

From: cmsusers-bounces@mailman.state.co.us on behalf of [Contract Management System User Mailing List](#)
To: cmsusers@mailman.state.co.us
Subject: [CMSusers] CMS Enhancements - New Version Coming September 19th
Date: Wednesday, September 14, 2011 4:12:24 PM
Attachments: [CMS Enhancements New Version Sept 2011.pdf](#)
[SB228_Agency_HigherEd_Contacts_09_08_2011.pdf](#)
[ATT2196080.txt](#)

Greetings!

Finally the day is upon us – CMS is getting a facelift. Like most software, ContractInsight is continually being improved by its developer CobbleStone, Inc. These improvements can take the form of modifying and enhancing current functionality or adding additional functionality; or both. In this case, the vendor has done both. No need to panic, however, since the new version does not change how records are created in CMS, but rather creates a more polished look to the screens and enhanced means of managing the records and creating reports. The greater majority of the changes are at the coding level - not visible to you or I, but play a part in making the system run more efficiently.

When you log onto CMS next Monday, September 19, 2011, that is when you will be greeted with the new look. The attached document outlines the various changes you will encounter. Please take the time to go over the changes described – I think you will then agree there is no reason to fear.

In addition to the items detailed in the attachment, there are a few items I'd like to bring to your attention:

1. Some users have complained of trying to create a new contract record only to be told they were “timed out” before they were able to click the Continue button to generate/save the new record. Annoying at best, a time waster at worst. CMS does not have to be completely idle (you are not working in it at all but you are logged on), to time out. If you start creating a record and don't finish within 60-minutes, you will be timed out and have to log back in resulting in losing your work. To avoid having to rush, enter all the red starred (*) fields right away, click the continue button then go back and enter the remaining fields. This way you don't risk losing everything if you think it might take you longer to create a record.
2. Starting September 19th, all appropriate contract types will have an automatically generated task called “Completion of Annual Certification.” This is meant to serve as a way of getting Users into the habit of completing this work certification. The Contract Administrator will still have the option of deleting this task or assigning it as needed.
3. Training. Different approaches for assuring that new users of CMS are properly trained and all users remain current, have been discussed. To date, the “train-the-trainer” method has been used – requiring current users

(primarily the Single Points of Contact) to train new users within their agency. The determination was made that a refresher training for all Single Points of Contact be the first step. These front line folks will be provided an introduction to any new functionality and a review of old. Doing so, the intent is they will again be able to go back to their respective agencies and provide current and new users with CMS training.

a. Attached is a revised Single Point of Contact list. These are the individuals I will be reaching out to in the near future to begin refresher sessions.

That's it for now. Keep up the good work and contact me with any concerns or questions.

Thank you for all you do!

Brenda

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