



UCM Administrator Manual

A Guide to Setting Up and Administering
Universal Contract Manager (UCM)

iContracts Mission Statement

iContracts is a leading provider of contract, compliance, and revenue management solutions for a variety of industries including Life Sciences, Healthcare, and Education.

iContracts' comprehensive suite of fully integrated cloud-based solutions helps companies improve collaboration, expand visibility, reduce costs, stop revenue leakage and optimize performance.

Table of Contents

<p>Introduction to Company Administration7</p> <p style="padding-left: 20px;">Logging into iContracts UCM..... 7</p> <p style="padding-left: 40px;">Forgot Password? 7</p> <p>The Enterprise Ribbon: Home Screen Interface8</p> <p>The Company Administration Interface9</p> <p>Account Info10</p> <p style="padding-left: 20px;">Log-in/Log-out History10</p> <p style="padding-left: 20px;">Contracts Deletion History11</p> <p>Manage Users12</p> <p style="padding-left: 20px;">Special Functions12</p> <p style="padding-left: 20px;">Setting up a New User13</p> <p style="padding-left: 20px;">User Types.....14</p> <p style="padding-left: 40px;">Administrators14</p> <p style="padding-left: 40px;">Full-Access14</p> <p style="padding-left: 40px;">Read-Only14</p> <p style="padding-left: 40px;">No-Login14</p> <p style="padding-left: 40px;">Template-Only15</p> <p>Setting Up User Permissions15</p> <p style="padding-left: 20px;">Share Views15</p> <p style="padding-left: 20px;">AutoCreate Activities15</p> <p style="padding-left: 20px;">Report from Views15</p> <p style="padding-left: 20px;">Allow Notes Edit15</p> <p style="padding-left: 20px;">Allow Workflow Override.....15</p> <p style="padding-left: 20px;">Allow Collaboration15</p> <p style="padding-left: 20px;">Add / Edit / Delete Views15</p> <p style="padding-left: 20px;">AutoCreate Milestones15</p> <p style="padding-left: 20px;">Use Templates15</p> <p style="padding-left: 20px;">Show All History.....15</p> <p style="padding-left: 20px;">Use Document Library15</p>	<p>Assigning Contract Actions 16</p> <p style="padding-left: 20px;">Delete Selected 16</p> <p style="padding-left: 20px;">Copy Selected 16</p> <p style="padding-left: 20px;">Modify Selected 16</p> <p style="padding-left: 20px;">Email Selected 16</p> <p style="padding-left: 20px;">Create Corresponding X Records 16</p> <p>User Permissions Tabs..... 16</p> <p style="padding-left: 20px;">Defining Folder Permissions 17</p> <p style="padding-left: 20px;">To Provide/Decline User Access to an entire folder: 17</p> <p style="padding-left: 20px;">Individual Contract Permissions..... 17</p> <p style="padding-left: 20px;">Navigating the Folders within Folder Permissions 18</p> <p style="padding-left: 20px;">Contract Types Security 18</p> <p style="padding-left: 20px;">Template Security 18</p> <p style="padding-left: 20px;">Library Item Security 18</p> <p style="padding-left: 20px;">New Contract Entry: Contract Types Allowed 19</p> <p style="padding-left: 20px;">New Contract Entry: Workflows Allowed 19</p> <p>A New User’s “Welcome To iContracts” Email..... 19</p> <p>Copying Permissions from Another User or Role Model 20</p> <p style="padding-left: 20px;">Assigning Role Models to a Group of Users..... 21</p> <p>Sending Emails from within Manage Users 22</p> <p style="padding-left: 20px;">Sending an Email 23</p> <p style="padding-left: 20px;">Add To Mail Button 24</p> <p style="padding-left: 20px;">Attachments 24</p> <p style="padding-left: 20px;">Sending the message..... 24</p> <p>Bulk Loading New Users 25</p> <p>Using Contract Actions 26</p>
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Delete Selected.....	26	Email Notifications	51
Copy Contract	26	Field Category Administration	53
Modify Contract.....	27	Contract Fields Administration	56
Email Contract	28	CheckBox Field Setup	57
Create Corresponding X Records.....	28	Date Field Setup.....	57
Role Models	29	DropDown List Field Setup	58
Setting up Role Models.....	29	MultiLine Field Setup.....	58
Field and Field Group Permissions	31	MultiSelect Field Setup.....	58
Contract Permissions	32	Other Field Setups.....	59
Security and History Reports	33	Field Group Administration	60
User Security Settings Report	34	Contract Types Administration	61
Folder Security Settings Report.....	35	Document Category Administration	64
User's Non-Inherited-Rights		Document States Administration.....	65
Contract Security Settings Report	36	Milestone Completion Note	
User History Report	37	Administration	66
Outstanding Reviewers.....	38	Automatic Milestone Rules	68
Outstanding Stage Reviews.....	39	Creating a new Automatic Milestone	
Contract Administration	40	Rule.....	68
Contract Stages Administration	41	Activating/Deactivating Automatic	
Workflow Template Administration.....	42	Milestone Rules.....	71
Workflow Templates Interfaces	43	Contract Templates Administration.....	73
Stage Configuration	43	Contract Document Library	
Copy	43	Administration	75
Working with Stage Configuration	43	Contract Folders Administration.....	76
Workflow Notes	44	Bulk Load Contracts	77
Working with Assignees Locally.....	44	Using the Bulk Loader.....	78
Adding Field Groups to Stage		Bulk Archive Contracts	79
Configuration.....	45	Setting Up the Excel CSV File	79
Editing Stage Configuration.....	47	Running the Bulk Archive Program	80
Set Approvals.....	47	Archiving the Contracts	80
Skipping Stages.....	48	Updating the Notes & History Tabs.....	81
Results of Skipping Stages.....	49	Contract Name Configuration.....	82
Using Workflow Stage Escalation	49	Defining Contract Names.....	82
Stage Assignee Configuration Settings	49	Using Configured Contract Names.....	82

Settings	83	Using the UCM Support	
Email Administration	84	Ticketing System	107
Email From Administration	84	Other Support Features	110
Automatically CC Sender	84	Viewing the UCM Knowledgebase	111
Default for Email Attachments	84	Appendix A – Sample Contract Reports	
Company Access Administration	85	to Share with Users	113
Password Settings Administration	85	Expiring Contracts	114
Company Timeout Administration	86	New Contracts	115
Announcement Text Administration	86	Using @LoggedInUser	117
Home Page Settings	87	Adding Custom Views to	
Document Explorer Administration	88	My Favorite Views	117
Using Document Explorer Mode	88	Appendix B – How to Handle	
Document Additional Attributes		Different Admin Scenarios	118
Administration	91	How to: Give Administrators	
Adding “Default To Include in Total”		Permission to "Administer UCO"	118
Checkbox to Document Category	92	How to Change Owner/Primary/	
Edit Document in Cloud View		Secondary/Tertiary Party	119
Administration	93	How to Move Multiple Contract	
Edit Primary/Secondary/Tertiary		Containers to Another Folder	120
Party Administration	95	How to Remove Fields from	
Collaboration Administration	96	a Field Group	122
Enable Assigned Contracts Counts	98	How to Edit Field Types After	
UAP Administration	99	Data Entered	123
Object Setup/Maintenance	99	Appendix C – Updating Contract	
Creating a New Object	99	Containers via Bulk Loader	124
Allowing Alert Notifications	101	Examples of Spreadsheet Column	
Step One: Turn on the Alert Feature	101	Headings for Bulk Loader Updates	124
Step Two: Deactivating Permission		Changing Workflows	124
for a Full-Access User	102	Changing Responsible Parties	
Date Field Countdown	103	(Pimary/Secondary/Tertiary)	124
Object Mapping	104	Changing Field Data Within	
The Contract Container Lock	105	Field Groups	124
The UCM Administrator Support Center	106	Changing Dates (such as	
Using Email Signature Setting	106	Expiration Dates)	124
		Changing Contract Owners	124

Appendix D – Using DocuSign (\$).....	125	Installing Aceoffix 5.7	139
Logging into DocuSign	125	Using Edit in Cloud to install	
Uploading Documents to DocuSign	126	new version	139
Processing the Documents in DocuSign.....	127	IF you have restarted your computer: ..	141
Downloading Signed Document		Downloading the Aceoffix Plugin	
Back into UCM.....	130	from Chrome’s Profile/Help	142
Appendix E – Contract Collaboration	131	Appendix G – Email Responses to Activities..	143
Introduction to Collaboration	131	Activating this Feature	143
Administration Tasks	131	Appendix H – Using Contract Tables (\$).....	144
The Contract Ribbon	132	Contract Administration	144
Creating a New Session.....	132	Creating a New Table	144
Sending the Collaboration Email	133	Displaying Tables on the Summary Tab	147
Reading and Replying to a		Contract Data Tab	147
Collaboration Email.....	133	Using Table Tabs	148
Collaboration Email Replies Added		Adding Tables to the Summary Tab	149
to UCM.....	134	Running Reports.....	150
Using Continue Session in		Using or Adding Table Views	151
Collaboration Tab	136	Showing Tables in the History Tab	152
Filtering Collaboration Sessions		Appendix I – UCM and Active Directory.....	154
by Date	137	LDAP Setup	154
Showing Collaboration Documents	137	CAS Setup	154
Viewing Collaboration Notes in		Here’s how it’s done	154
History Tab	138		
Appendix F – Introducing Aceoffix			
Version 5.7	139		

Introduction to Company Administration

In this manual, we provide instructions for all of the information located in **Company Administration**, with screen images, to explain the functions available and their purpose.

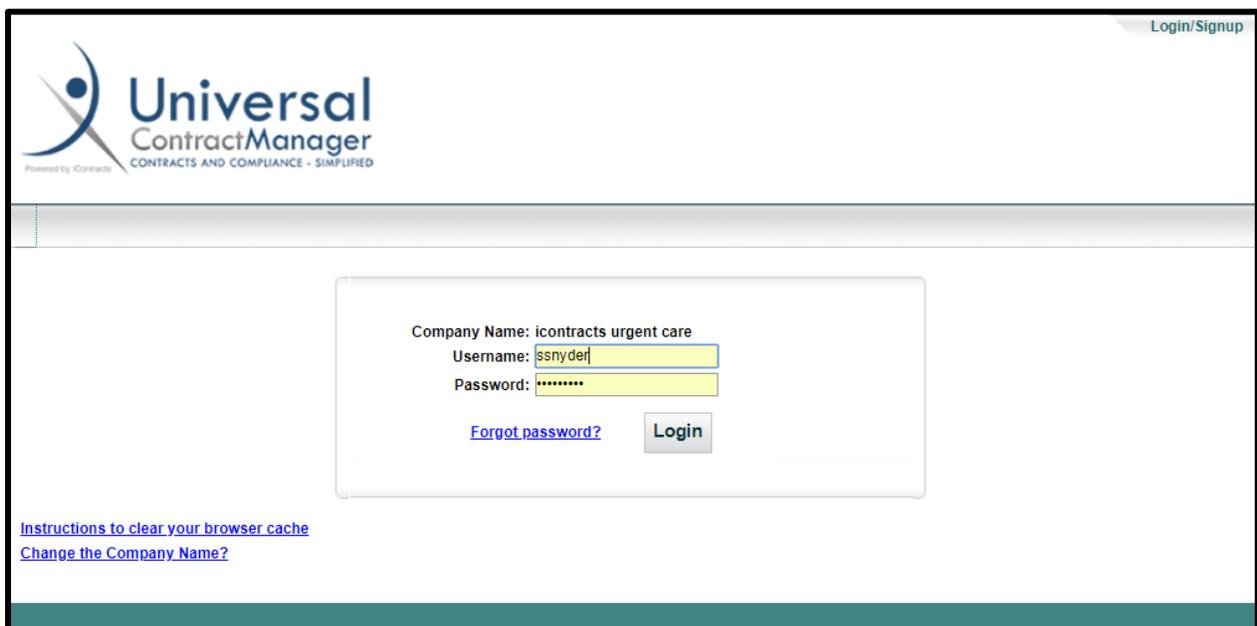
Refer to the **Full-Access UCM Manual** for all non-administration functions available to Administrators.

In this chapter, you will receive an overview of iContracts' **Universal Contract Manager (UCM)** interface, including the basic user interface and the Company Administration interface.

Logging into iContracts UCM

Upon setup, your company portal will be assigned, along with your Usernames, which generate emails with links for each active user to create their password. All major web browsers are supported.

<https://ucm.iContracts.com>

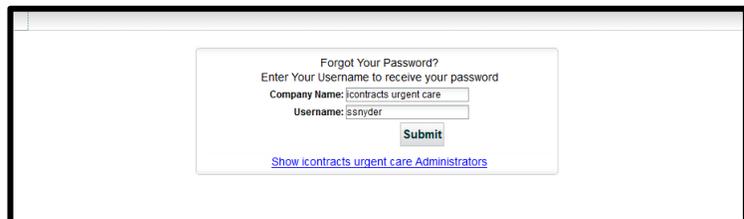


The system administrator(s) sets up users and then confirmation emails are automatically sent out by UCM to Active Users only. Make sure your users bookmark the **UCM link** in their web browser.

Forgot Password?

If at any time a user needs help retrieving a forgotten password, they simply click on [Forgot Password?](#) and follow the prompts. Users need to know their Company Name and Username.

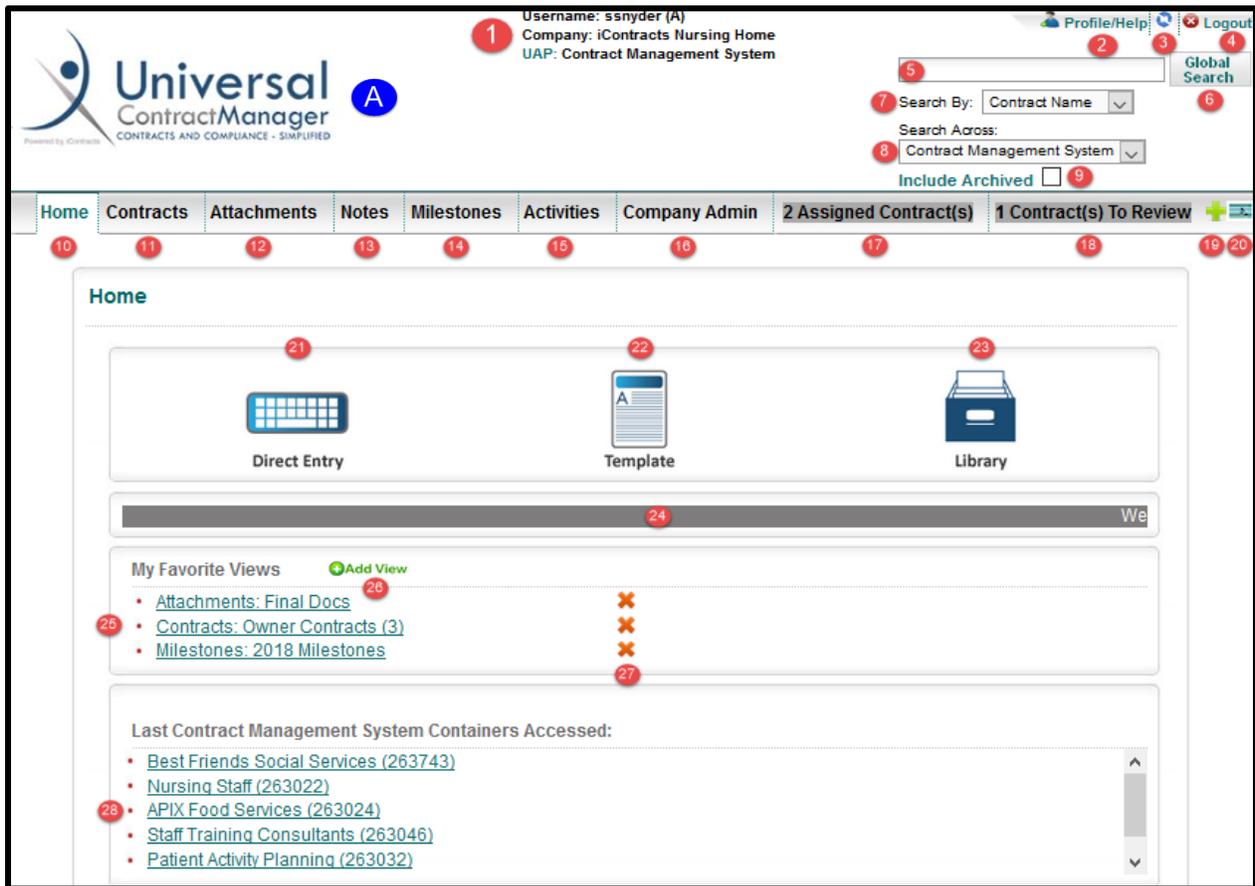
The link [“Show \[Company\] Administrators”](#) may also provide help for those users (if activated).



When the user clicks **Submit**, this generates an email to the User, which provides a one-time link to reset their password. Clicking on this link directs you to a screen similar to the one seen here, where they can provide a new password. There will be a second text field to confirm their new password. These two passwords must match in order to reset the password.

Note: *Your new password cannot be the same as your current password, must meet the minimum requirements for your company, must include at least one upper case character, and must have at least one numeric character.*

The Enterprise Ribbon: Home Screen Interface

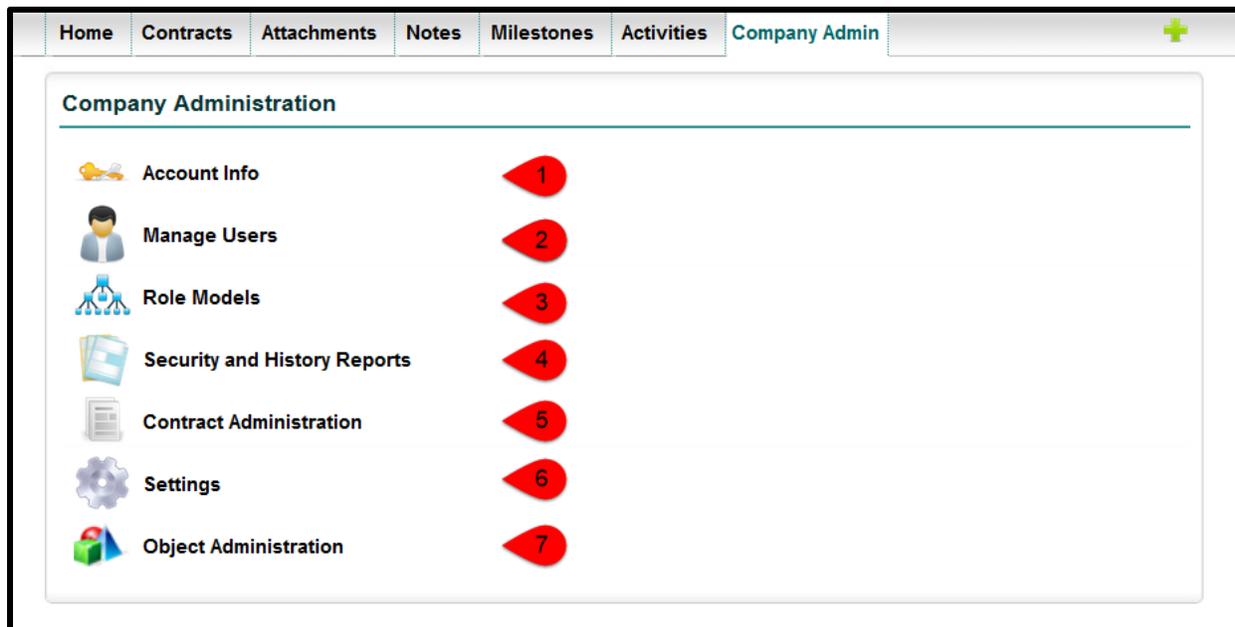


- | | |
|--|--|
| 1. Login Information (Username/Co/Object) | 15. Activities Tab Button |
| 2. Profile/Help Link | 16. Company Admin Tab Button |
| 3. Refresh User Permissions (the "dolphins") | 17. Assigned Contract(s) Tab Button |
| 4. Logout Icon | 18. Contract(s) To Review Tab Button |
| 5. Global Search Field | 19. Add New Contract Button |
| 6. Execute Global Search Button | 20. View Activities Icon |
| 7. Search By (Drop-Down) Options | 21. Direct Entry Button |
| 8. Search Across Objects (if applicable) | 22. Template Button |
| 9. Include Archived Contracts Checkbox | 23. Library Button |
| 10. Home Screen Button | 24. Announcement Text Bar |
| 11. Contracts Tab Button | 25. My Favorite Views area |
| 12. Attachments Tab Button | 26. Add View (to Favorites) |
| 13. Notes Tab Button | 27. Delete View (from Favorites) |
| 14. Milestones Tab Button | 28. Last Contract Containers Accessed |
| | A. UCM Logo – Can be replaced with your company's logo (submit a Support Ticket) |

The Company Administration Interface

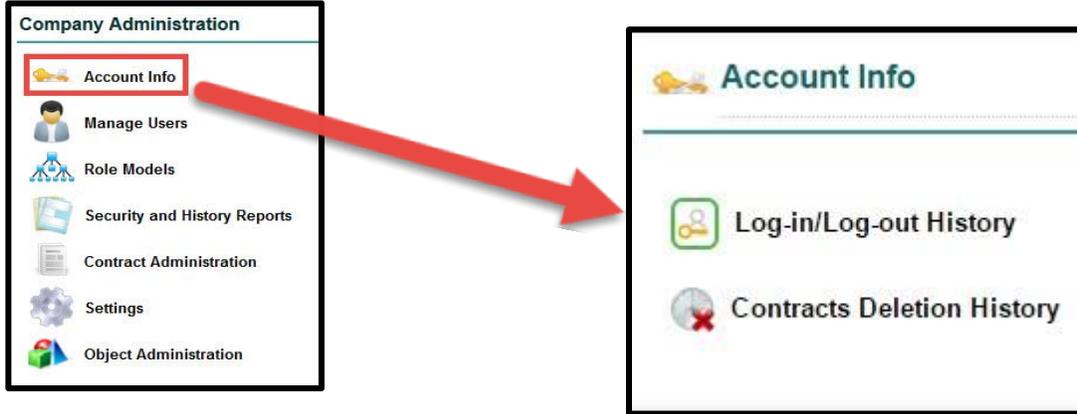
The *Company Admin* section (#16 on previous image) is designed for the **System Administrators** to set up the UCM System for other users and tasks required for their specific companies. Global setups are located here for users, permissions, milestones, security, and fields for tracking purposes, as well as reports to list folder security, or user history, to name just a few of the many tasks available. Knowing how the system is set up and implemented is a great key to success. That is why so much time is spent in this area for implementation and administrator training.

Remember, the *Full-Access User Manual* provides all of the “how-to” information for the daily non-admin functions within UCM.



1. **Account Info** - Log-in/Log-out History and Contracts Deletion History.
2. **Manage Users** - User Setup and Permissions (new and current users), Message Users (via email), Copy Permissions, and run the Bulk Load Users application (using a pre-existing CSV file).
3. **Role Models** - Define and Save Permission Settings for Groups of Users (which overrides any individual user permissions).
4. **Security and History Reports** – User Security Settings, Folder Security Settings, Non-Inherited Rights Contract Security Settings, User History, Outstanding Reviewers, and Outstanding Stages.
5. **Contract Administration** – Full Company Setup (Contract Stages, Workflows, Fields, Groups, Types, Documents, Milestones, Templates, Libraries, Folders, Bulk Load download, and other setups, as future enhancements are added).
6. **Settings** – Global Company Options (Emails, Password Rules, Announcement Text, Document Administration, Home Page settings, Document settings, Collaboration, and others, as new features are added).
7. **UAP Administration** - Manage **Universal Application Platform** Object Setup (Alerts, Date Field Countdown, Email Responses) and Object Mapping (*Additional UAP Objects may need to be purchased separately*).

Account Info



Log-in/Log-out History

This is where the system tracks user log-in and log-out data for the **past 90 days only**. This cannot be changed or deleted; however, users have the ability to change the visibility, width, and order of the columns.

The screenshot shows the 'Log-In/Log-Out History' table. The 'Source' column is circled in red. The 'TimeIn', 'TimeOut', and 'ElapsedTime' columns are also circled in red. The table contains the following data:

Source	Username	Firstname	Lastname	UserType	TimeIn	TimeOut	ElapsedTime
	readonly	Read	Only	ReadOnlyUser	04/09/2018 09:18AM		
LoggedOut	hrademacher	Heidi	Rademacher	Administrator	04/09/2018 10:22AM	04/09/2018 11:24AM	01:02:26
	iConAdmin	iContracts	Administrator	Administrator	04/09/2018 04:50PM		
LoggedOut	hrademacher	Heidi	Rademacher	Administrator	04/10/2018 09:49AM	04/10/2018 09:51AM	00:02:12
LoggedOut	hrademacher	Heidi	Rademacher	Administrator	04/10/2018 09:51AM	04/10/2018 10:00AM	00:08:44
LoggedOut	hrademacher	Heidi	Rademacher	Administrator	04/10/2018 10:00AM	04/10/2018 10:16AM	00:15:14
LoggedOut	iConAdmin	iContracts	Administrator	Administrator	04/10/2018 02:44PM	04/10/2018 02:45PM	00:00:27
LoggedOut	iConAdmin	iContracts	Administrator	Administrator	04/10/2018 02:45PM	04/10/2018 02:46PM	00:01:28
	hrademacher	Heidi	Rademacher	Administrator	04/11/2018 04:45PM		
	snyder	Steven	Snyder	Administrator	04/11/2018 04:46PM		

- **Source** shows whether or not the user manually logged out of UCM or forced off UCM by the *Timeout* settings (see “*Company Timeout Administration*” under Settings).
- **Time In/Time Out/Elapsed Time** show timestamps when the user logged in/out and for how long (hours:minutes:seconds). Notice how blank *Time Out* fields also have blank *Source* fields?

Contracts Deletion History

This is where the system tracks the deletion of any contracts (if any). The date, time, and user that deleted any contracts are displayed in the grid. As with all grids in UCM, users have the ability to change the order and width of the columns.

By scrolling to the right and/or clicking a drop-down arrow on any column, you display available options for column visibility. One example would be what was the Primary Document, the Contract Stage, and Contract Type. For audit purposes, you can run a Report to export this list to Excel (default application).

Username: mattrobin (A)
Company: iContracts Healthcare
UAP: Contract Management System

Search By: Contract Name

Include Archived

Home Contracts Attachments Notes Milestones Activities Company Admin

Contract Deletion History Select UAP: Contract Management System Report One-Time Reset History

ContractName	DeletedByName	DeletedOn	ContractOrigin	ContractDescription	ContractOwner	ContractStage	ContractType
Singleton, Derrick, MD, DO	Matt Heberlig	03/13/2014 01:51:24 PM	User			Preparing Documents	Physician Agreements
XYZ Company	admin user	03/16/2015 11:25:36 AM	User			Draft	Clinical
ABC Company	admin user	03/16/2015 11:25:36 AM	User			COO/ CFO Review	Managed Care
ABC Hospital	admin user	03/16/2015 11:25:36 AM	User			Terminated	Hospital Agreements
ABC Hospital	Matthew Robinson	03/23/2015 09:44:06 AM	User			Legal Review	Hospital Agreements
ABC Company - Copy	Matthew Robinson	04/06/2015 09:00:16 AM	User			Legal Review	Service
ABC Contract	Matthew Robinson	04/15/2015 06:14:22 PM	User			Notice of Award	Grants
ABC Company	Matthew Robinson	04/15/2015 06:14:48 PM	User			Internal Signature	Hospital Agreements
ABC Company	Matthew Robinson	04/15/2015 06:14:48 PM	User			Legal Review	Service
Test Payor	Matthew Robinson	04/17/2015 11:26:13 AM	User	new test		Pending	Payor Contracts

Page 1 of 5

Displaying records 1 - 10 of 41

Using the **One-Time Reset History**: As the warning message below illustrates, this removes all deleted contracts from this list. We **do not** recommend any admin using this function without first contacting iContracts Support.

ucm.icontracts.com says

You are about to clear all of the Contracts Deletion History.
You may want to do this between the time you are testing the system,
and the time that you load and start using the system.
This can only be done once and cannot be undone/restored.
Are you sure you'd like to clear/reset your Contracts Deletion History?

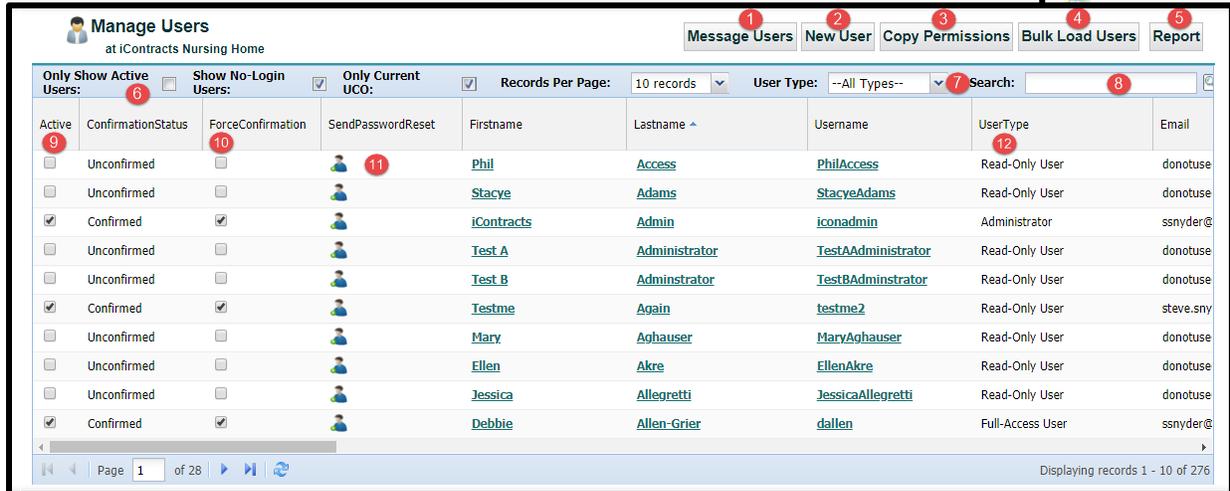
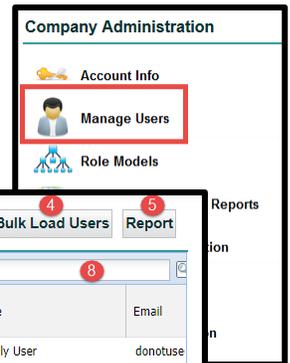
OK Cancel

Report One-Time Reset History

Manage Users

From **Manage Users**, you add and change User Profiles, such as names, email addresses, and types of access. You also give and remove permissions to Folders, Fields, Field Groups, Contract/Template/Library Types, and specific Contracts.

- UCM Administrators accessing this area for the first time should rearrange the grid to see the columns relevant to managing their users within the system.



Tip: Rearrange your grid so **Active** and **Force Confirmation** check boxes are readily available. In addition, column headings for **User Type**, **Names (First, Last and Username)**, and **Send Password Reset** are very useful and should be rearranged accordingly. You will also see in the upper-left corner a checkbox for **“Only Show Active Users”**.

Special Functions

- 1. Message Users** – Generate emails to active users for in-house communications unrelated to a Contract Container, Activity, or Milestone. For example, notifying users of UCM Enhancements.
- 2. New User** – Setup a new UCM User with name, email address, and permissions. More on this later.
- 3. Copy Permissions** – See [Copying Permissions from Another User or Role Model](#).
- 4. Bulk Load Users** – Import new users in bulk from an Excel CSV file with a very specific spreadsheet layout that can be explained in more detail by contacting Support for the latest worksheet.
- 5. Report** – Export grid contents to Excel (as a CSV file) for further analysis.
- 6. Only Show Active Users** – Check this box to list only the Active Users (Confirmed and Unconfirmed).
Show No-Login Users – Check this box to include in the grid any User Type *No-Login*.
Only Current UCO – Check this box to display just those users with access to this Object.
- 7. User Type** – Filter the grid by user type (Admins, Full-Access, Read-Only, etc.).
- 8. Search bar** – Quick lookup of users for editing purposes (by name, partial name, or username).
- 9. Active/Inactive User** – Admins can make a user active or inactivate (for temporary leave, termination, etc.). This checkbox is also used to reactivate a user who is “locked out” of UCM for trying to log in with the wrong password too many times (currently after 5 attempts).
 - If a user becomes Inactive, views they’ve created and shared are still available to view and report.
- 10. Force Confirmation** – Force user’s access to UCM prior to a new user or formerly inactive user verifying their credentials from the email that is sent out to them from within the system.
- 11. Send Password Reset** (by email) – A UCM web link is emailed to a user who needs to create or change their password. This is also called the **“Blue Man”**.
- 12. User Type** – Displays the user type assigned to the user.

Setting up a New User

Click on the **New User** button to add a New User to the System. All items with * are mandatory.

NOTE:
To change Username or Email:
1. Make user Status Inactive.
2. Save.
3. Change Username and/or Email.
4. Make user Status Active again.
5. Save.
6. From Manage Users grid, check Force Confirmation checkbox.

1. Fill out the **User Information**: First Name, Last Name, Username, and Email.
2. Select the **User Type**: Administrator, Full-Access, Read-Only, No-Login, or Template-Only.
3. Click on the (?) icon anytime to show these instructions for changing/updating a user email address and/or a username. *This isn't required, it's just a help screen that pops up when editing users – the only two edits that require these special instructions.*
4. Select the user's **Default Time Zone** (from a drop-down list).
5. Select the basic **Allow to: User Permissions**. *Tip: We typically leave these boxes checked and they will vary, based on the User Type selected in step 2. You can uncheck a box if necessary.*
6. **Contract Actions** (optional): Delete Contract(s), Copy Contract(s), Modify Contract(s), Email Contract(s), Create Corresponding X Records. *These actions are usually reserved for Admins but Full-Access Users can also have any of these actions assigned. Not available to Read-Only Users.*
7. Select **Status**: creating a user and making them Active will **automatically generate an Activation Email with a link to allow them to create their own password** to let them log into UCM.
8. Click the **Save** button. **For long-time UCM Admins, there is NO more password setup here!**

The new User account has been created and an activation email has been sent to the provided email address.

- **Optional:** If a Role Model is already setup, it can be applied to the new user from this area using the Drop-Down list next to "Role Model".

User Types

Within UCM, there are currently five different types of Users. They are **Administrator**, **Full-Access**, **Read-Only**, **No-Login**, and **Template-Only** Users. Each of these options have different levels of security and system access to different functions.

When a User logs into the system, UCM recognizes the security profile and preferences of that User. They will only see what their Administrators give them access to see and personal settings will be remembered and displayed for them based on those security settings.

Administrators

Administrators are given full access to all areas of UCM. They have visibility to all of the contracts in the system, and all of the data and documents that go along with them. There is no way to remove an Administrator's access to a contract in the system. However, Administrators can define what contracts other Users have access to in the system and can take away any level of their access from the contracts they can see.

Administrators are also responsible for configuring the system and setting up other Users within the system.

Administrators are the contact point for Users of the system, as iContracts utilizes a Train-the-Trainer approach. Administrators also have the ability to log and follow up on a Support Ticket, using the link in their **My Profile** section.

Full-Access

Full-Access Users are given Read-Write Access to a specific folder, sub-folder, or contract. They do not have access to the Company Admin Tab, but they can add new contracts to the system and edit data in new or existing contracts. However, Administrators have the ability to restrict any level of access from any Full-Access User.

Read-Only

Read-Only Users have the ability to make and run reports, or Views. As with Full-Access Users, the results of a View respect security through Folder Permissions. They can also look inside the Contract Container at data and documents for the contracts that their Administrators gave them access to see. However, they cannot change data in the system. They also cannot enter new contracts into the system, except by way of a Template.

No-Login

No-Login Users will never actually log into the system. These users are setup to ONLY receive notifications (emails) from the system about approaching Activities, Milestones, or any other alert (such as a Workflow Stage was changed) that generates an email. They cannot login to see the contract. However, they could always request a copy from another User on the system, who could email a contract using the Email or Collaboration tabs within a Contract Container. For example, some companies have setup their Executives as a No-Login User. Anyone setup as this user type can be "upgraded" to another user type in the future, depending on your number of User Licenses, or whether a No-Login user would ever need to access or edit a Contract Container (such as a CFO or Legal Counsel).

Template-Only

Template-Only Users are true Contract Requestors. These users, upon login, will not have the ability to see any area of the system beyond the Templates. These users have access only to fill those Templates that their Administrators give them access to use, but they have the additional capability of attaching up to ten additional documents to their request.

Setting Up User Permissions

Allow User to:

Share Views

Gives the User the ability to share any Views in which they have created to other users.

AutoCreate Activities

Gives the Users the ability to create Activities when entering a date field into a contract.

Report from Views

Without this option selected, Users are locked out of saving data to an external spreadsheet file in CSV format. The Report button is removed from any grid display.

Allow Notes Edit

Gives the User the ability to update data on the Notes tab.
Read-Only Users only get this option. It is not displayed for other user types.

Allow Workflow Override

Gives the User the ability to update Stages, even if they are not an Assignee.
Read-Only Users do not get this option. The checkbox is hidden for this user type.

Allow Collaboration

If this service was activated for your company, gives the User the ability to access the Collaboration tab and all of the service's functionality.

Add / Edit / Delete Views

Without this option selected, Users will not be capable of using Views, unless one is shared with them.

AutoCreate Milestones

Gives the Users the ability to create Milestones when entering a date field into a contract.

Use Templates

Gives the User the ability to use the Templates.

Show All History

Gives the User the ability to view History from actions of other users.

Use Document Library

Gives the User the ability to use the Library.

Assigning Contract Actions

Delete Selected

Gives the User the ability to Delete a Contract or multiple Contracts at once. This action **cannot** be undone and is tracked in the History tab for future audits.

Copy Selected

Gives the User the ability to Copy the data and documents from a contract into a new Contract Container. Only one contract container can be copied at a time.

Modify Selected

Gives the User the ability to change data across multiple contracts, such as a new Owner or Fields.

Email Selected

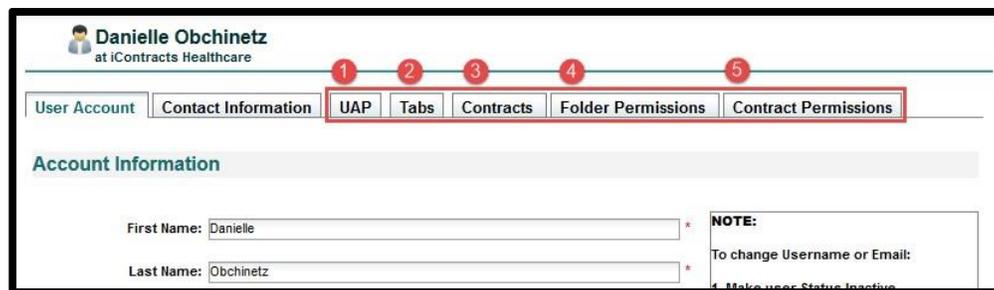
Gives the User the ability to send the same email based on an email field across multiple contracts.

Create Corresponding X Records

Gives the User the ability to add the same Document, Activity, Milestone, or Note to multiple contracts.

User Permissions Tabs

These five tabs control what a User has permission to use and/or see. These tabs appear once a new user is created in the system.

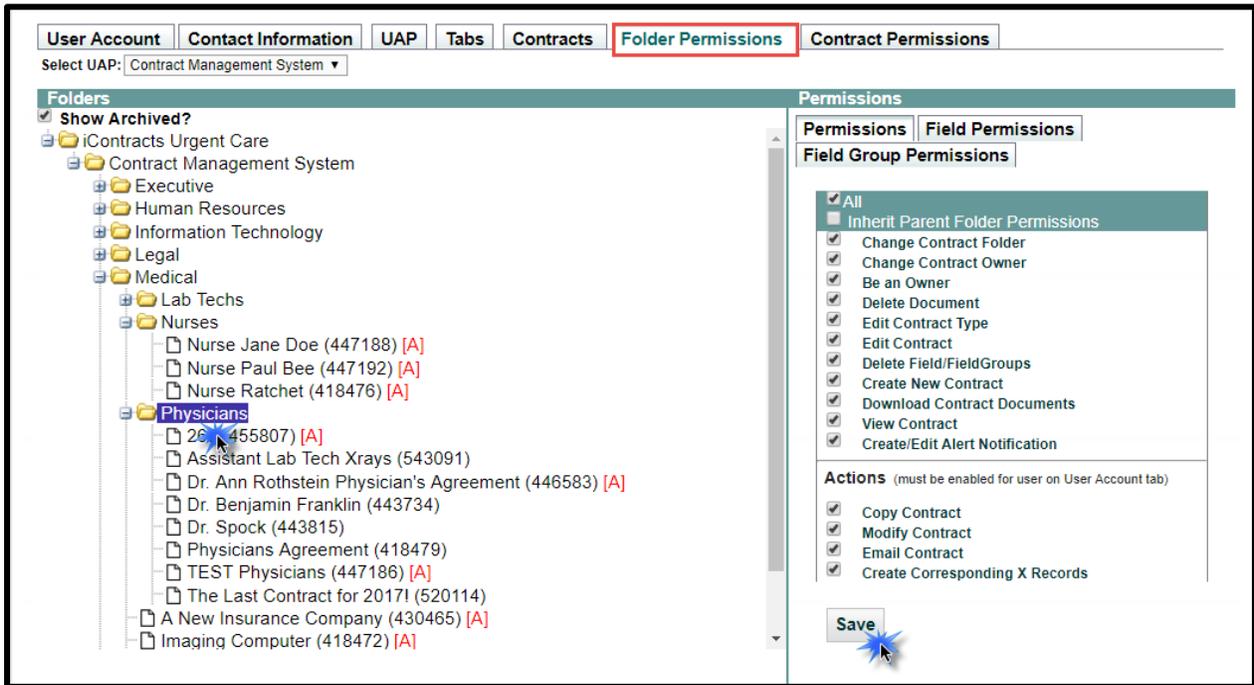


You will need to give each UCM User permission to see the contracts for which they should have access. This can be accomplished by either setting up a *Role Model* to give permissions to groups of Users, or by giving permissions to the User *individually*.

This section will cover the **INDIVIDUAL SETUP** for User Permissions.

1. **UAP** or Universal Application Platform Tab allows Admins to restrict access to different objects (if applicable). You can also define the **Default UAP**, and make the others “*Hidden*” from view.
2. The **Tabs** Tab allows Admins to restrict which tabs a User will be able to see on the Enterprise Ribbon, as well as on the Contract Ribbon.
3. The **Contracts** Tab displays a preview of the Contracts you, as an Administrator, have given this User access to see.
4. **Folder Permissions** Tab is where you will setup the Folders, individual contracts, Field Groups, and Fields that a User can access upon login (the most important step of this process!).
5. **Contract Permissions** Tab allows you to control the permissions a User has within a particular contract, such as the visibility to view an attachment.

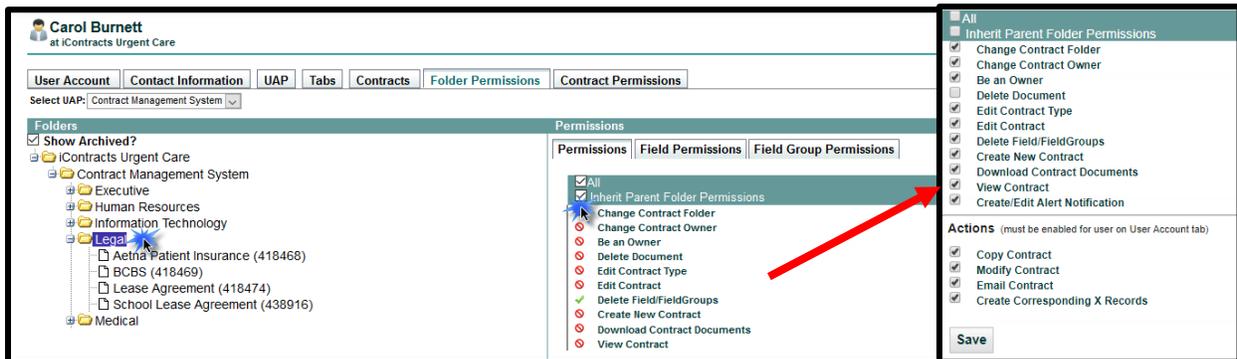
Defining Folder Permissions



The default for all folders when a new User (not applicable for admins) is added to the system is **no permissions** (except “Delete Field/Field Groups”). Most users should have folder access only to those below “Contract Management System”.

To Provide/Decline User Access to an entire folder:

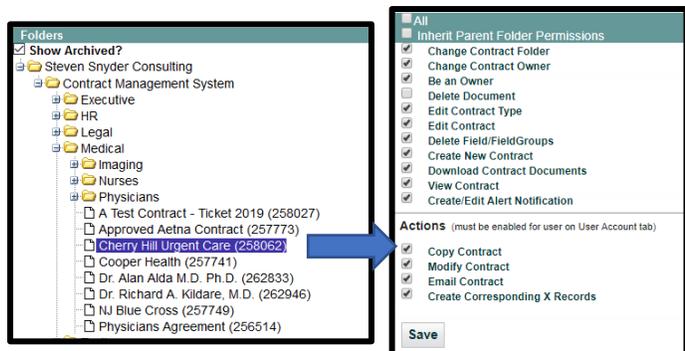
Select the Folder → Uncheck “Inherit Parent Folder Permissions” → Choose Permissions → Save



Different *User Types* will have different options for Folder Permissions. In the example above, the checkboxes correspond to the possible permissions for a **Full-Access User**.

Individual Contract Permissions

You can provide/decline contract access in the same way as an entire folder. Select the Contract Container, then follow the same steps as a Folder to Save contract permissions which are then different from the parent folder. This gives contracts in a folder unique permission if necessary.



A **Read-Only** User will have far fewer permissions (shown right). They can only Be an Owner of a contract, Download Documents, or View the data within a Contract container. However, with any Full-Access or Read-Only Users, any of their rights can be removed by Administrators.



Navigating the Folders within Folder Permissions

The **Folders** in this area start as completely collapsed. Clicking on the + next to the folder icon and name opens and reveals any contracts or sub folders within. The system will remember where you are the next time you access this area and open the same folders you had opened previously.



Contract Types Security

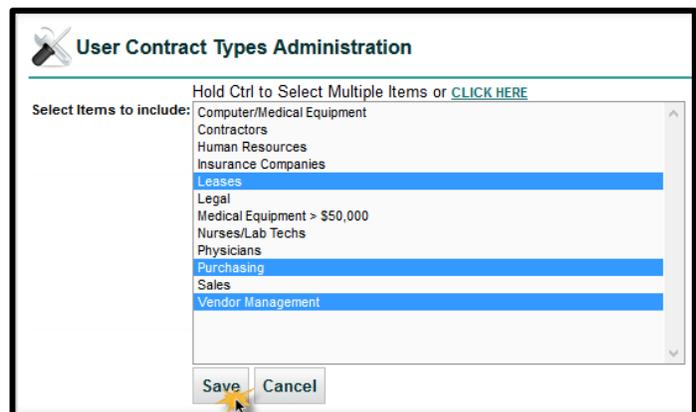
Administrators have the ability to limit visibility in UCM to only specific *Contract Types*. This allows you more flexibility for setting security permissions. For instance, if a User should have access to all Purchasing Agreements in the system, regardless of department or entity, then you could limit them in this area to only that type across All Folders.

Select which Contract Types the user will have permission to use from the list. CTRL + click will allow you to select multiple values; SHIFT + click to choose a range. Also use the [CLICK HERE](#) option to use the Item Selector Interface (side-by-side selections).



Template Security

Administrators have the ability to restrict access to *Templates* using the same interface detailed above. Users will only see the Templates they are given access to use when they navigate to Templates on the Home Screen.



Library Item Security

Administrators have the ability to restrict access to the *Library* using the same interface detailed above. Users will only see the Library items they are given access to use when they navigate to Library on the Home Screen.

New Contract Entry: Contract Types Allowed

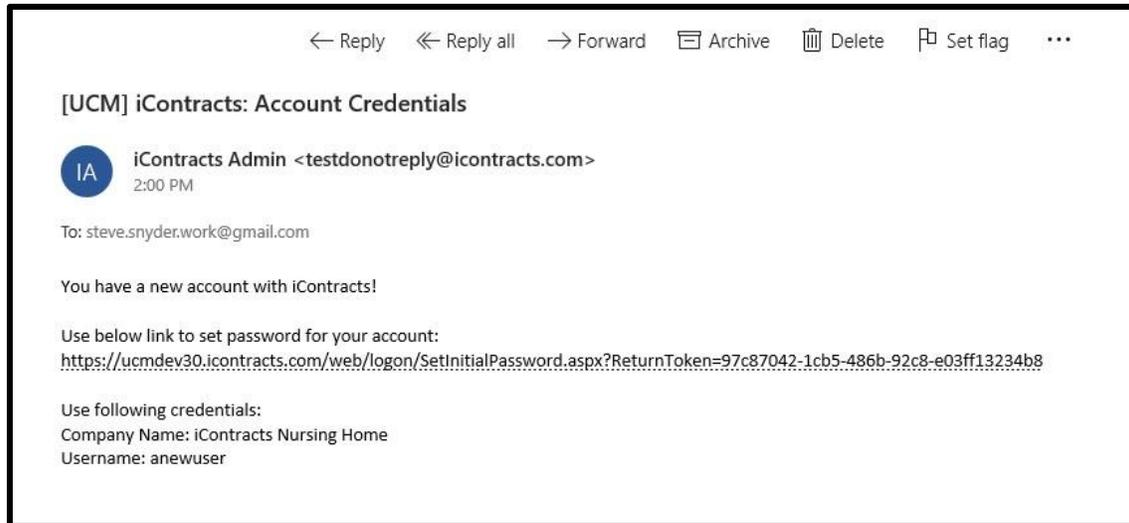
Administrators have the ability to restrict User access to Contract Types for **new** Contracts.

New Contract Entry: Workflows Allowed

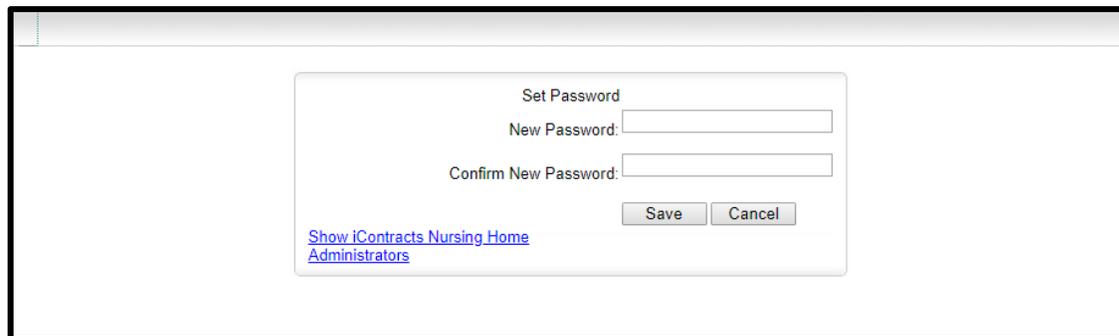
Administrators have the ability to restrict User access to specific Workflows for **new** Contracts.

A New User's "Welcome To iContracts" Email

When Administrators create new *Active* users, the system generates an email which appears similar to what is shown below.



Users click on the "Use below link" to set their password. Passwords are typed twice for confirmation. As with any password setup, both passwords must match exactly.

A screenshot of a web form titled "Set Password". It contains two input fields: "New Password:" and "Confirm New Password:". Below the fields are "Save" and "Cancel" buttons. At the bottom left of the form, there is a blue underlined link that says "Show iContracts Nursing Home Administrators".

After setting their password, the new users are then redirected to the UCM Login Screen where they enter their newly-created password to sign into the system. Sending *Password Resets* (blue man) generate a different email to users. See [Forgot Password?](#) for additional information (click the underlined link).

-  The **Manage Users** grid will show new user's *Confirmation Status* as "**Unconfirmed**" until he or she logs into UCM by way of this email link. Admins can override this, of course, with the *Force Confirmation checkbox*, but this is not generally recommended under normal circumstances. Admins can also click on the "blue man" to resend the email if the user reports that they didn't receive the original "Welcome" email.

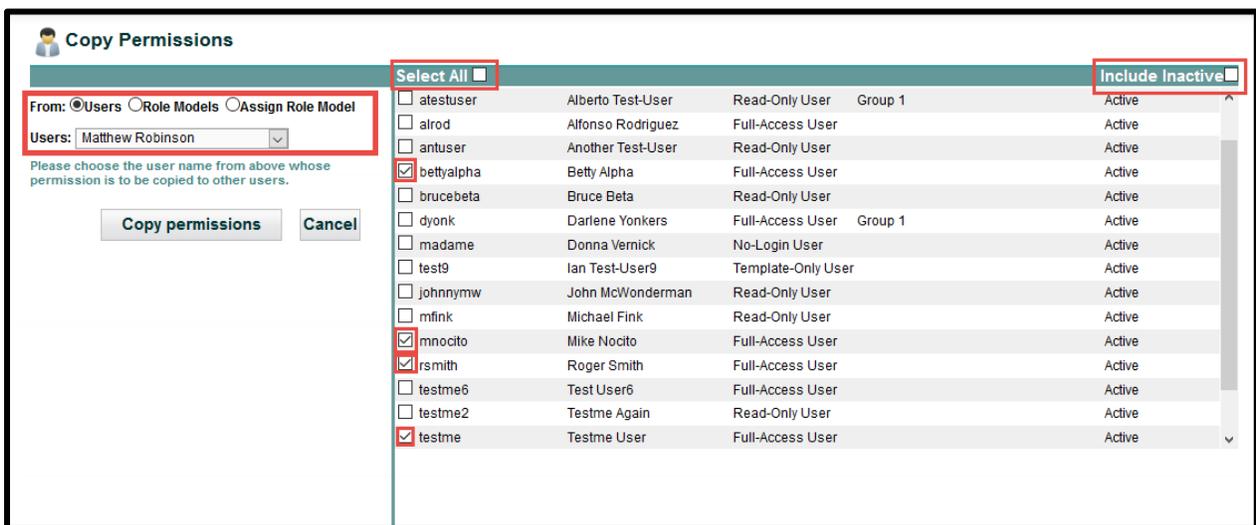
Copying Permissions from Another User or Role Model

Permissions can be copied from a **User** or **Role Models** and applied to as many other users within the system as you would like. Both *Active* and *Inactive* Users can be selected at the same time.

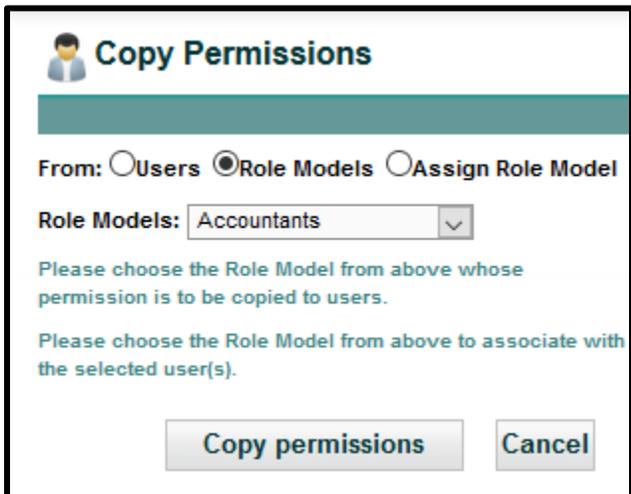
From the **Manage Users** main screen, choose the **Copy Permissions** button, and select **Users** or **Role Models** to copy permissions. Select an option from the drop-down list and apply to the User(s) checked on the right. You can still give users additional permissions as well.



When selecting Users, select the user whose permissions you are copying to other users.



When selecting Role Models, select the role model whose permissions you are copying to other users.



For more information on creating Role Models, see the next topic or click on this link [Role Models](#).

To exit Copy Permissions, click on another Tab on the Enterprise Ribbon.

Assigning Role Models to a Group of Users.

Administrators also have the capability of selecting a Role Model that they would like to assign to one or more Full-Access, Read-Only, or Template-Only users.

Select a pre-defined **Role Model** from the drop-down list. Next, select the user(s) from the grid who you want to add this Role Model.

Copy Permissions

From: Users Role Models Assign Role Model

Role Models:

Please choose the Role Model from above whose permission is to be copied to users.

Please choose the Role Model from above to associate with the selected user(s).

Select All <input type="checkbox"/>				Include Inactive <input type="checkbox"/>
<input type="checkbox"/>	antuser	Another Test-User	Read-Only User	Active
<input type="checkbox"/>	bettyalpha	Betty Alpha	Full-Access User	Active
<input type="checkbox"/>	brucebeta	Bruce Beta	Read-Only User	Active
<input type="checkbox"/>	dyonk	Darlene Yonkers	Full-Access User Group 1	Active
<input type="checkbox"/>	madame	Donna Vernick	No-Login User	Active
<input type="checkbox"/>	test9	Ian Test-User9	Template-Only User	Active
<input type="checkbox"/>	johnnymw	John McWonderman	Read-Only User	Active
<input checked="" type="checkbox"/>	mfink	Michael Fink	Read-Only User	Active
<input type="checkbox"/>	mnocito	Mike Nocito	Full-Access User	Active
<input checked="" type="checkbox"/>	rsmith	Roger Smith	Full-Access User	Active
<input type="checkbox"/>	testme6	Test User6	Full-Access User	Active
<input checked="" type="checkbox"/>	testme2	Testme Again	Read-Only User	Active
<input checked="" type="checkbox"/>	testme	Testme User	Full-Access User	Active
<input type="checkbox"/>	twilliams	Tom Williams	Full-Access User	Active
<input type="checkbox"/>	vic Yuri	Victor Yurikovchieski	Read-Only User	Active

When you click on **Copy permissions**, the Role Models are assigned to the selected User(s).

Select All <input type="checkbox"/>				Include Inactive <input type="checkbox"/>
<input type="checkbox"/>	antuser	Another Test-User	Read-Only User	Active
<input type="checkbox"/>	bettyalpha	Betty Alpha	Full-Access User	Active
<input type="checkbox"/>	brucebeta	Bruce Beta	Read-Only User	Active
<input type="checkbox"/>	dyonk	Darlene Yonkers	Full-Access User Group 1	Active
<input type="checkbox"/>	madame	Donna Vernick	No-Login User	Active
<input type="checkbox"/>	test9	Ian Test-User9	Template-Only User	Active
<input type="checkbox"/>	johnnymw	John McWonderman	Read-Only User	Active
<input checked="" type="checkbox"/>	mfink	Michael Fink	Read-Only User Group 1	Active
<input type="checkbox"/>	mnocito	Mike Nocito	Full-Access User	Active
<input type="checkbox"/>	rsmith	Roger Smith	Full-Access User Group 1	Active
<input type="checkbox"/>	testme6	Test User6	Full-Access User	Active
<input type="checkbox"/>	testme2	Testme Again	Read-Only User Group 1	Active
<input type="checkbox"/>	testme	Testme User	Full-Access User Group 1	Active
<input type="checkbox"/>	twilliams	Tom Williams	Full-Access User	Active
<input type="checkbox"/>	vic Yuri	Victor Yurikovchieski	Read-Only User	Active

Another option is that you can choose **None** as a Role Model, which removes a Role Model from the selected User(s).

Copy Permissions

From: Users Role Models Assign Role Model

Role Models:

Please choose the Role Model from above whose permission is to be copied to users.

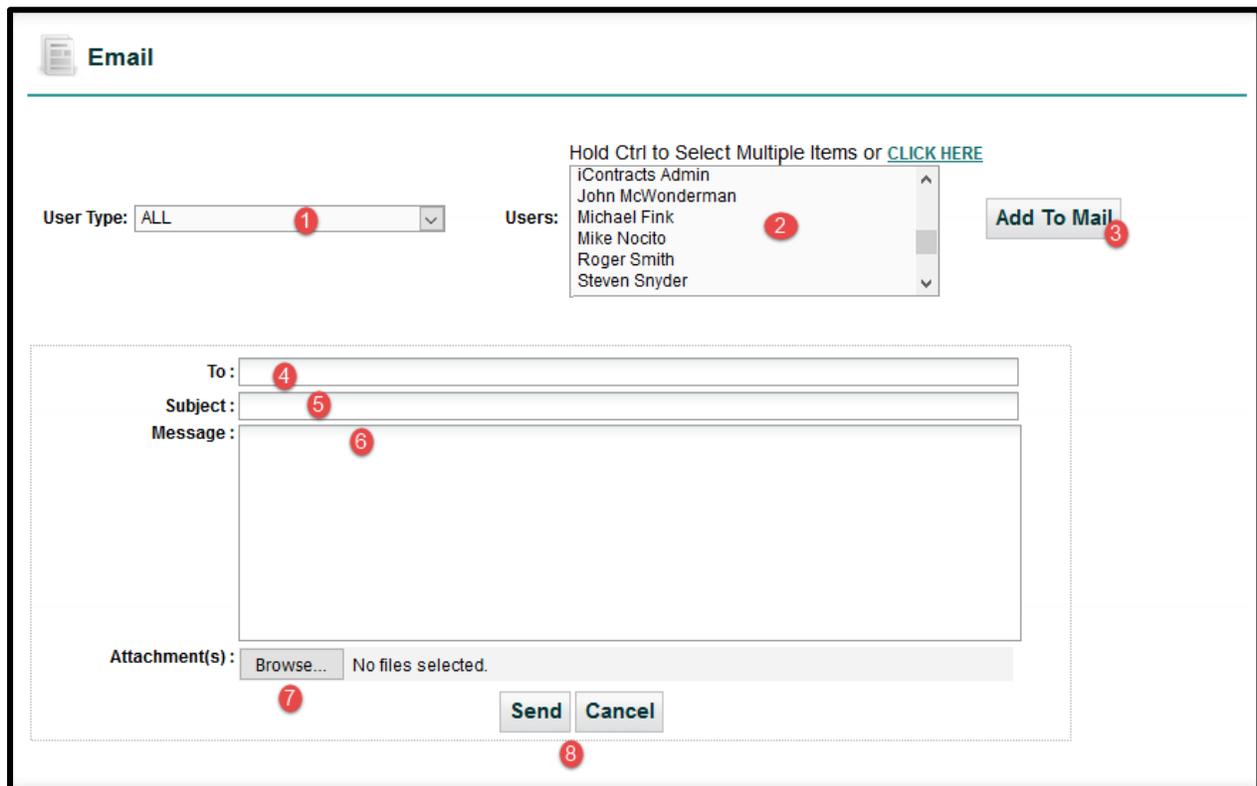
Please choose the Role Model from above to associate with the selected user(s).

Sending Emails from within Manage Users

This function allows System Administrators to send an email to all or select active Users within UCM, separate from their Company Email System (such as Outlook) and separately from emailing within a Contract Container. This is a good way to notify UCM Users of an update or enhancement to UCM.



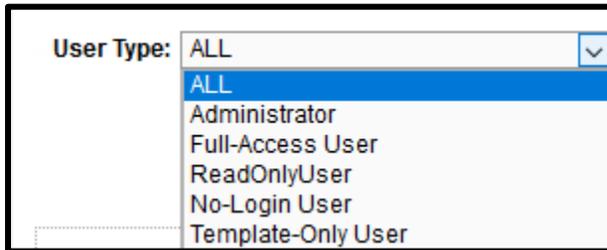
Click on “*Message Users*” to open the Email window. There are several parts to this screen as explained below:



1. User Type	Filters the list of users available to email.
2. Users List	Users listed which are selected in one of two ways.
3. Add To Mail button	Inserts email addresses into the To: field.
4. To: line	Where you can type email addresses directly or have them inserted from the Users List.
5. Subject: line	Where you type the email subject.
6. Message Area	Where you type the email message.
7. Attachment(s) Browse button	Brings up a File Explorer window to select any attachments to include with the email.
8. Send/Cancel buttons	Send the email or cancel the email.

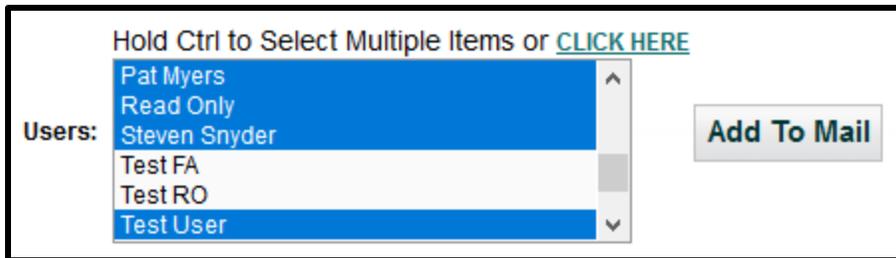
Sending an Email

User Type acts as a filter so you can select users by their UCM *Access Rights*. This makes it easier to choose which users should receive the email when sending to a large group.

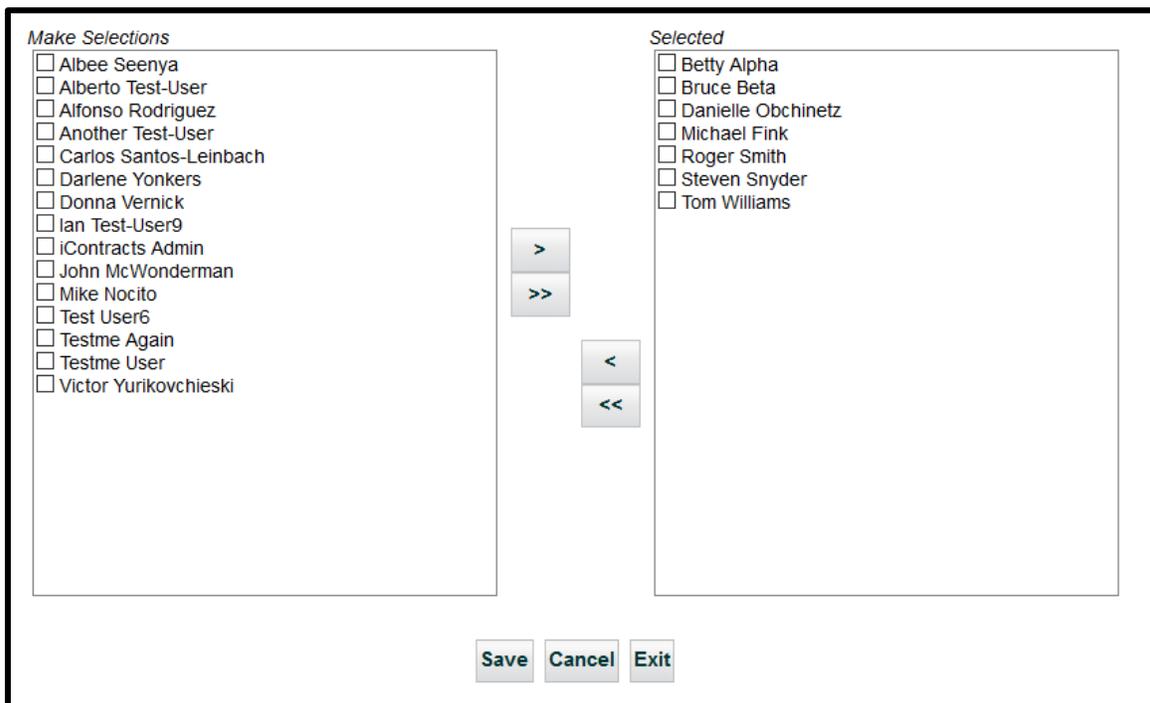


A screenshot of a dropdown menu labeled "User Type:". The menu is open, showing a list of user types: ALL (highlighted), Administrator, Full-Access User, ReadOnlyUser, No-Login User, and Template-Only User.

Users are selected by either holding the [Ctrl] key while selecting multiple users, or by clicking on the [CLICK HERE](#) link to bring up the two-column *Selection Box*, which is similar to selecting Columns in the Contract Grid. *Remember, only Active Users are listed here.*



A screenshot of a "Users:" selection box. It features a list of users: Pat Myers, Read Only, Steven Snyder, Test FA, Test RO, and Test User. The "Read Only" and "Test User" entries are highlighted in blue. Above the list is the text "Hold Ctrl to Select Multiple Items or [CLICK HERE](#)". To the right of the list is a button labeled "Add To Mail".



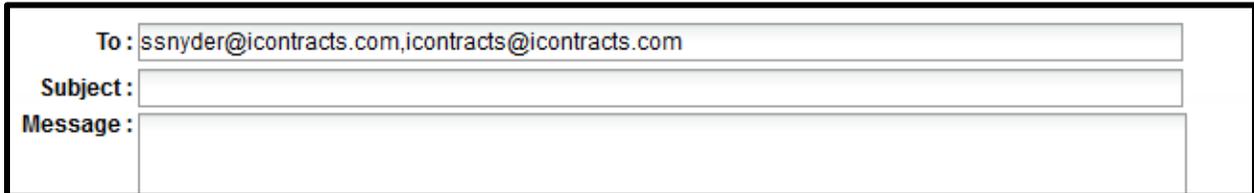
A screenshot of a "Selection Box" dialog. It is divided into two columns: "Make Selections" on the left and "Selected" on the right. The "Make Selections" column contains a list of 16 user names, each with an unchecked checkbox. The "Selected" column contains a list of 6 user names, each with an unchecked checkbox. Between the columns are four arrow buttons: a right arrow (>), a double right arrow (>>), a left arrow (<), and a double left arrow (<<). At the bottom of the dialog are three buttons: "Save", "Cancel", and "Exit".

Use the > or » and « or < buttons to move user names across columns. Click **Save** to accept your selections and return to the message window.

Add To Mail Button

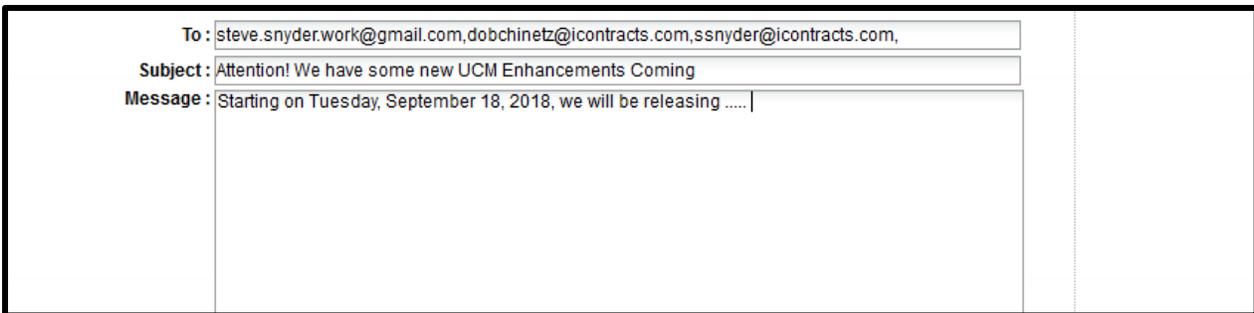
This inserts the selected users' email addresses into the To: field.

You can also *manually* type email address directly into this box. Email addresses are separated by a **comma without spaces**.



A screenshot of an email composition form. The 'To:' field is populated with the email addresses 'ssnyder@icontracts.com,icontracts@icontracts.com'. The 'Subject:' and 'Message:' fields are empty.

Type your **Subject** and **Message** into their appropriate fields. This is done like you would for any email.



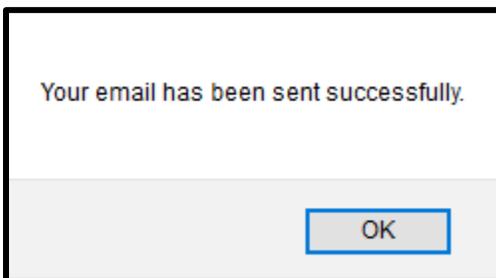
A screenshot of a completed email form. The 'To:' field contains 'steve.snyder.work@gmail.com,dobchinetz@icontracts.com,ssnyder@icontracts.com,'. The 'Subject:' field contains 'Attention! We have some new UCM Enhancements Coming'. The 'Message:' field contains 'Starting on Tuesday, September 18, 2018, we will be releasing |'.

Attachments

If you want to add any attachments, click on the **Browse...** button and select your document(s) from the File Explorer window. Multiple files are selected by hold the [Ctrl] key while selecting multiple documents.

Sending the message.

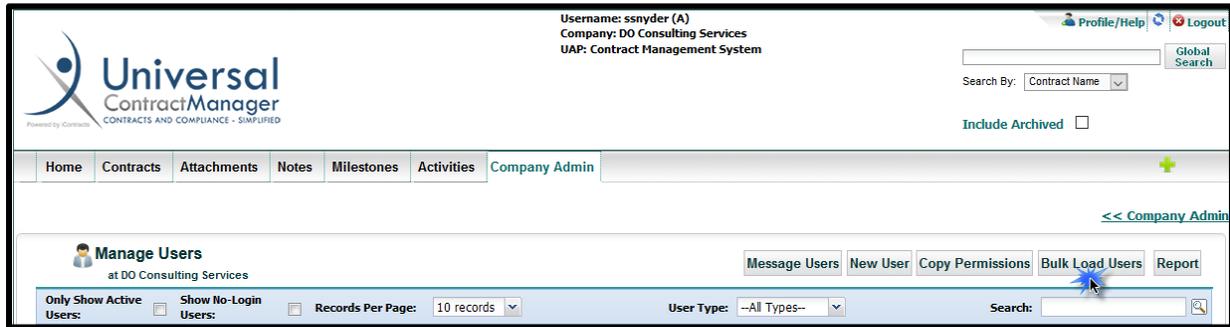
Click on the **Send** button to send your email message.



Click on the **OK** button to acknowledge this message and return to the *Manage Users* screen.

The Users see their email in the Company email application like any other email they would receive.

Bulk Loading New Users



It is recommended that you first contact iContracts to setup an **Excel CSV** file to list the New User data to be uploaded into UCM. Unlike the Bulk Loader, this program currently *cannot edit* existing user information.

In addition, you may need to purchase from iContracts additional *Users Licenses* to enable your system to accommodate the increase in the number of Concurrent Users with access to UCM. Therefore, the following spreadsheet is only an example of what is involved in this setup and we highly recommend that you contact your iContracts Support Specialist or Sales Representative for further assistance and pricing for adding additional users with access to UCM.

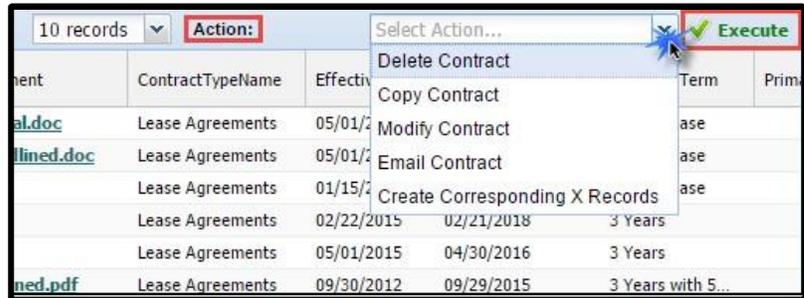
User Bulk Load Template Sheet (need to eliminate ALL headings and get rid of blank lines that are bordered prior to Bulk Load, as well as Save As MS-DOS CSV format)												
1	2	3	4	5	6	7	8	9	10	11	12	13
FirstName	LastName	Username	E-mailaddress	UserType	RoleModel	Dept-Div	ShareViews	Add/Edit/DeleteViews	AutoCreateActivities	AutoCreateMilestones	ReportfromViews	DeleteContract
Hints				<i>select from drop-down</i>			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Sample	Line			Full-Access User			Y	Y	Y	Y	Y	N

Careful!												
				If 'YES', then ALL Library Items are visible until changed by Admin			Examine These for Company Setup			These are all part of the Actions Usually only given to Admins at startup		
UseTemplates	Active	Password	PasswordChangeRequired	TimeZone	AllowDocumentLibraryUse	AllowEditNote	ShowAllHistory	CopyAction	ModifyAction	EmailAction	CreateCorrAct	
Y/N	Y/N	Y/N	Y/N	<i>Select From Drop-Down</i>	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
N	N	Welcome01	Y	Eastern Standard Time	Y	Y	N	N	N	N	N	N

part of the Actions Usually only given to Admins at startup			OBJECT(s) Allowed <i>ex: Contract Management System Policies Legal Claims</i>				Default Object
ModifyAction	EmailAction	CreateCorrAction	UCOlist				DefaultUCO
Y/N	Y/N	Y/N	Object Name as defined in system separated by pipe ()				Object Name
N	N	N	Contract Management System				Contract Management System

Using Contract Actions

Contract Actions include the ability to delete, copy, or modify a contract or selection of multiple contracts simultaneously. Users that are given permission in the system to do so have rights to these actions. They can also send a blanket email using an email field, or upload/create the same document/Activity/Milestone/Note within multiple contracts. All contract actions are recorded in the History Tab for auditing purposes.



Delete Selected

In order to **Delete** a contract, the permission to do so must first be given in the User setup. Deleting a contract is a right that you should only give to a select few, as once you delete a contract from your system, it cannot be retrieved. However, by design, this action is not something that could easily happen accidentally.

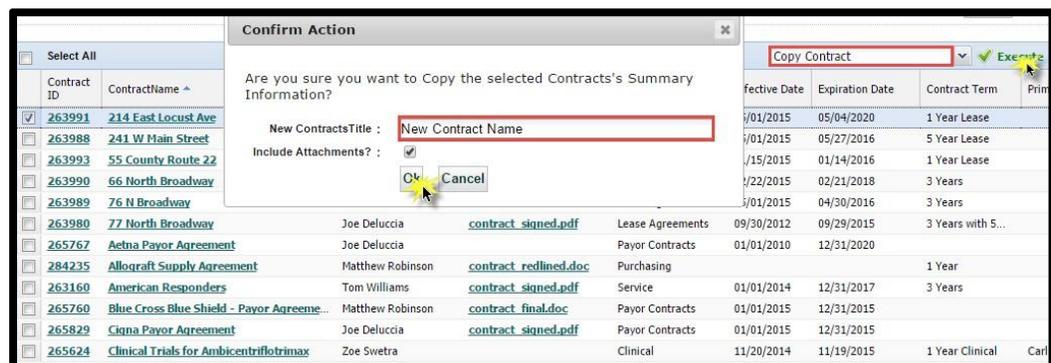
To delete a contract, select the contracts that you would like permanently removed from your system. Then choose the drop-down indicator in the Contract Actions area at the top right of the grid. Select **Delete Contract** from the list of available Contract Actions. Then **Execute** the action.



Once the Delete Contract Action has been Executed, you will receive a **Confirm Action** popup asking to confirm that the contracts selected should be deleted. Click **Ok** to remove those contracts permanently and the system will confirm, with another popup, the number of contracts affected.

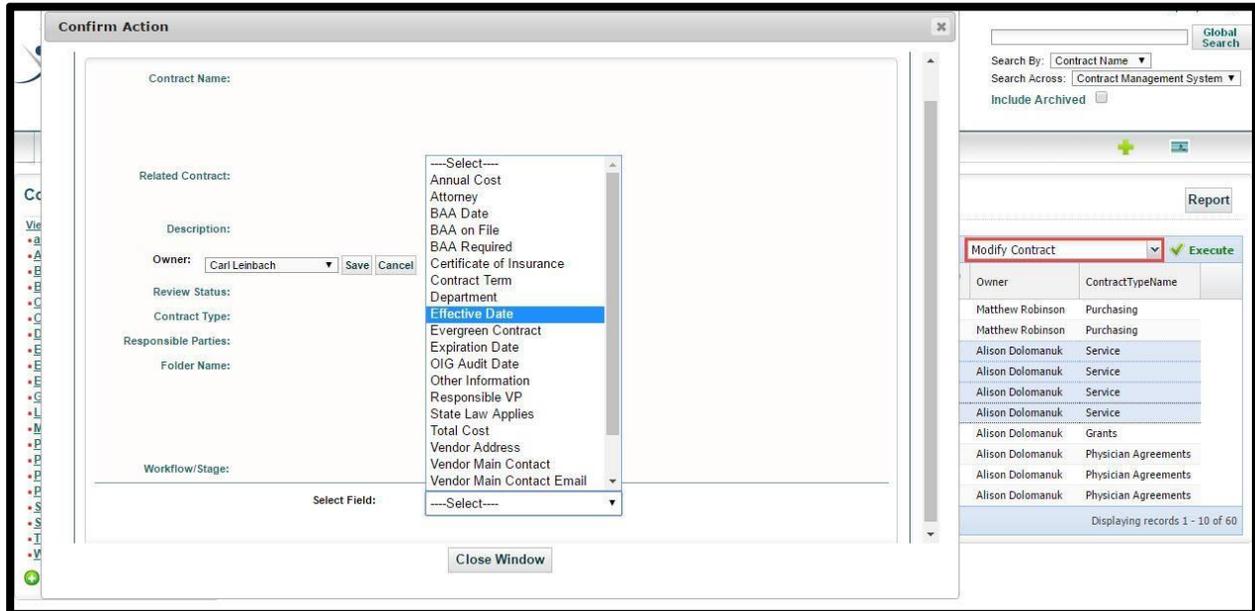
Copy Contract

Select the **Copy Contract** Action from the list of available Actions to copy the Data from one contract to create a new record in the system. You also have the option to copy the documents from the original contract.



Modify Contract

The **Modify Contract** action allows you to change common data fields across multiple contracts without entering each one individually. Once you select contracts then execute Modify Contract, all of the fields that the contracts have in common will populate in the Modify Interface. From here, you change the data in those contracts to the same value at once.



✎ **Tip:** This makes it easy to transfer ownership of a set of contracts, or change common dates, without needing to download and then run the Bulk Loader.

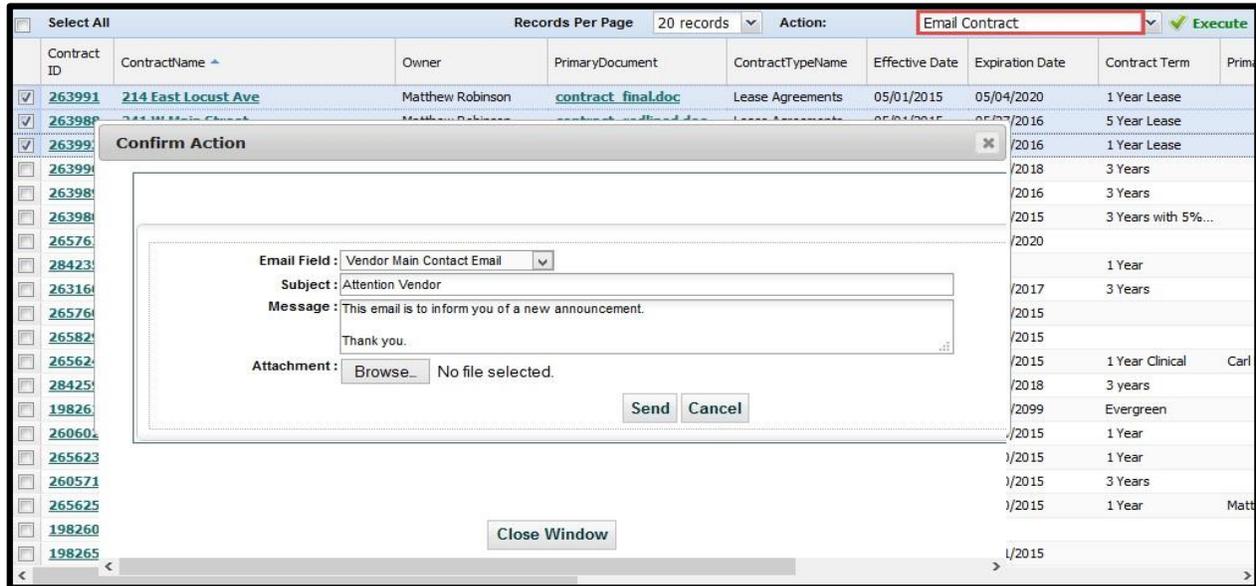
✎ **Tip:** The Bulk Loader is still the best tool for changing *multiple* data points at the same time and for changing different Workflows and different Stages (two options not available with this action).

From the Modify Contract interface, select the data you are going to change across all the contracts selected in your grid. There will be a **Save** button for each item. Once you save your work, you may move on to the next data point or leave this area with the X at the top right or the **Close Window** button at the bottom.

- **Note:** **Full-Access Users** can only select **up to 25 contracts** to modify at once. **Admins** can modify an unlimited number of contracts.

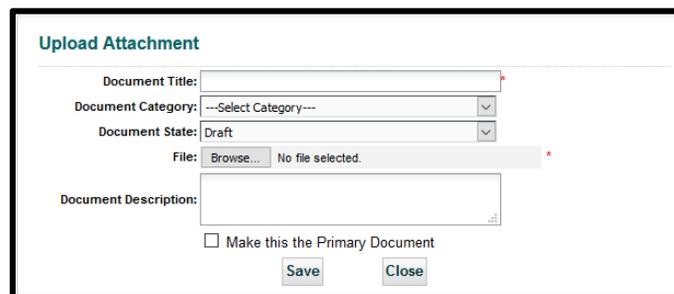
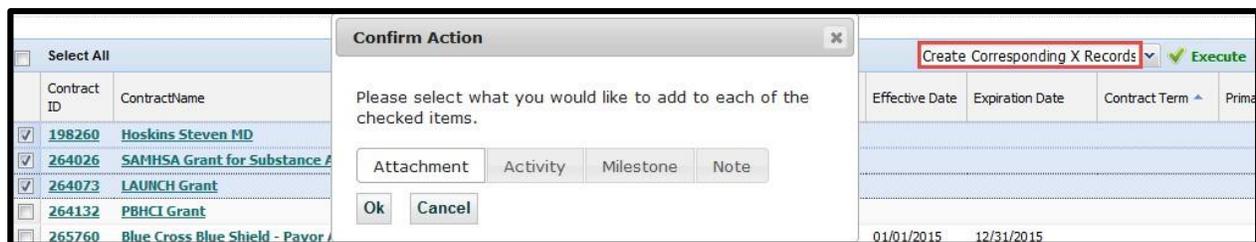
Email Contract

This action allows you to send the same email to multiple recipients using an *Email field* from within the contract Summary tab. In this example, an announcement to multiple vendors, using the field Vendor Main Contact Email, will be generated. In addition, an *Attachment* could be included as well. Click **Send** to create the emails, then click **Close Window** to exit.



Create Corresponding X Records

Choosing this action will prompt you to add the same *Attachment, Activity, Milestone, or Note* to a set of contracts. Once you select one of these four options and click OK, the corresponding interface will appear. You enter the information the same way as with any single Contract Container.



Adding the Same Attachment to Multiple Contracts at Once

Role Models

The screenshot shows a table of Role Models and a navigation menu. The table lists several role models with their descriptions and creation dates. A blue arrow points from the 'Role Models' menu item to the table.

RoleModelName	RoleModelDescription	CreatedOn	
Accountants	Acct. Dept. Staff	01/12/2017	01/12/2017
Attorneys	Legal Dept. Staff	01/12/2017	01/12/2017
Executives	CEO, CIO, MEDICAL DIRE...	01/12/2017	01/12/2017
New Role Mode	testing for ticket 2503	02/09/2017	02/09/2017
Test It Good	role model for final testing ...	02/09/2017	02/09/2017
Testing		02/01/2017	04/25/2017

Company Administration

- Account Info
- Manage Users
- Role Models**
- Security and History Reports
- Contract Administration
- Settings
- Object Administration

Role Models are a saved set of permissions that you can apply quickly to multiple users without having to set them up on an individual basis. These are used to set up a group of permissions and security settings on folders or groups of folders, as well as which functions in the system will be visible for the users assigned to that Role Model.

Setting up Role Models

Click on the **New Role Model** icon in the top right corner. In this example, admin ssnyder is creating a Role Model called *Facilities*, and will be using this “saved setting”, or Role Model, to limit anyone assigned to this Role Model to view only the contents of the Facilities folder, along with a few other settings on the Contract Ribbon. This example will show how detailed the security settings in both Role Models and User Permissions can be set.

The screenshot shows the 'New Role Model' form in the Universal Contract Manager system. The form is titled 'New Role Model' and has a 'Role Name' field containing 'Facilities' and a 'Description' field containing 'Settings for Facilities Admin - Governs folders that are visible and other permissions for users in this department.' There are 'Save' and 'Cancel' buttons at the bottom right of the form.

Username: ssnyder (A)
Company: iContracts Nursing Home
UAP: Contract Management System

Search By: Contract Name
Search Across: Contract Management System
Include Archived

Home | Contracts | Attachments | Notes | Milestones | Activities | **Company Admin** | +

[Role Models](#)

New Role Model

Role Name:

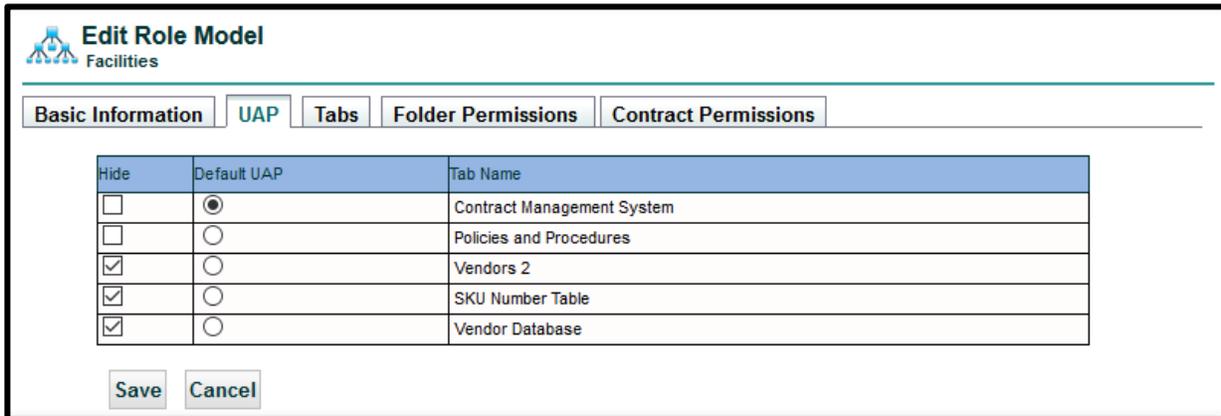
Description:

Save Cancel

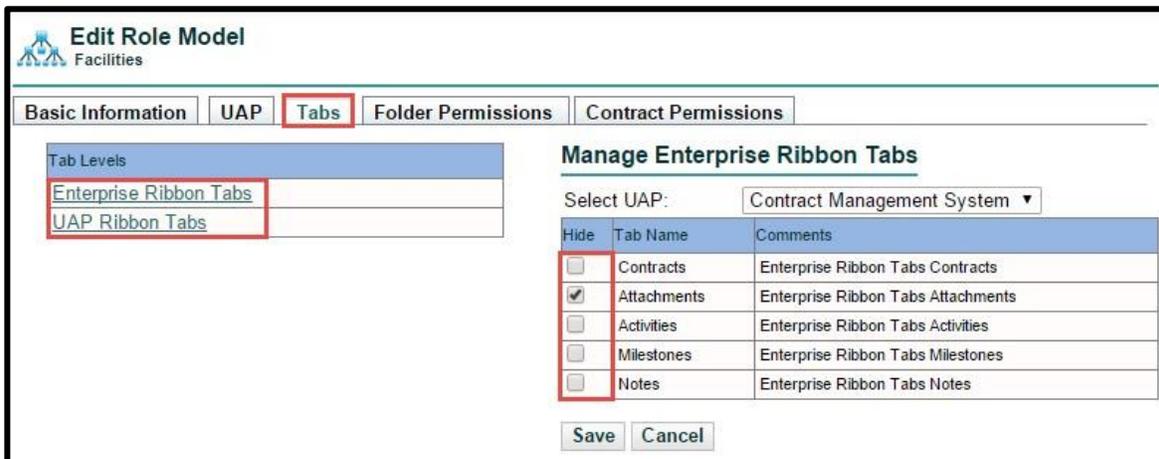
After clicking the **Add New Role Model** link, name and describe (Description is optional) the new Role Model you are creating.



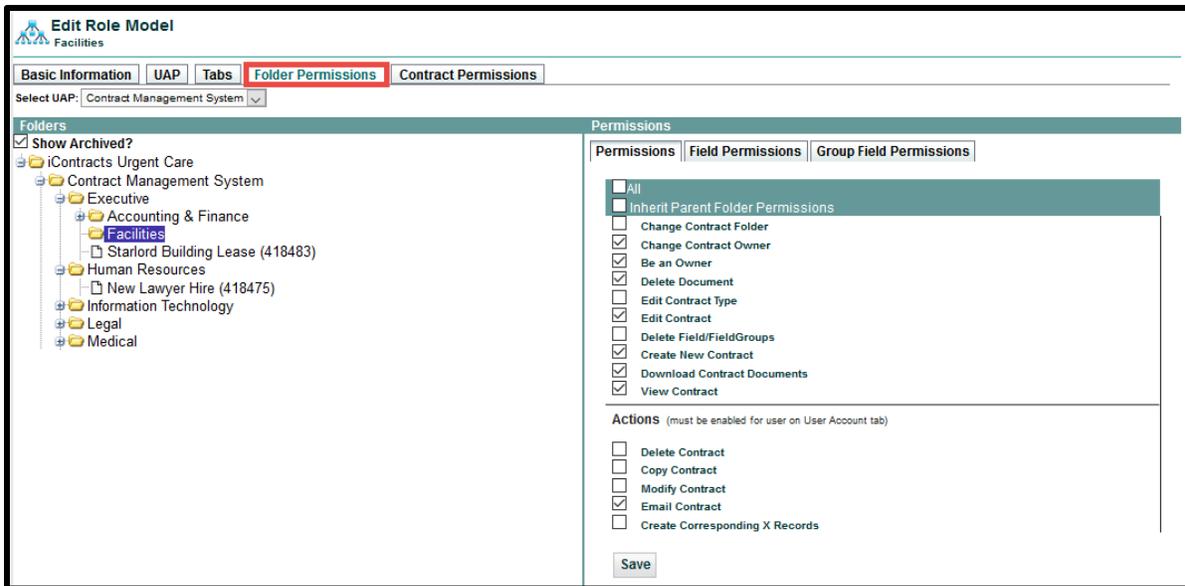
After clicking the **Save** button, a new ribbon appears along with the buttons for **[Security/Visibility]** *Contract Types*, *Templates*, *Library Items*, **[New Contracts]** *Contract Types Allowed*, and *Workflows Allowed*, giving Users in the Role Model access to specific settings. Each section will have its own options, as shown on the following pages (very similar to setting individual User Permissions).



If Applicable: **UAP** or **Universal Application Platform** sets the *Default UAP*. You can also restrict a User from accessing the contents of another Object if your company has purchased multiple modules.



Within the **Tabs** Tab, you can select which, if any, Ribbon Tabs the User will be *unable* to see. Click on either *Enterprise Ribbon Tabs* or *UAP Ribbon Tabs* to display which set of tabs you want to manage.



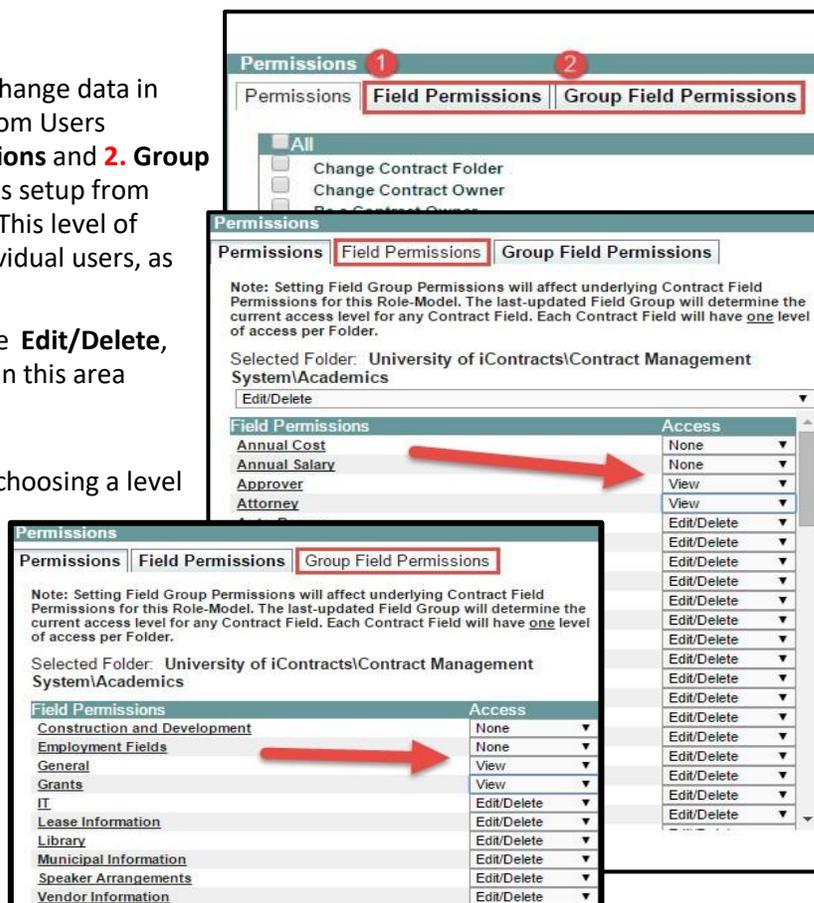
Folder Permissions are configured the same way as described in the New Users [Defining Folder](#) Permissions section.

Field and Field Group Permissions

Admins can restrict Users' ability to change data in specific fields or hide certain fields from Users entirely by using the **1. Field Permissions** and **2. Group Field Permissions** tabs. This security is setup from within the *Folder Permissions Area*. This level of permissions are configurable for individual users, as well as Role Models.

The options for access to this area are **Edit/Delete**, **View**, and **None**. Setting permissions in this area will apply only to the folder chosen.

In the Group Field Permissions area, choosing a level of permission will carry the value over to the individual fields within that field group in the Field Permissions Area.



Contract Permissions

The **Contract Permissions** tab allows you to hide documents and fields from a User(s) for a specific Contract. After selecting the specific Contract, choose whether you are hiding the *Attachment Permissions* or the *Fields Permissions*. See the two examples below.

The screenshot displays the 'Edit Role Model' interface for 'Facilities'. The 'Contract Permissions' tab is selected. The 'Attachment Permissions' sub-tab is active, showing a list of documents. A dropdown menu for the 'Sample Contract Form.docx' document is open, with 'Invisible' selected. A second window shows the 'Fields Permissions' sub-tab active, with a dropdown menu for the 'Vendor ID' field open, with 'None' selected.

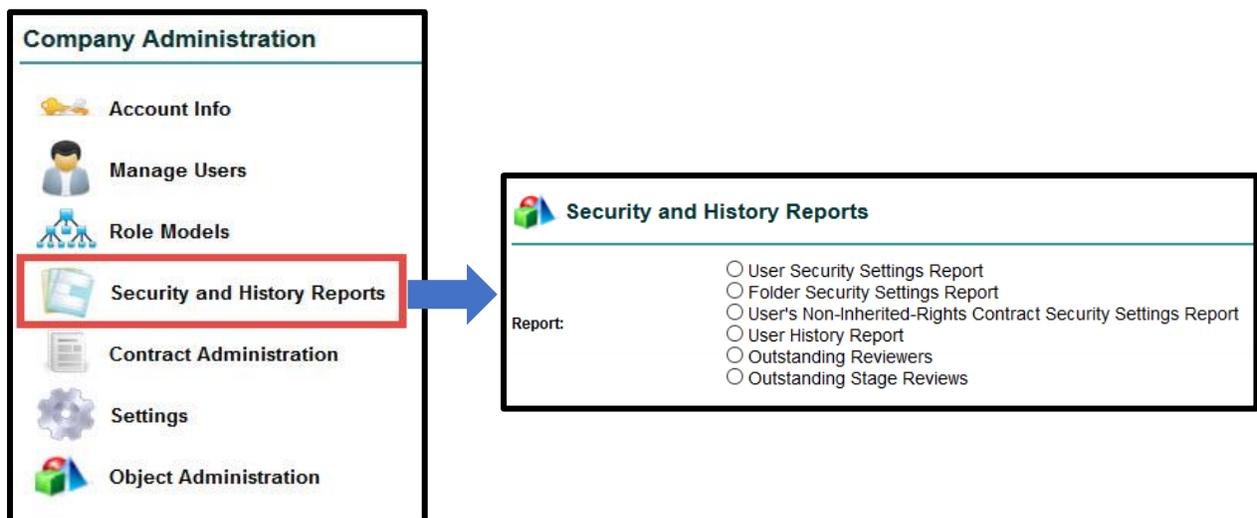
Attachment Permissions	Fields Permissions
<input type="checkbox"/> All	<input type="checkbox"/> All
Common Contract Fields	Common Contract Fields
Patient Insurance Plans	Patient Insurance Plans
Vendor ID	Vendor ID
Vendor Type	Vendor Type

Security and History Reports

These Admin only reports will allow you to view different user-specific logs such as which users have access to a given folder or what is the history of a specific user(s) within a date range. These reports should make it easier for Admins to work with security and fix potential issues with user permissions.

To run one of these reports, navigate to the Company Admin → Click on the link for **User and Folder Security Reports** → then use the radio buttons to choose which type of report you would like to run

A dropdown list will appear for you to choose the User or the Folder (depending on which report you run) you would like to report on.



Once you select the type of report you would like to run and which User or Folder to run it on, click on the **Execute Report** button and this information will be downloaded to a CSV file you view in Excel.

User Security Settings Report

This **Security Settings Report** will generate a specific user's security settings as defined in Manage Users.



Security and History Reports

Report:

- User Security Settings Report
- Folder Security Settings Report
- User's Non-Inherited-Rights Contract Security Settings Report
- User History Report
- Outstanding Reviewers
- Outstanding Stage Reviews

Users:

Execute Report

The X's indicate that this user is given the corresponding permissions in a folder. In this example, the report was run for Read-Only user, so only their permissions are checked. A Full-Access user would have more columns containing an X, an Administrator all columns checked with an X (in most cases).

FolderName	InheritParentFolderPermissions	ChangeContractFolder	ChangeContractOwner	BeaContractOwner	DeleteDocument	EditContractType	EditContract	CreateNewContract	DownloadCo
Company: iContracts Urgent Care									
Security Settings as of: 9/21/2018									
User: Mary Holman									
User Type: ReadOnlyUser									
Role Model:									
iContracts Urgent Care\Contract Management System									
.\Executive	X								
.\Executive\Accounting & Finance	X								
.\Executive\Accounting & Finance\Vendor Management	X								
.\Executive\Facilities	X								
.\Human Resources	X								
.\Information Technology				X					X
.\Legal	X								
.\Medical	X								
.\Medical\Lab Techs	X								
.\Medical\Nurses				X					X
.\Medical\Physician Assistants	X								
.\Medical\Physicians	X								
.\Testing				X					X
.\Testing\Special Forces	X			X					X
.\Testing\Special Forces\Test 1	X			X					X
.\Testing\Special Forces\Test 2	X			X					X
.\Testing\Special Forces\Test 3	X			X					X

- **Read Only Users assigned to a Role Model:** permissions are controlled by the Role Model so the columns showing an X may not apply to the actual user.

User Security Report

Please Note: Permissions for Users who have a Role Model show the rights as set up in the Role Model; therefore Read-Only Users may show more X's than their User Type actually allows.

Company: iContracts Urgent Care
Security Settings as of: 10/3/2017

FolderName

User: Mary A-User
User Type: ReadOnlyUser
Role Model: Test It Good



Folder Security Settings Report

This **Security Settings Report** will generate a list of all users who have access to this selected Folder.



Security and History Reports

Report:

- User Security Settings Report
- Folder Security Settings Report
- User's Non-Inherited-Rights Contract Security Settings Report
- User History Report
- Outstanding Reviewers
- Outstanding Stage Reviews

Folders:

Execute Report

1	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Folder Security Report												
2	Please Note: Permissions for Users who have a Role Model show the rights as set up in the Role Model;												
3	therefore Read-Only Users may show more X's than their User Type actually allows.												
4													
5	Company: iContracts Urgent Care												
6	Folder: ..\MedicalNurses												
7	Security Settings as of: 9/21/2018												
8													
9	FirstName	LastName	UserName	UserType	RoleModel	InheritParentFolderPermissions	ChangeContractFolder	ChangeContractOwner	BeaContractOwner	DeleteDocument	EditContractType	EditContract	CreateN
10	Albert	Administrator	iconadmin	Administrator	X		X	X	X	X	X	X	X
11	Carolyn	Harvey	charvey	Read-Only User	X								
12	Danielle	Smith	danielle	Administrator	X		X	X	X	X	X	X	X
13	demo	readonly	dreadonly	Read-Only User	X								
14	Henrietta	Chicken	chickenlittle	Template-Only User			X	X	X	X	X	X	X
15	Ian	Goodenough	iangoood	Full-Access User					X	X	X	X	X
16	Mary	Holman	holmamn	Read-Only User					X				
17	Nathaniel	Woodsman	nwood	Full-Access User	X				X	X	X	X	X
18	Rocky	Balboa	rbalboa	Full-Access User	X		X	X	X	X	X	X	X
19	Rudolph	Robinson	rrobinson	No-Login User	X								
20	Steven	Snyder	ssnyder	Administrator	X		X	X	X	X	X	X	X
21	testtest	testest	test1234	Read-Only User	X								
22													
23													
24													
25													

Each X indicates what each user's permission have been granted for the selected folder (*cell formatting is shown for emphasis only*).

- **Read Only Users assigned to a Role Model:** permissions are controlled by the Role Model so the columns showing an X may not apply to the actual user.

User's Non-Inherited-Rights Contract Security Settings Report

This report shows a user's permission for a contract that was changed to NOT inherit the parent folder's permissions. Generally, if a folder is given permission based on whether it has **Inherited Parent Folder Permissions**, then all the contracts within that folder has been given the same permissions. If, however, you drill down into individual contracts and change a permission separately from the folder, then you can run this report to show which contracts were affected by this action.



Security and History Reports

Report:

- User Security Settings Report
- Folder Security Settings Report
- User's Non-Inherited-Rights Contract Security Settings Report
- User History Report
- Outstanding Reviewers
- Outstanding Stage Reviews

Users:

Rocky Balboa ▼

Execute Report

Each contract in this list shows an **X** for an active permission. You can format the Excel file to better suit your needs.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	User's Non-Inherited-Rights Contract Security Settings Report														
2															
3	Company: Contracts Urgent Care														
4	Security Settings as of: 9/21/2018														
5															
6	ContractName	ChangeContractFold	ChangeContractDirve	BeaContractDirve	DeleteDocument	EditContractType	EditContract	CreateNewContract	DownloadContractDocument	ViewContract	DeleteContract	CopyContract	ModifyContract	EmailContract	CreateCorrespondingXF
7															
8	User: Rocky Balboa														
9	User Type: Full-Access User														
10	Role Model:														
11															
12	Radiologist on Staff (542181)			X	X			X	X	X	X	X		X	X
13															
14															
15															

User History Report

The **User History Report** shows a list all activities within a specific time period for either *All Users* or *one specific User* as selected from a drop-down list.

1. Select “All Users” or select just one User.
2. Select **Start Date** and **End Date** (30 days or 90 days maximum).
3. Click **Validate Criteria** button to verify correct date range.

Once the date range has been validated, the “*Validate Criteria*” button becomes the “*Execute Report*” button.

4. Click the **Execute Report** button to continue. The resulting report lists the selected user(s) in chronological order, by *History Date*, starting with the most recent event.

HistoryDate	ContractID	ModifiedBy	FieldComment
8/31/2018 5:30	418468	Albert Administrator	Alert Notification Message Sent To User : Albert Administrator
8/26/2018 5:30	418468	Albert Administrator	Alert Notification Message Sent To User : Albert Administrator
8/24/2018 15:39	542415	Albert Administrator	Contract Management System: 542415 Contract was accessed at 08/24/2018 3:39:28 PM
8/24/2018 15:38	480030	Albert Administrator	Contract Management System: 480030 Contract was accessed at 08/24/2018 3:38:47 PM
8/24/2018 15:39	478668	Albert Administrator	Contract Management System: 478668 Contract was accessed at 08/24/2018 3:39:00 PM
8/24/2018 15:39	462434	Albert Administrator	Contract Management System: 462434 Contract was accessed at 08/24/2018 3:39:14 PM
8/24/2018 10:37	418478	Albert Administrator	Contract Management System: 418478 Contract was accessed at 08/24/2018 10:37:39 AM
8/19/2018 6:23	574281	Albert Administrator	Contract Management System: 574281 Contract was accessed at 08/19/2018 6:23:04 AM
8/19/2018 6:23	570315	Albert Administrator	Contract Management System: 570315 Contract was accessed at 08/19/2018 6:23:18 AM
8/16/2018 9:08	570315	Albert Administrator	Contract Management System: 570315 Contract was accessed at 08/16/2018 9:08:44 AM
9/10/2018 14:41	542415	Carolyn Harvey	Contract Management System: 542415 Contract was accessed at 09/10/2018 2:41:28 PM
9/10/2018 14:41	542415	Carolyn Harvey	Assignees Email sent for Stage changed from Draft to Vendor Review for WorkflowTemplate Vendor Management
9/10/2018 14:41	542415	Carolyn Harvey	Stage Forward from Draft to Vendor Review after 167 days
8/31/2018 5:30	418468	Danielle Smith	Alert Notification Message Sent To User : Danielle Smith
8/31/2018 5:30	570315	Danielle Smith	Alert Notification Message Sent To User : Danielle Smith
8/26/2018 5:30	418468	Danielle Smith	Alert Notification Message Sent To User : Danielle Smith
8/24/2018 15:42	583179	Henrietta C	Assignees Email sent for Stage changed from D to Draft for WorkflowTemplate HR Review
8/24/2018 15:42	583179	Henrietta C	Created (Attachment), Attachment Name : Introduction To Document Title, File Name: Physician Agreements.pdf, Attachment Id: 1048144, Include In Total: false, Document Folder: Docum
8/24/2018 15:42	583179	Henrietta C	Added field with value (Forever, or at least until the show is canceled.)

Outstanding Reviewers

This report is used to view all contracts that have reviewers set up and you want to find those reviewers who have not yet approved or rejected their assigned contracts.



Security and History Reports

Report:

- User Security Settings Report
- Folder Security Settings Report
- User's Non-Inherited-Rights Contract Security Settings Report
- User History Report
- Outstanding Reviewers
- Outstanding Stage Reviews

Execute Report

Click on the **Execute Report** button to generate the report to an Excel spreadsheet for further analysis.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Outstanding Reviewers Report																
2	Report as of: 9/21/2018																
3																	
4	ContractID	ContractName	UserName	ContractStatus													
5																	
6	419720	Housekeeping Supplies PO	Albert Administrator	Not Reviewed													
7																	
8	443734	Dr. Benjamin Franklin	Albert Administrator	Not Reviewed													
9																	
10	450607	New Vendor Contract	Albert Administrator	Not Reviewed													
11	450607	New Vendor Contract	Test N.L. User	Not Reviewed													
12	450607	New Vendor Contract	Danielle Smith	Not Reviewed													
13	450607	New Vendor Contract	Jane Doe	Not Reviewed													
14																	
15	471810	Bank 10	Albert Administrator	Not Reviewed													
16																	
17	471913	Bank 113	Al B. Seenya	Not Reviewed													
18																	
19	472469	A New Vendor July 25 2017	Albert Administrator	Not Reviewed													
20																	
21	524406	Dr. Quincy Smith	Peter Jones	Not Reviewed													
22																	

Outstanding Stage Reviews

This report is used to view all contracts that have a **Stage Approval** still in a *“Pending”* status. These Stage Approvals were set up under the Stage Configuration for Workflow Template Administration.



Security and History Reports

Report:

- User Security Settings Report
- Folder Security Settings Report
- User's Non-Inherited-Rights Contract Security Settings Report
- User History Report
- Outstanding Reviewers
- Outstanding Stage Reviews

Execute Report

Click on the **Execute Report** button to generate the report to an Excel spreadsheet for further analysis.

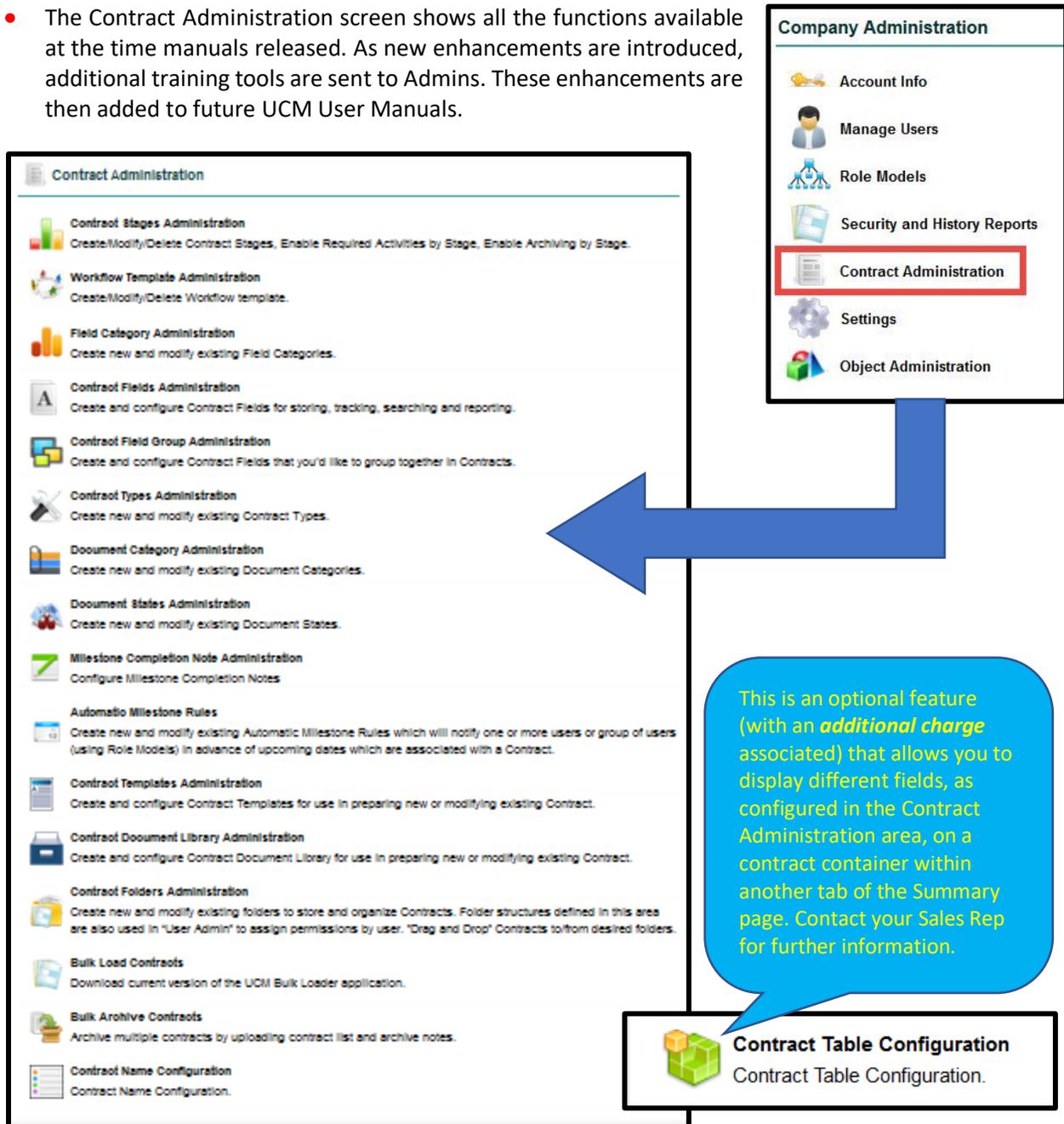
	A	B	C	D	E	F	G	H	I	J	K
1	Outstanding Stage Reviewers Report										
2	Report as of: 9/21/2018										
3											
4	ContractId	ContractName	UserName	EmailId	ApproverName	WorkflowName	StageName	DaysInCurrStage	ApprovalStatus	Notes	
5	418468	Aetna Patient Insurance	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Vendor Management	Department Review	357	PENDING		
6	418468	Aetna Patient Insurance	rrobinson	steve.snyder.work@gmail.com	Rudolph Robinson	Vendor Management	Department Review	357	PENDING		
7	418468	Aetna Patient Insurance	danielle	dobchinetz@icontracts.com	Danielle Smith	Vendor Management	Department Review	357	PENDING		
8	418477	Office Max Services Contract	ssnyder	ssnyder@icontracts.com	Steven Snyder	Vendor Management	Department Review	617	PENDING		
9	418477	Office Max Services Contract	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Vendor Management	Department Review	617	PENDING		
10	418477	Office Max Services Contract	rrobinson	steve.snyder.work@gmail.com	Rudolph Robinson	Vendor Management	Department Review	617	PENDING		
11	418477	Office Max Services Contract	danielle	dobchinetz@icontracts.com	Danielle Smith	Vendor Management	Department Review	617	PENDING		
12	418482	Snow Removal	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Vendor Management	Department Review	617	PENDING		
13	418482	Snow Removal	pmyers	ssnyder@icontracts.com	Pat Myers	Vendor Management	Department Review	617	PENDING		
14	418482	Snow Removal	rrobinson	steve.snyder.work@gmail.com	Rudolph Robinson	Vendor Management	Department Review	617	PENDING		
15	418482	Snow Removal	danielle	dobchinetz@icontracts.com	Danielle Smith	Vendor Management	Department Review	617	PENDING		
16	471809	Bank 9	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Standard WF	Department Review	3	PENDING		
17	471816	Bank 16	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Standard WF	Department Review	3	PENDING		
18	471839	Bank 39	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Standard WF	Department Review	3	PENDING		
19	471888	Bank 88	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Standard WF	Department Review	3	PENDING		
20	472469	A New Vendor July 25 2017	ssnyder	ssnyder@icontracts.com	Steven Snyder	Vendor Management	Department Review	423	PENDING		
21	524406	FLY EAGLES FLY!	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Standard WF	Department Review	2	PENDING		
22	526474	A Vendor 4 Testing on Jan. 25, 2018	ssnyder	ssnyder@icontracts.com	Steven Snyder	Vendor Management	Department Review	239	PENDING		
23	526474	A Vendor 4 Testing on Jan. 25, 2018	iangood	steve.snyder.work@gmail.com	Ian Goodenough	Vendor Management	Department Review	239	PENDING		

Contract Administration

Contract Administration is the largest area in the Company Admin. This is the “backbone” to the UCM System, where you set up the organization and structure for Contract Containers, such as Stages, Workflows, and Types. You create Fields and Field Groups. You identify Document Types and States, create Milestones, Templates, Libraries, and most importantly, the Folders.

Upon implementation, the System Administrators are provided with training to help organize the system before diving in. Each section here will be discussed in detail on the following pages.

- The Contract Administration screen shows all the functions available at the time manuals released. As new enhancements are introduced, additional training tools are sent to Admins. These enhancements are then added to future UCM User Manuals.



Contract Stages Administration

The **Contract Stages Administration** is the area where Workflow Stages in the system are defined. If you do not define the stage in this area first, then it will not be an option to use in a Workflow.

The screenshot shows the 'Contract Stages Administration' page with a navigation menu at the top (Home, Contracts, Attachments, Notes, Milestones, Activities, Company Admin) and a breadcrumb trail '<< Contract Administration'. A 'New Contract Stage' button is highlighted with a red box. Below the header is a table with columns: StageId, MarkArchive, MarkRequired, StageName, Delete, CreatedBy, CreatedOn, UpdatedBy, and UpdatedOn. The table lists various stages such as 'Active/ Monitor Project', 'Proposal Accepted', 'Award/ Management', etc., with their respective dates and users.

StageId	MarkArchive	MarkRequired	StageName	Delete	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn
3592	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active/ Monitor Project		Matthew Robins...	02/27/2015 03:...	Matthew Robins...	03/27/2015 09:...
3591	<input type="checkbox"/>	<input type="checkbox"/>	Proposal Accepted		Matthew Robins...	02/27/2015 03:...	Matthew Robins...	02/27/2015 03:...
3590	<input type="checkbox"/>	<input type="checkbox"/>	Award/ Management		Matthew Robins...	02/27/2015 03:...	Matthew Robins...	02/27/2015 03:...
3589	<input type="checkbox"/>	<input type="checkbox"/>	Find Funding		Matthew Robins...	02/27/2015 03:...	Matthew Robins...	02/27/2015 03:...
3588	<input type="checkbox"/>	<input type="checkbox"/>	Draft Proposal		Matthew Robins...	02/27/2015 03:...	Matthew Robins...	02/27/2015 03:...
3585	<input type="checkbox"/>	<input type="checkbox"/>	Bid Process		Matthew Robins...	02/27/2015 09:...	Matthew Robins...	02/27/2015 09:...
3584	<input type="checkbox"/>	<input type="checkbox"/>	Zoning		Matthew Robins...	02/27/2015 09:...	Matthew Robins...	02/27/2015 10:...
3583	<input type="checkbox"/>	<input type="checkbox"/>	Risk Management Assessment		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...
3582	<input type="checkbox"/>	<input type="checkbox"/>	Negotiation		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...
3581	<input type="checkbox"/>	<input type="checkbox"/>	BOD Approval		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...
3580	<input type="checkbox"/>	<input type="checkbox"/>	Internal Signature		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...
3579	<input type="checkbox"/>	<input type="checkbox"/>	Other Party Signature		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...
3578	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IT Review		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 10:...
3577	<input type="checkbox"/>	<input type="checkbox"/>	Department Review		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...
3576	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal Review		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 10:...
3575	<input type="checkbox"/>	<input type="checkbox"/>	Budget Review		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...
3574	<input type="checkbox"/>	<input type="checkbox"/>	Draft		Matthew Robins...	02/27/2015 08:...	Matthew Robins...	02/27/2015 08:...

Creating a new Contract Stage is easy. Click on **New Contract Stage** at the top right of the screen and define the Stage Name. The two optional check boxes allow you to **1)** mark that this Stage has the ability to move into an Archive state later, and **2)** make this Stage available for conditional Workflow advancement based on an Activity.

The screenshot shows the 'New Contract Stage' form. It has a title bar '<< Contract Stages Administration'. The form contains a 'Stage Name' field with the value 'New Workflow Stage' and a note '* (Max. 28 characters)'. Below the field are two checkboxes: 'Stage Can Initiate Archive?' and 'Stage Can Be Required for Activities?'. Both checkboxes are currently unchecked. At the bottom of the form are 'Save' and 'Cancel' buttons.

Check box **1)** triggers on the *Mark Archive* column; check box **2)** triggers the *Mark Required* column.

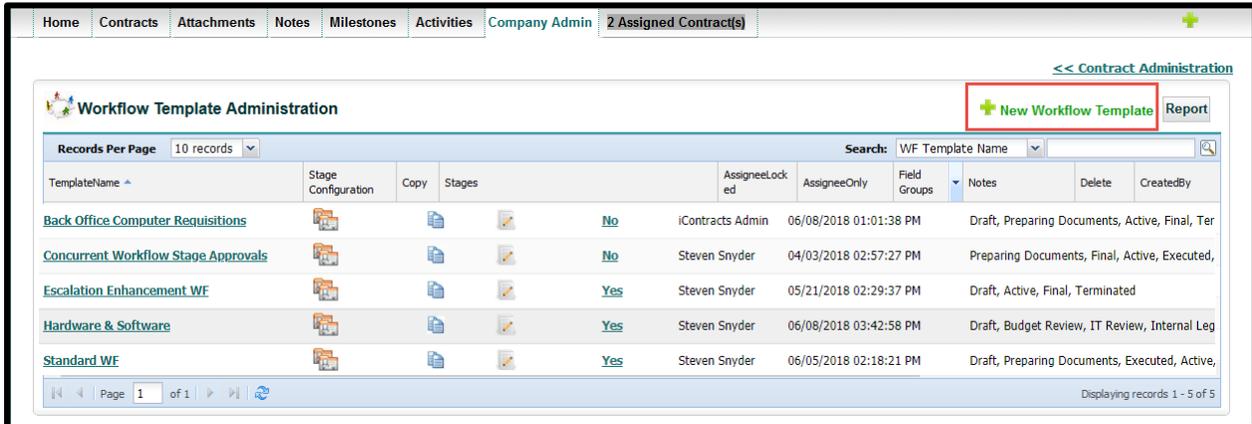
The screenshot shows the 'Contract Stages Administration' page with a single row in the table. The 'MarkArchive' and 'MarkRequired' columns have checkboxes that are highlighted with red circles and labeled '1' and '2' respectively. The 'Delete' column has a red 'X' icon.

StageId	MarkArchive	StageName	MarkRequired	Delete	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn
6177	<input checked="" type="checkbox"/> 1	Active	<input checked="" type="checkbox"/> 2		Steven Snyder	01/11/2017 04:22:57 AM	Steven Snyder	09/18/2017 02:...

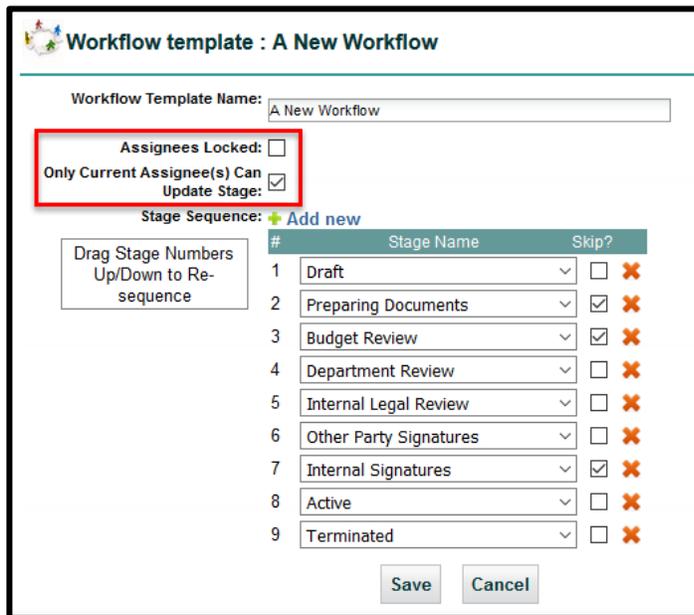
These two check box columns can be toggled on and off within the grid as well. Changes will update the *Updated By* and *Updated On* columns also.

Workflow Template Administration

The **Workflow Template Administration** area is where the sequence of steps, created in the Contract Stages, is assembled for the Workflow for a particular *Contract Type* for repeated use.



To create a Workflow Template, click the green **New Workflow Template** link, name the Workflow, and add your Stages from the drop-downs. You can add as many *Stage Sequences* as you need by clicking **Add new**. If you need to delete a Stage Sequence, click on the **X** to the right of the stage name (you must have at least two stages). If you need to reposition a Stage Sequence, drag the stage # to its new location. **Skipping Stages** will be explained in a later section. Click **Save** when finished.



These optional checkboxes beneath the *Workflow Template Name* allow you to do the following:

- **Assignees Locked:** If checked, non-admin users cannot change the Assignees previously assigned by an admin for any workflow stage (*as explained on the next page*).
- **Only Current Assignee(s) Can Update Stage:** If checked, only a current Assignee (or Admin) can move the Workflow Stage (forward or backwards).

Workflow Templates Interfaces

In the Workflow Templates grid, there are two icons in addition to the button to create a Template. They are **Stage Configuration** and **Copy**.

Stage Configuration

From within the Workflow Template Administration grid, you can define stage settings such as the assignees to be notified (by email) when the Workflow moves to a certain stage, field groups to be added, notes included in emails, email reminders and escalations, whether to set approvals, or control the enterprise ribbon notifications.

From within the Workflow Template Administration grid, you can define stage settings such as the assignees to be notified (by email) when the Workflow moves to a certain stage, field groups to be added, notes included in emails, email reminders and escalations, whether to set approvals, or control the enterprise ribbon notifications.

Copy

Copy allows you to duplicate a Workflow Template and all its attributes so it may be used as a starting point to create a new Workflow Template without having to start from scratch.

Working with Stage Configuration

To define the Stage Configuration on a Workflow Template:

- Select the Stage Configuration icon.
- Click the **Stage** you would like to assign.

Records Per Page	10 records				
TemplateName	Stage Configuration	Assignee Locked	Assignee Only	Copy	Stages
Standard WF		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Draft, Budget Review, Le
Purchasing under 10.0...		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Draft, Budget Review, D
Purchasing over 10,000...		<input type="checkbox"/>	<input checked="" type="checkbox"/>		Draft, Budget Review, Le
Lease WF		<input type="checkbox"/>	<input type="checkbox"/>		Draft, Budget Review, Le

Stage	Individual Users	Role Models	Field Groups	Notes	Reminder Days	Escalation Days	In Enterprise Ribbon	Set Approvals	Skip Stage
Draft	Owner			No	400	0	No	No	No
Legal Review	Owner			Yes	3	5	No	No	No
VP Approval	Tertiary	Executive Board		No	0	0	No	No	No
Vendor Signature	Owner		Vendor Contracts	No	0	365	No	No	Yes
Internal Signatures				No	0	0	No	No	No
Active				No	0	0	No	No	No
Terminated				No	0	0	No	No	No

- Choose the Individual User(s) and/ or choose...
- Role Model(s) responsible for the Stage.
- Choose if any Field Groups are assigned to a Stage.
- Include in Enterprise Ribbon (Assigned Contracts).
- Click **Save** to update the Stage.
- The selections made appear in the table to the right of each Stage.
- Setting up *Reminders/Escalations/Escalation Users, Set Approvals, Skip Stage, Field Groups and Notes* are explained in the next section.
- Repeat these steps for each Stage assigned users.

See the topic [Working with Assignees Locally](#) on the next page for additional information.

Workflow Template Name: Standard Workflow

Stage: Legal Review

Individual User(s): Owner, Primary, Secondary, Tertiary, Albee Seenya, Alberto Test-User

Role Model(s): Executive Board, Group 1

Field Group(s): Common Contract Fields, Standard Contract Data, Vendor Contracts

Remind after days: 3

Escalate after days: 5

Repeat escalation in days: 1

Escalate to User(s): Owner, Primary, Secondary, Tertiary, Albee Seenya, Alberto Test-User

Include in Enterprise Ribbon:

Set Approvals:

Skip Stage:

Buttons: Save, Cancel, Exit

Workflow Notes

From within an existing Workflow Template there is one button to manage Workflow Assignees & Field Groups and another for **Workflow Notes**. These Notes are included in the email notifications sent to the Assignees to provide additional instructions and detail.

Tip: Use this area to let your Assignees know what they should be doing with a contract that has moved into another Stage for which they are now responsible.

Workflow template : Standard WF

Workflow Template Name: Standard WF

Assignees Locked:

Only Current Assignee(s) Can Update Stage:

Stage Sequence: [Add new](#)

#	Stage Name	Skip?
1	Draft	<input type="checkbox"/>
2	Preparing Documents	<input type="checkbox"/>
3	Active	<input checked="" type="checkbox"/>
4	Final	<input type="checkbox"/>
5	Terminated	<input type="checkbox"/>

NOTE: If you modify a Workflow Stage which is currently in use in one or more Contracts, the Contracts' Workflow will move back 1 Stage in its sequence.

Workflow Notes

Save Cancel

Manage Workflow Notes

Workflow Template Name: Standard WF

Stage: Legal Review

Note: Please do not break the law

Save Cancel Exit

Stage	Notes
Draft	Please draft a contract so we can sign it.
Budget Review	Please review the budget
Legal Review	Please do not break the law
Internal Signature	Grab a pen!
Active	Monitor and provide updates

<< Return to Edit Workflow

Working with Assignees Locally

214 W Main Street (259236)

Current Stage/Change Stage: Active for 107 days

To manage Assignees within a Workflow Template locally, even if none have been created yet, click on the **Manage Assignees** icon (see image above).

In the Manage Assignees pop-up window, you make local changes to the Assignees in the same way as in the Company Admin area. This area will also let you know whether the Workflow is following a **Local Setup** or **Admin Setup**.

Workflow Template Name: Standard WF

Stage: Final

Include in Enterprise Ribbon:

Individual User(s): Owner, Secondary, Tertiary, **Albee Seenya**, Alison Dolomanuk, Carlos Santos-Leinbach

Role Model(s):

Save Cancel Exit

Assignees Follow: **Local Setup**

Stage	Individual Users	Role Models	In Enterprise Ribbon
Preparing Documents	Owner		Yes
Active	Danielle Obchinetz, Michael Fink, Peter Quill, Tom Williams		Yes
Final	Albee Seenya		Yes
Terminated			No

Adding Field Groups to Stage Configuration

Admins can add Field Groups to a Stage Configuration, where the Individual Users or Role Models who are assigned to a Stage would have additional field groups automatically added to the Contract Container specific to that stage.

Accessing the Stage Configuration Screen

TemplateName	Stage Configuration (s)	Copy	Stages	Delete	Assignee Locked	Field Groups	Assignee Only	CreatedBy	CreatedOn	UpdatedBy
Hardware & Software			Draft, Budget Review, IT Review, Internal Legal Review, Internal Sig...		<input type="checkbox"/>	No	<input type="checkbox"/>	Steven Snyder	12/06/2016 11:...	Steven Snyder
HR Review			Draft, Pending, Budget Review, HR Review, Other Party Signatures, ...		<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Steven Snyder	12/06/2016 11:...	Steven Snyder
Insurance Plans (Patients)			Draft, Insurance Classification, Department Review, Internal Legal R...		<input type="checkbox"/>	No	<input type="checkbox"/>	Steven Snyder	12/06/2016 11:...	Steven Snyder
Medical Staff Hiring WF			Draft, Department Review, HR Review, Other Party Signatures, Exec...		<input type="checkbox"/>	No	<input type="checkbox"/>	Steven Snyder	12/09/2016 02:...	Steven Snyder
Standard WF			Draft, Budget Review, Department Review, Internal Legal Review, O...		<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Steven Snyder	12/06/2016 11:...	Steven Snyder
TEST 2			Pending, Internal Legal Review, Internal Signatures, Active, Terminat...		<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Steven Snyder	06/02/2017 03:...	Steven Snyder
Testing Tickets Only			Pending, Internal Legal Review, Other Party Signatures, Internal Sign...		<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	Steven Snyder	02/16/2017 09:...	Steven Snyder
Vendor Management			Draft, Budget Review, Vendor Classification, Internal Legal Review, ...		<input type="checkbox"/>	No	<input type="checkbox"/>	Steven Snyder	12/06/2016 11:...	Steven Snyder

There are three ways to access the Stage Configuration screen. As you can see from the image above, there is a column, named “Field Groups”, that contains a Yes or No link.

Click on the Yes or No for that Template Name, or click on the actual Template Name, or click on the icon under the Stage Configuration column.

TemplateName	Assignee(s)	Copy	Stages	Delete	Assignee Locked	Field Groups	Assignee Only	CreatedBy	CreatedOn	UpdatedBy
Hardware & Software			Draft, Budget Review, IT Review, Internal Legal Review, Internal Sig...		<input type="checkbox"/>	No	<input type="checkbox"/>	Steven Snyder	12/06/2016 11:...	Steven Snyder
HR Review			Draft, Pending, Budget Review, HR Review, Other Party Signatures, ...		<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Steven Snyder	12/06/2016 11:...	Steven Snyder

Clicking on either the Yes/No in the Field Groups column, or the Stage Configuration icon displays the *Stage Configuration* screen. Click on the Stage name to add or edit the Field Group.

Stage	Individual Users	Role Models	Field Groups	Notes	Reminder Days	Escalation Days	In Enterprise Ribbon	Set Approvals	Skip Stage
Draft	Owner			No	0	0	Yes	No	No
Active	Danielle Smith		Vendor Contracts	Yes	0	0	Yes	No	No
Terminated	Owner, Primary, Secondary, Tertiary			No	0	0	No	No	No

For in Enterprise Ribbon setting, change ALL Stages to:

Clicking on Template Name takes you to this screen. You will need to click on the **Stage Configuration** button to view the *Stage Configuration* screen.

Workflow template : Hardware & Software

Workflow Template Name:

Assignees Locked:

Only Current Assignee(s) Can Update Stage:

Stage Sequence: **+ Add new**

Drag Stage Numbers Up/Down to Re-sequence

#	Stage Name	Skip?
1	Draft	<input type="checkbox"/> ✖
2	Budget Review	<input type="checkbox"/> ✖
3	IT Review	<input type="checkbox"/> ✖
4	Internal Legal Review	<input type="checkbox"/> ✖
5	Internal Signatures	<input type="checkbox"/> ✖
6	Executed	<input type="checkbox"/> ✖
7	Active	<input type="checkbox"/> ✖
8	Terminated	<input type="checkbox"/> ✖

Save Cancel

NOTE:
If you modify a Workflow Stage which is currently in use in one or more Contracts, the Contracts' Workflow will move back 1 Stage in its sequence.

Stage Configuration

Workflow Notes

Adding Field Groups to Stage Configuration

The Individual Users and Role Models assigned to each stage can also have one or more Field Groups assigned to them as an optional process.

Stage Assignee Configuration

Workflow Template Name: Hardware & Software

Stage: IT Review

Individual User(s): *Hold Ctrl Key To Select Multiple Items*
 Michael Fink
 Mike Nocto
 Oompa Loompa
 Peter Quill
 Roger Smith
 Steven Snyder

Role Model(s): *Hold Ctrl Key To Select Multiple Items*
 Executive Board
 Group 1

Field Group(s): *Hold Ctrl Key To Select Multiple Items*
 Common Contract Fields
 Standard Contract Data
 Vendor Contracts

Remind after days: *

Escalate after days: *

Repeat escalation in days: *

Escalate to User(s): *Hold Ctrl Key To Select Multiple Items*
 Owner
 Primary
 Secondary
 Tertiary
 Albee Seenya
 Alberto Test-User

Include in Enterprise Ribbon:

Set Approvals:

Skip Stage:

Save Cancel Exit

Set Approvals	Skip Stage
No	No
No	No
No	Yes
No	No

NO YES

Click on the **Save** button to update the Configuration. Repeat this for each Stage that you want to modify.

Stage	Individual Users	Role Models	Field Groups	Notes	In Enterprise Ribbon	Set Approvals	Skip Stage
Draft	Owner			No	Yes	No	No
Budget Review	Steven Snyder			No	Yes	No	No
IT Review	Steven Snyder		LEGAL REVIEW	No	Yes	No	No
Internal Legal Review	Mary Roberts			No	Yes	No	No
Internal Signatures	Peter Jones			No	Yes	No	No
Executed	Peter Jones, Steven Snyder, Owner			No	Yes	No	No
Active				No	Yes	No	No
Terminated				No	Yes	No	No

Editing Stage Configuration

Click **No** or **Yes** to set all Stages to include or exclude from the *Assigned Contract Count* on the Enterprise Ribbon.

For in Enterprise Ribbon setting, change ALL Stages to:

Click **OK** to confirm. Your selection is **color coded** for easier identification.

Do you want to toggle Include In Enterprise Ribbon for all Stages? Changes will be Auto-Saved.

For Include in Enterprise Ribbon setting, change ALL Stages to:

For Include in Enterprise Ribbon setting, change ALL Stages to:

Set Approvals

Similar to the *Contract Reviewers* function, Assignees for this Stage must approve or reject this contract. Click on the  icon, located next to the Stage name, to display the Approver(s) pop-up window.

Stage	Individual Users	Role Models	Field Groups	Notes	Reminder Days	Escalation Days	In Enterprise Ribbon	Set Approvals	Skip Stage
Draft	Owner			No	0	0	Yes	No	No
Vendor Review	Owner			No	0	0	Yes	No	No
Department Review	Ian Goodenough, Rudolph Robinson, Danielle Smith, Owner			No	0	0	Yes	Yes	No

Only when all assignees approve this stage will the stage then automatically advance to the next stage.

Skipping Stages

As a general rule, you can choose any Stage to mark for skipping. You can choose one stage, multiple stages or multiple stages in succession. This allows more flexibility within a Workflow. You may even need fewer Workflows as a result of controlling which stages are mandatory and which ones can be skipped. If a stage is marked to be skipped, assignees can then “pass over” that stage. You cannot skip a stage that hasn’t been defined ahead of time, but skipping that stage isn’t mandatory.

Workflow template : New Standard Skipping Stages WF

Workflow Template Name:

Assignees Locked:

Only Current Assignee(s) Can Update Stage:

Stage Sequence: [+ Add new](#)

Drag Stage Numbers Up/Down to Re-sequence

#	Stage Name	Skip?
1	Draft	<input type="checkbox"/> ✖
2	Budget Review	<input checked="" type="checkbox"/> ✖
3	Department Review	<input type="checkbox"/> ✖
4	Internal Legal Review	<input checked="" type="checkbox"/> ✖
5	Other Party Signatures Req	<input type="checkbox"/> ✖
6	Internal Signatures	<input type="checkbox"/> ✖
7	Executed	<input checked="" type="checkbox"/> ✖
8	Active	<input type="checkbox"/> ✖
9	Terminated	<input type="checkbox"/> ✖

NOTE:
If you modify a Workflow Stage which is currently in use in one or more Contracts, the Contracts' Workflow will move back 1 Stage in its sequence.

[Stage Configuration](#)

[Workflow Notes](#)

[Save](#) [Cancel](#)

Once the Skipped Stages are selected and the Workflow saved, users would need to know which stage they can skip in the Contract Container’s *Current Stage/Change Stage*. In this example, this Contract is in **Department Review** stage. The user is skipping “Internal Legal Review” and going right to “Other Party Signatures” stage.

Current Stage/Change Stage

Department Review

- Draft
- Budget Review
- Department Review
- Internal Legal Review
- Other Party Signatures**
- Internal Signatures
- Executed
- Active
- Terminated

Dashed arrows indicate a path from 'Department Review' to 'Other Party Signatures'.

Results of Skipping Stages

The **History Tab** shows in the *Field Comment* column whenever a Stage is skipped.



The screenshot shows a 'History' tab with a 'Records Per Page' dropdown set to '20 records'. Below the dropdown is a table with the following columns: Comments, Field, FieldComment, and HistoryDate. A single record is displayed with the following data:

Comments	Field	FieldComment	HistoryDate
Stage updated to Other Party Signatures	Stage	Stage changed from Pending to Other Party Signatures after 0 days while skipping one or more stages as allowed	09/18/2017 9:17:33 AM

Using Workflow Stage Escalation

Admins have the ability to create an alert to notify user(s) by email if a Workflow Stage has not moved on after a set number of days. You can set a warning message to the Stage Assignee and then notify another user(s), like a Manager or Legal Counsel, if the stage has still not advanced after another set number of days. This escalation email can be repeated every *X days*, until the Stage finally advances (or moves to a previous stage).

Stage Assignee Configuration Settings

Display the **Workflow Stage Configuration** and select which Stage you want to add a *Reminder Day* and *Escalation Day*. These are *optional fields* but if you choose to use one feature, the other two must also have values – even if that value is zero.

See the example on the next page.

Stage Assignee Configuration ✕

Workflow Template Name: Standard Workflow
 Stage: Legal Review

Hold Ctrl Key To Select Multiple Items

Individual User(s): Owner
 Primary
 Secondary
 Tertiary
 Albee Seenya
 Alberto Test-User

Hold Ctrl Key To Select Multiple Items

Role Model(s): Group 1

Hold Ctrl Key To Select Multiple Items

Field Group(s): Common Contract Fields
 Standard Contract Data

Remind after days: 3 * **1**

Escalate after days: 5 * **2**

Repeat escalation in days: 1 * **3**

Hold Ctrl Key To Select Multiple Items

Escalate to User(s): Owner
 Primary
 Secondary **4**
 Tertiary
 Albee Seenya
 Alberto Test-User

Include in Enterprise Ribbon:
 Set Approvals:
 Skip Stage:

- 1. Remind after days:** This generates an email to *Stage Assignees* that a Contract Container has been in a stage for a set number of days and requires attention. The default is zero and it is optional to activate this alert.
 - 2. Escalate after days:** This also generates an email to both the *Stage Assignees* and the User(s) selected in **4** to let them know that the Contract is *still* in this Stage and *action* is required. The default is also zero and again, it is optional to activate this alert.
 - 3. Repeat escalation in days:** This determines *how often* to repeat the escalation email notifications. If 0, don't repeat; 1 means daily; 2 means every other day, and so on.
 - 4. Escalate to User(s):** Users who will be notified that a Stage has not been advanced. These users are in addition to the *Stage Assignee(s)*.
- Values cannot be negative numbers. Your range is from 0 to 500 days. Once you **Save** the *Stage Assignee Configuration*, you can repeat this for any additional Stages.

In the above example, the following notifications will be sent:

- Reminder email to Assignees: after 3 days
- Escalation email to Assignees and Escalation users: after 5 days
- Repeat escalation email to Assignees and Escalation users: at 6 days, 7 days, 8 days, etc.

The **Workflow Stage Configuration** now shows the *Reminder Days* and *Escalation Days*.

Stage	Individual Users	Role Models	Field Groups	Notes	Reminder Days	Escalation Days	In Enterprise Ribbon	Set Approvals	Skip Stage
Draft	Owner			No	0	0	No	No	No
Legal Review	Owner			No	3	5	No	No	No
VP Approval	Tertiary			No	0	0	No	No	No
Vendor Signature	Owner			No	0	365	No	No	Yes
Internal Signatures				No	0	0	No	No	No
Active				No	0	0	Yes	No	No

For in Enterprise Ribbon setting, change ALL Stages to:

Email Notifications

You've got mail. If a Contract has been at the Stage configured for a *Reminder Email*, the Assignee(s) will receive an email similar to the following example:

Thu 5/10/2018 5:32 AM
iContracts Admin <testdonotreply@icontracts.com>
[UCM] Reminder Notification For Contract: TEST 2 for Wednesday, April 18, 2018 (Workflow: Escalation Enhancement WF, Stage: Active)
To: Danielle Obchinetz; Steven Snyder

Workflow Reminder: This is a reminder that a Contract has been in a Stage that is assigned to you since 04/18/2018 (22 Days) and requires your follow-up. Here are the details:

Contract Name: TEST 2 for Wednesday, April 18, 2018 (285407)
Contract Type: All Contracts
Current Stage: Active
Description/Instructions: Test 2 for Ticket #2820. This CC was created
Assignee(s): BettyAlpha, BruceBeta, StevenSnyder
Contract Owner: Steven Snyder (ssnyder@icontracts.com)
Updated On: 04/18/2018 15:59:17
Updated By: Steven Snyder

This Contract requires follow-up/attention. To access the contract container, please [Click Here](#)

Use the **“Click Here”** hyperlink at the bottom of the email to access UCM and sign in to view the Contract Container.

However, if a Contract has been at the Stage configured for an *Escalation Email*, the Escalation User(s) will receive a different email, similar to the following example below:

← Reply << Reply all → Forward 📁 Archive 🗑️ Delete 🚩 Set flag ⋮

[UCM] Escalation Notification For Contract: TEST -- Monday, April 9, 2018 (Workflow: Standard WF, Stage: Preparing Documents)

 **iContracts Admin** <testdonotreply@icontracts.com>
5/25/2018 5:32 AM

To: steve.snyder.work@gmail.com

Workflow Escalation: This is a notification that a Contract has been in a Stage that is assigned to its current Assignees since 04/09/2018 (46 Days) and requires your attention as an Escalation Contact. Here are the details:

Contract Name:	TEST -- Monday, April 9, 2018 (285387)
Contract Type:	All Contracts
Current Stage:	Preparing Documents
Description/Instructions:	test
Assignee(s):	RogerSmith
Contract Owner:	Roger Smith (steve.snyder.work@gmail.com)
Updated On:	04/09/2018 15:11:19
Updated By:	Roger Smith

This Contract requires follow-up/attention. To access the contract container, please [Click Here](#)

Field Category Administration

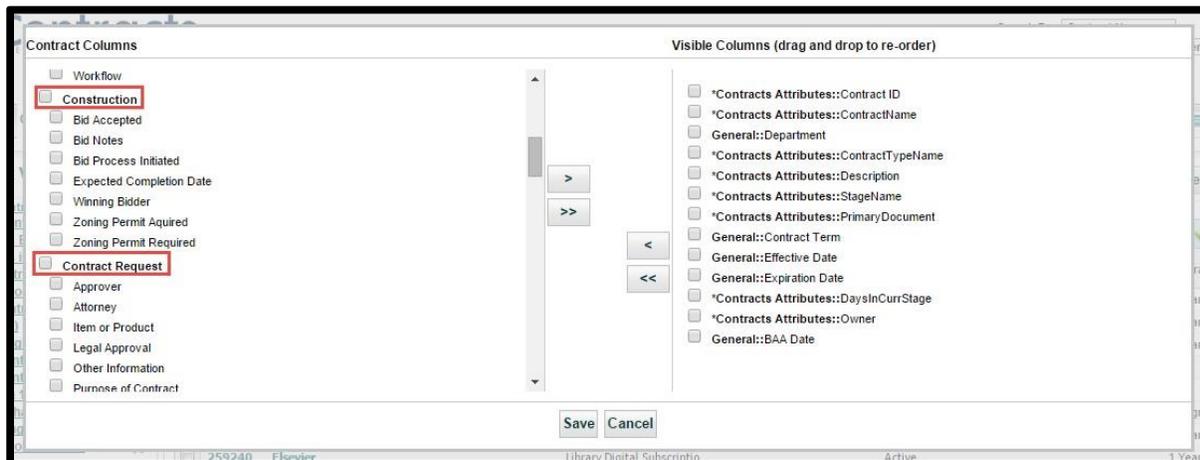
Field Categories allow the administrator to organize fields for ease of use in the grid view, either when choosing fields to display or when adding fields to a Contract Container. Without Field Categories, fields are listed in alphabetical order, as opposed to groups. For example, date fields may be in one category, outside vendors or speakers in another category.

Field Category Administration							New Field Category	Report
CategoryName	CreatedBy	CreatedOn	Description	UpdatedOn	UpdatedBy	Delete	FieldSource	
Construction	Matthew Robins...	02/27/2015 09:...		02/27/2015 09:...	Matthew Robins...	✖	UCM	
Contract Request	Matthew Robins...	06/12/2015 08:...		06/12/2015 08:...	Matthew Robins...	✖	UCM	
Employment	Matthew Robins...	02/27/2015 11:...		02/27/2015 11:...	Matthew Robins...	✖	UCM	
Event Info	Matthew Robins...	02/27/2015 09:...		02/27/2015 09:...	Matthew Robins...	✖	UCM	
General	Matthew Robins...	02/27/2015 09:...		02/27/2015 09:...	Matthew Robins...	✖	UCM	
Grants	Matthew Robins...	02/28/2015 05:...		02/28/2015 05:...	Matthew Robins...	✖	UCM	
IT	Matthew Robins...	02/27/2015 09:...		02/27/2015 09:...	Matthew Robins...	✖	UCM	
Lease	Matthew Robins...	02/27/2015 09:...		02/27/2015 09:...	Matthew Robins...	✖	UCM	
Library	Matthew Robins...	02/27/2015 09:...		02/27/2015 09:...	Matthew Robins...	✖	UCM	
Municipal Fields	Matthew Robins...	02/27/2015 11:...		02/27/2015 11:...	Matthew Robins...	✖	UCM	

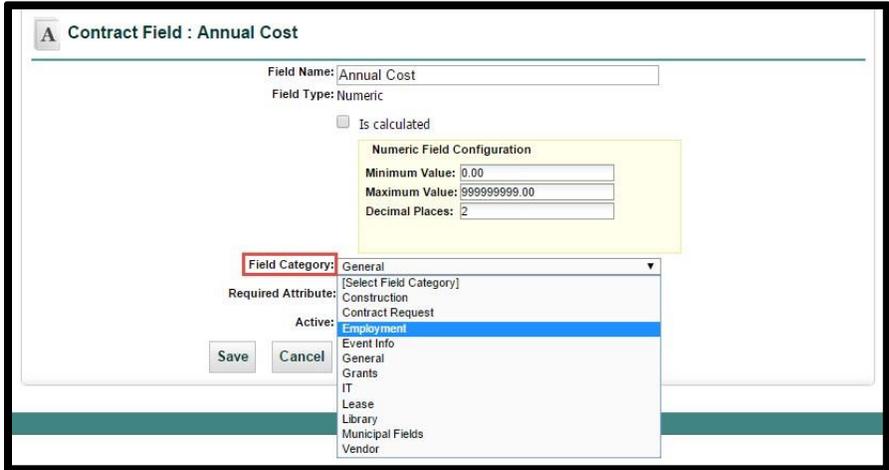
Page 1 of 2 Displaying records 1 - 10 of 11

The following pages show locations where Field Categories will appear:

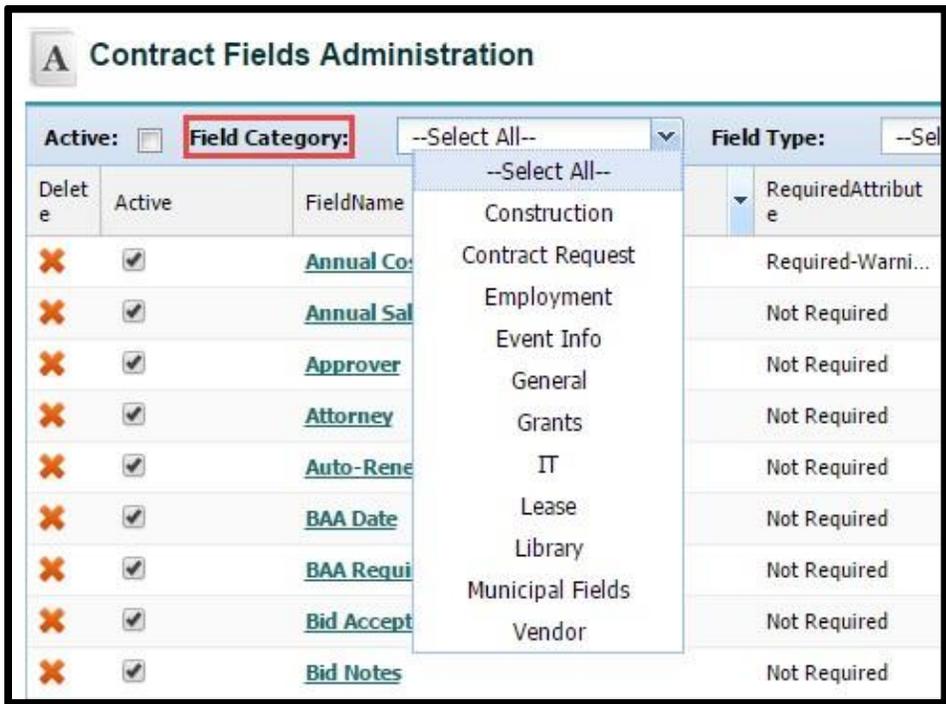
1. Column Headings (Fields) in the Contracts Tab grid or the Create/Modify Contracts View.



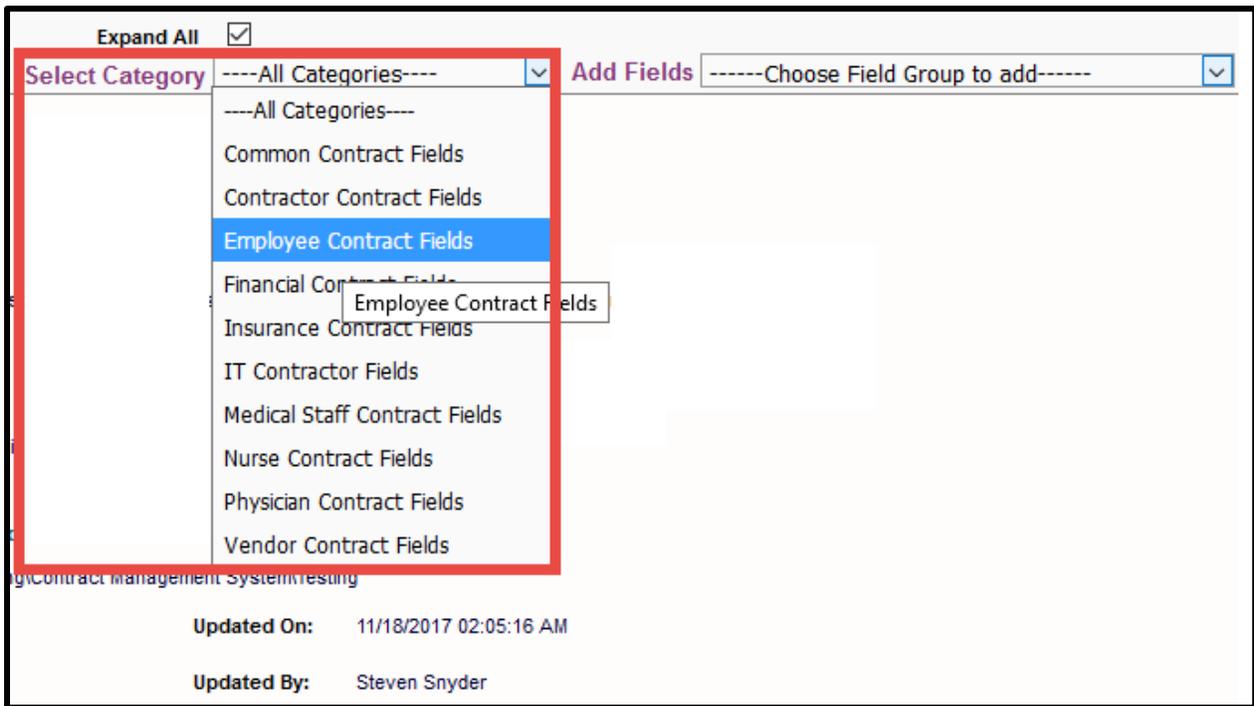
2. The New Contract Field Creation Screen.



3. The Contract Fields Administration listing.



4. The Contract Field Listing on the Contract Summary Page.



Contract Fields Administration

The **Contract Fields Administration** area is where the System Administrator(s) define all the fields needed for identification and tracking purposes. There are eight (8) types of fields that are available and all have these 3 *Required Attributes*: Not Required, Required Warning, and Required Mandatory.

Contract Fields Administration										
<input type="checkbox"/> Active: Field Category: --Select All-- Field Type: --Select All-- Records Per Page: 100 records Search: <input type="text"/>										
Delete	Active	FieldName	RequiredAttribute	FieldType	FieldCategoryName	Standard-Custom	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annual Cost	Required-Warni...	Numeric	General	Custom	Matthew Robins...	03/26/2015 11:...	Matthew Robins...	03/26/2015 11:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annual Salary	Not Required	Numeric	Employment	Custom	Matthew Robins...	02/27/2015 10:...	Matthew Robins...	02/27/2015 11:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approver	Not Required	SingleLine	Contract Request	Custom	Matthew Robins...	06/12/2015 09:...	Matthew Robins...	06/12/2015 09:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attorney	Not Required	DropDown	Contract Request	Custom	Matthew Robins...	06/12/2015 09:...	Matthew Robins...	06/12/2015 09:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Auto-Renew	Not Required	CheckBox	General	Custom	Matthew Robins...	02/27/2015 11:...	Matthew Robins...	02/27/2015 11:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BAA Date	Not Required	Date	General	Custom	Matthew Robins...	02/27/2015 11:...	Matthew Robins...	02/27/2015 11:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BAA Required	Not Required	CheckBox	General	Custom	Matthew Robins...	02/27/2015 09:...	Matthew Robins...	02/27/2015 09:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bid Accepted	Not Required	CheckBox	Construction	Custom	Matthew Robins...	02/27/2015 09:...	Matthew Robins...	02/27/2015 09:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bid Notes	Not Required	MultiLine	Construction	Custom	Matthew Robins...	02/27/2015 11:...	Matthew Robins...	02/27/2015 11:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bid Process Initiated	Not Required	CheckBox	Construction	Custom	Matthew Robins...	02/27/2015 11:...	Matthew Robins...	02/27/2015 11:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COI Expiration Date	Not Required	Date	General	Custom	Matthew Robins...	02/27/2015 11:...	Matthew Robins...	02/27/2015 11:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract Term	Not Required	SingleLine	General	Custom	Matthew Robins...	02/27/2015 11:...	Matthew Robins...	02/27/2015 11:...

Date and Numeric fields also have their specific requirements (see next page).

- CheckBox
- Date (or Calculated Date)
- DropDown
- MultiLine
- MultiSelect
- Numeric (or Calculated Numeric)
- SingleLine
- Table

New Contract Field

Field Name:

Field Type: [Select Field Type]

Field Category: [Select Field Type]

Required Attribute:

Active:

MultiLine

MultiSelect

Numeric

SingleLine

Table

Required Attribute:

Active:

Required-Warning

Required-Mandatory

CheckBox Field Setup

If you need to create a new Checkbox Field, simply navigate to the green link for “[New Contract Field](#)” at the top right of the Contract Field Administration Grid. Name the Field, select the *Field Type* **CheckBox**. You may also select a *Field Category* or mark the Checkbox as Requested (Checkboxes cannot be Mandatory fields).



The screenshot shows the 'New Contract Field' form with the following fields: Field Name: 'Checkbox Field', Field Type: 'CheckBox', Field Category: 'General Fields', Required Attribute: 'Not Required', and Active: checked. There are 'Save' and 'Cancel' buttons at the bottom.

Date Field Setup

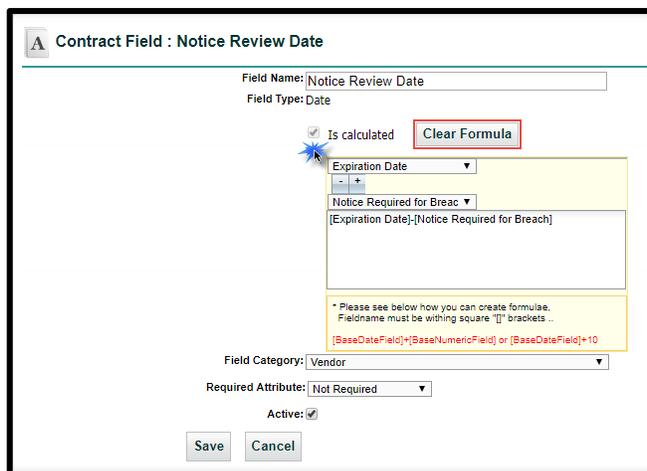
If you need to create a new *Date* or *Calculated Date* Field, select the Field Type **Date**. Date Fields require only a *Field Name* and you can include a *Field Category* or mark as a Required or Requested Attribute.

Date *Field Type* includes a checkbox “Is calculated”. To create a calculated date field, select this checkbox. The area appearing below allows you to select which other date field you would like to start this calculation, select + or – and then select another date/numeric field, or you can type a number manually. This will calculate in number of days.

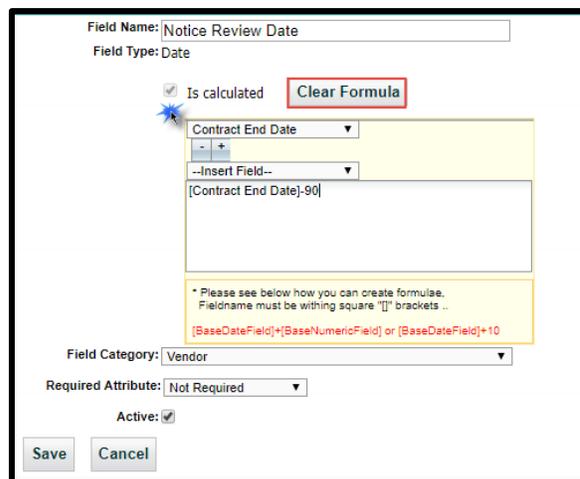
Use the **Clear Formula** button to reset the calculations at any time and start over.



The screenshot shows the 'New Contract Field' form with the following fields: Field Name: 'Date Fields', Field Type: 'Date', Is calculated: unchecked, Field Category: '[Select Field Category]', Required Attribute: 'Not Required', and Active: checked. There are 'Save' and 'Cancel' buttons at the bottom.



The screenshot shows the 'Contract Field : Notice Review Date' form. The 'Is calculated' checkbox is checked, and the 'Clear Formula' button is highlighted. The formula field contains: [Expiration Date];[Notice Required for Breac]. Below the formula field, there is a note: '* Please see below how you can create formulae. Fieldname must be within square "[]" brackets. [BaseDateField]+[BaseNumericField] or [BaseDateField]+10'. The Field Category is 'Vendor', Required Attribute is 'Not Required', and Active is checked. There are 'Save' and 'Cancel' buttons at the bottom.



The screenshot shows the 'Contract Field : Notice Review Date' form. The 'Is calculated' checkbox is checked, and the 'Clear Formula' button is highlighted. The formula field contains: [Contract End Date] - 90. Below the formula field, there is a note: '* Please see below how you can create formulae. Fieldname must be within square "[]" brackets. [BaseDateField]+[BaseNumericField] or [BaseDateField]+10'. The Field Category is 'Vendor', Required Attribute is 'Not Required', and Active is checked. There are 'Save' and 'Cancel' buttons at the bottom.

DropDown List Field Setup

To create a **DropDown List**, start by naming your new Field and choosing “DropDown” as the Field Type. Next, you populate the List Item Values. You can rearrange the order of the values with the blue arrows to the right. You can also use a CSV file to import values into your list by checking the box next to the option for “Use CSV File to Upload Options?”.

When editing Dropdown lists, you can use a CSV File to replace or append the values in your list. You can also click **Sort** to rearrange.

You may select a Field Category or mark the Field as Requested or Mandatory as well.

The screenshot shows the 'New Contract Field' form. The 'Field Name' is 'DropDown List' and the 'Field Type' is 'DropDown'. There are two checkboxes: 'Allow empty list?' and 'Use CSV File To Upload Options?'. Below these is a section for 'DropDown List Item Values' with four items: 'Item 1', 'Item 2', 'Item 3', and 'Item 4'. Each item has a red 'X' icon and a blue double-headed arrow icon. There is an 'Add new' button at the bottom of this section. The 'Field Category' is 'General Fields', 'Required Attribute' is 'Not Required', and 'Active' is checked. 'Save' and 'Cancel' buttons are at the bottom.

MultiLine Field Setup

MultiLine Fields are long text fields. To create one, select MultiLine from the Field Type. Again, you may select a Field Category or mark the Field as Requested or Mandatory.

The screenshot shows the 'New Contract Field' form. The 'Field Name' is 'Long Text Field' and the 'Field Type' is 'MultiLine'. The 'Field Category' is 'General Fields', 'Required Attribute' is 'Not Required', and 'Active' is checked. 'Save' and 'Cancel' buttons are at the bottom.

MultiSelect Field Setup

MultiSelect Field Types are very similar to DropDown Fields. They are setup exactly the same way. You can still use CSV Files to create these lists, as well as Sort an edited list.

Within the Contract Container, you will be able to choose multiple values (unlike a DropDown that only selects a single value). These multiple selections will show next to or below the field name, separated by what's called a pipe (|).

The screenshot shows the 'New Contract Field' form. The 'Field Name' is 'MultiSelect Field' and the 'Field Type' is 'MultiSelect'. There is a checkbox for 'Use CSV File To Upload Options?'. Below is a section for 'MultiSelect List Item Values' with five items: 'Entity 1', 'Entity 2', 'Entity 3', 'Entity 4', and 'Entity 5'. Each item has a red 'X' icon and a blue double-headed arrow icon. There is an 'Add new' button at the bottom of this section. The 'Field Category' is 'General Fields', 'Required Attribute' is 'Not Required', and 'Active' is checked. 'Save' and 'Cancel' buttons are at the bottom.

Other Field Setups

Numeric Field Setup

When setting up a **Numeric Field**, you will need to give the Field a name and select the option DropDown, but you will also need to populate values for Minimum, Maximum, and the number decimal places. In this example, the numeric field lists a series of 9's in the Maximum Value Field, 0 the Minimum Value, and 2 decimal places. This is used for setting up any Numeric Fields that may be used for currency or calculations.

If you create a **Numeric Calculated Field**, select option for "Is calculated". This opens the Field to enter a calculation. You are able to use other and integers for calculating in this area. In this example, the Field is dividing the Annual Contract Value by 12 to create a monthly value. Like Date fields, click "Click Formula" to erase the calculation.

SingleLine Field Setup

This Field is useful for short text information. for email addresses, phone numbers, or short lines of text. These Fields are limited to 80 characters.

The setup for **SingleLine Fields** is simple. Give the Field name, select SingleLine from the DropDown and mark whether you would like this to be Requested or Mandatory, if applicable. You can also determine the Field Category from this screen.

Table Fields Setup

When creating a **Table Type Field**, start by giving the field a name. You will then select the types of data you would like to show for the columns in your table. Name each column and mark whether this is Not Required, Requested, or Mandatory.

ColumnOne	ColumnTwo	ColumnThree	ColumnFour
Date	DropDown	SingleLine	Numeric
edit delete	edit delete	edit delete	edit delete

Field Group Administration

Creating **Field Groups** minimizes the effort and space required to enter groups of data that pertain to your contracts without the need to setup each field individually. Field Groups are easy to setup, maintain, and modify.

Click on the **“New Field Group”** button at the top right above the grid, name your Field Group, enter a description, and select the desired fields one at a time – clicking on **“Add to Group”** after each field. You can also rearrange the order of your Fields by *dragging* anywhere within the Field Name-avoid the X-up and down the list (the # updates automatically). The Description and Field Category areas are optional, but helpful in searching and organizing. You are limited to 50 Fields per Field Group.

#	FieldName	Field Type	
1.	Annual Contract Review	MultiSelect	X
2.	Effective Date	Date	X
3.	Expiration Date	Date	X
4.	Contract Term	MultiLine	X
5.	Contract Value	Numeric	X
6.	BAA Required	DropDown	X
7.	BAA Date	Date	X
8.	COI Required	DropDown	X
9.	COI Expiration Date	Date	X
10.	Notice Date	Date	X
11.	Termination Notice in Days	Numeric	X
12.	Termination Clause-Notes	MultiLine	X

Use **Copy Field Group** to create a new Field Group that contains all the Fields you have already organized in the “source” field group. You then add additional fields (or remove) to the new field group.

- **Tip:** adding new Fields to an existing Field Group will automatically add the new Fields to all Contracts in your system that are already using that Field Group.

FieldGroupName	Description	FieldCategoryName	Fields	Delete	CreatedBy
Common Contract Fields	Most Contracts - Date fields	Dates	Auto-Renew Contract, BAA Required, BAA Date, COI Required, COI Expiration Date,...	X	Steven S
Contractors	Most contractors are for the IT...	HR Non-Medical	Contractor Name, Contractor Address, City, Zip, Contractor Phone #, Contractor Av...	X	Steven S
Employee Contracts	Non-Medical Staff	HR Non-Medical	Employee Name, Employee Address, City, State, Zip, Employee Phone #, Employee ...	X	Steven S
IT Purchases	NONE	Vendors	Vendor Name, Vendor Phone #, Contract Type, Contract Value, Effective Date, Exp...	X	Steven S
Nurse Contracts	NONE	HR Medical	Nurse Name, Nurse Address, City, State, Zip, Nurse Phone #, Nurse Hours Per Week...	X	Steven S
Patient Insurance Forms	Insurance Information	Patient Information	Patient Insurance Plans, Patient Insurance Coverage Provided	X	Steven S
Physician Contracts	NONE	HR Medical	Physician Name, Physician Address, City, State, Zip, Physician Phone #, Physician Ave...	X	Steven S
Test Date Calculations	testing calculated dates with - ...		Expiration Date, Notice of Termination - in Days, Notice Date	X	Steven S
Vendor Contracts	Vendors	Vendors	Vendor Name, Vendor Address, City, State, Zip, Vendor Phone #, Vendor Main Con...	X	Steven S

There are many reasons to create Field Groups - some of which are:

1. Conservation of space,
2. Custom order (individual Fields in a Contract Container are listed alphabetically),
3. The ability to group necessary Fields together (and in any order).

The differences are obvious when both layouts are shown together.

A screenshot of a contract container showing individual fields for a vendor. The fields are listed vertically, each with a label, a value, and a set of control icons (edit, delete, refresh, collapse) on the right side.

BAA Date (Date)	09/30/2018	[Edit] [Delete] [Refresh] [Collapse]
COI Expiration Date (Date)	08/31/2021	[Edit] [Delete] [Refresh] [Collapse]
Effective Date (Date)	09/03/2018	[Edit] [Delete] [Refresh] [Collapse]
Expiration Date (Date)	06/30/2019	[Edit] [Delete] [Refresh] [Collapse]
Vendor Address, City, State, Zip (MultiLine)	100 Maple Avenue Suite 201 Hartford, CT 33312	[Edit] [Delete] [Refresh] [Collapse]
Vendor Name (MultiLine)	Uniforms, Inc.	[Edit] [Delete] [Refresh] [Collapse]
Vendor Phone # (SingleLine)	800-555-0000	[Edit] [Delete] [Refresh] [Collapse]
Vendor Type (DropDown)	Computer Hardware/Software/Peripherals	[Edit] [Delete] [Refresh] [Collapse]

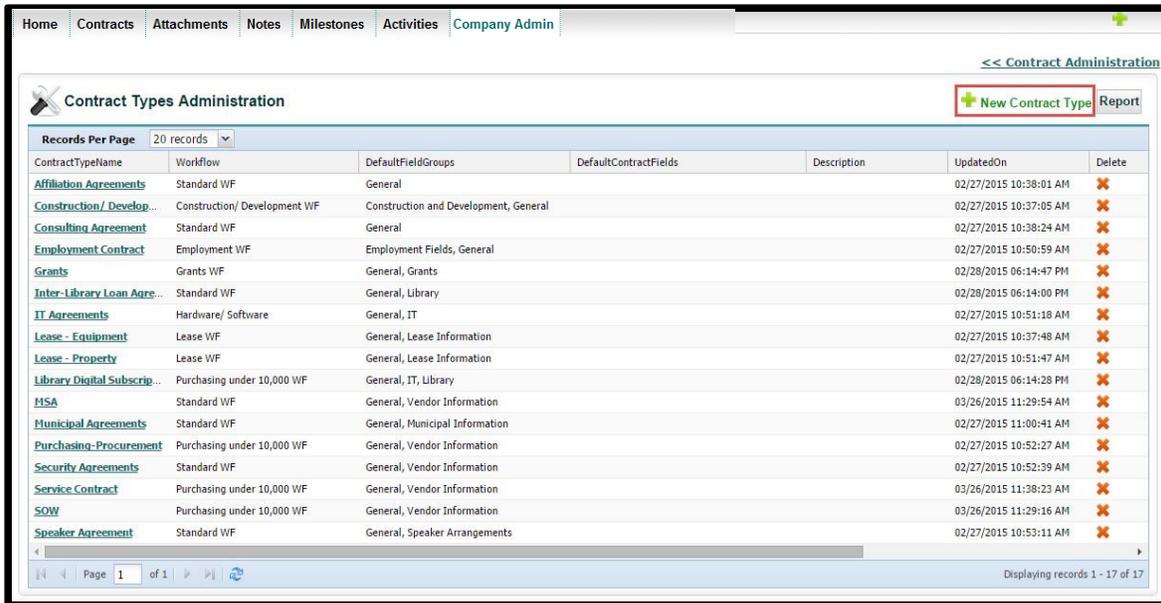
A screenshot of a field group for vendors. The fields are grouped together in a single container, showing a list of labels and values. Each field has a collapse icon on the right side.

Vendors (Field Group)		[Edit] [Delete] [Collapse]
BAA Date:	09/30/2018	[Collapse]
COI Expiration Date:	08/31/2021	[Collapse]
Effective Date:	09/03/2018	[Collapse]
Expiration Date:	06/30/2019	[Collapse]
Vendor Name:	Uniforms, Inc.	[Collapse]
Vendor Address, City, State, Zip:	100 Maple Avenue Suite 201 Hartford, CT 33312	[Collapse]
Vendor Phone #:	800-555-0000	[Collapse]
Vendor Type:	Computer Hardware/Software/Peripherals	[Collapse]

This Field Group takes up much less space on the screen and you can still use the *Edit Pencil* to modify any individual field within the Field Group.

Contract Types Administration

Contract Types Administration is the area where Contracts are categorized and configured. This is done by setting up the default items (Workflow and Field Groups) for each Contract Type.



The screenshot displays the 'Contract Types Administration' page. At the top, there are navigation tabs: Home, Contracts, Attachments, Notes, Milestones, Activities, and Company Admin. Below the navigation is a breadcrumb trail: << Contract Administration. The main heading is 'Contract Types Administration' with a '+ New Contract Type' button and a 'Report' button. A dropdown menu for 'Records Per Page' is set to '20 records'. The table below lists various contract types with their respective workflows, default field groups, and default contract fields. Each row includes an 'UpdatedOn' date and time, and a 'Delete' button (represented by a red 'X').

ContractTypeName	Workflow	DefaultFieldGroups	DefaultContractFields	Description	UpdatedOn	Delete
Affiliation Agreements	Standard WF	General			02/27/2015 10:38:01 AM	X
Construction / Develop...	Construction/ Development WF	Construction and Development, General			02/27/2015 10:37:05 AM	X
Consulting Agreement	Standard WF	General			02/27/2015 10:38:24 AM	X
Employment Contract	Employment WF	Employment Fields, General			02/27/2015 10:50:59 AM	X
Grants	Grants WF	General, Grants			02/28/2015 06:14:47 PM	X
Inter-Library Loan Agre...	Standard WF	General, Library			02/28/2015 06:14:00 PM	X
IT Agreements	Hardware/ Software	General, IT			02/27/2015 10:51:18 AM	X
Lease - Equipment	Lease WF	General, Lease Information			02/27/2015 10:37:48 AM	X
Lease - Property	Lease WF	General, Lease Information			02/27/2015 10:51:47 AM	X
Library Digital Subscrip...	Purchasing under 10,000 WF	General, IT, Library			02/28/2015 06:14:28 PM	X
MSA	Standard WF	General, Vendor Information			03/26/2015 11:29:54 AM	X
Municipal Agreements	Standard WF	General, Municipal Information			02/27/2015 11:00:41 AM	X
Purchasing-Procurement	Purchasing under 10,000 WF	General, Vendor Information			02/27/2015 10:52:27 AM	X
Security Agreements	Standard WF	General, Vendor Information			02/27/2015 10:52:39 AM	X
Service Contract	Purchasing under 10,000 WF	General, Vendor Information			03/26/2015 11:38:23 AM	X
SOW	Purchasing under 10,000 WF	General, Vendor Information			03/26/2015 11:29:16 AM	X
Speaker Agreement	Standard WF	General, Speaker Arrangements			02/27/2015 10:53:11 AM	X

Page 1 of 1 | Displaying records 1 - 17 of 17

To create a new Contract Type, click on the green “**New Contract Type**” button and fill out the form which assigns the *Default Field Group(s)*, *Field(s)*, and *Default Workflow Template* (all of which were explained in the previous Administration sections).

You can edit any Fields, Field Groups, or Workflow Templates for a specific Contract Container locally, whether done during Contract Entry, or at any point later. This area dictates the default settings only for new Contracts added to your system. This lets your end users know what information they should be filling out inside the Contract Container.

To select multiple items, use the CTRL key or use the [CLICK HERE](#) option to use the side-by-side selector interface.

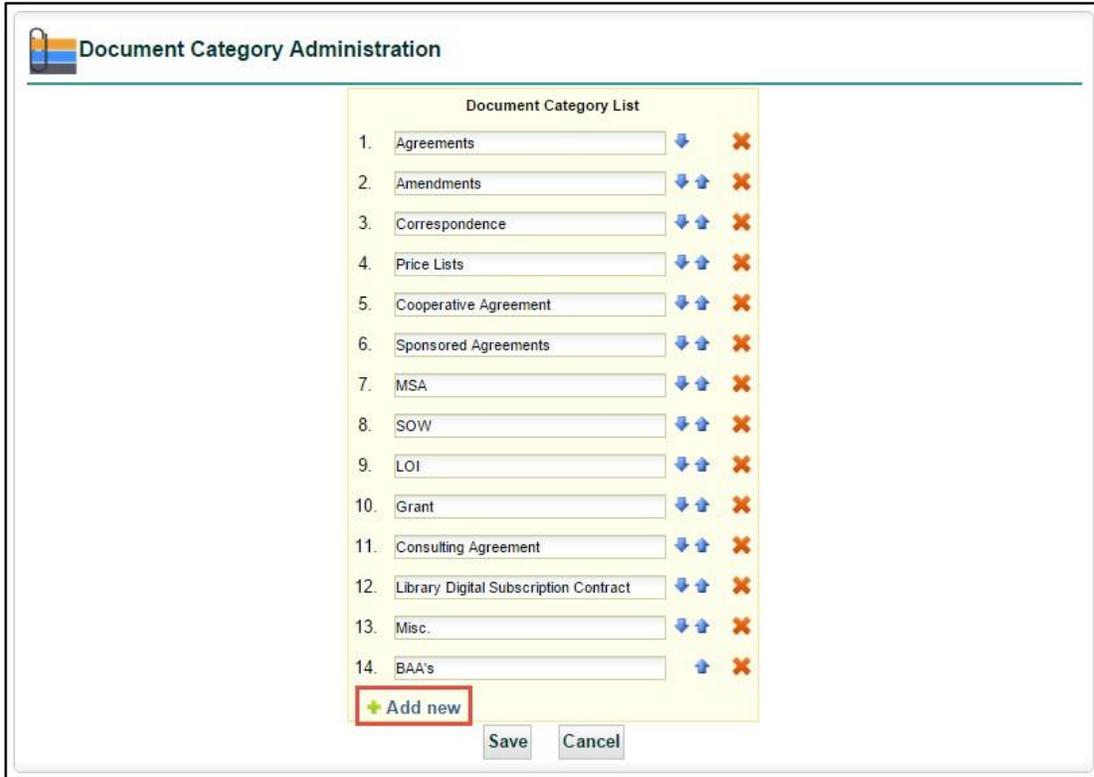
The screenshot shows a web form titled "Contract Type Administration" with a sub-header "Contract Type :". The form contains several fields and lists, each with a red numbered callout:

- 1** Contract Type Name: A text input field containing "New Contract Type Name".
- 2** Description: A text area containing "This area is optional".
- 3** Default Field Group(s): A list box with a scroll bar. Above the list is the text "Hold Ctrl to Select Multiple Items or [CLICK HERE](#)". The list contains: Construction and Development, Employment Fields, General, Grants, IT, Lease Information, Library, and Municipal Information.
- 4** Default Contract Field(s): A list box with a scroll bar. Above the list is the text "Hold Ctrl to Select Multiple Items or [CLICK HERE](#)". The list contains: Annual Cost, Annual Salary, Approver, Attorney, Auto-Renew, BAA Date, BAA Required, and Bid Accepted.
- 5** Default Workflow Template: A dropdown menu showing ".....Select.....".
- 6** Save and Cancel buttons at the bottom right of the form.

1. Contract Type Name (what you select during Contract Entry)
2. Description for Contract Type
3. Default Field Group(s) area
4. Default Single Field(s) [only choose if not included with Field Groups]
5. Default Workflow Template drop-down
6. **Save** or **Cancel** confirmation buttons

Document Category Administration

Document Category Administration is the area where you define what types of documents might be used within your system. You may add as many Document Categories as you wish. To add more, click on the green “Add New” link and provide a name for the new Category in the list. The Categories defined in this area will appear in the drop-down list when adding an attachment.



The screenshot displays the 'Document Category Administration' interface. At the top left, there is a logo and the title 'Document Category Administration'. Below this, a yellow box titled 'Document Category List' contains a numbered list of 14 categories. Each category is in a text input field, followed by a blue double-headed arrow icon and an orange 'X' icon. The categories are: 1. Agreements, 2. Amendments, 3. Correspondence, 4. Price Lists, 5. Cooperative Agreement, 6. Sponsored Agreements, 7. MSA, 8. SOW, 9. LOI, 10. Grant, 11. Consulting Agreement, 12. Library Digital Subscription Contract, 13. Misc., and 14. BAA's. Below the list is a green '+ Add new' button, which is highlighted with a red box. At the bottom of the yellow box are 'Save' and 'Cancel' buttons.

Category	Move Up	Move Down	Delete
1. Agreements	↓		✗
2. Amendments	↓ ↑		✗
3. Correspondence	↓ ↑		✗
4. Price Lists	↓ ↑		✗
5. Cooperative Agreement	↓ ↑		✗
6. Sponsored Agreements	↓ ↑		✗
7. MSA	↓ ↑		✗
8. SOW	↓ ↑		✗
9. LOI	↓ ↑		✗
10. Grant	↓ ↑		✗
11. Consulting Agreement	↓ ↑		✗
12. Library Digital Subscription Contract	↓ ↑		✗
13. Misc.	↓ ↑		✗
14. BAA's	↓ ↑		✗

[+ Add new](#)

Save Cancel

Document States Administration

Document States Administration is the area where you define what possible States a document might be within your system. You may add as many Document States as needed. To add more, click on the “Add New” link and provide a name for the new State in the list. Use the blue up and down arrows to reposition the order within the list.

The States defined in this area will appear in a drop-down list when adding an attachment.



The screenshot displays the 'Document States Administration' interface. At the top left, there is a small icon of a person and the title 'Document States Administration'. Below this is a yellow-bordered box titled 'Document States List'. Inside this box, there is a list of nine document states, each with a text input field, a set of blue arrows (up and down) for repositioning, and a red 'X' icon for deletion. The states are: 1. Draft, 2. Redlines, 3. Under Legal Review, 4. Signed Off by Legal Dept, 5. Partially Executed by Vendor, 6. Partially Executed by Urgent Care, 7. Final, 8. Fully Executed, and 9. Rejected/Terminated. Below the list is a green '+ Add new' button, which is currently being clicked by a mouse cursor. At the bottom of the yellow box are 'Save' and 'Cancel' buttons.

Order	Document State	Move Up	Move Down	Delete
1.	Draft	↓		×
2.	Redlines	↓↑		×
3.	Under Legal Review	↓↑		×
4.	Signed Off by Legal Dept	↓↑		×
5.	Partially Executed by Vendor	↓↑		×
6.	Partially Executed by Urgent Care	↓↑		×
7.	Final	↓↑		×
8.	Fully Executed	↓↑		×
9.	Rejected/Terminated	↑		×

+ Add new

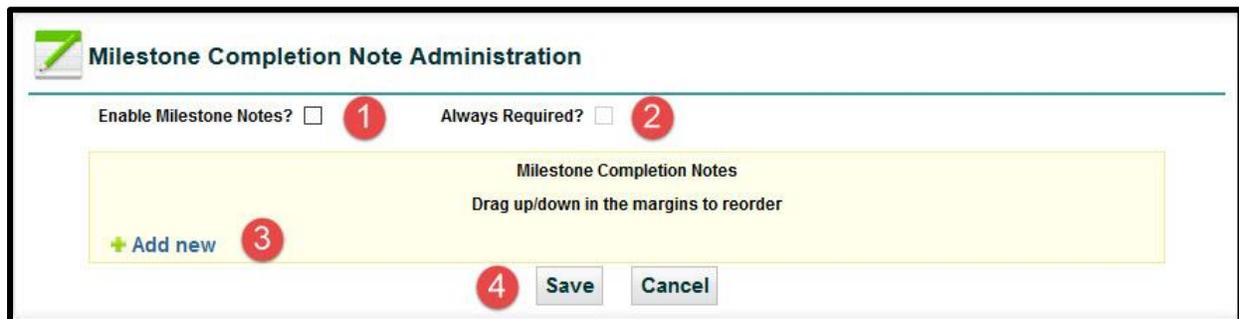
Save Cancel

Milestone Completion Note Administration

When Milestones are flagged as completed, you have the option to enter specific notes about the completed milestone. This recent enhancement is available whether you click the complete checkbox or display the milestone detail page by clicking on the milestone name in the milestone grid.

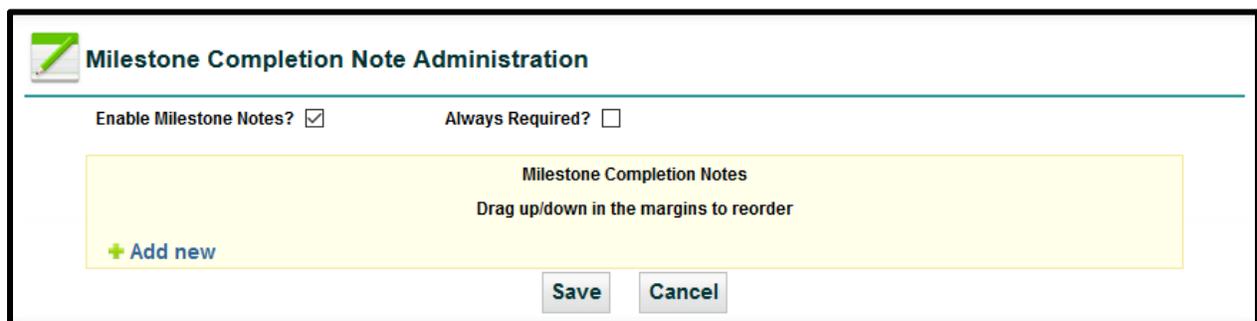
In addition to adding free-form notes, you can setup pre-configured responses from a drop-down list. Any completed milestone notes you enter, or select from the drop-down, are added to the contract's History.

Once you Enable Milestone Notes, you have several options to use these completed milestone notes.



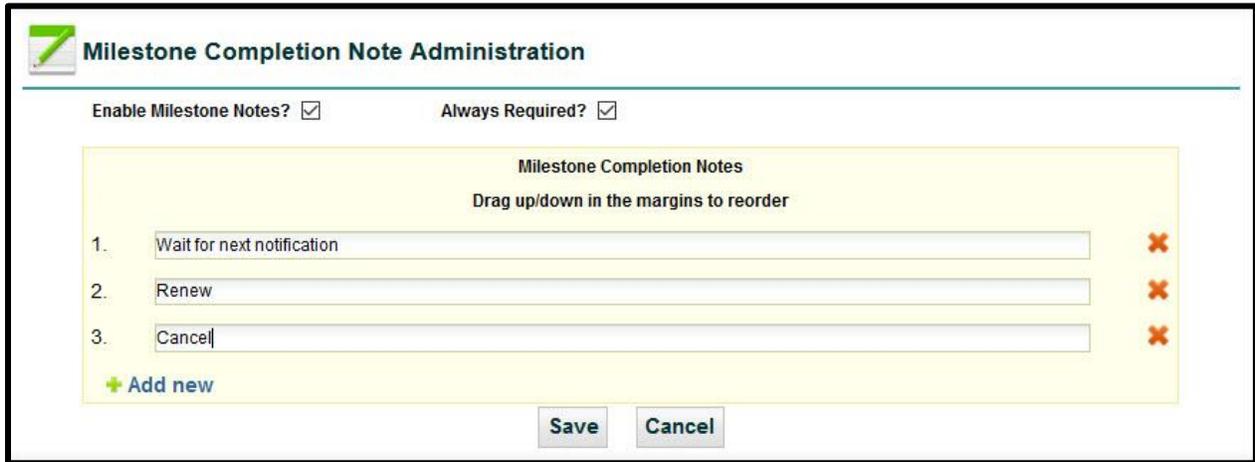
The screenshot shows the 'Milestone Completion Note Administration' form. At the top, there are two checkboxes: 'Enable Milestone Notes?' (unchecked) and 'Always Required?' (unchecked). Below these is a yellow box titled 'Milestone Completion Notes' with the instruction 'Drag up/down in the margins to reorder'. Inside this box is a '+ Add new' link. At the bottom of the form are 'Save' and 'Cancel' buttons. Red circles with numbers 1 through 4 are placed over the 'Enable Milestone Notes?' checkbox, the 'Always Required?' checkbox, the '+ Add new' link, and the 'Save' button, respectively.

- 1. Enable Milestone Notes?** Click checkbox to activate. This checkbox can also be unchecked to turn off this feature.
- 2. Always Required?** If checked, you must have at least one type of note: free-form text, or pre-configured responses setup with "Add new".
- 3. Add new** Click to enter your responses. For example, "Wait for next notification", "Renew", or "Cancel". See images below.
- 4. Save** Saves your milestone completion notes.



This screenshot shows the same 'Milestone Completion Note Administration' form, but with the 'Enable Milestone Notes?' checkbox checked. The 'Always Required?' checkbox remains unchecked. The '+ Add new' link is still present in the yellow box. The 'Save' and 'Cancel' buttons are at the bottom.

You can have many responses set up, whether your completed milestone notes will use them now or later.



Milestone Completion Note Administration

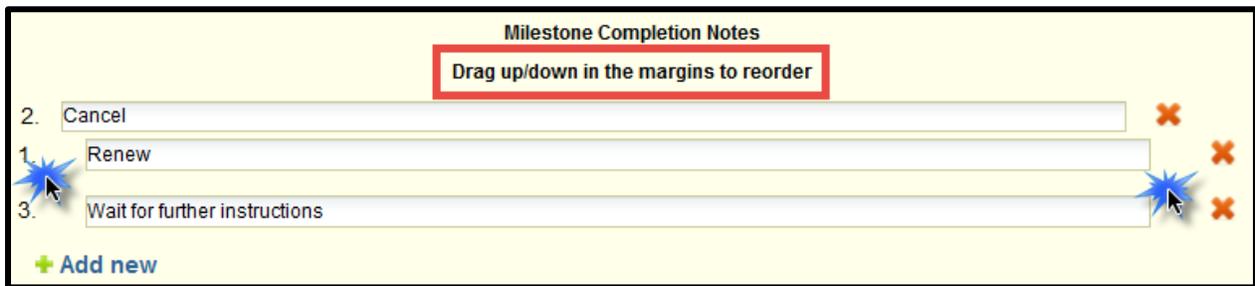
Enable Milestone Notes? Always Required?

Milestone Completion Notes
Drag up/down in the margins to reorder

1.	Wait for next notification	✘
2.	Renew	✘
3.	Cancel	✘

[+ Add new](#)

Once you **Save** your milestone completion notes, you can then click and drag the notes from either the left or right margins to reorder. The numbers will automatically adjust to the correct sequential order.



Milestone Completion Notes
Drag up/down in the margins to reorder

2.	Cancel	✘
1.	Renew	✘
3.	Wait for further instructions	✘

[+ Add new](#)

Automatic Milestone Rules

Automatic notifications are configured in the **Automatic Milestone Rules (AMR)** area to be emailed to any User based on a *Date Field* defined in your system. These rules are configurable by Contract Type and will notify users at up to five intervals per rule.

RuleId	IsActive	Title	ContractField	Days	IndividualUsers	ContractType	Description
1230	<input type="checkbox"/>	Annual Budget Reviews	Expiration Date	90,60,30	Owner, Primary, Secondary, Tertiary	Computer/Medical E...	Annual Budget Reviews for Cost
1366	<input checked="" type="checkbox"/>	Annual Contract Reviews	Expiration Date	175,72,14,5	Owner, Primary, Secondary, Tertiary	Legal	System-created Milestone
1229	<input type="checkbox"/>	Building Lease Agreement	Expiration Date	180,60	Owner, Peter Jones	Leases	System-created Milestone
1225	<input type="checkbox"/>	Employee Annual Reviews	Expiration Date	14	Steven Snyder	Human Resources	System-created Milestone
1227	<input type="checkbox"/>	Medical Staff Reviews	Expiration Date	30	Jason Bourne, Mary Roberts	Human Resources, ...	Review Medical Staff Performance & E
1231	<input type="checkbox"/>	New Hires - 1 Month Evaluation	Effective Date	-30	Owner, Mary Roberts	Human Resources	All New Hires (non-Medical) receive a
1237	<input type="checkbox"/>	Patient Insurance Companies Review	Expiration Date	75,45	Owner, Primary, Secondary, Tertiary	Insurance Companies	Quarterly Review Patient Insurance Co
1321	<input checked="" type="checkbox"/>	Physician Renewal for Specialists	Expiration Date	90,76,24	Owner	Physicians	renewing contracts
1349	<input checked="" type="checkbox"/>	Semi-Annual Vendor Reviews	Vendor Exp Date	0,21	Owner	Vendor Management	System-created Milestone
1526	<input checked="" type="checkbox"/>	TEST for New Inactive Milestones	Qtrly Profit Report Due	30,-10	Owner	Computer/Medical E...	TEST
1263	<input type="checkbox"/>	TEST in Production for # Days Showing *	Expiration Date	2501	Owner, Yakov Zinofski	Insurance Compani...	If you are reading this, then you are s
1228	<input type="checkbox"/>	Vendor Renewals	Vendor Exp Date	30,60,90,5	Owner, Secondary, Tertiary, Steven Snyder	Products, Sales, Ven...	System-created Milestone

You can also create an automatic milestone and set it as *Inactive* until such time when you need to activate the rule.

To create a new Auto Milestone Rule, click on the green link for **New Automatic Milestone Rule** and then fill out the options as shown on the following page.

Creating a new Automatic Milestone Rule

1. **Title** the Rule (name).
2. Choose the **Contract Type(s)** that would be affected.
3. Choose the predefined **Date Field** from the drop-down list.
4. Specify the intervals (Days) at which the notifications should be sent by entering the number in the box (\pm 0-4000) and click the blue **+** sign (remember, you can have up to **five** intervals).
5. Type the Description/Instructions for any users who are notified about this milestone.
6. Choose if any Role Models will receive the notifications.
7. Choose the Individual Users that will receive the notifications (you *must* select at least one user or role model). *All selected users are notified on the same interval schedule.*
8. New Milestone Rules are Active by default; uncheck to make Inactive initially. *The "Is Active" checkbox in the AMR grid displays a checkbox when active.*
NOTE: You cannot edit the "Is Active" checkbox within this grid.

- Click the “[Manage Fields](#)” link to specify what data from your predefined fields should be included in the email notifications (optional).

New Automatic Milestone Rule

Title: 1

Days: +

Contract Type(s): 2 Hold Ctrl to Select Multiple Items or [CLICK HERE](#)

- Computer/Medical Equipment
- Contractors
- Human Resources
- Insurance Companies
- Leases
- Legal
- Medical Equipment > \$50,000
- New Contract Type

Date Field: 3

Description/Instructions: 5

Role Model(s): 6 Hold Ctrl to Select Multiple Items or [CLICK HERE](#)

- Accountants
- Executives
- Facilities
- Test It Good
- Testing

Individual User(s): 7 Hold Ctrl to Select Multiple Items or [CLICK HERE](#)

- Owner
- Primary
- Secondary
- Tertiary
- Albee Seenya
- Alberto Test-User
- Alfonso Rodriguez
- Another Test-User

Active: 8

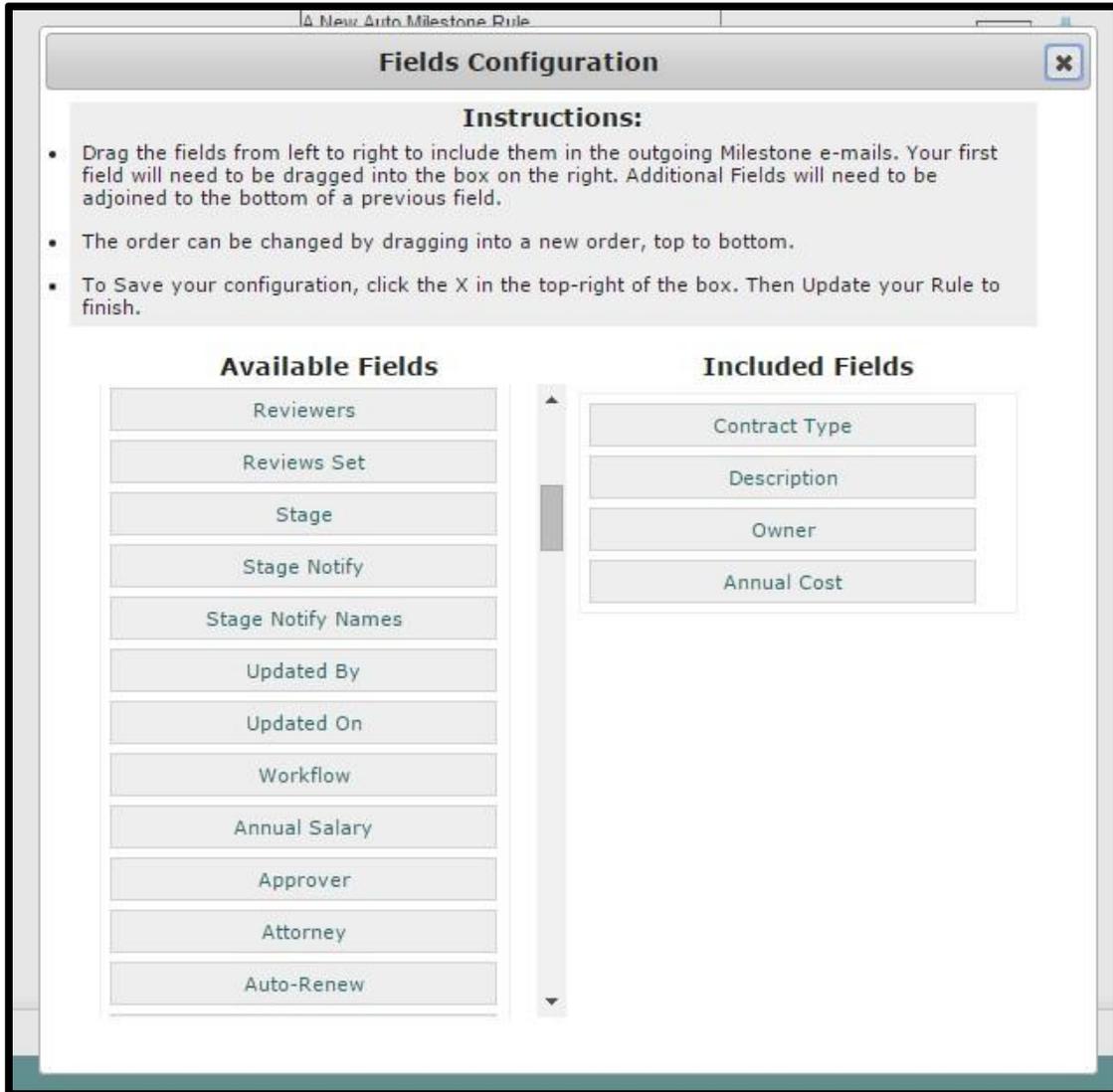
Configure Fields: [Manage Fields](#) 9

Click the “**Create Rule**” button. UCM updates all Contract Containers meeting the criteria for this new milestone (Archived contracts are skipped).

- **Tip:** Use the [CLICK HERE](#) option to select Contract Types, Role Models, or Users using the side-by-side column Selector Interface.
- ✂ Any Contract that does **not** meet the Milestone Rule will **not** generate a milestone. For example, if your Date Field’s actual date for that contract is in the past, or less than the interval # days, no emails are sent. So any expired contracts will not have a milestone or email generated from this rule.

The **Manage Fields** link allows you to augment the information sent out in the Automatic Milestone. When using this area, there are no save buttons, but simply closing the screen when you are done will preserve your work. To select Fields to be included in your notifications, drag from the left column and drop it in the right column.

If you ever forget what to do in this area, Instructions are included at the top of the interface.

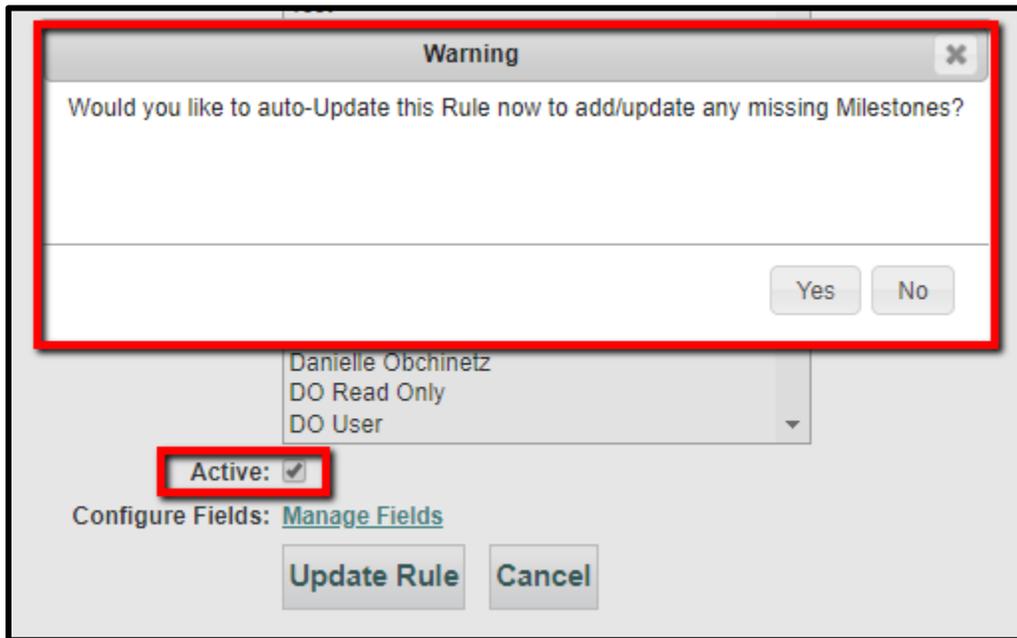


Activating/Deactivating Automatic Milestone Rules

You cannot mark Automatic Milestone Rules as active or inactive directly from the grid, only by clicking on the **Title** then editing the Automatic Milestone Rule. Deactivating an existing milestone means that no new milestones would be generated. You go into the Automatic Milestone Rule and click *“Update Rule”* to update its activation status. In doing so, UCM will prompt you with a question on how to handle any existing milestones.

Activating an Automatic Milestone Rule

When editing an Automatic Milestone Rule to activate it, a message window appears to say: *“Would you like to Auto-Update this Rule now to add/update any missing Milestones?”*

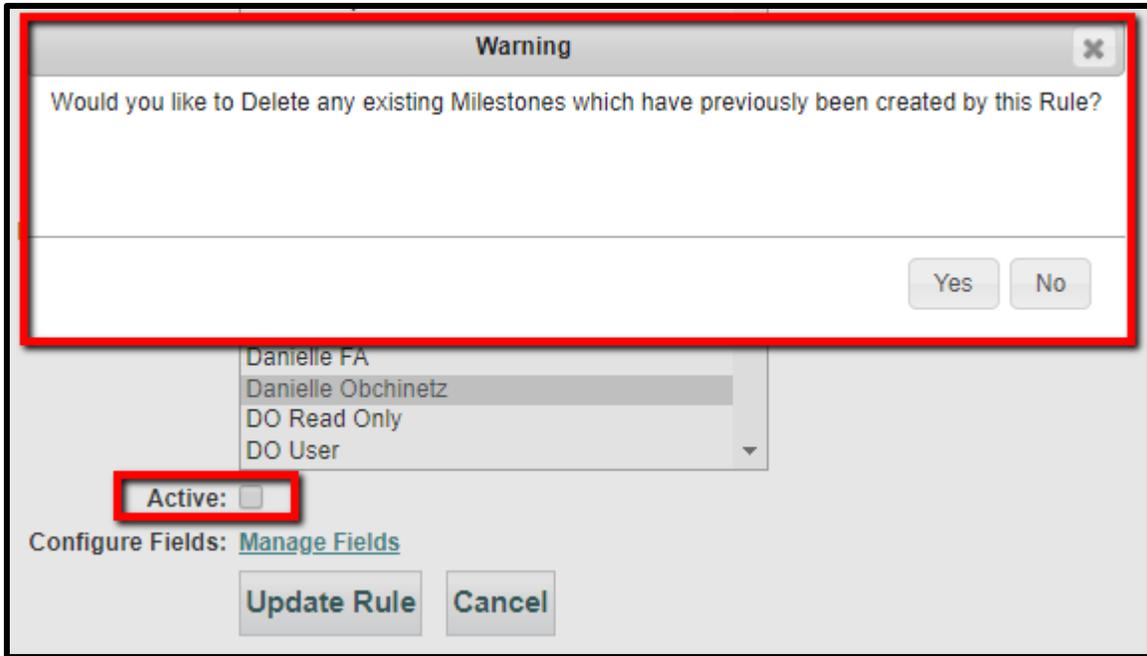


Selecting *“Yes”* updates any existing milestones and/or create new milestones based on the rule’s configuration.

Selecting *“No”* activates your rule but only create/update milestones for contracts entered after this point of activation.

Deactivating an Automatic Milestone Rule

When editing an Automatic Milestone Rule to deactivate it, a message window appears to say: “Would you like to Delete any existing Milestones which have previously been created by this Rule?”



Selecting “Yes” deletes any unset milestones that were generated by this rule.

Selecting “No” keeps and continues to send all open milestones for this rule; however, the milestones going forward will not be updated to reflect any date changes made on the associated contracts.

Contract Templates Administration

Contract Templates are better known as “boilerplate” documents and are usually the internal contracts that go out to other entities. To create a Template, click on the “**New Contract Template**” link. You will name the Template, assign a Contract Type, and then enter the contract text and format it in the box. Fields can also be added to this area from the drop-down list of defined fields in the system, which will enable you to enter data that will be filled out when saving the document.

TemplateName	ContractType	Description	CreatedOn	UpdatedOn	Delete	CreatedBy
BAA	Physician Agreements	NONE	03/12/2015 09:17:35 AM	03/12/2015 09:17:35 AM	✘	Thomas Pynchon
Contract Request Form	Managed Care	Contract request worksheet	03/12/2015 09:30:50 AM	03/12/2015 09:30:50 AM	✘	Thomas Pynchon
Our Standard Contract	Clinical	NONE	03/12/2015 10:37:31 AM	03/12/2015 10:37:31 AM	✘	Thomas Pynchon
Contract Review Form	Purchasing	NONE	05/12/2015 02:28:11 PM	05/13/2015 10:31:57 AM	✘	Matthew Robinson

Template Name: 1

Contract Type: Computer/Medical Equipment 2

Description: 3

All Users able to Edit Preview? 4

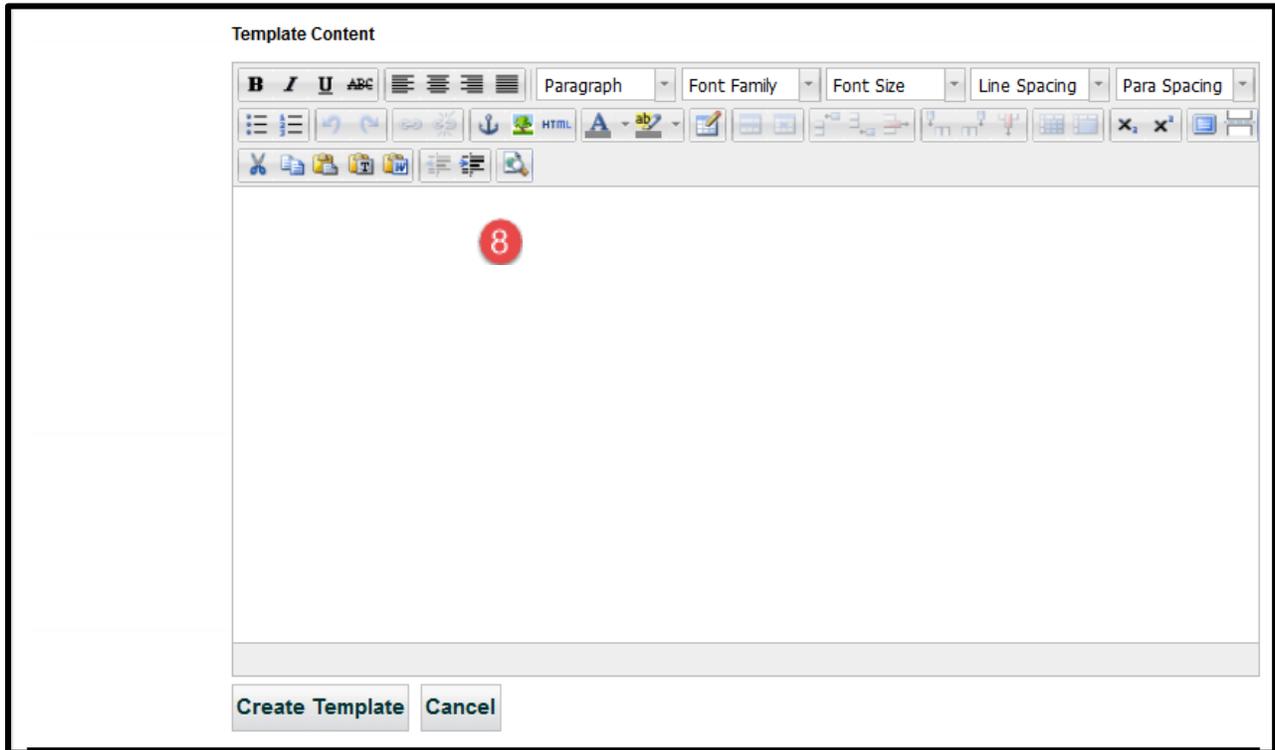
Default Save Data? 5

Associated Field Groups: 6

Insert Field: Select Any Field to Insert in document 7

The sections are explained on the following page.

1. Template Name
2. Contract Type (used when creating any new contracts)
3. Description Area
4. Allow Users to Edit Template?
5. Default Save Data? (used to automatically add the Fill Values into Contract Containers.)
6. Select Field Groups Associated to Contracts used when creating new contracts.
7. Drop-down List for Adding Fields to Template
8. Template Content (see below image)



Template Content (enter text or copy and paste from another document) and basic document editing controls. This area becomes the actual Template. Use the “*Insert Field*” drop-down list of fields to add a field at the cursor’s insertion point. *The example below shows the fields “Contract Type”, “Vendor Name”, and “Effective Date”.*

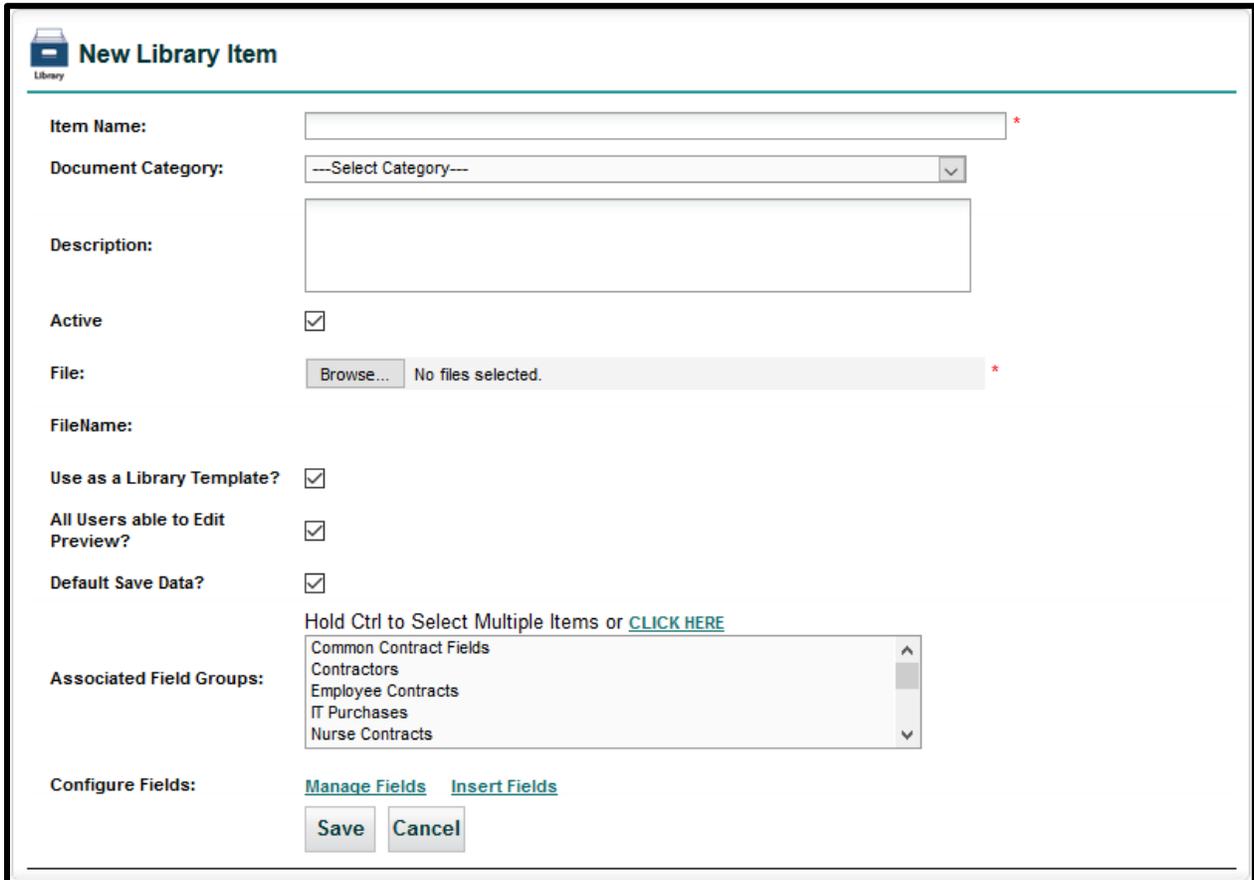
Click the button to create the template.

If you open the Template later to edit, this button becomes a *Save* button.



Contract Document Library Administration

Contract Document Library contains formatted documents used to attach to Contracts. To create a Library document, click on the **“New Library Item”** link. You will name the Item, assign a Document Category, and then upload a file with the **“Browse”** button. This feature is similar to Templates.



New Library Item

Item Name: *

Document Category: ▾

Description:

Active

File: No files selected. *

FileName:

Use as a Library Template?

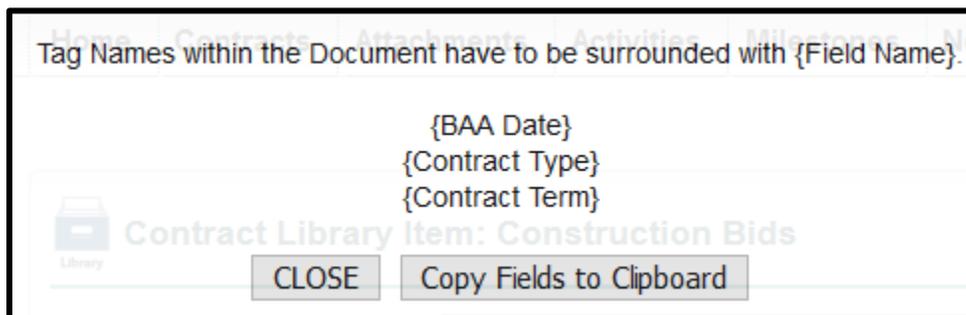
All Users able to Edit Preview?

Default Save Data?

Associated Field Groups: CLICK HERE"/> ▾
Common Contract Fields
Contractors
Employee Contracts
IT Purchases
Nurse Contracts

Configure Fields: [Manage Fields](#) [Insert Fields](#)

The **Configure Fields** section is used to **“Manage Fields”**, which creates a list of fields to later insert into the library document (see [Manage Fields](#) for help setting up this section). Use the **“Insert Fields”** link to display those fields so you can copy and paste them into the document afterwards (see image below) which creates a **“mail merge”** type of document. Open the external library document to paste the fields into the document and then position these **“merge fields”** where they need to go.



Contract Folders Administration

The **Contract Folders** are where you create and edit the system folder structure. It is where contracts are stored. It is extremely important for organizing and setting security for users within an organization. Shown here are both condensed and expanded folder views (showing contract names) that give the administrator a real-time view of which contracts are organized into the current folders.

Folder structures defined in this area are also used in the “Manage Users” settings to assign permissions for each user. See [Defining Folder Permissions](#) for assistance with security settings.

You drag and drop contracts to/from desired folders. Right-click on a folder name to *Add* a new folder, or to *Edit* or *Delete* an existing folder. To move folders or Contracts, click and drag to the desired location. All changes will be saved immediately. If you delete a folder, none of the associated contracts will be deleted; they are simply promoted up to the parent folder and given the permissions set forth by that folder.

The screenshot displays the 'Contract Folders Administration' interface. At the top, there is a navigation bar with tabs: Home, Contracts, Attachments, Notes, Milestones, Activities, and Company Admin. Below the navigation bar, the page title is '<< Contract Administration'. The main content area is titled 'Contract Folders Administration' and contains two views of the folder structure.

The left view is a condensed tree structure showing the following folders:

- Show Contract? Show Archived?
- iContracts Healthcare
 - Contract Management System
 - Administration
 - Behavioral Health
 - Facilities
 - General Facilities Contracts
 - New Name
 - Landscaping Contracts
 - Sunshine Cleaners (198327)
 - New Construction Contracts
 - 241 W Main Street (263988)
 - 55 County Route 22 (263993)
 - 66 North Broadway (263990)
 - 76 N Broadway (263989)
 - 77 North Broadway (263980)
 - Food Services
 - Human Resources
 - Physician Agreements
 - Harris Neil MD (260571)

The right view is an expanded view of the same structure, showing the following folders and contracts:

- Show Contract? Show Archived?
- iContracts Healthcare
 - Contract Management System
 - Administration
 - 214 East Locust Ave (263991)
 - Behavioral Health
 - Facilities
 - General Facilities Contracts
 - New Name
 - Sunshine Cleaners (198327)
 - Landscaping Contracts
 - 214 East Locust Ave (263991)
 - Joes Lawncare - Landscaping Contract (198269)
 - Joes Lawncare - Snow Removal Contract (198270)
 - New Construction Contracts
 - 241 W Main Street (263988)
 - 55 County Route 22 (263993)
 - 66 North Broadway (263990)
 - 76 N Broadway (263989)
 - 77 North Broadway (263980)
 - Food Services
 - Human Resources
 - Physician Agreements
 - Harris Neil MD (260571)

A context menu is open over the '214 East Locust Ave (263991)' folder, showing the following options:

- Add
- Edit
- Delete

At the bottom of the interface, there is a footer note: 'Right click on a folder to Add a new folder, or to Edit/Delete an existing folder. To move folders or Contracts, click and drag to the desired location. All changes will be saved immediately.'

Bulk Load Contracts

The **UCM Bulk Load** application is a UCM Utility Program used to import entire spreadsheets of data into your system very quickly. For large amounts of information, this will save you the time and effort of entering contracts manually one-by-one. The Bulk Loader can be used in two key ways:

- To upload multiple new contracts.
- To update multiple contracts already in your system with new or changed data.



This area in the Contract Administration section has a link to download the Bulk Loader installer. Once installed, the Bulk Loader will reside on your computer as a separate application, as opposed to UCM, which is cloud-based. **Always check to make sure you have the latest version installed.**

👉 You may need to reach out to your company's IT Department for assistance since many companies block users from downloading outside applications to company desktops.

We can provide a spreadsheet-based “workbook” to fill out which helps you examine your company’s set-up so that your system is set up properly and helps you identify the information that needs to be put into UCM.

👉 For more information regarding the Bulk Loader and the Workbook, see our more comprehensive Bulk Loader Tutorial, part of our UCM Training Videos Library, found under “Profile/Help”.

Using the Bulk Loader

After downloading and installing the application, open the Bulk Loader and log-in, and select the option to upload contracts from the drop-down Menu.

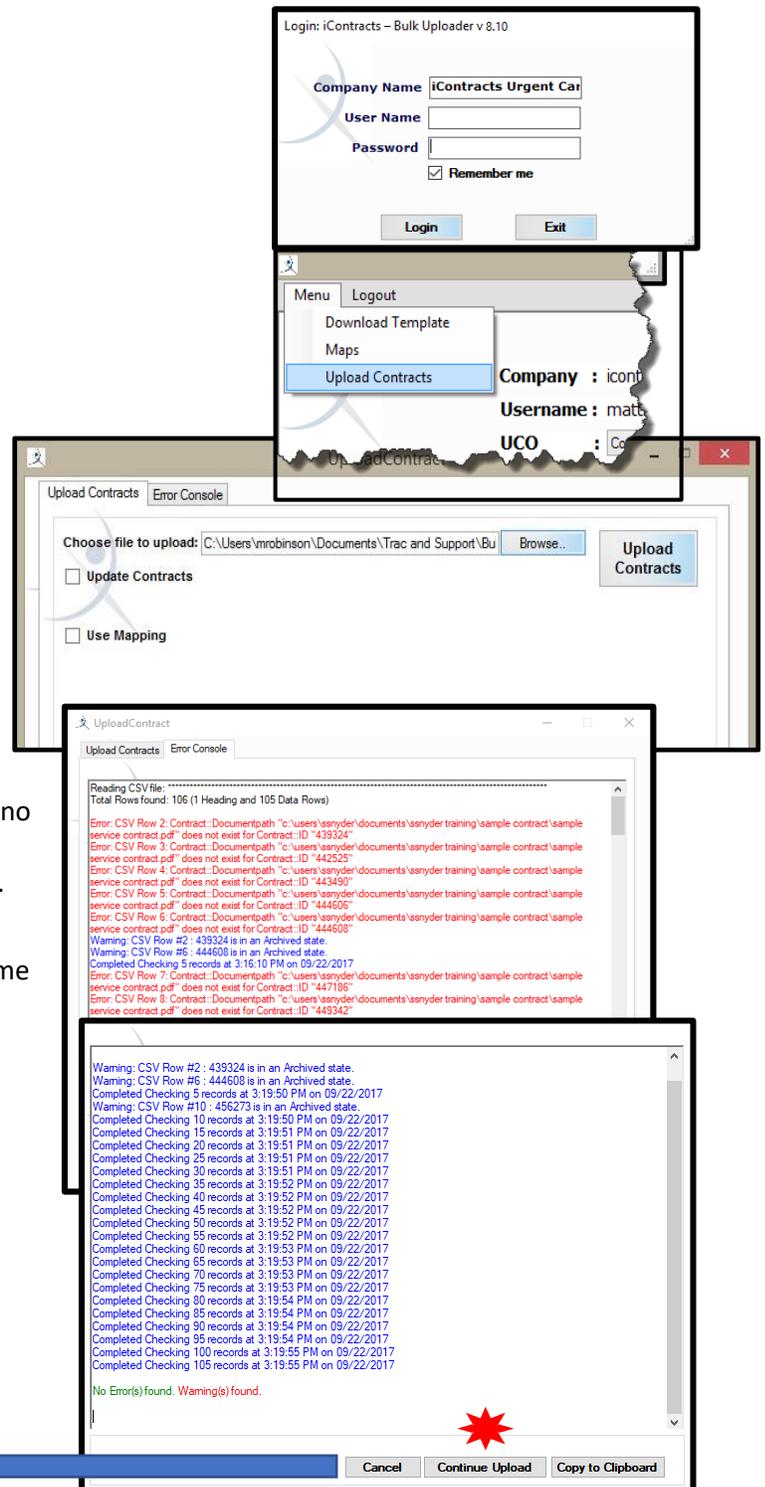
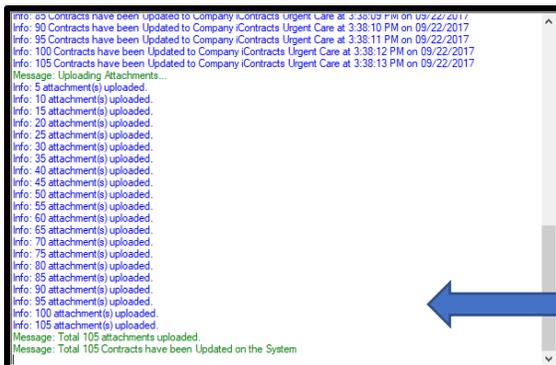
There are two options for running the Bulk Loader, which are described in the previous section above. Locate the CSV file you would like to upload into the system. Remember, if *Update Contracts* is not checked, the Bulk Loader will treat each row in your spreadsheet as a new contract in UCM.

Errors, if any, will appear on the *Error Console* screen and describe the type of error to correct for proper loading of contracts into the system. You can click on the **Stop Processing** button to stop the Error Console at any time.

Attention to detail in the CSV file or workbook to ensure proper folder-paths, spelling, and field names will ensure smooth loading of contracts and associated data into the system. We recommend that you copy any error messages to the Clipboard and paste them into a word processing document for easier navigation and reference for cleaning up errors in the CSV file by using the *Copy to Clipboard* button.

Once errors are fixed, rerun the Bulk Loader and if no new errors found, use the *Continue Upload* button to import the information into your system.

If *Update Contracts* is checked, the Bulk Loader will look for an existing contract with either the same **Contract ID** (preferred) or the first contract with a matching **Contract Name** and update it with the information provided on that row of the CSV file. If there is no match, then no update is done.



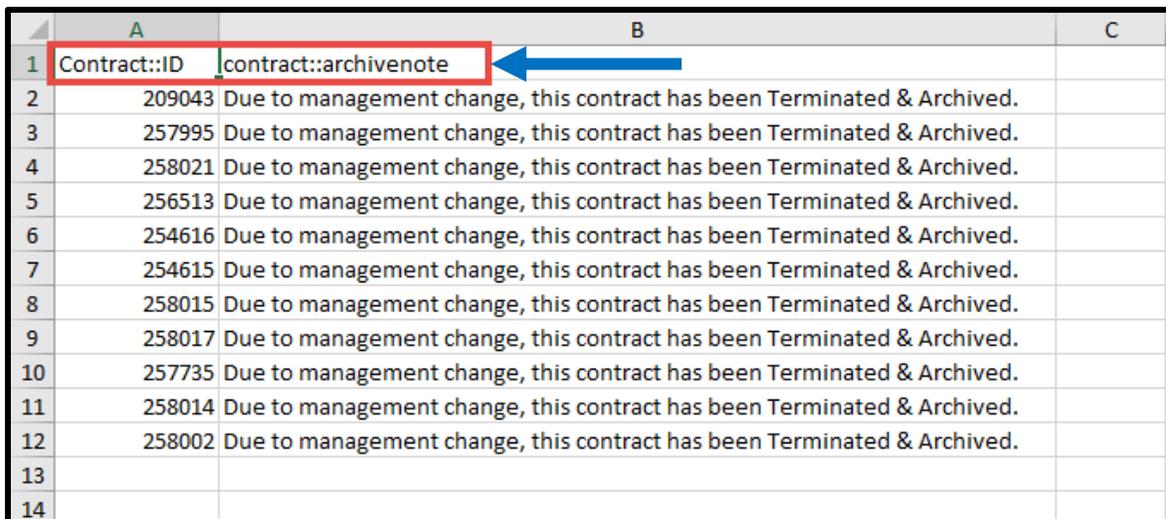
Bulk Archive Contracts

This function takes a batch of contracts in your system and moves the *Workflow Stage* from their current *Stage* to **Archived Agreement**.

There is a two-part process in doing this. First, like the Bulk Loader function, you need to create an Excel CSV file, containing a list of Contract ID's and Archive Notes. Once this file is generated, you would then run the Bulk Archive program (by going to **Company Admin: Contract Administration: Bulk Archive Contracts**) to select those Contract Containers from the CSV list and archive them. There are checks and balances done along the way, which are explained below.

Setting Up the Excel CSV File

This Excel CSV file is designed to require just two columns. Column A will list all *Contract ID's* and Column B will list *Archive Notes, which YOU create from scratch, including the actual column heading*. One way to create this file is to run a Contract View, where the search criteria (such as Expiration Date on or before mm/dd/yyyy) would generate all contracts that match. Then you click Report to upload the contract grid to Excel (you will really only need the Contract ID column). Once you have the Excel file, add the *Archive Note* column to the file and Save As a CSV file. Don't forget to remember the filename for later and then **close the file**.



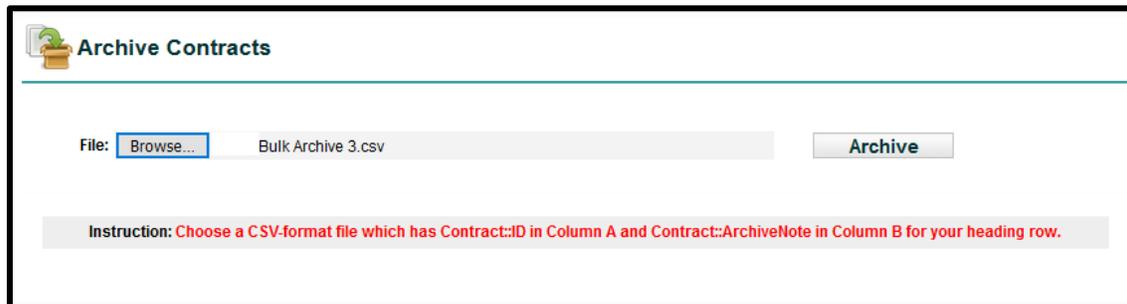
	A	B	C
1	Contract::ID	contract::archivenote	
2	209043	Due to management change, this contract has been Terminated & Archived.	
3	257995	Due to management change, this contract has been Terminated & Archived.	
4	258021	Due to management change, this contract has been Terminated & Archived.	
5	256513	Due to management change, this contract has been Terminated & Archived.	
6	254616	Due to management change, this contract has been Terminated & Archived.	
7	254615	Due to management change, this contract has been Terminated & Archived.	
8	258015	Due to management change, this contract has been Terminated & Archived.	
9	258017	Due to management change, this contract has been Terminated & Archived.	
10	257735	Due to management change, this contract has been Terminated & Archived.	
11	258014	Due to management change, this contract has been Terminated & Archived.	
12	258002	Due to management change, this contract has been Terminated & Archived.	
13			
14			

Column A = contract::id
Column B = contract::archivenote

Running the Bulk Archive Program

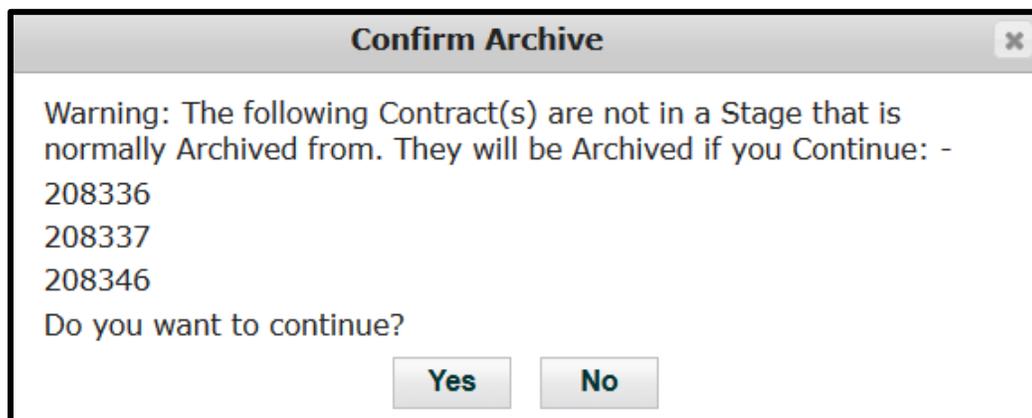
Click on “**Bulk Archive Contracts**”, which functions similar to the *Bulk Load Contracts*.

- Click the **Browse...** button and select the CSV file you just created.
Did you remember the filename?
- Click the **Open** button and the filename appears to the right of the Browse button.
- Click the **Archive** button to begin archiving your listed contracts.



Archiving the Contracts

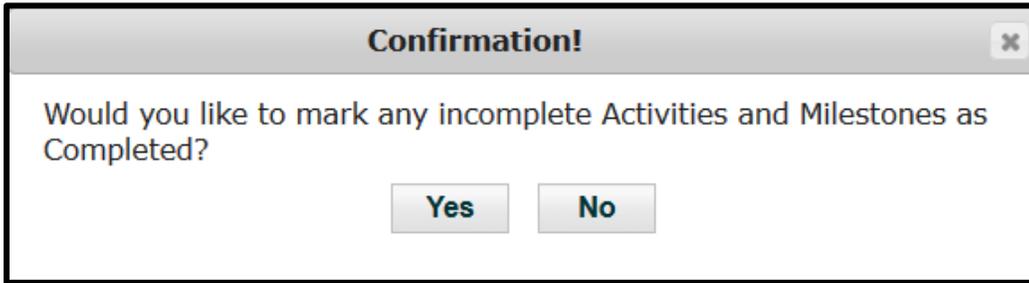
When you **Bulk Archive**, the system will verify that your list of contracts is legitimate and actually eligible to be archived. For example, a contract in Draft, Pending, or something like Under Legal Review would probably trigger a *Warning Message* (see below).



If you click **Yes**, all of these contracts will be archived. Their current Stage is “bookmarked” in case you select *Unarchive Agreement* for any of these contracts at a later date.

If you click **No**, the entire process will stop and you will need to edit the Excel CSV file and restart the entire process again.

You have one more confirmation before Archiving begins. Depending on the results of your Bulk Archive “pre-check” Verification, you may see this **Confirmation!** screen.



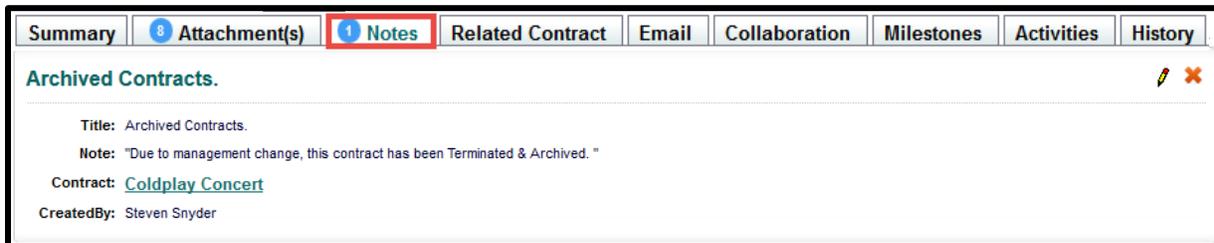
Click **Yes** to confirm and complete the Archiving.



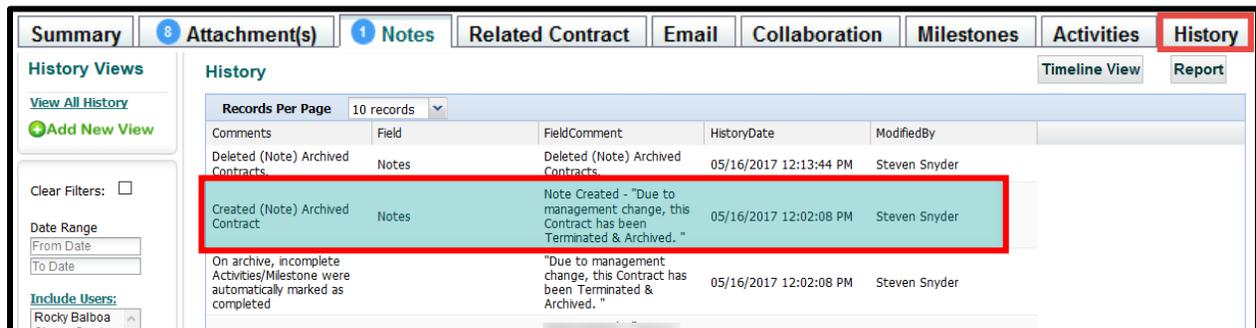
The Contract Container is now archived. The Workflow is also locked at its last known Stage.

Updating the Notes & History Tabs

Whenever contracts are bulk archived, the contract::archivenote text is added to the **Notes Tab**. See the “Note” field below to see how this note is displayed.

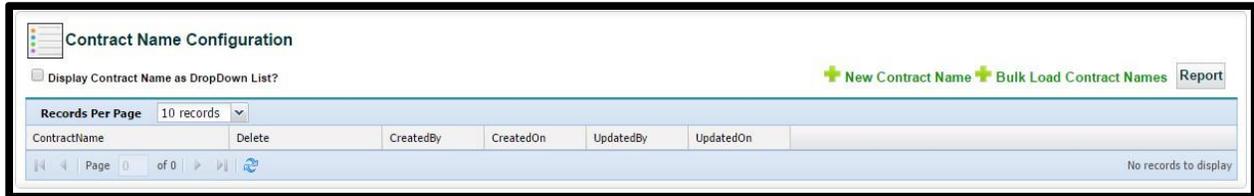


The **History Tab** shows the Note has been added as well. This view shows the Notes came from the *Notes Tab*, so once the Notes are added to the Notes Tab, then the Notes Tab information is added to the History Tab.



Contract Name Configuration

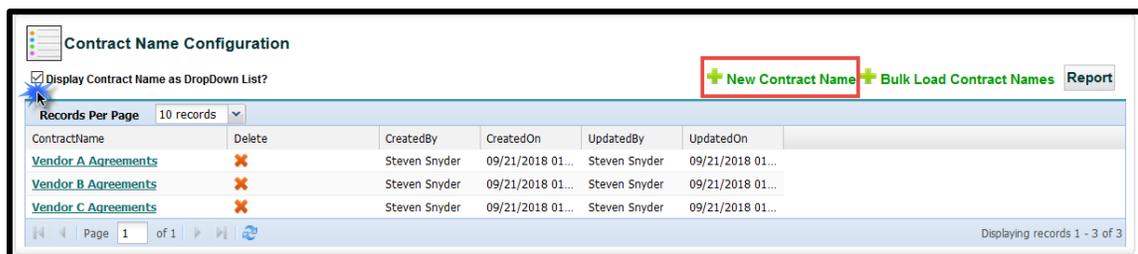
If you want to restrict users from creating their own Contract Names, there is an option within the system to only allow Contract Names setup by an Administrator. The **Contract Name** section will be a drop-down list instead of a text field, and the User would then select the correct name from the list.



Click the checkbox for “*Display Contract Name as a DropDown List?*” to activate this option. Administrators then have the ability to use the “**New Contract Name**” link or “**Bulk Load Contract Names**” (see the section [Using the Bulk Loader](#)).

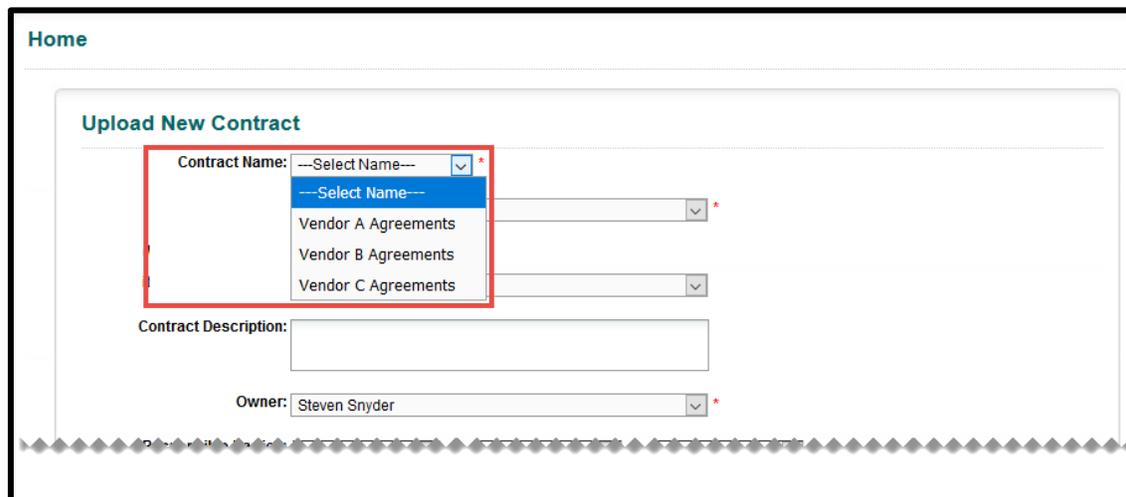
Defining Contract Names

1. Click **New Contract Name** and enter a Contract Name into the text box.
2. Click the **Save** button to update the grid.
3. Repeat the previous two steps until all Contract Names are entered into the grid.



Using Configured Contract Names

When a user clicks on the **Direct Entry** icon on the Home tab, the Contract Name is no longer a text box. Instead, there is a drop-down list of pre-defined Contract Names to select. In addition, these Contract Names *cannot* be edited from within the Summary tab.



Settings

The screenshot shows a web interface with a 'Settings' page. On the right side, a 'Company Administration' sidebar is visible, containing several menu items. The 'Settings' item in this sidebar is highlighted with a red rectangular box. A large blue arrow originates from the 'Settings' box and points to the left, towards the main 'Settings' page content.

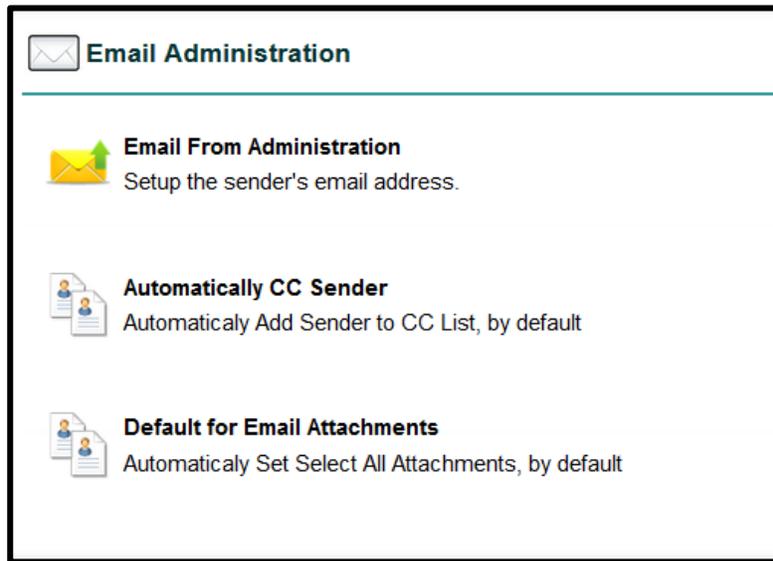
Settings

- Email Administration
Email Settings
- Company Access Administration
Company Access Settings
- Password Setting Administration
Company Password Settings
- Company Timeout Administration
Company Timeout Settings
- Announcement Text Administration
Announcement Text Settings
- Home Page Settings
User Default for Last Containers Accessed
- Document Explorer Administration
Document Explorer Settings
- Document Additional Attributes Administration
Document Additional Attribute Settings
- Edit Document In Cloud View Administration
Edit Document In Cloud Settings
- Edit Primary/Secondary/Tertiary Party Administration
Edit Primary/Secondary/Tertiary Party Settings
- Collaboration Administration
Collaboration Administration
- Enable Assigned Contracts Counts
Enable Assigned Contracts Counts

Company Administration

- Account Info
- Manage Users
- Role Models
- Security and History Reports
- Contract Administration
- Settings**
- Object Administration

Email Administration



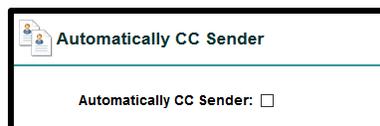
Email From Administration

You can determine globally if you would like emails originating from the system administrators appear with a “*donotreply@icontracts.com*” email address or from the logged in User’s email address.



Automatically CC Sender

You can designate emails sent out from the system to automatically “*carbon copy*” the logged in User. This way they will have the full email chain.



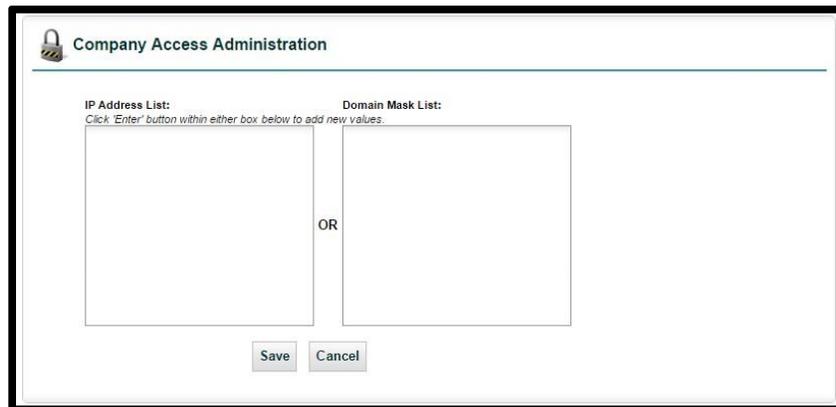
Default for Email Attachments

You can control whether documents are selected or unchecked when using the Email or Collaboration tabs within a Contract Container. It is recommended to set the default as “*None*” to avoid users from accidentally emailing attachments that certain people or organizations should not have access to view.



Company Access Administration

Used to setup any limitations for IP addresses that can log in to your company. For example, preventing users from accessing UCM from their home computers or from another location. Enter any specific IP addresses in the box on the left or sets of IP addresses by domain mask on the right. If you are not sure of your IP address, one of the free services we use is www.whatismyipaddress.com.



Company Access Administration

IP Address List: Domain Mask List:
Click "Enter" button within either box below to add new values.

OR

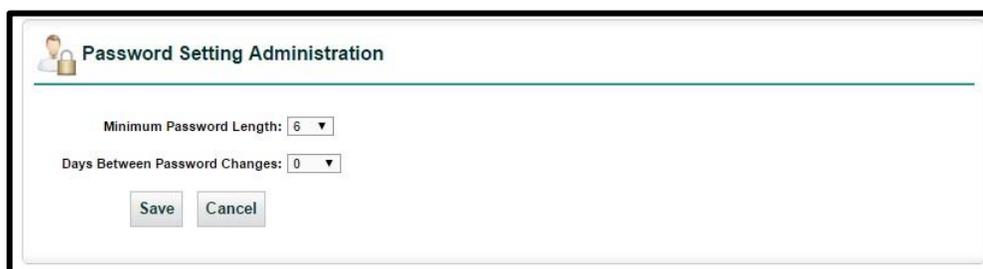
Save Cancel

Password Settings Administration

UCM provides Administrators the ability to encourage Users to change their passwords in a specified timeframe for security purposes. By default, passwords are set to *never expire* (set to zero), but by changing the preset number of days (up to 365), Users will be notified to change their passwords when logging into UCM. If an illegal format is used, the warning dialog appears with the rules, as shown below.

The *Minimum Password Length* is set to **6 characters** (A123 is too short), but many companies will use eight-character passwords. Our system will allow administrators to expand passwords to **20 characters**.

By default, *Days Between Password Changes* remains 0, which means user passwords never expire. The setting ranges **from 0 to 365 days**.

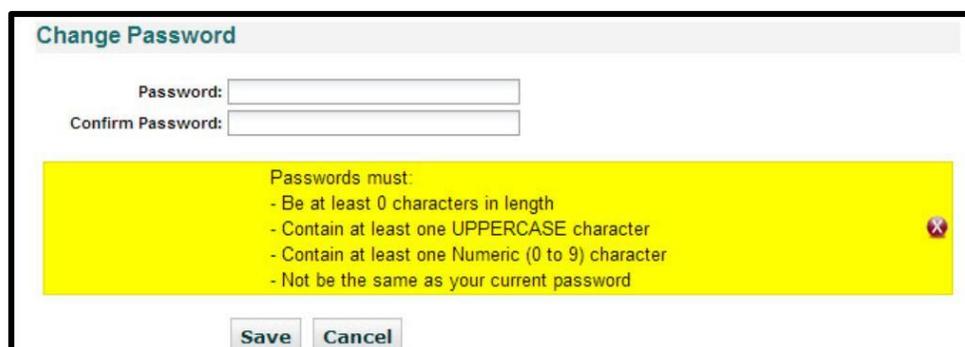


Password Setting Administration

Minimum Password Length: 6

Days Between Password Changes: 0

Save Cancel



Change Password

Password:

Confirm Password:

Passwords must:

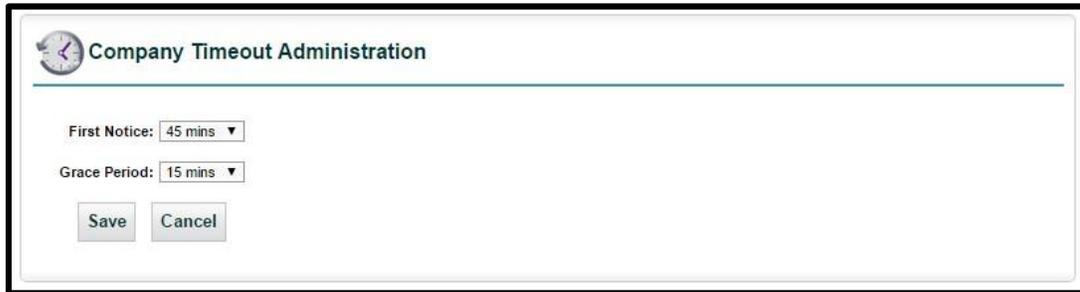
- Be at least 0 characters in length
- Contain at least one UPPERCASE character
- Contain at least one Numeric (0 to 9) character
- Not be the same as your current password

Save Cancel

Company Timeout Administration

Use this area to control the minimum amount of time before the system forcibly logs out a User in UCM who is not working in any tabs. This is useful for those who leave the system running in the background without doing anything within the system.

Initially, the times are set to *45 minutes* and the “grace period” to *15 minutes* before the system logs you out (the default is 1 hour). You can alter these settings to meet your needs, depending on how many **Concurrent User Licenses** your company purchased from iContracts, or to fit your security model.



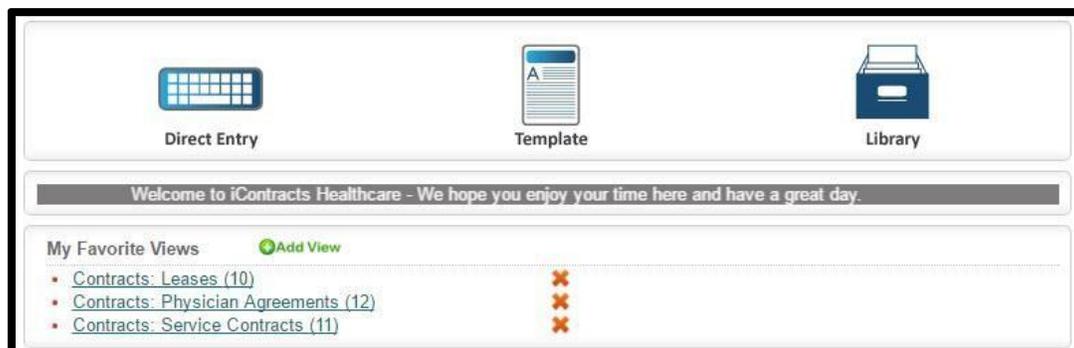
The screenshot shows the 'Company Timeout Administration' window. It features a clock icon and the title 'Company Timeout Administration'. Below the title, there are two dropdown menus: 'First Notice' set to '45 mins' and 'Grace Period' set to '15 mins'. At the bottom, there are 'Save' and 'Cancel' buttons.

Announcement Text Administration

In this area, you can create an announcement that will scroll across the Home Screen when a User logs in to the system. To turn this feature on, check the box next to “*Show Announcement*” and fill out the message that you would like your Users to see. This banner is a good way to announce new enhancements introduced to UCM. You can update the announcement text as many times as needed.



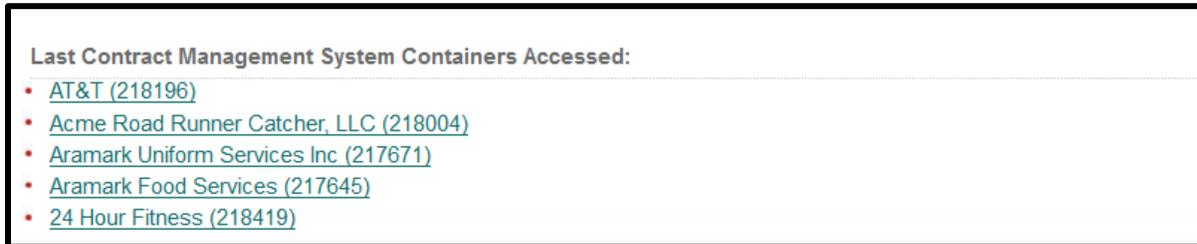
The screenshot shows the 'Announcement Text Administration' window. It features a megaphone icon and the title 'Announcement Text Administration'. Below the title, there is a checkbox labeled 'Show Announcement' which is checked. Below that is a text input field containing the message: 'Welcome to iContracts Healthcare - We hope you enjoy your time here and have a great day.'. Below the input field, it shows 'Updated By: Matthew Robinson' and 'Updated On: 3/13/2014 2:35:14 PM'. At the bottom, there are 'Update' and 'Cancel' buttons.



The screenshot shows the Home Screen interface. At the top, there are three icons: 'Direct Entry' (a keyboard icon), 'Template' (a document icon), and 'Library' (a folder icon). Below these icons is a banner with the text: 'Welcome to iContracts Healthcare - We hope you enjoy your time here and have a great day.'. Below the banner, there is a section titled 'My Favorite Views' with an 'Add View' button. Underneath, there are three items listed: 'Contracts: Leases (10)', 'Contracts: Physician Agreements (12)', and 'Contracts: Service Contracts (11)'. Each item has a red 'X' icon to its right.

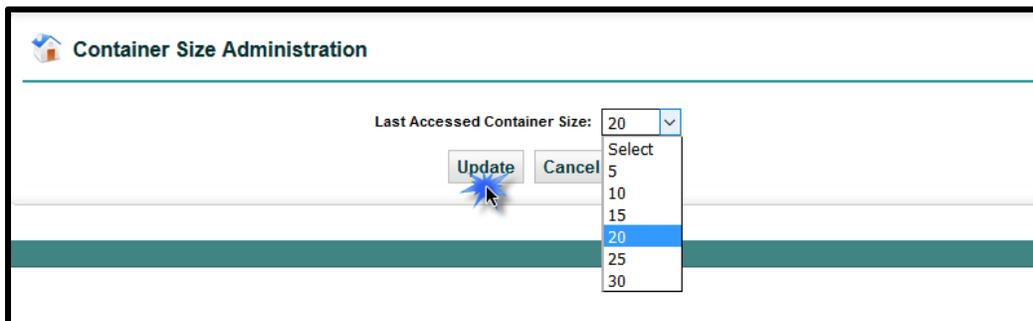
Home Page Settings

Users on the Enterprise Ribbon: Home Screen display the last Contract Containers accessed. Up to five contracts display at any one time.

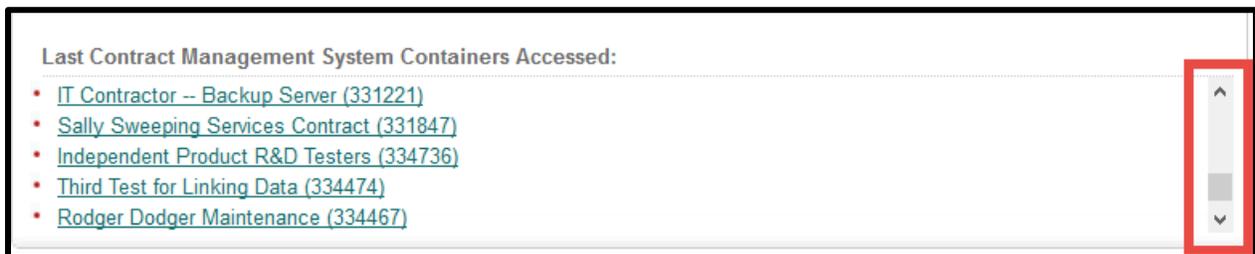


Administrators setup a new company default for how many Containers users can view, from 5-30.

Select the number of Containers to display from the drop-down list, then click the **Update** button.



The “updated” Home Screen shows your *Last Contract Management System Containers Accessed* with a scroll bar to display your selected number of containers (if your Container size is greater than 5). You still see 5 containers at a time. Scroll up and down to locate your contract, always seeing five at a time.



Document Explorer Administration

This area dictates whether or not to use the **Explorer Mode View** for documents in the *Attachments Tab* within a Contract Container, instead of the standard grid pattern. To turn this feature on, check the box next to “Document Explorer Option is Enabled?”. By default, this is inactive for all Companies, and UCM will operate normally in the Attachments Tab without it. This view replaces the attachments grid with the explorer view instead.

You also have the option to set up a default *Folder Name* for the Explorer View for any new contracts entered into the system. After making changes to this area and saving your work, be sure to log out and log back in for changes to take effect.

Document Explorer View

Document Explorer Option Is Enabled?:

Default Folder Name:

After changing these options, Admin should log-out, and then log-in for options to take effect.

Using Document Explorer Mode

After turning this feature on for your company, log back in and navigate to a Contract Container Attachments Tab. The option to view documents in Explorer Mode will become available. This is a toggle between **Explorer Mode** and **Grid Mode**.

The screenshot shows the Document Explorer interface. At the top, there are navigation tabs: Summary, Attachment(s), Notes, Related Contract, Email, Collaboration, Milestones, Activities, and History. The main content area displays details for a "Final Contract" document, including version, category, state, related file, effective and expiration dates, and value. Below the details is an "Attachments" table with columns for eSign, eSignStatus, VersionNumber, AttachmentType, DocumentName, CollaborationTitle, FileType, and AttachmentNumber. The table lists five attachments, including "Final Contract", "Sample Contract Form.docx", "Attachment_4", "Cleaning Contract", and "Test Document Hydra".

eSign	eSignStatus	VersionNumber	AttachmentType	DocumentName	CollaborationTitle	FileType	AttachmentNumber
<input type="checkbox"/>		1.00	Primary	Final Contract		docx	48257
<input type="checkbox"/>		1.00	Supporting	Sample Contract Form.docx		docx	1002
<input type="checkbox"/>		1.00	Supporting	Attachment_4		docx	75726
<input type="checkbox"/>		1.00	Supporting	Cleaning Contract		doc	75727
<input type="checkbox"/>		1.00	Supporting	Test Document Hydra		doc	75725

This functionality works like the Contract Administration: Folder Permissions. You can add sub-folders using the right-click mouse button. You can also rename or delete folders using the same method. However, only subfolders can be deleted. To move a document into a different folder, simply drag the document and drop it in to the folder. Click on the Attachment(s) tab to refresh and sort the Folders and Subfolders.

The screenshot shows the DocuSign interface. At the top right, there are buttons for 'Add Document', 'Add Mult. Docs', 'Report', 'Backup', and 'Grid Mode' (which is highlighted with a red box). Below these is the DocuSign logo. The main content area is titled '#1 Primary Document' and contains details for a document named 'Final Contract'. The details include: Version: 1.00 / Document Category: / Document State: Draft; Related To: --; Current File: [sample contract 2637.docx](#) [Edit in Cloud](#); Document Effective Date: 04/05/2017; Document Expiration Date: 03/31/2018; Document Value: \$625.37; Include In Total: ; Document Description: Folder Name: Documents; Added On: 4/4/2017 10:28:37 AM / Added By: Steven Snyder; Updated On: 4/4/2017 10:28:37 AM / Updated By: Steven Snyder. Below the details is a 'Document Explorer' section showing a tree view of folders: Documents, Amendments, COI (containing Test COI (1042880)), Contracts (containing Final Contract (686058), Cleaning_Contract (1042884), and Sample Contract Form.docx (637079)), and NDA (containing Sample NDA Letter (1042883)).

Clicking on the **Grid Mode** switches back to viewing an Attachment(s) grid.

The screenshot shows the 'Attachments' grid view. At the top, it displays 'Document Sum \$625,000.00' and 'Set Include In Total As: '. The grid has columns for eSign, eSignStatus, VersionNumber, AttachmentType, DocumentName, CollaborationTitle, FileType, and Attachment. The data rows are as follows:

eSign	eSignStatus	VersionNumber	AttachmentType	DocumentName	CollaborationTitle	FileType	Attachment
<input type="checkbox"/>		1.00	Primary	Final Contract		docx	
<input type="checkbox"/>		1.00	Supporting	Sample Contract Form.docx		docx	
<input type="checkbox"/>		1.00	Supporting	Sample NDA Letter		docx	
<input type="checkbox"/>		1.00	Supporting	Cleaning_Contract		doc	
<input type="checkbox"/>		1.00	Supporting	Vendor XYZ Amendment		docx	
<input type="checkbox"/>		1.00	Supporting	Test COI		doc	

At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Displaying records 1 - 6 of 6'.

When adding documents to a Contract Container with Document Explorer turned on for your company, users are asked to select where the *Document Folder* would like to placed.

Upload Attachment

Document Title: Vendor XYZ Amendment *

Document Category: Amendments

Document State: Final

Document Effective Date: 09/17/2018

Document Expiration Date: 09/30/2020

Document Value: 625000

Include In Total:

File Uploaded:

Amendment 2.docx (application/vnd.openxmlformats-)

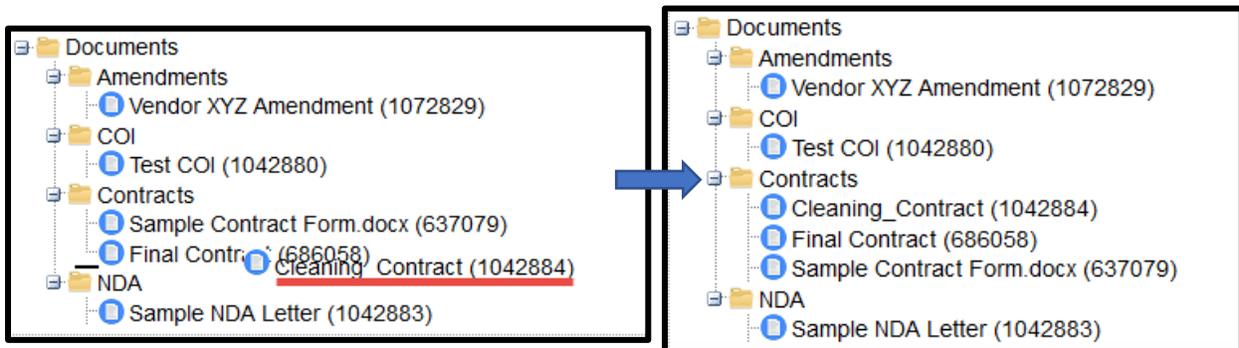
File: *

Document Description: This is the Final Amendment to the Vendor Contract.

Document Folder: Amendments

- Documents
 - Amendments
 - COI
 - Contracts
 - NDA

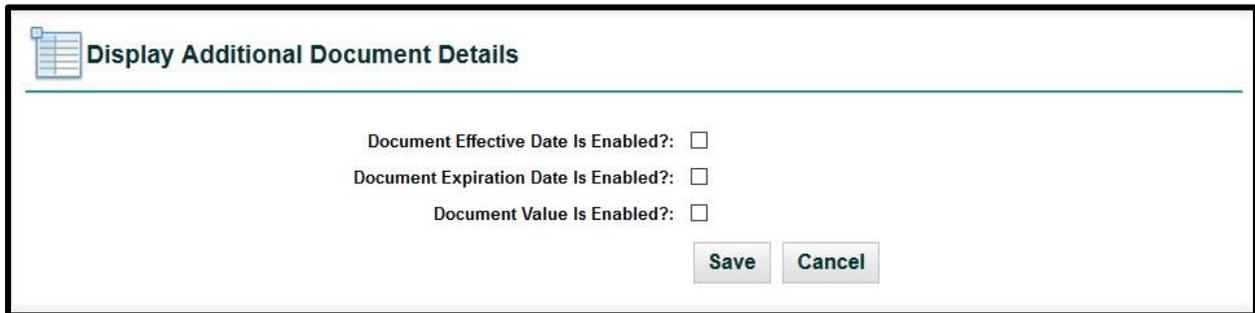
Using Explorer Mode, you can reposition which Document Folder the document is located. Documents can be dragged to another subfolder.



Document Additional Attributes Administration

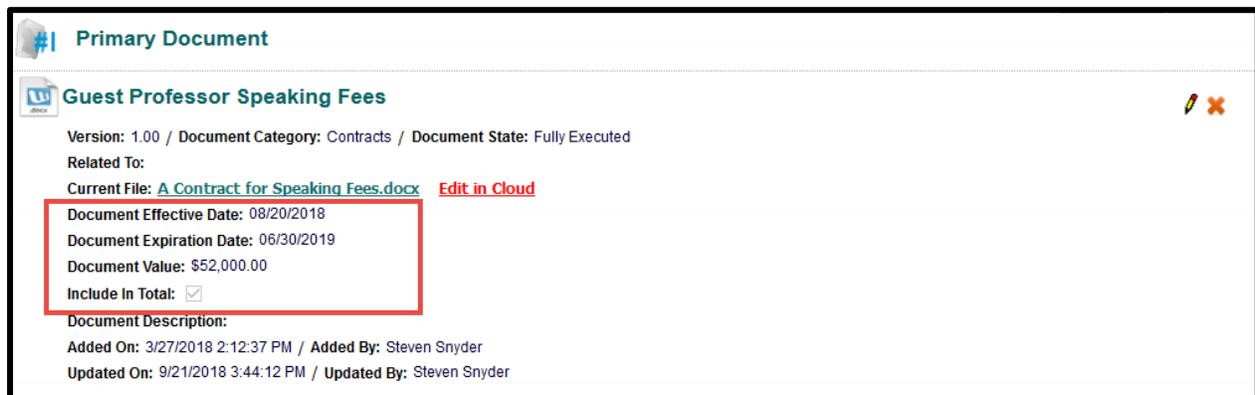
This feature allows attachments to enable their own *Effective Date*, *Expiration Date*, and *Document Value*. In addition, Document Values can be included (or excluded) from a running total displayed on the Attachments grid. This “running total” can be set by Document Category or a document-by-document basis.

From the **Display Additional Document Details** menu, select which of the three available options you need (from none to all three). Click **Save** to apply the changes to all current and future documents.



The screenshot shows a dialog box titled "Display Additional Document Details". It contains three checkboxes for enabling document attributes: "Document Effective Date Is Enabled?", "Document Expiration Date Is Enabled?", and "Document Value Is Enabled?". At the bottom right, there are "Save" and "Cancel" buttons.

The enabled fields become available on the documents page on the *Attachments* tab (both on the Enterprise ribbon and the Contract ribbon). Use the Edit Pencil to add information to existing documents that require this information.



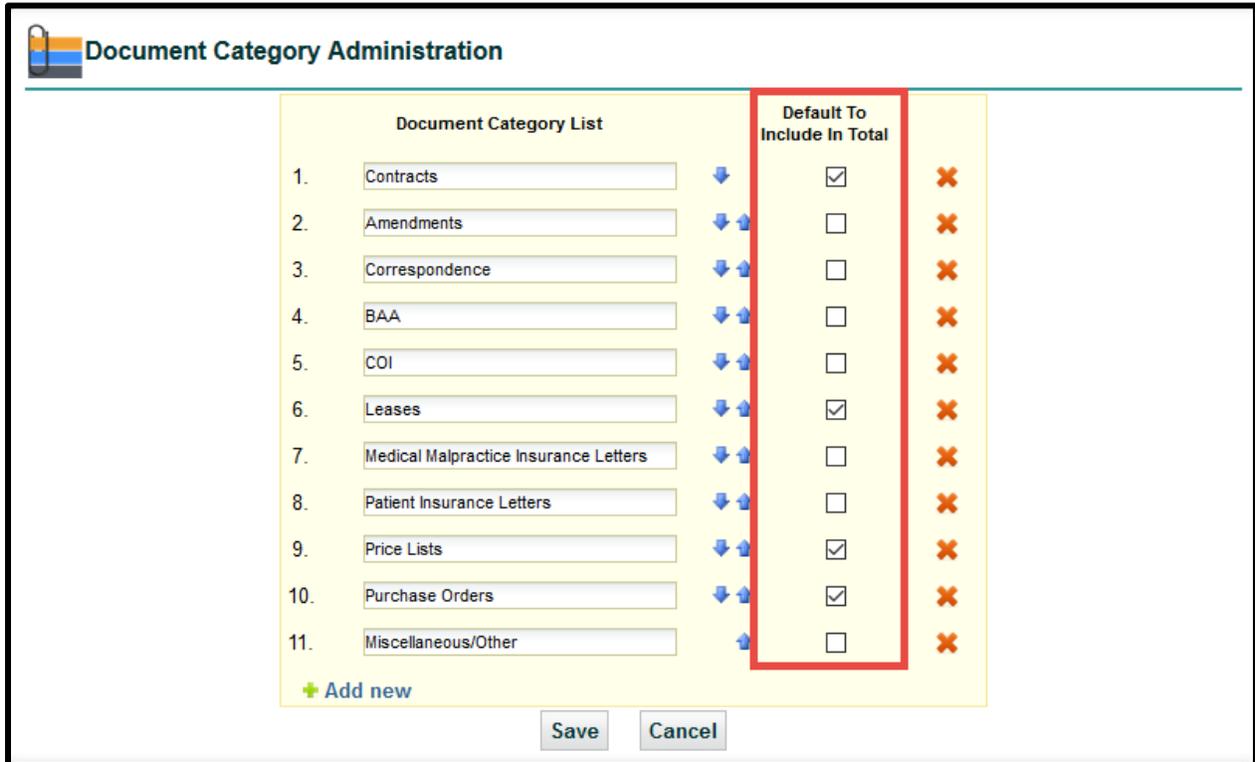
The screenshot shows a document detail view for "Guest Professor Speaking Fees". The document is in the "Contracts" category and is "Fully Executed". The current file is "A Contract for Speaking Fees.docx". A red box highlights the following fields: "Document Effective Date: 08/20/2018", "Document Expiration Date: 06/30/2019", "Document Value: \$52,000.00", and "Include In Total: ". The document description includes the date and user for when it was added and updated.

This illustration shows all fields enabled. In addition, you'll only see "Include In Total" IF "Document Value" is enabled.

Adding “Default To Include in Total” Checkbox to Document Category

If you want to define all documents within a *Document Category* to by default, include their **Document Values** in the Document Grid Totals, edit the Document Category Administration screen.

Click on **Company Admin: Contract Administration: Document Category Administration** and choose which Document Categories you want to add Values by default.



The screenshot shows the 'Document Category Administration' interface. It features a table with 11 rows, each representing a document category. The table has three main columns: the category name, a set of up/down arrows for reordering, and a 'Default To Include In Total' checkbox. A red box highlights the 'Default To Include In Total' column. Below the table is an '+ Add new' link and 'Save' and 'Cancel' buttons.

	Document Category List		Default To Include In Total	
1.	Contracts	↓	<input checked="" type="checkbox"/>	×
2.	Amendments	↓ ↑	<input type="checkbox"/>	×
3.	Correspondence	↓ ↑	<input type="checkbox"/>	×
4.	BAA	↓ ↑	<input type="checkbox"/>	×
5.	COI	↓ ↑	<input type="checkbox"/>	×
6.	Leases	↓ ↑	<input checked="" type="checkbox"/>	×
7.	Medical Malpractice Insurance Letters	↓ ↑	<input type="checkbox"/>	×
8.	Patient Insurance Letters	↓ ↑	<input type="checkbox"/>	×
9.	Price Lists	↓ ↑	<input checked="" type="checkbox"/>	×
10.	Purchase Orders	↓ ↑	<input checked="" type="checkbox"/>	×
11.	Miscellaneous/Other	↓	<input type="checkbox"/>	×

+ Add new

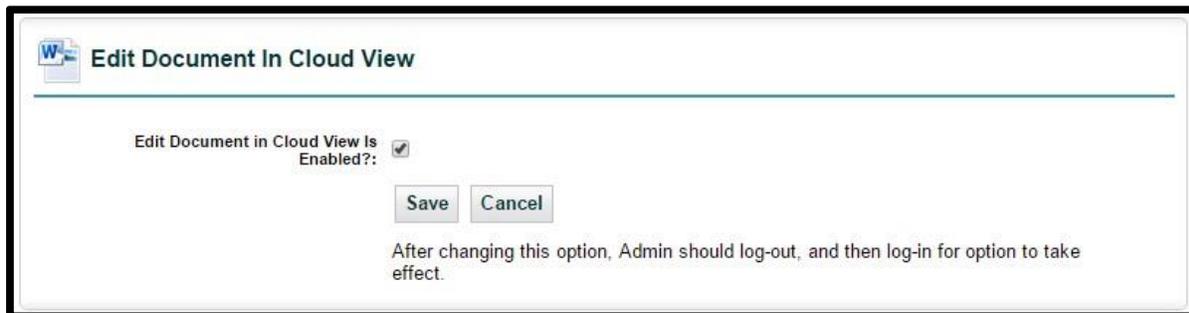
Save Cancel

Click the **Save** button to update.

Edit Document in Cloud View Administration

Users have the ability to edit documents from within the *Attachments tab* and save them back as a new version without having to save locally and then re-upload manually, which should save a lot of time and make it easier from a process standpoint. A plug-in (called Aceoffix) will need to be installed on each User's computer to be able to utilize this function, but after installation, each User will have their full Word functionality for editing right in the cloud.

However, an Administrator must activate cloud editing for the entire Company. By default, this is inactive for all Companies, and UCM will operate normally in the Attachments tab without it. To turn on **Cloud Editing** for your company, click on the link for *Edit Document in Cloud View* from the Settings area.

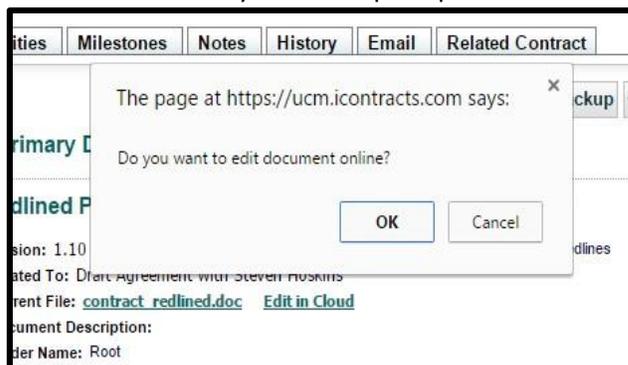


Check the box to enable *Edit in Cloud* for your Company and click *Save*. Users already in the system must log-out for the option to take effect, as the dialog box states at the bottom.

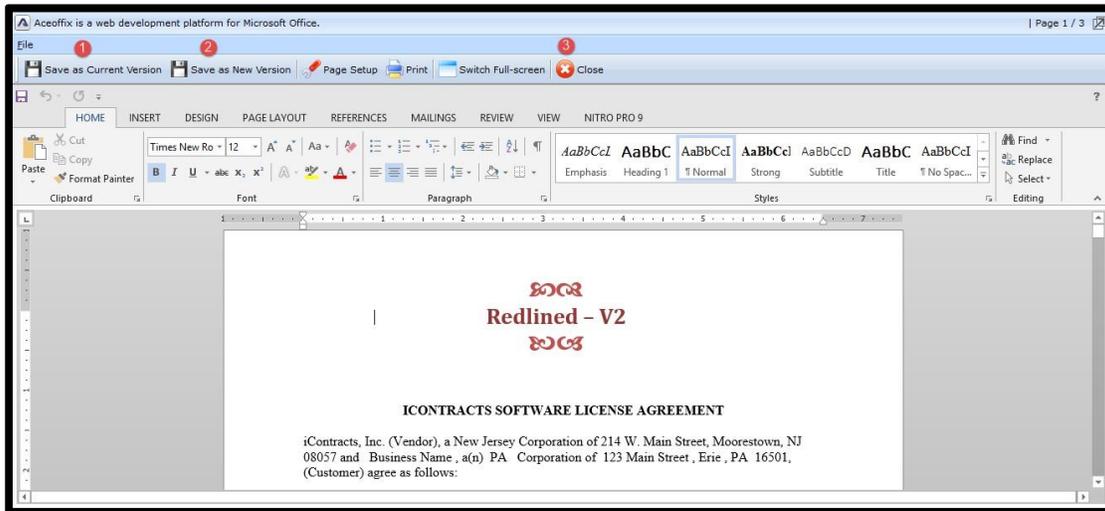
Log back in and go to a document (This must be the Current Version, as past versions are ineligible for Editing in the Cloud). Users will now see this option next to the link to open the document.



Upon clicking on the **"Edit in Cloud"** link you will be prompted for Cloud Editing.

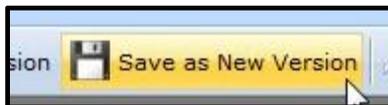
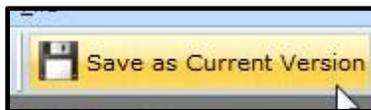


Now, users may be prompted for [Installing Aceoffix 5.7](#), which might require your IT Department’s involvement, depending on your Company Policies (click the link above for more information). While the install is in progress, users will probably have to close out of their web browser and re-launch, as instructed. Users will then have to log back in and navigate back to the Contract Container, but it will be this way only the first time this Plugin is installed.



Now when they “*Edit in Cloud*” a new window containing their document will appear and they can edit the document. When saving the document, after changes are made, there are a few options:

1. **Save as Current Version:** this will save it as the same version number, as it was when it was opened. It overwrites the document, but with the same number.



2. **Save as New Version:** This will save another version as a new higher version number.
3. **Close:** this will close the Window. If Options 1 or 2 have not already been chosen, it will close with no changes or new versions.



Note: The User will be prompted with this dialog box, no matter whether or not they have just saved the new version. They will simply click OK to exit the window when prompted.

The new versions will now be listed in the Version Group in the grid. Only the highest version can be Edited in the Cloud, not any of the previous versions – clicking on their document link will simply open the document locally.



When editing the Primary Document, if a new version is saved a warning will display letting you know there may be a more current version of this document.

Edit Primary/Secondary/Tertiary Party Administration

This area of UCM allows Users to specify additional Users who may need to be notified, in addition to, or in place of, an Owner or User by name.

Like Owner, **Primary**, **Secondary**, and **Tertiary Parties** can be change on a per-Contract basis.

These three designations are optional and Administrators can decide if Users are required to select any additional parties. Administrators can also hide any combination of the three responsible parties for their company.

There are no security parameters tied to Primary, Secondary, and Tertiary parties, so nothing needs to be done in *Manage Users* to allow or disallow them to be used by users or Role Model groups.

The list of users that can be set for each of the new attributes is based on currently Active and Confirmed users of any User Type (just like Owners).

Party	Enabled	Required
Primary:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tertiary:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

In this part of the Company Admin, you can select whether or not this functionality is enabled at all. If you decide to turn on the **Responsible Parties**, you must select to show at least one of the three options, i.e. Primary, Secondary, or Tertiary. In addition to turning these on, you can also determine whether any, all or none of these are required to be filled out by your Users when creating new containers in the system.

Collaboration Administration

This is a feature that your company will request activation from iContracts and then added to your Company Admin Training. Once activated by us, this icon is added to your Setup Administration.



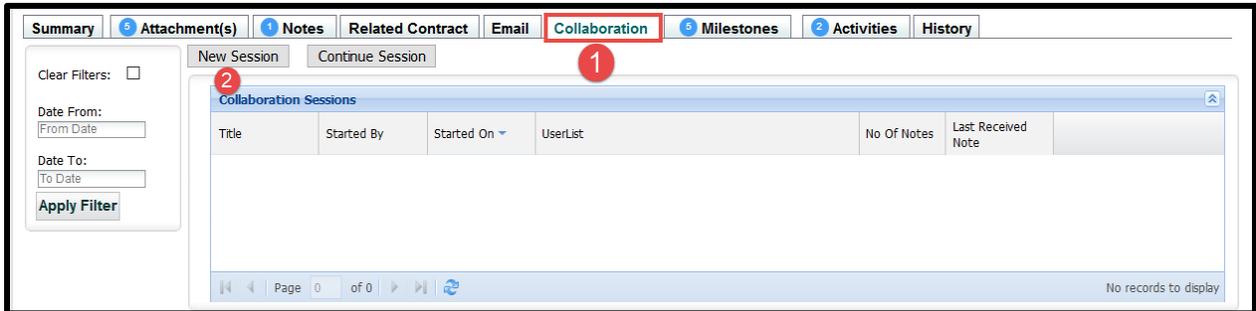
You must “turn on” Collaboration by checking the “*Allow Collaboration?*” checkbox. Click **Save** to update.

A screenshot of the "Collaboration Administration" settings panel. It features a header with the title and a horizontal line. Below the line, the text "Allow Collaboration?:" is followed by a checked checkbox. At the bottom, there are three buttons: "Save", "Cancel", and "Ignore Attachment Settings".

Use the optional “*Ignore Attachment Settings*” button to manage image types and sizes when recipients reply to their collaboration emails. These images are typically found in your email signatures, which could “clog up” the Attachments tab back in UCM.

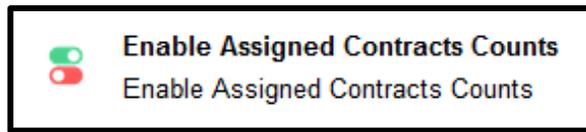
A screenshot of the "Ignore Attachment Settings" panel. It has a header with a bar chart icon and the title. Below the header, there is a section labeled "Image Type:" with a list of image formats: PNG, JPEG, JPG, GIF, BMP, and TIFF. Each format has a checked checkbox. Below this list is a text input field labeled "Exclude Image Size Below:" containing the value "20.00" and the text "(in Kb)". At the bottom, there are "Update" and "Cancel" buttons.

Once enabled, the *Collaboration* tab is added to your Contract Ribbon. When you create a **New Session**, this works similar to sending an Email from within the Contract Container. The replies are incorporated into the Contract Container, which is different than using the *Email* tab. This functionality is explained in more detail in another document.



Enable Assigned Contracts Counts

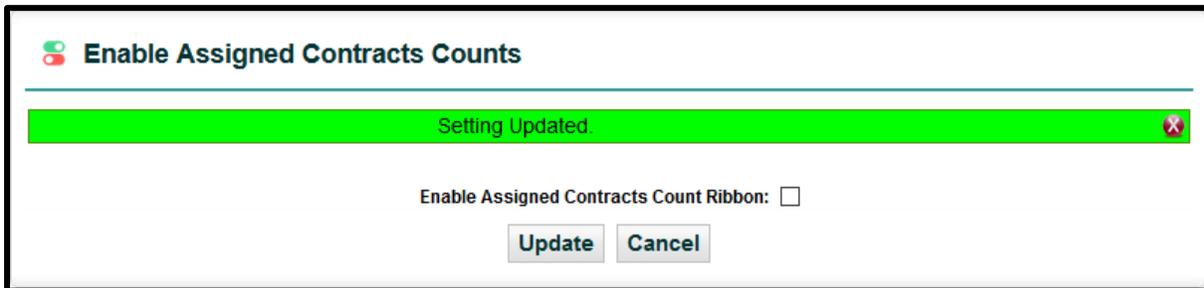
UCM Administrators can now turn off the list of Assigned Contracts tab.



Select “*Enable Assigned Contracts Counts*”. By default, the checkbox is checked on. This means that all company users will have the Enterprise Ribbon display the number of Assigned Contracts for that user.



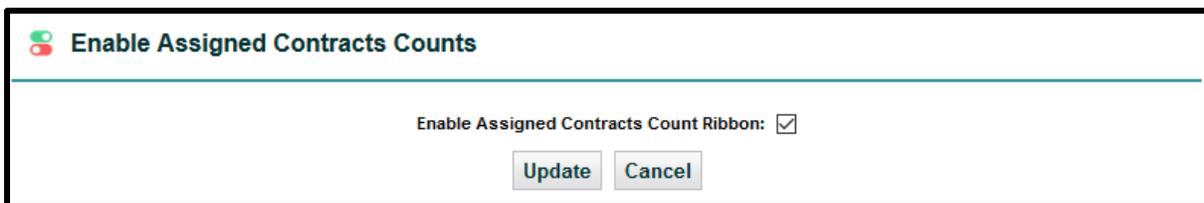
Uncheck the checkbox and click the “**Update**” button to remove the Contracts Count Ribbon.



Once you navigate to another tab, the Contracts Count Ribbon disappears.



To add the Contract Count Ribbon to the Enterprise Ribbon, check the box and click the “**Update**” button.



UAP Administration

Object Administration

- Object Setup/Maintenance
- Object Mapping Administration

Company Administration

- Account Info
- Manage Users
- Role Models
- Security and History Reports
- Contract Administration
- Settings
- Object Administration

For companies that have purchased more than one UAP (Universal Application Platform) object, you can manage those different objects from this area. All companies will have at least one object, **Contract Management System**.

For more information on purchasing additional UCM Objects, please contact your **iContracts Account Executive**.

UAPName	UAPAbbreviation	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn	IsActive	IsDefaultUAP	Acti
Contract Management System	Contracts	Matthew Robinson	10/04/2014 08:31AM	Matthew Robinson	10/04/2014 08:31AM	true	<input checked="" type="radio"/>	Dele

Page 1 of 1 | Displaying records 1 - 1 of 1

Object Setup/Maintenance

Depending on how many Objects you purchased from iContracts, you can setup additional UAP objects here.

Creating a New Object

UAPName	UAPAbbreviation	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn	Is/
Contract Management System	Contracts	Steven Snyder	01/11/2017 09:22AM	Steven Snyder	03/17/2017 09:15AM	tru
Policies and Procedures	PnP	Steven Snyder	02/01/2017 04:35PM	Steven Snyder	05/04/2017 09:13AM	tru
SKU Number Table	SKU Number	Steven Snyder	02/10/2017 01:46PM	Steven Snyder	03/17/2017 09:33AM	tru
Vendor Database	Vendors	Steven Snyder	03/17/2017 09:22AM	Steven Snyder	03/17/2017 09:23AM	tru
Vendors 2	Vendors 2	Steven Snyder	02/09/2017 04:22PM	Steven Snyder	06/19/2017 01:36PM	fal

Page 1 of 1 | Displaying records 1 - 5 of 5

Click on the **New UAP** button.

Enter your information into the **New Universal Application Platform Object** screen. When you return to edit an Object, the screen name changes from “New” to “Edit”.

Click on the “**Create Object**” button to save your information. This button becomes the “**Update Object**” button after saving your initial data.

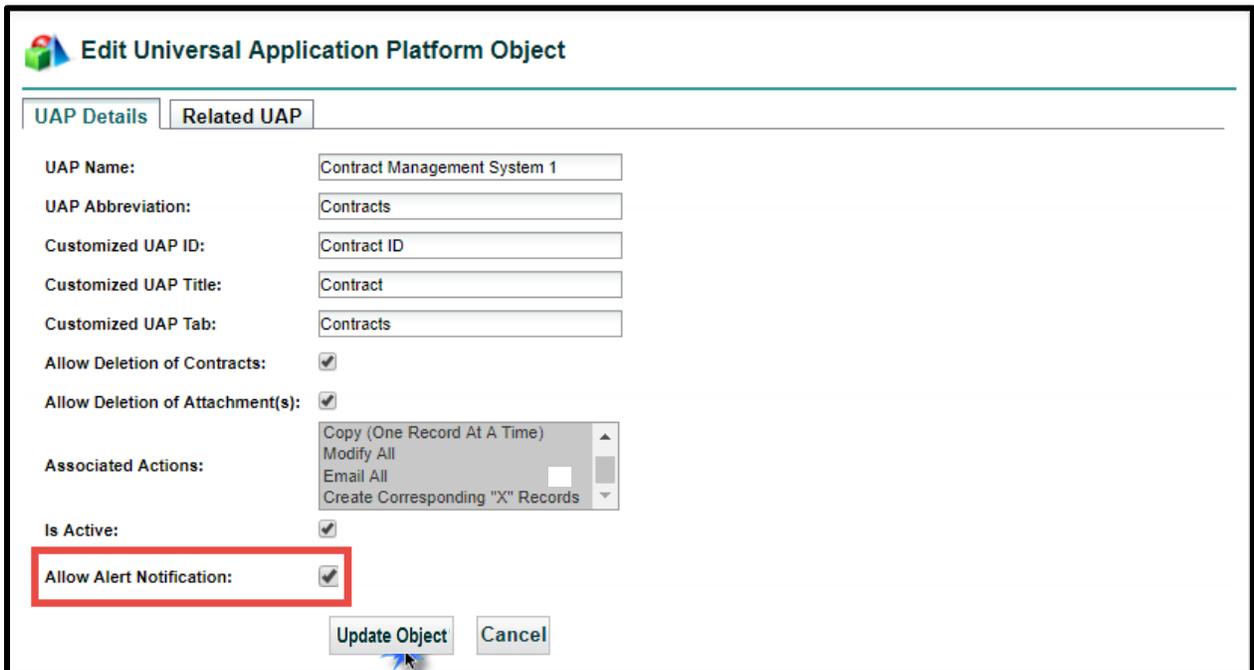
The numbers in the illustration show where on the Home tab you see your UAP Details.

Allowing Alert Notifications

Admins must first have this function enabled for their company by iContracts (via a UCM Support Ticket or email ucmsupport@icontracts.com). Once the feature is turned on by us, the primary admin will need to activate it for their database(s) and then *deactivate* access for any Full-Access users that should **not** have the ability to create or edit alerts.

Step One: Turn on the Alert Feature

Select the UAP Name for allowing the alert notifications. For most companies, the Object's UAP Name will be "Contract Management System". Click on the link to display the "**Edit Universal Application Platform Object**" screen. Activate this feature as shown below.

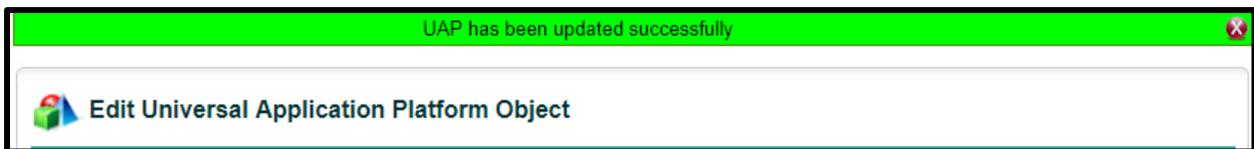


The screenshot shows the "Edit Universal Application Platform Object" interface. The "UAP Details" tab is selected. The form contains the following fields and options:

- UAP Name: Contract Management System 1
- UAP Abbreviation: Contracts
- Customized UAP ID: Contract ID
- Customized UAP Title: Contract
- Customized UAP Tab: Contracts
- Allow Deletion of Contracts:
- Allow Deletion of Attachment(s):
- Associated Actions: Copy (One Record At A Time), Modify All, Email All, Create Corresponding "X" Records
- Is Active:
- Allow Alert Notification:** (highlighted with a red box)

Buttons: Update Object, Cancel

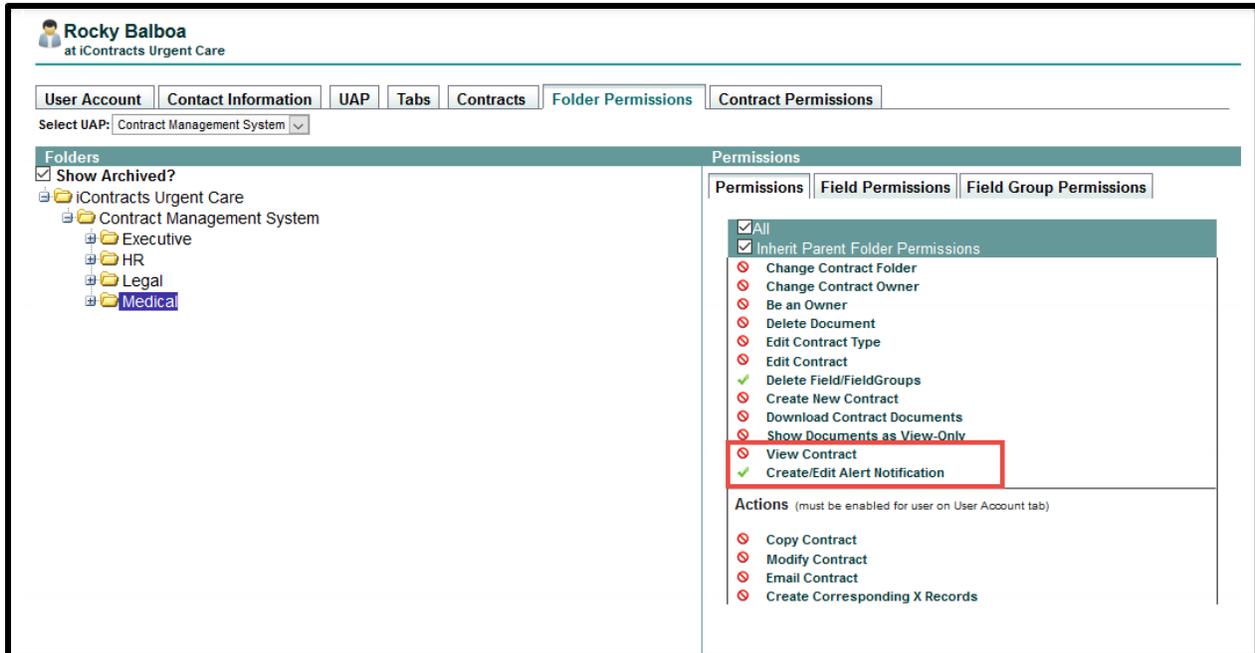
Check the "**Allow Alert Notification**" checkbox and then click **Update Object** to save your changes.



Repeat **Step One** if you have additional UAP Objects created and you want those objects to also use Alert Notifications.

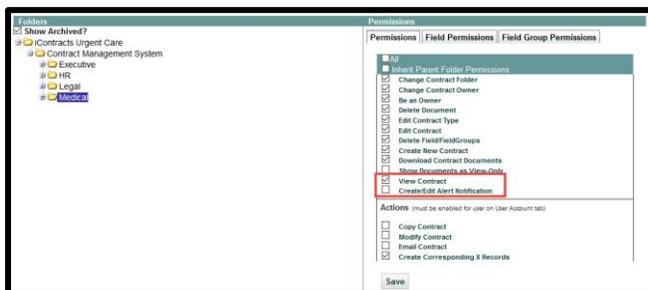
Step Two: Deactivating Permission for a Full-Access User

Using **Manage Users: Folder Permissions**, you can see that Full-Access Users have the *Create/Edit Alert Notification* active by default, regardless of the rest of the folder permissions. If the *View Contract* permission is denied, the user will not be able to use Alert Notifications.



This example shows a Full-Access User's Folder Permission for the "Medical" folder.

You (as an Admin) control who can and cannot Create or Edit Alert Notifications and for which folders. Admins can also control if a Role Model will have access to *Create/Edit Alert Notification*. To remove access, uncheck the *Create/Edit Alert Notification* checkbox. This works the same for individuals, as well as for Role Models.



This first example, left, shows the *Create/Edit Alert Notification* permission is removed after folder access granted. Make sure you also check permissions for individual contracts to verify if they inherit parent folder permissions, as shown in second example, below.



Make sure to click the **Save** button to update any changes made to a Folder or Contract Permission.

See **Alerts** in the Full Access UCM Manual for additional information on **Configuring Contract Alerts**.

Date Field Countdown

For most companies, the Object's UAP Name will be "Contract Management System", but you can select any UAP Object. Click on the link to display the "Edit Universal Application Platform Object" screen. Activate this feature as shown below.

Edit Universal Application Platform Object

UAP Details | Related UAP | Linked UAP

UAP Name: Contract Management System

UAP Abbreviation: Contracts

Customized UAP ID: Contract ID

Customized UAP Title: Contract

Customized UAP Tab: Contracts

Allow Deletion of Contracts:

Allow Deletion of Attachment(s):

Associated Actions:

- Delete All
- Copy (One Record At A Time)
- Modify All
- Email All

Is Active:

Allow Alert Notification:

Enable Date Field Countdown:

Date Field to Use: Expiration Date

Update Object | Cancel

Once you check the box to **Enable Date Field Countdown**, use the drop-down for **Date Field to Use** to select *which* pre-defined *Date Field* to display in the countdown. Most companies will probably use "Expiration Date" (or an equivalent field), but you can select any date field to suit your countdown needs.

Be sure to click the **Update Object** button to save and activate.

We recommend that Admins, and any users that are logged in at the time of this countdown configuration, log out and log back in to see the updates take effect.

Object Mapping

Click the “New UAP Mapping” button on the upper right corner. We have additional documentation available to provide a more in-depth guide to setting up a Vendor object (or other object type) to link to your Contract Containers.

Select the Source and Destination information from the Drop-Down lists.

- Mapping Name:** A descriptive label for this Object (like “Vendors”).
- Source UAP:** The Object used to store these vendor fields.
- Source FG:** The Field Group containing these vendor fields.
- Unique Key Field:** The identifier (field) used to search across the vendors.
- Destination UAP:** Usually the Contract Management System object.
- Destination FG:** The Field Group on the Contract Object side.
- Auto Sync Default for Field Group:** If checked, any edits to the Source FG are automatically “pushed” to the Destination FG (this option is checked on by default).
- Configure Lookup fields:** A checklist used to create searches for the Vendor information.

The **Destination Fields** populate first.

Select from the Source Fields drop-down list which fields you want to match to Destination fields. You don’t have to use all the Source Fields that you created earlier.

Source Fields in Field Group:		Destination Fields in Field Group:	
(SingleLine)	V Name	Vendor Name (SingleLine)	
(MultiLine)	V Address, City, State, Zip	Vendor Address, City, State, Zip (MultiLine)	
(SingleLine)	V Main Contact	Vendor Main Contact (SingleLine)	
(SingleLine)	V Email	Vendor Email (SingleLine)	
(SingleLine)	V Phone #	Vendor Phone (SingleLine)	
(DropDown)	V Type	Vendor Type (DropDown)	
	Select Field	Vendor Creation Date (Date)	
	Select Field	Vendor Last Review Date (Date)	
	Select Field	Vendor Approved for Govt Funding? (CheckBox)	
	Select Field	Vendor Term (MultiLine)	

Click the **Save** button when finished.

The Contract Container Lock

This is an Administrator-only function that allows an individual Contract Container to be “locked” and therefore, a read only document. For example, the Contract Container displayed below has several Milestones. The *Add Milestone* button is displayed to create another Milestone for the Container.

Mad Hatter Tea Party (263536)

Current Stage/Change Stage: Internal Legal Review for 29 days

Summary Attachment(s) Notes Related Contract Email Collaboration Milestones Activities History

Milestones Views Add New View

Milestones Add Milestone Report

Complete	RuleID	ResponsiblePerson	NotifyPersonBeforeDays	NotifyPersonOnDate	MilestoneCompletionDate	MilestoneId	NotifyOthersOnDate	Config.
<input type="checkbox"/>	773	Steven Snyder	90	12/31/2017	03/31/2018 12:00:00 AM	1719438		View
<input type="checkbox"/>	773	Steven Snyder	5	03/26/2018	03/31/2018 12:00:00 AM	1719434		View
<input type="checkbox"/>	773	Steven Snyder	14	03/17/2018	03/31/2018 12:00:00 AM	1719435		View
<input type="checkbox"/>	773	Steven Snyder	30	03/01/2018	03/31/2018 12:00:00 AM	1719436		View
<input type="checkbox"/>	773	Steven Snyder	60	01/30/2018	03/31/2018 12:00:00 AM	1719437		View

Page 1 of 1

Displaying records 1 - 5 of 5

Clicking on the **Lock** changes the icon from a **green** open lock to a **red** closed lock. The screen refreshes, and the *Add Milestone* button disappears.

Mad Hatter Tea Party (263536)

Current Stage/Change Stage: Internal Legal Review for 29 days

Summary Attachment(s) Notes Related Contract Email Collaboration Milestones Activities History

Milestones Views Add New View

Milestones Report

Complete	RuleID	ResponsiblePerson	NotifyPersonBeforeDays	NotifyPersonOnDate	MilestoneCompletionDate	MilestoneId	NotifyOthersOnDate	Config.
<input type="checkbox"/>	773	Steven Snyder	90	12/31/2017	03/31/2018 12:00:00 AM	1719438		View
<input type="checkbox"/>	773	Steven Snyder	5	03/26/2018	03/31/2018 12:00:00 AM	1719434		View
<input type="checkbox"/>	773	Steven Snyder	14	03/17/2018	03/31/2018 12:00:00 AM	1719435		View
<input type="checkbox"/>	773	Steven Snyder	30	03/01/2018	03/31/2018 12:00:00 AM	1719436		View
<input type="checkbox"/>	773	Steven Snyder	60	01/30/2018	03/31/2018 12:00:00 AM	1719437		View

Page 1 of 1

Displaying records 1 - 5 of 5

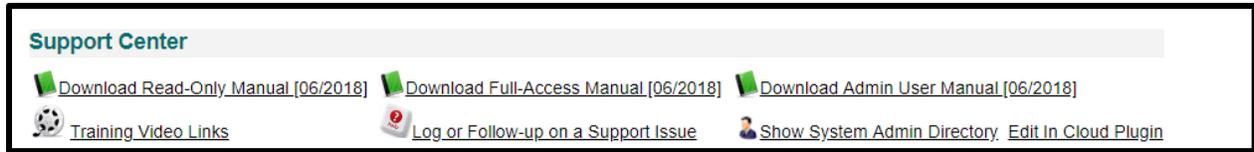
- On the *Summary Tab*, all the edit functions are disabled (no Edit Pencils). You cannot add, modify, or delete Contract Attributes, Fields and Field Groups.
- On the *Attachments Tab*, you can only view current documents.
- You can still send emails from the *Email Tab*.
- You cannot Add Notes, Milestones, or Activities; or edit via Modify Contract Actions.
- You can view in the *History Tab* whenever a Contract Container is locked or unlocked.

You can “unlock” the Contract Container at any time by clicking on the Lock icon.

The UCM Administrator Support Center

When Admins click on the **Profile/Help** link in UCM, they have access to the Support Center.

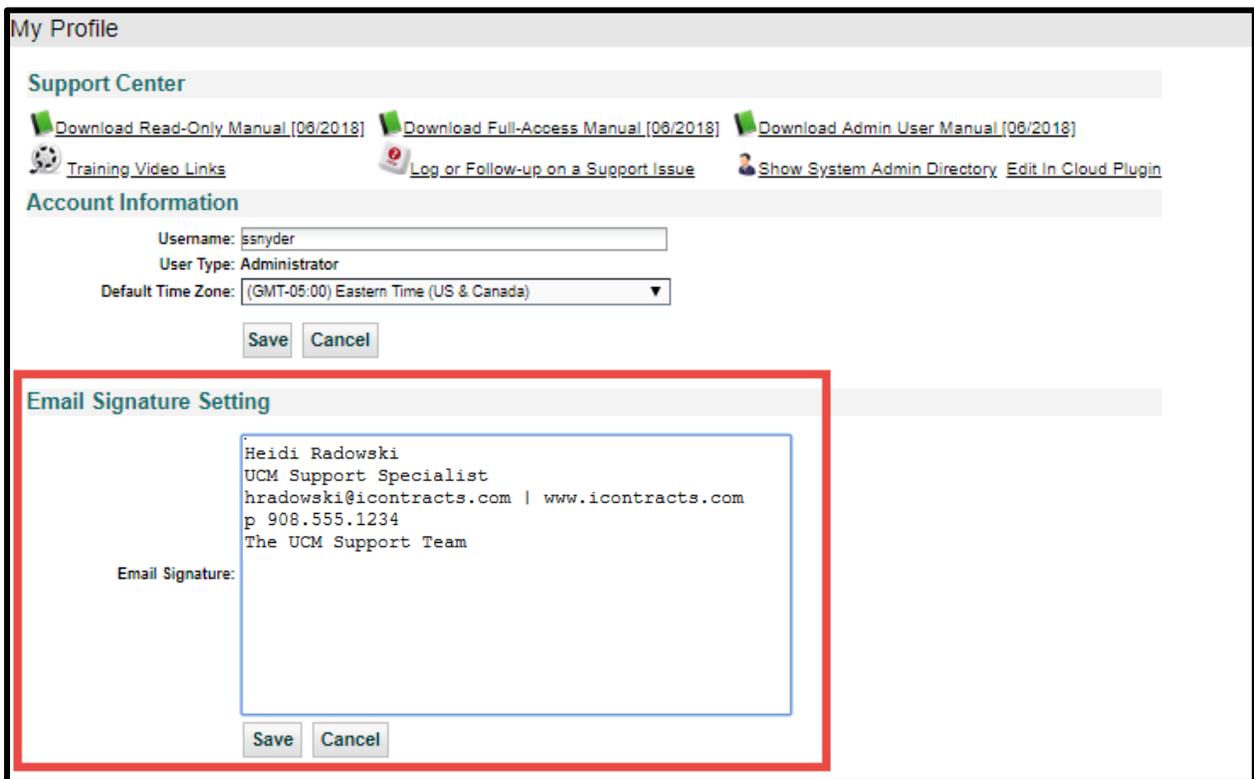
This   link is available from all screens within UCM.



The **Administrator Support Center** provides access to all User Manuals, Training Videos, the Edit in Cloud Plugin (Google Chrome only), and the System Admin Directory. In addition, there is a link to the *Support Ticketing System*, where only Administrators can create new Support Tickets for communicating with iContracts' Support Specialists. More on "Log or Follow-up on a Support Issue" later.

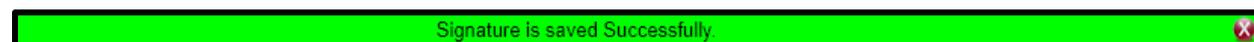
Using Email Signature Setting

Currently, the email signatures are text-only (no graphics, like a company logo). Once the user creates their UCM signature in *Profile/Help*, new emails in both the **Email Tab** and **Collaboration Tab** (if enabled) display your Signature automatically. You can edit your Email Signature Setting anytime.



Type your signature in the **Email Signature** text box, or you can copy your signature from another email program (remember, no graphics here). Edit the text box to "clean up" the signature as needed.

Click the **Save** button to update your settings. You can also delete or edit a signature setting.

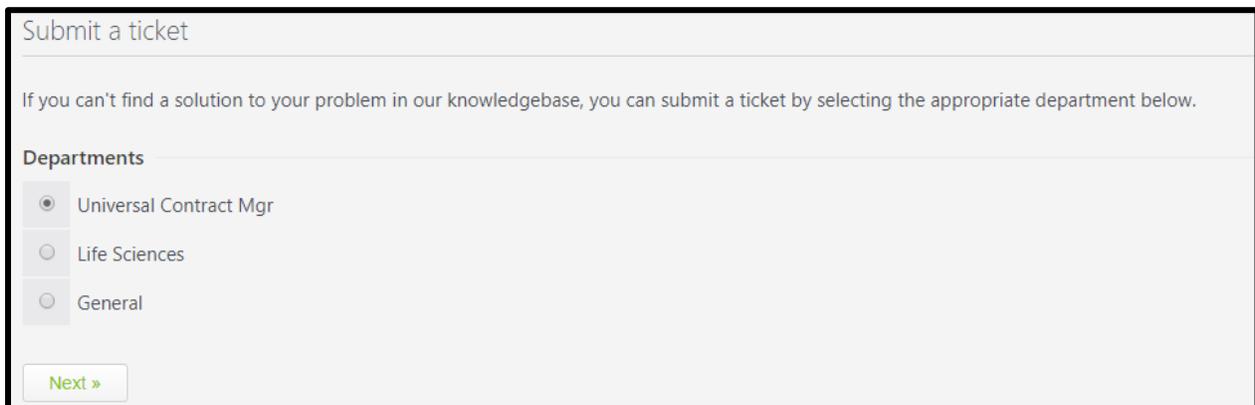
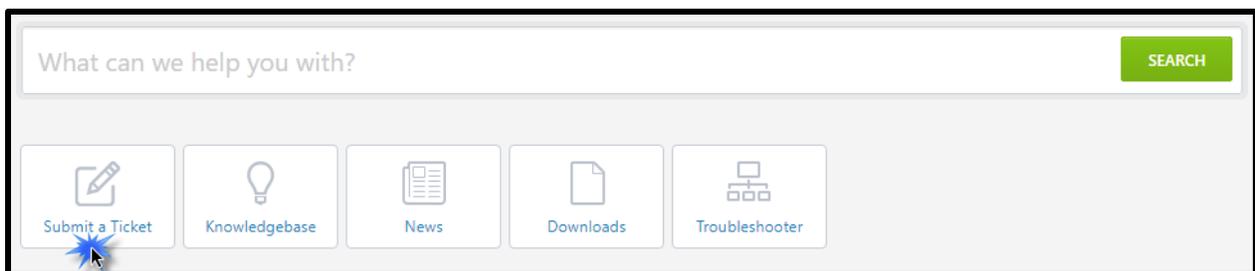


Using the UCM Support Ticketing System

If you have questions or need assistance from our **Support Specialists**, you have several ways to communicate with iContracts. The **Support Ticketing System** is our preferred method because any Support Team Member can view and respond to your ticket in a timely manner.

We also have an email address, ucmsupport@icontracts.com, which directs your inquiry to the same group of support staff. This is helpful if you don't have access to UCM at the moment, or you want to include non-UCM email addresses.

Click **Log or Follow-up on a Support Issue**. Click on **Submit a Ticket**, select **Universal Contract Mgr**, click **Next**, and then complete the *Ticket Details* with all the required information.



Your ticket details

If you are reporting a problem, please remember to provide as much information that is relevant to the issue as possible.

General Information

First and Last Name 1

Email 2

Priority 3

Your Message

Subject 4

5

Priority Ranking

- **Urgent** – HELP! I CANNOT COMPLETE ANY WORK DUE TO THIS ISSUE! THIS IS A BLOCKER! IMMEDIATE HELP IS REQUIRED!
- **High** – This issue is a major hindrance and needs to be fixed, but I can complete my work regardless of the issue
- **Medium** – This is annoying, but I can still work within the system due to a minor workaround.
- **Low** – I noticed something not quite right, and it would be nice if...

Attach Files [[Add File](#)] 6

I consent for Kayako to process my data and agree to the terms of the [Privacy Policy](#)

CAPTCHA Verification 7

Please enter the text you see in the image into the textbox below (we use this to prevent automated submissions).



8

1. Enter your name so we know who you are as we would like to know who is contacting us.
2. Enter your email address so we can reply to your request for help.
3. We respond on a first-come, first-served basis so **please** don't escalate the **Priority Ranking** to High or Urgent *unless* your UCM is down or your issue is extremely time-sensitive. *See examples of the different Priority Rankings above.*
4. Enter the Subject, such as "help with creating a new workflow" or "Using the Bulk Loader". Try to be specific, as typing 'I need help' is why you are filling out this form in the first place.
 - The Subject line looks for any keywords that can be searched in the Knowledgebase for suggested answers and lists any articles below the subject detail area.
5. Type as much detail as you can in the subject area. This will cut down on any back-and-forth emails for such information as a Contract Container #, or who is the User locked out.
6. Upload any attachments here to show us screen images if possible. You can add more than one file if necessary.
7. Click the "I consent ..." checkbox and enter the CAPTCHA Verification text into the textbox.
8. Click **Submit** to process and send us the Support Ticket. You will see a Confirmation right away. An email response is also generated.

Your Message

Subject: help with bulk loader

I'm a new Admin for iContracts General Hospice and need help setting up files for the bulk loading program. |

Knowledgebase suggestions
 We've found the following suggested answers and articles from our knowledgebase 

[Updating Contract Data via Bulk Loader](#)
 ***IMPORTANT: IF YOU HAVE NOT USED THE BULK LOADER IN OVER A WEEK, PLEASE CHECK FOR AN UPDATED VERSION BY GOING TO "COMPANY ADMIN" - "CONTRACTS ADMINISTRATION" - "BULK LOAD CONTRACTS". BULK LOADER GUIDE As a general rule of thumb when making updat...

[Updating Contracts via the Bulk Loader](#)
 HOW TO: UPDATING VIA THE BULK LOADER (see attached document for more information) Create a Contract View for the contracts you want to update. Export this into Excel by clicking the "Report" button and choosing "Bulk Loader Report". Then, remove all c...

[Bulk Loading New Contracts](#)
 Attached is the basic outline of the required contract attributes for uploading new contracts through the bulk loader. Responsible Parties can also be set by adding the following column headings to the attached spreadsheet: contract::primary party, c...

[Basic Guide to Updating Contracts via Bulk Loader](#)
 BASIC GUIDE TO UPDATING CONTRACTS VIA BULK LOADER As a general rule of thumb when making updates through the bulk loader, you should

Your request has been received

We have received your request and our team will get back to you shortly. You can log in to the helpdesk to review the status of your request, or check your email for further updates.

General Information

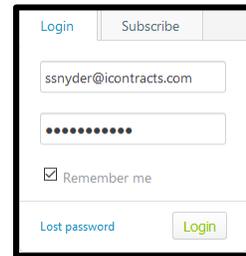
Ticket ID	#UPC-283-74888
First and Last Name	Steven Snyder
Email	steve.snyder.work@gmail.com
Type	Issue
Priority	Low

Subject: TEST-PLEASE DO NOT REPLY

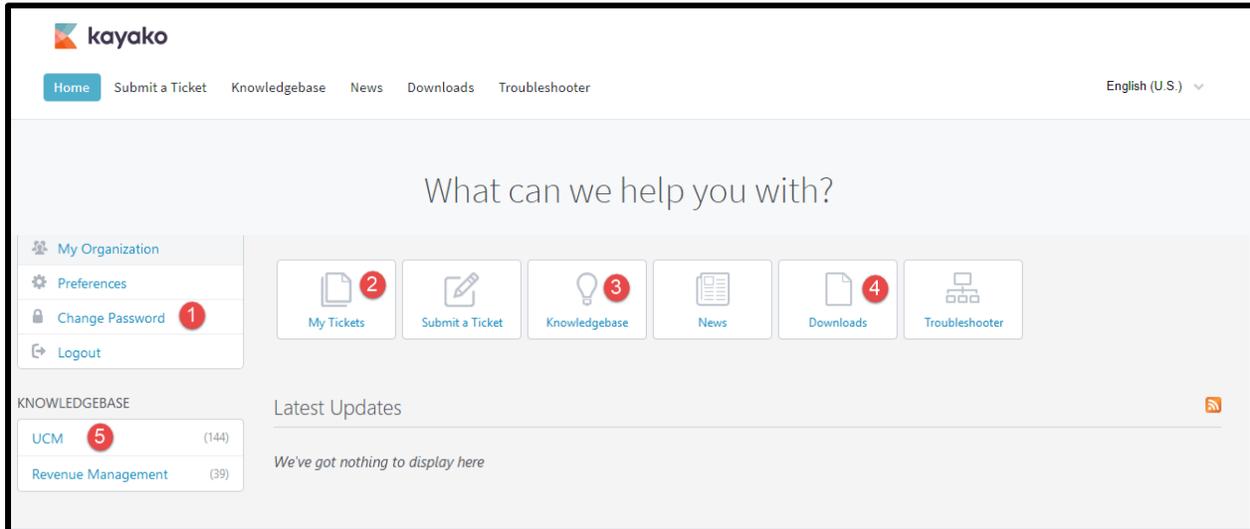
This test ticket is for documentation only. I'm taking new screen shots of the updated Kayako System for the Admin Manual.

Other Support Features

When you click on the “*Log or Follow-up on a Support Issue*” link you have an option to log into the Support System to perform other tasks, such as change your login to support password (**not** the UCM password), use the knowledgebase, or lookup previous support tickets.



The login form includes a 'Login' button, a 'Subscribe' button, an email input field with the value 'ssnyder@icontracts.com', a password input field with masked characters, a 'Remember me' checkbox, a 'Lest password' link, and a 'Login' button.



The screenshot shows the Kayako support portal. The top navigation bar includes 'Home', 'Submit a Ticket', 'Knowledgebase', 'News', 'Downloads', and 'Troubleshooter'. The main heading is 'What can we help you with?'. Below this, there are several quick links: 'My Tickets' (2), 'Submit a Ticket', 'Knowledgebase' (3), 'News', 'Downloads' (4), and 'Troubleshooter'. On the left, there is a 'My Organization' menu with 'Change Password' (1) and 'Logout'. Below that is a 'KNOWLEDGEBASE' section with 'UCM' (5) (144) and 'Revenue Management' (39). The 'Latest Updates' section shows 'We've got nothing to display here'.

Click on either the task on the Menu Bar, or click the appropriate link or button as defined below.

1. **Change Password:** We suggest that you change your Support Password!
2. **My Tickets:** If you have an issue that you would like to follow up on, click this button. Otherwise, click on “Submit a Ticket” to report a new issue.
3. **Knowledgebase:** We keep some of our most commonly reported items here. It may contain the answer to your question.
4. **Downloads:** New functionality documents and other tutorials are stored here.
5. **Knowledgebase quick links:** Categorized items similar to the button (3) or the menu bar. In most cases, you will click on **UCM**.

Viewing the UCM Knowledgebase

As you can see from the previous picture, there are several ways to access the **UCM Knowledgebase**. When you're on the Support (Kayako) Home page, you have a menu bar, menu buttons (#3), and a link on the left side of the screen (#5).

The screenshot shows the UCM Knowledgebase interface. At the top left is the UCM logo. Below it, there are navigation options: "Common Docusign Issues" and "Revenue Management (144)". Under "Revenue Management", there are sub-categories: "6.0 Reporting Features", "Access Prior Quarter Adjustments", and "Add New Contract". Below these are two columns of article lists: "Most popular articles" and "Newest articles".

Most popular articles

- How to: Give Administrators Permission to "Administer UCO"
- How to: Delete Contracts from UCM
- How To: Instructions to Clear Cache in your Browser
- Bulk Loader - Dictionary of Errors/Warnings
- How to: Remove Fields from a Field Group
- How to: Create a Scheduled Report/View
- User Cannot See New Contracts after Permissions are Changed
- Basic Guide to Updating Contracts via Bulk Loader

Newest articles

- How to: Create a Scheduled Report/View
- Bulk Loader - Dictionary of Errors/Warnings
- How to: Remove Fields from a Field Group
- How To: Instructions to Clear Cache in your Browser
- How to: Give Administrators Permission to "Administer UCO"
- How to: Delete Contracts from UCM
- Using Formulas in Reports
- How to: Set up Workflow Escalations

Help Desk Software by Kayako

Click on the **UCM** heading to list all Knowledgebase articles under UCM.

The screenshot shows the "Knowledgebase : UCM" page. It features a grid of article categories with counts: "Company Administration (21)", "Contract Management (19)", "UCM Bulk Loader (24)", "Error Messages / General Problems (8)", and "Documentation / Enhancements (35)". Below the grid, there are two detailed article snippets. The first is "How To: Instructions to Clear Cache in your Browser" with the text "Please view attached document for instructions." The second is "How to: Delete Contracts from UCM" with the text "To Delete Contracts from UCM: First we need to make sure that in the Contracts Tab you see a little box that you can check to the left of the grid. If you don't see that checkbox, contact your administrator or UCM support. If there are checkboxes on th...". At the bottom, there is a section for "Common Docusign Issues" with a wavy graphic and the text "updated periodically as we find and fix more Docusign errors. ERROR MESSAGE CAUSE SOLUTION P..."

You can click on a topic heading.

Knowledgebase : UCM > UCM Bulk Loader

Bulk Load Documents and Attachments (7) **Update Existing Containers** (8) **Bulk Load New Containers** (5)

- Bulk Load - Add new containers AND Documents
- Bulk Load - Sheet for Uploading Documents
- Basic Guide to Updating Contracts via Bulk Loader
- Bulk Load - Add a New Field Into UCM
- Bulk Load - Add new containers AND Documents
- Bulk Load - Add new Contract Containers

Bulk Loader - Dictionary of Errors/Warnings
!!Under Construction!! Common Errors: Unlike Warnings, Errors will not allow you to proceed with your upload before fixing the error. Error: The process cannot access the file 'C:\Users\ComputerName\Location\Document Title.csv' because it is being used by ...

Bulk Load - Archive Contracts en Masse
Attached is more detailed instruction on how to mass-change a contracts stage to "Archived" 1. Create a view of contracts you want to bulk-archive. The only column that is ESSENTIAL is the Contract ID column. For example you could use the cr...

Or click on a specific topic to learn more about that issue.

Knowledgebase

Bulk Load - Add a New Field Into UCM

Posted by Carl Leinbach on 16 April 2018 03:39 PM

Any field you have created in your system can be bulk loaded, even Numeric Fields.

If you haven't used the bulk loader in a while, be sure to check for any updates in the Bulk Load Contracts section of Company Admin.

- If you haven't already, manually create the new field in Field Administration and add it to the Field Group(s) you'd like it to be seen.
- Create a view showing you the Contract ID, Contract Name and the field(s) you would like to change.
- Export this view in 'bulk loader format' and make necessary changes to the data sheet.
- The Field columns you're updating should look like **Field Group::New Field Name**
- By adding the Field Group name to the prefix followed by two colons, you're telling the Bulk Loader to populate that field inside the field group as opposed to placing a single field into the container. Keeps it neat and #Orderly
- Delete the header row and save the exported sheet as a .csv file
The grid will look the same in your listing of Contracts and Field column. It's only *inside* the container you will see a difference if you don't use the Field Group:: prefix
- Bulk load the contracts back into your system by running the bulk loader in "Update" mode, using the Contract ID as a point of reference.

★★★★★ (1 vote(s)) Helpful Not helpful

Comments (0)

Click on “**Knowledgebase**” in the Menu Bar to return to the first screen and start over if you’d like to explore other UCM topics. Support topics are updated and new topics are added as necessary.

Click *Logout* when finished and close the Kayako Support window to exit the Support System.

Appendix A – Sample Contract Reports to Share with Users

As an Administrator, you may find that there are several Contract Views that other users could find useful. When creating and saving a Contract View, you must also select “*Share With Other Users*” and which Role Models and/or Users (or Select All) to include in your Shared View.

Note: 18 characters of your View Name will show in Contracts Views, but the whole View Name will show on hover-over

Save this View Default View
*View Name: @LoggedInUser

Share With Other Users

Select	Role Models
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Education
<input type="checkbox"/>	Executive
<input checked="" type="checkbox"/>	Human Resources
<input type="checkbox"/>	IT

Select	Users
<input checked="" type="checkbox"/>	Anthony Schwartz (aschwartz)
<input type="checkbox"/>	Archibald Cox (acox)
<input checked="" type="checkbox"/>	Bob Macke (bmacke)
<input checked="" type="checkbox"/>	Calvin Klein (cklein)
<input type="checkbox"/>	Carl Leinbach (cleinbach)

Any user who has access to your shared view will see the  icon to the right of the View's Name which indicates that this is a View created by another user (you, the admin) and *Shared* by you to them. If any other user deletes a Shared View, the originating user (the author, in this case, you the admin) will still be able to see and re-share this View with them again. If a user hovers their mouse pointer over the  icon, they can see who is the author.

- ✎ If YOU are the author of a View and Share the View, you will **not** see this  icon. Only the recipients of the View that you have shared with, through this list of checkboxes.

Expiring Contracts

To help your UCM users keep track of their expiring contracts, you can setup a “global” Contract View based upon two criteria. The first criteria would be the Expiration Date (this example shows the date is June 30, 2018). The second criteria defined as the Owner, which is defined as **@LoggedInUser** (capitalization as shown here is **REQUIRED**). Whomever is logged into UCM sees just their contracts.

Create/Modify Contracts View View Name: CC Exp by June 2018

[Advanced Search](#)

Get Contracts that match the following criteria:

Expiration Date on or before 06/30/2018

and Expiration Date on or after 01/01/2018 remove

and Owner = @LoggedInUser remove

+ Add Criteria Include Archived

Default Fields And Sequence

Contract ID	ContractName	Expiration Date	Owner	PrimaryParty	SecondaryParty	TertiaryParty

Default Sort Order

Fields: -----Select Fields----- Ascending Order (A-Z) Descending Order (Z-A) **Add**

Fields	Sort Order	Delete
Contract Management System::Expiration Date	Ascending	✗
Contract Management System::Contract ID	Ascending	✗

Here is an example of how the Create Contract View should appear, including Columns and Sort Order.

Contract Views

- [View All Contracts](#)
- [@LoggedInUser \(10\)](#)
- [Archived \(7\)](#)
- [CC Exp by June 2018 \(6\)](#)
- [New Contracts \(3\)](#)
- [Not Active Stages \(12\)](#)
- [Rocky CC \(9\)](#)
- [Term Stages \(3\)](#)
- [Add New View](#)

Filter Views [Filter](#)

CC Exp by June 2018 [Edit View](#) [Report](#)

Select All Records Per Page: 20 records Action: Select Action... Execute

Contract ID	ContractName	Expiration Date	Owner	PrimaryParty	SecondaryParty	TertiaryParty
507460	TEST 2 Wed Dec 13	01/31/2018	Rocky Balboa			
472096	LIVE Testing Monday July 24 20...	02/28/2018	Rocky Balboa	Julie Chen		
418468	Actna Patient Insurance	03/31/2018	Rocky Balboa	Rocky Balboa	Steven Snyder	Speed Racer
493939	TEST 1 for Tom	03/31/2018	Rocky Balboa		Steven Snyder	
494683	Test for Ophthotech	03/31/2018	Rocky Balboa		Steven Snyder	
506386	OHS Testing	03/31/2018	Rocky Balboa	Carol Burnett	Steven Snyder	Lawanda Ashley

Displaying records 1 - 6 of 6

Here is what another user would see after they select the Contract View that has been shared with them (remember, the circled **S** shows them this view is shared to them).

New Contracts

Another view you may find useful to setup and share is a report of new contracts assigned to users. This setup may be more complicated, as you may need to use **Advanced Search** to group contracts by Responsible Party (Owners, Primary, Secondary, and Tertiary users).

Basically, each grouped criterion is defined as the following:

(CreatedOn is within the last x days AND Owner = @LoggedInUser) OR

(CreatedOn is within the last x days AND Primary = @LoggedInUser) OR

(CreatedOn is within the last x days AND Secondary = @LoggedInUser) OR

(CreatedOn is within the last x days AND Tertiary = @LoggedInUser)

Below is a sample of using Advanced Search to setup multiple and-or criteria:

The screenshot displays the Advanced Search interface with the following configuration:

- Criteria 1: CreatedOn is within the last X days (14 days). A red box highlights the opening parenthesis '('.
- Operator: and
- Criteria 2: Owner = @LoggedInUser. A red box highlights the closing parenthesis ')'. A 'remove' link is visible to the right.
- Operator: or
- Criteria 3: CreatedOn is within the last X days (14 days). A red box highlights the opening parenthesis '('. A 'remove' link is visible to the right.
- Operator: and
- Criteria 4: PrimaryParty = @LoggedInUser. A red box highlights the closing parenthesis ')'. A 'remove' link is visible to the right.

On the next page is an example of how the entire Create Contract View should appear, using parentheses in the Advanced Search. This sample shows new contracts created within the last 14 days.

Get Contracts that match the following criteria: [7] [Advanced Search Instructions/Examples](#)

(CreatedOn is within the last 14)

and

Owner = @LoggedInUser) remove

or

(CreatedOn is within the last 14) remove

and

PrimaryParty = @LoggedInUser) remove

or

(CreatedOn is within the last 14) remove

and

SecondaryParty = @LoggedInUser) remove

or

(CreatedOn is within the last 14) remove

and

TertiaryParty = @LoggedInUser) remove

Include Archived

Using @LoggedInUser

This command allows any UCM User to view just their contracts. As an admin, you don't want to enter an actual name so this "placeholder" is a good way to generate customized views.

Create/Modify Contracts View View Name: @LoggedInUser

Get Contracts that match the following criteria: [Advanced Search](#)

Owner = @LoggedInUser

or PrimaryParty = @LoggedInUser [remove](#)

or SecondaryParty = @LoggedInUser [remove](#)

or TertiaryParty = @LoggedInUser [remove](#)

[Add Criteria](#) Include Archived

Adding Custom Views to My Favorite Views

On the Home tab, users should set up a Favorite View to see after logging into UCM how many contracts are waiting for them.

My Favorite Views [Add View](#) 1

- Contracts: CC Exp by June 2018 (8) [×](#)
- Contracts: New Contracts (3) [×](#)

Enterprise Ribbon [v](#)

Contracts [v](#) 2

CC Exp by June 2018 [v](#)

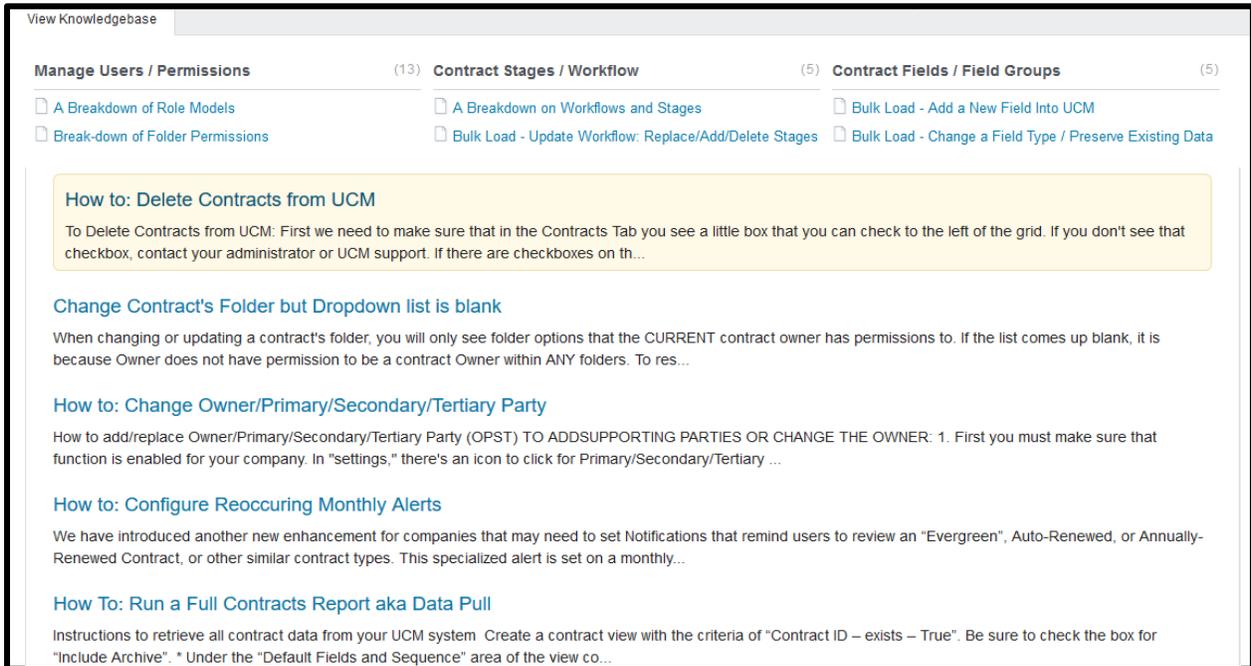
[Add](#) 3

1. Click on the Add View button.
2. Select your Favorite View.
In this case, you start with the Enterprise Ribbon, then Contracts, followed by the name of the shared view.
3. Click the Add button to update your Favorite Views.

My Favorite Views show the number of Contracts associated with that view as if you are looking at the grid in the Contract View. Only Contract Views will show the number. Notes, Attachments, Milestones or Activity Views do not display a value.

Appendix B – How to Handle Different Admin Scenarios

As previously discussed under the topic “**Viewing the UCM Knowledgebase**” there are pages of information available to help you use the Administrative functions of UCM. We’ve highlighted a few of the more commonly-asked questions below. These topics are listed under *UCM: Company Administration*.



The screenshot shows the 'View Knowledgebase' interface with three main sections: 'Manage Users / Permissions' (13 items), 'Contract Stages / Workflow' (5 items), and 'Contract Fields / Field Groups' (5 items). Below these are several article titles and snippets:

- [How to: Delete Contracts from UCM](#)
To Delete Contracts from UCM: First we need to make sure that in the Contracts Tab you see a little box that you can check to the left of the grid. If you don't see that checkbox, contact your administrator or UCM support. If there are checkboxes on th...
- [Change Contract's Folder but Dropdown list is blank](#)
When changing or updating a contract's folder, you will only see folder options that the CURRENT contract owner has permissions to. If the list comes up blank, it is because Owner does not have permission to be a contract Owner within ANY folders. To res...
- [How to: Change Owner/Primary/Secondary/Tertiary Party](#)
How to add/replace Owner/Primary/Secondary/Tertiary Party (OPST) TO ADDSUPPORTING PARTIES OR CHANGE THE OWNER: 1. First you must make sure that function is enabled for your company. In "settings," there's an icon to click for Primary/Secondary/Tertiary ...
- [How to: Configure Reoccurring Monthly Alerts](#)
We have introduced another new enhancement for companies that may need to set Notifications that remind users to review an "Evergreen", Auto-Renewed, or Annually-Renewed Contract, or other similar contract types. This specialized alert is set on a monthly...
- [How To: Run a Full Contracts Report aka Data Pull](#)
Instructions to retrieve all contract data from your UCM system Create a contract view with the criteria of "Contract ID – exists – True". Be sure to check the box for "Include Archive". * Under the "Default Fields and Sequence" area of the view co...

How to: Give Administrators Permission to "Administer UCO"

If any of your administrators receives an error saying "(User) is not allowed to administer this UCO", here is how to resolve it as the Primary Admin for your company:

- Go to Manage Users, look for the column heading called "**Administer UAP**" in the grid.
- Click the "**Administer UAP**" link next to the Administrator's name.
- Select the appropriate UAP (for example, Contract Management System).
- Click **Save**.

Your administrator must refresh their permissions profile by clicking the circular blue arrows (the “dolphins”) at the top right of the screen. Logging out then logging back in will also refresh their user permissions.

- 🔗 If you do not see the "Administer UAP" column in your Manage Users grid, please submit a support ticket and let us know so we may correct this for you.

How to Change Owner/Primary/Secondary/Tertiary Party

To Add Supporting Parties or Change the Owner:

1. First you must make sure that function is enabled for your company. In *Company Admin: Settings* there's an icon for *Edit Primary/Secondary/Tertiary Party Administration*. Click the check-box to enable P/S/T parties and click the checkbox to activate at least one supporting party (doesn't have to be Primary). There's also an option to make this Required. Click Save.
2. Open the contract container. Click on "**Responsible Parties**" to edit or add names. Clicking Owner and/or Primary, Secondary or Tertiary Party links will open a drop-down of available users.
3. Select the user you wish to be the P/S/T and click Save.
To change an Owner: Select the **Owner** link and choose your new Owner from the drop-down list. Be sure to click Save to update the owner.
4. If you don't see the user you wish to be responsible for the contract, you must then go to their user permissions and be sure they have access to the folder the container is in, and that they have permission to own contracts.

To Replace O/P/S/T Parties with a new user:

1. Create the new user's profile, select the "*Force Confirmation*" box from the Manage Users grid. This will allow them to be selected as a supporting party without waiting for them to confirm their account via the welcome email link.
2. Click "Copy Permissions" and select the previous user from the drop down and the new user from the list of users with a checkbox then select Copy Permissions.

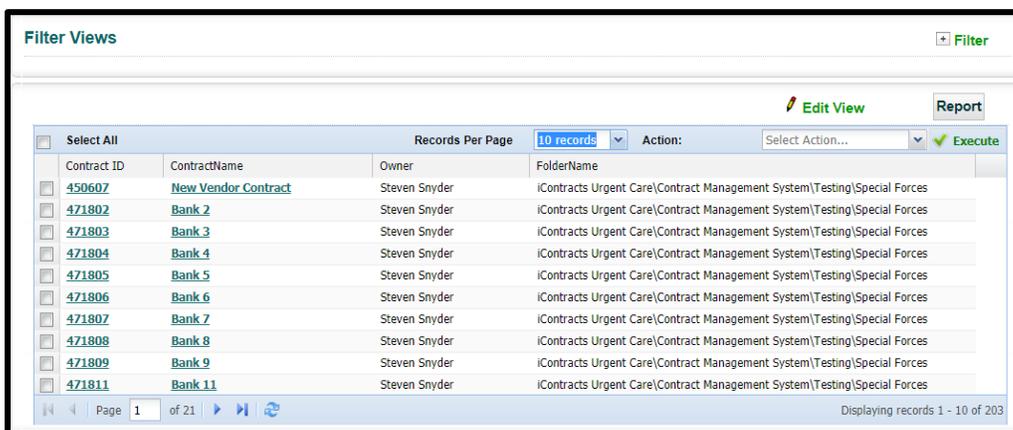
You don't have to use copy permissions, but make sure the new user has the right permissions to view the appropriate contracts!
3. Create a contract view with the criteria of: Owner → Contains → Old User (you may want to consider including archived contracts)
4. Use the "*Select All*" checkbox at the top of the grid to check all contracts in this view. Choose "Modify Contract(s)" from the "Action" box, then click Execute.
5. Click on Owner and update to the new user!
6. Repeat these steps but replacing Owner with Primary, then Secondary, and Tertiary (4 views in total) Parties. Finally, deactivate the old user (if necessary).

How to Move Multiple Contract Containers to Another Folder

Whenever you have a Contract Container that you need to change which Folder it associated with, you edit the Folder by clicking on the “[Folder Name](#)” link at the bottom of the Summary Tab. However, if you have many containers that you need to move to another folder (the same folder for all), then the **Modify Contract Action** is better suited for such a task.

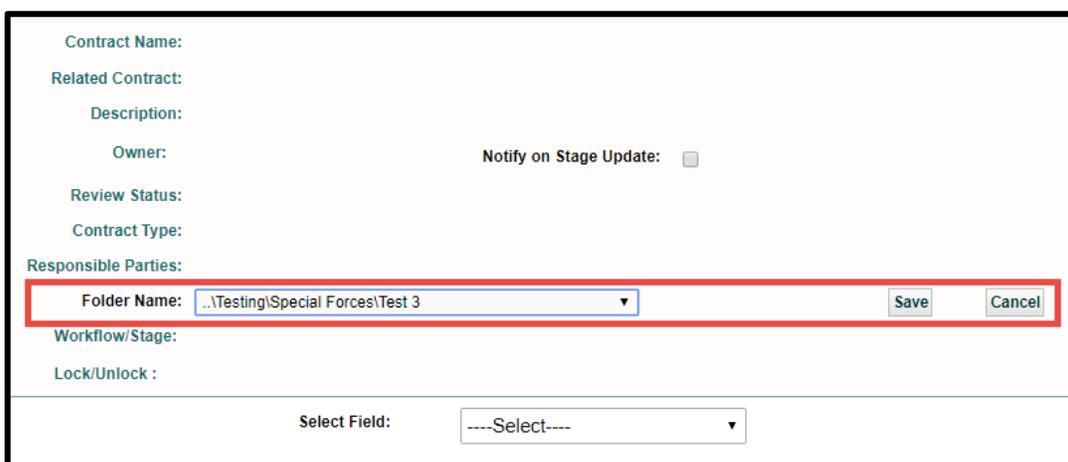
Procedures

1. Create a **Contract View** where the Search Criteria is *Folder Name – contains – old folder name*, where the old folder name is where the contracts are currently located.
2. Make sure that *Default Fields and Sequence* include FolderName.
3. **Run** the view and widen the Folder column to make sure all the Containers listed are showing the correct Folder Name.



Contract ID	ContractName	Owner	FolderName
450602	New Vendor Contract	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471802	Bank 2	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471803	Bank 3	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471804	Bank 4	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471805	Bank 5	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471806	Bank 6	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471807	Bank 7	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471808	Bank 8	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471809	Bank 9	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces
471811	Bank 11	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces

4. Click the **Select All** checkbox to highlight all the records.
5. Select **Modify Action** and **Execute**.
6. Click on “[Folder Name](#)” and then select the NEW Folder Name.
7. Click the Save button.



Contract Name:

Related Contract:

Description:

Owner: Notify on Stage Update:

Review Status:

Contract Type:

Responsible Parties:

Folder Name:

Workflow/Stage:

Lock/Unlock :

Select Field:

Click the **OK** button to acknowledge this request is being processed.

8. Click the Close Window button to exit the Modify Action task window. The Contract View updates, displaying the NEW Folder.

Contract ID	ContractName	Owner	FolderName
450607	New Vendor Contract	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471802	Bank 2	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471803	Bank 3	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471804	Bank 4	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471805	Bank 5	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471806	Bank 6	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471807	Bank 7	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471808	Bank 8	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471809	Bank 9	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3
471811	Bank 11	Steven Snyder	iContracts Urgent Care\Contract Management System\Testing\Special Forces\Test 3

How to Remove Fields from a Field Group

During the initial Implementation, you created some field groups that seemed logical at the time. After using the system for a while, you realize some of the fields are redundant or not applicable to your company's processing method any longer.

Create a Contract View of all your contracts using **Contract ID – Exists – True**. Add all the columns to the "Default Fields And Sequence". Once you run the view, generate a Report. Use the Bulk Loader report to save a manual back-up of your data just to be on the safe side.

Here are the steps to remove the fields you don't want, without breaking apart the current field groups:

1. Rename the "Old Field Group" to one with an X at the front, so that your new field group can have the proper name appear in your system. *For example, "Old Group" to "X Old Group".*
2. Create a "New Field Group" with the fields that you want to appear on your containers (leaving out the fields you don't like from the "old" Field Group.
3. Add the "New Field Group" as a default Field Group to all the contract types you want it to appear under. Make sure you update associated field groups within your templates by changing the "Old" Field Group to the "New" Field Group.
4. Create a contract view in your Contracts Tab with
 - Contract ID – Exists – TRUE, include archived;
 - Under Default Fields and Sequence, select the fields you want to appear in your "New" field group. *Make sure to include the Contract ID and define it as the first column!*
5. Save the View and click "Report" to export the view to a .csv file. Be sure to select the "Bulk Loader" button.
6. In the exported spreadsheet, add the New Field Group name and 2 colons in front of the field names, using the format **Field Group::Field Name**. (For example, General Information::Expiration Date). This ensures that the field data is uploaded to the right field group. Without doing this step before the sheet is uploaded, the new fields are created as stand-alone fields.
 -  The first row of your spreadsheet should be your column headings (Column::ID, etc.). Delete any rows that may be above these column headings.
7. Delete any unnecessary columns, leaving **only** the Contract ID and fields being updated. Click Save (or Save As to ensure you are providing a proper name and saving as CSV not XLS).
8. After closing the spreadsheet, run the file through the bulk loader in *Update* mode (i.e., Check the box for "Update Contracts" and use "Contract ID").
9. Once you have uploaded the new sheet, you can now delete the "Old Field Group" with the X in front of it (from Step 1).

How to Edit Field Types After Data Entered

This question comes up often when Administrators realize that a Field Type should have been defined as another type. For example, a Numeric field is better defined as a Single Line field type (common with fields used for telephone numbers or a number like an Employee ID). The challenge is how do you change an existing field type and still preserve the existing data.

Making a Master "All Contracts" Backup File

 Before doing any mass changes to your system, we suggest that you do a full contract back-up!

You can do this by creating a View with the criteria: ContractID – Exists – True ** Make sure to check "Include Archived" checkbox! **
From the <i>Default Fields and Sequence</i> , add all the columns from the left to the right using the double arrows (>>). This way you preserve all your fields and attributes!
Save the View with a name that makes sense to you, then after the grid populates, click the "Report" button. This will create an Excel CSV file with ALL of your contract's attributes and fields, should something go wrong! Save that file where you can find it again and then you are ready to proceed!
Having a "Master Backup" means that in a worst-case scenario, you can Bulk Load all your original data back into UCM. <i>Now that's what we call Life Insurance!</i>

Changing a Field Type can be done, but it takes some effort. It's a multi-step process that basically involves creating a new Field of the correct type, and then replacing the Old Field with the New Field in your Contracts.

1. First, add the letter X in front of the **Old Field** so it's easy to see which one gets deleted later. For example: XTermination Clause
2. Next, create a **New Field** with the correct name (Termination Clause, for example) and select the correct Field Type. Next, insert the Field into your Field Group(s). Don't worry about deleting the other XTermination Clause from this Field Group yet.
3. Make a **Contract View** or report with the following criteria to bring up all contracts with data in the old field:
XField Name – is null – false
**** Make sure to check the "Include Archived" checkbox! ****
4. Export that View out to a CSV file using the "Report" button. Be sure to select the "Bulk Loader" button. Delete the first two rows of the Excel file (the top row contains the View Name, and row two, which is blank).
5. Make sure the headers match appropriately so your new field group is added to this set of contracts. For example, Contract Term Details::Termination Clause ("Contract Term Details" is the name of the Field Group). The Contract ID column should have the header Contract::ID.
6. Save this file as a .CSV (best to save on your Desktop to locate quicker later).
7. Run the Bulk Loader (see [Using the Bulk Loader](#) for additional help) and make sure to select "Update Contracts by Contract ID".
8. Delete the old Field AFTER you verify the data appears in the new Field.

Appendix C – Updating Contract Containers via Bulk Loader

As a general rule of thumb, when you update Contracts through the Bulk Loader, you want to be aware of the following tips and tricks:

- Run a “**Bulk Loader Report**” from a Contract View. Include columns for *Contract ID* (best if the first column), plus any fields that you will be changing, such as Owner, Primary Party, or Expiration Date.
 - If you are changing the Workflow, you must also include the contract Stage.
 - Save this View so you can refer back to it for edits later.
 - Always click Report Type Button “*Bulk Loader*” when generating the Report.
 - Use the Excel spreadsheet (CSV format) to update your columns. Select **File..Save As** to create a new file (that is, make a copy of the original, to safeguard your original data) and make sure to save as type “**CSV (MS-DOS)**” for best results. Don’t forget that bulk loader headings are not case-sensitive but you must have the “double-colon” (contract::id or Contract::ID).
-  Please be aware that any updates (such as Contract Type) made through the Bulk Loader **may** affect your System-Generated Milestones. Since Automatic Milestone Rules (AMR) run on Contract Type, it is important to check your rules before changing Contract Type (or dates such as Expiration Dates).

Examples of Spreadsheet Column Headings for Bulk Loader Updates

Changing Workflows

Contract::ID	Contract::workflowtemplate	Contract::stage
123456	Standard WF	Internal Legal Review

Changing Responsible Parties (Primary/Secondary/Tertiary)

Contract::ID	Contract::primary party	Contract::secondary party	Contract::tertiary party
123456	Sally Starr	Gene London	Captain Noah
246800		#NULL	#NULL

Use **#NULL** to delete a field within a Contract Container. A blank entry leaves the original content unchanged.

Changing Field Data Within Field Groups

The column format is “Field Group::Field Name”.

Contract::ID	Computer Vendor::Vendor Name
123456	Industrial Light and Magic

Changing Dates (such as Expiration Dates)

Contract::ID	Common Contract Fields::Expiration Date
123456	12/31/2020

Changing Contract Owners

Contract::ID	Contract::Owner
123456	Nicholas Foles

Appendix D – Using DocuSign (\$) ---

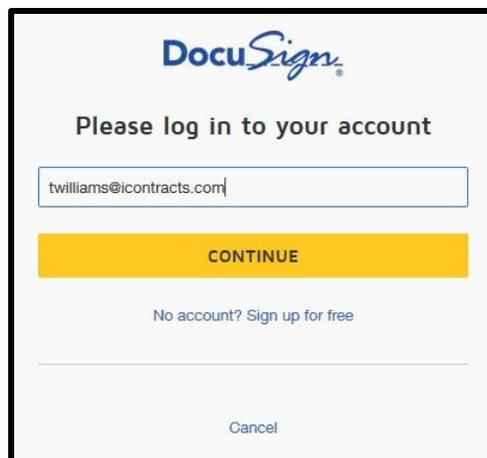
UCM has an additional feature for purchase that links UCM and DocuSign to complete approvals and signatures in hours—not days—from anywhere and on any device. You can quickly and securely access and sign documents, easily upload and send documents for others to sign, send reminders, and check signing status any time.

Logging into DocuSign

Click on the **DocuSign** icon to log into DocuSign through UCM.



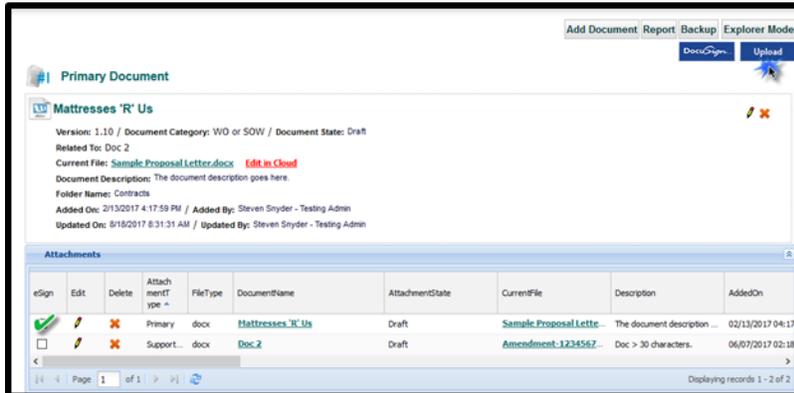
You must have an account through DocuSign in addition to the connector to UCM. Enter your DocuSign credentials and click **LOG IN**.



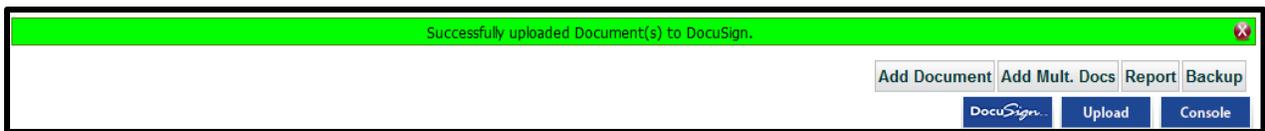
Uploading Documents to DocuSign

You can select the document(s) to upload by clicking on the eSign checkbox, then clicking the **Upload** button.

 **Warning!** You will be unable to upload any document *over* 25 megabytes (25,000.00 KB) in size. If the file size is too large for DocuSign, the checkbox will not be displayed.

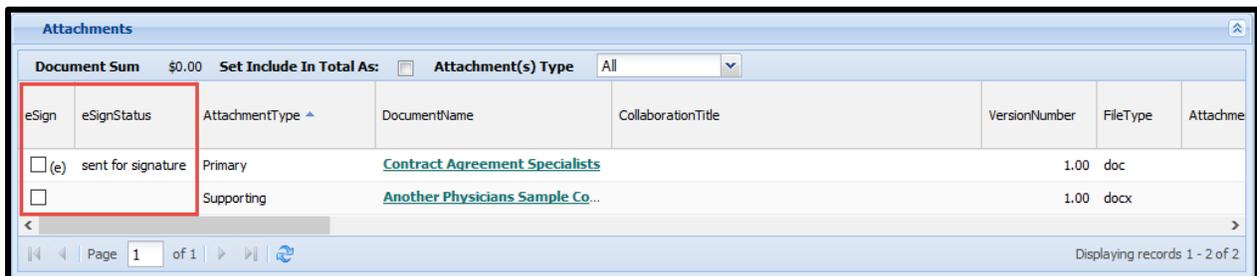


After the document is uploaded to DocuSign, you receive this message.



In addition, the eSign column shows **(e)** to note that the document is uploaded to DocuSign.

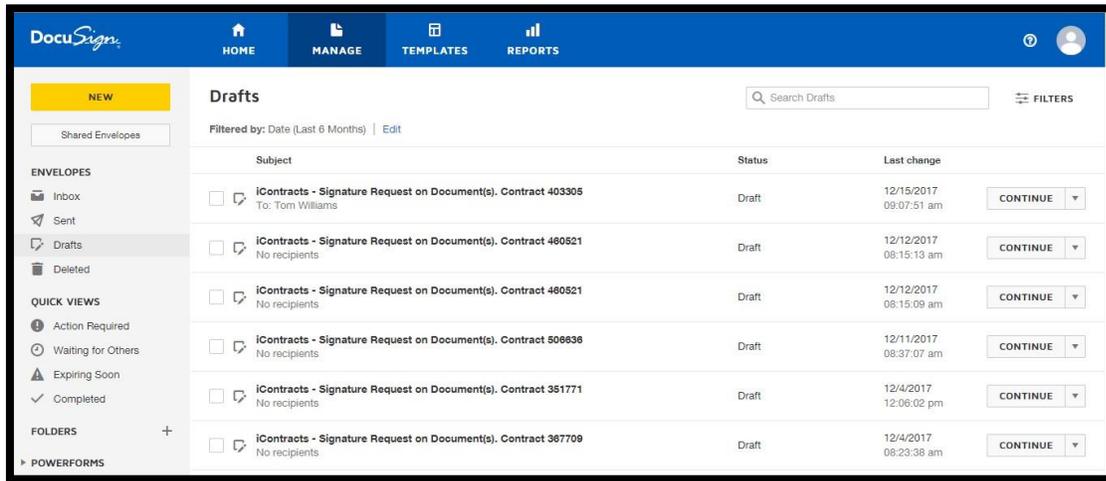
There is also a column "eSignStatus" available to display in the grid to let you know what is this document status.



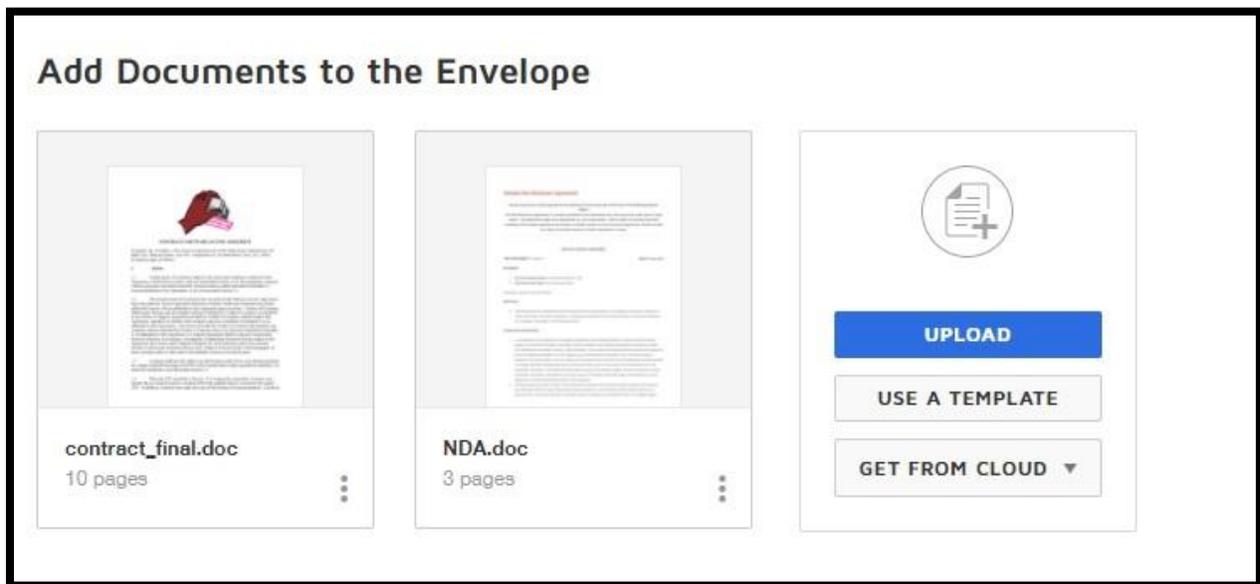
Processing the Documents in DocuSign

Click on the **Console** button. This loads DocuSign in a separate window (please ensure your browser allows this pop-up window).

Click the **Manage** tab, followed by the **Drafts** option. Select your document, then click **Continue** next to the document name to assign signers.



You can add additional documents to the envelope by clicking **Upload** to browse local files, **Use a Template** to use common files as determined by a pre-defined template created within DocuSign, or **Get From Cloud** to pull from a cloud-based platform such as DropBox or Google Drive.



Enter the information for each recipient in the **Add Recipients** section. The document will be sent to these individuals for signature.

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

<input type="text" value="Danielle Obchinetz"/>		NEEDS TO SIGN ▾	MORE ▾
⋮	<input type="text" value="dobchinetz@icontracts.com"/>		
<input type="text" value="Tom Williams"/>		NEEDS TO SIGN ▾	MORE ▾
⋮	<input type="text" value="twilliams@icontracts.com"/>		
<input type="text" value="Alison Dolomanuk"/>		NEEDS TO SIGN ▾	MORE ▾
⋮	<input type="text" value="Adolomanuk@icontracts.com"/>		

ADD RECIPIENT

If you would like to add an additional message to the email or configure additional options, you can do so after adding your recipients.

Message to All Recipients

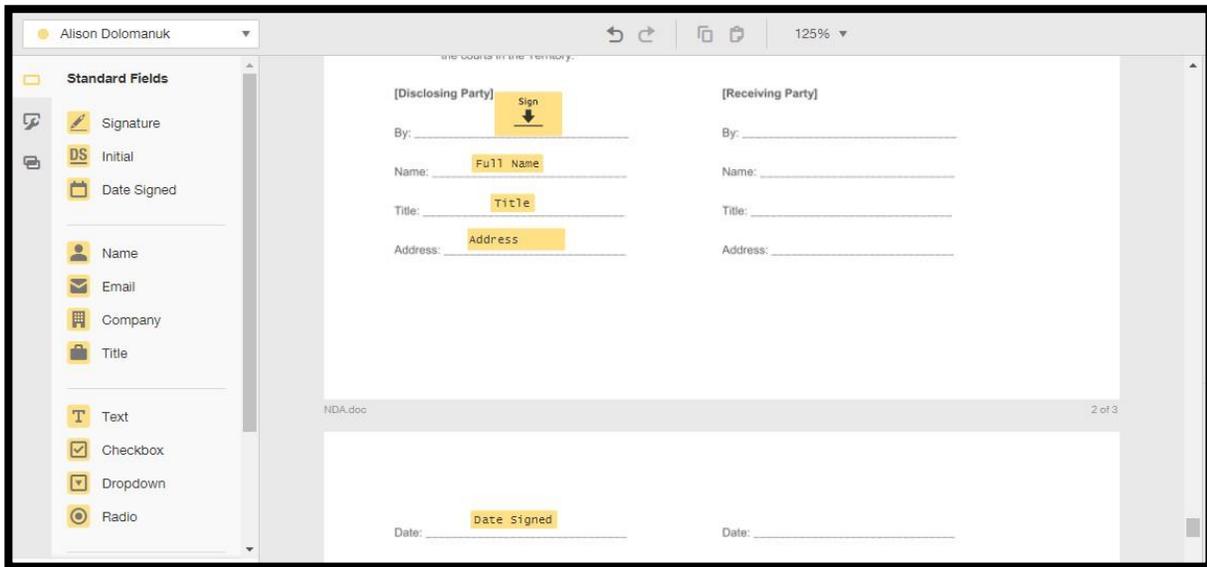
Custom email and language for each recipient

Advanced Options | [Edit](#)

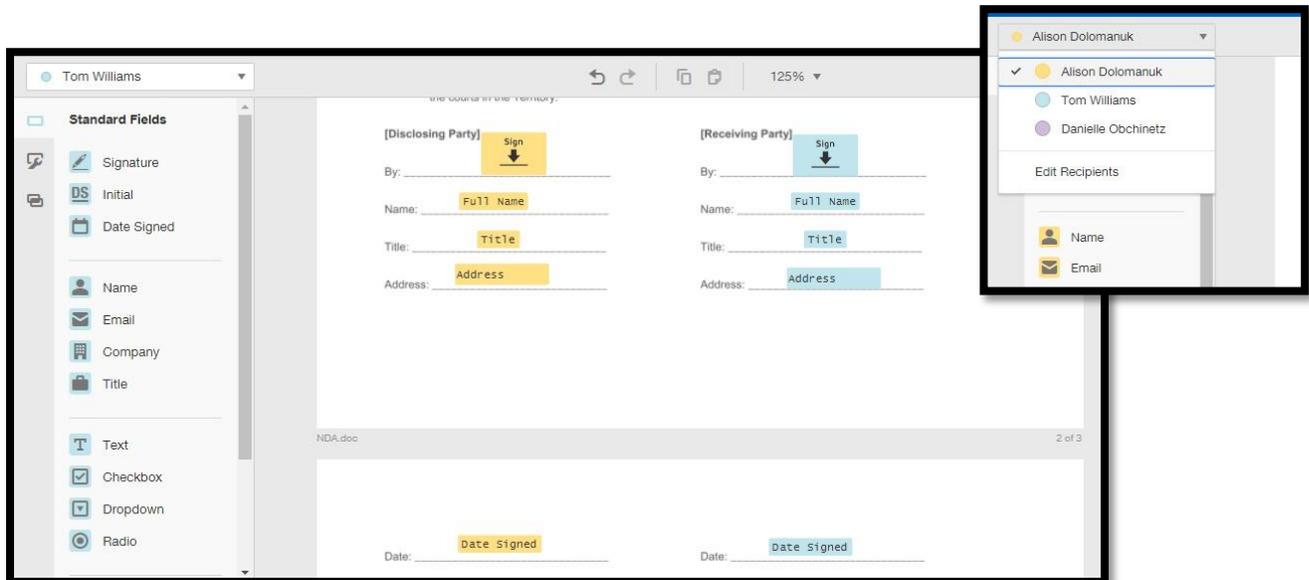
- Recipients can sign on paper
- Incomplete envelopes expire 120 days after send date
- Recipients are warned 0 day(s) before request expires

Click **Next** when finished.

You can insert fields to your document, indicating where recipients should sign, initial, or enter other required information. Click and drag a field from the menu on the left to its appropriate placement within your document.



Using the dropdown list above the fields, you can assign other recipients to enter information as well.



When finished with specifying where recipients should sign and enter additional information, click **Send** in the top right corner of the screen.

Downloading Signed Document Back into UCM

DocuSign takes about 30 minutes to process the document after the last signature. Click the **Download** button to retrieve the signed document from DocuSign.



After documents are brought back into UCM, the **Download** and **Console** buttons are replaced with the **Upload** button in case you wish to upload more documents from the container.



The Attachment(s) grid displays the updated eSignStatus. The example below shows one document “sent for signature” while the other has been downloaded back into UCM from DocuSign, and therefore, “completed”.

Document Sum		\$0.00	Set Include In Total As: <input type="checkbox"/>	
eSign	eSignStatus	AttachmentType	FileType	
<input type="checkbox"/> (e)	sent for signature	Supporting	pdf	
<input type="checkbox"/> (e)	completed	Supporting	pdf	

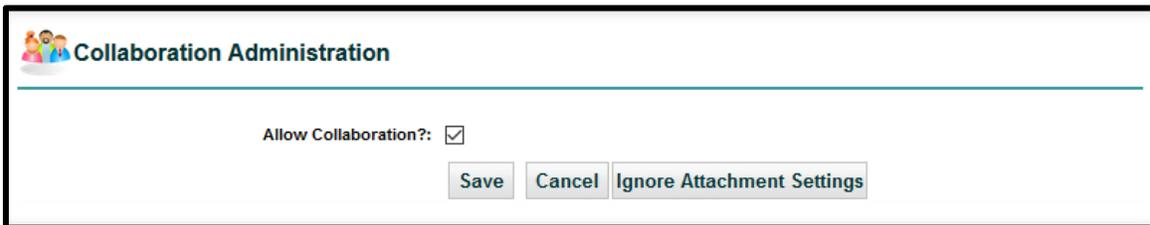
Appendix E – Contract Collaboration (\$)

Introduction to Collaboration

This is an optional feature (with an *additional charge* associated) available for purchase. Once your company has the service activated, admins must also activate which users will use collaboration. Users who have Collaboration enabled can generate collaboration sessions to exchange emails back and forth. Unlike the Email tab, the responses are stored in multiple locations within UCM.

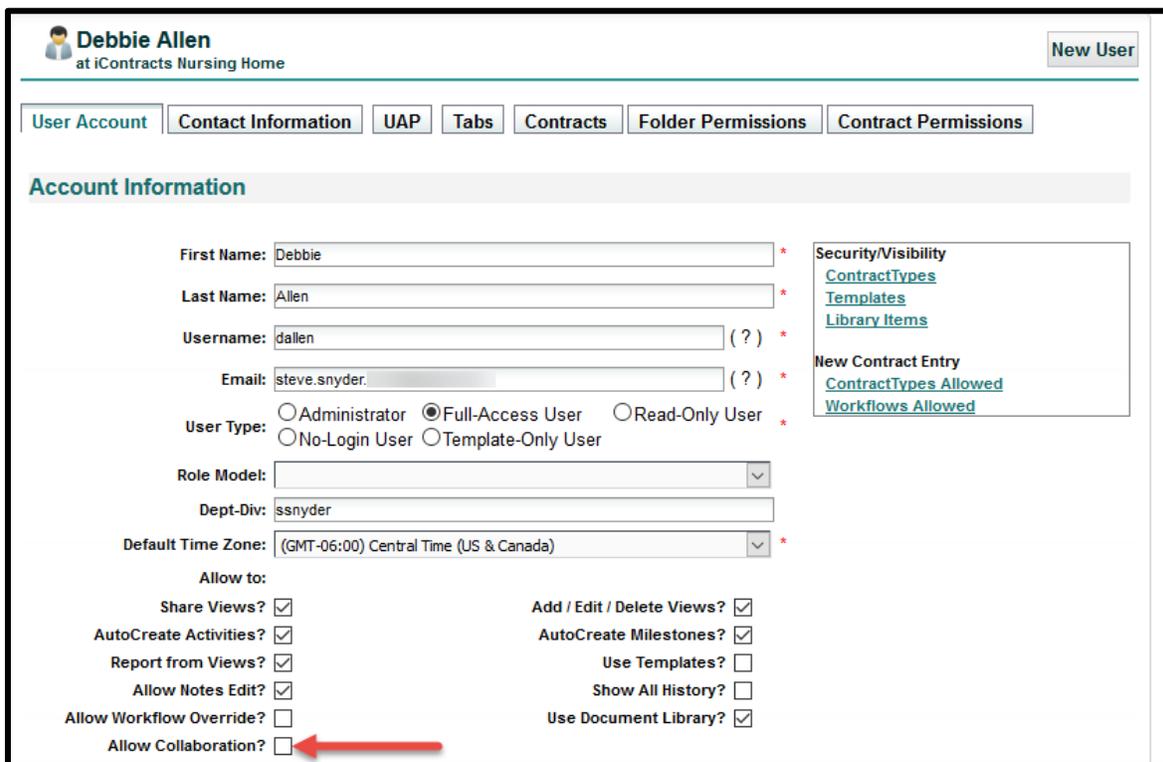
Administration Tasks

Admins will turn on/off Collaboration at the Company level. This is done in **Company Admin: Settings**.



There is more information available by clicking on this [Collaboration Administration](#) link.

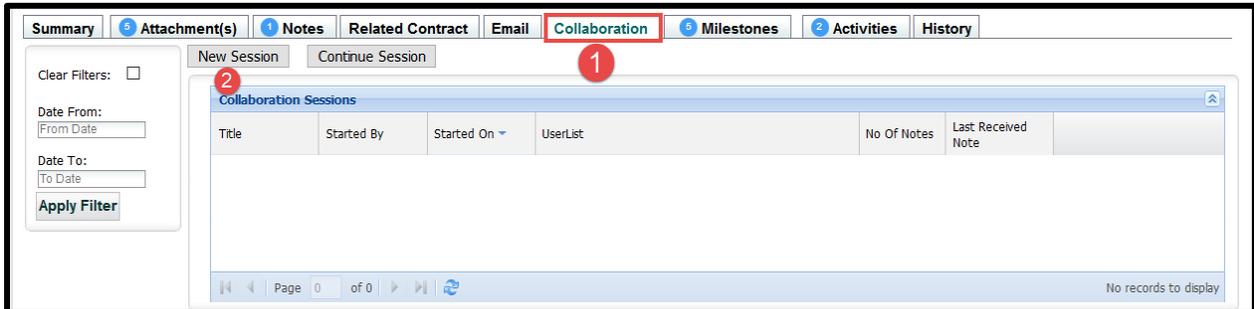
Next, the Admins will turn on/off Collaboration at the User level for *each* user who will participate in the Collaboration. This is done in **Company Admin: Manage Users**. Make sure to **Save** your changes.



Users who had their Administrators not Allow Collaboration will not see the Collaboration Tab in UCM.

The Contract Ribbon

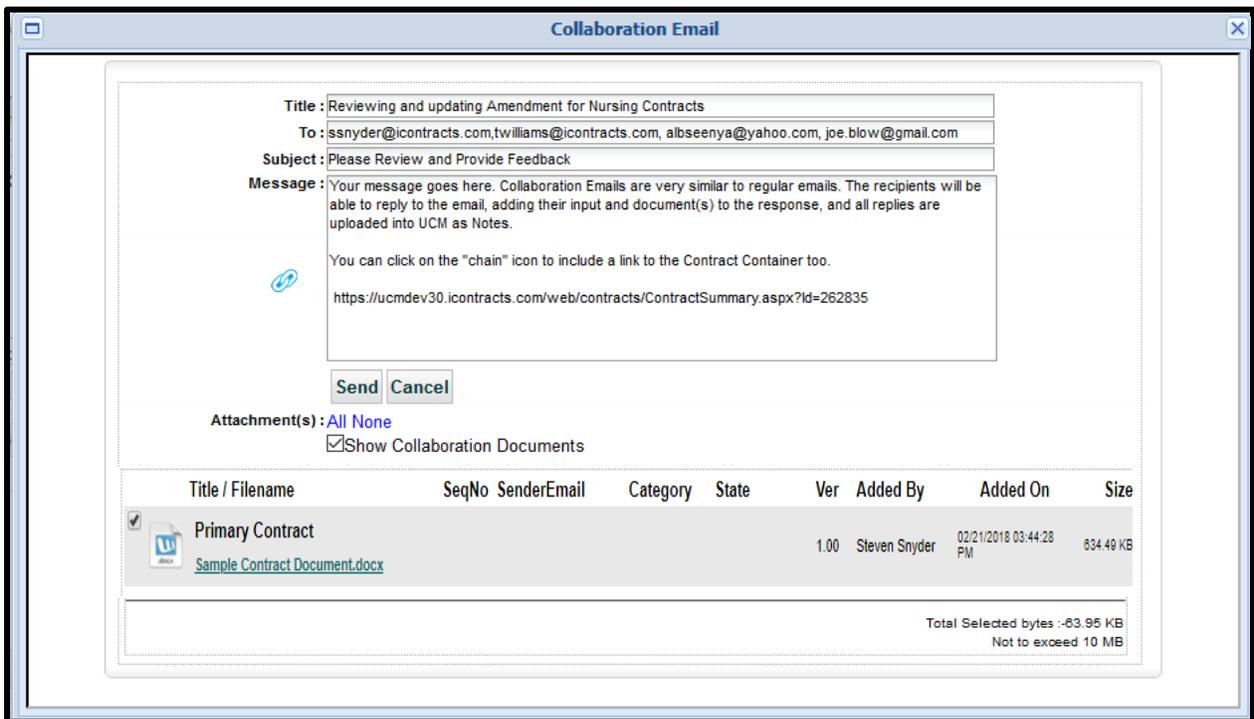
Click on the **Collaboration Tab** to either create a *New Session* or update an existing one with *Continue Session*.



Creating a New Session

Compose the email as you would for any email. Notice that outgoing emails have a “*Title*” which is an identifying label for each new session which should be unique to that session.

Click on the “*Show Collaboration Documents*” checkbox to include (or exclude) any documents added to the collaboration email replies (such as any Amendments).



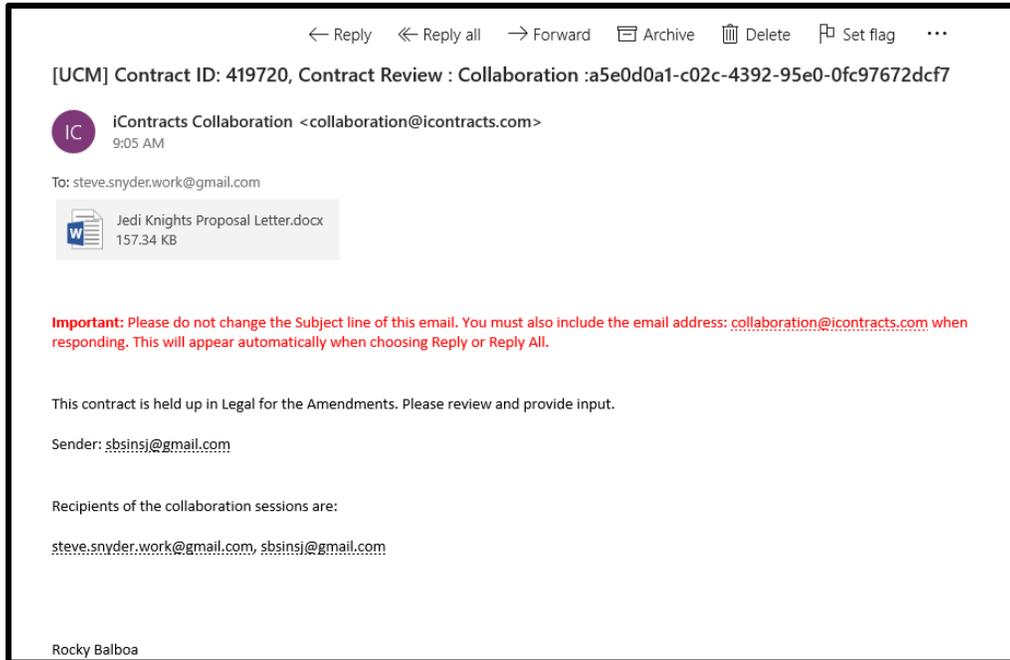
In addition, select any attachments to include with the email. Click *All* or any individual documents.

Sending the Collaboration Email

Click **Send** to process and deliver your email messages. The Collaboration tab will show the blue dot once you navigate to another tab on either ribbon. If you click **Cancel**, the Collaboration Email is cleared out of any content, but the window stays displayed on your screen. Click the small **X** in the upper-right corner to exit the Collaboration Email screen.

Reading and Replying to a Collaboration Email

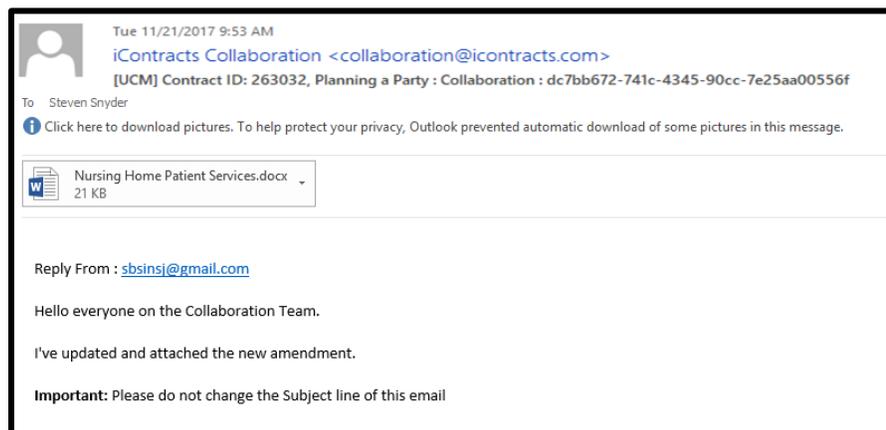
Collaboration Emails are received like any email and treated as such. The sender displays as a Company Collaboration as opposed to an individual name like John Smith.



When you use **Reply**, your email goes to the “*collaboration@icontracts.com*” distribution list. Therefore, all of the recipients listed at the bottom of the email message receive the same response.

You have the ability to save any attachments, as well as edit its contents. If you do modify the attachment, save the edited document under a new filename, and make sure to attach the new document to your email response prior to sending the reply back to the collaboration group.

All the recipients of your collaboration email response will see this same reply. The list of recipients, however, *do not* show at the bottom of the response email. Only the original collaboration email displays the list of recipients.



Collaboration Email Replies Added to UCM

The *Collaboration Sessions* grid displays the number of notes for each Title so you can track how many responses have circulated so far. Of course, non-Admins must first be given access to this tab.

Title	Started By	UserList	Started On	No Of Notes	Last Rec Note
Thanksgiving Dinner and Shopping ...	Steven Snyder	ssnyder@icontracts.com,twilliams@icontracts.com	11/21/2017 9:5...	6	11/21/20...
2018 Nursing Home Administrators ...	Steven Snyder	ssnyder@icontracts.com,steve.snyder.work@gmail.com,cleinbach@icontracts.com,twilliams@ico...	10/18/2017 8:2...	4	10/18/20...
Party Planning Consultant Hired	Roger Smith	ssnyder@icontracts.com,sbsinsj@gmail.com,twilliams@icontracts.com,vyurikovchieski@aol.com,s...	10/16/2017 10:...	2	10/16/20...
Test	Steven Snyder	steve.snyder.work@gmail.com,ssnyder@icontracts.com	10/16/2017 10:...	1	10/16/20...

If you select any of the Collaboration Sessions, the selected **Title** appears as part of the Collaboration Notes heading in the session window below.

Scroll down to see the outgoing email and all replies. As your list of replies grows, you can edit the *Records Per Page*, *Sort By*, or *Sort Directions*.

Collaboration Notes - Party Planning Consultant Hired

Records Per Page: 10 records | Sort By: Created On | Sort Direction: ASC

Monday 10/16/2017 10:38 AM

Note: Sender: steve.snyder.work@gmail.com
 Your message goes here. Collaboration Emails are very similar to regular emails. The recipients will be able to reply to the email, adding their input and document(s) to the message.
 You can also click on the "chain" icon to include a link to the Contract Container too.
<https://ucmdev30.icontracts.com/web/contracts/ContractSummary.aspx?id=263032>
 Recipients of the collaboration sessions are:
 ssnyder@icontracts.com, sbsinsj@gmail.com, twilliams@icontracts.com, vyurikovchieski@aol.com, steve.snyder.work@gmail.com

Important: Please do not change the Subject line of this email

Attachment: [Contract 3-30-17.docx](#)

Monday 10/16/2017 11:01 AM

Note: Sender: sbsinsj@gmail.com
 Hello everyone on the Collaboration Team. I've updated and attached the new amendment.

Attachment: [Nursing Home Patient Services.docx](#)

When the Contract Container receives responses, the system generates a **Note** for each response, placing them into the Contract Ribbon's *Notes tab* in addition to the Collaboration tab.

NoteId	Title	Note	Attachment	CreatedOn	CreatedBy	Contract	U
23137	[UCM] Contract ID: 26...	Sender: ssnyder@icontracts.com This may be a warmer location for th... Recipients of the collaboration sessio...	Hawaii Beach.jpg	10/18/2017 10:42:21 AM	Steven Snyder	Patient Activity Planni...	1
23136	RE: [UCM] Contract ID: ...	Sender: cleinbach@icontracts.com Wear a warm coat into that freezing ...		10/18/2017 9:44:34 AM	Steven Snyder	Patient Activity Planni...	1
23135	RE: [UCM] Contract ID: ...	Sender: steve.snyder.work@gmail.c... I'd rather go here instead! Roger Smi...	Honolulu International...	10/18/2017 9:24:14 AM	Steven Snyder	Patient Activity Planni...	1
23134	[UCM] Contract ID: 26...	Sender: ssnyder@icontracts.com See attachment. Just an example of ... Recipients of the collaboration sessio...	Iceland.JPG	10/18/2017 9:21:18 AM	Steven Snyder	Patient Activity Planni...	1
23125	Re: [UCM] Contract ID: ...	Sender: sbsinsj@gmail.com Hello everyone on the Collaboration ...	Nursing Home Patient...	10/16/2017 12:01:39 PM	Roger Smith	Patient Activity Planni...	1

You view notes by type. The **Note(s) Type** shows views in the grid by All, Collaboration Only, or Note Only (both on the Enterprise and Contract Ribbons). Click on the note **Title** to see the collaboration note information as you would with any other note type.

Notes

Records Per Page	10 records	Note(s) Type	Collaboration Only	CreatedBy		Note	
NoteId	Title	Attachment	All	CreatedBy	Note		
23137	[UCM] Contract ID: 26...	Hawaii Beach.jpg	Collaboration Only	10/18/2017 10:42:21 AM	Steven Snyder	Sender: ssnyder@icontracts.com This may be a warmer location for th... Recipients of the collaboration sessio... ssnyder@icontracts.com, steve.snyder.	

Important: Please do not change t...

[UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf

Title: [UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf
Sender: ssnyder@icontracts.com

Note: See attachment. Just an example of our planned itinerary in Iceland. Recipients of the collaboration sessions are: ssnyder@icontracts.com, steve.snyder.work@gmail.com, cleinbach@icontracts.com, twilliams@icontracts.com

Important: Please do not change the Subject line of this email

Contract: [Patient Activity Planning](#)

Collaboration: 2018 Nursing Home Administrators Conference

CreatedBy: Steven Snyder

Associated Attachment(s):

Title	File	Category
[UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf	Iceland.JPG	Collaboration

In addition to the Notes Tab, the **Attachment(s) Tab** is updated to list documents which are attached to any Collaboration emails. The **Attachment(s) Type** shows views in the grid by All, Collaboration Only, or Non-Collaboration (both on the Enterprise and Contract Ribbons). These collaboration documents are defined as *Supporting Attachment Types*.

Summary | Attachment(s) | Notes | Related Contract | Email | Collaboration | Milestones | Activities | History

Document(s) Views
[View All Documents \(14\)](#)
[Add New View](#)

Primary Document

Agreement One

Version: 1.00 / Document Category: / Document State: Draft
 Related To: --
 Current File: [Sample Medical Services Agreement.docx](#) [Edit in Cloud](#)
 Document Description:
 Added On: 10/9/2017 11:36:52 AM / Added By: iContracts Admin
 Updated On: 10/9/2017 11:36:52 AM / Updated By: iContracts Admin

Attachments

Attachment(s) Type									
eSign	eSignStatus	Edit	Delete	AttachmentType	FileType	DocumentName	FileSize	AttachmentState	CurrentFile
<input type="checkbox"/>				Supporting	docx	[UCM] Contract ID: 263022, Please Revi...	18.62 KB	Draft	Sample Me
<input type="checkbox"/>				Supporting	docx	RE: [UCM] Contract ID: 263022, Please R...	27.12 KB	Draft	CC 263022

Any UCM user with access to this Contract Container will see Collaboration documents listed in the **Attachment(s) Tab**, the **Notes Tab**, and the **History Tab**, regardless of their access to the *Collaboration Tab*. Their Security settings, however, do control what they can actually see in detail.

Using Continue Session in Collaboration Tab

Since a collaboration is a collection of email communications back and forth, you will probably need to “continue the conversation” with an existing session.

Click on the Title in the **Collaboration Sessions** grid, which displays the conversation chain below the grid. Click on the “Continue Session” button to add to the conversation.

The screenshot shows the 'Collaboration' tab in a software interface. At the top, there are tabs for Summary, Attachment(s), Notes, Related Contract, Email, Collaboration (highlighted), Milestones, Activities, and History. Below these are buttons for 'New Session' and 'Continue Session' (with a red '2' badge). A 'Collaboration Sessions' table is displayed with columns: Title, Started By, UserList, Started On, No Of Notes, and Last Rec Note. The table contains several rows, with the third row 'Request for Male Nurses' highlighted and a red '1' badge next to it. Below the table is a 'Collaboration Notes - Request for Male Nurses' section. It shows a list of notes with details like 'Sender', 'Date', and 'Note' content. The first note is dated 11/21/2017 2:13 PM and discusses asking for male nurses. The second note is dated 11/21/2017 2:22 PM and is a reply. The third note is dated 11/21/2017 3:03 PM and is a response from Tom Williams.

This opens the **Collaboration Email** screen with the original email header information already filled out. Type in your message and add (if necessary) any additional documents. Recipients can be added too. Click **Send** to deliver the emails. The grid updates the No. Of Notes after clicking the “dolphins”.

The screenshot shows the 'Collaboration Email' form. It has fields for 'Title' (Delta Test), 'To' (sbsinsj@gmail.com, steve.snyder.work@gmail.com, ssnyder@icontracts.com), 'Subject' (Images), and 'Message'. There are 'Send' and 'Cancel' buttons. Below the message field, it says 'Attachment(s): All None' and has a checkbox for 'Show Collaboration Documents' which is checked. At the bottom, there is a table of attachments:

Title / Filename	Version	Category	State	Added By	Added On	Size
<input type="checkbox"/> Agreement One Sample Medical Services Agreement.docx	1.00		Draft	iContracts Admin	10/09/2017 03:36:52 PM	18.62 KB
<input type="checkbox"/> [UCM] Contract ID: 263022, Please Review and Reply : Collaboration : 972adh47-7e8b-43a8-ac72-	1.00	Collaboration	Draft	Steven Snyder	10/09/2017	18.62 KB

Filtering Collaboration Sessions by Date

As your number of Notes per Title increase over time, you may need to filter these notes by a Date Range. After selecting a Collaboration Title, you can apply the **Date Filter** for that group of notes.

Enter “Date From” and “Date To”, then click “*Apply Filter*” to control how many notes you will see below the list of Collaboration Sessions. Click the “*Clear Filters*” checkbox to remove any filter.

Clear Filters:

Date From:

Date To:

Apply Filter

Started On	UserList	No Of Notes	Last Received Note
10/13/2017 1:05 PM	ssnyder@icontracts.com, sbsinsj@comcast.net, steve.snyder.work@gmail.com	2	11/28/2017 8
10/12/2017 10:51 AM	ssnyder@icontracts.com, steve.snyder.work@gmail.com	3	11/28/2017 8
10/09/2017 2:08 PM	sbsinsj@gmail.com, steve.snyder.work@gmail.com, ssnyder@icontracts.com	3	10/09/2017 2
10/09/2017 10:53 AM	sbsinsj@gmail.com, steve.snyder.work@gmail.com, ssnyder@icontracts.com	3	10/09/2017 1

Displaying records 1 - 7 of 7

Collaboration Notes - Read Only Test

Records Per Page: 10 records | Sort By: Created On | Sort Direction: ASC

Thursday
10/12/2017 10:51 AM

Sender: ssnyder@icontracts.com
This is a test for the RO User Manual.
Recipients of the collaboration sessions are:
Note:
ssnyder@icontracts.com
Important: Please do not change the Subject line of this email
Attachment: [50-2012 OrlandoTrip.JPG](#)

Thursday
10/12/2017 11:06 AM

Sender: ssnyder@icontracts.com
Note:
Reply sent from Admin! [cid:image004.jpg@01D34352.6DF26DE0] Steven B. Snyder Support Specialist UAP Cloud-Based Solutions iContracts, Inc. ssnyder@icontracts.com

Showing Collaboration Documents

Documents uploaded to the Contract Container are not all used for collaboration emails. If you uncheck “*Show Collaboration Documents*”, you should only view non-collaboration documents.

Send **Cancel**

Attachment(s): All None

Show Collaboration Documents

	Title / Filename	Version	Category	State	Added By	Added On	Size
<input type="checkbox"/>	Agreement One Sample Medical Services Agreement.docx	1.00		Draft	iContracts Admin	10/09/2017 03:36:52 PM	18.62
<input type="checkbox"/>	Graphics 50-2012 OrlandoTrip.JPG	1.00		Draft	Steven Snyder	10/09/2017 07:05:23 PM	1957
<input type="checkbox"/>	Picture 2 Iceland.JPG	1.00		Draft	Steven Snyder	10/09/2017 07:06:35 PM	2321

Total Selected bytes : -4297.88
Not to exceed 10

When “*Show Collaboration Documents*” is checked, the collaboration documents are included in the list of attachments. You can click the “All” Attachment(s) button to check all documents, or select individual documents as needed.

Attachment(s): All None Show Collaboration Documents

	Title / Filename	Version	Category	State	Added By	Added On	Size
<input type="checkbox"/>	 Agreement One Sample Medical Services Agreement.docx	1.00		Draft	iContracts Admin	10/09/2017 03:36:52 PM	18
<input type="checkbox"/>	 [UCM] Contract ID: 263022, Please Review and Reply : Collaboration : 972adb47-7e8b-43a8-ac72-d45a5b0b36c4 Sample Medical Services Agreement.docx	1.00	Collaboration	Draft	Steven Snyder	10/09/2017 03:53:56 PM	18
<input type="checkbox"/>	 RE: [UCM] Contract ID: 263022, Please Review and Reply : Collaboration :972adb47-7e8b-43a8-ac72-d45a5b0b36c4 CC 263022 Medical Services Agreement.docx	1.00	Collaboration	Draft	Steven Snyder	10/09/2017 04:12:08 PM	27
<input type="checkbox"/>	 Graphics 50-2012 Orlando Trip.JPG	1.00		Draft	Steven Snyder	10/09/2017 07:05:23 PM	1957

Viewing Collaboration Notes in History Tab

All Contract Container activities, from creating the Container going forward are tracked in the History Tab. Use *Interaction Type* to filter out the **Collaboration Notes** to view only those items. Click on “*Clear Filters*” to reset the view to see all the history again.

History Views

[View All History](#)

[Add New View](#)

Clear Filters:

Date Range

From Date:

To Date:

Include Users:

Roger Smith

Steven Snyder

Interaction Type:

- Activities
- Attachment
- Collaboration Notes**
- Contract
- Emails
- Milestones

[Apply Filters](#)

History [Timeline View](#) [Report](#)

Records Per Page: 50 records

Comments	Field	FieldComment	HistoryDate
Created (Collaboration Note) [UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf Sender: ssnyder@iContracts.com		Collaboration Note Created[UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf Sender: ssnyder@iContracts.com	
This may be a warmer location for those not interested in Iceland. Even if the geothermal pools are much warmer than the outside air. Recipients of the collaboration sessions are: ssnyder@iContracts.com, steve.snyder.work@gmail.com, cleinbach@iContracts.com, twilliams@iContracts.com	Notes	This may be a warmer location for those not interested in Iceland. Even if the geothermal pools are much warmer than the outside air. Recipients of the collaboration sessions are: ssnyder@iContracts.com, steve.snyder.work@gmail.com, cleinbach@iContracts.com, twilliams@iContracts.com	10/18/2017 10:42
Important: Please do not change the Subject line of this email		Important: Please do not change the Subject line of this email	
Created (Collaboration Note) RE: [UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf	Notes	Wear a warm coat into that freezing water! Carl Leinbach Senior Product Specialist UAP Cloud-Based Solutions iContracts, Inc. Direct: 856-427-4796 cleinbach@iContracts.com www.Contracts.com [Logo] CONFIDENTIALITY STATEMENT: This email message is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, and have received this message in error, please notify us immediately by reply e-mail and then delete it from your system.	10/18/2017 9:44
Created (Collaboration Note) RE: [UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf	Notes	Collaboration Note Created - RE: [UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf Sender: steve.snyder.work@gmail.com	10/18/2017 9:24
I'd rather go here instead! Roger Smith Administrator for iContracts Nursing Home Sent from Mail for Windows 10			
Created (Collaboration Note) [UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf Sender: ssnyder@iContracts.com		Collaboration Note Created[UCM] Contract ID: 263032, Location for 2018 Conference : Collaboration : 34f8ff15-c051-41fc-8cb6-b2dea206e9cf Sender: ssnyder@iContracts.com	

Appendix F – Introducing Aceoffix Version 5.7

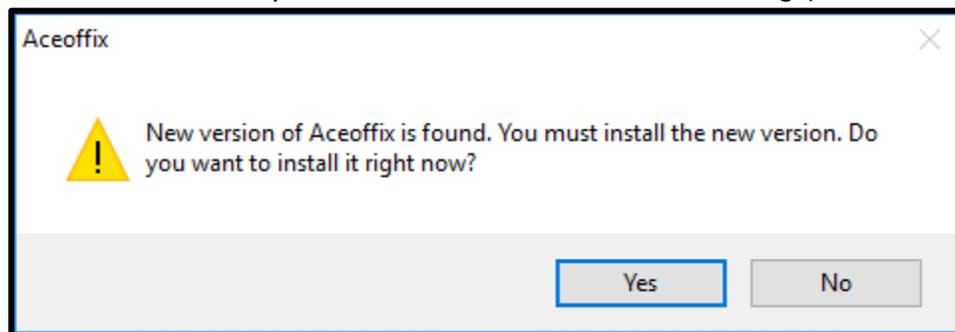
In order to continue using both the **Edit in Cloud** and **Library** functions in UCM with all supported web browsers, each user must upgrade the software add in, known as Aceoffix, on their computers.

Installing Aceoffix 5.7

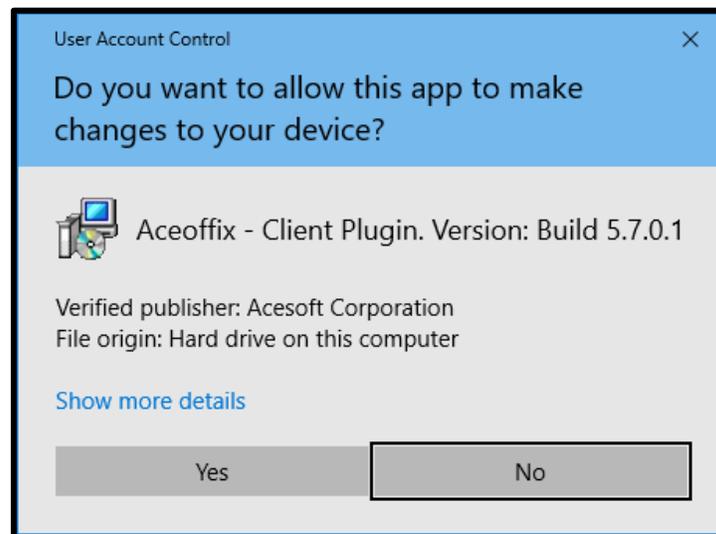
Depending on your company's IT policies, UCM Users *may be able* to upgrade the current program version themselves; otherwise, please contact your IT Department or Hardware Support Group for further assistance. These instructions are using Internet Explorer for the screen images.

Using Edit in Cloud to install new version

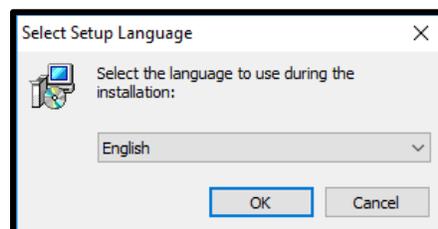
When you click the **Edit in Cloud** link,  you will get a pop-up message (after you first click **OK** to the “Do you want to edit document online?” message).



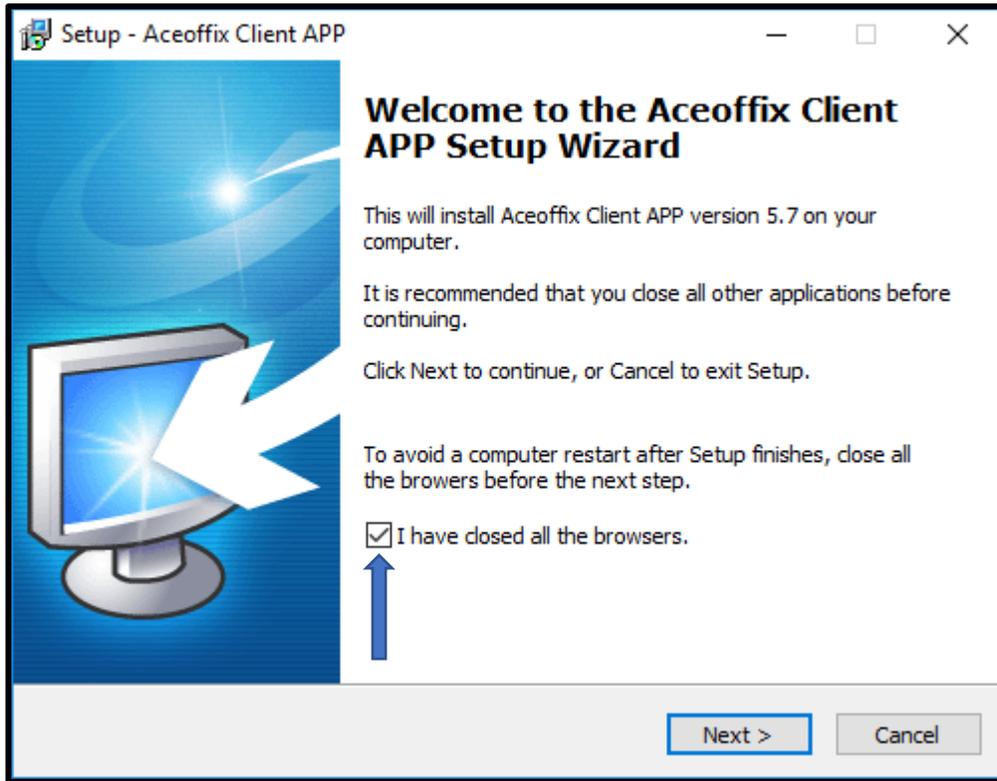
Click **Yes** to continue. Windows displays the following message. Click **Yes** to continue with the update.



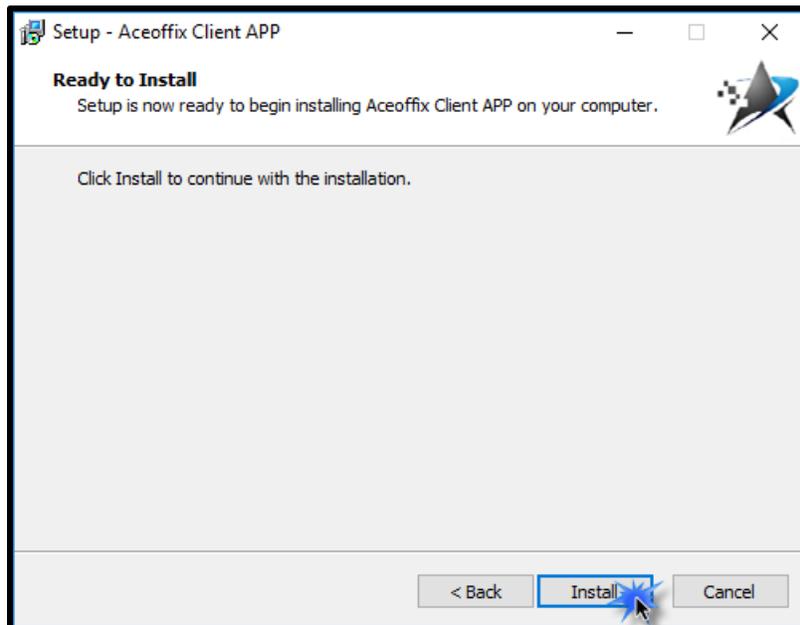
Click **OK** to select “English”. You **MUST** next close any open web browser(s). **Please log out of UCM first!**



Once you have closed your web browsers, **check the box** at the bottom of this screen to confirm that you have indeed closed all the browsers before you can continue with the install.



Click **Next >** to continue with the installation. Click **Install** to begin the process.



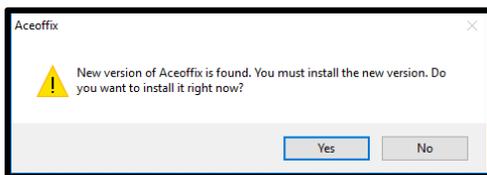
The current version of Aceoffix will now *uninstall* before the new version is added to your computer.

If Prompted, click **Yes** to restart your computer. Follow the rest of the instructions below.

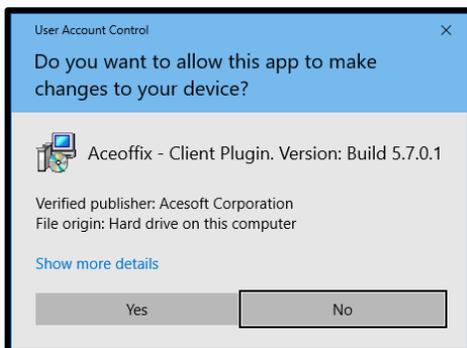
If you are **NOT** prompted to restart your computer, you will simply click the **Finish** button when the install has completed.

IF you have restarted your computer:

1. Reopen your web browser, login to UCM and return to the Contract Container you last displayed, but you can display any Summary or Attachments tab that has a document that you can edit online.
2. Click the **Edit in Cloud** link, click **OK** to the “Do you want to edit document online?” message.
3. Click **Yes** to install the new version of Aceoffix.



4. Click **Yes** to continue with the update.



5. Click **OK** to select “English”.
6. Close any open web browser(s). **Please log out of UCM first!**
7. Check the box at the bottom of the *Welcome to the Aceoffix Client APP Setup Wizard*.

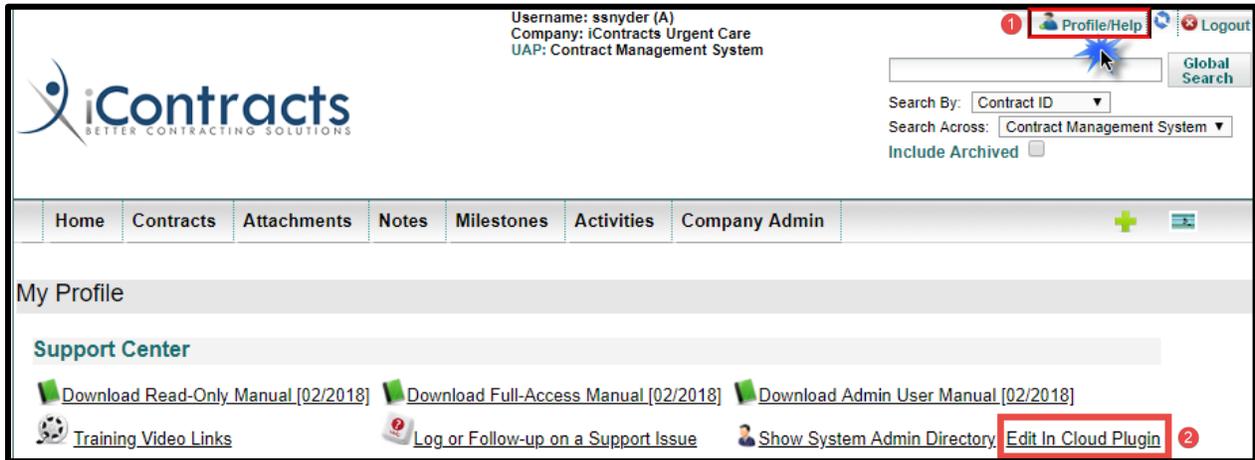


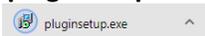
8. Click **Next >** to continue with the installation.
9. Click **Install** to begin the process.

10. The new version of Aceoffix will now install onto your computer.
11. Click the **Finish** button to exit the setup.
12. Reopen your browser(s) and log back into UCM. You can now use [Edit in Cloud](#) normally.

Downloading the Aceoffix Plugin from Chrome's Profile/Help

UCM is compliant with Internet Explorer, Google Chrome, and Firefox. All three browsers use the same Aceoffix plugin so you would only need to install it once. *Google Chrome*, however, is unique, as the Profile/Help's "My Profile" screen displays this [Edit in Cloud Plugin](#) hyperlink in Chrome only.



1. Display *My Profile* from the Profile/Help link.
2. Click on the *Edit in Cloud Plugin* link. This downloads the install file to your computer.
3. Click the downloaded file "**pluginsetup.exe**" which is located at the bottom left corner of the browser.
 
4. When prompted, click **Yes** to continue. Make sure you follow your company's IT rules for downloading software.
5. Click **OK** to continue installing using English instructions.
6. The *Welcome to the Aceoffix Client APP Setup Wizard* appears. Leaving this screen up, you **MUST** next close any open web browser(s). **Please log out of UCM first!**
7. Click the checkbox for "*I have closed all the browsers*" and click **Next >** to continue. Click the **Install** button.
8. Click the **Finish** button to exit the setup. Reopen your browser(s).

Recommended Last Step: Clear Your Browser Cache before Using Aceoffix 5.7.

Please refer to your **UCM Login Page** for [Instructions to clear your browser cache](#) before starting with any new feature.

Appendix G – Email Responses to Activities

We have another new feature in the *Activities notification email* which allows the “**Assigned To**” users, including *No Log-In Users*, to **Complete the Activity** directly from within the email. This change requires that a separate email is sent to each user associated with an individual activity. Therefore, we are adding the names of the “*Assigned To*” and “*Assigned To Others*” users to the email message. Previously, the “*Assigned To*” user was on the **To** line and “*Assigned Others*” were on the **CC** line within one email.

Only the “*Assigned To*” user will be able to Complete the Activity directly from the email. Regardless of User-Type – Admin, Full-Access, Read-Only, or No-Login – this user will see a blue button at the bottom of their notification email. Any user set as an “*Assigned Other(s)*” will NOT have this functionality, just the email link to the Container. Both Assigned To drop-down lists still include Owner, Primary, Secondary, or Tertiary users, as well as individual active users.

If you are a UCM user, click on this link to go directly to this item:

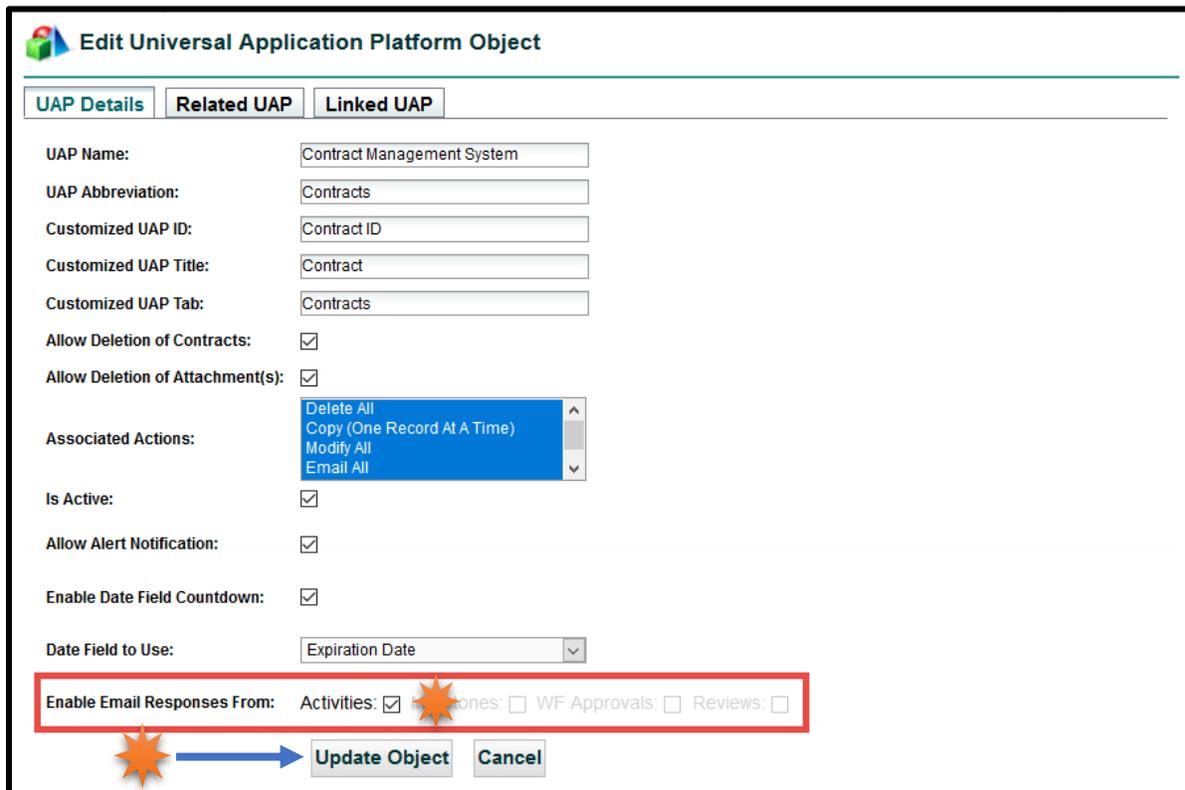
<https://ucm.icontracts.com/web/activities/ShowEditContractActivity.aspx?Id=313093&cntId=570315&UCOId=507>

Click to Complete Activity 

Activating this Feature

Before any “*Assigned To*” users can click on the *Complete Activity* button, an Administrator must first activate the Object’s Email Responses to allow this to occur, which is **OFF** by default. Without activation, all notification email recipients will only see an email link which reroutes the user to UCM, where they would need to login and then manually Mark the Activity as Completed.

Access this checkbox (see the bottom of the image below) from **Company Admin: Object Administration: Object Setup/Maintenance**. Click on the UAP Name (Contract Management System).



Edit Universal Application Platform Object

UAP Details | Related UAP | Linked UAP

UAP Name: Contract Management System

UAP Abbreviation: Contracts

Customized UAP ID: Contract ID

Customized UAP Title: Contract

Customized UAP Tab: Contracts

Allow Deletion of Contracts:

Allow Deletion of Attachment(s):

Associated Actions:

- Delete All
- Copy (One Record At A Time)
- Modify All
- Email All

Is Active:

Allow Alert Notification:

Enable Date Field Countdown:

Date Field to Use: Expiration Date

Enable Email Responses From: Activities:  Roles: WF Approvals: Reviews:

Appendix H – Using Contract Tables (\$)

This is an optional feature (with an *additional charge* associated) that allows you to display different fields, as configured in the Contract Administration area, on a contract container within another tab of the Summary page.

Contract Administration

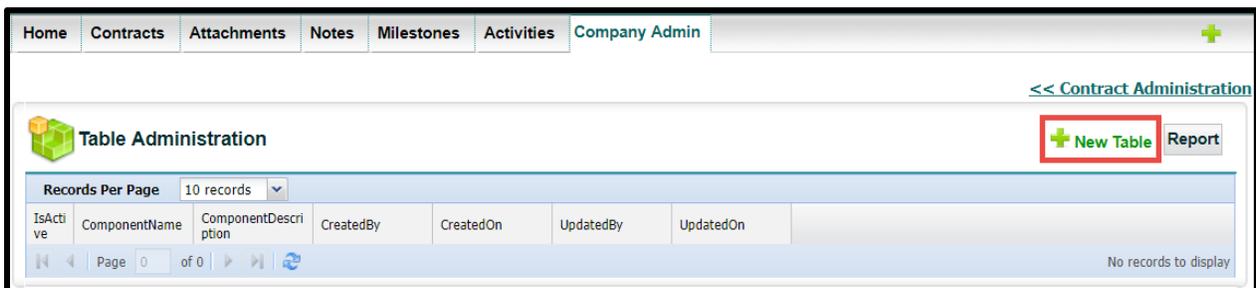
Once your company has this feature activated by iContracts, you can begin creating new tables under **Company Admin: Contract Administration: Contract Table Configuration**.



Creating a New Table

Each Table acts like a separate Field Group within the contract container; hidden from immediate view but accessible from another tab on the Summary page. You create brand new fields for each Table that are unique and separate from those available in the Add Fields link on a contract or columns in a Contracts grid.

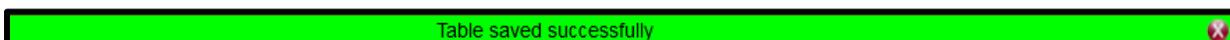
Click on the **New Table** link.



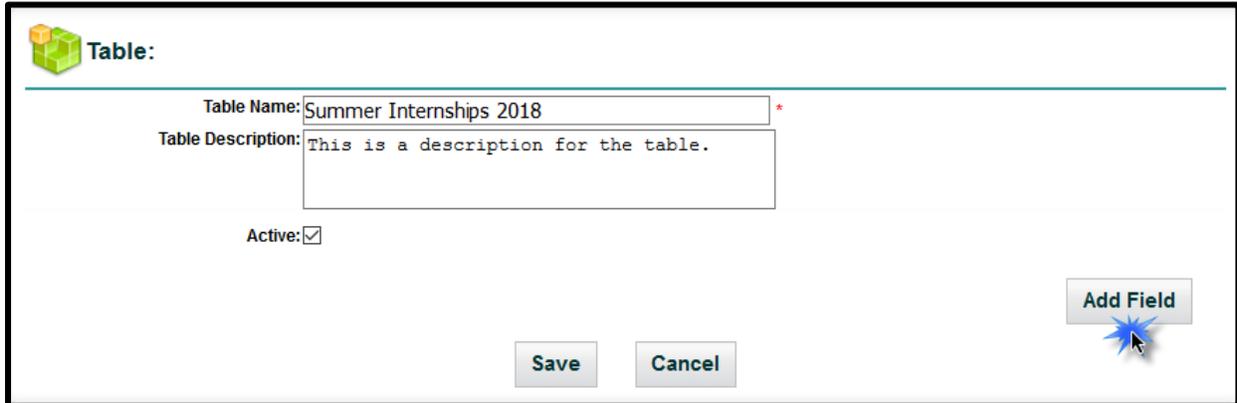
Enter the *Table Name* and *Description*. The *Active* box is checked on by default, but you can deselect this if you'd like to postpone the roll-out of this feature until all Tables have been configured.

A form titled "Table:" with a green cube icon. It contains two input fields: "Table Name:" with a red asterisk indicating a required field, and "Table Description:". Below these fields is a checkbox labeled "Active:" which is checked. At the bottom of the form are two buttons: "Save" and "Cancel".

Click **Save** to continue.



Click on the new **Table Name** to edit, then click the **Add Field** button. This button will not appear until *after* you initially **Save** your new Table with Table Name and Table Description first.



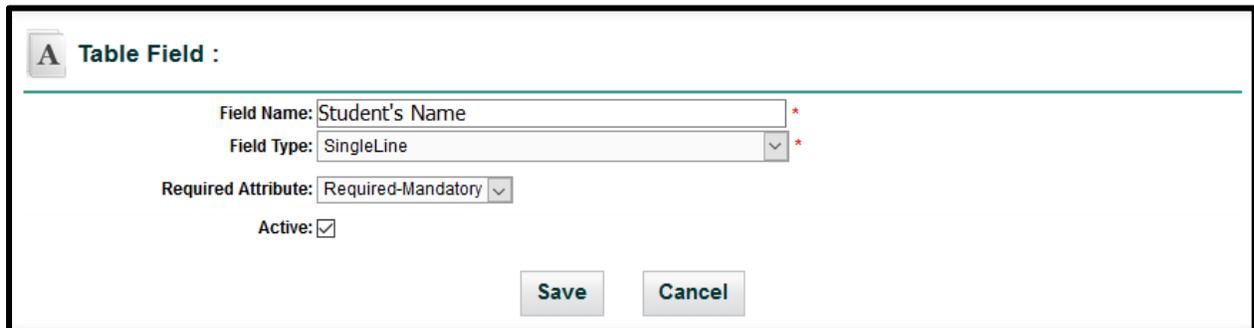
Adding Table Fields

Type the *Field Name*. This is a required entry.

Select the *Field Type* from the drop-down list. This is also a required entry.

All field types are available EXCEPT calculated Date and calculated Numeric fields.

Choose if this field is a *Required Attribute* (optional).



Leave the field checkbox as *Active* (in most cases).

Click the **Save** button.

You will see a confirmation that the Table Field was Saved successfully.



Repeat the process of clicking **Add Field** for each additional Table Field you want to add.

Table:

Table Name: Summer Internships 2018 *

Table Description: This is a description for the table.

Active:

1. Student's Name (SingleLine) ✕

2. Country of Origin (MultiSelect) ✕

Add Field

Save Cancel

Click the **Save** button when finished adding fields.

Recommended: Save your Table before trying to make any edits.

At any time, you can edit the fields by clicking on the field name or rearrange their order by dragging the field block. Drop-down and Multi-Select fields can have their values rearranged in the same way.

You can also add new fields or delete current fields (by clicking on the **X** but not reversible) at any time.

1. Student's Name (SingleLine) ✕

3. Weekly Pay (Numeric) ✕

2. Country of Origin (MultiSelect) ✕

Make sure to **Save** any changes to your Table when you are finished editing.

Field Type *cannot* be changed once the Table is saved successfully.

Home Contracts Attachments Notes Milestones Activities Company Admin +

Table saved successfully ✕

<< Table Administration

Table:

Table Name: Summer Internships 2018 *

Table Description: This is a description for the table.

Active:

1. Student's Name (SingleLine) ✕

2. Student's Contact Information (MultiLine) ✕

3. Work Visa Required? (CheckBox) ✕

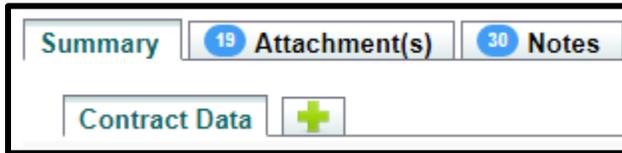
4. Student's Work Visa # (SingleLine) ✕

5. Country of Origin (MultiSelect) ✕

6. Weekly Gross Pay (Numeric) ✕

Displaying Tables on the Summary Tab

Companies that have Tables enabled see a second row of tabs below the **Contract Ribbon**. The original Summary tab now displays your custom fields and fields, as well as attributes, under the “Contract Data” tab.



Contract Data Tab

As the default tab, all your **Summary data** appears here. Nothing has changed in appearance, other than the new sub-tab below the Contract Ribbon and now the green plus (+) to add your tables.

(263022) Nursing Staff Current Stage/Change Stage

48 Day(s) Until Expiration Date, on 09/30/2018 Executed for 14 days

Description: This is a Contract Container that has been used primarily for Collaboration Testing.

Owner: Albee Seenya

Contract Type: All Contracts

Alert Configuration: Alert (0) Remaining

Summary | 19 Attachment(s) | 30 Notes | Related Contract | Email | 7 Collaboration | 6 Milestones | 2 Activities | History

Contract Data +

Show Contract Attributes Expand All Sorting: Field Name | Asc | Collapse All | Add Fields

Contract Name: Nursing Staff Review Status: [2 left to review.](#)
[0 Approved.](#)
[0 Rejected.](#)

Related Contract: --

Notify on Stage Update:

Responsible Parties: -- Steven Snyder Peter Quill

Primary Document: [Sample Medical Services Agreement.docx](#) [Edit in Cloud](#)

Standard Contract Data (Field Group)

Name:	Bayada Nursing	
Address, City, State, Zip:	76 East Main Street Moorestown, NJ 08057	
Contact Phone #:	877-555-0000	
Contact Email:	nursing123@jcloud.com	
Effective Date:	10/09/2017	
Expiration Date:	09/30/2018	
Contract Review Date:	09/30/2018	

Folder Name:	iContracts Nursing Home/Contract Management System/Group 2/Subdivision A	Contract Origin:	User	Contract ID:	263022
Created On:	10/09/2017 11:38:52 AM	Updated On:	07/11/2018 03:37:51 PM		
Created By:	iContracts Admin	Updated By:	Steven Snyder		

Using Table Tabs

Remember: Table fields are separate from your Contract Data. When you access a Table Tab, you will not see *any* Contract Data here except the **Contract Name** (and Contract ID) at the top of the screen. You can always toggle between tabs.

The Table tab also displays a **Table Views** area to the left, where you can create, edit and view different Table views just like a Contract View. The Table grid is adjustable as with any other grid setup (such as which columns are displayed, where the columns are located, and the column sort order).

We will explain how to use *Table Views* in a later section.

Student's Name	Student's Contact Information	Work Visa Required?	Student's Work Visa #	Country of Origin	Weekly Gross Pay	Contra
Peter Smythe	123 Elkwood Drive Apt. 32 Maplewood, NJ 07102 908-555-5555	True	CAN-2468031	Canada	350.00	28571
Viktor Zimovskiy	100 Zurich Street Camden, NJ 10000 609-123-4567	True	TBD	Russia	220.00	28571
Patricia O'Maley	2267 3rd Street Philadelphia, PA 19104 215-000-0000	False		Europe	260.00	28571
Chu Lin	9 Robin Hood Lane Southampton, PA 19055 267-543-2109	False	ZTE-555211-X789	Asia	300.00	28571
Charmaine Johnson	555 1st Avenue Apt. 2 Moorestown, NJ 08057 856-555-0000	False		U.S.A.	255.50	28571
Quinton Armario	2310 Rising Sun Drive Marlton, NJ 08053 609-111-1199	False		Other	275.25	28571

Adding Tables to the Summary Tab

Click on the  to add a Table.

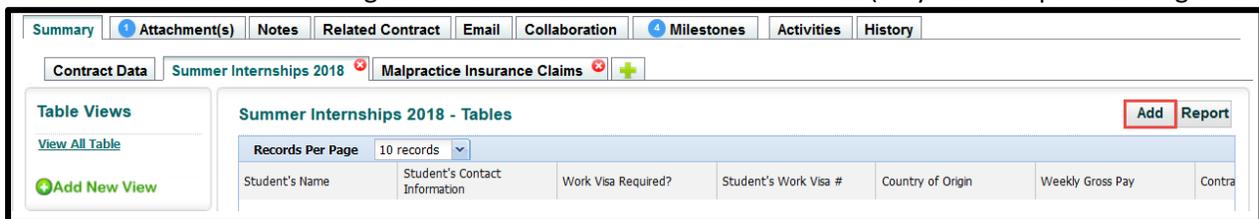
Select Table from drop-down list.
Click the **Add** button.

If you are adding multiple tables, repeat these steps until you finished adding tables. The *Contract Data* tab is displayed again after each new table is created.

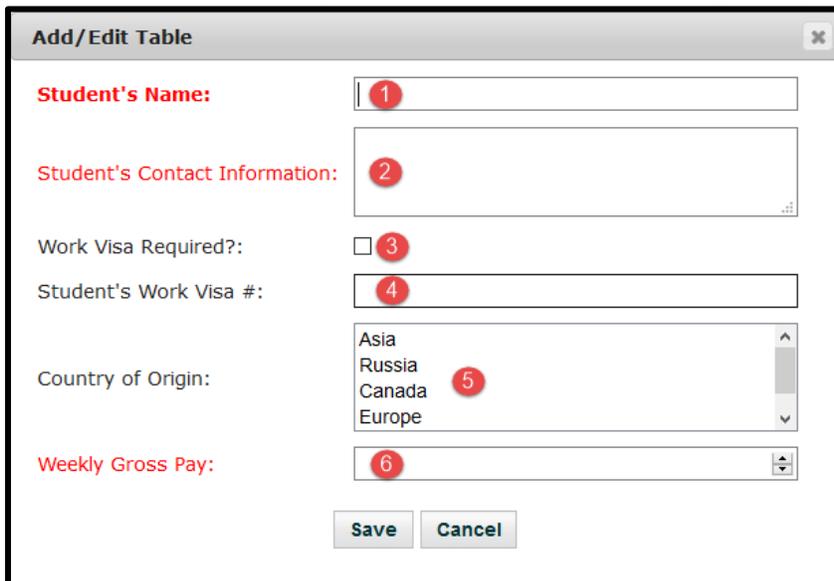


Click on a **Table Tab**. Each will have a  to delete the tab. Deleting a tab will prompt you with a **WARNING!!!** Pop-up box as this action is not reversible.

Click the **Add** button on the right-side of the Table window to add fields (only visible if permission granted).



The fields are listed in a separate window. **Red** fields are requested, **red bold** fields mandatory.



Field 1 is an example of a Single-Line field. This data is mandatory.

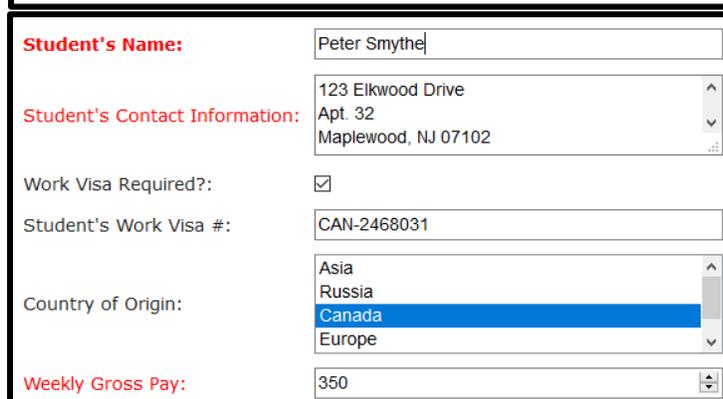
Field 2 is a Multi-Line field. This data is requested.

Field 3 is a Checkbox field.

Field 4 is a Single-Line field.

Field 5 is a Multi-Select field. Notice the scroll bar arrows on the right-end of the field?

Field 6 is a Numeric field. Notice the double-arrow on the right end of this field?



Here is an example of a completed Table with field data entered into the table.

Click **Save** to update the Table fields. Missing fields in **bold red** or **red** give you a **Warning Error** pop-up just like regular field groups do on the Summary tab.

Click the **Add** button again to repeat these steps for any additional sets of data to be entered within the same Table tab.

Each set is listed in rows in a table format. You can rearrange the grid column order, as well as Edit and Delete a set of information. The *Edit Pencil* and Delete **X** columns default to being on the right.

Summer Internships 2018 - Tables Add Report

Records Per Page: 10 records

Student's Name	Student's Contact Information	Work Visa Required?	Student's Work Visa #	Country of Origin	Weekly Gross Pay	Record
Peter Smythe	123 Elkwood Drive Apt. 32 Maplewood, NJ 07102 908-555-5555	True	CAN-2468031	Canada	350.00	8
Viktor Zirmovskiy	100 Zurich Street Camden, NJ 10000	True	TBD	Russia	220.00	9
Patricia O'Malley	2267 3rd Street Philadelphia, PA 19104	False		Europe	260.00	10
Chu Lin	9 Robin Hood Lane Southampton, PA 19055	False	ZTE-555211-X789	Asia	300.00	11

Page 1 of 1 | Displaying records 1 - 4 of 4

Records Per Page: 10 records

ContractId	ContractName	TableId	RecordId	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn	Edit	Delete
35713	HR: Summer Internship Program	25	8	Steven Snyder	05/30/2018 04:22PM	Steven Snyder	05/31/2018 08:47AM		
35713	HR: Summer Internship Program	25	9	Steven Snyder	05/30/2018 04:29PM	Steven Snyder	05/31/2018 08:49AM		
35713	HR: Summer Internship Program	25	10	Steven Snyder	05/30/2018 04:31PM	Steven Snyder	05/31/2018 08:47AM		
35713	HR: Summer Internship Program	25	11	Steven Snyder	05/30/2018 04:32PM	Steven Snyder	05/31/2018 08:49AM		
35713	HR: Summer Internship Program	25	12	Steven Snyder	05/31/2018 08:46AM	Steven Snyder	05/31/2018 08:51AM		
35713	HR: Summer Internship Program	25	13	Steven Snyder	05/31/2018 08:53AM	Steven Snyder	05/31/2018 08:53AM		

Page 1 of 1 | Displaying records 1 - 6 of 6

Note: Table ID and Record ID columns are available to help identify specific sets of data within tables.

Running Reports

As with any grid displayed in UCM, there is a **Report** button to generate an Excel spreadsheet from your grid data. All user types with access to the Report function will be able to run a report.

	A	B	C	D	E	F	G	L	O
1	Student's Name	Student's Contact Information	Work Visa Required?	Student's Work Visa #	Country of Origin	Weekly Gross Pay	RecordId	CreatedOn	
2	Peter Smythe	123 Elkwood Drive Apt. 32 Mapl	TRUE	CAN-2468031	Canada	350	8	05/30/2018 04:22PM	
3	Viktor Zirmovskiy	100 Zurich Street Camden, NJ 10	TRUE	TBD	Russia	220	9	05/30/2018 04:29PM	
4	Patricia O'Malley	2267 3rd Street Philadelphia, PA	FALSE		Europe	260	10	05/30/2018 04:31PM	
5	Chu Lin	9 Robin Hood Lane Southampto	FALSE	ZTE-555211-X789	Asia	300	11	05/30/2018 04:32PM	
6									

Once you export the data into Excel, you then edit and format this data using regular Excel functions.

Using or Adding Table Views

The **Add New View** setup is different from other views such as Contract Views, Attachment Views, etc. The search criteria, columns displayed, and default sort order settings are still there, as is the Save this View checkbox, but the look is brand new. We hope to incorporate this new appearance in those other areas in the future.

Clicking on *Add New View* displays the following screen:

Table Field	Sort Order	Delete
-------------	------------	--------

Step 1: Select your search criteria. *This is the only required step; the others are optional.*

Step 2: Click “**Add rule**” to create additional search criteria.

Step 3: Click “**AND**” or “**OR**” to select Search Type.

Step 4: Select your next criteria.

Repeat **Steps 2-4** for each additional search.

Use “*Add group*” to create advanced search criteria.

Use “*Delete*” to remove the criteria row associated with the Delete button.

Table Field	Sort Order	Delete
-------------	------------	--------

Setup the *Default Fields And Sequence* and *Default Sort Order* if necessary.

Click the **Run** button – or - Check the “*Save this View*” box.

Provide a *View Name* if you Save this View; then click the **Save and Run** button.

You can also click the Edit Pencil under the “*Table Views*” section to modify a view using the same steps as shown above.

Showing Tables in the History Tab

All your tasks done with Table Tabs and Table Fields are recorded in the Contract Container's *History Tab*. These tasks can be filtered with the History Filter settings as well as via *Interaction Type*.

The screenshot shows the 'History' tab interface. At the top, there are navigation tabs: Summary, Attachment(s), Notes, Related Contract, Email, Collaboration, Milestones, Activities, and History. The 'History' tab is active. On the left, there is a 'History Views' sidebar with options like 'View All History', 'Add New View', 'Clear Filters', 'Date Range', 'Include Users', and 'Interaction Type'. The main area displays a table of history records.

Records Per Page	10 records				
Comments	Field	FieldComment	HistoryDate	ModifiedBy	
Added Table object with details as: Field (Field 1) : False, Field (Field 2) : 06/07/2018, Field (Field 3) : Hello Sunshine, Field Read More	Table Object	Added Table object with details as: Field (Field 1) : False, Field (Field 2) : 06/07/2018, Field (Field 3) : Hello Sunshine, Field Read More	06/07/2018 4:17:19 PM	Steven Snyder	
Added New Table Tab: Test Component 1	TableTab	Added New Table Tab: Test Component 1	06/07/2018 4:16:48 PM	Steven Snyder	
Deleted Table Tab: Test Component 1	ComponentTab	Deleted Table Tab: Test Component 1	06/04/2018 8:26:02 AM	Steven Snyder	
Added New Table Tab: Test Component 1	ComponentTab	Added New Table Tab: Test Component 1	06/04/2018 8:25:20 AM	Steven Snyder	
Added Table object with details as: Field (Student's Name) : Quinton Armario, Field (Student's Contact Information) : 2310 Rising Sun Driv Read More	Table Object	Added Table object with details as: Field (Student's Name) : Quinton Armario, Field (Student's Contact Information) : 2310 Rising Sun Driv Read More	05/31/2018 8:53:35 AM	Steven Snyder	
Updated Table object with details as: Field (Country of Origin) updated From To U.S.A.	Table Object	Updated Table object with details as: Field (Country of Origin) updated From To U.S.A.	05/31/2018 8:51:51 AM	Steven Snyder	
Updated Table object with details as: Field (Student's Contact Information) updated From 9 Robin Hood Lane Southampton, PA 19055 To 9 Robin Hood Read More	Table Object	Updated Table object with details as: Field (Student's Contact Information) updated From 9 Robin Hood Lane Southampton, PA 19055 To 9 Robin Hood Read More	05/31/2018 8:49:04 AM	Steven Snyder	
Updated Table object with details as: Field (Student's Contact Information) updated From 2267 3rd Street Philadelphia, PA 19104 To 2267 3rd Read More	Table Object	Updated Table object with details as: Field (Student's Contact Information) updated From 2267 3rd Street Philadelphia, PA 19104 To 2267 3rd Read More	05/31/2018 8:47:54 AM	Steven Snyder	

You can change to the **Timeline View**.

The screenshot shows the 'Timeline View' interface. It displays a vertical list of activity records, each with a date and time on the left, a document icon, and a description of the action performed by Steven Snyder.

Monday 06/04/2018	06/04/2018 8:26:02 AM Steven Snyder: Deleted Table Tab: Test Component 1
Monday 06/04/2018	06/04/2018 8:25:20 AM Steven Snyder: Added New Table Tab: Test Component 1
Thursday 05/31/2018	05/31/2018 8:53:35 AM Steven Snyder: Added Table object with details as: Field (Student's Name) : Quinton Armario, Field (Student's Contact Information) : 2310 Rising Sun Driv Read More
Thursday 05/31/2018	05/31/2018 8:51:51 AM Steven Snyder: Updated Table object with details as: Field (Country of Origin) updated From To U.S.A.
Thursday 05/31/2018	05/31/2018 8:49:04 AM Steven Snyder: Updated Table object with details as: Field (Student's Contact Information) updated From 9 Robin Hood Lane Southampton, PA 19055 To 9 Robin Hood Read More

You can switch back to **History View**.

History					Timeline View	Report
Records Per Page		10 records				
Comments	Field	FieldComment	HistoryDate	ModifiedBy		
Added Table object with details as: Field (Field 1) : False, Field (Field 2) : 06/07/2018, Field (Field 3) : Hello Sunshine, Field Read More	Table Object	Added Table object with details as: Field (Field 1) : False, Field (Field 2) : 06/07/2018, Field (Field 3) : Hello Sunshine, Field Read More	06/07/2018 4:17:19 PM	Steven Snyder		
Added New Table Tab: Test Component 1	TableTab	Added New Table Tab: Test Component 1	06/07/2018 4:16:48 PM	Steven Snyder		
Deleted Table Tab: Test Component 1	ComponentTab	Deleted Table Tab: Test Component 1	06/04/2018 8:26:02 AM	Steven Snyder		
Added New Table Tab: Test Component 1	ComponentTab	Added New Table Tab: Test Component 1	06/04/2018 8:25:20 AM	Steven Snyder		
Added Table object with details as: Field (Student's Name) : Quinton Armamarillo, Field (Student's Contact Information) : 2310 Rising Sun Driv Read More	Table Object	Added Table object with details as: Field (Student's Name) : Quinton Armamarillo, Field (Student's Contact Information) : 2310 Rising Sun Driv Read More	05/31/2018 8:53:35 AM	Steven Snyder		
Updated Table object with details as: Field (Country of Origin) updated From To U.S.A.	Table Object	Updated Table object with details as: Field (Country of Origin) updated From To U.S.A.	05/31/2018 8:51:51 AM	Steven Snyder		
Updated Table object with details as: Field (Student's Contact Information) updated From 9 Robin Hood Lane Southampton, PA 19055 To 9 Robin Hood Read More	Table Object	Updated Table object with details as: Field (Student's Contact Information) updated From 9 Robin Hood Lane Southampton, PA 19055 To 9 Robin Hood Read More	05/31/2018 8:49:04 AM	Steven Snyder		

Appendix I – UCM and Active Directory

LDAP Setup

- Active Directory Server, entry that looks like: <https://abcdef.ghi.edu>
- Active Directory Port, it's defaulted to **636 for SSL protocol**
- Domain (looks like **CN=iContracts LDAP Authentication,OU=Service**
 - **Accounts,DC=abcdef,DC=ghi,DC=edu**)
- Certificate, applied to production server to allow .NET Framework communication with Client's Active Directory needs to be applied to any server where it will be used
 - Test Account to use for integration (this account will be created by client in AD system and by iContracts in UCM system)

CAS Setup

- CAS domain – this is the link to the Client's CAS Server, it should look like: <https://cas-abcdef.ghi.edu/cas//login> but could add **?service=return URL** to be used in error message on UCM login page to get the user through CAS login
 - Test accounts to use for integration setup (these accounts will be created by client in CAS system and by iContracts in UCM system)

Here's how it's done

- We configure the iContracts-side with settings provided from our customer. The same Users that are in Active Directory (AD) need to be created in UCM, though passwords are not regarded in UCM -- any dummy one can be put into UCM since it will not be used (AD will perform authentication).
- Users will go to UCM login page and put in their AD credentials. UCM "knows" by company that it has to execute AD authentication, so it connects to Client's AD through TCP-IP protocol using .Net AD connector. We do not need to get the User's profile as we only perform "binding" and once it is successful we let user into the UCM system.

☞ Companies configured for **Active Director** or **Single Sign On** will NOT have access to this Change Password option for Full-Access and Read-Only Users in the Profile/Help area. Administrators can change their passwords, however, to have access to the Bulk Loader application.

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