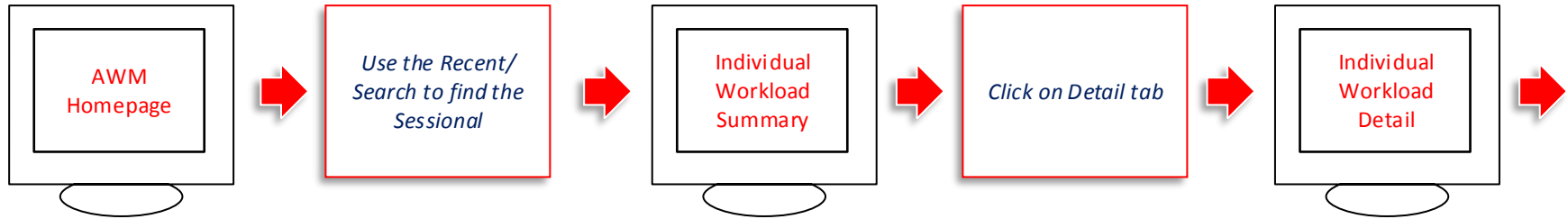
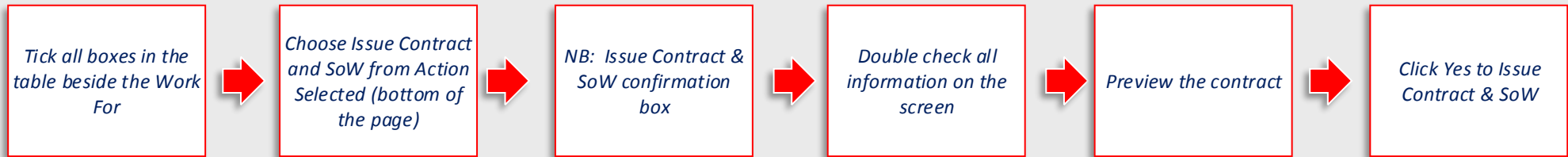


 **Issue a Contract & Schedule of Work (SoW)**

Navigate to appropriate page



Input Data



Key Points to know when Entering Information

- Work Items must be in Waiting to Offer mode to be able to issue a Contract & Schedule of Work (SoW).
- Instead of the usual pop up comment box, there is a confirmation box that allows you to double check all information on the screen before issuing the contract.
- A contract can only be issued by people with the appropriate permissions once it has been approved by the Head of School.