

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

# CONTRACT

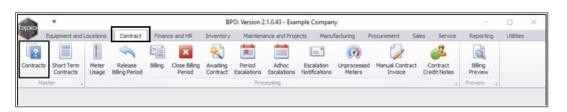
## **CONTRACTS - DOCUMENTS**

It may be necessary to link digital documents to a contract which can then be viewed by all parties with the required security rights.

These documents should be saved in a shared folder on the server (which can be secured with permissions, where required), otherwise the document(s) will not open.

Follow the process to **view**, **add**, or **delete** documents for a contract.

#### Ribbon Access: Contract > Contracts



The **Contract Listing** screen will display.

- Select the **Site** that you wish to work in.
  - ° In this example, **Durban** is selected.



#### Contracts - Documents

Image: Constraint of the constraint		Ŧ						Contract	Listing - BPO: Ve	ersion 2.1.0.68 - Example	e Company			- 1	
Add       Edit       Decket       Workspaces       Suspend       Remove From Approval Coord       Coord Coord       Active       M Find Senal No.       Print       Export       Reports         Processing       Save Filter       Format       Status Processing       Current       Print       Print       Reports         Enter text to search       Print       ContractType       Location       CustomerCode       CustomerCode       CustomerName       ContractTypeDesc       OrderNo       Status Processing       Print       Reports         Functions <ul> <li> <li> </li> <li> <li> <li> </li> <li> <li> </li> <li> <li> </li> <li> <li> <ul> <li> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> <li> <li> </li> <li> </li></li></li></ul></li></li></li></li></li></li></li></ul></li></li></ul></li></li></ul></li></li></ul></li></li></ul>		Home Ec	quipment	t and	Loca	ations Cont	ract Finance a	and HR Inven	tory Maintenar	nce and Projects Manufa	acturing Procureme	ent Sales Servi	ce Reporting	Utilities -	- 8 )
Add       Edit       Delete       Vew       Vorkspaces       Suspend       Remove From Approval Contract       Contract       Contract       Print       Export       Reports         Processing       Framat       Status Processing       Current       Print       Export       Reports         Links       Processing       Contract       Current       Print       Export       Reports         Links       Processing       ContractType       Location       CustomerCode       CustomerName       ContractTypeDesc       OrderNo       Status Processing       Departs         Functions       ContractNo       ContractType       Location       CustomerCode       CustomerName       ContractTypeDesc       OrderNo       Status Processing       Departs         Notes       Cononool12       CPC       Main       TA001       Titan Group       Cost Per Copy       16 May 2014       16 May 2019       Sales D         Documents       Cononool18       CPC       Main       SAM001       Samanthas Diner       Cost Per Copy       01 Jan 2014       31 Jan 2016       Sales D         Cononool1       CPC       Burban Area       HOP011       Hope Vorks       Cost Per Copy       01 Jan 2011       31 Jan 2016       Sales D	6		2			🔯 Save Li	ayout 📲	Hold 💰	Release For Appr	oval 👝 Du	rban 🔻	Find Serial No.		A 💼	
Processing       Format       Release       Approve Contract       Contract       Contract       Contract       Contract       Processing       Current       Print       Re         Links       P       Format       Status Processing       Current       Print       Re         Drag column header here to group by that colum       ContractType location       CustomerName       ContractTypeDesc       OrderNo       Statub Processing       Department         Functions       •       •       ContractType       Location       CustomerCode       CustomerName       ContractTypeDesc       OrderNo       Statub Processing       Department         Notes       ContractNo       ContractType       Location       CustomerName       ContractTypeDesc       OrderNo       Statub Processing       Department         ContractNo       ContractType       ContractType       Location       CustomerName       ContractTypeDesc       OrderNo       Statub Processing       Department         ContractNo       ContractType       Location       CustomerName       ContractTypeDesc       OrderNo       Statub Processing       Department         ContractNo       ContractType       ContractType       Location       Tatub Group       CostPer Copy       16 May 2014       16 May 2014 <th>-</th> <th></th> <th>~</th> <th>10-</th> <th></th> <th>Worksp</th> <th>oaces 🔹 👼</th> <th>Suspend 🚜</th> <th>Remove From Ap</th> <th>proval Act</th> <th></th> <th></th> <th></th> <th></th> <th></th>	-		~	10-		Worksp	oaces 🔹 👼	Suspend 🚜	Remove From Ap	proval Act					
Imises         Prag a column header here to group by that column           Enter text to search         Prag a column header here to group by that column           ContractType         Location         CustomerCode         CustomerName         ContractTypeDesc         OrderNo         StartDate         EndDate         Departm           Functions <ul> <li>ContractType</li> <li>ContractTypeDesc</li> <li>CorderNo</li> <li>StartDate</li> <li>EndDate</li> <li>ContractType</li> <li>Contractrype</li> <li></li></ul>	Add	Cuit	Jelete	vie	w	🐐 Save F	ilter 🔝	Release 🕨	Approve Contrac	t Contract	Refresh	<sup>a</sup> Find Contract	Think Ext	vort Report	S
Design of contractive base the object of part contractive base of the object of part contractive base of the object of part contractive base of the object of part of the object of part of the object of t		Processin	ng			Format		Sta	tus Processing	4	Current	4	Print	4 Re	
Enter text to search         P         Location         Customer/Code         Customer/Name         ContractTypeDecs         OrderNo         StarDate         EndDate         Departs           Functions	Links			ų (											
Functions         Image: Comparison of the state of	Enter tex	xt to search	n	ρ						C		O-1-11-	Charles In	Ford Data	
Notes              C0000012             CPC             South Rid             TIA001             Ttan Group             Cost Per Copy             16 May 2014             16 May 2014             13 Jun 2014             28 Jul 2019             Sales D             Cost Per Copy             09 Jul 2014             09 Jul 2019             Sales D             Cost Per Copy             01 Jan 2011             31 Jan 2014             28 Jul 2019             Sales D             Cost Per Copy             01 Jan 2011             31 Jan 2014             28 Jul 2019             Sales D             Cost Per Copy             01 Jan 2011             31 Jan 2014             28 Jul 2019             Sales D             Cost Per Copy             01 Jan 2011             31 Jan 2015             28 Jul 2019             Sales D             Cost Per Copy             01 Jan 2011             31 Jan 2015             29 Jun 2020             Sales D             Coomooda             CPC             Durban Area             HoR001             Hack PC - IT Shop             Cost Per Copy             21 Jun 2015             29 Jun 2020             Sales D             Commonda             Commonda             CPC             Durban Area             SAM001             Samanthas Diner             Cost Per Copy             21 Jun 2016             23 Jun 2012             34 Jan 2014             23 Jun 201             23					_	Lontractivo	Contracti ype	Location	CustomerCode	Customerivame	Contracti ypeDesc	Urdenilo	StartDate	Enduate	Departmen
Notes         Cocomotion         CPC         Main         TLA001         Titan Group         Cost Per Copy         13 Jun 2014         13 Jun 2019         Sales Du           Documents         Cocomotion         CPC         Main         SAM001         Samanthas Diner         Cost Per Copy         09 Jul 2014         09 Jul 2019         Sales Du           Documents         Cocomotion         CPC         BPO_TEL         OFF001         Office Supplies Unlimited         Cost Per Copy         28 Jul 2014         28 Jul 2019         Sales Du           Documents         Cocomotion         CPC         Durban Area         HOPO01         Hape Works         Cost Per Copy         01 Jan 2011         31 Jan 2016         Sales Du           Hold History         Cocomotida         CPC         Durban Area         HOPO01         Hape Works         Cost Per Copy         29 Jun 2015         29 Jun 2015         29 Jun 2016         23	Func	tions			33			a. (1. p. ).							
Economia         CPC         Main         Thruit         Intar Group         Cost Per Copy         13 Jul 2014         3 Jul 2014         3 Jul 2015         Sales D           CO0000018         CPC         Main         SAM001         Samanthas Direr         Cost Per Copy         09 Jul 2014         09 Jul 2019         Sales D           C00000019         CPC         BPO_TEL         OFF001         Office Supplies Unlimited         Cost Per Copy         01 Jan 2011         31 Jan 2016         Sales D           C00000020         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         01 Jan 2011         31 Jan 2016         Sales D           C00000031         CPC         Main         HAC001         Hack PC - TT Shop         Cost Per Copy         29 Jun 2015         Sales D           C00000031         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         24 Mar 2014         Sales D           C00000038         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         24 Mar 2015         Sales D           C00000041         CPC         Main         PAN001         Panda Copiers         Cost Per Copy         05 Jul 2016         05 Jul 2016         05 Jul 2016	Note	es					1								1000
Documents         C 00000019         CPC         BPO_TEL         OFF011         Office Supplies Unlimited         Cost Per Copy         28 Jul 2014         28 Jul 2019         Sales Du           Documents         C 00000020         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         01 Jan 2011         31 Jan 2016         Sales Du           C 00000028         CPC         Main         HAC001         Hack PC - TT Shop         Cost Per Copy         29 Jun 2015         29 Jun 2015         Sales Du           C 00000038         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         23 Jun 2016         23 Jun 2016         Sales Du           C 00000038         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         23 Jun 2016         23 Jun 2016         Sales Du           C 00000041         CPC         Main         PAN001         Panda Copiers         Cost Per Copy         05 Jul 2016         07 Sep 2021         Technic           C 00000042         CPC         Main         HOP0011         Hope Works         Cost Per Copy </td <td></td>															
Documents         CO000020         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         01 Jan 2011         31 Jan 2016         Sales D           Hold History         CO0000028         CPC         Main         HAC001         Hack PC - IT Shop         Cost Per Copy         29 Jun 2012         29 Jun 2012         Sales D           Hold History         CO0000031         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         24 Mar 2016         24 Mar 2012         Sales D           CO0000038         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         23 Jun 2016         23 Jun 2012         Sales D           CO000001         CPC         Main         PAN001         Panda Copiers         Cost Per Copy         05 Jul 2016         05 Jul 2012         Sales D           CO0000012         CPC         Main         HOP001         Hope Works         Cost Per Copy         05 Jul 2016         07 Sep 2021         Technic           CO0000014         CPC         Main         HOP001         Hope Works         Cost Per Copy         01 Jau 2016         07 Sep 2021         Sales D           CO0000014         CPC         Durban Area         BOT0001         Bothas Netwo							1.20				and the second				COLUMN COLUMN
Loci Main         HAC001         Hack PC - IT Shop         Cost Per Copy         29 Jun 2015         29 Jun 2020         Sales D           Hold History         C00000031         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         24 Mar 2016         24 Mar 2012         Sales D           Loci Monorma         C00000038         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         23 Jun 2016         23 Jun 2016         23 Jun 2012         Sales D           C00000041         CPC         Main         PAN001         Panda Copiers         Cost Per Copy         05 Jul 2016         05 Jul 2011         Sales D           C00000042         CPC         Main         HOP001         Hope Works         Cost Per Copy         07 Sep 2016         07 Sep 2021         Sales D           C00000042         CPC         Main         HOP001         Hope Works         Cost Per Copy         07 Sep 2016         07 Sep 2021         Sales D           C00000043         CPC         Main         HOP001         Hope Works         Cost Per Copy         01 Aug 2016         07 Sep 2012         Sales D           C00000044         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy		Section of the		1				-							
Hold History         CO0000031         CPC         Durban Area         YES001         Young Electric         Cost Per Copy         24 Mar 2016         23 Jun 2011         Sales Durban Area           Mold History         CO0000041         CPC         Main         PAN001         Panda Copiers         Cost Per Copy         05 Jul 2016         05 Jul 2021         Sales Durban Area           Suspend History         CO0000042         CPC         Main         HOP011         Hope Works         Cost Per Copy         07 Sep 2016         07 Sep 2021         Technic           CO0000043         CPC         Main         HOP011         Hope Works         Cost Per Copy         01 Aug 2016         07 Sep 2021         Sales Durban Area           CO0000044         CPC         Durban Area         BOT0001         Bothas Networking inc         Cost Per Copy         21 Mar 2016         25 AU21         Sales Durban Area           CO0000050         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         23 May 2017         23 May 2022         Sales Durban Area	UDG														
Hold History         CO0000038         CPC         Durban Area         SAM001         Samanthas Diner         Cost Per Copy         23 Jun 2016         23 Jun 2012         Sales Du           CO0000041         CPC         Main         HOP0011         Hope Works         Cost Per Copy         07 Sep 2016         07 Sep 2012         Technic           Suspend History         CO0000043         CPC         Main         HOP0011         Hope Works         Cost Per Copy         01 Aug 2016         07 Sep 2012         Sales Du           CO0000044         CPC         Durban Area         BOT0001         Bothas Networking inc         Cost Per Copy         25 Oct 2016         25 Oct 2012         Sales Du           CO0000050         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         23 Nov 2018         23 Nov 2028         Sales Du           CO0							1262	1000							and the second second
Suspend History         COCCO000011         CPC         Main         PAN001         Panda Copiers         Cost Per Copy         05 Jul 2016         05 Jul 2021         Sales D.           Suspend History         CO0000042         CPC         Main         HOP001         Hope Works         Cost Per Copy         07 Sep 2016         07 Sep 2021         Technic           C00000042         CPC         Main         HOP001         Hope Works         Cost Per Copy         01 Aug 2016         07 Sep 2021         Sales D.           C00000043         CPC         Main         HOP001         Hope Works         Cost Per Copy         01 Aug 2016         07 Sep 2021         Sales D.           C00000044         CPC         Durban Area         BOT0001         Bothas Networking inc         Cost Per Copy         25 Oct 2012         Sales D.           C00000050         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         23 May 2017         23 May 2022         Sales D.           C00000050         CPC         BPO_RSI         TIA001         Titan Group         Cost Per Copy         23 Nov 2018         23 Nov 2023         Sales D.										The second se					
Suspend History         CO0000042         CPC         Main         HOP001         Hope Works         Cost Per Copy         O7 Sep 2016         O7 Sep 2012         Technic           Suspend History         C00000043         CPC         Main         HOP001         Hope Works         Cost Per Copy         01 Aug 2016         07 Sep 2021         Sales D           C00000044         CPC         Durban Area         B0T0001         Bothas Networking inc         Cost Per Copy         25 Oct 2016         25 Oct 2021         Sales D           C00000050         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         23 May 2017         23 May 2022         Sales D           C00000051         CPC         BPO_RSI         TIA001         Titan Group         Cost Per Copy         23 Nov 2018         23 Nov 2023         Sales D	Hold	d History													
Suspend History         CO0000043         CPC         Main         HOP001         Hope Works         Cost Per Copy         01 Aug 2016         07 Sep 2021         Sales D           C00000044         CPC         Durban Area         BOT0001         Bothas Networking inc         Cost Per Copy         25 Oct 2016         25 Oct 2021         Sales D           C00000050         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         23 May 2017         23 May 2022         Sales D           C00000061         CPC         BPO_RSI         TIA001         Titan Group         Cost Per Copy         23 Nov 2018         23 Nov 2023         Sales D							120			The second s					1000
Suspend History         CO0000044         CPC         Durban Area         BOT0001         Bothas Networking inc         Cost Per Copy         25 Oct 2016         25 Oct 2021         Sales D           CO0000050         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         23 May 2017         23 May 2022         Sales D           C00000061         CPC         BPO_RSI         TIA001         Titan Group         Cost Per Copy         23 Nov 2018															
CO0000050         CPC         Durban Area         HOP001         Hope Works         Cost Per Copy         23 May 2017         23 May 2022         Sales D           C00000061         CPC         BPO_RSI         TIA001         Titan Group         Cost Per Copy         23 Nov 2018         23 Nov 2018         23 Nov 2023         Sales D	Susp	pend Histor								a second a second second second	and the second se		and the second second second	Contraction of the second second	Sector Sector Sector
C00000061 CPC BPO_RSI TIA001 Titan Group Cost Per Copy 23 Nov 2018 23 Nov 2023 Sales D										The surface of the surger state					
					c	00000061	CPC	BPO RSI	TIA001						
					0	00000062	CPC	and the second	HOP001			20			
Invoices	Cred	dit Notes													
Credit Notes															
					4.0										
Credit Notes		indows 🔻												14 Dec 201	1

This screen defaults to the **Active** status.

• Select a different **status** from the drop-down, menu if required.



#### Contracts - Documents

<del>}</del>	Home E	oxigment and Loc	ations Contract F		ntory Mainten Islease For Appr		Manufacturing Pro	curement Sales	Service Repo		- 8 X
Add	Edit (	Velete View	Workspaces *	1	tenove From Ap	Close	Active • Status A Statu	-Deer	Print Exp	- Lund	
	Processin		Save Filter		lipprove Contrac Lus Processing	Contract	N New	nuex.	Pint	Rei	
T	riociai	0 4	7507084 4	240	us moreory	4	R Release A Active	d	2004	4 NG 4	1
01							H Hold				
	ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	X Deleted C Closed		StartDate	EndDate	Department
۲							P Suspen	d			
•	C0000006	OFF001	Office Supplies Unl		090	Cost Per Copy	x		22 Apr 2014	22 Apr 2019	Sales Depart
	C0000007	OFF001	Office Supplies Uni		OPC	Cost Per Copy	Forest Hills Centre		07 Jan 2014	07 Jan 2019	Sales Depart
	CO0000011	WESO01	Westwood Dynamic		090	Cost Per Copy	Main	ContractOrderNo	09 May 2014	09 May 2019	Sales Depart
	CO000013	TIA001	Titan Group		CPC	Cost Per Copy	South Riding Centre	(	16 May 2014	16 May 2019	Sales Depart
	CD0000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	16 May 2019	Sales Depart
	C0000016	TIA001	Titan Group		090	Cost Per Copy	Main		13 Jun 2014	13 Jun 2019	Sales Depart
	CO0000019	OFF001	Office Supplies Uni		00	Cost Per Copy	Main		28 Jul 2014	28 Jul 2019	Sales Depart
	C00000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011	31 Jan 2016	Sales Depart
	CO000028	HAC001	Hack PC - IT Shop		090	Cost Per Copy	Main		29 Jun 2015	29 Jun 2020	Sales Depart
	PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sales Depart
	C0000031	YE5001	Young Electric	Sales Department	090	Cost Per Copy	Hildrest		24 Mar 2016	24 Mar 2021	Sales Depart
	C00000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016	05 Jul 2021	Sales Depart
	C0000042	HOP001	Hope Works	Technical	000	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Technical
	C00000043	HOP001	Hope Works	Technical	000	Cost Per Copy	Durban Area		01 Aug 2016	075ep 2021	Sales Depart
	00000044	BOT0001	Bothas Networking		PRE	Prepaid Contract	Durban Area		25 Oct 2016	25 Oct 2021	Technical
	C0000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017	10 May 2022	Sales Depart
П	C00000047	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Kloof		16 May 2017	16 May 2022	Technical



#### **VIEW DOCUMENTS**

- Select the **row** of the contract where you wish to **view** the linked documents.
- Click on the **Documents** tile.

Help v2024.5.0.7/1.0 - Pg 4 - Printed: 04/07/2024



#### Contracts - Documents

Home	Equipment	and	ocations Co	ntract Finance		g - BPO: Version 2.1. Maintenance and Pro		cturing Procureme	nt Sales Service	Reporting Utility	0 0 8 - 6	
AA	~		Save 1			For Invenual	Durba					
0 🎜	X		E Works	3 B	53	From Approval	Active		And Serial No.		1	
dd Edit	Delete	View	7 Save		Release Pr Approve	Ci	58	0.	Find Contract Prin	t Export Repo	ts	
Proces	ulua'		Forma		Status Pro		_	Current		Print Re		
			4] F9000	( )	24040-750	and	4	Philos.	4	nnt 4 Ne	4	
niks her text to ser	a vdu A	42										
HE HEAT IN DOI	runni (		Contractilo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	
functions		۲										
			C0000006	OFF001	Office Supplies Uni		CPC	Cost Per Copy	Hildrest	1234	22 Apr 2014	
Notes			C0000007	OFF001	Office Supples Uni		CPC	Cost Per Copy	Forest Hills Centre		07 Jan 2014	
			C0000011	WE5001	Westwood Dynamic		CPC	Cost Per Copy	Main	ContractOrderNo	09 May 2014	-
PERSONAL PROPERTY AND INC.		1	C0000013	TIA001	Titan Group		CPC	Cost Per Copy	South Riding Centre		15 May 2014	
			C0000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	-
			CO000016	TIA001	Titan Group		OPC	Cost Per Copy	Main		13 Jun 2014	
			CO0000019	OFF001	Office Supplies Uni		OPC	Cost Per Copy	Main		28 Jul 2014	
Hold History	8		C0000020	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Main		01 Jan 2011	
			C0000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Man		29 Jun 2015	
			PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	
Suspend His	tory		C0000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hilorest		24 Mar 2016	
	and the		C0000041	PAN001	Panda Copiers		OPC	Cost Per Copy	Main		05 Jul 2016	
		-	C0000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	
		Ľ	C00000043	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Durban Area		01 Aug 2016	
			C0000044	BOT0001	Bothas Networking	Second.	PRE	Prepaid Contract	Durban Area		25 Oct 2016	
Processing	к		C0000045	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Durban Area	1234	10 May 2017	
rocessing	2		C0000047	H0P001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 2017	F

The Document listing for Contract - [] screen will open.

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 04/07/2024



• Here you can **view** a list of the digital documents currently linked to this contract.

	¥				Docum	vent listin	ig for Contr	act - CO0000043 - BPO: Ven	sion 2.1.0.43 - Exa	imple Compan	у				0	9	(
	Home	Equipme	nt and Loc	cations Contr	-			Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utites		ä	Х
Ð	1	X	٢		+		0										
Add	Edit	Delete	Back	Save Layout	Workspaces	Vev	Refresh										
	Proces	ising		Fore	at.	4 0.	rrent .							_	-		
Disgad																	
Docu Y	ment						0	locDescription		DocType							
-	3/10000	xampleP0	Fs\Contra	cts\63\Doc1.do	α		(	lopier Manual		COMP							
Open W	Indons •	į												25 Jan j	018	1	



#### **ADD DOCUMENT**

• In the **Document Listing for Contract - []** screen, click on **Add**.

Help v2024.5.0.7/1.0 - Pg 7 - Printed: 04/07/2024



000	¥					Docume	nt listing f	or Contr	act - CO0000043 - BPO: Vers	ion 2.1.0.43 - Ex	ample Company	6				۵	9
1	Hone	Equipment	it and Local	tions Co	iontract .	Finance a	ndHR Ir	wentory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utites	-	ē
0	2	X	6	193		+		0									
Add	Edt	Delete	Back	Save Layo	out Wo	rkspaces	-	Refresh									
-0	Proces	ising	-,	F	Format	÷.,	Curre	nt ,									
			o'gao b													7	
Docur								- 6	ocDescription		DocType				-		
											10101010						
ISVD	3/10000	xamplePOF	s\Contract	s/63/Doc1	1.docx			(	lopier Manual		COMP						

The New Document for Contract No. :[] screen will open.

• File: Click on the search button in the file field.



			New Document	ior Contract	No. : CO0000043 - BPO: Ve	sion 2.1.0.43 - E	ample Compa	ny			3	0		X
Home Equip	nent and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utites	*	Ø	)
4														
iave Back														
Process a														
File	Drop file here				ρ									
Path					*									
					+									
Repository Path	\/SVDB0001\/Exam	plePOFs/Cor	stracts\		*									
File Description					*									
Doc Type			•											
en Windows •											25 Jan 2	2018	1	1

- The Select File screen will pop up.
- Find the document in the **shared folder** on the server.



#### • Click on **Open**.

New Document for Home Equipment and Locations Contract Finance and HR	or Contract No. : CO0000043 - BPO: Version 2.1./ Inventory Maintenance and Projects Manufa			Service	Reporting	Utilities	-	đ
6					N 20			
Back								
53 y							_	
- 201000 1 m			_					
Select Film			×					
- 🧁 👻 个 🔡 > This PC > Documents	v Ö Search Do	cuments	ρ					
Organise + New folder		la • 🖬	0					
	Name	Date modified	~					
🖈 Quick access	Visual Studio 2008	2017/06/26 10:1						
🔤 Desktop 🚿	Visual Studio 2006	2018/01/25 8:34						
🕹 Downloads 🛛 🖈	AbigailM-BPO.exe	2018/01/24 2:35						
Documents 🖋	AbigailM-BPO.zip	2018/01/25 8:37	AM .					
🖬 Pictures 💉	BPO2_HelpFile_CountAnalysis_AbiWork	L., 2018/01/29 11:0	б					
BPO2_ManualOld 🕺	BPO2_HelpFile_CountAnalysis_AbiWork		100					
BPO2_Manuals 💉	BP02_HelpFile_CountAnalysis_AbiWork							
BPO.MNU.112_ContractManagement_Contracts_files	BPO2_Manuals.7z Contracts.xml	2017/10/06 2:41 2017/07/28 9:14						
MNU.112.001_Contracts_CreatingANewContract_Files	Doc1.docx	2017/09/17 9:17						
MNU.112.005_Contracts_ViewContractNotes_files	Music - Shortcut	2017/07/18 11:						
RSI_SignoffAndTrainingDocs_v1.26.0.1	📻 Pictures - Shortcut	2017/07/21 10:2	3- v					
P contratada de Alex	(		>					
File name:	✓ All files (*	.")	~					
	Oper	n Cancel						
								į



• The **File** and **Path** fields will now populate with the selected file details.

		1	New Document f	or Contract	No. : CO0000043 - BPO: Ve	rsion 2.1.0,43 - B	ample Compa	ny			3	۵		X
Home Equip	nent and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utites		θ	Х
1 🚯														
e Back														
00005 a														
File	Doc1.docx				۵									
	C: Users Jabiga (Doc	uments		_										
97.034		~~~			+ .									
Repository Path	\/SVD80001\Exampl	lePOFs\Conb	racts\		*									
845 775					*									
File Description	9				*.									
					*									
Doc Type														
n Windows *											25 Jan	2018	-	



• The **Repository Path** is auto populated according to the path that has been set up in the company configuration.

	¥					New Do	ocument	for Contrac	t No. : CO00000	43 - 8PO: Ve	rsion 2.1.0.43 - E	ixample Com	pany			35	۵		X
V	Home	Equipm	ent and Loca	tions	Contract	Financi	e and HR	Inventory	Maintenance	and Projects	Manufacturing	Procurement	t Sales	Service	Reporting	Utites	*	θ	Х
Н	0																		
Save	Back																		
Proce	s .																		
		File	Doc1.docx						Q										
			C: Users Wo	iga (Do	cuments				-										
		98.004	2748-2277	-3263	2002				*										
Re	positor	Path	//SVD80001	Examp	xlePOFs/Co	ntracts\			*										
1	le Descr	ipcion																	
	10	8		_		_			*										
	Doc	Туре				•													
Open W	indows •															25 Jan	2018	3	



•		30°	New Document f	or Contract	No. : CO0000043 - BPO: Ver	rsion 2.1.0.43 - E	ample Compa	ny			×.	0	
Home Equips	ent and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ð
4 🙆													
re Back													
footis 4													
File	Doc1.docx				Q								
Path	C: Users Jabiga Do	cuments			*								
					*								
Repository Path	\/SVDB0001\Examp	xlePOFs (Con	tracts\		1								
				_	•								
File Description	Signed Contract				*.								
Doc Type			•										
n Windows *											25 Jan 1	3018	1

• **File Description:** Type in a description for the document.



• **Type:** Click on the drop-down arrow and select the document type from the menu.

	۲				New Document	for Contract	t No. : CO000043 - BPO: Ve	rsion 2.1.0.43 - E	ixample Compi	iny			-	٥		Х
d.	Home	Equpt	rent and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utities	-	Ø	X
H	0															
Save	Back															
Prop	85 4															
		File	Doc 1.docx				P									
			C: Users Jabiga (D	ocuments			*									
							÷									
R	pository	Path	\\SVD80001\Exam	iplePOFs\Cor	ntracts\		+									
	8		5				*									
'	le Descri	ption	Signed Contract				а.,									
					-		×.									
	Doc	Type	Type A Descr	rintion	•											
			COMP Compan	y Documenta												
			CUS Custome	er Documenta	noti											
			x		h											
10000													-	-	-	
Open V	Vindows *												25 Jan	2018		



#### SAVE DOCUMENT

• When you have finished adding the details to this screen, click on **Save**.



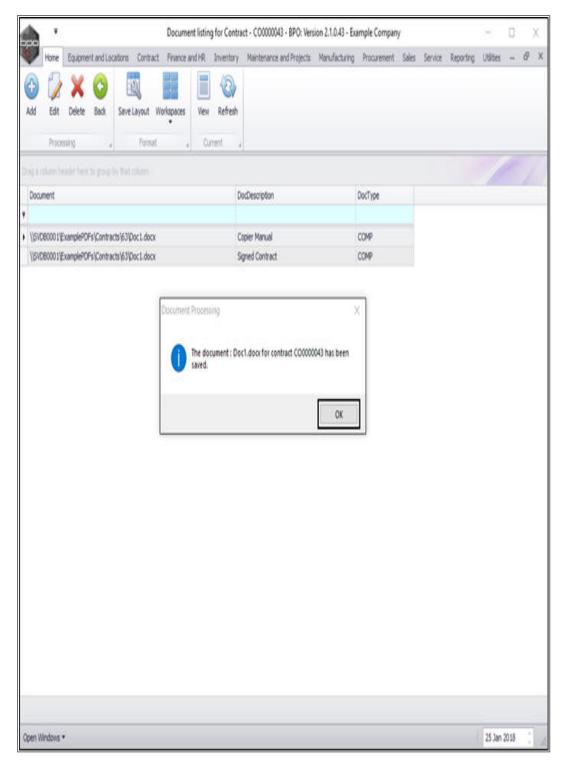
			New Document I	for Contract	No. : CO000043 - BPO: Ver	sion 2.1.0.43 - E	ample Compa	ny				0		X
	ent and Locatons	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utities	*	ð	3
ve Back														
Yocess ,														
File	Doc L.docx				ρ									
Path	C: Users Jabiga Doc	cuments			*									
					*									
<b>Repository Path</b>	\/SVD80001\Examp	kePDFs\Con	itracts\		#									
4					-									
File Description	Signed Contract				*									
					7									
Doc Type	Company Documen	tation												

• A **Document Processing** message box will pop up advising the following:



° This document: [] for contract [] has been saved.

• Click on OK.





### **VIEW ADDED DOCUMENT**

• You can now see the selected document has been added to the **Document listing for Contract -** [] screen.

Help v2024.5.0.7/1.0 - Pg 18 - Printed: 04/07/2024



	۲					Docum	ent listin	ng for Contr	act - CO0000043 - BP	O: Versi	ion 2.1.0.43 - E	ample Compa	ny			2	8	2	
P	Home	Equipmer	it and Loci	ations	Contract	Finance	and HR	Inventory	Maintenance and Pr	rojects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ø	
4	2	X	0	12		ŧ													
Add	Edit	Delete	Back			oricspaces	-	Refresh											
						*													
	Proces	ising	4		Format		μ <u></u> Ω	ment.	4										
Docur	nent							1	DocDescription			DocType							
-		xamplePOF	-	-					Copier Manual	_		COMP	_						
IISVD	80001/6	xamplePOF	s\Contrac	ts/63/Do	c1.docx			1	Signed Contract			COMP							



#### **OPEN DOCUMENT**

- To **open** and **view** any digital document in the Document listing screen, select the **row**of the document you wish to open.
- Click on View.

Help v2024.5.0.7/1.0 - Pg 20 - Printed: 04/07/2024



Document listing for Co	ontract - CO0000043 - BPO: Version 2.1.0.43 - 1	xample Company		Э.	٥	Х
W Home Equipment and Locations Contract Finance and HR Invent	ory Maintenance and Projects Manufacturin	g Procurement Sales Ser	vice Reporting	Utilities	- 1	8 X
Add     Edit     Delete     Badx     Save Layout     Workspaces     Wew     Refr						
Processing a Format a Current						
				1		
Document	DocDescription	DocType				
(SVD80001)ExamplePDFs/Contracts/S3/Doc1.docx	Signed Contract	COMP				
(ISVD80001)ExamplePOFs(Contracts)63(Company Name.docx	Company Name Documents	COMP				
				-		
Open Windows *				25 Jan 2	018	: 3

- The selected document will open in your screen.
- **Close** the document screen when you have finished viewing it.





You will return to the **Document listing for Contract - []** screen.

## **DELETE DOCUMENT**

- In the **Document Listing for Contact -** [] screen, select the **row** of the document you wish to remove from the list.
- Click on **Delete**.



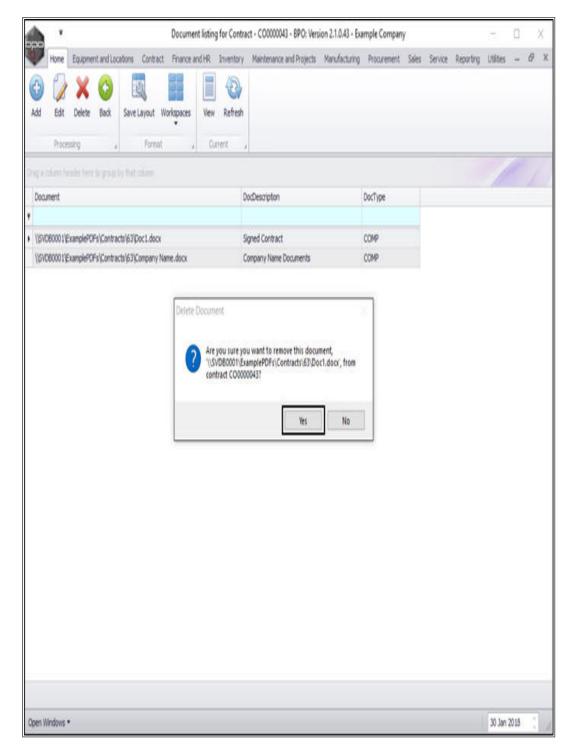
Document listing for Con	tract - CO0000043 - BPO: Versi	ion 2.1.0.43 - Exan	nple Company					0	Х	
Home Equipment and Locations Contract Pinance and HR Inventor	y Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utities	-	Ø I	ĸ
Add     Edt     Delete     Back     Save Layout     Workspaces     Wew     Refres       Processing     Format     Current	h									
Processing a Format a Current Drag a column header here to group by that column	4						1			
Document	DocDescription		locType				1			
erouenton	Production (provide		or the							
(\\$1080001)ExamplePDFs1Contracts(63)Doc1.docx	Signed Contract	(	OMP							
\\$VD80001\ExamplePDFs\Contracts\63\Company Name.docx	Company Name Documents	(	OMP							
Open Windows *							30 Jan 3	2018		1

• A **Delete Document** message box will pop up with the following prompt:

Help v2024.5.0.7/1.0 - Pg 23 - Printed: 04/07/2024



- Are you sure you want to remove this document [] from contract []?
- Click on Yes.





- The selected document will be removed from this screen.
- Click on **Back** to return to the **Contract Listing** screen.

	¥							-			- BPO: Ver	sion 2.1.0.43 - E	xample Compa	1ý				0		X
	Home	Equipmen	t and Loci	_	_	_	and HR	Invento	_	Maintenance a	nd Projects	Manufacturin	g Procurement	Sales	Service	Reporting	Utities	-	Ø	Х
Ð	1	X	0		1	ŧ		-												
Add	Edit	Delete	Back	Savel	ayout V	Vorkspaces *	Ve	w Refres	ħ											
	Proce	sing	- 14		Format		4 0	Wrent	4											_
Docu Pocu																				
Docu	ment								Do	Description			DocType							
_	00001\E	xamplePDF	s\Contrac	cts/63/C	ompany N	ame.docx			Car	mpany Name Do	cuments		COMP							
										4479-0410-0410-			lanes.							
0																				
Open W	Indows •	,															30 Jan	2018	1	6

MNU.112.006