

Service Contract Setup

Last Modified on 11/01/2023 8:48 am EDT

Energy Force uses Service Contract Setup to set up contracts that can be tied to appliances on the *Appliance Information* window. The Service Contract *Beginning* and *Ending Dates* and *Scheduled Service Month* are also tied to the appliance on the *Appliance Information* window. This information can be used to track service contract agreements.

1. On the *Service Contract Maintenance* window, select **Create** to enter a Service Contract. Optionally select a Service Contract and make any necessary changes.
2. Enter the *Division* for the Service Contract.

Division	Contract Type	Contract Description	Term-Months
1	2		0

3. In the *Contract Type* field, enter a unique identifier for the Service Contract. This can be up to three numeric characters.
4. In the *Contract Description* field, enter the description of the Service Contract.
5. In the *Term-months* field, indicate the number of months the Service Contract is valid.
6. Select **Save**.