Washington State Department of Enterprise Services

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 **Contract Management Universe**.
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 your **Documents Tab** located next to your **Home Tab**.
8. Click on your **Folders Tab** on the left hand side - it should bring up the public folders.
9. Click on the **ECMS Group – Web Intelligence** link.
    a. *Note: if you do not have access to this ECMS folder group, contact your IT department so they can work with OFM to get you access.*
10. Double click on the **Contract Reporting Folder** (Figure 1).
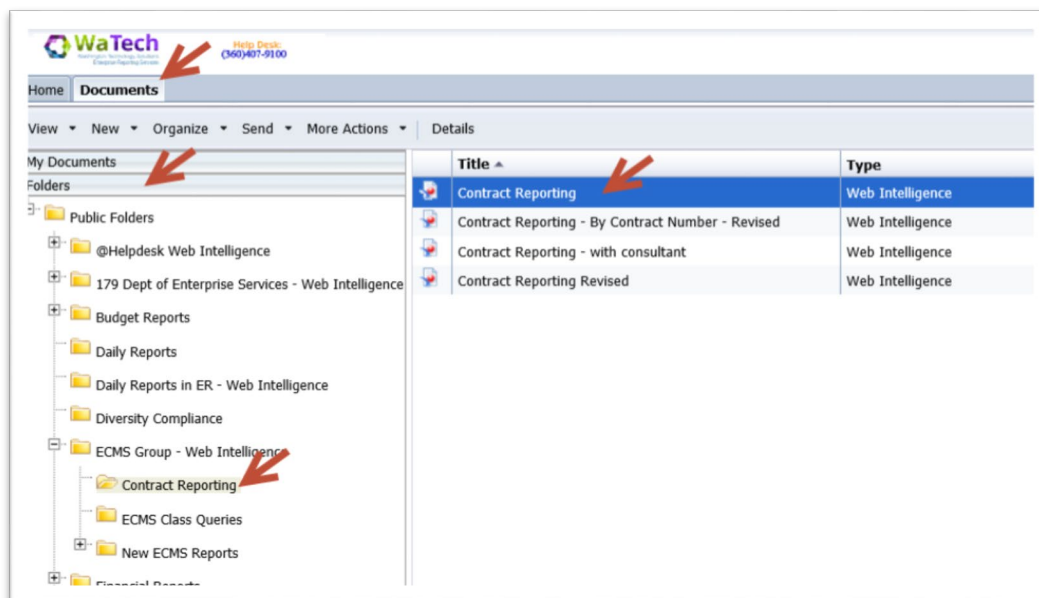11. Double click on the Contract Reporting icon.

Figure 1. Web Intelligence Contract Reporting folder and report; 061818.

12. If the report already shows results click on the refresh symbol and it will prompt you to change the results information (Figure 2).
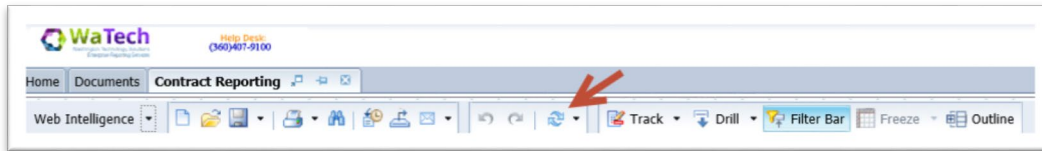

Figure 2. Web Intelligence report refresh action; 061818.

13. A prompts dialog box will appear that will allow you to change the agency and dates for the report (Figure 3).
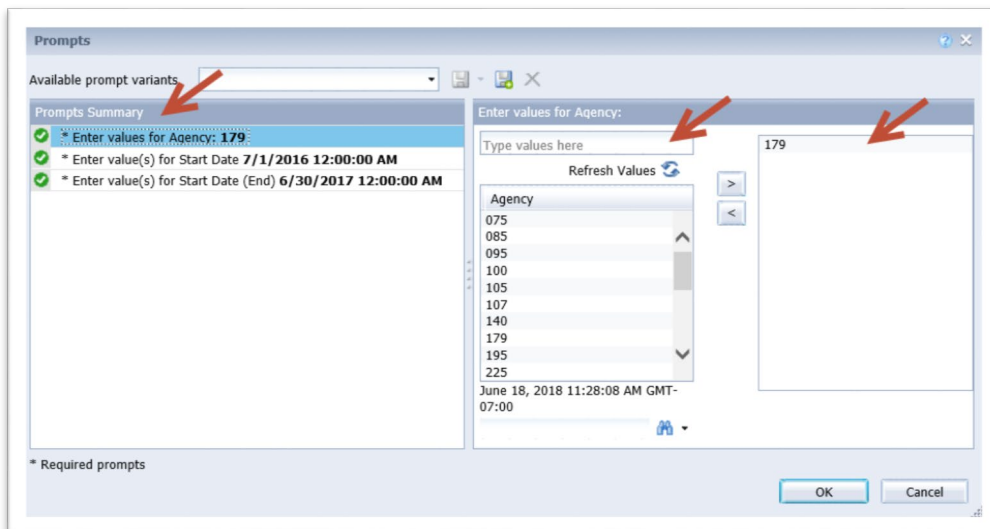

Figure 3. Web Intelligence Prompts dialog box; 061818.

14. Update the value for Agency
    a. Select *Enter values for Agency: 179 under Prompts Summary
    b. Select 179 in the right hand most column and remove it from the report by clicking the "<" symbol.
    c. Type your three digit agency number in the Type values here field OR click Refresh Values and select it from the list; add it to the report by clicking the ">" symbol.
15. Change the value for the Start Date to reflect the current reporting period start date and click the ">" sign to move it to the right hand box.
16. Change the value for the Start Date (End) to reflect the current reporting period end date and click the ">" sign to move it to the right hand box.
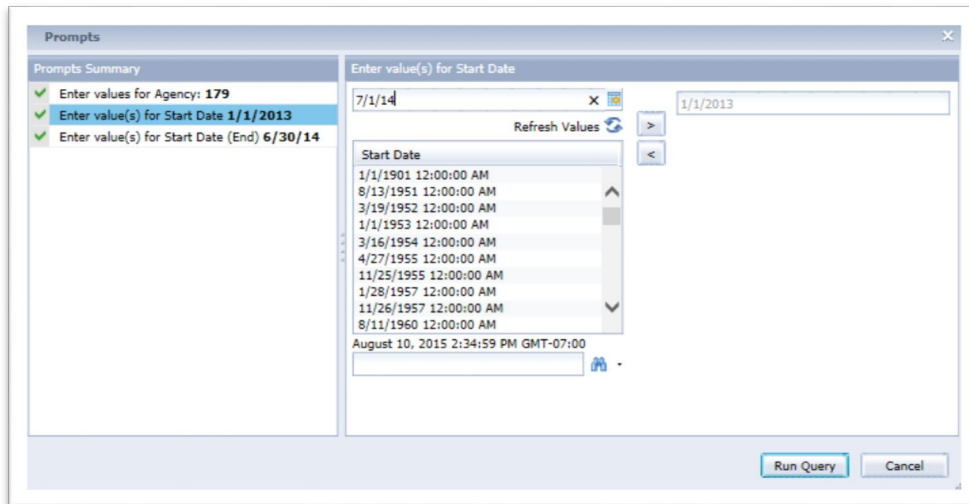
17. Select the **OK** button.
18. Save the report by choosing the export button.
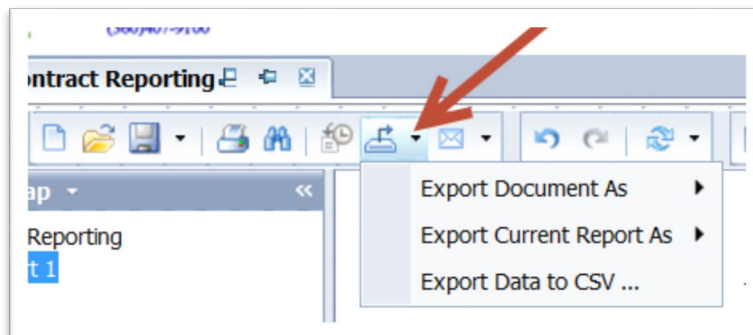
19. You may use this report to copy and paste into the Agency Contract Reporting Template.