How to Set Default Contract Name
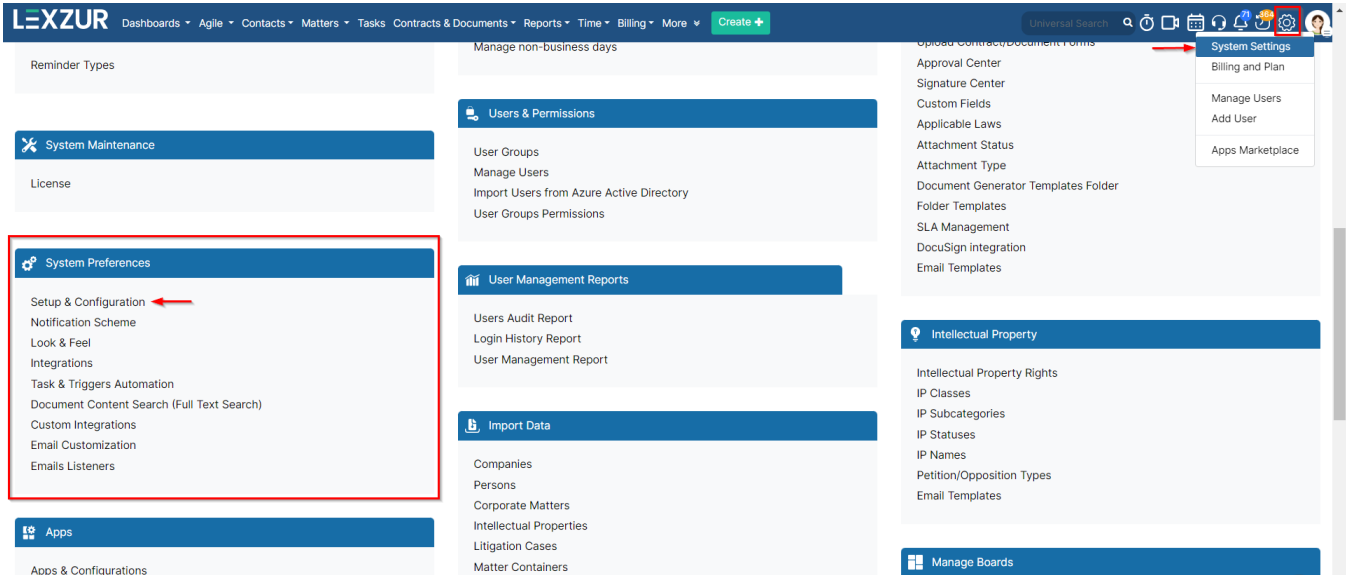
Objectives:

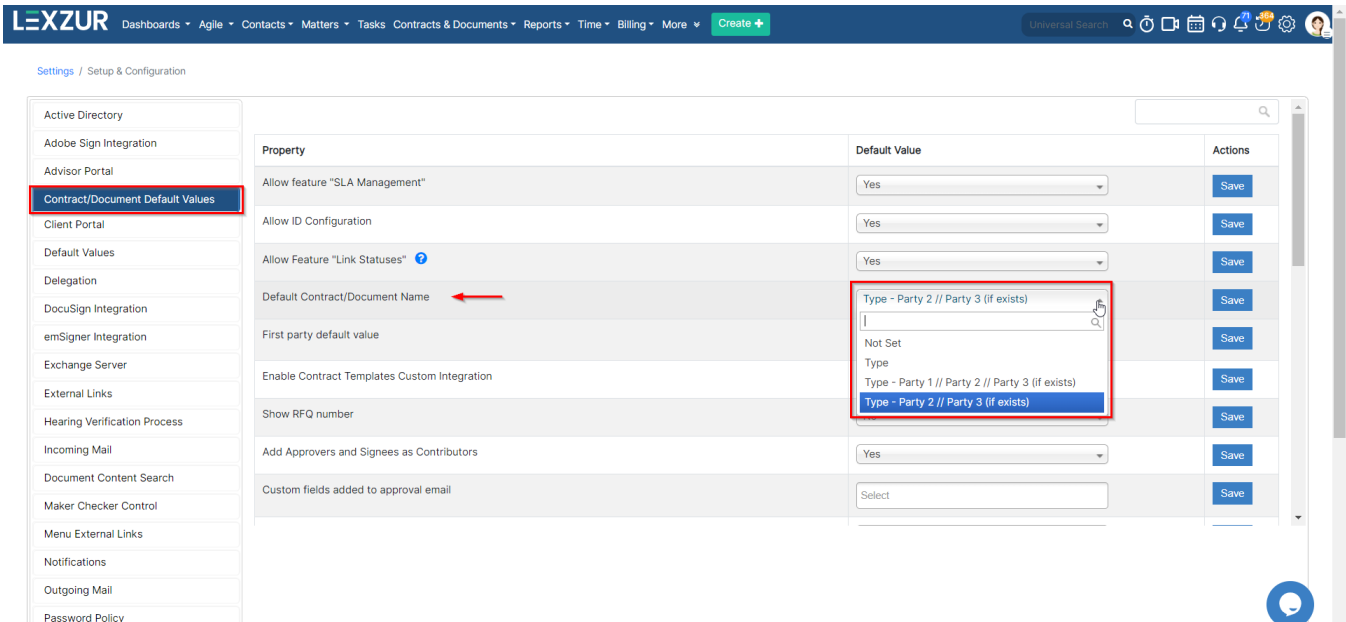- Assign Contract name when no name is defined

Steps:

Users have the option to establish a default contract name. If the contract name field is left blank, it will be automatically filled based on predefined options.

To enable this feature, go to **System Settings** -> **System Preferences** -> **Setup & Configuration,**

Then navigate to **Contracts/Documents Default Values**

Here, you can enable the default contract name and set it based on different options, including:

1. **Contract Type**
2. **Type - Party 1 // Party 2 // Party 3 (if exists)**
3. **Type - Party 2 // Party 3 (if exists).**

Depending on the chosen option, the contract will be automatically named based on these values. For example, "Non-Disclosure Agreement-Company1 //Company2"

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

Thank you!