

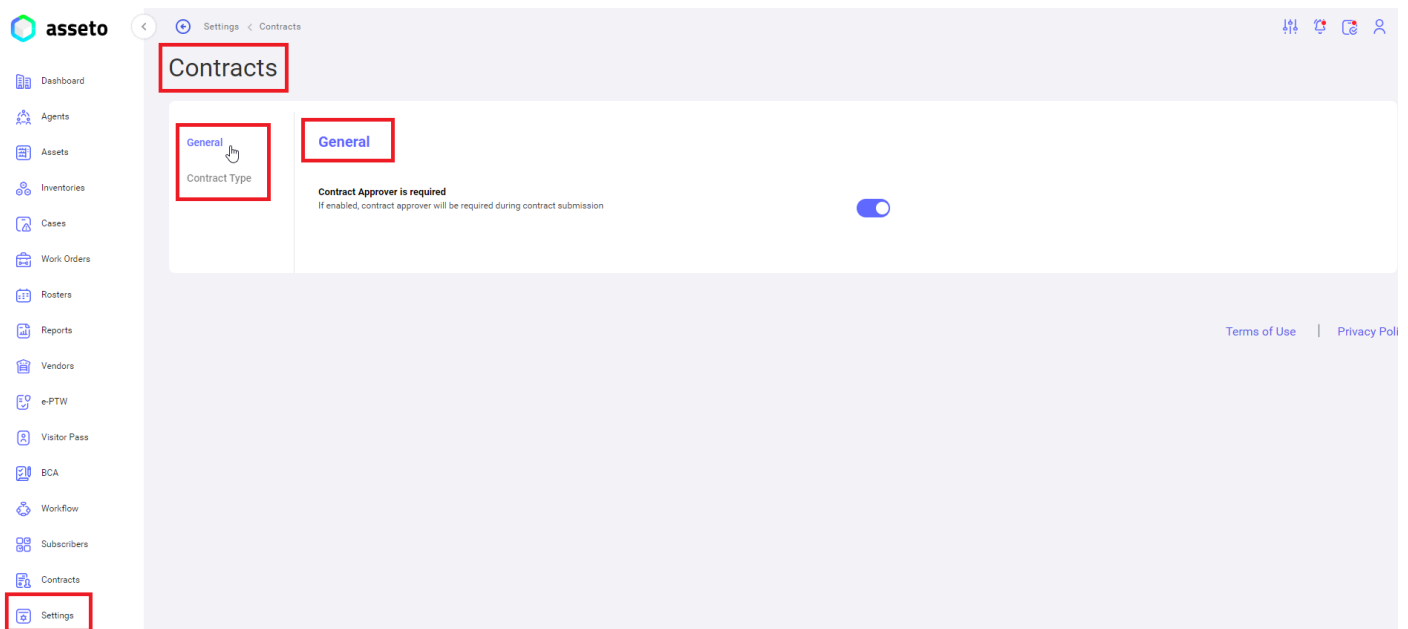
16. Contracts

Settings -> Contracts:

User can setup the contracts configuration. Options are available as menu on left side, General is highlighted by default.

i. Settings -> Contracts -> General:

General: user can enable or disable. when enabled, contract approver will be required during contract submission.



ii. Settings -> Contracts -> Contract Type:

Contract Type:

asseto Settings < Contracts

Contracts

General

Contract Type

All Category

+ Add

Contract Type	Category	Email Frequency
spare parts	Assets	2 Months,1 Week
ssss	Services	1 Month,1 Week,1 Day
swEQWDWD	Services	6 Months,3 Months,2 Months,1 Month,2 Weeks,1 Week,1 Day
test	Services	6 Months,2 Months,1 Day
tv	Assets	1 Month,2 Weeks
PUNE	Assets	3 Months,2 Months
asset	Assets	3 Months
chennai	Location	2 Months,1 Day
machinery	Location	6 Months,3 Months,2 Months
S2- contractor	Inventory	3 Months

User can add the new contract type by clicking on “Add” button, following page will be display.

New Contract Type

Category *
Assets

Contract Type *
Contract

Email Notification

Define the email notification frequency towards Contract Expiry Date.

☐ 6 Months ☒ 2 Weeks

☐ 3 Months ☐ 1 Week

☐ 2 Months ☐ 1 Day

☐ 1 Month

Cancel Submit

Fill the all-mandatory fields and click on “submit” button, contract type is saved successfully and will display in the first row of table.

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Settings < Contracts

Contracts

General

Contract Type

All Category

+ Add

Search

Contract Type	Category	Email Frequency	
Contract	Assets	2 Weeks	⋮
spare parts	Assets	2 Months,1 Week	⋮
ssss	Services	1 Month,1 Week,1 Day	⋮
swEQWDWD	Services	6 Months,3 Months,2 Months,1 Month,2 Weeks,1 Week,1 Day	⋮
test	Services	6 Months,2 Months,1 Day	⋮
tv	Assets	1 Month,2 Weeks	⋮
PUNE	Assets	3 Months,2 Months	⋮
asset	Assets	3 Months	⋮
chennai	Location	2 Months,1 Day	⋮
machinery	Location	6 Months,3 Months,2 Months	⋮

Edit

Delete

- All Category: search dropdown to filter out the contract type with category (assets, services, inventory, locations).
- Edit/Delete: User can edit or delete the added contract type by clicking on options icon (available at each row of contract type table).
- Search bar: To search the contract type.

Revision #1

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