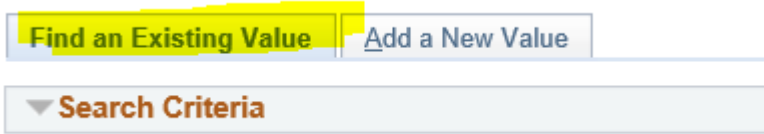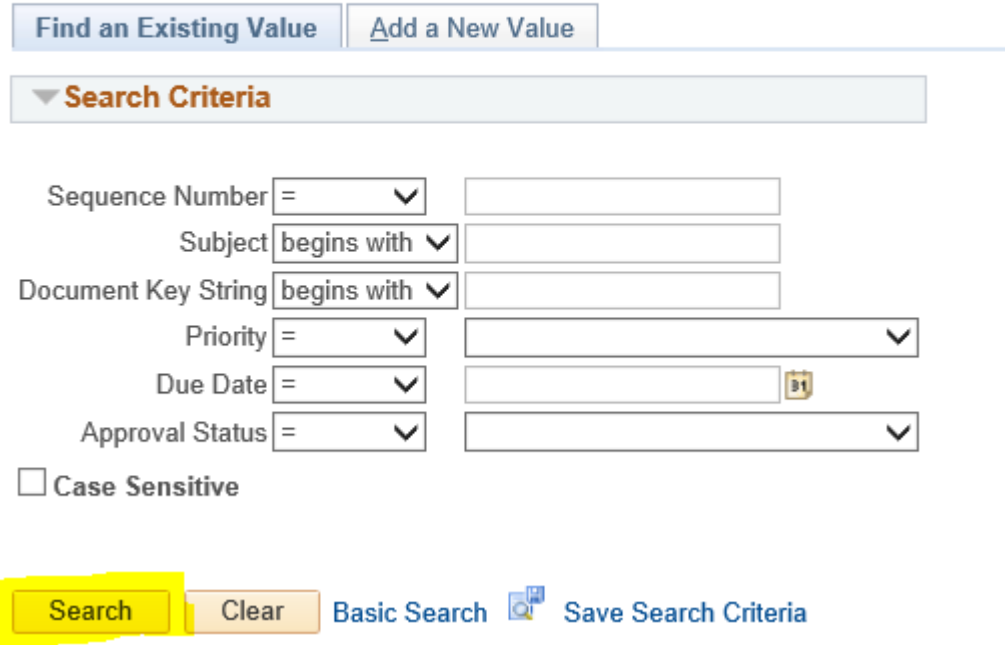## Quick Guide for Adding Users into the Contract Intake Form

This document provides users with high level instructions on how to add users into the Contract Intake Approver routing.

1.	Log into MyCWU.
2.	Click on Main Menu on MyCWU Dashboard Navigation: **Main Menu > Financial Management > Employee Self Service > Procurement > Contract Intake Form**
3.	Click the **Find an Existing Value** tab. Find an Existing Value Add a New Value ▼ Search Criteria
4.	Click the **Search button** to find the form you submitted. **Search/Fill a Form** Enter any information you have and click Search. Leave fields blank for a list of all val Find an Existing Value Add a New Value ▼ Search Criteria Sequence Number = [ ] Subject begins with [ ] Document Key String begins with [ ] Priority = [ ] Due Date = [ ] Approval Status = [ ] ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

5.	Click on the appropriate sequence number.
6.	At the top of the form, click the **Approver Status** button.
7.	Click the button to add users into the approval workflow. Note: Do not add users after the Contract Office or after the Appointing Authority or VP. After click the button, the below page will appear. Fill in the user ID (example SHORTT). Only insert as Approver. DO NOT USE REVIEWER.

	Insert additional approver or reviewer **Choose an approver or reviewer to insert** User ID: SHORTT Insert as: ● Approver 　　　　○ Reviewer Insert　Cancel Click Insert button.
8.	Click OK button Subject Testing Adhoc Ability **Review/Edit Approvers** **Contract Intake eForm Approval** **Contract Intake Form: 4195:Pending** 1 **Pending** 🕐 Stuart Thompson Department Fiscal Manager **Not Routed** Lori Hauser Inserted Approver **Not Routed** Jennifer Hyatt Appointing Authority for eForm OK
9.	Scroll to the bottom of the form and click　Save
10.	If you have any questions, please contact the Contracts Office (509-963-2324) or email cwu.contractsoffice@cwu.edu.