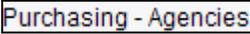
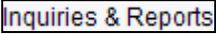
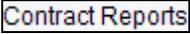
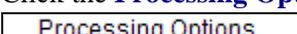
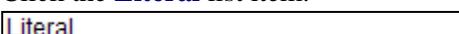


Contract Usage by Contract Number Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Contract Reports link. 
6.	Click the Contract Usage link. 
7.	Click the check box of the NIS0002 version. 
8.	Click the Row button. 
9.	Click the Processing Options menu. 
10.	Enter the date range for which to run the report.
11.	Click the OK button. 
12.	Click the Select button. 
13.	Click the Data Selection option. 
14.	Click the Submit button. 
15.	In this third row click the Right Operand list. 
16.	Click the Literal list item. 
17.	Enter the 8-digit contract number for which to run the report into the Literal Value: field.

Step	Action
18.	Click the OK button. 
19.	Click the OK button. 
20.	Click the OK button. Note: This report runs in both PDF and CSV formats. 
21.	Click the Close button. 
22.	To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics Training Guides (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html). You have successfully completed this lesson. End of Procedure.