

“Public Access” DocuWare Portal – User Guide

Division of Procurement Services Legacy Documents

The Division of Procurement Services reviews, processes, and approves over 8,000 service contracts for Departments in the Executive and Judicial Branches of State Government. Contracts finalized on or after February 28, 2022 can be found through [Vendor Self Service \(VSS\)](#) using the search feature. Contracts processed from January 2013 through February 2022 can be found within the [maine.gov/Service Contract Search Portal](http://maine.gov/ServiceContractSearchPortal) and by using the search features described below. If you have difficulty using the search features, please call us at 207-624-7340, and our staff can assist you.

Table of Contents

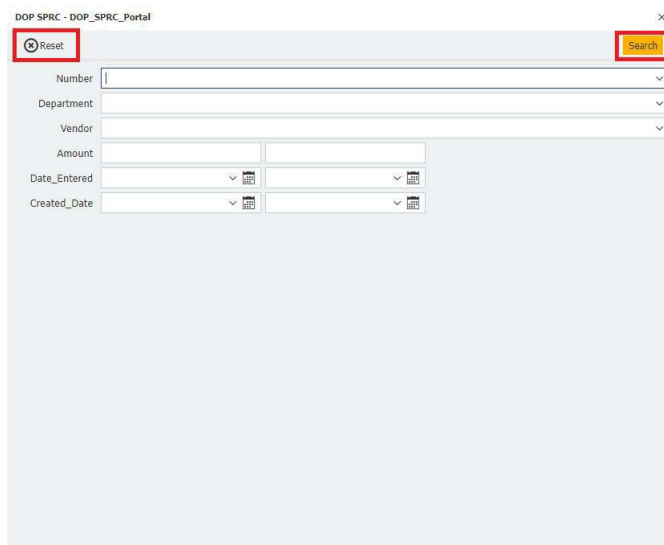
Viewing Documents in DocuWare	
Searching Documents.....	2 - 4
Viewing Documents, Printing & Downloading files	
Viewing Search results	5
Viewing Documents.....	6
Printing & Downloading files.....	6
Other Right-Click Menu options.....	6
Appendix.....	7
Searching with DocuWare Operators & Shortcut keys	
Search Operators.....	7 - 8
DocuWare Shortcut keys.....	9 - 10
Experiencing issues & how to contact Tech Support.....	11

Viewing Documents in DocuWare

Tips for searching documents:

- The left portion of DocuWare will display all the document's index values that you can search for. Enter data in one or more fields to narrow the search for your document, then select the "Search" button (orange button).
- Use as many search fields as possible for the best (i.e., most precise) results.
- There are dropdown lists available – Start typing into a "search bar" or click on the "dropdown/caret" icon on the right side.
- If you search with nothing in the fields, it will return all records within the system.
- Range Searches – You can search a date range or any numeric fields.
- Wildcard search can be used by entering an asterisk (*) before text, after text or between text.
- Type an X in the date field for today's date.

NOTE: In order to see a copy of the contract you are searching for, double-click on the entry displayed. A drop-down menu will appear by right-clicking on a document, giving you the option of downloading or printing the selected file. Also, remember to **RESET** your Search between searches.



The screenshot shows a search interface titled "DOP SPRC - DOP_SPRC_Portal". At the top left is a "Reset" button with a circular arrow icon, and at the top right is an orange "Search" button. Below these are several search fields: "Number" (a text input field), "Department" (a dropdown menu), "Vendor" (a dropdown menu), "Amount" (two text input fields), "Date_Entered" (two date pickers), and "Created_Date" (two date pickers). The "Reset" and "Search" buttons are highlighted with red boxes.

Number

- This is the number assigned in the State of Maine financial system, also known as the "Advantage" or "CT" (contract) number.
 - If you know **part of** or **all of** the number, click on the "Number" field, enter the number and then click on the orange "Search" button.
 - OR
 - Enter the year, asterisk "*", and the last 4 numbers (Example: 2017*1234). Or you can enter the first 8 and the last 4 digits (Example: 20170123*1234).

Department

- This is the State of Maine Department that created the contract.
- If you know the Department you want to search for, click on the "Department" field, enter the Department code, and then click the orange "Search" button (Example: 01A, 02A, etc.). If you don't know the letter, you can enter an asterisk (*) after the code (Example: 03*), then click the "Search" button.

Vendor

- This is where you will type the vendor's name into the "Vendor" search bar. There are two ways of doing this:
 - If you know who the vendor is, type in the vendor's name (Example: Maine General Medical Center), then click the orange "Search" button.
 - If you don't know the whole name, type in "Maine*" and then click the "Search" button.

Amount

- The wildcard (*) character will not work in this space.
- This is where you will type the exact dollar amount of the contract, then click on "Search."
 - Enter the dollar amount then click the "Search" button.
 - If you know the exact amount, type it without a dollar sign or commas. (Example: 17450.84), then click the "Search" button.
 - You can also search by amount range, utilizing the two fields.

Date_Entered & Created_Date

- The wildcard (*) character will not work in these fields.
- This is where you can enter the earliest or latest date the contract was entered/created within this search website. (It is not the start date of the contract itself.)
- Date ranges require a begin date and end date. (Enter the same date into each field to look for documents containing that one specific date.)

These search options can work as a "between and including two dates" search.

- Example: Begin date: 1/1/2013; End date: 12/31/2013.

Viewing Documents, Printing & Downloading files

Viewing Search Results

A search result list will appear with documents that meet the search criteria. The list will display up to 100 documents matching the search results. Navigate to additional results on other pages at the bottom of the by using the arrows, (see picture below).

Type	Number	Department	Vendor_Name	Ar
	G607154	10A		
	G607049	10A		
	G407235	10A		
	U0612G307029	10A		
	G207116	10A		
	107191	10A		
	G1206254	10A		
	G1206231	10A		
	1206185	10A		
	G107181	10A		

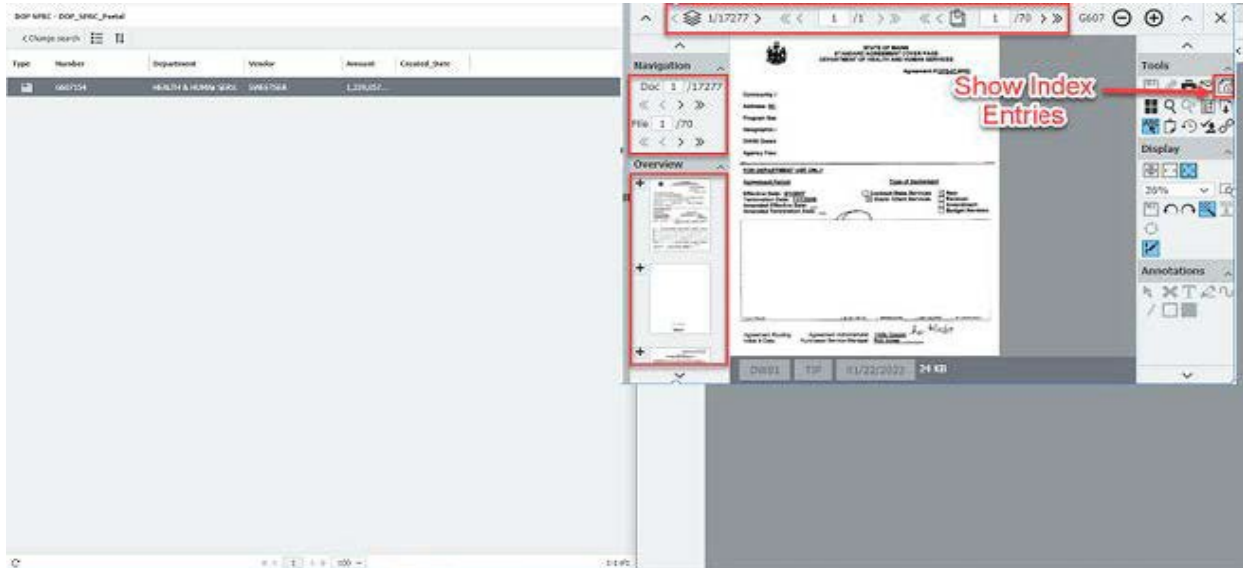
Names are Hidden

Navigation: << < 1 > >> 100 v 1-100 of 17277

- Navigate the list using your keyboard's up and down arrows and use your "Enter" key to open a document.
- Rearrange the columns by clicking and dragging. Sort or filter column headings as needed.

Viewing Documents

Double-click one of the results in the list to view the image in the rightmost window. Navigate pages using arrows at the top of the screen or use keyboard arrows.



Other Right+Click Menu OPTIONS and SHORCUTS



- Opens the image in the normal viewer
- Opens image in a separate window
- Shows current index values
- Get link to the document to send
- Send - Original format, PDF or hyperlink
- Download - Original format or PDF
- Print as PDF

Appendix

Searching with DocuWare Operators

Search Operators

If you want to find documents that have specific keywords in them, use the right logical operators!

Except for numeric fields and date fields you can use these operators (please note uppercase):

Operator	Entry in search dialog	Execute search
AND	*MILLER* AND *SON*	Searches for all documents containing Miller as well as Son in the index entry.
OR	*MILLER* OR *SON*	Searches for all documents containing Miller or Son in the index entry.
NOT	NOT *Miller*	Searches for all documents with an index entry in the corresponding field but not containing Miller in the index entry.
EMPTY()	EMPTY()	Searches for all documents where the corresponding index field is empty.
NOTEEMPTY()	NOTEEMPTY()	Searches for all documents where the corresponding index field is not empty.

<code>CURRENTUSERSHORTNAME()</code>	<code>CURRENTUSERSHORTNAME()</code>	Searches for all documents where the index entry equals the short name of the current user.
<code>CURRENTUSERLONGNAME()</code>	<code>CURRENTUSERLONGNAME()</code>	Searches for all documents where the index entry equals the long name of the current user.
<code>CURRENTUSEREMAIL()</code>	<code>CURRENTUSEREMAIL()</code>	Searches for all documents where the index entry equals the E-Mail address of the current user.

Index term you want to search	Enter in search dialog	Explanation
MILLER AND SON	"MILLER AND SON"	The quotation marks cause the whole string to be searched for, the AND is not evaluated as a logical operator.
NOW OR NEVER	"NOW OR NEVER"	The quotation marks cause the whole string to be searched for, the OR is not evaluated as a logical operator.
Program "Othello"	" Program \"Othello\""	To ensure the quotation marks are evaluated as such in the search, a back slash must be placed in front of them.

DocuWare Shortcut Keys

You can often work faster in DocuWare by using keyboard shortcuts instead of mouse clicks. They are handy for filing, searching, displaying, editing, and sending documents ... and much more. You can even use them to call up a document in DocuWare from another program.

Shortcuts for Storing and Searching	
Open select list (mouse pointer in index field)	Down Arrow
Jump forward / back to next index field	Tab / Shift + Tab
Enter today's date in the date field	x
Open document for editing	Ctrl + Alt + Blank
Jump forward / back to the next entry in a select list	Up / Down Arrow
Choose one entry from select list	Enter
Close select list	Esc
Jump forward / back to next date in date field	+ / -
Reset search or store	Ctrl + Alt + N
Search or store	Enter
Automatic storage	Ctrl + Alt + A

Shortcuts for Document Trays and Result Lists / Lists	
Rename a document in the document tray	F2
Show index entries	Ctrl + Alt + I
Edit document	Ctrl + Alt + Blank
Jump to first / last document	Pos1 / End
Open in viewer / in a new viewer	Enter / Ctrl + Alt + Enter
Send in original format	Ctrl + Alt + S
Download in original format	Ctrl + Alt + D
Clip / unclip	Ctrl + Alt + C / Ctrl + Alt + U
Open context menu	F

Shortcuts for Viewer Display

Display document in optimal width	Ctrl + Alt + 1
Zoom in / out on document	+/-
Rotate document left / right	Ctrl + Alt + Left Arrow / Right Arrow
Fulltext search for specific term in document	Ctrl + Alt + F
Text annotation on / off	1

Experiencing issues & how to contact Tech Support

If you have difficulty using the search features illustrated within this guide or experience any technical difficulties, please call us at 207-624-7340, and our staff can assist you.