

# Contracts Smartsheet: Dynamic View Job Aid



To access the contracts you have submitted, please click on the link below:

## [Dynamic View - Contracts](#)

If you do not have access to the above link, contact Philip Hand at [phand@westga.edu](mailto:phand@westga.edu) to request access to the Dynamic View Smartsheet allowing contract submitters to view their contracts.

The Dynamic View link allows a submitter to see any contract on which their name and email were listed as the Submitter on the contract submission form. If you were not originally added as a submitter, you can contact [contracts@westga.edu](mailto:contracts@westga.edu) or Erin Williams at [erint@westga.edu](mailto:erint@westga.edu) to be subsequently added.

Below is a screenshot of the Dynamic View Smartsheet:

Row ID	Contract Name	UWG Contact Name	Date Submitted	Submitter Name	Submitter Email	UWG Contact Phone	UWG Contact Department	Contract Purpose	Process Status
3199	MOU Spoleto	Anne Gaquere-Parker	2023-07-17T20:45:38Z	Erin Williams	erint@westga.edu		OEA	MOU/MOA	Approved
3200	MOU John Cabot	Anne Gaquere-Parker	2023-07-17T20:47:09Z	Erin Williams	erint@westga.edu		OEA	MOU/MOA	Approved
3231	MOU Carroll County Family Connection	Erin Williams	2023-07-25T17:05:05Z	Erin Williams	erint@westga.edu		Office of Public Service and Outreach	MOU/MOA	Approved
3260	Southeastern Quilt and Textile Museum	Crystal Montes	2023-08-01T14:02:50Z	Erin Williams	erint@westga.edu		Office of Legal Affairs	MOU/MOA	Approved
3277	MOU UWG Douglas County School System	Erin Williams	2023-08-02T19:37:50Z	Erin Williams	erint@westga.edu		Office of Legal Affairs	MOU/MOA	Approved
3364	UWG Miss West Georgia	Lakiesha Rawlinson	2023-08-21T14:45:42Z	Erin Williams	erint@westga.edu		Student Affairs	Other (Please Specify)	Approved

Data included on the Dynamic View Smartsheet include the Row ID of the agreement, the Contract Name, UWG Contact Name, Date Submitted, Submitter Name, Submitter Email, UWG Contact Phone, UWG Contact Department, Contract Purpose, and Process Status.

The submitter can select a specific agreement to access all attachments and comments in a pane that pops up along the right hand side of the screen.

The screenshot shows the Smartsheet interface with a table of contracts. A details pane is open on the right side, displaying information for the selected row (Row ID 3277). The details pane includes a 'Data' tab, 'Attachments (3)', and 'Comments (1)'. The comment section shows a comment from Robert Adamson dated 08-05-2023 11:34 AM, stating 'GISU renewal is attached for 12.1.11.30.2024. Ben Adamson 12.5.2023'. There is a 'Reply' button below the comment. At the bottom of the details pane, there is an 'Add a comment' button.

If you would like to view comments, or add your own, use your cursor to select “Comments” as seen highlighted below:

The screenshot shows the Smartsheet Dynamic View interface. The main table lists various contracts with columns for Row ID, Contract Name, UWG Contact Name, Date Submitted, Submitter Name, Submitter Email, UWG Contact Phone, UWG Contact Department, and Contract P. The details pane on the right is open, showing the 'Comments' tab highlighted in yellow. A comment from Robert Adamson is visible, and a yellow box highlights the 'Add a comment' button at the bottom of the pane.

Row ID	Contract Name	UWG Contact Name	Date Submitted	Submitter Name	Submitter Email	UWG Contact Phone	UWG Contact Department	Contract P
3199	MOU Spolelto	Anne Gaquere-Parker	2023-07-17T20:45:38Z	Erin Williams	erint@westga.edu		OEA	MOU/MO
3200	MOU John Cabot	Anne Gaquere-Parker	2023-07-17T20:47:09Z	Erin Williams	erint@westga.edu		OEA	MOU/MO
3231	MOU Carroll County Family Connection	Erin Williams	2023-07-25T17:05:05Z	Erin Williams	erint@westga.edu		Office of Public Service and Outreach	MOU/MO
3260	Southeastern Quilt and Textile Museum	Crystal Montes	2023-08-01T14:02:50Z	Erin Williams	erint@westga.edu		Office of Legal Affairs	MOU/MO
3277	MOU UWG Douglas County School System	Erin Williams	2023-08-02T19:37:50Z	Erin Williams	erint@westga.ed		Office of Legal Affairs	MOU/MO
3364	UWG Miss West Georgia	Lakiesa Rawlinson	2023-08-21T14:45:42Z	Erin Williams	erint@westga.edu		Student Affairs	Other (Pie
3365	Ethics Awareness Movie Night	Erin Williams	2023-08-21T15:02:05Z	Erin Williams	Erin Williams		Office of Legal Affairs	Services, S
3413	Alcohol Request Form	Erin Williams	2023-08-30T13:39:54Z	Erin Williams	erint@westga.edu		Office of Legal Affairs	Other (Pie
3466	Foundation Beer Garden Events	Tiffany Christman	2023-09-08T15:22:16Z	Erin Williams	erint@westga.edu		University Advancement	Facility Us
3536	CaterTrax Amendment	Joey Moncayo	2023-09-27T19:08:56Z	Erin Williams	erint@westga.edu		Auxiliary Services	Services
3558	Workday NDA	Kyle Mimbs	2023-10-04T19:56:14Z	Erin Williams	erint@westga.edu,jnimbs@westga.ed		Office of Legal Affairs; OSABS	Nondiscl
3565	Executive Leadership Retreat	Danielle Tackett	2023-10-05T14:13:42Z	Erin Williams; Danielle Tackett	dtackett@westga.edu,erint@westga.ec		Office of the President	Hotel
3630	Alcohol Request Form_Beer and Wine Tasting	Erin Williams	2023-10-18T18:58:31Z	Erin Williams	erint@westga.edu		Office of Legal Affairs	Other (Pie
3639	Alcohol Request Form_Parade Watch Party	Erin Williams	2023-10-20T15:54:39Z	Erin Williams	erint@westga.edu		Office of Legal Affairs	Other (Pie
3658	Non-Residential Gas Extension Contract	Sheree Strader	2023-10-25T17:07:49Z	Erin Williams; Sheree Strader	erint@westga.edu,ssrader@westga.ed		Facilities Development and Sustainability	Services
3673	Alcohol Request Form_Celebration for Grads	Makena Burns	2023-10-26T18:19:09Z	Erin Williams; Makena Burns	erint@westga.edu,mburns@westga.ed		University Advancement	Other (Pie
3737	Nelnet Addendum - MFA	Tommy Jenks	2023-11-09T16:22:02Z	Erin Williams; Tommy Jenks	erint@westga.edu,tjenks@westga.edu		Student Accounts and Billing Services	Other (Pie
3777	Troutman Pepper SOW	Crystal Montes	2023-11-16T21:45:53Z	Erin Williams; Crystal Montes	cmontes@westga.edu,erint@westga.e		Office of Public Service and Outreach	Service

You can add a comment by typing in the field at the bottom that says “Add a comment.”

If you would like to see attachments, select attachments with your cursor, as seen highlighted below:

The screenshot shows the same Smartsheet Dynamic View interface. The details pane on the right is open, showing the 'Attachments' tab highlighted in yellow. Three attachments are listed: 'Troutman Pepper Contract Signed.pdf', 'Troutman Pepper GCSU renewal 12.1.2023 - 11...', and 'Contract Portal Review Troutman Pepper SOW...'. A yellow box highlights the 'Attach a File' button at the bottom of the pane.

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3365	Ethics Awareness Movie Night	Erin Williams	2023-08-21T15:02:05Z	Erin Williams	Erin Williams		Office of Legal Affairs	Services, S
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You can also upload files, by using the blue button at the bottom of that pane that says “Attach a file.”