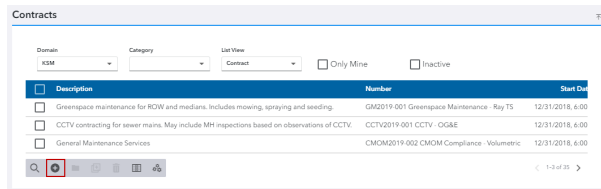


## Create a Contract

Create a new contract on the **Home** page.

1. Click **Create Contract** on the **Contracts** panel.



2. On the **Create Contract** panel, complete the information for the new contract, including all required fields.
3. Click **Create**.

The **Contract Details** page opens.

4. Add details to the contract, including **Details, Location, Financials, Contract Submittals, Related Projects, Bonds, Contractor Information, Comments, and Universal Custom Fields**.
5. Click **Save** in the upper-right corner.
6. To add line items to the contract, click **Line Items** from the toolbar.



7. On the **Line Items** panel, click **Add record**.

Fiscal Year	No.	Description	Unit Type Description	Estimated Units	Estimated Unit Cost	Estimated Total Amount	Funding
	1	Sewer Telescoping (CCTV)	LINEAR FOOT	20000	\$120.00	\$2,400,000.00	
	2	Manhole Cleaning	EACH	400	\$120.00	\$48,000.00	
Total:				20,400		\$2,448,000.00	

8. Select the line item from the **Use Existing Line Item** drop-down or enter new line item information in the **Add Details**

section.

9. Click **Save**.