

Total Contract Manager: Using the Word App

The JAGGAER Contract Authoring for Word app is a contract authoring tool that allows main document templates and contract text to be managed in Microsoft Word while maintaining their source within TCM. Documents can be opened directly from within Total Contract Manager (TCM). **PLEASE NOTE:** If you are using a different computer and this is your first time accessing the Word App on this computer, please refer to **Appendix A** for instructions on “**Retrieving Activation Code.**”

The Word app will open automatically if you are logged into TCM. The app is only available for use with **Microsoft Word 2013 and above, and Internet Explorer 10 and above.**

USING THE WORD APP WITH CONTRACTS

1. When creating a new contract, there will be a contract document attached within the Attachments section of the contract workspace. To open, either click on the document name or select **Action** and select **Download** to open the document in Microsoft Word.

2. The document will open in the Word App. If the Word App is already installed on your device, it will automatically remember your login and ask you to confirm by clicking **Continue**.

CHECKING IN AND OUT OF YOUR DOCUMENT

Before editing your document, check to see if the document is **Checked Out** to you. This will be stated at the top of the right hand panel. If the document is not Checked Out then click on the **Check Out** button at the bottom of the right hand panel. **PLEASE NOTE:** If the document is already checked out to you, it will only provide the option to **Check In** per the screen shot below.

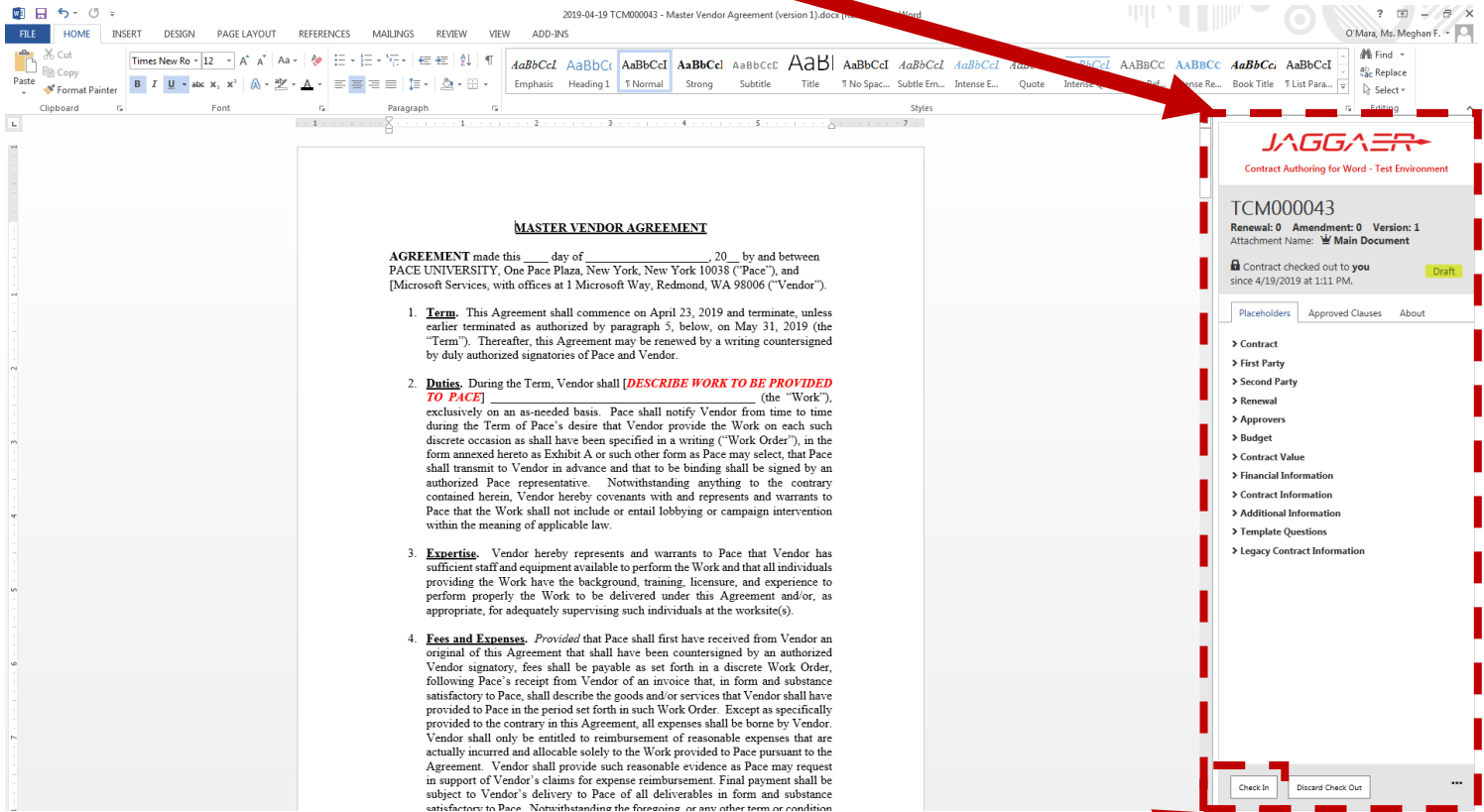
Once you have made all your changes, checking in saves your changes to the document in TCM and makes it available to other users for editing.

At any time, you can click **Discard Check Out** to undo all changes and return to the last saved version of the document. All changes made since the last saved version will be erased.

The below image represents the Jaggaer Contract Authoring for Word App view:

1

Jaggaer Contract Authoring for Word App panel. All the same functionality of Word exists in the application.

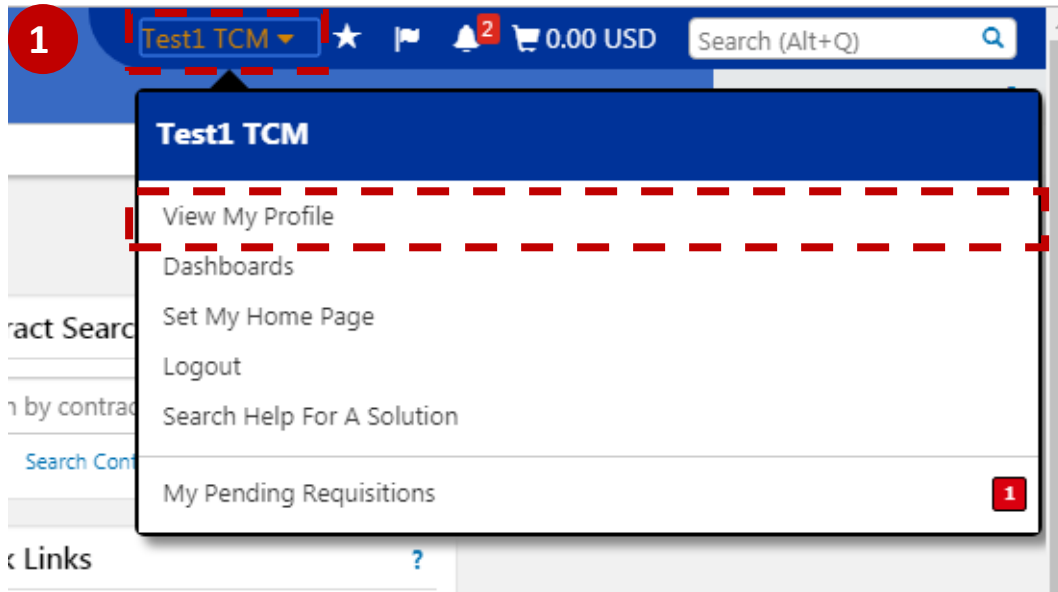


2

Click the “**Check Out**” button to take ownership of the document to make changes. Click the “**Check In**” button to update your document with your changes in TCM.

Appendix A: Retrieving Activation Code:

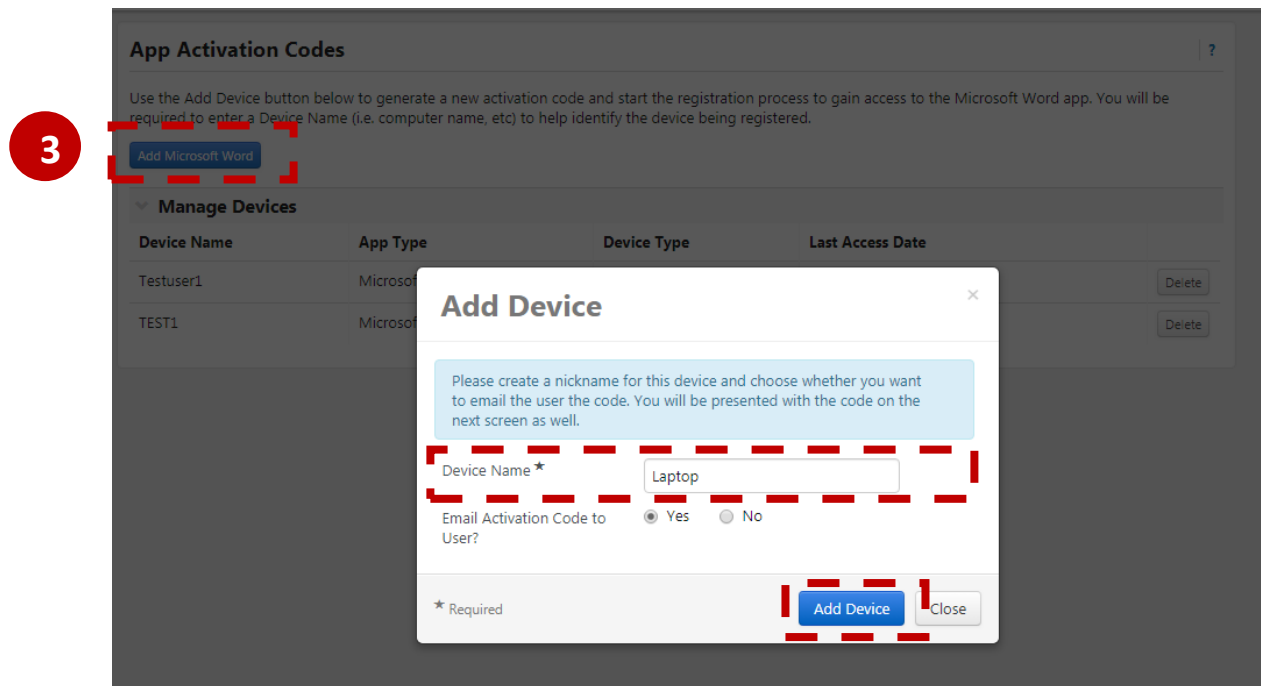
1. To retrieve your activation code you must return to the TCM system and click on your username in the upper right hand corner of the screen. Then select **View My Profile**.



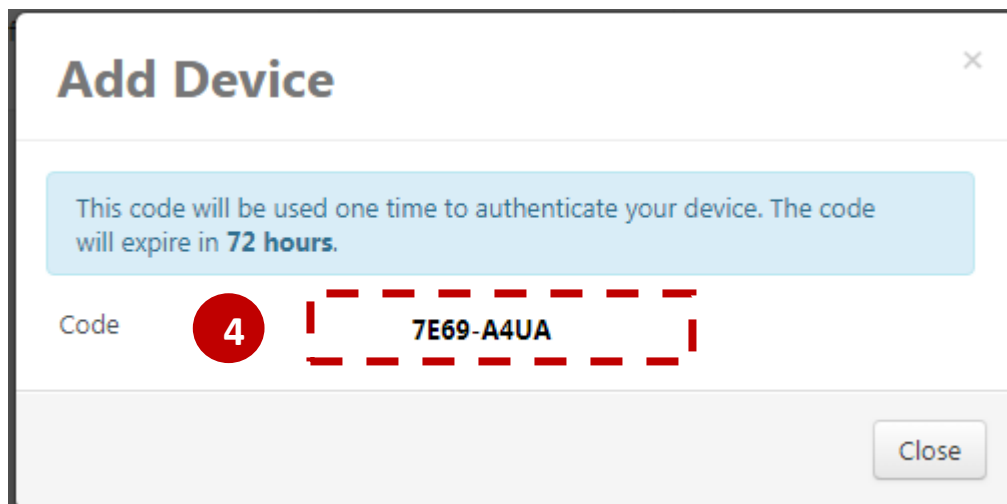
2. Click on **App Activation Codes** on the left hand navigation menu.

The screenshot shows the 'User's Name, Phone Number, Email, etc.' page in the Test1 TCM system. On the left, a navigation menu is shown with 'App Activation Codes' highlighted by a red dashed box and a red circle with the number '2'. The main content area contains a form for user information. The form fields are: First Name (Test1), Last Name (TCM), Phone No. (+1 914-923-2207), Mobile Phone Number, User E-mail (fis2@pace.edu), User Division (Finance and Planning (Finance and Planning)), User Position (Contract Manager), Authentication Method (Local), and User Name (TEST1TCM). A blue bar at the bottom indicates 'Organization Terms and Conditions accepted on 3/21/2019 10:14 AM Terms and Conditions'. A 'Save Changes' button is located at the bottom right.

3. Click on the **Add Microsoft Word** button and then enter the name of the device you are using (ie. Desktop, Laptop). Click **"no"** when asked "Email activation code to user?" and then click **Add Device**.



4. Your **App Activation Code** will then appear. Copy this code and enter into the Activation Code field of your Word App.



Accessing the App for Future Use:

1. For subsequent logins, your system may require your TCM password to log into the Word app if it has been longer than 30 minutes since you last logged in. If your system does not require a password, the Word app will open automatically if you are logged into TCM.