

Contract Search

(Pending Lock-In/Value Change)



# **Search and Export of Contracts**

**Step One**

From the Navigation window click on Search >> Contracts



**Step Two**

Input the following search parameters

* Diversity Goal: 0% to 100%
* Contract Status: Open



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**Step Three**

Click on Search All Matches



**Step Four**

While the results will appear, you will need to click export to add additional search parameters.



**Step Five**

Many search parameters will already be selected. To identify contracts by Department as well as Lock-In Data and Pending Change Orders you must select the following parameters.







**Step Six**

Export Records! You also can save these export parameters for future use, by clicking and following the prompts.



**Step Seven**

The excel sheet will populate the results. You can sort and filter by the Lock In and or New Value Pending.

* Identify contracts that have not been locked in by viewing those listed as “No”
* Identify contracts that have a New Value Pending by viewing those listed as “Yes”

