Quick Guide for Approving the Contract Intake Form

This document provides users with high-level instructions on how to approve the Contract Intake form.

1.	Log into MyCWU.
2.	Click on Main Menu on MyCWU Dashboard Navigation: **Main Menu > Financial Management > Enterprise Components > Forms > Approve/Review a Form** **OR** Click on **Employee or Manager Tabs** > Click **Manage eForm Approvals** **$☑ FMS Approvals** Approve Travel Transactions Manage Requisition Approvals Manage eForm Approvals
3.	A. Type **CONTRACTIN** in the Form Field. B. Select **Pending Approval** in the Approval Status Field. C. Search . See below screenshot.

Approval/Review a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Sequence Number	= ▾		
Form	begins with ▾	CONTRACTIN	🔍
Subject	begins with ▾		
Priority	= ▾		▾
Due Date	= ▾		📅
Document Key String	begins with ▾		
Approval Status	= ▾	Pending Approval	▾

☐ Case Sensitive

[Search]   [Clear]   Basic Search 📇 Save Search Criteria

4.

Select the sequence number you wish to review/approve.

Search Results

View All   First ◀ 1-2 of 2 ▶ Last

Sequence Number	Portal Label	Subject	Priority	Due Date	Document Key String	Approval Status
4296	Contract Intake Form	Test 1 for Student Success	3-Standard	(blank)	(blank)	Pending
4297	Contract Intake Form	Test 2 Campus Life Submission	2-Urgent	05/31/2019	(blank)	Pending

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5.

A. Click **Go to Form** button.
B. Review the form content and confirm attachment information.

Seq # 4296   **Contract Intake Form**

Subject   Test 1 for Student Success

[Go to Form]

Approval Action

C. Click [OK] after reviewing the form.

Step-by-Step Guide

6.	A. Type in a comment in the **Comment** field. B. Click Either **Approve** or **Deny** C. The system will update the workflow. Seq # 4297 **Contract Intake Form** Subject Test 2 Campus Life Submission Go to Form **Approval Action** Comment: Type in a comment Approve Deny Save Comment **Review/Edit Approvers** **Contract Intake eForm Approval** View/Hide Comments Request Information Start New Path Contract Intake Form: 4297:Pending 1 Admin Approved — Jeffrey Rosenberry, Department Fiscal Manager, 05/10/19 - 10:09 AM Admin Approved — Jennifer Hyatt, Appointing Authority for eForm, 05/10/19 - 10:09 AM Admin Approved — Sharon Jonassen for Katherine Frank, VP Approver for Contract eForm, 05/10/19 - 10:10 AM Pending — Multiple Approvers, Contract Office Comments
7.	If you have any questions, please contact the Contracts Office (509-963-2324) or email cwu.contractsoffice@cwu.edu.