**Contract Management System User Manual**

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# 1. System Overview

## 1.1 System Function Overview

The Contract Management System is a web application designed specifically for managing and tracking contracts. The system supports basic functions such as contract creation, viewing, editing, and deletion, as well as user management and access control.

## 1.2 User Roles Description

* **Administrator**: Has full access to all functions.
* **General User**: Only has permission to view contracts.

# 2. Login to the System

## 2.1 Login Page

* Access URL: [https://gfhongyu.pythonanywhere.com/]
* Enter username and password: Please obtain from the administrator
* Optionally select the "Remember Me" feature

# 3. User Management (Administrator Function)

## 3.1 View User List

* Click "User Management" in the navigation bar
* Displays information of all users

## 3.2 Add User

* Click the "Add User" button
* Fill in user information:
  + Username
  + Password
  + Administrator privileges

## 3.3 Edit User

* Click "Edit" in the user list
* Modify user information
* Save changes

## 3.4 Delete User

* Click "Delete" in the user list
* Confirm deletion

# 4. Contract Management

**4.1 View Contracts**

The contract list displays:

* Contract Number
* Subject
* Signing Date
* Status  
  Click a contract to view detailed information

## 4.2 Contract Operations (Administrator Function)

### 4.2.1 Contract Scan File Management

1. **Google Drive Folder Structure Setup**
   * Use [<https://drive.google.com/>] and sign in to start using the free file storage function
   * Create a main folder "Contract Scans"
   * Create subfolders by year (e.g., Contracts 2024)
   * Create monthly subfolders under each yearly folder
2. **Upload Scanned Contracts**
   * Scan the contract into a clear PDF format
   * Select the appropriate year/month folder
   * Name files using the contract ID (see section 6.1 for naming conventions or retrieve ID when creating contracts in the system)
3. **Create Share Link**
   * Right-click the file
   * Select "Get Link"
   * Set access to "Anyone with the link can view"
   * Copy the generated link
4. **Use the Link in the System**
   * In the contract creation/editing form
   * Paste the copied Google Drive link into the "Download Link" field
   * Ensure the link is accessible

### 4.2.2 Use AI to Assist with Quick Contract Information Entry

1. **Preparation**
   * Scan the contract into a clear PDF or image format
   * Open Google Gemini: <https://gemini.google.com/app>
2. **AI Assistance Process**
   * Upload the scanned contract PDFfile
   * Paste the preset prompt:  
     【Please summarize this document into a report format according to the following requirements:1. Subtitle (25 words or less and no line breaks);2. Summary(400 words or less and no line breaks);3. What kind of contract or memorandum is this (e.g. procurement contract/service outsourcing contract/board resolution/rental agreement, etc.);4. Valid From Date;5. Valid To date (if not available, returns No Expiry Date).】`
   * The AI will automatically analyze and output the following information:
     1. Subject (Contract Title)
     2. Summary
     3. Category
     4. Type
     5. Valid from Date
     6. Expiry Date
3. **Fill in Contract Information**
   * Copy the AI-generated information
   * Paste into the corresponding fields in the new contract form
   * Check and confirm accuracy
   * Submit the form

# 5. Code Reference Table

## 5.1 Division Code

|  |  |
| --- | --- |
| **Division Code** | **Description** |
| GN | Contracts that cannot be divided into divisions |
| EN | Engineering Division Related Contracts |
| FD | Food & Beverage Division Related Contracts |
| MF | Manufacturing Division Related Contracts |
| GR | Group headquarters related contracts |

## 5.2 Category Code

|  |  |
| --- | --- |
| **Category Code** | **Description** |
| F | Framework |
| P | Procurement |
| S | Sales |
| O | Outsourcing/Rental |
| T | Technology/IP |
| E | Engineering Project |
| C | Consulting/Management |
| FNC | Finance |
| I | Internal Management |

## 5.3 Type Code

|  |  |  |
| --- | --- | --- |
| **Division Code** | **Type Code** | **Description** |
| GN | NDA | Non-Disclosure Agreement |
| GN | SA | Service Agreement |
| GN | PA | Purchase Agreement |
| GN | SLA | Sales Agreement |
| GN | DA | Distribution Agreement |
| GN | AA | Agency Agreement |
| GN | FA | Franchise Agreement |
| GN | LA | Licensing Agreement |
| GN | FLA | Financial Leasing Agreement |
| GN | LOA | Loan Agreement |
| GN | JVA | Joint Venture Agreement |
| GN | SCF | Strategic Cooperation Framework Agreement |
| GN | SHA | Shareholders Agreement |
| GN | EA | Employment Agreement |
| GN | LO | Labor Outsourcing Agreement |
| GN | PLA | Property Lease Agreement |
| GN | SLAU | Software License Agreement |
| GN | ITSA | IT Service Agreement |
| GN | COA | Compliance Outsourcing Agreement |
| EN | EPC | EPC Contract |
| EN | DS | Design Services Contract |
| EN | CS | Consulting Services Contract |
| EN | PMC | Project Management Consulting Contract |
| EN | SUB | Subcontract Agreement |
| EN | MEP | Major Equipment Procurement Agreement |
| EN | MEL | Major Equipment Leasing Agreement |
| EN | OM | Operation & Maintenance Agreement |
| EN | PPP | PPP Concession Agreement |
| EN | BIM | BIM Technical Support Agreement |
| FD | CSA | Catering Service Agreement |
| FD | VLA | Venue Lease Agreement |
| FD | FA\_C | Franchise Agreement |
| FD | FSA | Food Safety Service Agreement |
| FD | ISA | Ingredient Supply Agreement |
| FD | CCL | Cold Chain Logistics Agreement |
| FD | MCA | Marketing Cooperation Agreement |
| FD | ROO | Restaurant Operation Outsourcing Agreement |
| FD | SDA | Staff Dispatch Agreement |
| FD | ODP | Online Delivery Platform Agreement |
| MF | PSA | Product Sales Agreement |
| MF | DA\_M | Distributor Agreement |
| MF | AGA | Agent Agreement |
| MF | RMS | Raw Material Supply Agreement |
| MF | WLA | Warehousing & Logistics Agreement |
| MF | EMA | Equipment Maintenance Agreement |
| MF | OEM | OEM Agreement |
| MF | ODM | ODM Agreement |
| MF | TLA | Technology License Agreement |
| MF | PIA | Product Inspection Agreement |
| MF | ESA | Export Sales Agreement |
| GR | NDA\_G | Non-Disclosure Agreement |
| GR | IPLA | IP License Agreement |
| GR | TTA | Technology Transfer Agreement |
| GR | SCEA | Source Code Escrow Agreement |
| GR | ISA\_G | Intra-group Service Agreement |
| GR | FLA\_G | Financial Leasing Agreement |
| GR | MA | M&A Agreement |
| GR | PFA | Project Finance Agreement |
| GR | PPA | Property Purchase Agreement |
| GR | JVA\_G | Joint Venture Agreement |

# 6. Notes

## 6.1 System Usage Recommendations

* Regularly update your password
* Back up important data promptly
* Follow proper naming conventions

**Contract Naming Format:**  
**Division Code - Category Code - Type Code - Valid From Date - Version**

**Example:**

EN-P-EPC-20240501-V1

EN-P-EPC-20240501-V2

EN-P-EPC-20240501-V3

EN-P-EPC-20240506-V1

## 6.2 Frequently Asked Questions

**Q: What if I forget my password?**  
**A:** Please contact the system administrator to reset your password.