

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

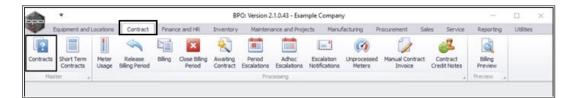
CONTRACT

CONTRACTS - RELEASE FOR APPROVAL

Contracts need to be **released** and **approved**, thereby making them **active**. These active contracts will then be included in the month end billing run and calls can be logged against them.

Follow the process below to **release** a Contract for approval.

Ribbon Access: Contract > Contracts



The **Contract Listing** screen will display.

- Select the Site that you wish to work in.
 - In this image **Durban** has been selected.



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• Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.



• Click on the **drop-down arrow** in the **Status** field and select the **New** status.

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SELECT CONTRACT

• Select the **row** of the contract you wish to **release**.

RELEASE CONTRACT

• Click on Release For Approval.

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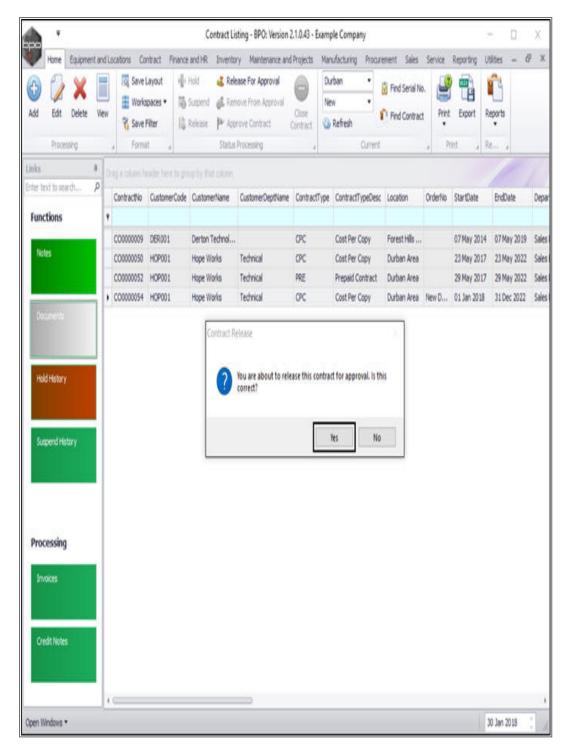


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• A **Contract Release** message box will pop up with the following prompt:



- You are about to release the contract for approval, is this correct?
- Click on Yes.



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- A **Contract Process** message box will pop up advising the following:
 - The contract, no. [] has been released for authorisation successfully.
- Click on Ok.



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• The contract will now be **removed** from the Contract Listing screen where the status is set to **New**.



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VIEW CONTRACT IN RELEASE STATUS

• Select the **Released** status.



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• You can now find the contract in the **Contract Listing** screen where the status is set to **Released**.



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