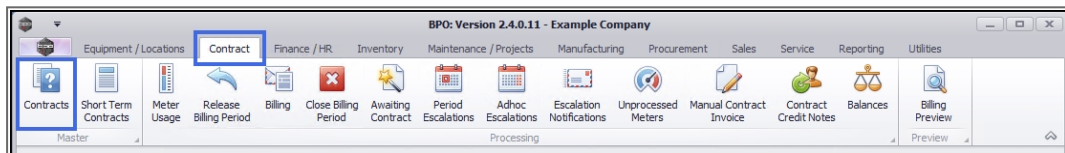


CONTRACT

PRINT MACHINE USAGE REPORT

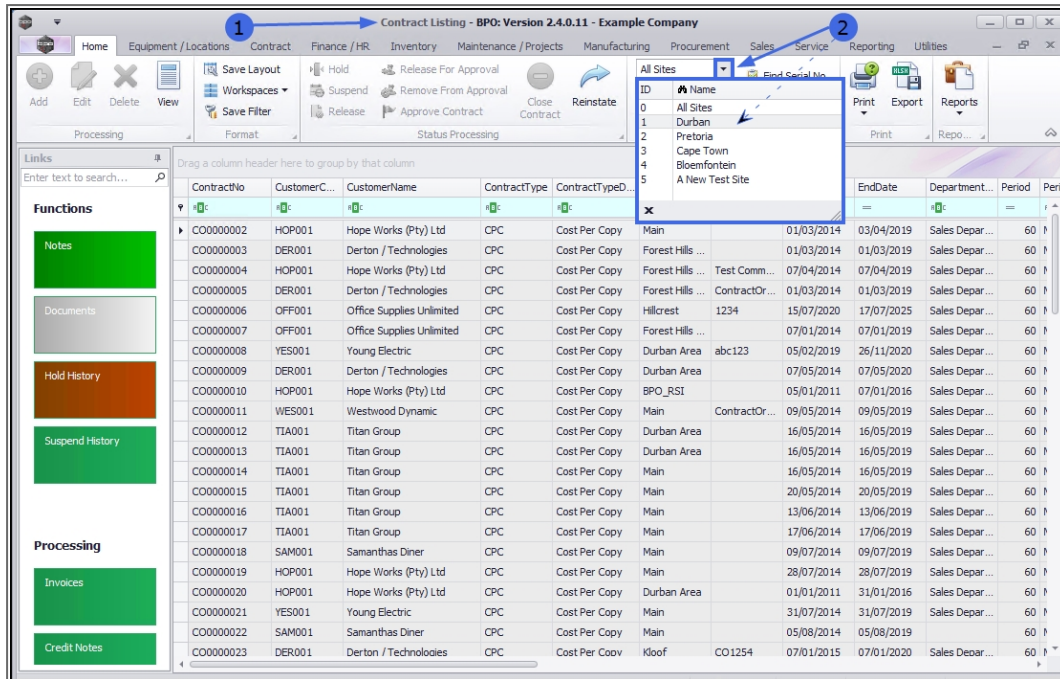
From the Contract Listing screen, you can view and print the **Machine Usage** report.

Ribbon Access: *Contract > Contracts*



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

- Click on the drop-down **arrow** in the **Site** field and select from the list, the Site that you wish to work in.
 - In this image **Durban** has been selected.
- **Note:** The **Machine Usage** print option will **not** be available until a **Site** is selected.



Contract Listing - BPO: Version 2.4.0.11 - Example Company

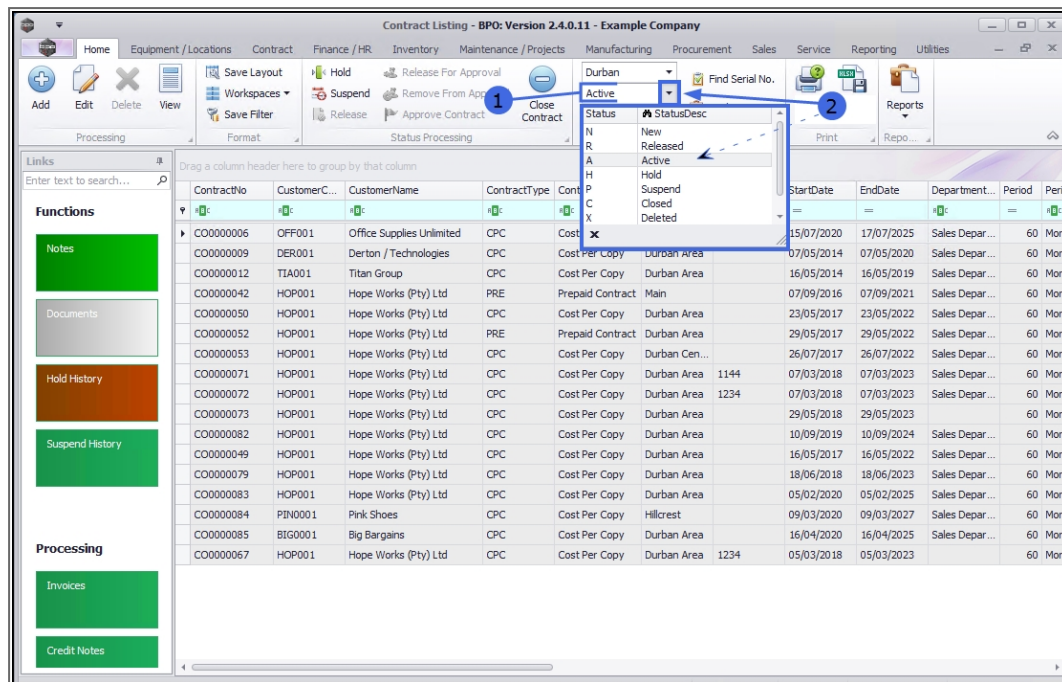
1. Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

2. Click on the **drop-down arrow** in the **status** field and select an alternative status if required.

■ **Note:** Machine Usage reports can only be printed in the

- **New**,
- **Released**
- **Active**
- **Hold** and
- **Suspend** states.

ContractNo	CustomerC...	CustomerName	ContractType	ContractTypeD...	EndDate	Department...	Period	Perk		
CO0000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	01/03/2014	03/04/2019	Sales Depart...	60		
CO0000003	DER001	Derton / Technologies	CPC	Cost Per Copy	01/03/2014	01/03/2019	Sales Depart...	60		
CO0000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	07/04/2014	07/04/2019	Sales Depart...	60		
CO0000005	DER001	Derton / Technologies	CPC	Cost Per Copy	01/03/2014	01/03/2019	Sales Depart...	60		
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	15/07/2020	17/07/2025	Sales Depart...	60		
CO0000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	07/01/2014	07/01/2019	Sales Depart...	60		
CO0000008	YES001	Young Electric	CPC	Cost Per Copy	05/02/2019	26/11/2020	Sales Depart...	60		
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	07/05/2014	07/05/2020	Sales Depart...	60		
CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	05/01/2011	07/01/2016	Sales Depart...	60		
CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	09/05/2014	09/05/2019	Sales Depart...	60		
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	16/05/2014	16/05/2019	Sales Depart...	60		
CO0000013	TIA001	Titan Group	CPC	Cost Per Copy	16/05/2014	16/05/2019	Sales Depart...	60		
CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	16/05/2014	16/05/2019	Sales Depart...	60		
CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	20/05/2014	20/05/2019	Sales Depart...	60		
CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	13/06/2014	13/06/2019	Sales Depart...	60		
CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	17/06/2014	17/06/2019	Sales Depart...	60		
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	09/07/2014	09/07/2019	Sales Depart...	60		
CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	28/07/2014	28/07/2019	Sales Depart...	60		
CO0000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	01/01/2011	31/01/2016	Sales Depart...	60		
CO0000021	YES001	Young Electric	CPC	Cost Per Copy	31/07/2014	31/07/2019	Sales Depart...	60		
CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	05/08/2014	05/08/2019	Sales Depart...	60		
CO0000023	DER001	Derton / Technologies	CPC	Cost Per Coov	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depart...	60

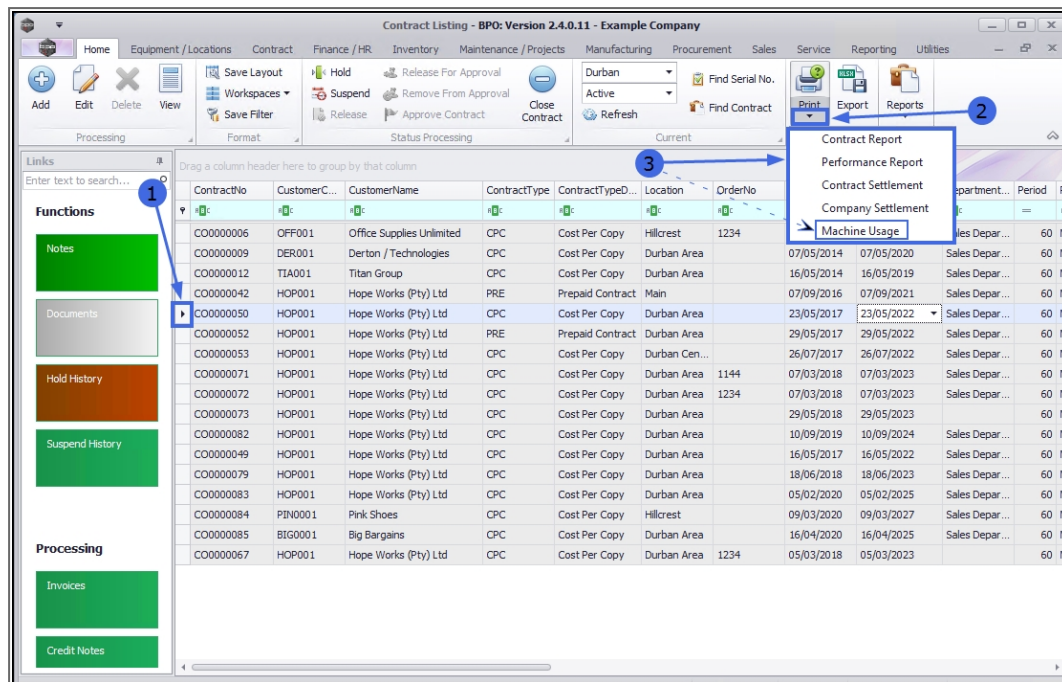


SELECT THE CONTRACT

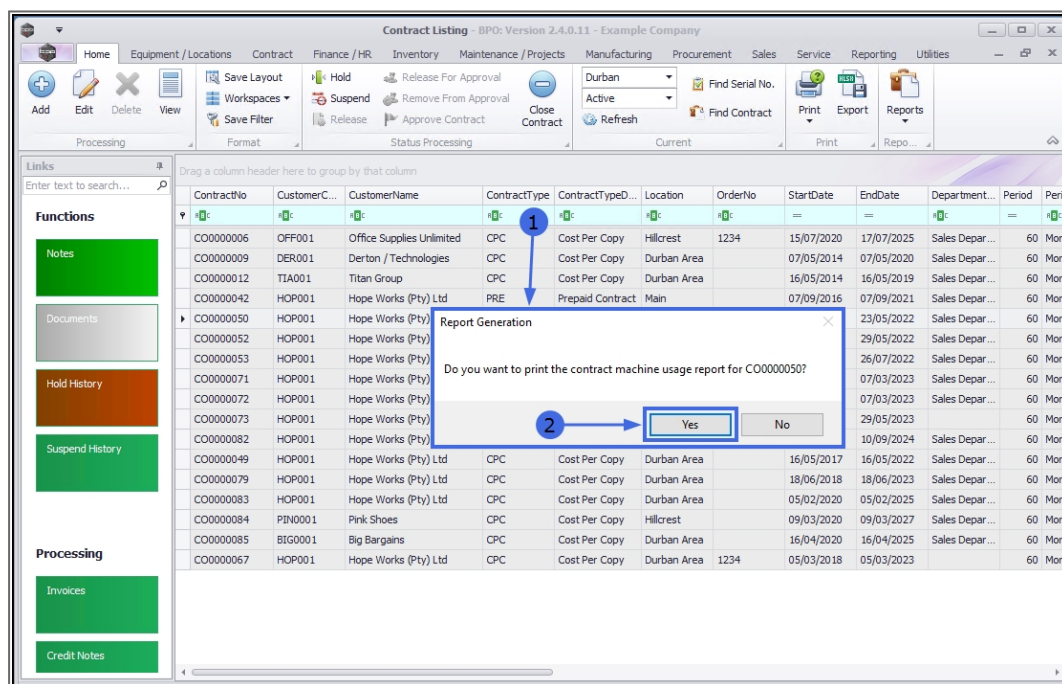
1. Select the **row** of the **contract** where you wish to print the Machine Usage report.

PRINT MACHINE USAGE REPORT

2. Click on the **arrow** icon in the **Print** button.
3. From the Print drop-down menu displayed, click on **Machine Usage**.

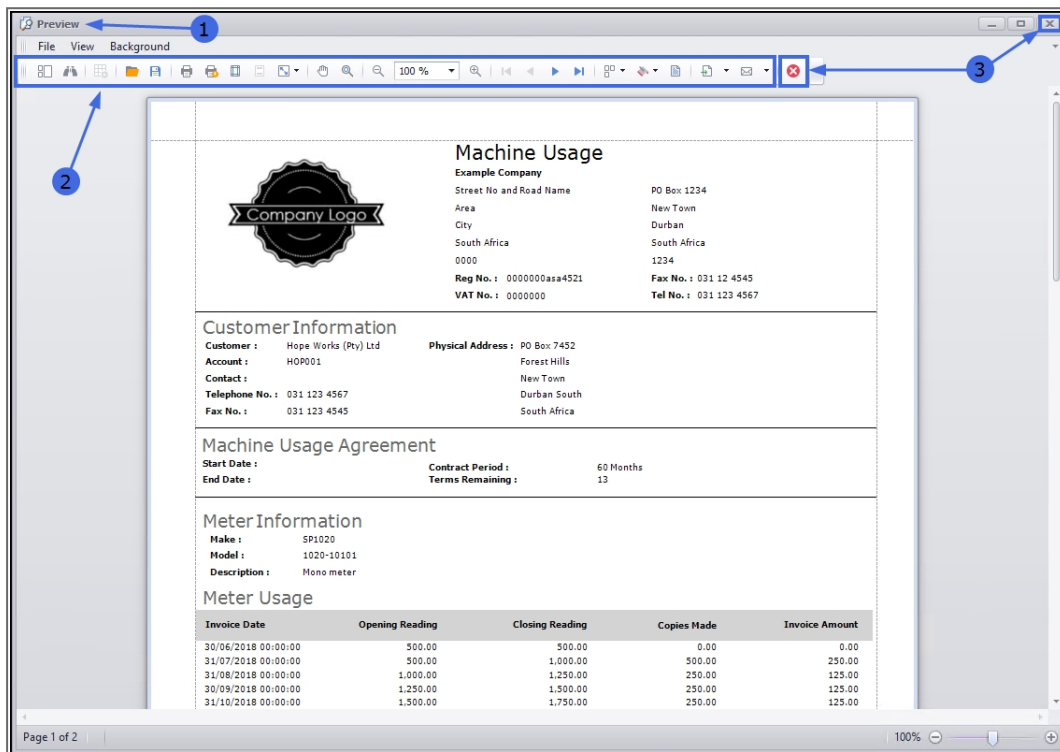


1. A **Report Generation** message box will pop up asking;
 - **Do you want to print the machine usage report for []?**
2. Click on **Yes**.



VIEW MACHINE USAGE REPORT

1. The **Report Preview** screen will be displayed.
2. From here you can **View, Print, Export** or **Email** the Machine Usage report.
3. **Close** the Report Preview screen when you are done.



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