

eContracts Guide

SEND A CONTRACT

1. Locate the contract you need to send

The screenshot shows the 'In Progress' section of the eContracts application. It features a navigation bar with links for Home, New, In Progress, Completed, Template Management, Administrative, and Logout. Below the navigation bar is a section titled 'Select a Project' containing a table with columns for Job Number, Job, and Location. The table lists five projects, each with a 'View' button. Below this is another section titled 'Select a Contract' with a table containing columns for Description, Contracted Party, and Location. The first row in this table is circled in red and has a 'View' button next to it.

Job Number	Job	Location	
123 04-08-2020 17:08 Project ID: 4			View
123 13-08-2020 09:08 Project ID: 6			View
123-4 26-07-2019 14:07 Project ID: 3			View
9876 18-08-2020 15:08 Project ID: 8			View
VITAL-001 17-07-2019 10:07 Project ID: 1			View

Description	Contracted Party	Location	
HC7 - New Home Contract 31-08-2020 10:08 Contract ID: 78152			View
SCB - Sub-Contract Agreement 28-08-2020 18:08 Contract ID: 47289			View
HIC6 - Home Improvement Contract 27-08-2020 13:08			View

2. You can either click 'Print Draft' to download a draft version of the contract to your computer

The screenshot shows the 'Contract Summary' page for 'HC7 - New Home Contract'. It includes a navigation bar and a summary box with details such as Contract ID (78151), Invoice Number, Purchased on date (22/10/2019 20:34), Status (Assigned at 13/08/2020 09:05), Contracted Party, and Location. Below the summary box is a 'Project' section with a 'Link to Active Project' button. At the bottom of the page, there are several action buttons: 'Edit', 'Check for Errors', 'Print Draft' (circled in red), 'Finalise', 'Email Draft', 'Make Template', 'Copy From Contract', and 'Copy From Template'. Each button has a corresponding description of its function.

Contract Summary

Home New In Progress Completed Template Management Administrative Logout

HC7 - New Home Contract

Contract ID: 78151
Invoice Number:
Purchased on: 22/10/2019 20:34
Status: Assigned at 13/08/2020 09:05
Contracted Party:
Location:
Project

This contract is not linked to a project [Link to Active Project](#)

[Edit](#)
Edit your Contract and make changes.

[Check for Errors](#)
Verify that your contract is complete and ready to finalise.

[Print Draft](#)
Print a draft of your contract for review.

[Finalise](#)
Finalise the contract and remove the "DRAFT" watermark.

[Email Draft](#)
Having trouble printing, email draft to yourself.

[Make Template](#)
Use this contract to make a new template.

[Copy From Contract](#)
Replace this contract from another contract.

[Copy From Template](#)
Replace this contract from a template.

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3. Or you can click 'Email Draft' to email a draft version of the contract to your email address

eContracts

Contract Summary

Home New In Progress Completed Template Management Administrative Logout

HC7 – New Home Contract

Contract ID: 78151
Invoice Number:
Purchased on: 22/10/2019 20:34
Status: Assigned at 13/08/2020 09:05
Contracted Party:
Location:
Project

This contract is not linked to a project [Link to Active Project](#)

Edit Edit your Contract and make changes.	Check for Errors Verify that your contract is complete and ready to finalise.
Print Draft Print a draft of your contract for review.	Finalise Finalise the contract and remove the "DRAFT" watermark.
Email Draft Having trouble printing, email draft to yourself.	Make Template Use this contract to make a new template.
Copy From Contract Replace this contract from another contract.	Copy From Template Replace this contract from a template.