

# University Contracts Register User Manual

Author: Philippa Battersby

Version: 1.0

Date: August 2015

## TABLE OF CONTENTS

<b>1.</b>	<b>INTRODUCTION TO THE UNIVERSITY CONTRACTS REGISTER.....</b>	<b>2</b>
	What is the University Contracts Register? .....	2
	Obtaining User Access .....	2
	How to Log in and log out .....	2
<b>2.</b>	<b>LOG A CONTRACT .....</b>	<b>3</b>
	2.1 Add a new contract .....	3
	2.2 Generating a Legal Document Lodgement form.....	3
	2.3 View and Edit a contract record.....	4
	2.4 Delete a contract.....	4
<b>3.</b>	<b>SEARCH, REPORT AND REMINDER FUNCTIONS .....</b>	<b>5</b>
	3.1 View the Register.....	5
	3.2 Search for a contract - Quicksearch.....	5
	3.2 Search for a contract – Advanced Search .....	6
	3.3 Generating reports .....	7
	3.4 Reminders of upcoming dates .....	7
	<b>APPENDIX A – CONTRACT FIELDS GUIDE .....</b>	<b>8</b>
	<b>APPENDIX B – UNIVERSITY CONTRACTS REGISTER WORKFLOW.....</b>	<b>10</b>

## 1. Introduction to the University Contracts Register

<b>What is the University Contracts Register?</b>	<p>The <b>University Contracts Register</b> is an online system that enables local areas to centrally log key details of contracts which that area is <b>responsible for managing</b>. Maintaining a contract register in a University-approved form is a requirement under the University's <i>Contracts and Agreements Policy</i> and is a core component of sound contract management practice.</p> <p>The University Contracts Register will enable:</p> <ul style="list-style-type: none"><li>• persons to keep track of their area's obligations under current contracts;</li><li>• easy monitoring of contract expiry, renewal or other key dates to ensure they are not missed;</li><li>• ease of handover of contract management responsibilities in the event of change in personnel;</li><li>• generation of snapshot reports that can be analysed for business management and strategic purposes.</li></ul>
<b>Obtaining User Access</b>	<p>User access must be granted by an administrator. Refer to <a href="https://www.adelaide.edu.au/legalandrisk/contracts/contracts-register/">https://www.adelaide.edu.au/legalandrisk/contracts/contracts-register/</a> for details on how to request user access.</p> <p>Each user will be assigned to a particular organisational level of the University, i.e. a Division, Faculty / Branch or School. A user will only be able to see contract records within their assigned organisation level or lower and not outside of it.</p> <p>Users can be set up with full read/write access (recommended for those with responsibility for oversight of contracts within the area) or read-only access (recommended for those who only need to view data and generate reports).</p>
<b>How to Log in and log out</b>	<p>Once you have been set up with user access, to <b>Log in</b> copy the following link into your browser (Mozilla Firefox works best): <a href="https://contractsregister.adelaide.edu.au/Contracts/Contracts/RegisterList.aspx">https://contractsregister.adelaide.edu.au/Contracts/Contracts/RegisterList.aspx</a></p> <p>The University Contract Register works through a process of 'integrated authentication'. If prompted for a username and password, enter your University ID and password. You do not need a separate username or password.</p> <p>To <b>Log out</b> simply close the browser.</p>

## 2. Log a Contract

### 2.1 Add a new contract

1. To add a new contract, click on the "Add new Contract" button at the top of the left Navigation panel or at the top of the Register page.

The screenshot shows the 'Contracts Register' interface. On the left, the 'Navigation panel' contains a link 'Add New Contract' which is circled in red. In the main content area, there is a header 'Advanced Search' and a button 'Add new Contract' also circled in red. Below this is a table of contracts with columns: ID, Location, Other Party, Contract type, Title/Brief description, Value, Contract Manager, and Contract Status. The table lists several contracts, including ones for 'University', 'Deputy Vice-Chancellor & Vice-President (Academic)', 'University Engagement', 'Faculty of Arts', and 'Legal & Risk'.

2. This will take you to a contract details input page. Under the heading Contract ID, insert your Local Reference code (if any), Legal doc number and RMO file number.
3. When you click Save and Continue, the system will automatically generate the Register reference number.

The screenshot shows the 'Contract ID' input page. It has four text input fields: 'Register reference', 'Local reference', 'Legal doc number', and 'RMO file number'. Below these fields is a button labeled 'Save and Continue', which is circled in red. At the bottom of the page, there is a footer with 'UOFA1211789 The University of Adelaide V0.1' and a row of buttons: 'Save', 'Cancel', 'Copy', 'Print', and 'Legal Document Lodgement Form'.

4. Complete the other remaining fields on the page. Fields under the headings Contract Details and University Contract Manager are mandatory.
5. Contract Status will be system-calculated as "Current" or "Expired" based on the End Date that you input.
6. The remaining fields are not mandatory but it is recommended you input as much detail as possible in order to get the most value out of the Register as a contract management tool.
7. Once you have finished entering in the details click Save if you want to save and exit back to the Register, or click Legal Document Lodgement Form if you need to generate a Legal Document Lodgement Form (see Step 2.2 below).

Note: If you are unsure of what information is required in a field, hover your mouse above the text box for a tooltip explanation or refer to Appendix A of this Manual.

### 2.2 Generating a Legal Document Lodgement form

*Under the University's Records Policy, all original signed contracts must be lodged with Records Services as a Legal Document. The University Contracts Register is able to generate a Legal Document Lodgement Form which incorporates the contract details inputted into the Register.*

1. Once you have inputted all details for a new contract, at the bottom of the details input page, there is a Legal Document Lodgement Form button. Alternatively, you can reach this option for any contract already in the Register by following Step 2.3 below to get to the individual contract details input page.

This is a close-up of the bottom of the 'Contract ID' input page. It shows the footer 'UOFA1211789 The University of Adelaide V0.1' and a row of buttons: 'Save', 'Cancel', 'Copy', 'Print', and 'Legal Document Lodgement Form'. The 'Legal Document Lodgement Form' button is circled in red.

2. When you click on Legal Document Lodgement Form, this will open a form in a new browser tab. Some fields in the form will automatically be filled with the contract details you have inputted into the Register. If any detail is not accurate, follow Step 2.3 below to edit the details and then generate the Legal Document Lodgement form again.
3. Once you are satisfied, please print and manually complete Sections 2 and 3 of the form and sign it. Send the completed form with the original signed contract to Records Services.

## 2.3 View and Edit a contract record

1. To **Edit** a Contract Record, go to the **Register**, search for the matter that you wish to edit and click on the underlined **Contract ID** (e.g. 7)

ID	Location	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
<u>7</u>	University	Consultancy	Enhance functionality of Compliance Register	\$50 00	Anne Hill	Current
9	University	Consultancy		\$0		Current
10	University	Project		\$50 00	Ired	Current
11	University	Consultancy		\$0		Current
12	University	Consultancy		\$0		Current
13	Deputy Vice-Chancellor & Vice-President (Academic)	Project		\$0	General Counsel	Current
14	University	Consultancy		\$0	Dean	Current

This will bring up a contract view page. Click on the Edit button to bring you to the contract details input page.

2. To edit items within a text box, click in the box and overwrite existing text.
3. To edit individual Milestones, University Obligations or Other Party Obligations, click on the pencil icon beside the entry.

**Milestones and milestone dates**

- 18/05/2015 [Edit] [Delete]

**University obligations that must be fulfilled by certain dates**

- 15/04/2015 Fulfill obligation [Edit] [Delete]

**Other party obligations that must be fulfilled by certain dates**

- 15/06/2015 Fulfill obligation [Edit] [Delete]

This will bring up text boxes that you can click into and overwrite existing text. To save, click on the disk icon.

18/05/2015 [Save]

4. Once you have made all desired changes to your contract details, scroll to the bottom of the page and click Save.

[Save] [Cancel] [Copy] [Print] [Legal Document Lodgment Form]

## 2.4 Delete a contract

Only system administrators can delete a contract and only in instances of entry duplication. To request deletion of a contract, please email [helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au)

Expired contracts do not get deleted from the Register. The contract status in the register will automatically be updated to "Expired" once the inputted End date has passed. All Expired contracts will remain in the Register.

### 3. Search, Report and Reminder Functions

#### 3.1 View the Register

1. Select **Register** from the Navigation Panel.
2. The Register shows all the contracts within the organisational level to which you have been granted access. The Register view only shows the top-level fields for each contract.
3. You can select 10, 25, 50 or 100 entries to be shown on screen

**Advanced Search**

[Add new Contract](#) [Show all Contracts due to expire within 6 months](#)

Show **10** entries

ID	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
7	University		Consultancy	Enhance functionality of Compliance Register	\$50.00	Anne Hill	Current
9	University		Consultancy		\$0		Current

4. If your register runs over multiple pages, click on the Previous / Next or page number buttons below the Register.

14	University		Consultancy		\$0	Dean	Current
20	University Engagement	Party Name	Project	An engagement contract	\$10000000	Jane Doe	Expired
22	Faculty of Arts			Faculty logo	\$5000.00	Prof Jennie Shaw	Current
25	Legal & Risk		Project	CSA for me and you	\$5000.00	Anne Hill	Current

ID Location Other Party Contract type Title/Brief description Value Contract Manager Contract Status

Showing 1 to 10 of 65 entries

Previous 1 2 3 4 5 6 7 Next

5. You can sort any of the columns by ascending or descending order by clicking on the up/down arrows next to the column heading.

ID	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
7	University		Consultancy	Enhance functionality of Compliance Register	\$50.00	Anne Hill	Current
9	University		Consultancy		\$0		Current

#### 3.2 Search for a contract - Quicksearch

*Note: This function will only search text within the columns shown in the Register view page*

1. Select **Register** from the Navigation Panel and click in the **Quick Search** box.

**Advanced Search**

[Add new Contract](#) [Show all Contracts due to expire within 6 months](#)

Show **10** entries

Quick Search:

ID	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
7	University		Consultancy	Enhance functionality of Compliance Register	\$50.00	Anne Hill	Current

2. Type in your search word. As you type, the Register view will filter for the entries that match your search word.

### 3.2 Search for a contract – Advanced Search

*This function allows you to search by other fields.*

1. Select **Register** from the Navigation Panel and click on **Advanced Search** at the top of the Register.

**Advanced Search**

[Add new Contract](#) [Show all Contracts due to expire within 6 months](#)

Show  entries

Quick Search:

ID	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
<a href="#">7</a>	University		Consultancy	Enhance functionality of Compliance Register	\$50.00	Anne Hill	Current

2. Search for a matter using one or more of the search options available, and select **Submit this search**.

For example:

- Search for contract by RMO/Local Reference/Legal Document Number
- Search by Contract type (eg. Consultancy, agreement, funding, MOU)
- Use "Contains text" to search for contracts containing the search word within any of these fields: other party name, title/brief description, contract manager

You can also search for contracts with Start or End Dates within a particular **date range**.

**Advanced Search**

ID:  Local Ref:

Legal Doc number: LD  RMO file number:

Contract type:

Contains text:

Organisation level: ☐ University

- ☐ Division
- ☐ Faculty
- ☐ University student
- ☐ Controlled Entities
- ☐ Research Institutes

Selected level:

Status:

Contract Start Date:   (dd/mm/yyyy)

Contract End Date:   (dd/mm/yyyy)

[Submit this search](#) [Clear search](#)

3. Once you have clicked **Submit this search**, search results will be displayed in the register below the Advanced Search box.

☐ Division

- ☐ Deputy Vice-Chancellor & Vice-President (Academic)
  - Professional & Continuing Education
  - Planning & Performance Reporting
  - Student Services & Administration
  - International Office
  - Learning Technologies
  - Pro Vice-Chancellor (Student Experience)
  - Wirtu Yaru
  - Office of the DVC&VP (A)
  - Office for Future Students
  - Pro Vice-Chancellor (International)
- ☐ Vice-President, Division of Services & Resources
- ☐ Deputy Vice-Chancellor & Vice-President (Research)
- ☐ Vice-Chancellor & President
- ☐ Faculty
- ☐ University student
- ☐ Controlled Entities
- ☐ Research Institutes

Selected level:

Status:

Contract Start Date:   (dd/mm/yyyy)

Contract End Date:   (dd/mm/yyyy)

[Submit this search](#) [Clear search](#)

[Add new Contract](#) [Show all Contracts due to expire within 6 months](#)

Contained within: Deputy Vice-Chancellor & Vice-President (Academic)

Show  entries

Quick Search:

ID	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
<a href="#">13</a>	Deputy Vice-Chancellor & Vice-President (Academic)	Alan Another Party	Project		\$0	General Counsel	Current
<a href="#">71</a>	Professional & Continuing Education	Chinese organisation	Teaching	Study Tour	\$200000	Simon Futo	Current

### 3.3 Generating reports

- To generate a report of all the contracts that you can see within the Register, scroll down to the bottom of the Register and click **Summary Report**.

22	Faculty of Arts		Faculty logo	\$5000.00	Prof Jennie Shaw	Current						
25	Legal & Risk	Project	CSA for me and you	\$5000.00	Anne Hill	Current						
ID	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status					
Showing 1 to 10 of 65 entries												
				Previous	1	2	3	4	5	6	7	Next
Summary Report												

Your window will change to display the Register in a report viewer style, which includes some additional columns.

- Click on the drop down menu next to the diskette icon to export the report to either a **Word** or **Excel** file.

Find   Next													
Register ID	Location	Local Ref	RMO File Number	Other	Contract type	Description	Value	Start Date	End Date	Review Date	Contract		
7	University		D2013/119575	Alan Boldock, Alan Boldock, kklk, kklk, l	Consultancy	Enhance functionality of Compliance Register	\$50.00	1/1/2015	3/10/2016	03/02/2016	Anne Hi		
9	University				Consultancy		\$0						
10	University	111	333	name, Alan Boldock,	Project		\$50.00	1/12/2015	1/12/2016		fred		
11	University				Consultancy		\$0			24/02/2016			
12	University				Consultancy		\$0						
13	Deputy Vice-Chancellor & Vice-President (Academic)	L&R	2014/2014	Alan Boldock, Prof Party,	Project		\$0			28/04/2015	General		
14	University	test 3	2015/2015		Consultancy		\$0				Dean		
20	University Engagement	ABC	2015/123	Mr Party ,	Project	An engagement contract	\$10000000	1/30/2015	7/31/2015		Jane Do		

This will then open up the report in either Word or Excel which will enable you to edit, print or save as a file to send as an attachment.

- Alternatively, you can generate a report of only your Advanced Search results. Once you have submitted your Advanced Search and the results are displayed in the Register, follow the same steps as above.

### 3.4 Reminders of upcoming dates

- To do a quick search of contracts due to expire within the next 6 months, click on the “Show all Contracts due to expire within 6 months” button at the top of the Register. The Register will then only display the relevant contracts.

#### Advanced Search

Add new Contract Show all Contracts due to expire within 6 months

Show 10 entries

ID	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
7	University		Consultancy	Enhance functionality of Compliance Register	\$50.00	Anne Hill	Current

- To see a list of contracts with Expiry Dates, Review Dates, Milestone Dates or Obligation Dates within the next 3 months, click on **Reminders** in the Navigation Panel.

Navigation panel
Add New Contract
Home
Register
Reminders
Administration
User Admin
Org Admin
Codes Admin
Email the Administrator

#### Reminders

##### Contract expiry dates in the next 3 months

ID	Other Party	Title/Brief Description	ContractType	Expire Date
60		Nursing School Project	Project	01/08/2015
63	Supplier A	Project x	Project	30/06/2015
68	Joe Co	Project A	Project	31/07/2015
78	Recruitment Agency A	Agreement with Recruitment Agency A	Other	31/07/2015
82	Technology Party	App Serv Hardware Maintenance	Services	30/06/2015
82	Technology Party	App Serv Hardware Maintenance	Services	30/06/2015
82	Technology Party	App Serv Hardware Maintenance	Services	30/06/2015
82	Technology Party	App Serv Hardware Maintenance	Services	30/06/2015

##### Review dates in the next 3 months

ID	Other Party	Title/Brief Description	ContractType	Review Date	Review Note
54	party 2	"test"	Project	02/06/2015	adf sdfa
60		Nursing School Project	Project	20/07/2015	Review the Contract
63	Supplier A	Project x	Project	22/06/2015	Review the Contract
68	Joe Co	Project A	Project	25/07/2015	Review the Contract
77	Party B	Delivery of Training Workshops	Consultancy	03/08/2015	Review the Contract
79	CALHN		Consultancy	08/06/2015	Please review on 03/06/2015
79	CALHN		Consultancy	11/07/2015	Please review on 09/07/2015
82	Technology Party	App Serv Hardware Maintenance	Services	24/06/2015	Contact vendor
82	Technology Party	App Serv Hardware Maintenance	Services	24/06/2015	Contact vendor
82	Technology Party	App Serv Hardware Maintenance	Services	26/06/2015	Send Letter
82	Technology Party	App Serv Hardware Maintenance	Services	26/06/2015	Send Letter

- You can bring up the individual contract view page by clicking on the **ID number**.



## Appendix A – Contract Fields Guide

The following table provides a reference to the fields required to log a contract on the Contract Register.

Field Name	Field Description	Mandatory Y / N	Values
Register reference	System-generated number for each contract inputted into the Register (for system administration purposes)	N – will be generated when click “Save and Continue”	System-generated number
Local reference	Your local area’s reference number or code for this contract	N	Free text
Legal doc number	LD number provided by Records Services number once you have lodged your contract	N – not mandatory should be completed when able/known	In format “LDxxxx”
RMO file number	RMO file number for you’re your area’s file relating to the contract	N	Use RMO file numbering format [yyyy/file number]
Contract type	Broad category that best fits your contract. If no suitable category, select “Other”	Y	Drop down menu: Collaboration; Confidentiality; Consultancy; Funding; Gift; International; Licence; MOU; Procurement; Project; Property & Leasing; Research; Services; Sponsorship; Student Placement / Internship; Teaching; Other
Title/Brief description	Typically the title of the contract but if the title of the contract is generic (eg Funding Agreement), also include the project title or activity	Y	Free text (limit 50 chars)
Related contracts	LD/File numbers or names of related contracts (e.g. subcontracts, head contracts, previous contracts)	N	Free text
Detailed description	Detailed description of the contract	Y	Free text
Start date	Contract start date	Y	Select from calendar, Today’s Date or manual input [dd/mm/yyyy]
End date	Contract expiry date	Y	Select from calendar, Today’s Date or manual input [dd/mm/yyyy], or tick “ongoing”
Contract status	This is system-determined based on your inputted End Date	N – system-generated	Either “Current” or “Expired”
Add Review Date(s)	Contract review dates agreed in the contract as well as internal dates (e.g. if contract contains a right of renewal by a certain date, you should schedule an internal review date prior to that)	N	Select date from calendar or manual input [dd/mm/yyyy]  Note field is free text.  Multiple review dates can be added.
Other Party – Name	Name of the other party to the contract	Y	Free text
Other Party – contact	Name or position of contact	Y	Free text

name	person for other party		
Other Party – contact number	Phone number of other party's contact person	Y	Free text
Other Party – contact address	Email or physical address of other party's contact person	Y	Free text
Total value	Total value of contract (Cash value only, do not include in-kind) and whether fixed or estimated	Y	Use numbers for \$ amount.  Drop-down menu: <ul style="list-style-type: none"> <li>• Fixed price</li> <li>• Estimate – based on hourly rate</li> <li>• Estimate – depends on items ordered</li> </ul>
Inc or Exp	Select whether the value of the contract is income or expenditure (or neither).	Y	Drop down: <ul style="list-style-type: none"> <li>• Income</li> <li>• Expenditure</li> <li>• Neither</li> </ul>
Confidential	Does the contract contain a clause requiring the terms of the contract to be kept confidential? (For Freedom of Information Act purposes)	Y	Drop down: No / Yes
University Contract Manager	Input name, position, phone/email of the University person responsible for managing the contract	Y	Free text for Name, Position, Phone/email
Milestones and Milestone dates	Milestones under the contract	N	Select date from calendar or manual input [dd/mm/yyyy]  Milestone box is free text.  Multiple milestones can be added.
University obligations that must be fulfilled by certain dates	University's contractual obligations with deadline attached	N	Select date from calendar or manual input [dd/mm/yyyy]  Obligation box is free text.  Multiple obligations can be added
Other party obligations that must be fulfilled by certain dates	Other party's contractual obligations with deadline attached	N	Select date from calendar or manual input [dd/mm/yyyy]  Obligation box is free text.  Multiple obligations can be added
Other notes	Any other file notes / info that may be useful for the management of the contract	N	Free text

## Appendix B – University Contracts Register Workflow

### University Contracts Register (UCR) workflow

