Creating Sourcing Project Team

eMMA Quick Reference Guide

eMaryland Marketplace *Advantage*

OVERVIEW

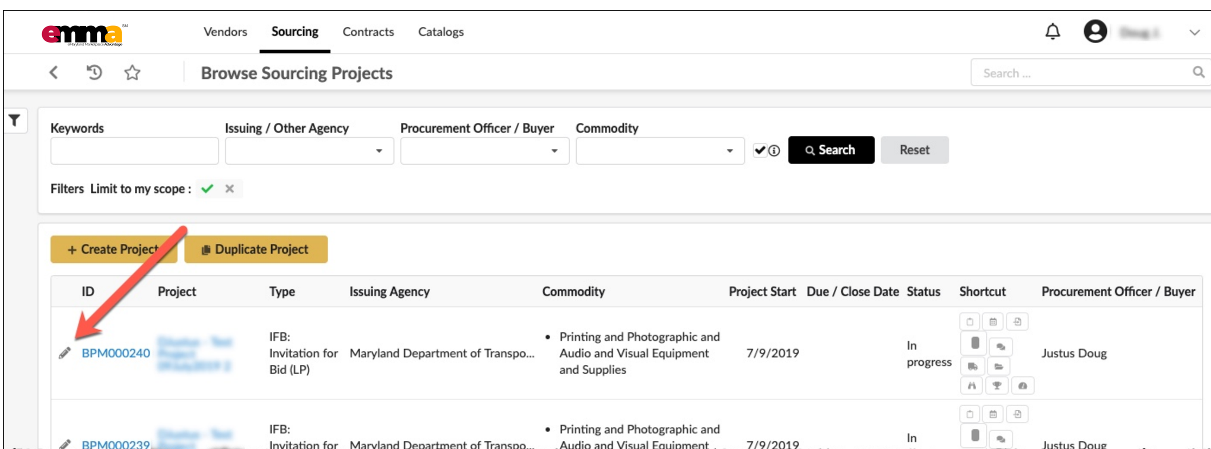
This Quick Reference Guide (QRG) is designed to show you how to add Team members to a Sourcing Project in eMMA. Your Project Team can review documents, review Vendor responses, and/or collaborate via messaging within eMMA.

PROCESS – Add Team Members to Project

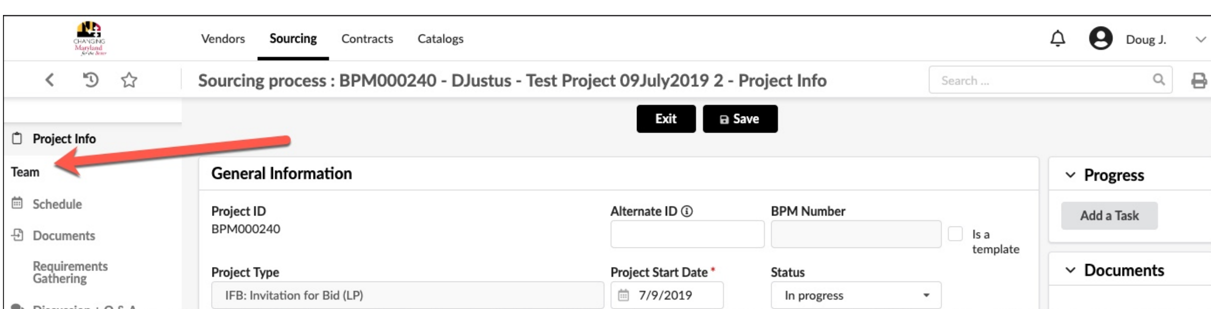
1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.

2. From your Home page, click the “Sourcing” module and select “Browse Sourcing Projects” from the drop-down menu.

3. Click the “pencil” icon next to the desired Sourcing Project. The Project displays.

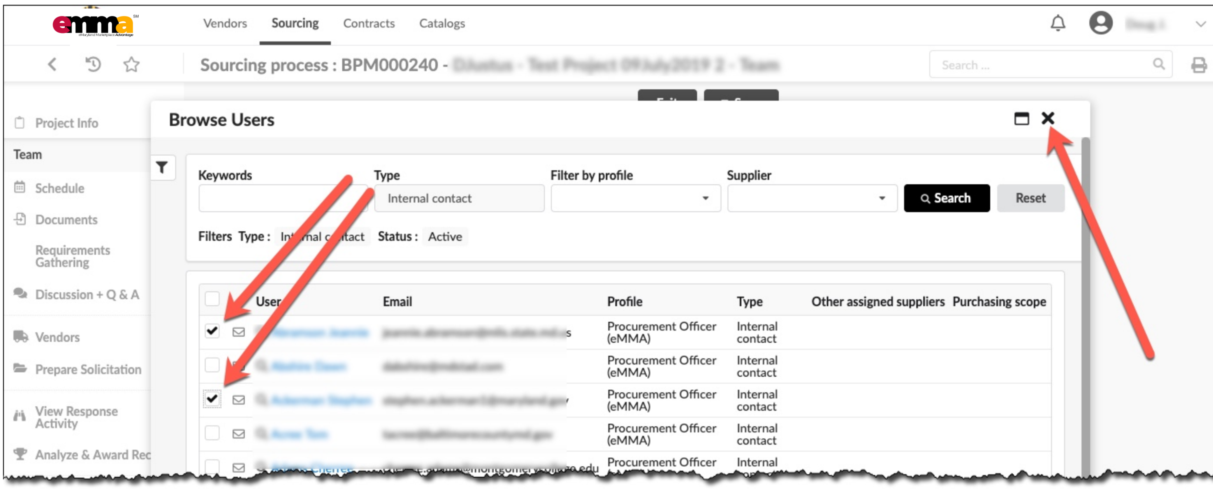


4. Click the “Team” tab.

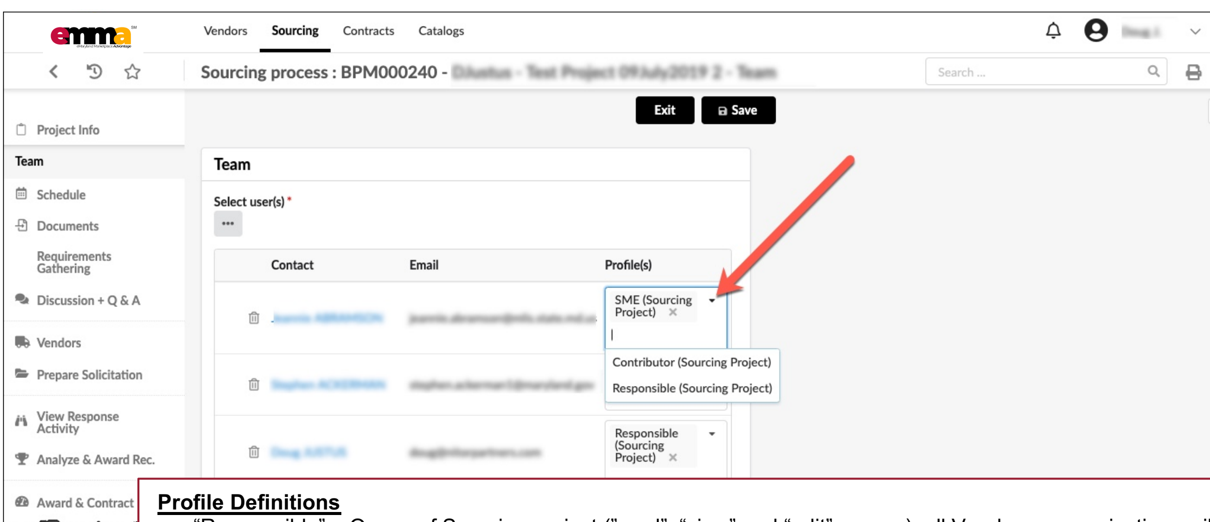


PROCESS – Add Team Members to Project (continued)

5. Click … to view all users in eMMA. Search for and select users by checking the box next to their name. Click the "X" to close the window.



6. The selected Team Member(s) now appear. Click the drop-down next to each Team Member's name to assign the "Profile" to the Team Member. NOTE: Team Members can have more than one Profile.



Profile Definitions

- "Responsible" – Owner of Sourcing project ("read", "view" and "edit" access); all Vendor communications will come to the "Responsible"; only one per project
- "Contributor" – Ability to view the project, edit project information/team/ schedule/documents, and view response activity
- "SME" – Can be assigned tasks, can receive email notifications (Forum messages), and respond to Requirements Gathering questions or Evaluate/Score when invited

7. Click "Save" when Profiles have been assigned. The Confirmation message displays.