

QuickCard: The eCLAWs Dashboard

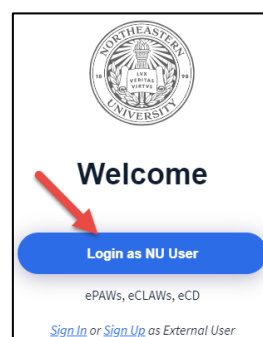
The eCLAWs Dashboard

The eCLAWs dashboard contains information about contracts related to you, as well as the overall view of contracts in workflow for the University.

NOTE: A TEST version of eCLAWS has been created for users to review/train/practice. To access the TEST environment, log into [eCLAWS-TEST](#) with your My Northeastern credentials. The Production environment should only be used for actual contract and agreement submissions.

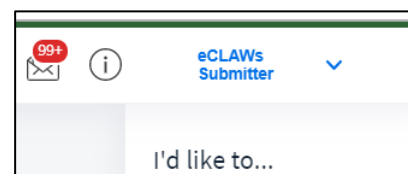
Logging in to eCLAWs

1. Log into the PRODUCTION [eCLAWS](#) environment with your My Northeastern credentials:

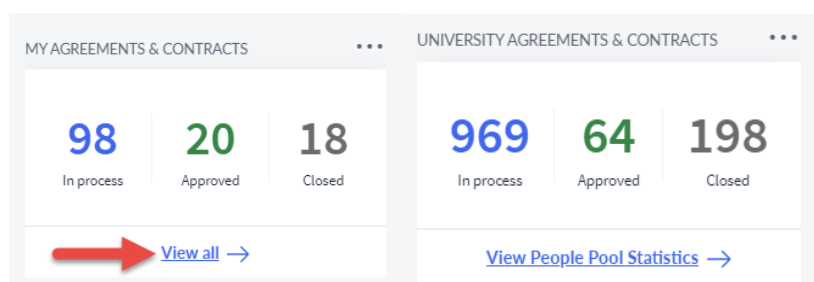


Review the Dashboard

1. Once you are logged into eCLAWs, select the role of eCLAWs Submitter from the Roles Dropdown Menu in the top right corner:



2. The Dashboard will be presented to you; there are several 'widgets' shown:
 - a. "My Agreements and Contracts" shows a snapshot of contracts related to you, in process, approved, and closed; To see "at a glance" the same but for the entire University, review the widget "University Agreements & Contracts:"



To view the details of your related contracts, select the "View all ->" link.

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- b. You can see “at a glance” where all of your contracts are in the workflow by reviewing the “Where are my agreements & contracts in process?” widget, as well as what is within the University queue:

WHERE ARE MY AGREEMENTS & CONTRACTS IN PROCESS?			WHAT'S IN THE UNIVERSITY QUEUE?		
7 Me	34 Gatekeeper	20 Review	115 Gatekeeper	97 Review	11 Signatory
4 Signatory	6 Other Party		39 Other Party		

- c. Search eCLAWs Records: allows you to search the system for a summary view of eCLAWs records. You can perform a basic search right in the search widget, or a more advanced search by selecting the “Search →” link and inserting search parameters:

SEARCH ECLAWS RECORDS

Search for a Specific eCLAWs Record

[Search →](#)

- d. “My Agreements & Contracts – In process” widget shows the list of contracts currently in workflow, in the order of ‘Last Modified’ date at the top; To view the details of your related contracts, select the “View all →” link.

eCLAWs ID	NU Contact	Other Party	Purpose	Type	Start - End Dates	Last Modified	Status
20-C-00974	Joan M. Cyr	Biogen : Biogen Idec	Research & Innovation	DUA	05/01/2020 - 06/30/2020	04/10/2020	Under Review - undefined
20-C-00965	Joan M. Cyr	BBRI : Boston Biomedical Research Institute				03/31/2020	Draft - undefined
20-C-00959	Joan M. Cyr	Colonnade Hotel	Research & Innovation	NDA - 2way		03/19/2020	Under Review - undefined
20-C-00928	Joan M. Cyr	ABC: ABC, Inc.	Research & Innovation	DUA		03/18/2020	Under Review - undefined
19-C-00175	Joan M. Cyr	National Basketball Association	Academics & Students	OGCATF CAA	06/12/2019 - 08/30/2019	03/12/2020	Draft - undefined



[View all →](#)

- i. Basic information about the contract is shown, including information in the “Other Party” “i” as a tooltip; select the “i” to see a pop-out window revealing a brief explanation contained in the contract record. Select the eCLAWs ID link to open the record to review.

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- e. “My Agreements & Contracts – Approved w/current or future term/date” widget shows the list of contracts that have completed in workflow, with the latest at the top; To view the details of your related contracts, select the “View all →” link.

MY AGREEMENTS & CONTRACTS - Approved w/current or future term/date

eCLAWs ID	NU Contact	Other Party	Purpose	Type	Start - End Dates	Last Modified	Status
 20-C-00098	Joan M. Cyr	MIT : Massachusetts Institute of Technology	Research & Innovation	DUA		02/28/2020	Review Complete
 20-C-00177	Joan M. Cyr	Genentech : Genentech	Research & Innovation	SRA		01/07/2020	Review Complete
20-C-00142	Jim L Lemmon Jr	Marriott	Purchase of Goods & Services (Procurement)	Hotel		11/04/2019	Review Complete
20-C-00130	Joan M. Cyr	Biogen : Biogen Idec	Research & Innovation	MTA		10/23/2019	Review Complete
20-C-00137	Joan M. Cyr	BI : Broad Institute	Research & Innovation	SRA		10/23/2019	Review Complete

[View all →](#)

- f. “My Agreements & Contracts – Closed” widget shows the list of contracts that are closed, with the latest at the top; To view the details of your related contracts, select the “View all →” link.

MY AGREEMENTS & CONTRACTS - Closed

eCLAWs ID	NU Contact	Other Party	Purpose	Type	Start - End Dates	Last Modified	Status
 20-C-00198	Joan M. Cyr	Biogen : Biogen Idec	Purchase of Goods & Services (Procurement)	Hotel	01/31/2020 - 02/01/2020	02/01/2020	Closed
 20-C-00053	Dana Carroll	PFIZER : Pfizer Incorporated	Research & Innovation	MTA	08/30/2019 - 09/30/2019	10/01/2019	Closed
20-C-00080	Joan M. Cyr	MC : Microsoft Corporation	Purchase of Goods & Services (Procurement)	Hotel		09/25/2019	Cancel Request
20-C-00088	Joan M. Cyr	MIT : Massachusetts Institute of Technology	Purchase of Goods & Services (Procurement)	Hotel		09/25/2019	Cancel Request
20-C-00015	Joan M. Cyr	MDC : McDonalds Corporation	Purchase of Goods & Services (Procurement)	MSA	08/02/2019 - 08/03/2019	08/04/2019	Closed

[View all →](#)

- g. “All of my Active Consults & Information Requests” widget shows the list of chat conversations in which you are involved, with the latest at the top; To view the details of your related Consults & Information Requests, select the “View all →” link.

ALL OF MY ACTIVE CONSULTS & INFORMATION REQUESTS

Record ID	Source	Title	Participants	Created	Last Modified
20-C-00971	eCLAWs	Additional Information Request	Joan M. Cyr, Marlon Sanchez	04/13/2020	04/13/2020 11:47 AM
20-C-00984	eCLAWs	Additional Information Request	Joan M. Cyr, Marlon Sanchez, Tammi J. Westgate	03/31/2020	03/31/2020 02:07 PM
20-C-00926	eCLAWs	Additional Information Request	Brooks Hill-Whitton, Joan M. Cyr, Kelly Sylvia Basner	03/02/2020	03/02/2020 11:41 AM
20-C-00107	eCLAWs	Additional Information Request	Bob Frank, Joan M. Cyr	02/22/2020	02/21/2020 07:04 PM
20-C-00164	eCLAWs	Additional Information Request	Dana Carroll, Joan M. Cyr, Madison Leary	02/10/2020	02/10/2020 10:46 AM

[View all →](#)