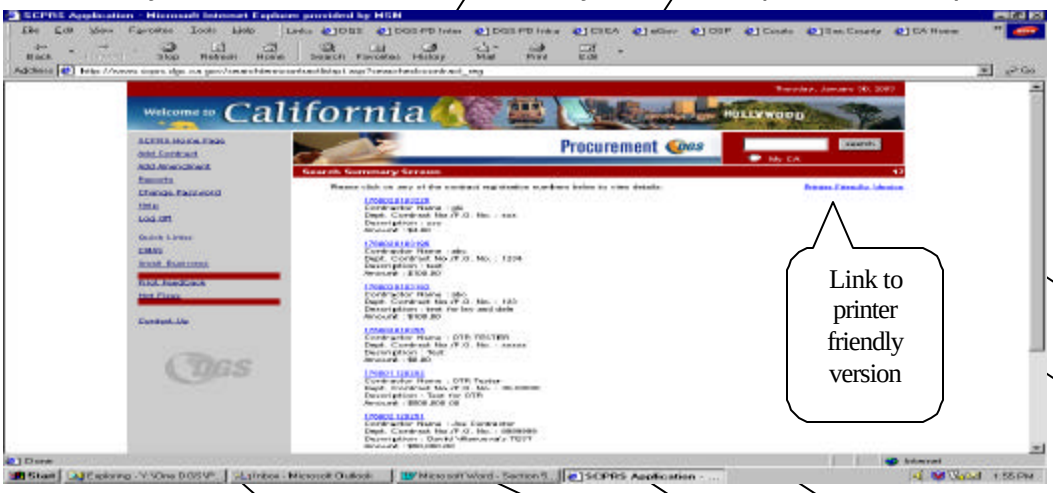
Reports (continued)
SCPRS
DATE

In the **Reports** area of the SCPRS, you can print the following information. Note the Printer Friendly Version link on each screen discussed earlier.

1. A summary of all contracts that matched your search (*Contracts Report Menu*)



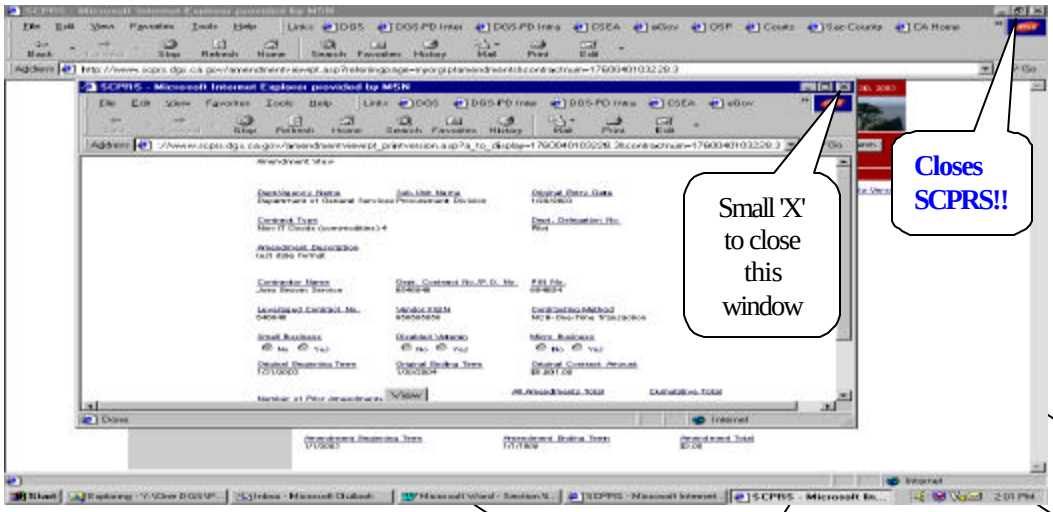
2. A *Contract View Screen* of a single Contract

3. A summary of all the amendments for that single Contract

4. An *Amendment View Screen* of a single amendment

Any of the above screens can be printed to your local printer by using your Browser's gray **Print** icon at the top of the window. The printed copy includes the text that is part of the State's standards for web pages

To close this screen, click on the small 'X' in the top right corner of the **inside** window. (You can also use the close selection on the File Menu on the inside window.) If you click on the 'X' in the outside window, you will close the SCPRS system and need to log-in again. See below.



(If you need further assistance in printing from your Browser contact your departments help desk staff.)

DRAFT