



Quick Reference Guide

This QRG aligns with the Project Management Framework

## 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.

screen.

## Attaching a Document to a Contract

1. Ensure a contract is selected from the

screen.

2. Navigate to the

> MY MENU	CONTRACTS > Documents		
> PROCESSES	Current Contract:		
	Approval Statuce - Chay, All		<ul> <li>Control and the second sec second second sec</li></ul>
S DREITMINADIES	CONTRACTS	-Storage Items for the Contract	
3. Select the		hyperlink. The	screen appears.

## To upload a new document;

- 1. Enter the document Title.
- 2. D