
Creating a New Contract: Using an Existing Contract (Importing)

1.	After logging in to iCS, click the Documents View icon (if necessary).
2.	Click on the Personal tab (if necessary)
3.	Navigate to the Folder , within the Personal tab, where the document will be stored while in development.
	Note: If the document is not in an electronic format, it will need to be scanned and uploaded as a PDF file.
4.	Use the Import icon or Drag and Drop functionality a. <i>Import Icon</i> 1. Click the Import icon 2. Click the Browse button 3. Find the file you want to import and double click OR click on it once to highlight it and then click the Open button 4. Click the Add Files command button 5. Click the Next command button b. <i>Drag and Drop</i> 1. Click the document icon of the contract to import; hold down the mouse button 2. “Drag” the icon onto the system screen 3. When the cursor icon displays  release the mouse button to “Drop” the contract into the system Note: Contracts can be dragged and dropped directly from an email attachment from Microsoft Outlook, but not from Webmail. If drag and drop fails, ensure 1) the screen resolution is set to 100% and 2) that you are using Internet Explorer.
5.	Within the Import: Object Definition window, select the: • Type: Contract
6.	Enter information in <i>ALL</i> fields on the Import: Object Definition window IMPORTANT: The fields on this tab populate the contract metadata. Metadata is used in searching and reporting. These fields have all been determined to be critical in those functions.
7.	Click the Finish command button
	Note: Contracts can also be dragged and dropped directly from an email attachment from Microsoft Outlook but not from webmail.

Additional Information:

Entry Standards

- Use standard naming conventions
- Health Care Services section is primarily used by UIC
- Do *NOT* complete the sections for University Contract Records Office (UCRO) or Capital Programs