

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

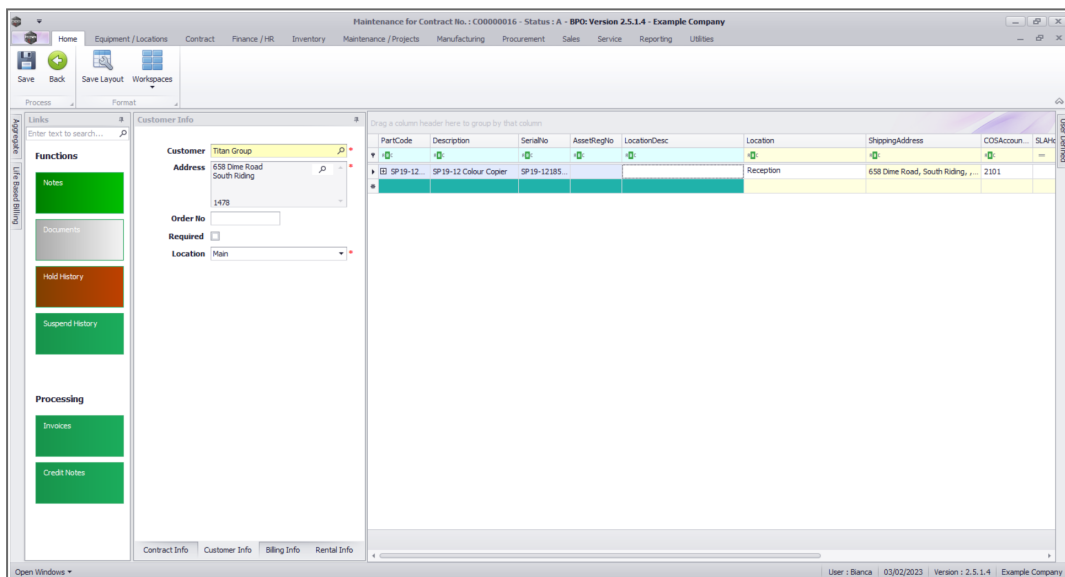
CONTRACT

SAVE CONTRACT

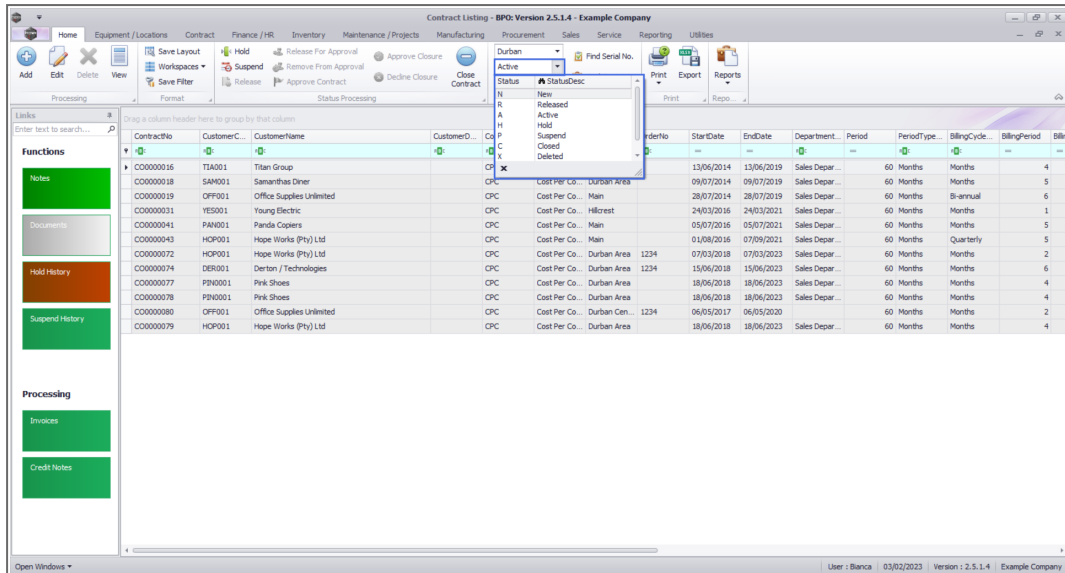
You will be following the process below to add each item to be linked to this contract.

SAVE THE CONTRACT

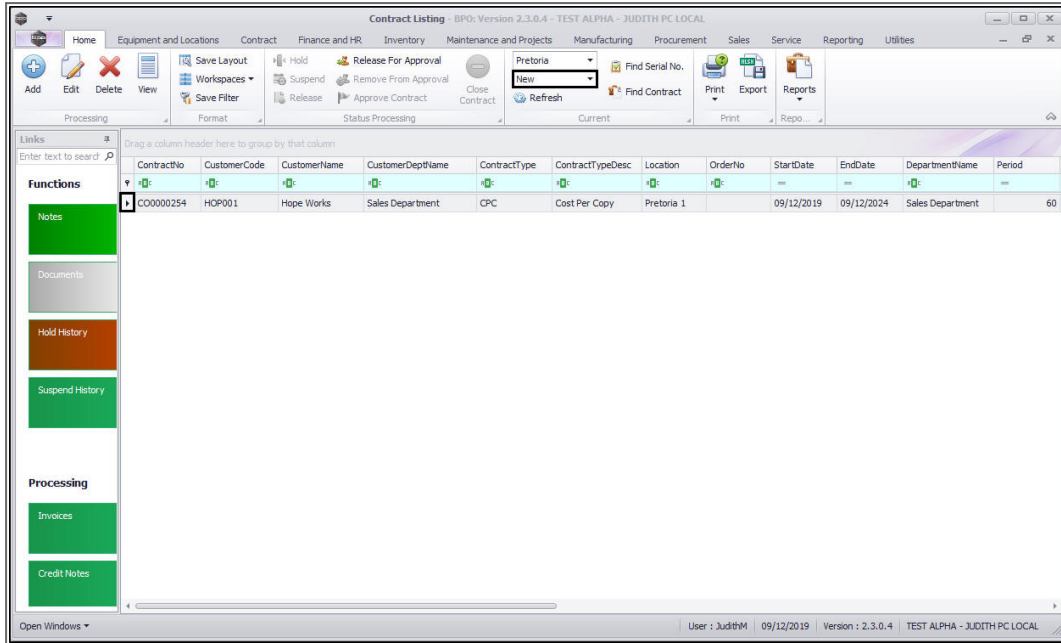
- When you are done, click on **Save**.



- The contract will be **saved** and you will return to the **Contract Listing** screen where the status defaults to **Active**, or will be set to the Status you last selected.
- Click on the **drop-down arrow** in the **Status** field and select the relevant status.



- **New** contracts can be found within the **New** contract status listing screen.
- From here, the contract will need to be **Released** and then **Approved** before it becomes active.
- **Edited** contracts may either remain in **Active** status or move to **Released** status in order for changes to be reviewed before **Approval** depending on the change made.



Related Topics

- [Print Contract Report](#)
- [Release Contract For Approval](#)
- [Approve Contract](#)

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