Plaza™

Managing Agreements and Compliance

User Guide 6 Adding Variations to an Agreement

Overview

This User Guide provides instructions on how to add variations to an Agreement. Variations are proposed and/or agreed changes to an Agreement.

Navigate to the Variations page by selecting the Variations tile or link.

If you would like to create multiple Variations to one or more Agreements, please contact support@simplylogical.net for the relevant import template.

Before creating a Variation, it is useful to understand the different functions and filters accessible from the Variations menu):

Figure 1 Variations menu

Functions

- **Add**   Add a new Variation (discussed in detail below)
- **Show Deleted**   Displays all Variations that have been deleted
                             (then you have the option to hide deleted)
- **Download**   Download Variations and their details into an Excel workbook

You can filter your view by selecting one of the following options:

Filters

- **Mine**   Default view; Displays only the variations issued by your party
- **Shared**   Displays only Variations that you share with other Parties

Adding Variations

You can add Variations via:

1. Agreements tile or link, or
2. Variations tile or link in the top and bottom right hand corner, or
3. If you have multiple variations to enter you can do so via the Variations import template – contact support@simplylogical.net.

Via the Agreements tile link

Figure 2 Select 'Variations'

1. Click on the **Agreements** tile or link
2. Click on the **Agreement** the variation belongs to
3. Click on **Variations** on the right hand side (Figure 2)
4. Click **Add** and select **New Variation**
5. Enter the **Title** and **Details**
6. Select **Save**
7. Set the Variation **status** to Proposed, Approved or Rejected
8. Add any **attachments**
9. Select **Save**
10. Click the **Variations** link in the top right hand corner to return to the main Variations view (Figure 3)

Via the Variations link

1. Click on the **Variations** tile or link in the top or bottom right-hand corners
2. Click **Add** and select **New Variation**
3. **Select** your Agreement from the list
4. Enter the **Title** and **Details**
5. Select **Save**
6. Set the Variation **status** to Proposed, Approved or Rejected
7. Add any **attachments**
8. Select **Save**
9. Click the **Variations** link in the top right hand corner to return to the main Variations view (Figure 3)

Figure 3 Variations list