

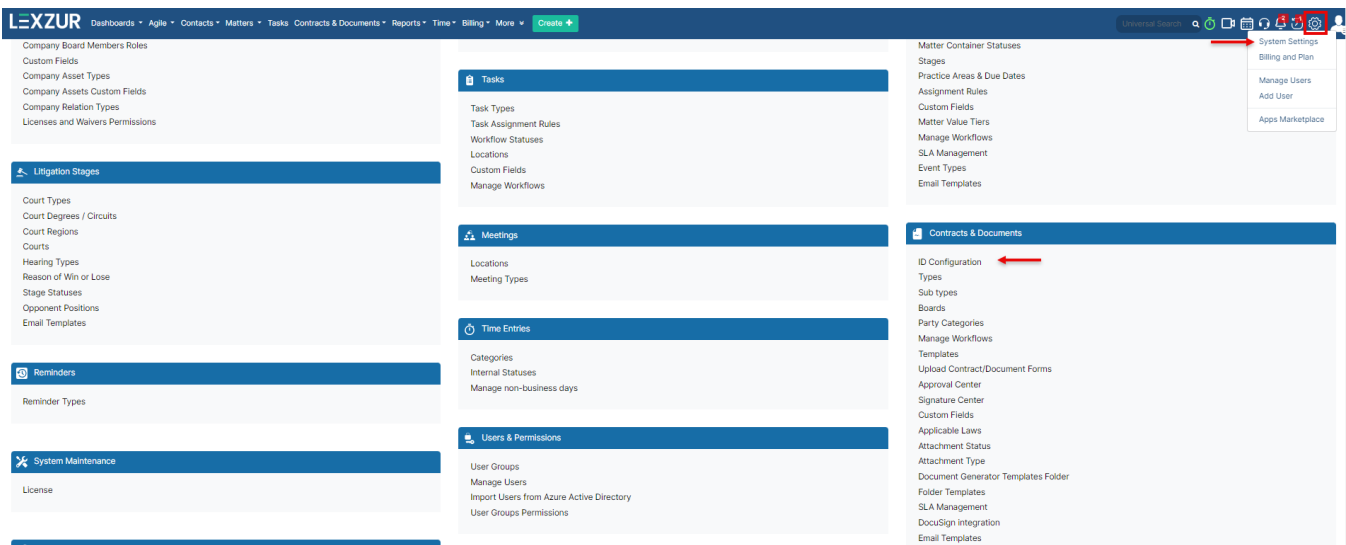
How to Configure Contra ID

Objectives

- Configure Contract's ID number


Steps

The Contra ID configuration can be done from the Contracts Settings, therefore go to the **System Settings Contracts & Documents ID Configuration**



The ID In Contra is composed of 4 sections :

- **First ID Section:** The **Contract Type Prefix** i.e. The abbreviation of the contract type (for example Commercial Lease Agreement might be CLA).
- **Second ID Section:** Use any **keyword** or **abbreviation** that will allow you to locate this contract/document later.
- **Third ID Section:** This section will be used if you want to add the **date** to your contract. YYYYMMDD is the default format.
- **The Forth Section** is the number auto-generated by the system.



The Contract Type Prefix can be edited from the [Types Page](#).

Only 5 characters are allowed in the Second ID Section, and the Default keyword is CT

Settings / ID Configuration

Configure Contract/Document IDs by enabling or disabling the below ID sections ?

First ID Section :
Second ID Section :
Third ID Section :

?

?

?

CT

YYYYMMDD

COA

CT

20230504

1234

Save

The first 3 sections can be enabled/disabled on the ID Configuration page in the settings as needed.

The enabled sections will only appear in the Contract ID. So, the ID of the Contract now will look like this if all the sections are enabled:

Contracts & Documents

AllSave as

ExportTools

1 - 20 of 158 items

SearchAdvancedColumns

	ID	Name	Value	Type	Currency	#	Status	Workflow Status	Date
<input type="checkbox"/>	COA-CT-20230504-261	App4Legal - M202-New Matter: Partnership Agreement Consultation	0.00	Consultancy Agreement		261	Active	Filing & Drafting	202
<input type="checkbox"/>	PAA-CT-20230504-260	App4Legal - M202-New Matter: Partnership Agreement Consultation	0.00	Partnership Agreement		260	Active	Filing & Drafting	202
<input type="checkbox"/>	PAA-CT-20230504-259	Partnership Agreement	0.00	Partnership Agreement		259	Active	Filing & Drafting	202
<input type="checkbox"/>	PAA-CT-20230504-258	Partnership Agreement BLP	0.00	Partnership Agreement		258	Active	Filing & Drafting	202
<input type="checkbox"/>	SPA-CT-20230428-254	Purchase Agreement	0.00	Stock Purchase Agreement		254	Active	Filing & Drafting	202

To edit the **Contract Type Prefix**, go to the **Types** within the Contracts Settings

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TasksTask TypesTask Assignment RulesWorkflow StatusesLocationsCustom FieldsManage Workflows

MeetingsLocationsMeeting Types

Time EntriesCategoriesInternal StatusesManage non-business days

Users & PermissionsUser GroupsManage UsersImport Users from Azure Active DirectoryUser Groups Permissions

Matter Container StatusesStagesPractice Areas & Due DatesAssignment RulesCustom FieldsMatter Value TiersManage WorkflowsSLA ManagementEvent TypesEmail Templates

Contracts & Documents

ID ConfigurationTypesSub typesBoardsParty CategoriesManage WorkflowsTemplatesUpload Contract/Document FormsApproval CenterSignature CenterCustom FieldsApplicable LawsAttachment StatusAttachment TypeDocument Generator Templates FolderFolder TemplatesSLA ManagementDocuSign IntegrationEmail Templates

You will find on this page all your contract types and their prefixes, where you can edit them easily.

Settings / Type / Add

Total Records: 22

Choose Default Languages

Type (english)	Prefix ?	Edit	Delete
Joint Venture Agreement	JVA		
Distribution Agreement	DIA		
Non-compete Agreement	NCA		
Non-disclosure Agreement	NDA		
Partnership Agreement	PAA		
Reselling Agreement	REA		
Commercial Lease Agreement	CLA		
Purchase Agreement	PUA		
Stock Purchase Agreement	SPA		
Consultancy Agreement	COA		

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

Thank you!