract number across ***all*** sites and states.

SELECT FIND CONTRACT

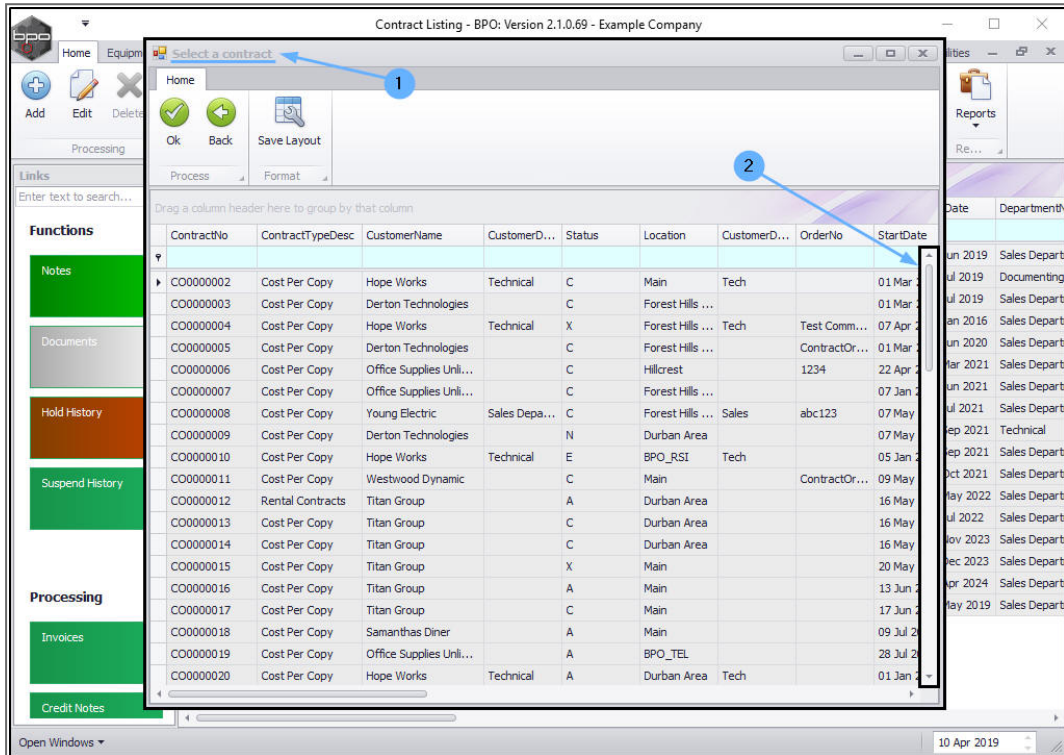
- Click on *Find Contract*.

1. The **Select a contract** screen will pop up.

SCROLL TO FIND

Either,

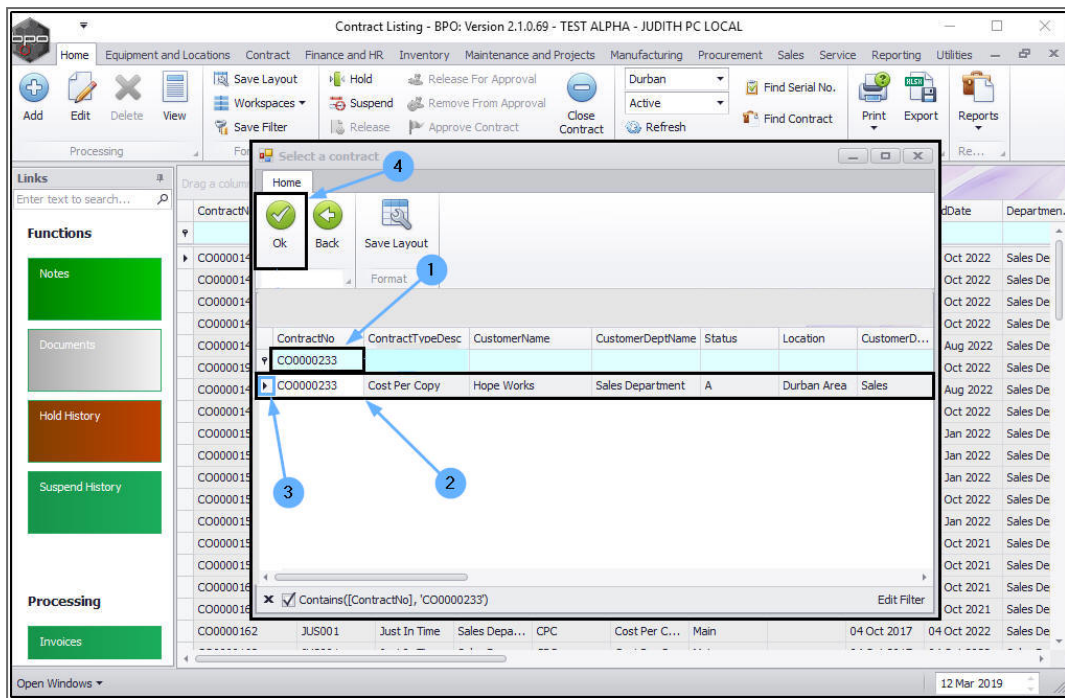
2. **Scroll up** or **down** the data grid until you find the contract.



Or,

USE THE FILTER ROW

1. **Type in** the contract number you are looking for in the **filter row** below the **Contract No** header.
2. As you type, the system will search for the contract number and display the correct **row** in the data grid.
3. Ensure that the row is selected.
4. Click on **Ok**.



VIEW FOUND CONTRACT

- The selected contract will be displayed in the **Contract Listing** screen.
 - **Note:** The Listing screen will adjust the Site and Status fields according to the location of the found contract.
 - In this example, contract **CO0000233** was found in the **Pretoria** site under the **Active** status.

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location
CO0000233	HOP001	Hope Works	Sales Department	CPC	Cost Per Copy	Durban

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