

How to Define Duration Unit For Contracts

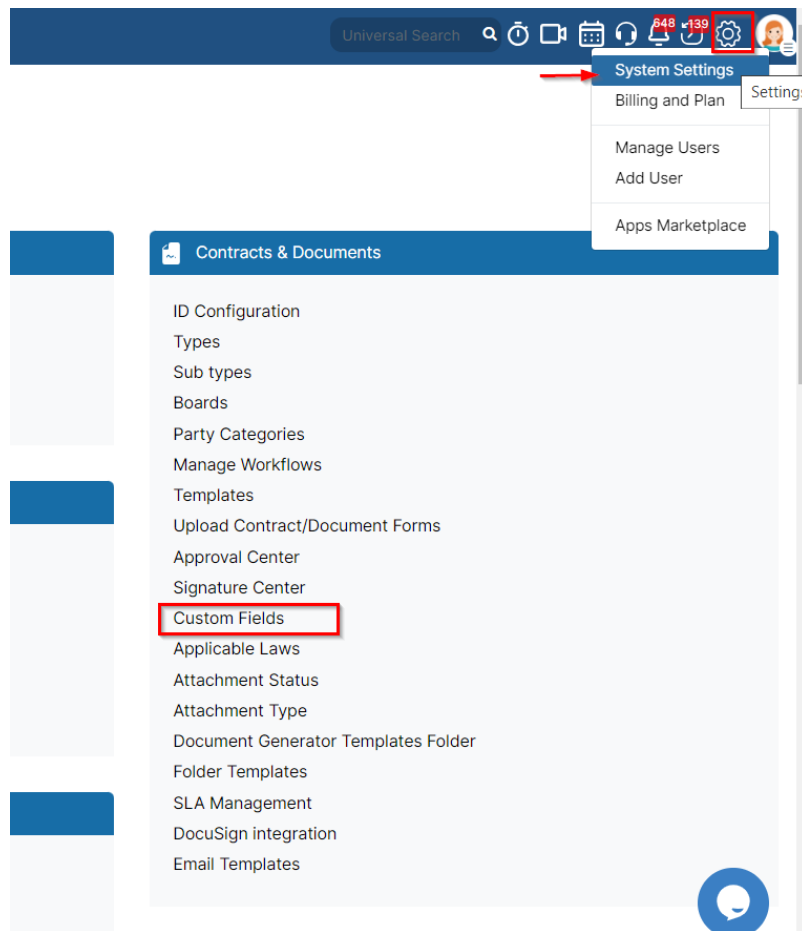
Objectives:

- Define specific durations for contracts

Steps:

Users now have the flexibility to define and personalize time measurement units associated with contracts through the introduction of the "Duration Unit" custom field. This empowers users to tailor time-related parameters according to their specific needs.

First, users should create a custom field of the "Duration" type within the contract custom fields. Therefore go to **System Settings Contracts & Documents Custom Fields**



Create a new custom field of type **Duration**

Custom Field

Type* ☒ All

Visible from Client Portal* ☒

Via Integration* ☐

Type* Duration

Custom Field (English)* Duration

[More Fields](#)

Save Cancel

This specialized custom field can be seamlessly integrated into the contract upload form, providing a designated space for users to input relevant duration details when uploading contracts.

Now, navigate to the **Upload Contract/Document Forms**

Universal Search

System Settings

Billing and Plan

Manage Users

Add User

Apps Marketplace

Contracts & Documents

- ID Configuration
- Types
- Sub types
- Boards
- Party Categories
- Manage Workflows
- Templates
- Upload Contract/Document Forms
- Approval Center
- Signature Center
- Custom Fields
- Applicable Laws
- Attachment Status
- Attachment Type
- Document Generator Templates Folder
- Folder Templates
- SLA Management
- DocuSign integration
- Email Templates

And add the **Duration** custom field where needed

[Edit Document Form](#)

Document Form Name *

NDA-Procurement

Save

Apply This Form for all Contracts/Documents having:

Type *

Non-disclosure Agreement

Sub type

None

Page Title *

General Info

Field	Display Name	Required	Description	Actions
# Name	Agreement Name	<input checked="" type="checkbox"/>	short hint on the field	
# Date	Date	<input checked="" type="checkbox"/>	short hint on the field	
# Party	Disclosing Party	<input type="checkbox"/>	short hint on the field	
# Party	Receiving Party	<input type="checkbox"/>	short hint on the field	
# Duration	Duration	<input type="checkbox"/>	short hint on the field	

+ Add Field

This can be later filled out while uploading the contract using the selected form

Upload Contract/Document

1

General Info

2

Conditions

General Info

Agreement Name*

Date*

YYYY-MM-DD

Disclosing Party

+ Add Category

Receiving Party

+ Add Category

Duration

Month/s

☒ Send Notification by email

< Back

Next >

And can be tracked from the contract page as well.

CT435 - NDA-Alberto TravisPublic

ExecutedFiling & Draft...Final ReviewMoreActive

Details

Attachments

Approval Center

Signature Center

Milestones

Tasks

Emails

Time Entries

Expenses

Reminders

Related Contracts/Documents

Settings

Details

Type: Non-disclosure Agreement

Sub type: None

Value: None

Country: None

Applicable Law: None

Termination Clause: None

Duration: 1 Month/s

Workflow Status: Drafting (NDA)

Priority: Medium

Currency: None

Reference#: None

Client: None

Add a link: None

Parties

Party: None

Category: None

People

Requester:

Assigned Team: All Teams

Assignee: Carolina Robinson

Created By: Alice Jones

Modified By: Alice Jones

Authorized Signatory:

Contributors:

Collaborators: None

Dates

Date: 2024-01-12

Renewal:

Start Date: None

End Date: None

Created On: 2024-01-12 11:14:26

Modified On: 2024-01-12 11:14:26

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!