

To get a Current Contract Status Report

- From the main panel, click on **Contract Administration** tab.
- Click on the **Reports** tab.
- Click on the **Contract Status** icon.
- Select what you want the report generated by from the following four options:
 - **Contract**
 - **Prime Contractor**
 - **Pct behind Schedule**
 - **Office**
- If you select by **Contract**, either type in the contract number or use the search lens to locate the contract number.
- If you select by **Prime Contractor**, either type in the vendor number or use the search lens and scroll down the list to select the Contractor. This will give you all of the contracts that the contractor is working on statewide.
- If you select **Pct behind Schedule**, type in a percentage you want to search by. This will give you all contracts in the state.
- If you select by **Office**, select the District from the drop down list. This will give you all the contracts in the District you requested. You can narrow the search by selecting the **Resid/Yard** or **Field** elements.