

How to Reset Contract IDs

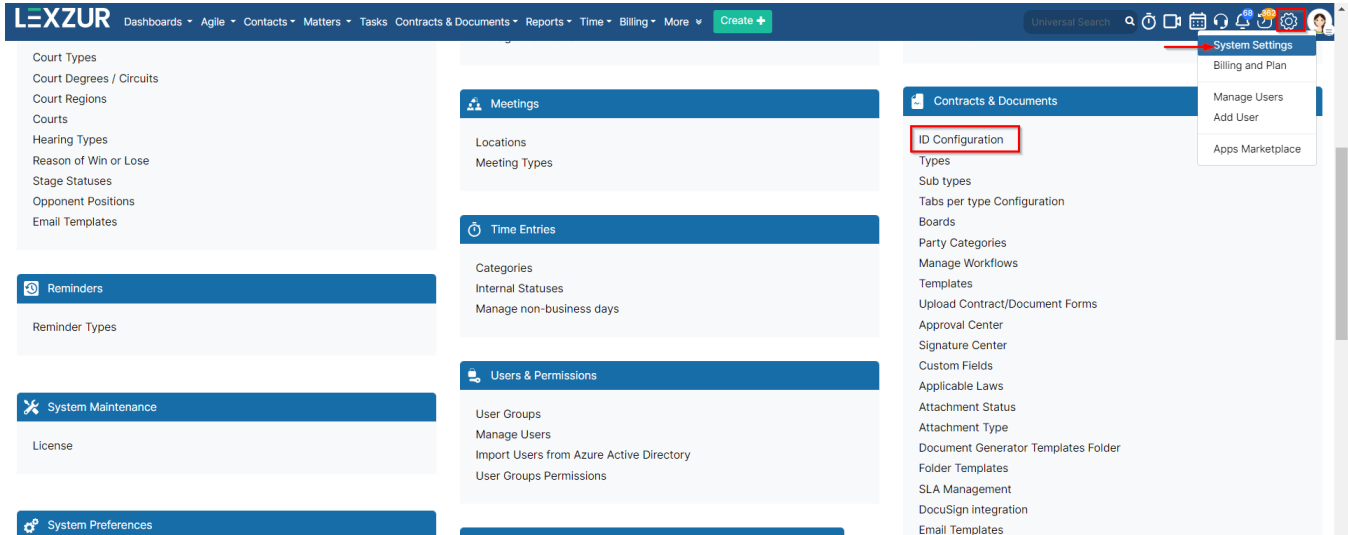
Objectives:

- Reset Contract IDs per types and years.

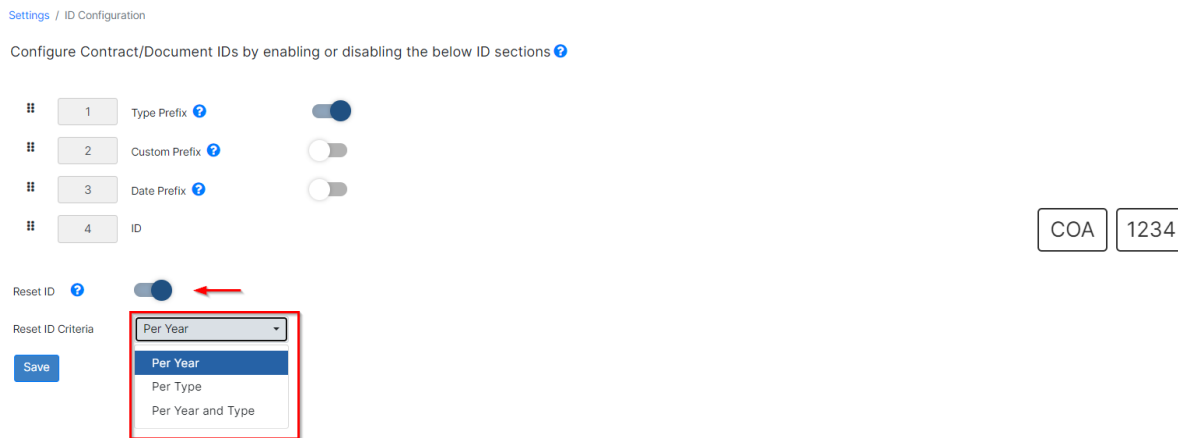
Steps:

Users now have the ability to reset Contract IDs based on specific criteria, such as type, year, or both, for Contracts created after activation.

To use this feature, access the **System Settings** page and navigate to **ID Configuration** under the contracts & documents section



Here, you can enable the Reset ID feature and select the Reset ID criteria



- Per Year:** Contract IDs will reset and start from 1 again each year when a new year begins.
- Per Type:** Different contract types will have separate ID counts. For example, Contract number 1 may exist for NDA, Purchase Agreement, or CLA, with IDs like CT-NDA-1 and CT-CLA-1.
- Per Type and Year:** IDs will reset based on both criteria. For each contract type, the ID will reset every year.

Choose the criteria that best suit your needs to effectively manage Contract/Document IDs in the system.

For more information on LEXZUR, reach out to us at help@lexzur.com

Thank you!