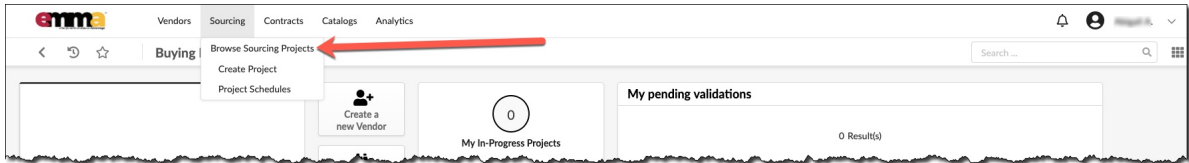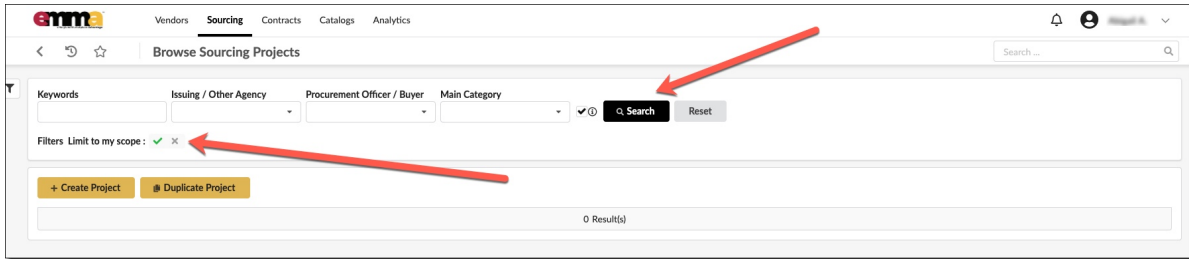## OVERVIEW

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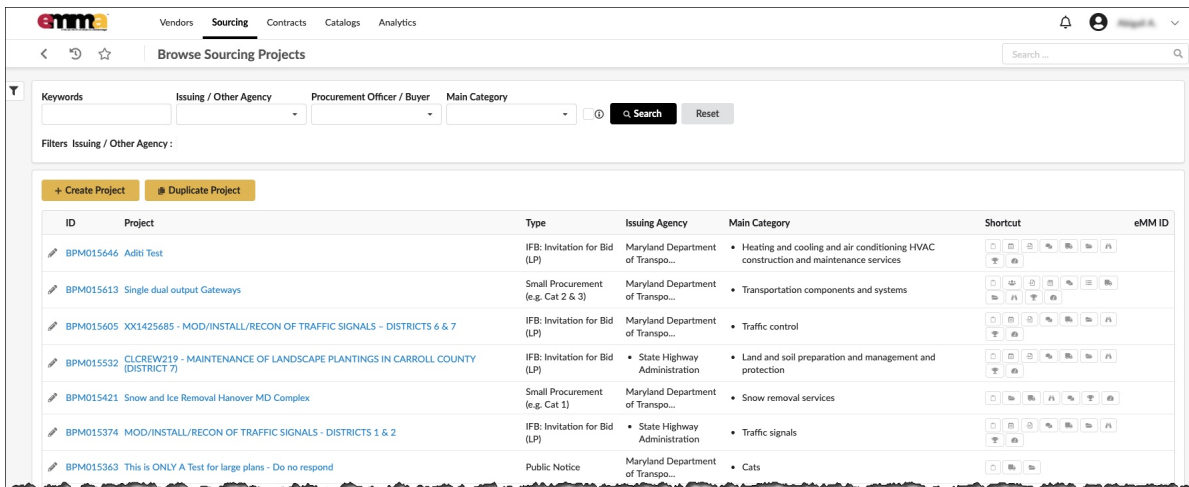
PROCESS

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".

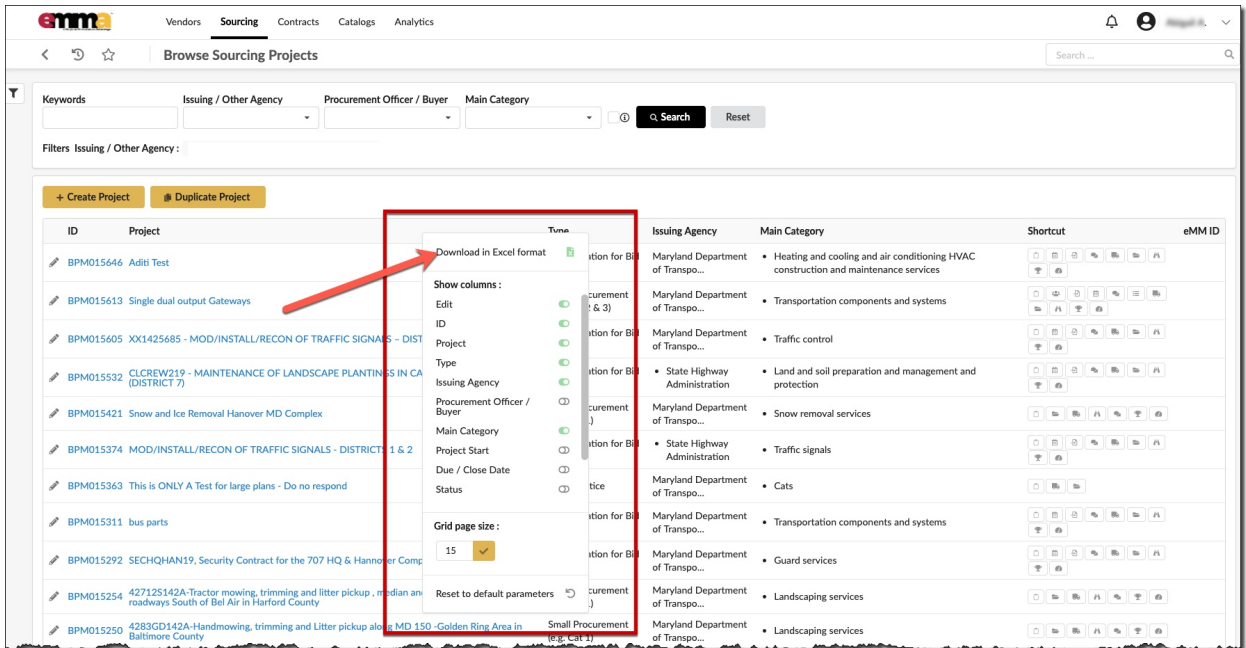3. Click the "X" to remove the "Limit to my scope" filter. Click "Search".

4. The projects within your issuing Agency are displayed.

PROCESS (continued)

5. (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.).