

## QUICK REFERENCE GUIDE

### *View Event in PDF from Preview PDF Location*

*June 2, 2011; Revised 12-9-11; Revised 10-15-2015*

#### Preview PDF

Previewing a copy of an event can be accomplished by clicking on the Preview PDF file prior to posting the event.

1. **Navigate** to Sourcing, Create Events, Event Details
2. Create a new event.
3. Enter required Event information; be sure that an e-mail address has been added to the buyers contact location as this is required for the PDF document to be sent to the buyer by e-mail. The e-mail address needs to be added when the user ID was created.
4. Click **Preview PDF button**. This is only visible prior to posting the event. A message will appear asking if you want to send the PDF to the e-mail address listed. Click **Yes**.
5. Go to Buyers e-mail location and click on the Attached PDF document. The PDF document will be visible to view only.
6. If changes are required, they must be done in the SWIFT system.

