

Setting up a Contract

To set up contracts in JDOffice you will need to complete the following steps:

1. From the JDOffice main screen click on the "Setup" key
2. From the "Setup" menu click on "Contracts"
3. Before you enter a "Contract" you must enter "Contractors"
4. Click on the "Contractor" tab.
5. Click "New".
6. In the Contractor name field, enter a unique name. The first 20 characters of this name will populate the Contractor display name text box.
7. Click on the keyboard Tab key to add the name to the list.
8. In Contact name field, enter the name whom you correspond with for this contract.
9. To enter the contractor information, click on "Contractor Info".
10. When finished, click "Apply" to save your changes and move to the next tab, or click "OK" to close the Setup tabs.
11. Click on "Contracts"
12. Click "New"
13. Name contract, pick contractor name, crop type, enter trait description, quantity, make field selections.
14. Then click "Apply"