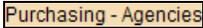
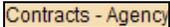
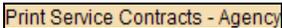
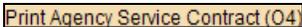
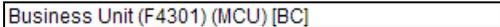


Printing Contract Renewal (O4) from (O4) Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Purchasing - Agencies link.</p> 
3.	<p>Click the Contracts - Agency link.</p> 
4.	<p>Click the Print Service Contracts - Agency link.</p> 
5.	<p>Click the Print Agency Service Contract (O4) link.</p> 
6.	<p>Click the Data Selection option.</p> <input type="checkbox"/>
7.	<p>Click the Submit button.</p> 
8.	<p>Click the Drop Down list of the Right Operand for the third row.</p> 
9.	<p>Click the Literal list item.</p> 
10.	<p>Enter the contract number in the Literal Value field.</p>
11.	<p>Click the OK button.</p> 
12.	<p>Click the Drop Down list of the Left Operand column for the fourth row.</p>
13.	<p>Click the Business Unit (F4301) (MCU) [BC] list item.</p> 
14.	<p>Click the Drop Down list of the Comparison column for the fourth row.</p> 

15.	<p>Click the is equal to list item.</p> 
16.	<p>Click the Drop Down list of the Right Operand column for the fourth row.</p> 
17.	<p>Click the Literal list item.</p> 
18.	<p>Enter the Business Unit on the contract into the Literal Value field.</p>
19.	<p>Click the OK button.</p> 
20.	<p>Click the OK button.</p> 
21.	<p>Click the OK button.</p> 
22.	<p>You have successfully completed this lesson.</p> <p>To view the contract you will need to go to View Job Status. For more information see the Reports lesson under the System Basics Work Instructions.</p> <p>End of Procedure.</p>