

Finance

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 Finance Dashboard interface. On the left is a side menu with the following items: **Dashboard** (highlighted with a yellow box and labeled '1'), **Template Master** (labeled '1'), **Contract**, **Addendum**, and **Search & Report**. The main content area features a top row of four summary cards: **Pending Sign-off** (blue, labeled '2' with a yellow box), **Pending Approval** (green, labeled '4' with a yellow box), **Rework / Rejected** (orange), and **Expired** (red). Below these cards are two data tables. The first table, titled **Approved and Pending for Sign-off** (labeled '3' with a yellow box), has columns for View, Contract ID, Contract Name, Contract Type, Cluster, and Function. It shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The second table, titled **Pending approval** (labeled '5' with a yellow box), has columns for View, Contract ID, Contract Name, Contract Type, Cluster, Function, Initiated On, and Pending From. It also shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom, there is a **Rejected / Rework** section (labeled '6' with a yellow box) and a partially visible **Expired** section. A Windows watermark is visible 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

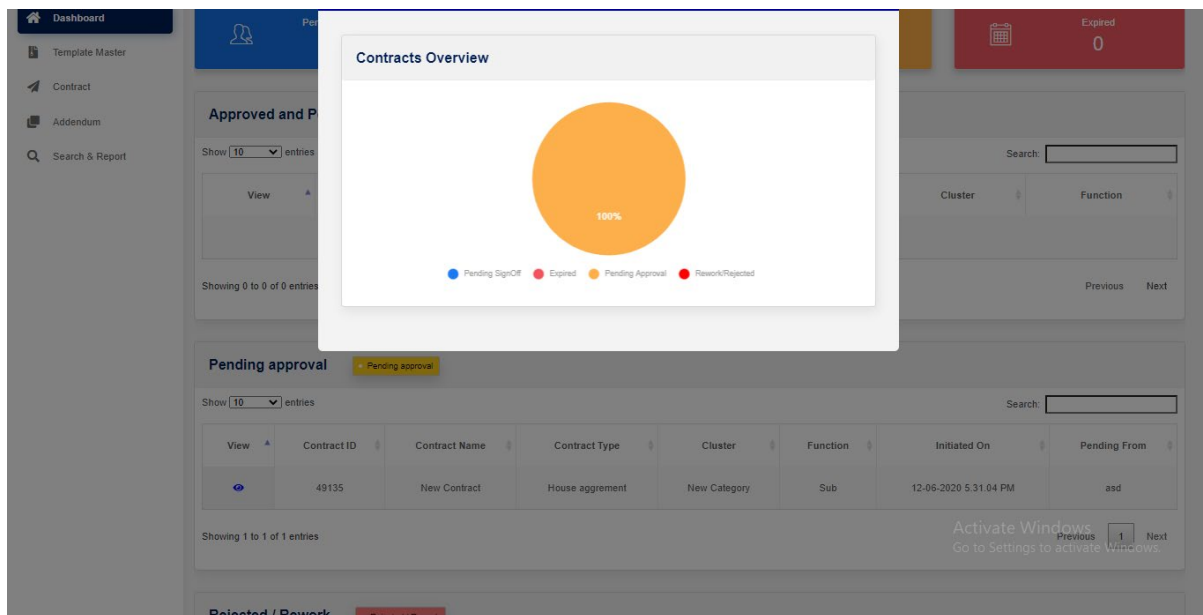
Search:

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 : Finance

- 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 a 'Contract' link highlighted with a yellow box and the number '1'. The main content area has a 'Pending approval' section with a 'Pending approval' link highlighted with a yellow box and the number '2'. Below this is a table with columns: View, Contract ID, Contract Name, Contract Type, Cluster, Function, Initiated On, and Pending From. The first row shows a contract with ID 49137, name 'Existing Contract', type 'asdas', cluster 'New Category', function 'Sub', and initiated on '23-06-2020 12.26.36 AM'. The 'View' icon in the first row is highlighted with a yellow box and the number '3'. Below the table is a 'Rejected / Rework' section with a 'Rejected / Rework' link. At the bottom is an 'Approved and Pending for Sign-off' section with an 'Approved' link. The page also includes search bars, pagination controls, and an 'Activate Windows' watermark.

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

- 4) Click on “**Next**” button.

Contract ID : 49137

Existing Contract Details

Contract Name * Existing Contract

Contract Type * asdas

Contract Description asdasd

Cluster * New Category

Function * Sub

Template Type * Upload Existing Contract

Approver (s) *

	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)	Approval Status
<input type="checkbox"/>	21	asd	NewUser@gmail.com	User Masterssdiv	Finance Approver	Pending Approval
<input type="checkbox"/>	121	Approver one	abc@aibottech.com	Developer	Approver	Review Pending

4

Application will redirect to “Contract Draft View” page.
5) Click on “Version Compare”.

49135 - New Contract

Version Compare

new clausees

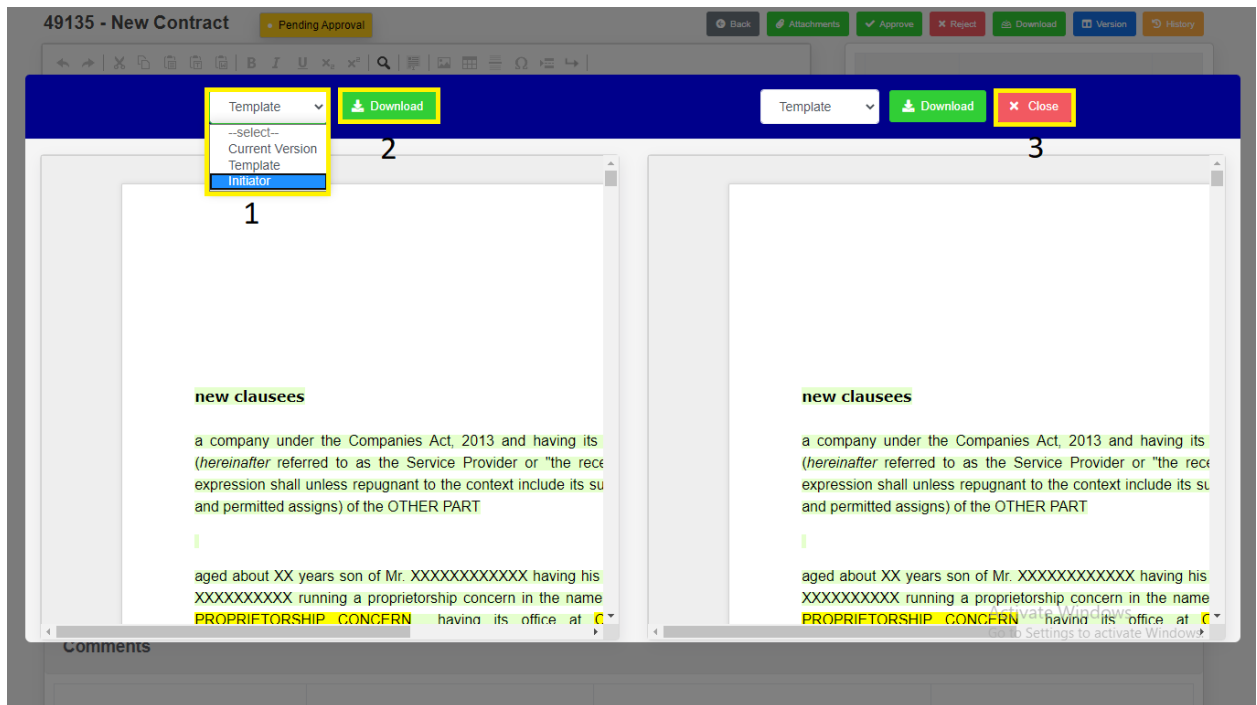
a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

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	UI2345678	+
Authorised Signatory	aibot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

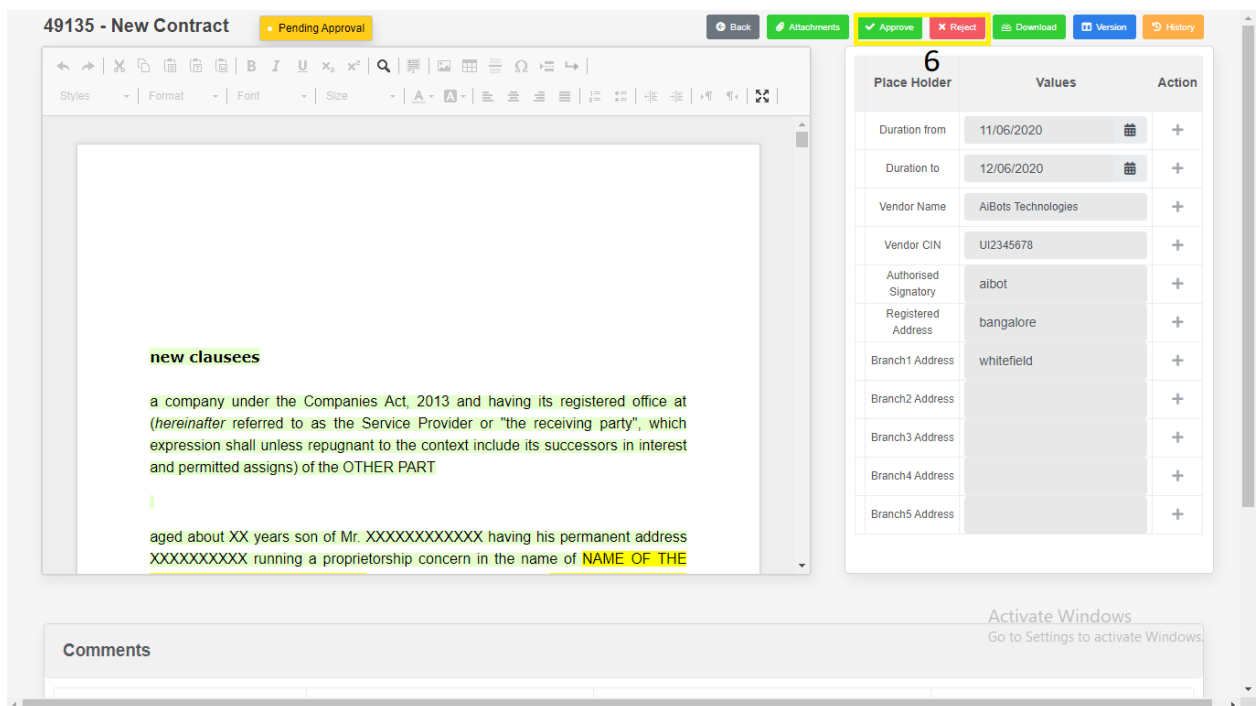
5

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”**.

The screenshot shows a web application interface for a contract management system. The title bar reads '49135 - New Contract' with a 'Pending Approval' status. The top navigation bar includes buttons for 'Back', 'Attachments', 'Approve', 'Reject', 'Download' (highlighted in yellow), 'Version', and 'History'. The main content area is a rich text editor with a toolbar. The text in the editor includes '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', and 'aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXXXX running a proprietorship concern in the name of NAME OF THE'. On the right side, there is a table with 7 rows and 3 columns: 'Place Holder', 'Values', and 'Action'. The table contains contract details such as 'Duration from', 'Duration to', 'Vendor Name', 'Vendor CIN', 'Authorised Signatory', 'Registered Address', and 'Branch1 Address' through 'Branch5 Address'. At the bottom, there is a 'Comments' section and an 'Activate Windows' watermark.

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

This screenshot shows the same '49135 - New Contract' form as the previous one, but with the 'Download' modal open. The modal is a blue box with a 'Close' button in the top right corner. It contains two buttons: 'Download as PDF' (labeled with a yellow '1') and 'Download as Word' (labeled with a yellow '2'). A yellow '3' points to the 'Close' button. The background form is dimmed, showing the same text editor and table as before. The 'Activate Windows' watermark is also present.

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

49135 - New Contract

Pending Approval

Back

Attachments

Approve

Reject

Download

Version

History

Undo

Redo

Cut

Copy

Paste

Print

Text Color

Background Color

Font Size

Font Weight

Font Style

Text Color

Background Color

Font Size

Font Weight

Font Style

Font Size

Font Weight

Font Style

Font Size

Font Weight

Font Style

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.

- 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.

FBD Contract Management System

- Dashboard
- Template Master
- Contract
- Addendum**
- Search & Report

Addendum

> Addendum > Pending Approval > Rejected / Rework > Approved > Executed > Expired

Pending approval

Show 10 entries Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiated On	Pending From
	49137	Existing Contract	asdas	New Category	Sub	23-06-2020 12:39:04 AM	asd

Showing 1 to 1 of 1 entries Previous Next

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

Approved and Pending for Sign-off

Show 10 entries Search:

Application will redirect to “Contract Details” page.

4) Click on “Next” button.

Contract ID : 49137

Existing Contract Details

Contract Name * Existing Contract

Contract Type * asdas

Contract Description asdasd

Cluster * New Category

Function * Sub

Template Type * Upload Existing Contract

Approver (s) *

	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)	Approval Status
<input type="checkbox"/>	21	asd	NewUser@gmail.com	User Masterssdw	Finance Approver	Approved
<input type="checkbox"/>	121	Approver one	abc@albotstech.com	Developer	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

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	UI2345678	+
Authorised Signatory	albot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address	Ramagondanalli	+
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”.

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		+
Branch5		+

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

Current Ver

Download

Current Ver

Download

Close

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

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

49135 - New Contract • Extension • Pending Approval

Back Attachments Approve Reject Download Version History

7 Place Holder

	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AIbats 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.

- 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

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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 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

Clear

CSV

PDF

Show 10 entries

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”**.

Search & Report

Contract

Basic

Contract UID

Contract Name

Contract Type

Cluster

Function

Description

Search

Clear

CSV

PDF

Show 10 entries

Search:

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

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**”.

Search & Report

Contract Template Vendor User Clause Cluster & Functions

Basic Advanced 9

Contract UID
Contract UID

Contract Name
Name

Contract Type
-- select --

Cluster
-- select --

Function
-- select --

Vendor Name
-- select --

Execution Date
From To

Termination Date
From To

Description

13 15 11 16

Activate Windows. Go to Settings to activate Windows.

Show 10 entries

Search

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 Type
 -- select --

Show 10 entries

View	Template ID	Template Name	Template Type	Status
	23040	New Template	House agreement	Activate Excluded Go to Settings to activate Windows

Showing 1 to 1 of 1 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 --

Show 10 entries

View	Template ID	Template Name	Template Type	Status
	23040	New Template	House agreement	Activate Excluded Go to Settings to activate Windows

Showing 1 to 1 of 1 entries

Previous 1 Next

*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

5

CSV

PDF

7

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**”.

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

4

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**”.

Search & Report

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

Basic Advanced

1

Employee ID
Employee ID

Employee Name
Name

Email Address
Email Address

Role
--Select--

Status
--Select--

3 8

Search Clear

5 7

CSV PDF

Show 10 entries

View	Employee ID	Name	Email address	Cluster	Function	Role	Status
------	-------------	------	---------------	---------	----------	------	--------

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 Search

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

Basic **Advanced** 9

Employee ID: Enter ID

Employee Name: Enter Name

Email Address: Enter Email address

Cluster: -- select --

Function: --select--

Role: --Select--

Designation: -- select --

Status: --Select--

13 15 16 11 Search Clear

Show 10 entries

View	Employee ID	Name	Email address	Cluster	Function	Role	Status

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

5) Click on “**Clause**” tab.

Search & Report Search

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

5

Clause Title: Title

Clause Description: Description

Search Clear

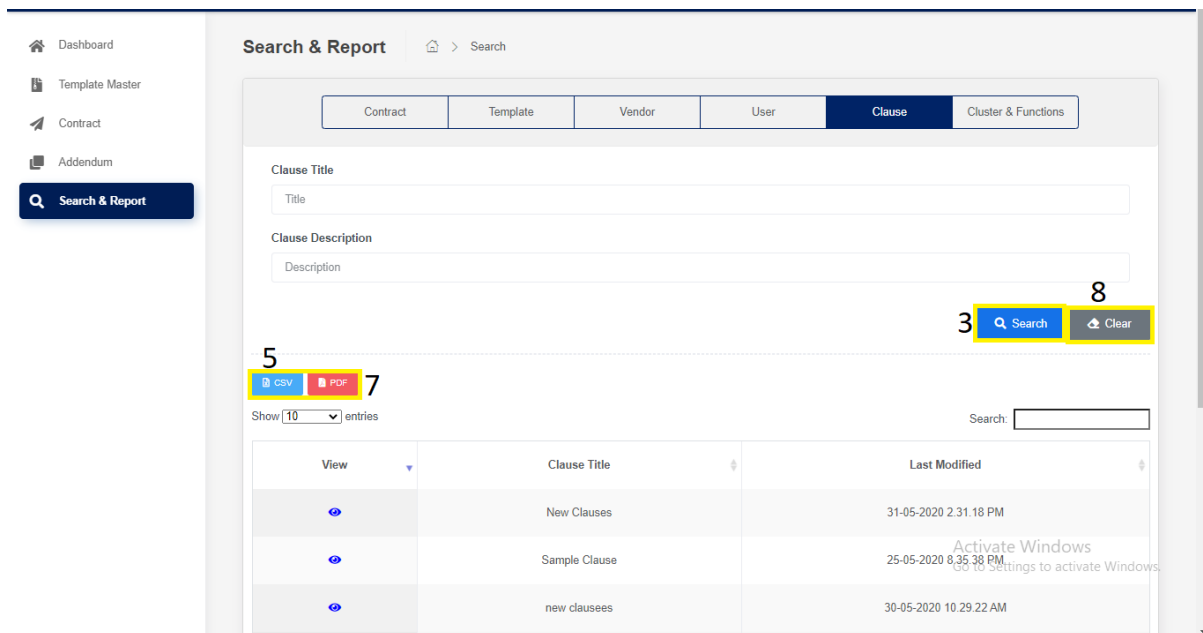
CSV PDF

Show 10 entries

Search

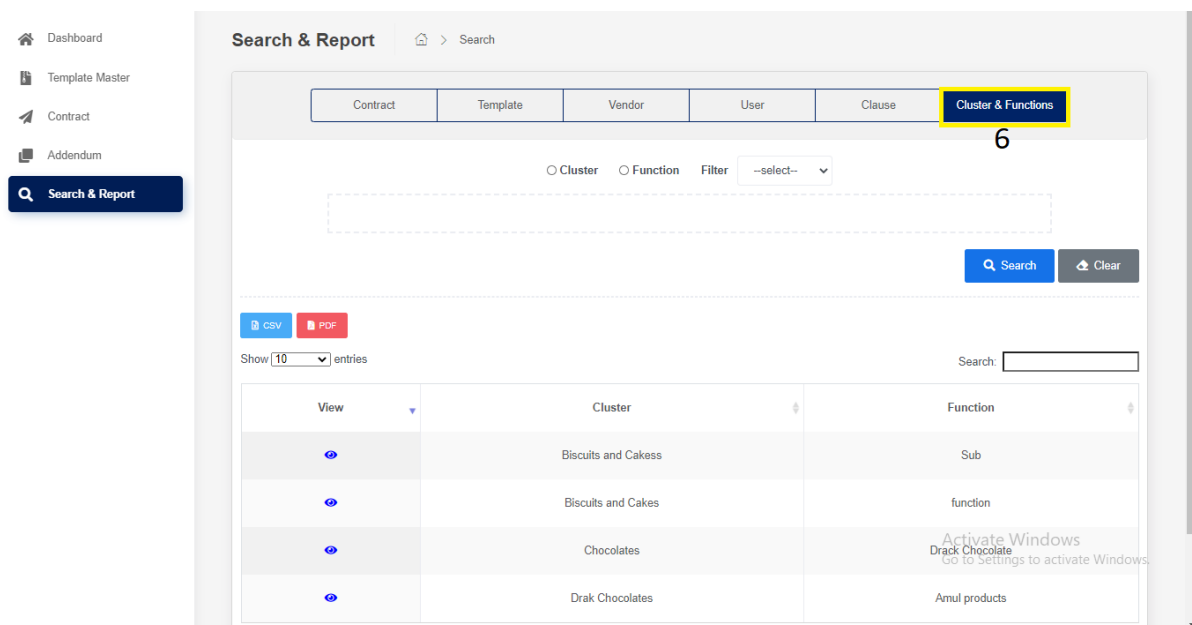
View	Clause Title	Last Modified
	New Clauses	31-05-2020 2.31.18 PM
	Sample Clause	25-05-2020 8.35.38 PM
	new clausees	30-05-2020 10.29.22 AM

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 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

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

4. Select **“Function”**.

Search & Report 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

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

- 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

ContractTemplateVendorUserClauseCluster & Functions

ClusterFunction

Filter-- Select --

7

510

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.