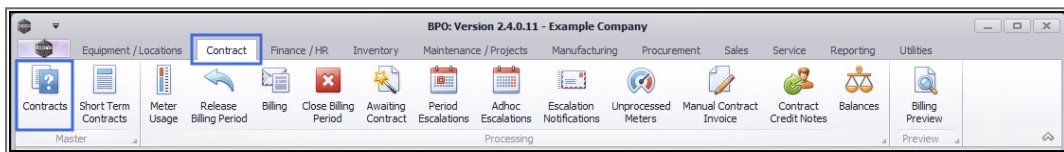# CONTRACT

REPORTS

From the Contract Listing screen, you can use the **Reports** functionality.

Ribbon Access: *Contract > Contracts*

1. The *Contract Listing* screen will be displayed.
2. This screen will open by default with the Site filter set to *All Sites* and the Status filter set to Active.
   - These filters do *not* need to be changed in order to use the *Reports* feature.

SELECT REPORTS

3. Click on the *arrow* icon in the *Reports* button.

This topic is currently being updated. Thank you for your patience, please check back soon

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