

HOW TO AMEND A CONTRACT

Go on the company page=>financial information

The screenshot shows the AdaptUX interface for the company 'ibitest2'. The left sidebar contains navigation links: My AdaptUX, People, Companies, Jobs, Frameworks, Contracts, Searches, Reports, Settings, and AdaptUX Help. The main content area shows the 'Contracts' tab selected, with a dropdown menu open. The dropdown menu lists various options: Summary, Company Information, Contacts, Jobs, Leads, Financial Information (highlighted with a red arrow), Time Definition, Parent Info & Requirements, Audit & Invoicing, and Employees, Temps & Contractors. The background shows a table of contracts with columns for Contract Number, Contract Name, Division, and Start Date.

Contract Number	Contract Name	Division	Start Date
901386	ibitestcontract		19/03/18
901523	test6		
901650	test64		
901705	recept		
123456789	receptionist1990	Social Care	
	lala		
	admin22		
	mimosa		
	ibiskilburn		

Click on the contract you want to amend

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First of all make sure you amend the information in Adapt then:

Click on activities=>Contract Email Amended Form=>2 forms will display

1 form is for the personal details such as address etc and another 1 is for the rates

Based from the amended information on Adapt amend also the form , don't forget to **highlight what you have amended to make work easier and faster for the payroll department!**

If you want to keep the saved informations in the form/s click first on email amended details

Save your doc and send it to Payroll.

The screenshot displays the 'Contract Summary' form in the AdaptUX system. On the left is a navigation menu with options: Companies, Jobs, Frameworks, Contracts, Searches, Reports, Settings, and AdaptUX Help. The main form area has a 'Contract Sum...' dropdown and an 'Activities' dropdown menu that is currently open, showing 'Contracts_EmailAmendedOnConfirm' (highlighted with a red arrow) and 'Quickbook Contract'. The form fields are organized into two columns. The left column includes: Contract Number (123456789), Contract Name (receptionist1990), Ref Number (902172), Client (ibitest2), Street1, Street 2, Town, Post Code, Site Contact, Site Phone, and Site Fax. The right column includes: Division (Social Care), Branch (Central London), Nature Of Business (Public Sector), Contract Live? (Yes), and Consultant (Laura Amin). Below these fields are two buttons: 'Send To Payroll' and 'Email Amended Details', both indicated by red arrows. At the bottom right, there is a section titled 'Contract Amendment Forms' containing two document icons: 'Contract Amendment...' and 'Email Amended...', with the latter also indicated by a red arrow. At the bottom of the form are two buttons: 'Add Contact' and 'Add Existing Contact'.