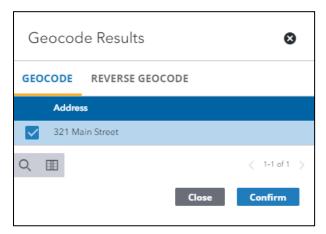


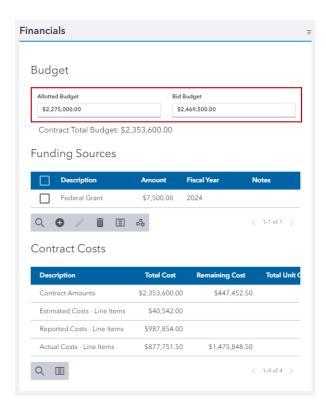
Edit a Contract

Contracts can be edited or updated on the **Contract Details** page.

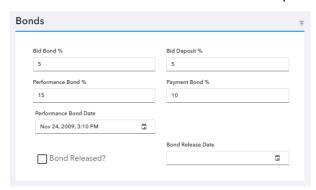
- 1. Open the contract.
- 2. Make edits to the contract on the **Contract Details** panel.
- On the Location panel, add a geocoded address to the contract and click Geocode.
- Select the address from the Geocode Results panel on the Geocode tab and click Confirm.



5. Edit the budget on the **Financials** panel.



- 6. Remove or add submittals, related projects, contractor information on the Contract Submittals, Related Projects, and Contractor Information panels.
- 7. Edit bond information on the **Bonds** panel.



- 8. Click **Save** in the upper-right corner.
- 9. On the toolbar, click **Attachments**, **Line Items**, or **Permissions** to manage attachments, line items, and permissions for the contract.

