



eMACS 23.1 Release

Feature Snapshot-Screenshot

IMPORTANT:

The eMACS 23.1 release upgrade will be promoted to the eMACS Production environment beginning Friday, March 17, 2023, at 7 PM MDT/MST through Sunday, March 19, 2023, 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 opening during or around this time frame and consider if any action is necessary, i.e., extending Open Date, and if applicable, the 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, March 20, 2023. These changes should NOT affect existing functionality, permissions, or access rights.

State Financial Services Division
State Procurement Bureau

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Helena, MT 59620
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General Enhancements

With the 23.1 release, the list of Time Zones available has expanded significantly. With this expansion, all Time Zones are available for user selection in the User Profile by default.

Time Zones Expansion

Each user should navigate to their profile and be sure the correct time zone is selected under their profile.

Current View

Tom (Admin) Hastings
User Name thastings@mt.gov

User Profile and Preferences
User's Name, Phone Number, Email, etc.
Language, Time Zone and Display Settings
App Activation Codes
Early Access Participation

Language, Time Zone and Display Settings

Select a Language English
Country United States
Currency USD
Time Zone MDT/MST - Mountain Standard Time (US/Mountain)

The current view shows a "drop down" for time zone selection

Enhancement View

The new configuration has a "search" feature and more options to select

(admin)Tom Hastings
User Name thastings@mt.gov

User Profile and Preferences
User's Name, Phone Number, Email, etc.
Language, Time Zone and Display Settings
App Activation Codes
Early Access Participation

Language, Time Zone and Display Settings

Select a Language English
Country United States
Currency USD
Time Zone America/Boise X 🔍

The new configuration of the time zone allows the user to "search" for more options to add to their profile



Total Contract Manager (TCM) Enhancements

New Contract Attachment Search

In the 23.1 release, we are updating the contract attachment search functionality, and listed below in the Enhancement View section is a list of new options

Current View

Search Contract Attachments

Keywords

Classification

File Type

Date Uploaded

By Contract Start/End Date

Enhancement View

- Users must have the appropriate access to use contract attachment search. By default, only contract managers and contract administrators have access to contract attachment search functionality.
- To search for contract attachments, navigate to Contracts > Contracts > Search Contract Attachments.

Search Contract Attachments

Quick Filters My Searches

Date Uploaded: Last 90 days Quick search

Page 1 of 11 1-20 of 216 Results

Contract Document	Contract Number	File Type	Version Type	Version Numbers	Date Uploaded
<input type="checkbox"/> General Attachments test Amendment 1.docx	COM-NRTERM-2023-0025	Word	Original	Renewal 0 Amendment 0	3/3/2023 9:34:08 AM
<input type="checkbox"/> General Attachments test Amendment 1.docx	COM-NRTERM-2023-0025	Word	Original	Renewal 0 Amendment 0	3/3/2023 9:34:08 AM
<input type="checkbox"/> General Attachments RFI Purpose/Objective/Project Description RFI PURPOSE AND DESCRIPTION.docx	COM-NRTERM-2023-0025	Word	Original	Renewal 0 Amendment 0	3/3/2023 9:34:08 AM
<input type="checkbox"/> General Attachments 2020 Insurance.docx	COM-NRTERM-2023-0025	Word	Original	Renewal 0 Amendment 0	3/3/2023 9:34:08 AM
<input type="checkbox"/> General Attachments Item Specifications Template Item Specifications Template.docx	COM-NRTERM-2023-0025	Word	Original	Renewal 0 Amendment 0	3/3/2023 9:34:08 AM

Save As Pin Filters Export All

Quick Filters My Searches

Status

Executed: In Effect 69

Draft 50

Superseded 42

Expired 23

Executed: Future 13

See More Show More

Classification

Full Contract 89

General Attachments 84

Main Document 36

Internal Only Attachments 5

Obligation Attachments 2

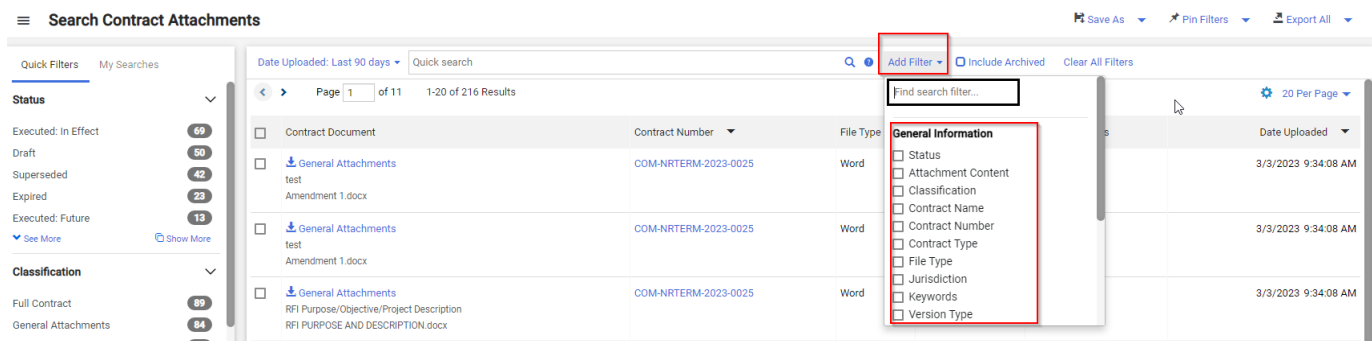
Show More

Contract Type

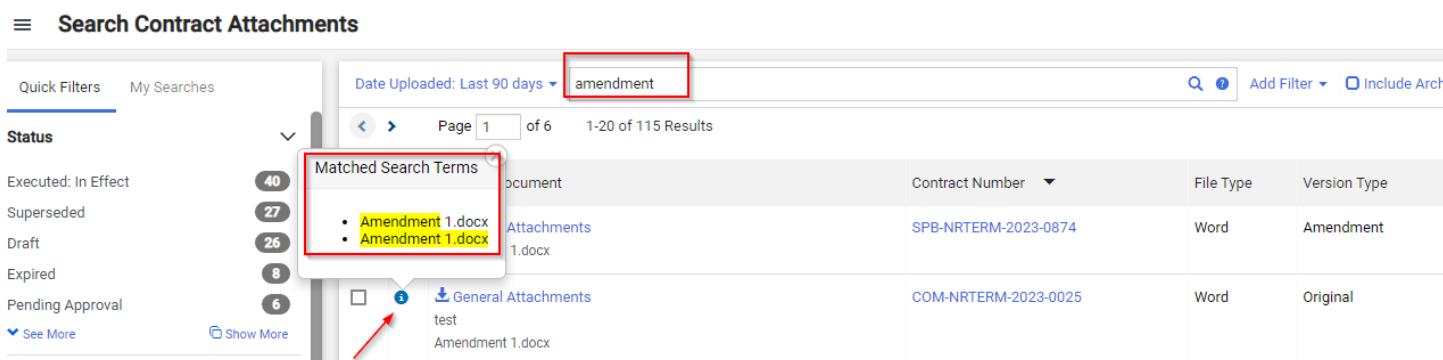
- Users may click the Export All button to export the entire displayed list of attachments or click the drop-down menu next to Export All to choose a different option.



- Users may filter the displayed list of attachments by clicking the Add Filter drop-down button and selecting the desired filter criteria. Of special note here is the Classification filter. If users choose to filter by Classification, they will also have to specify which Classification options to include: All, Full Contract, General Attachments, Internal Only Attachments, Main Document, or Obligation Attachments.



- Users may perform a search for terms using the provided text box. Once a term search has been performed, the results will include an information icon. Clicking on the blue icon will display the terms within the attachment that the search function matched with the provided text. These are called the Matched Search Terms. In the following screenshot, the red box indicates the search terms, while the box below the search field indicates the returned results that the system has matched with those terms.



New Contract Party Search

In the 23.1 release, we are updating the contract party search functionality. Users will be able to utilize expanded search features, allowing them to export search results and offering greater filter options. More information about what terms provided a match will be available to help users better understand their results.



Current View

Enhancement View

- To search for contract parties, navigate to Contracts> Contracts > Search Contract Parties.

Company Name	Vendor Number	Contract Party Type	Vendor Type	Country of Origin
Level 3 Communications Inc.	u2496191	Customer	Non-Catalog	-
20/20 Technology	-	Vendor	Non-Catalog	United States
22.3 Foreign	u24304100	Vendor	Non-Catalog	Canada
22.3 Tom US	u24304262	Vendor	Non-Catalog	United States
22.3 Foreign	u26322453	Vendor	Non-Catalog	Canada

- Users may click the Export All button to export the entire displayed list of parties, or click the drop-down menu next to Export All to choose a different option.
- Users may filter the displayed list of parties by clicking the Add Filter drop-down button and selecting the desired filter criteria.
- Users may filter the displayed list of parties by the relationship of the party to the organization's network by clicking the Relationship drop-down button. The three options are All, In Network, and Out of Network.
- Users may perform a search for terms using the provided text box. Once a term search has been performed, the results will include an information icon. Clicking this icon will display the terms within the party information that the search function matched with the provided text. These are called the Matched Search Terms.



Contracts > Contracts > [Search Contract Parties](#)**Search Contract Parties**

Quick Filters My Searches

Commodity Code - ▾

No Commodity Code **5**

Contract Party Type - ▾

Vendor
















Country of Origin - ▾


United States

Canada




Relationship: In Network ▾ Last Modified: Last 90 days ▾ **first**

1-5 of 5 Results

	Company Name ▲	Vendor Number ▼	Contract Party Type	Vendor Type	Country of Origin
   Insight		u1627748	Vendor	Non-Catalog	- United States
   Vendor Test		u24823594	Vendor	Non-Catalog	- United States
   23.1 Foreign		u26322453	Vendor	Non-Catalog	- Canada
   23.1 Release Testing		-	Vendor	Non-Catalog	- United States
   22.3 Foreign		u24304100	Vendor	Non-Catalog	- Canada

Matched Search Terms 

- First Tester
- First
- First Tester

[Show More](#)   

eProcurement Module – eMACS Marketplace

New Experience View Enhancements

More dashboard widgets have been added to the new experience view, and we've updated graphics for charts in widgets.

- **Draft Carts** - Displays a table of the most recent draft carts. The default widget name is My Draft Carts.
- **Saved Searches** - There are 3 saved search widgets:
 - a) **Display Search Results** - Displays saved search results and provides simple summation capabilities. The default widget name is **Search Results**.
 - b) **Saved Search: Contracts** - Displays results from a saved contract search. The default widget name is **Saved Search: Contracts**.
 - c) **Saved Search: Vendors** - Displays results from a saved supplier search. The default widget name is **Saved Search: Vendors**.

