UNIVERSITY OF ILLINOIS

iCS
Illinois Contract System

User Guide

Urbana-Champaign

Contents

ETHICS AND CONFIDENTIALITY

All University of Illinois employees must follow ethical practice and maintain confidentiality when dealing with contracts. Contracts stored in the Illinois Contract System (iCS) repository are official documents of the Board of Trustees.

With the advent of this new on-line accessibility, units will have access to electronic copies of University contracts and other contract information that historically has not been available. Please keep in mind, this access does not grant anyone within the unit the authority to email or distribute contract documents or information contained within those documents.

If a user receives a request from an outside entity for information contained within a contract, it is important to understand that often the University may need to redact certain information prior to disclosure (i.e. intellectual property or any information causing competitive harm). In general, requests by third parties for contracts should be immediately forwarded to the Office for University Relations to be processed as a Freedom of Information Act (FOIA) request. The contact information for the Office for University Relations is as follows:

Thomas Hardy
University Relations
506 S. Wright Street
Urbana, IL 61801
Email: foia@uillinois.edu
Fax: 217-333-6400

Email is the fastest and preferred method to forward a request to the Office for University Relations. Upon receipt of the contract request, University Relations staff may contact you to discuss the request and any contacts responsive thereto.

Please keep in mind that all employees must follow the **University Code of Conduct** and its confidentiality requirements. For more information please visit

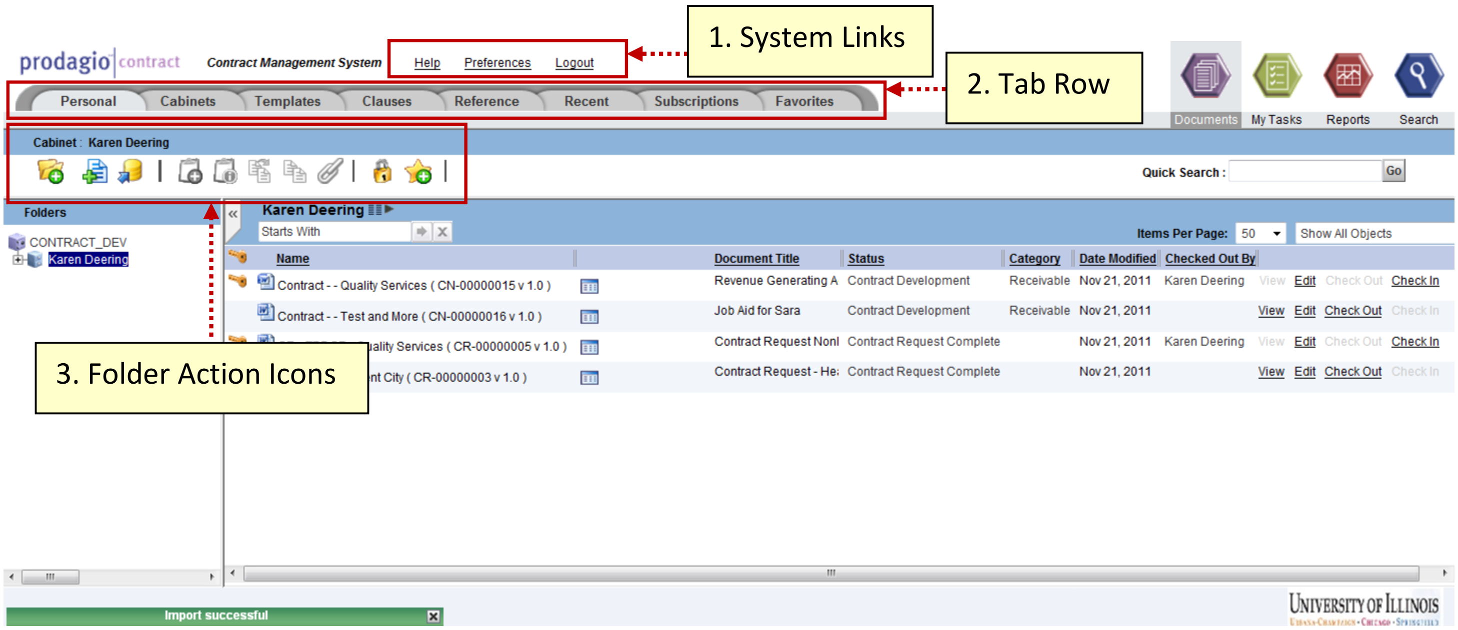
http://www.ethics.uillinois.edu/cms/one.aspx?portalId=1109782&pageId=1114598

GET STARTED

The link to log into iCS is https://contracts.apps.uillinois.edu. Log in using your Enterprise (EAS) credentials.

After login, the system launches and displays the **Document View** and your **Personal Tab**.

SYSTEM NAVIGATION

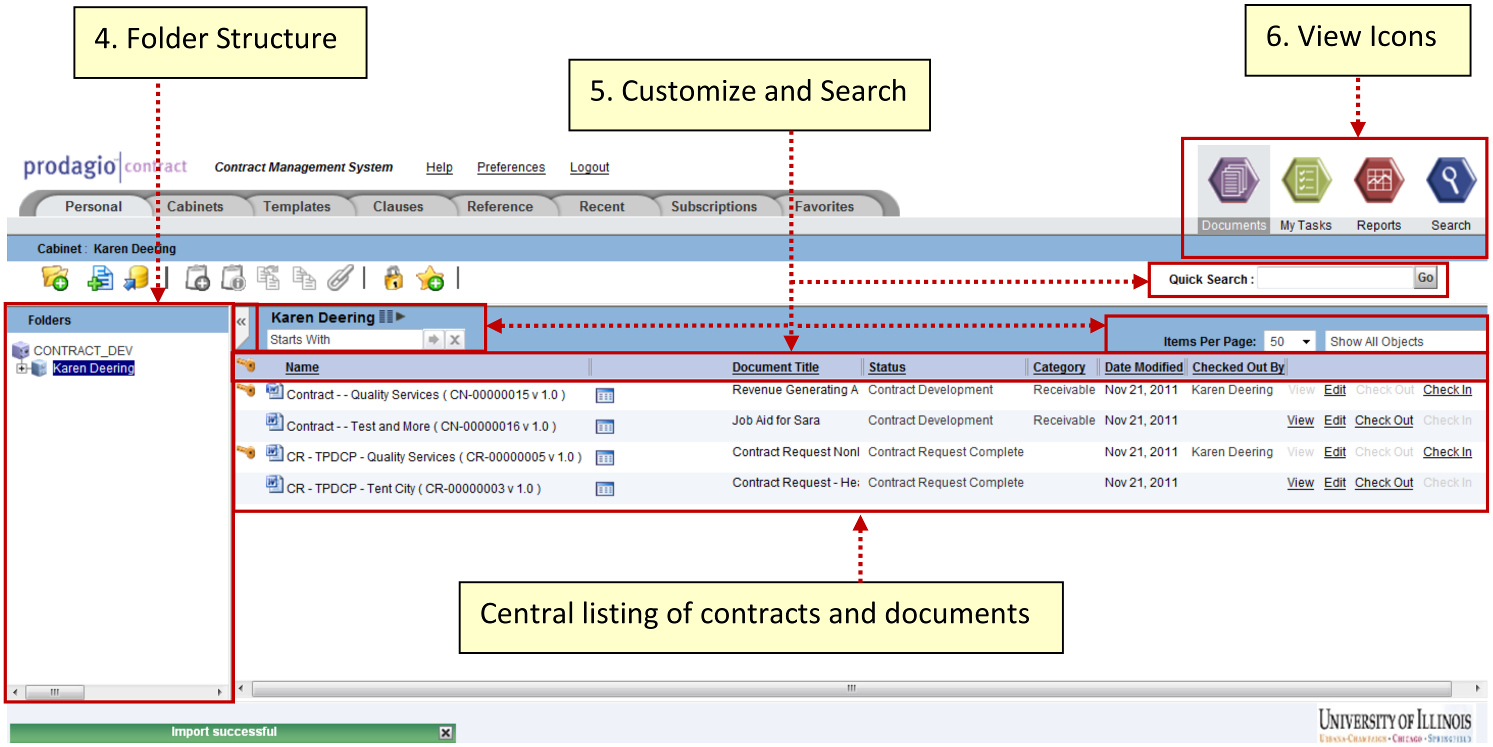


1. **System Links**
   - Help
   - Preferences – customize your display (View, Tabs, and Password)
   - Logout

2. **Tab Row**
   - Personal – new documents created from templates and some imported documents are stored in the Personal Cabinet
   - Cabinets – repository of all fully executed contracts and other documents. Users can navigate through the folder hierarchy to access a contract or related document. Not all Cabinets are public. Your view of available Cabinets and the documents stored within depends on your level of permission.
   - Templates – displays a library of standard templates that can be used to create contracts.
   - Clauses – displays a list of standard legal and business clauses which can be included in templates and other contract documents. Normally, clauses are a few standard paragraphs, but can be of unlimited length and complexity.
   - Recent – recently accessed documents
   - Subscriptions – documents changed by others to which you have subscribed
   - Favorites – your bookmarked documents for quick access

3. **Folder Action Icons – change depending on tab/folder**
   - Hover over icon to see the screen tip
   - Grayed-out icons are not active/available

System Navigation - continued



4. **Folder Structure** – all folders/ documents

5. **Customize and Search**
   - << maximizes the screen layout
   - Folder name (e.g., User Name if in the Personal Cabinet)
   - Change displayed columns ( )
   - *Starts With…* to filter documents
   - Sort by column heading (<u>Name</u>)
   - Change column width ( )
   - Display Items Per Page (10, 50, 100)
   - Show All Objects (e.g., Show Primary Documents, Show Attachments)
   - Quick Search – searches entire repository by document properties or content

6. **View Icons** - provide access to different functions and actions.
   - Documents – personal and repository documents in Personal, Cabinet, folder, and file structure
     - o Note – the current display is of Documents View
   - My Tasks – your "to-do" items and notifications
   - Reports – run and display standard and custom reports
   - Search – more advanced options than Quick Search

System Navigation - continued

The **Personal Tab** can be modified in many ways to suit the individual user's needs.

Creating **Folders** under your Personal Cabinet allows you to organize your various in process documents, which is similar to having folders and subfolders on your computer or within your email.

To create a new Folder under your Personal Cabinet:

1. Within the Personal Tab, click on the **New Folder** icon
2. Enter a name for the new folder
3. Click the **Finish** command button

The folder will appear under your Personal Cabinet.

To delete a folder under your Personal Cabinet:

1. Within the Personal Tab, click on the folder name that you wish to delete
2. Click on the **Delete Folder** icon
3. If subfolders exist, each subfolder must be deleted individually before the folder can be deleted.
4. Deleting a folder or subfolder also automatically deletes all of its documents. Choose whether you want to "Delete Current Versions" or "Delete All Versions" of the documents.
5. Click the Delete command button

The folder will disappear from under your Personal Cabinet.

Attachments Folder

iCS automatically generates an "Attachments" folder in the user's personal tab when a user creates/imports a related document/attachment. If the user deletes an item from this "Attachments" folder while the contract is still in development, it will also be deleted from the Related Documents of the contract. When a contract is fully executed, the Attachments will auto-file to the Contracts Cabinet, along with the contract itself, and will disappear from the user's "Attachments" folder. Related Documents are covered in greater detail throughout this Guide.

The number of items displayed in the Personal Tab (and other Tabs and Views throughout iCS) can be changed by clicking on the **Items Per Page** drop-down list.

Items can be filtered by Type or Name.

To Filter Items Displayed by Type:

1. Select the **Show All Objects** drop-down list
2. Select the filter you wish to apply

To remove a filter, return the selection to **Show All Objects**.

To Filter Items Displayed by Name:

1. In the **Starts With** field, enter the beginning of the item name you wish to filter on (e.g. "Contract – " or "Contract Req")
2. Click the right arrow icon

To clear the filter and redisplay all items, click the **Clear (X)** icon.

To change the properties that display as columns on your Personal Tab, click the **Column Preference**s icon ( ). Column Preferences allows a user to change the columns that display and in what sequence the columns display.

Items can be sorted by any column heading. By default, items are sorted by the **Name** heading, ascending (a – z).

To Sort Items:

1. Click the column heading to use for sorting

2. The up arrow icon indicates items are sorted in ascending (a – z) order. The down arrow icon indicates items are sorted in descending (z – a) order.

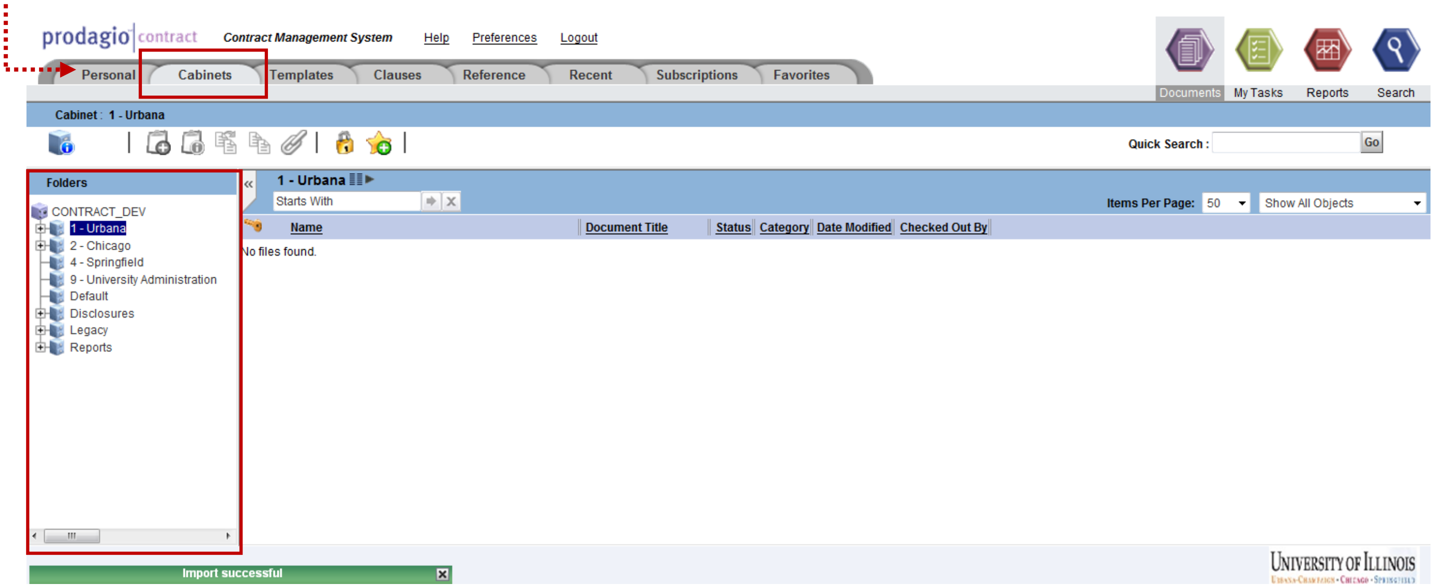
3. Click the column heading again to sort in reverse order.

Note: Current sorting is only retained until the View or Tab is closed, refreshed or the user logs out of iCS.

Column widths can be adjusted by dragging each column delimiter (in the column header row) horizontally to increase or decrease the selected column width.

Note: The changed width is remembered and displays again at the user's next login.

The **Cabinets Tab** displays public Cabinets, containing fully executed contracts sorted by Chart, 3-digit Organization Code, and Contract Type, in addition to other repository documents. Users can navigate through the Cabinet hierarchy into the folders below to access a fully executed contract or related document. Not all Cabinets are public and your view of available Cabinets and the documents stored within depends on your level of permission.



CREATING AND IMPORTING DOCUMENTS

There are three ways to initiate contracts in iCS:

- Create a Contract from an Approved Template
- Import an Existing Contract
- Create a Contract Request

If a contract has unique confidentiality requirements or restrictions, please contact your OBFS central office **prior to** initiating the contract in iCS.

Create a Contract from an Approved Template

Contract templates are pre-approved by OBFS and University Counsel. iCS templates are available under the New Document icon. All users will have access to standard, University templates (Revenue Generating Services Agreement under $5,000; Procurement of Services Agreement under $5,000; and Revenue Generating Services Agreement $5,000 or more). In addition, some units have custom templates available only to users in their Chart and Org.

Here are the steps to create a new contract using an iCS template:

1. Navigate to the Folder, within the **Personal** tab, where you would like the contract to be stored while in development
2. Click the New Document icon
3. Within the **New Document: Template Selection** window, select the:
    a. **Template Type:** Contract
    b. **Template Category:** Select Payable, Receivable, or No Fund
    c. **Template Name:** Select Appropriate Template
4. Click the **Next** command button
5. Review and verify selected **Clauses** (not applicable to every template)
6. Click the **Next** command button

7. Enter information in *ALL* applicable fields on the **Enter Info** tab.

IMPORTANT: The fields on this tab populate the resulting contract. An empty field will result in a blank field in the contract. Use complete sentences, correct spelling, grammar, etc. Be as complete and detailed as possible.

8. Click the **Next** command button

9. Enter information in *ALL* applicable fields on the **Set Properties** tab.

IMPORTANT: The fields on this tab populate the contract metadata. Metadata is used in searching and reporting. These fields have all been determined to be critical in those functions. Fields marked with a red asterisk (*) are required.

Note: There may be a time delay for iCS to refresh some fields (e.g., Organization Code).

More on Metadata

a. Metadata is entered on the **Set Properties** tab

b. Metadata is used in searching and for reporting

c. Master reports are given to AVPs, campus administrators, internal and external auditors

d. When entering metadata:

- Not every field is required, but users should enter as much data as possible
- Always use proper spelling and grammar
- Do not use dollar signs or commas when entering dollar amounts.

e. In the Document Title field, use the standard naming conventions set by your unit, if applicable.

f. Do NOT complete the sections for University Contract Records Office (UCRO) or Capital Programs

g. See Appendix B for Metadata Descriptions

10. Click the **Next** command button

11. Click the **Finish** command button

Note: The document appears within the **Personal** tab in the folder selected in Step 4.

Summary

In the previous section, we learned how to:

- Create a contract from an approved template

Now let's practice what we have learned.

Import an Existing Contract

Import a contract when you receive another party's contract, or a hard copy of a contract from a user who does not have access to iCS.

If you have a document and you are unsure about whether or not it should be imported into iCS (for example, a hotel room block agreement, or a banquet event order), enter the Requisition in Banner and route that to Purchasing with the document attached. The Buyer will analyze the document and, if they determine that it does need to be imported into iCS, they will let you know.

1. Navigate to the **Folder**, within the **Personal Tab**, where you would like the contract to be stored while in development

Note: If the document is not in an electronic format, it will need to be scanned and uploaded as a pdf file.

2. Use either the **Import Icon** or **Drag and Drop** functionality

   a. *Import Icon*

      1. Click the **Import** icon
      2. Click the **Browse** button
      3. Find the file to be imported and double click or click on it once to highlight it and then click the **Open** button
      4. Click the **Add Files** command button
      5. Click the **Next** command button

   b. *Drag and Drop*

      1. Locate the document to be imported on your computer.
      2. Click the document icon of the contract to import; hold down the mouse button
      3. "*Drag"* the icon onto the iCS screen
      4. When the cursor icon displays 

release the mouse button to *"Drop"* the contract into the system

Note: Contracts can be dragged and dropped directly from an email attachment from Microsoft Outlook, but not from Webmail. If drag and drop fails, ensure 1) the screen resolution is set to 100% and 2) that you are using Internet Explorer.

3. Within the **Import: Object Definition** window, select the:

    - **Type:** Contract

4. Enter information in *ALL* applicable fields on the **Import: Object Definition** window

IMPORTANT: The fields on this tab populate the contract metadata. Metadata is used in searching and reporting. These fields have all been determined to be critical in those functions. Fields marked with a red asterisk (*) are required.

More on Metadata

a. Metadata is entered on the Set Properties tab

b. Metadata is used in searching and for reporting

c. Master reports are given to AVPs, campus administrators, internal and external auditors

d. When entering metadata:

- Not every field is required, but users should enter as much data as possible
- Always use proper spelling and grammar
- Do not use dollar signs or commas when entering dollar amounts.

e. For Purchasing contracts, include the Banner Requisition Number in the Document Title field.

f. See Appendix B for Metadata Descriptions

5. Click the **Finish** command button

Summary

In the previous section, we learned how to:

- Import an existing contract

Now let’s practice what we have learned.

Create a Contract Request/Request an Amendment

Creating a Contract Request

When you do not have an existing contract and there is no template available for you to use, the Contract Request should be used to submit information to OBFS from which a contract will be created.

To create a Contract Request, complete the following steps:

1. Navigate to the **Folder**, within the **Personal Tab**, where you would like the contract request to be stored
2. Click the New Document icon
3. Within the **New Document: Template Selection** window, select:
    - **Template Type:** Contract Request
    - **Template Category:** No Selections Available
    - **Template Name:** Select Appropriate Template Name (Contract Request - Healthcare or Contract Request - Non-Healthcare)
4. Click the **Next** command button
5. Enter information in *ALL* applicable fields on the **Enter Info** tab

IMPORTANT: The fields on this tab populate the resulting contract request form. A Buyer or Coordinator will use this information to create the contract. Use complete sentences, correct spelling, grammar, etc. Although not all fields are required, missing or incomplete information may cause a delay in the processing of your contract. Be as complete and detailed as possible.

6. Click the **Next** command button
7. Enter information in *ALL* applicable fields on the **Set Properties** tab

IMPORTANT: The fields on this tab populate the contract request metadata. Fields marked with a red asterisk (*) are required. Use complete sentences, correct spelling, grammar, etc. Be as complete and detailed as possible.

Note: There may be a time delay for iCS to refresh the screen (*e.g. Organization Code*).

8. Click the **Next** command button

9. Click the **Finish** command button

Summary

In the previous section, we learned how to:

- Create a contract request

Now let's practice what we have learned.

Request an Amendment

An amendment changes the substantive legal terms of a fully executed contract (common examples include extending the contract term or changing the contract amount.) Amendments are created by an OBFS Buyer or Coordinator as a Related Document to the fully executed original contract. Once created, an amendment is routed for approvals and execution using the same process as new contracts. Units can view an amendment and track its status by navigating to the fully executed original contract, opening the dashboard, and clicking on Related Documents. For quicker access to an amendment, you can add it to your Favorites Tab by right-clicking on the document icon and selecting Add to Favorites.

If you need to request an amendment to an existing contract, you may send an email to the OBFS office in which the original contract was processed. Contact information is available on the iCS Resource Page under Who-to-Ask (www.obfs.uillinois.edu/ics-resources/who-to-ask/). Include in the email the contract number of the existing contract, in addition to the required changes (see common examples above). Be sure to attach any documents supplied by the other party.

The Contract Request may also be used to submit requests for amendments, if desired.

ROUTING DOCUMENTS

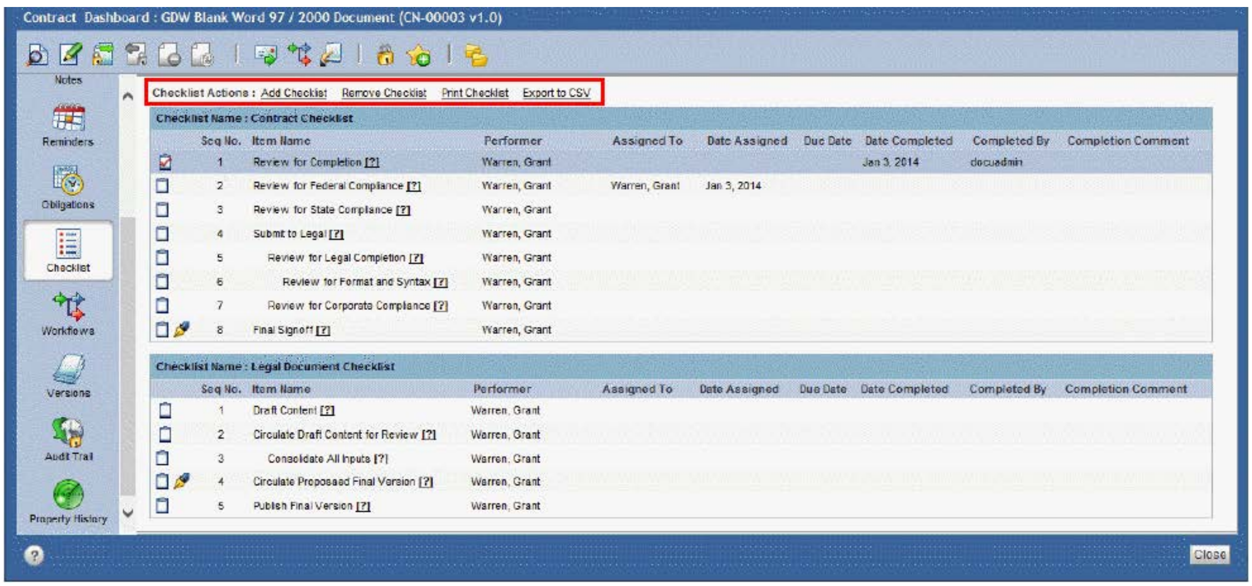
Route a Contract

There are two ways to route an iCS contract for review, approvals, and signature.

- Routing via Checklist
- Routing to Others Outside of iCS

Route via Checklist

The Checklist functions in much the same way that the Contract Approval/Routing Form (CARF) does for contracts routed outside of iCS.



1. Click the **Open Dashboard** icon next to the contract, or right-click the contract and select **Open Dashboard**.
2. Select the **Checklist** icon
3. Click the **Add Checklist** link
4. Within the **Select Checklist** window, select the:
    - **Checklist Type** (Contract)
    - **Checklist Category** (No selections available; leave blank)
    - **Checklist Name** (Refer to Appendix D - Checklist Descriptions)

5. Click the **OK** command button

6. Select the **Assign Item** link next to the Item Name you wish to assign, or right-click on the Item Name and select Assign Item from the actions menu

7. In the **User/Role** field, either type the name of the User or the Role to which you would like to assign the item, or click the down arrow and scroll through the list of options

8. In the **Reject To** field, either type the name of the User or the Role you would like to receive notification if the item is rejected by the assignee, or click the down arrow and scroll through the list of options

9. In the **Notify When Complete** field, either type the name of the User or the Role you would like to receive notification when the item is completed, or click the down arrow and scroll through the list of options

Note: Refer to the **UIUC Checklists Cheat Sheet** for assistance in selecting the correct role for each checklist task.

10. In the **Due Date** field, either type a date or, choose a date using the calendar icon

IMPORTANT: When assigning the **Assign to OBFS Reviewer** task to an OBFS role, it is recommended that you choose a due date two business days from the day you are assigning the task.

11. Click the **Assign Item** command button

Note: At this point, the person(s) in the role to which this task has just been assigned receives an iCS notification in their My Tasks list, as well as an email notification.

12. Click the **Close** command button

When the assigned item in the Checklist has been completed, the user or role entered in the Notify When Complete field will receive an iCS notification in their My Tasks list, as well as an email notification.

13. Within the **Personal** tab, click the **Open Dashboard** icon next to the contract or right-click the contract and select **Open Dashboard**

14. Select the **Checklist** icon

15. Repeat steps 6 – 12 for each item to be completed on the **Checklist**

Important Notes about Checklists

- Not all checklist items are mandatory. Some items only apply to certain contracts (e.g. Dean/Director approval is only required for contracts $50,000 or more).
- Checklist tasks must be assigned and approved one-at-a-time. However, checklist tasks do not always have to be done in sequential order.

Add Checklists

One or more Checklists may be added to a single document. If you inadvertently selected the wrong checklist, or if the scenario changes, you can switch checklists by clicking the **Add Checklist** link and choosing another Checklist from the drop-down menu. Any number of different checklists may be added to any document of any type, with all added Checklists displayed in the Checklist window. Each Checklist may be added only once.

Document Name : GDW Blank Word 97 / 2000 Document (CN-00003 v1.0)

Checklist Name : Contract Checklist

Item Name	Date Assigned	Due Date	Assigned To	Date Completed	Completed By	Completion Comment
Review for Completion [?]				Jan 3, 2014	docuadmin	
Review for Federal Compliance [?]	Jan 3, 2014		Warren, Grant			
Review for State Compliance [?]						
Submit to Legal [?]						
Review for Legal Completion [?]						
Review for Format and Syntax [?]						
Review for Corporate Compliance [?]						
Final Signoff [?]						

Checklist Name : Legal Document Checklist

Item Name	Date Assigned	Due Date	Assigned To	Date Completed	Completed By	Completion Comment
Draft Content [?]						
Circulate Draft Content for Review [?]						
Consolidate All Inputs [?]						
Circulate Proposaed Final Version [?]						

More about Checklists

Some checklist items are tasks that a user will complete him/herself instead of assigning them to another user (e.g. send contract to other party for signature or import signed contract). You do not have to assign these tasks to yourself. You may simply right-click on the task name and select **Complete Task** (once you have completed the task). Enter Comments, if desired, and click OK. Your name and the date will populate the checklist item information and the task will be marked as complete.

Checklist items may be reassigned at any point before they have been completed. To reassign an item, navigate to the checklist and click the **Reassign Item** link next to the task you wish to reassign. Repeat the steps for assigning the task.

Checklist items may be unassigned by the assignee at any point before they have been completed. To unassign an item, navigate to the Checklist and click the **Unassign Item** link next to the task you wish to unassign.

Checklist items may be reset at any point prior to the contract becoming fully executed. After a task is reset, the completion information is removed from the Checklist, but remains in the Audit Trail. If the task required electronic signoff, you must input your password in order to reset the item. The item remains assigned to the original assignee and that user receives a notification that the task has been reopened and is incomplete. If you wish to send this task to a different user for completion, you must reassign it.

Routing for Comptroller Signature

When a contract is ready for the executing University signature, the Contract Signature task in the checklist must be assigned to the appropriately authorized role.

Certain templates under $5,000 have been approved for unit head execution. This includes the standard Revenue Generating Agreement less than $5,000, the Procurement of Services Agreement less than $5,000, and those unit-specific templates less than $5,000 that have received express written authorization from the Assistant Vice President for Business and Finance.

The above standard contract templates less than $5,000 (if unaltered) must be printed and the signatures applied by hand. Unit heads will sign the Comptroller's name and their own name on these standard contract templates. The contract must then be scanned and imported into iCS as a new version, and all remaining checklist items completed.

All other contracts must be routed to the appropriate OBFS office for Comptroller signature.

Note: Refer to the **UIUC Checklists Cheat Sheet** for assistance in selecting the correct OBFS role for the contract signature checklist task.

IMPORTANT: If changes are made to a standard contract template less than $5,000, the contract cannot be executed by the unit head. Instead, the contract signature task must be assigned to the appropriate OBFS office for Comptroller signature.

Summary

In the previous section, we learned how to:

- Route via checklist

Now let's practice what we have learned.

Route to Others Outside of iCS

Certain situations may require a contract to be routed outside of iCS. Some examples of those situations include when a signature is required by the other party or when review/approval is needed from a user who does not have access to iCS. There are two options for sending a contract to someone outside of the system.

Save a Local Copy

1. After logging in to iCS, click the **Documents View** icon (if necessary)
2. Right-click the contract and select **Save a Local Copy**
3. Select a location to save the contract and click the **OK** command button
4. Send the contract as an email attachment for review or signature

Email as Attachment

1. Right-click the contract and select **Email as an Attachment**
2. Type the email address(es) to which you would like to email a copy of the current version of the contract in the To: field

Note: You will not have access to your address book if you use this method

3. Type your email address in the cc: field (see important note below)

IMPORTANT: A copy of the email will not appear in your Outlook Sent Items. If you require a copy of the communication for your files, you will need to cc: yourself.

4. Type the desired text in the Message box
5. Check the box next to **Checkout Document After Send**, if you would like the system to automatically check the document out for you
6. Click **Send**

Note: The Audit Trail will reflect an Email as Attachment action capturing the date, time, and recipient email addresses.

When you receive the contract back, if any changes have been made, including a signature added by another party, you must version the contract (refer to the section on Versioning).

MANAGING DOCUMENTS

View a Contract or Contract Request

To view a contract that has not been fully executed or a contract request, follow these steps:

1. From your **Personal Tab**, navigate to the appropriate folder (if applicable)
2. From the list of documents, locate the document you created

Note: If you are not the creator of the document, you must perform a search for it. See the section on Searches for additional information.

3. To view the contract or contract request, click on the **View** link
4. The document will open

Check Out and Cancel Check out

Once you have created a document, you may prevent other users from making any changes to it by checking out the document.

Within the **Documents View**, on the **Personal Tab** click the **Check Out** link next to the contract or contract request you wish to check out. A key icon will display next to the document, indicating that it is checked out to you.

Default Checkout Folder

The default checkout folder for iCS is a local folder on your computer. You can change the location to which checked out documents are saved by clicking on the **Preferences** system link and clicking Change next to Checkout location, then browsing to the folder you desire. **Saving to a network drive (recommended) will 1) avoid issues with iCS locating the file if you change computers and 2) allow you to access your checked out documents whenever you are connected to the University network, including when connecting via VPN.**

You may cancel check out of a document that you have checked out 1) if you do not want to save the changes you made to the document, or 2) if you did not make any changes. Cancelling a check out will revert the document back to the exact state it was in when you checked it out.

To cancel check out, within the **Documents View**, on the **Personal Tab** right click on the document name and select **Cancel Check Out**.

Note: You may only cancel check out for documents that you have checked out. You cannot cancel the check out of another user.

Checking in a document will create a new version of the document (see the section on Versioning).

Check In and Version a Contract

iCS maintains every version of a document in the Versions tab of the Document Dashboard. The two most common scenarios for when a unit will create a new version of a contract are when changes are requested by the other party and when a signed contract is received from the other party.

If you have received the updated document electronically, you can drag and drop it into iCS. Contracts can be dragged and dropped directly from an email attachment from Microsoft Outlook, but not from Webmail. If the document is not in an electronic format, it will need to be scanned and uploaded as a .pdf file.

IMPORTANT: The following steps assume the contract is already checked out. A contract must be checked out before a new version can be imported.

1. Right-click and select **Check In** or drag and drop the document over the checked out contract

Note: the document name will be highlighted in gray and the cursor will display a **+Copy** icon.

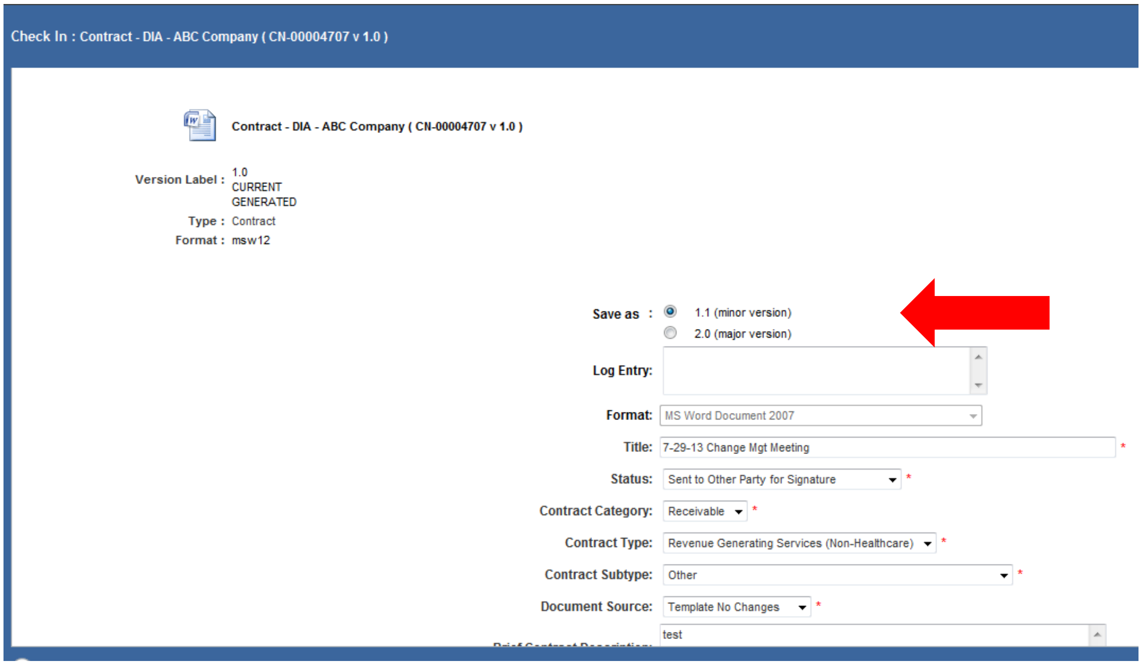
2. Select (**major version**)

Note: Information (such as date, amount, etc.) carries over but can be edited if necessary.

3. Add log entry (if desired)

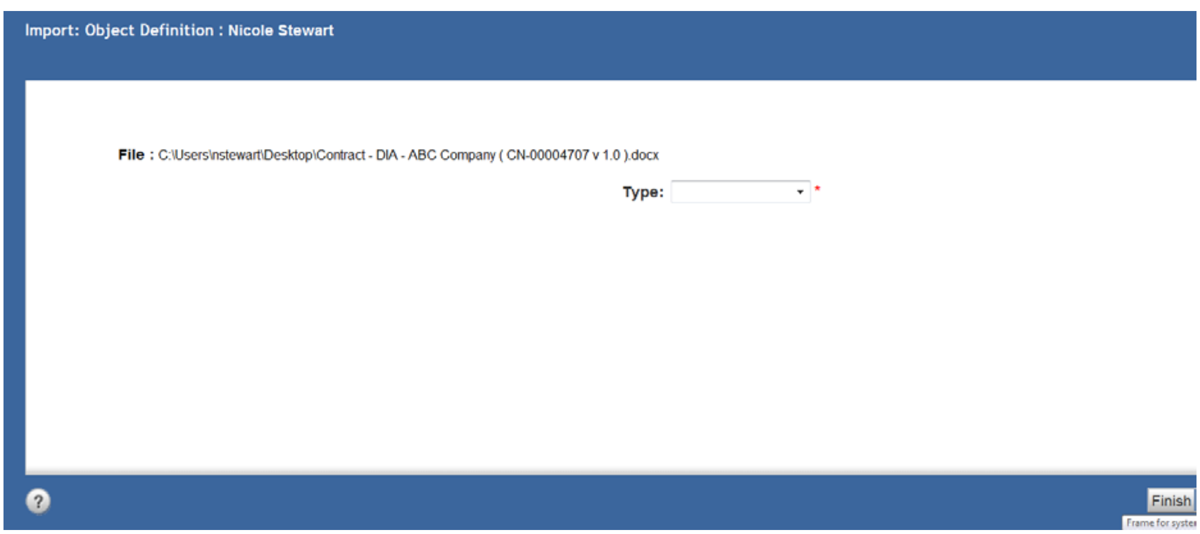
4. Click the OK command button

If your drag and drop was successful, you should see a screen like this:



Note: the title of the screen indicates **Check In** and the metadata carries over.

If your drag and drop did not hit the correct target and iCS did not recognize your document as a new version, you will see a screen like this:



Note: the title of the screen indicates **Import** and the metadata fields have not carried over. This means that iCS believes you are trying to import a new contract, rather than a new version. You should cancel and try again.

Common Errors when Dragging and Dropping a New Version:

- Original document is not checked out prior to drag and drop.
- Original document (target) is not hit. While dragging and dropping, the target document name will become shaded/highlighted in gray when the system recognizes the document as a new version.
- Screen resolution is not set at 100%.

Summary

In the previous section, we learned how to:

- Check-In and Version a Contract

Now let's practice what we have learned.

Edit and Version a Contract or Contract Request

Selecting Edit (either by right-clicking on a document or clicking on the Edit link in the document menu) opens a document for changes, but only if editing is allowed at the document level (i.e. an unprotected Word document).

When templates are loaded into iCS, they are loaded as protected Word documents. This allows users to view and complete the templates in iCS, but does not allow them to edit any of the text outside of the form fields. Only contract processing staff in OBFS offices and University Counsel have the security permissions and ability to edit contracts created in iCS using templates. If changes to a contract are required outside of the form fields, you must route that contract to the appropriate OBFS office.

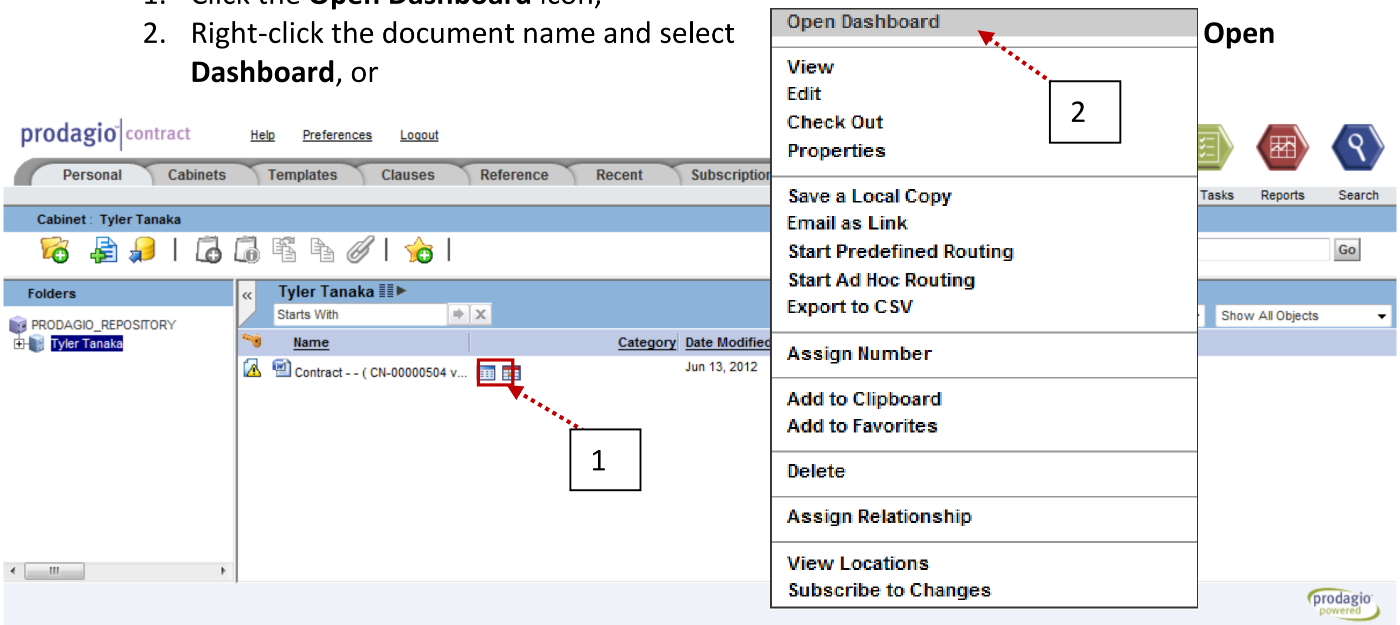
Template form fields can be edited while a contract is still in development by users with sufficient permission levels. To make changes within the form fields:

1. Open the Document Dashboard
2. Click the **Version from Original Template** icon. This will take you back to the Enter Info tab, which appeared during the creation process.
3. Make the necessary changes on the Enter Info tab and click Next
4. You will also have the opportunity to make changes on the Set Properties tab. If no changes to the Jacket Properties (Metadata) are necessary, click Next
5. Click Finish

Document Dashboard

There are three ways to open a document's Dashboard

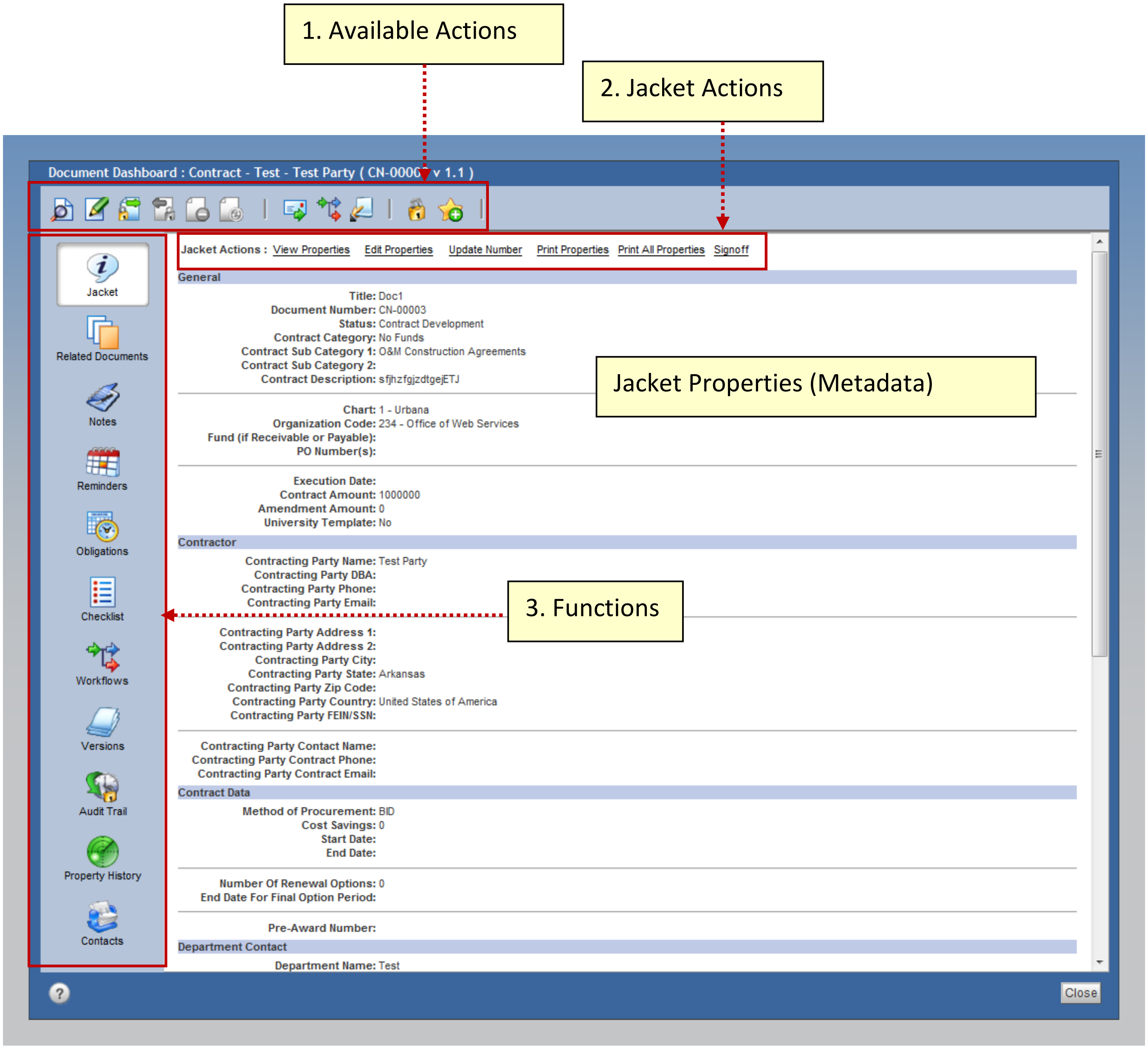
1. Click the **Open Dashboard** icon,
2. Right-click the document name and select **Open Dashboard**, or



3. Double-click on the document name.

Document Dashboard - continued

Upon opening, the Document Dashboard displays the **Jacket** properties, also referred to as the document **Metadata**. See the following pages for an explanation of each area.



1. **Available Actions**
   - <u>View</u> displays a read-only version of the document.
   - <u>Edit</u> checks out the document and makes it available for modification
   - <u>Check Out</u> assigns the document to the specific user and *locks* the document from editing by other users.
   - <u>Check In</u> *unlocks* the document and returns the document to the cabinet. The document is now available to be edited by other users.

- Cancel Check Out returns the document to the cabinet and discards any changes made after the document was checked out. The document is now available to be edited by other users.
- Version Using Original Template creates a new version of the document from the original template.
- Email allows the user to send the document via email.
- Predefined Routing – *The University of Illinois is not using this feature.*
- Ad Hoc Routing – *Units are not using this feature.*
- Add to Favorites adds a link to that document to user's Favorites Tab.
- Auto File moves a document to a specific cabinet location as defined by its applicable auto-file rule.

2. **Jacket Actions**
   - View Properties allows you to view the Jacket Properties (Metadata).
   - Edit Properties allows you to make changes to the Jacket Properties (Metadata)
   - Print Properties allows you to print the Jacket Properties (Metadata)
   - Signoff – *The University of Illinois is not using this feature.*

3. **Functions**
   - Jacket displays the Metadata (Jacket Properties) of the document
   - Related Documents displays other documents (amendments, attachments, supporting documentation, etc.) related to the contract.
   - Notes can be added to a contract, or read and printed by others. **Notes are read-only and once saved cannot be changed or deleted.**
   - Reminders remind of actions that are not material obligations of the contract (e.g. review a contract for renewal two months prior to the contract end date).
   - Obligations remind of legal requirements of the contract (e.g. invoice due on a certain date).
   - Checklists are used as the primary routing mechanism for contracts in the system (similar to the Contract Approval/Routing Form).
   - Workflows displays ad hoc workflows, including their current status.
   - Versions displays all versions of that contract, the date and time they were saved, and the name of the creator.
   - Audit Trail captures every step in the contract's life cycle, as well as detailed information about the date, time, and performer.
   - Property History allows a quick comparison of Jacket Properties (Metadata) and any changes made to the Metadata between versions.
   - Contacts – *The University of Illinois is not using this feature.*

Related Documents

A user can import supporting documentation that relates to a contract (e.g. proposal, certificate of liability, email, etc.) in the Related Documents area of the Document Dashboard.

Note: OBFS Central Offices will be creating amendments as Related Documents.

Import a Related Document:

1. Within the Document Dashboard, click the **Related Documents** icon.
2. Use either the **Import Related** or **Drag and Drop** functionality
    a. *Import Related*
        i. Click the **Import Related** link
        ii. Click the Add Files command button
        iii. Find the file to be imported and double click or click on it once to highlight it and then click the **Open** button
        iv. Click the **Next** command button
        v. Select **Attachment** as the relationship
        vi. Select **Attachment** as the type
        vii. Complete all fields
        viii. Click **Finish**
    b. *Drag and Drop*
        i. Locate the document to be imported on your computer.
        ii. Click the document icon of the contract to import; hold down the mouse button
        iii. *"Drag"* the icon into the Related Documents window
        iv. When the cursor icon displays 

release the mouse button to *"Drop"* the related document into the system
        v. Select **Attachment** as the relationship
        vi. Select **Attachment** as the type

vii. Complete all fields

viii. Click **Finish**

Note: If drag and drop fails, ensure 1) the screen resolution is set to 100% and 2) that you are using Internet Explorer.

Notes

Notes allow you to add a permanent, non-editable record of relevant information to a contract.

Add a Note:

1. Within the **Document Dashboard**, click the **Notes** icon.
2. Click the **Add Note** link
3. Select the appropriate category
4. Enter the note text
5. Click **OK**

IMPORTANT: **Notes are read-only and once saved cannot be changed or deleted.**

Reminders and Obligations

Reminders and obligations are useful "memory jogs" that actions are required on a certain date for a particular document. Reminders and obligations must be added manually.

Reminders

Reminders notify you of actions that are not material obligations of the contract. For example, you can add a Reminder to review a contract for renewal two months prior to the contract's expiration.

When a Reminder is added to a document, a task is scheduled to occur at some date in the future. On that date, an email message describing the task will be sent to the specified recipient(s) and a notification will appear in their My Tasks list(s). Reminders can be assigned to one or more users by name, or to an iCS role (e.g. 1_100_requestor) in which case all users assigned to that role at the time the Reminder becomes due will receive the notification. Additionally, if a Reminder is created with the "Add to Outlook Calendar" option, each user on the reminder distribution list can choose to add that event to their Outlook calendar.

Add a Reminder:

1. Within the **Document Dashboard**, click the **Reminders** icon.
2. Select the **Add Reminder** link.
3. Enter the following Reminder details:
   - Enter a Notification Date for when the user(s) will be sent the Reminder email for the specified document.
   - Select a Recurring frequency from the drop-down list to determine how often the Reminder email is generated and sent to those on the distribution list:
     - None (default)
     - Weekly, Bi Weekly (every two weeks)
     - Monthly, Semi-Monthly (twice a month)
     - Quarterly, Semi-Annually (twice a year), Annually
   - Select an Action to identify the type of action which will be listed on the Reminder email.
   - In the Instructions, enter other information for everyone on the distribution list to receive. This text will appear in the body of the email notification that accompanies the task.
4. Select User(s) to add to the distribution list. Select users by name or change the "Groups" drop-down from "Show Users" to "Show Groups" in order to select role(s) to receive the Reminder. For each user or role to add to the distribution list, click the ">" icon so that the user moves to the box on the right.
5. Check **Add to Outlook Calendar** if you would like to send an email to all users selected in the Users pane that will allow them to add the reminder to their Outlook Calendar.

Note: The email to add the Reminder to the recipient's Outlook Calendar is sent immediately, even if the Notification Date is in the future.

6. Click **OK**.

Add a Reminder to Your Outlook Calendar:

1. In Outlook, open the Reminder email.
2. Double-click the **prodagioEvent.ics** icon in the Attachments line to open the attachment.

3. The scheduler notice displays as an Outlook calendar event.

4. Click **Save and Close**; the Reminder is added to your Outlook calendar.

Note: You cannot add a Reminder to your calendar in Webmail.

View Reminders:

Once a Reminder is created, the details of the Reminder can be viewed**.**

1. Navigate to the document with the Reminder(s).

2. Click the **Reminders** icon next to the document name; the Reminder window displays, listing all Reminders for the selected document.

3. Select **View**.

4. When done viewing the details of the Reminder, click **Close**.

Edit Reminders:

1. Navigate to the document with the Reminder(s).

2. Click the **Reminders** icon next to the document name; the Reminder window displays, listing all Reminders for the selected document.

3. Select **Edit**.

4. Edit the details of the Reminder as necessary.

5. Click **OK**

Note: From the My Tasks View, users may change the Notification Date of Open status Reminders from the Reminder Task Manager windows.

Delete Reminders:

1. Navigate to the document with the Reminder(s).

2. Click the **Reminders** icon next to the document name; the Reminder window displays, listing all Reminders for the selected document.

3. Select **Delete**.

4. Click **Delete**.

Close Reminders:

Once a scheduled Reminder has already occurred, the Reminder cannot be deleted. It can only be closed.

1. Navigate to the document with the Reminder(s).
2. Click the **Reminders** icon next to the document name; the Reminder window displays, listing all Reminders for the selected document.
3. Select **Close**.
4. Under "Closing Comments", include a comment to be recorded with the completed Reminder (e.g. "renewal completed").
5. Click OK.

Obligations

Obligations remind you of legal requirements of a contract. For example, you can set an Obligation to remind you that an invoice is due on a certain date. When an Obligation is added to a document, a task is scheduled to occur at some date in the future. On that date, an email message describing the task will be sent to the specified recipient(s) and the task will be added to their My Tasks list(s). Obligations can be assigned to one or more users by name, or to an iCS role (e.g. 1_100_requestor) in which case all users assigned to that role at the time the Obligation becomes due will receive the task notification. Additionally, if an Obligation is created with the "Add to Outlook Calendar" option, each user on the Obligation distribution list can choose to add that event to their Outlook calendar.

Obligations require a user to input their password (or, electronically signoff) in order to complete them. Obligations can be financial or non-financial. Obligations are categorized as either financial (related to money) or non-financial (not related to money).

To Add an Obligation:

1. Select **Open Dashboard** icon for the document you would like to add an Obligation to.
2. Click the **Obligations** icon.
3. Click **Add Financial Obligation** or **Add Non-Financial Obligation.**
4. Enter the relevant information about the Obligation in the General, Deliverables, Timing, and Write-Up sections.

5. Select a Due Date, as well as a Recurring frequency from the drop-down list to determine how often the Obligation email is generated and sent to those on the distribution list.

6. Enter a total number of times the Obligation will be sent in the Total Obligations field (only if a Recurring frequency was selected).

7. Enter any necessary instructions or comments.

8. Click the Next command button.

9. Select the number of days of advance notice that the Obligation recipients should receive by selecting a number from the drop-down list for Lead Time.

10. Check the Add to Outlook Calendar box to allow recipients to add the date(s) for the Obligation to their Outlook Calendars.

Note: The email to add the Obligation to the recipient's Outlook Calendar is sent immediately, even if the Notification Date is in the future.

11. Select User(s) to add to the distribution list. Select users by name or change the "Groups" drop-down from "Show Users" to "Show Groups" in order to select role(s) to receive the Reminder. For each user or role to add to the distribution list, click the ">" icon so that the user moves to the box on the right.

Note: An Obligation can be set without selecting any recipients. If no recipient is selected, then no email and no task will be sent, but the Obligation will remain in the Document Dashboard of the contract and can be viewed or edited by any user with security permissions sufficient to Read the contract.

Add an Obligation to Your Outlook Calendar:

1. In Outlook, open the Obligation email.

2. Double-click the **prodagioEvent.ics** icon in the Attachments line to open the attachment.

3. The scheduler notice displays as an Outlook calendar event.

4. Click **Save and Close**; the Obligation is added to your Outlook calendar.

Note: You cannot add an Obligation to your calendar in Webmail.

View Obligations:

Once an Obligation is created, the details of the Obligation can be viewed**.**

1. Navigate to the document with the Obligation(s).
2. Click the **Obligations** icon next to the document name; the Obligations window displays, listing all obligations for the selected document.
3. Select **View**.
4. When done viewing the details of the Obligation, click **Close**.

Edit Obligations:

1. Navigate to the document with the Obligation(s).
2. Click the **Obligations** icon next to the document name; the Obligations window displays, listing all Obligations for the selected document.
3. Select **Edit**.
4. Edit the details of the Obligation as necessary.
5. Click **OK.**

Note: From their My Tasks View, users may change the Due Date of Open status Obligations from the Obligation Task Manager windows.

Delete Obligations:

1. Navigate to the document with the Obligation(s).
2. Click the **Obligations** icon next to the document name; the Obligations window displays, listing all Obligations for the selected document.
3. Select **Delete**.
4. Click **Delete**.

Close Obligations:

1. Navigate to the document with the Obligation(s).
2. Click the **Obligations** icon next to the document name; the Obligations window displays, listing all Obligations for the selected document.
3. Select **Close**.
4. Enter your password.
5. Enter a comment (e.g. “invoice paid”).
6. Click OK.

Subscriptions

Subscriptions are one way to keep tabs on a contract that was created by another user. To be alerted when a document is versioned, you can subscribe to that document. All of the documents to which you are subscribed are listed on the Subscriptions Tab of the Documents View. When a subscribed document is versioned, you will receive both an email notification and a My Tasks notification.

Subscribe to a Document:

1. Navigate to the document to which you wish to subscribe.
2. Right-click the document name.
3. Select **Subscribe to Changes**.

Note: Documents cannot be subscribed to from search results. If you wish to subscribe to a document in search results, add the document to your Favorites first (covered in the next section), then follow the steps to subscribe to the document from your Favorites Tab.

Unsubscribe from a Document:

1. Navigate to a currently subscribed contract or contract request.
2. Right-click the document name.
3. Select **Unsubscribe to Changes.**

Note: Unsubscribing from a document will immediately stop email and My Tasks notifications when that document is versioned by other users and will remove the document from your Subscriptions Tab.

Favorites

Just as a web browser allows you to store a list of favorite web sites, iCS allows you to keep a list of favorite documents that you refer to frequently. You may wish to add a document created by another user to your **Favorites Tab** to make it faster to navigate to that document later. All of your Favorites items will display in the **Favorites Tab** of the **Documents View**.

Add a Document to Favorites:

1. Navigate to the document you wish to add as a Favorite
2. Right-click the document name
3. Select **Add to Favorites**

Remove a Document from Favorites:

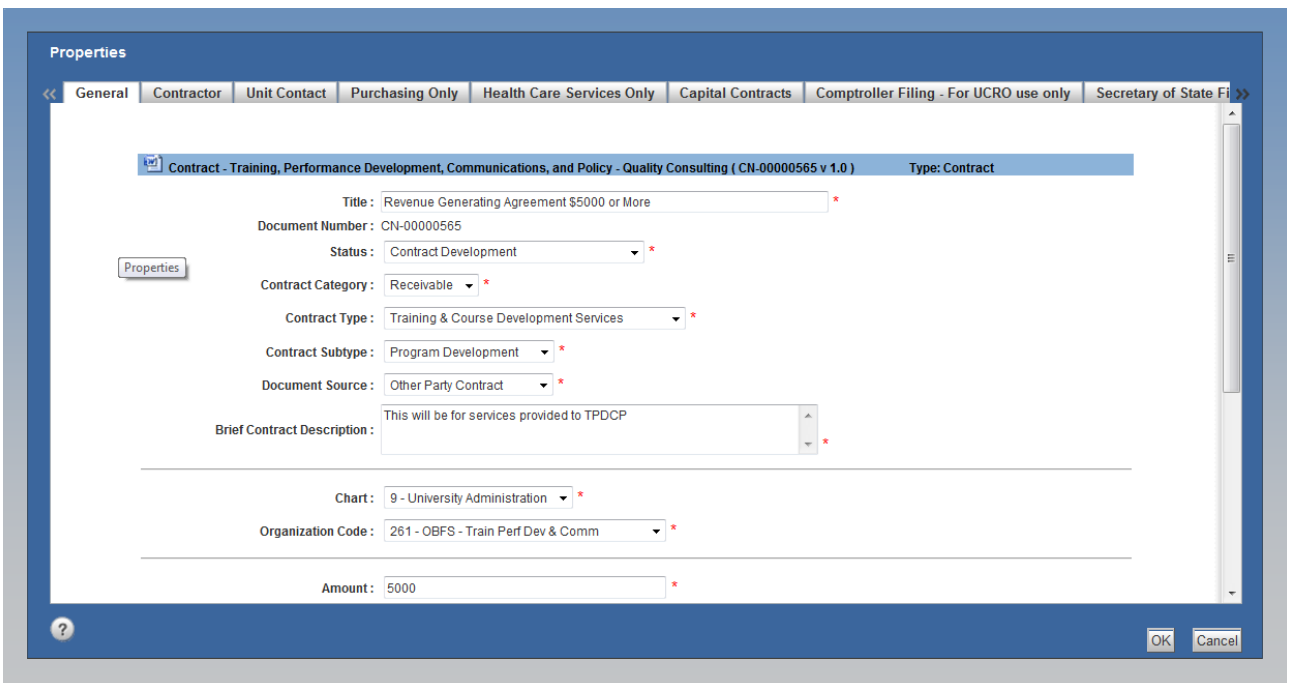
When you no longer require quick access to a document, remove it from the **Favorites Tab**. Like a shortcut, removing an item from the **Favorites Tab** removes only the shortcut, not the original item.

1. Navigate to the document you wish to remove as a Favorite
2. Right-click the document name Select **Remove from Favorites**

Edit Document Properties

Many document properties (Jacket Properties or Metadata) can be edited while a contract is still in development by users with sufficient permission levels. To edit the Jacket Properties (Metadata):

1. Right-click the document icon and select **Properties.**
2. The Properties window will display the Jacket Properties (Metadata) in multiple tabs across the top.

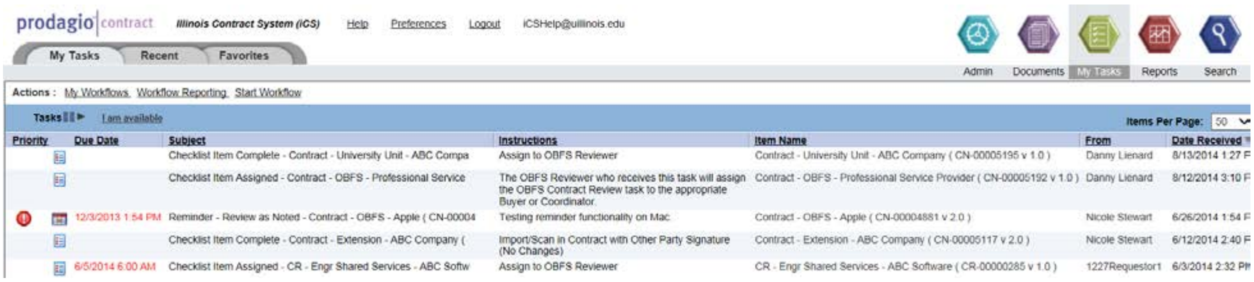


3. Make the necessary changes on each tab and click the **OK** command button.

MY TASKS

Manage Tasks

The **My Tasks** view provides a list of tasks and notifications assigned to you or notifications sent to you, which may have come from Checklists, Reminders, or Obligations. The **My Tasks View** functions as your "to do" list and includes three tabs: My Tasks, Recent, and Favorites. Each user's **My Tasks** listing is personal and lists overdue tasks in red in the **Due Date** column.



When a task is assigned to you, you are responsible for reviewing it and either performing the action, completing the task, or rejecting the task and providing instructions or explanation to the assigner as needed.

Email notifications are sent when a task is assigned and when a user **Completes** or **Rejects** a task assigned to them, depending on what was entered when the task was assigned. Email wording is very similar, so please review each email carefully.

Example of notification email wording from iCS:

Review Tasks

In iCS you can view and then complete, delete, or reject tasks assigned to you. To view the task assigned to you, complete the following steps:

1. Click the **View Task** link within the email notification and log in to iCS or click the **My Tasks** view icon in iCS
2. Within the Task:
    - Access the Document Dashboard, by clicking the **Open Dashboard** icon or right-clicking the contract and selecting **Open Dashboard**
    - View the contract, by clicking the **View** link or right-clicking the contract and selecting **View**
3. Click the **Close** command button to return to the Task
4. Click the **Close** command button again to return to **My Tasks**

IMPORTANT: If you are reviewing a contract that was created by another user, the Task is your link to that document. Be sure to keep the Task in your **My Tasks** list (do not delete it) until you are completely finished and ready to complete it. For quicker access to a contract, you can add it to your Favorites tab by right-clicking on the document icon and selecting **Add to Favorites**. This will allow you to access the contract from the Documents View, instead of having to retrieve it from your My Tasks list.

Complete and Reject Tasks

Completing a task will mark the checklist item complete, insert your name as the completer, and will remove the task from your My Tasks list. **Rejecting** the task will remove it from your My Tasks list and reassign the task to the user who assigned it to you, or the user populated in the Reject To field at the time the task was assigned. **Deleting** the task will not mark the checklist item complete, but will remove it from your My Tasks list. The task will remain assigned to you and will return to your My Tasks list after a set period of time for as long as it remains pending.

Complete a Task assigned to you:

1. Click on the **My Tasks** icon (if necessary)
2. Select the **View** link. Review all information (e.g., the contract, Jacket information, Related Documents, Notes) prior to completing or rejecting the task.
3. Enter your password (if signoff is required)

4. Enter comments, if desired

5. Click the **Complete** command button; the task will be removed from your My Tasks list

Reject a Task assigned to you:

1. Click on the **My Tasks** icon (if necessary)

2. Select the **View** link. Review all information (e.g., the contract, Jacket information, Related Documents, Notes) prior to completing or rejecting the task.

3. Enter a comment (**required**) to describe the reason for rejecting the task

4. Click the **Reject** command button

5. The task will be removed from your My Tasks list and will be reassigned to the original assigner for further action

Tips for Sorting and Managing Tasks

- Sometimes a task is just a notification letting you know that someone else has completed a task that you assigned to them. Be sure to delete unnecessary items from your My Tasks list often.
- If you are reviewing a contract that was created by another user, the task is your link to that document. Be sure to keep the task in your My Tasks list until you are completely finished with the contract.   You can also add the contract to My Favorites for easier access.
- Tasks can be sorted by column headings.
- If you are logged into the system for an extended period of time, you may want to refresh your My Tasks list every so often. You can do this by clicking the refresh button on your browser or clicking on the My Tasks icon.

Assign a Proxy

If you are going to be out of the office or unavailable for an extended period of time, you can assign a Proxy in iCS. Your Proxy, not you, will receive all tasks assigned to you while you are out. Be sure to notify the individual that you have assigned them as your Proxy and that they will receive all tasks on your behalf.

1. Go to **My Tasks**

2. Click the "**I am available**" link

3. Check the box next to "*I am currently unavailable. Please direct my tasks to:"*
4. Click the **edit** link
5. Select the user by name (not role) you wish to assign as your Proxy.
6. Click the **OK** command button
7. The link will change to **"I am currently set to unavailable"**

Note: Any tasks assigned to your proxy will remain with your proxy until completed, unless they are reassigned by the original assigner.

Note: If you set an out-of-office auto-reply in Outlook, users that assign you tasks in iCS will also receive your Outlook out-of-office replies.

When you return and become available:

1. Go to **My Tasks**
2. Click the "**I am currently set to unavailable**" link
3. Uncheck the box next to "*I am currently unavailable. Please direct my tasks to:*"
4. Click **OK**

Note: The "**I am currently set to unavailable**" link will now display "**I am available**".

Summary

In the previous section, we learned how to:

- Assign a proxy

Now let's practice what we have learned.

REPORTS

The **Reports View** provides and displays various reports, which can be downloaded and printed.

Generate a Report

1. Click the **Reports View** icon

   Note: There are tabs for *Reports* and *Custom Reports*

2. Within the **Reports** tab, select a report name from the list

3. Enter the required criteria in the textboxes that appear to the right

4. Click the **Generate Report** command button to display the report results in the lower pane of the window.

   Note: The report results are links to active iCS data records. The *Open Dashboard* icon will go to the Dashboard of that contract.

Print a Report

1. Complete the steps above for generating a report

2. In the report results page, click the **Printer Friendly View** command button

3. In the Print window, select the printer; click the **Print** command button

4. Close the **Printer Friendly View**

Download a Report

1. Complete the steps above for generating a report

2. In the report results page, click the **Download Report** command button

3. Within the **Export Contents to CSV** windows, **Select Columns** to include in the report

4. Click the **OK** command button

5. Select Open, Save, or Save as (*if Save or Save as, define destination*)

SEARCH

Quick Search

Quick Search is available from the **Personal Tab** and the **Cabinets Tab** in the Documents View. Quick Search provides “simple” searching. If a more complex search is needed with specific criteria, the Advanced Search function should be used. Performing a Quick Search is the same as completing only the **Contains** field on the Advanced Search.

1. Within the **Quick Search** textbox, enter the search criteria (*e.g., 1234 or ABC Company*)

   To narrow the search, use:

   - *Quotes* to find contracts with the exact word or phrase – *“ABC Company”*
   - *And* to find contracts containing both words – *ABC and Company*
   - *Or* to find contracts with at least one of the words – *ABC or Company*
   - *Not* to find contracts with one word but not the other – *ABC not Company*

2. Click the **Go** command button

   Note: All documents listed in the Search results have full functionality. It is not necessary to return to the Documents View to display a document.

Advanced Search

The **Search View** provides searching by document properties (Metadata) for any document in the repository. All searches require certain information to be entered before the search can display results. Entered information “filters” all information in the repository and displays only matching results. All individual user searches can be named and saved, and may be available to all users. There are three tabs within the Search feature: *General*, *My Saved Searches*, and *All Saved Searches*.

Advanced search should be used if you need to search using multiple fields. There is no known maximum for the number of parameters that can be used in an Advanced Search. The default when using Advanced Search is for all documents.

1. Click the **Search View** icon (if necessary)
2. On the **General** tab, enter the search properties for each needed field of information

   Note: To search based on additional properties, click **Add another property**.

3. Click the **Search** command button

Note: All documents listed in the Search results have full functionality. It is not necessary to return to the Documents View to display a document.

Your search results display can be customized by clicking on the **Column Preferences** icon. The columns/properties that you select to display will be the same properties available when using the Export to CSV option.

Save Search

1. Search for Contracts using the **Quick Search** or **Advanced Search** feature
2. On the **Search** results page, click the **Save Search** icon
3. Within the **Save Your Search** window,
    - Enter the **Name**
    - Enter the **Description**
    - Check the box for **Include Results** if you want to save the results of your current search, not just the search parameters
    - Check the box for **Make Public** if you want to make the search available to others
    - Click **OK**

Manage Saved Search

1. Click the **Search View** icon (if necessary)
2. Select the **My Saved Searches** or the **All Saved Searches** tab

    Note: There are links for *Edit*, *Remove*, *Search*, and *View Saved Results*
3. To view the Search Results, click the **Search** link to run the Saved Search

RESOURCES

For additional information about the Illinois Contract System (iCS), including job aids, training and reference documents, and who to contact for help, please visit the iCS Resource Page.

http://www.obfs.uillinois.edu/ics-resources/

Appendix A - GLOSSARY

Acquired

A task status indicating that the performer has opened the task, but has not yet completed the task. Compare with dormant.

All Saved Searches

Searches that have been saved by users. All Saved Searches are available to all users.

Ascending ▲

Alphabetical order, from a–z, used to sort information by column.

Asterisk *

Indicates a field's information is required and must be entered.

Attribute (properties, metadata)

A characteristic defining a document. Example attributes are document name, authors, and title. Attributes are also often referred to as properties or metadata.

Audit Trail

A listing of all actions that have been taken on a selected document. The Audit Trail is read-only; it cannot be edited or deleted.

Auto File

Moves a document to its proper location, as determined by the document's category and type properties (metadata). A contract is auto-filed when its status changes to Fully Executed. It is critical that this not happen before the contract image has actually received all of the necessary signatures.

Cabinets Tab

In the Documents View, the Cabinets Tab displays all public Cabinets. These Cabinets store all folders, subfolders and related contracts and documents available to users based on their security access. The Cabinets are structured by Chart, 3-digit org, then Contract Type.

Check In

Saves a file in the repository after it has been checked out for revision. After check in, a document is available to all users.

Check Out

Padlocks a file in a repository so neither the document nor its attributes can be edited by other users. Downloads the document's content to the user's computer for editing. Checked-out files are stored by default in the C:\Documents and Settings\your name\Documentum\Checkout folder. Changes made to a file's attributes or content are not saved in the repository until the file is checked in.

Checklists

A uniquely named set of business process tasks assigned to a contract. Checklists control the routing of the contract to various groups or individuals.

Clauses Tab

On the Documents View, the Clauses Tab displays a list of external clauses that may be used when building contracts or contract templates. Clauses are stored and updated by OBFS.

Clipboard

A holding place for multiple documents, with a separate Clipboard for each user. Most common uses for the Clipboard are copying and moving, particularly from the Personal to the Cabinets Tab.

CSV

Comma separated variable, a standard, basic spreadsheet format in which tabular information is separated by the comma character, and is exported from and imported into the System.

Dashboard

The document dashboard is the highest-level display for each document and includes available document actions, available document features, links of available Jacket actions, high-level document Jacket properties.

Descending ▼

Reverse alphabetical order, from z–a, used to sort information by column.

Document Action Icons

Clickable icons providing access to all actions available for the selected document. Most of these actions are found on the document Dashboard.

Document Action Menu

The document action menu can be accessed with a right-click of the document name.

Document

Any file with content that resides in iCS such as a contract, attachment, spreadsheet, memo or email.

Document Numbers (document versions)

Automatically assigned, sequential and configured to generate specific numbers based on organizational rules. The University of Illinois contract numbering scheme includes a two letter prefix, an eight-digit number, a two-digit sub-number (for amendments) and a version number.

Documents View

The main iCS view for users, which includes multiple tabs and access to other Views.

Document Type

A grouping or categorization of documents that is similar in format, content and/or purpose. Document type is an important metadata property.

Dormant

A task status indicating that the performer has not yet seen the task. Compared with acquired.

Drag and Drop

An alternative technique to copy, check in, import, export. Users can move or link any document by clicking on and holding a document's icon, "dragging" it to specific location and "dropping" it there.

Favorites Tab

A shortcut to the file, not the original file. On the Document View, the Favorites Tab displays all Cabinets, folders, and files "bookmarked" by the user, to better enable quick access.

Import

Bring in a document from outside of iCS and add it to the repository.

Item

A general term used to describe all documents (of all types), tasks, Obligations, and Reminders displayed in various windows on which an action can be taken.

Jacket

The document folder listing all document properties. Allows changing these properties if user has write permissions.

Links

On various windows, underlined words which, when clicked, jump the user to another window. For example: Edit, Check Out, Preferences.

Locations

A document action menu selection which lists all places (locations) in the Cabinet and folder structure where a document is stored.

Metadata (properties, attributes)

Information about a stored document such as its author, subject, and creation date. Metadata, also called *properties* or *attributes*, can be used to locate the document during a search.

My Saved Searches

Uniquely titled searches which you have saved and are available to all other users if made public.

My Tasks View

A “to-do” list of all items and tasks requiring a user’s attention, including checklist tasks, subscribe notifications, Reminders and Obligations.

Notes

Permanent notes added to a document for others to view. All users with access to the document can view the notes written by all other users. Notes cannot be edited or deleted once they are created.

Notifications

Notifications display on your My Tasks View and are generated each time a user changes a document to which you have subscribed.

Obligations

Tasks that must be completed in order to meet the legal requirements of a contract. Contrast with Reminders.

Open Status

A Reminder, Obligation, or Checklist task that a user has not completed. Users must view a task to open it.

Open Dashboard

An icon displayed after an item name on a View listing or after an item name in Reports results. If clicked, the item (usually a document) dashboard displays. Performs the same action as the right-click Open Dashboard selection.

Permissions

Access privileges that determine what operations a user can perform on a file (such as: view, edit, and delete). For example, a unit requestor, unit head, and purchasing buyer each have differing levels of permissions.

Personal Tab

The default Tab displayed on the Documents View. The Personal Tab displays a Cabinet only available to the logged-in user, and is usually where that user creates new documents before they are fully executed.

Properties

See metadata or attributes.

Property History

Provides a way to review the complete history of every property in a document, as well as “backtracking” to view when each property change was made.

Quick Search

Provides searching for All Principal Documents that match entered key words. Displays on the Documents View’s Personal Tab and Cabinets Tab and can be used to limit the objects displayed on each tab.

Recent Tab

On the Documents View, the Recent Tab displays files the user has most recently accessed, regardless of the file location, including files created, edited or checked out.

Reminders

Useful “memory jogs” for yourself or for others to take some action on a particular document. Contrast with Obligations.

Reports View

Provides access to all standard and custom reports.

Repository

The database of iCS information. A repository holds both document content and information about a document (metadata), such as its author, subject, and creation date, usable to locate the document.

Scheduled status

A Reminder or Obligation task that is scheduled to occur in the future. No notifications have yet been sent.

Search (Advanced Search)

Under the Search view, identify the unique configuration of one or more search parameters and run the Search.

Search View

Provides access to all search capability, as well as to all previously saved individual and public searches.

Signoff

A documented approval initiated by entering your Enterprise password. Signoffs may be required for certain tasks during Checklists and Obligations processing.

Subscription

Turning on email and My Task notifications to alert the subscriber when a document or documents are versioned by any user.

Tasks

Actions to complete, usually found on your My Tasks view, including Reminders, Obligations and Checklist tasks.

Templates Tab

On the Documents View, the Templates Tab displays the contents of the Templates Cabinet, housing a library of Templates used to create contracts. Templates are stored and updated by OBFS.

Templates

A model, previously prepared and stored, used to create new contracts. Templates provide an input form or forms for variable information to be added. Templates are dynamic documents, containing many instances of variable content. Some templates are available to all users, while others are created for a specific unit.

Type

A grouping or categorization of documents that is similar in format, content, and/or purpose. Type is a common metadata property.

Appendix B – METADATA DESCRIPTIONS

Field Name	**Definition**	**Notes**
Document Title	By default, the name of the document you have imported or the template you used to create your contract.	This field can be overwritten. Use the data entry standard established by your unit, if applicable.
Document Number	Contract Number	This number is assigned automatically by the system. It is the official University Contract Number.
Status	Current status of contract.	Do not change manually. Contract status is updated automatically as checklist tasks are completed.
Contract Category	Identifies a contract as payable, receivable, or zero dollar.	
Contract Type	Identifies the purpose of or activity associated with the contract.	See Contract Type/Subtype Definitions Job Aid.
Contract Subtype	Further specifies the purpose of or activity associated with the contract.	See Contract Type/Subtype Definitions Job Aid.
Document Source	Identifies the source and/or authoring organization of the contract.	**Custom** - a contract drafted from scratch by a University Buyer or Coordinator. **Other Party** - a contract drafted/provided by the other party (not the University). **Template No Changes** - A standard, pre-approved University template that was accepted and signed by the other party with no substantive changes. **Template with Changes** - a standard, pre-approved University template that was accepted and signed by the other party, but only after substantive changes were made.
Brief Contract Description	A brief description of the contract.	This field is searchable and reportable, so users should consider what kind of information they might use when searching for this contract later and what kind of

		information you would like to appear in reports.
Chart	Identifies the campus of the unit creating the contract	
Organization Code	Three-digit Organization Code. Identifies the college or unit creating the contract.	
Amount	Identifies the total or maximum amount of the contract	Do not use dollar signs or commas.
Additional Payment Details	Optional field where additional details related to payment or amount can be specified, if needed.	E.g. $250 per unit with a maximum total payment not to exceed $19,999.
Start Date	Contract Start Date	Quick Tip: If you type "1/1/12" or "January 1, 2012" or some other format into the field, iCS will auto-format your entry for you when you click Next or OK.
End Date	Contract End Date	Quick Tip: If you type "1/1/12" or "January 1, 2012" or some other format into the field, iCS will auto-format your entry for you when you click Next or OK.
Number Of Renewal Options	The number of potential renewal periods allowed by the terms of the contract, regardless of the length of each period	
University Insurance Certificate Issued	Identifies contracts that require the University to provide proof of insurance coverage	This field will be populated by OBFS

OBFS Office	Identifies the OBFS contract processing unit through which the contract will be routed	OBDS - Office of Business Development Services on the Chicago campus, UIC Purchasing - Purchasing Division on the Chicago campus, UIS - Purchasing Division on the Springfield campus, UIUC AVP - Office of the Asst. Vice President for Business & Finance on the Urbana-Champaign campus, UIUC Purchasing - Purchasing Division on the Urbana-Champaign campus
Health Care Related	Identifies contracts that are related to healthcare activities	
HIPAA	Identifies contracts with HIPAA implications	This field will be populated by OBFS
Contracting Party Name	Name of contracting party, vendor, or client	
Contracting Party DBA	"Doing Business As" - Contracting Party's Secondary name	
Contracting Party Contact Name	Name of the primary contact person for the other party	
Contracting Party Phone	Phone number for the other party and/or their primary contact person	
Contracting Party Email	Email address for the other party and/or their primary contact person	
Contracting Party Address 1	The other party's mailing address	
Contracting Party Address 2		
Contracting Party City	The other party's city	
Contracting Party State\Province	The other party's state or province	For international addresses, the selection list can be overwritten by typing text into the field
Contracting Party Postal Code	The other party's zip or postal code	
Contracting Party Country	The other party's country	Defaults to USA, but can be changed
Additional Contracting Party Names	Other contracting party contacts	
Unit Name	Name of University unit initiating the contract	
Unit Contact	Name of the primary contact person for the unit	

Unit Phone	Phone number for the unit and/or their primary contact person	
Unit Email	Email address for the unit and/or their primary contact person	
Unit City, State, Zip	The unit's city, state and zip code	
Method of Procurement	The method by which the contracted good or service was procured	For Purchasing Use Only
Bulletin Procurement Number	Number from the Illinois Procurement Bulletin	For Purchasing Use Only
Subcontractor Included	Select: Yes/No	For Purchasing Use Only
FTE Commitment	The amount of time the service provider will be allocate providing the services to Client	For Contracts Related to Healthcare Services Only
Professional Liability Insurance Provider	Other Party, University. Who will provide the liability (medical malpractice) insurance	For Contracts Related to Healthcare Services Only
Indicate if Professional Liability Limits other than	University statute limits our liability to $1M/$3M. If the other party requires more, enter the min/max amounts.	For Contracts Related to Healthcare Services Only
standard University SIP coverage	Select: Yes/No	For Contracts Related to Healthcare Services Only
Provide details of Administrative Services	Scope of administrative services: Administrative Services (setting up policies, interviewing staff, etc.) are not covered by the University insurance program. If the department will provide this type of services, the services need to be documented within this field.	For Contracts Related to Healthcare Services Only
Will services involve university	Yes/No	For Contracts Related to Healthcare Services Only
students/residents/fellows? If yes, explain	Explanation of student/resident/fellows involvement (a continuation from admin services)	For Contracts Related to Healthcare Services Only
Type of Compensation	Selection of compensation methods	For Contracts Related to Healthcare Services Only
Capital Project Number		For University Office of Capital Programs Use Only
Encumbrance #		For University Office of Capital Programs Use Only
Subcontractor Name 1	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only

Subcontractor Name 2	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 3	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 4	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 5	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 6	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 7	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 8	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 9	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 10	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 11	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 12	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 13	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 14	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 15	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 16	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 17	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 18	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 19	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Subcontractor Name 20	Business or First and Last name of contact subcontractor	For University Office of Capital Programs Use Only
Date Received by UCRO		For BOT and UCRO Use Only
Execution Date		For BOT and UCRO Use Only
Fiscal Year		For BOT and UCRO Use Only

Filing Required By IL Comptroller		For BOT and UCRO Use Only
Filed with IL Comptroller		For BOT and UCRO Use Only
Date Filed with IL Comptroller		For BOT and UCRO Use Only
Comptroller Filing Tracking Number		For BOT and UCRO Use Only
Comptroller Filing Shipping Number		For BOT and UCRO Use Only
Secretary of State Filing - For UCRO use only		For BOT and UCRO Use Only
Filing Required by IL Sec Of State		For BOT and UCRO Use Only
Filed With IL Sec Of State		For BOT and UCRO Use Only
Date Filed With IL Sec Of State		For BOT and UCRO Use Only
Sec Of State Filing Tracking Number		For BOT and UCRO Use Only
Sec Of State Filing Shipping Number		For BOT and UCRO Use Only
Storage - For UCRO use only		For BOT and UCRO Use Only
Box Barcode Number (Storage)		For BOT and UCRO Use Only

Appendix C - CONTRACT TYPE AND SUBTYPE DEFINITIONS

Type	Subtype(s)
Affiliation Agreements: Agreements that provide a benefit to University students in terms of experience and additional learning opportunities and a benefit to the other party that receives the services of Illinois students (typically, without having to pay them wages). Includes Internships, Externships, Federal-Work Study Agreements, etc.	**Student Placement Clinical**: University sends student(s) to another clinic or school in order to receive training, practicum, or instruction in a specialization or facility that is not available here, or receives students from another clinic or school. **Student Placement Non-Clinical**: University students are placed in local and/or regional elementary and secondary schools as student teachers. **Government-Funded**: Federal Work Study, etc. **Medical Rotation - Resident/Fellows**: University sends medical residents/fellows to another institution, or receives another institution's medical residents/fellows for a brief, pre-determined period of time. **Faculty/Staff**: University sends faculty or staff to another institution, or receives another institution's faculty or staff for a brief, pre-determined period of time. This may also be a faculty exchange arrangement. **International**: Any affiliation agreement with an international institution, including agreements for Study Abroad opportunities and programs. **Master**: Single University agreement under which several units may contract with one entity; usually no-funds.

<u>Athletic Event Agreements</u>: For use by campus Athletic departments only.	**<u>Games</u>**: For University Athletic Offices only. Athletic Game Agreements. **<u>Premium Seating License</u>**: For University Athletic Offices only. Licenses for premium seating in athletic facilities. **<u>Concession Stands</u>**: For University Athletic Facilities only. Concession stands operated in athletic facilities during athletic, entertainment, or other events.
<u>Capital:</u> For use by the University Office of Capital Programs and Real Estate Services only.	**<u>Professional Services Consultants (PSC) Agreements</u>**: For Capital Programs use only. **<u>Contractor Contracts</u>**: For Capital Programs use only.
<u>Concessions</u>: Agreements that grant access to University property, whether tangible or intangible, in exchange for payment. This payment may come in the form of a percentage of a vendor's sales resulting from the concession agreement.	**<u>Concessions</u>**
<u>Equipment</u>: Agreements related to equipment owned by, or being leased to or borrowed by the University.	**<u>Lease</u>**: Lease of equipment by University. **<u>Purchase</u>**: Purchase of equipment by University. **<u>Lease to Own</u>**: Lease of equipment by University that will result in ownership. **<u>Sponsored Equipment</u>**: Must be processed through the Grants and Contracts Office. **<u>Rental</u>**: Rental of equipment by University. **<u>Trial/Loan Agreement</u>**: Loan or trial of equipment by University. **<u>Maintenance</u>**: Agreement for maintenance to University equipment.

<u>Events</u>: Agreements related to events held on University premises, or being sponsored or managed by University units.	**<u>Catering</u>**: Catering services provided by the University to individuals or other entities using University premises, or catering services procured by the University for University-sponsored events. **<u>Conference</u>**: Conference management services, either provided or procured by the University. **<u>Entertainment</u>**: Artistic or musical services, performances, or productions held at a venue operated by the University. **<u>Hotel</u>**: Use of hotel rooms or other space for University-sponsored events.
<u>Facility Use Agreements</u>: Short-term space rental agreements, not related to research activities. May be payable or receivable.	**<u>Facility Use Agreements</u>**
<u>Financial Services</u>: Agreements for collection services, banking services, credit card, spend/procurement analysis, and other types of financial services. These agreements may require review and approval from the University Office of Cash Management.	**<u>Financial Services</u>**
<u>Healthcare Agreements</u>: Agreements for healthcare services, with healthcare professionals, or organizations.	**<u>Patient/Clinical Care</u>**: An agreement whereby the University provides clinical services or patient care services such as surgery, OB/GYN, psychiatry, radiation oncology, annual flu shots, and on-call services at another healthcare facility. **<u>Provider/Participation Enrollment Agreement</u>**: Agreements to enable healthcare providers to bill Medicare/Medicaid eligible health care clinical services with the state(s). **<u>Administrative</u>**: An agreement whereby a University health services college oversees

	another healthcare facility's operations. Medical directorship is a typical example. **<u>Managed Care Agreement</u>**: Contracts between healthcare provider networks and the University whereby the healthcare provider network or University offers or directly administers one or more health benefit products or plans to the enrollees of such products or plans for the other. **<u>Healthcare Consulting</u>**: An agreement whereby University faculty or staff provides expertise for non-patient services - provide information, assess and recommend policies and procedures, review medical records, etc. **<u>Reimbursements</u>**: Repayment of expenses incurred by healthcare providers **<u>Purchase of Care</u>**: Agreements wherein University purchases the services of professional providers for patient care that are not available at University medical facilities. **<u>Veterinary Services</u>**: Veterinary services provided by the University to individuals or outside entities.
<u>Intergovernmental Agreements</u>: Agreements between the University and another state agency or governmental entity.	**<u>Federal</u>**: Agreements between the University and one or more federal agencies or entities. **<u>State</u>**: Agreements between the University and one or more state agencies or entities. **<u>County</u>**: Agreements between the University and one or more County agencies or entities. **<u>City</u>**: Agreements between the University and one or more City agencies or entities.
<u>General Services (Purchasing)</u>: For Purchasing use only. Services not otherwise classified as professional and artistic.	**<u>General Services (Purchasing)</u>**

<u>Memberships and Subscriptions</u>: Agreements related to membership and subscription purchases and sales.	**<u>Memberships and Subscriptions</u>**
<u>Miscellaneous</u>	**<u>Miscellaneous</u>**
<u>Museum</u>: Agreements related to museum activities, including loan and commission of artifacts and/or artwork, and curation activities.	**<u>Commissioning</u>**: University engages the services or products of an artisan for the purpose of displaying his/her works. **<u>Loan Agreement</u>**: Artifacts or works of art are loaned to or from the University for temporary display. **<u>Permanent Donation</u>**: Art and artifacts donated to a museum for permanent exhibit or conservation. **<u>Deacquisition</u>**: Art and artifacts relinquished by University to reduce campus inventory.
<u>Nondisclosure Agreements (Non-Research)</u>: Agreements outlining the treatment of each party's confidential or proprietary information. Also commonly referred to as confidentiality agreements.	**<u>General</u>**: Must be executed prior to the University conducting business with another entity. University may be providing or receiving services. **<u>Procurement</u>**: Must be executed prior to the University purchasing goods or services from another entity.
<u>Professional & Artistic Services (Purchasing)</u>: For Purchasing contracts only. Agreements used when a non-University employee will provide a specific service, or services, and will receive payment for their work. Professional & artistic services (P&A) are primarily intellectual in nature.	**<u>Accounting</u>**: Purchase of accountant, auditor, billing, or collection services. **<u>Law</u>**: Purchase of administrative law judge, arbitrator, attorney, court reporting, hearing officer, law clerk, and other legal services. Agreements for legal services must be processed by the Office of University Counsel. **<u>Artistic</u>**: Purchase of art and historical objects repair, maintenance and restoration; commissions for paintings or other artwork that would not be included in graphic design; entertainment limited to performances requiring extraordinary skill and expertise,

	including guest speakers and presenters; commissions for music composition; and sculptor services. **Management/Administrative Services**: Purchase of actuary, banking, bookstore operations, consultant-management, economist, executive search, investment services, and training/development services. **Clinical Psychology**: Purchase of psychiatrist or psychotherapist services. **Marketing/Media Services**: Purchase of audio/video production, photography requiring a high degree of professional and artistic expertise (can include photography for public relations and marketing projects), editor, graphic designer, media consultant, and public relations services. **Information Technology**: Purchase of information technology consulting, technical support, network design, programmer, and systems analyst services. **Medicine**: Purchase of audiologist, chiropractor, coder/coding, dietician, temporary medical staffing, medical transcriber, nurse, occupational therapist, optometrist, orthopedist, pathologist, pharmacist, physical therapist, physician, podiatrist, radiologist, surgeon, and veterinarian services. **Dentistry**: Purchase of dentist, orthodontist, and periodontist services. **Science/Research**: Purchase of archaeologist, biologist, botanist, chemist, educator, entomologist, historian, and other science/research services. **Environment/Land**: Purchase of cartographer, environmental analyst, environmental engineer, geologist,

	hydrologist, land appraiser, land use planner, meteorologist, and naturalist services.

Publishing: Agreements most commonly used by the University of Illinois Press in order to secure publishing rights to someone else's written work. The University signs these agreements only when the University is the entity securing publishing rights.	**Author/Editor**: One or more individuals provide original content or editing services, which fall outside the scope of professional & artistic services. **Journal**: University provides content and/or management / oversight. **Sales**: Agreements with non-University sales representatives, who receive a commission based on sales volume.
Real Estate: Agreements related to the use, lease, or license of property. The property may be owned by the University or by another party from whom the University is leasing or licensing.	**Lease**: The owner of real estate property allows use of the property for a specified period of time (term) for specific periodic payments (rent), and other terms and conditions. **Easement**: Grants the right to use real property of another for a specific purpose. The easement is itself a real property interest, but legal title to the underlying land is retained by the original owner for all other purposes. **License**: A private grant of right to use real property for a particular purpose, or to perform a specific act.
Relocation: Agreements related to the relocation of University employees.	**Relocation**
Revenue Generating Services (Non-Healthcare): Agreements related to services provided by the University for an outside entity and for which payment is received by the University. Does not include revenue generated by gifts, grants, or sponsorships.	**Archival Services**: Archival services provided by University libraries to outside entities. **Conference Services**: Conference coordination or conference management services provided by the University to outside entities. **Consulting Services**: Various types of

	consulting services provided by the University to outside entities. **<u>Data Collection Services</u>**: Data collection services provided by the University to an outside entity, resulting in the return of factual data for interpretation by the client and not related to any research project or activity. **<u>Evaluation Services</u>**: Evaluation services provided by the University to an outside entity when those services are not related to any research project or activity. **<u>Geographical Information System Services</u>**: Geographical Information Systems (GIS) services provided by the University to an outside entity. This could include the development, presentation, and/or collection of GIS data, tools, maps, etc. **<u>Geological Services</u>**: Geological services provided by the University to an outside entity. **<u>IT Services</u>**: Information Technology (IT) services provided by the University to an outside entity. **<u>Laboratory Services (Excluding Research & Technical Testing)</u>**: Laboratory services provided by the University to an outside entity when those services are allowable under campus policy and are not related to any research or technical testing project or activity. **<u>Marketing/Media Services</u>**: Marketing and media services provided by the University to an outside entity. **<u>Other</u>** **<u>Student Field Experience</u>**: Services provided by University students to an outside entity, resulting in revenue paid to the University

	when such activity is allowable under campus policy. Not a student placement (see under: Affiliation Agreements). **Survey Creation/Development Services**: Creation of surveys and development of survey tools by the University for use by an outside entity and when no data collection, analysis, or other such services are provided. **Test Administration Services**: Test administration and proctoring services provided by University testing centers for an outside entity. **Translation Services**: Translation services provided by the University to an outside entity.
Software: Agreements related to software owned by an outside entity and being purchased, licensed, or otherwise used by the University. (Agreements related to University-owned software, or other forms of intellectual property must be processed through the Office of Technology Management.)	**License**: Software licensed by the University. **Maintenance**: Purchase of maintenance for University-owned or licensed software. **Trial/Loan Agreement**: Loan or trial of software to the University.
Sponsorship Agreements: Agreements related to sponsorships, not otherwise defined as gifts. (Gifts must be processed through the University Foundation.)	**Sponsorship Agreements**
Trade Agreements: Agreements related to the reciprocal trade of one party's goods or services for another's having an equal value. No cash is exchanged.	**Trade Agreements**
Transportation: Agreements related to the procurement of chartered transportation services.	**Charter**: Procurement of charter services.

Training & Course Development Services: Agreements related to the development, delivery, and/or management of courses, workshops, seminars, or other programs. These may be credit or non-credit offerings.	**Academic Credit Course**: Courses developed and/or provided by the University to an outside entity for academic credit. **Non-Credit Course**: Courses developed and/or provided by the University to an outside entity where no academic credit is offered. **Other** **Program Development**: Program development services provided by the University to an outside entity. **Seminar/Workshop**: Seminars and workshops conducted, facilitated, and/or hosted by the University for an outside entity.
Utilities: Agreements related to University-provided utility services, such as water, gas, steam, etc.	**Utilities**

Appendix D – CHECKLIST DESCRIPTIONS

1.	**Template 5K or more No Changes** – Used for routing pre-approved University templates in amounts of $5,000 or more when no changes have been made to the template.
2.	**Template Under 5K No Changes (Unit Head Signature)** – Used for routing pre-approved University templates in amounts of $4,999 or less that allow Comptroller signature to be applied by a unit head when no changes have been made to the template. Note that this permission has been granted for all unit heads on the Revenue-Generating Services Agreement less than $5,000 and the Services Agreement less than $5,000. From time to time, the AVP for Business and Finance may also expressly grant this authority to a unit head for a custom pre-approved template.
3.	**Template Under 5K No Changes (OBFS Signature)** – Used for routing pre-approved University templates in amounts of $4,999 or less that require Comptroller signature to be applied by an OBFS signature delegate when no changes have been made to the template.
4.	**Template with Changes** – Used for routing University templates in any amount when changes to the template have been requested. Unit heads may not execute agreements less than $5,000 where changes have been made to the standard, pre-approved template.
5.	**Custom or Other Party Contract (Non-Purchasing)** – Used for routing Contracts that are not procurement-related and are not on a University-approved template (for example, another party's Contract). These Contracts will be routed to the AVP Office for review and approval.
6.	**Custom or Other Party Contract (Purchasing)** – Used for routing Contracts that are procurement-related and are not on a University-approved template (for example, another party's Contract). These Contracts will be routed to the Purchasing Division for review and execution.
7.	**UIS/UIUC Contract Request** – <u>Used by UIS and UIUC only</u> for routing any Contract Request, whether payable or receivable. If procurement-related, route to the appropriate Purchasing role (1_purchasing_reviewer). If non-procurement related, route to the appropriate AVP Office role (1_avp_office).
8.	**OBFS USE ONLY: University Signing First** – Used for routing Contracts that must be signed by the University first (usually another party's Contract).
9.	**UIC Contract Request** – <u>used by UIC only</u> to request revenue or purchasing contract
10.	**UIC Revenue Template** –<u>used by UIC only</u> to route pre-approved template (with or without changes)
11.	**UIC No Funds** – <u>used by UIC only</u> to route no fund contracts

Appendix E – ROLE DESCRIPTIONS

Role Name in Prodagio	Definition
Campus Roles:	
Requestor	A Requestor is a user in a unit or college, who initiates contracts and contract requests. This role is chart-org specific (e.g. 1_100_requestor).
Business Manager	A Business Manager is a user in a unit or college, who probably oversees and reviews contracts and contract requests initiated by Requestors. They may also initiate some contracts and contract requests themselves, serve as a proxy for their direct supervisor, and/or cover for other staff in their unit when necessary. This role is chart-org specific (e.g. 1_100_business_manager).
Unit Head	A Unit Head is a department head or higher. Some units do not have department heads; some small colleges do not have departments. When there are only College-level offices for administration, the Associate Dean or Dean may be assigned to the unit head role. This role is chart-org specific (e.g. 1_100_unit_head). Checklist tasks are assigned to the role, rather than to a user by name.
Dean/Director	A Dean/Director is an administrator who is authorized to approve contracts $50,000 and above for their unit or college. This role is chart-org specific (e.g. 1_100_dean_director). Checklist tasks are assigned to the role, rather than to a user by name.
VP/Chancellor/Vice Chancellor	A VP/Chancellor/Vice Chancellor is an administrator who is authorized to approve contracts $150,000 and above for their campus. This role is chart specific (e.g. 1_chancellor_vice chancellor). It is assigned to only a few users per campus. Checklist tasks are assigned to the appropriate user by name, rather than to the role.
University Administration Roles:	
Requestor	A Requestor is a user in a UA unit, who initiates contracts and contract requests. This role is chart-org specific (e.g. 9_100_requestor).

Business Manager	A Business Manager is a user in a unit or college, who probably oversees and reviews contracts and contract requests initiated by Requestors. They may also initiate some contracts and contract requests themselves, serve as a proxy for their direct supervisor, and/or cover for other staff in their unit when necessary. This role is chart-org specific (e.g. 9_100_business_manager).
Director/Executive Director	A Director/Executive Director is the administrator who is authorized to approve contracts up to $149,999 for their UA unit. This role is chart-org specific (e.g. 9_100_director_execdirector). Checklist tasks are assigned to the role, rather than to a user by name.
AVP	An AVP is an Assistant Vice President in UA. These administrators are authorized to approve contracts $150,000 and above for the UA units reporting to them. This role is chart-org specific (i.e. 9_100_AVP). Checklist tasks are assigned to the role, rather than to a user by name.
OBFS Roles:	
Purchasing Reviewer	A Purchasing Reviewer is a supervisor in the Purchasing Division who receives contracts and contract requests submitted for Purchasing review and assigns the contracts to a specific Buyer. This role is chart specific (e.g. 1_purchasing_reviewer). It is assigned to only one or two users in each campus Purchasing Division. Checklist tasks are assigned to the role, rather than to users by name.
Purchasing Buyer	A Purchasing Buyer is a staff member who handles the development, review, negotiation, and routing of procurement contracts and contract requests. This role is chart specific (e.g. 1_purchasing_buyer). It primarily governs access and has multiple users assigned to it for each campus. Purchasing Reviewers assign Checklist tasks to users in this role by name.
Purchasing Director	A Purchasing Director is an administrator in the Purchasing Division who is authorized to execute procurement contracts on behalf of the University Comptroller. This role is chart specific (e.g. 1_purchasing_director). It is typically assigned to only one or two authorized individuals on each campus. Checklist tasks are assigned to a user by name, rather than to the role.
AVP Office Reviewer	The AVP Office role is a user in the Urbana Office of the Assistant Vice President who handles the development, review, negotiation, and approval of UIUC non-procurement contracts and contract

	requests. These users are also authorized to execute these types of contracts on behalf of the University Comptroller. This role is chart specific (e.g. 1_avp_office_reviewer). Checklist tasks are assigned to the role, rather than to users by name.
AVP Office	An expanded role in the Urbana AVP Office that primarily governs access and has multiple users assigned to it. Checklist tasks should be assigned to the AVP Office Reviewer role (see above), rather than to this role or to users by name.