

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

**Instructions 1-5 help you to gain access to the Web Intelligence Tool (WebI). If you already have access, skip to instruction 6.**

1. Go to the OFM web site for [Business Intelligence](#)
2. Submit a request under **Request Access** for WebI Access in the right column by selecting the appropriate option; **Within State Network** or **Outside State Network**.
3. Fill in the form.
4. Under **Desired Services**, select **Web Intelligence** and **Report Universe**. Provide
5. Under the **Special Instructions** type in **Contract Management Universe**.
6. Login to Web Intelligence by selecting the appropriate option:
  - a. [Within State Network](#)
  - b. [Outside State Network](#)
7. Once you log in click on your **Documents Tab** located next to your **Home Tab**.
8. Click on your **Folders Tab**- it should bring up the public folders.
9. Click on the **ECMS Group – Web Intelligence** link.
10. Click on the **Contract Reporting Folder** (Figure 1).
11. Click on the Contract Reporting icon.



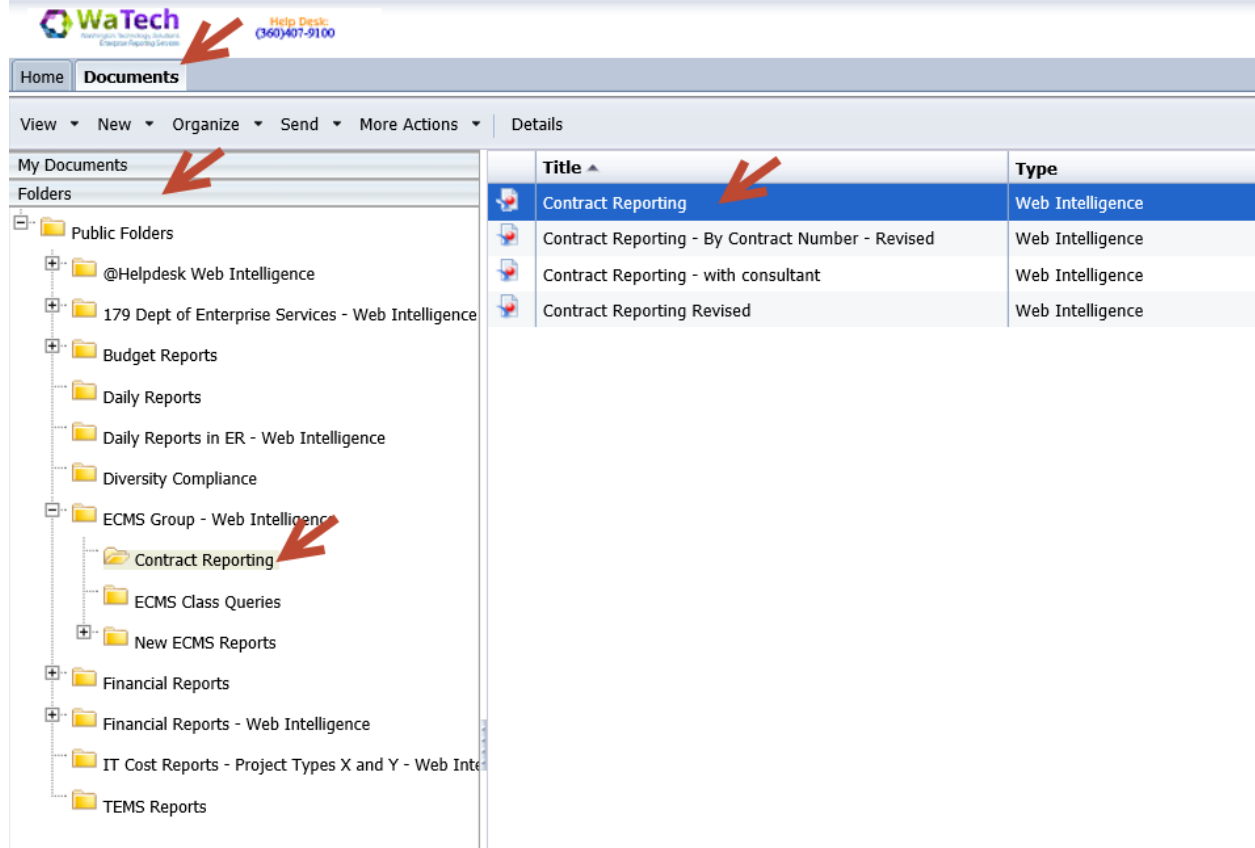


Figure 1. Web Intelligence Contract Reporting folder and report; 061818.

12. If the report already shows results click on the refresh symbol and it will prompt you to change the results information (Figure 2).



Figure 2. Web Intelligence report refresh action; 061818.

13. A Prompts dialog box will appear that will allow you to change the agency and dates for the report (Figure 3).

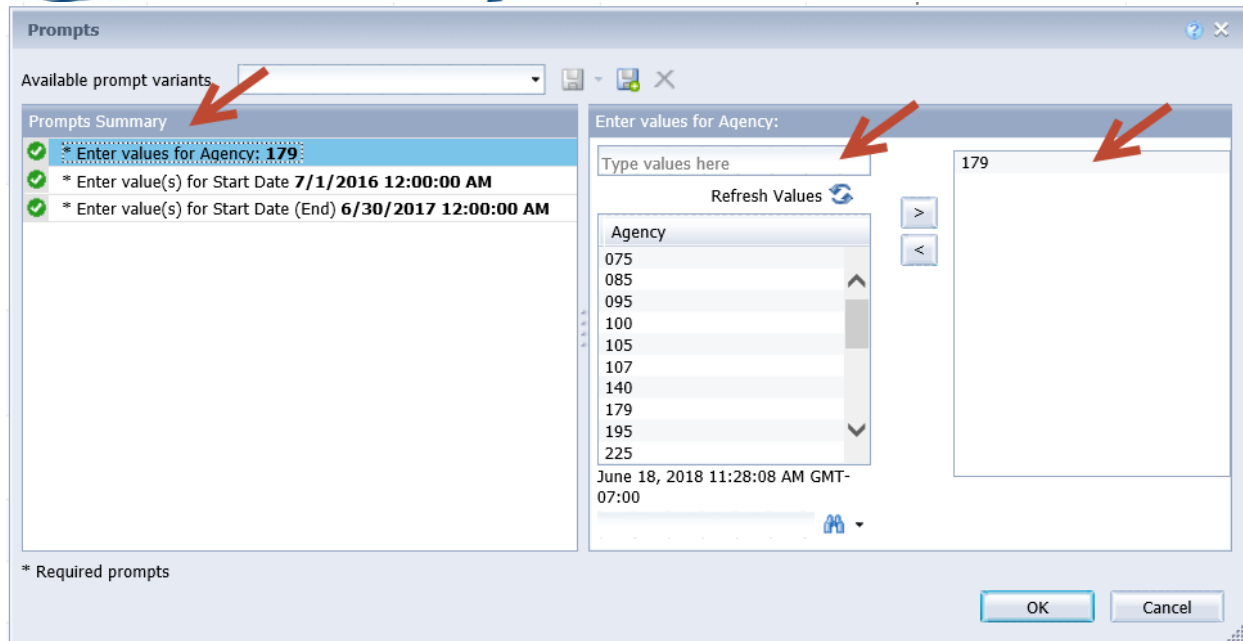
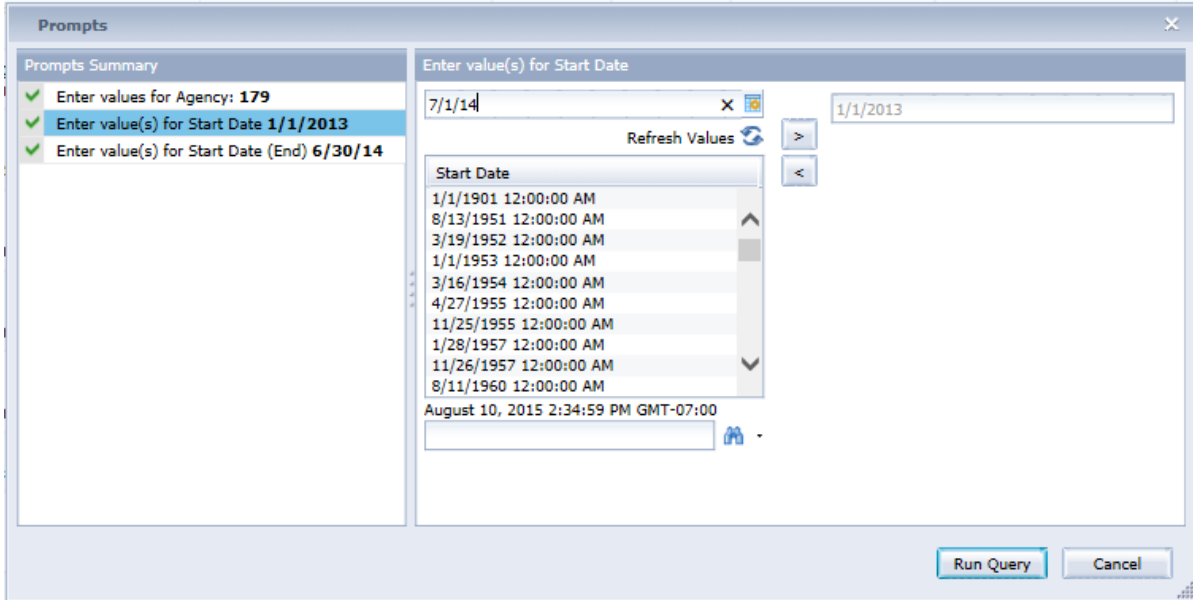
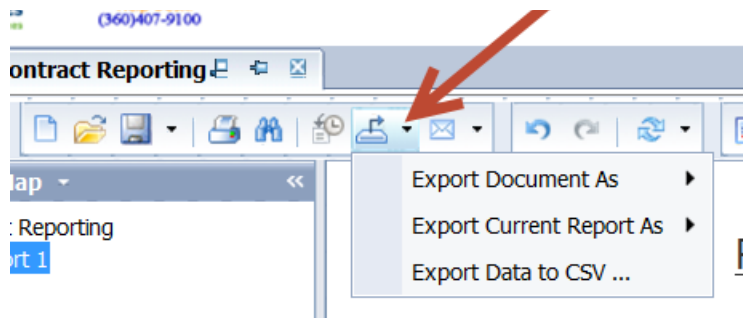


Figure 3. Web Intelligence Prompts dialog box; 061818.

14. Update the value for Agency
  - a. Select \*Enter values for Agency: 179 under Prompts Summary
  - b. Select 179 in the right hand most column and remove it from the report by clicking the “<” symbol.
  - c. Type your three digit agency number in the Type values here field OR click Refresh Values and select it from the list; add it to the report by clicking the “>” symbol.
15. 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.
16. 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.



17. Select the **Okay**.
18. Save the report by choosing the export button.



19. You may use this report to copy and paste into the [Agency Contract Reporting Template](#).