## Type Tab - Change Contract Details

## 💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

From the Type tab of the Contract, Users are able to amend a few details on the Contract such as the Name and Description. To change these details, click the "Change Details" button in the Contract section on the Type tab.

1. After clicking "Change Details", the Change Contract Details screen is displayed.

Change Contract Details	
Contract Name	Ostara Systems Contract
Contract Description	Ostara Systems Contract - Reactive & PPM
Auto Renew?	☑ 31
Auto Renew Notification Profiles	Systems Administrator
	×Ŧ
	Cancel

From here the User can amend the Contract Name and Contract Description in the relevant fields, as well as whether the Contract should automatically renew itself. If Auto Renew is applicable, tick the tick box and choose the number of days in advanced (from the Contract expiry date) that the Contract should renew. It is also possible to setup Profiles that need to receive notifications of when the Contract is renewed, which can be done using the Auto Renew Notification Profiles field.

2. Once the data is entered, click "OK" to save the changes or "Cancel" to discard them.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=234