

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

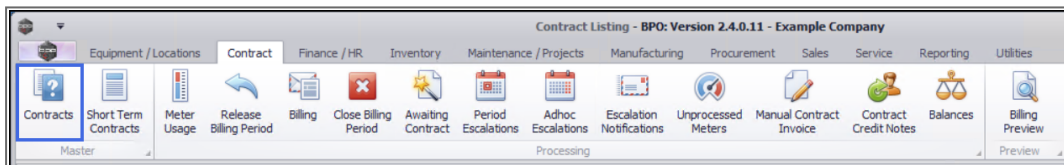
## CONTRACT

### VIEW A CONTRACT

The View Contract screen lists all the contract information for a selected contract, at a glance.

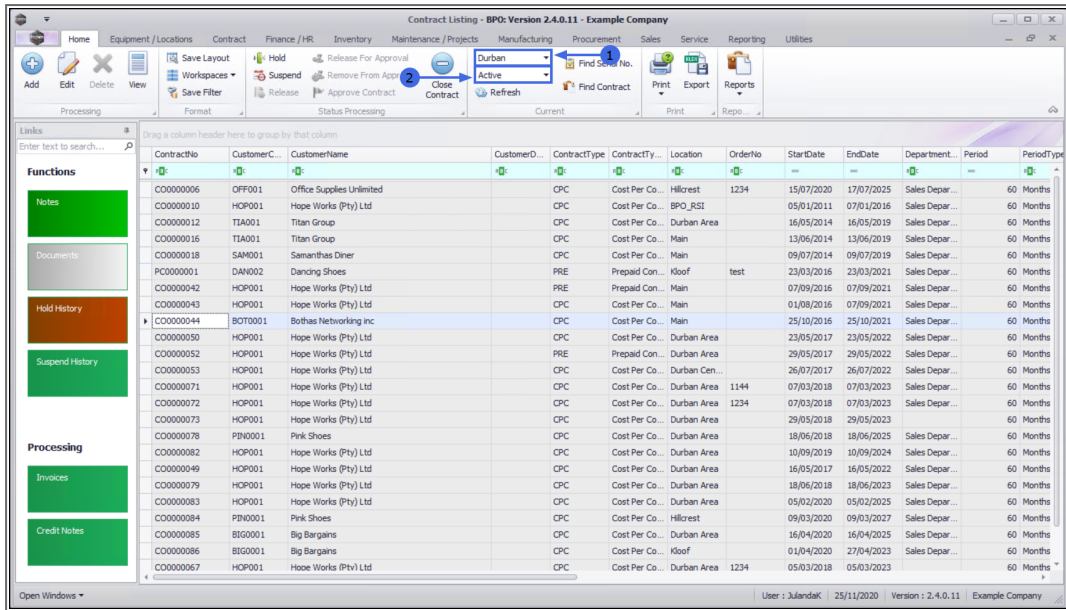
You will not be able to make any changes to the Contract information from the View screen.

**Ribbon Access:** Contract > Contracts



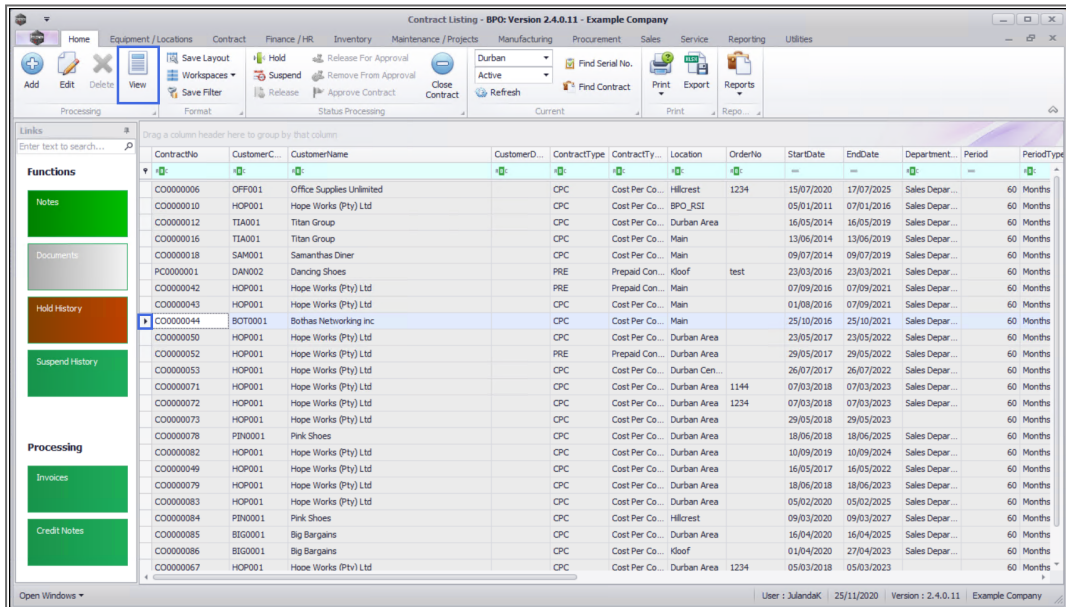
The **Contract Listing** screen will be displayed.

1. Click on the down arrow and change the **Site**, if required.
2. Click on the down arrow and change the **Status** if you want to view the details for Contracts other than **Active**.



## SELECT CONTRACT TO VIEW

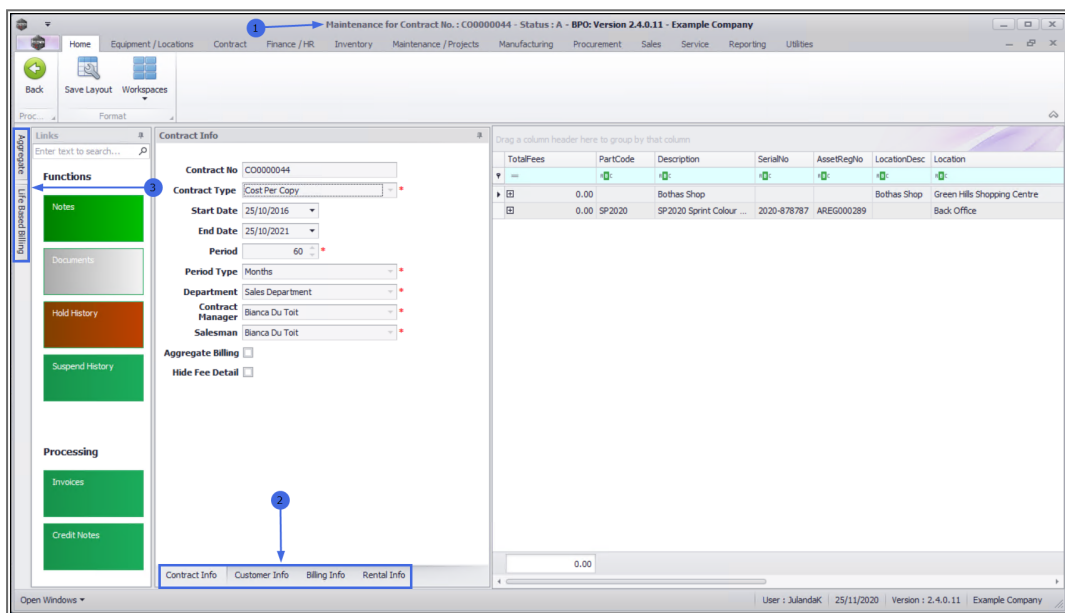
- Select the **row** of the contract you wish to view.
- Click on **View**.



1. The **Maintenance for Contract No. [ ]** screen will be displayed.

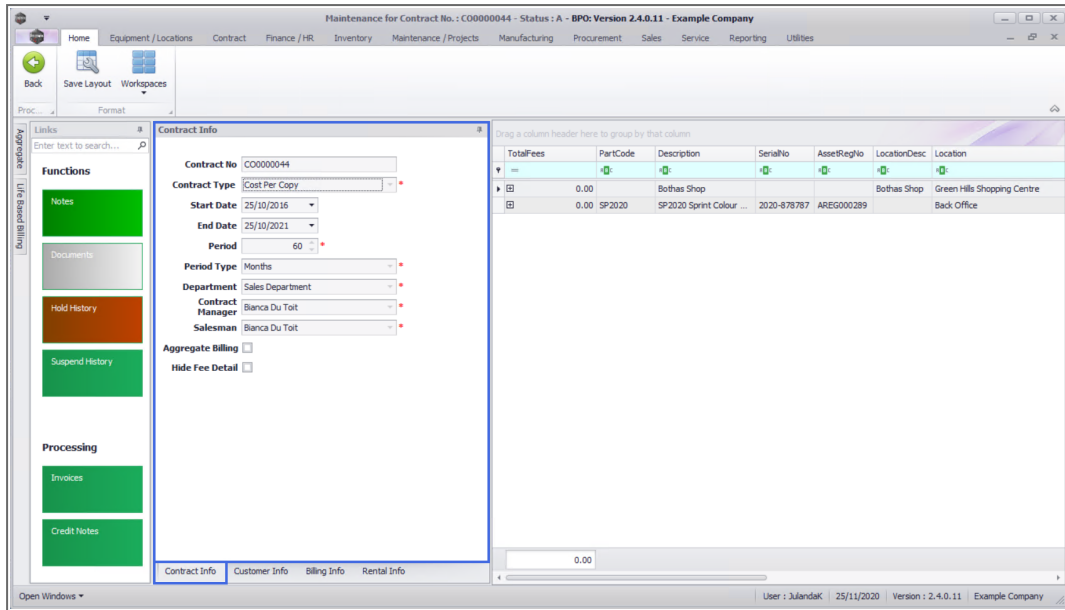
## CONTRACT INFORMATION TABS

2. The following tabs are usually docked to this screen by default: **Contract Info**, **Customer Info**, **Billing Info** and **Rental Info**. Click on a selected tab to bring it to the fore.
3. The **Aggregate** and **Life Based Billing** tabs can be accessed by clicking on the relevant tab.
  - **Note:** You will not be able to edit or add any information in **View** mode.



## CONTRACT INFO

- The **Contract Info** panel will be displayed at the fore, by default, showing all the contract information for the selected contract.



## CUSTOMER INFO

- Click on the **Customer Info** tab.
- This frame will display the name, address and location of the customer linked to the selected contract. If you have an order number linked to the contract, then it will be displayed in the **Order Number** field.

The screenshot shows the 'Maintenance for Contract No.: C0000012 - Status: A' window. The interface includes a navigation bar with 'Home', 'Back', 'Save Layout', and 'Workspaces'. A left sidebar contains 'Links', 'Functions' (Notes, Documents, Hold History, Suspend History), and 'Processing' (Invoices, Credit Notes). The main area is divided into 'Customer Info' and a data table.

**Customer Info:**

- Customer: Titan Group
- Address: 658 Dime Road, South Riding, 1478
- Order No: [Empty]
- Required:
- Location: Durban Area

**Data Table:**

TotalFees	PartCode	Description	SerialNo	AssetRegNo	Loc
=					
500.00	SP2020	SP2020 Sprint Colour ...	abc147a		
0.00	SP2020	SP2020 Sprint Colour ...	2020-102042		

At the bottom, a summary bar shows '500.00' and tabs for 'Contract I...', 'Customer I...', 'Billing Info', and 'Rental Info'.

## BILLING INFO

- Click on the **Billing Info** tab.
- This frame displays the Billing Cycle, Billing Period and Billing Day for the Contract as well as the Escalation information, the Currency, Exchange, and Tax Rate.

TotalFees	PartCode	Description	SerialNo	AssetRegNo	Loc
500.00	SP2020	SP2020 Sprint Colour ...	abc147a		
0.00	SP2020	SP2020 Sprint Colour ...	2020-102042		

## RENTAL INFO

- Click on the **Rental Info**.
- This frame will display all the Rental Information linked to the selected contract, if applicable.

Maintenance for Contract No. : C0000012 - Status : A

Home

Back Save Layout Workspaces

Proc... Format

Links

Enter text to search...

Functions

Notes

Documents

Hold History

Suspend History

Processing

Invoices

Credit Notes

**Rental Info**

Order No

Order Value 0

Contract Value 5000

Period Type Months

Rent Period 60

Interest Method Fixed

Interest Rate 15

Int. Variance 0

Computed Rental 118,9496

Rental Factor 0.024

Computed Rental 2 120

Applied Rental 120

Note

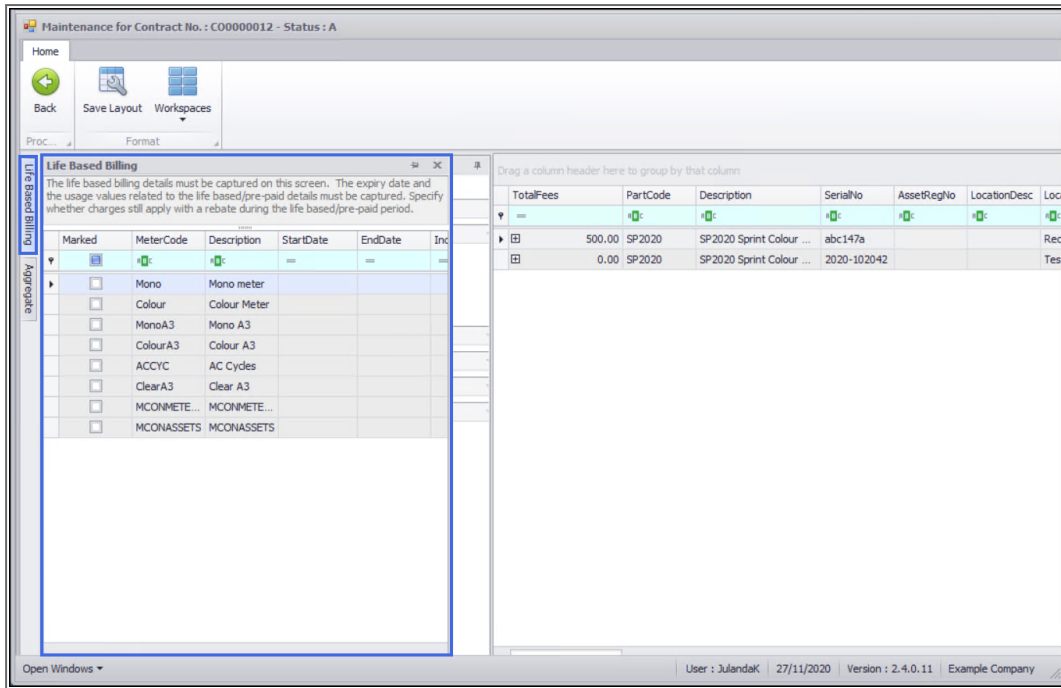
TotalFees	PartCode	Description	SerialNo	AssetRegNo	Loc
500.00	SP2020	SP2020 Sprint Colour ...	abc147a		
0.00	SP2020	SP2020 Sprint Colour ...	2020-102042		

500.00

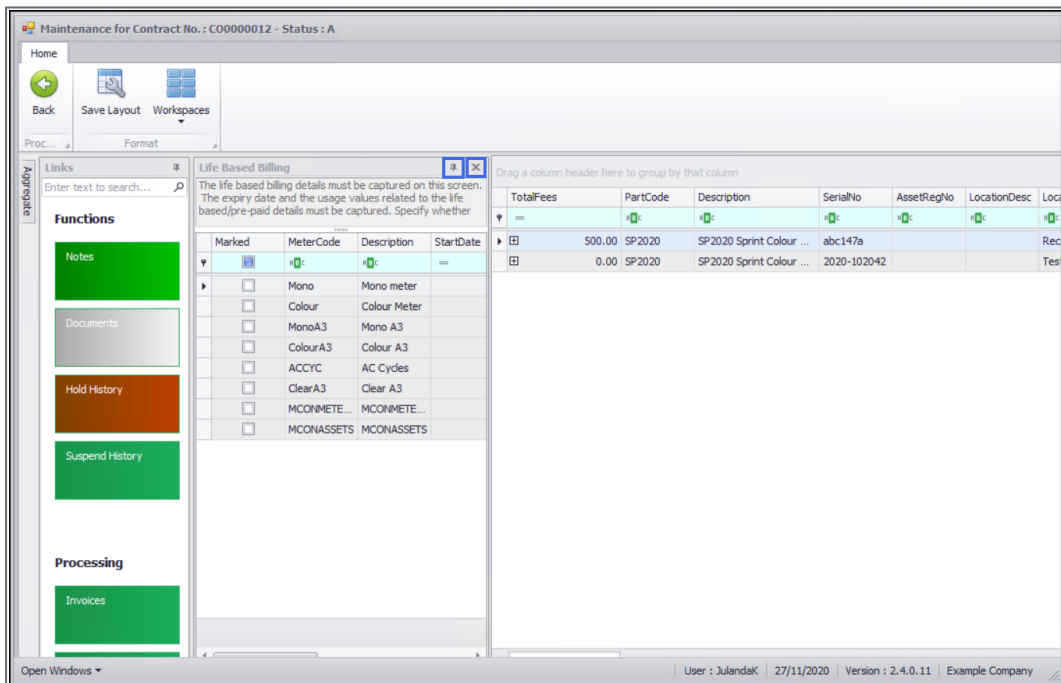
Contract I... Customer I... Billing Info Rental Info

## LIFE BASED BILLING INFO

- Click on the **Life Based Billing** tab.
- The **Life Based Billing** frame will display information related to Life Based Billing for the selected contract, if applicable.



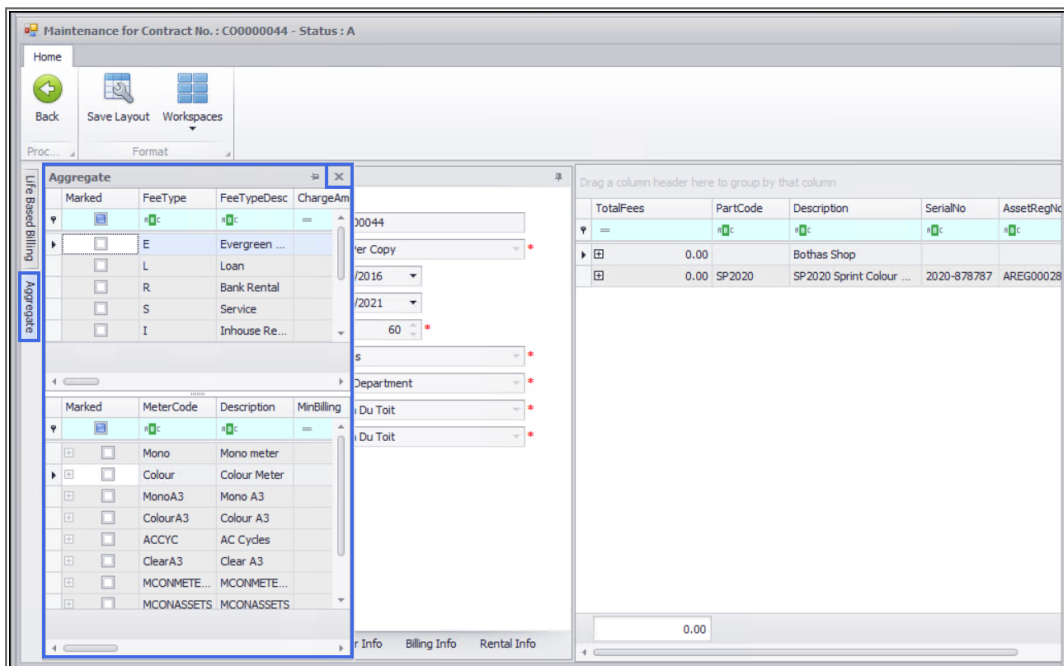
- You can choose to **dock** or **undock** the **Life Based Billing** frame by clicking on the **pin** icon. Docking the frame, will place it over the **Contract Information** frame as displayed in the example.
- Close the screen by clicking on the **Close** button.





## AGGREGATE INFO

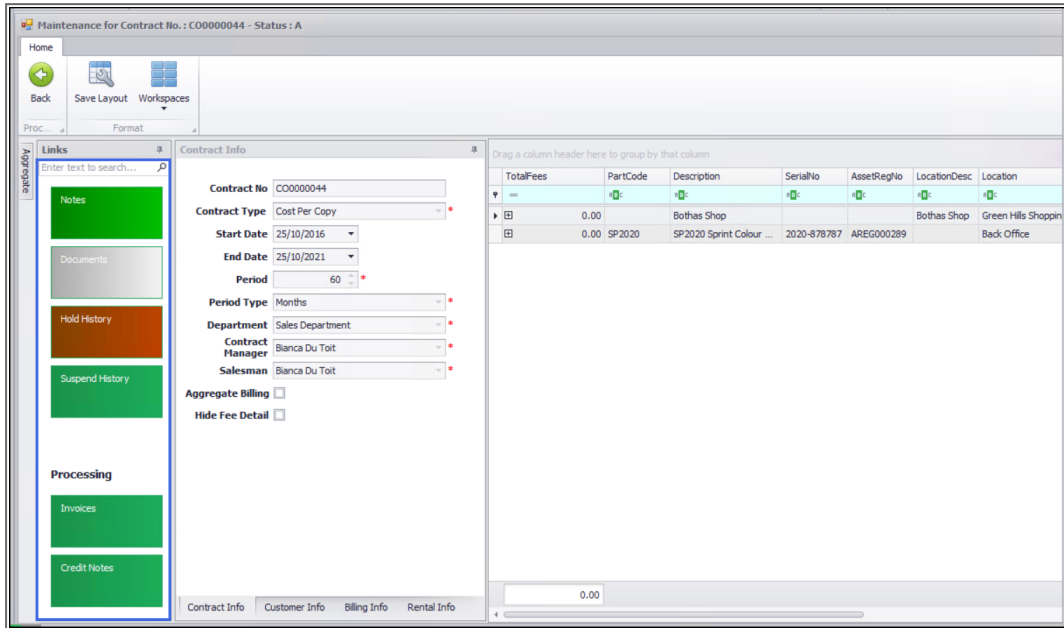
- Click on the **Aggregate** tab.
- The **Aggregate** frame will display aggregate billing information for the selected contract, if applicable.
- You can choose to **dock** or **undock** the **Aggregate** frame by clicking on the **pin** icon. Docking the frame, will place it over the **Contract Information** frame as explained above, with the Life Based Billing frame.
- **Close** the Aggregate frame when you have viewed it.



## THE LINKS PANEL

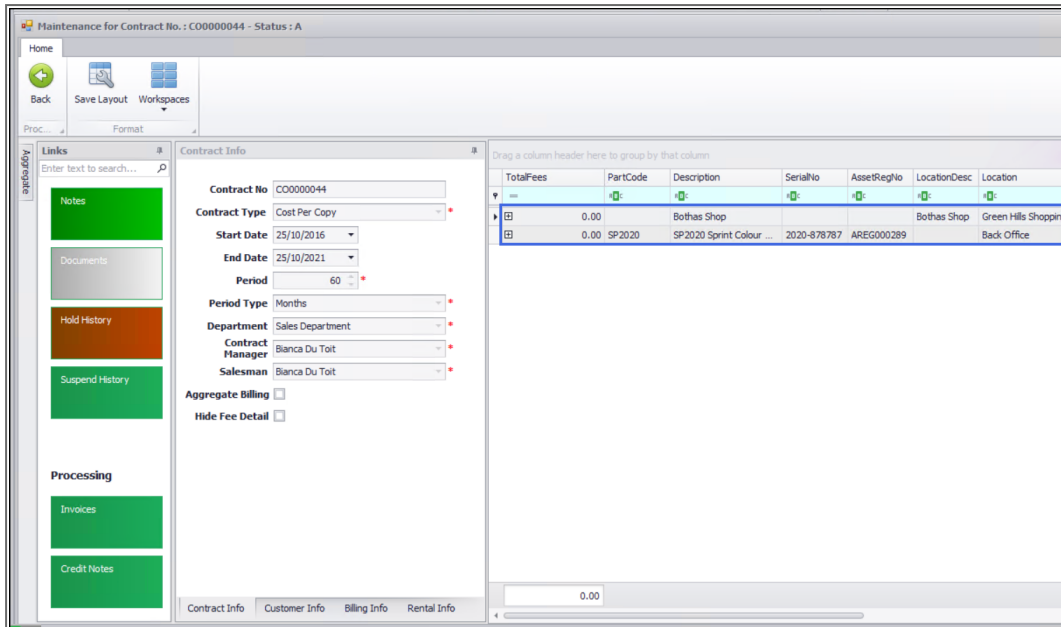
The **Links** panel contains Contract **Functions** tiles, which will direct you to further information regarding the selected contract.

- Click on any tile you wish to view information for.
- The screen for the selected tile will display the relevant information.



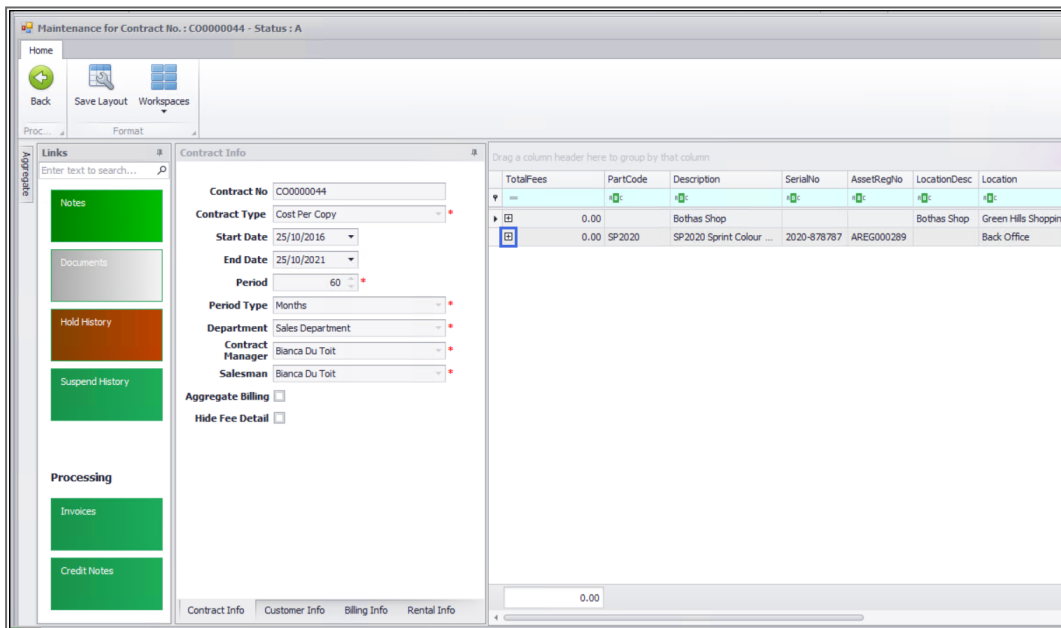
## CONTRACT PARTS FRAME

The Contract **Parts** information frame, displays all the **items** and **accessories** linked to the selected contract.



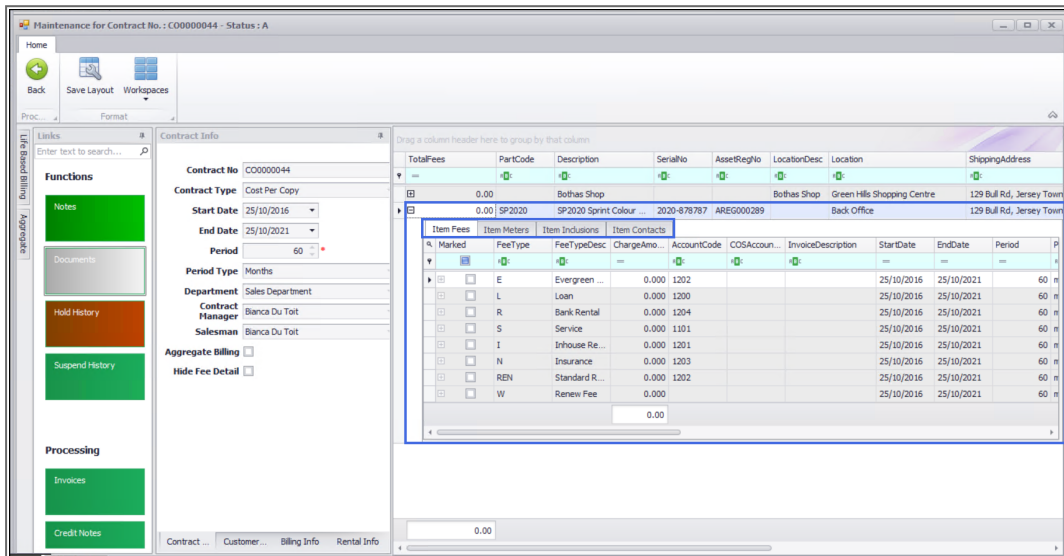
## CONTRACT ITEMS FRAME

In the **Parts** frame, click on the **expand** button of the part/item where you wish to view more details.



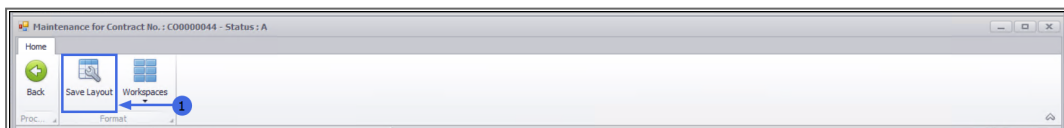
The sub grid will be expanded and you can now view the **Items** frame.

- The **Item Fees** data grid will be at the fore by default.
- You can switch between **Item Fees**, **Item Meters**, **Item Inclusions**, or **Item Contracts**, by clicking on the tab you wish to view.
  - **Note:** You can collapse (to view less details) by clicking on the **Expand / Collapse** button.

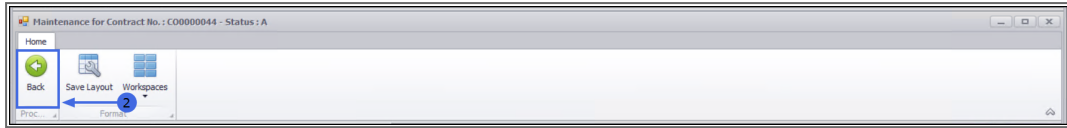


## SAVE LAYOUT

1. If you had changed the **Maintenance for Contract** window, by docking and / or undocking any of the information tabs and wish to keep the settings, click on **Save Layout** to save the display format. This will ensure that your preferred settings for the **Contract View**, will be the same when you view the next contract.



2. To return to the **Contract Listing** screen, click on **Back**.



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