

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.



- 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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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



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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