

Add a Contract Type

Last Modified on 03/04/2025 4:47 pm EST

From the main menu, arrive at the Contract Types setup with this path: Setup > Operations > Contract Types.

The Contract Types list opens. Click the **Add Contract Type** button at the upper left of the page.

	Name	Length (in days)	
+	7 Day Contact	7	Edit Delete
+	Inspection-Fire-Annual	365	Edit Delete
+	Install-Res-Intrusion	2	Edit Delete
+	Maintenance Contract-Res-Intrusion-1 Year	365	Edit Delete
+	MON-Intrusion-Res-1 Year	365	Edit Delete
+	MON-Intrusion-Res-3 Year	1095	Edit Delete
+	MON-Intrusion-Res-5 Year	1825	Edit Delete
+	ONE YEAR CONTRACT	365	Edit Delete

1 - 8 of 8 items Refresh

The Add Contract Type page opens. This page has three tabs: Details, Systems, and RMRs. Information on the Details tab is required, where information on the Systems and RMRs tabs is optional.

Details Tab

Type a **Name** for the contract type, and then type the number of days for the **Contract Length**.

When finished, click the Systems tab. If you will not be adding Systems or RMR to this contract type, click on the green **Save** button at the bottom of the page.

Add Contract Type

Details Systems RMRs

Name •

Contract Length •

✓ Save X Cancel

Systems tab

At the upper left of the page, click on the **Add** button. A row opens to type the **System Name**. In the **Labor Warranty Type** and **Part Warranty Type** fields, make the appropriate selection from the drop-down lists. When finished, click the **Save** button to the right of the row.

To add RMR to the contract type, click on the RMRs tab. If you will not be adding RMR to this contract type, click on the green **Save** button at the bottom of the page.

Add Contract Type ✕

Details Systems **RMRs**

+ Add

System Name	Labor Warranty Type	Part Warranty Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

No records available.

RMRs Tab

At the upper left of the page, click on the **Add** button. A row opens to type the **RMR Name**. Select an **Item**. Type a **Rate**. Select a **Frequency**. When finished, click the **Save** button to the right of the row, and then click the green **Save** button at the bottom of the page.

Add Contract Type



Details

Systems

RMRs

+ Add

RMR Name

Item

Rate

Frequency

Save

Cancel

No records available.

✓ Save

✗ Cancel