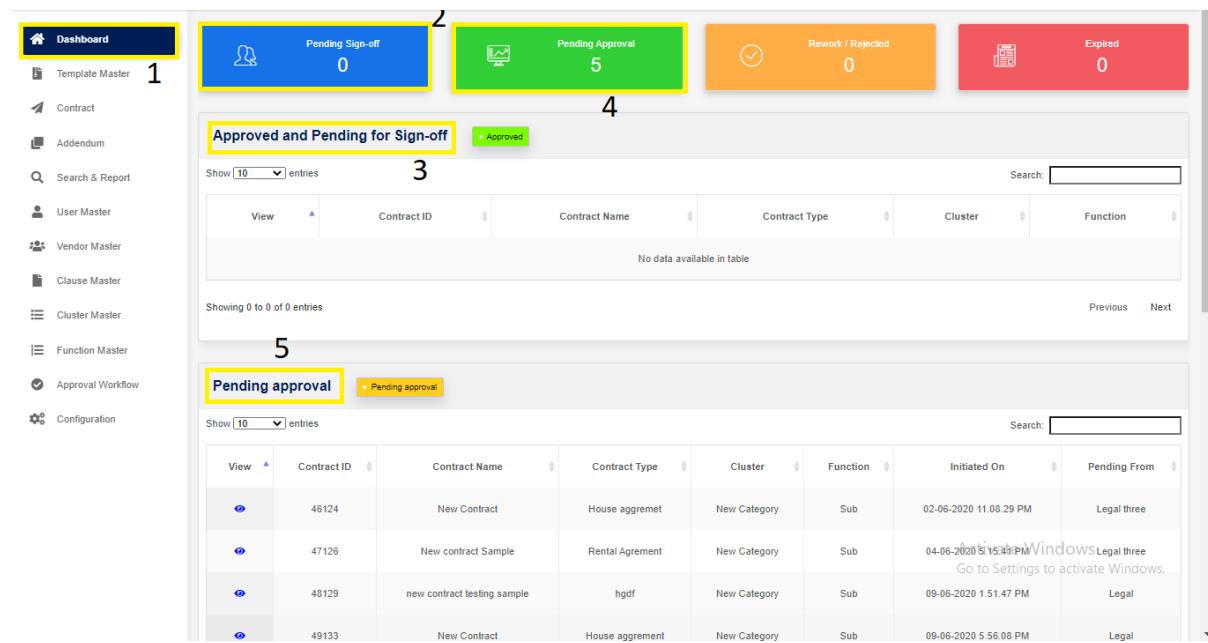


Admin

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 shows the Admin Dashboard interface. On the left is a sidebar with various menu items. The main area has four colored boxes at the top: blue for Pending Sign-off (0), green for Pending Approval (5), orange for Rework / Rejected (0), and red for Expired (0). Below these are two tables. The first table, titled "Approved and Pending for Sign-off", has a yellow header and shows a message "No data available in table". The second table, titled "Pending approval", also has a yellow header and contains four rows of data:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiated On	Pending From
View	46124	New Contract	House aggrement	New Category	Sub	02-06-2020 11.08.29 PM	Legal three
View	47126	New contract Sample	Rental Agreement	New Category	Sub	04-06-2020 11.15.41 PM	Windows Go to Settings to activate Windows.
View	48129	new contract testing sample	hgdf	New Category	Sub	09-06-2020 1.51.47 PM	Legal
View	49133	New Contract	House aggrement	New Category	Sub	09-06-2020 5.56.08 PM	Legal

- 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.

Pending Sign-off 0

Pending Approval 0

Rework / Rejected 0

Expired 0

Approved and Pending for Sign-off

Pending approval

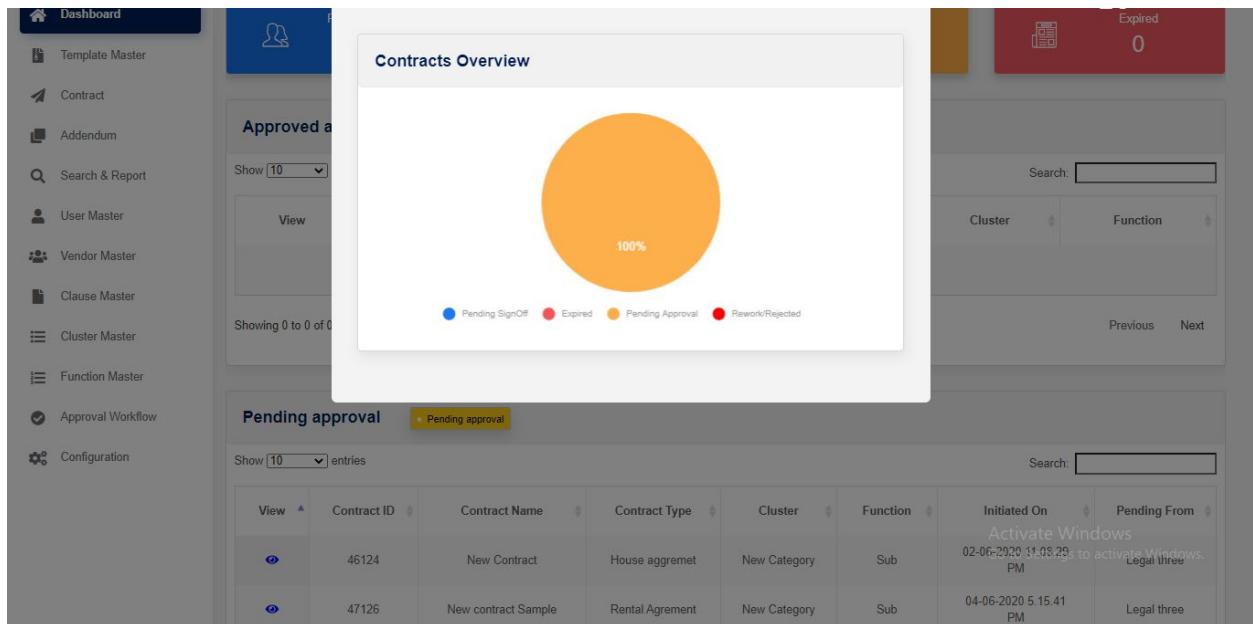
Rejected / Rework

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

Expired

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

10) Click on “**Analytics**”.



Graphical representation

Template

1. Template Creation

- 1) Click on “Template Master” in side menu.
- 2) Click on “Create New Template” button to **create** the new Template.

Template

Template Master

Library

+ Create New Template

View	Template ID	Template Name	Template Type	Status
23039	asd	asd	Approved	
22039	NEW TEMPLATE SAMPLE	aaaas	Approved	
22038	New template sample	House aggrement	Pending Approval	
22037	New template Testing	asdf	Pending Approval	
22036	Sample	House aggrement	Approved	
22034	asd	asd	Draft	
21034	new template creation	asdf	Pending Approval	
21033	NewTemplate	House aggrement	Pending Approval	
20033	asd	asd	Approved	
20031	New templatesss	House aggrement	Approved	

Application will redirect to “New Template” page.

- 3) Enter the **Template** details,
 - i. Enter “**Template Name**”. (*Alphabets and space only*).
 - ii. Enter “**Type Of Contract**”.
 - iii. Enter “**Template Description**”. (*Numbers only*)
- 4) Click on “**Search**”:
 1. Reporting Manager **ID** (*Numbers Only*).
 2. Reporting Manager **Name** (*Characters Only*).
 3. Reporting Manager **Email** (*Characters Numbers and Email validation only*).
- 5) Click on “**Remove**”
 - 5.1. Select the Checkbox and click on “**Remove**” Approval fields will be removed.
- 6) Click on “**Save and Continue**” button to **save** the new Template.

The screenshot shows the 'Template Master' application interface. On the left, there's a sidebar with navigation links: Dashboard, Contract, Addendum, Search & Report, User Master, Vendor Master, Clause Master, Cluster Master, Function Master, Approval Workflow, and Configuration. The 'Template Master' link is highlighted with a blue bar. The main area is titled 'Template' and shows a 'New Template' form. The form has fields for 'Template Name' (set to 'New Template'), 'Type of Contract' (set to 'House aggrement'), and 'Template Description' (set to 'Template description'). Below these is a section for 'Approvers' with a table. The table has columns: Employee ID, Employee Name, Employee Email Address, Employee Designation, and Employee Role (s). A row is selected with the number '5.1' and employee details: Employee ID 11, Employee Name Legal, Employee Email vanitha.c@airobotstech.com, Employee Designation developer, and Employee Role (s) Legal Approver. A checked checkbox is shown in the first column. To the right of the table are two buttons: 'Remove' (highlighted with a yellow box) and 'Search User'. At the bottom right of the form, there's a green button labeled 'Save and Continue' with a yellow box around it. Above the 'Save and Continue' button, the text 'Activate Windows' and 'Go to www.microsoft.com/windows' is visible.

*Application will redirect to “**Template Draft**” page.*

2. Template Initiate

- 1) Click on “**Edit Content**” button to **edit** the Template.

23040 - New Template Draft

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, Maruthiveva 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 the "Manufacturer" (which expression unless otherwise mentioned to the context shall

1 Place Holder

Place Holder	Action
Duration from	+ Add
Duration to	+ Add
Vendor Name	+ Add
Vendor CIN	+ Add
Authorised Signatory	+ Add
Registered Address	+ Add
Branch1 Address	+ Add
Branch2 Address	+ Add
Branch3 Address	+ Add
Branch4 Address	+ Add
Branch5 Address	+ Add

Comments

Role	Employee ID	Employee Name	Comments

Activate Windows
Go to Settings to activate Windows.

2) Click on “Draft” button to draft the Template.

23040 - New Template Draft

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, Maruthiveva 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 the "Manufacturer" (which expression unless otherwise mentioned to the context shall

2 Place Holder

Place Holder	Action
Duration from	+ Add
Duration to	+ Add
Vendor Name	+ Add
Vendor CIN	+ Add
Authorised Signatory	+ Add
Registered Address	+ Add
Branch1 Address	+ Add
Branch2 Address	+ Add
Branch3 Address	+ Add
Branch4 Address	+ Add
Branch5 Address	+ Add

Comments

Role	Employee ID	Employee Name	Comments

Activate Windows
Go to Settings to activate Windows.

Application will redirect to same page.

4) Place Holders

1. Click on “Add Place Holder”.

The screenshot shows the '23041 - New Template' draft view. On the right, a modal titled 'Add Place Holder' is open, containing a table with columns 'Place Holder' and 'Action'. The table lists various placeholder types with corresponding '+ Add' buttons. Below the modal, the main workspace shows a large empty area for editing. At the bottom left, there's a 'Comments' section. A watermark at the bottom right says 'Activate Windows'.

Place Holder	Action
Duration from	+ Add
Duration to	+ Add
Vendor Name	+ Add
Vendor CIN	+ Add
Authorised Signatory	+ Add
Registered Address	+ Add
Branch1 Address	+ Add
Branch2 Address	+ Add
Branch3 Address	+ Add
Branch4 Address	+ Add
Branch5 Address	+ Add

2. Enter “**Place Holder**”.

3. Click on “**Add**”. New variables will be add in place holder table.

4. Click on “**Cancel**”.

Modal will redirect to “Template Draft view” page.

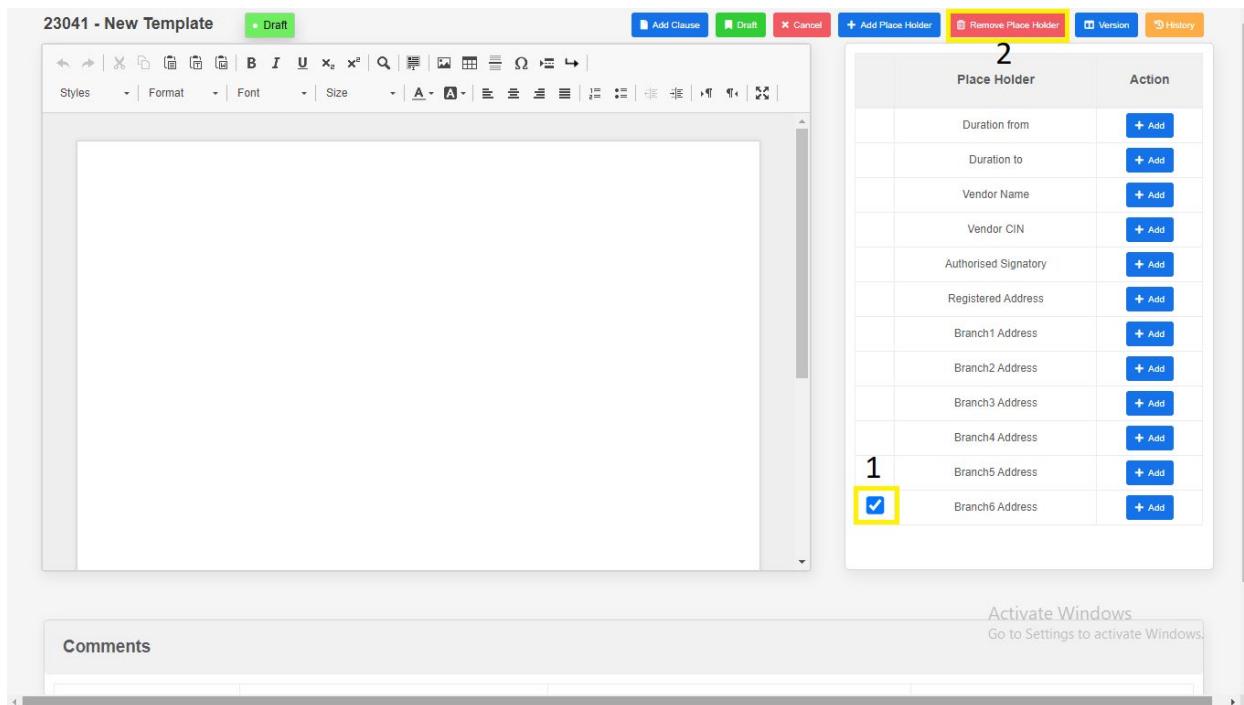
The screenshot shows the '23041 - New Template' draft view. A modal titled 'New Placeholder' is open, with a sub-modal 'Enter Placeholder' containing a text input field and two buttons: a green '+ Add' button and a red 'Cancel' button. Step 3 is highlighted over the '+ Add' button, and step 4 is highlighted over the 'Cancel' button. To the right, the 'Place Holder' table is visible. A watermark at the bottom right says 'Activate Windows'.

Place Holder	Action
Duration from	+ Add
Duration to	+ Add
Vendor Name	+ Add
Vendor CIN	+ Add
Authorised Signatory	+ Add
Registered Address	+ Add
Branch1 Address	+ Add
Branch2 Address	+ Add
Branch3 Address	+ Add
Branch4 Address	+ Add
Branch5 Address	+ Add

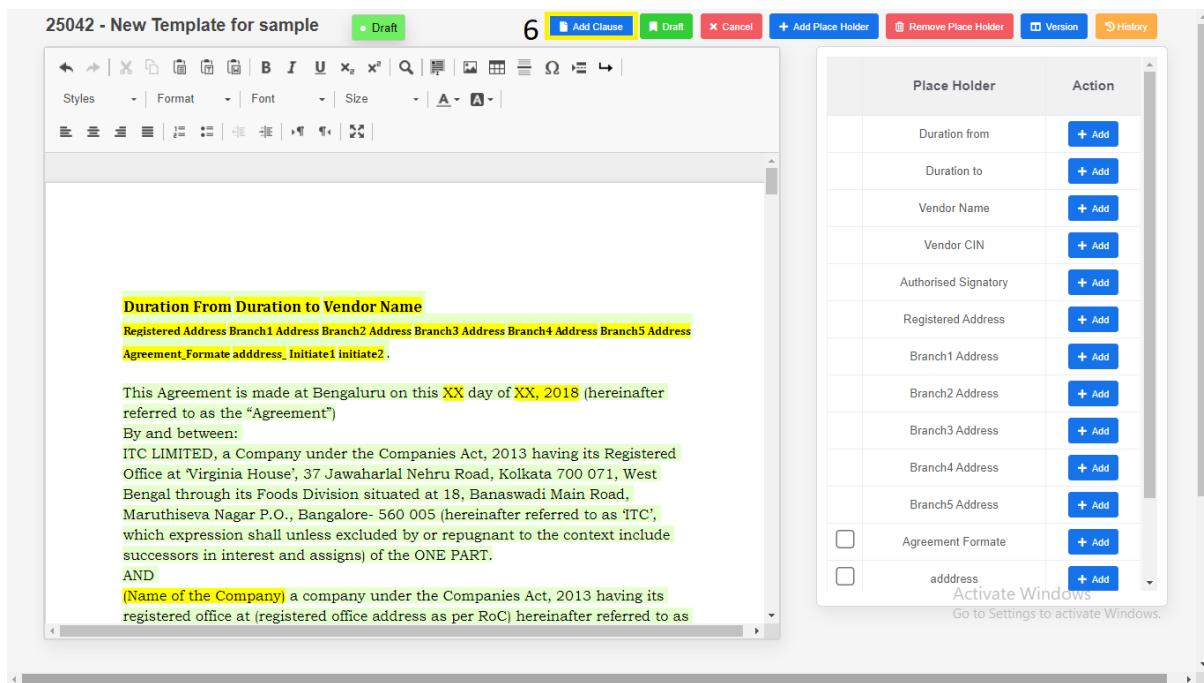
5) Remove Place Holders.

1. Select Checkbox.

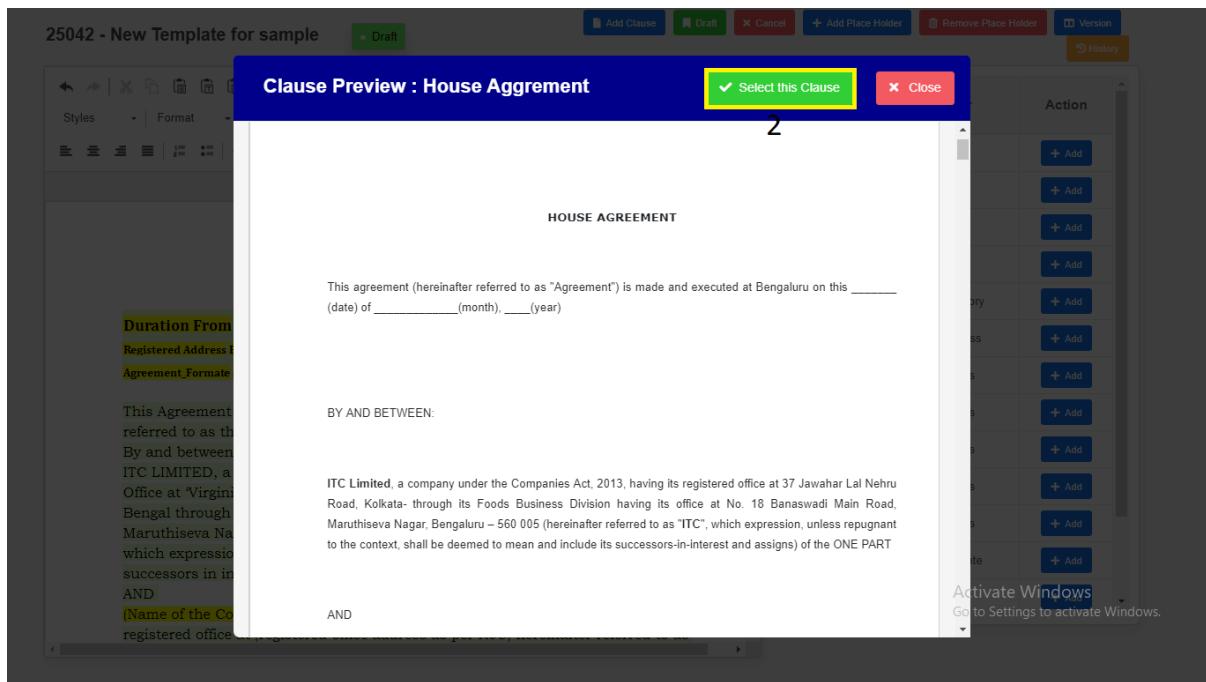
2. Click on “**Remove Placeholders**” variables will be removed.



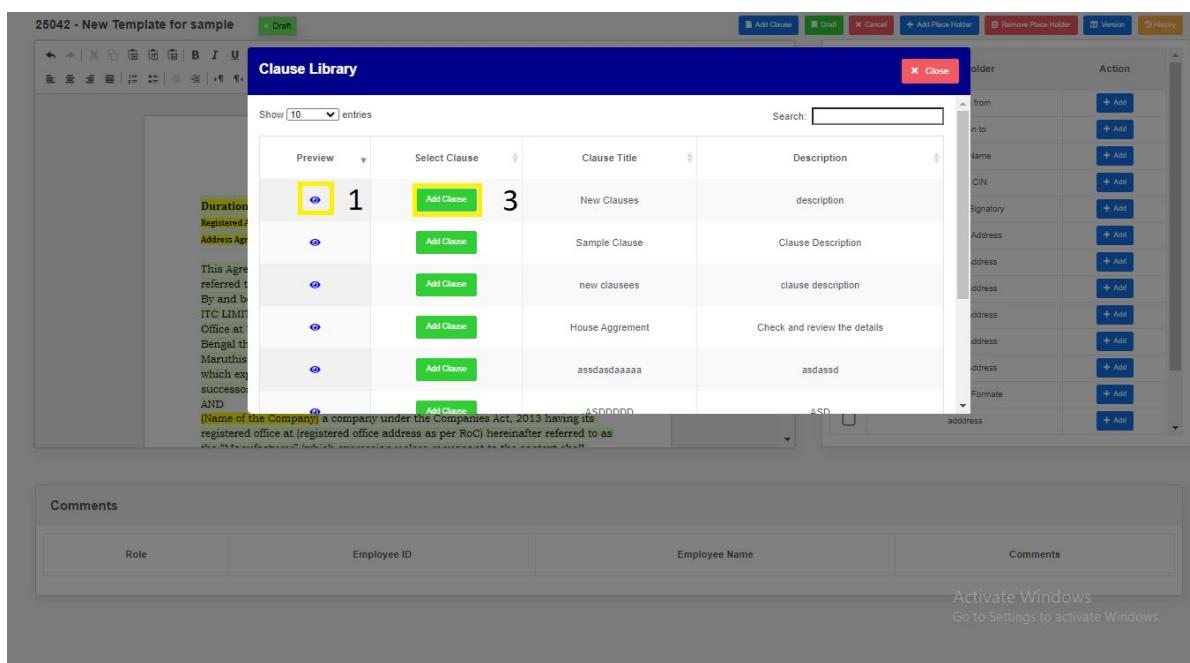
6) Click on “Add Clause”.



1. Click on “Preview” button.
2. Click on “Select this clause” button. Selected clause will be added to the Editor.



3. Click on “Add Clause” Selected Clause” button will be added to Editor.



- 7) Click on “Initiate” button to **initiate** the Template.
- 8) Enter Comments.
- 9) Click on “Yes, Initiate” button to **initiate** the Template.

25042 - New Template for sample • Draft

Back Edit Content ✓ Initiate Download Version History

Styles Format Font Size A A

Duration From Duration to Vendor Name

Registered Address Branch1 Address Branch2 Address Branch3 Address Branch4 Address Branch5 Address
Agreement Formate address_ Initiate1 initiate2 .

This Agreement is made at Bengaluru on this XX day of XX, 2018 (hereinafter referred to as the "Agreement")
By and between:
ITC LIMITED, a Company under the Companies Act, 2013 having its Registered Office at 'Virginia House', 37 Jawaharlal Nehru Road, Kolkata 700 071, West Bengal through its Foods Division situated at 18, Banaswadi Main Road, Maruthiseva Nagar P.O., Bangalore- 560 005 (hereinafter referred to as 'ITC', which expression shall unless excluded by or repugnant to the context include 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 Action

- Duration from + Add
- Duration to + Add
- Vendor Name + Add
- Vendor CIN + Add
- Authorised Signatory + Add
- Registered Address + Add
- Branch1 Address + Add
- Branch2 Address + Add
- Branch3 Address + Add
- Branch4 Address + Add
- Branch5 Address + Add
- Agreement Formate + Add
- address + Add

Activate Windows
Go to Settings to activate Windows.

Application will redirect to same page.

10) Click on “Version Compare”.

25042 - New Template for sample • Draft

Back Edit Content ✓ Initiate Download Version History

Styles Format Font Size A A

Duration From Duration to Vendor Name

Registered Address Branch1 Address Branch2 Address Branch3 Address Branch4 Address Branch5 Address
Agreement Formate address_ Initiate1 initiate2 .

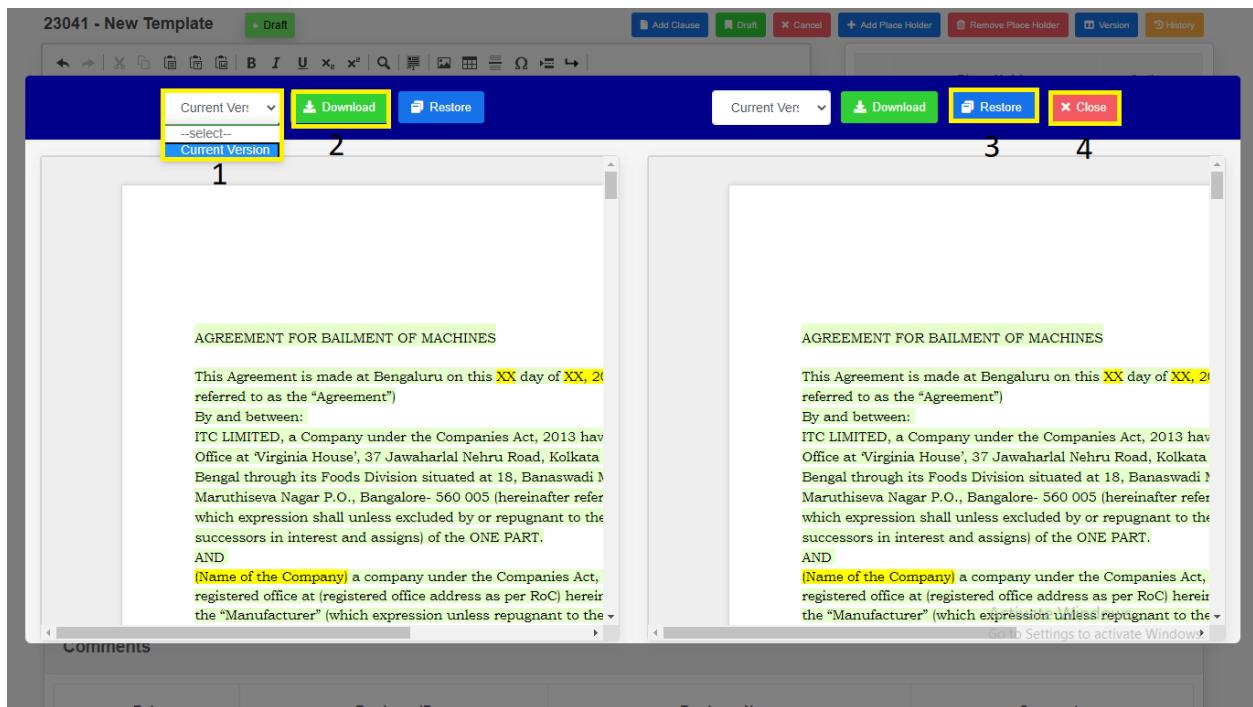
This Agreement is made at Bengaluru on this XX day of XX, 2018 (hereinafter referred to as the "Agreement")
By and between:
ITC LIMITED, a Company under the Companies Act, 2013 having its Registered Office at 'Virginia House', 37 Jawaharlal Nehru Road, Kolkata 700 071, West Bengal through its Foods Division situated at 18, Banaswadi Main Road, Maruthiseva Nagar P.O., Bangalore- 560 005 (hereinafter referred to as 'ITC', which expression shall unless excluded by or repugnant to the context include 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 Action

- Duration from + Add
- Duration to + Add
- Vendor Name + Add
- Vendor CIN + Add
- Authorised Signatory + Add
- Registered Address + Add
- Branch1 Address + Add
- Branch2 Address + Add
- Branch3 Address + Add
- Branch4 Address + Add
- Branch5 Address + Add
- Agreement Formate + Add
- address + Add

Activate Windows
Go to Settings to activate Windows.

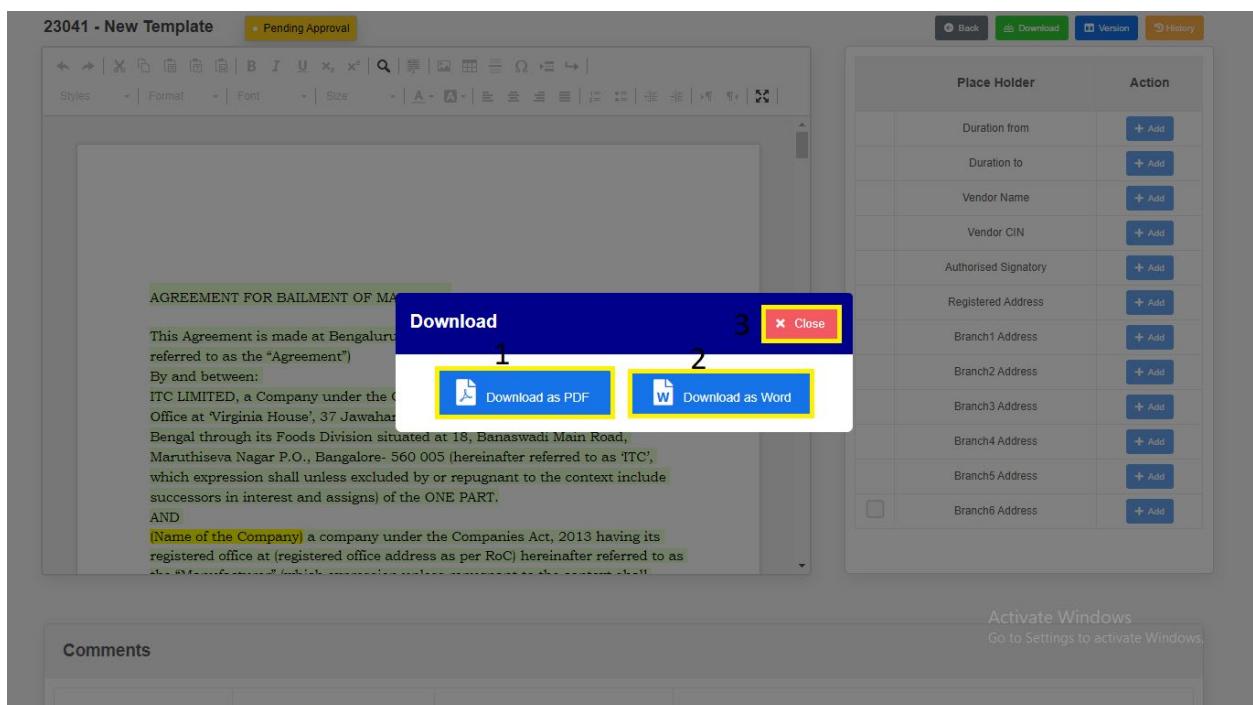
1. Select the “Version”.
2. Click on “Download”.
 - 2.1) Download as “PDF”.
 - 2.2) Download as “Word Document”.
3. Click on “Restore”. It restores the content which version has been selected.
4. Click on “Close”.



Modal will redirect to “Template Draft View” Page.

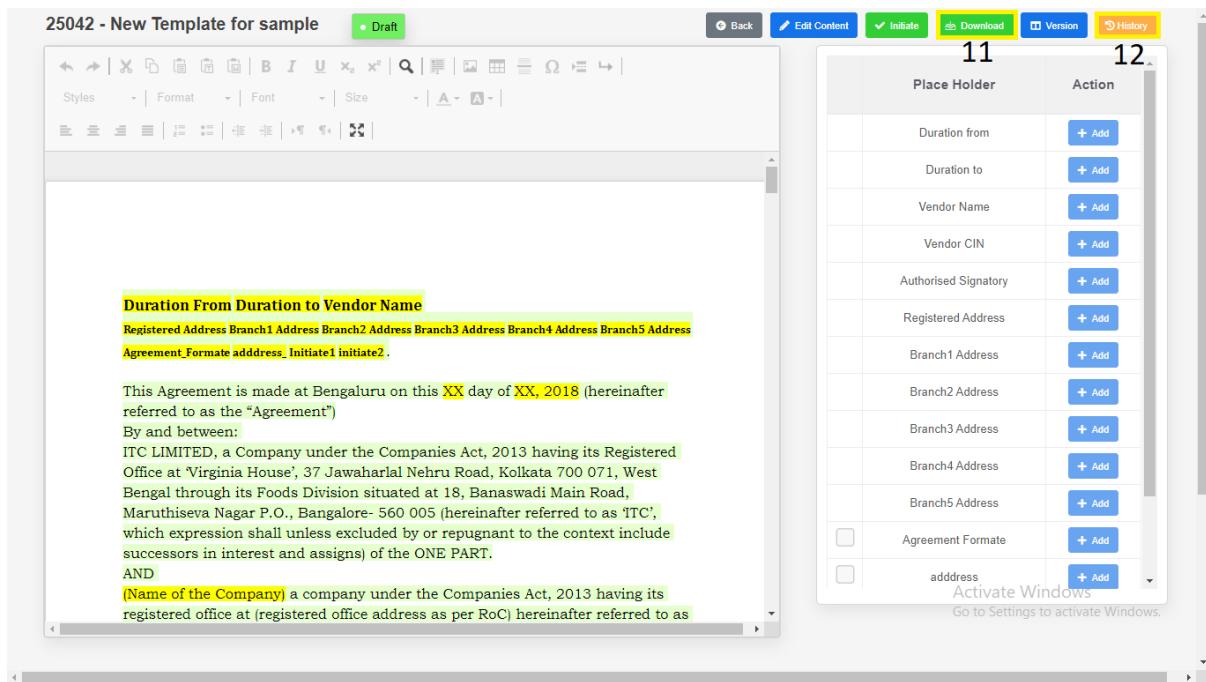
11) Click on “Download”.

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



Modal will redirect to “Template Draft View” Page.

12) Click on “History”. Changes done in the template will be recorded in history.



Contract

1) Contract Creation

- 1) Click on “Contract” in side menu.
- 2) Click on “Create New Contract” button to create new Contract

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Status
	49133	New Contract	House aggrement	New Category	Sub	

View	Contract ID	Contract Name	Contract Type	Cluster	Function
	49133	New Contract	House aggrement	New Category	Sub

Application will redirect to “New Contract” page.

- 3) Enter **Contract** details,

- i. Enter “**Contract Name**”. (*Alphabets and Space only*).
- ii. Enter “**Contract Type**”. (*Alphabets and Space only*).

- iii. **Approval Workflow** will auto generate based on Department and Sub Department.
 - iv. Choose **Create Contract Using**.
 - v. Select **Category**.
 - vi. Select **Sub Category**.
- 4) Click on “**Search**”:
1. Reporting Manager **ID (Numbers Only)**.
 2. Reporting Manager **Name (Characters Only)**.
 3. Reporting Manager **Email (Characters Numbers and Email validation only)**.
- 5) Click on “**Remove**”
- 6) Select the Checkbox and click on “**Remove**” Approval fields will be removed.
- 7) Click on “**Save and Continue**” button to **save** the new Contract.

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

2) Contract Initiate

- 1) Click on “**Edit Content**” button to **edit** the Contract.
- 2) Click on “**Draft**” button to **draft** the Contract.
- 3) Click on “**Attachments**” button to **Upload** supporting files.

49133 - New Contract • Draft

3

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, Maruthisera 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 the "Manufacturer" (which expression unless repugnant to the context shall

1 4

Place Holder	Values	Action
Duration from		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

Comments

Role	Employee ID	Employee Name

Activate Windows
Go to [Comments](#) to activate Windows.

- 4) Click on “Edit” button to edit the Variables.
- 5) Click on “Draft” button to save the Variables.

49133 - New Contract • Draft

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, Maruthisera 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 the "Manufacturer" (which expression unless repugnant to the context shall

Place Holder	Values	Action
Duration from		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

Comments

Role	Employee ID	Employee Name

Activate Windows
Go to [Comments](#) to activate Windows.

- 6) Place Holders
 1. Click on “Add Place Holder”.

The screenshot shows a software interface for creating a new contract. At the top, there's a toolbar with buttons for 'Add Clause', 'Draft', 'Cancel', 'Add Place Holder' (which is highlighted in yellow), 'Remove Place Holder', 'Version', and 'History'. Below the toolbar is a rich text editor with standard formatting tools like bold, italic, underline, and various font and size options. To the right of the editor is a table titled 'Place Holder' with columns for 'Place Holder', 'Values', and 'Action'. The table lists several placeholder variables with their corresponding values and action buttons. One row for 'Branch6 Address' has a checked checkbox in the 'Action' column.

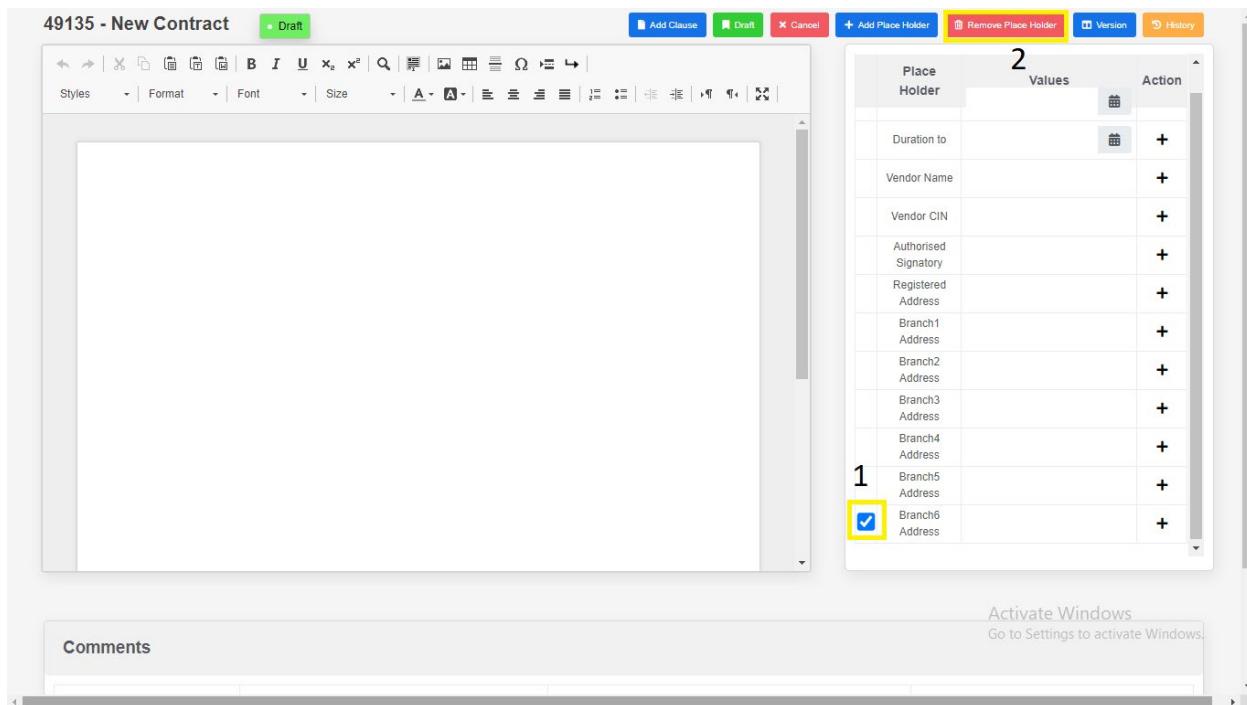
2. Enter “Place Holder”.
3. Click on “Add”. New variables will be add in place holder table.
4. Click on “Cancel”.

This screenshot shows the same software interface as above, but with a modal dialog box overlaid. The dialog is titled 'New Placeholder' and contains a single input field labeled 'Enter Placeholder'. Below the input field are two buttons: a green 'Add' button and a red 'Cancel' button. The background of the main interface is dimmed to indicate it is not active while the modal is open.

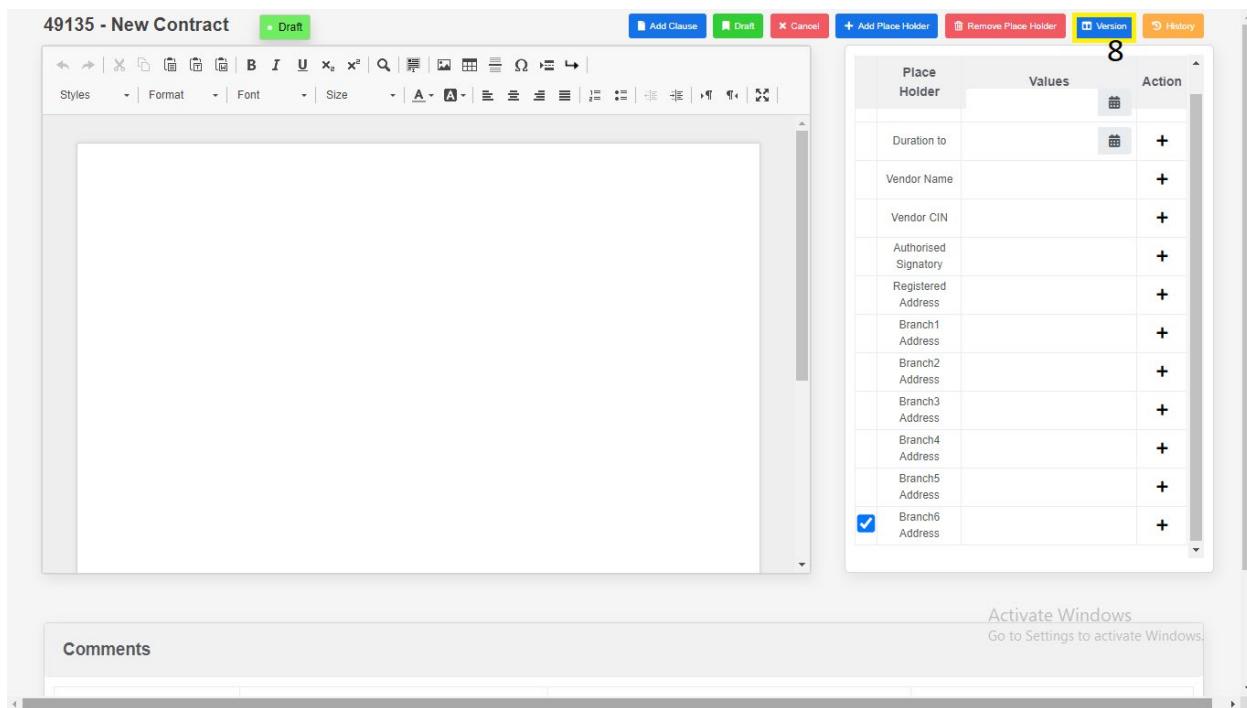
Modal will redirect to “Contract Draft view” page.

7) Remove Place Holders.

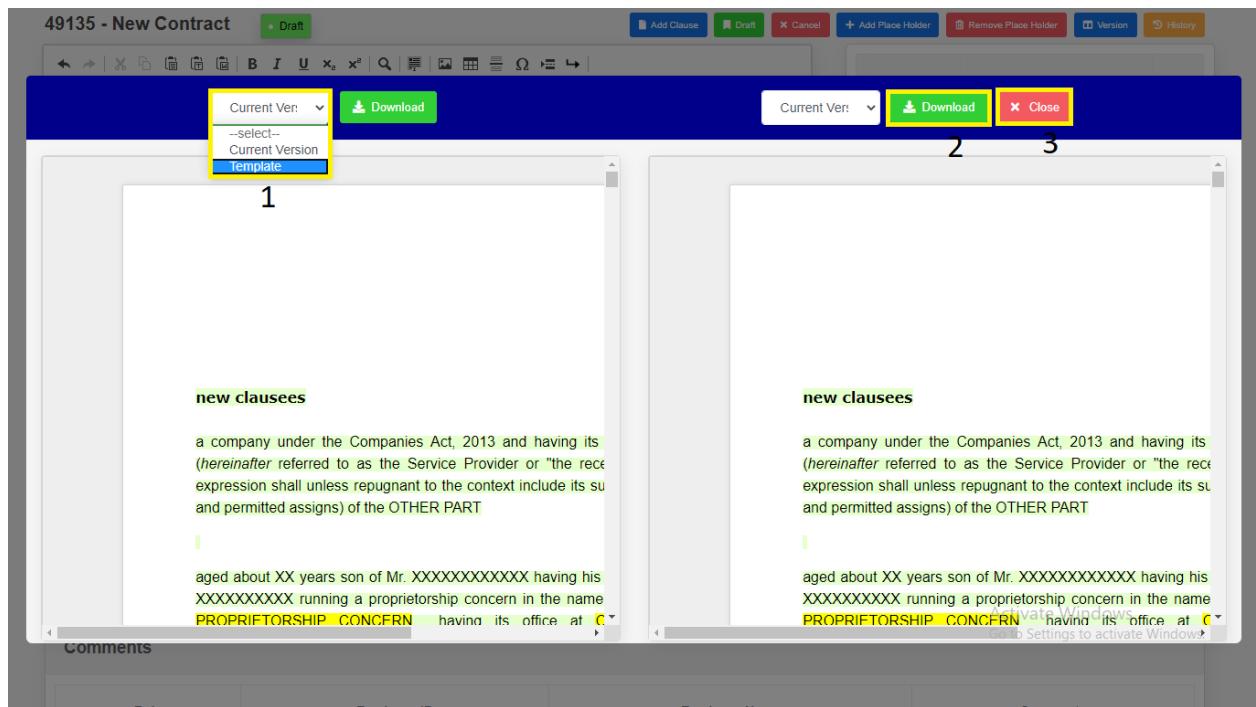
1. Select Checkbox.
2. Click on “Remove Placeholders” variables will be removed.



8) Click on “Version Compare”.



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



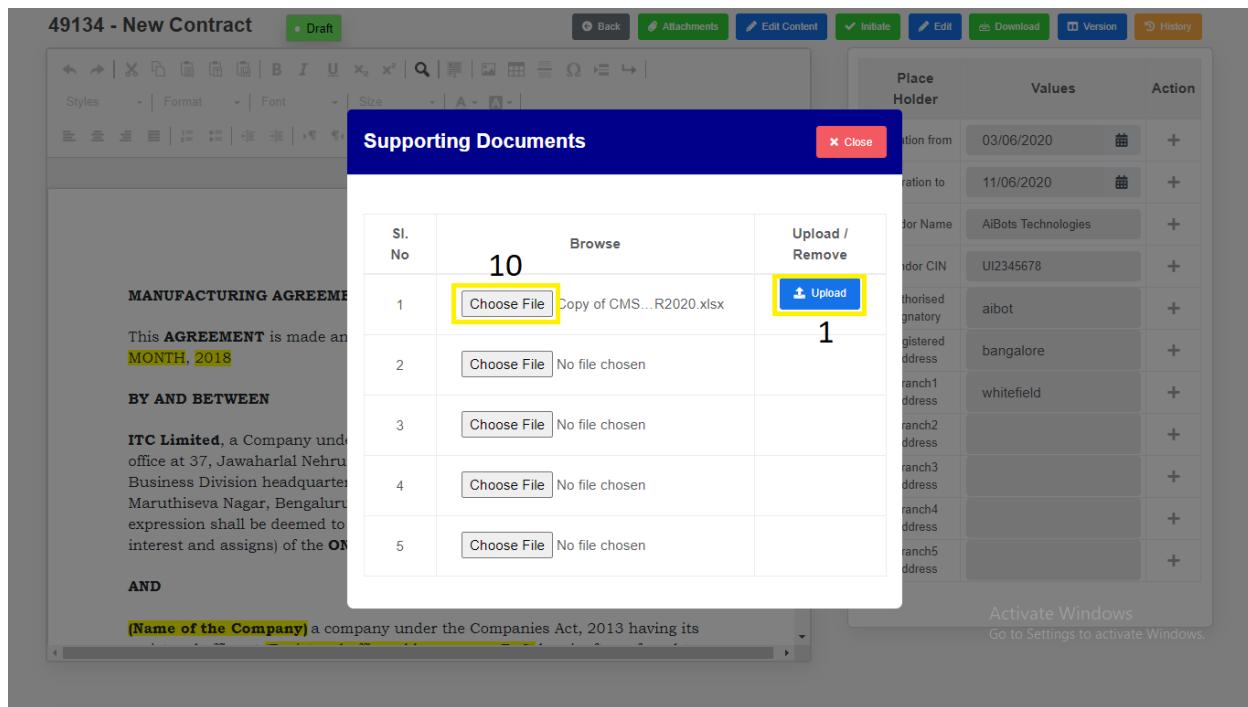
Modal will redirect to “Contract Draft View” Page.

9) Click on “Attachments”.

Place Holder	Values	Action
Duration from		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

10) Click on “choose file”.

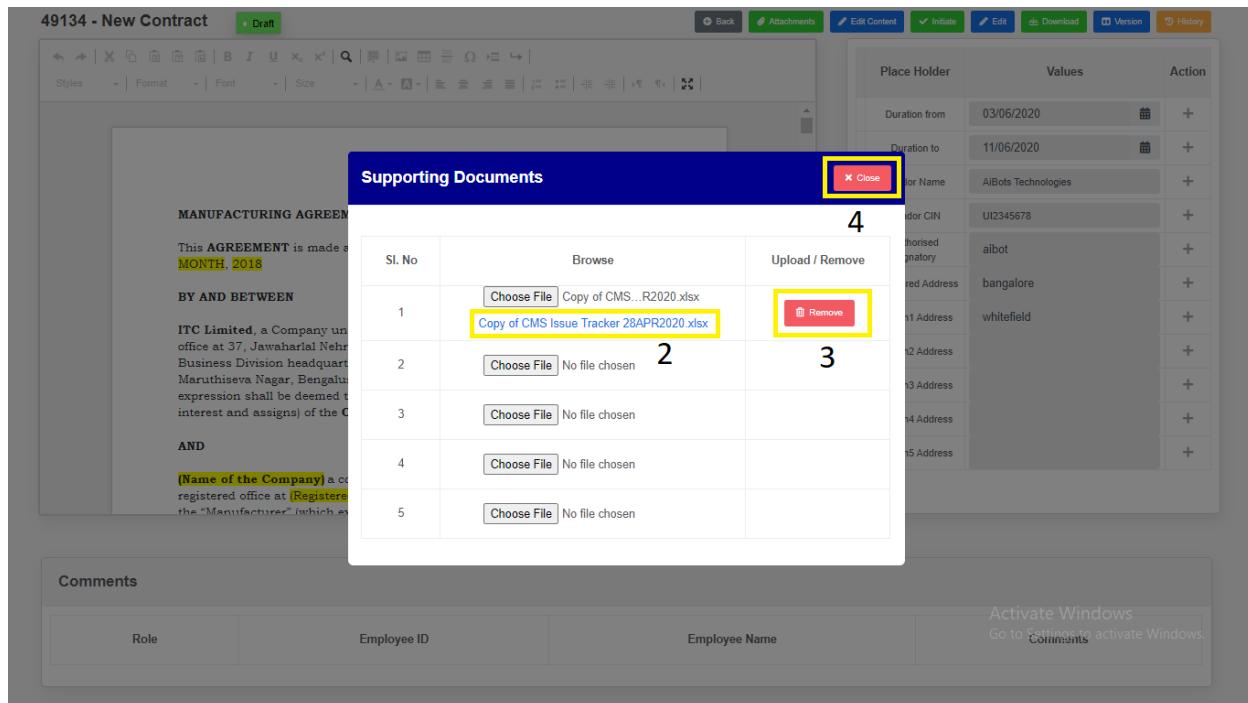
1. “Upload”.



2. “Download”.

3. “Remove”.

4. “Close”.



10) Click on “Add Clause” Clause Details can be added to contract.

49135 - New Contract • Draft

Add Clause • Draft X Cancel + Add Place Holder - Remove Place Holder ■ Version D History

10

Styles | Format | Font | Size | A- A+ | B I U x x² | S F C G H I J K L M |

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 XXXXXXXXXX running a proprietorship concern in the name of **NAME OF THE**

Place Holder	Values	Action
Duration from	Calendar	+
Duration to	Calendar	+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

Comments

Activate Windows
Go to Settings to activate Windows.

1. “Preview”.

2. “Select”.

49134 - New Contract • Pending Approval

Add Clause • Draft X Cancel + Add Place Holder - Remove Place Holder ■ Version D History

Clause Library

Show 10 entries Search:

Preview	Select Clause	Clause Title	Description	Action
1	Add Clause 2	New Clauses	description	+
	Add Clause	Sample Clause	Clause Description	+
	Add Clause	new clausees	clause description	+
	Add Clause	House Agreement	Check and review the details	+

Showing 1 to 4 of 4 entries Previous 1 Next

Comments

Role Employee ID Employee Name Comments

Initiator 1 admin 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

Activate Windows
Go to Settings to activate Windows.

12) Click on “**Initiate**” button to **initiate** the Contract.

13) Enter the Comments.

14) Click on “**Yes, Initiate**” button to **initiate** the Contract.

49135 - New Contract • Draft

Back Attachments Edit Content Initiate Edit Download Version History

Styles Format Font Size A A+ Alignment Paragraph

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 XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

Comments

Activate Windows Go to Settings to activate Windows.

Place Holder	Values	Action
Duration from		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

Application will redirect to same page.

15) Click on “Download”.

49135 - New Contract • Draft

Back Attachments Edit Content Initiate Edit Download Version History

Styles Format Font Size A A+ Alignment Paragraph

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

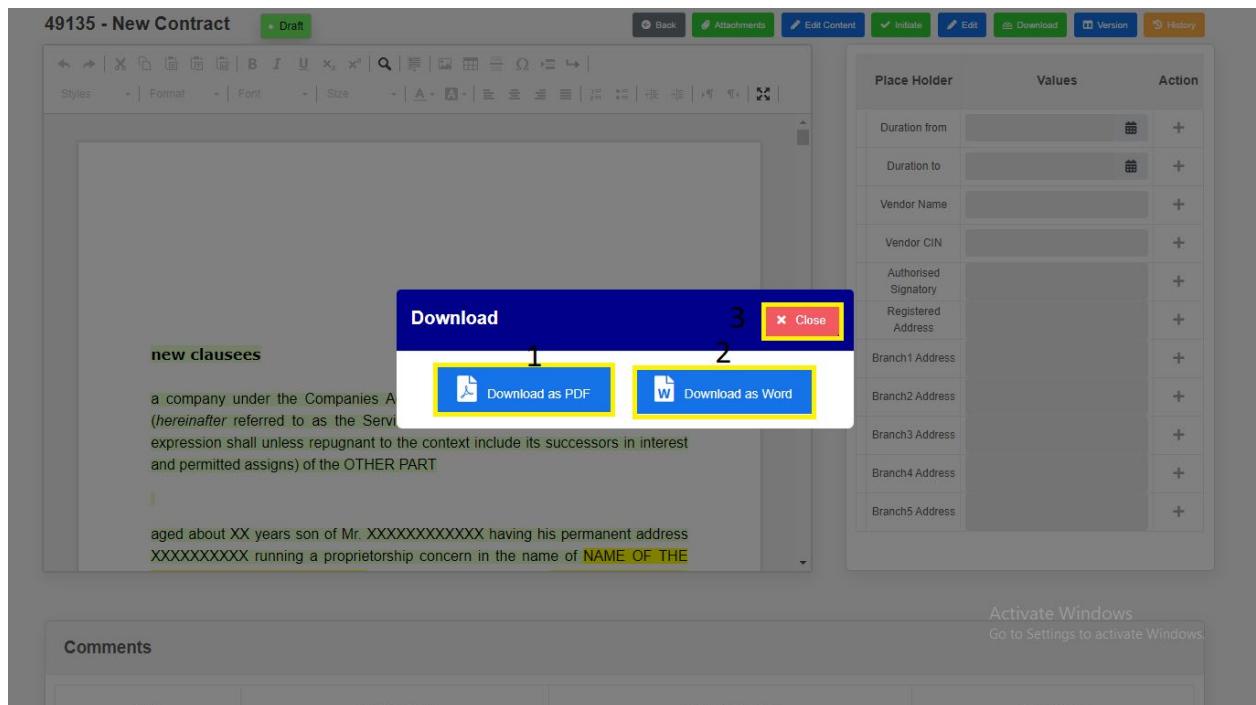
aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

Comments

Activate Windows Go to Settings to activate Windows.

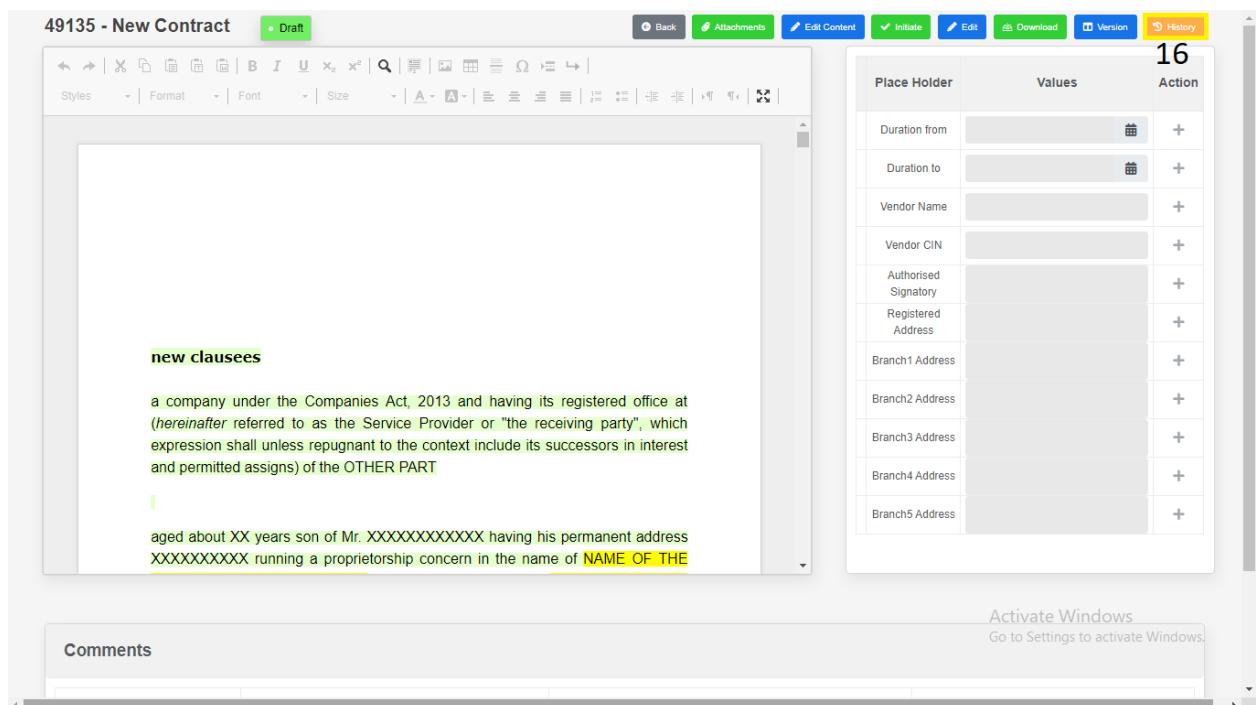
Place Holder	Values	Action
Duration from		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

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



Modal will redirect to “Contract Draft View” Page.

- 16) Click on “History”. Changes done in the contract will be recorded in History.



Contract - Addendum

1. Contract Addendum Creation:

- 1) Click on “Contract” in side menu.

- 2) Click on “Executed” navigational link for Executed table.
- 3) Click on View icon to view the Contract which is in Executed.

Contract

Dashboard > Contract > Repository > Draft > Pending Approval > Rejected / Rework > Approved > Executed

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Status
	3 49133	New Contract	House aggrement	New Category	Sub	

Showing 1 to 1 of 1 entries

Draft

Draft

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

Activate Windows
Go to Settings to activate Windows.

Application will redirect to “Contract Details” page.

- 4) Click on “Next” button.

Contract ID : 49133

New Contract Details

Contract Name *	Contract Type *		
New Contract	House aggrement		
Contract Description			
Contract Description			
Cluster *	Function *	Template Type *	Template Name
New Category	Sub	Choose From Template	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@alibstech.com	Developer	Approver	Approved
<input type="checkbox"/>	11	Legal	vanitha.c@alibstech.com	developer	Legal Approver	Approved

Activate Windows
Go to Settings to activate Windows.

Application will redirect to “Contract Draft View” page.

- 5) Click on select dropdown and choose type of Addendum.

6) Click on selected Addendum type button.

The screenshot shows the 'New Contract' interface with the title '49133 - New Contract'. The top navigation bar includes buttons for 'Back', 'Attachments', 'Clone', 'Download', 'Amend', 'Amendments' (which is highlighted with a yellow box), 'Version', and 'History'. The main content area contains a 'MANUFACTURING AGREEMENT' section with placeholder text about an agreement made at Bengaluru on a specific date. To the right, a table titled 'Place Holders' lists various fields like Duration from, Vendor Name, and Branch addresses, each with a 'Values' column and an 'Action' column containing a '+' sign.

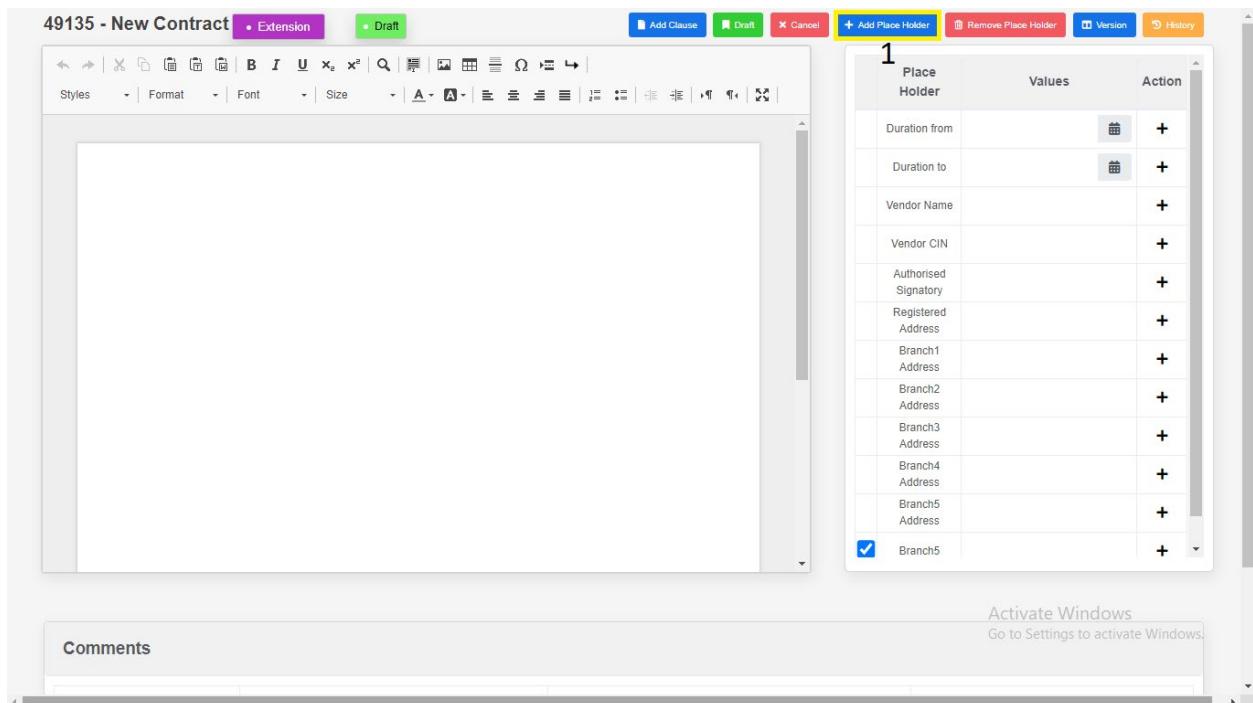
Application will redirect to “Contract Addendum Draft View” page.

- 7) Click on “Edit Content” button to edit the Contract.
- 8) Click on “Draft” to draft the Contract.

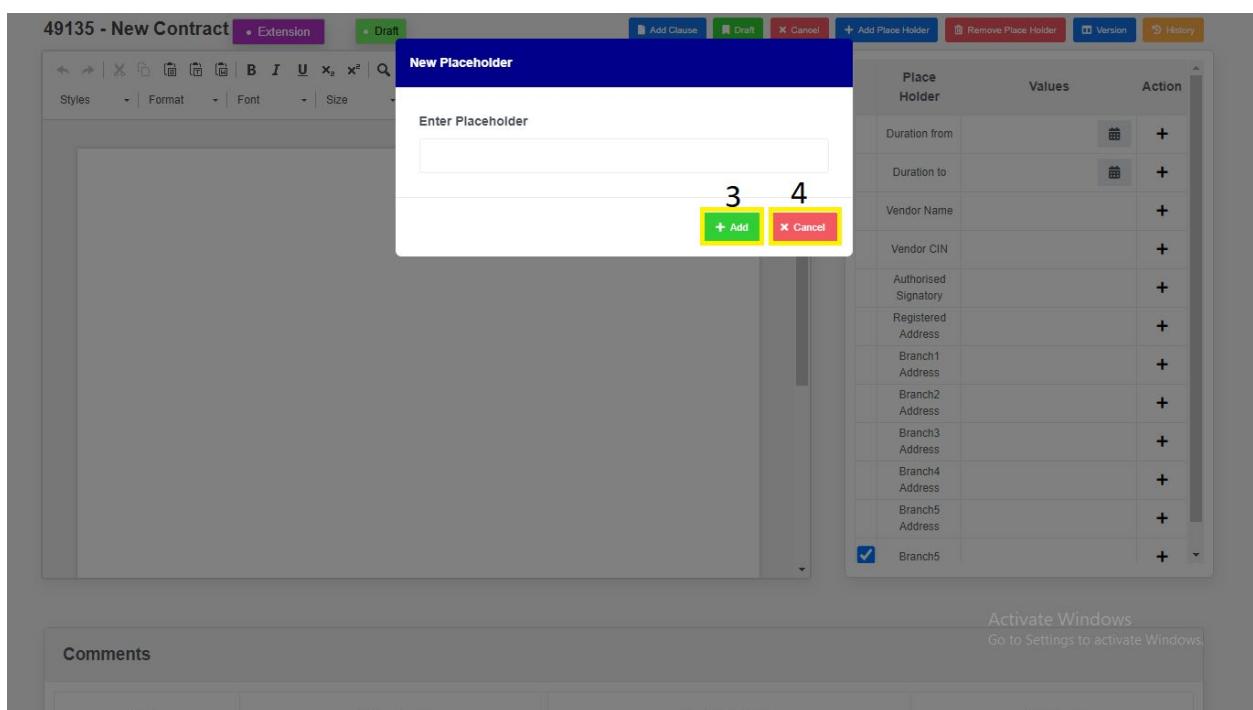
The screenshot shows the 'New Contract' interface with the title '49133 - New Contract'. The top navigation bar includes buttons for 'Add Clause', 'Draft' (which is highlighted with a yellow box), 'Cancel', 'Add Place Holder', 'Remove Place Holder', 'Version', and 'History'. The main content area contains a 'MANUFACTURING AGREEMENT' section with placeholder text about an agreement made at Bengaluru on a specific date. To the right, a table titled 'Place Holder' lists various fields like Duration from, Vendor Name, and Branch addresses, each with a 'Values' column and an 'Action' column containing a '+' sign. Below the table, there is a 'Comments' section and a note about activating Windows.

9) Place Holders

1. Click on “Add Place Holder”.



2. Enter “Place Holder”.
3. Click on “Add”. New variables will be add in place holder table.
4. Click on “Cancel”.

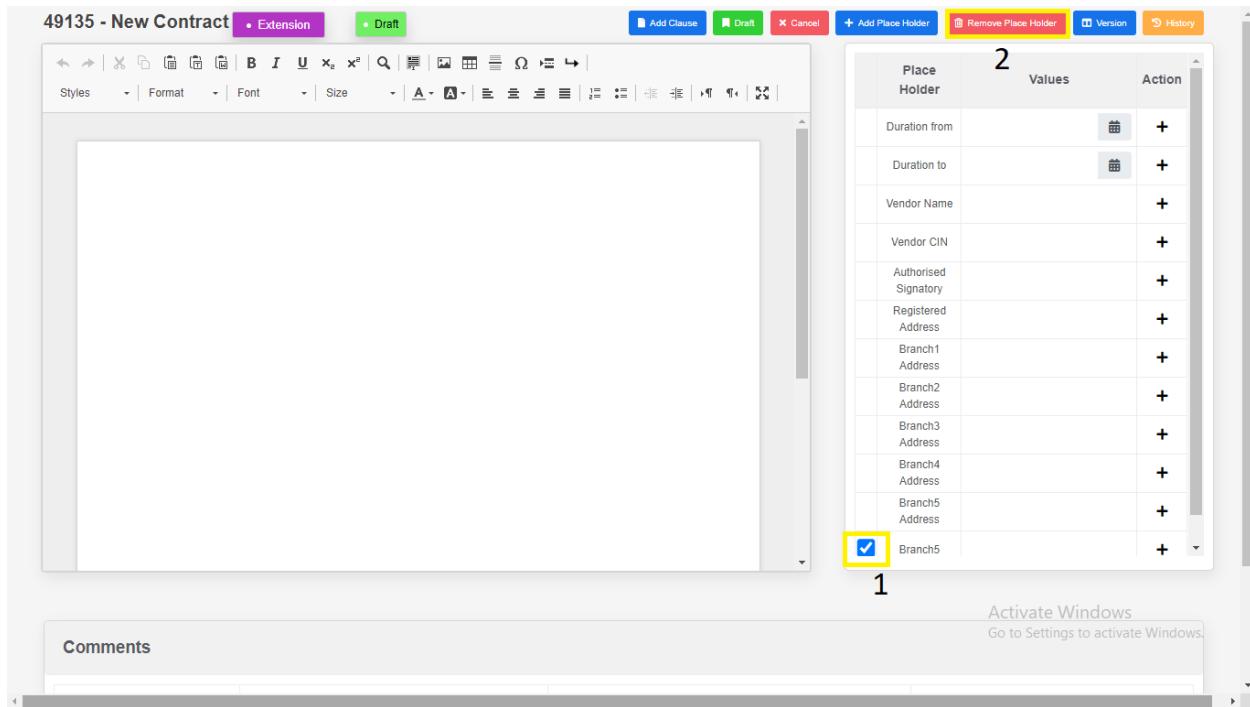


Modal will redirect to “Contract Addendum Draft view” page.

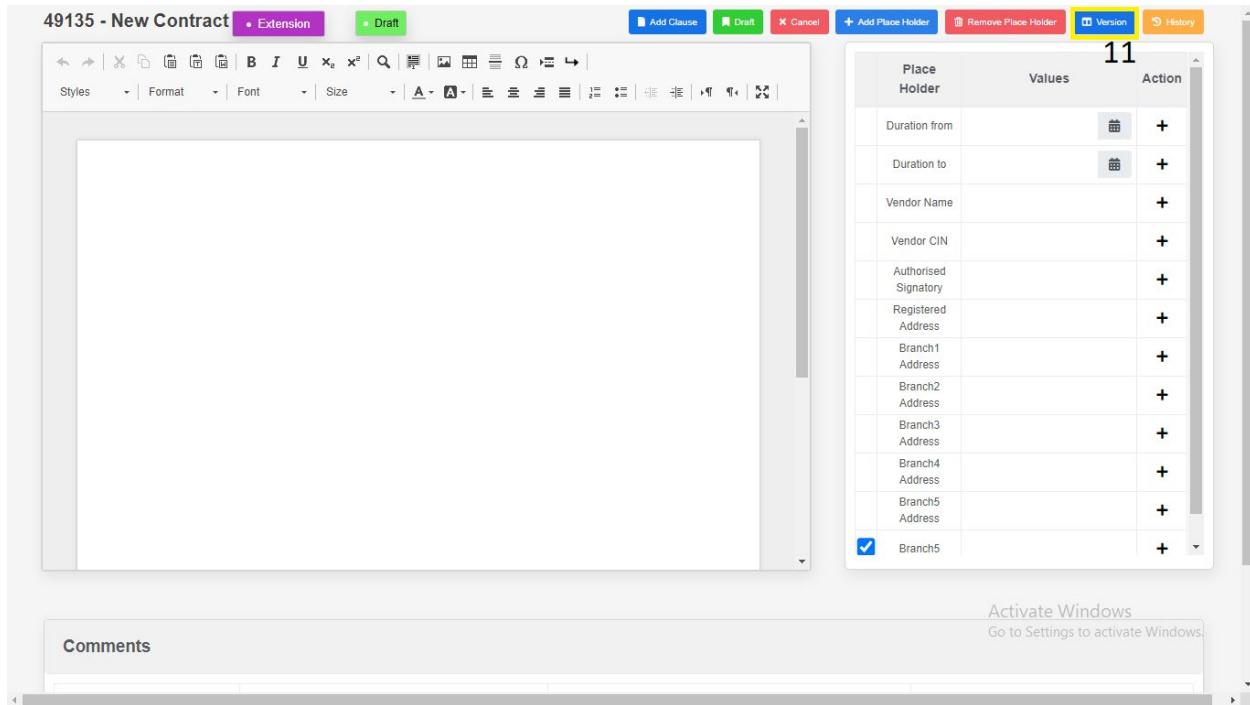
10) Remove Place Holders.

1. Select Checkbox.

2. Click on “Remove Placeholders” variables will be removed.



11) Click on “Version Compare”.



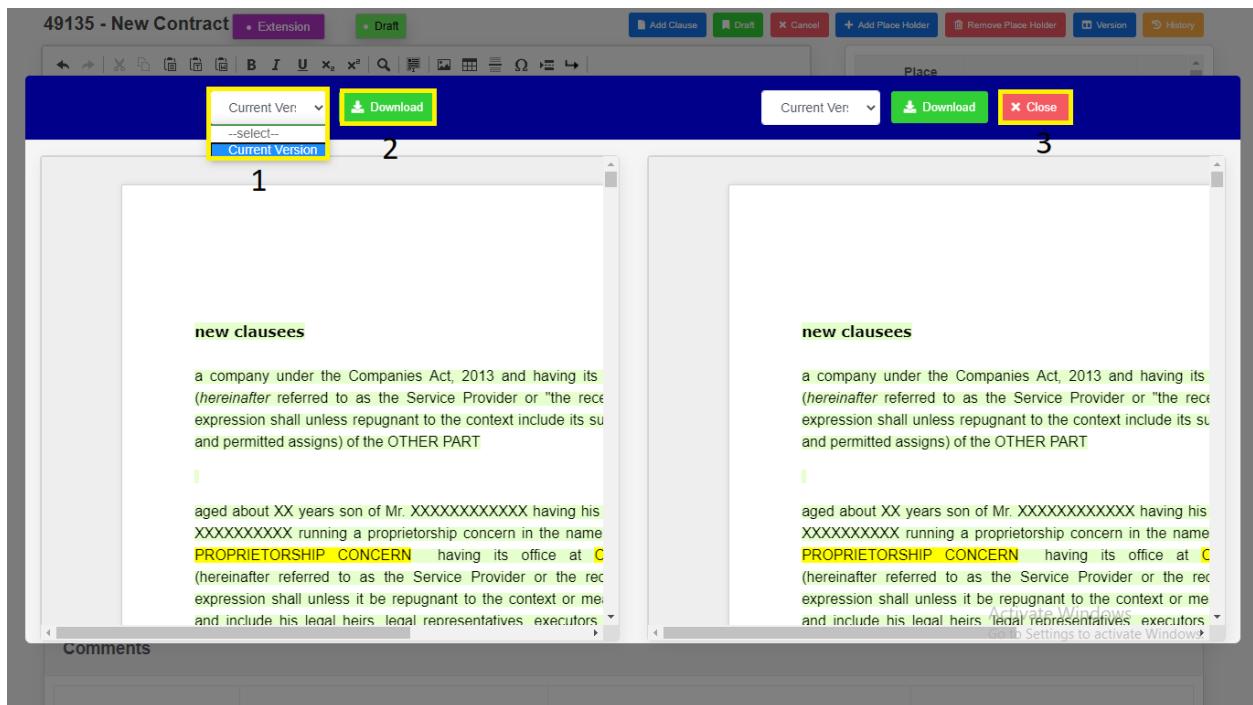
1. Select the “Version”.

2. Click on “Download”.

a) Download as “PDF”.

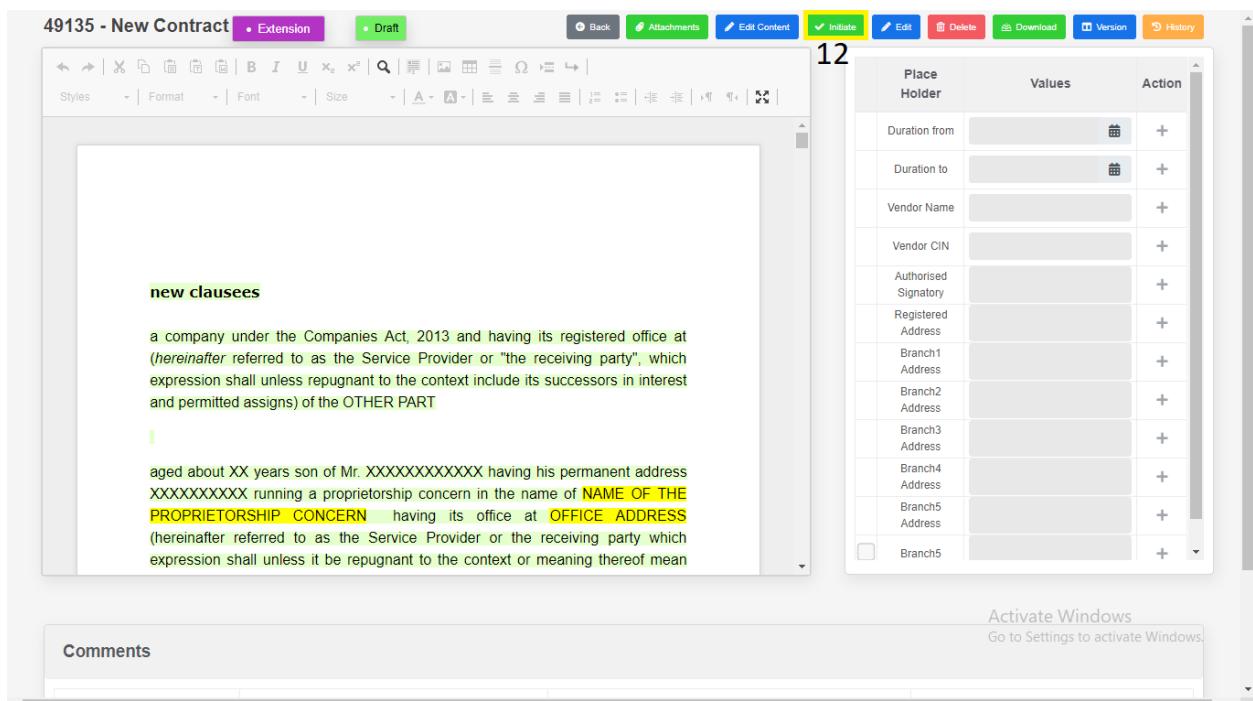
b) Download as “Word Document”.

3. Click on “Close”.



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

- 12) Click on “**Initiate**” button to **initiate** the Modified Contract.
- 13) Enter the Comments.
- 14) Click on “**Yes, Initiate**” button to **initiate** the Modified Contract.



- Application will redirect to same page.*
- 15) Click on “**Download**”.

49135 - New Contract • Extension • Draft

Back Attachments Edit Content Initiate Edit Delete 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 XXXXXXXXXX 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

Place Holder Values Action

- Duration from
- Duration to
- Vendor Name
- Vendor CIN
- Authorised Signatory
- Registered Address
- Branch1 Address
- Branch2 Address
- Branch3 Address
- Branch4 Address
- Branch5 Address
- Branch5

15 Values

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 • Draft

Back Attachments Edit Content Initiate Edit Delete 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

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Place Holder Values Action

- Duration from
- Duration to
- Vendor Name
- Vendor CIN
- Authorised Signatory
- Registered Address
- Branch1 Address
- Branch2 Address
- Branch3 Address
- Branch4 Address
- Branch5 Address
- Branch5

Comments

Activate Windows Go to Settings to activate Windows.

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

- 16) Click on “History”. Changes done in the Contract will be recorded in 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 XXXXXXXXXX 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

Place Holder	Values	Action
Duration from		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch5		+

Comments

Activate Windows
Go to Settings to activate Windows.

Search & Report

- 1) Click on “Search & Report” from Side Menu (Access to Admin Only).

Search & Report

Contract Template Vendor User Clause Cluster & Functions

Basic Advanced

Contract UID	Contract Type
Contract UID	-- select --
Contract Name	
Cluster	-- select --
Function	-- select --
Description	

Search **Clear**

View Contract ID Contract Name Contract Type Cluster Function Status

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Status
49133	New Contract	House aggrement	New Category	Sub	Executed	
49134	New Contract	House aggrement	New Category	Sub	Pending Approval	

Show [10] entries Search:

Activate Windows
Go to Settings to activate Windows.

- 1) Click on “Contract” tab.

The screenshot shows the 'Search & Report' module. On the left, a sidebar lists various master data categories: Dashboard, Template Master, Contract, Addendum, and several under 'Search & Report' (User Master, Vendor Master, Clause Master, Cluster Master, Function Master, Approval Workflow, Configuration). The main area is titled 'Search & Report' and has a breadcrumb path: Home > Search. A top navigation bar has tabs for Contract, Template, Vendor, User, Clause, and Cluster & Functions, with 'Contract' currently selected. Below this is a search form with a count of '1' result found. The search criteria include:

- Contract UID:** An input field labeled 'Contract UID'.
- Contract Type:** A dropdown menu labeled 'select'.
- Contract Name:** An input field labeled 'Name'.
- Cluster:** A dropdown menu labeled 'select'.
- Function:** A dropdown menu labeled 'select'.
- Description:** A text area for entering a description.

At the bottom of the search form are buttons for 'CSV' (blue) and 'PDF' (red), a 'Search' button with a magnifying glass icon, and a 'Clear' button with a trash can icon. Below the search form are buttons for 'Show 10 entries' and a search bar labeled 'Search'.

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**”.

The screenshot shows the 'Search & Report' page. On the left, there's a sidebar with links like Dashboard, Template Master, Contract, Addendum, and Configuration. The main area has tabs for Contract, Template, Vendor, User, Clause, and Cluster & Functions. Below these are 'Basic' and 'Advanced' search tabs. The 'Basic' tab is selected. It contains fields for Contract UID, Contract Name, Cluster, Function, and Description. To the right of these fields are dropdowns for Contract Type, Cluster, and Function. At the bottom of the search area are buttons for 'Search' (highlighted with a yellow box) and 'Clear'. Below the search area is a table with columns: View, Contract ID, Contract Name, Contract Type, Cluster, Function, Status, and Action. Two rows are visible: one for '49133' and another for '49134'. A status bar at the bottom right says 'Activate Windows Go to Settings to activate Windows.' and shows 'Status: Enabled'.

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”.

Search & Report

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

Basic **Advanced** **9**

Contract UID	Contract Name	Contract Type	
Contract UID	Name	-- select --	
Cluster	Function		
-- select --	-- select --		
Vendor Name			
-- select --			
Execution Date	From	To	
Termination Date	From	To	
Description			
13	15	11	16
CSV	PDF	Search	Clear
Activate Windows Go to Settings to activate Windows.			
Show (10) entries			
Search: <input type="text"/>			

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

2) Click on “**Template**” tab.

Search & Report

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

2

Template Name			
Template Name			
Template Type	-- select --		
Search Clear			
CSV	PDF	Show (10) entries	
Search: <input type="text"/>			
View	Template ID	Template Name	Template Type
	21033	NewTemplate	House aggrement
	22037	New template Testing	asdf
	23040	New Template	House aggrement
Showing 1 to 3 of 3 entries			
Previous 1 Next			

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”.

Search & Report

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

Template Name
Template Type
-- select --

1

3 8

5 7

Show [10] entries

View	Template ID	Template Name	Template Type	Status
Eye icon	21033	NewTemplate	House aggrement	Pending Approvals
Eye icon	22037	New template Testing	asdf	Pending Approvals
Eye icon	23040	New Template	House agreement	Active Windows Go to Set Activate Windows. Executed

Showing 1 to 3 of 3 entries

Previous 1 Next

Application will redirect to “Search & Report” page.

3) Click on “Vendor” tab.

Search & Report

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

Vendor Name
Type of Entity
-- select --

Corporate Identification Number(CIN)
Corporate Identification Number(CIN)

3

Basic Advanced

3

Basic Advanced

Show [10] entries

View	Vendor Name	Type of Entity	CIN	Authorised Signatory
Eye icon	AIbots Technologies	IT	UI2345678	aibot
Eye icon	Aibots Tech	ITI	14310852ofus	Aibots
Eye icon	asdfghj	ITI		c
Eye icon	dfvdsdf	dvdgsdf		sdfsdffmmmmmm

Showing 1 to 4 of 4 entries

1. Click on “Basic” Vendor.
2. Enter Basic Vendor Details.
 - a) Enter “Vendor Name”.
 - b) Select “Type of entity”.
 - c) Enter “Corporate Identification Number(CIN)”
3. Click on “Search”.
4. Search the Vendor details and displays in the Vendor table.

5. Click on “CSV”.
6. CSV downloads the Vendor details in Excel format.
7. Click on “PDF” downloads the Vendor details in PDF format.
8. Click on “Clear”.

The screenshot shows the 'Search & Report' module. On the left is a sidebar with links to Dashboard, Template Master, Contract, Addendum, and several master lists like User Master, Vendor Master, Clause Master, Cluster Master, Function Master, Approval Workflow, and Configuration. The main area is titled 'Search & Report' and shows a search form. The search form has tabs for 'Basic' (selected) and 'Advanced'. It includes fields for 'Vendor Name', 'Type of Entity' (with a dropdown menu), 'Corporate Identification Number(CIN)', and 'Authorised Signatory'. Below the search form is a table with columns: View, Vendor Name, Type of Entity, CIN, and Authorised Signatory. The table contains four rows of vendor data. At the bottom of the search form are buttons for 'CSV' (highlighted in yellow), 'PDF', 'Search' (highlighted in yellow), and 'Clear'.

View	Vendor Name	Type of Entity	CIN	Authorised Signatory
	AiBots Technologies	IT	UI2345678	aibot
	Aibots Tech	ITI	14310852ofus	Activate Windows Go to Settings to activate Windows.
	asdfghj	ITI		c
	dfvdsdf	dvdgsdf		sdfsdf!!!!!!

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”.

Search & Report

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

Basic **Advanced**

Vendor Name **Type of Entity**

Corporate Identification Number(CIN)

Authorized Signature **Address**

13 **15** **9** **11** **16**

CSV **PDF** **Search** **Clear**

View	Vendor Name	Type of Entity	CIN	Authorised Signatory
	AiBots Technologies	IT	UI2345678	albot
	Albots Tech	ITI	14310852ofus	Albots

Application will redirect to “Search & Report” page.

4) Click on “User” tab.

Search & Report

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

Basic **Advanced**

Employee ID **Role**

Employee Name **Status**

Email Address

4 **Search** **Clear**

CSV **PDF**

View	Employee ID	Name	Email address	Cluster	Function	Role	Status
	1	admin	vanitha.c@albotstech.com	New Category	Sub	Admin	Active
	121	Approver one	abc@albotstech.com	New Category	Sub	Approver	Active

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”.

View	Employee ID	Name	Email address	Cluster	Function	Role	Status
	1	admin	vanitha.c@aibotstech.com	New Category	Sub		Active
	121	Approver one	abc@aibotstech.com	New Category	Sub		Active

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”.

Search & Report

View	Employee ID	Name	Email address	Cluster	Function	Role	Status
	1	admin	vanitha.c@aibots.tech.com	New Category	Sub		Activate Windows Go to Settings to activate Windows. Active
	121	Approver one	abc@aibots.tech.com	New Category	Sub		Approver Active

Application will redirect to “Search & Report” page.

5) Click on “Clause” tab.

Search & Report

View	Clause Title	Last Modified
	New Clauses	31-05-2020 2.31.18 PM
	Sample Clause	25-05-2020 8.35.38 PM
	new clausees	30-05-2020 10.29.22 AM
	House Aggregation	09-06-2020 10.40.41 AM

1. Click on “Clause”.
2. Enter Clause Details.
 - a) Enter “Clause Title”.
 - 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”.

Search & Report

Clause

Clause Title

Clause Description

CSV PDF

Search Clear

View	Clause Title	Last Modified
1	New Clauses	31-05-2020 2.31.18 PM
2	Sample Clause	25-05-2020 8.35.38 PM
3	new clausees	30-05-2020 10.29.22 AM
4	House Agreement	09-06-2020 10.40.41 AM

Showing 1 to 4 of 4 entries

Activate Windows
Go to Settings to activate Windows.

Previous 1 Next

Application will redirect to “Search & Report” page.

6) Click on “Cluster & Function” tab.

Search & Report

Cluster & Functions

Cluster Function Filter --select--

CSV PDF

Search

View	Cluster	Function
1	Biscuits and Cakes	Sub
2	Biscuits and Cakes	function
3	Chocolates	Drak Chocolate
4	Drak Chocolates	Amul products

Showing 1 to 4 of 4 entries

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

Search & Report

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

3 **1**

Cluster Function Filter

– Select –
Biscuits and Cakes
Chocolates
Drak Chocolates
Drak Fantasy

2 **4**

CSV PDF

Show (10) entries Search:

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

Showing 1 to 4 of 4 entries Previous **1** Next

4. Select “Function”.

Search & Report

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

4 **2**

Cluster Function Filter

– Select –
Sub
function
Drak Chocolate
Amul products

3 **1**

CSV PDF

Show (10) entries Search:

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

Showing 1 to 4 of 4 entries Previous **1** Next

5. Click on “Search”.

6. Search the Cluster and Function details and displays in the Cluster and Function table.
7. Click on “CSV”.
8. CSV downloads the Cluster and Function details in Excel format.
9. Click on “PDF” downloads the Cluster and Function details in PDF format.
10. Click on “Clear”.

Search & Report

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

Showing 1 to 4 of 4 entries

Application will redirect to “Search & Report” page.

User Master:

1. User Creation:

- 1) Click on “User Master” from Side Menu (Access to Admin Only).
- 2) Click on “Create New User” button.

Users

View	Employee ID	Name	Email address	Cluster	Function	Role
	333	Reviewer Two	Reviewer@gmail.com	Chocolate	Dark Chocolate	
	23	Finance Three	FinanceThree@gmail.com	Chocolates	Drack Chocolate	
	151	Approver four	Approverfour@gmail.com	New clustersssssss	New Functionssss	
	131	Approver three	Approverthree@gmail.com	Biscuits and Cakes	Sub	
	15	Legal Five	LegalFive@gmail.com	Chocolates	Drack Chocolate	
	14	Legal four	Legal4@gmail.com	Biscuits and Cakes	Sub	
	13	Legal three	Legalthree@gmail.com	Biscuits and Cakes	Sub	
	New					

Application will redirect to “New User” page

- 3) Enter the User Details,
 1. Enter “Employee ID” (*Numbers only*).
 2. Enter “Employee Full Name” (*Characters only*).
 3. Enter “Employee Email Address” (*Characters Numbers and Email Validation Only*).

4. Enter “**Designation**” (*Characters Only*).
5. Select **Cluster**.
6. Select **Function**.
7. Select **Status**
8. Search:
 - 1) Reporting Manager **ID** (*Numbers Only*).
 - 2) Reporting Manager **Name** (*Characters Only*).
 - 3) Reporting Manager **Email** (*Characters Numbers and Email validation only*).

The screenshot shows the 'New User' creation interface. On the left is a sidebar with various master lists: Dashboard, Template Master, Contract, Addendum, Search & Report, User Master (selected), Vendor Master, Clause Master, Cluster Master, Function Master, Approval Workflow, and Configuration. The main area is titled 'Users' and shows a 'New User' form. Fields include 'Employee ID', 'Full Name', 'Email Address', 'Designation', 'Cluster', 'Function', 'Status' (Active), 'Reporting Manager ID', 'Reporting Manager Name', 'Reporting Manager Email', and a 'Role' section with options for Initiator, Approver, Legal, Finance, Admin, and Reviewer. A 'Search User' button is highlighted with a yellow box. At the bottom right, there's an 'Activate Windows' message with 'Create' and 'Clear' buttons.

9. Select **Role**:
 - a) Initiator.
 - b) Approver.
 - c) Legal.
 - d) Finance.
 - e) Admin.
 - f) Reviewer.

4) Click on “Create” button.

Application will redirect to “User Repository” page.

5) Click on “Clear” button.

Clears all User Input Fields.

Application will redirect to “User Create” page.

6) Click on “Discard” button.

1. Yes Discard.

Application will redirect to “User Repository” page.

2. Cancel.

Application will redirect to “User Creation” page.

The screenshot shows the "New User" form under the "Users" section. The "User Master" menu item is highlighted with a yellow box. The "Create" button is also highlighted with a yellow box. A watermark "Activate Windows 5" is visible in the background.

Employee ID *	Full Name *	Email Address *	Designation *	Cluster *	Function *	Status *
Enter Employee ID	Enter Full Name	Enter Email Address	Enter Designation	~Select~	~Select~	Active
Reporting Manager ID *	Reporting Manager Name *	Reporting Manager Email *				
<input type="button" value="Search User"/>						
Role *	Initiator	Approver	Legal	Finance	Admin	Reviewer
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: **Create** (highlighted), **Clear**

2. Modify Existing User Master:

- 1) Click on “User Master” in side menu.
- 2) Click on View icon to navigate to the details page.

The screenshot shows the "Repository" page under the "Users" section. The "User Master" menu item is highlighted with a yellow box. The "Create New User" button is highlighted with a yellow box. A watermark "Activate Windows" is visible in the background.

View	Employee ID	Name	Email address	Cluster	Function	Role	Status
	234234	asdddddd	asd@gmail.com	Biscuits and Cakes	Sub		Inactive
	23323	asdssdd	asfa@gmail.com	Biscuits and Cakes	Sub		Active
	11111111	asdaaa	asd@gmail.com	Chocolates	Drack Chocolate		Active
	333	Reviewer Two	Reviewer@gmail.com	Biscuits and Cakes	Sub		Inactive
	23	Finance Three	FinanceThree@gmail.com	Chocolates	Drack Chocolate		Active
	151	Approver four	Approverfour@gmail.com	New clustersssssss	New Functionssss		Active
	131	Approver three	Approverthree@gmail.com	Biscuits and Cakes	Sub		Active
	15	Legal Five	LegalFive@gmail.com	Chocolates	Drack Chocolate		Active

Buttons: **Create New User** (highlighted), **Approver**

Application will redirect to “User Details” page.

- 3) Click on “Edit” button to modify the User Master.
- 4) Edit the details.

5) Click on “Save” button to update the User Master.

The screenshot shows the 'User Details' page in edit mode. Key elements include:

- User Details** header with a number **4**.
- Employee ID ***: 23323.
- Full Name ***: asdsdd.
- Email Address ***: asfa@gmail.com.
- Designation**: asfsd.
- Cluster ***: Biscuits and Cakess.
- Function ***: Sub.
- Status ***: Active.
- Reporting Manager ID ***: 1.
- Reporting Manager Name ***: admin.
- Reporting Manager Email ***: vanitha.c@albotstech.com.
- Role ***: Initiator (selected), Approver, Legal, Finance, Admin, Reviewer.
- Buttons**: Back, Edit (highlighted in yellow), Delete, History, Save (highlighted in yellow), Discard.

Application will redirect to “User Master Repository” page.

3. User Master Deletion:

- 1) Click on “User Master” in side menu.
- 2) Click on View icon to navigate to the details page.

The screenshot shows the 'User Repository' page with a list of users:

View	Employee ID	Name	Email address	Cluster	Function	Role	Status
	234234	asdddddd	asd@gmail.com	Biscuits and Cakess	Sub		Inactive
	23323	asdsdd	asfa@gmail.com	Biscuits and Cakess	Sub		Active
	11111111	asdaaa	asd@gmail.com	Chocolates	Drack Chocolate		Active
	333	Reviewer Two	Reviewer@gmail.com	Biscuits and Cakess	Sub		Inactive
	23	Finance Three	FinanceThree@gmail.com	Chocolates	Drack Chocolate		Active
	151	Approver four	Approverfour@gmail.com	New clustersssssss	New Functionsssss		Active
	131	Approver three	Approverthree@gmail.com	Biscuits and Cakess	Sub		Active
	15	Legal Five	LegalFive@gmail.com	Chocolates	Drack Chocolate		Active

Buttons: Create New User, Search, Activate Windows, Go to Settings to activate Windows.

Application will redirect to “User Details” page.

- 3) Click on “Delete” button to delete the User Master.

User Details

Employee ID * 23323 Full Name * asdsdd

Email Address * asfa@gmai.com

Designation * asfsd

Cluster * Biscuits and Cakesss Function * Sub Status * Active

Reporting Manager ID * 1 Reporting Manager Name * admin Reporting Manager Email * vanitha.c@alibotstech.com

Role * Initiator Approver Legal Finance Admin Reviewer

Activate Windows Go to Settings to activate Windows

Save **Discard**

Application will redirect to “User Master Repository” page.

Vendor Master

1. Vendor Master Creation:

- 1) Click on “Vendor Master” in side menu.
- 2) Click on “Create New Vendor” button to create new Vendor Master.

Vendor

Repository

View	Vendor Name	Type of Entity	CIN	Authorised Signatory
sdasd	sd	sdasd	sd	
asd	asd	asd	asd	
New Vendors	dvdgsdfdsf	vdw2sdf	asdasPoo	
dfvdsdfd	dvdgsdf		sdfsdf	
asdfghj	ITI		c	
Albots Tech	ITI	14310852ofus	Albots	
AiBots Technologies	IT	UI2345678	aibot	

Show 10 entries Search

Showing 1 to 7 of 7 entries Previous 1 Next

Activate Windows Go to Settings to activate Windows

Application will redirect to “New Vendor” page

- 3) Enter the **Vendor** Details,

1. Select Type Of Entity as “Company”.

- a) Enter “**Name of the Company**”.
 - b) Enter “**Corporate Identification Number (CIN)**”.
 - c) Enter “**Authorized Signatory**”.
 - d) Enter “**Registered Address**”.
 - e) Enter “**Corporate Address**”.
 - f) Click on “**Add Branch Address**”.
 1. **Branch 1 Address.**
 - 1.1 Click on “**Add**”: New Branch address can be added.
 - 1.2 Click on “**Remove**”: Particular Branch address will be removed.
 2. **Branch 2 Address.**
 - 2.1 Click on “**Add**”: New Branch address can be added.
 - 2.2 Click on “**Remove**”: Particular Branch address will be removed.
 3. **Branch 3 Address.**
 - 3.1 Click on “**Add**”: New Branch address can be added.
 - 3.2 Click on “**Remove**”: Particular Branch address will be removed.
 4. **Branch 4 Address.**
 - 4.1 Click on “**Add**”: New Branch address can be added.
 - 4.2 Click on “**Remove**”: Particular Branch address will be removed.
 5. **Branch 5 Address.**
 - 5.1 Click on “**Remove**”: Particular Branch address will be removed.
2. Select Type Of Entity as “**Partnership Firm**”.

New Vendor

Type of Entity * 2

Partnership Firm

Name of the Partnership Firm *

Enter Name

Authorised Signatory *

Enter Authorised Signatory Name

Registered Address *

Enter Registered Address

+ Add Branch Address

First Partner Details

Name *

Enter Name

Age *

Enter Age

+ Add Partner

Activate Windows
Go to Settings to activate Windows.

- 1) Enter “**Name of the Partnership Firm**”.
- 2) Enter “**Authorized Signatory**”.
- 3) Enter “**Registered Address**”.
- 4) Click on “**Add Branch Address**”.
 1. **Branch 1 Address.**
 - 1.1 Click on “**Add**”: New Branch address can be added.
 - 1.2 Click on “**Remove**”: Particular Branch address will be removed.
 2. **Branch 2 Address.**
 - 2.1 Click on “**Add**”: New Branch address can be added.
 - 2.2 Click on “**Remove**”: Particular Branch address will be removed.
 3. **Branch 3 Address.**
 - 3.1 Click on “**Add**”: New Branch address can be added.
 - 3.2 Click on “**Remove**”: Particular Branch address will be removed.
 4. **Branch 4 Address.**
 - 4.1 Click on “**Add**”: New Branch address can be added.
 - 4.2 Click on “**Remove**”: Particular Branch address will be removed.
 5. **Branch 5 Address.**
 - 5.1 Click on “**Remove**”: Particular Branch address will be removed.

- 5) Enter “**First Partner Details**”.
1. Enter “Name”.
 2. Enter “Age”.
 3. Enter “Father’s/Husband’s Name”.
 4. Enter “Address”.
 5. Click “**Add Partner**”. Second Partner Details can be added.

The screenshot shows the 'Vendor Master' application interface. On the left, there is a sidebar with various menu items: Dashboard, Template Master, Contract, Addendum, Search & Report, User Master, Vendor Master (which is selected and highlighted in blue), Clause Master, Cluster Master, Function Master, Approval Workflow, and Configuration. The main content area is titled 'First Partner Details'. It includes fields for 'Authorised Signatory' (with a placeholder 'Enter Authorised Signatory Name'), 'Registered Address' (with a placeholder 'Enter Registered Address'), and 'First Partner Details' (highlighted by a yellow box). Within the 'First Partner Details' box, there are fields for 'Name' (placeholder 'Enter Name'), 'Age' (placeholder 'Enter Age'), 'Father's / Husband's Name' (placeholder 'Enter Father's / Husband's Name'), and 'Address' (placeholder 'Enter Address'). At the bottom right of the main form, there are two buttons: a green 'Create' button and a red 'Clear' button. A watermark 'Activate Windows' and 'Go to Settings to activate Windows.' is visible in the background.

- 6) Enter “**Second Partner Details**”.
1. Enter “Name”.
 2. Enter “Age”.
 3. Enter “Father’s/Husband’s Name”.
 4. Enter “Address”.
 5. Click “**Add Partner**” Third Partner Details can be added.
 6. Click “**Remove**” Particular Partner Details will be removed.

The screenshot shows a software application interface for managing vendor details. On the left, a sidebar lists various master modules: Dashboard, Template Master, Contract, Addendum, Search & Report, User Master, Vendor Master (which is currently selected), Clause Master, Cluster Master, Function Master, Approval Workflow, and Configuration. The main content area is divided into two sections: 'First Partner Details' and 'Second Partner Details'. Each section contains fields for Name, Father's/Husband's Name, and Address. There are also 'Name *' and 'Age *' fields with input boxes. At the top right of each section is a blue button labeled '+ Add Partner' and a red button labeled '- Remove Partner'. Below the sections, there is a numeric counter '5' followed by a yellow box containing '+ Add Partner' and a red box containing '- Remove Partner', and the number '6'. At the bottom right of the main area, there is a message 'Activate Windows Go to Software Configuration Windows.' with a green 'Create' button and a red 'Clear' button.

- 7) Enter “**Third Partner Details**”.
 1. Enter “Name”.
 2. Enter “Age”.
 3. Enter “Father’s/Husband’s Name”.
 4. Enter “Address”.
 5. Click “**Add Partner**” Fourth Partner Details can be added.
 6. Click “**Remove**” Particular Partner Details will be removed.
- 8) Enter “**Fourth Partner Details**”.
 1. Enter “Name”.
 2. Enter “Age”.
 3. Enter “Father’s/Husband’s Name”.
 4. Enter “Address”.
 5. Click “**Add Partner**” Fifth Partner Details can be added.
 6. Click “**Remove**” Particular Partner Details will be removed.
- 9) Enter “**Fifth Partner Details**”.
 1. Enter “Name”.
 2. Enter “Age”.
 3. Enter “Father’s/Husband’s Name”.
 4. Enter “Address”.
 5. Click “**Add Partner**” Sixth Partner Details can be added.
 6. Click “**Remove**” Particular Partner Details will be removed.
- 10) Enter “**Sixth Partner Details**”.
 1. Enter “Name”.
 2. Enter “Age”.

3. Enter “Father’s/Husband’s Name”.
4. Enter “Address”.
5. Click “**Add Partner**” Seventh Partner Details can be added.
6. Click “**Remove**” Particular Partner Details will be removed.

11) Enter “**Seventh Partner Details**”.

1. Enter “Name”.
2. Enter “Age”.
3. Enter “Father’s/Husband’s Name”.
4. Enter “Address”.
5. Click “**Add Partner**” Eighth Partner Details can be added.
6. Click “**Remove**” Particular Partner Details will be removed.

12) Enter “**Eighth Partner Details**”.

1. Enter “Name”.
2. Enter “Age”.
3. Enter “Father’s/Husband’s Name”.
4. Enter “Address”.
5. Click “**Add Partner**” Ninth Partner Details can be added.
6. Click “**Remove**” Particular Partner Details will be removed.

13) Enter “**Ninth Partner Details**”.

1. Enter “Name”.
2. Enter “Age”.
3. Enter “Father’s/Husband’s Name”.
4. Enter “Address”.
5. Click “**Add Partner**” Tenth Partner Details can be added.
6. Click “**Remove**” Particular Partner Details will be removed.

14) Enter “**Tenth Partner Details**”.

1. Enter “Name”.
2. Enter “Age”.
3. Enter “Father’s/Husband’s Name”.
4. Enter “Address”.
5. Click “**Remove**” Particular Partner Details will be removed.

4. Select “Type Of Entity as “**Sole Partnership**”.

The screenshot shows the 'New Vendor' form under the 'Vendor Master' section. The 'Type of Entity' dropdown is highlighted with a yellow box and contains the value 'Sole Proprietorship'. Other fields include 'Name of the Proprietorship Concern', 'PAN number', 'Adhaar Card No.', and 'Address of the Proprietorship Concern'. A blue button '+ Add Branch Address' is visible at the bottom left. A yellow box highlights the 'Type of Entity' dropdown.

- 1) Enter “Name of the Proprietorship Concern”.
- 2) Enter “Name of the Proprietorship”.
- 3) Enter “PAN Number”.
- 4) Enter “Adhaar Number”.
- 5) Enter “Address of the Proprietorship Concern”.
- 6) Click on “Add Branch Address”.

1. Branch 1 Address.

- 1.1 Click on “Add”: New Branch address can be added.
- 1.2 Click on “Remove”: Particular Branch address will be removed.

2. Branch 2 Address.

- 2.1 Click on “Add”: New Branch address can be added.
- 2.2 Click on “Remove”: Particular Branch address will be removed.

3. Branch 3 Address.

- 3.1 Click on “Add”: New Branch address can be added.
- 3.2 Click on “Remove”: Particular Branch address will be removed.

4. Branch 4 Address.

- 4.1 Click on “Add”: New Branch address can be added.

4.2 Click on “**Remove**”: Particular Branch address will be removed.

5. Branch 5 Address.

5.1 Click on “**Remove**”: Particular Branch address will be removed.

4. Select “**Limited Liability Partnership Firm**”.

The screenshot shows the 'New Vendor' form in the 'Vendor Master' section. The 'Type of Entity' dropdown is highlighted with a yellow box and contains the value 'Limited Liability Partnership Firm'. The 'Name of the Limited Liability Partnership' field is empty. The 'LLP IN' field is empty. The 'Address' field is empty. A blue button '+ Add Branch Address' is visible at the bottom left. On the far right, there are 'Create' and 'Clear' buttons, and a note about activating Windows.

- 1) Enter “Name of the Limited Liability Partnership”.
- 2) Enter “Limited Liability Partnership Identification Number (LLPIN)”.
- 3) Enter “Registered Address of the LLP”.
- 4) Click on “**Add Branch Address**”.

1. Branch 1 Address.

1.1 Click on “**Add**”: New Branch address can be added.

1.2 Click on “**Remove**”: Particular Branch address will be removed.

2. Branch 2 Address.

2.1 Click on “**Add**”: New Branch address can be added.

2.2 Click on “**Remove**”: Particular Branch address will be removed.

3. Branch 3 Address.

3.1 Click on “**Add**”: New Branch address can be added.

3.2 Click on “**Remove**”: Particular Branch address will be removed.

4. Branch 4 Address.

4.1 Click on “**Add**”: New Branch address can be added.

4.2 Click on “**Remove**”: Particular Branch address will be removed.

5. Branch 5 Address.

5.1 Click on “**Remove**”: Particular Branch address will be removed.

6. Select “**Others**”.

The screenshot shows the 'Vendor Master' section of a software application. On the left, there's a sidebar with various menu items like Dashboard, Template Master, Contract, Addendum, Search & Report, User Master, and Vendor Master (which is currently selected and highlighted in blue). The main area is titled 'New Vendor'. It has fields for 'Type of Entity' (set to 'Others'), 'Name' (empty), and 'Address' (empty). There's a blue button labeled '+ Add Branch Address'. At the bottom right, there are 'Create' and 'Clear' buttons, and a message: 'Activate Windows Go to Settings to activate Windows.'

1. Enter “Name”.

2. Enter “Address”.

3. Click on “**Add Branch Address**”.

1. Branch 1 Address.

1.1 Click on “**Add**”: New Branch address can be added.

1.2 Click on “**Remove**”: Particular Branch address will be removed.

2. Branch 2 Address.

2.1 Click on “**Add**”: New Branch address can be added.

2.2 Click on “**Remove**”: Particular Branch address will be removed.

3. Branch 3 Address.

3.1 Click on “**Add**”: New Branch address can be added.

3.2 Click on “**Remove**”: Particular Branch address will be removed.

4. Branch 4 Address.

4.1 Click on “**Add**”: New Branch address can be added.

4.2 Click on “**Remove**”: Particular Branch address will be removed.

5. Branch 5 Address.

5.1 Click on “**Remove**”: Particular Branch address will be removed.

7. Click on “**Create**” button.

Application will redirect to “Vendor Repository” page.

8. Click on “Clear” button.

Application will redirect to “Vendor Create” page

The screenshot shows the 'New Vendor' form within the 'Vendor Master' section of the application. The left sidebar has a dark blue header with white text and icons. Under 'Vendor Master', there is a green button labeled 'Vendor Master'. Other menu items include 'Dashboard', 'Template Master', 'Contract', 'Addendum', 'Search & Report', 'User Master', 'Clause Master', 'Cluster Master', 'Function Master', 'Approval Workflow', and 'Configuration'. The main area has a light gray background. At the top, it says 'Vendor' and 'New'. Below that is a title 'New Vendor' with a red 'Discard' button. The form fields are: 'Type of Entity *' (dropdown menu showing 'Others'), 'Name *' (text input field with placeholder 'Enter Name'), 'Address *' (text input field with placeholder 'Enter Address'), and a blue 'Add Branch Address' button. At the bottom right, there are two buttons: a green 'Create' button with the number '7' above it and a red 'Clear' button with the number '8' above it. A watermark at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

2. Modify Existing Vendor Master:

- 1) Click on “**Vendor Master**” in side menu.
- 2) Click on View icon to navigate to the **details** page.

*Application will redirect to “**Vendor Details**” page.*

- 3) Click on “**Edit**” button to **modify** the Vendor Master.
 - 4) **Edit** the details.
 - 5) Click on “**Save**” button to **update** the Vendor Master.

Dashboard
Template Master
Contract
Addendum
Search & Report
User Master

Vendor Master

Type of Entity *

▼

Name of the Company *

3

Corporate Identification Number (CIN) *

Authorised Signatory *

Registered Address *

Corporate Address *

Branch 1 Address

+ Add
Remove

5
Activate Windows

Save
Discard

Application will redirect to “Vendor Master Repository” page.

3. Approval Workflow Deletion:

- 1) Click on “**Vendor Master**” in side menu.
 - 2) Click on **View** icon to navigate to the **details** page.

3) Click on “Delete” button to **delete** the Vendor Master.

Vendor Details
[Back](#)
[Edit](#)
[Delete](#)
[History](#)

3

Type of Entity *	Name of the Company *
<input type="text" value="Company"/>	<input type="text" value="Albots tech"/>
Corporate Identification Number (CIN) *	Authorised Signatory *
<input type="text" value="UI234H"/>	<input type="text" value="albots"/>
Registered Address *	Corporate Address *
<input type="text" value="WhiteField"/>	<input type="text" value="Ramagondanalli"/>
Branch 1 Address	
<input type="text" value="Kundhanalli"/>	
+ Add Remove	
Activate Windows	
Go to Setup to activate windows.	
Save	
Discard	

Application will redirect to “Vendor Master Repository” page.

Clause Master

1. Clause Master Creation:

- 1) Click on “**Clause Master**” in side menu.
 - 2) Click on “**Create New Clause**” button to **create** new Clause Master.

1 Clause Master

2 + Create New Clause

View	Clause Title	Last Modified
	House Agrement	8 Hours ago
	asddd	1 Week ago
	asdf	1 Week ago
	new clausees	1 Week ago
	Sample Clause	2 Weeks ago
	New Clauses	1 Week ago

Showing 1 to 6 of 6 entries

Previous **1** Next

Activate Windows
Go to Settings to activate Windows.

Application will redirect to “New Clause” page.

- 3) Enter **Clause Master** Details,
 - i. Enter “**Clause Tittle**”.
 - ii. Enter “**Clause Description**”.
 - iii. Enter “**Clause Text**”.
- 4) Click on “**Create**” button to save the **Clause Master**.

3 New Clause

Clause Title *

Enter Clause Title

Clause Description

Enter Clause Description

Clause Text *

Activate Windows
Go to Settings to activate Windows.

4 **Create** **Clear**

Application will redirect to “Clause Master Repository” page.

2. Modify Existing Clause Master:

- 1) Click on “**Clause Master**” in side menu.

- Click on **View** icon to navigate to the **details** page.

The screenshot shows the 'Clauses' section of a software application. On the left, a sidebar lists various master modules: Dashboard, Template Master, Contract, Addendum, Search & Report, User Master, Vendor Master (with a count of 1), Clause Master (highlighted with a yellow box, labeled 1), Cluster Master, Function Master, Approval Workflow, and Configuration. The main area is titled 'Library' and displays a table of clauses. The table has columns for 'View', 'Clause Title', and 'Last Modified'. Four entries are listed: 'House Agrement' (modified 8 hours ago), 'new clausees' (modified 1 week ago), 'Sample Clause' (modified 2 weeks ago), and 'New Clauses' (modified 1 week ago). A search bar at the top right allows users to search for clauses. At the bottom right, there are navigation links for 'Previous' and 'Next', and a message to 'Activate Windows'.

Application will redirect to “Clause Details” page.

- Click on “Edit” button to **modify** the Clause Master.
- Edit** the details.
- Click on “Save” button to **update** the Clause Master.

The screenshot shows the 'Clause Details' page for the clause 'House Agrement'. The left sidebar is identical to the previous screenshot. The main area is titled 'Clause Details' and shows the following form fields:

- Clause Title ***: House Agrement
- Clause Description**: Check and review the details
- Clause Text ***: A rich text editor containing the text "HOUSE AGREEMENT" and a placeholder: "This agreement (hereinafter referred to as "Agreement") is made and executed at Bengaluru on this _____ (date) of _____ (month), _____ (year)".

 The top right of the page has buttons for Back, Edit (highlighted with a yellow box, labeled 3), Delete, and History. At the bottom right, there are 'Save' and 'Discard' buttons, and a message to 'Activate Windows'.

Application will redirect to “Clause Master Repository” page.

3. Clause Master Deletion:

- Click on “Clause Master” in side menu.
- Click on **View** icon to navigate to the **details** page.

Library

View	Clause Title	Last Modified
	House Agreement	8 Hours ago
	new clausees	1 Week ago
	Sample Clause	2 Weeks ago
	New Clauses	1 Week ago

Show 10 entries Search:

Showing 1 to 4 of 4 entries Previous **1** Next

Activate Windows Go to Settings to activate Windows.

Application will redirect to “Clause Details” page.

- 3) Click on “Delete” button to delete the Clause Master.

Clauses

Clause Details

Clause Title * House Agreement

Clause Description Check and review the details

Clause Text *

HOUSE AGREEMENT

This agreement (hereinafter referred to as "Agreement") is made and executed at Bengaluru on this _____ (date) of _____ (month), _____ (year)

BY AND BETWEEN:

Activate Windows Go to Settings to activate Windows.

Application will redirect to “Clause Master Repository” page.

Cluster Master:

1. Cluster Creation:

- 1) Click on **Cluster Master** from Side Menu (Access to Admin Only).
- 2) Click on “Create New Cluster” button.

Cluster Modal will be displayed.

1

2

View	Cluster Name	Last Modified
	Biscuits and Cakes	6 Days ago
	Chocolates	2 Weeks ago
	Drak Fantasy	1 Day ago
	Drak Chocolates	4 Hours ago

3) Enter the **Cluster** Details,

i. Cluster (Characters Only).

4) Click on “**Create**” button.

*Application will redirect to “**Cluster Repository**” page.*

5) Click on “**Cancel**”.

Clears all Cluster Input Fields.

4

5

View	Cluster Name	Last Modified
	Biscuits and Cakes	1 Week ago
	Chocolates	2 Weeks ago
	Drak Fantasy	2 Days ago
	Drak Chocolates	1 Day ago

*Application will redirect to “**Cluster Repository**” page.*

2. Modify Existing Cluster Master:

- 1) Click on “**Cluster Master**” in side menu.
- 2) Click on View icon to navigate to the **details** page.

View	Cluster Name	Last Modified
	Biscuits and Cakes	2 Weeks ago
	Chocolates	3 Weeks ago
	Drak Fantasy	2 Weeks ago
	Drak Chocolates	1 Week ago
	asddddddss s ggg hhhh	3 Days ago

Application will redirect to “Cluster Details” Modal.

- 3) Click on “Edit” button to **modify** the Cluster Master.
- 4) **Edit** the details.
- 5) Click on “Save” button to **update** the Cluster Master.

View	Cluster Name	Last Modified
	Biscuits and Cakes	2 Weeks ago
	Chocolates	3 Weeks ago
	Drak Fantasy	2 Weeks ago
	Drak Chocolates	1 Week ago
	asddddddss s ggg hhhh	3 Days ago

Application will redirect to “Cluster Master Repository” page.

2. Cluster Master Deletion:

1. Click on “Cluster Master” in side menu.
2. Click on View icon to navigate to the details page.

Repository

Show 10 entries Search:

View	Cluster Name	Last Modified
	Biscuits and Cakes	2 Weeks ago
	Chocolates	3 Weeks ago
	Drak Fantasy	2 Weeks ago
	Drak Chocolates	1 Week ago
	asddddddsss s ggg hhhh	3 Days ago

Showing 1 to 5 of 5 entries

Activate Windows
Go to Settings to activate Windows.

*Application will redirect to “**Cluster Details**” Modal.*

3) Click on “**Delete**” button to **delete** the Cluster Master.

Cluster Details

Cluster Name

Drak Fantasy

Show 10 entries Search:

View	Cluster Name	Last Modified
	Biscuits and Cakes	just now
	Chocolates	3 Weeks ago
	Drak Fantasy	2 Weeks ago
	Drak Chocolates	1 Week ago
	asddddddsss s ggg hhhh	3 Days ago

Showing 1 to 5 of 5 entries

Activate Windows
Go to Settings to activate Windows.

*Application will redirect to “**Cluster Master Repository**” page.*

Function Master:

2. Function Creation:

- 1) Click on **Function Master** from Side Menu (Access to Admin Only).
- 2) Click on “**Create New Function**” button.

Function Modal will be displayed.

The screenshot shows the 'Function' module's repository page. On the left, a sidebar lists various master modules. The 'Function Master' option is highlighted with a yellow box and labeled '1'. The main content area is titled 'Repository' and shows a table of function details. At the top right of the main area, there is a blue button labeled '+ Create New Function' which is also highlighted with a yellow box and labeled '2'.

3) Enter the **Function** Details,

i. Cluster.

ii. Function (Characters Only).

4) Click on “**Create**” button.

*Application will redirect to “**Function Repository**” page.*

5) Click on “**Cancel**”.

Clears all Function Input Fields.

*Application will redirect to “**Function Repository**” page.*

This screenshot shows a 'Create New Function' modal window overlaid on the Function Repository page. The modal has a dark blue header and a white body. It contains a dropdown menu for 'Cluster Name' with the placeholder '-Select-' and a text input field for 'Enter Function Name'. At the bottom of the modal are two buttons: a green 'Create' button with a yellow box around it and a red 'Cancel' button with a yellow box around it. Both buttons are labeled with numbers: '4' over the 'Create' button and '5' over the 'Cancel' button.

2. Modify Existing Function Master:

1) Click on “**Function Master**” in side menu.

2) Click on **View** icon to navigate to the **details** page.

Function

Repository

View	Cluster	Function	Last Modified
	Biscuits and Cakes	Sub	2 Weeks ago
	Biscuits and Cakes	function	3 Weeks ago
	Chocolates	Drack Chocolate	3 Weeks ago
	Drak Chocolates	Amul products	1 Week ago

Showing 1 to 4 of 4 entries

Previous **1** Next

Activate Windows
Go to Settings to activate Windows.

*Application will redirect to “**Function Details**” Modal.*

- 3) Click on “**Edit**” button to **modify** the Function Master.
- 4) **Edit** the details.
- 5) Click on “**Save**” button to **update** the Function Master.

Function

Repository

View	Cluster	Function	Last Modified
	Biscuits and Cakes	function	3 Weeks ago
	Chocolates	Drack Chocolate	3 Weeks ago
	Drak Chocolates	Amul products	1 Week ago

Showing 1 to 4 of 4 entries

Previous **1** Next

Activate Windows
Go to Settings to activate Windows.

*Application will redirect to “**Function Master Repository**” page.*

3. Function Master Deletion:

1. Click on “**Function Master**” in side menu.
2. Click on **View** icon to navigate to the **details** page.

*Application will redirect to “**Function Details**” Modal.*

3. Click on “Delete” button to **delete** the Cluster Master.

*Application will redirect to “**Function Master Repository**” page.*

Approval Workflow

2. Approval Workflow Creation:

- 4) Click on “**Approval Workflow**” in side menu.
- 5) Click on “**Create New Approvals**” button to **create** new Approval Workflow.

Approvals > Approvals > Library

Repository

View	Cluster	Function	Workflow Type	Last Modified
Drak Chocolates	Amul products	Contract	09-06-2020 10.44.03 AM	
Biscuits and Cakes	Sub	Template	08-06-2020 9.28.02 AM	
Chocolates	Drack Chocolate	Contract	08-06-2020 9.27.17 AM	
New clustersssssss	New Functionssss	Contract	02-06-2020 3.50.37 PM	
Chocolates	Drack Chocolateess	Contract	30-05-2020 2.03.05 AM	
Biscuits and Cakes	Sub	Contract	31-05-2020 2.33.16 PM	

Show 10 entries Search:

Activate Windows
Go to Settings to activate Windows.

Showing 1 to 6 of 6 entries Previous 1 Next

Application will redirect to “New Approvers” page.

- 6) Enter **Approval Workflow** details,
 - i. Select “**Workflow type**”.
 - ii. Select “**Cluster**”.
 - iii. Select “**Function**”.
 - iv. Click on “**Search User**” button to search for the users.
 - v. Select “**Select By**” and Enter the **Information** in Search text box.
 - vi. Click on “**Search**” button to search for the **users**, which matches the entered **information**.
 - vii. Click on “**Select**” button to select the user as an Approver.
- 7) Click on “**Create**” button to save the **Approval Workflow**.

Approvals > Approval Workflow > New

New Workflow 3

Workflow Type *

Cluster * Function *

Approver (s) *

	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)
--	-------------	---------------	------------------------	----------------------	-------------------

Activate Windows
Go to Settings to activate Windows.

4

Application will redirect to “Approval Workflow Repository” page.

3. Modify Existing Approval Workflow:

- 6) Click on “Approval Workflow” in side menu.
- 7) Click on View icon to navigate to the details page.

The screenshot shows the 'Approvals' section of the application. On the left, there is a sidebar with various menu items: Dashboard, Template Master, Contract, Addendum, Search & Report, User Master, Vendor Master, Clause Master, Cluster Master, Function Master, Approval Workflow (which is highlighted with a yellow box and the number 1), and Configuration. The main area is titled 'Repository' and contains a table with columns: View, Cluster, Function, Workflow Type, and Last Modified. There are five entries in the table. The first entry, which is highlighted with a yellow box and the number 2, has a 'View' icon, the cluster 'Biscuits and Cakes', the function 'Sub', the workflow type 'Template', and the last modified date '08-06-2020 9.28.02 AM'. Other entries include 'Chocolates' (Function: Drack Chocolate, Workflow Type: Contract), 'New clusterssssssss' (Function: New Functionsssss, Workflow Type: Contract), 'Chocolates' (Function: Drack Chocolatess, Workflow Type: Contract), and 'Biscuits and Cakes' (Function: Sub, Workflow Type: Contract). At the bottom of the table, it says 'Showing 1 to 5 of 5 entries'. On the right, there are buttons for 'Activate Previous' and 'Next'.

Application will redirect to “Approver Details” page.

- 8) Click on “Edit” button to modify the Approval Workflow.
- 9) Edit the details.
- 10) Click on “Save” button to update the Approval Workflow.

The screenshot shows the 'Approver' section of the application. On the left, there is a sidebar with various menu items: Template Master, Template - Addendum, Contract, Addendum, Search & Report, User Master, Vendor Master, Category Master, Sub Category Master, Department Master, Sub Department Master, Approval Workflow (which is highlighted with a yellow box and the number 1), and Configuration. The main area is titled 'Approver Details' (highlighted with a yellow box and the number 4) and contains a form with fields for 'Workflow Type *' (Contract - Modified), 'Department' (New Dept), 'Sub Department' (Dept), and a table for 'Approver(s) *'. The table has columns: Employee ID, Employee Name, Employee Email Address, Employee Desgination, and Employee Role(s). It lists three approvers: Approver one (Employee ID 121, Email vanitha.c@aiobottech.com, Desgination Developer, Role Approver), Approver two (Employee ID 141, Email vanitha.c@aiobottech.com, Desgination Developer, Role Approver), and Legal (Employee ID 111, Email vanitha.c@aiobottech.com, Desgination developer, Role Legal Approver). At the bottom, there are buttons for 'Back', 'Edit' (highlighted with a yellow box and the number 3), 'Delete', 'History', 'Remove', 'Search User', 'Save' (highlighted with a yellow box and the number 5), and 'Discard'.

Application will redirect to “Approval Workflow Repository” page.

4. Approval Workflow Deletion:

- 4) Click on “Approval Workflow” in side menu.
- 5) Click on View icon to navigate to the details page.

The screenshot shows the Approvals application interface. On the left, there is a sidebar with various master lists: Dashboard, Template Master, Contract, Addendum, Search & Report, User Master, Vendor Master, Clause Master, Cluster Master, Function Master (with a count of 1), and Approval Workflow (which is highlighted with a yellow box). Below the sidebar is a Configuration link. The main area is titled "Approvals" and shows a breadcrumb path: Home > Approvals > Library. It has a sub-header "Repository" with a "Create New Approvals" button. A search bar and a dropdown to "Show 10 entries" are also present. The main content is a table with columns: View, Cluster, Function, Workflow Type, and Last Modified. There are five entries listed:

View	Cluster	Function	Workflow Type	Last Modified
	Biscuits and Cakes	Sub	Template	08-06-2020 9.28.02 AM
	Chocolates	Drack Chocolate	Contract	08-06-2020 9.27.17 AM
	New clustersssssss	New Functionssss	Contract	02-06-2020 3.50.37 PM
	Chocolates	Drack Chocolatess	Contract	30-05-2020 2.03.05 AM
	Biscuits and Cakes	Sub	Contract	31-05-2020 2.33.16 PM

At the bottom, it says "Showing 1 to 5 of 5 entries" and has navigation buttons for Previous, Next, and a page number 1. A watermark for "Activate Windows" is visible at the bottom right.

Application will redirect to “Approver Details” page.

- 6) Click on “Search”:
 1. Reporting Manager ID (*Numbers Only*).
 2. Reporting Manager Name (*Characters Only*).
 3. Reporting Manager Email (*Characters Numbers and Email validation only*).
- 7) Click on “Remove”
- 8) Select the Checkbox and click on “Remove” Approval fields will be removed.
- 9) Click on “Delete” button to **delete** the Approval Workflow.

Workflow Details

Workflow Type *

Cluster Function

Approver(s) *	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role(s)
<input checked="" type="checkbox"/> 5	11	Legal	vanitha.c@albotstech.com	developer	Legal Approver
<input type="checkbox"/> 12		Legal	Poojitha.js@albotstech.com	Developer	Legal Approver

Activate Windows
Go to Settings to activate Windows.

Save Discard

Application will redirect to “Approval Workflow Repository” page.

Configuration

- 1) Click on “Configuration” from Side Menu (Access to Admin Only).

Alerts & Notifications

Contract Approvals Escalation & Audit

Contract expiry timeline

Before # day / week / month of contract expiry

Reminder 1 *	21	Day	Reminder 2 *	11	Day
Reminder 3 *	11	Day	Reminder 4	11	Day
Reminder 5	11	Day			

Old Contracts

Move contracts to old contracts

after expiry * 11 Month

Activate Windows
Go to Settings to activate Windows.

Update Cancel

- 2) Click on “Contract” tab.

Alerts & Notifications

Contract

2

Contract expiry timeline

Before # day / week / month of contract expiry

Reminder 1 *	21	Day	▼
Reminder 2 *	11	Day	▼
Reminder 3 *	11	Day	▼
Reminder 4	11	Day	▼
Reminder 5	11	Day	▼

Old Contracts

Move contracts to old contracts

after expiry *	11	Month	▼
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Edit **History**

Update **Cancel**

1. Click on **Edit**” button to **modify** the Contract expiry timeline & Old Contracts details.
2. Click on “**Update**” button to **update** the Contract expiry timeline & Old Contracts.
3. Click on “**Cancel**” button.

Alerts & Notifications

Contract

1

Contract expiry timeline

Before # day / week / month of contract expiry

Reminder 1 *	21	Day	▼
Reminder 2 *	11	Day	▼
Reminder 3 *	11	Day	▼
Reminder 4	11	Day	▼
Reminder 5	11	Day	▼

Old Contracts

Move contracts to old contracts

after expiry *	11	Month	▼
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Activate Windows
Go to **Settings** to activate Windows.

Edit **History**

Update **Cancel**

*Application will redirect to “**Configuration**” page.*

- 3) Click on “**Approvals**” tab.

Approvals

Template approval timeline

Approver *	11	Days to each Approvers	Approver *	13	Days to each Approvers
Finance *	12	Days to each Approvers	Finance *	14	Days to each Approvers
Legal *	11	Days to each Approvers	Legal *	14	Days to each Approvers

Contract approval timeline

Approver *	11	Days to each Approvers	Approver *	13	Days to each Approvers
Finance *	12	Days to each Approvers	Finance *	14	Days to each Approvers
Legal *	11	Days to each Approvers	Legal *	14	Days to each Approvers

Update **Cancel**

1. Click on **Edit**” button to **modify** the Template Approval timeline & Contract Approval timeline details.
2. Click on “**Update**” button to **update** Template Approval timeline & Contract Approval timeline.
3. Click on “**Cancel**” button.

Approvals

Template approval timeline

Approver *	11	Days to each Approvers	Approver *	13	Days to each Approvers
Finance *	12	Days to each Approvers	Finance *	14	Days to each Approvers
Legal *	11	Days to each Approvers	Legal *	14	Days to each Approvers

Contract approval timeline

Approver *	11	Days to each Approvers	Approver *	13	Days to each Approvers
Finance *	12	Days to each Approvers	Finance *	14	Days to each Approvers
Legal *	11	Days to each Approvers	Legal *	14	Days to each Approvers

Update **Cancel**

Activate Windows

*Application will redirect to “**Configuration**” page.*

- 4) Click on “**Escalation & Audit**” tab.

Alerts & Notifications

Contract > Alerts

Escalation & Audit 4

Escalation

Approver *	12	Days to each Approvers
Finance *	1	Days to each Approvers
Legal *	1	Days to each Approvers

Audit

Template : *	Every	1	Month
Contract : *	Every	1	Month
Clause : *	Every	1	Month

Actions: Update Cancel

1. Click on **Edit** button to **modify** the Escalation & Audit details.
2. Click on **“Update”** button to **update** Escalation & Audit.
3. Click on **“Cancel”** button.

Alerts & Notifications

Contract > Alerts

Escalation & Audit 1

Escalation

Approver *	12	Days to each Approvers
Finance *	1	Days to each Approvers
Legal *	1	Days to each Approvers

Audit

Template : *	Every	1	Month
Contract : *	Every	1	Month
Clause : *	Every	1	Month

Actions: Update Cancel

*Application will redirect to “**Configuration**” page.*

