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

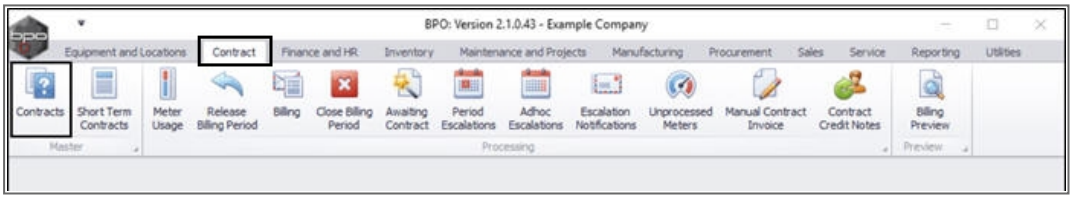
CONTRACT

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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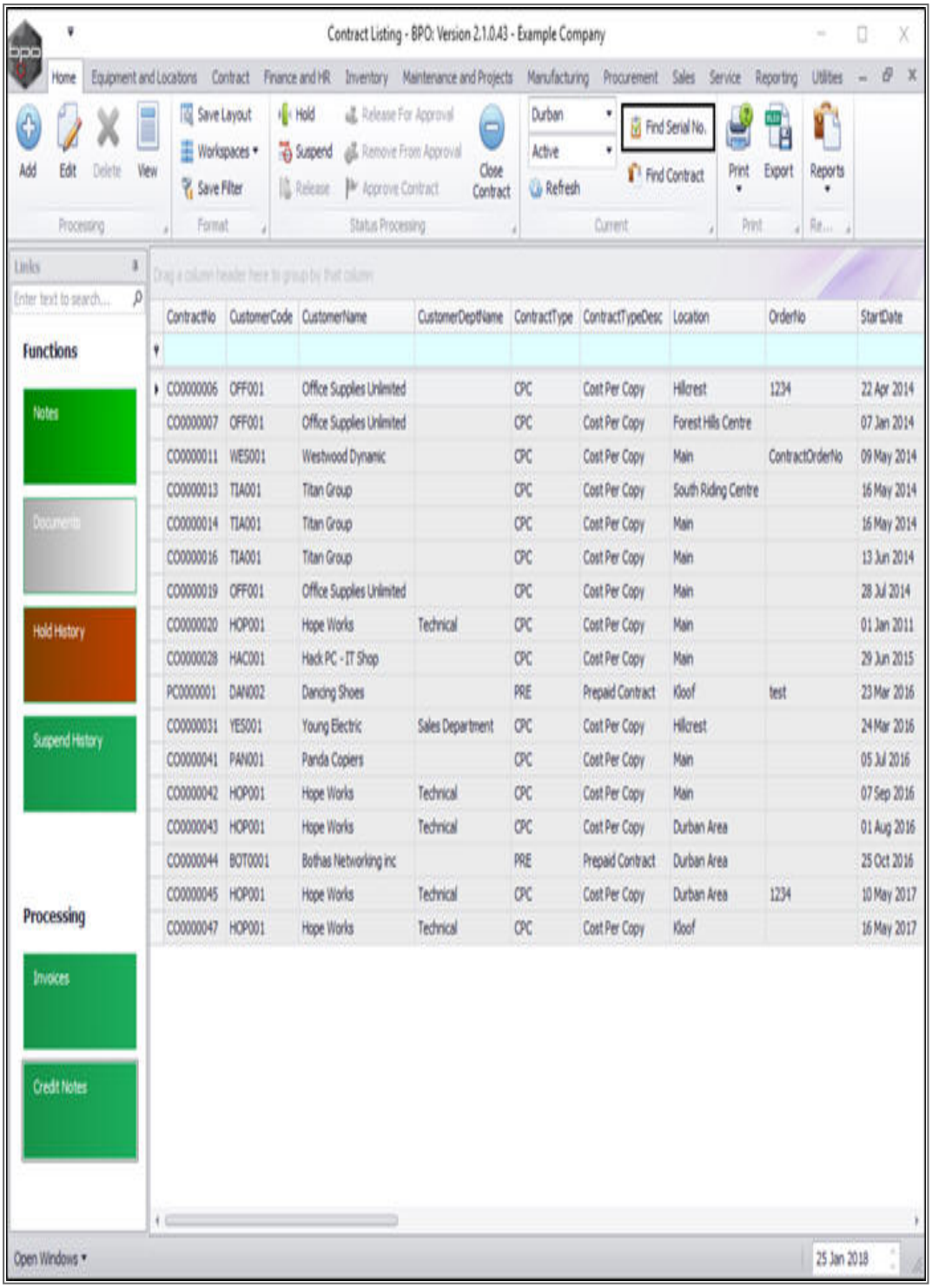

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SELECT SERIAL NUMBER

- 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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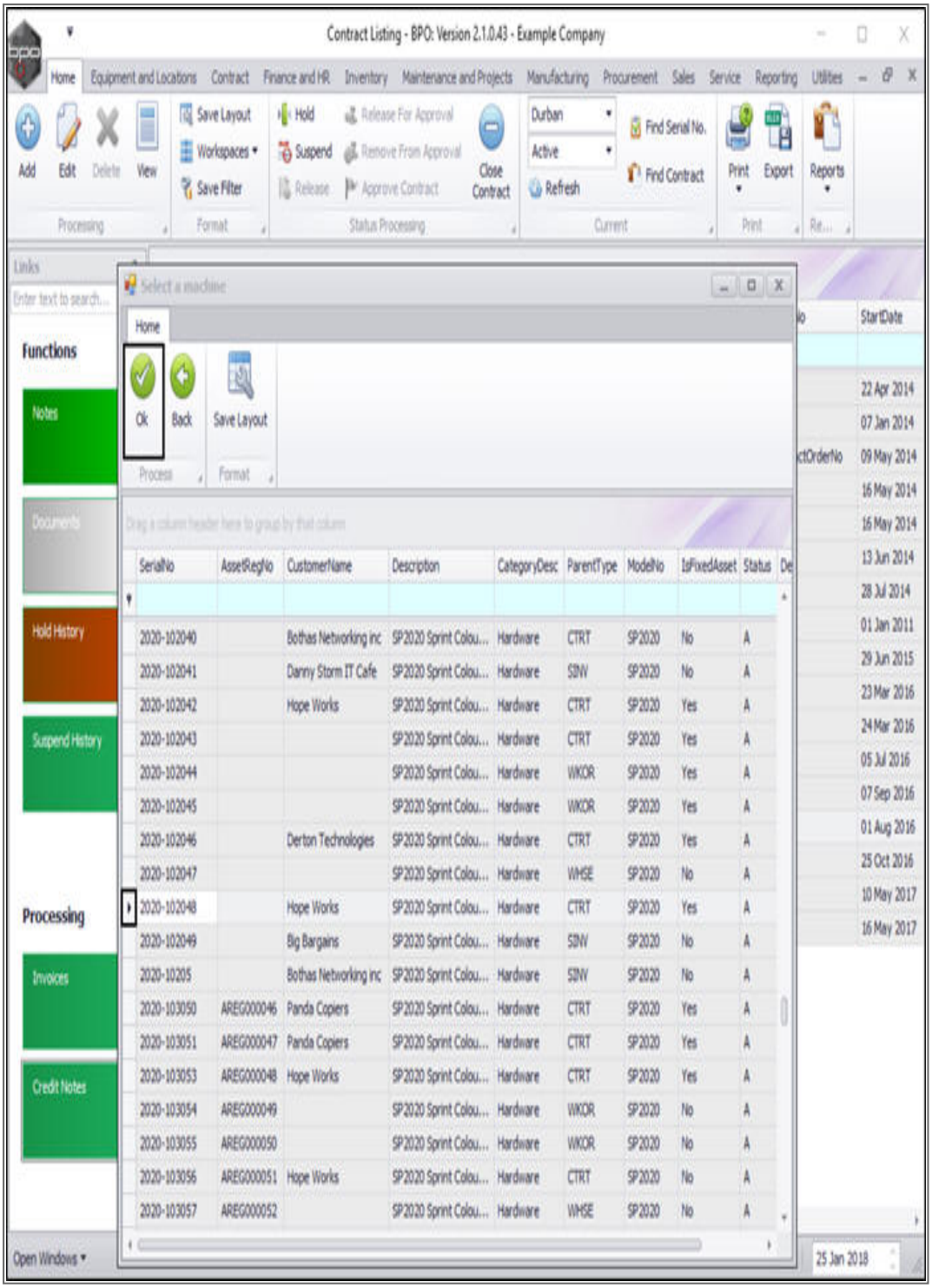

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FIND FILTER RESULTS

- 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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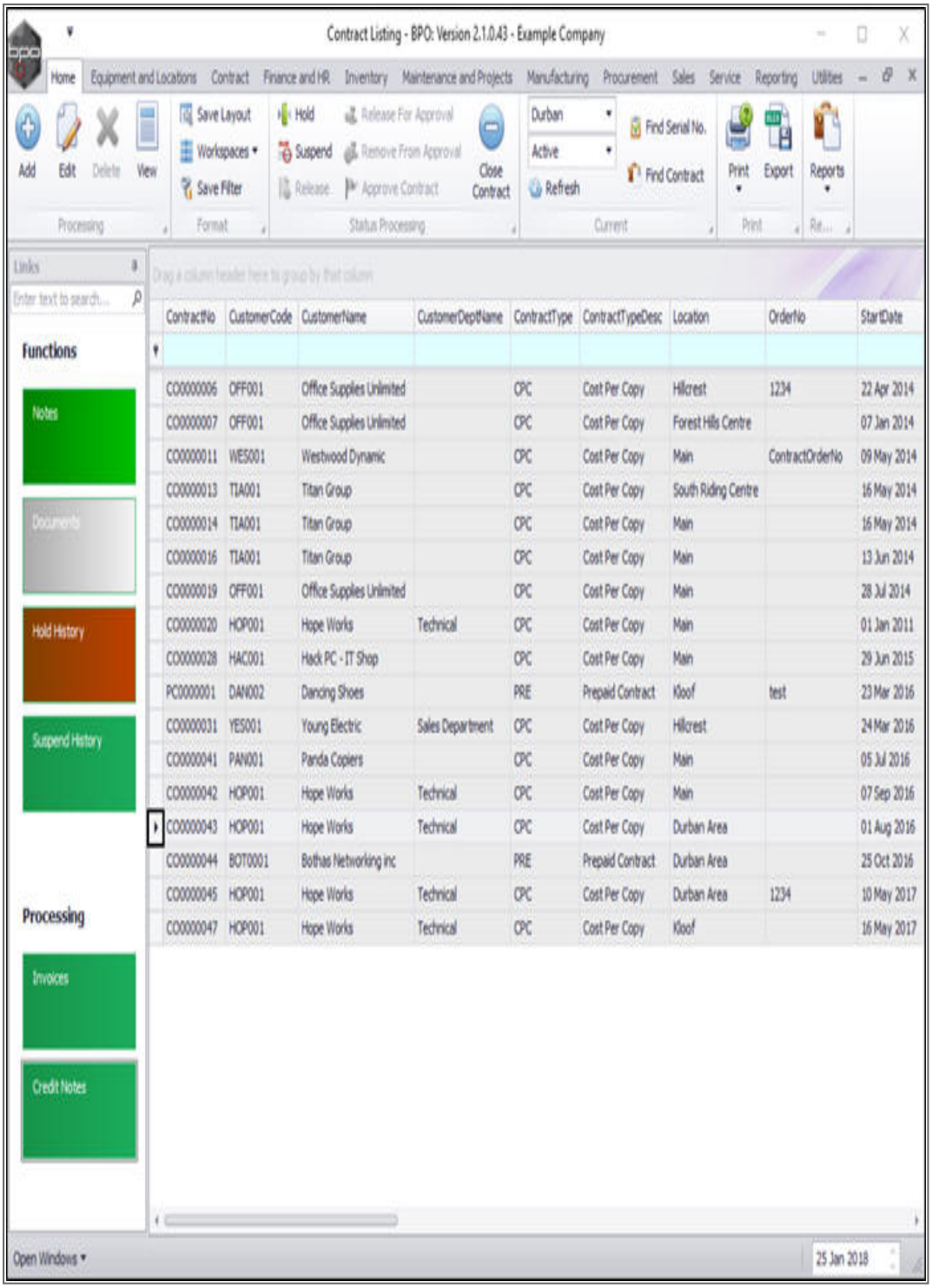

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