

The **View Contracts by** filter provides the ability to view summary contract totals (by Agency, Contract Type, Service Type, or Vendor) and Contract Details. The default Summary Graphs identify the top entities, based on Contract Released Values, and are updated as filter(s) are applied. For example, when a filter is applied, the graphs, summary, and detailed views will be updated to reflect contract information based on the selected filter. Use the **Contract ID** link when viewing Contract Details to retrieve contract expenditures and attachments.

Contract Filters (in shaded box) work as a team. Once a selection is made, the choices available on the other options are adjusted based on prior choice(s).

- Interested in vendors holding contracts with a specific agency? Start by selecting the Agency.
- Interested in a specific contract type? Start by selecting the Contract Type.
- Interested in contracts valid from or to a given date? Start by entering a From Start Date and/or To End Date.

Use **Reset** to clear all filters and display the summary graphs.

Use the Pull Down arrows to remove (by selecting All Values) or modify (by selecting a different value) filter.

Individual filter selections (From Start Date, To End Date, Contract Number) can be used to restrict report contents separately or in conjunction with the **Contract Filters**. Please note that these filters are not adjusted as the Contract Filters are set.