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.

Contract Search		
Clients	Click here to make a selection	9
Contract Name		
Contract Code		
Contract Description		
Resource		
Work Order Type		
Building		
Created By	By Me?	
Status	Active	
Period	Current -	
All contracts that are marked as 'Active' for the current period only.		
	OK 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.

Powred by PHPKB (Knowledge Base Software)

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