

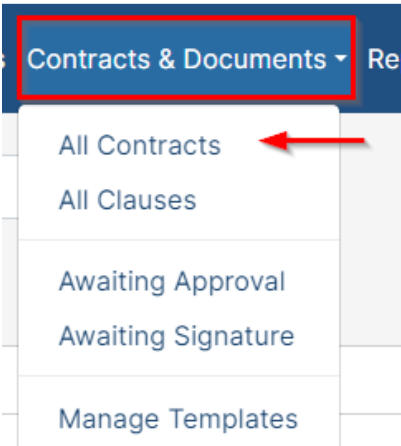
How to manage & capture contract/ document details

Objectives

- Manage Contract/Document details

Steps

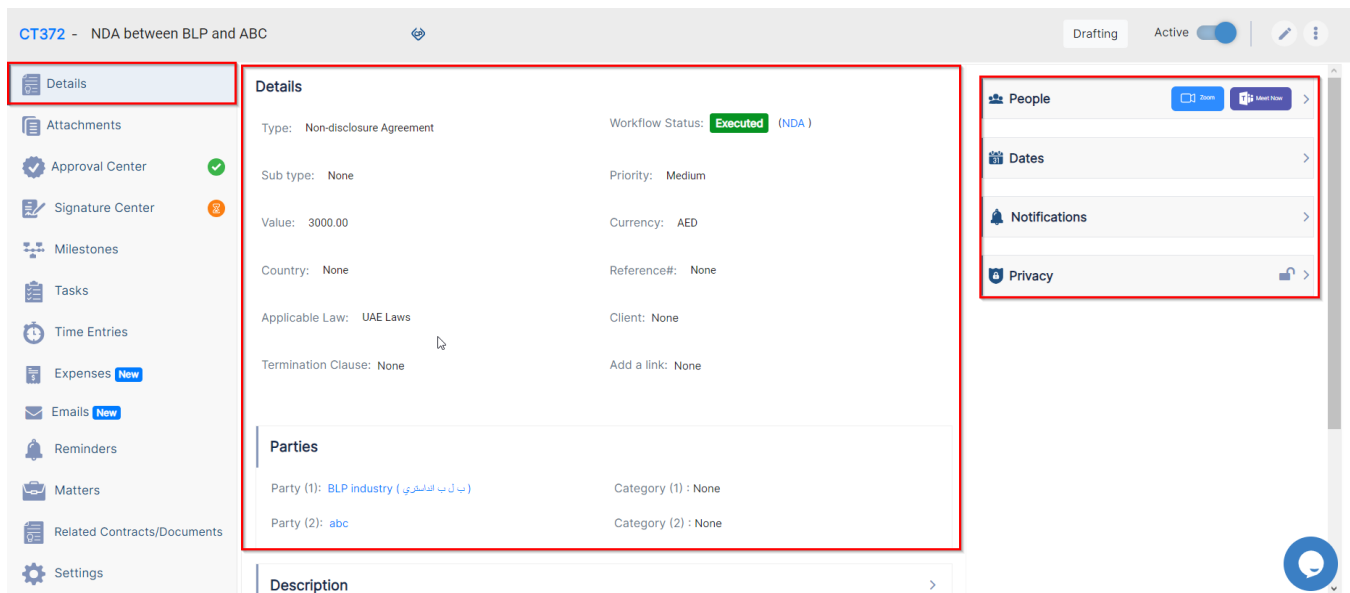
A Contract/Document can be accessed from the Contracts/Documents module once it has been added.



You can edit or capture more information by clicking on the Contract name, ID, or number.

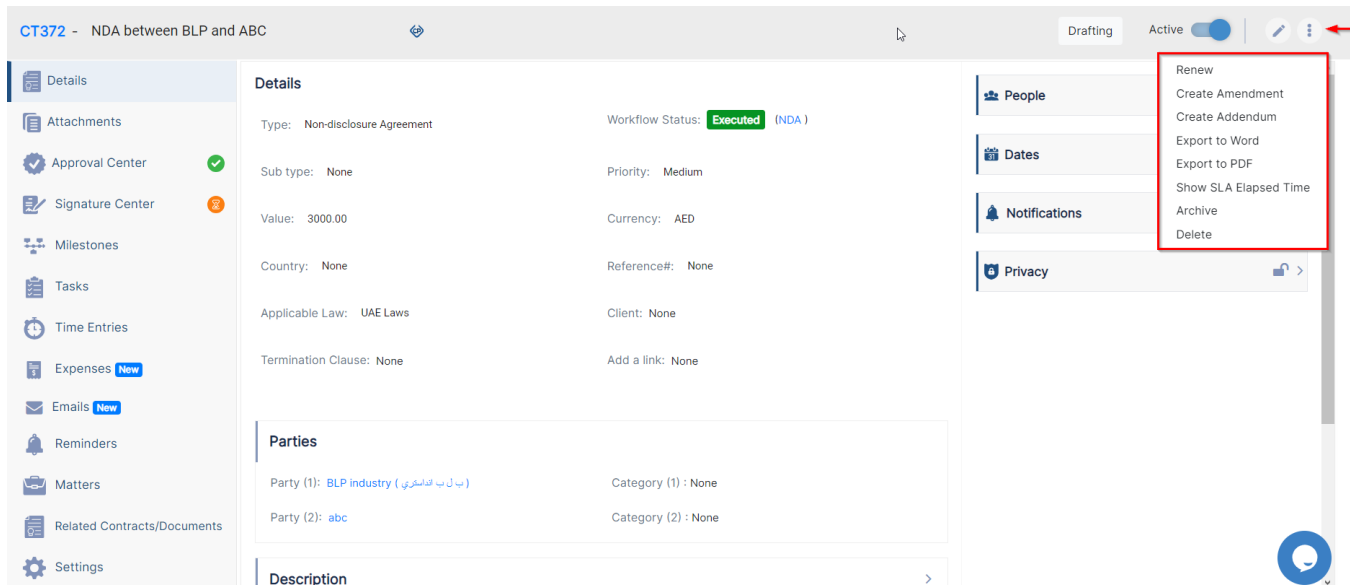
Contracts & Documents All Save as Export Tools									
1 - 20 of 204 items Search Advanced Columns									
<input type="checkbox"/>	ID	#	Name	Value	Currency	Status	Type	Workflow Status	
<input type="checkbox"/>	CT372	372	NDA between BLP and ABC	3,000.00	AED	Active	Non-disclosure Agreement	Executed	
<input type="checkbox"/>	CT371	371	NDA test	1,000.00		Active	Non-disclosure Agreement	Drafting	
<input checked="" type="checkbox"/>	CT370	370	Purchase Agreement between ABC and Alvah	20,000.00		Active	Purchase Agreement	Filing & Drafting	
<input type="checkbox"/>	CT369	369	Purchase Agreement-SSC	100,000.00		Active	Purchase Agreement	Filing & Drafting	
<input type="checkbox"/>	CT368	368	Purchase Agreement between ABC and Seef Properties	123,455.00		Active	Purchase Agreement	Filing & Drafting	
<input type="checkbox"/>	CT366	366	Insurance contract Between SEHA and ABC	2,000.00	AED	Active	Insurance	Under Negotiation	
<input type="checkbox"/>	CT364	364	Employment contract	1,000.00		Active	General employment contract	Filing & Drafting	
<input type="checkbox"/>	CT363	363	NDA	2,000.00	USD	Active	Non-disclosure Agreement	Negotiation Step	
<input type="checkbox"/>	CT362	362	Purchase agreement for Technical Products	20,000.00	EUR	Active	Purchase Agreement	Executed	

Contract details, dates, notifications, and people can be captured from the **Details** tab.



On the left, there are sub tabs for capturing items related to this contract.

From the top of the page, you can change the contract from active to inactive, you can change the status of the Contract, edit, renew, create amendments, and much more.



In the middle of the screen, you have multiple sections to capture information related to the Contract.

- Details: Main Contract details.
- Description
- Notes: Collaborators and the Legal Team can collaborate through the Notes. On each new comment, involved people will receive an email notification.

Along the right side of the page, you have a section for the Dates, where you can find all the contract dates and renewal types. You also have other sections related to the People related to this contract, Privacy options, and Notifications.

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

Thank you!