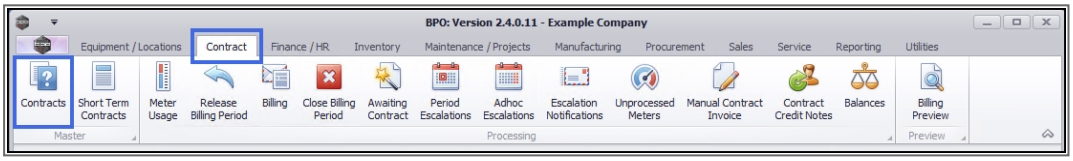
CONTRACT

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.

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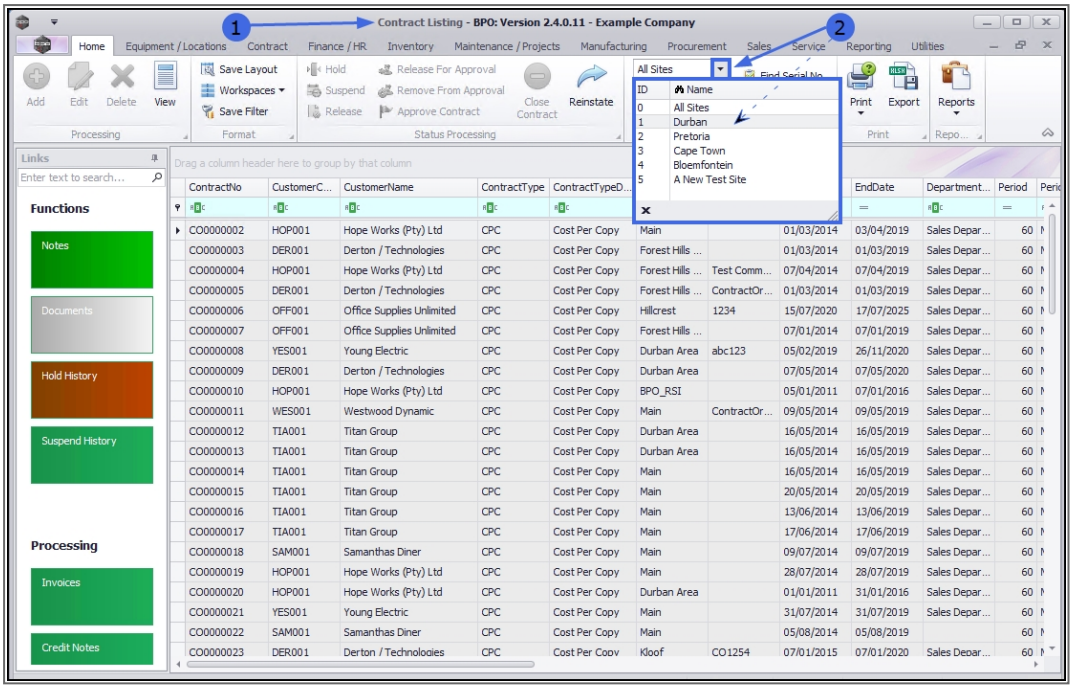

1. Upon opening, this screen will default to the ***Active*** status, listing all the ***Active*** contracts for the selected site.
2. Click on the ***drop-down arrow*** in the ***status*** field and select an alternative status if required.
    - **Note**: Machine Usage reports can only be printed in the
        - **New**,
        - **Released**
        - **Active**
        - **Hold** and
        - **Suspend** states.

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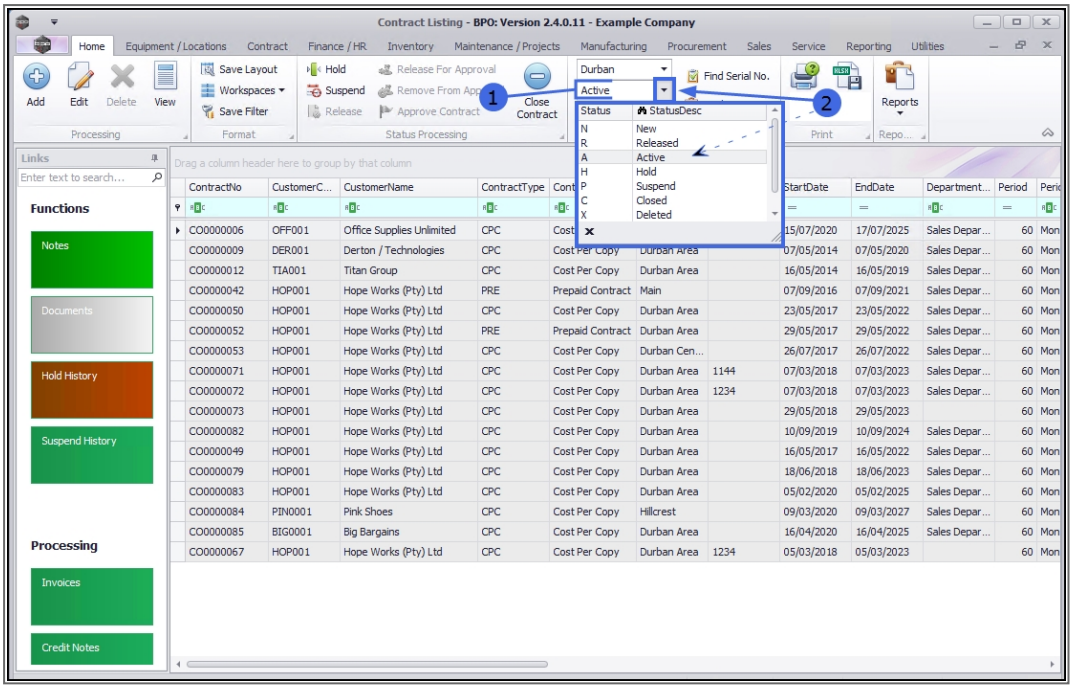

SELECT THE CONTRACT

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***.

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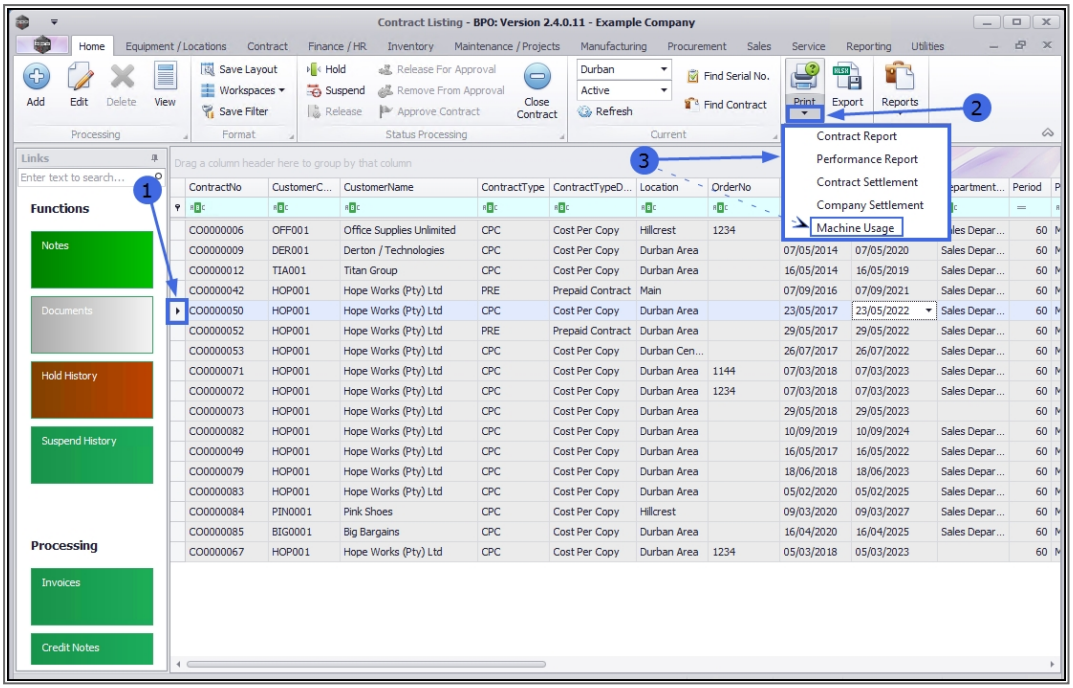
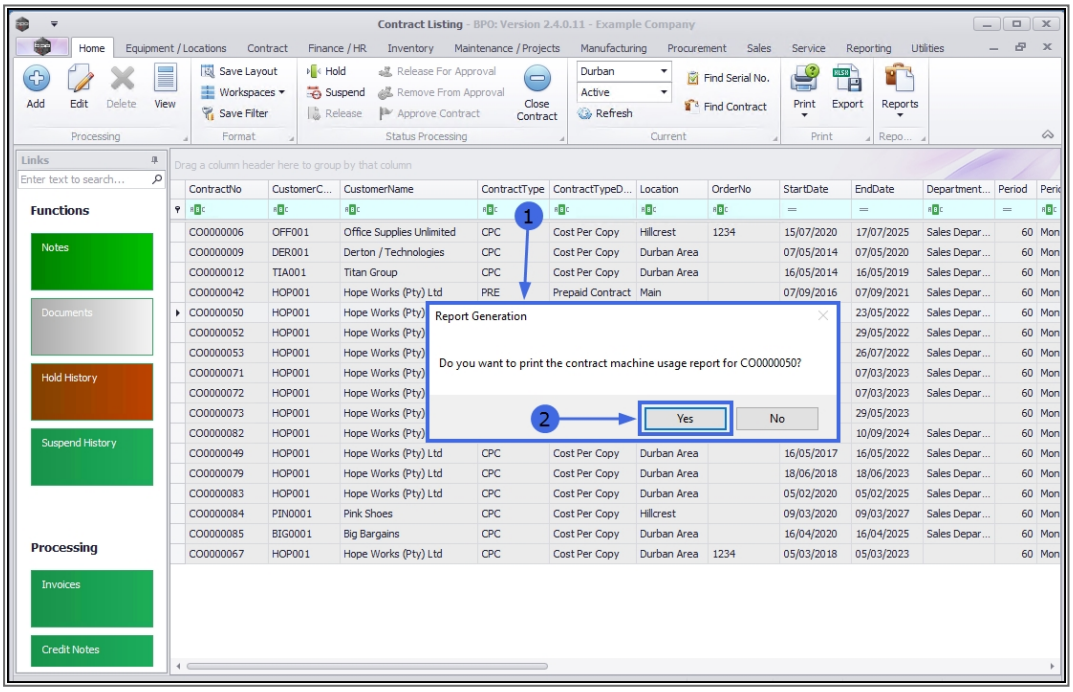


1. A ***Report Generation*** message box will pop up asking;
    - ***Do you want to print the machine usage report for []?***
2. Click on ***Yes***.



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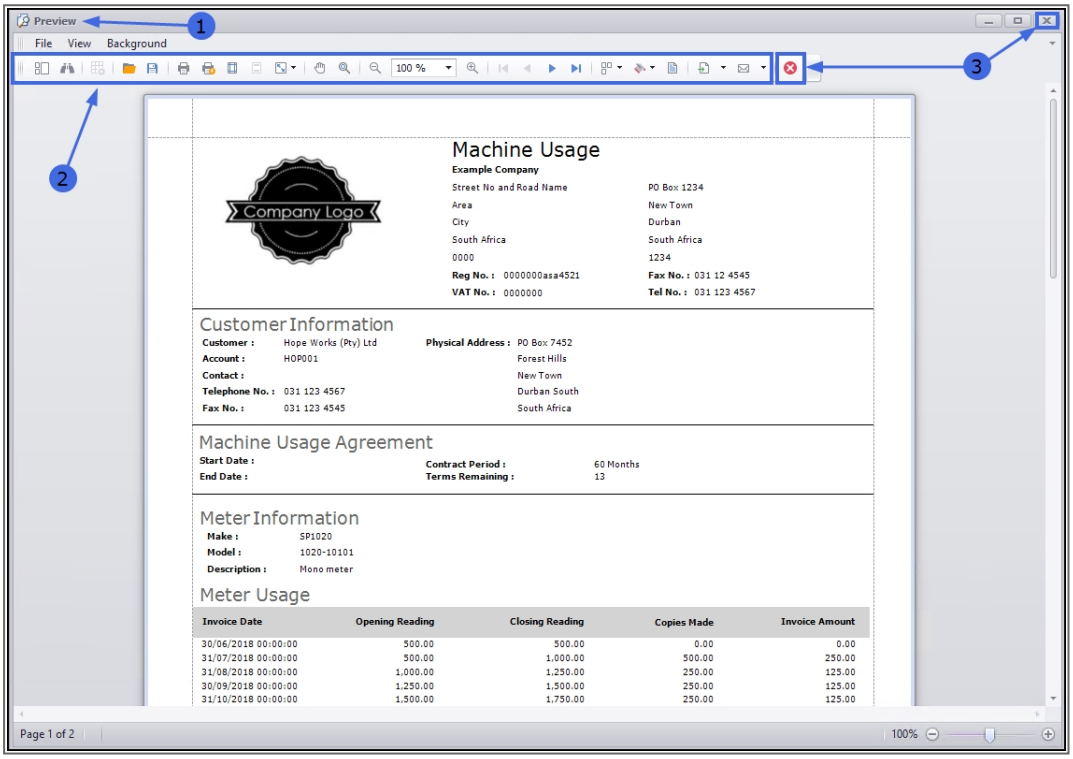
VIEW MACHINE USAGE REPORT

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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