

### OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand some of the basic functions and navigation in eMaryland Marketplace Advantage (eMMA).

Note that there are additional QRGs available that explain how complete specific tasks in eMMA (e.g., "Creating a Sourcing Project", "Creating a Large Procurement IFB Sourcing Project", etc.).

### Basic Navigation – eMMA Homepage

1. Access eMMA via SecureAuth or your login. **IMPORTANT:** For best results, access eMMA via Google Chrome.

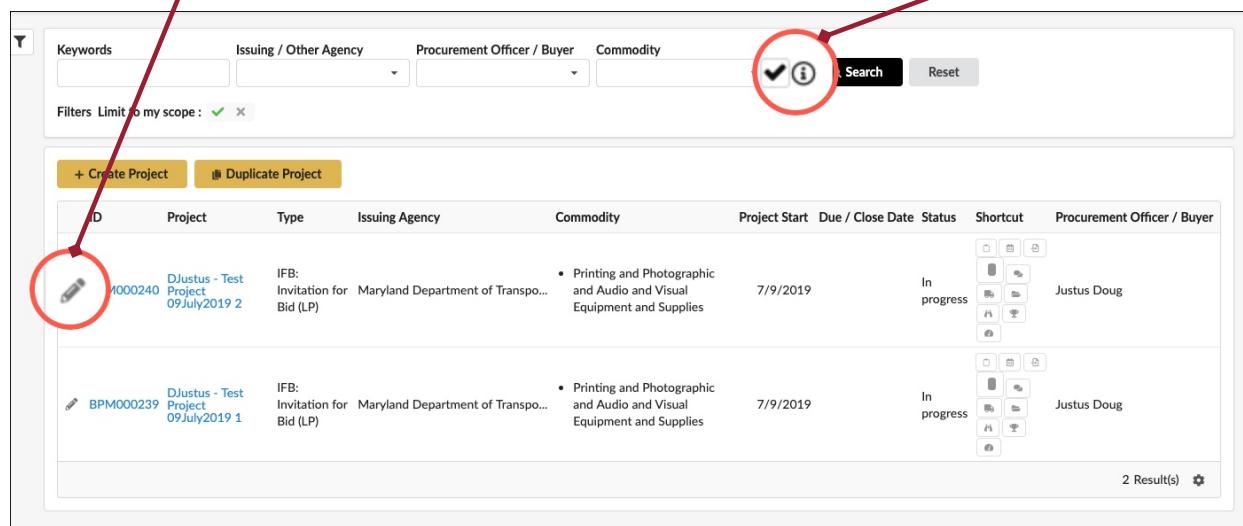
The screenshot shows the eMMA homepage with several callout boxes and arrows pointing to specific features:

- Navigation:** A box on the left containing icons for back, forward, and favorite, along with a "Homepage" link.
- Tabs:** A box pointing to the top navigation tabs: Vendors, Sourcing, Contracts, Catalogs, and Analytics.
- Quick Tasks:** A box pointing to the "Quick Tasks" sidebar on the right, which includes links for creating a vendor, sourcing project, or contract, and a "My In-Progress Projects" section.

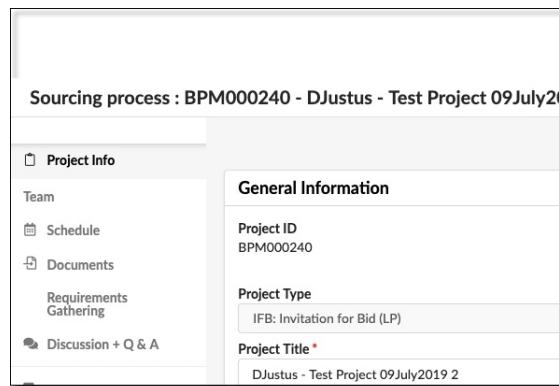
### Basic Navigation – Common eMMA Icons

Below are common icons in eMMA.

**“Pencil” Icon**  
Click to edit an item/field.



**“Tool Tip” Icon**  
Mouseover this icon to view additional information about the field.



**“Required” Field**  
A red asterisk indicates the input field is required/mandatory.

**“Action” Icons**  
Print, re-size the window, or close the window.