

Reports (continued) SCPRS February 18, 2003

Summary of Contracts by Selection

Click on this link to use the search screen shown below. The first three boxes allow the user to select any item in the drop down box. The fourth drop down box allows the user to determine the report format.

Select Agency Sub Unit Name; Select Contract Type and Select Contracting Method.

Summary Report for Department of General Services
Select Agency Sub Unit Name
All Sub Units
Select Contract Type
All Contract Types
Select Contracting Method
All Contracting Methods
Select Desired Report Format
Excel Spreadsheet
Get Report

An example of a report for *Sub Unit: RESD*, *Contract Type: A & E* and *Contracting Method: All Contracting Methods* is shown below.

The report can be formatted in either Excel or Text by selecting one of the choices in the fourth drop down box. Details for each are shown below.

Excel Report Format - SCPRS default

1. Click on the gray button **Get Report** at the bottom of the screen and leave the defaulted Excel Spreadsheet report format choice.

Summary Report for Department of General Services
Select Agency Sub Unit Name
RESD
Select Contract Type
3 - A & E (Architectural & Engineering)
Select Contracting Method
All Contracting Methods
Select Desired Report Format
Excel Spreadsheet
Get Report

The report returns to fill the screen and looks like that shown below.

Sub Unit	Contract/Amendment	Registration #	Amendment Sequence #	Registration Entry date	Contract Type	Contracting Method
RESD	Contract	176008010371		1/7/03	A & E (Architectural & Engineering)	Competitive Bid (CB)
RESD	Contract	176008010375		1/7/03	A & E (Architectural & Engineering)	CB-Request for Qualifications (A&E)
RESD	Contract	176008010377		1/7/03	A & E (Architectural & Engineering)	Competitive Bid (CB)

This data can be saved in an Excel worksheet format. Notice that the first two gray horizontal bars across the very top of the screen are your Browser buttons and menus. Although the spreadsheet has the Excel buttons available to you according to your normal Excel settings, you need to save this file using the Browser buttons.

Follow the screens below to save data in a new Excel file:

- **Get Report** - data appears in Excel format as seen above.
- Click on Browser's drop down menu called **File**.

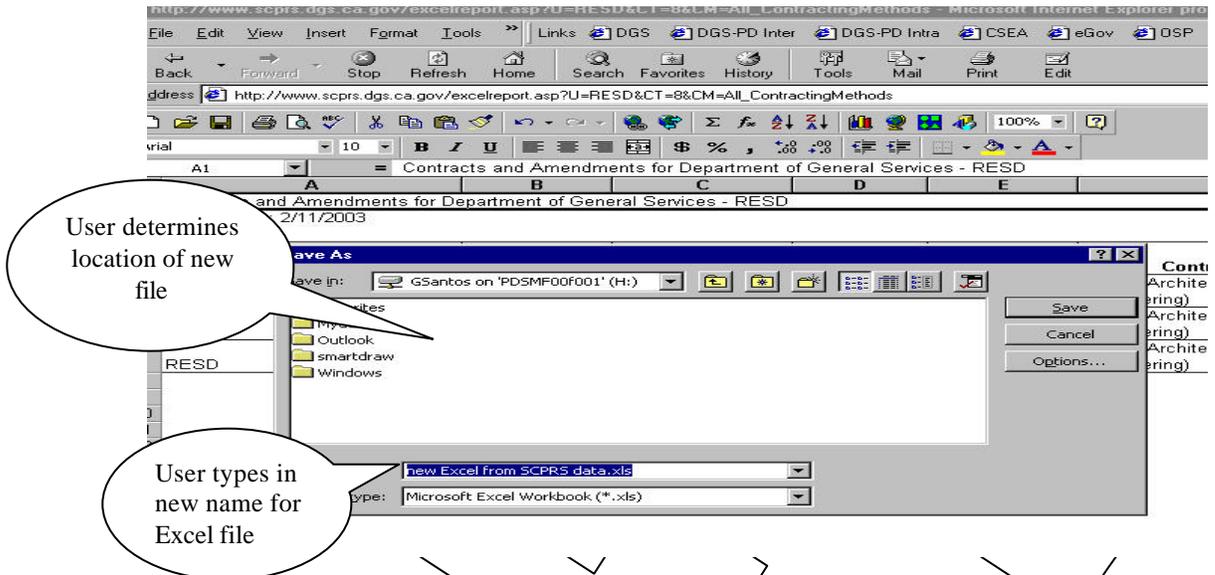
Browser's File menu

Save As item from File menu

Sub Unit	Contract/Amendment	Registration #
RESD	Contract	176008010371
RESD	Contract	176008010375
RESD	Contract	176008010377

- Click on the **Save As** item in the File menu. The system automatically knows that the data is in Excel format.

- Type in a name for this new Excel file and identify the location where you would like the file saved.

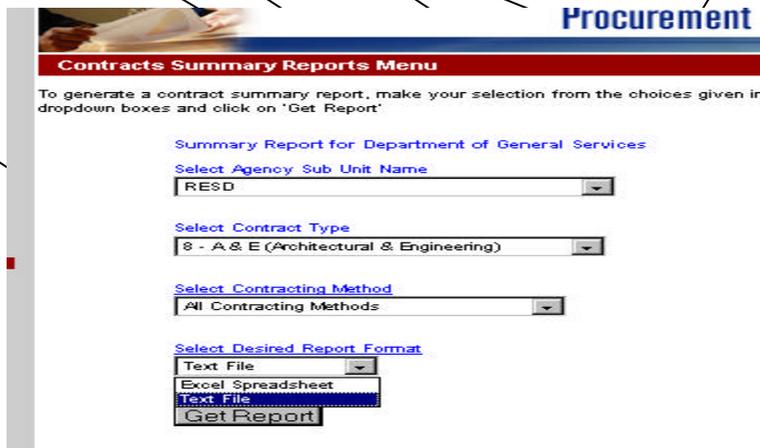


- Click on the gray **Save** button in the **Save As** window. This file will have all the data fields that are stored in the SCPRS for the contracts that matched the search. With your own Excel software, the data can be sorted, deleted or formatted in any manner.

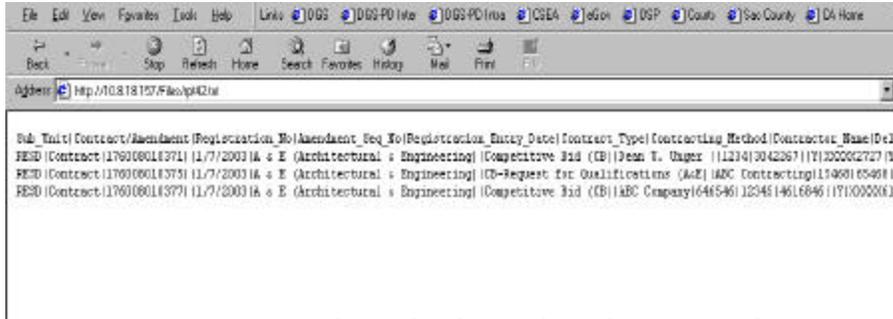
Note: After the file is saved, and before you can use Excel to open this new file, you must use the gray Back button on your browser while within the SCPRS program to close the SCPRS view of the Excel data. If you attempt to open this new file in Excel before it is closed in SCPRS, your computer will see two files with the same name: the one in SCPRS and the one you are trying to open in Excel. So remember, return to the SCPRS report menu first.

Text Report Format

- Click on **Text File** in the fourth drop down box, **Select Desired Report Format**.



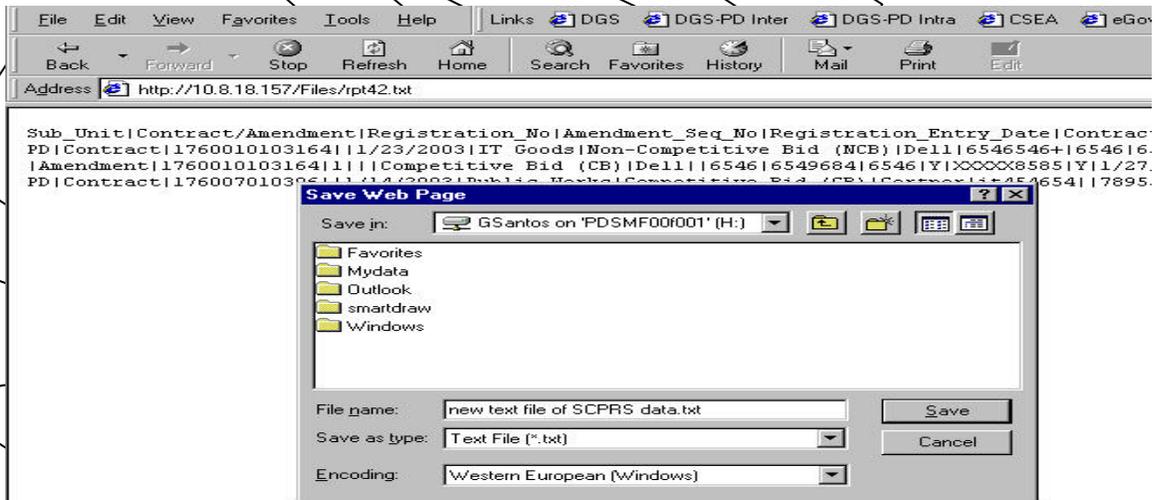
- Click on the gray button **Get Report**. The report returns to fill the screen and looks like that shown below.



This data can be saved in a text format using the same methods as described above for the excel file.

Follow the screens below to save data in a new text file:

- Get Report** - data appears in text format.
- Click on Browser's drop down menu called **File**.
- Click on the **Save As** item in the File menu. The system automatically knows that the data is in text format.
- Type in a name for this new text file and identify the location where you would like the file saved. See screen below.



- Click on the gray **Save** button in the **Save Web Page** window.

Please contact your departments computer support for additional assistance if needed.