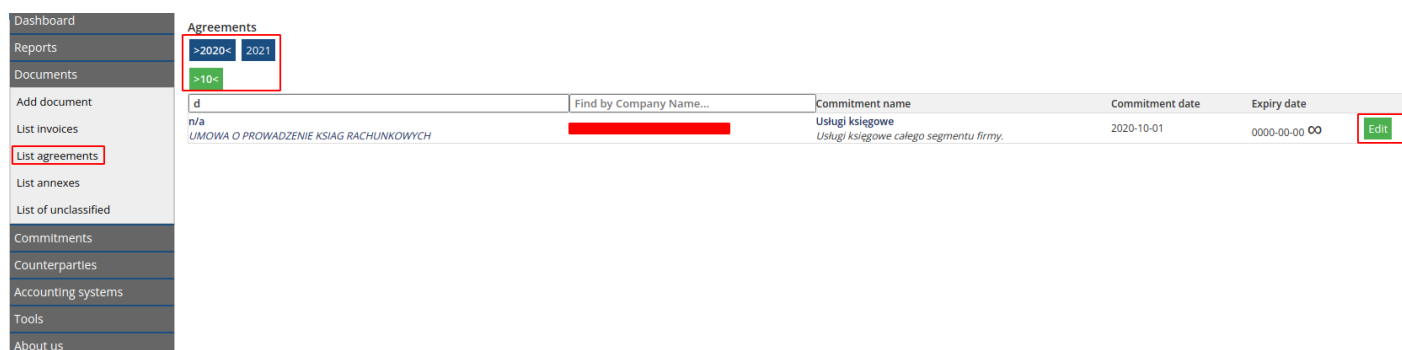


# Viewing/Editing the Agreement

Go to the "**Documents**" menu item and click "**Agreement list**".

Use the date buttons to select a sort date.

After selecting the desired agreement, click on the agreement number or the edit button.



The screenshot shows the PUQ Mantic interface. On the left is a sidebar menu with items: Dashboard, Reports, Documents, Add document, List invoices, List agreements (highlighted with a red box), List annexes, List of unclassified, Commitments, Counterparties, Accounting systems, Tools, and About us. The main area is titled 'Agreements' and contains two date buttons: '>2020<' and '2021', both highlighted with red boxes. Below these is a table with the following columns: 'd', 'Find by Company Name...', 'Commitment name', 'Commitment date', and 'Expiry date'. The table contains one row with the following data: 'n/a', a redacted company name, 'Usługi księgowe', '2020-10-01', and '0000-00-00' with an infinity symbol. An 'Edit' button (highlighted with a red box) is located at the end of the row. Below the table, the text 'UMOWA O PROWADZENIE KSIĄG RACHUNKOWYCH' and 'Usługi księgowe całego segmentu firmy.' are visible.

d	Find by Company Name...	Commitment name	Commitment date	Expiry date
n/a		Usługi księgowe	2020-10-01	0000-00-00 ∞

A preview of the document will open and its data can be edited.

- Number (Document number, if any)
- Description
- Conclusion date (Date of signing the document)
- Commitment date (Date on which the subject of the contract comes into force)
- Expiry date (Date until which the subject of the contract is valid)
- Notice period (notice period in days)
- Indefinite period (Select this option if the contract is signed for an indefinite period or becomes indefinite after its expiry)

Agreement [REDACTED] VAT Number: [REDACTED]

Save List agreements Unmapping

List of commitments:  
Usługi księgowe (Usługi księgowe całego segmentu firmy.)

ID

Number

Description

Conclusion date

Commitment date

Expiry date

Notice period (days)

☒ Indefinite period

List annexes:

addonmodules.php

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To save the changes, you must click the "**Save**" button.

Revision #2

Created 6 November 2021 14:13:04 by Ruslan

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