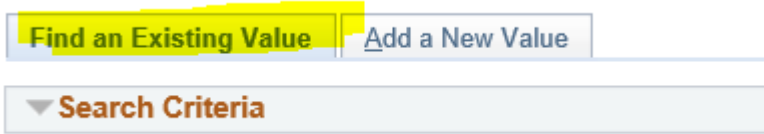
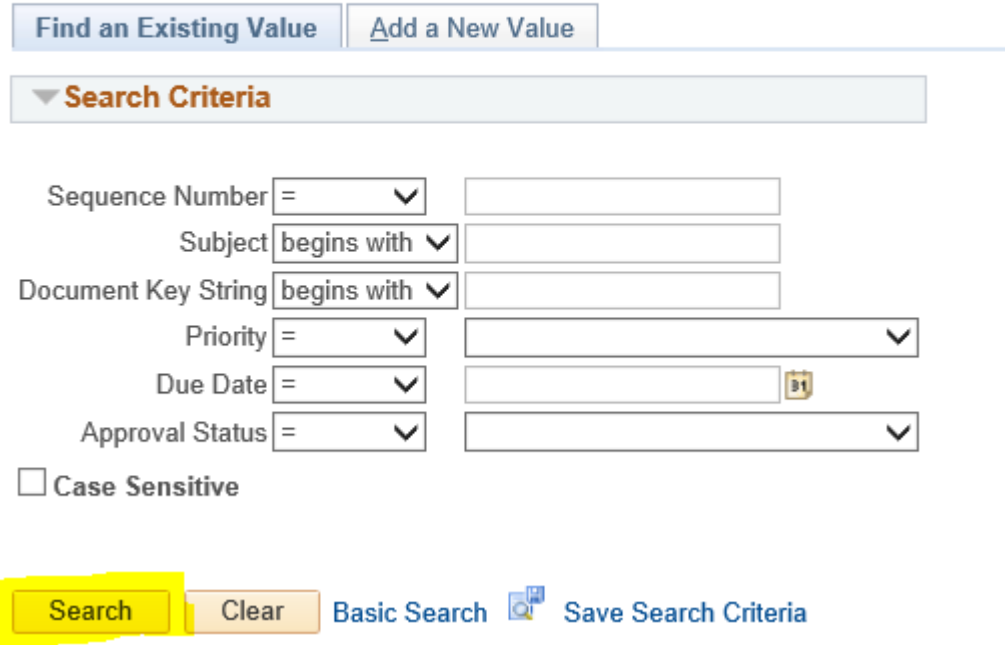


Quick Guide for Adding Users into the Contract Intake Form

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

1.	Log into MyCWU.
2.	<p>Click on Main Menu on MyCWU Dashboard</p> <p>Navigation: Main Menu > Financial Management > Employee Self Service > Procurement > Contract Intake Form</p>
3.	<p>Click the Find an Existing Value tab.</p> 
4.	<p>Click the Search button to find the form you submitted.</p> <p>Search/Fill a Form</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all val</p> 

5. Click on the appropriate sequence number.

Search Results

View All	First	1-8 of 8	Last				
Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Date/Time
4186	Test 1 (Grant/Contracts) Contract Form	CONTRACTIN (blank)		3-Standard (blank)		Pending	04/15/2019 10:10AM
4187	Test 2 (Grant/Contract) Deny Contract Intake Form	CONTRACTIN (blank)		3-Standard (blank)		Denied	04/15/2019 10:17AM
4188	Test 3 (Regular Contract) Student Success	CONTRACTIN (blank)		3-Standard (blank)		Approved	04/15/2019 10:21AM
4189	Test 3 (Contract Requiring Payment to CWU) Example	CONTRACTIN (blank)		3-Standard (blank)		Pending	04/15/2019 10:24AM

6. At the top of the form, click the **Approver Status** button.

Form | Instructions | Attachments

Seq # 4195 **Contract Intake Form**

*Subject Testing Adhoc Ability

Priority 2-Urgent


Status Pending

Due Date 05/31/2019

Approver Status Cancel Approval

Section 1: Contract Administrator Information

For more information visit <https://www.cwu.edu/contracts/>


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.

Contract Intake Form


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 Jennifer Hyatt
Appointing Authority for eForm 

Not Routed Joel Klucking
VP Approver for Contract eForm 

Not Routed Multiple Approvers
Contract Office 

OK

After click the  button, the below page will appear. Fill in the user ID (example SHORTT). Only insert as Approver. DO NOT USE REVIEWER.

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