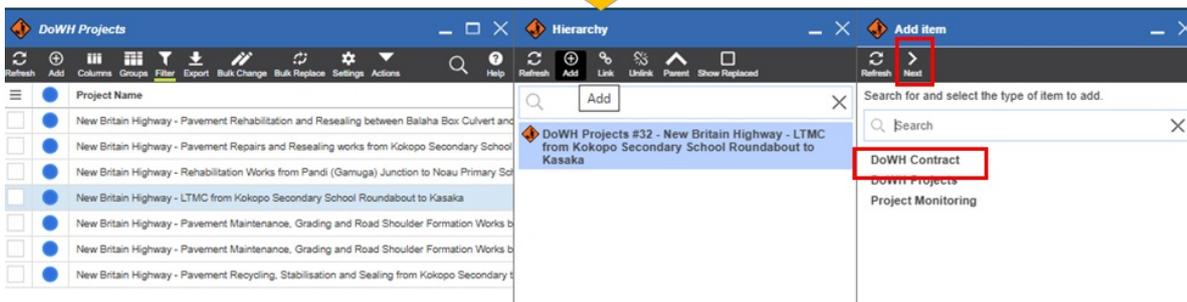
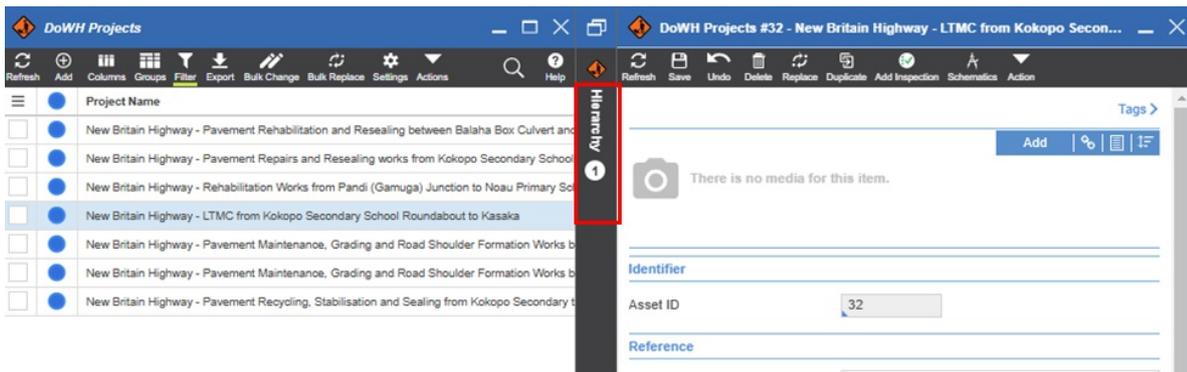


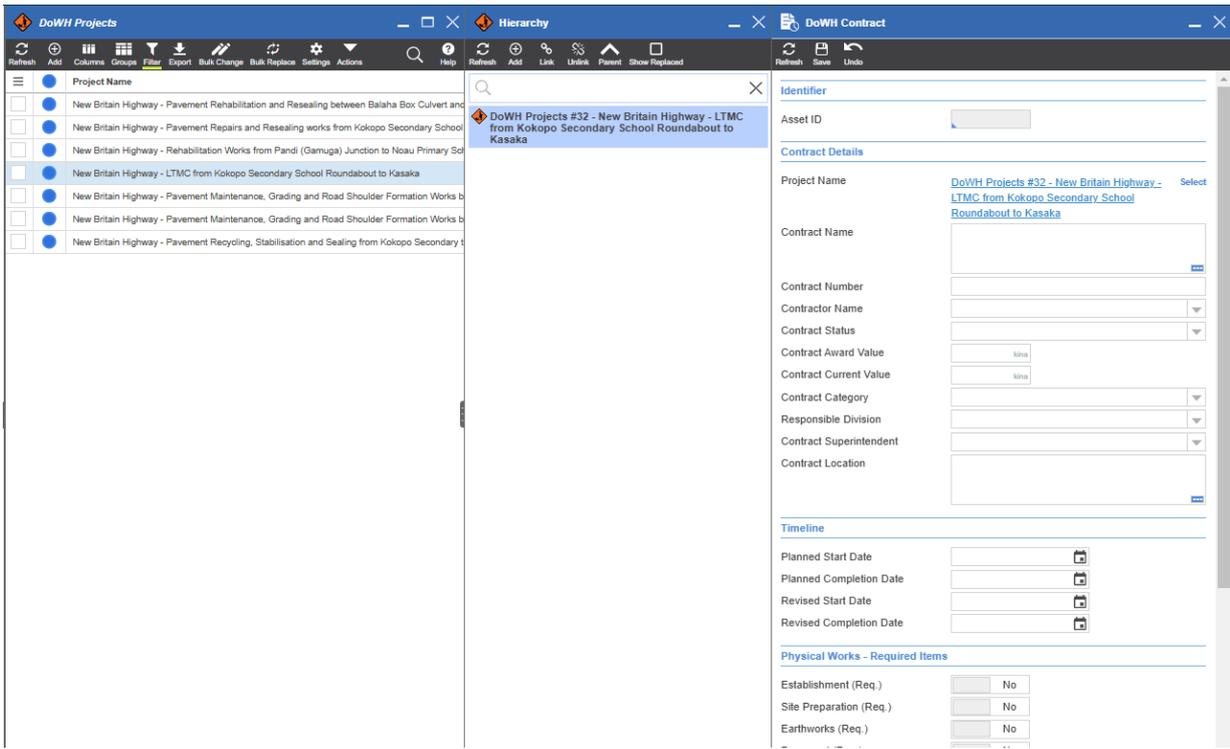
HOW TO - Add a Contract Record into the System

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1. A contract record should also be added to the Project if the Contract already exists or is being negotiated and already has a contract number.
2. To add a contract, you need to click on the 'Hierarchy' button next to the details panel. With the Project highlighted, click the 'Add' button on the top ribbon.



3. This will open a new empty Contract record where you can enter information about the Contract.



4. See the [Field Descriptions](#) article for more details about what data should be entered for which field.