


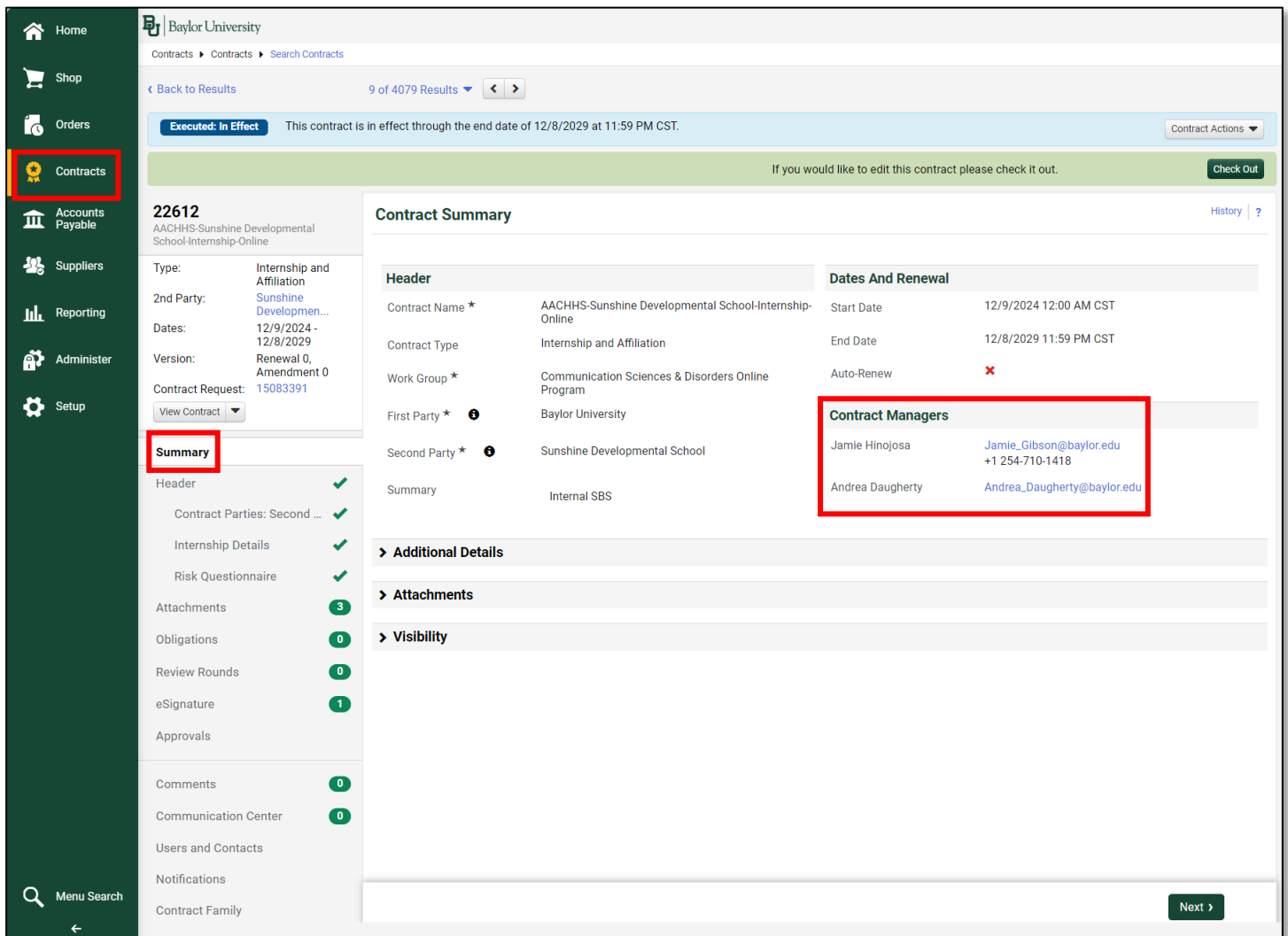
## Overview

This Quick Reference Guide (QRG) offers guidance on identifying the Contract Manager(s) on a TCM contract record and adding a Contract Manager to an existing contract record.

- Contract Managers are users who have permission to make amendments and edits to a contract record.
- Only users who need the ability to edit a contract record should be added as a Contract Manager.

## Identifying a Contract Manager


1. Log into [www.baylor.edu/tcm](http://www.baylor.edu/tcm) using Baylor credentials.
2. Navigate to a **contract record** by clicking on the Contracts  icon.
3. Select the **summary** tab from the gray bar on the left of the screen.
4. Contract Manager(s) are listed under the associated header.

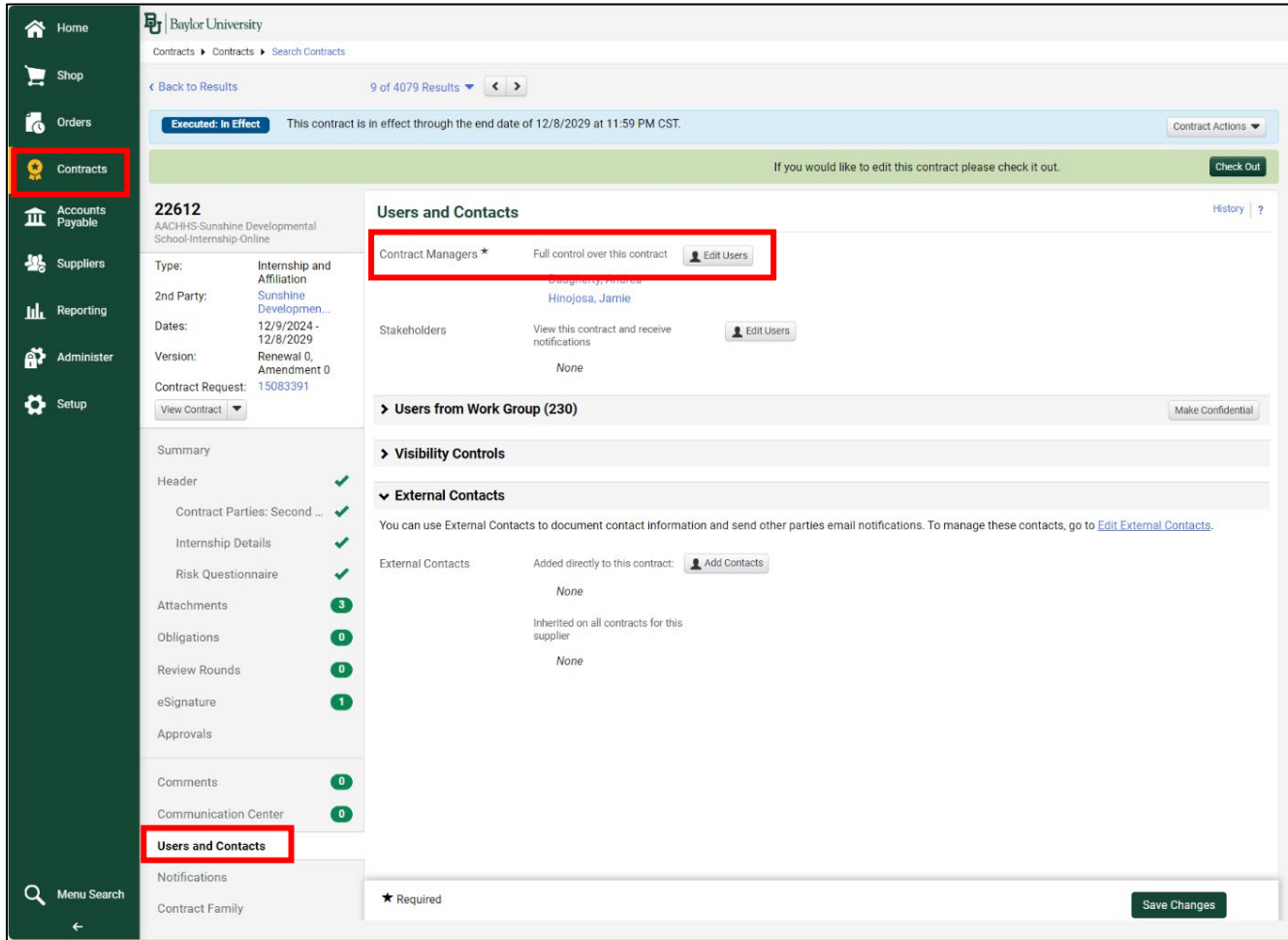


The screenshot shows the TCM system interface. On the left, a sidebar contains navigation options: Home, Shop, Orders, **Contracts** (highlighted with a red box), Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area displays a contract record for ID 22612, titled "AACHHS-Sunshine Developmental School-Internship-Online". The contract status is "Executed: In Effect" and is valid through 12/8/2029. The "Summary" tab is selected in the left sidebar. The "Contract Summary" section is displayed, with the "Contract Managers" table highlighted by a red box. The table lists two managers: Jamie Hinojosa and Andrea Daugherty, with their respective email addresses and phone numbers.

Header		Dates And Renewal	
Contract Name *	AACHHS-Sunshine Developmental School-Internship-Online	Start Date	12/9/2024 12:00 AM CST
Contract Type	Internship and Affiliation	End Date	12/8/2029 11:59 PM CST
Work Group *	Communication Sciences & Disorders Online Program	Auto-Renew	✗
First Party *	Baylor University	<b>Contract Managers</b>	
Second Party *	Sunshine Developmental School	Jamie Hinojosa	Jamie_Gibson@baylor.edu +1 254-710-1418
Summary	Internal SBS	Andrea Daugherty	Andrea_Daugherty@baylor.edu

### Adding a Contract Manager

1. Log into [www.baylor.edu/tcm](http://www.baylor.edu/tcm) using Baylor credentials.
2. Navigate to a **contract record** by clicking on the Contracts  icon.
3. Select Users and Contacts from the gray bar on the left.
4. Select **Edit Users**.



- 5. Enter the names of the new or additional users to be designated as Contract Managers in the **Individually by User** field.
- 6. Select **Save Changes**.

## Add Contract Users ×

You can add more users to this contract using the ways below.

**Individually by User**

By Role   **X**

By Department   **X**

**Note:** Do **not** add users by Role or Department. A TCM Administrator **must** be contacted to discuss whether this is appropriate.