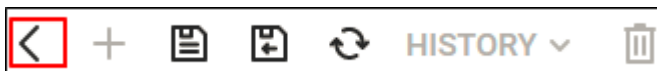


## Task 5. Creating an Agreement Type

<https://campus.barracuda.com/doc/96025474/>

To create an Agreement Type, perform the following steps.

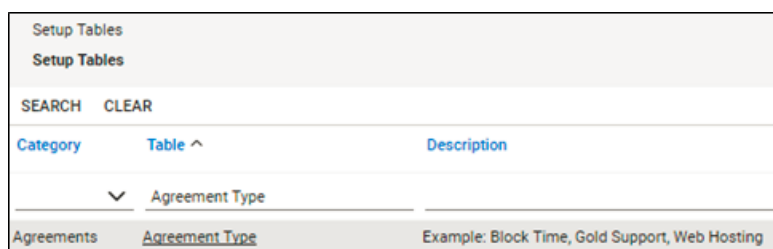
1. Navigate to the Setup Tables search page.



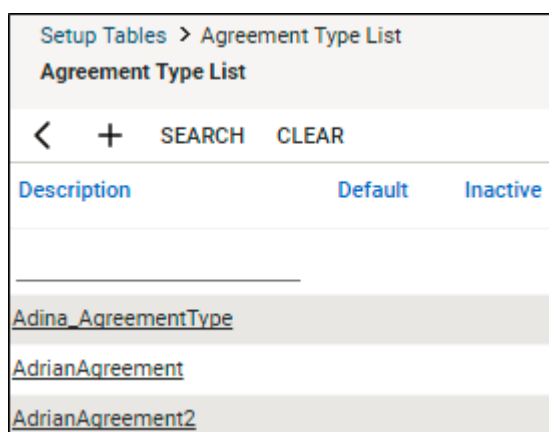
The Setup Tables search page is displayed.




2. At the Table field, type **Agreement Type**, and press **Enter**.  
The Agreement Type link is displayed.

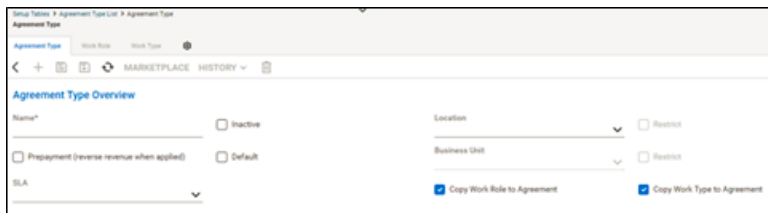


3. Click the **Agreement Type** link.  
The Agreement Type List is displayed.

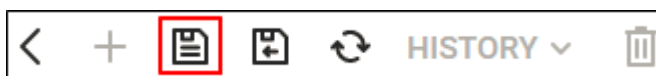


4. Click the New Item  icon.  
The new Agreement Type page is displayed.

**Note:** A unique Agreement Type is required to find and update the appropriate agreements with backup billing information.



5. At the Name field, type an easily recognizable agreement name.  
**Recommendation:** Use the same name for Agreement Type as you used for the Management IT Solution.
6. Complete the appropriate fields.
7. When complete, click the Save icon, as shown below.



The Agreement Type is updated.

Go to [Task 6. Creating Agreements for ConnectWise Companies.](#)

## Figures

1. image2022-1-5 12:31:13.png
2. image2022-1-5 12:31:58.png
3. image2022-1-5 12:32:18.png
4. image2022-1-5 12:33:24.png
5. image2022-1-5 12:34:7.png
6. image2022-1-5 12:34:53.png
7. image2022-1-5 12:36:1.png

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