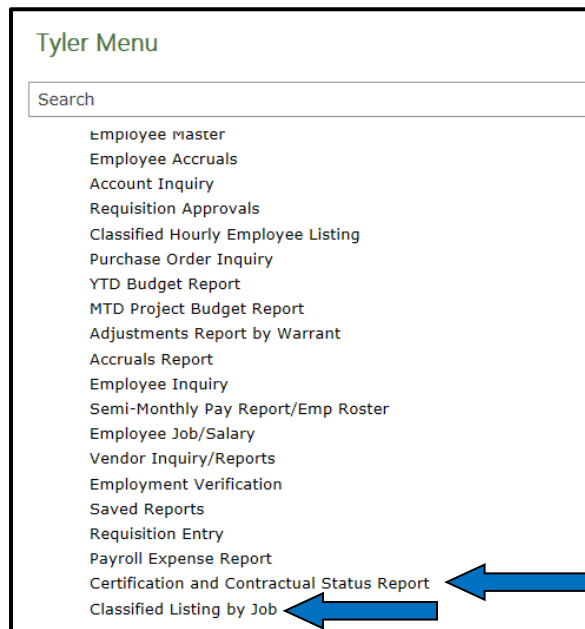


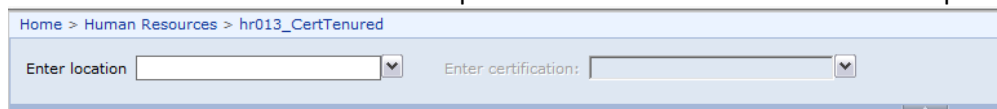
CONTRACTUAL STATUS REPORT

Open **Tyler Menu**.

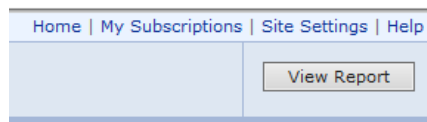
Select **Manager** and then **Certification and Contractual Status Report**.



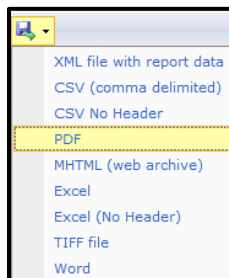
Your location should default into the criteria drop down box. **Select All** certifications or specific.



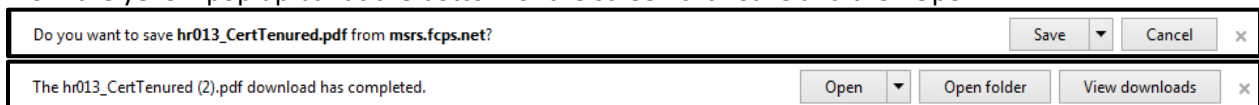
Next click **View Report**.



To print or save the report click on the arrow next to the **Save icon** and select **PDF**.



From the yellow pop up bar at the bottom of the screen click Save and then Open.



A PDF version of the report will open which can be printed or saved.

A classified staff list can be printed the same way by selecting **Classified Listing by Job**.