University Contracts Register

User Manual

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1.   Introduction to the University Contracts Register

What is the University Contracts Register?	The **University Contracts Register** is an online system that enables local areas to centrally log key details of contracts which that area is responsible for managing. Maintaining a contract register in a University-approved form is a requirement under the University's *Contracts and Agreements Policy* and is a core component of sound contract management practice. The University Contracts Register will enable: • persons to keep track of their area's obligations under current contracts; • easy monitoring of contract expiry, renewal or other key dates to ensure they are not missed; • ease of handover of contract management responsibilities in the event of change in personnel; • generation of snapshot reports that can be analysed for business management and strategic purposes.
Obtaining User Access	User access must be granted by an administrator. Refer to https://www.adelaide.edu.au/legalandrisk/contracts/contracts-register for details on how to request user access. 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. 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).
How to Log in and log out	Once you have been set up with user access, to **Log in** copy the following link into your browser (Mozilla Firefox works best): https://contractsregister.adelaide.edu.au/Contracts/Contracts/RegisterList.aspx 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. To **Log out** simply close the browser.

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.

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.

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 mandatary 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. (refer to Appendix C for a copy of the form)*

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.
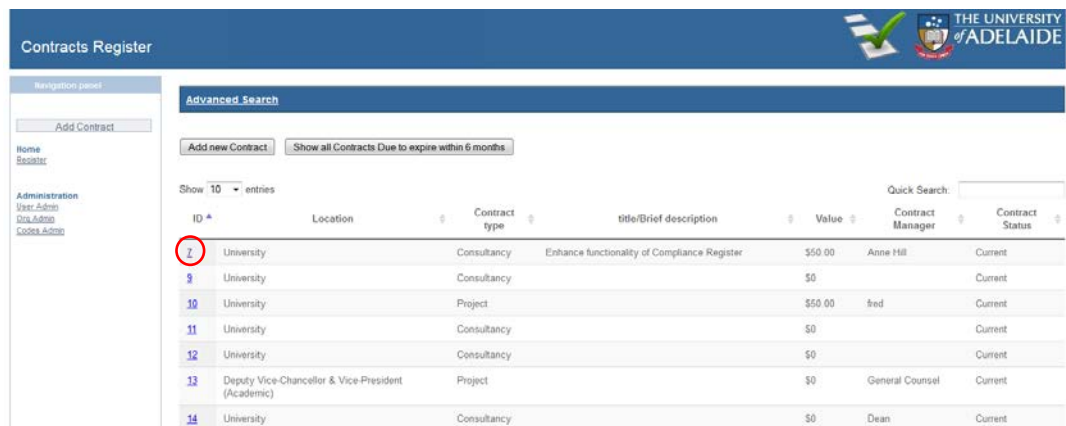

2. When you click on Legal Document Lodgement Form, this will open a form in a new browser tab. Some fields in the form will automatically be filled with the contract details you have inputted into the Register. If any detail is not accurate, follow Step 2.3 below to edit the details and then generate the Legal Document Lodgement form again.

3. Once you are satisfied, export the form to PDF as below, print and manually complete the remaining sections of the form and sign it. Send the completed form with the original signed contract to Records Services.
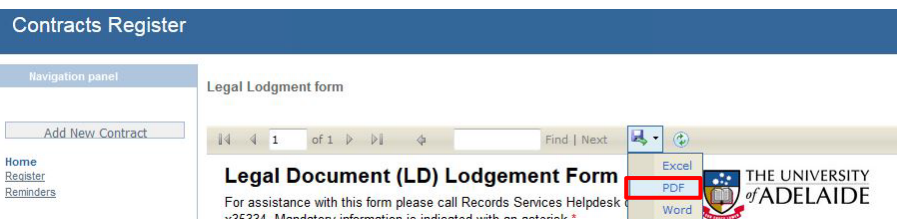
 |

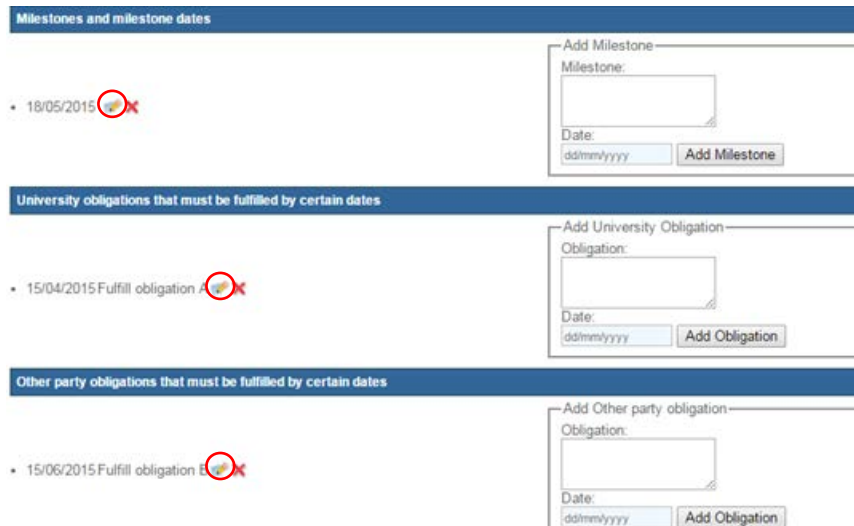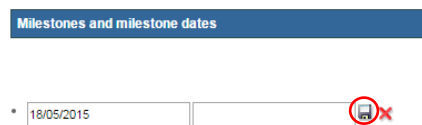|	
2.3 View and Edit a contract record	1. To **Edit** a Contract Record, go to the **Register**, search for the matter that you wish to edit and click on the underlined **Contract ID** (e.g. 38) This will bring up a contract view page. Click on the Edit button to bring you to the contract details input 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. This will bring up text boxes that you can click into and overwrite existing text. To save, click on the diskette icon. 4. Once you have made all desired changes to your contract details, scroll to the bottom of the page and click Save.
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 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					Quick Search:		
10							
ID 25	Location	Other Party	Contract type	Title/Brief description	Value	Contract Manager	Contract Status
50							
7 100 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.

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

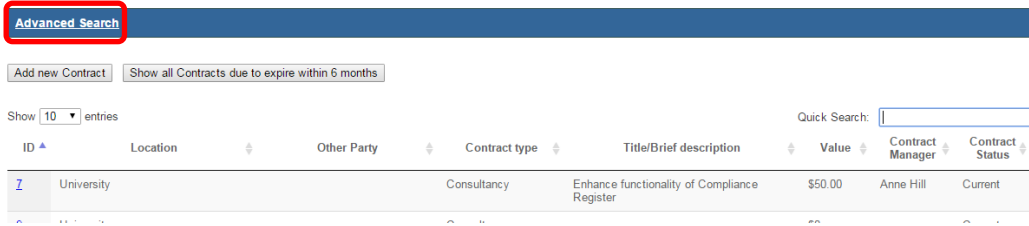Add new Contract   Show all Contracts due to expire within 6 months

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.

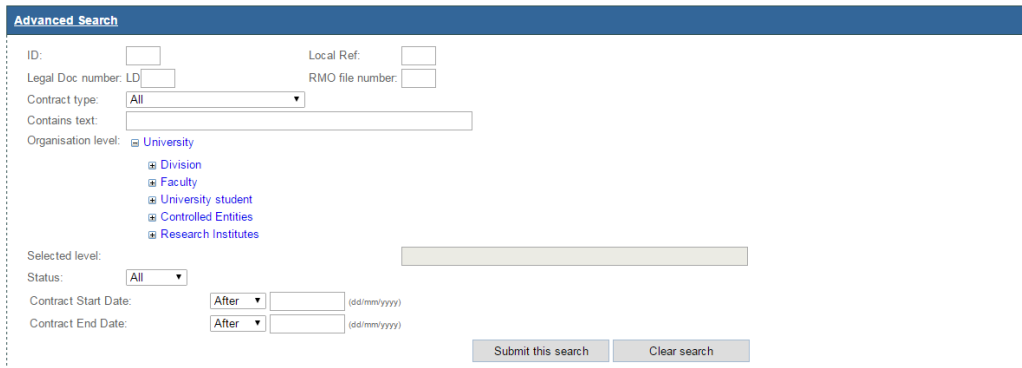|	
3.2 Search for a contract – Advanced Search	*This function allows you to search by other fields.* 1. Select **Register** from the Navigation Panel and click on **Advanced Search** at the top of the Register. 2. Search for a matter using one or more of the search options available, and select **Submit 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, contract type, title/brief description, contract manager You can also search for contracts with Start or End Dates within a particular **date range**. 3. Once you have clicked **Submit this search**, search results will be displayed in the register below the Advanced Search box.
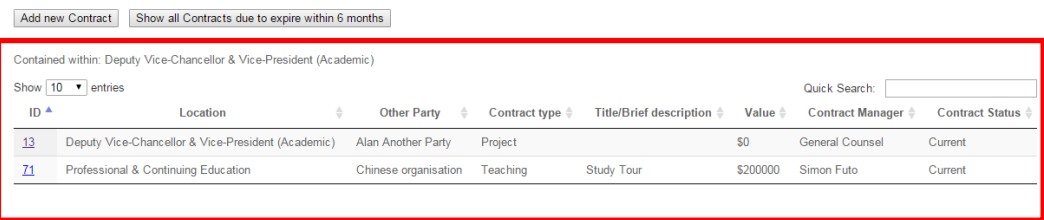
3.3 Generating reports	1. To generate a report of all the contracts that you can see within the Register, scroll down to the bottom of the Register and click **Summary Report.**

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

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

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.

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

2.

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.

3. 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
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.
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
Contract status	This is system-determined based on your inputted End Date	N – system-generated	Either "Current" or "Expired"
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
Detailed description	Detailed description of the contract	Y	Free text
End date	Contract expiry date	Y	Select from calendar, Today's Date or manual input [dd/mm/yyyy], or tick "ongoing"
Inc or Exp	Select whether the value of the contract is income or expenditure (or neither).	Y	Drop down: • Income • Expenditure • Neither
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"
Local reference	Your local area's reference number or code for this contract	N	Free text
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.
Other notes	Any other file notes / info that may be useful for the management of the contract	N	Free text
Other Party – contact address	Email or physical address of other party's contact person	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 – Name	Name of the other party to the contract	Y	Free text
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
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
Related contracts	LD/File numbers or names of related contracts (e.g. subcontracts, head contracts, previous contracts)	N	Free text
RMO file number	Records Management Office file number in Content Management System for your area's electronic or hard copy file relating to the contract	N	Use Records Services numbering format [yyyy/file number]
Security Group(s)	Name of the security group(s) restrictions in Content Management System for lodgement of Legal Document	N	Free text
Start date	Contract start date	Y	Select from calendar, Today's Date or manual input [dd/mm/yyyy]
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)
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: • Fixed price • Estimate – based on hourly rate • Estimate – depends on items ordered
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
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
Virtual only	Tick if contract is in electronic form only – can be lodged as a Legal Document by email to Records Services.	N	Check box

Appendix B – University Contracts Register Workflow

University Contracts Register (UCR) workflow

Appendix C – Legal Document Lodgement Form
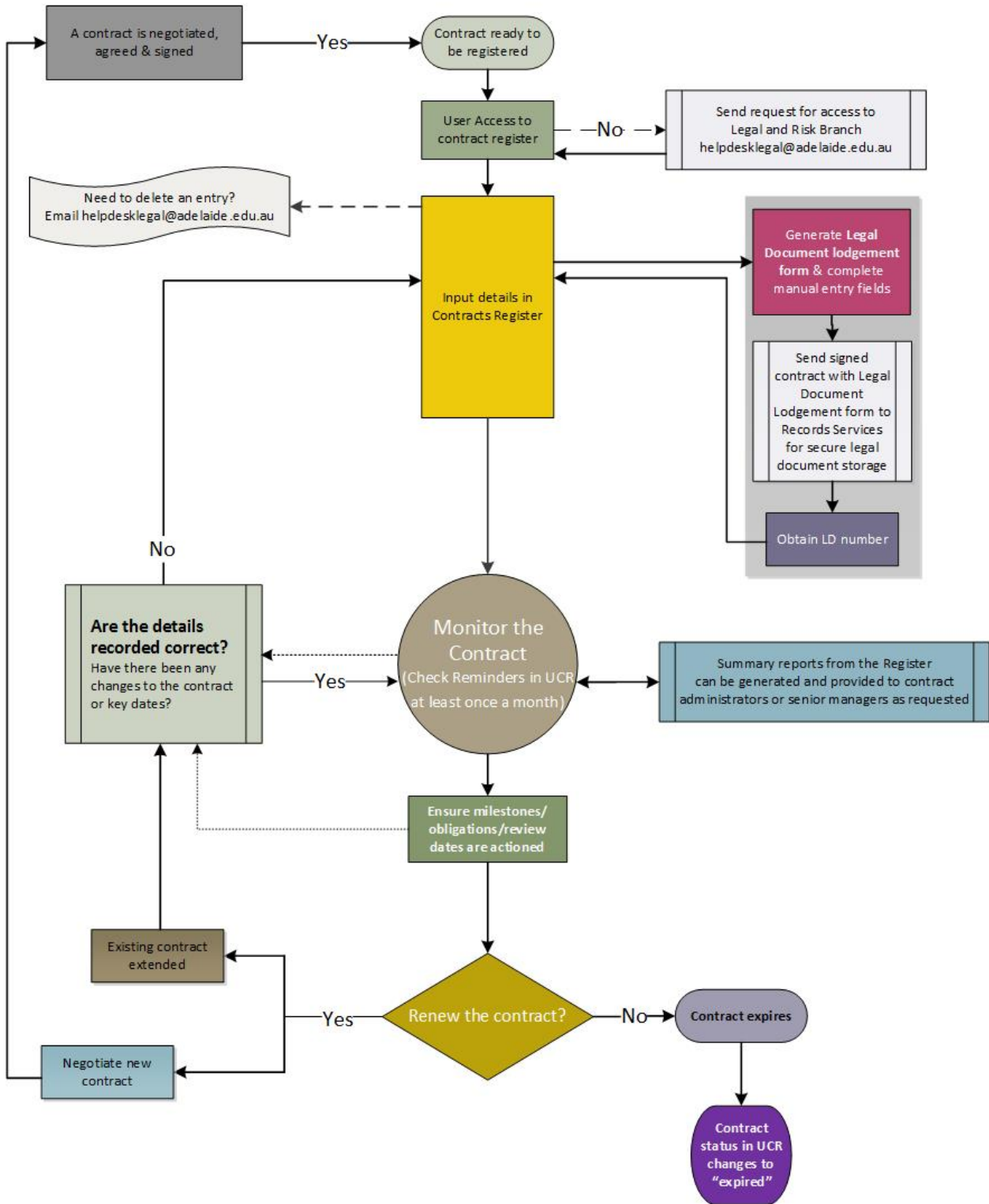
Legal Document (LD) Lodgement Form

For assistance with this form please call the Records Services Helpdesk on Ext: 35334. **Mandatory information is indicated with an asterisk*.**

THE UNIVERSITY of ADELAIDE

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* Title of LD:

* Business owner responsible for LD:

1. *Records Management

***Records Services related **file number** (e.g. 2018/XXXX):

Is this LD virtual only (has the agreement been received only electronically)?

☐ Yes – *Agreement can be lodged electronically – email completed LD form and agreement to records.services @adelaide.edu.au*

☐ No – *Send physical LD and completed form to Records Services*

Are there supporting LDs relating to this document?	☐	Yes – *continue below*	☐	No – *go to Section 2*

List related LD numbers or attach new related LDs (with separate lodgement form):

Does this new LD replace existing LDs currently lodged with Records Services?	☐	Yes – *continue below*	☐	No – *go to Section 2*

Existing LD numbers being replaced:

Can these existing LDs be closed?	☐ Yes	☐ No

2. Security *(Once lodged, to view the LD electronically you must be a member of the relevant security group)*

Name of security group:

Legal Document group is applied by default to all agreements.

3. *Dates

Contract start date: Contract expiry date:

4. *Contact Details *(List below or attach additional page)*

a) Contract / internal contacts:

	Primary contact / contract manager	Secondary contact
Name		
School / branch		

b) Other party contacts:

	Party 1	Party 2
Name		
Organisation		

4. *Contact Details For Lodgement

Name……………………………………………………………................... Date………………………..

Faculty / school / branch responsible for LD: .... Phone extension: …………...

RECORDS SERVICES OFFICE USE ONLY: LD…………...