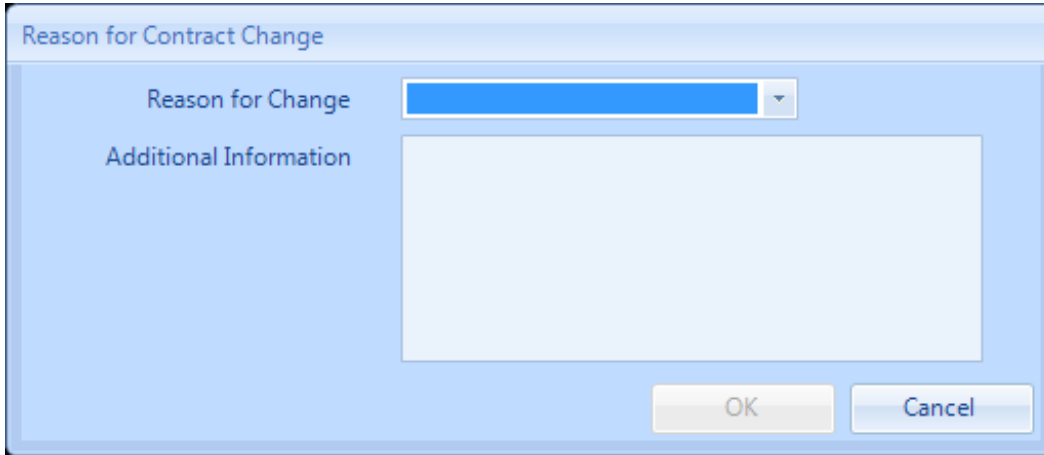


Reason for Contract Change

Wed, Jan 17, 2024 Contracts

1. After making changes to a contract and selecting OK to commit the changes this window will open:



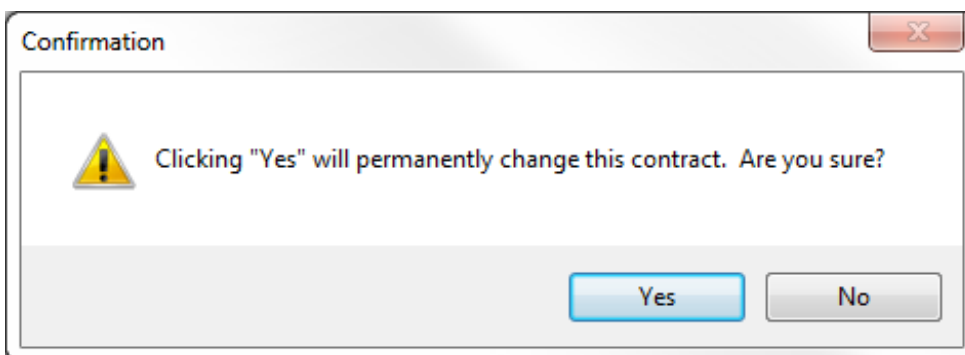
The screenshot shows a dialog box titled "Reason for Contract Change". It features a dropdown menu labeled "Reason for Change" and a large text area labeled "Additional Information". At the bottom right, there are two buttons: "OK" and "Cancel".

2. Here the user can record the reason for the Contract Change.

Reason for Change this is a pre-populated list that will provide a brief overview of the change made.

Additional Information is a free form text field that allows for more information to be added for more accurate auditing.

3. Clicking 'Cancel' will take the User back to the previous screen. Clicking 'OK' will display the following confirmation message:



The screenshot shows a dialog box titled "Confirmation" with a warning icon. The text inside reads: "Clicking 'Yes' will permanently change this contract. Are you sure?". At the bottom, there are two buttons: "Yes" and "No".

4. Clicking 'No' will take the User back to the previous screen. Clicking 'Yes' will commit any changes made.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=191>