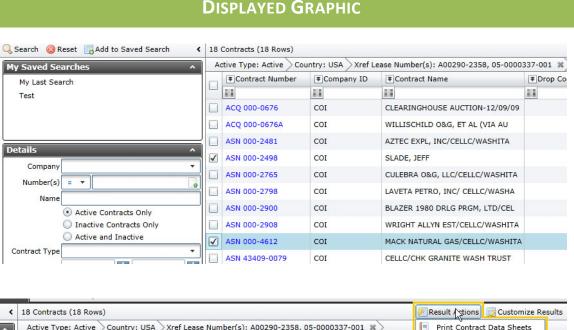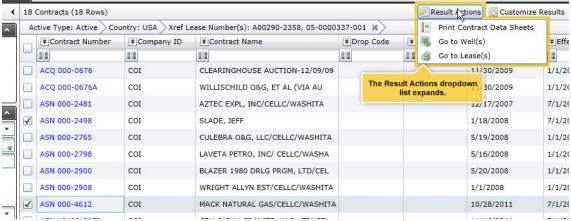# Print Contract Data Sheet

| DISPLAYED GRAPHIC | TRANSCRIPT |
|---|---|



**Narrator:** In the Data Grid, check any or all the checkboxes next to the Contract Number(s) to select the contract data sheet(s) to print.



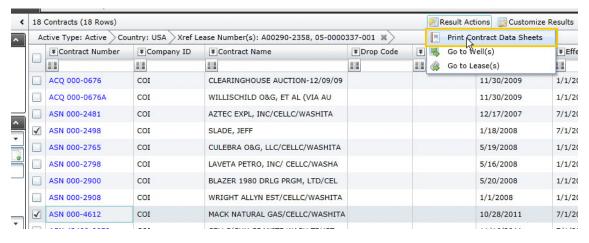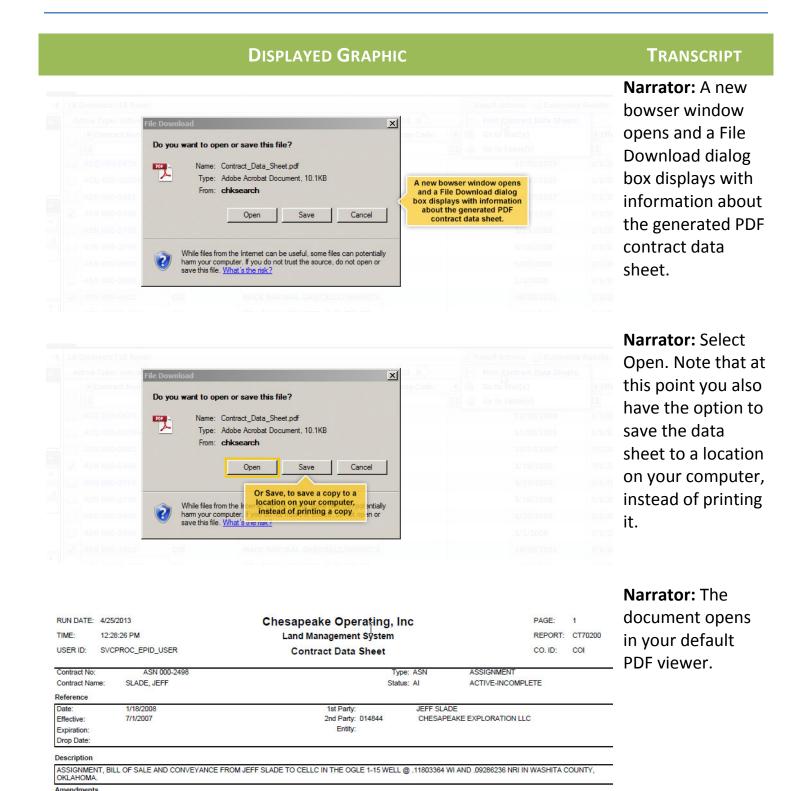**Narrator:** Click the Result Actions dropdown list. The Result Actions dropdown list expands.



**Narrator:** Select Print Contract Data Sheets.

# Print Contract Data Sheet

| DISPLAYED GRAPHIC | TRANSCRIPT |
|---|---|
|  | **Narrator:** A new bowser window opens and a File Download dialog box displays with information about the generated PDF contract data sheet. |
|  | **Narrator:** Select Open. Note that at this point you also have the option to save the data sheet to a location on your computer, instead of printing it. |
|  | **Narrator:** The document opens in your default PDF viewer. |

# Print Contract Data Sheet

| DISPLAYED GRAPHIC | TRANSCRIPT |
|---|---|
|  | **Narrator:** In your PDF viewer's Menu Bar, select File. From there you can either save the data sheet to a location on your computer, or print out a copy. |