

## QUICK START GUIDE

### *Create a **New Project** (User Handbook pages 19 - 22)*

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From the eNEPA homepage:

- Click **PROJECTS** then click **CREATE A PROJECT**.
- Enter project information. Required fields are marked with an \*
- Click **CREATE**.

### *Add a **New Document** (User Handbook pages 24 - 27)*

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From any project page:

- Click **DOCUMENTS**.
- Click on the folder structure to find the project phase.
- Click **UPLOAD A DOCUMENT**.
- Click **BROWSE** and select the file you wish to upload.
- Enter document information.
- Click **SAVE**.

### *Add a **Contact** to a Project (User Handbook pages 28 - 29)*

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From any project page:

- Click **CONTACTS**.
- Find the person you wish to add as a project contact.
- Click the checkbox next to the person's name.
- Click **SAVE CHANGES**.

### *Create a **Meeting** (User Handbook pages 34 - 36)*

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From any project page:

- Click **MEETINGS**.
- Click **NEW MEETING**.
- Enter meeting details and/or upload review files. Required fields are marked with an \*
- Click **SAVE MEETING**.

### *Make a **Review Post** (User Handbook pages 38 - 40)*

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From any project page:

- Click **REVIEWS**.
- Click on the relevant **PROJECT PHASE**.
- Click **ADD A POST**.
- Enter the post information and/or upload review files.
- Click **SAVE**.