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.
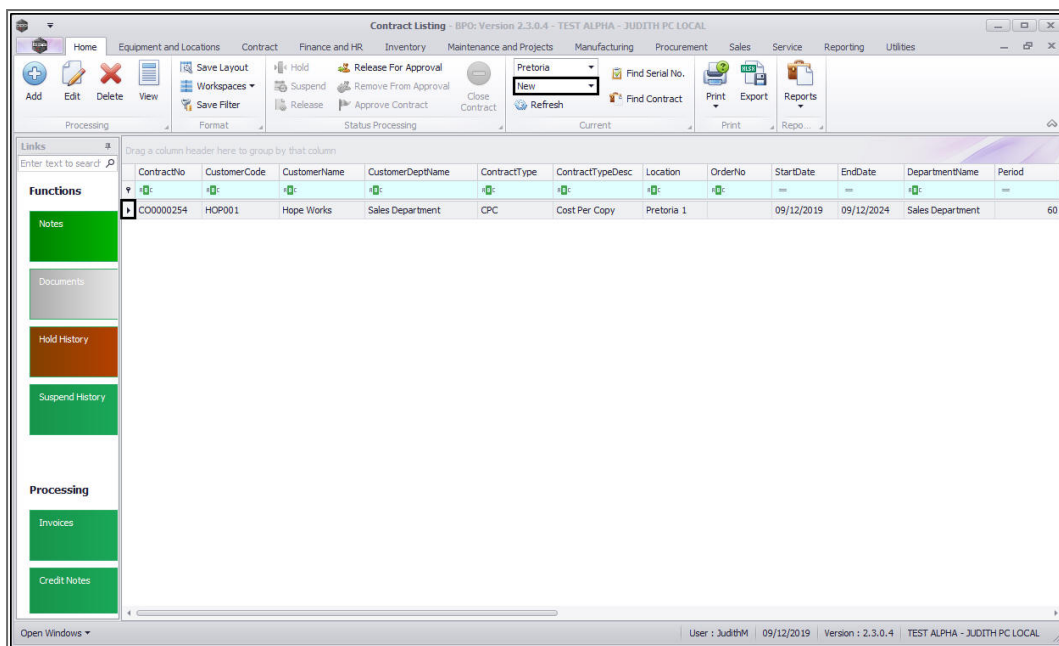
Related Topics

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

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