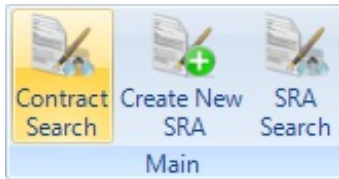


Contract Search Screen

Wed, Jan 17, 2024 Searching for a Contract

1. From the Contract module, click the Contract Search Button.



2. The Contract Search screen will open.

A screenshot of the 'Contract Search' dialog box. It has a light blue header with the title 'Contract Search'. The main area is white and contains several search criteria: 'Clients' with a dropdown menu showing 'Click here to make a selection'; 'Contract Name', 'Contract Code', and 'Contract Description' with text input fields; 'Resource' with a text input field; 'Work Order Type' with a large text area; 'Building' with a large text area; 'Created By' with a text input field and a 'By Me?' checkbox; 'Status' with a dropdown menu showing 'Active'; and 'Period' with a dropdown menu showing 'Current'. At the bottom, there is a note: 'All contracts that are marked as 'Active' for the current period only.' and two buttons: 'OK' and 'Cancel'.

3. Enter any relevant information to help narrow down the set of search results which are shown.

Note: A client has to be selected in order for any results to be shown. However, the more search fields that are completed the more precise the results will be.

4. Ticking the Created By Me? tick box will show any contracts created by the User that is logged on.

☐ By Me?

5. The Status field defaults to Active but can be changed to show just cancelled contracts or both.

Active
Cancelled
All

6. The Period field defaults to Current but can be changed to show, only past, only future or All (Current, Past and Future) contract.

All
Past
Current
Future

7. Click on OK to begin the search. Clicking cancel will take the User back to the previous screen.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=194>