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.

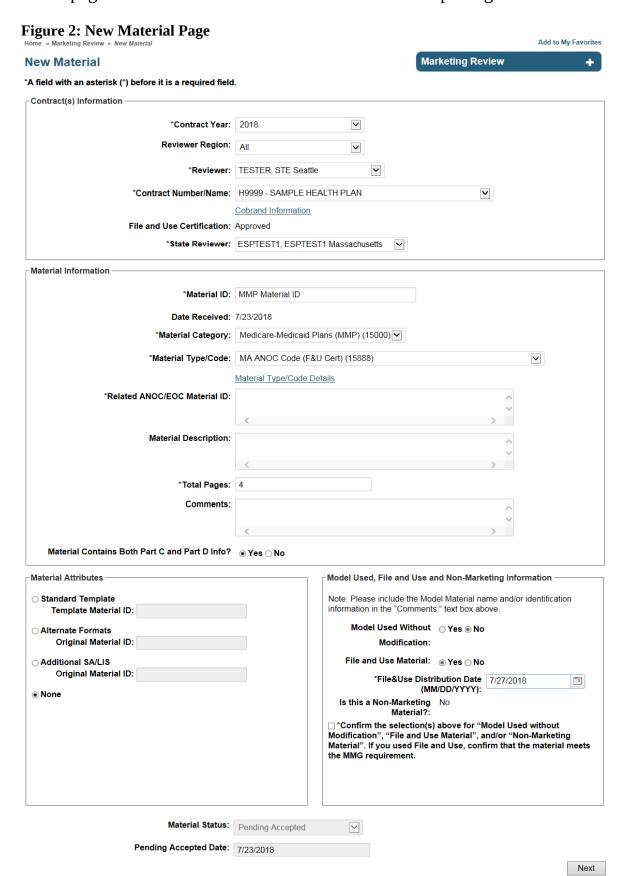
As part of the HPMS Marketing Module data entry flow, users must select either "New Material" or "New MCE Material"

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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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.