
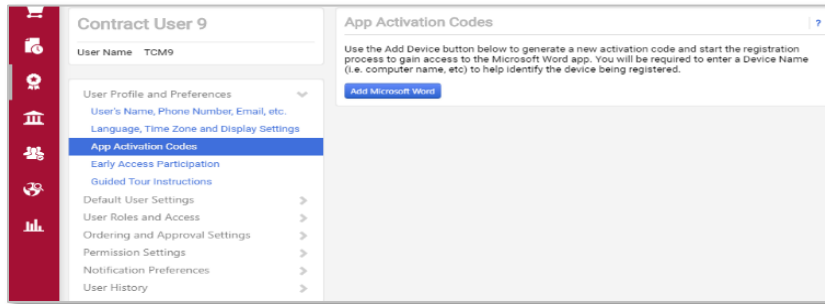


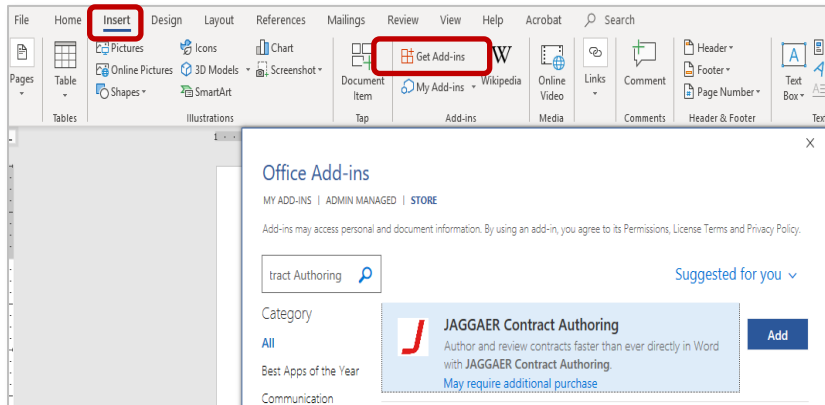
Jaggaer Contract Authoring App

Summary: This document will outline the process taken to access and utilize the Jaggaer Contract Authoring App.

1. Your Jaggaer Word App can be accessed by navigating to **My Profile**  **→ User Profile and Preferences → App Activation Codes.**



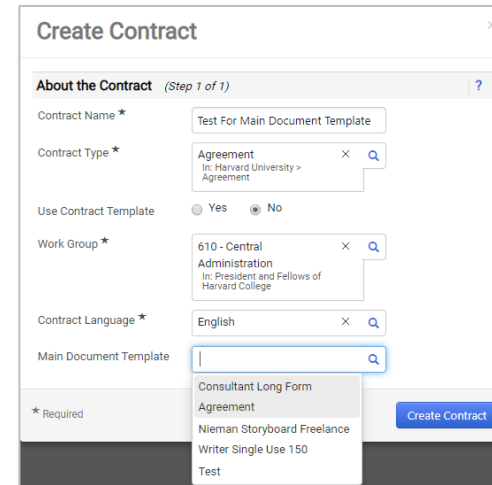
2. Next, select **Add Microsoft Word** and follow the prompt to receive an **App Activation Code**.
3. Open a blank Word Document and navigate to **Insert → Add-ins → Get Add-ins**. Search for “Jaggaer Contract Authoring” and **Add** the correct Add-in (shown below).



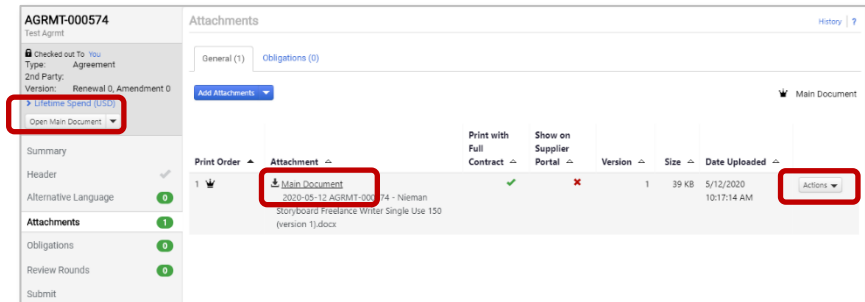
4. To activate the Jaggaer Contract Authoring Add-in, enter your Activation Code. You will be required to create a password. The password may be changed at any time by navigating to **App Activation Codes → Change App Password**.

If you need assistance downloading and activating the Jaggaer Contract Authoring Add-in, please contact your IT group.

5. Once you have successfully installed the App, you can use the App to efficiently populate your contract with information. One way to do so is by using a **Main Document Template**. Start by creating a contract in TCM and select the applicable **Main Document Template**.

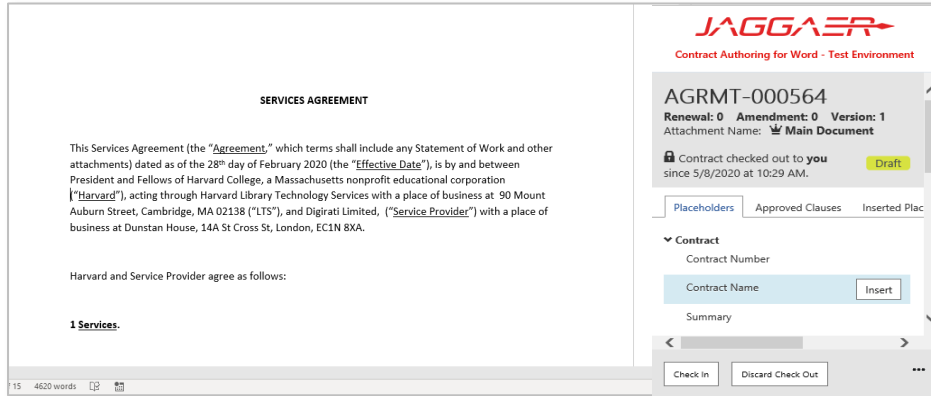


6. Next, fill in all applicable information for the contract profile in TCM. You will use this information to populate your template in word.
7. Once you have filled in the applicable information, click **Save Progress** and navigate to the **Attachments** tab. There, you can download the **Main Document** by clicking **Open Main Document**, clicking the **Main Document** hyperlink, or clicking **Actions → Download**. This will open the document in Word.

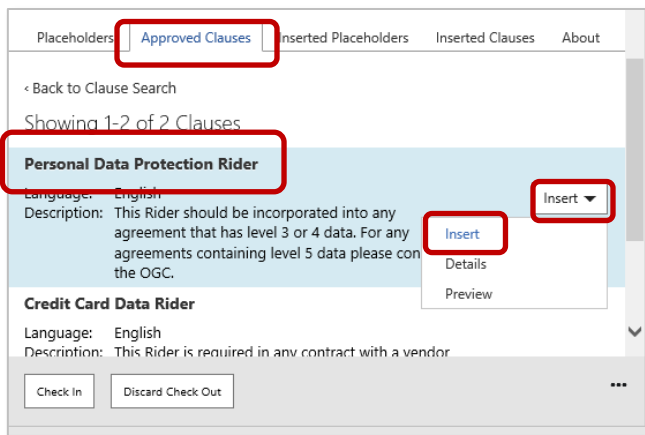


Jaggaer Contract Authoring App

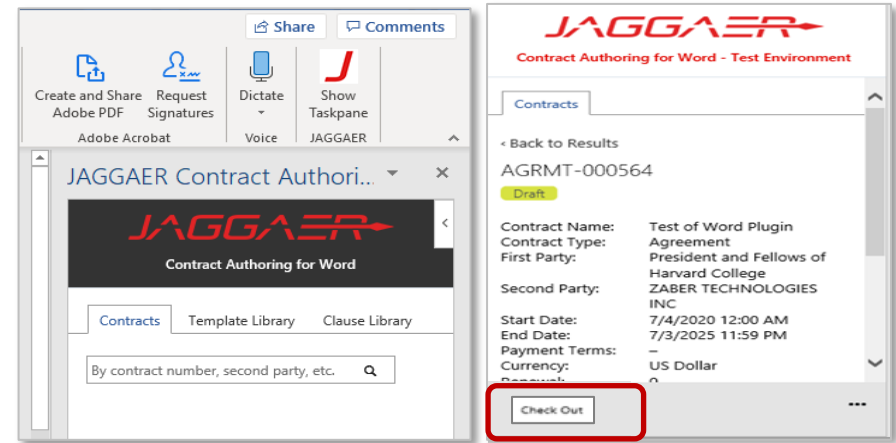
- The **Main Document Template** associated with your contract will now open, filled in with the information input into TCM where applicable. You can now open the Jaggaer Word App and utilize it for this Contract.*



- When you have finished making additions/changes, click **Check In** to update the document in TCM. If you do not want your changes saved or made in TCM, click **Discard Check Out**.
- Another way to utilize the Jaggaer Word App is through the use of **Approved Clauses** to add a **Contract Rider** into your agreement. Use steps 7-8 to open your document using the Jaggaer Word App, making sure the contract is **Checked Out** to you. Navigate to the **Approved Clause** tab and insert the applicable rider into the agreement.



- You can also search for and open a contract's Main Document in the Jaggaer Word App itself. To do this, simply open the app on a **Blank Word Document**, sign in, and run a **Search** for the contract using the **Contract Number**. Click **Check Out** when you find the contract you are looking for. If the contract is already checked out to another individual, that person must check in the contract before you can check out the contract.



* If you want to utilize **Placeholders** in your contract that are not already included in the **Main Document Template**, please contact Kym Murphy (kymeshia_murphy@harvard.edu).