

# Creating a TMP – Quick Guide

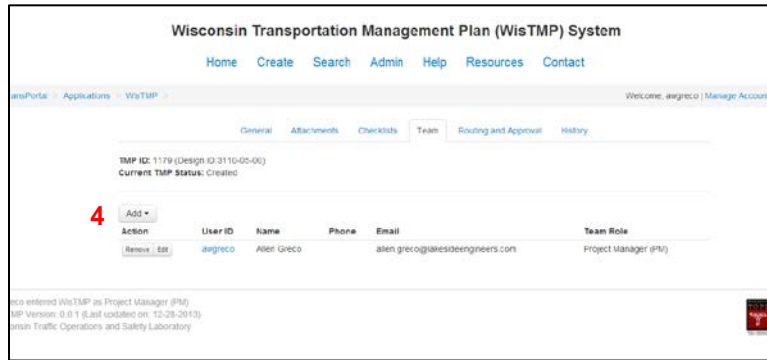
## Create TMP

On the home screen select the create tab <sup>1</sup>.

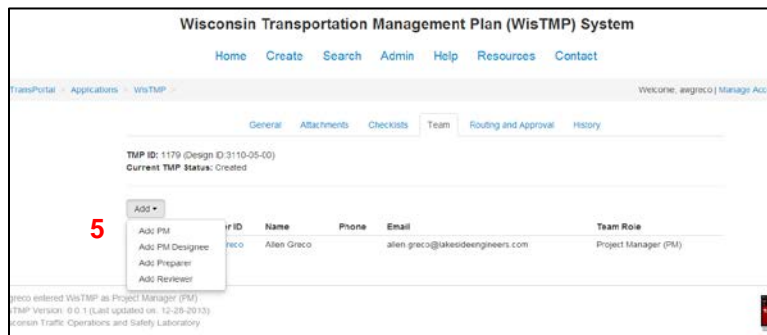
Complete the Design and Construction information requested. Note that multiple construction IDs can be added at this step. Be sure to select Add another Construction ID<sup>2</sup> before finishing if multiple construction IDs will be associated with this TMP. Once finished, select Create<sup>3</sup> near the bottom of the page. The page will then be redirected to the Team Tab.

## Initial Team Setup

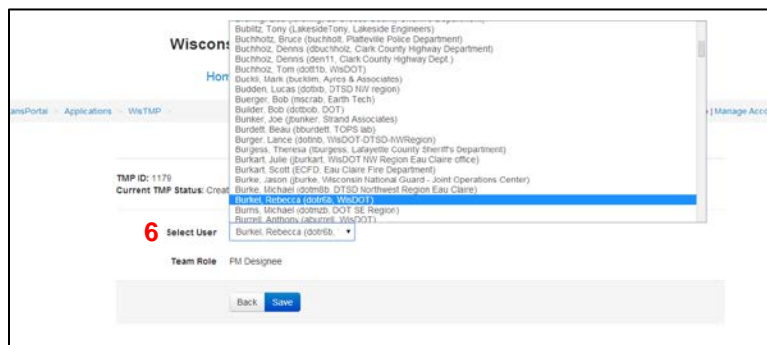
Once information has been entered and the user selects create, the page is redirected to the team selection page. Notice the user that created the TMP is already listed. Please note that adding team members at this point is optional. Select the Add<sup>4</sup> menu on the interface.



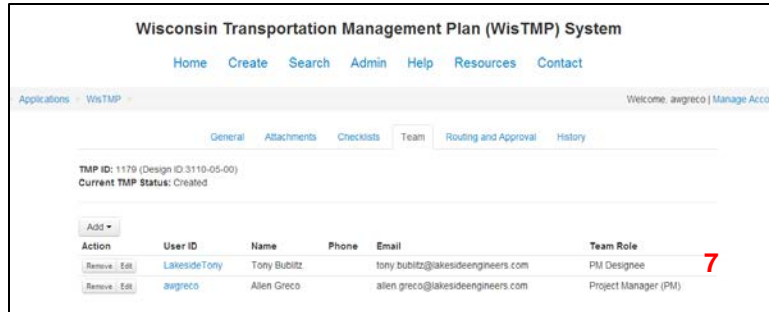
Notice the different options that can be assigned to added team members<sup>5</sup>. Select the appropriate role for the team member to be added.



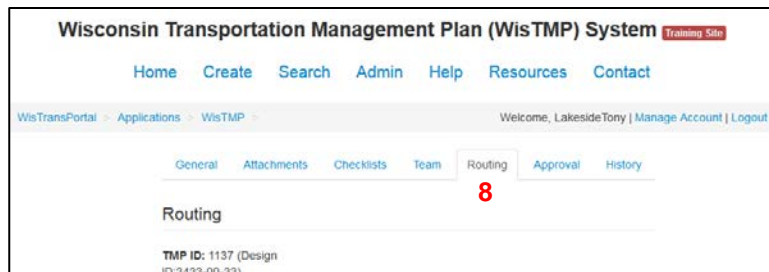
After selecting a role, a user will need to be selected<sup>6</sup>.



Once a user is selected they will appear on the project Team tab<sup>7</sup>.



Once the initial TMP team is setup, navigate to the Routing<sup>8</sup> tab to begin to route the TMP to the preparer(s) and begin preparation.



On the routing page select the Route for Preparation<sup>9</sup> icon to route the TMP to the inbox of the preparer(s) to start filling out the body of the TMP.

