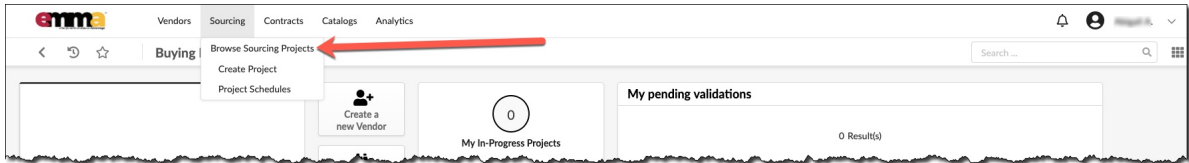


OVERVIEW

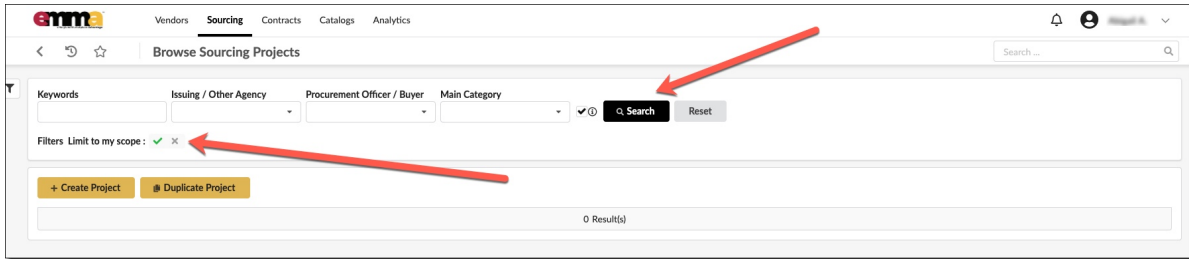
This Quick Reference Guide (QRG) is designed to help you understand how to search solicitations in eMMA.

PROCESS

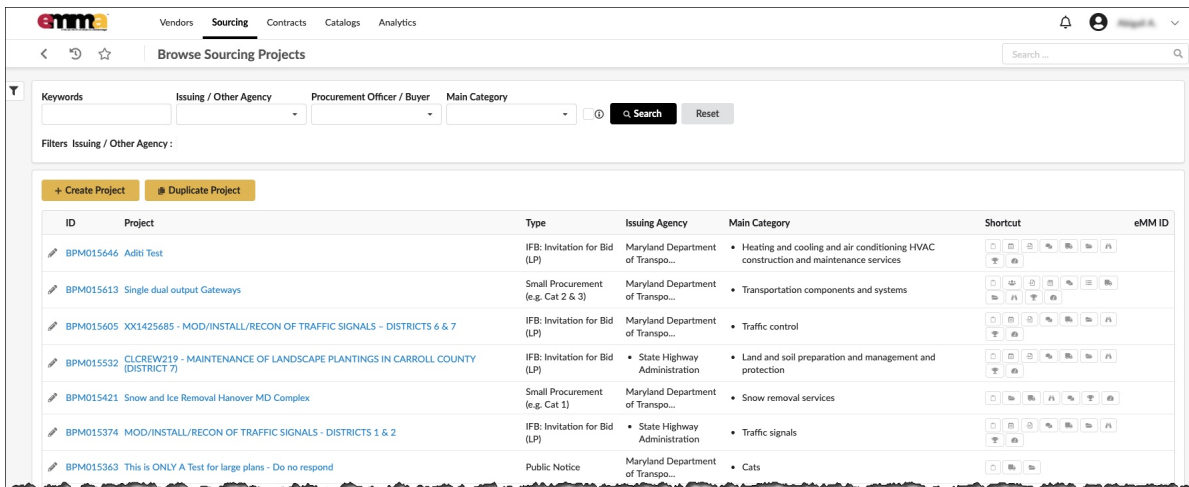
1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. From the "Sourcing" tab, click "Browse Sourcing Projects".



3. Click the "X" to remove the "Limit to my scope" filter. Click "Search".



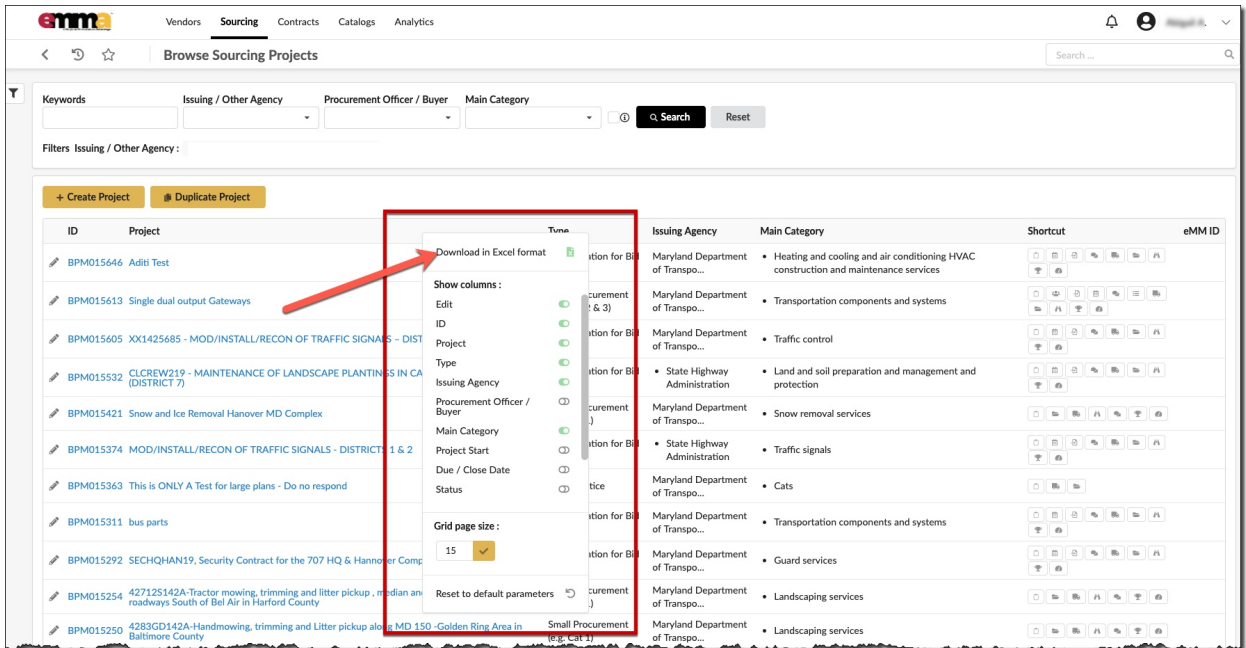
4. The projects within your issuing Agency are displayed.



PROCESS (continued)

- (optional) Right-click on the status bar (i.e., "ID, Project, Type, Issuing Agency, etc.") and select "Download in Excel format" to view the results in Excel.

NOTE: You can also select/de-select additional parameters (e.g., Project Start, Status, etc.).



The screenshot shows the eMMA Sourcing Projects interface. A right-click context menu is open over the 'Download in Excel format' option. The menu includes options for 'Show columns', 'Edit', 'ID', 'Project', 'Type', 'Issuing Agency', 'Procurement Officer / Buyer', 'Main Category', 'Project Start', 'Due / Close Date', 'Status', and 'Grid page size'. The 'Download in Excel format' option is highlighted with a red arrow.

ID	Project	Issuing Agency	Main Category	Shortcut	eMM ID
BPM015646	Aditi Test	Maryland Department of Transpo...	Heating and cooling and air conditioning HVAC construction and maintenance services		
BPM015613	Single dual output Gateways	Maryland Department of Transpo...	Transportation components and systems		
BPM015605	XX1425685 - MOD/INSTALL/RECON OF TRAFFIC SIGNALS - DIST	Maryland Department of Transpo...	Traffic control		
BPM015592	CLCREW219 - MAINTENANCE OF LANDSCAPE PLANTINGS IN CA (DISTRICT 7)	State Highway Administration	Land and soil preparation and management and protection		
BPM015421	Snow and Ice Removal Hanover MD Complex	Maryland Department of Transpo...	Snow removal services		
BPM015374	MOD/INSTALL/RECON OF TRAFFIC SIGNALS - DISTRICT 1 & 2	State Highway Administration	Traffic signals		
BPM015363	This is ONLY A Test for large plans - Do no respond	Maryland Department of Transpo...	Cats		
BPM015311	bus parts	Maryland Department of Transpo...	Transportation components and systems		
BPM015292	SECHQHAN19, Security Contract for the 707 HQ & Hanover Comg	Maryland Department of Transpo...	Guard services		
BPM015254	427125142A-Tractor mowing, trimming and litter pickup, median and roadways South of Bel Air in Harford County	Maryland Department of Transpo...	Landscaping services		
BPM015250	4283GD142A-Handmowing, trimming and Litter pickup along MD 150 -Golden Ring Area in Baltimore County	Maryland Department of Transpo...	Landscaping services		