

Total Contract Manager: Installing the Word App

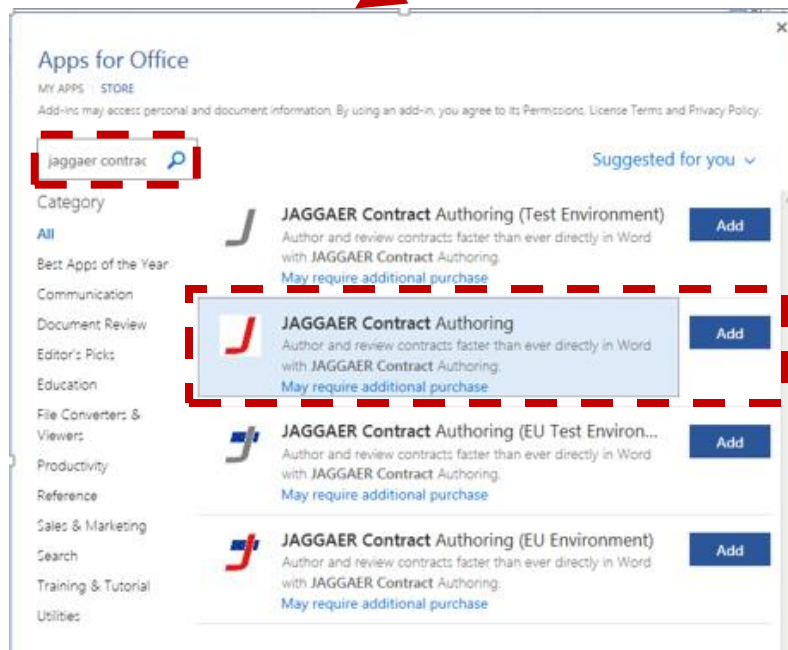
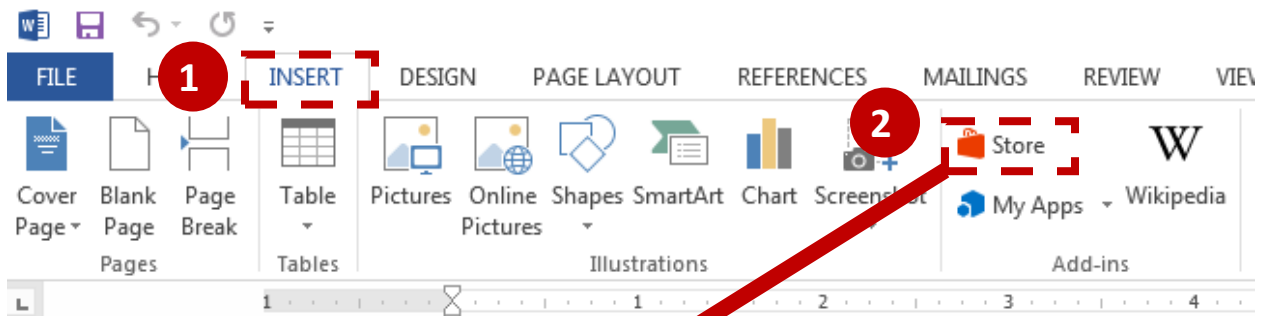
The JAGGAER Contract Authoring for Word app is a contract authoring tool that allows main document templates and contract text to be managed in Microsoft Word while maintaining their source within TCM. Documents can be opened directly from within Total Contract Manager (TCM).

Installing the Word App:

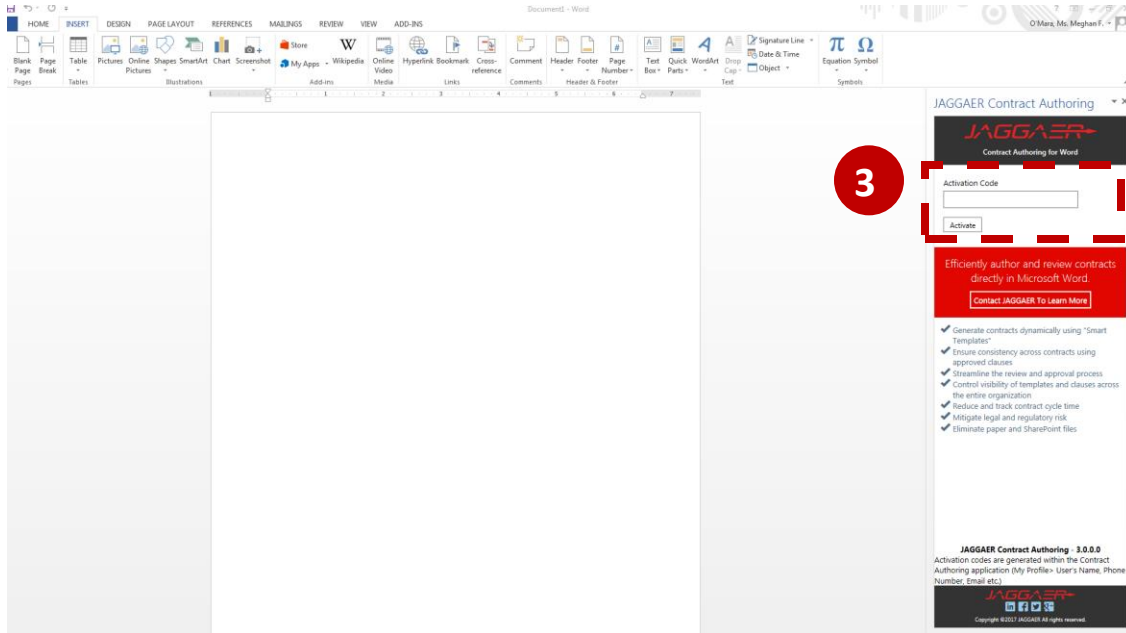
The following steps are performed the **first time** you open the Word app.

Open a blank document in Microsoft Word and follow the below steps:

1. Click the **INSERT** tab.
2. Click the **STORE** tab and search for the JAGGAER Contract Authoring for Word app. Click the **JAGGAER Contract Authoring** icon and click **Add**. If you see a dialogue asking for 'Trust' click **Trust It**.

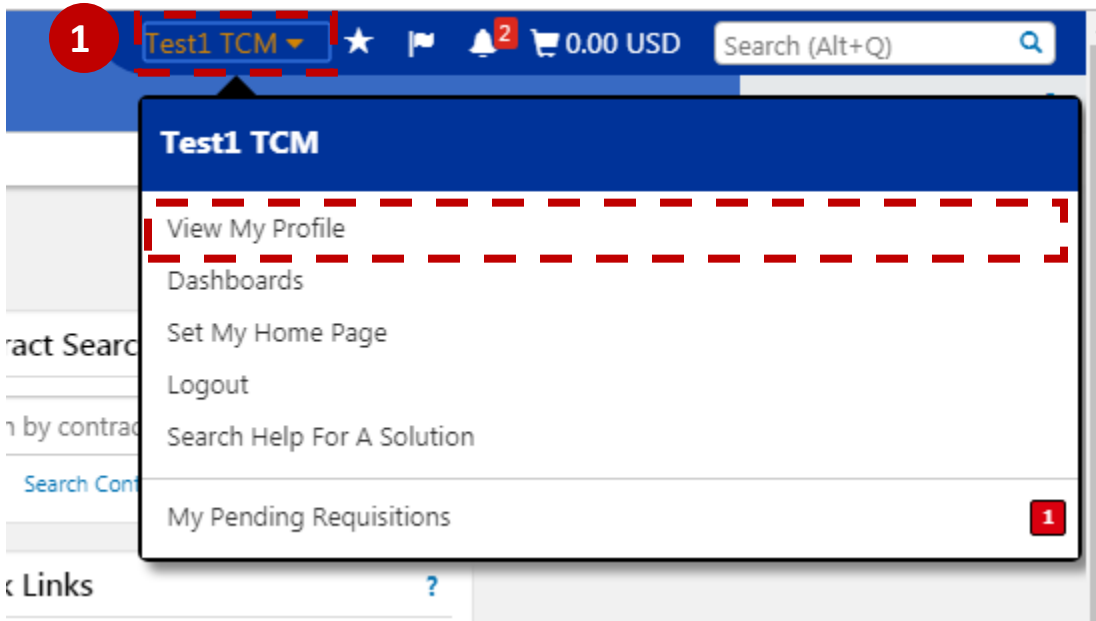


- The JAGGAER Contract Authoring for Word app appears in a panel on the right side of the screen, displaying an **Activation Code** field. Enter your **activation code** and click continue. Please see below instructions on how to retrieve your activation code.



Retrieving Activation Code:

- To retrieve your activation code you must return to the TCM system and click on your username in the upper right hand corner of the screen. Then select **View My Profile**.



2. Click on **App Activation Codes** on the left hand navigation menu.

Test1 TCM

User Name TEST1TCM

User Profile and Preferences

User's Name, Phone Number, Email, etc.

Language, Time Zone and Display Settings

App Activation Codes

Early Access Participation

Update Security Settings

Default User Settings

User Roles and Access

Ordering and Approval Settings

Permission Settings

Notification Preferences

User History

User's Name, Phone Number, Email, etc.

First Name Test1

Last Name TCM

Phone No. +1 914-923-2207 ext. International phone numbers must begin with +

Mobile Phone Number International phone numbers must begin with +

User E-mail * fis2@pace.edu

User Division Finance and Planning (Finance and Planning)

User Position Contract Manager

Authentication Method Local

User Name * TEST1TCM

Organization Terms and Conditions accepted on 3/21/2019 10:14 AM Terms and Conditions

* Required

Save Changes

3. Click on the **Add Microsoft Word** button and then enter the name of the device you are using (ie. Desktop, Laptop). Click **“no”** when asked “Email activation code to user?” and then click **Add Device**.

App Activation Codes

Use the Add Device button below to generate a new activation code and start the registration process to gain access to the Microsoft Word app. You will be required to enter a Device Name (i.e. computer name, etc) to help identify the device being registered.

Add Microsoft Word

Manage Devices

Device Name	App Type	Device Type	Last Access Date
Testuser1	Microsoft		
TEST1	Microsoft		

Add Device

Please create a nickname for this device and choose whether you want to email the user the code. You will be presented with the code on the next screen as well.

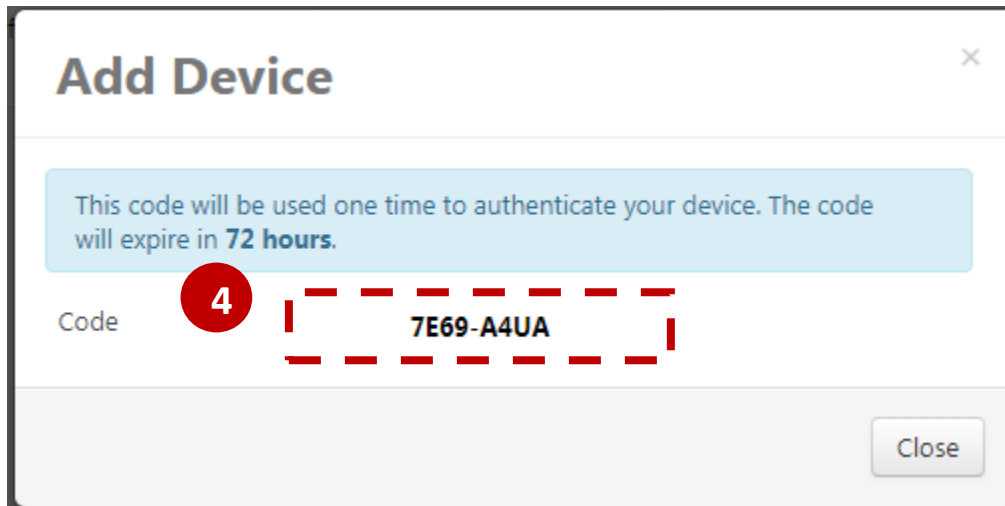
Device Name * Laptop

Email Activation Code to User? Yes No

* Required

Add Device Close

4. Your **App Activation Code** will then appear. Copy this code and enter into the Activation Code field of your Word App.



Accessing the App for Future Use:

1. For subsequent logins, your system may require your TCM password to log into the Word app if it has been longer than 30 minutes since you last logged in. If your system does not require a password, the Word app will open automatically if you are logged into TCM.