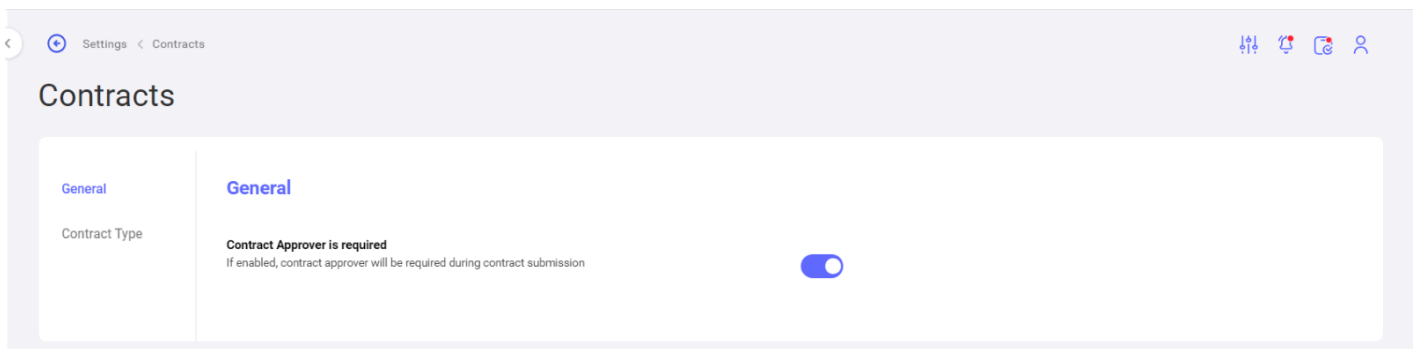


2. Pre-requisites

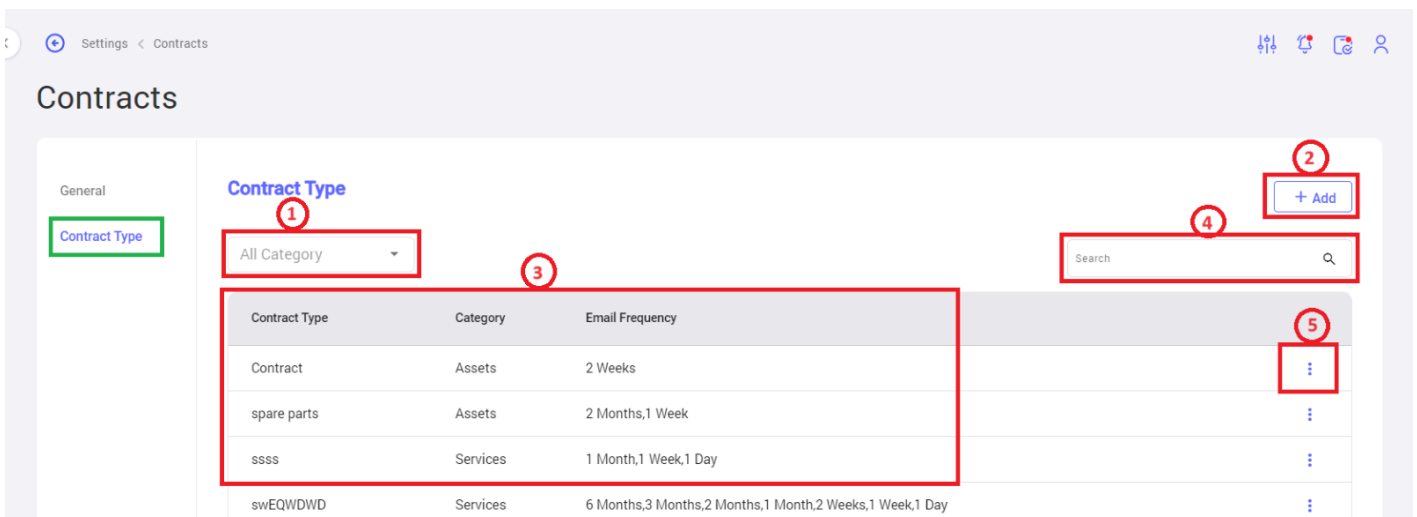
General Config:

To describe the Contract approver involvement in Contract submission process. The toggle button is used to enable or disable the feature to decide on contract approver is required during contract submission or not.



Contract Type Config:

To Configure type, navigate to Settings >> Contracts >> Contract Type.



1. **Category:** List of Categories will be displayed in the Category drop-down.
2. **Add Option:** To add a new contract type.
3. **List view:** Contract type configured will be displayed in a dynamic table with relation information.
4. **Search:** To search specific contract type line item.
5. **3 dots icon:** To perform edit & delete actions.

Add Contract Type:

The screenshot shows a 'New Contract Type' form with the following elements:

- 1**: A dropdown menu labeled 'Category *'.
- 2**: A text input field labeled 'Contract Type *'.
- 3**: An 'Email Notification' section with the instruction 'Define the email notification frequency towards Contract Expiry Date.' and six radio button options: 6 Months, 3 Months, 2 Months, 1 Month, 2 Weeks, 1 Week, and 1 Day.
- 4**: A 'Cancel' button.
- 5**: A 'Submit' button.

- 1. Category:** User can select the category from the list of categories. Based on the category, User can create a Contract type. The list of Categories involves:
 - Services
 - Assets
 - Location
 - Inventory
- 2. Contract Type:** To define the Contract Type name. The name should be unique.
- 3. Email Notification:** To describe the email notification frequency.
- 4. Cancel:** To cancel the creation process.
- 5. Submit:** To complete the creation process.

Revision #2

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