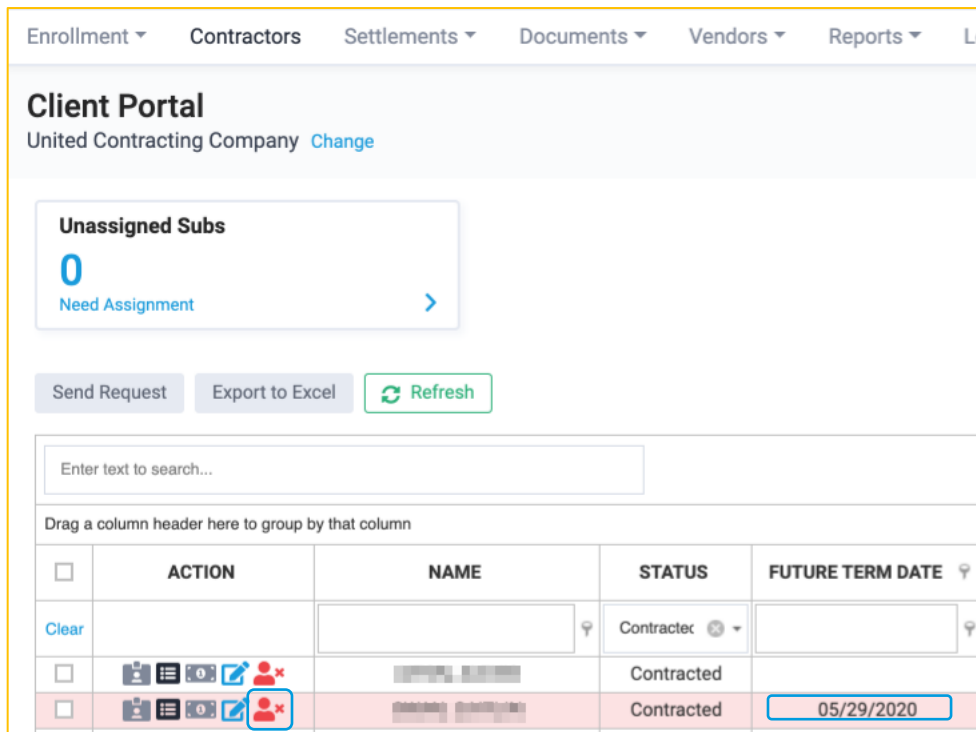


## Terminate Contractor Feature

The terminate contractor feature, can either terminate the contractor immediately or allow a future date to be set in order for additional functions to be completed before the termination is finalized. The row will turn pink as an indicator of a Future Term Date.



Enrollment ▾ Contractors Settlements ▾ Documents ▾ Vendors ▾ Reports ▾ Lc

**Client Portal**  
United Contracting Company [Change](#)

**Unassigned Subs**  
0  
Need Assignment >

Send Request Export to Excel Refresh

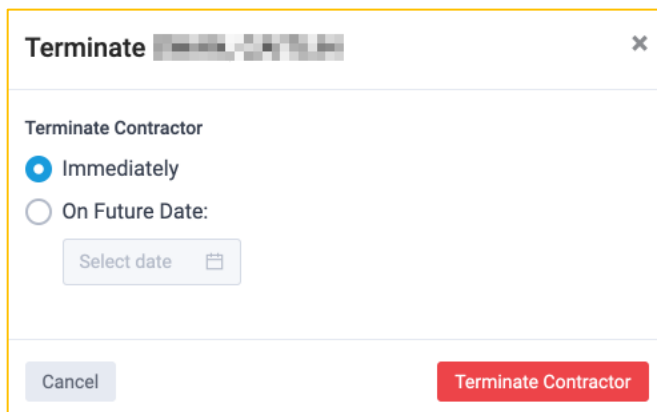
Enter text to search...

Drag a column header here to group by that column

<input type="checkbox"/>	ACTION	NAME	STATUS	FUTURE TERM DATE <sup>?</sup>
Clear		<input type="text"/>	Contractec <sup>?</sup>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>	Contracted	
<input type="checkbox"/>		<input type="text"/>	Contracted	05/29/2020

### Terminating Contractors Icon

Click the terminate icon to terminate a Contractor. There is an option to select the date of termination.



**Terminate**  ×

Terminate Contractor

Immediately

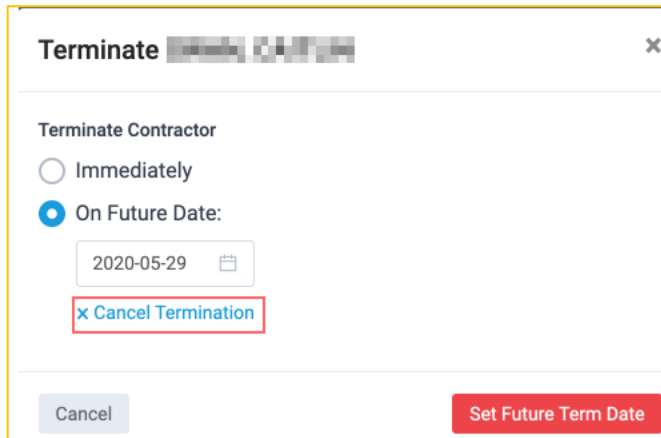
On Future Date:

Select date

Cancel Terminate Contractor



If the date of Termination needs to be modified or removed a new icon will appear to allow Cancellation of Termination.




Terminate **[Contractor Name]** ×

Terminate Contractor

Immediately

On Future Date:

2020-05-29 

x Cancel Termination

Cancel Set Future Term Date

