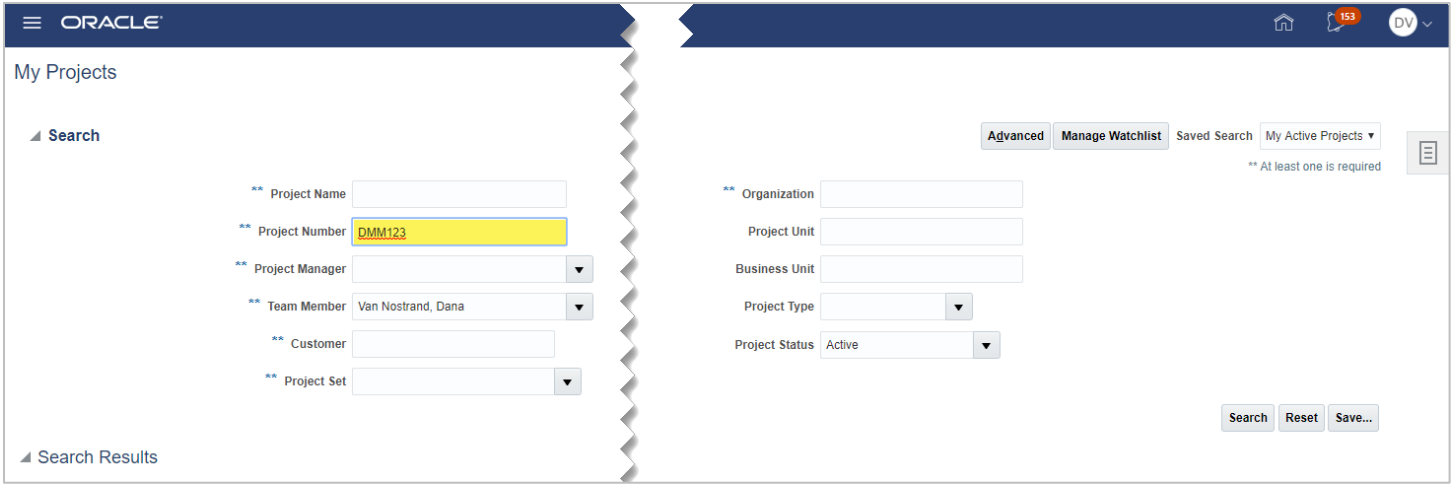
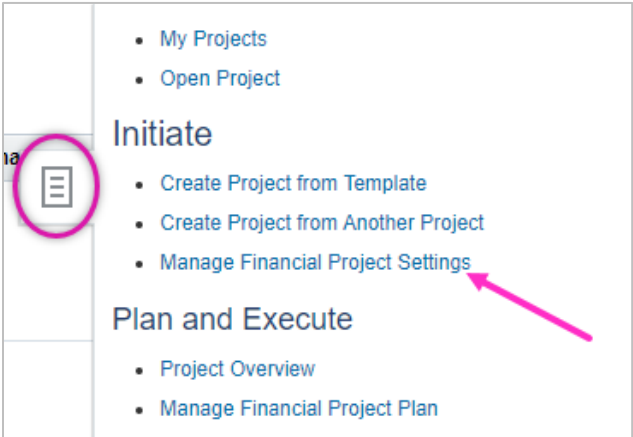


Process Name: Attach Documentation to a Project

STEP	DETAIL
1	Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner
2	Click the Projects from the scroll menu
3	Click the Project Financial Management infotile
4	Search for your Project



5 Click **Manage Financial Project Settings** in the Task Library.

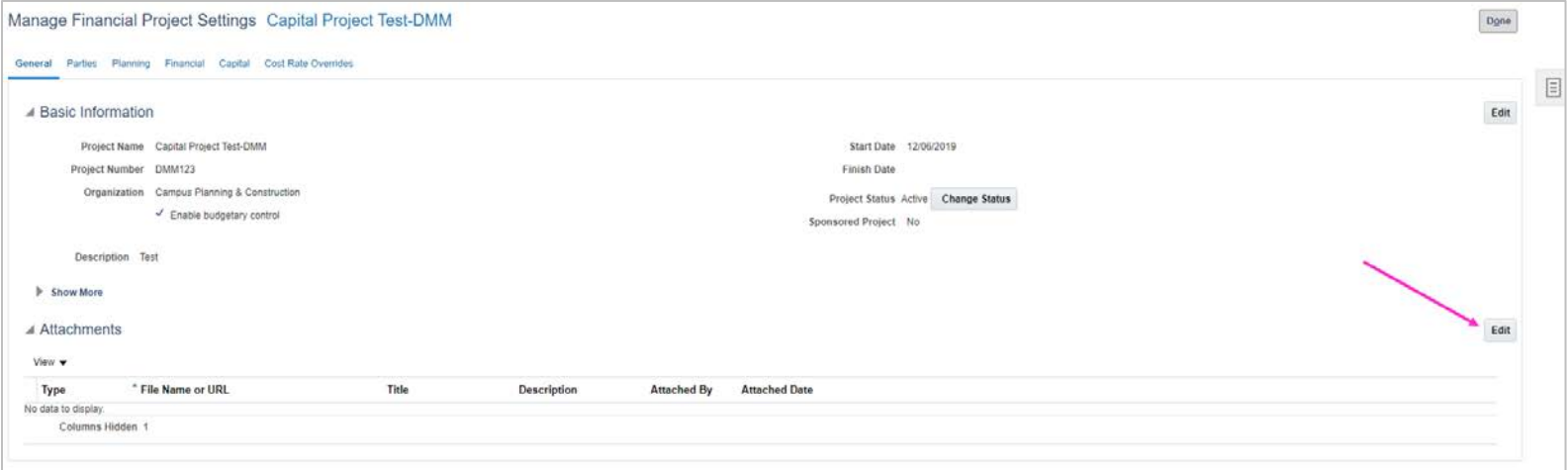


The screenshot shows a task library menu with the following items:

- My Projects
- Open Project
- Initiate**
 - Create Project from Template
 - Create Project from Another Project
 - **Manage Financial Project Settings** (highlighted with a pink arrow)
- Plan and Execute**
 - Project Overview
 - Manage Financial Project Plan

A pink circle highlights a menu icon on the left, and a pink arrow points to the 'Manage Financial Project Settings' option.

6 Click **Edit** in the Attachments section

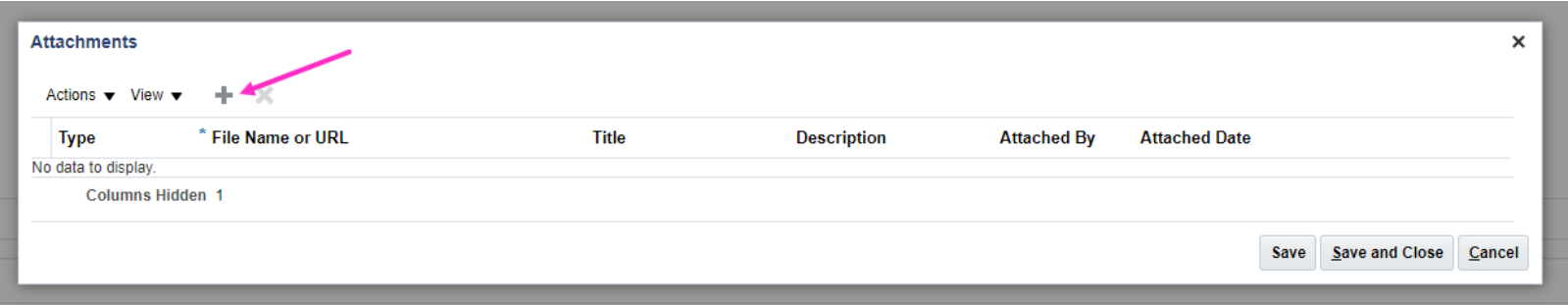


The screenshot shows the 'Manage Financial Project Settings' page for 'Capital Project Test-DMM'. The page has tabs for General, Parties, Planning, Financial, Capital, and Cost Rate Overrides. The 'Basic Information' section includes:

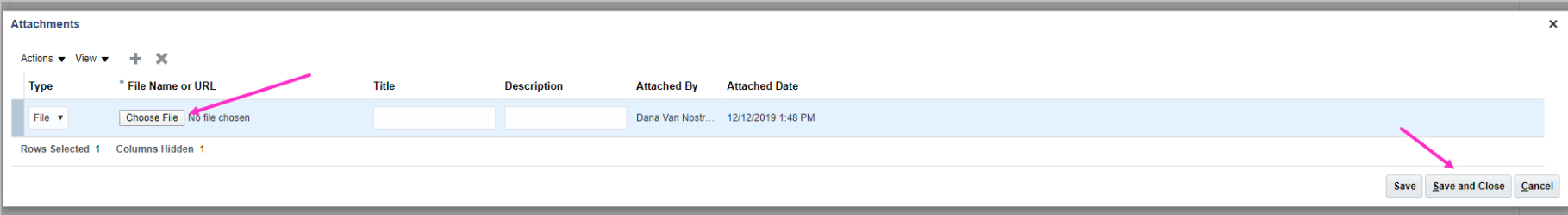
- Project Name: Capital Project Test-DMM
- Project Number: DMM123
- Organization: Campus Planning & Construction
- Start Date: 12/06/2019
- Finish Date: (empty)
- Project Status: Active (with a 'Change Status' button)
- Sponsored Project: No
- Enable budgetary control:
- Description: Test

The 'Attachments' section is currently empty, showing a table with columns: Type, File Name or URL, Title, Description, Attached By, and Attached Date. A pink arrow points to the 'Edit' button in the top right corner of the Attachments section.

7 Press '+' to add attachment.



8 Click **Choose File** to browse for document.
Click **Save and Close**.



Repeat Steps 7 & 8 for multiple documents.