

## Management of Registrations / License / Insurance / Contracts / Agreements

A feature called business manager has been developed in the dashboard for managing the validity and expiry dates of various Registrations / License / Insurance / Contracts / Agreements for our various clients.

Click on the Business Manager tab from ledt menu. Three options shall be displayed on the dropdown namely:

- 1. Registrtions/License 2 .Insurance
- 3. Contracts / Agreements

Select the option for which you would like to make entry for.

A button for adding new entry is available on the right top corner as shown in the figure.

Enter the details of the transactions as asked on the screen and click on save button.

All the transactions you add will be displayed in a list format.

Option for adding new entry for any registration / license / insurance / contracts / agreements

