

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.
3. On the **Location** panel, add a geocoded address to the contract and click **Geocode**.
4. 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.