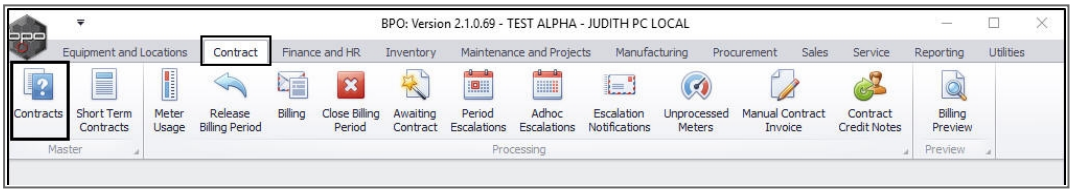
We are currently updating our site; thank you for your patience.

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.

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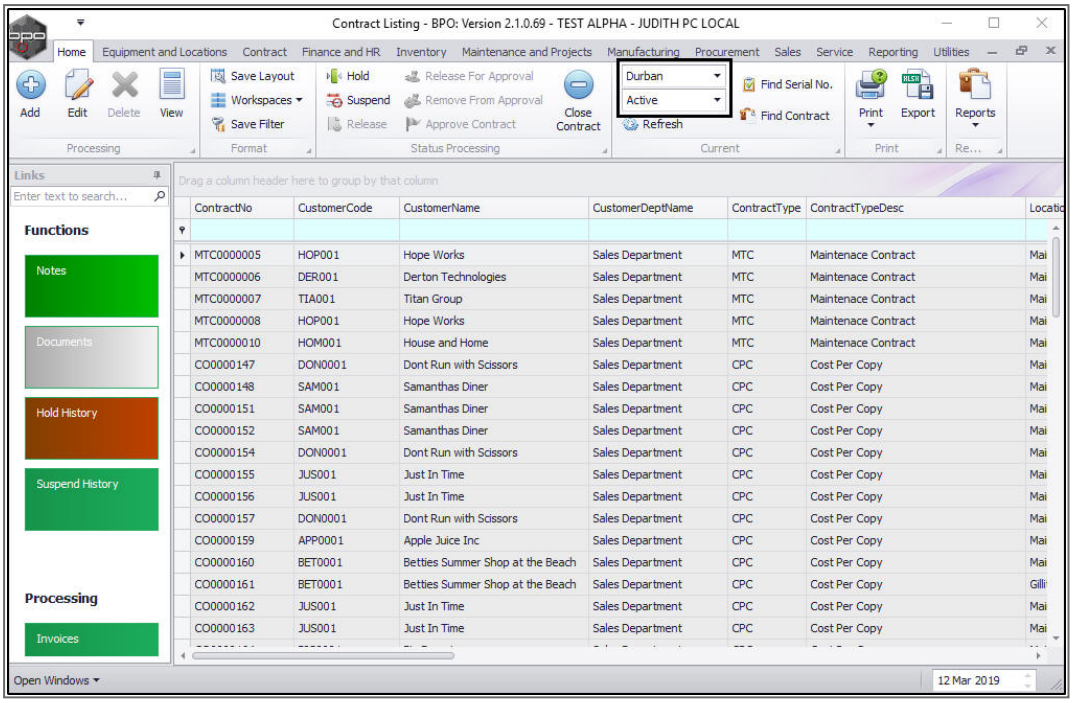
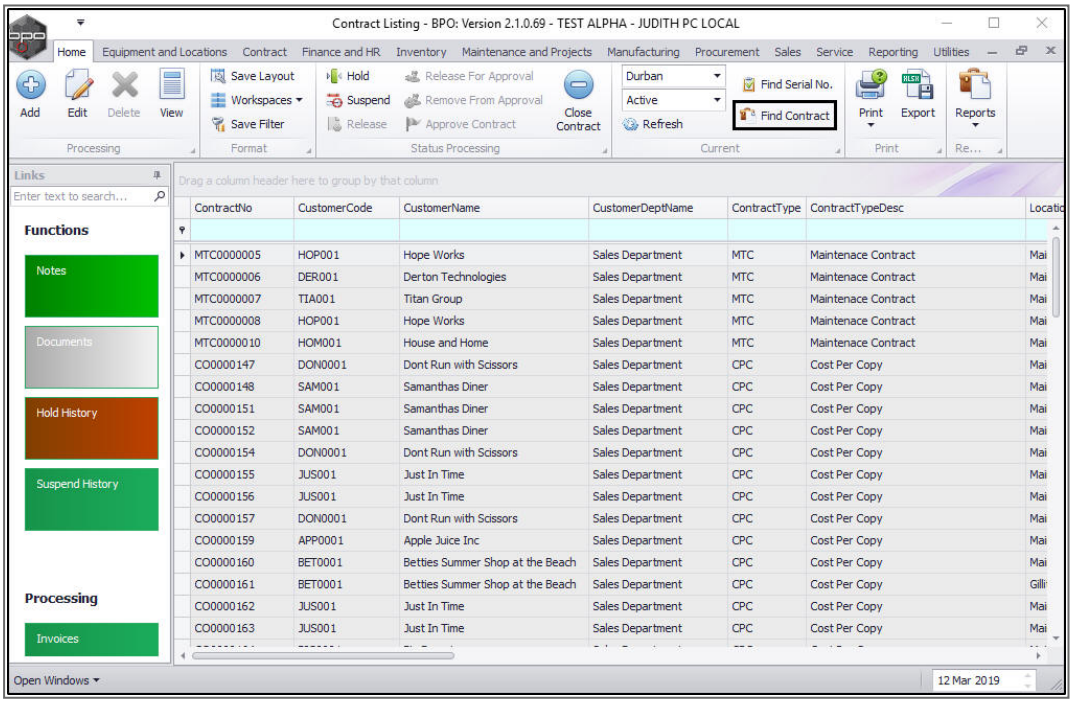


SELECT FIND CONTRACT

- Click on **Find Contract**.



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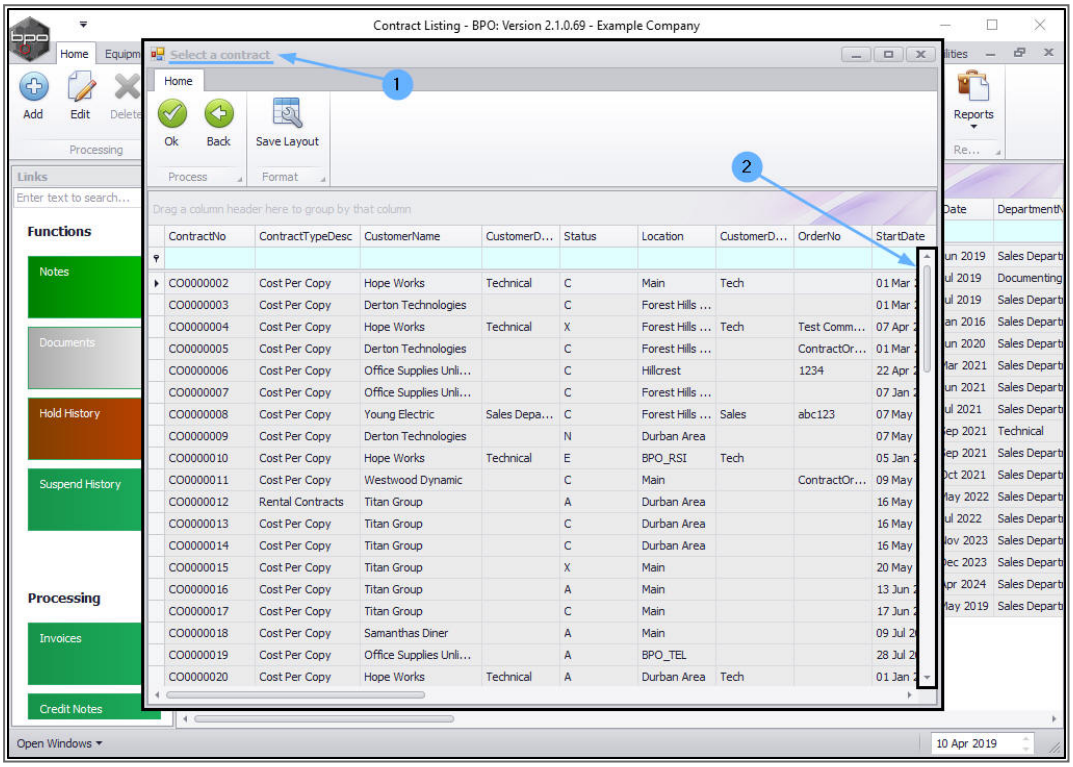
1. The **Select a contract** screen will pop up.

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**.

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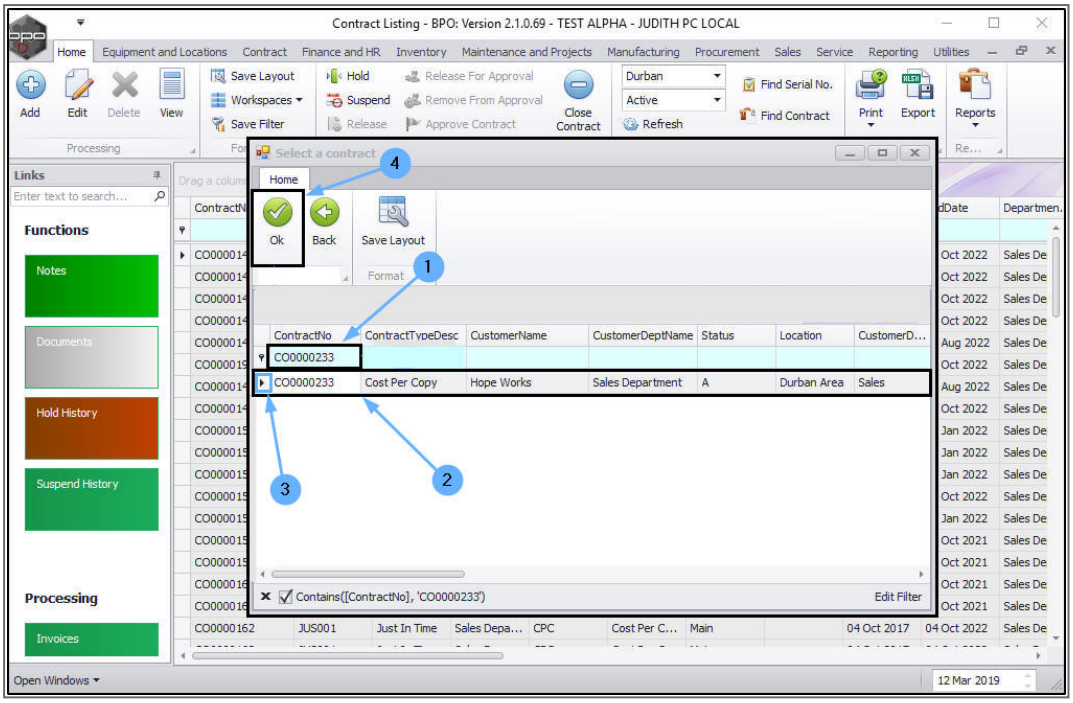

VIEW FOUND CONTRACT

- 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.

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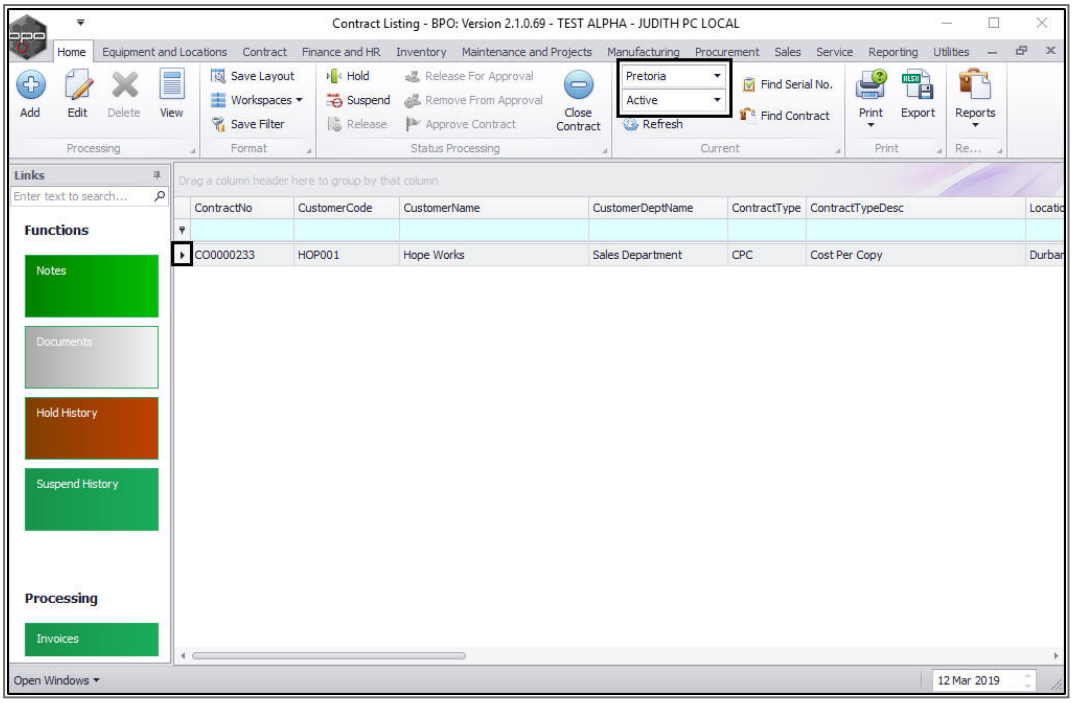

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