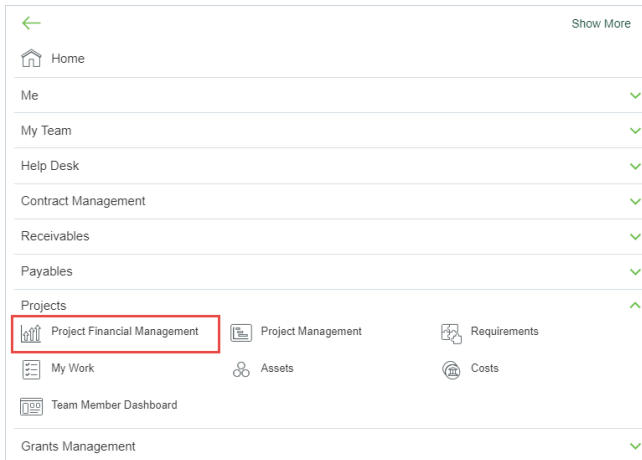


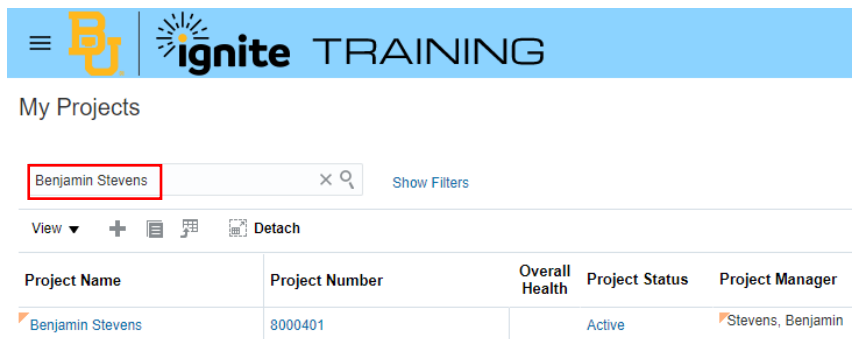
FACULTY FUNDS: Adding Attachments & Team Members

This handout outlines the steps for adding attachments and team members to a Faculty Fund project. These steps are intended to be an in system step-by-step reference guide.

1. From the Ignite homepage, use the left-hand Navigation bar, or use the scroll bar above the tiles to navigate to **Projects**, then **Project Financial Management**.

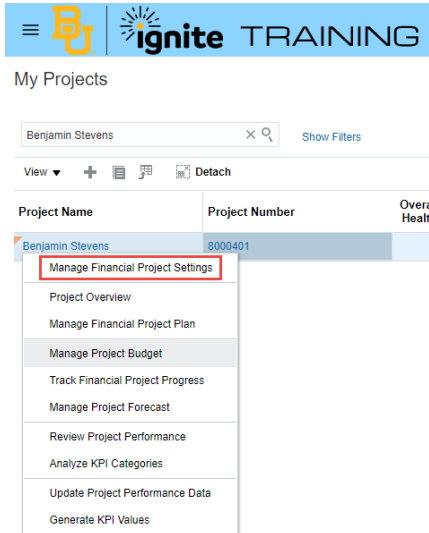


2. In this step, you will search for your project. Search, using the **Project Name or Number**, for the project you created.



FACULTY FUNDS: Adding Attachments & Team Members

- Highlight the row, click on the **Project Name or Number**, and select **Manage Financial Project Settings**.



My Projects

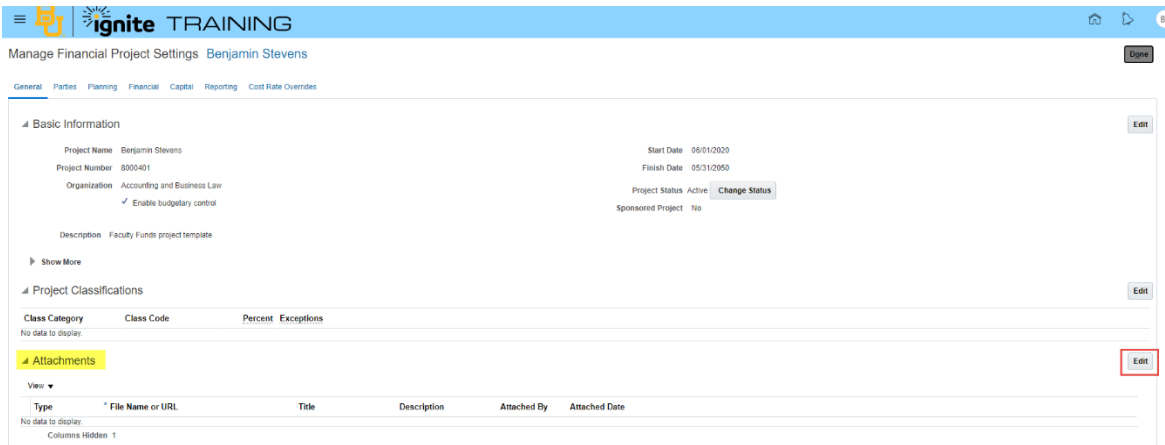
Benjamin Stevens

View Detach

Project Name	Project Number	Overall Health
Benjamin Stevens	8000401	

- Manage Financial Project Settings
- Project Overview
- Manage Financial Project Plan
- Manage Project Budget
- Track Financial Project Progress
- Manage Project Forecast
- Review Project Performance
- Analyze KPI Categories
- Update Project Performance Data
- Generate KPI Values

- In the **Attachments** section towards the lower half of the page, click on the **Edit** button to add an attachment.



Manage Financial Project Settings Benjamin Stevens

General Parties Planning Financial Capital Reporting Cost Rate Overrides

Basic Information

Project Name Benjamin Stevens Start Date 06/01/2020
Project Number 8000401 Finish Date 05/31/2050
Organization Accounting and Business Law Project Status Active Change Status
Enable budgetary control Sponsored Project No

Description Faculty Funds project template

Show More

Project Classifications

Class Category	Class Code	Percent	Exceptions
No data to display.			

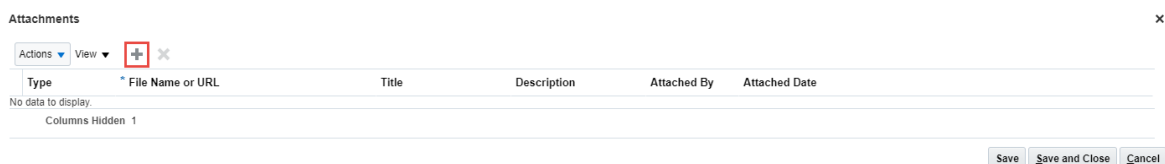
Attachments

View

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Columns Hidden 1

- Click on the **Plus icon**. Upload any sample documentation you choose and click **Save and Close** once done.



Attachments

Actions View

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Columns Hidden 1

FACULTY FUNDS: Adding Attachments & Team Members

6. To begin adding team members, click on the **Parties** tab near the top of the page.

General **Parties** Planning Financial Capital Reporting Cost Rate Overrides

7. Use the **Plus icon** to begin adding team members using the following information:

- Type:** Internal
- Person:** Search for and enter a team member name
- Start Date:** Use the start date of your project or active date of team member
- Project Role:** Select appropriate role for the individual being added*

The screenshot shows the Ignite Training interface. On the left, the 'Team Members' section is visible, showing a table with one entry: Benjamin Stevens, Project Manager, starting on 06/01/2020. A red box highlights the plus icon in the 'View' dropdown. On the right, the 'Add Team Members' dialog box is open, showing options for Type (Internal selected), Organization, Person, Project Role, Start Date, and End Date. Buttons for 'Save and Add Another', 'Save and Close', and 'Cancel' are at the bottom.

Person	E-Mail	Project Role	Start Date
Stevens, Benjamin	Benjamin_Stevens@baylor.edu	Project Manager	06/01/2020

*NOTE: The project manager selected at setup will already be included with a start date of the beginning of the project. There can only be one individual with the project manager role during a specific timeframe.

8. Click **Save and Done** or use the **Save and Add Another** button to continue adding team members.

9. Click **Done**.