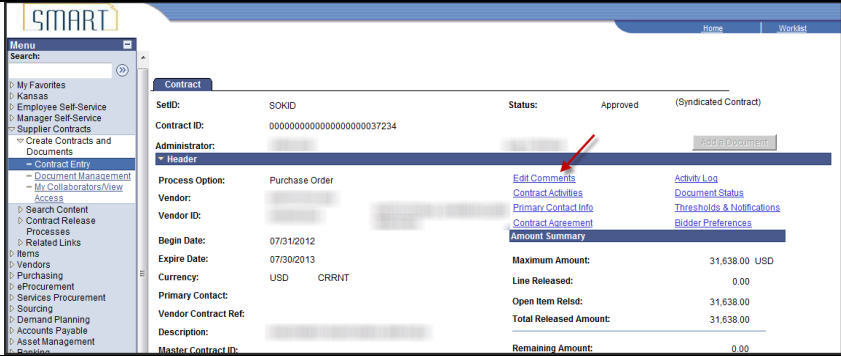




## State of Kansas

### Viewing Contract Attachments

*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>	August 28, 2013
<b>Version:</b>	1.00
<b><u>Reason for Job aid</u></b>	<p>Agency users with the 'Agency Contract Processor' role have the ability to enter a contract; however, they only have view access once the contract has been saved.</p> <p>Agencies have been instructed to attach copies of their contracts as an attachment at the header level of the contract entry page; however, because they only have view access, after the contract has been saved the 'View' button on the comments page is not available for agency users to select.</p> <p>A modification has been applied to SMART which makes the 'View' button available for agency users to select. Instructions are being provided in this document for getting to the contract attachment documents and viewing them.</p>
1.	<b>Roles</b> Purchasing Viewer Agency Contract Processor
2.	<b>Navigation:</b> Supplier Contracts > Create Contracts and Documents > Contract Entry
3.	Select the ' <b>Edit Comments</b> ' link: 
4.	<b>NOTE:</b> If the link says ' <b>Add Comments</b> ', no comments or attachments have been added to the contract as of yet. 