

# Contracts Introduction

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## About the Contracts Module

The Contracts module allows for a digital representations of paper-based Contracts.

The Contract is used to reflect any formal Contract that is put in place with the Resource base. A Contract is created based on elements set in the SRA (Scope and Resource Allocation) whilst still allowing for deviations from the SRA requirement. In addition, Users have the ability to raise work order numbers for routine services (PPMs – Preventative Planned Maintenance), Legislative Inspections and Comprehensive Contract costs.

Multiple Resources can appear on an SRA, but there can only be one Contract per Resource per SRA. This means that there can be multiple Contracts on an SRA, but they cannot duplicate Task Building associations between Contracts. This is to ensure that when this data is used to determine Resource allocation to an Operational Work Order, there is only one default choice for the system to take.

The order by which the system will allocate Resources and corresponding SLAs is as follows:

## **Warranty > Special Type SRAs > Specified Asset Contracts > SRA > Resource WO Type Association**

The benefits are:

- Clear identification of all contract costs relating to finance contract periods
- Work Order generation can be used to verify invoicing and Resource attendance
- Automatic assignment to the correct Resource
- Clear identification of required response SLA to any location (Building)
- Immediate awareness of Building and equipment covered within an SRA, enabling client and Building expectations to be set at time of taking calls & raising work order numbers
- Drive certification collection
- Vehicle for RFI placement.

## **Pre-Requisites for setting up a Contract:**

There must be an SRA, including SRA pre-requisites.

Certain actions can be performed which will trigger something known as an "Agreement Association Change". The "Agreement Association Change" will analysis the action performed and make the corresponding change to the association between the Work Order and the SRA/Contract. This will involve checking to see if the Work Order should be associated to the SRA or to the Contract, whether it is associated Comprehensively to the Contract and whether the finance values are correct. The "Agreement Association Change" can occur via actions performed on the Work Order, SRA, Contract and changes made to Building Managed dates.

[Affected Work Orders](#)

[Building Replication](#)

[Contract Actions](#)

[Generating PPM Work Orders](#)

[Searching for a Contract](#)

[Reason for Contract Change](#)

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