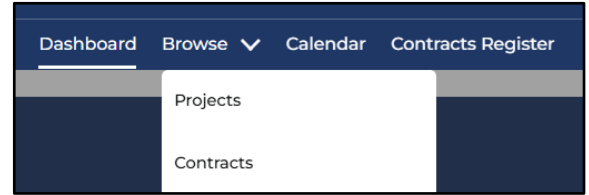




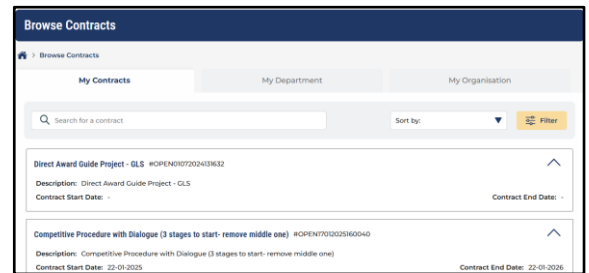
1

Once logged into Open, click on **Browse** and then click on **Contracts**.



2

The first tab, **My Contracts**, automatically shows all contracts awarded to you. **My Department** shows contracts awarded to colleagues in your department.

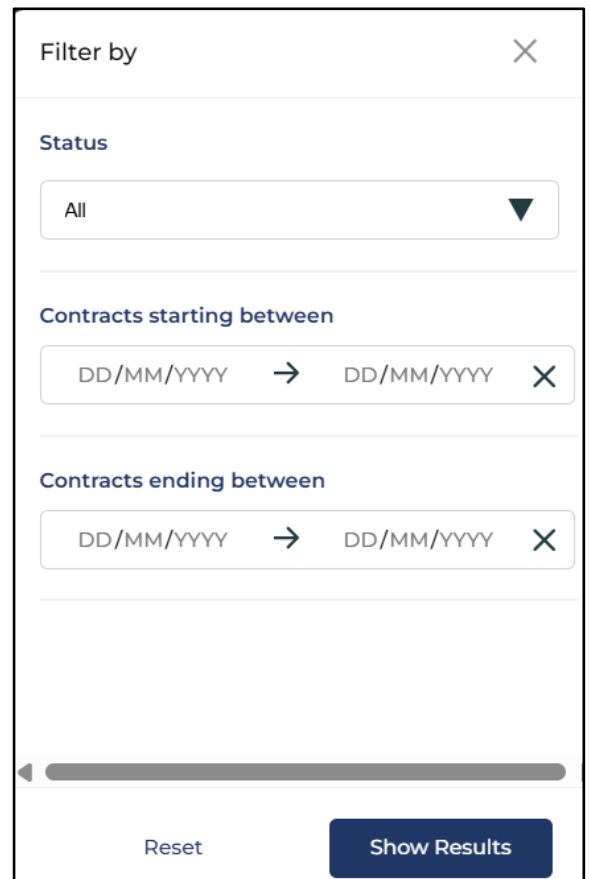


3

You can also find contracts awarded to your company by selecting **My Organisation**. Use the search/ filter/ sort functions to find the relevant contract.

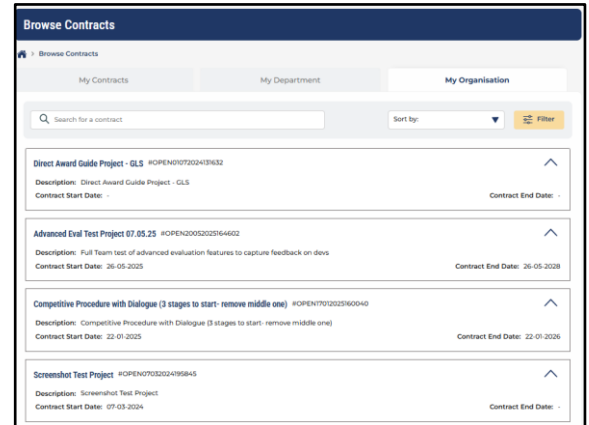
You can filter via:

- Status
- Contract Starting between
- Contract Ending between



4

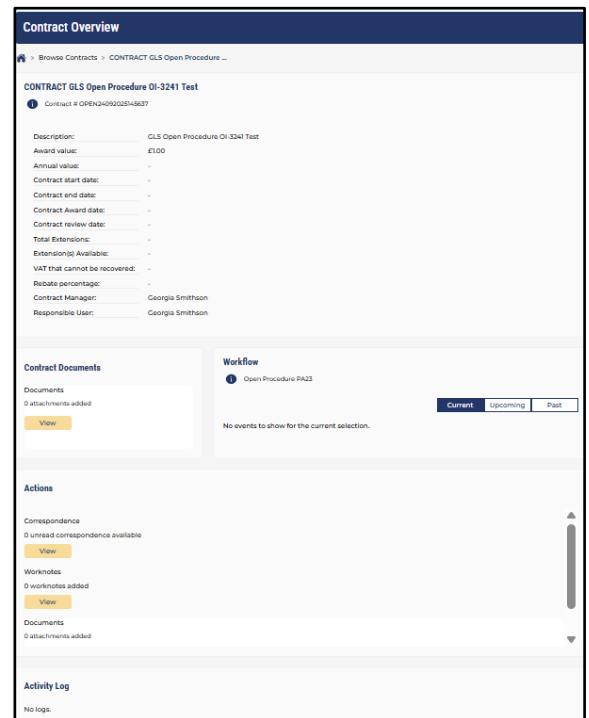
Once you have found the contract you would like to view, click **into it to access the Contract Overview**.



5

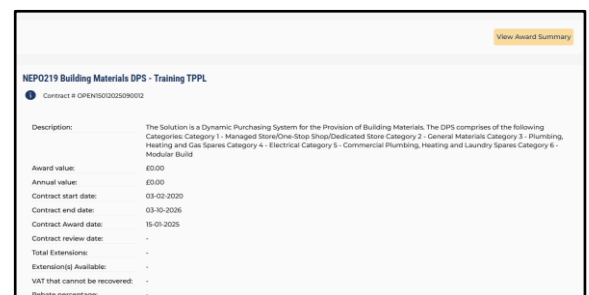
The **Contract Overview** will be displayed where you are able to:

- View key information about the contract
- View the contract documents
- Attach documents
- View events that are assigned to you
- View a log of your actions against the contract
- View and upload correspondence, work notes and documents
- View the Award Summary



6

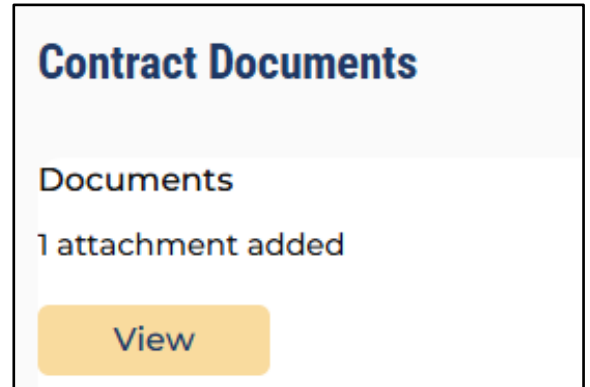
The first tile in the **Contract Overview** shows key details about the contract such as description, value, key dates and contact details.



7

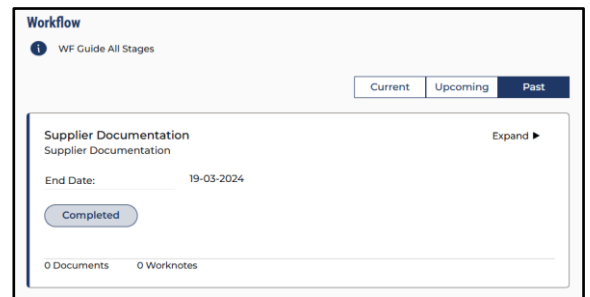
The **Contract Documents** tile is where you can view documents attached to the contract.

Click View to download the document/s to your device.



8

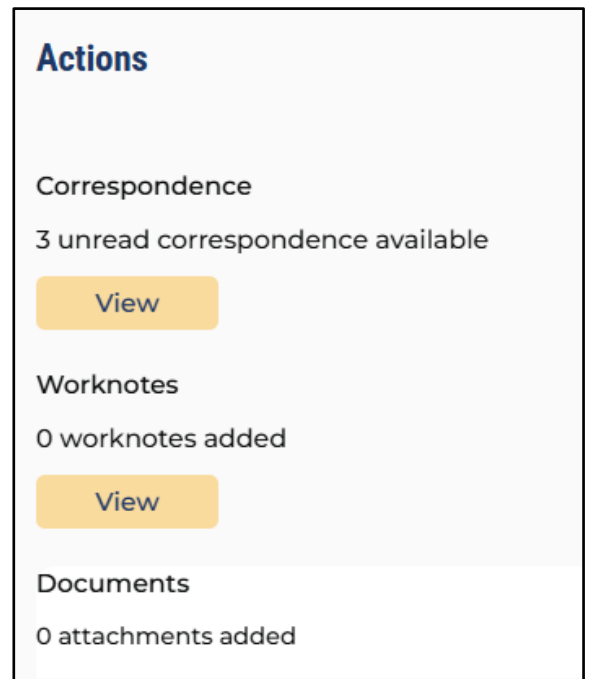
The **Workflow** tile shows events associated with the contract.



9

In the **Actions** tile you can add and view Correspondence, Worknotes and Documents.

At the very bottom of the **Contract Overview** page, you'll find the **Activity Log** which shows any activities happening on the contract.



10

Check out our other guides on how to **review the Contracts Register** and how to **manage correspondence**.

## Get Support

For more information and support about Open please visit the [Open Hub](#).

