

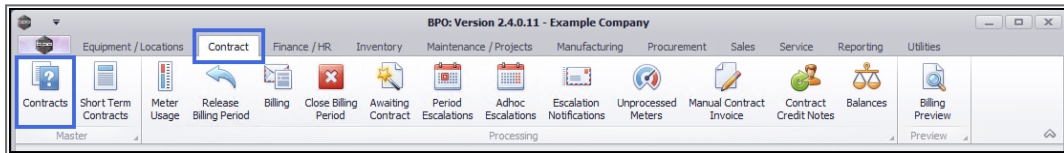
We are currently updating our site; thank you for your patience.

## CONTRACT

### PRINT MACHINE USAGE REPORT

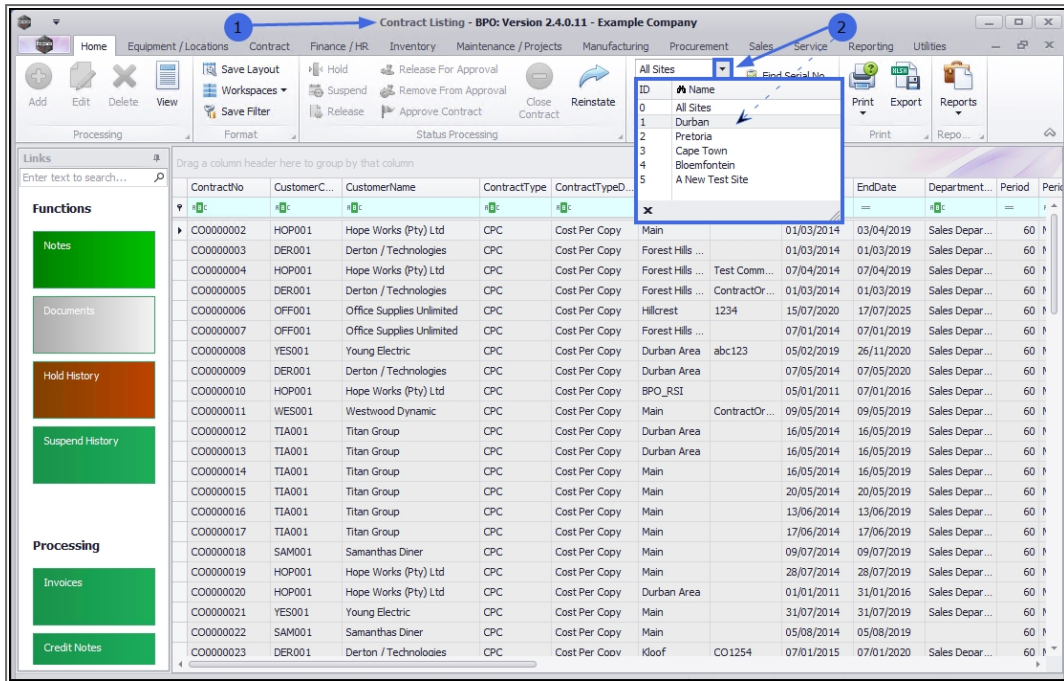
From the Contract Listing screen, you can view and print the **Machine Usage** report.

**Ribbon Access:** Contract > Contracts



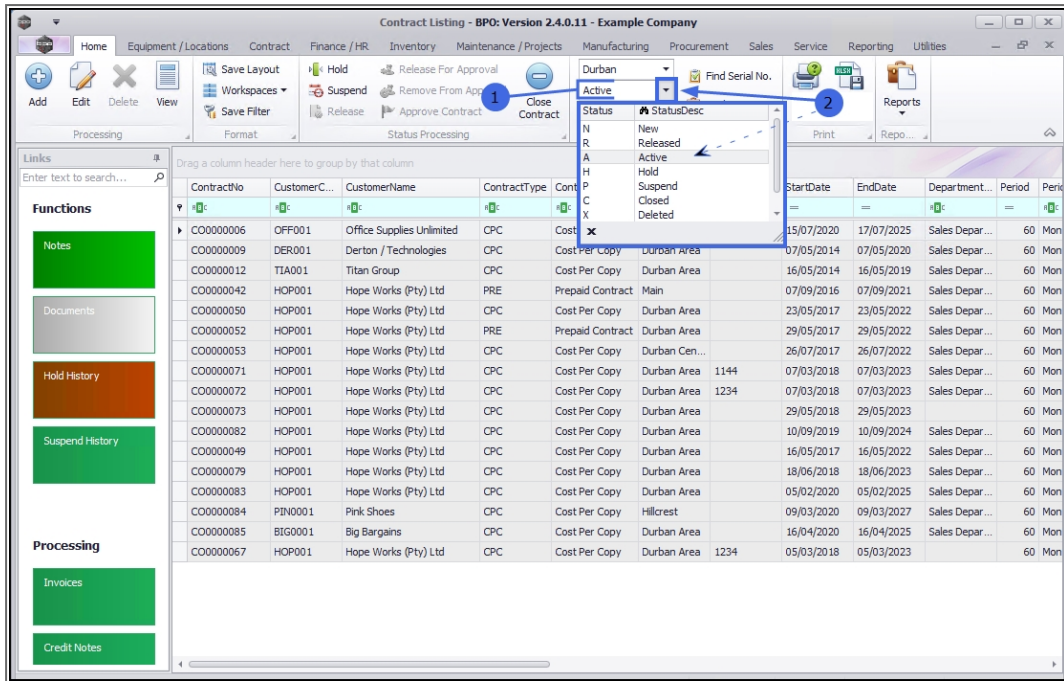
The **Contract Listing** screen will be displayed.

- 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.



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.

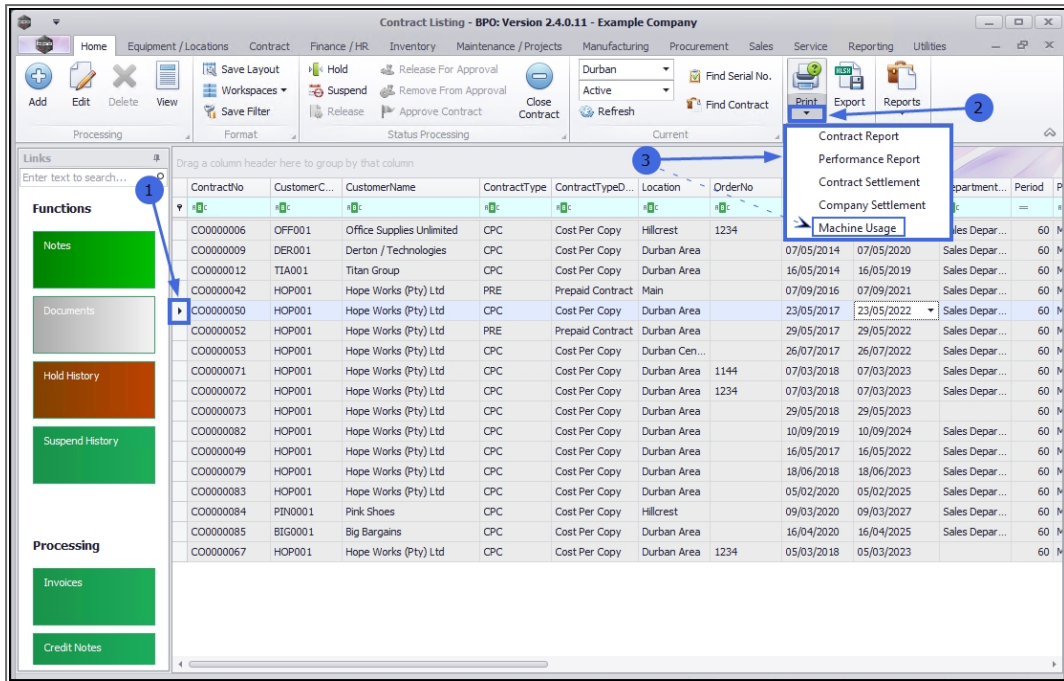


## SELECT THE CONTRACT

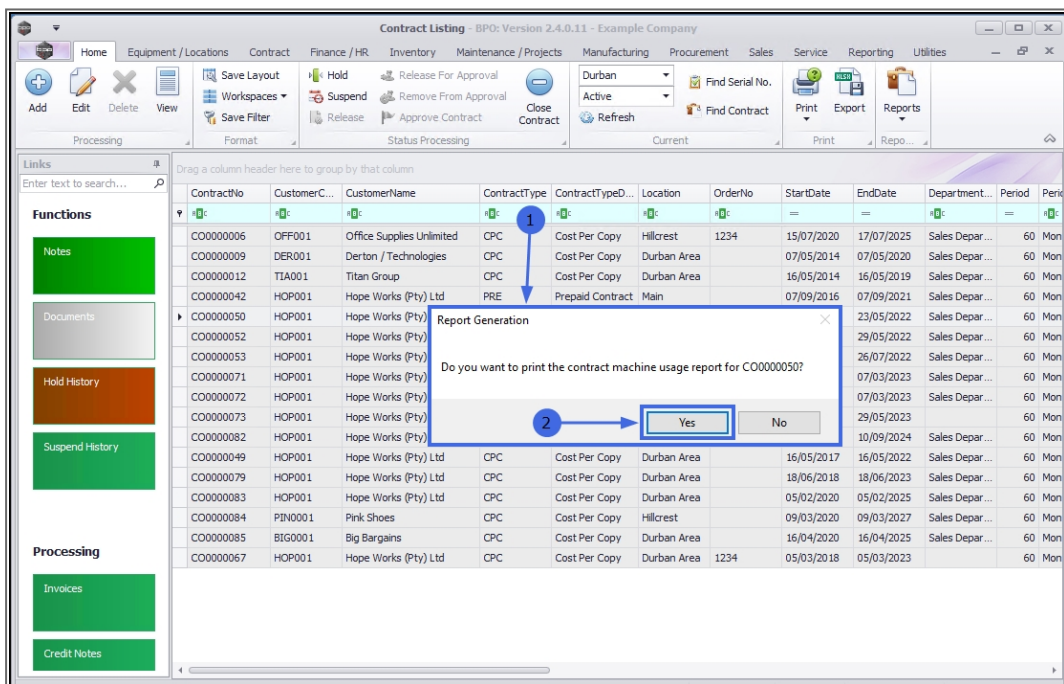
1. Select the **row** of the **contract** where you wish to print the Machine Usage report.

## 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**.

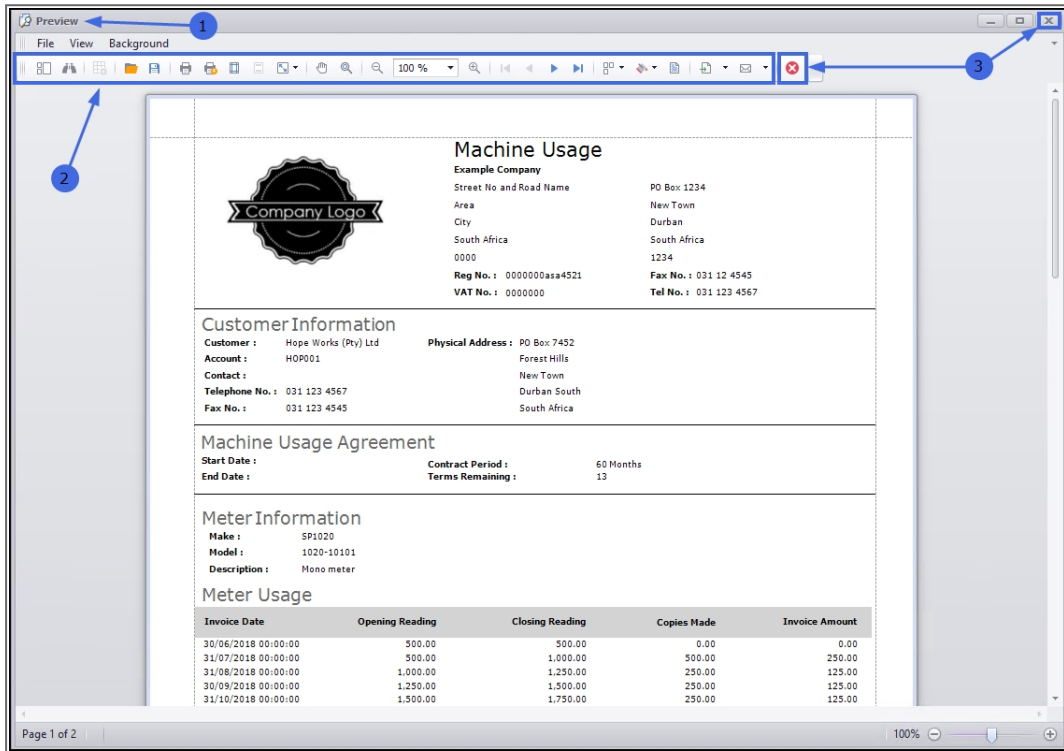


1. A Report Generation message box will pop up asking;
  - Do you want to print the machine usage report for [ ]?
2. Click on **Yes**.



## 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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