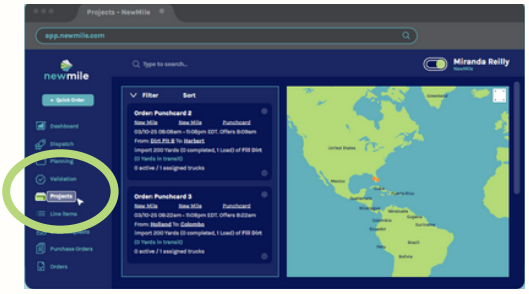
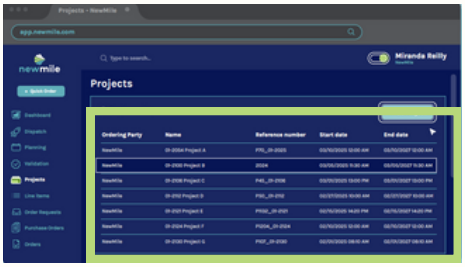
Getting Started

Creating a Project

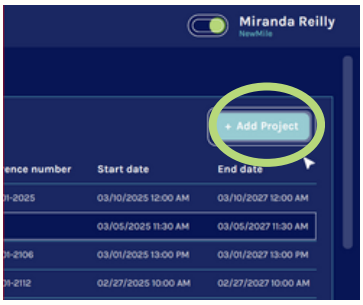
1. Click on the “Projects” tab in the lefthand navigation menu.



2. This will bring you to the Project List page which shows all the projects that already exist in your portal.



3. Click **“Add Project”** in the top right corner of the Project List page.

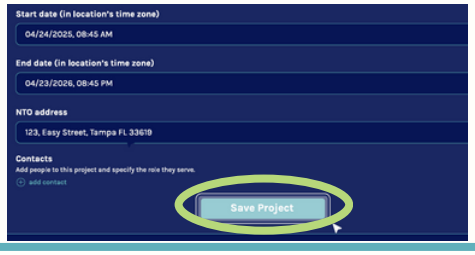


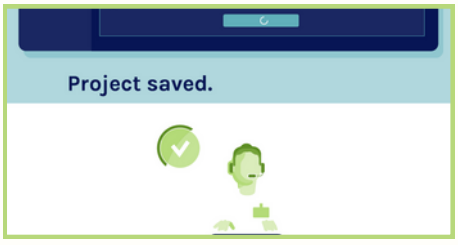
4. This will open a pop-up where you can put the details of your Project.

- Ordering Party
- Project Name
- Reference Number (ex: Project Number or any other identifying piece of the Project)
- Start and end date for Project (required field, but can always be adjusted)
- NTO address if you have one (not required, so it’s okay to skip it for now)
- You can also add any contacts that might be affiliated with the Project

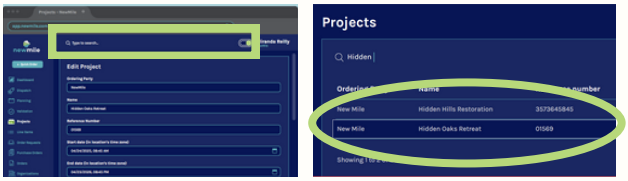


5. Then click **“Save Project”**. You have now created a Project in NewMile!





6. To open the Project you created, type the Project Name in the “**search**” field at the top of the Project List and click on the Project.



7. From here, you can add any Line Items or Purchase Orders you may need.

