How do I search for Contract Requests?

Problem

How do I find my submitted contract request?

Solution

Contract requests are also known as form requests and can be searched for in two ways:

1. Go to Contracts -> Requests -> Search Contract Request
2. At the top of the page, you can apply filters to limit the results

   1. Documents -> Documents -> Search Documents
   2. If you are in Simple Search (only 3 fields to search by) click the Advanced Search Link in the Go to: section below the search fields
   3. Change the Search box to Form Request
   4. There two optimal ways to search for contract request
   5. By User (including yourself)
      a. enter your name in the Form Requester field
   6. By a specific number
      a. Enter the Form number in the Form Number field
   7. Click Search

Once you have found the contract request

1. Click on the contract request number to open the request
2. At the top of the page is the status of the request
3. The Contract Number and its current status will be displayed
4. An Approved status means that all approvals are complete and the contract is waiting for contract creation
   a. Contact your contract manager for more information
5. A Completed status means that a contract has been created
   a. click on the APPSTATE-YEAR-XX-YYYY link from the header on the left side of the page for more information
6. A Rejected status means that the contract was rejected - no changes can be made
   a. click on the History link located at the top-right of the page for more information
7. A Returned status means that the contract has been returned to the requester for edits or more information
   a. To view its approval step, click on the Contract Request Workflow link from the menu on the left

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