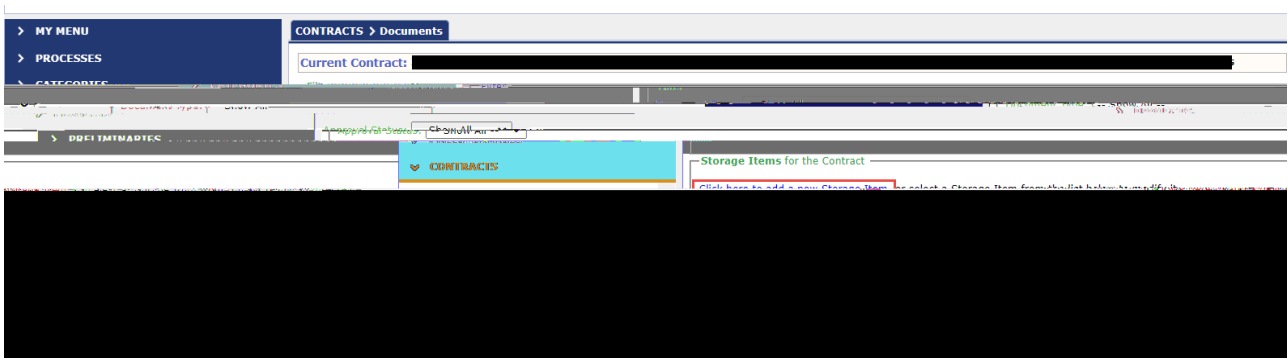


### Communication/Document Creation

This QRG covers how to attach a document and record correspondence against a PACMan Project and Contract.  
Note: Follow same procedure for Projects.

### Attaching a Document to a Contract

1. Ensure a contract is selected from the \_\_\_\_\_ screen.
2. Navigate to the \_\_\_\_\_ screen.



3. Select the \_\_\_\_\_ hyperlink. The \_\_\_\_\_ screen appears.

### To upload a new document;

1. Enter the document Title.
2. D

The new document record displays on the  
the document are prepopulated with the document title and the

list. The

and the of