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There are two ways of viewing /
accessing the Contract Management
(CM) Module

- 1) After logging into WeProcess
- 2) From another Module



After logging into WeProcess

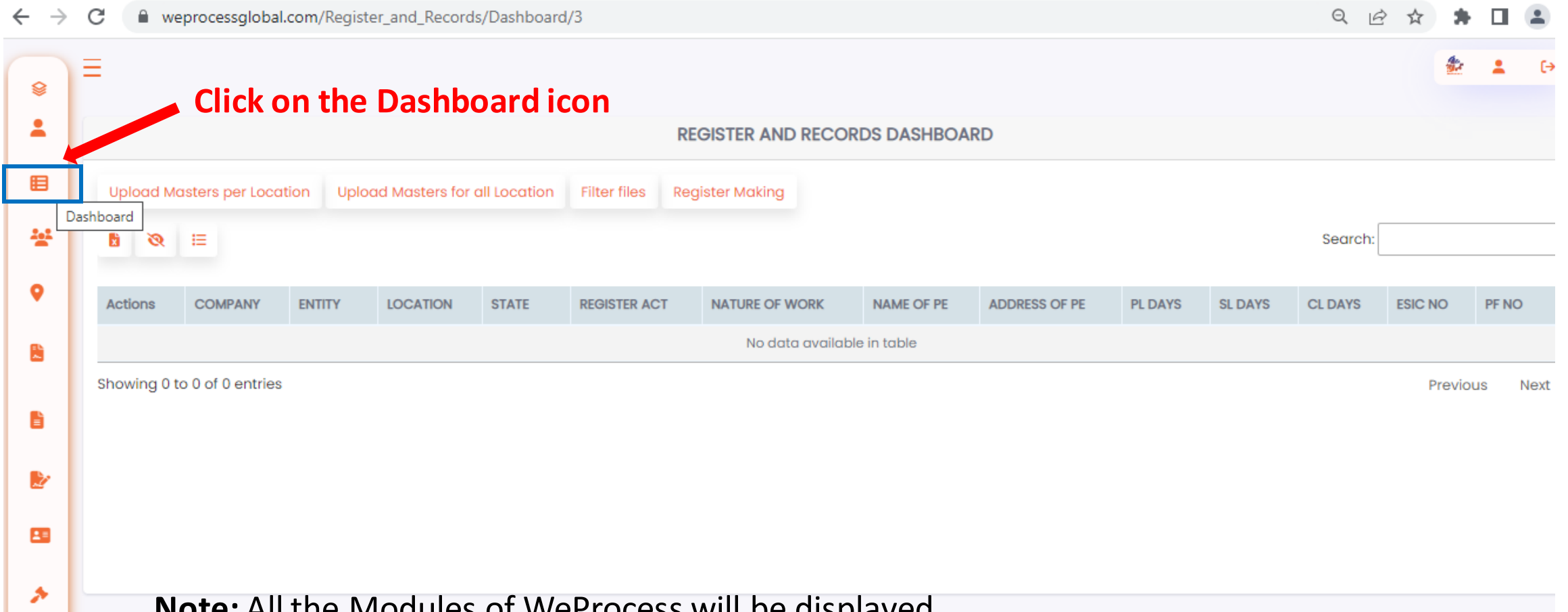


Follow the **How to Login** steps in WeProcess to view and access the Contract Management (CM) Module.

Note: All the Modules of WeProcess will be displayed.

To access specific or all contracts follow '**Access Contract Dashboard**' process

From another Module



weprocessglobal.com/Register_and_Records/Dashboard/3

REGISTER AND RECORDS DASHBOARD

Click on the Dashboard icon

Upload Masters per Location Upload Masters for all Location Filter files Register Making

Search:

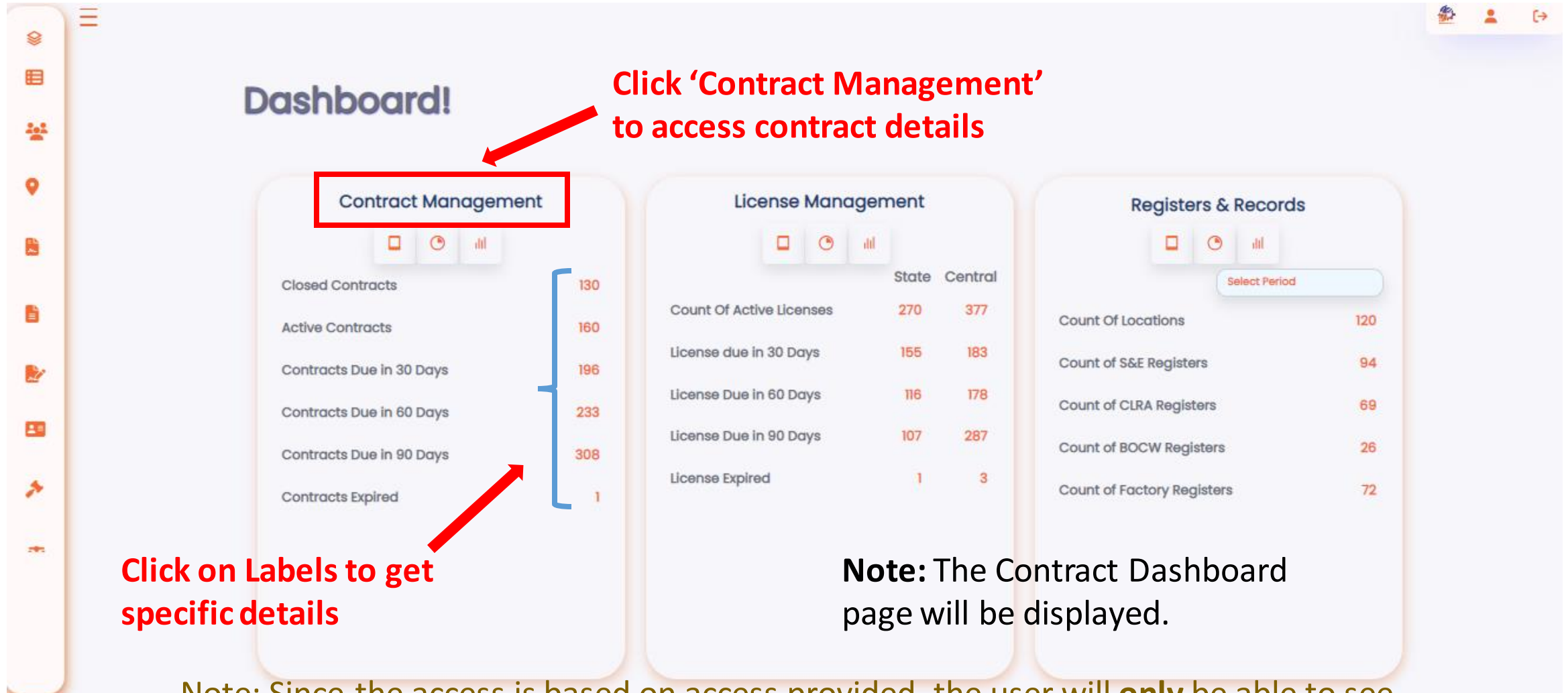
Actions	COMPANY	ENTITY	LOCATION	STATE	REGISTER ACT	NATURE OF WORK	NAME OF PE	ADDRESS OF PE	PL DAYS	SL DAYS	CL DAYS	ESIC NO	PF NO
No data available in table													

Showing 0 to 0 of 0 entries Previous Next

Note: All the Modules of WeProcess will be displayed.

To access specific or all contracts follow **'Access Contract Dashboard'** process

Access Contract Dashboard



Dashboard!

Contract Management

Closed Contracts	130
Active Contracts	160
Contracts Due in 30 Days	196
Contracts Due in 60 Days	233
Contracts Due in 90 Days	308
Contracts Expired	1

License Management

	State	Central
Count Of Active Licenses	270	377
License due in 30 Days	155	183
License Due in 60 Days	116	178
License Due in 90 Days	107	287
License Expired	1	3

Registers & Records

Count Of Locations	120
Count of S&E Registers	94
Count of CLRA Registers	69
Count of BOCW Registers	26
Count of Factory Registers	72

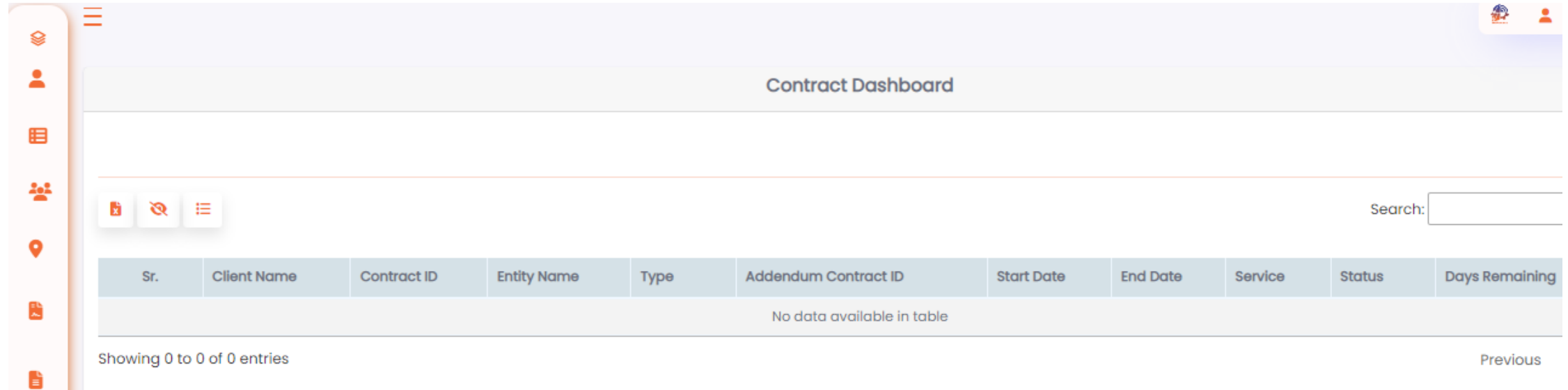
Click 'Contract Management' to access contract details

Click on Labels to get specific details

Note: The Contract Dashboard page will be displayed.

Note: Since the access is based on access provided, the user will **only** be able to see details of Clients and/or locations for which access is provided. The user can filter by client if multiple client access is provided.

Access Contract Dashboard



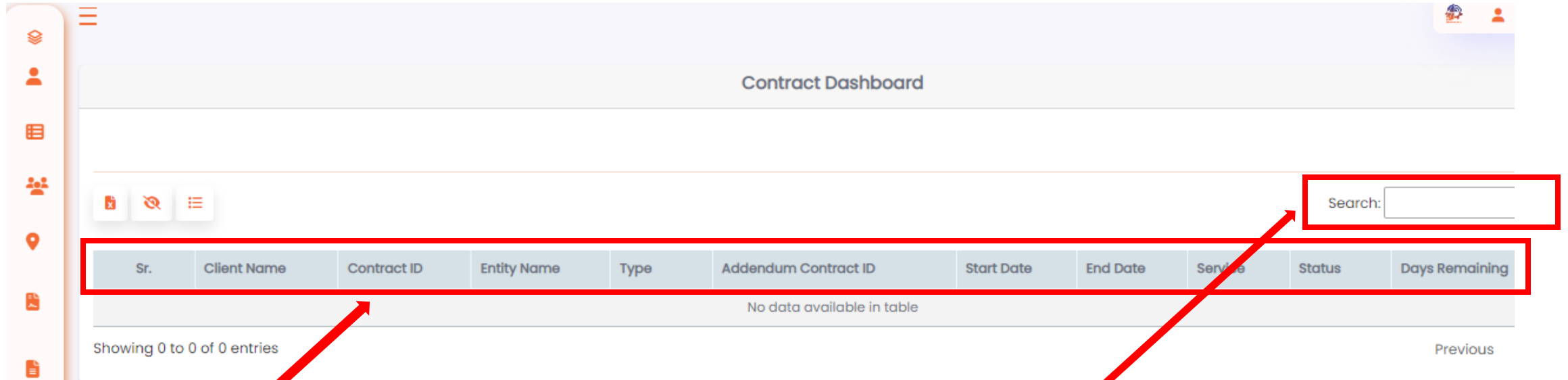
The screenshot shows a web application interface for a 'Contract Dashboard'. On the left is a vertical sidebar with icons for home, user profile, calendar, group, location, and document. The main content area has a header 'Contract Dashboard' and a search bar. Below the search bar is a table with the following columns: Sr., Client Name, Contract ID, Entity Name, Type, Addendum Contract ID, Start Date, End Date, Service, Status, and Days Remaining. The table is currently empty, displaying 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries' and at the bottom right, there is a 'Previous' link.

Sr.	Client Name	Contract ID	Entity Name	Type	Addendum Contract ID	Start Date	End Date	Service	Status	Days Remaining
No data available in table										

Showing 0 to 0 of 0 entries Previous

Note: Since the access is based on access provided, the user will **only** be able to see details of Clients and/or locations for which access is provided. The user can filter by client if multiple client access is provided.

Filter and Search for Contracts



Sr.	Client Name	Contract ID	Entity Name	Type	Addendum Contract ID	Start Date	End Date	Service	Status	Days Remaining
No data available in table										

Showing 0 to 0 of 0 entries

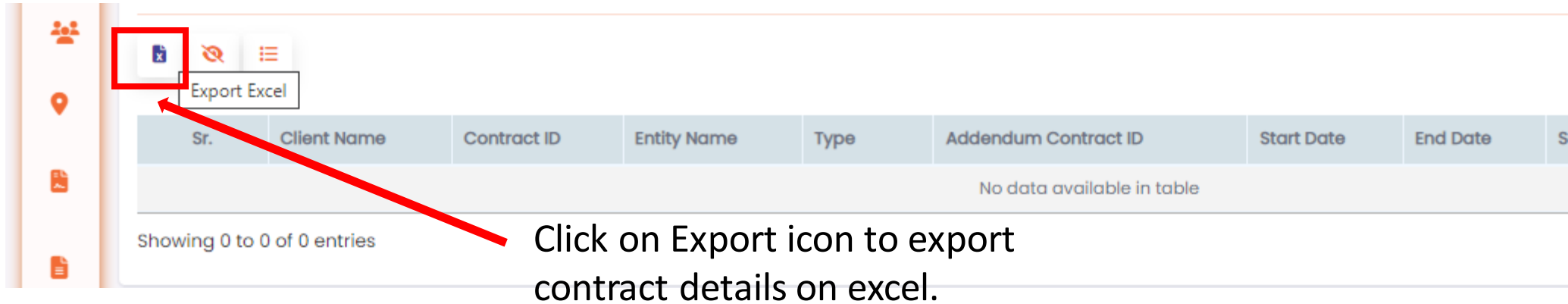
Previous

Group search: Filter by different heads to display on dashboard.

Individual search: Type specific contract details to display on dashboard.

Note: Since the access is based on access provided, the user will **only** be able to see details of Clients and/or locations for which access is provided. The user can filter by client if multiple client access is provided.

Export Contract details



The screenshot shows a web application interface with a table of contract details. The table has the following columns: Sr., Client Name, Contract ID, Entity Name, Type, Addendum Contract ID, Start Date, End Date, and S. The table is currently empty, displaying "No data available in table" and "Showing 0 to 0 of 0 entries". A red box highlights the "Export Excel" button (represented by an Excel icon) in the top toolbar, with a red arrow pointing to it. A text box next to the button says "Export Excel".

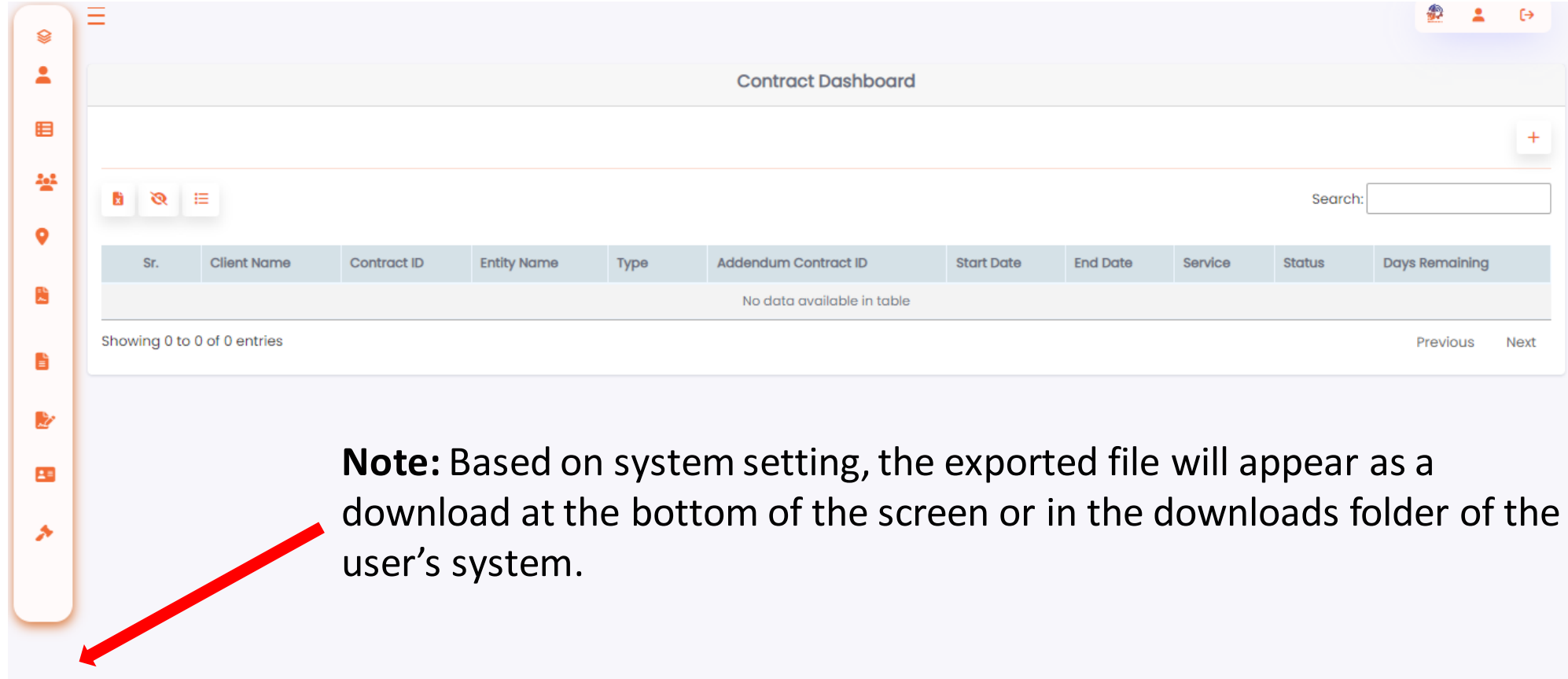
Sr.	Client Name	Contract ID	Entity Name	Type	Addendum Contract ID	Start Date	End Date	S
No data available in table								

Showing 0 to 0 of 0 entries

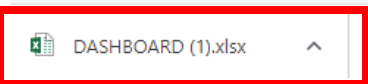
Click on Export icon to export contract details on excel.

Note: Based on details filtered, user will be able to export details on excel.

Export Contract details



Note: Based on system setting, the exported file will appear as a download at the bottom of the screen or in the downloads folder of the user's system.




Open file and access contract details

Show all ×

Add Contract

Contract Dashboard

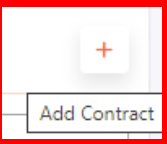
Click on + <Add button> 

Search:

Sr.	Client Name	Contract ID	Entity Name	Type	Addendum Contract ID	Start Date	End Date	Service	Status	Days Remaining
No data available in table										

Showing 0 to 0 of 0 entries

Previous Next



Note: The Input fields screen will be displayed.

Add Contract

Add Contract Form

Note: User can add

User can link the Addendum to the main contract

Client name:

Contract id:

Entity name:

Type:

Addendum contract id:

Start date:

End date:

Service:

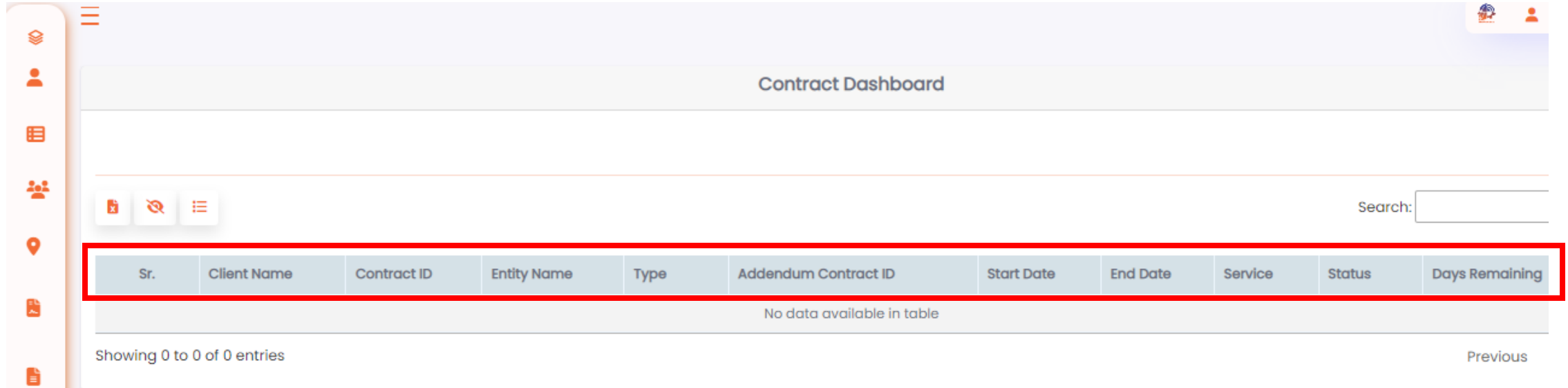
Contract file:

Submit Form

Input the details as per the input field requirements.

Click on **Submit Form**

Add Contract



The screenshot shows a web application interface for a 'Contract Dashboard'. On the left is a vertical sidebar with various icons. The main content area has a header 'Contract Dashboard' and a search bar. Below the search bar is a table with the following columns: Sr., Client Name, Contract ID, Entity Name, Type, Addendum Contract ID, Start Date, End Date, Service, Status, and Days Remaining. The table is currently empty, displaying 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries' and at the bottom right, there is a 'Previous' link.

Sr.	Client Name	Contract ID	Entity Name	Type	Addendum Contract ID	Start Date	End Date	Service	Status	Days Remaining
No data available in table										

Showing 0 to 0 of 0 entries Previous

User can view the contract / addendum details by using the filter option..



Edit / Delete Contract



Given the security of the compliance tool, the **Edit** and **Delete** options have been disabled for all users.

Delete Contract

If a user requires any contract to be deleted, the user should write an email to support@weprocess.com and request the invalid contract to be deleted.

Edit Contract

If a user requires any contract to be edited, the user can create a new contract by using the **Add Contract** function. The user should then write and email to support@weprocess.com and request the invalid contract to be deleted.