

Cisco Service Contract Center

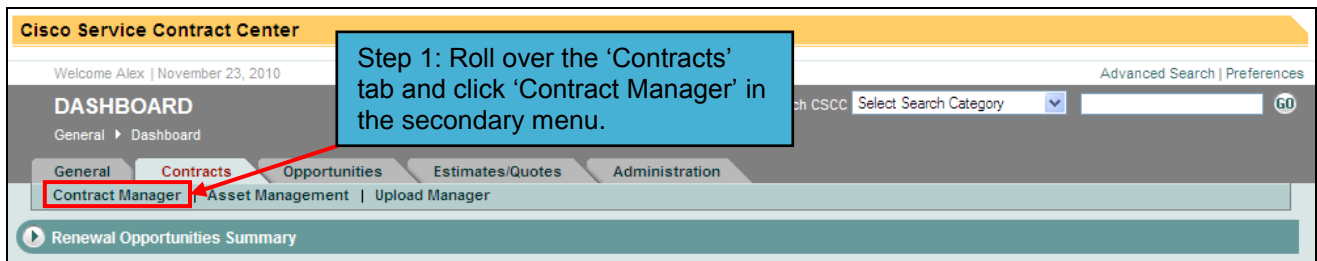
The Next Generation of Service Management

Download Contract List Tip Sheet

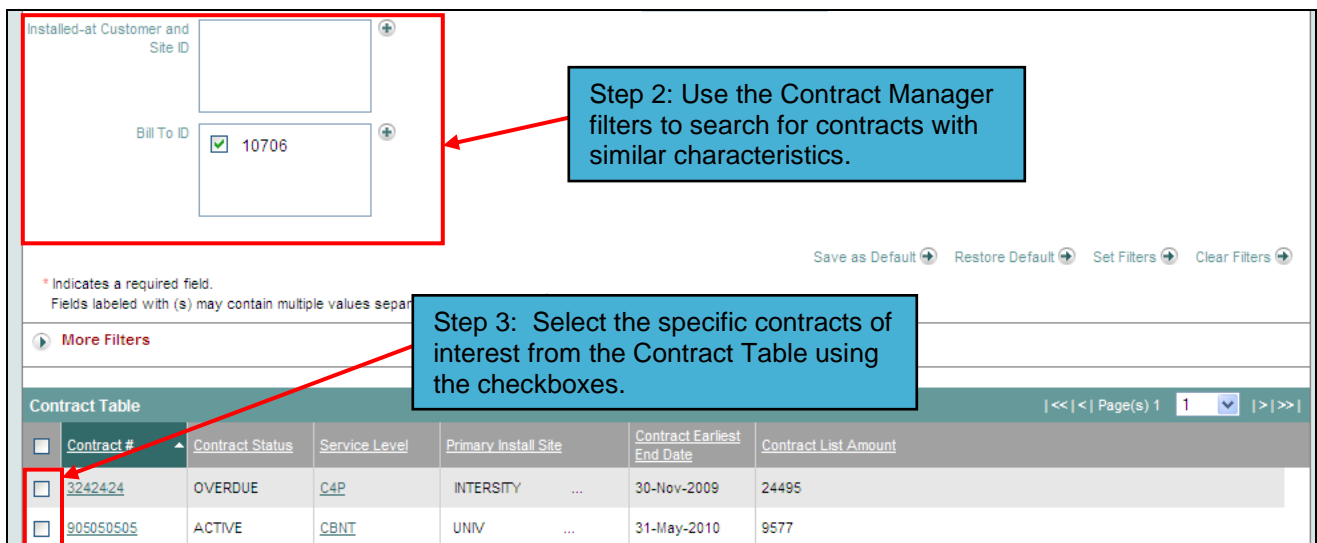
Objective: This tip sheet will show you how to download a contract list based upon the criteria that you select for your filters. You will learn how to use Contract Manager to download a contract list and save the file directly to your computer or email it as an attachment. This is helpful when you are attempting to search for and download a specific set of contracts that contain similar characteristics (such as End Customer Name, Earliest End Date, or Installed at Site ID).

Steps to Download the Contract List in CSCC:

1. Rollover the 'Contracts' tab and click 'Contract Manager' in the secondary menu.

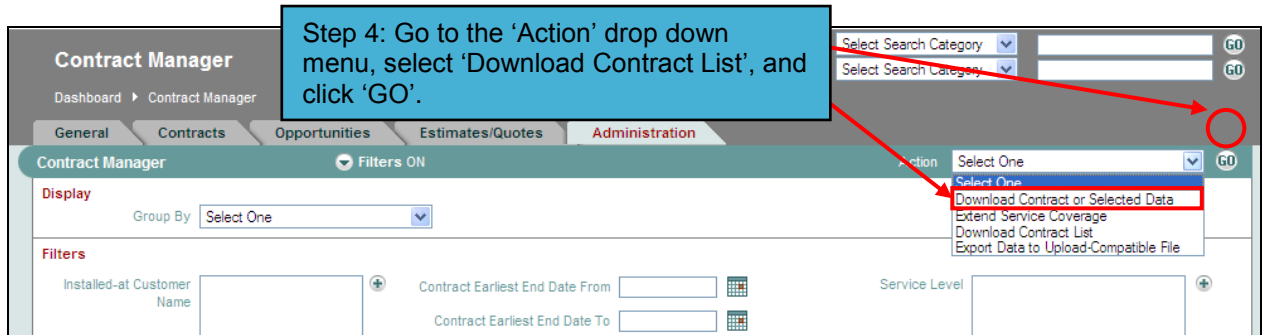


2. Use the Contract Manager filters to search for contracts with similar characteristics such as Bill To ID or End Customer Name. Selectors should be used to enter information when available.
3. Select the specific contracts of interest from the Contract Table using the checkboxes. If you do not select any contracts, all the contracts listed in the Contracts Table across all pages will be downloaded.



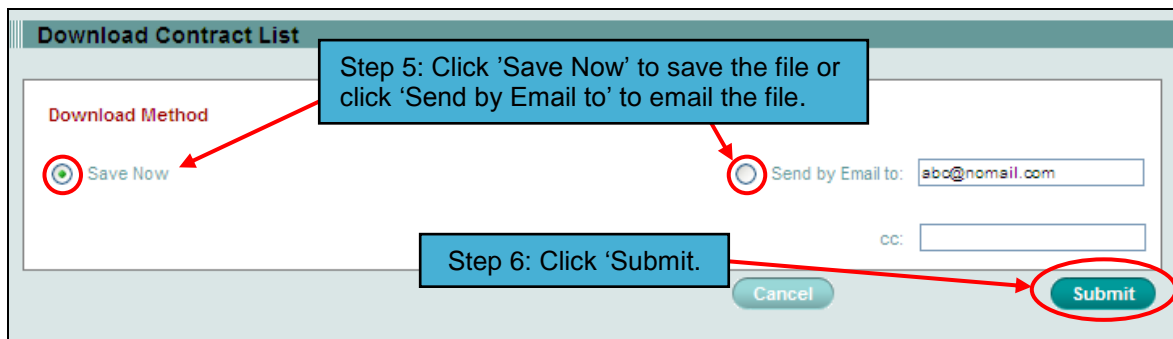
- Go to the 'Action' drop down menu, select 'Download Contract List', and click 'GO'.

Note: You can use the 'Download Contract or Selected Data' action to download the detailed contract information of one or more contracts (including line item details) and save the file or email it as an attachment. For more information, see the [CSCC User Guide](#).



- The 'Download Contract List' pop up window appears. Select whether you want to save the list to your system or email the list by clicking the radio button next to 'Save Now' or 'Send by Email to:'

- Click 'Submit'.



Note: A confirmation message will appear if the file was downloaded or sent successfully.

Related Links:

CSCC User Guide: [Click Here](#)
Setting Filters Tip Sheet: [Click Here](#)
Registering Contracts Tip Sheet: [Click Here](#)
CSCC Training Website: [Click Here](#)