**MISSISSIPPI MANAGEMENT & REPORTING SYSTEM**

Meeting the Management Information Needs for the State of Mississippi

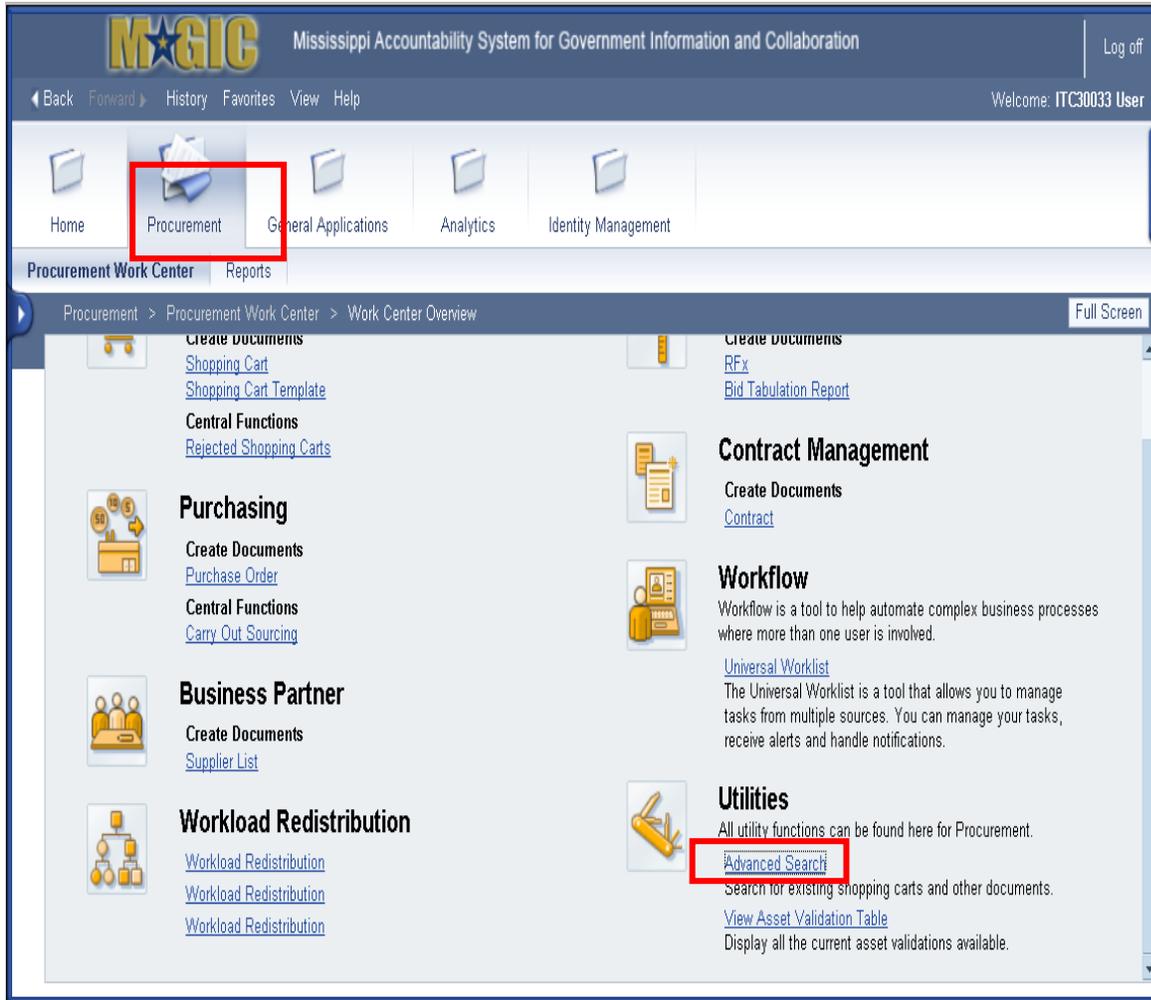**How to search for converted contracts in MAGIC using the Advanced Search link**

(1) After you log into MAGIC:

a. Click the "Procurement" tab at the top of the screen

b. Then under **Utilities,** click  **Advanced Search**

(2) Once the Advanced Search page is displayed:

    a. Select **Contract** from the Search For drop down box

    b. Click in the **Reference Contract Number** field and type in the SAAS Contract Number of the first few characters of the number followed by * (for example, IT*)

    c. Click the Search button



(3) Contract information will be retrieved in the Search Results section.