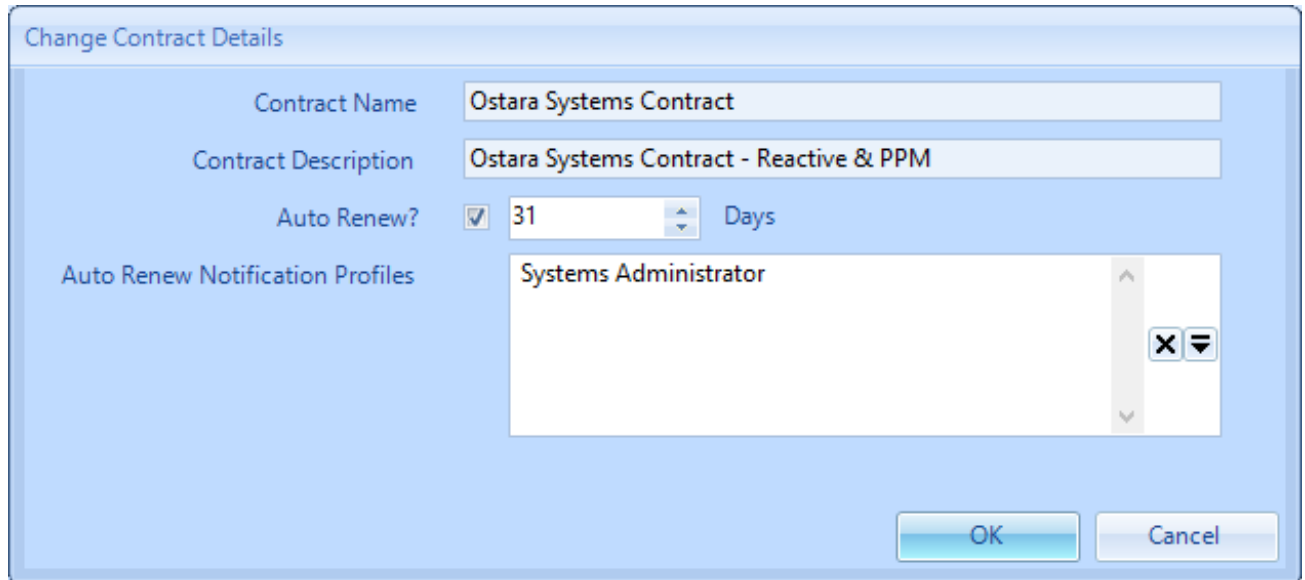


# Type Tab - Change Contract Details

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.



The screenshot shows a dialog box titled "Change Contract Details". It contains the following fields and controls:

- Contract Name:** A text input field containing "Ostara Systems Contract".
- Contract Description:** A text input field containing "Ostara Systems Contract - Reactive & PPM".
- Auto Renew?:** A checkbox that is checked, followed by a spinner box set to "31" and the text "Days".
- Auto Renew Notification Profiles:** A list box containing the text "Systems Administrator".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

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>