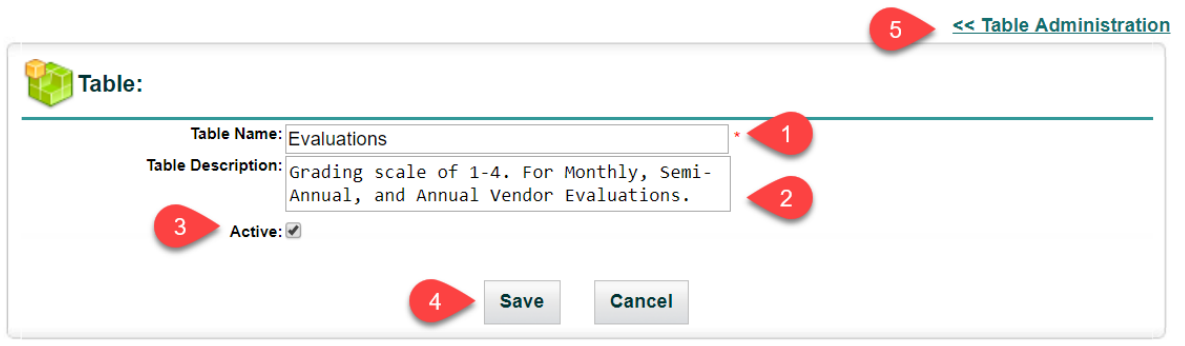


Tables: Admin Set-Up

Creating the Table:

- Navigate to **Company Admin** → **Contract Administration**
- Select **Contract Table Configuration** which is towards the top
- Within **Table Administration**, select the green **+ New Table** from the top right corner
- Give your Table a **Name (1)**
 - o This is the name that will appear on the Tables Tab on the Contract Summary page
- Optionally, give your Table a **Description (2)**
 - o This will **ONLY** display in the Table Admin section, not in the Table or Contract itself
- Select if you want your Table to be **Active (3)**
- **Save (4)**
- Navigate back to **Table Administration** to begin adding fields **(5)**



5 << Table Administration

Table:

Table Name: Evaluations * 1

Table Description: Grading scale of 1-4. For Monthly, Semi-Annual, and Annual Vendor Evaluations. 2

3 Active:

4 Save Cancel

Adding Fields to the Table:

- From the **Table Administration** page, select your new **Table**
- The page will look similar to the previous, but there is now the **Add Field** button

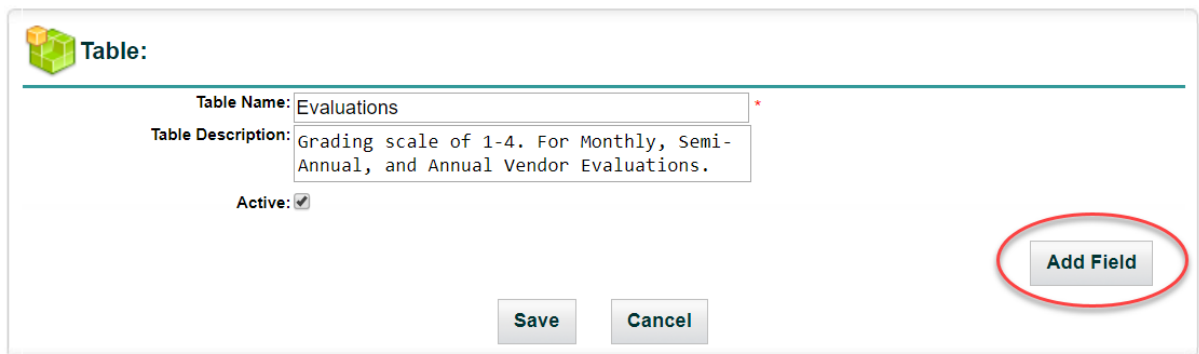


Table:

Table Name: Evaluations *

Table Description: Grading scale of 1-4. For Monthly, Semi-Annual, and Annual Vendor Evaluations.

Active:

Add Field

Save Cancel

Adding Fields to the Table (cont.):

- Select the **Add Field** button
- Give your new **Field** a **Name (1)**
- Select the **Field Type (2)**
- Select if it is a **Required Attribute (3)**
- Select if the Field is **Active (4)**
- **Save (5)**

A Table Field :

Field Name: Evaluation Year *

Field Type: SingleLine *

Required Attribute: Required-Mandatory

Active:

Save Cancel

- Once you **Save**, your new **Field** will be added to your **Table** like this:

Table Field Saved successfully

<< Table Administration

Table:

Table Name: Evaluations *

Table Description: Grading scale of 1-4. For Monthly, Semi-Annual, and Annual Vendor Evaluations.

Active:

1. Evaluation Year (SingleLine)

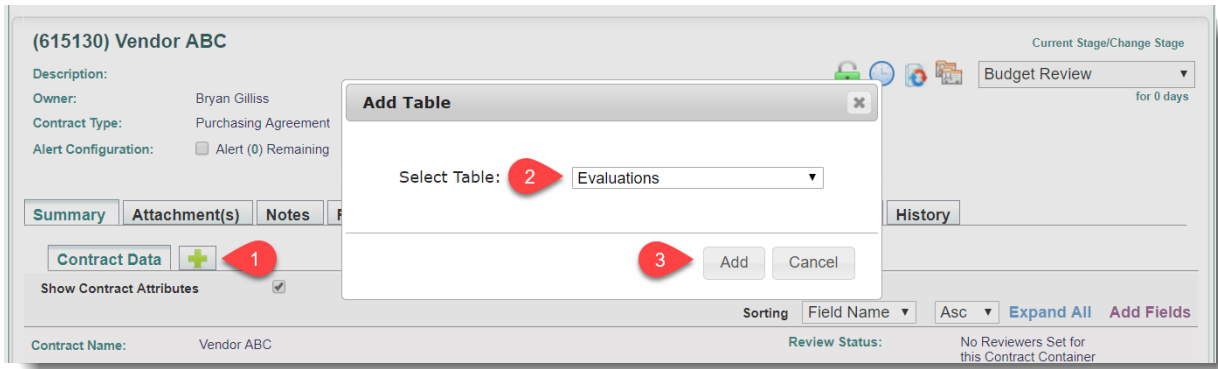
Add Field

Save Cancel

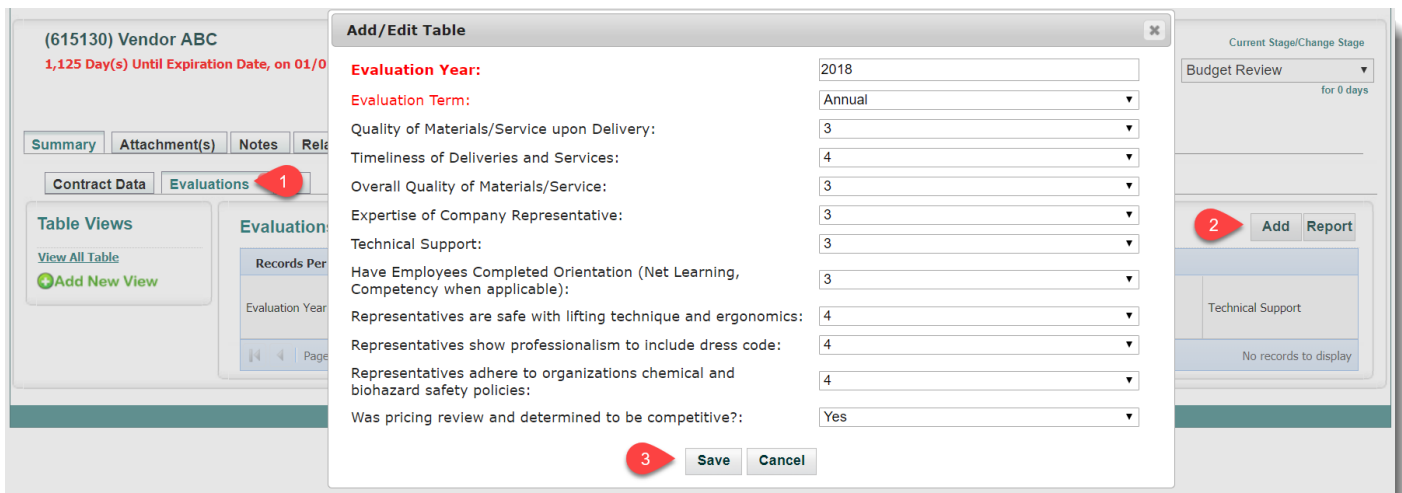
- o **Re-Arrange** Fields in Table (1)
 - o **Field Name** (*Edit Field*) (2)
 - o **Field Type** (3)
 - o **Delete Field** (4)
 - o **Add more Fields** (5)
- Continue to create Fields until all have been added to the table
 - Once all Fields have been created, **Save** your new table (6)

Adding the Table to a Contract:

- From the Contract Container's **Summary Tab**, select the green "+" next to **Contract Data (1)**
- Using the menu that pops up, select your **Table** from the drop-down menu **(2)**
- Select **Add (3)**



- The new **Table** will appear as a tab next to **Contract Data (1)**
- From within the new Table Tab, select **Add (2)**
- Fill in the fields with the correct information (*Just like entering Data in traditional Fields*)
- **Save** the data to your **Table (3)**



- Your **Data** now appears in the **Table**, and it is able to be moved, edited, and arranged just like the other Grids within UCM
- You can also **Report** off the Table Data to a CSV Excel file
- To **Add** another set of data, simply select the **Add** button and fill out your Fields again

Evaluations - Tables Add **Report**

Records Per Page: 10 records

Edit	Evaluation Year	Evaluation Term	Quality of Materials/Service upon Delivery	Timeliness of Deliveries and Services	Overall Quality of Materials/Service	Expertise of Company Representative	Technical Support	Have Employees Completed Orientation (Net Learning, Competency when applicable)
	2018	Annual	3	4	3	3	3	3

Page 1 of 1 Displaying records 1 - 1 of 1