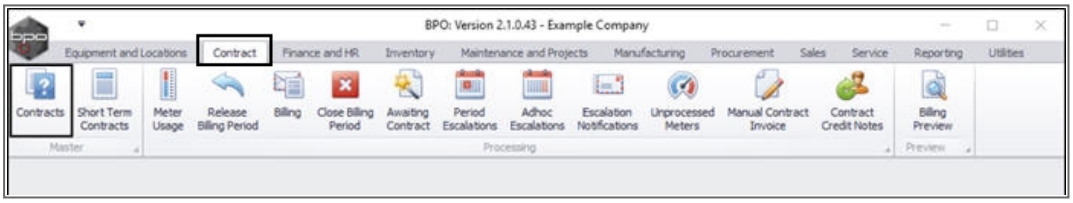
We are currently updating our site; thank you for your patience.

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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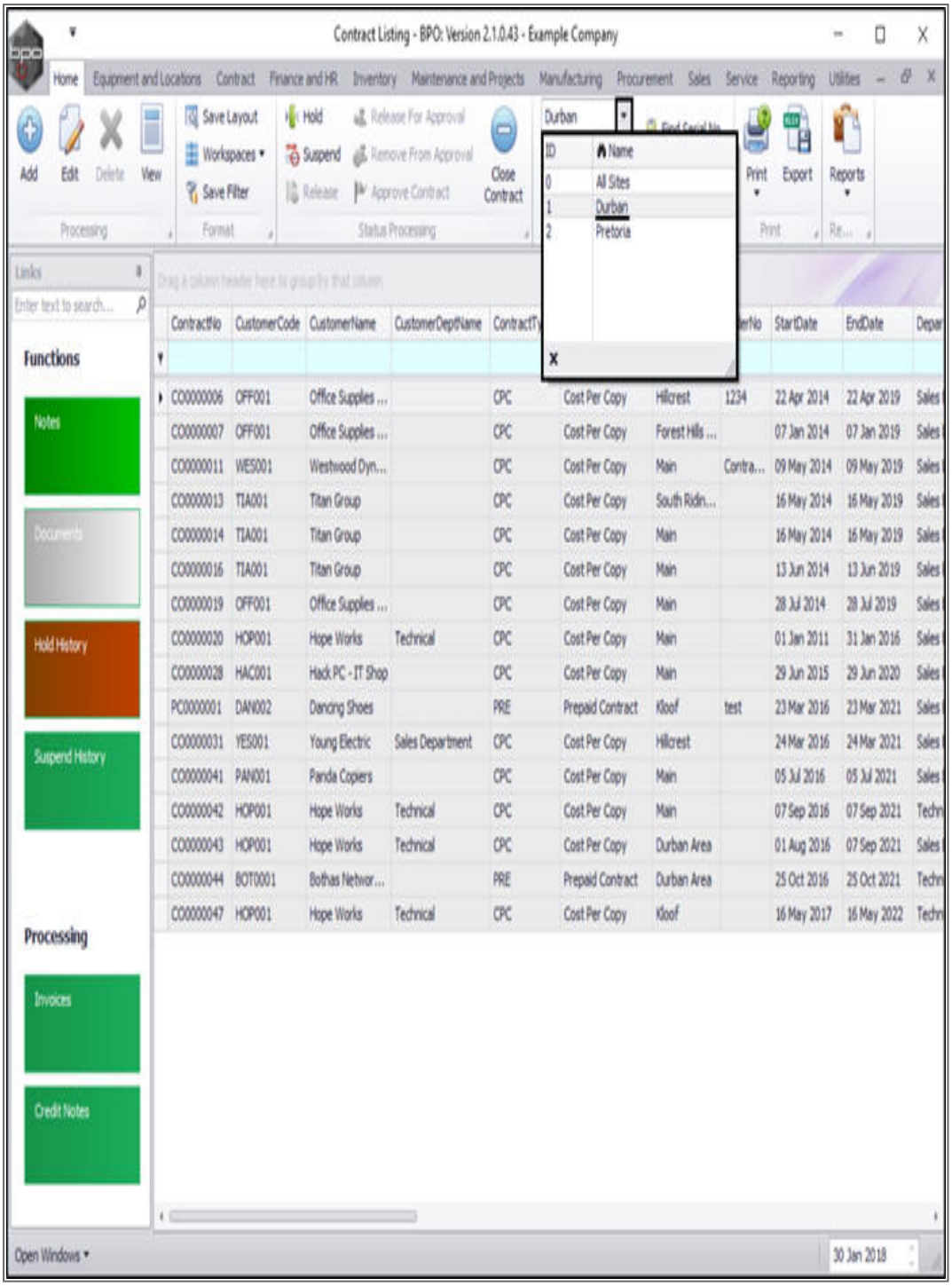

- Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

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- 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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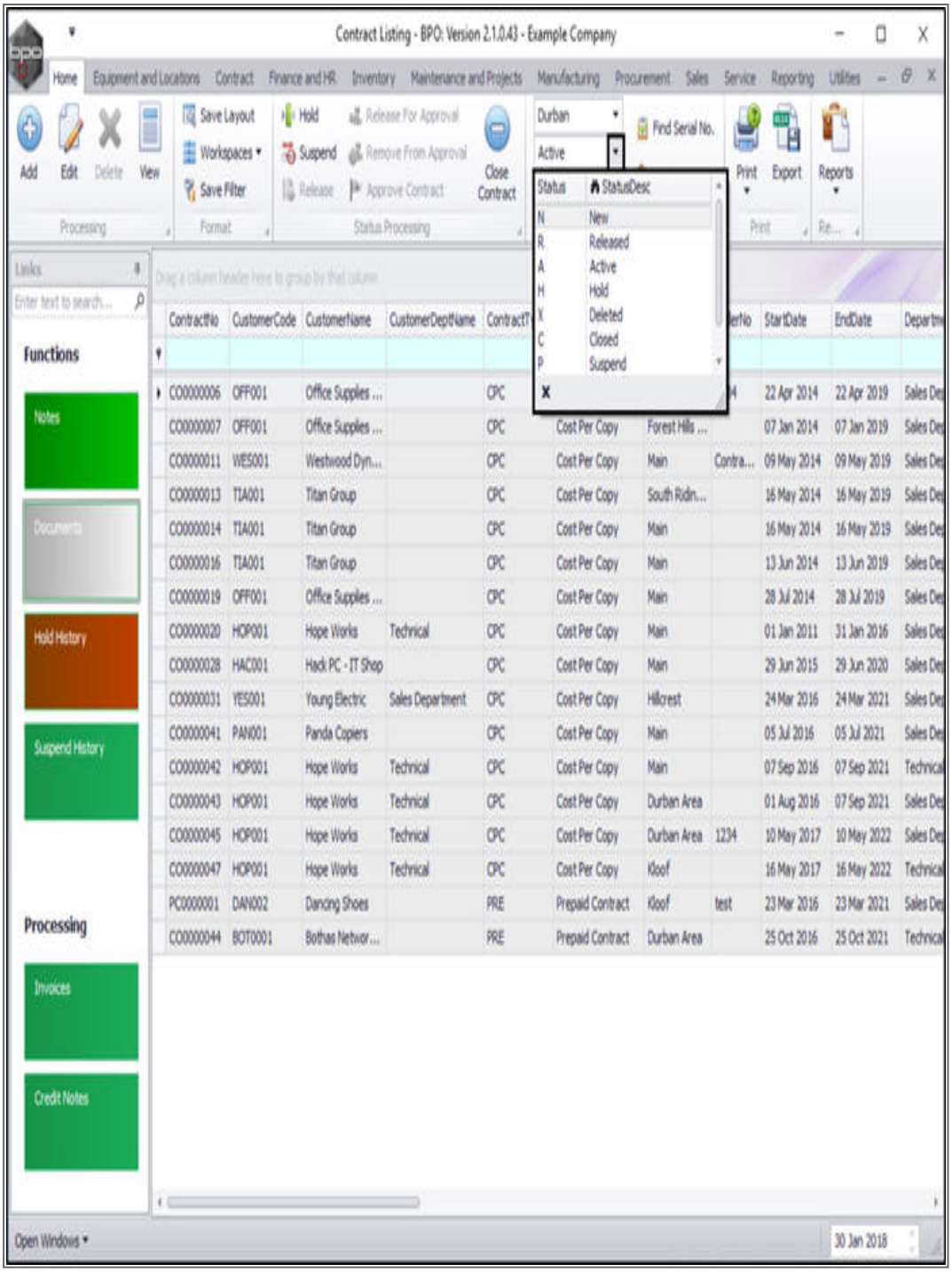

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SELECT THE CONTRACT

- 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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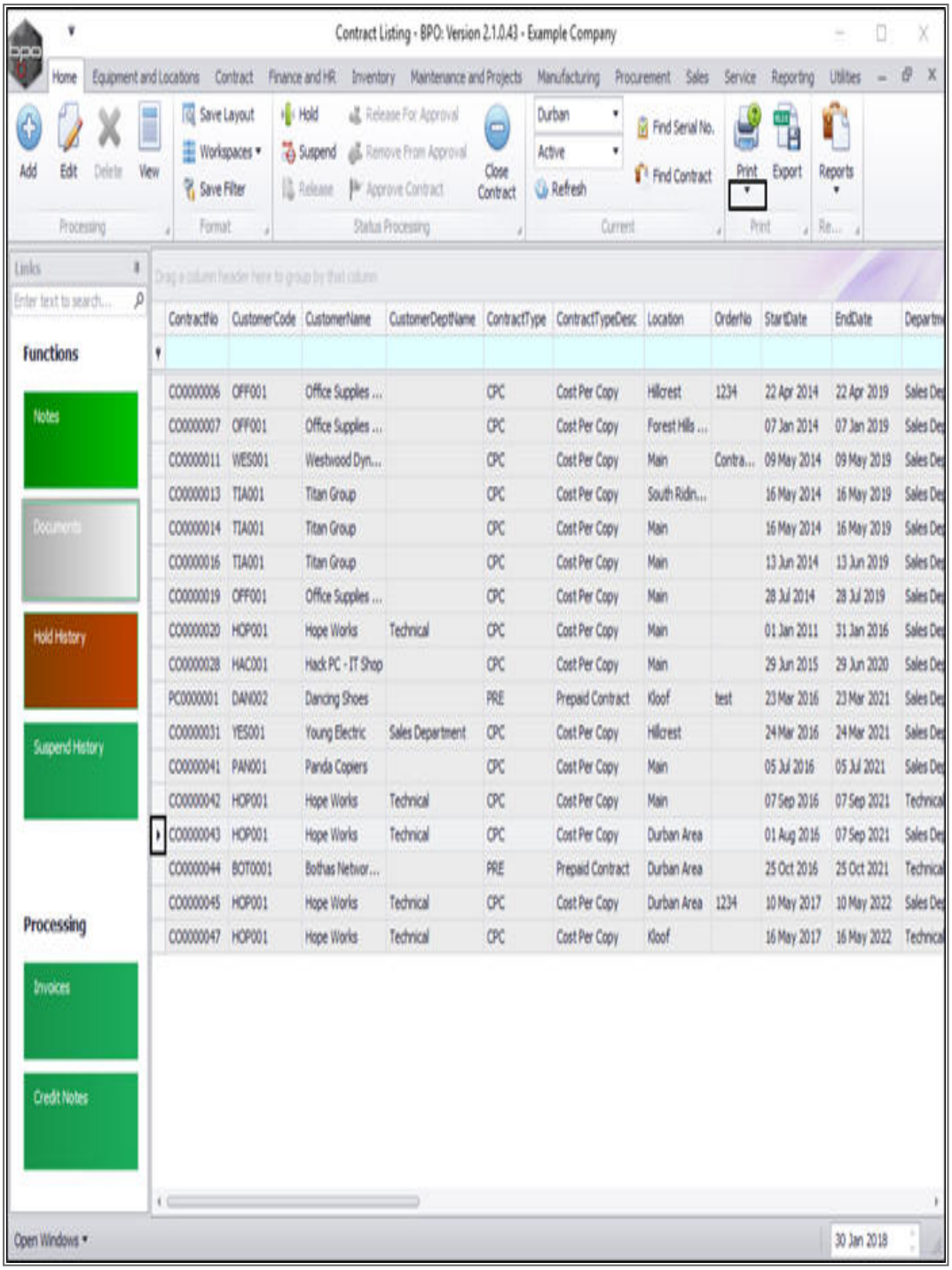

- From the Print drop-down menu displayed, click on **Performance Report**.

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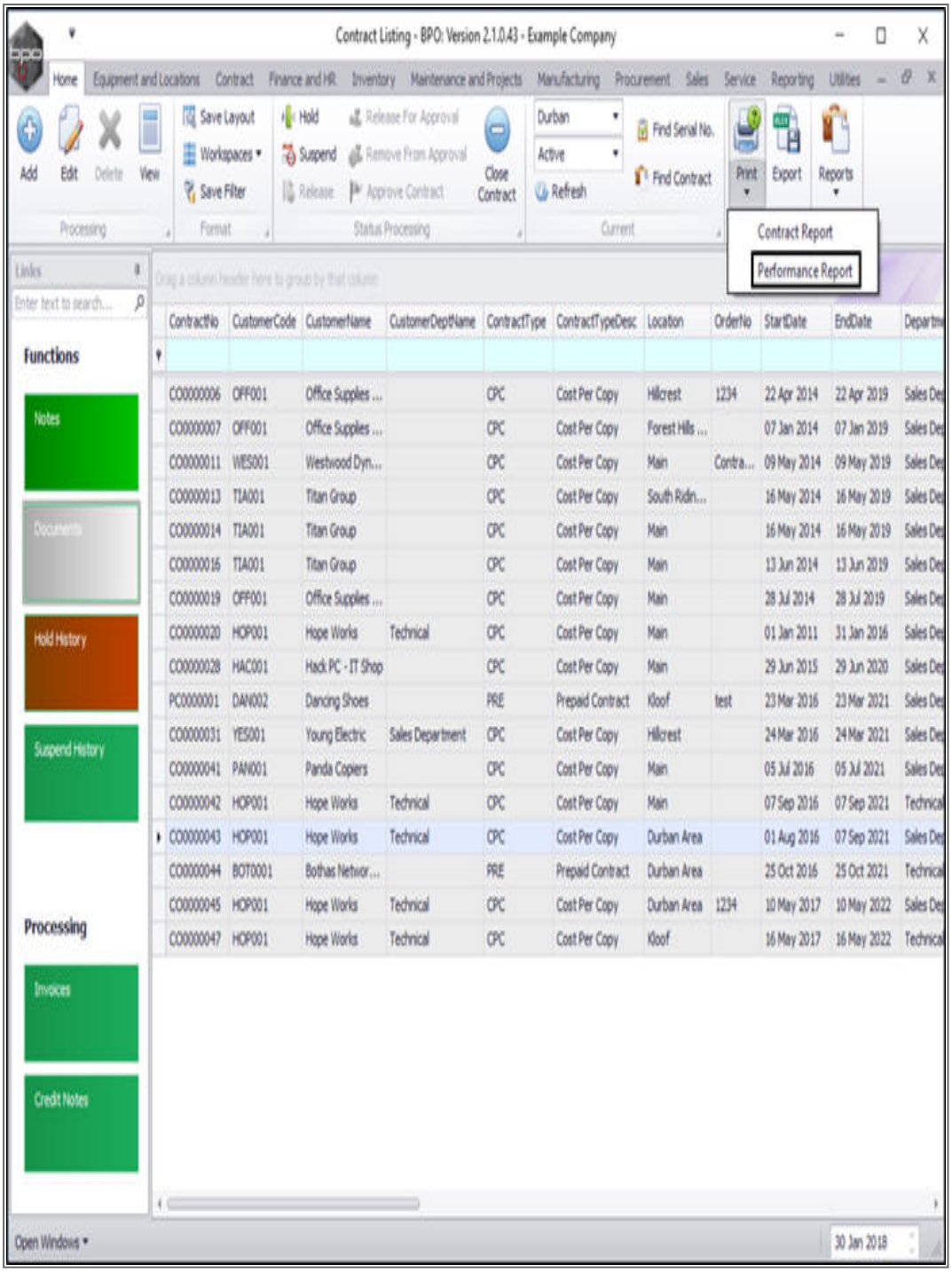

- A **Report Generation** message box will pop up asking;
  - **Do you want to print the contract performance**

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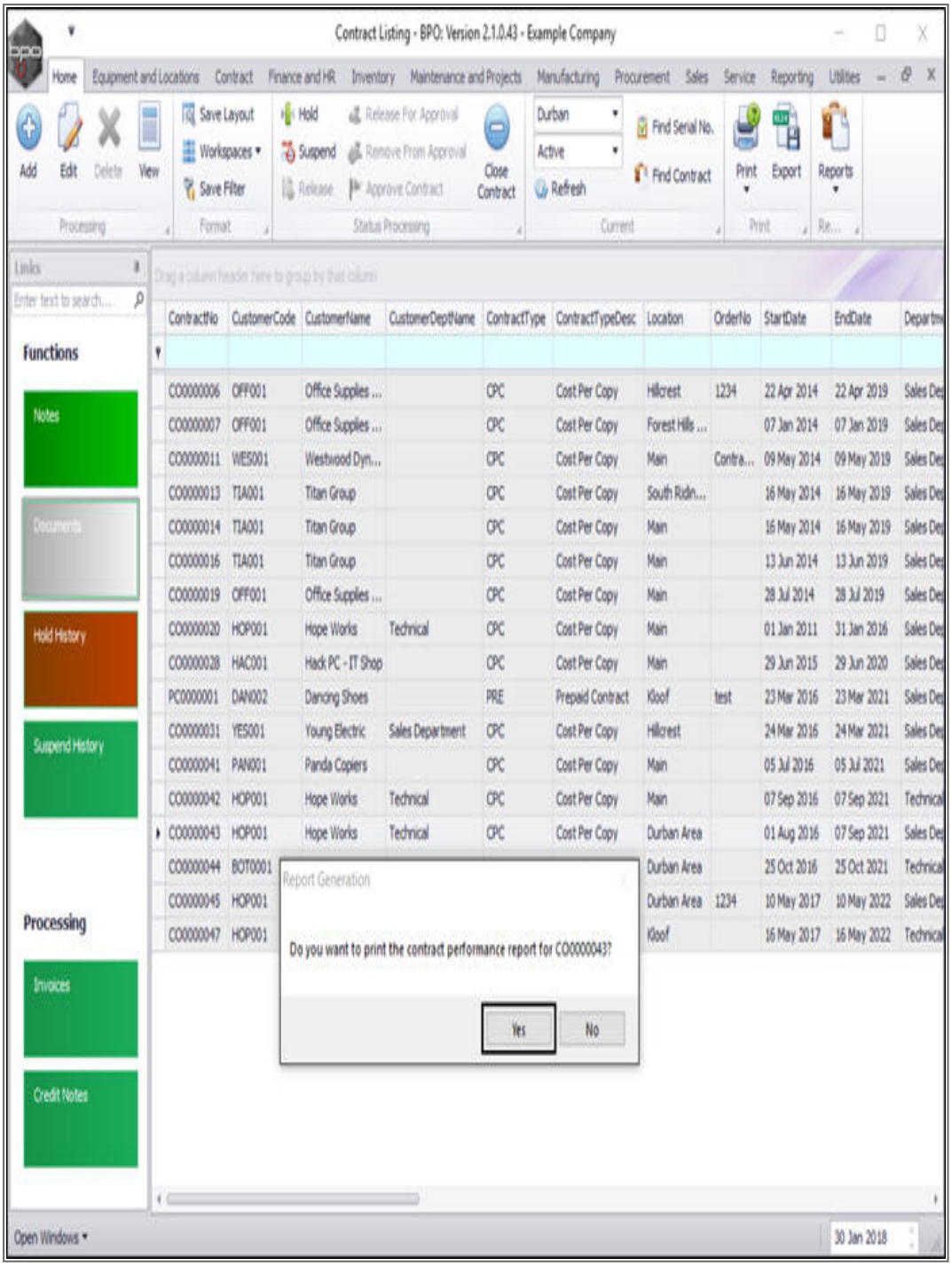
report for []?

- Click on **Yes**.



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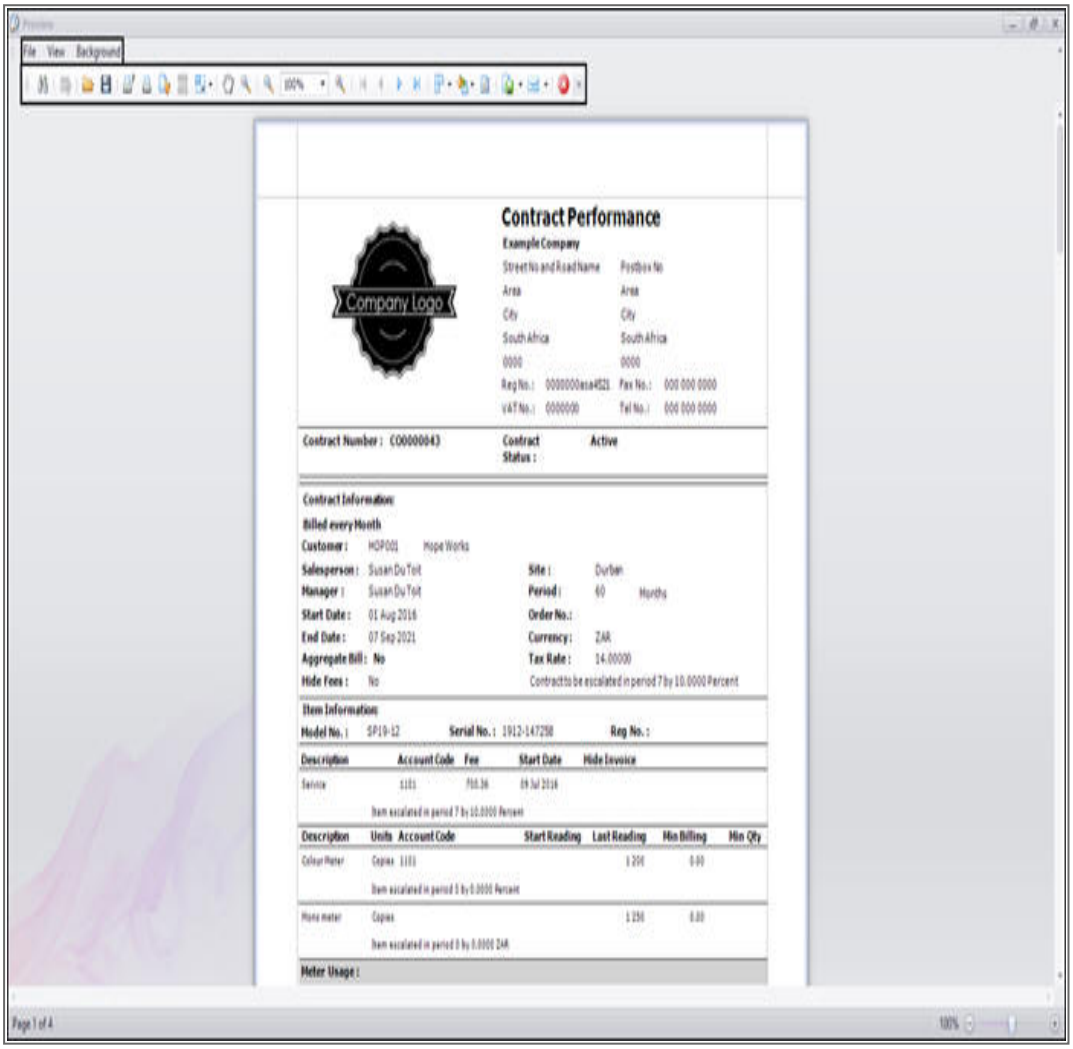
VIEW CONTRACT PERFORMANCE REPORT

- 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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