The Contracts capsule, as the name suggests, allows you to track any contracts you have on file, including vendor service agreements, software licenses, and tenant lease agreements.

Once they are entered in the system, these records can be connected to relevant insurance certificates, contact records, maintenance schedules, work and time records, purchase orders, and schedules. Essentially, this capsule will allow you to quickly and easily track all other data related to the document and evaluate whether the contract terms are being met.

Contract Records

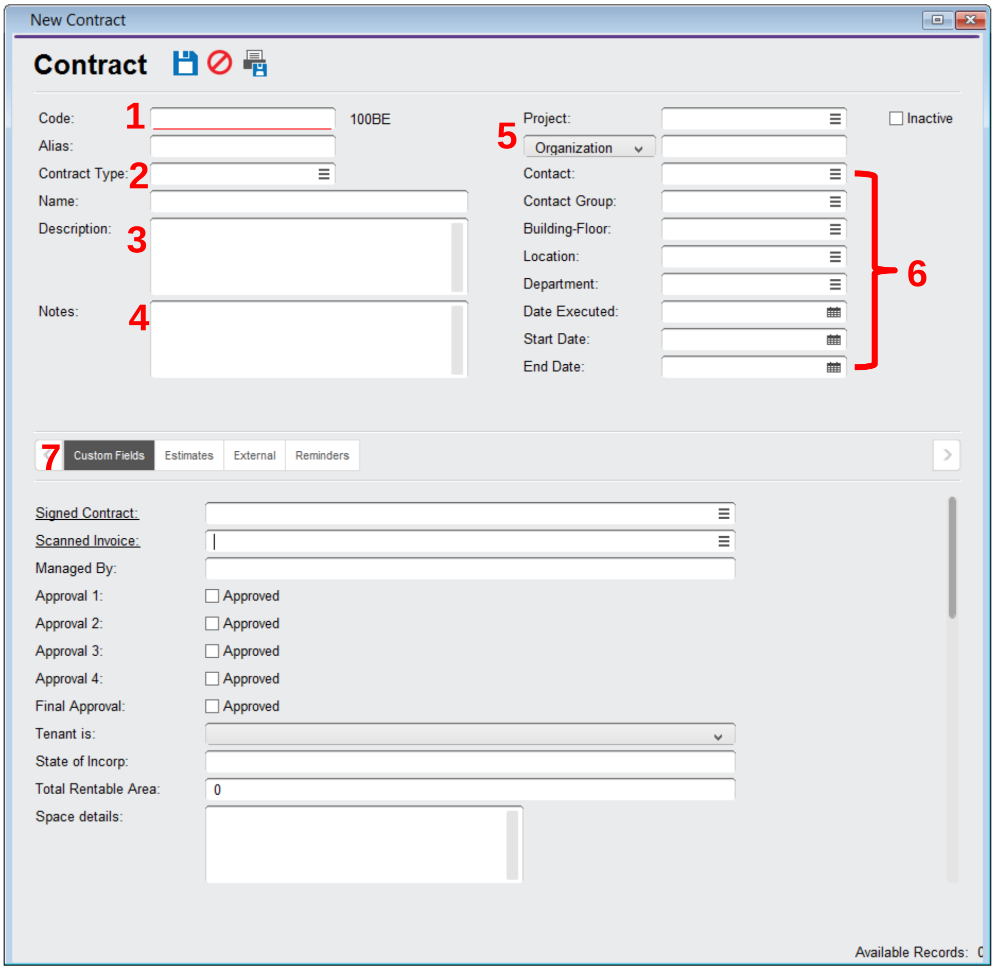
To access Contracts from the Console, go to **Agreements** and right click on **Contracts** for a list of options:

- **Open By Search:** allows you to customize a search.
- **Open With No Records:** opens up a blank Contracts list.
- **Open with Maximum Records:** opens your Contracts Module with the maximum amount of contract records (including Inactive records).
- **Add Record:** quickly add a new record.

Adding New Contracts

You can add a Contract record in one of two ways:

1. From the Console, go to Agreements and right click on Contracts, then choose Add Record (as explained above).
2. From the Contracts List view, left click the **+** button in the row of menu buttons across the top.



The **New Contract** form is similar to other forms in AwareManager. There are several important fields to fill out on this form.

1. Code: A brief name for the record, the identifier used to link records within the system. This cannot be changed.

2. Contract Type: This is a classification for your contract. These classifications can be tailored to suit your model for organizing your contracts. For example, one type could be CLEANING, for contracts related to cleaning vendors, or LEASE for tenant leases.

3. Description: This is where you explain what this contract record is for.

4. Notes: Any other important information, including updates to the contract throughout its duration.

5. You can also link the contract to a **Project**, and choose the **Organization**, **Tenant**, or **Vendor** the contract applies to.

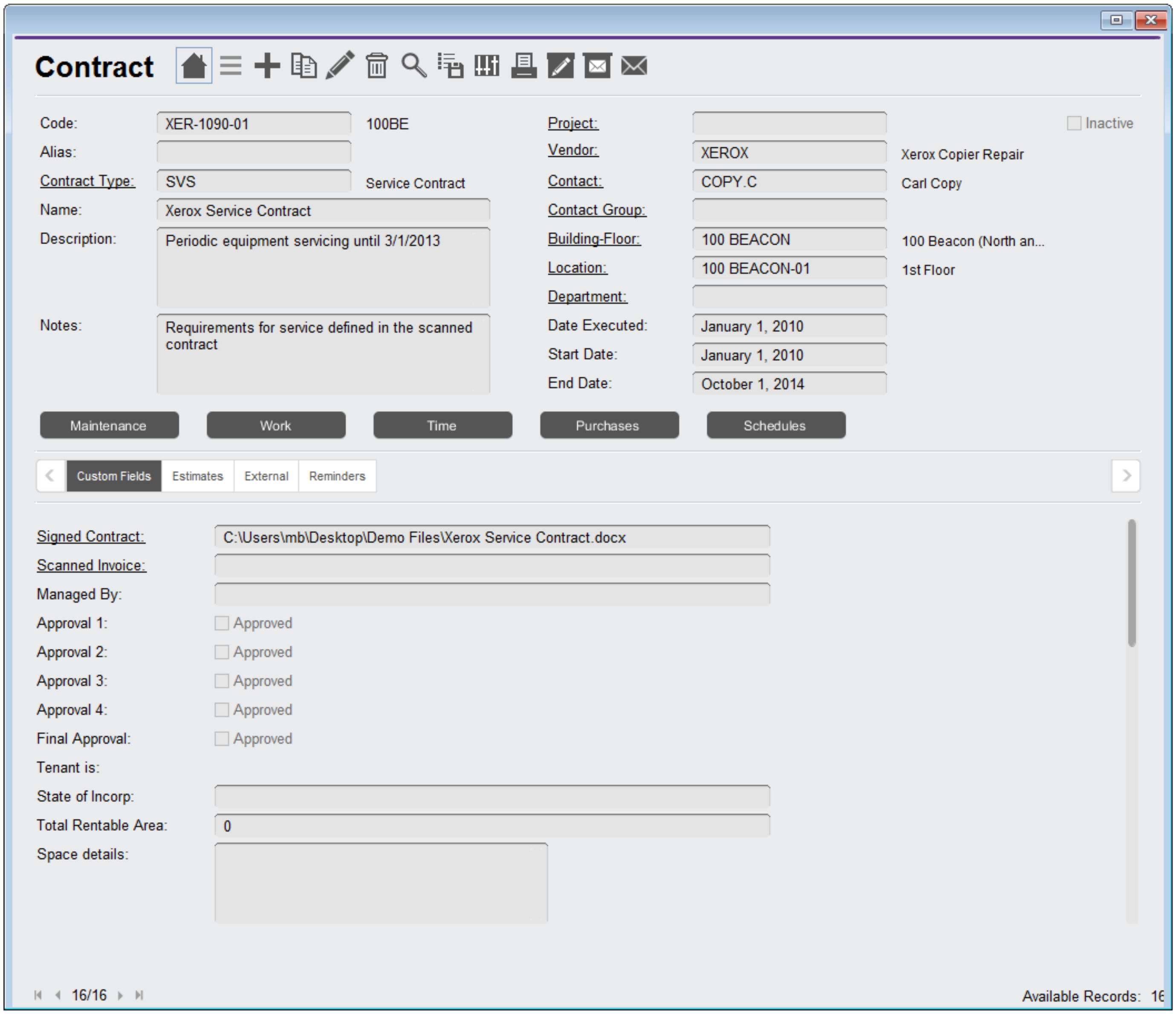
6. You can add a **Contact** or **Contact Group**, include location information, assign a **Department**, and include important dates: **Date Executed**, the contract's **Start Date**, and its **End Date**.

7. The **Custom Fields tab** allows you to define your own fields for tracking other important contract information. In this example, the record can include a link to the full, signed document, a scan of the associated invoice, and information about the managers and approvals process for the Contract. There are also fields that give important details about the contract's scope, limitations, and terms.

8. Finally, the Inactive checkbox in the top right-hand corner can be used to identify contracts that are no longer in use.

Existing Contracts

In the example below, a record has been created for a Xerox service contract. The record is linked to the Vendor, and the Contact is Carl Copy. The contract's duration is from January 1st, 2010 to October 1st, 2014. The full, signed contract document is linked on the record under Custom Fields.



Notice the five dark gray buttons just above the Custom Fields tab. Each button will take you to a list of records in that capsule that are related to this contract record. For instance, you can click Purchases to see all purchases related to this contract, or Work to see all work orders performed under this contract.