REPORTS
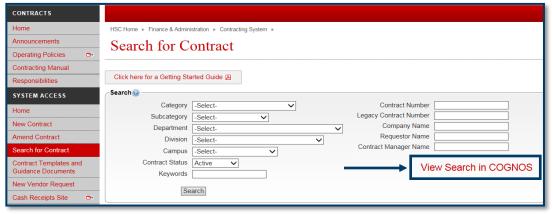## *from* Business Affairs

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Search TTUHSC's Contract Database

The Contracting System is available from the WebRaider portal, F & A Work Tools tab, Procurement Services portlet, on the Contracting Home page. Click on **Search for Contract** in the left menu bar.

The Contracting System search functionality allows users to quickly find and view contract documents, status information, and associated amendments. For most users, this is sufficient for day to day operations and general contract information. However, if the need arises for a greater breadth of reporting where

users may wish to review groups of contracts or a substantial number of contract record returns, the View Search in COGNOS reporting link found on the Search for Contract page may better serve their needs.

For best results, select the desired "Contract Status" (Active), then perform searches on one additional field at a time (Subcategory: Lease), adding fields incrementally to further narrow results.

Using the COGNOS search function (which mirrors the system search application), users can easily view lists of contract metadata information in Excel format and the content can be easily sorted, edited, and emailed.

More Information: Searching Contracts Getting Started Guide

For questions or report requests, contact Finance Systems Management at fsm@ttuhsc.edu.