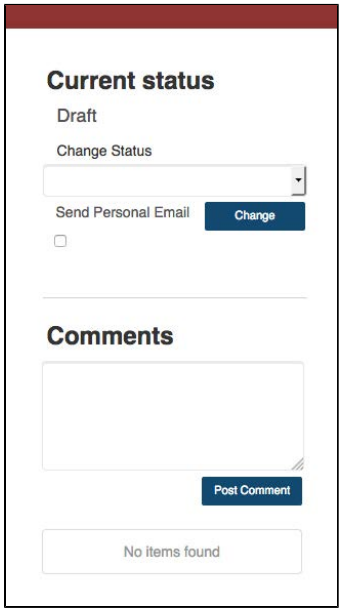
CART - Agreement Status

Q: What does my CART agreement status mean?

Answer

There are four possibilities for Current status which determines what information can be changed or added to an Agreement. You cannot skip the order of the statuses, you must move between them in this order:

DRAFT	Use this when you are writing the agreement. Anyone in your unit can see it.
PENDING	Use this when you are negotiating the agreement and its payments and terms.
ACTIVE	Use this when your agreement is in place and happening.
CLOSED	Use this when your agreement is complete or terminated and cannot be edited (without changing back to Active).



Select status from **Change Status** list and click **Change**. Use comments to capture a log of notes. Click “Send Personal Email” before changing status to include a note to the Primary Contacts of the agreement.