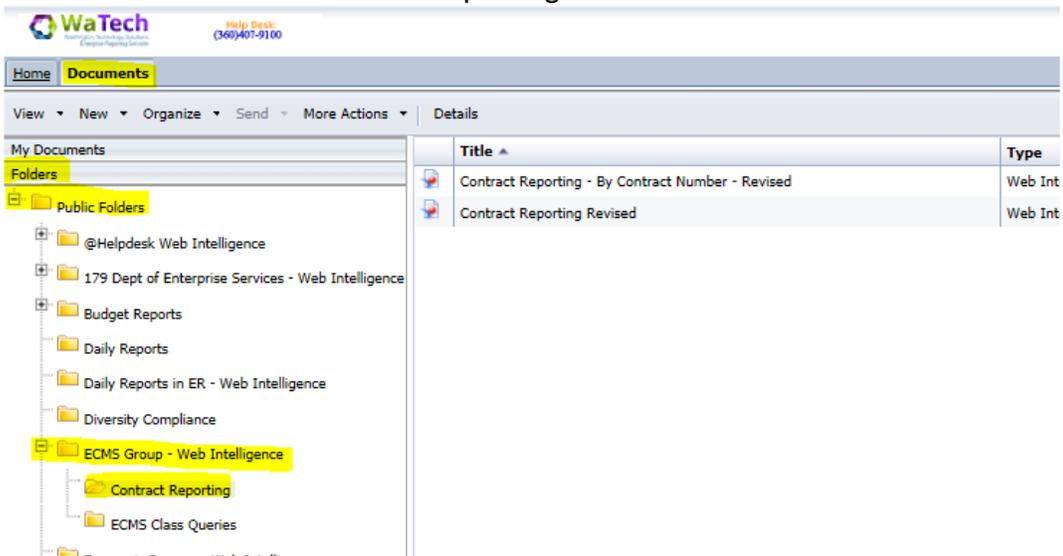


Agency Contracts Reporting
(Contracts Transparency Project)
Extract Contracts using WEBI Training Guide

Instructions on how to run a report to extract contracts for agencies who report their contracts in Enterprise Contract Management System (ECMS)

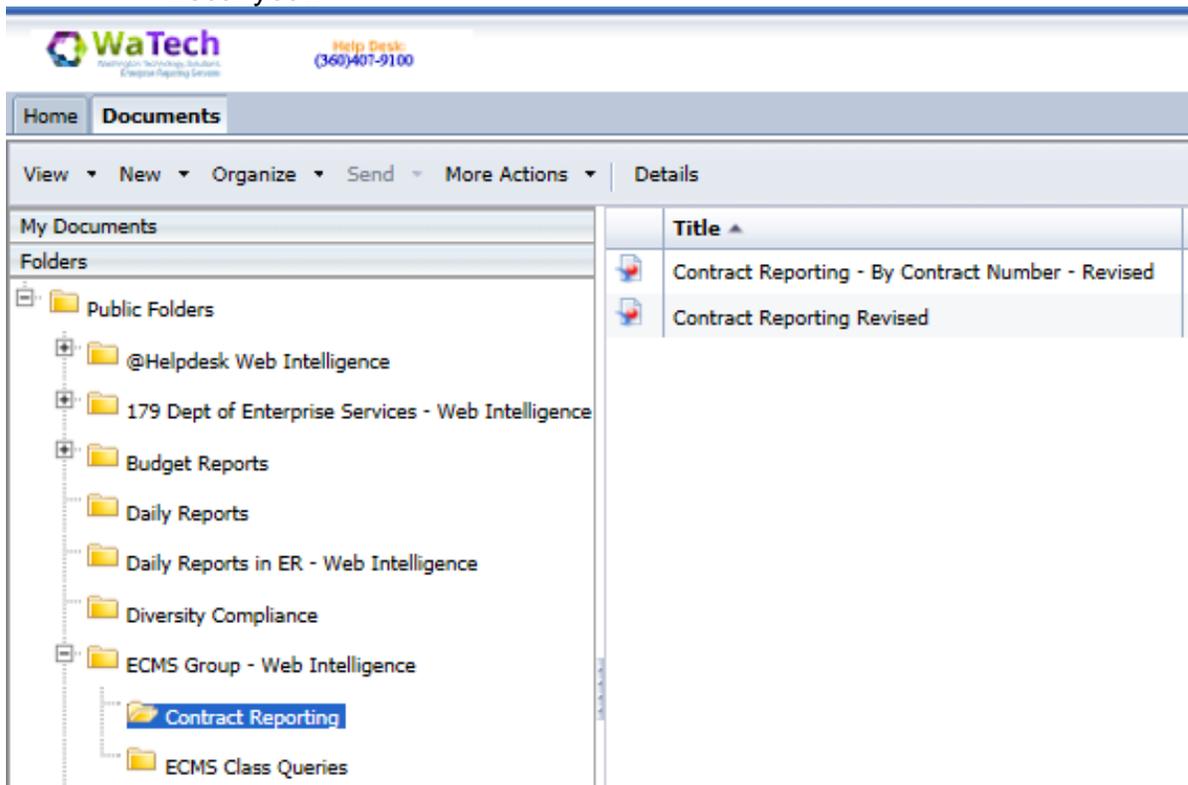
1. Go to WaTech web site <http://watech.wa.gov/>
2. Select the Solutions tab
3. Click the **Enterprise Systems** link
4. Click on the **Enterprise Reporting** link
5. If access is needed to the Web Intelligence Tool, submit a request under “Request Access” on the right hand menu.
6. Under the special Instructions/Comments request to get access to the Contract Management Universe.
7. Once access is approved, click on the Web intelligence Tool, choose the following option that applies.
 - a. Within the State Network
 - b. Outside the State Network
8. Once logged in click on “Documents” tab located next to the Home tab.
9. Select the “Folders” tab located at the bottom of the left hand menu- this should bring up the Public Folders
10. Expand the Public Folders
11. Double click on the **ECMS Group – Web Intelligence** folder.
12. Double click on the Contract Reporting folder



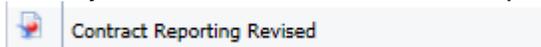
The screenshot shows the WaTech web interface. At the top, there is a navigation bar with 'Home' and 'Documents' tabs. Below this is a menu bar with options like 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The left pane shows a 'My Documents' section with a 'Folders' tab. Under 'Public Folders', the 'ECMS Group - Web Intelligence' folder is expanded, showing sub-folders like '@Helpdesk Web Intelligence', '179 Dept of Enterprise Services - Web Intelligence', 'Budget Reports', 'Daily Reports', 'Daily Reports in ER - Web Intelligence', 'Diversity Compliance', 'Contract Reporting', and 'ECMS Class Queries'. The 'Contract Reporting' folder is selected, and the main pane displays a list of documents:

Title	Type
Contract Reporting - By Contract Number - Revised	Web Int
Contract Reporting Revised	Web Int

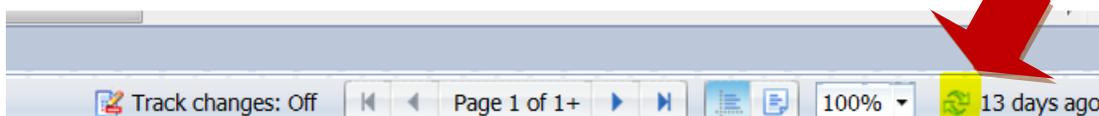
13. Note: There are two reports in the Contract Reporting folder; Contract Reporting Revised and Contract Reporting – By Contract Number – Revised.
- Contract Reporting Revised: This report will pull all contracts and amendments that have a start date during the current fiscal year.
 - Contract Reporting – By Contract Number – Revised: This report provides the original contract and any previous amendments that need to be reported for the amendments that have a start date during the current fiscal year.



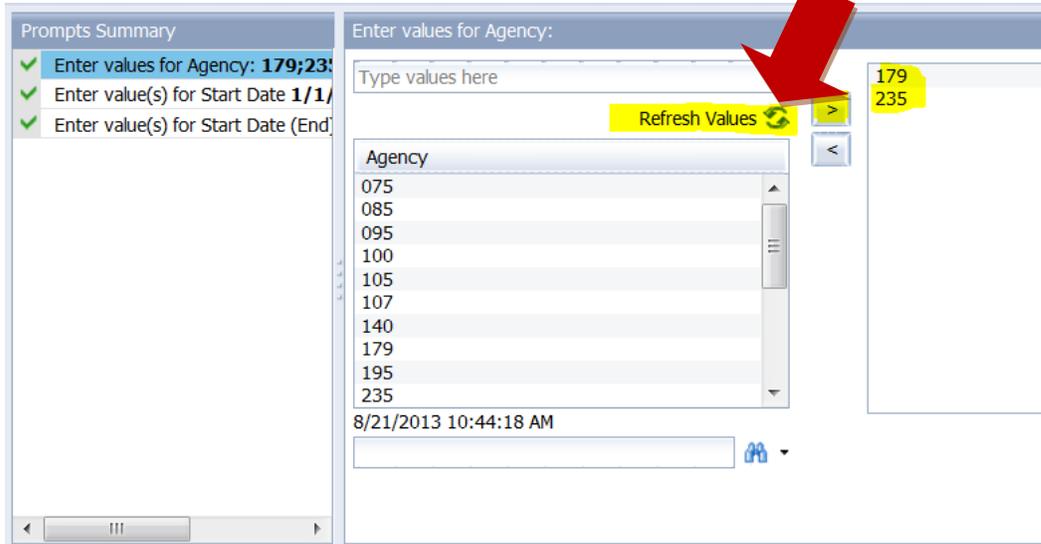
14. To pull all contracts and amendments that have a start date during the current fiscal year, click on the Contract Reporting Revised icon



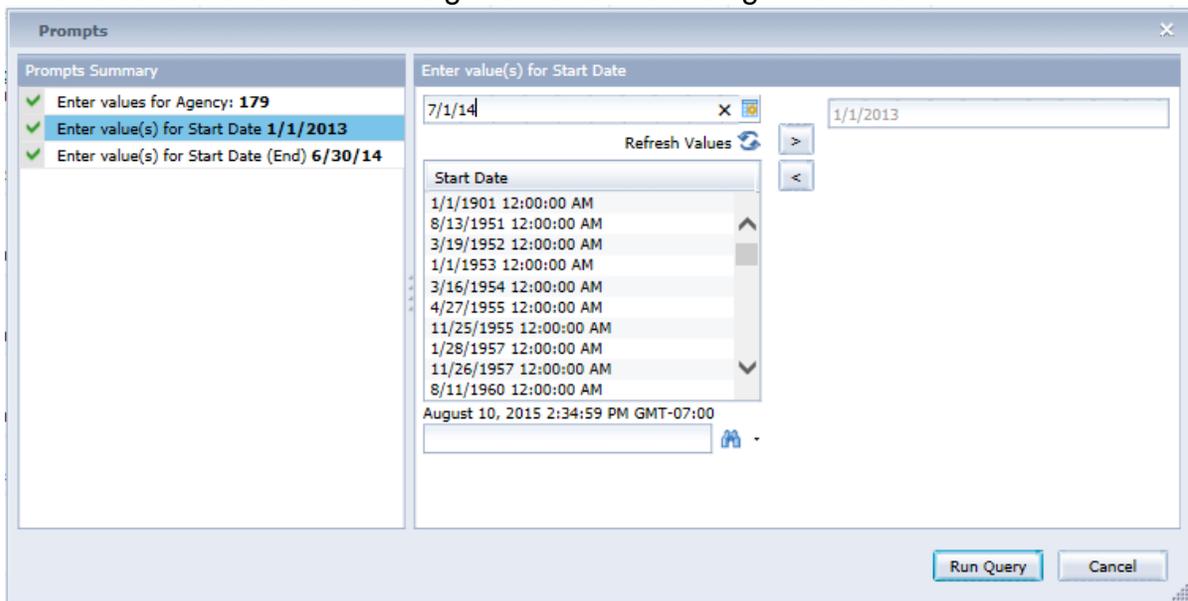
15. If the report pulls other agency data when opened, click on the refresh symbol, a prompt will appear to change the current report information.



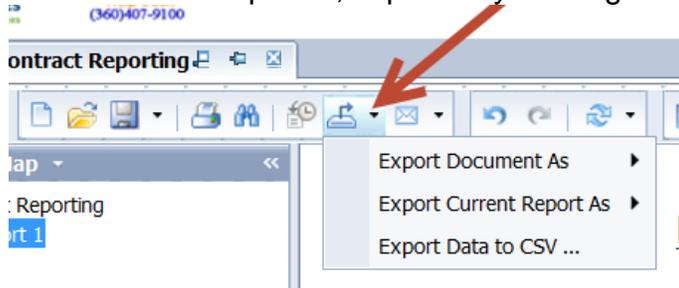
16. It will ask to Enter values for Agency: Note if there is no agency numbers hit the refresh Values icon.



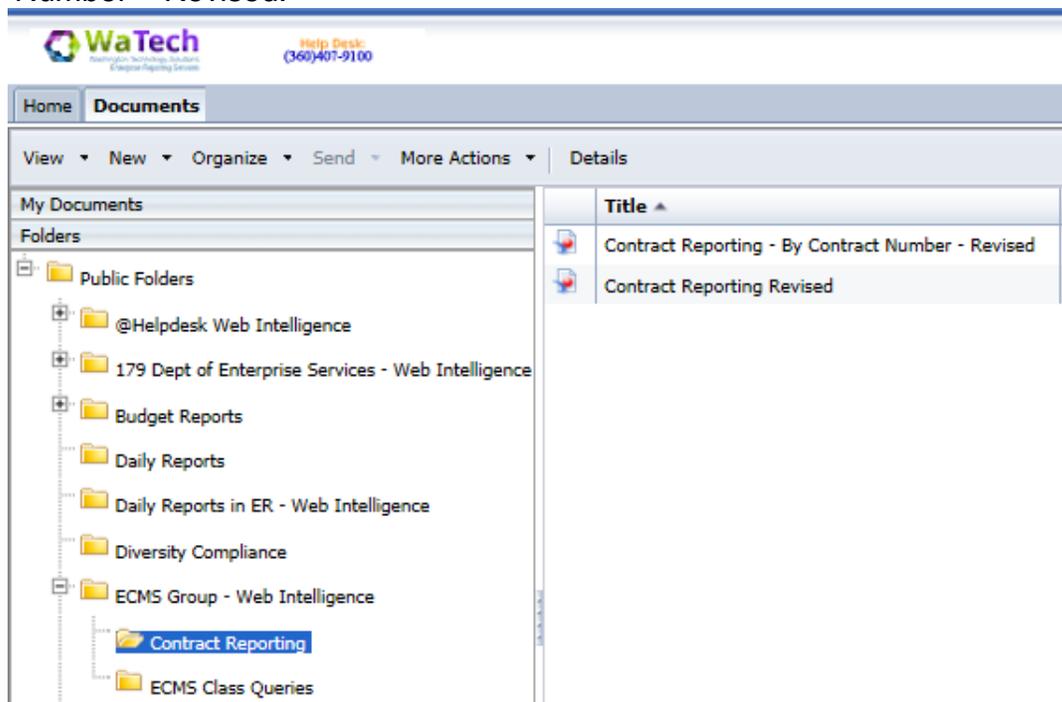
17. Select the appropriate agency number and click the “>” sign to move it to the right hand box.
18. Remove the current agency number in the right hand box by selecting it and clicking the “<” sign.
19. Change the value for the “Start Date” to reflect the current reporting period start date and click the “>” sign to move it to the right hand box.
20. Change the value for the “Start Date” (End) to reflect the current reporting period end date and click the “>” sign to move it to the right hand box.



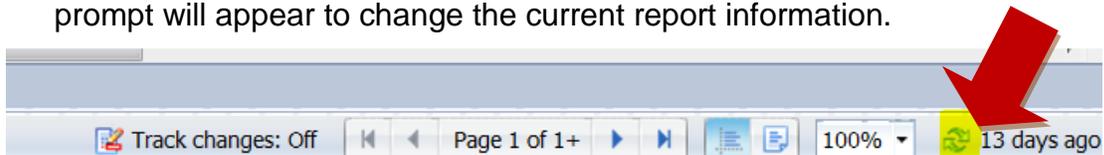
21. Hit the Run Query button.
22. Once it has completed, export it by clicking on the export button.



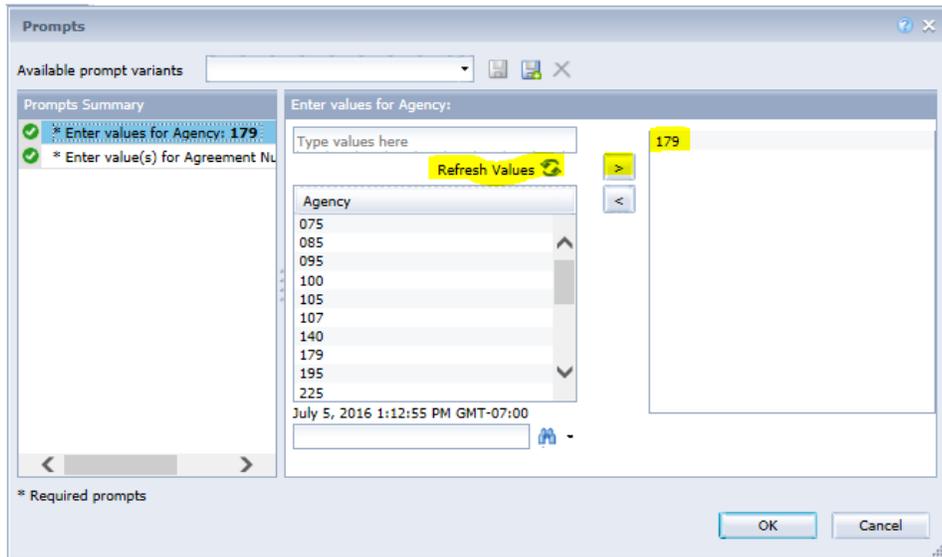
23. To collect the original contract and any previous amendments that need to be reported for the amendments that have a start date during the current fiscal year, from the Contract Reporting folder, double click Contract Reporting – By Contract Number – Revised.



24. If the report pulls other agency data when opened, click on the refresh symbol, a prompt will appear to change the current report information.



25. It will ask to Enter values for Agency: Note if there are no agency numbers hit the refresh Values icon.



The screenshot shows a 'Prompts' dialog box with the following elements:

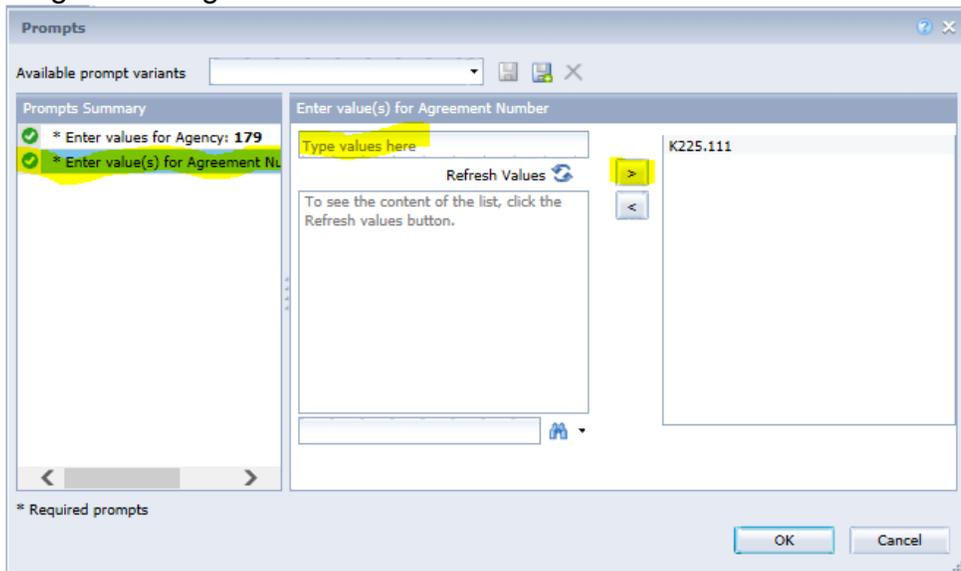
- Prompts Summary:**
 - * Enter values for Agency: 179
 - * Enter value(s) for Agreement Nu
- Available prompt variants:** (Dropdown menu)
- Enter values for Agency:**
 - Type values here
 - Refresh Values (button)
 - Agency list: 075, 085, 095, 100, 105, 107, 140, 179, 195, 225
 - Date: July 5, 2016 1:12:55 PM GMT-07:00
- Right-hand box:** Contains the value 179.
- Buttons:** OK, Cancel

26. Look for the appropriate agency number and click the “>” sign to move it to the right hand box.

27. Remove the current agency number in the right hand box by selecting it and clicking the “<” sign.

28. Enter the amendment numbers from the first WEBI report pulled, and click the “>” sign to move it to the right hand box.

29. Remove the current amendment number in the right hand box by selecting it and clicking the “<” sign.

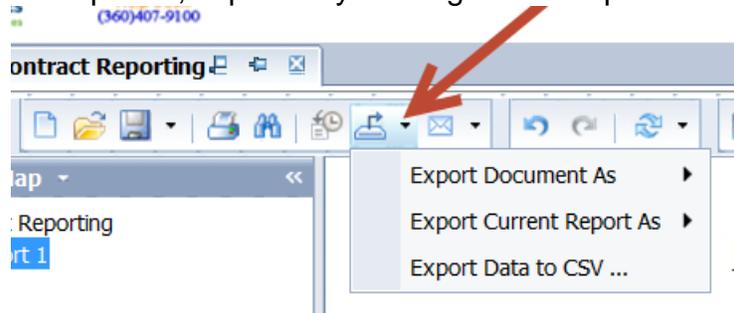


The screenshot shows the 'Prompts' dialog box with the following elements:

- Prompts Summary:**
 - * Enter values for Agency: 179
 - * Enter value(s) for Agreement Nu
- Available prompt variants:** (Dropdown menu)
- Enter value(s) for Agreement Number:**
 - Type values here
 - Refresh Values (button)
 - Text: To see the content of the list, click the Refresh values button.
- Right-hand box:** Contains the value K225.111.
- Buttons:** OK, Cancel

30. Click the Run Query button.

31. Once it has completed, export it by clicking on the export button.



32. Use these two reports to copy and paste into the excel [Agency Contract Reporting template](#).