

# CONTRACT

# **PRINT MACHINE USAGE REPORT**

From the Contract Listing screen, you can view and print the Machine

Usagereport.

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.



#### Print Machine Usage Report

Home Equ	inmont	Locations Co	ontract Finance	Contract Listing	- BPO: Version 2			ment Sales.	2 Service		tilities -	- 8	
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		CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	60	)
		CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	60	)
		CO000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depar	60	)
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Credit Notes		CO000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	60	3

- 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
    - $^{\circ}$  New,
    - ° Released
    - Active
    - Hold and
    - ° Suspend states.



) <del>-</del>					Contract Listing	BPO: Version 2	2.4.0.11 - Examp	le Company				_		
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Hold History			CO0000071	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1144	07/03/2018	07/03/2023	Sales Depar	60	0
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### **SELECT THE CONTRACT**

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*.



#### Print Machine Usage Report

Home Equipment ,			Contract Listing	BPO: Version 2	.4.0.11 - Examp	le Company				(	
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	CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Main		07/09/2016	07/09/2021	Sales Depar	6
Documents	CO000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		23/05/2017	23/05/2022	Sales Depar	6
	CO000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Durban Area		29/05/2017	29/05/2022	Sales Depar	6
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	CO000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar	6
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Processing	CO000067	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	05/03/2018	05/03/2023		6

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

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		CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	60	а
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		CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depar	60	C
		CO000084	PIN0001	Pink Shoes	CPC	Cost Per Copy	Hillcrest		09/03/2020	09/03/2027	Sales Depar	60	C
		CO000085	BIG0001	Big Bargains	CPC	Cost Per Copy	Durban Area		16/04/2020	16/04/2025	Sales Depar	60	C
Processing		CO000067	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	05/03/2018	05/03/2023		60	C



#### **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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