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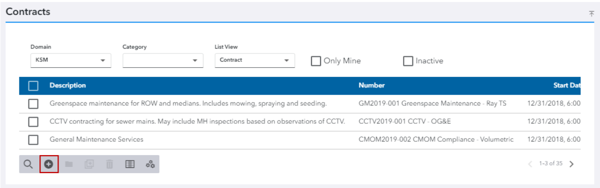
Create a Contract

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

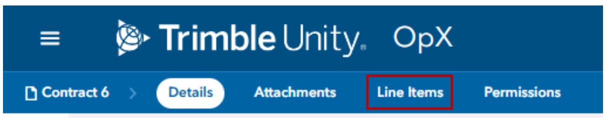
1. Click **Create Contract** on the **Contracts** panel.



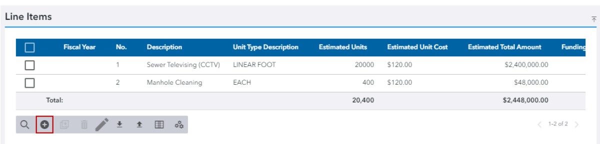
2. On the **Create Contract** panel, complete the information for the new contract, including all required fields.
3. Click **Create**.

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**.



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**.