

## 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). |

## Current status

Draft

Change Status

Send Personal Email

Change

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## Comments

Post Comment

No items found

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.