

Entitlement Management > View Maintenance Contracts

Accessing the Maintenance Contract Section

- Navigate to the "Entitlements" section. This is where you'll find all options related to your entitlements and contracts within NexaONE.
- Select "Maintenance Contracts". This will take you to the main maintenance contract management page.

The screenshot shows the NexaONE interface for managing maintenance contracts. The left sidebar contains a navigation menu with 'Entitlements' and 'Maintenance Contracts' highlighted. The main content area displays a table of contracts. A red box highlights the 'Fields' button located above the table, which is used to customize the columns displayed. The table has the following data:

	Client Name	Contract Number	Contract Type	Contract Status	Total Assets
> View	Umbrella Corporation	175438106	Standard	Active	342
> View	Virtucon	11597156	Standard	Terminated	0
> View	Virtucon	11364788	Standard	Terminated	0
> View	Virtucon	Palo Alto_11472	Standard	Terminated	0
> View	Virtucon	11634936	Standard	Terminated	0
> View	Virtucon	11609524	Standard	Terminated	0
> View	Virtucon	10000009	Standard	Active	513

The right sidebar shows the 'Add New Contract' form with fields for Location*, Contract Name, Contract Number*, Service Provider*, and Service Recipient*.

Overview of the Maintenance Contract Page

Upon accessing the Maintenance Contracts page, you'll be presented with a table displaying a comprehensive list of your contracts. This table is designed to be user-friendly and shares similar functionalities and a familiar interface with other modules within NexaONE, ensuring a consistent experience.

Modifying Visible Fields

- **Click the "Fields" button** located within the table interface. This allows you to customize the columns displayed in the table, showing only the information most relevant to you.

Contracts

Dashboard / Entitlements / Contracts

	Client Name	Contract Number	Contract Type	Contract Status	Total Assets
> View	Umbrella Corporation	175438106	Standard	Active	342
> View	Virtucon	11597156	Standard	Terminated	0
> View	Virtucon	11364788	Standard	Terminated	0
> View	Virtucon	Palo Alto_11472	Standard	Terminated	0
> View	Virtucon	11634936	Standard	Terminated	0

Contracts
Dashboard / Entitlements / Contracts

Fields 6

Quick Filters Advanced Filters Search

Fields

Use this panel to control which fields are visible by adding and removing them between the visible and hidden lists.

Search

Visible

- Client Name
- Contract Number
- Contract Type
- Contract Status
- Total Assets

Hidden

- Contract Start Date
- Contract End Date
- RACS ID
- Created By
- Created At
- Modified By
- Modified At
- Has Active Assets
- Has Expired Assets
- Is Expired
- Is Expiring Soon
- Contract Class
- Reseller

Add Contract

Add New Contract

Umbrella Corporation Primary

Location*

Contract Name

Contract Number*

Service Provider*

Service Recipient*

- **Refer to the documentation section on modifying fields** for detailed instructions on how to add, remove, and rearrange columns to suit your specific needs.

Filtering Data

- **Use quick filters or advanced filters** to refine the displayed data and quickly locate specific contracts based on various criteria. Quick filters provide pre-defined options, while advanced filters allow for more complex and customized searches.

	Client Name	Contract Number	Contract Type	Contract Status	Total Assets
> View	Umbrella Corporation	175438106	Standard	Active	342
> View	Virtucon	11597156	Standard	Terminated	0
> View	Virtucon	11364788	Standard	Terminated	0
> View	Virtucon	Palo Alto_11472	Standard	Terminated	0
> View	Virtucon	11634936	Standard	Terminated	0
> View	Virtucon	11600524	Standard	Terminated	0
> View	Virtucon	10000009	Standard	Active	513

Text-Based Filtering

- **Type directly into the search bar** to quickly find specific contracts. For example, you can enter a contract number, a company name, or any other relevant keyword.

	Client Name	Contract Number	Contract Type	Contract Status	Total Assets
> View	Umbrella Corporation	175438106	Standard	Active	342
> View	Virtucon	11597156	Standard	Terminated	0
> View	Virtucon	11364788	Standard	Terminated	0
> View	Virtucon	Palo Alto_11472	Standard	Terminated	0
> View	Virtucon	11634936	Standard	Terminated	0

- **The table will dynamically filter** as you type, showing only the contracts that match your search criteria. This allows you to quickly narrow down the list and find the information you need.

Exporting Data

- **Click the "Export" button** to download the current table view as a file (e.g., CSV or Excel format). This allows you to further analyze the data or share it with others.

