
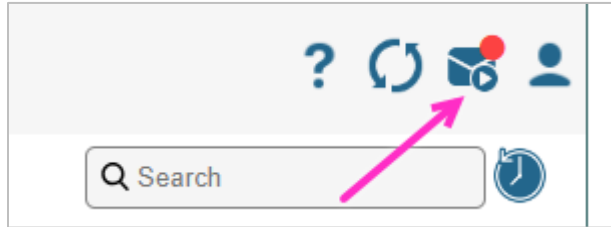


Process Name: Approving GSALs

| STEP | DETAIL |
|------|--|
| 1 | <p>As a Stage approver, you will receive a system generated email when a GSAL is in your queue in the workflow.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>----- Forwarded message ----- From: iContracts Admin <donotreply@icontracts.com> Date: Wed, Aug 23, 2023 at 12:53 PM Subject: [UCM] ContractID: 1176143, GSAL A: Fall 2023 - Devon Manfredo 9/21/2023 TEST, Workflow Template Name: GSAL Form A, Stage: Budget Review To: <mehler@tcnj.edu>, <belld@tcnj.edu></p> <p>This is an automatic notification from iContracts' Universal Contract Manager (UCM) for a Contract which has moved into a Stage in its Workflow that is assigned to you.</p> <p>Company Name: TCNJ</p> <p>Contract Name: GSAL A: Fall 2023 - Devon Manfredo 9/21/2023 TEST (1176143)</p> <p>Contract Type: GSAL A - tuition/fees/housing</p> <p>Current Stage: Budget Review</p> <p>Description/Instructions: Verify sufficient funds and expense is allowable.</p> <p>Assignee(s): Mark A Mehler, Denise Bell</p> <p>Approval Type: ANY of the assignees above can Approve to advance the Workflow</p> <p>Contract Owner: Devon Manfredo (dibella@tcnj.edu)</p> <p>Updated On: 08/23/2023 12:51 PM</p> <p>Updated By: Devon Manfredo</p> <p>Previous Stage: 0</p> <p>Days in Previous Stage: 0</p> <p>To access the contract container, please Click Here </p> </div> |
| 1 | <p>Sign in to iContracts through https://ucm.icontracts.com/ You must VPN into TCNJ's network Click Company Single Sign-On Username: TCNJ login Password: your password</p> |

2

Click the "Click Here" link in the email or **Notification Center** in iContracts
 Choose the Contract to review



Notification Center

ASSIGNED CONTRACTS 6 MILESTONES 1 ACTIVITIES 5 MESSAGES 5 RECENT CONTRACTS

Records Per Page 10 records

| Contract ID | Contract Name | Contract Type | Stage Name | WorkFlow | Days in Stage | Approval |
|-------------|---------------|-------------------|--------------------------|-------------|---------------|----------|
| 1160780 | | GSAL B - stipends | Tertiary Approver Review | GSAL Form B | 61 | |

3

Click on the **Documents** tab
 Open the Excel GSAL file

Summary Documents Notes Related Contract Collaboration Milestones Activities History

Document(s) Views
 View All Documents (1)
 Add New View

Primary Document

GSAL-Form-A-82023

Version: 1.00 / Document Category: Attachment / Document State: Draft
 Related To:
 Current File: [GSAL-Form-A-82023.xlsx](#) [Edit in Cloud](#)
 Document Description:
 Added On: 8/23/2023 12:52:39 PM / Added By: Devon Manfredo
 Updated On: 8/23/2023 12:52:39 PM / Updated By: Devon Manfredo

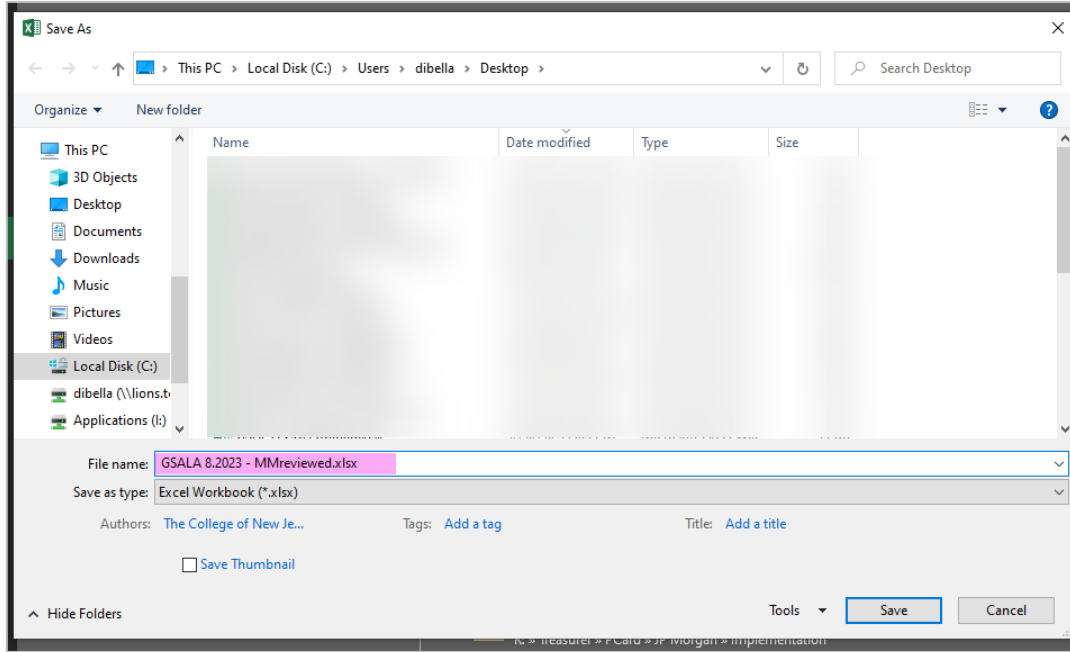
Attachments

| Edit | Delete | eSign | eSignStatus | AttachmentType | FileType | DocumentName | AttachmentState | VersionNumber | CurrentFile | Description | AddedOn | Added |
|------|--------|--------------------------|-------------|----------------|----------|-------------------|-----------------|---------------|--|-------------|------------------------|-------|
| | | <input type="checkbox"/> | | Primary | xls | GSAL-Form-A-82023 | Draft | 1.00 | GSAL-Form-A-82023.xlsx | | 08/23/2023 12:52:39 PM | Devon |

Page 1 of 1

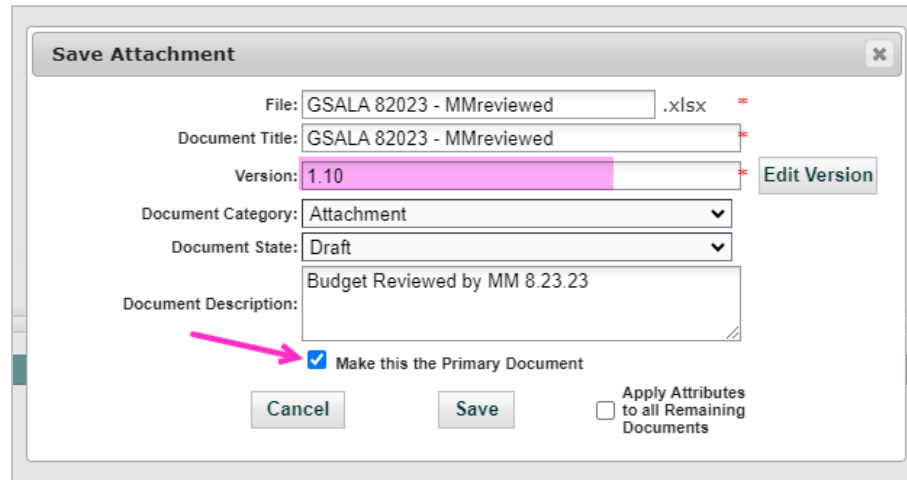
4

Review the file.
 Sign & add notes or changes as needed.
 Save the signed version with your initials & reviewed



5

Upload your signed version & make that one the **Primary** version



Summary Documents Notes Related Contract Collaboration Milestones Activities History

Document(s) Views
View All Documents (2)
Add New View

Adobe Sign Upload

Primary Document

GSALA 82023 - MMreviewed

Version: 1.10 / Document Category: Attachment / Document State: Draft
 Related To:
 Current File: [GSALA 82023 - MMreviewed.xlsx](#) [Edit in Cloud](#)
 Document Description: Budget Reviewed by MM 8.23.23
 Added On: 8/23/2023 12:56:20 PM / Added By: Devon Manfredo
 Updated On: 8/23/2023 12:56:20 PM / Updated By: Devon Manfredo

Attachments

| Edit | Delete | eSign | eSignStatus | AttachmentType | FileType | DocumentName | AttachmentState | VersionNumber | CurrentFile | Description | AddedOn | Added |
|------|--------|--------------------------|-------------|----------------|----------|--|-----------------|---------------|---|----------------------------|------------------------|-------|
| | | <input type="checkbox"/> | | Primary | xls | GSALA 82023 - MMreviewed | Draft | 1.10 | GSALA 82023 - MMreviewed.xlsx | Budget Reviewed by MM 8... | 08/23/2023 12:56:20 PM | Devon |
| | | <input type="checkbox"/> | | Support... | xls | GSAL-Form-A-82023 | Draft | 1.00 | GSAL-Form-A-82023.xlsx | | 08/23/2023 12:52:39 PM | Devon |

Page 1 of 1

Click the Green check
Click the Approved radial button & enter your initials & the date.

6

Current Stage/Change Stage

Budget Review

for 0 days

Notify on Stage Update:

Approval Scorecard

Stage: Budget Review 1 more approval needed

Approver names 2 0 0

| | | | |
|---------------|--|--------------------------------|--------------------------------|
| Mark A Mehler | <input checked="" type="radio"/> Pending | <input type="radio"/> Approved | <input type="radio"/> Rejected |
| Denise Bell | <input checked="" type="radio"/> Pending | <input type="radio"/> Approved | <input type="radio"/> Rejected |

Mark A Mehler Pending Approved Rejected

Notes
mm 8/23

SAVE CANCEL