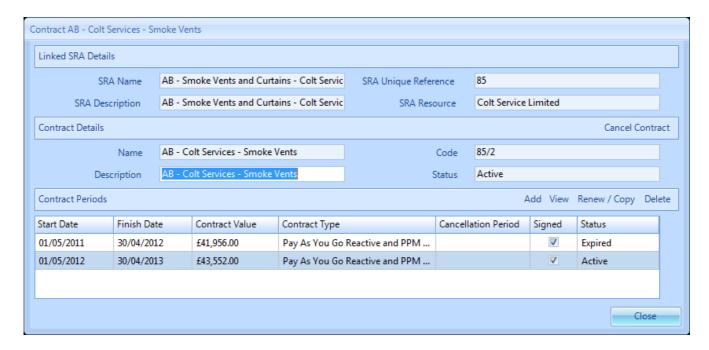
## Contract Periods - Cancel Contract

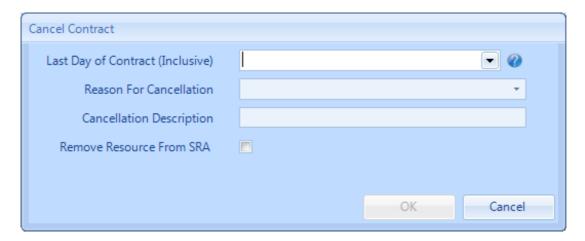


When a contract needs to be cancelled, firstly the User will need to find the relevant contract by using the Searching for a Contract functionality.

1. Select the contract to be cancelled by double clicking on the contract in the Contracts List Screen. This window will then open:



2. From here the User will need to click on the "Cancel Contract" button. This screen will then open:



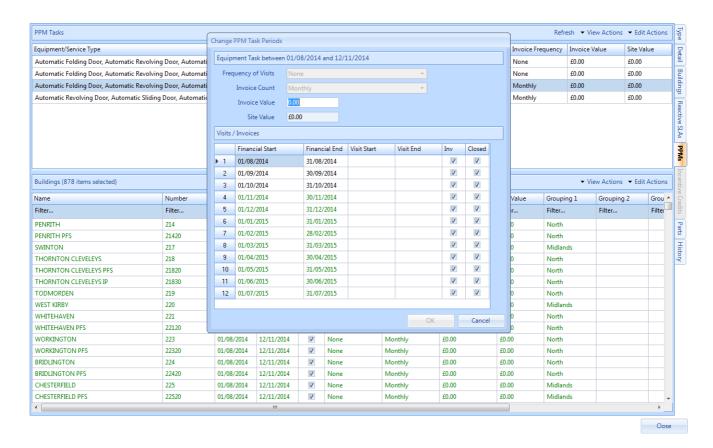
- 3. Complete the "Last Day of Contract (Inclusive)" date. This date is the last inclusive day that the Contract will run till E.G. if the "Last Day of Contract (Inclusive)" date is set to the 01/02/2013, then the Contract will run till 23:59 on the 01/02/2013. **Note:** If the user wishes to cancel a contract as if it had never existed then leaving this field blank will do exactly that.
- 4. Select the "Reason for Cancellation" from the predefined drop down list.
- 5. Complete the "Cancellation Description". This will give more detailed auditing and will be

displayed on the history tab of the contract

6. Tick "Remove Resource From SRA" or leave unticked.

**Note:** If left unticked the Resource will continue to be allocated Reactive Work Orders via the SRA.

- 7. A confirmation message will be displayed. Clicking "No" will return the User to the previous screen. Clicking "Yes" will display a list of Affected Work Orders (if there are already PPM's generated).
- 8. Once the User has decided what to do with any work orders generated (if applicable), the contract will be cancelled. The History tab on the Contract and any Work Orders that were cancelled will also be updated with the cancellation.
- 9. All dates that have been shortened due to the contract cancellation will now be shown in green. This includes future periods from the "Change PPM Task Periods".



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