

### 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

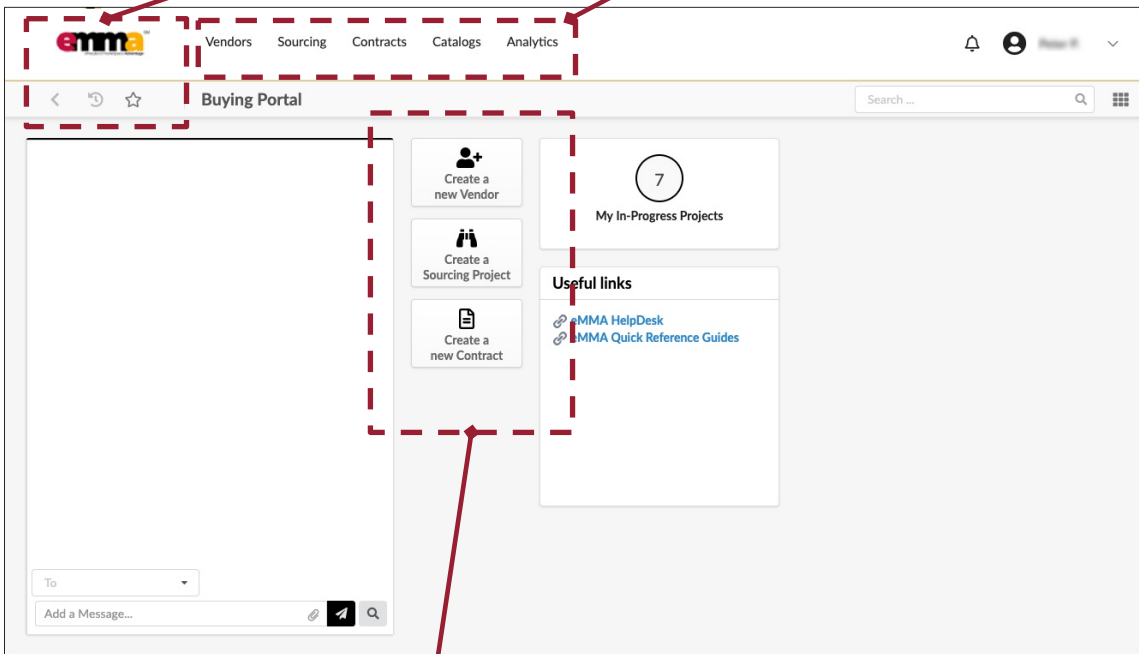
1. Access eMMA via SecureAuth or your login. **IMPORTANT:** For best results, access eMMA via Google Chrome.

**Navigation**

- ◀ Go back one screen
- 🕒 Select a previously viewed page
- ★ Create a “Favorite”
- emma Returns to “Homepage”

**Tabs**

Work areas visible to you (based on your role in eMMA).



**Quick Tasks**

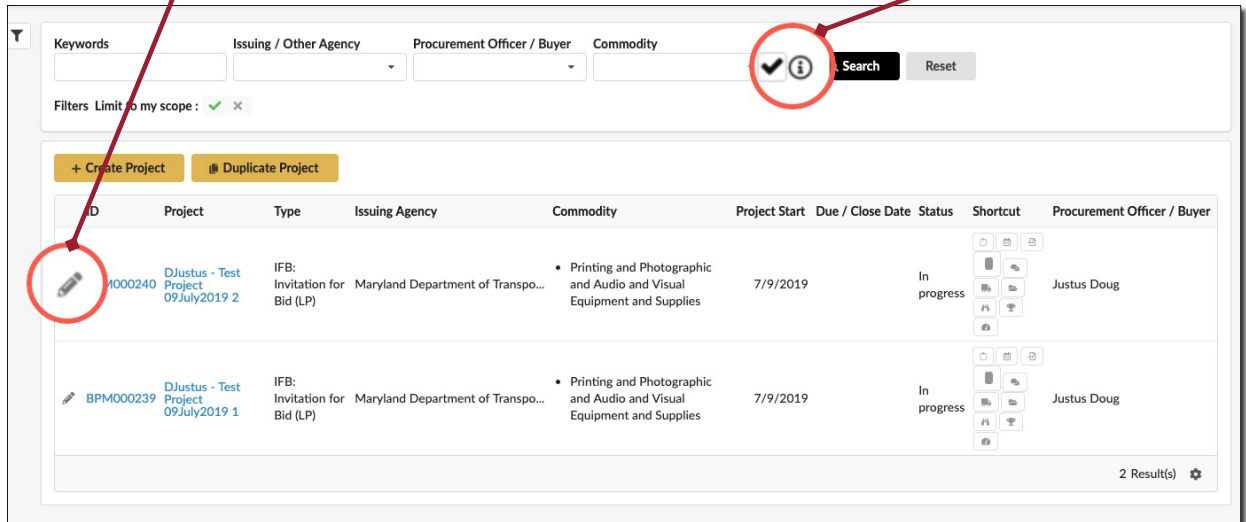
Links to specific tasks in eMMA (based on your role in eMMA).



### 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.



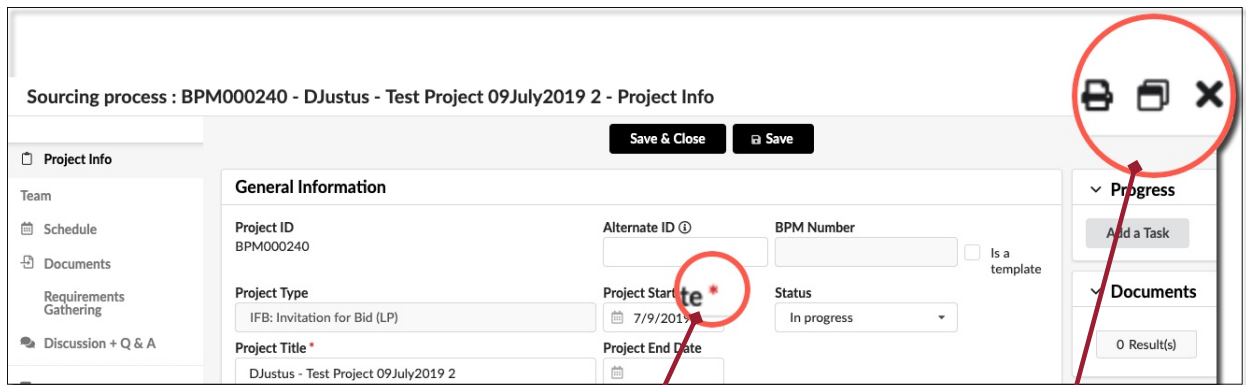
Keywords  Issuing / Other Agency  Procurement Officer / Buyer  Commodity    Search Reset

Filters Limit to my scope:

+ Create Project Duplicate Project

ID	Project	Type	Issuing Agency	Commodity	Project Start	Due / Close Date	Status	Shortcut	Procurement Officer / Buyer
BPM000240	DJustus - Test Project 09July2019 2	IFB: Invitation for Bid (LP)	Maryland Department of Transpo...	• Printing and Photographic and Audio and Visual Equipment and Supplies	7/9/2019		In progress		Justus Doug
BPM000239	DJustus - Test Project 09July2019 1	IFB: Invitation for Bid (LP)	Maryland Department of Transpo...	• Printing and Photographic and Audio and Visual Equipment and Supplies	7/9/2019		In progress		Justus Doug

2 Result(s)



Sourcing process : BPM000240 - DJustus - Test Project 09July2019 2 - Project Info

Save & Close Save

Project Info

Team

Schedule


Documents

Requirements Gathering

Discussion + Q & A

**General Information**



Project ID: BPM000240

Alternate ID 

BPM Number


Is a template

Project Type: IFB: Invitation for Bid (LP)

Project Start  7/9/2019 

Status: In progress

Project Title \*: DJustus - Test Project 09July2019 2

Project End Date 

Progress

Add a Task

Documents

0 Result(s)

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

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