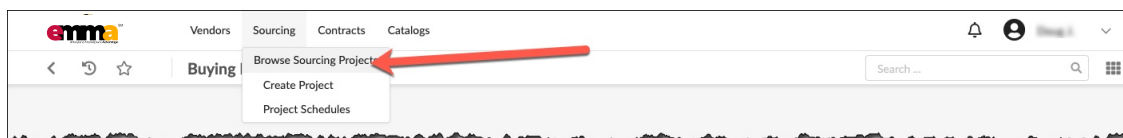


OVERVIEW

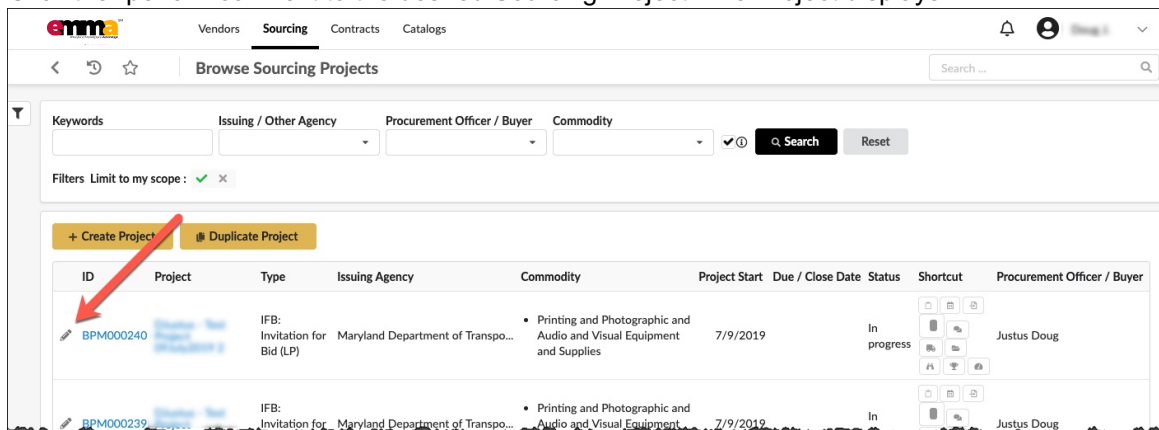
This Quick Reference Guide (QRG) is designed to show you how to add documents to a Sourcing Project in eMMA.

PROCESS – Add Documents to Project

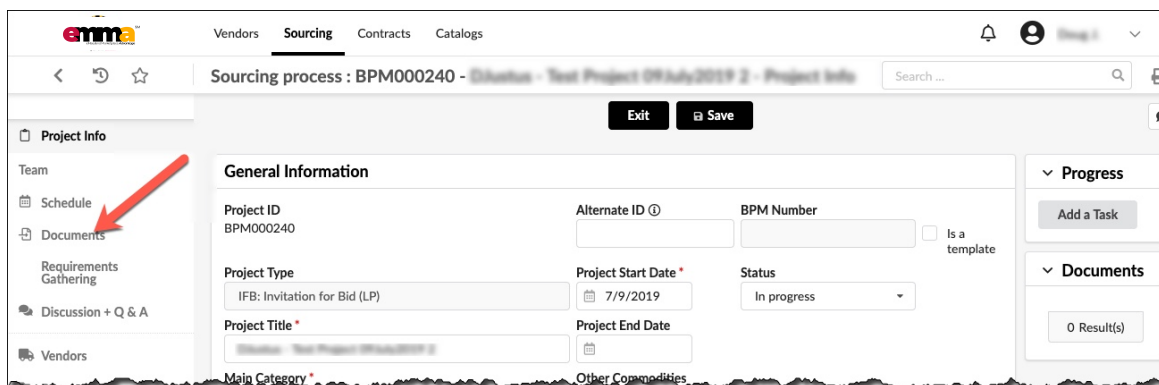
1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From your Home page, click the “Sourcing” module and select “Browse Sourcing Projects” from the drop-down menu.



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

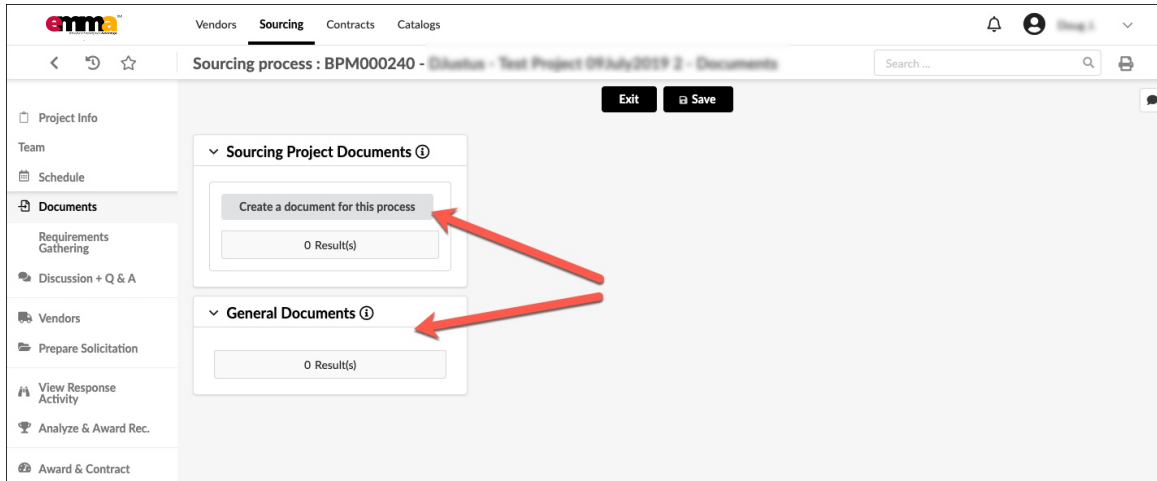


4. Click the “Documents” tab.

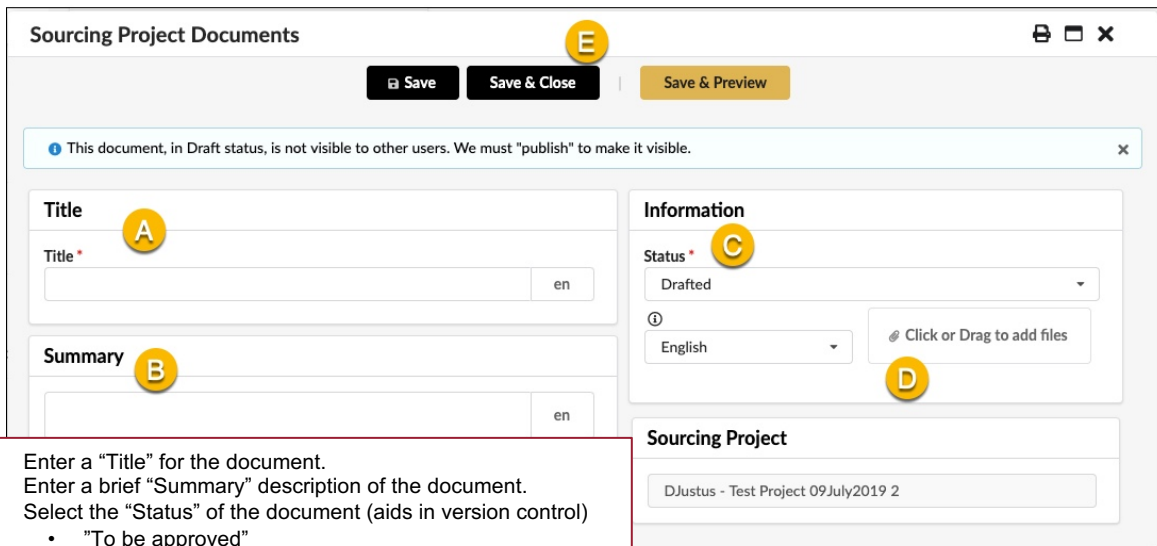


PROCESS – Add Documents to Project (continued)

- The documents screen displays. Existing documents are accessible in the “General Documents” area. Click “Create a document for this process” to add a new document.



- The “Sourcing Project Documents” pop-up window displays. Complete the screen as noted. Mandatory fields are denoted with “ * ”.



- Enter a “Title” for the document.
- Enter a brief “Summary” description of the document.
- Select the “Status” of the document (aids in version control)
 - “To be approved”
 - “Approved”
 - “Drafted”
 - “Blocked”
- Click to search for and select the document to be attached.
- Click
 - “Save” to save work and remain on this screen
 - “Save & Close” to return to the previous screen
 - “Save & Preview” to view the document attachment