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Appendix: Document Administration Process





Introduction

As a Document Administrator you will be responsible for managing the Vendor Document Workflow.

Your tasks will include:

- Importing Vendor Documents into PeopleSoft
- Routing documents for Collaboration amongst relevant parties
- Finalizing Collaboration at the end of every round
- Dispatching Vendor Documents
- Ultimately updating document status to Executed

PeopleSoft's Document Management will facilitate your completion of each of the tasks.





Document Management

SetID:	TJU	Ad Hoc ID:	TJUSECURITY	Reading of Document Search	
Description:	TJU				
Administrator:	Smith, Ashlee (DT)				
Sponsor:		Department:			
Begin Date:	05/17/2011	Expire Date:			
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Status:	Draft	Last Modified On:	05/17/11 5:07PM	<u>Business Unit</u>	
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Add Attachments/R	elated Documents	Approve			
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		External Contacts/Signe	Deactivate Document		







Managing the Lifecycle of a Document

Jefferson.

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Importing a Document

The Document Administrator will import the Vendor Document and be responsible for it through its entire lifecycle. The initial document import will be the **Executive Summary Sheet** that will be distributed for VP approval.

If you have the Vendor Document, you can attach it to the Executive Summary after importing. If not, in the second round of collaboration, you will import the actual Vendor Document to be distributed for approval.

Note, all document types are accepted, but Microsoft Word is preferred.



Iefferso	n
University Ho	Executive Summary Sheet
DATE RECEIVED:	DATE NEEDED FOR COMPLETION:
DATE SUBMITTED FOR REVIEW	//DRAFTING:
ORGANIZATION: TJH]TJUJUPMTHOTHER:
DOCUMENT ADMINISTRATOR	
DEPARTMENT:	ARE THERE ANY HARDWARE, SOFTWARE, SERVICES, SUPPLIES INVOLVED? IF YES, ISRF#: PLEASE ATTACH A DETAILED LIST
CONTRACTING JEFFERSON	IS THE VENDOR A REFERRING PHYSICIAN OR A POTENTIAL REFERRING PHYSICIAN?
CONTRACTOR - VENDOR NA	IS THIS A PATIENT CARE CONTRACT?
CHECK ALL THAT APPLY: I IVENDER SUPPLIED DOCU	clinical services provided by hospital employees or medical professionals credentialed through the hospital's medical staff office.)
DOCOMENT NEEDS TO BE	ARE WE SERVICE PROVIDERS UNDER THIS AGREEMENT? Yes No BUSINESS ASSOCIATE? Yes No
PURPOSE OF REQUEST:	SITE: (The location(s) where the primary activity is taking place OR where the contract is administered from.)
	IS CONTRACT PART OF APPROVED BUDGET?
	COST IMPACT COMPARED TO PRIOR YEAR (+/-) IF KNOWN \$
	Operating Capital #, IF CAPITAL, COMMITTEE APPROVED CHARGE CODE
Start Date / Inception Date	If NO, indicate current approval: CFO: COO: DEAN:
BRIEF DESCRIPTION INCLUD IDENTIFYING WHAT HAS BEE	RESPONSIBLE VP OR SVP (Print Name and Signature Required) (Signature Date)
	ATTACH ANY ADDITIONAL RELEVANT MATERIAL OR RELATED AGREEMENTS, DOCUMENTS, STATEMENT OF WORK, QUOTES, ETC
	□ I have reviewed the attached contract and noted any discrepancies to the agreed upon business terms.
	I have reviewed the attached contract and it meets all agreed upon business terms.







Vendor Document Security

After importing a Vendor Document, the Document Administrator must select the Business Units that are applicable to the document for Security purposes.

- Each user has defined access to TJU, TJH, MHD, JUP
- Once Business Unit security is applied to the Vendor Document, only users with the appropriate access can view it

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1	JUP	Jefferson Univ Physicians	Smith, Ashlee (DT)
2 🔽	MHD	Methodist	Smith, Ashlee (DT)
3 🔽	TJH	Thomas Jefferson Hospitals	Smith, Ashlee (DT)
4 🔽	ULT	Thomas Jefferson University	Smith, Ashlee (DT)



Incorporating Supplemental Information

Once the Vendor Document has been uploaded you can **attach** any additional relevant documents by selecting the file(s) from your computer.

Additionally, you can **relate** a document by selecting another document that already exists in the system within Document Management. This will allow you to click on this existing document and see that document's history.

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Initiate Vendor Document Collaboration

Once the relevant documents have been uploaded Document Administrators will be responsible for initiating Vendor Document Collaboration Rounds.

Each round requires input and participation for specific parties:

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Collaboration C Save	Comments Route Internally	ect Collaborato	or(s) and pro	ovide instru	uctions	







Vendor Collaboration Rounds (cont.)

Round 3: Final Review/Approval

- Route Vendor Document for the last time
- Route to:
 - Legal (if they were involved in Round 2)
 - Financial Authorization Delegate
 - Business Review Delegate (Example: Contract Manager)
 - The Appropriate VP





Collaborating on Vendor Documents

Once the Vendor Document has been routed, the Collaboration request will appear on the Worklist of the relevant parties. Collaborators will then perform their edits or reviews using the Document Management page. Collaborators can click the **Edit Document** button to edit a copy of the document using Microsoft Word or the **View Document** button to review a read-only copy.

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Worklist					Customia	<u>te Find </u> View All 🛺 🛗
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Smith <mark>,</mark> Ashlee	05/05/2011	Collaboration Review	Document Maintenance		 Set ID: "TJU" Ad Hoc ID: "COLLABORATION", 55 	Mark-Worked
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Docum	nent Adr	hecked Out By: ninistrato	smk180 ors can control th	e edit ac	ccess for each Coll	aborator



Editing a Vendor Document

Both the Collaborators themselves, and the Document Administrators, will have the opportunity to edit the Vendor Document. To make edits you must check out the document. Once checked out, no other user can make edits until the document has been checked back in.

When editing the document, you will use Microsoft Word functionality to accomplish any review of the document (track changes, compare, spell check, etc.)

Once your review is complete, save the document to your computer and upload to PeopleSoft. Version history is stored and old versions can be retrieved.

Imported Document	
This document requires your feedback. Review document, then enter and save comments. When done click Mark as Reviewed. Collaboration Comments	
Add Collaboration Comments	
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Add any comments and Mark as Review	ved
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Finalize Collaboration

Whenever Collaboration activities are complete the Document Administrator will receive a notification email and it will appear in their Worklist.

At the end of each round Document Administrators will then finalize collaboration.

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SetID:	TJU	Ad Hoc ID:	TJUSECURITY	Return to Document Search
Description:	TJU			
Administrator:	Smith, Ashlee (DT)			
Sponsor:		Department:		
Begin Date:	05/17/2011	Expire Date:		
Version:	1.00	Created On:	05/17/11 12:00AM	Document Details
Status:	Collaborated, Pending Review			Business Unit
Finalize Coll	aboration	Last modified On:	05/26/11 10:25AM	



View Document History

Throughout the lifecycle of the document you can view the **Document History**.

There you can see any document actions taken, who took them, and click direct links to view all versions of the document.

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DateTime	Document Action	Last User to Take Action	Version
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03/02/11 2:09PM	Reviewed Internally	SS Test User 1	1.00
03/02/11 2:09PM	Reviewed Internally	Horowitz, Kate (DT)	1.00
03/02/11 2:08PM	Cancelled Check Out	SS Test User 1	1.00
03/02/11 2:07PM	Checked Out	SS Test User 1	1.00
03/02/11 2:07PM	Routed for Internal Review	SS Test User 1	1.00
03/02/11 2:07PM	Cancelled Check Out	SS Test User 1	1.00
03/02/11 2:04PM	Checked Out	Horowitz, Kate (DT)	1.00
03/02/11 2:03PM	Routed for Internal Review	SS Test User 1	1.00
03/02/11 12:00AM	Imported Document	SS Test User 1	1.00





Dispatching a Vendor Document

Once all rounds of Collaboration are complete you will Bypass Approval in order to dispatch and execute the documents. In the **contacts** field select to email all signors; then dispatch to retrieve final signatures.

Subject: Description: This email contains documents for contract. TJU / TEST. Contacts Contacts Customice [End] ^{4.3}] ^{4.4}] ^{4.}	Administrator: Email: Delivery Metho Send as File Ty	d: pe:	1.00 Smith, Ashlee ashleesmith@delo Email Word Document (.c	itte.com Toc) • Pre	view PDF	Current Doct Attachments Related Doct	ument s uments ced Out	
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When dispatching be sure to incorporate all necessary documents to ensure that the signors have enough information to comfortably make an informed decision.



Updating Status to Executed

Upon Dispatch required signors of the documents will receive an email that includes the Vendor Document and all attachments and related documents. Additionally, the signors are able to go into the system to view all document history.

Once you receive the final signed Vendor Document you will scan the document into Meditract, import into PeopleSoft, and update the contract status to executed.

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Description:	TJU			
Administrator:	Smith, Ashlee (DT)			
Sponsor:		Department:		
Begin Date:	05/17/2011	Expire Date:		
Version:	1.00	Created On:	05/17/11 12:00AM	Document Details
Status:	Dispatched	Leat Medified One	05100144 40 00111	Business Unit
Redispa	atch	Last modified On:	05/26/11 10:30AM	
Execute Co	ontract			

Be sure to hold on updating status to executed until **all** required signatures are received.



Key Take Away Points

- Document Administrators are responsible for shepherding Vendor Documents through PeopleSoft and soliciting feedback from the appropriate Collaborators.
- The 3 rounds of collaboration include the Approval to Proceed, Collaboration, and the Final Review/Approval.
- Document Administrators can attach or relate all supplementary information needed
- As tasks are assigned, a notification will be sent to the user and they will be on the users' Worklist.
- Document history tracks all activities that have occurred throughout the lifecycle of the document as well as versioning history.

Questions?



Appendix: Document Administration Process

Employee-facing registry content - Windows Interr	net Explorer						- 8
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3.	Click the Document Management link. Document Management



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Current Contract/Docume (Current Contract/Document v C Amended Contract	nt White no formal amendments or history to	load.)	Upload	Cancel						
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15.	Click the Upload button.
16.	Click the Done with Import button. Done with Import
17.	A confirmation message will appear. Read and click the Yes button.



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18.	Click the Route Internally button. Route Internally



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19.	On the Internal Contacts/Collaborators page you will select the people you want to route the document to.
	Click the Look up User button.
20.	Enter your known information to locate the desired User ID.
21.	Click the Look Up button.
22.	Select the desired User.
23.	Click the Collaborator option.



Step	Action
24.	Click the Can Edit During Collaboration option.
25.	Note that you can add additional Contacts/Collaborators by clicking the Add a new row button.
26.	When you have added all the desired users, click the Route Internally button. Route Internally
27.	The document was routed successfully.



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28.	The collaborator will now log-in to review and edit the document. Click the Sign In button.



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29.	Click the Worklist link.



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36.	Click the Save button.



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38.	Once you have saved the edited document, upload the new version.
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39.	Click the OK button.
40.	Click the Browse button. Browse



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41.	Select the edited file from your hard drive.
42.	Click the Open button.



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43.	Click the Upload button.



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44.	Enter all relevant comments in the Add Collaboration Comments field.
45.	Click the Mark as Reviewed button. Mark as Reviewed



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Step	Action
46.	The document administrator will now log in finalize collaboration. Click the Sign In button.



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47.	Click the Worklist link.



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Step	Action
48.	Select the document you want to finalize.
49.	You can click the View Document button if you wish to review the document at any time.



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51.	Here you can see all actions taken on the document. Click the Return to Document Management link. Return to Document Management
52.	Once you've reviewed the document click the Finalize Collaboration button. If you want to initiate a new round of collaboration, you must finalize the current. Finalize Collaboration



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54.	The Status will change to Approved and the document is available for Dispatch for signatures. Click the Dispatch button.



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56.	Click the OK button.



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Version: 1.00	Created On:	03/02/11 12:00AM	Document Details		
Status: Dispatched	Last Modified On:	03/02/11 2:10PM			
Execute					
View and Edit Options:	Review and Approval:		Other Document Actions:		
View Document	Internal Contacts/Signer	5	Send to Contacts		
Edit Document	External Contacts/Signe	<u>(5</u>	Recreate Document		
Add Attachments/Related Documents			Change to New Source		
Document Version History			Deactivate Document		
	Descention				
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Done				Trusted sites	/B + 100% +

Step	Action
57.	Click the Execute button to change the status once all appropriate signatures have been obtained.
58.	End of Procedure.