

Pages 12 – 14 of the HPMS User Guide

These pages are the material that is relevant to the PRA package CMS-10260

NEW MATERIAL

PURPOSE

The purpose of the **New Material** Page is to enter new Marketing Material.

As part of the HPMS Marketing Module data entry flow, users must select either “New Material” or “New MCE Material”

from the right navigation dropdown.

When “New Material” is selected, only Contract Numbers associated with the user currently logged into the HPMS Marketing Module will be displayed in the “*Contract Number / Name” drop-down list.

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Figure 2: New Material Page

Home » Marketing Review » New Material Add to My Favorites

New Material Marketing Review +

***A field with an asterisk (*) before it is a required field.**

Contract(s) Information

*Contract Year:

Reviewer Region:

*Reviewer:

*Contract Number/Name:

[Cobrand Information](#)

File and Use Certification:

*State Reviewer:

Material Information

*Material ID:

Date Received:

*Material Category:

*Material Type/Code:

[Material Type/Code Details](#)

*Related ANOC/EOC Material ID:

Material Description:

*Total Pages:

Comments:

Material Contains Both Part C and Part D Info? Yes No

Material Attributes

Standard Template
Template Material ID:

Alternate Formats
Original Material ID:

Additional SA/LIS
Original Material ID:

None

Model Used, File and Use and Non-Marketing Information

Note: Please include the Model Material name and/or identification information in the "Comments:" text box above.

Model Used Without Yes No

Modification:

File and Use Material: Yes No

*File&Use Distribution Date (MM/DD/YYYY):

Is this a Non-Marketing Material? Yes No

*Confirm the selection(s) above for "Model Used without Modification", "File and Use Material", and/or "Non-Marketing Material". If you used File and Use, confirm that the material meets the MMG requirement.

Material Status:

Pending Accepted Date:

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WORKFLOW

1. Click on the “New Material” link from the right navigation dropdown.
2. Enter the required data in the appropriate fields located on the New Material page.
 - a. Click on the drop-down menus and select the appropriate information for each data field (see the Relevant Data Fields below).
 - b. For data fields without a drop-down menu, click in the field or tab to the field and type in the information.