

# SCM - Update Admin by Agency Contract Author

*Narrative:* Agency Authors must have Cross Access with each other for this update process to work. Once this is in place, these instructions are for the Current Contract Author to reassign a contract to another Author. If the current Author has left employment, a GMIS ticket will still be needed.

Navigation: *Purchasing Workcenter > SCM Tab > Document Management*

**Document Management**

SetID STIND Contract ID 000000000000000000059703 [Return to Document Search](#)

Supplier CYBERTECH USA INC

Contract Style General Contract

Document Type SOI Grant Template

Description #59703 -gmis TEST only

Administrator Jacinda Peek - 00067

Sponsor Department 493008 IOT - Finance

Version 0.52 Created On 12/03/21 3:06PM

Status Draft Last Modified On 03/14/23 3:45PM

[Document Details](#)

**The current Author opens the Document Details hyperlink**

**Document Details**

Source Transaction Purchasing Contracts

SetID STIND Contract ID 000000000000000000059703

Supplier CYBERTECH USA INC

Contract Style General Contract

Document Type

Internal Document

Configurator ID SOI\_GRANT  
SOI Grant

\*Administrator  Jacinda Peek - 00067

Sponsor

Department  IOT - Finance

\*Description

\*Contract Type

\*Sub Participation Eligible?

Political Sub?

\*Is This Contract Confidential?

M/W/VBE Alternate Base Amount

Created On 12/03/21

**Update the Admin field to the PS ID of the new author**

**Click OK**

Do you wish to replace document user preferences based on change to Administrator? (10421,305) **Say YES to updating User Prefs**

The default lists for View Access Roles and Internal Collaborators is partially based on the preferences set up by each administrator. Do you wish to replace the values that were previously pulled in based on the prior administrator with any new values associated to this new administrator?