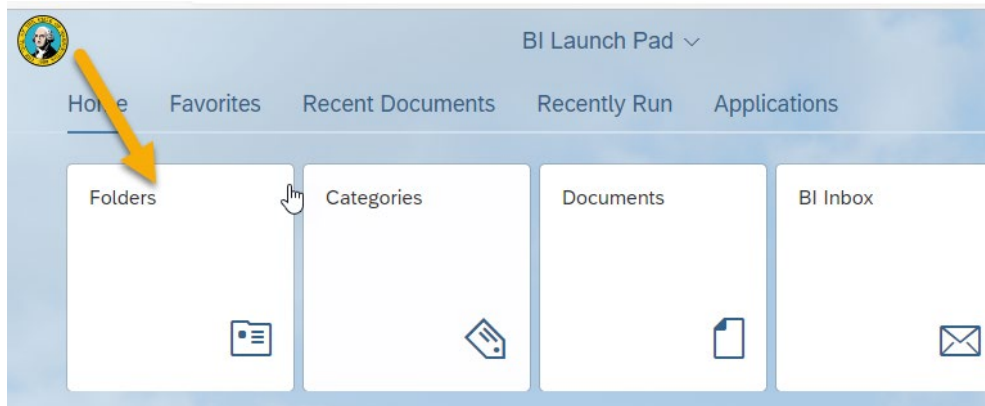


Instructions on how to run a report to extract contracts for agencies who report their contracts in Enterprise Contract Management System (ECMS)

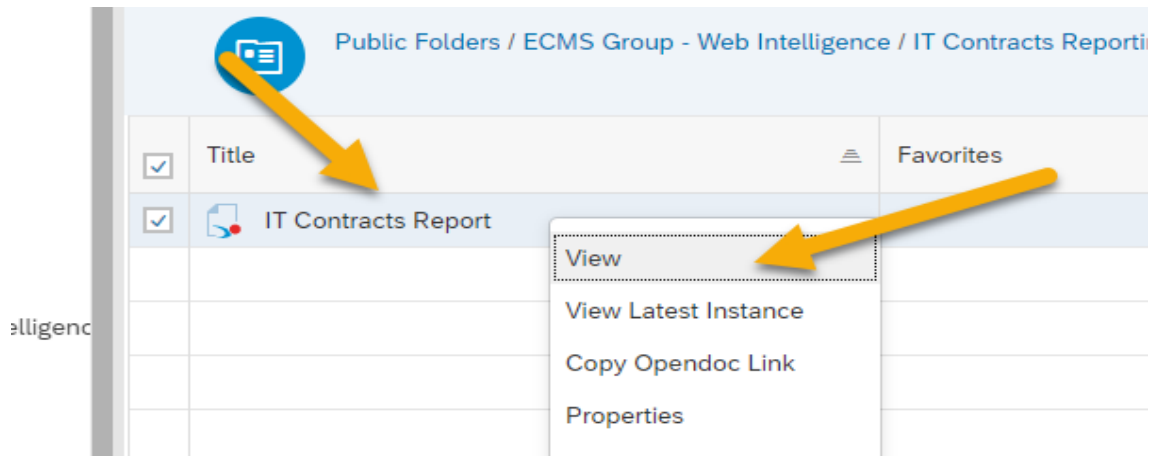
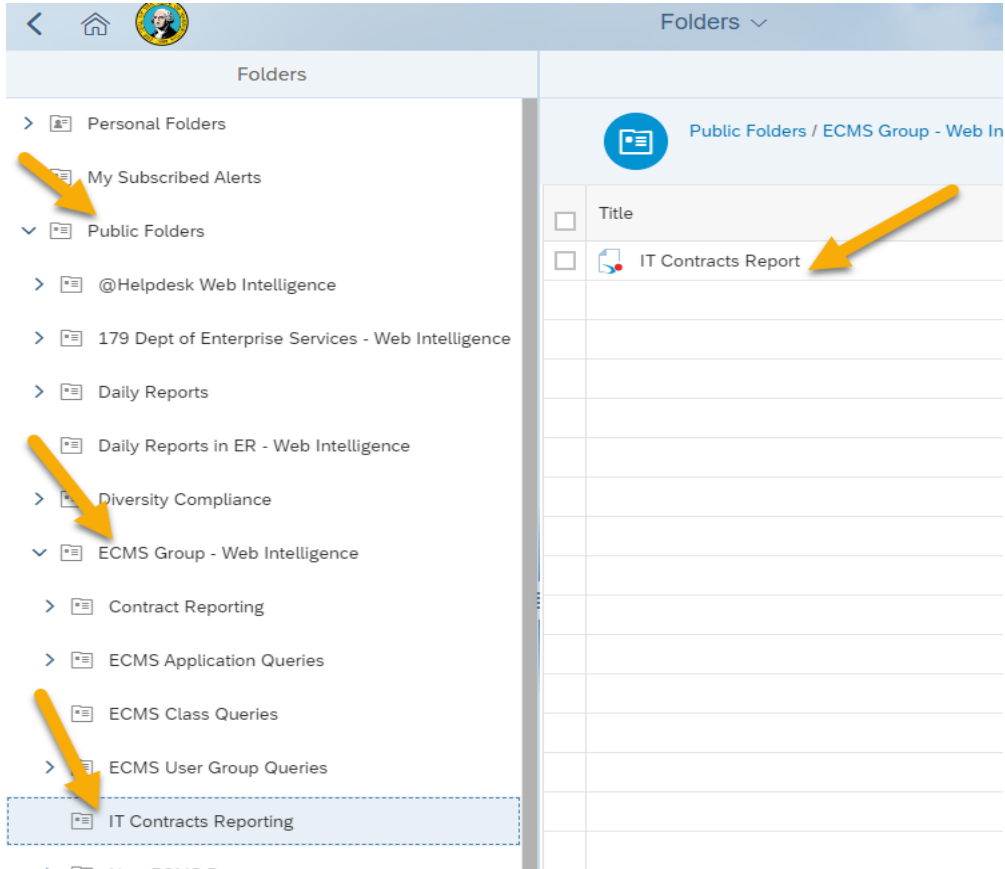
Instructions 1-5 help you to gain access to the Web Intelligence Tool

(WebI). If you already have access, skip to instruction 6.

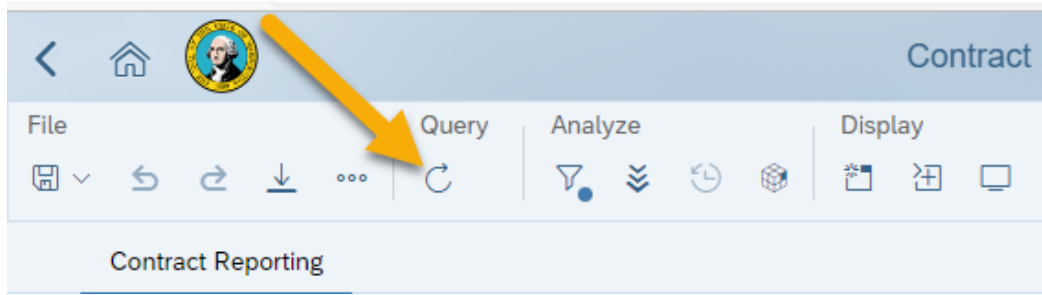
1. Go to the OFM web site for [Business Intelligence](#)
2. Submit a request under **Request Access** in the right column by selecting the appropriate option; **Within State Network** or **Outside State Network**.
3. Fill in the form.
4. Under **Desired Services**, select **Web Intelligence** and **Report Universe**.
5. Under the **Special Instructions** type in **ECMS**.
6. Login to Web Intelligence by selecting the appropriate option:
 - a. [Within State Network](#)
 - b. [Outside State Network](#)
7. Once you log in, click on **Folders**.



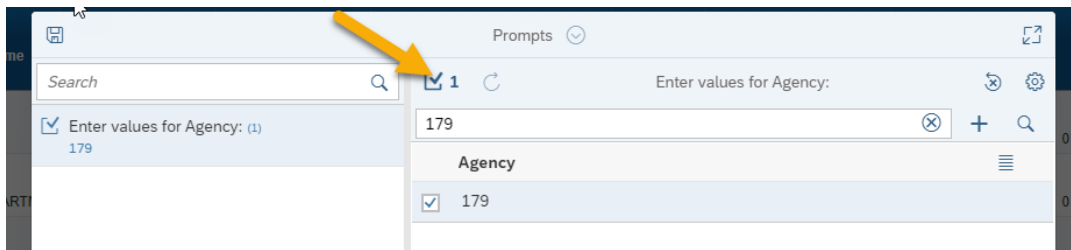
8. Expand **Public Folders**.
9. Expand **ECMS Group - Web Intelligence** and click **IT Contracts Reporting**.
10. Right click **IT Contracts Reporting** or click the 3 dots to the right of the report and choose **View**.



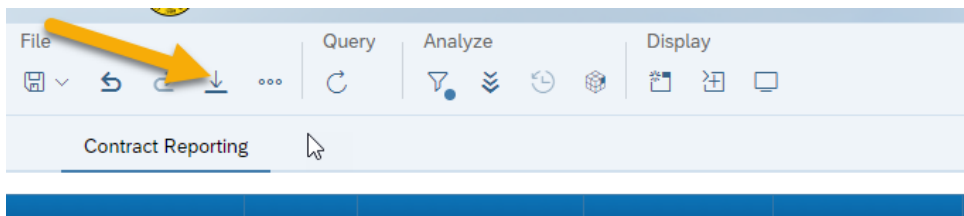
11. If the report already shows results, click on the refresh symbol and it will prompt you to change the results information.



12. A prompts dialog box will appear that will allow you to change the agency for the report. Be sure to deselect any other agencies by clicking on the current prompt and deselecting any other agency numbers that appear.



13. Key in your agency number in the search field and click **Run**. The report may take several minutes to load.
14. Click **Export** to download and save the file as an Excel document.



15. You may use this report to copy and paste into the Agency Contract Reporting Template.