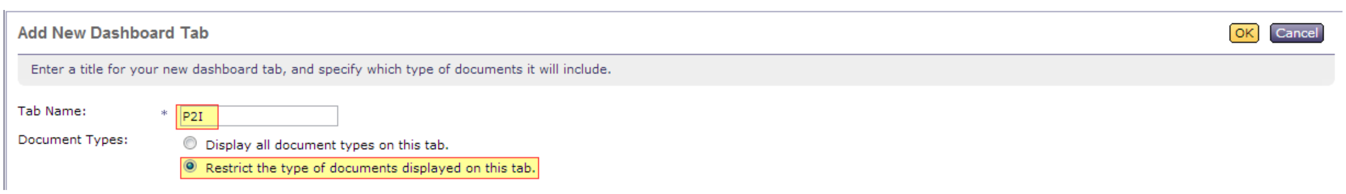
How to Create a Tab in eProcurement

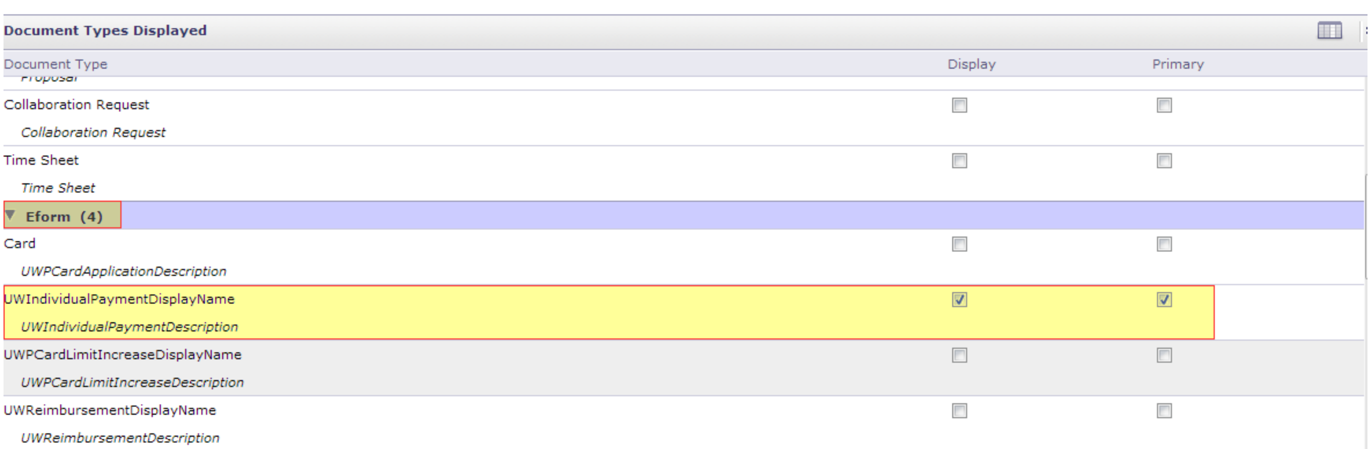
1. Log in to eProcurement
2. On the Home tab, click Configure Tabs

3. On the drop down menu that appears, click Add New Tab under the Tab Set Options item

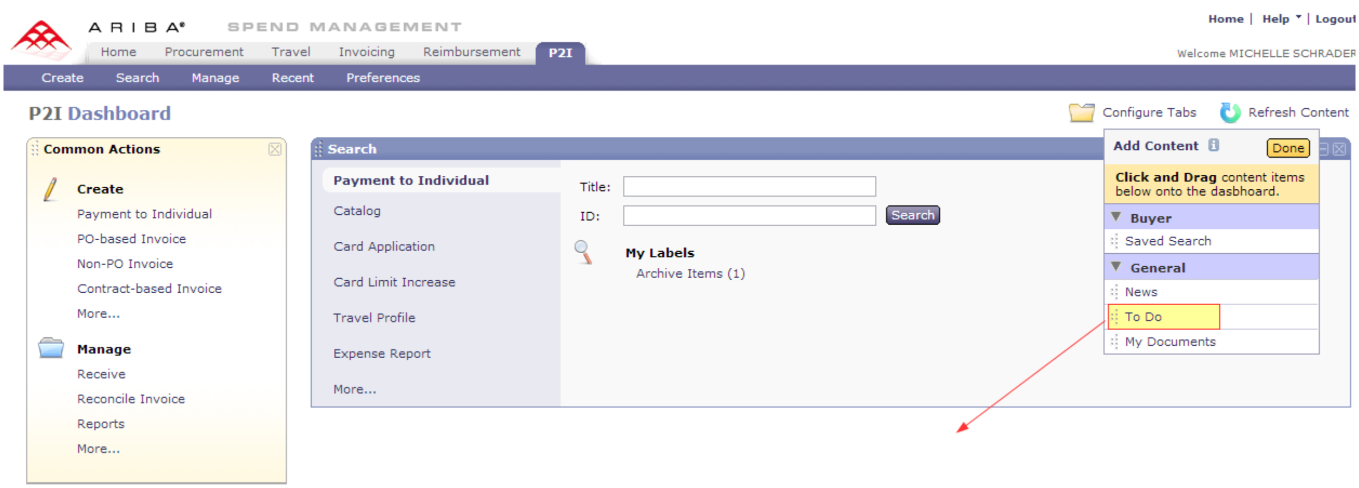
4. Enter your Tab name and select "Restrict the type of documents displayed on this tab"



5. In the document types box that appears, scroll down to the Eform category and check both the Display and Primary boxes next to UWIndividualPaymentDisplayName. Then click OK



6. Your tab will appear at the top. Note that there is no content. You will need to drag content items from the menu on the right side. Click an item, like Common Actions, hold the mouse button down, and drag the item to where you want it on the screen. When you release the mouse button, the item should stay on the page



7. Click Done