




## Strategic Sourcing Enter Collaboration Quick Reference Guide

Use this check list to review the collaboration results and update your event. **For more in depth detail refer to your training documentation.**

Step	Description	Comments
1.	From the email received or from the Event Workbench, select the check out icon  for the event	
2.	Review all of the details of the event and enter any suggested changes.	You can modify any field that is open to you. Your modifications do not overwrite the original event, but create a log for the event creator to review and either accept or reject.
3.	After making your suggested changes click on "Route"	
4.	Respond to the warning question.	Yes, if you are ready to route to the next collaborator and "No" if you have not completed your collaboration
5.	Steps 3-6 must be completed by each collaborator	Each collaborator creates a log for the event creator; no collaborator overwrites the original event or what another collaborator has entered.
6.		
7.		
8.		
9.		
10.		