Working with Maintenance Operations and Renewals funding adjustment and Emergency Works Applications in InfoHub

What is InfoHub

This is the repository for storing, managing, and sharing the relevant information (internally and externally). Info-Hub can be accessed via the web browser or through Enterprise connect.

Collection of documents for the project

A collection is like a virtual folder, and it is the "Collection" that is to be emailed to Funding Application approvers. All new documents have to be explicitly added to a Collection.

Naming conventions

Projects
The naming convention to store your materials is
<SAP Project Number>-<Application Sequence Number>-<Project Name>-<Form/Report>

Example:
If an emergency is setup in SAP:

- the <SAP number> is: 60123456
- and it is the first application for that emergency then the <application sequence number> is: 01
- and the <Project name> is: EW Test Emergency
- then the filename is: 60123456-01-EW Test Emergency-Report.docx

Collections
The collection is to be identified by the following naming convention:
<SAP Project Number>-<Project Name>

All Emergency Works related emails
The email is ideally to be identified in the subject line by:
<SAP Project Number>-<Project Name>

How to create a Collection

Refer to InfoHub Quick Help Guide – Collections.

How to check changes made to documents

Refer to InfoHub Quick Help Guide – Versions to check for major and minor changes made to a document.

Further help with InfoHub

For further help with InfoHub, refer to the quick reference guides or contact your InfoHub champion.

Creating a favourite

When Saving applications for the first time it is recommended to make the Infohub location a favorite. To find the path, please refer to:

- Maintenance adjustment application guide or
- The Emergency works guide