

Searching for Contracts

Using the Total Contract Manager (TCM) System

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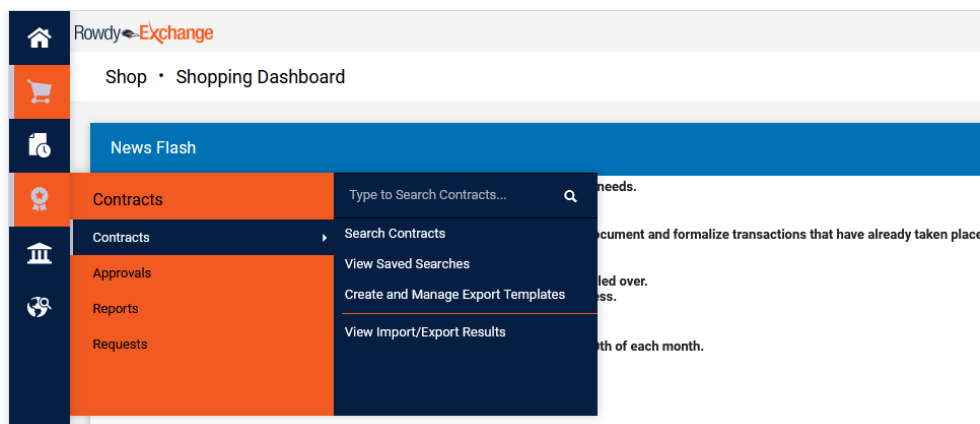
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TCM Search Options

Contract requests are submitted electronically using the Total Contracts Manager (TCM) system in Rowdy Exchange. This web-based tool streamlines the process by allowing you to track your contracts, monitor requests, access documents and collaborate more efficiently in one place.

How to Search for Executed and Approved Contracts

Use TCM to search for existing contracts, including those approved by the Business Contracts Office (BCO) and are still awaiting final signature. Begin your search by hovering over the TCM module (medal/ribbon icon). Under the **Contracts** section, select/click **Search Contracts**. There are two ways to search for a contract: Simple Search and Advanced Search.



When to Use Simple Search

Shown on the next page, a simple search is helpful if you're searching for a certain contract and you know the basic contract information, such as title, number or summary. BCO recommends selecting the **All** option for the **Start/End Date field**.

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The screenshot shows the 'Search Contracts' page on the Rowdy Exchange. The page has a top navigation bar with 'Rowdy Exchange' and a search bar. Below the navigation bar, there's a sidebar with icons for home, shopping cart, and other functions. The main content area is titled 'Search Contracts' and contains a search form with the following fields:

- Contract: Search by contract name, number, summary, etc. (with a magnifying glass icon)
- Active for Shopping: Active (dropdown)
- By Start/End Date: All (dropdown)
- Created Date: All Dates (dropdown)

There is an 'Advanced Search' link in the top right corner of the search form.

After entering the information, select the magnifying glass and TCM will show contracts meeting your search criteria. Select the contract number to see the contract. For example, in the screen shot below, select 2017-30 if that is the contract you need.

The screenshot shows the 'Contract Search Results' page on the UTSA website. The page displays a list of search results for 'Huron Consulting Group Inc'. An orange arrow points to the first result, '2017-30'. The results are sorted by 'Best Match' and show 1-4 of 4 results. The first result is '2017-30' with details:

- Contract Number: 2017-30
- Contract Name: Huron F&A 2016
- Second Party: HURON CONSULTING GROUP INC
- Contract Type: Consulting
- Status: Executed: In Effect
- Start Date: 9/30/2016
- End Date: 2/28/2017
- Version Type: Original
- Renewal No.: 0
- Amendment No.: 0
- Extension Count: 0

The second result is '2017-20' with details:

- Contract Number: 2017-20
- Contract Name: Huron OIT 2016
- Second Party: HURON CONSULTING GROUP INC
- Contract Type: Professional Services Non-AE
- Status: Executed: In Effect
- Start Date: 10/1/2016
- End Date: 12/30/2016
- Version Type: Original
- Renewal No.: 0
- Amendment No.: 0
- Extension Count: 0

There are links for 'Open Summary' next to each result. The page also includes a sidebar with 'Search Details' and 'Refine Search Results' sections.

When to Use Advanced Search

Select Advanced Search in the upper right corner to search using expanded field options.

This screenshot is identical to the one above, showing the 'Search Contracts' page on the Rowdy Exchange. It displays the search form with fields for Contract, Active for Shopping, By Start/End Date, and Created Date. The 'Advanced Search' link is visible in the top right corner of the search form.

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The search function will look like this.

The screenshot shows the 'Search Contracts - Advanced' interface in the Rowdy Exchange system. The interface includes a sidebar with navigation icons and a main search area. The search area contains various filters: Contract Number, Contract Title, Keywords, Contract Type, Contract Status, Contract Version Type, Contract Manager, Summary, Second Party, Work Group, By Start/End Date, and Created Date. Each filter has a corresponding input field or dropdown menu. A 'Search' button is located at the bottom right of the search area. The interface is powered by JAGGAER and includes a Privacy Policy link.

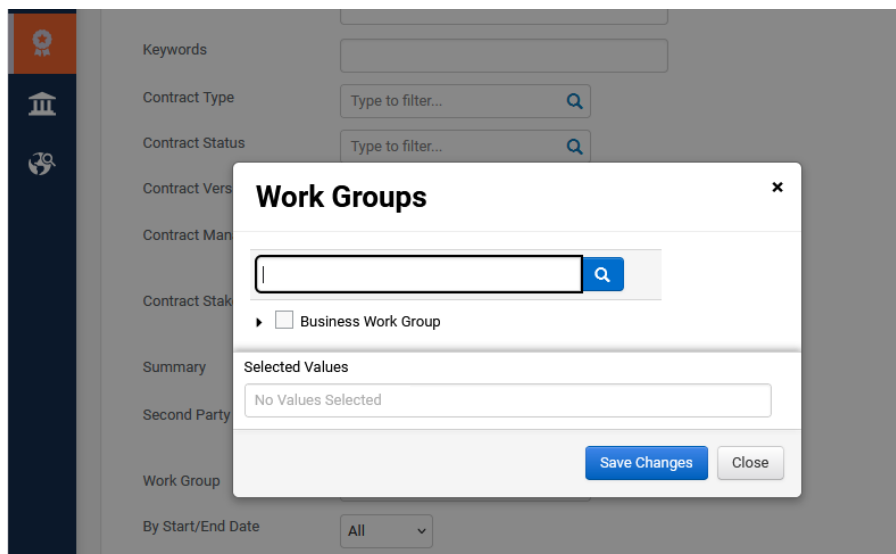
How to Search for Contracts by Department

To search for contracts under your department, use the **Work Group** field. This field equates to what UTSA calls "department." (The system does not allow modification of this title.)

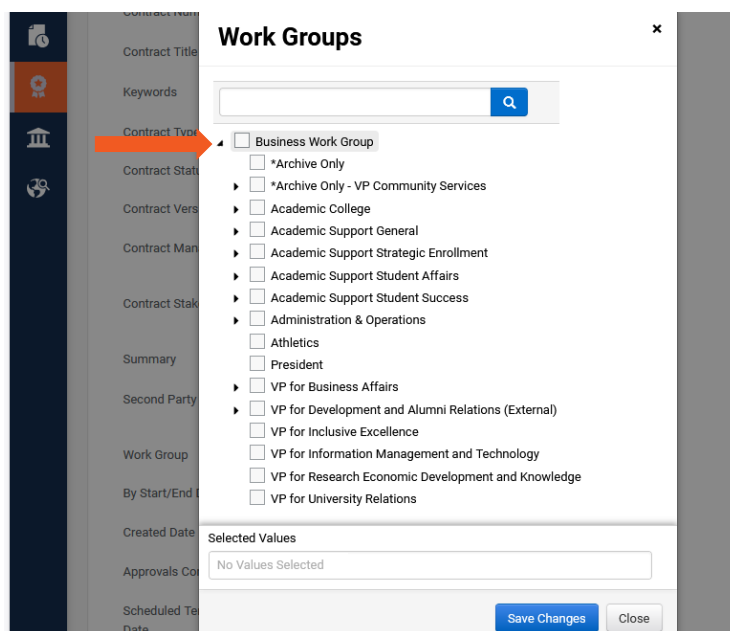
This detailed screenshot of the 'Search Contracts - Advanced' interface highlights the 'Work Group' field. A red arrow points to the 'Work Group' input field, which is located in the second column of the search filters. The 'Work Group' field is currently empty and has a search icon to its right. Other filters visible include Contract Number, Contract Title, Keywords, Contract Type, Contract Status, Contract Version Type, Contract Manager, Summary, Second Party, By Start/End Date, Created Date, Approvals Completed, Scheduled Termination Date, Contract Term Extended, and Contract Ended Early. The 'Work Group' field is the key to searching by department.

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Use the magnifying glass to expand fields such as **Work Groups**, **Contract Type** and **Contract Status**.

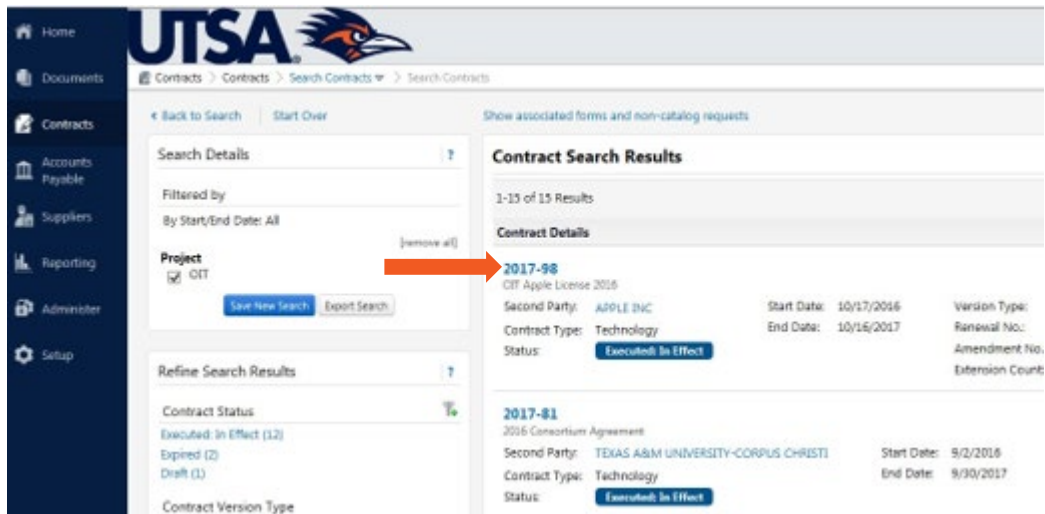


Use the black drop-down arrow in the fields. DO NOT check the box until you get to the specific department field that you need. Select **Save Changes** and then the **Search** button at the bottom of the Search screen.

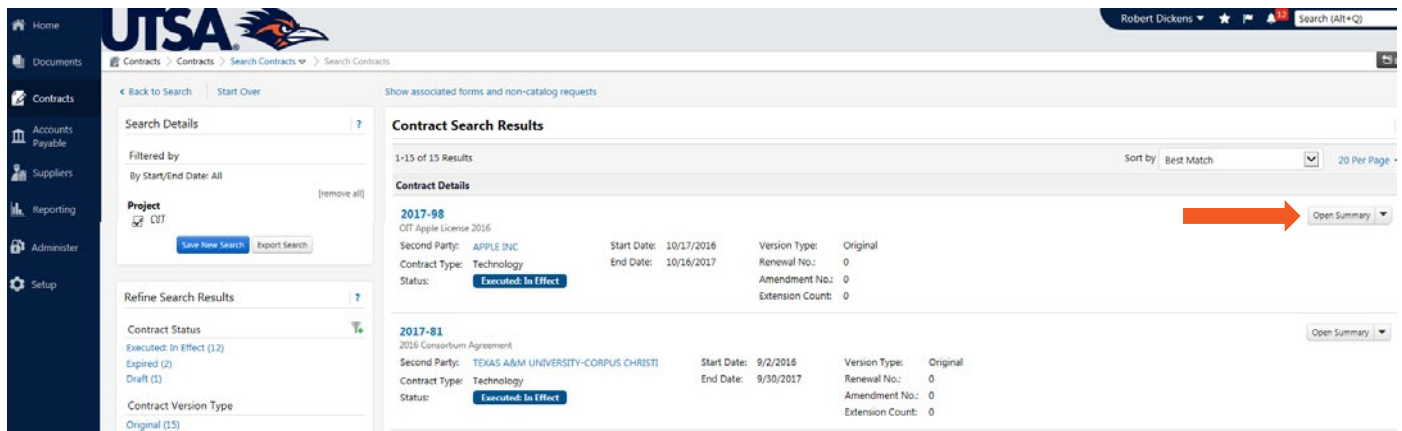


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After selecting the **Search** button, TCM will show the contracts meeting your search criteria. Select the contract number (e.g., 2017-30) to see the contract.



For additional viewing options, select **Open Summary** on the right side of the screen.



You can search using any of the options in Advanced Search in any combination, such as searching for a specific contract Type and Status for your department (Work Groups).

Questions and Support

The [Business Contracts Office](#) is here to support you if you need assistance with TCM or have comments or questions. Email your requests to: businesscontracts@utsa.edu.