



eMACS 21.3 Release

Feature Snapshot-Screenshot

IMPORTANT:

The eMACS 21.3 release upgrade will be promoted to the eMACS Production environment beginning Friday November 12, 2021, at 7PM MDT/MST through Sunday, November 14, 2021, at 10 AM MDT/MST. During this time frame the Production environment WILL NOT be available to agencies or vendors.

Agencies are asked to review events they may have opened during or around this time frame and consider if any action is necessary, i.e., extending Open Date, and if applicable, Q&A Submission Close Date. The Q&A Submission Close Date for the Q&A Board is often missed in this review.

Listed below are changes taking immediate effect **Monday, November 15, 2021**. These changes should NOT affect existing functionality, permissions, or access rights.



General Enhancements

Approval Search Added to New Experience

With this 21.3 Release, we have added the Approval search pages to the new user interface which features a new, modern interface for the Approvals pages. The approvals search pages are for Orders, Contracts (Sole Source), Vendors and Sourcing (Solicitation Requests). Below is the example for approvals for Sourcing

Group Results By: Folders

You are reviewing "Form Request" approvals for the approver John Thomas (cm2217) - Remove from View Approvals for List

Total Results Found: 6

All Dates

Assign to Approver

Sort by: Submit date newest first

Results per folder: 20

Filtered by

Type: Form Request

View Approvals For: John Thomas

Filter My Approvals

Type: Contract Requests

View Approvals For: John Thomas (cm2217)

Form Number	Name	Template Name	Requester	Assigned Approver	Request Date/Time	Folder Details	Action
[REDACTED]	SWIM	Agency General Sole Source Procurement Justification	Nielsen, Randy	Not Assigned	10/20/2021 10:56 AM	Folders 5 Days in folder [Public Instruction - APO Sole Source Approval]	Approve
<p>Public Instruction - APO Sole Source Approval [1 result]</p> <p>SPB Contracts Officer Assignment - Sole Source Request [1 result]</p> <p>Sole Source SPB Supervisor Review/Assignment [4 results]</p>							

CURRENT

MONTANA.GOV OFFICIAL STATE WEBSITE TEST

All Search (Alt+Q) 45.75 USD

Approvals

Requisitions Purchase Order Contracts Solicitations Evaluation 1 Solicitations Procurement Requests Contract Requests AP Requests Solicitation Requests Vendor Reviews Vendor Registrations Vendor Requests

Your Selections 2

Date Range: All Dates

View Approvals For: My Approvals

Filters 3

VENDOR: Tom Hastings 4, State Procurement 2, Better Management 2, CITY OF PAWNEE 1, Schandelaw LLC 1

CURRENT WORKFLOW STEP: Buyer Review 3

FOLDERS: Buyer Review Rhonda Grandy 3, Director Review 1, Agency Review Office of the State Public Defender - Investigative Services 1, Buyer Concurrence - OPD Contract Manager Approval 1

ASSIGNED APPROVER: Emily Copeland 1

Total Results 6 Display 20 per folder

AGENCY REVIEW OFFICE OF THE STATE PUBLIC DEFENDER - INVESTIGATIVE SERVICES 1

BUYER CONCURRENCE - OPD CONTRACT MANAGER APPROVAL 1

BUYER REVIEW RHONDA GRANDY 3

DIRECTOR REVIEW 1

EVENT NUMBER	EVENT TITLE	ASSIGNED APPROVER	SUBMITTED DATE/TIME	SUBMITTED BY
<input checked="" type="checkbox"/> SPBRFP2015-0034	UXO Services	(i)Brad Sanders	4/13/2015 1:00 PM	(i)Brad Sanders
Event Type	RFP	Folders	2379 Days in folder [Director Review]	
Closed Date/Time	4/13/2015 2:00 PM MDT			

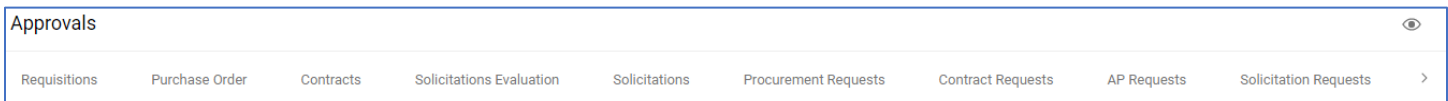
1 ITEMS SELECTED

Select an action: Assign, Approve/Complete, Forward..., Return to Shared Folder, Put On Hold

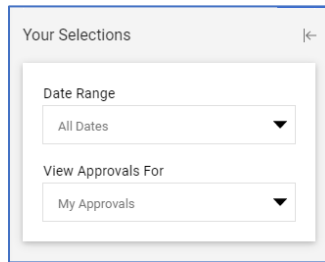
NEW

1. The **Type** filter in the left menu of Approval search pages has been replaced with tabs across top of page. Click on a tab to access documents that are waiting to be approved in other areas of the application.

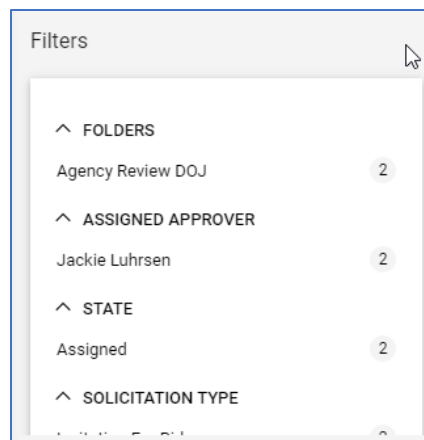




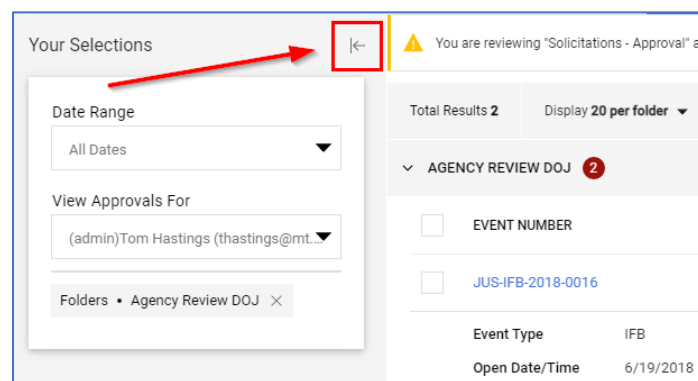
2. In the left menu, **Filtered by** has been replaced with **Your Selections**.



3. In the left menu, **Filter My Approvals** has been replaced with **Filters**. Users can click the **Select Multiple** link to view additional filter selections in a pop-up window.

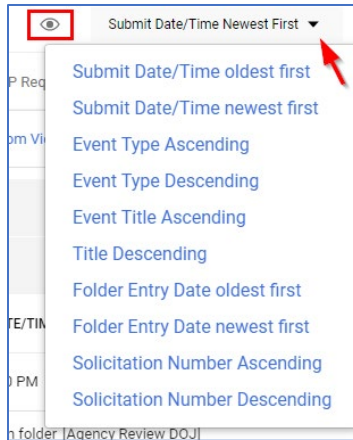


4. The sidebar controls have been updated. Click the icon to expand or collapse the left menu. On narrow screens, the left menu can be accessed by clicking the show filters icon at the top of the screen.



5. The drop-down **Actions** menu has been replaced with a pop up window that opens when one or more documents are selected.

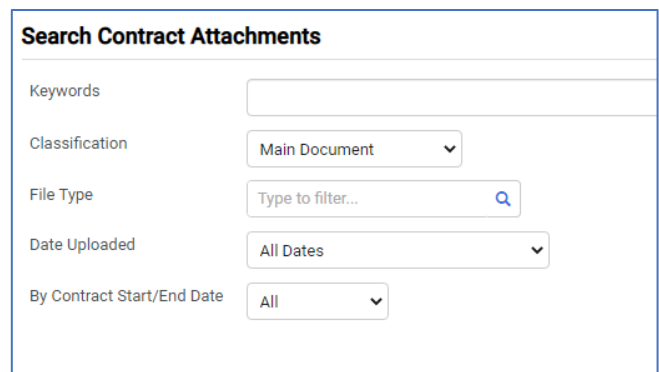
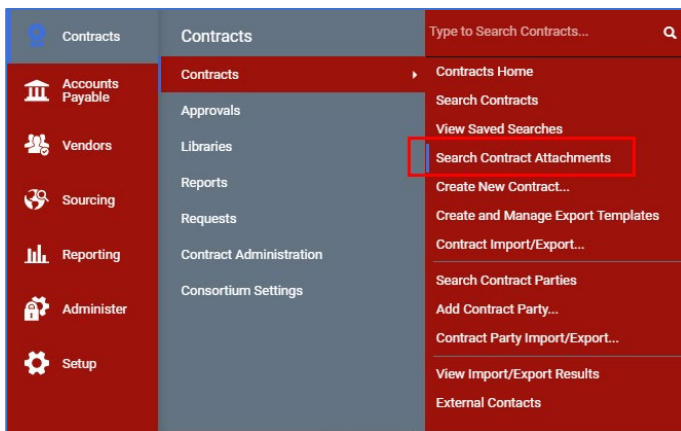
- The filter view icon replaces the **Group Results By:** field (where users can view approval records by List or Folder), and the Expand All, Collapse All and Show/Hide details options. In the new experience view



Total Contract Manager (TCM) Module

Contract Attachment Search – Readable Scanned Images

With this 21.3 Release, users will be able to perform searches on the text contained within scanned images, such as PDF contracts. This will significantly improve search functionality and only applies to the following formats: PNG, JPEG, and PDF. This feature applies to attachments of the following types: general attachments, fully executed documents, full contract PDF's, previously signed documents, and obligation attachments.



NOTE: This will impact all newly uploaded, image-based documents as soon as it is implemented with current documents being updated over time and may not be immediately searchable at release.

Total Contract Manager (TCM) Module

Search by Stakeholder

With this 21.3 Release, users will be able to perform a contract search using the Stakeholder filter. This will allow user to conduct searches based on who performed the contract creation request.

The screenshot shows the 'Search Contracts - Advanced' interface on the Montana.gov website. The page includes a header with 'MONTANA.GOV OFFICIAL STATE WEBSITE TEST' and a breadcrumb trail: 'Contracts > Contracts > Search Contracts'. On the left, there is a 'Saved Searches Shortcuts' section with links for 'MDT Contracts external review', 'HHS Grants', and 'jake'. The main search area is titled 'Search Contracts - Advanced' and features a grid of search filters. The 'Contract Stakeholder' filter is highlighted with a red box. It includes radio buttons for 'Any', 'Me', and 'Pick...' (which is selected), and a search input field with the placeholder text 'Name, User Name, Email'. Other filters include 'Contract Number', 'Contract Name', 'Keywords', 'Contract Type', 'Internal Contract Status', 'Contract Status', 'Contract Version Type', 'Contract Manager', 'Second Party', 'Work Group', 'By Start/End Date', 'Created Date', 'Approvals Completed', 'Scheduled Termination Date', 'Contract Term Extended', 'Include Archived', 'Contract Ended Early', and 'Reporting Commodity Code'. The interface also includes a 'Simple Search' button, a help icon, and 'Expand All'/'Collapse All' options at the bottom right.



Sourcing Enhancements

Sourcing Approval Search Added

As mentioned before, the user interface landing page when performing a Sourcing approval search has been improved with this release.

The screenshot shows the 'Approvals' section of the MONTANA.GOV website. The 'Solicitations' tab is selected. On the left, there are filters for 'Date Range' (All Dates), 'View Approvals For' (My Approvals), and a 'Filters' sidebar with categories like 'FOLDERS', 'ASSIGNED APPROVER', 'STATE', and 'SOLICITATION TYPE'. The main table displays two items under 'AGENCY REVIEW DOJ'. The first item, 'JUS-IFB-2018-0016', is selected. A context menu is open over the table, listing actions: 'Assign', 'Approve/Complete', 'Forward...', 'Return to Shared Folder', and 'Put On Hold'. A '1 ITEMS SELECTED' indicator is visible at the bottom left of the table area.

EVENT NUMBER	EVENT TITLE	ASSIGNED APPROVER	SUBMITTED DATE/TIME	SUBMITTED BY
<input checked="" type="checkbox"/> JUS-IFB-2018-0016	SD Kelsey	Jackie Luhrsen	6/19/2018 12:40 PM	Kelsey Hopewell
Event Type: IFB		Folders	1224 Days in folder [Agency Review DOJ]	
Open Date/Time: 6/19/2018 1:00 PM MDT				
<input type="checkbox"/> JUS-IFB-2018-0017	SD Kelly	Jackie Luhrsen	6/19/2018 12:39 PM	Kelly Mougeot
Event Type: IFB		Folders	1224 Days in folder [Agency Review DOJ]	
Open Date/Time: 6/19/2018 1:00 PM MDT				

This close-up shows a single row from the table: 'JUS-IFB-2018-0017' by 'SD Kelly' assigned to 'Jackie Luhrsen' on '6/19/2018'. The row details include 'Event Type: IFB' and 'Open Date/Time: 6/19/2018 1:00 PM MDT'. A context menu is open over the row, listing actions: 'Assign to Approver', 'Assign', 'Approve/Complete', 'Forward...', 'Return to Shared Folder', and 'Put On Hold'. A '1 ITEMS SELECTED' indicator is visible at the bottom left.

<input checked="" type="checkbox"/> JUS-IFB-2018-0017	SD Kelly	Jackie Luhrsen	6/19/2018
Event Type: IFB			
Open Date/Time: 6/19/2018 1:00 PM MDT			

Total Supplier Management (TSM) – Vendor Management Enhancements

Vendor Management Approvals Added

As mentioned before, the user interface landing page when performing a Sourcing approval search has been improved with this release.

The screenshot displays the 'Vendor Registrations' section of the TSM system. The interface includes a navigation menu at the top with 'Vendor Registrations' highlighted. On the left, there are 'Your Selections' and 'Filters' panels. The main area shows a table of results for 'ACCOUNTING BUREAU APPROVAL' with one entry for '20.3 Tom Test Vendor'. A context menu is open over the table, listing actions such as 'Assign to Myself', 'Approve/Complete', and 'Return to Vendor'. A summary bar at the bottom indicates '1 ITEMS SELECTED'.

VENDOR NAME	ASSIGNED APPROVER	REGISTRATION DATE/TIME
20.3 Tom Test Vendor	Not Assigned	10/26/2021 6:22 AM

- Assign to Myself
- Approve/Complete
- Return to Shared Folder
- Place Registration On Hold
- Forward Registration Workflow step to ...
- Return Registration to Vendor