

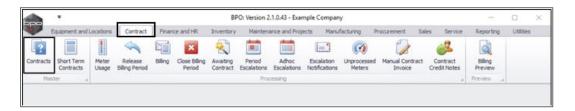
We are currently updating our site; thank you for your patience.

# CONTRACT

## **PRINT CONTRACT REPORT**

The **Contract Report** shows a brief overview of information pertaining to a particular contract e.g., the contract customer and billing information, information regarding the items and any item fees linked to the contract.

#### 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.

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### **SELECT THE CONTRACT**

• Select the **row** of the **contract** where you wish to print the **Contract Report**.

#### **SELECT THE REPORT**

• Click on the **arrow** icon in the **Print** button.

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• From the Print drop-down menu displayed, click on **Contract Report**.



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- A Report Generation message box will pop up asking;
  - ° Do you want to print the contract report []?
- Click on Yes.

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### **VIEW CONTRACT REPORT**

- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the Contract Report.
- Close the Report Preview screen when you are done.

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