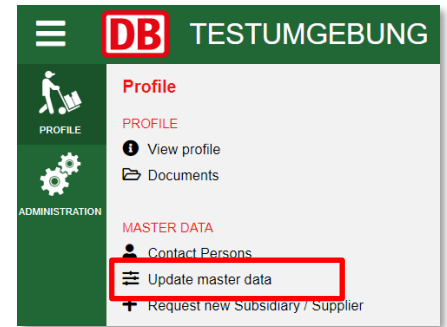# SMaRT – Quick Start Guide

DB

How do I update my Company Profile?

1. Open the menu bar and click "Update master data" on the homepage.
2. Change or add further details in the new "Master Data Adjustment" window.
3. Click on "Save" to save your entries.

How do I Upload Documents?

1. Open the menu bar and click on "Documents".
2. Click on "Add New" and upload your document - to upload, select the document type.
3. The system will automatically remind you ahead of the expiry date.
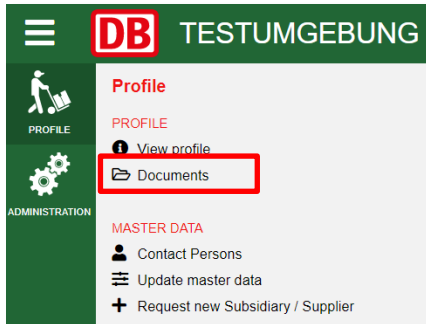
How do I Add a Comment?

1. Open the menu bar and click on "View Profile".
2. Click on "Comments" and create a new comment using "Add topic".
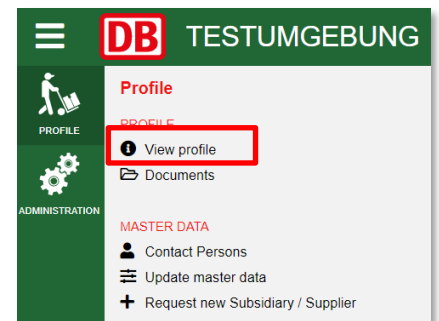
How do I Work on Tasks?

1. Click on the title of the task under "Active Tasks" on the homepage.
2. You can then upload attachments, create comments or assign colleagues to a specific task.

☑ Active tasks				⬇ export	🔍 show all	8	▾
TASK			CREATED	DUE	STATUS		
Reklamationsantrag [Bestellnummer]			7/18/2019	11/15/2019	New		↗

How do I Start a Pre-qualification/Re-qualification?

1. Click "Add" under "Pre-Qualifications" on the homepage.
2. Select the relevant product group.
3. Confirm the terms and conditions and send your request by clicking "Add".

☑ Pre-qualifications		Add	9	▾
Please click here to enter the google				
ID	CATEGORIES			STATUS
140319	99999 **Testcommodity 5** 99999992 Testwarengruppe 8 2			New