



Overview

The Contract Management Application is a tool used within the Woodforest Portal to manage the contract process. Only authorized users have the ability to create new contracts and initiate the workflow. Four (4) roles have been defined as follows:

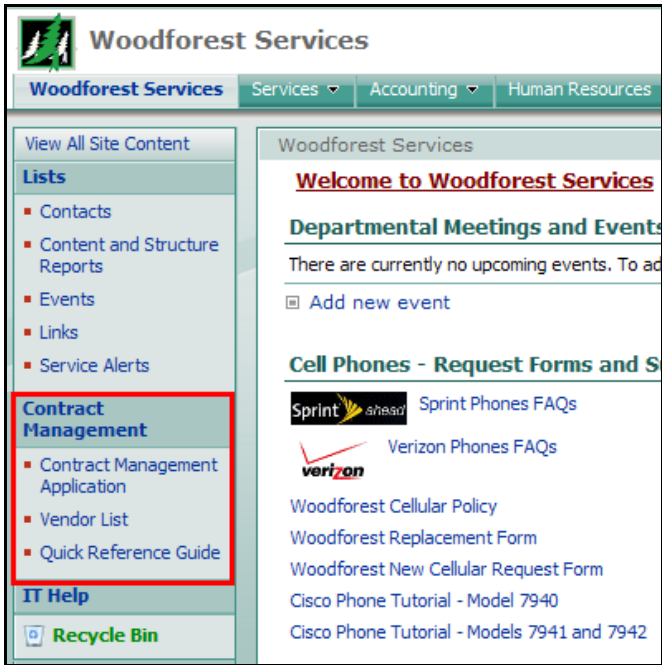
- **Requestor**- the user that initiates the new contract
- **Manager**- usually the one-up manager of the Requestor. In some cases the Requestor and Manager may be the same.
- **Legal**- this role indicates a user within the legal department
- **Officer**- this role indicates a user classified as a C-level officer

Follow the steps provided to start a new contract workflow. Click the links below to navigate to a specific section.

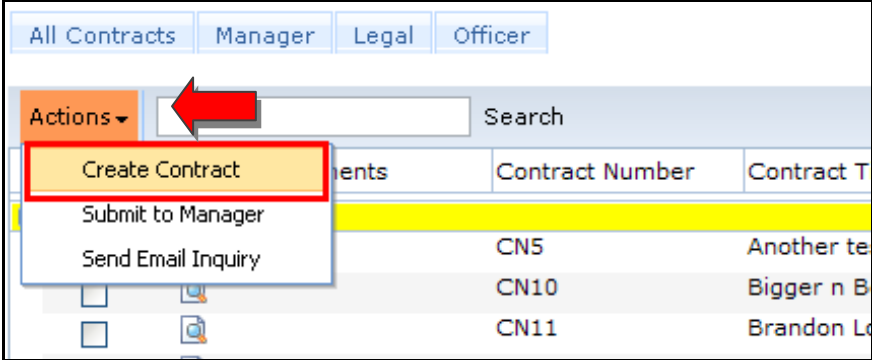
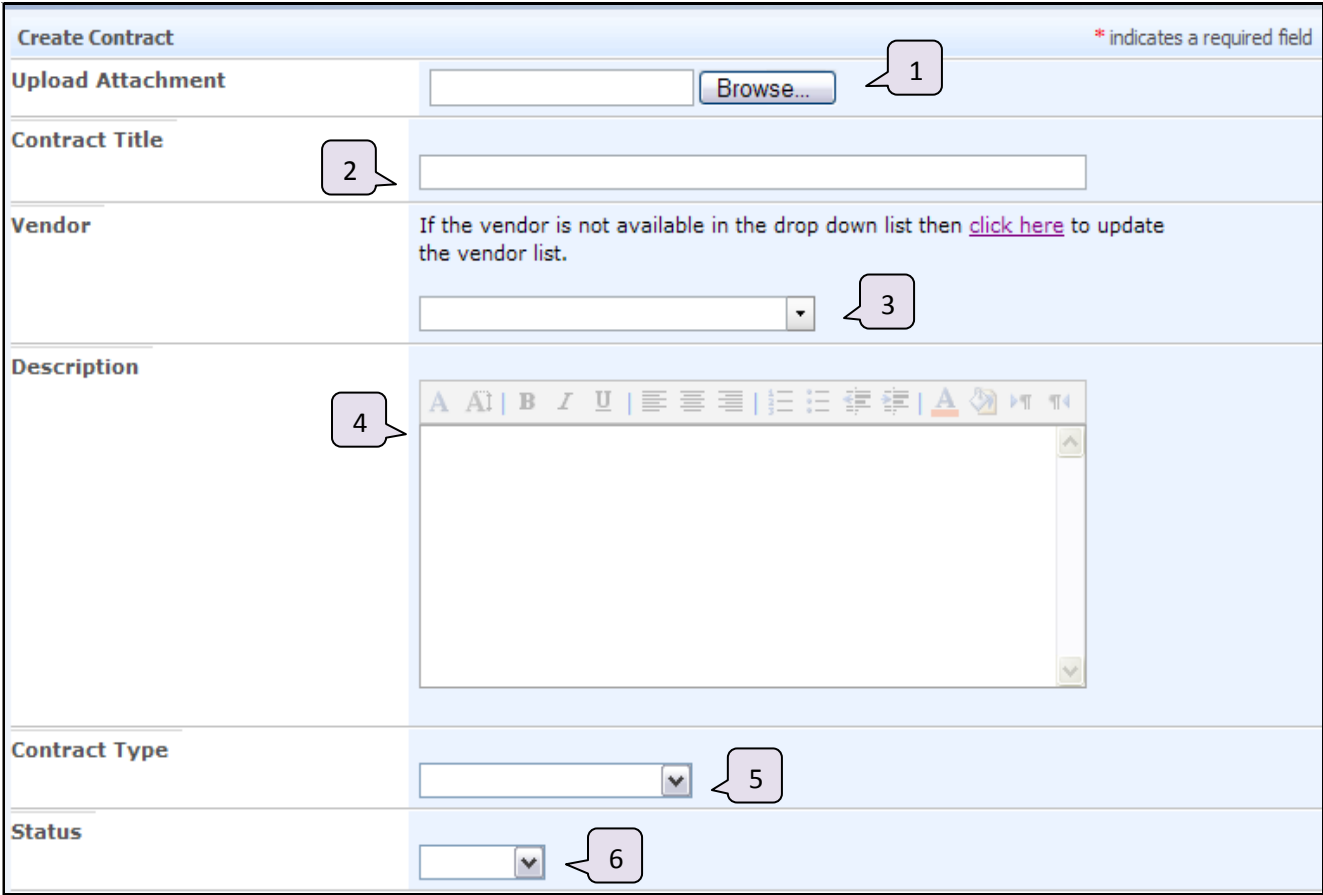
- [Creating a New Contract](#)
 - [Adding a New Vendor](#)
- [Reviewing the Contract for Approval](#)
 - [Approving a Contract](#)
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- [Sending an Email Inquiry](#)
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Once a contract is approved all revisions and amendments should be entered as a **new contract.*

Creating a New Contract

Step	Action
1	<p>To begin the workflow for a new contract, access the application from the left navigation on the Services Portal Site.</p>  <p>The screenshot shows the Woodforest Services portal interface. On the left side, there is a navigation menu with several categories: 'View All Site Content', 'Lists', 'IT Help', and 'Recycle Bin'. Under the 'Lists' category, there are several sub-items: 'Contacts', 'Content and Structure Reports', 'Events', 'Links', 'Service Alerts', and 'Contract Management'. The 'Contract Management' item is highlighted with a red rectangular box. Below 'Contract Management' are three sub-items: 'Contract Management Application', 'Vendor List', and 'Quick Reference Guide'. The main content area of the portal displays a 'Welcome to Woodforest Services' message, followed by 'Departmental Meetings and Events' (with a note that there are no upcoming events), and 'Cell Phones - Request Forms and S...'. There are also links for 'Sprint Phones FAQs' and 'Verizon Phones FAQs'.</p>

Creating a New Contract

Step	Action
2	<p>Select Actions > Create Contract.</p> 
3	<p>A new action window will display. Enter the details of the contract into each field as described below. Items displaying an * are required fields.</p>  <ol style="list-style-type: none"> 1. Upload the contract and any additional documents by clicking Browse and selecting the contract from its current location. Multiple documents may be added. <i>Note: The original document must be maintained. Save and attach all revised and edited copies.</i> 2. Enter the title of the contract in the following format: <ul style="list-style-type: none"> • [VendorName]-[Description (MSA, Amendment, SOW, etc.)]-XXXX (4 digit year) • EXAMPLE: Fidelity-MSA-2009 3. Select the Vendor from the drop down menu. <i>Note: See Adding a New Vendor to add additional Vendors to the list. You must complete this step before entering a new contract.</i> 4. Enter the following into the description field: <ul style="list-style-type: none"> • A brief description of the contract

Creating a New Contract

Step	Action
7	<ul style="list-style-type: none"> • A justification of the contract • Any additional notes or instructions <p>5. Select the contract type from the drop down menu.</p> <p>6. Select the status of the contract from the drop down menu.</p> <p><i>Note: All new entries should be marked as Pending.</i></p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Manager * 7</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> </div> <p><input type="checkbox"/> Current user [Me]</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Mgr Due Date 8</p> <p>Date</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> </div> <p>Or date function</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> </div> <p>Or number of days from current date (can be negative)</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> </div> </div>
8	<p>7. Enter the approving Managers name. Click to search for a name in the directory or to check the name entered. This is a required field.</p> <p>8. Enter the due date the manager must have the contract reviewed by. Select one of the following:</p> <ul style="list-style-type: none"> • Enter a physical date and time (optional). • Select a date function from the drop down menu (Ex. Year End, Quarter End, etc.) • Enter the number of days until or past the current date. (This number can be negative. Ex. -2 would result in a due date 2 days ago.)
9	<div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Legal * 9</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Chuck Vernon"/> </div> <p><input type="checkbox"/> Current user [Me]</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Legal Due Date 10</p> <p>Date</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> </div> <p>Or date function</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> </div> <p>Or number of days from current date (can be negative)</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> </div> </div>
10	<p>9. The approving Legal contact name is defaulted to display Chuck Vernon. Click to search for a name in the directory or to check the name entered. This is a required field.</p> <p>10. Enter the due date the legal contact must have the contract reviewed by. Select one of the following:</p> <ul style="list-style-type: none"> • Enter a physical date and time (optional). • Select a date function from the drop down menu (Ex. Year End, Quarter End, etc.) • Enter the number of days until or past the current date. (This number can be negative. Ex. -2 would result in a due date 2 days ago.)

Creating a New Contract

Step	Action
	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%; padding-right: 10px;"> <p>Officer *</p> <p style="font-size: 24px; font-weight: bold; color: #0070C0;">11</p> </div> <div style="width: 70%; border: 1px solid #ccc; padding: 5px;"> <input style="width: 95%; height: 25px;" type="text"/> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 5px;"> </div> <p><input type="checkbox"/> Current user [Me]</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%; padding-right: 10px;"> <p>Officer Due Date</p> <p style="font-size: 24px; font-weight: bold; color: #0070C0;">12</p> </div> <div style="width: 70%; border: 1px solid #ccc; padding: 5px;"> <p>Date</p> <div style="display: flex; align-items: center;"> <input style="width: 60%; height: 25px;" type="text"/> <div style="display: flex; flex-direction: column; gap: 2px;"> <div style="display: flex; align-items: center;"> 12 AM ▼ </div> <div style="display: flex; align-items: center;"> 00 ▼ </div> </div> </div> <p>Or date function</p> <div style="display: flex; align-items: center;"> <input style="width: 60%; height: 25px;" type="text"/> ▼ </div> <p>Or number of days from current date (can be negative)</p> <input style="width: 60%; height: 25px;" type="text"/> </div> </div> </div> <p>11. Enter the approving Officers name. Click to search for a name in the directory or to check the name entered. The directory is limited to only approving officers. This is a required field.</p> <p>12. Enter the due date the officer must have the contract reviewed by. Select one of the following:</p> <ul style="list-style-type: none"> • Enter a physical date and time (optional). • Select a date function from the drop down menu (Ex. Year End, Quarter End, etc.)
	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%; padding-right: 10px;"> <p>Begin</p> <p style="font-size: 24px; font-weight: bold; color: #0070C0;">13</p> </div> <div style="width: 70%; border: 1px solid #ccc; padding: 5px;"> <p>Date</p> <div style="display: flex; align-items: center;"> <input style="width: 60%; height: 25px;" type="text"/> </div> <p>Or date function</p> <div style="display: flex; align-items: center;"> <input style="width: 60%; height: 25px;" type="text"/> ▼ </div> <p>Or number of days from current date (can be negative)</p> <input style="width: 60%; height: 25px;" type="text"/> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%; padding-right: 10px;"> <p>End</p> <p style="font-size: 24px; font-weight: bold; color: #0070C0;">14</p> </div> <div style="width: 70%; border: 1px solid #ccc; padding: 5px;"> <p>Date</p> <div style="display: flex; align-items: center;"> <input style="width: 60%; height: 25px;" type="text"/> </div> <p>Or date function</p> <div style="display: flex; align-items: center;"> <input style="width: 60%; height: 25px;" type="text"/> ▼ </div> <p>Or number of days from current date (can be negative)</p> <input style="width: 60%; height: 25px;" type="text"/> </div> </div> </div> <p>13. Enter the contract begin date. Select one of the following:</p> <ul style="list-style-type: none"> • Enter a physical date • Select a date function from the drop down menu (Ex. Year End, Quarter End, etc.) • Enter the number of days until or past the current date. (This number can be negative. Ex. -2 would result in a due date 2 days ago.) <p>14. Enter the contract end date. Select one of the following:</p> <ul style="list-style-type: none"> • Enter a physical date • Select a date function from the drop down menu (Ex. Year End, Quarter End, etc.) • Enter the number of days until or past the current date. (This number can be negative. Ex. -2 would result in a due date 2 days ago.)

Creating a New Contract

Step Action

Renewal Terms	15	<input style="width: 100%;" type="text"/>
Not Renewable	16	<input type="checkbox"/>
Renewal Notice Date	17	Date <input style="width: 100%;" type="text"/>
		Or date function <input style="width: 100%;" type="text"/>
		Or number of days from current date (can be negative) <input style="width: 100%;" type="text"/>

15. Enter the **contract renewal terms**. (Ex. Renewed annually, quarterly, etc.)

16. Check the box if the contract is **not renewable**.

17. Enter a **Renewal Notice Date** of the contract. Select one of the following:

- Enter a physical date
- Select a date function from the drop down menu (Ex. Year End, Quarter End, etc.)
- Enter the number of days until or past the current date. (This number can be negative. Ex. -2 would result in a due date 2 days ago.)

*Note: The Renewal Notice Date should be **90 days** from the contract end date.*

Amount	18	<input style="width: 100%;" type="text"/>
Cost Center	19	Select the cost center to be charged. <input style="width: 100%;" type="text"/>
Department description	20	<input style="width: 100%;" type="text"/>

18. Enter the **contract amount** or cost associated with the contract. This number may be updated or changed due to contract negotiations and revisions.

19. Select the **cost center** to be charged from the drop down menu.

20. Enter a brief **description** of the department associated with the cost center. (Ex. Deposit Operations, Technical Architecture, etc.)

Pay Method	21	<input style="width: 100%;" type="text"/>
Pay Terms	22	<input style="width: 100%;" type="text"/>

21. Select the Vendor's preferred **method of payment** from the drop down menu.

22. Enter the contract **payment terms**. (Ex. Net 30, Quarterly)

Creating a New Contract

Step Action

Rebate Volume	<input type="text" value="0"/> %	23
Rebate Volume Description	<input type="text"/>	
Rebate Growth	<input type="text" value="0"/> %	25
Rebate Growth Description	<input type="text"/>	
Rebate Drop Size	<input type="text" value="0"/> %	27
Rebate Drop Size Description	<input type="text"/>	
Rebate Online	<input type="text" value="0"/> %	29
Rebate Online Description	<input type="text"/>	

- 23. Enter the **rebate %** applied to the contract for volume sales if applicable.
- 24. Enter a brief description of the **Rebate Volume** criteria.
- 25. Enter the **rebate %** applied to the contract for growth if applicable.
- 26. Enter a brief description of the **Rebate Growth** criteria.
- 27. Enter the **rebate %** applied to the contract for drop size if applicable.
- 28. Enter a brief description of the **Rebate Drop Size** criteria.
- 29. Enter the **rebate %** applied to the contract for online sales if applicable.
- 30. Enter a brief description of the **Rebate Online** criteria.

SLA	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> 23 25 27 29 </div> <div style="height: 100px; border: 1px solid #ccc;"></div> </div>
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- 31. Enter a brief description of the Service Level Agreement (SLA) or attach the **SLA** document (see Attachments).

Executed Copy Status	<input type="text" value=""/>
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- 32. Select **Pending** from the drop down menu. Once the executed contract copy has been received, mark the status as **Received**.

Creating a New Contract

Step	Action
	<div style="border: 1px solid black; padding: 5px;"> <p>Contract Reference Use this field to associate this contract to other contract(s).</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">33</div> <div style="border: 1px solid gray; padding: 5px; width: 300px;"> <p>08-28-2009 to 08-27- Garda Amendment fo Kentech</p> </div> <div style="margin-left: 10px;"> <p>Add ></p> <p>< Remove</p> </div> <div style="border: 1px solid gray; width: 150px; height: 100px; margin-left: 10px;"></div> </div> </div> <p>33. Select an associated contract(s) from the left column and click Add>. The added contract(s) will now display in the right column. This is the Contract Reference. (Ex. A sub-contract of a larger contract, or a new addendum.)</p>
4	When finished, click OK . A contract number is automatically assigned to each contract.
5	The new contract is now displayed under <i>Pending</i> .

Adding a New Vendor

Step	Action																					
1	<p>To add a vendor to the Vendor drop down menu go to the Vendors list located on the Services Portal Site.</p> <ul style="list-style-type: none"> The Vendors list is located on the Services Portal. Click View All Site Content and select Vendors under the <i>Lists</i> section. 																					
2	<p>From the Vendors list, select New > New Item.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Vendors</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"> New ▾ Actions ▾ Settings ▾ </div> <div style="display: flex; align-items: flex-start;"> <div style="border: 2px solid red; padding: 5px; margin-right: 10px;"> <p>New Item Add a new item to this list.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">1</th> <th style="width: 15%;">City</th> <th style="width: 10%;">State</th> <th style="width: 15%;">Zip Code</th> <th style="width: 15%;">Contact</th> <th style="width: 10%;">Office</th> </tr> </thead> <tbody> <tr> <td>Electric, Inc. !NEW</td> <td></td> <td>Houston</td> <td>TX</td> <td>77039</td> <td></td> <td>(281) 442-7376</td> </tr> <tr> <td>Accuity Inc. !NEW</td> <td></td> <td>Chicago</td> <td>IL</td> <td>60694</td> <td></td> <td>(800) 321-3373</td> </tr> </tbody> </table> </div> </div>		1	City	State	Zip Code	Contact	Office	Electric, Inc. !NEW		Houston	TX	77039		(281) 442-7376	Accuity Inc. !NEW		Chicago	IL	60694		(800) 321-3373
	1	City	State	Zip Code	Contact	Office																
Electric, Inc. !NEW		Houston	TX	77039		(281) 442-7376																
Accuity Inc. !NEW		Chicago	IL	60694		(800) 321-3373																

Adding a New Vendor

Step	Action																												
3	<p>Enter all required details for the vendor. Click OK when finished.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Attach File Spelling... * indicates a required field </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Vendor *</td><td><input type="text"/></td></tr> <tr><td>Address 1</td><td><input type="text"/></td></tr> <tr><td>Address 2</td><td><input type="text"/></td></tr> <tr><td>City</td><td><input type="text"/></td></tr> <tr><td>State</td><td><input type="text"/></td></tr> <tr><td>Zip Code</td><td><input type="text"/></td></tr> <tr><td>Contact</td><td><input type="text"/></td></tr> <tr><td>Office</td><td><input type="text"/></td></tr> <tr><td>Cell</td><td><input type="text"/></td></tr> <tr><td>Fax</td><td><input type="text"/></td></tr> <tr><td>DUNS</td><td><input type="text"/></td></tr> <tr><td>Federal Tax ID</td><td><input type="text"/></td></tr> <tr> <td>Website</td> <td> Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/> </td> </tr> <tr><td>E-Mail</td><td><input type="text"/></td></tr> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>	Vendor *	<input type="text"/>	Address 1	<input type="text"/>	Address 2	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>	Contact	<input type="text"/>	Office	<input type="text"/>	Cell	<input type="text"/>	Fax	<input type="text"/>	DUNS	<input type="text"/>	Federal Tax ID	<input type="text"/>	Website	Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/>	E-Mail	<input type="text"/>
Vendor *	<input type="text"/>																												
Address 1	<input type="text"/>																												
Address 2	<input type="text"/>																												
City	<input type="text"/>																												
State	<input type="text"/>																												
Zip Code	<input type="text"/>																												
Contact	<input type="text"/>																												
Office	<input type="text"/>																												
Cell	<input type="text"/>																												
Fax	<input type="text"/>																												
DUNS	<input type="text"/>																												
Federal Tax ID	<input type="text"/>																												
Website	Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/>																												
E-Mail	<input type="text"/>																												
4	The new Vendor should now appear on the drop down menu in the Contract Management Application.																												


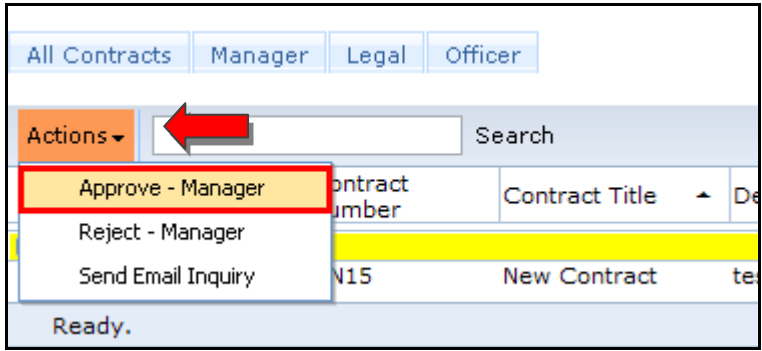
Reviewing the Contract for Approval

Step	Action				
<p>Once the "Contract Approval Request" email is received the following steps will be performed by either the Manager, Legal, or Officer role.</p>					
1	<p>Open the "Contract Approval Request" email and click the link provided to review the contract.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">End</td><td>12/30/2009</td></tr> <tr><td>Amount</td><td>\$100.00</td></tr> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> http://devweb02/purchasing/Site%20Pages/Manager.aspx </div> </div>	End	12/30/2009	Amount	\$100.00
End	12/30/2009				
Amount	\$100.00				
2	<p>Only <i>your</i> assigned contracts ready for approval will display. Click the view icon to review the contract details and open the attached documents.</p>				


Reviewing the Contract for Approval

Step	Action
3	Once you reviewed the contract, a decision must be made to Approve or Reject the contract. (Click the link to advance to the Approve or Reject section.) <i>Note: All revised contracts/documents should be attached. REMEMBER to maintain the original document.</i>


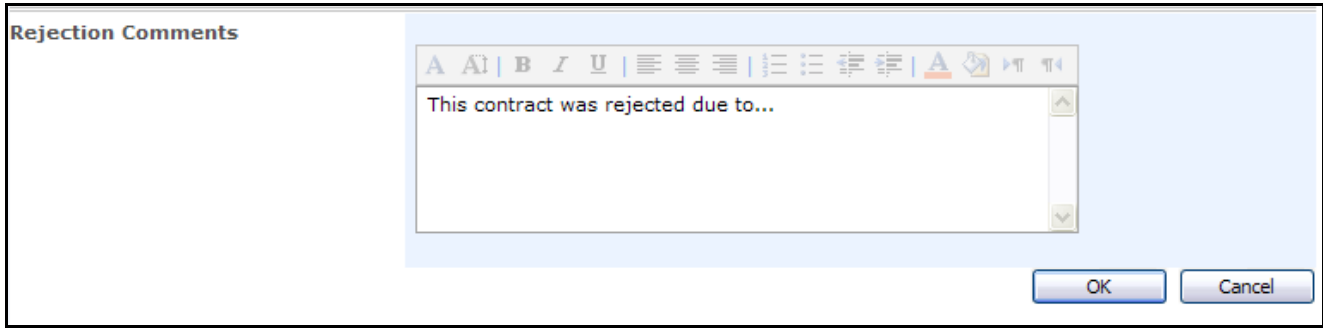
Approving a Contract

1	To approve the contract, check the box to select the contract. 
2	Next, select Actions > Approve – [Role] . <i>Note: The approval will display as Approve – Manager, Approve – Legal, Approve – Officer depending on your role.</i> 
3	The contract will no longer be displayed. An email will be automatically generated to the next role in the workflow and the Manager will receive an email with the approval status. <i>Note: Once an Officer has marked the contract as approved the Status will be updated to Executed and the workflow is complete.</i>
4	The approval date will be automatically generated and the <i>Stage</i> column will change to display the next role in the workflow.

Rejecting a Contract

1	To reject the contract, check the box to select the contract. 
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Reviewing the Contract for Approval

Step	Action
2	<p>Next, select Actions > Reject – [Role].</p> <p><i>Note: The rejection will display as Reject – Manager, Reject – Legal, Reject – Officer depending on your role.</i></p>  <p>The screenshot shows a web interface with tabs for 'All Contracts', 'Manager', 'Legal', and 'Officer'. Below the tabs is an 'Actions' dropdown menu. A red arrow points to the 'Actions' dropdown. The dropdown menu is open, showing options: 'Approve - Manager', 'Reject - Manager' (highlighted with a red box), and 'Send Email Inquiry'. In the background, a table with columns 'Contract Number' and 'Contract Title' is visible, with a row containing 'N15' and 'New Contract' highlighted in yellow. A status bar at the bottom says 'Ready.'.</p>
3	<p>A new actions window will display. Enter the rejection comments and click OK.</p> <p><i>Note: All revised contracts/documents should be attached. REMEMBER to leave the original document.</i></p>  <p>The screenshot shows a dialog box titled 'Rejection Comments'. It has a text area with the text 'This contract was rejected due to...'. Above the text area is a rich text editor toolbar with various icons for text formatting. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.</p>
4	<p>The contract will no longer be displayed. Once Reject is selected, the rejected date will be generated and the Stage column will revert back to Requestor.</p>
5	<p>An email will be automatically generated to the Manager to notify them of the rejected status.</p> <p><i>Note: If changes/updates to the contract are needed the Requestor may begin the workflow again (see Submitting the Contract).</i></p>

Sending an Email Inquiry

Step Action

An email inquiry is used when a user wishes to request additional information or requires feedback on a specific contract. An email can be generated to a user within the workflow. The Send Email Inquiry function can be found on all action menus and can be sent by all roles at any stage of the workflow.

1 Check the box next to the contract you wish to send an inquiry about.

Note: Multiple contracts may be selected.

<input type="checkbox"/>		CN13	End to end	testing process
<input checked="" type="checkbox"/>		CN23	Enter Contract Title Here	Enter a detailed description of the contract
<input type="checkbox"/>		CN6	Matt Demo Contract 1	Demonstration Contract for Test #1

2 Select **Actions > Send Email Inquiry**.

3 A new action form window will display. Enter the following information:

1. Enter the **email address** of the email recipient. Select one of the following options:
 - Manually enter an email address. Use semicolons to separate multiple addresses.
 - Enter a name and click to check the name entered or to search for a name in the directory.
 - Select a column containing a specific user from the drop down menu. (Ex. User displayed in the Manager, Legal, or Officer column.)
2. Enter the **carbon copied email address** for additional email recipients. Select one of the following options:
 - Manually enter an email address. Use semicolons to separate multiple addresses.
 - Enter a name and click to check the name entered to search for a name in the directory.

Sending an Email Inquiry

Step	Action
	<p>Select a column containing a specific user from the drop down menu. (Ex. User displayed in the Manager, Legal, or Officer column.)</p> <div data-bbox="180 296 1446 810"><p>Subject and Body</p><p>3 Email subject Contract Inquiry for <%Contract Title%></p><p>4 Email body</p><p>5 Hyperlink Text (optional)</p><p>OK Cancel</p></div> <ol style="list-style-type: none">3. Leave the default email subject title or enter a new subject title. (<%Contract Title%> will be replaced with the title of the contract selected.)4. Enter the email body text.5. Add a hyperlink to a document or site. <i>Note: Remember, if linking to a document within the portal only authorized Woodforest employees will have access to the document.</i> <p>Click OK when finished.</p>
4	<p>An email will be generated to the users indicated in the form above. <i>Note: Woodforest users may need to check their Junk E-mail folder.</i></p> <div data-bbox="180 1199 1195 1671"><p>From: KJuday@WOODFOREST.com Sent: Thu 9/3/2009 1:03 PM To: Kristine Juday Cc: Kristine Juday Subject: Contract Inquiry for Enter Contract Title Here</p><p>Please email regarding the cost of the contract.</p><p>http://devweb02/purchasing/Lists/Contracts/DispForm.aspx?ID=22</p></div>

Contract Management Application Legend

All Contracts Manager Legal Officer					
Actions ▾ Search Help					
<input type="checkbox"/>	Attachments	Contract Number	Contract Title	Description	Stage
[-] Pending (19)					
<input type="checkbox"/>		CN10	Bigger n Better		Officer
<input type="checkbox"/>		CN11	Brandon Login Test		Requestor
<input type="checkbox"/>		CN12	CK Test		Legal
<input type="checkbox"/>		CN2	Contract 1	Test contract	AP
<input type="checkbox"/>		CN8	contract 3		AP
<input type="checkbox"/>		CN14	Contracts galore	hi	Manager
<input type="checkbox"/>		CN3	Cookoff contract	test	Officer
<input type="checkbox"/>		CN18	Corasworks POC		Legal
<input type="checkbox"/>		CN13	End to end	testing process	AP
<input type="checkbox"/>		CN23	Enter Contract Title Here	Enter a detailed description of the contract	Manager
<input type="checkbox"/>		CN24	Kristine's Contract		Requestor
<input type="checkbox"/>		CN6	Matt Demo Contract 1	Demonstration Contract for Test #1	AP
<input type="checkbox"/>		CN7	Matt Demo Contract 2	Demonstration Contract for Test #2	Legal
<input type="checkbox"/>		CN15	New Contract	testing	Officer
<input type="checkbox"/>		CN4	Simple Test		Officer
<input type="checkbox"/>		CN19	Test contract		Manager
<input type="checkbox"/>		CN22	Test Contract	This is a big contract.	Manager
<input type="checkbox"/>		CN16	Test Contract for Bruce	test	Manager
<input type="checkbox"/>		CN20	Test executed copy	pending date	Manager
[+] Executed (3)					
<input type="checkbox"/>		CN17	A big contract	testing	Completed
<input type="checkbox"/>		CN9	contract 4		Completed
<input type="checkbox"/>		CN21	Final test 1	test	Completed
Ready. Loaded 22 of 22					

Color Coding

[-] Pending (19)

All pending (non-approved) contracts will appear under the yellow Pending heading.

[+] Executed (3)

All executed (completed) contracts will appear under the blue Executed heading.

<input type="checkbox"/>		CN19	Test contract	Manager
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Contracts shown in red have an Executed Copy Status of **Pending** for more than 30 days.

Views

All Contracts Manager Legal Officer

Double-click on your role to select to view all contracts (assigned to you) pending approval.

All Contracts Manager Legal Officer					
Actions ▾ Search					
<input type="checkbox"/>	Attachments	Contr			
[+] Pending (19)					
[+] Executed (3)					
Ready.					

Click **+** to expand or **-** to minimize the contracts listed.

Contract Management Application Workflow

Contract Management Workflow

