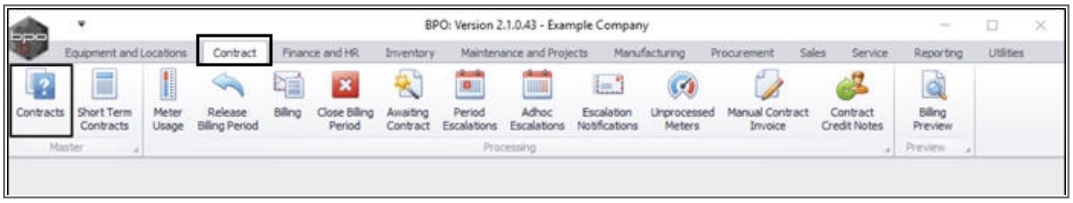
CONTRACT

PRINT PERFORMANCE REPORT

From the Contract Listing screen, you can view Contract **Performance Reports** for customer machines that are on contract. This report provides cost and schedule performance data which can be used to identify issues and forecast future contract performance.

Ribbon Access: *Contract > Contracts*



The ***Contract Listing*** screen will be displayed.

- Select the ***Site*** that you wish to work in.
    - In this image ***Durban*** has been selected.

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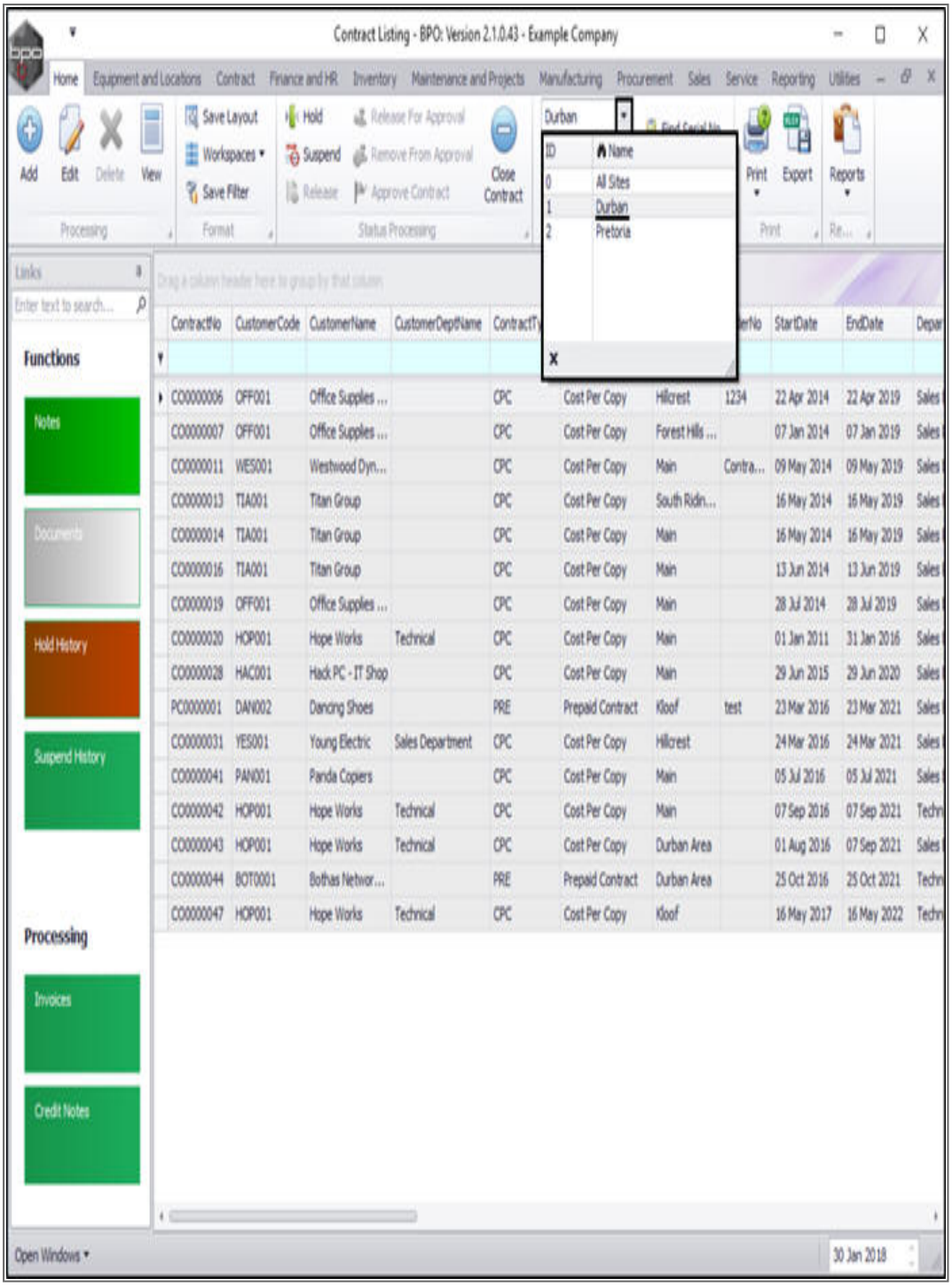

- Upon opening, this screen will default to the ***Active*** status, listing all the ***Active*** contracts for the selected site.

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- Click on the ***drop-down arrow*** in the ***status*** field and select an alternative status if required.
    - **Note:** Contract Performance Reports can only be printed in the
        - **New**,
        - **Released**
        - **Active**
        - **Hold** and
        - **Suspend** states.

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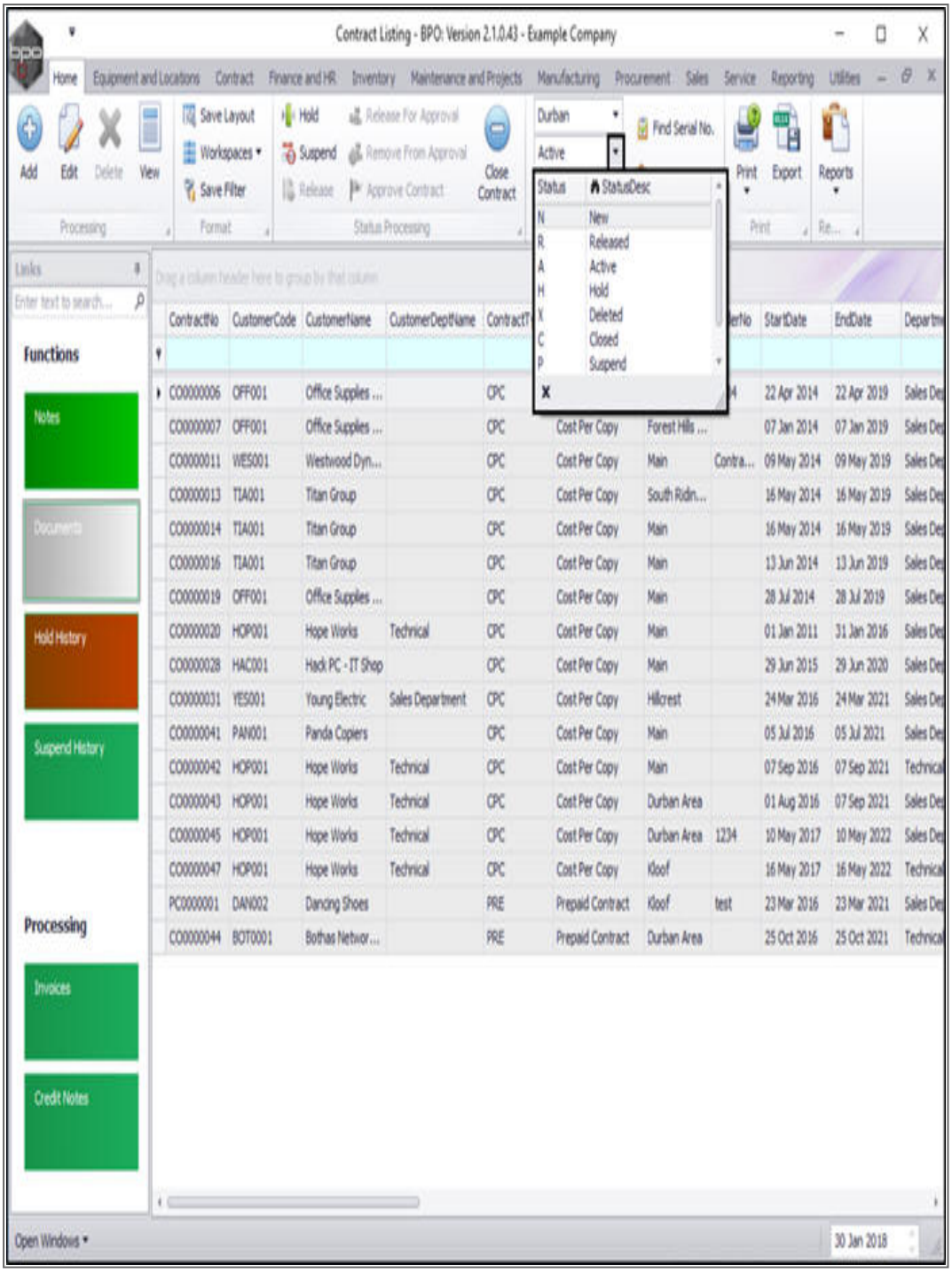

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SELECT THE CONTRACT

- Select the ***row*** of the ***contract*** where you wish to print the contract Performance Report.

PRINT PERFORMANCE REPORT

- Click on the ***arrow*** icon in the ***Print*** button.

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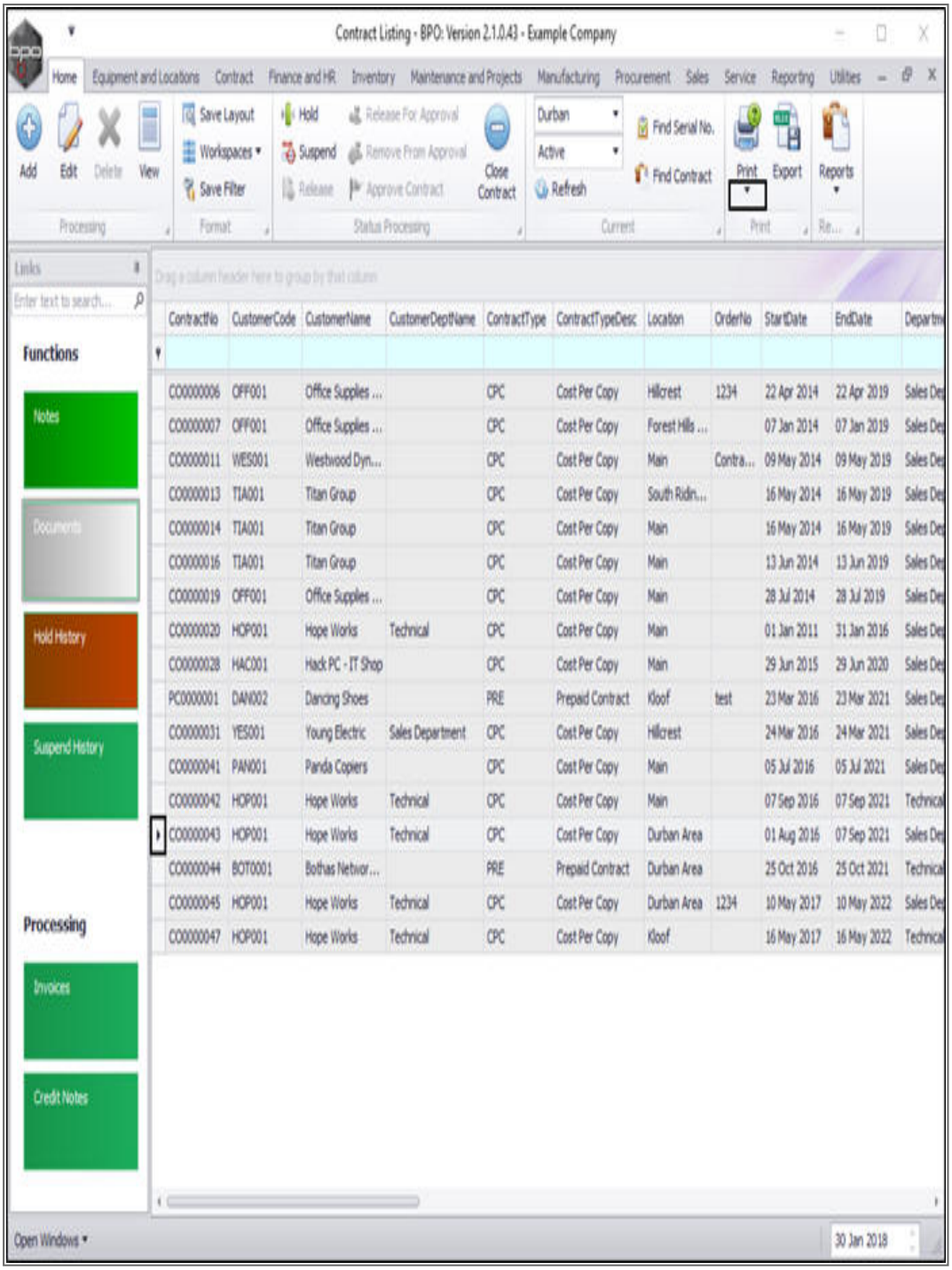

- From the Print drop-down menu displayed, click on ***Performance Report***.

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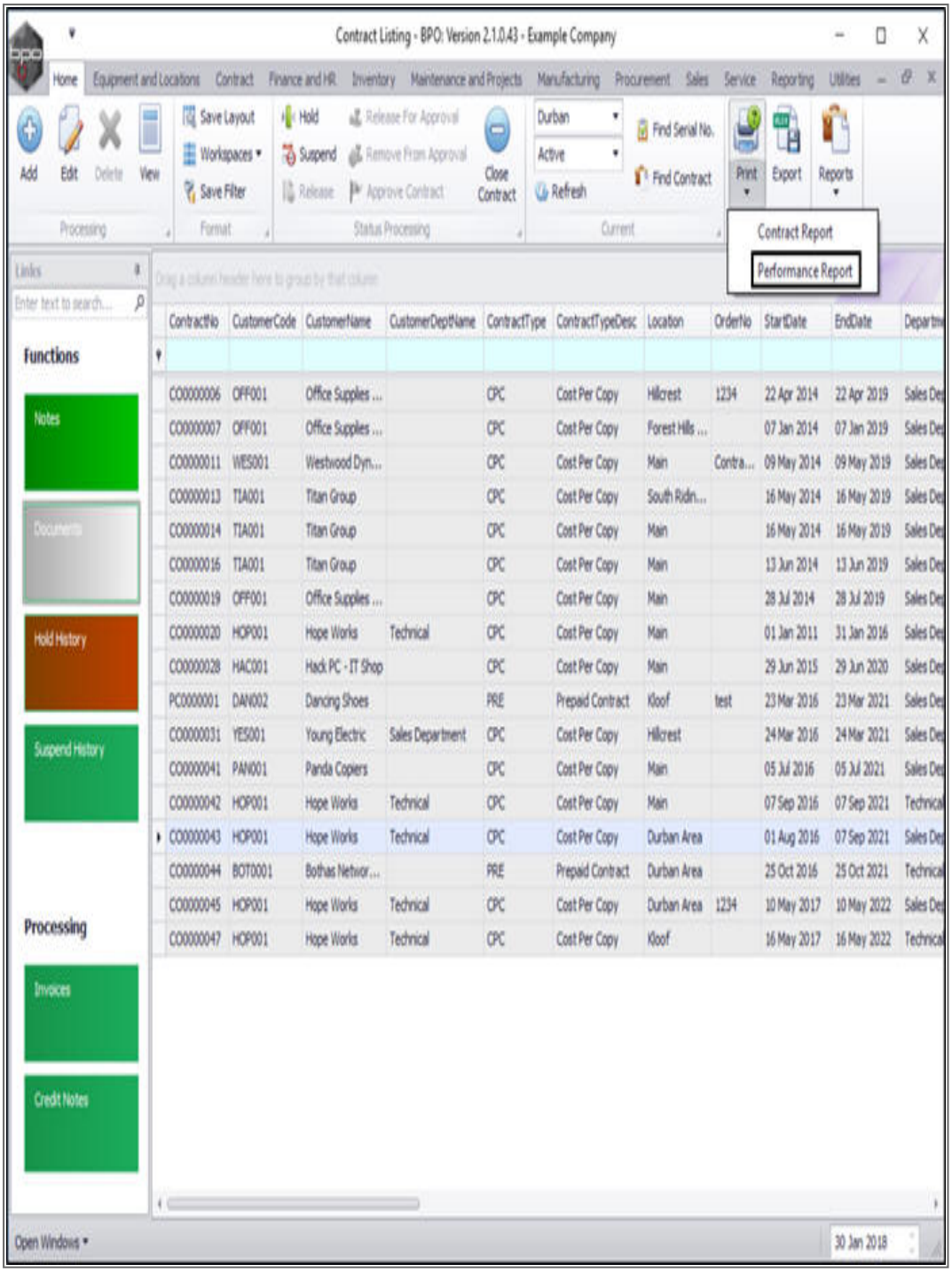

- A ***Report Generation*** message box will pop up asking;
  - ***Do you want to print the contract performance***

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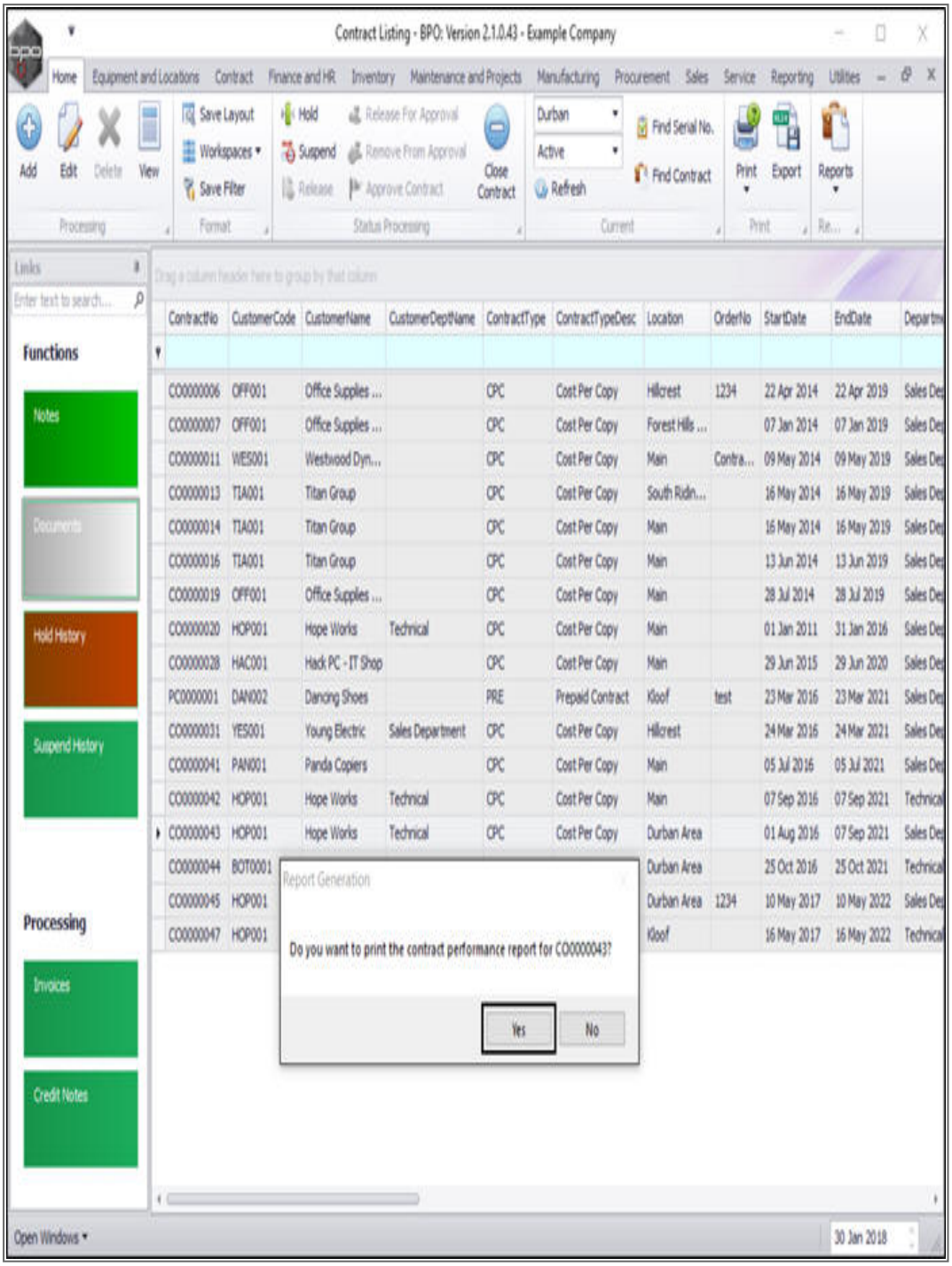
report for []?

- Click on ***Yes***.



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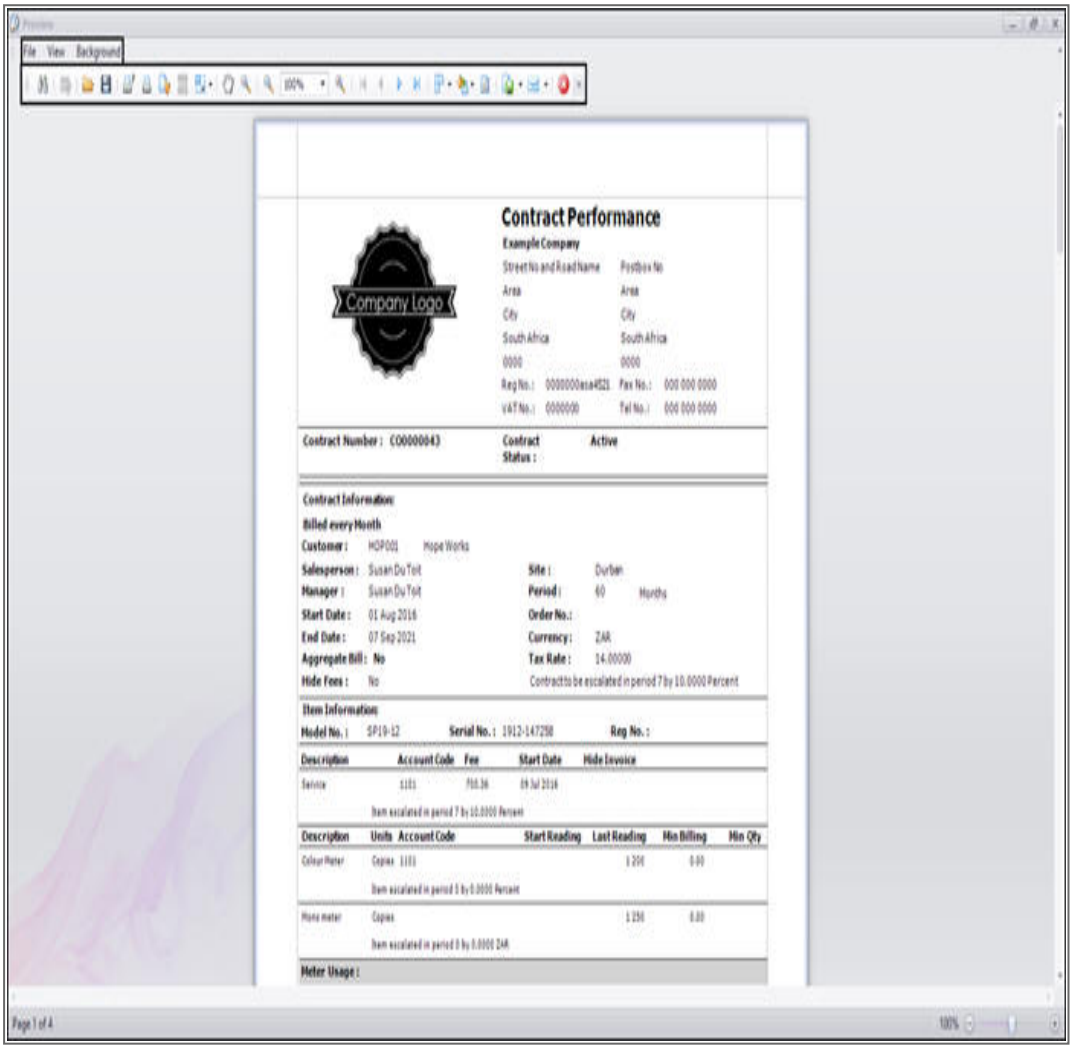
VIEW CONTRACT PERFORMANCE REPORT

- The ***Report Preview*** screen will be displayed.
- From here you can ***View***, ***Print***, ***Export*** or ***Email*** the contract Performance Report.
- ***Close*** the Report Preview screen when you are done.



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