

Approver

Dashboard

- 1) Click on “**Dashboard**” from Side Menu.
- 2) “**Pending Sign-off**” Contains Number of Approved Contracts.
- 3) Click on “**Pending Sign-off**” navigates to Approved and Pending for sign-off table.
- 4) “**Pending Approval**” Contains Numbers of Pending Approval Contracts.
- 5) Click on “**Pending Approval**” navigates to Pending Approval table.

The screenshot displays the 'Approver' dashboard interface. On the left, a side menu contains 'Dashboard' (1), 'Template Master', 'Contract', 'Addendum', and 'Search & Report'. The main area features five status cards at the top: 'Pending Sign-off' (2, blue, 0), 'Pending Approval' (4, green, 0), 'Rework / Rejected' (orange, 0), and 'Expired' (red, 0). Below these, the 'Approved and Pending for Sign-off' section (3) is highlighted with a yellow box; it includes a search bar, a table with columns for Contract ID, Contract Name, Contract Type, Cluster, and Function, and a 'No data available in table' message. The 'Pending approval' section (5) is also highlighted with a yellow box; it includes a search bar, a table with columns for Contract ID, Contract Name, Contract Type, Cluster, Function, Initiated On, and Pending From, and a 'No data available in table' message. At the bottom, a 'Rejected / Rework' section is partially visible. A Windows watermark is present in the bottom right corner.

- 6) “**Rework/Reject**” Contains Number of Rejected or Rework Contracts.
- 7) Click on “**Rework/Reject**” navigates to Rejected or Rework table.
- 8) “**Expired**” Contains Number of Expired Contracts.

Dashboard

Template Master

Contract

Addendum

Search & Report

Pending Sign-off

0

Pending Approval

0

Rework / Rejected

0

Expired

0

6

8

Approved and Pending for Sign-off

Approved

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Pending approval

Pending approval

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiated On	Pending From
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

7

Rejected / Rework

Rejected / Rework

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiator	Rejected By	Assign To
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

9) Click on “Expired” navigates to Expired table.

Dashboard

Template Master

Contract

Addendum

Search & Report

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiated On	Pending From
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

Rejected / Rework

Rejected / Rework

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiator	Rejected By	Assign To
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

9

Expired

Expired

Show 10 entries

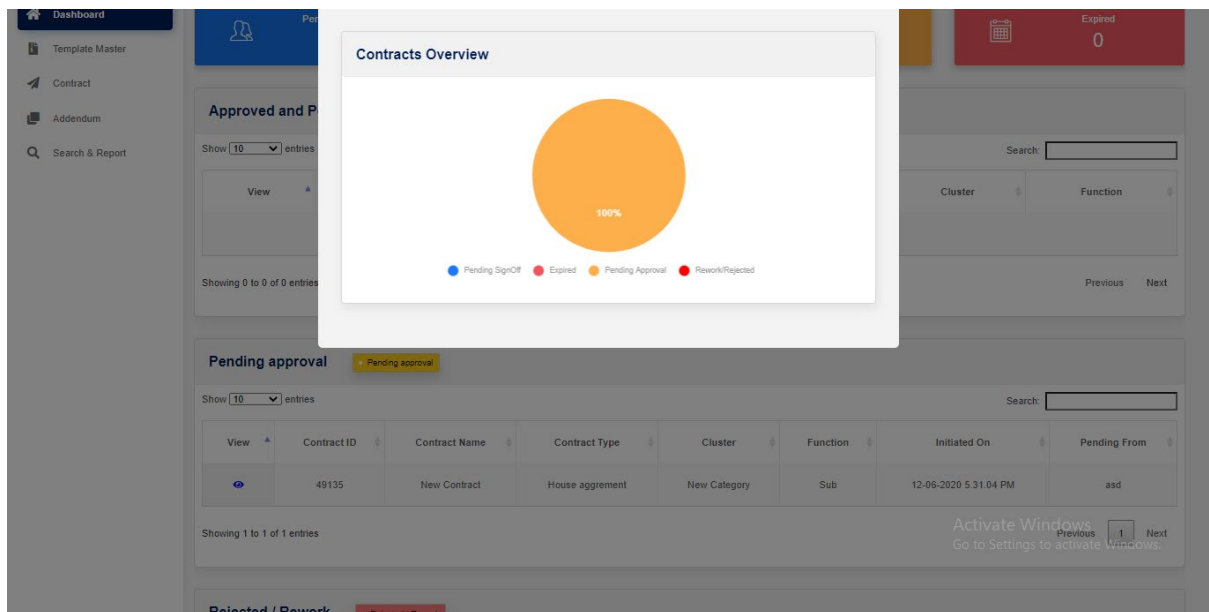
Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Expired On
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

10) Click on “Analytics”.



Graphical representation

Contract

1) Contract Approval : Approver

- 1) Click on “**Contract**” in side menu.
- 2) Click on “**Pending Approvals**” navigation link for **pending approval** table.
- 3) Click on **View** icon to **view** the contract details.

The screenshot shows the 'Contract Pending approval' page. The sidebar on the left has the 'Contract' link highlighted with a yellow box and labeled '1'. The breadcrumb trail at the top shows 'Contract > Pending Approval' with 'Pending Approval' highlighted and labeled '2'. The main table lists contract details, with the 'View' icon in the first row highlighted by a yellow box and labeled '3'. The table has columns for View, Contract ID, Contract Name, Contract Type, Cluster, Function, Initiated On, and Pending From. The first row shows Contract ID 49133, Contract Name 'New Contract', Contract Type 'House agreement', Cluster 'New Category', Function 'Sub', Initiated On '09-06-2020 5:04:43 PM', and Pending From 'Approver one'. Below the table, there is a 'Rejected / Rework' section which is currently empty, showing 'No data available in table'.

Application will redirect to “Contract Details” page.

- 4) Click on “**Next**” button.

Application will redirect to “Contract Draft View” page.

Contract ID : 1012

New Contract Details Pending Approvals

Contract Name *
New Contract

Contract Type *
Common

Contract Description
fdfsfsf

Department *
New Dept

Sub Department *
Dept

Create Contract Using *
From Template

Category *
New Category

Sub Category *
Sub

Approver (s) *

Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)	Approval Status
121	Approver one	vanitha.c@albotstech.com	Developer	Approver	Pending Approval
141	Approver two	vanitha.c@albotstech.com	Developer	Approver	Review Pending
111	Legal	vanitha.c@albotstech.com	developer	Legal Approver	Review Pending

4 Next

5) Click on “Version Compare”.

49135 - New Contract Pending Approval

Back Attachments Approve Reject Download **Version** History

new clausees

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

Place Holder	Values	Action
Duration from	11/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AiBots Technologies	+
Vendor CIN	U12345678	+
Authorised Signatory	albot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

5

Comments

Activate Windows
Go to Settings to activate Windows.

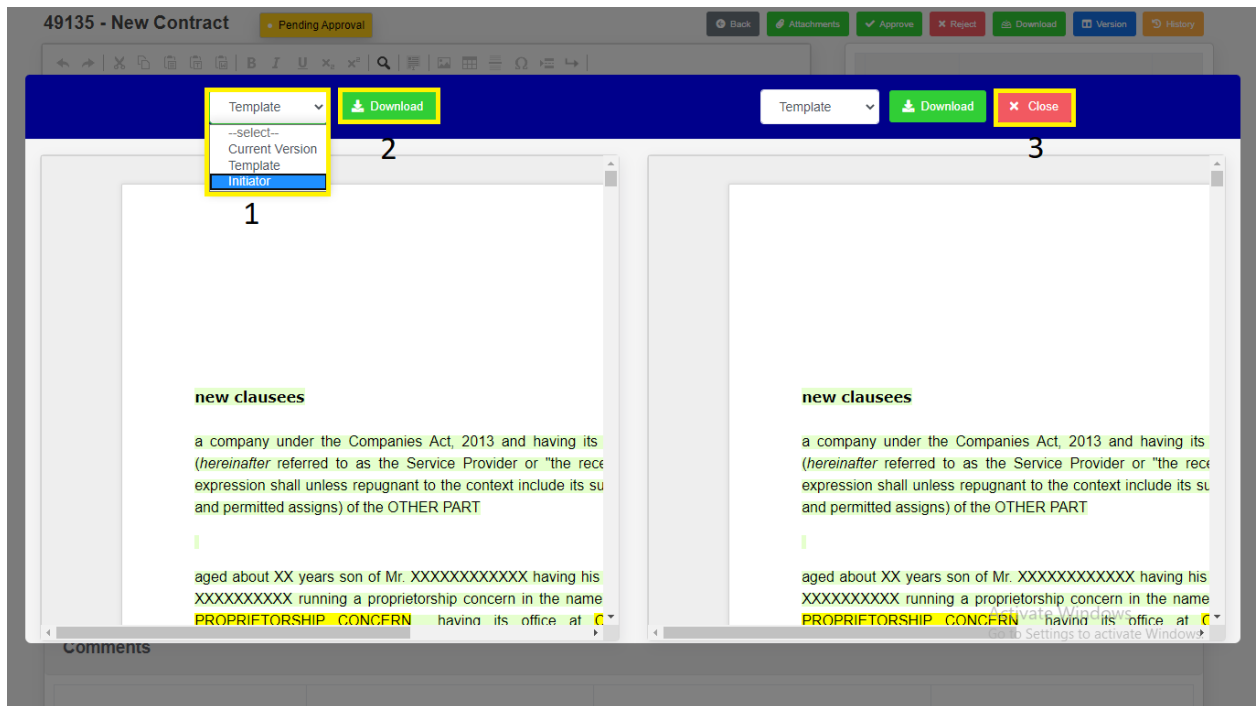
1. Select the “Version”.

2. Click on “Download”.

a) Download as “PDF”.

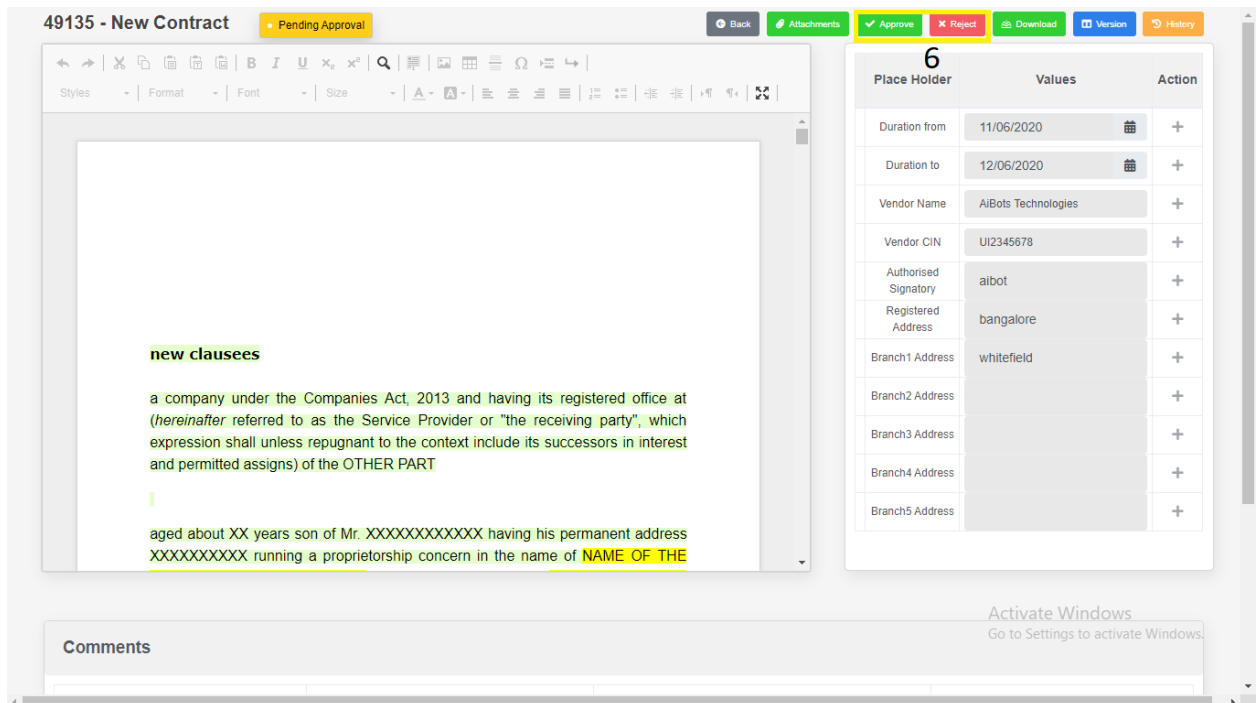
b) Download as “Word Document”.

3. Click on “Close”.



Modal will redirect to “Contract Draft View” Page.

- 6) Click on “Approve” button to **approve** the contract.
 - i. Enter Comments.
 - ii. Click on “Yes, Approve” button to **approve** the Contract.



Or

Click on “Reject” button to **reject** the Contract.

- i. Enter Comments.

ii. Click on “Yes, Reject” button to **reject** the Contract.

Application will redirect to same page.

7) Click on “**Download**”.

49135 - New Contract

Pending Approval

Back Attachments Approve Reject Download Version History

7

Place Holder	Values	Action
Duration from	11/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AIbots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	albot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

new clausees

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

Comments

Activate Windows
Go to Settings to activate Windows.

- 1) Download as “**PDF**”.
- 2) Download as “**Word Document**”.
- 3) Click on “**Close**”.

49135 - New Contract

Pending Approval

Back Attachments Approve Reject Download Version History

7

Place Holder	Values	Action
Duration from	11/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AIbots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	albot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

new clausees

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

Comments

Activate Windows
Go to Settings to activate Windows.

Download

Close

1 Download as PDF

2 Download as Word

3

*Modal will redirect to “**Contract Draft View**” Page.*

8) Click on “**History**”. Changes done in the Contract will be recorded in history.

49135 - New Contract

Pending Approval

Back

Attachments

Approve

Reject

Download

Version

History

Undo

Redo

Cut

Copy

Paste

Text Color

Background Color

B

I

U

Strikethrough

Search

Table

Table of Contents

Link

Unlink

Styles

Format

Font

Size

Align

Text Color

Background Color

Text Color

Text Color

Text Color

new clausees

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

8

Place Holder	Values	Action
Duration from	11/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AIbots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	albot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

Comments

Activate Windows

Go to Settings to activate Windows.

Contract Addendum

1. Contract Addendum Approval : Approver

- 1) Click on “**Addendum**” in side menu.
- 2) Click on “**Pending Approvals**” navigation link for **pending approval** table.
- 3) Click on **View** icon to **view** the contract details.

Dashboard

Template Master

Contract

Addendum

Search & Report

Addendum

Pending Approval

Rejected / Rework

Approved

Executed

Expired

Pending approval

Pending approval

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiated On	Pending From
	49133	New Contract	House agreement	New Category	Sub	09-06-2020 5:56:08 PM	Approver one

Showing 1 to 1 of 1 entries

Previous

1

Next

Rejected / Rework

Rejected / Rework

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiator	Rejected By	Assign To
No data available in table								

Application will redirect to “Contract Details” page.

4) Click on “Next” button.

Contract ID : 49133

Download Signed Contract

New Contract Details

Contract Name *
New Contract

Contract Type *
House agreement

Contract Description
Contract Description

Cluster *
New Category

Function *
Sub

Template Type *
Choose From Template

Template Name
New Contract

Approver (s) *

	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)	Approval Status
<input type="checkbox"/>	121	Approver one	abc@aiobotstech.com	Developer	Approver	Approved
<input type="checkbox"/>	11	Legal	vanitha.c@aiobotstech.com	developer	Legal Approver	Approved

4 Next

Application will redirect to “Contract Draft View” page.

5) Click on **Addendum** type button to navigate to Contract Addendum Draft view page.

49133 - New Contract

Executed

Back Addendums Amendments Download

5

MANUFACTURING AGREEMENT

This **AGREEMENT** is made and entered into at Bengaluru on this **XX** day of **MONTH, 2018**

BY AND BETWEEN

ITC Limited, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods Business Division headquartered at ITC Limited, 18 Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005 hereinafter referred to as “**ITC**” (which expression shall be deemed to mean and include its nominees and successors-in-interest and assigns) of the **ONE PART**

AND

[Name of the Company] a company under the Companies Act, 2013 having its registered office at **[Registered office address as per RoC]** hereinafter referred to as

Place Holder	Values	Action
Duration from	03/06/2020	+
Duration to	09/06/2020	+
Vendor Name	AIbots Technologies	+
Vendor CIN	U12345678	+
Authorised Signatory	aiobot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address	Ramagondanall	+
Branch3 Address	Varthur	+
Branch4 Address	Jai Bharathnagar	+
Branch5 Address	Ulsoor	+

Comments

Application will redirect to “Contract Addendum Draft View” page.

6) Click on “Version Compare”.

The screenshot shows the '49135 - New Contract' interface. The top bar includes buttons for 'Back', 'Attachments', 'Approve', 'Reject', 'Download', 'Version' (highlighted), and 'History'. The main content area displays a contract draft with a 'new clausees' section. A table on the right lists contract details:

Place Holder	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AIbots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	aibot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch5		+

1. Select the “Version”.
2. Click on “Download”.
 - a) Download as “PDF”.
 - b) Download as “Word Document”.
3. Click on “Close”.

The screenshot shows the '49135 - New Contract' interface. The top bar includes buttons for 'Back', 'Attachments', 'Approve', 'Reject', 'Download', 'Version', and 'History'. The 'Download' button is highlighted. The main content area displays a contract draft with a 'new clausees' section. A table on the right lists contract details:

Place Holder	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AIbots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	aibot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch5		+

Modal will redirect to “Contract Addendum Draft View” Page.

- 7) Click on “**Approve**” button to **approve** the contract.
- iii. Enter Comments.

The screenshot shows a web application interface for managing contracts. The title bar indicates '49135 - New Contract' with tabs for 'Extension' and 'Pending Approval'. The top navigation bar includes buttons for 'Back', 'Attachments', 'Approve', 'Reject', 'Download', 'Version', and 'History'. The main content area is divided into two sections. The left section is a rich text editor with a toolbar and a text area containing the following text:

new clausees

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of **NAME OF THE PROPRIETORSHIP CONCERN** having its office at **OFFICE ADDRESS** (hereinafter referred to as the Service Provider or the receiving party which expression shall unless it be repugnant to the context or meaning thereof mean

The right section is a table with 3 columns: 'Place Holder', 'Values', and 'Action'. The table contains the following data:

Place Holder	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AIbets Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	aibot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
<input type="checkbox"/> Branch5		+

At the bottom, there is a 'Comments' section with a text input field and a 'Go to Settings to activate Windows' watermark.

- iv. Click on “**Yes, Approve**” button to **approve** the Contract.

Or

Click on “**Reject**” button to **reject** the Contract.

- iii. Enter Comments.
 - iv. Click on “**Yes, Reject**” button to **reject** the Contract.
- Application will redirect to same page.*
- 8) Click on “**Download**”.

49135 - New Contract • Extension • Pending Approval

Back Attachments Approve Rejected Download Version History

8

Place Holder	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AI Bots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	albot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch5		+

new clausees

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of NAME OF THE PROPRIETORSHIP CONCERN having its office at OFFICE ADDRESS (hereinafter referred to as the Service Provider or the receiving party which expression shall unless it be repugnant to the context or meaning thereof mean

Comments

Activate Windows
Go to Settings to activate Windows.

- 1) Download as "PDF".
- 2) Download as "Word Document".
- 3) Click on "Close".

49135 - New Contract • Extension • Pending Approval

Back Attachments Approve Rejected Download Version History

8

Place Holder	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AI Bots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	albot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch5		+

new clausees

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of NAME OF THE PROPRIETORSHIP CONCERN having its office at OFFICE ADDRESS (hereinafter referred to as the Service Provider or the receiving party which expression shall unless it be repugnant to the context or meaning thereof mean

Comments

Activate Windows
Go to Settings to activate Windows.

Download

1 Download as PDF

2 Download as Word

3 X Cancel

Modal will redirect to "Contract Addendum Draft View" Page.

- 9) Click on "History". Changes done in the Contract will be recorded in history.

Search & Report

Contract

Basic

Contract UID

Contract Name

Contract Type

Cluster

Function

Description

Search

CSV PDF

Show 10 entries

1. Click on Basic Contract.
2. Enter Basic Contract Details.
 - a) Enter **“Contract UID”** (*Only Numbers are allowed*).
 - b) Enter **“Contract Name”** (*Only Characters are allowed*).
 - c) Select **“Contract Type”**.
 - d) Select **“Cluster”**.
 - e) Select **“Function”**.
3. Click on **“Search”**.
4. Search the contract details and displays in the contract table.
5. Click on **“CSV”**.
6. **CSV** downloads the contract details in Excel format.
7. **PDF** downloads the contract details in PDF format.
8. Click on **“Clear”**.

Search & Report

Contract

Basic

Contract UID

Contract Name

Contract Type

Cluster

Function

Description

Search

CSV PDF

Show 10 entries

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Status
	51137	New Contract	asd	Biscuits and Cakes	Sub	Out

Showing 1 to 1 of 1 entries

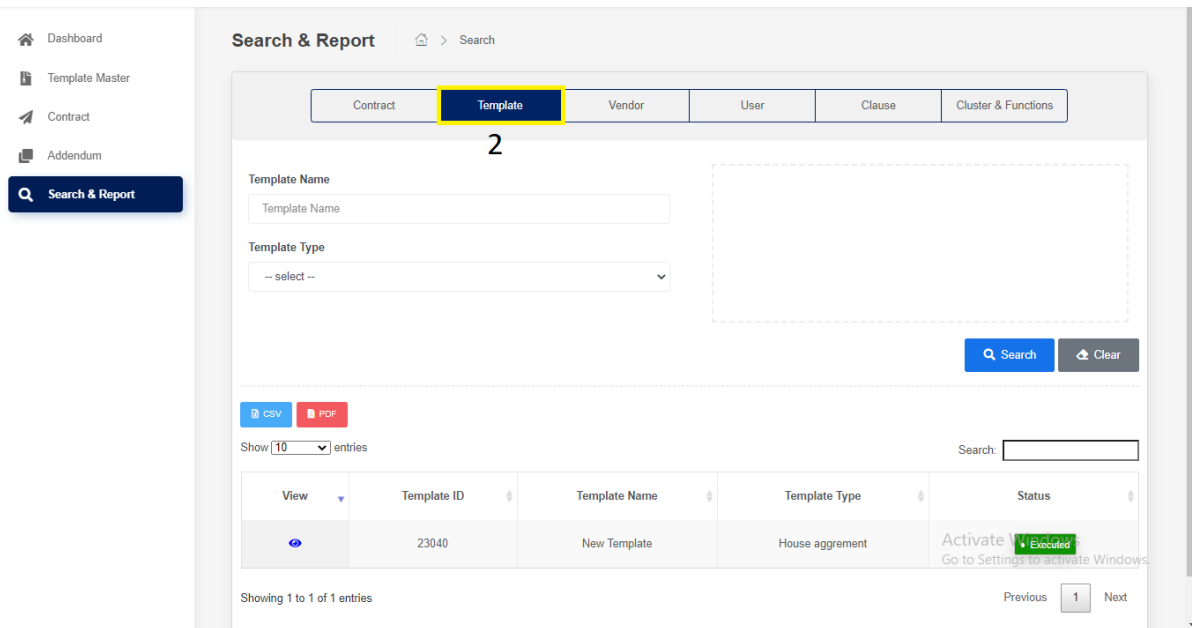
Previous 1 Next

Application will redirect to “**Search & Report**” page.

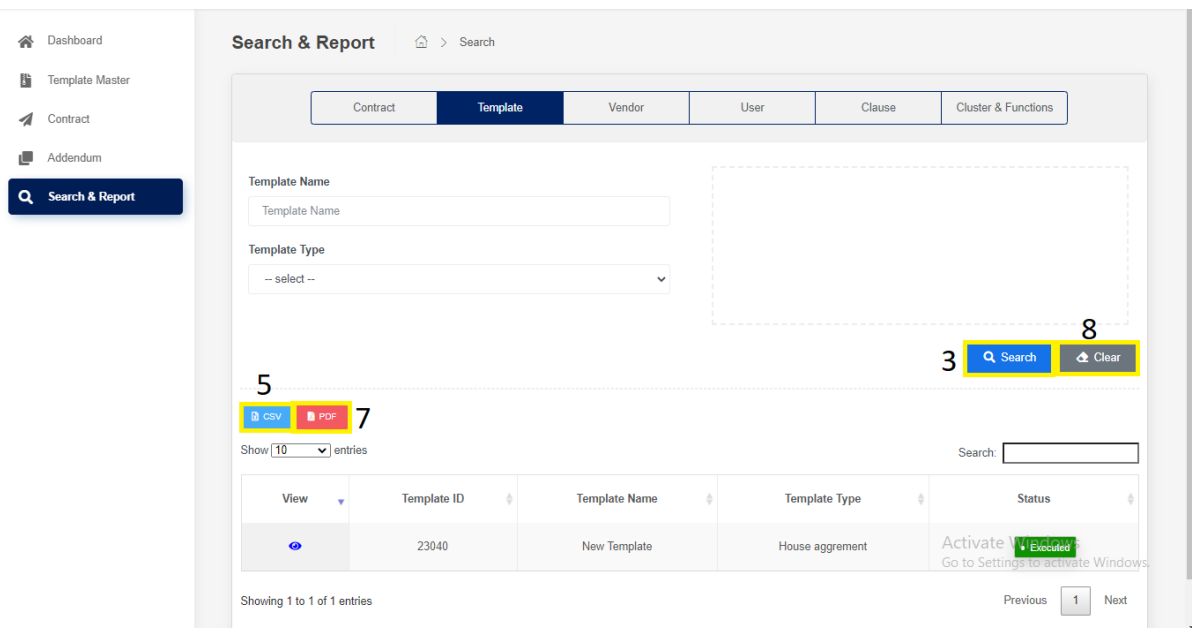
9. Click on “**Advance**” Contract.
10. Enter Advance Contract Details.
 - f) Enter “**Contract UID**” (*Only Numbers are allowed*).
 - g) Enter “**Contract Name**” (*Only Characters are allowed*).
 - h) Select “**Contract Type**”.
 - i) Select “**Cluster**”.
 - j) Select “**Function**”.
 - k) Select “**Vendor Name**”.
 - l) Enter “**Execution Date**”.
 - m) Enter “**Termination Date**”.
 - n) Enter “**Description**” (*Only Characters & Numbers are allowed*).
11. Click on “**Search**”.
12. Search the contract details and displays in the contract table.
13. Click on “**CSV**”.
14. **CSV** downloads the contract details in Excel format.
15. **PDF** downloads the contract details in PDF format.
16. Click on “**Clear**”.

Application will redirect to “**Search & Report**” page.

- 2) Click on “**Template**” tab.



1. Click on **“Template”**.
2. Enter Basic Template Details.
 - a) Enter **“Template Name”**.
 - b) Enter **“Template Type”**.
3. Click on **“Search”**.
4. Search the Template details and displays in the Template table.
5. Click on **“CSV”**
6. **CSV** downloads the Template details in Excel format.
7. Click on **“PDF”** downloads the Template details in PDF format.
8. Click on **“Clear”**.



*Application will redirect to **“Search & Report”** page.*

- 3) Click on **“Vendor”** tab.

Dashboard

Template Master

Contract

Addendum

Search & Report

Search & Report

Contract

Template

Vendor

User

Clause

Cluster & Functions

Basic

Advanced

Vendor Name

Vendor Name

Type of Entity

-- select --

Corporate Identification Number(CIN)

Corporate Identification Number(CIN)

Search

Clear

CSV

PDF

Show 10 entries

Search

View	Vendor Name	Type of Entity	CIN	Authorised Signatory
	as&amp;amp;dm	Company	PIUYT242134u	as&amp;amp;
	asd&	Partnership Firm		fadd&

- Click on “**Basic**” Vendor.
- Enter Basic Vendor Details.
 - Enter “Vendor Name”.
 - Select “Type of entity”.
 - Enter “Corporate Identification Number(CIN)”
- Click on “**Search**”.
- Search the Vendor details and displays in the Vendor table.
- Click on “**CSV**”.
- CSV** downloads the Vendor details in Excel format.
- Click on “**PDF**” downloads the Vendor details in PDF format.
- Click on “**Clear**”.

Dashboard

Template Master

Contract

Addendum

Search & Report

Search & Report

Contract

Template

Vendor

User

Clause

Cluster & Functions

Basic

Advanced

Vendor Name

Vendor Name

Type of Entity

-- select --

Corporate Identification Number(CIN)

Corporate Identification Number(CIN)

Search

Clear

CSV

PDF

Show 10 entries

Search

View	Vendor Name	Type of Entity	CIN	Authorised Signatory
	as&amp;amp;dm	Company	PIUYT242134u	as&amp;amp;
	asd&	Partnership Firm		fadd&

Application will redirect to “**Search & Report**” page.

9. Click on “**Advance**” Vendor.
10. Enter Advance Vendor Details.
 - a) Enter “Vendor Name”.
 - b) Select “Type of entity”.
 - c) Enter “Corporate Identification Number(CIN)”
 - d) Enter “Authorized Signature”.
 - e) Enter “Address”.
11. Click on “**Search**”.
12. Search the Vendor details and displays in the Vendor table.
13. Click on “**CSV**”.
14. CSV downloads the Vendor details in Excel format.
15. Click on “**PDF**” downloads the Vendor details in PDF format.
16. Click on “**Clear**”.

The screenshot shows the 'Search & Report' interface for Vendor details. The 'Advanced' tab is selected, and the form fields are ready for input. The 'Search' and 'Clear' buttons are highlighted with yellow boxes and labeled with numbers 11 and 16 respectively. The 'CSV' and 'PDF' buttons are also highlighted and labeled with numbers 13 and 15. The table at the bottom displays the search results with columns for Vendor Name, Type of Entity, CIN, and Authorised Signatory.

Application will redirect to “Search & Report” page.

- 4) Click on “**User**” tab.

Dashboard

Template Master

Contract

Addendum

Search & Report

Search & Report

Contract

Template

Vendor

User

Clause

Cluster & Functions

Basic

Advanced

Employee ID

Employee ID

Employee Name

Name

Email Address

Email Address

Role

--Select--

Status

--Select--

Search

Clear

CSV

PDF

Show

10

entries

View

Employee ID

Name

Email address

Cluster

Function

Role

Status

1. Click on “**Basic**” User.
2. Enter Basic User Details.
 - a) Enter “Employee ID”.
 - b) Enter “Employee Name”.
 - c) Select “Role”.
 - d) Enter “Email Address”.
 - e) Select “Status”.
3. Click on “**Search**”.
4. Search the User details and displays in the User table.
5. Click on “**CSV**”.
6. **CSV** downloads the User details in Excel format.
7. Click on “**PDF**” downloads the User details in PDF format.
8. Click on “**Clear**”.

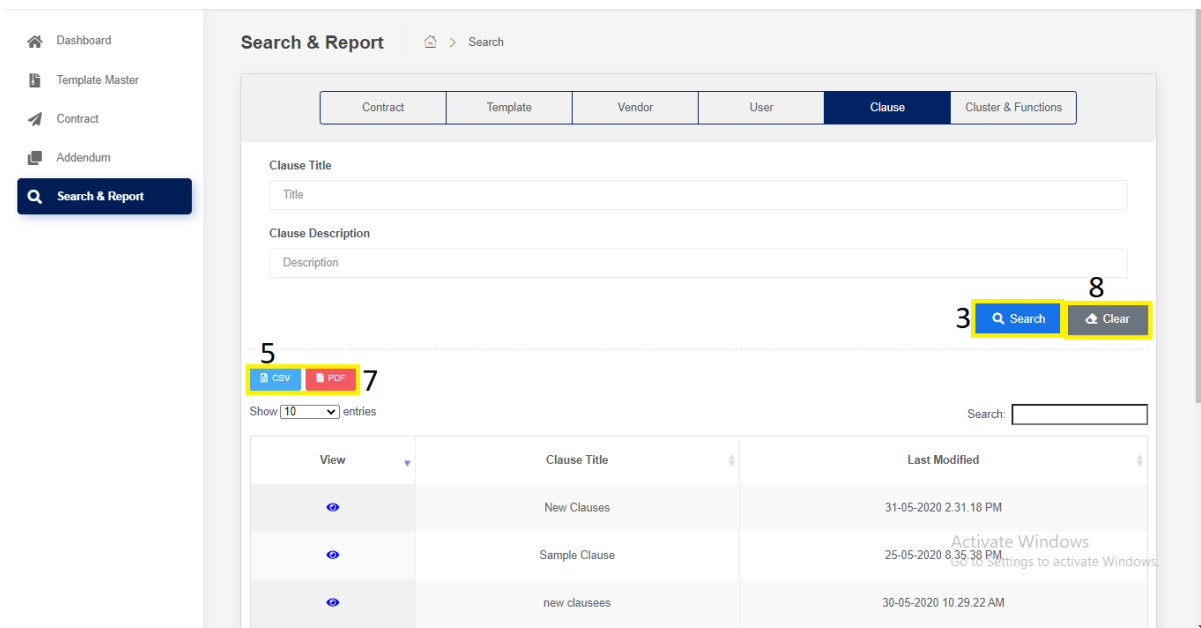
Application will redirect to “Search & Report” page.

9. Click on “**Advance**” User.
10. Enter Advance User Details.
 - a) Enter “Employee ID”.
 - b) Select “Cluster”.
 - c) Select “Function”.
 - d) Select “Role”.
 - e) Enter “Employee Name”.
 - f) Enter “Email Address”.
 - g) Select “Designation”.
 - h) Select “Status”.
11. Click on “**Search**”.
12. Search the User details and displays in the User table.
13. Click on “**CSV**”.
14. **CSV** downloads the User details in Excel format.
15. Click on “**PDF**” downloads the User details in PDF format.
16. Click on “**Clear**”.

Application will redirect to “Search & Report” page.

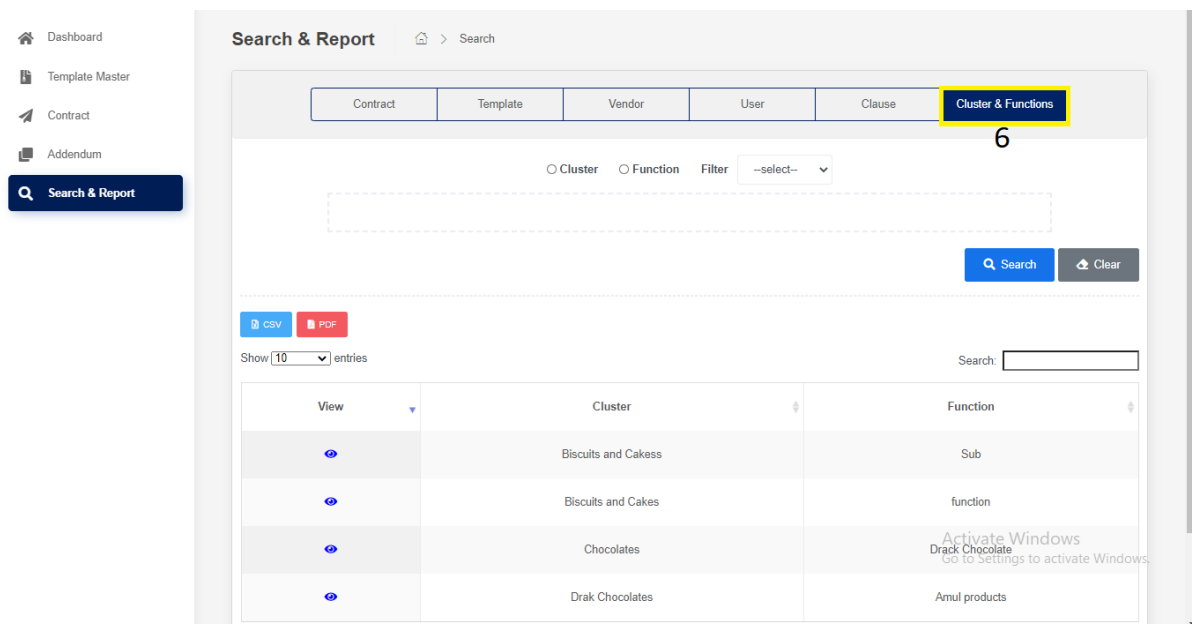
5) Click on “Clause” tab.

1. Click on “**Clause**”.
2. Enter Clause Details.
 - a) Enter “Clause Tittle”.
 - b) Enter “Clause Description”.
3. Click on “**Search**”.
4. Search the Clause details and displays in the Clause table.
5. Click on “**CSV**”.
6. **CSV** downloads the Clause details in Excel format.
7. Click on “**PDF**” downloads the Clause details in PDF format.
8. Click on “**Clear**”.



Application will redirect to “Search & Report” page.

6) Click on “**Cluster & Function**” tab.



1. Click on “**Cluster and Function**”.
2. Enter Cluster and Function Details.
3. Select “**Cluster**”.

Search & Report Home > Search

Contract Template Vendor User Clause **Cluster & Functions**

☒ Cluster ☐ Function Filter -- Select --

3

asddddddss s ggg hhhh
Biscuits and Cakes
Chocolates
Drak Chocolates
Drak Fantasy

Search **Clear**

CSV **PDF**

Show 10 entries

Search:

View	Cluster	Function
	Biscuits and Cakes	Sub
	Biscuits and Cakes	function
	Chocolates	Drack Chocolate
	Drak Chocolates	Amul products

Activate Windows
Go to Settings to activate Windows.

4. Select “Function”.

Search & Report Home > Search

Contract Template Vendor User Clause **Cluster & Functions**

☐ Cluster ☒ Function Filter -- Select --

4

Select
Sub
function
Drack Chocolate
Amul products

Search **Clear**

CSV **PDF**

Show 10 entries

Search:

View	Cluster	Function
	Biscuits and Cakes	Sub
	Biscuits and Cakes	function
	Chocolates	Drack Chocolate
	Drak Chocolates	Amul products

Activate Windows
Go to Settings to activate Windows.

- Click on “**Search**”.
- Search the Cluster and Function details and displays in the Cluster and Function table.
- Click on “**CSV**”.
- CSV** downloads the Cluster and Function details in Excel format.
- Click on “**PDF**” downloads the Cluster and Function details in PDF format.
- Click on “**Clear**”.

Dashboard

Template Master

Contract

Addendum

Search & Report

Search & Report

> Search

Contract

Template

Vendor

User

Clause

Cluster & Functions

Cluster

Function

Filter

-- Select --

7

5

10

CSV

PDF

9

Show 10 entries

Search:

View	Cluster	Function
	Biscuits and Cakes	Sub
	Biscuits and Cakes	function
	Chocolates	Drak Chocolate
	Drak Chocolates	Amul products

Application will redirect to “***Search & Report***” page.