

Updating a Contract

Abstract

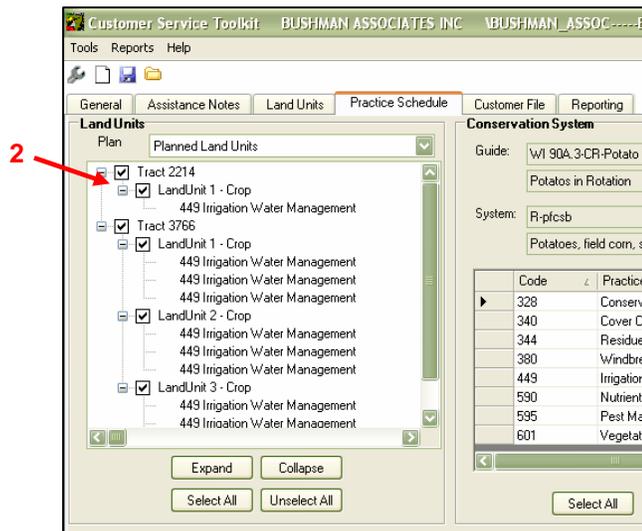
This guide details how to update an existing contract to include any changes made to the Planned Land Units or Practice Schedule before it is obligated in Protracts.

Steps: Go thru Contract Wizard – Rename to Overwrite

Details

Go thru Contract Wizard

1. **Navigate** to the *Practice Schedule* tab.
2. Have the only the land units you want included in the contract, checked in the *Land Units* area (see graphic 2).



3. Click the **Contract Wizard** button. **Warning:** Obligated Contracts cannot be changed here. They need a legal revision (Template AD-1156).
4. In the *Select Contract Information* page, enter the *Contract Identifier*.

Note: To overwrite a contract, use the pick list and select the name of the contract to overwrite.



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5. Select a *Cost List* and **Click** the **Next** button.
6. The *Components* window opens.

Add components to the land units.
Click the **Save** button.
Click the **Next** button.

7. **Select** Participants, then **click** the **Next** button.
8. **Set** the Preferences if needed
9. **Click** the **Finish** button.

Rename to Overwrite

In the *Save Excel File As* window.

Make sure the name is correct.

Click the **Open** button.

An Overwrite prompt appears, **click** on the **Yes** button to overwrite.