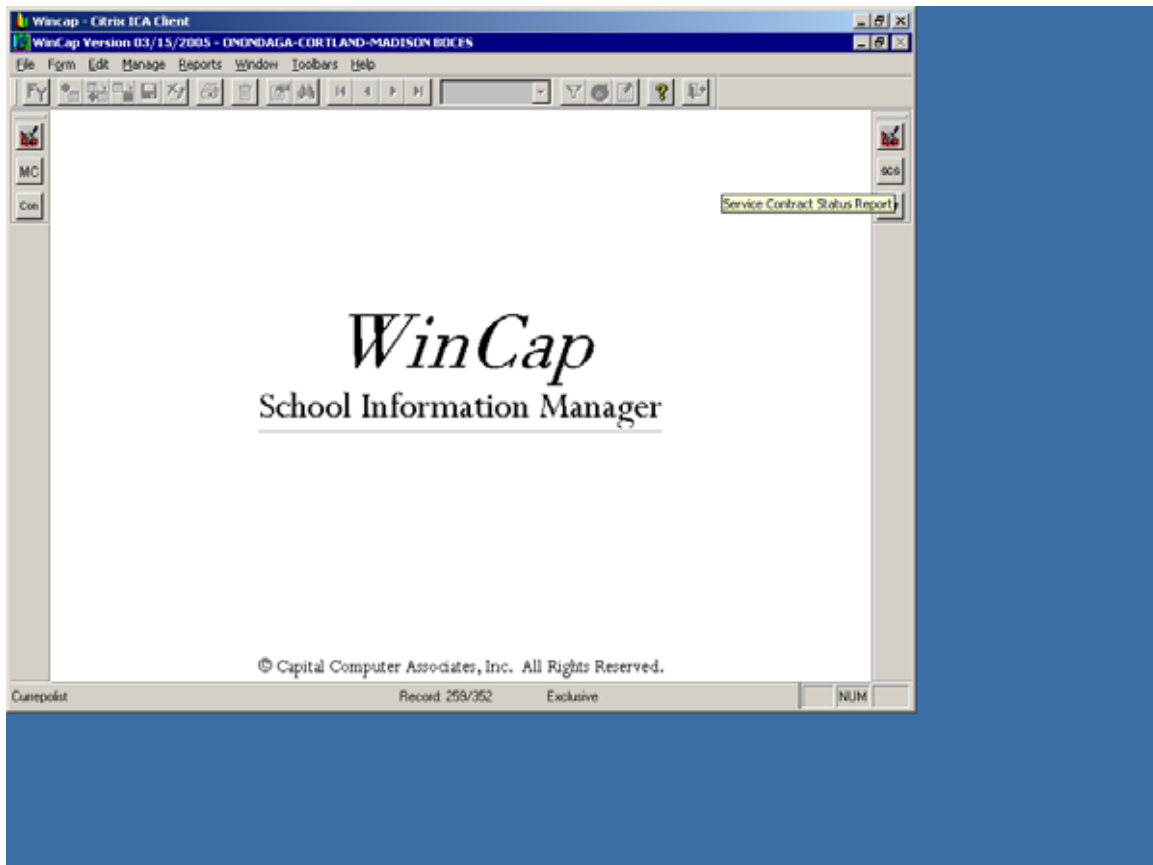


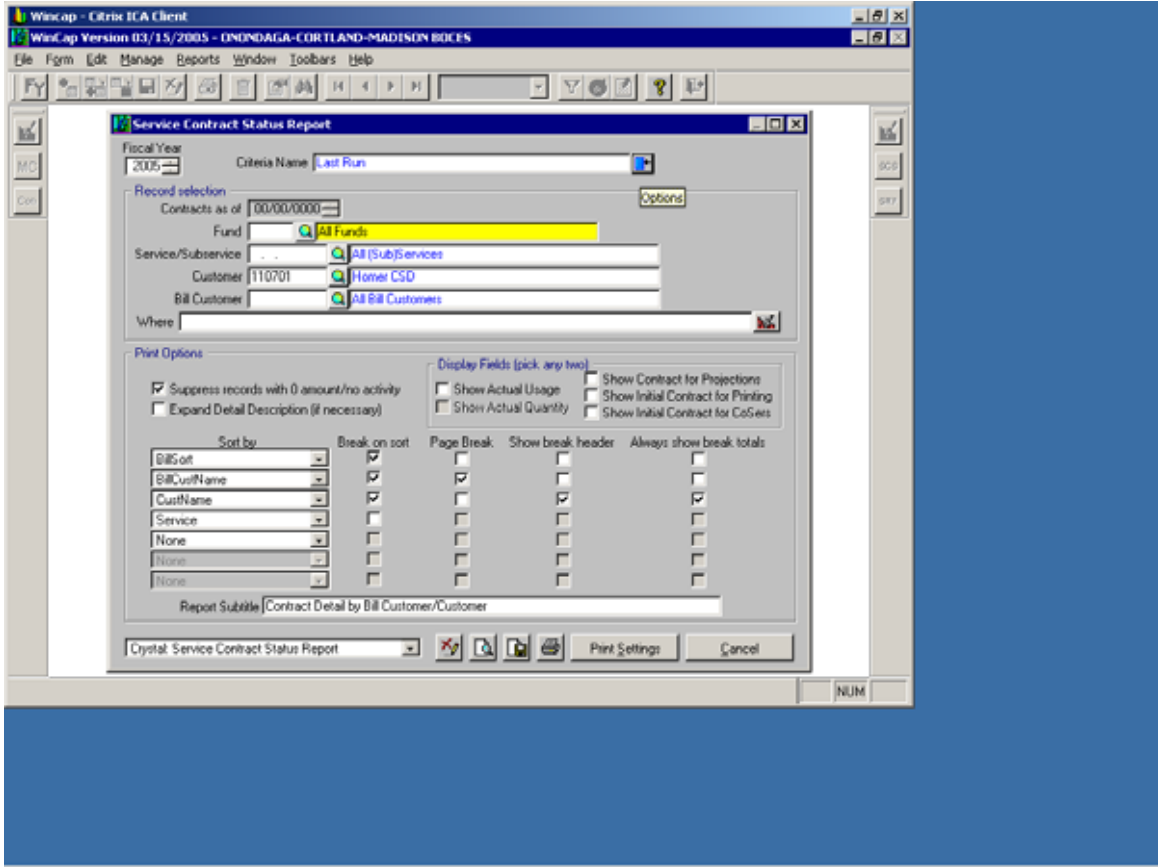
## Service Contract Status Report

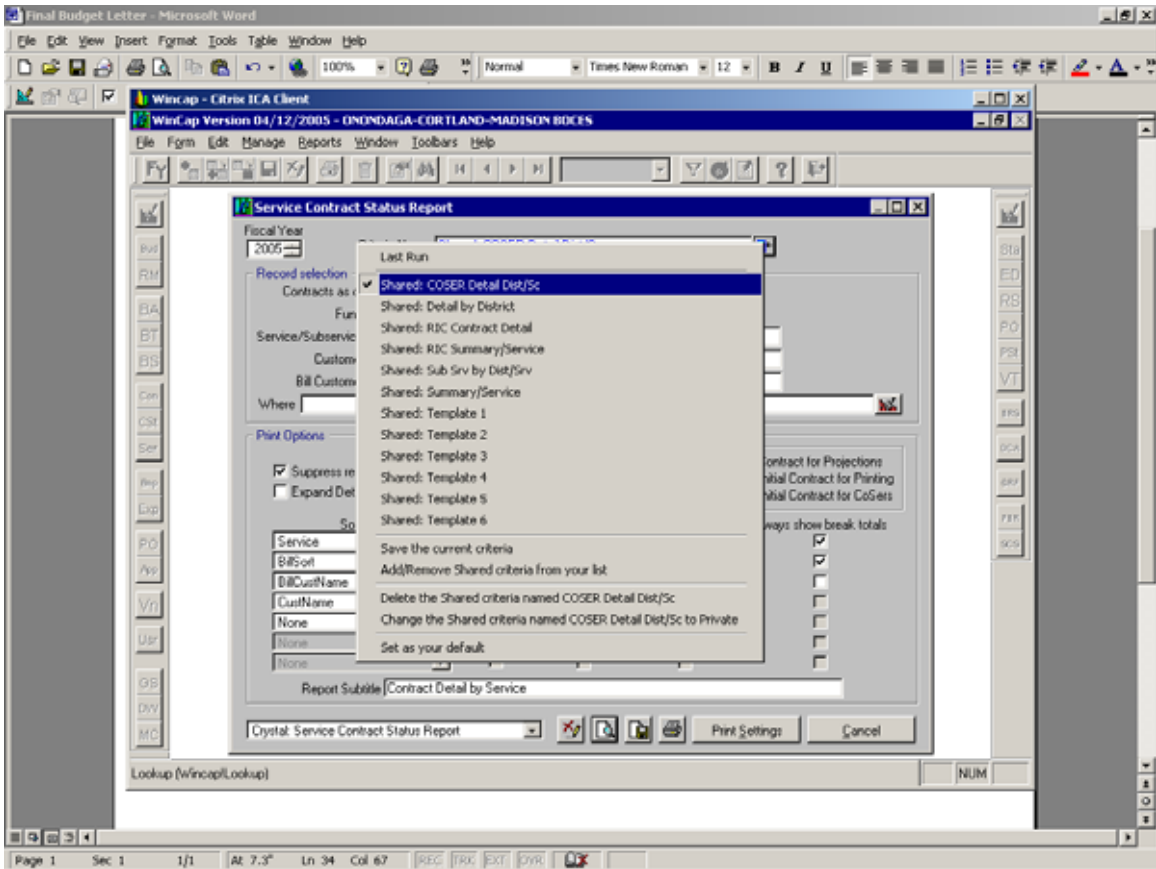
This report allows you to get a listing of all the districts purchasing your services. This report can be printed for the current year, previous year or next year by simply changing the Fiscal Year of the report.

To view the Service Contract Status Report, select the “SCS” shortcut icon on the right hand side of your screen. If you do not have a short cut, select the pile of bricks on the right side of your screen. Go to the view group area and hit the down arrow key. From the drop down menu, select Contracts (BOCES services). From this new list double click on Service Contract Status Report. The Service Contract Status Report will move from the left side of the selection screen to the right side. Hit OK and the icon will be added to your screen.



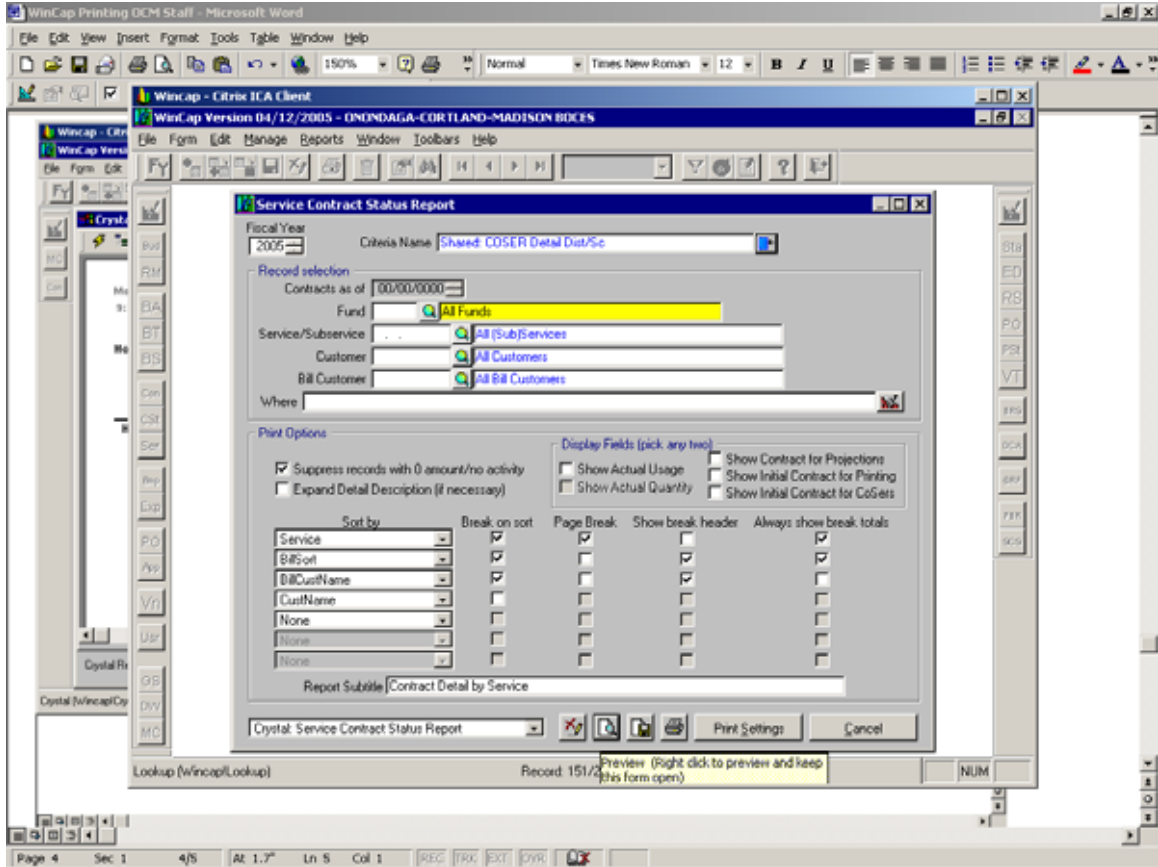
Hitting the “SCS” button will open the “Service Contract Status Report” selection screen. Select the Fiscal Year that you want to look at. The default is always the current year. For next years final requests, hit the fiscal year up one year. Hit the options button to select the pre-defined report labeled “Shared: COSER Detail Dist/Sc”

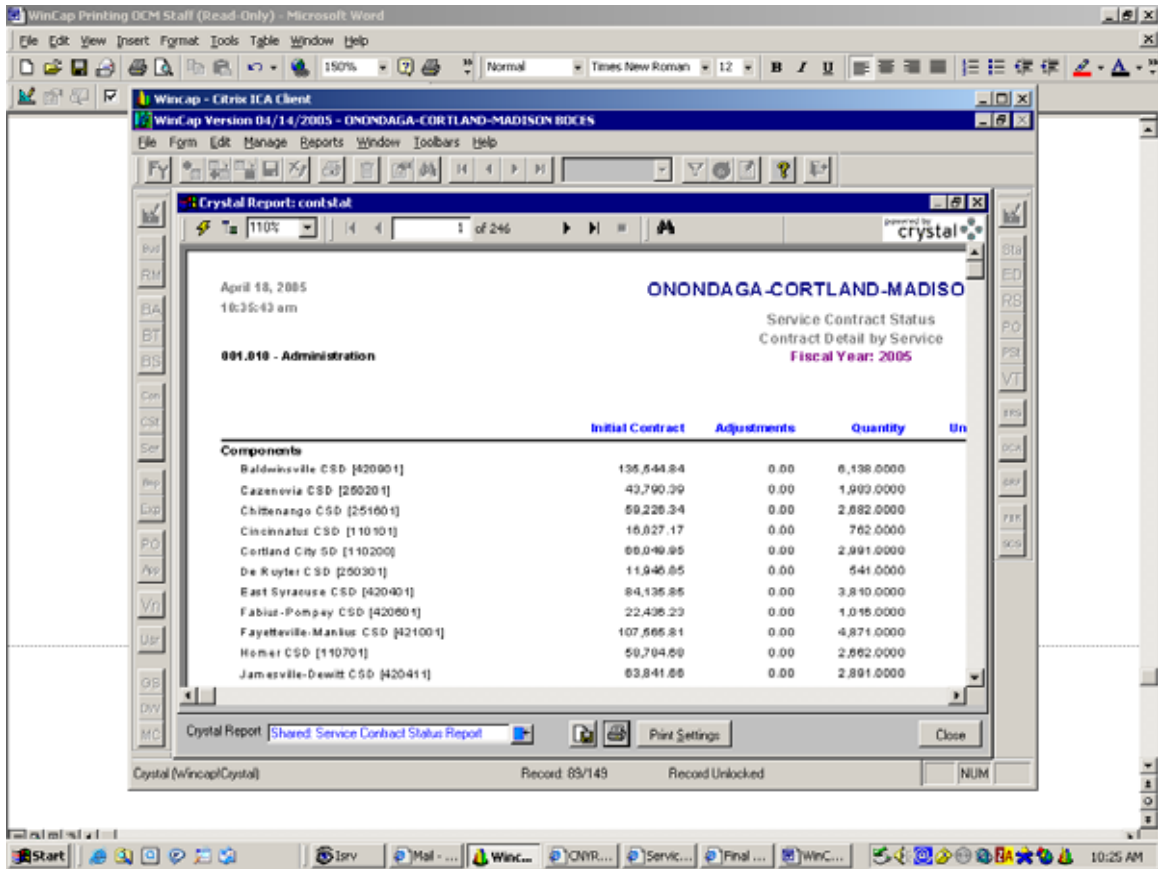




Select the service you want to view or leave blank to see all services you have access too.

To view the report on the screen, select the print preview icon at the bottom of the screen. To print the report directly, select the printer icon at the bottom of the screen.





Hit close to exit the print preview or hit the printer icon to print the report. To exit the Service Contract Status Selection screen, hit “Cancel”.