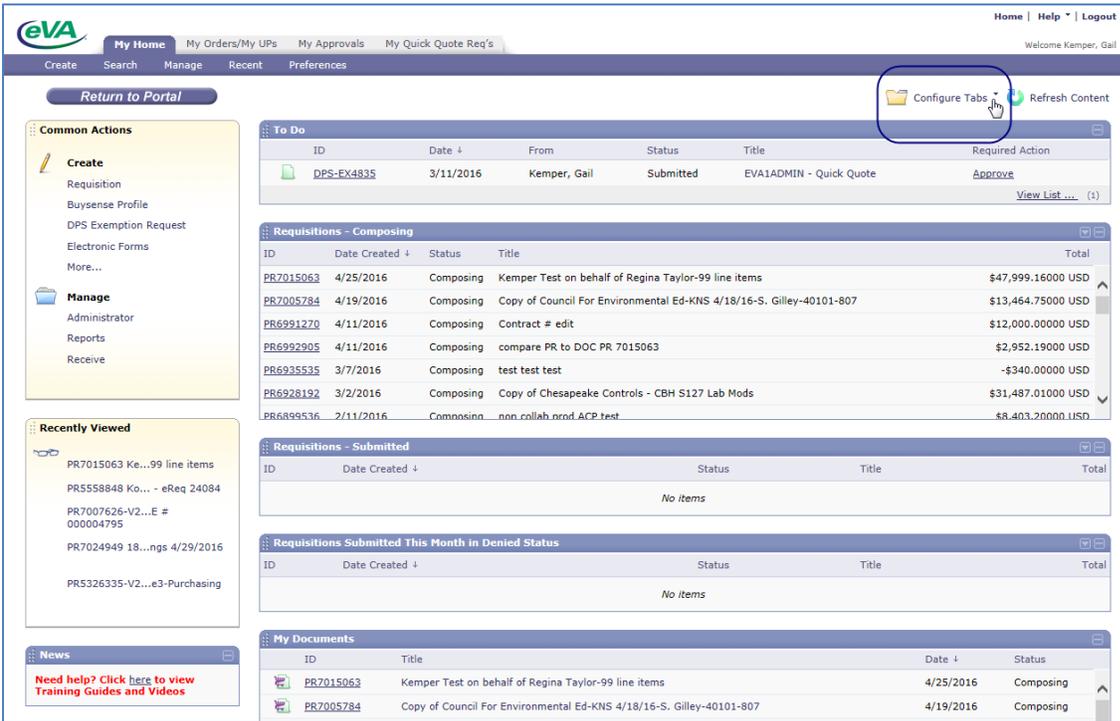
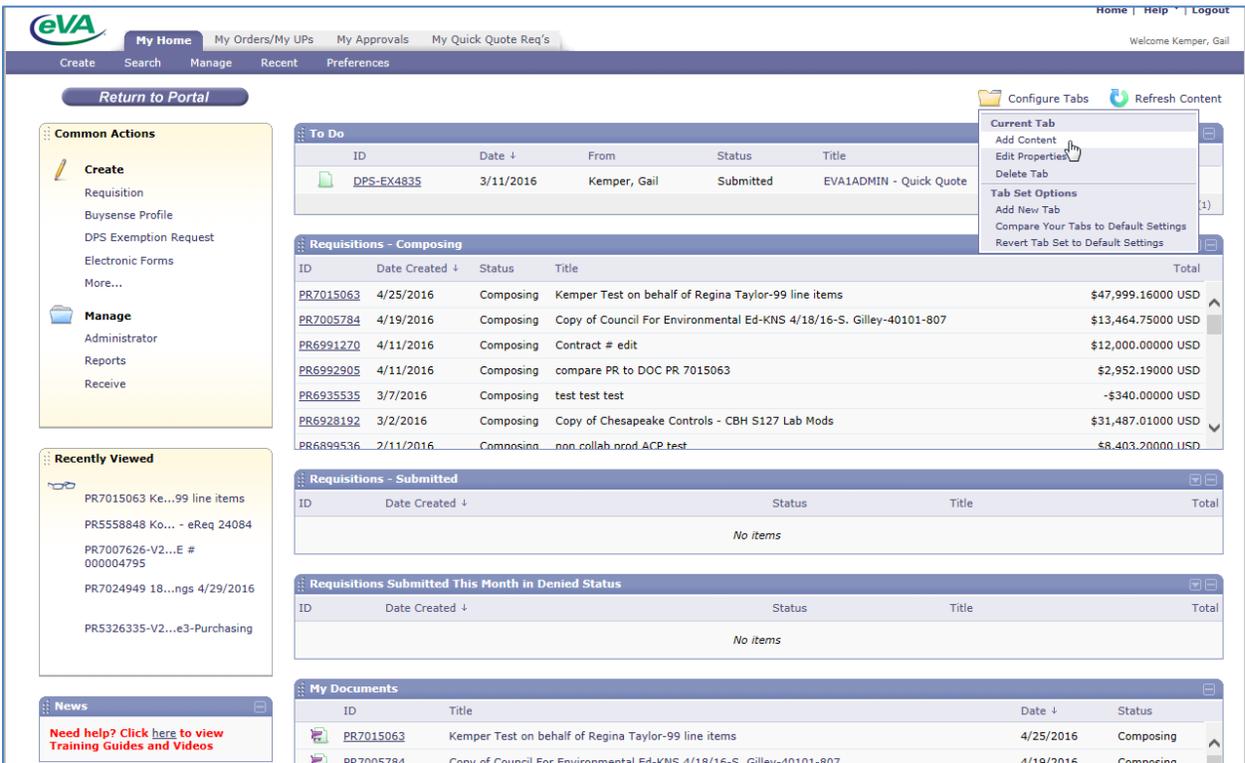


Adding a new window to your eMail Home screen for easy eForm Access

1. Click the down arrow in the top right corner adjacent to 'Configure Tabs'.



2. On the dropdown menu, select 'Add Content'.



- When the below dropdown menu appears, click 'Access Eforms' and **DRAG** the selection to the desired location on your screen. (As you attempt to drag, you will notice visible dotted lines for possible locations. This new window might prove most helpful on left side of screen, where other quick selections reside.)

The screenshot shows the eVA system dashboard. On the left, there is a 'Common Actions' sidebar with sections for 'Create' (Requisition, Buysense Profile, DPS Exemption Request, Electronic Forms, More...), 'Manage' (Administrator, Reports, Receive), and 'Recently Viewed'. A dropdown menu for 'Access Eforms' is open, showing options like 'Basic Request', 'Construction Management at Risk', 'Construction Method Recommendations', and 'DBHDS Quick Request'. A dashed arrow indicates the 'Access Eforms' option being dragged to the 'Common Actions' sidebar. In the top right, a 'Buyer' dropdown menu is also open, showing 'Access Eforms' and 'Add this portlet to access authorised Eforms'. A yellow callout box says 'Click and Drag content items below onto the dashboard.' The main content area contains several tables: 'To Do' (with one item: DPS-EX4835), 'Requisitions - Composing' (with 8 items), 'Requisitions - Submitted' (No items), 'Requisitions Submitted This Month / Denied Status' (No items), and 'My Documents' (with 6 items).

Note: Unlike other windows, eForms in progress or completed do not appear here; it's simply for providing quick access to your eForms for initial creation; similar to the 'Common Actions' window.

- Click the **Done** button to close dropdown menu.

This is a close-up of the 'Requisitions - Composing' table from the dashboard. The table has columns for ID, Date Created, Status, and Title. It lists 8 requisitions. A dropdown menu is open over the table, showing 'Add Content', 'Click and Drag content items below onto the dashboard.', 'Buyer', 'Saved Search', 'General', and 'Search'. The 'Done' button at the top right of the dropdown menu is circled in red, with an arrow pointing to it from the text above.

If an attempt to drag directly from the drop-down menu was unsuccessful, but the item was selected, it will appear at the BOTTOM of your screen. See next page.

Move the window to the desired location.

Recently Viewed

- PR7015063 Ke...99 line items
- PR5558848 Ko... - eReq 24084
- PR7007626-V2...E # 000004795
- PR7024949 18...ngs 4/29/2016
- PR5326335-V2...e3-Purchasing

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Requisitions - Submitted

ID	Date Created ↓	Status	Title	Total
No items				

Requisitions Submitted This Month in Denied Status

ID	Date Created ↓	Status	Title	Total
No items				

My Documents

ID	Title	Date ↓	Status
PR7015063	Kemper Test on behalf of Regina Taylor-99 line items	4/25/2016	Composing
PR7005784	Copy of Council For Environmental Ed-KNS 4/18/16-S. Gilley-40101-807	4/19/2016	Composing
PR6992905	compare PR to DOC PR 7015063	4/11/2016	Composing
PR6991270	Contract # edit	4/11/2016	Composing
DPS-EX4841	Untitled DPS Exemption Request	3/14/2016	Composing
DOC EX4855

Access Eforms

- Construction Management at Risk
- Construction Method Recommendations
- Design-Build
- DFP Quick Request
- Energy Savings Contracts

Place your cursor on the blue title bar until you see the crosshair cursor. Hold your mouse key and drag the window to your desired location.

News

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Recently Viewed

- PR623737 CSP...otal Req-PASS
- PR623743 CSP...q \$ Threshold
- FORM12139 P1... eForm to PR
- PR623739 Cop...stead of User
- PR623719 ACP...stead of User

Access Eforms

- Basic Request
- Construction Management at Risk
- Construction Method Recommendations
- DBHDS Quick Request

Requisitions - Composing

ID	Date Created ↓	Status	Title	Total
PR623743	5/3/2016	Composing	CSPL-7532 - Total Req \$ Threshold	US\$
PR623739	5/3/2016	Collaborating	Copy of ACP Test for Supervisor ROLE instead of User	US\$
PR623737	5/2/2016	Composing	CSPL-7533- Dollar Triggers on Signer Rules Override & Total Req-PASS	\$1,999,999.9900 US\$
PR623710	4/27/2016	Composing		
PR623713	4/27/2016	Composing	fsadfa	\$0.00000 US\$
PR623700	4/26/2016	Composing	Item Description max character limit test	\$30.00000 US\$

Requisitions - Submitted

ID	Date Created ↓	Status	Title	Total
PR622750-V2	2/11/2016	Submitted	Copy of ACP testing	\$46,753.62400 US\$
PR622675	2/8/2016	Submitted	No refire workflow approver edits (2 diff approvers)	\$330.00000 US\$

Place your cursor on the blue title bar until you see the crosshair cursor. Hold your mouse key and drag the window to your desired location.