

TDX Document Submission Form

1. Select the TDX form [link](#)
2. Enter the Worktag, fund, Cost Center, and Unit Number associated with the documentation you are trying to submit.

The screenshot shows the top portion of a web form. At the top left is the UNIV logo. At the top right is the user name 'Megan Gerke'. Below the logo is a navigation bar with 'Home', 'Services', and 'Knowledge Base'. A 'Hide Help' button is on the left and a 'Show Help' button is on the right. The form contains three input fields: 'Worktag *' with a help icon and instructions 'Use the format of 2 letters followed by the number. Example: PG12345'; 'Fund *' with a help icon and instructions 'Use the format of FD followed by the number. Example: FD123'; and 'Unit Number *' with a help icon and instructions 'Use the format of CC followed by the number. Example: CC1234'. Each field has a corresponding input box below it.

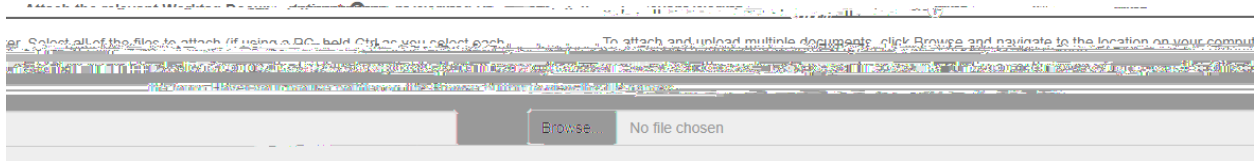
3. Enter the Unit/College for your Division
 - a. If unsure, you can use the magnifying glass to the right to search for the correct name.

The screenshot shows a search bar with the text 'Unit/College for indicated in Worktag'. Below the search bar is a search button with a magnifying glass icon and a close button with an 'x' icon. To the right of the search bar is a 'Libraries' dropdown menu.

4. Enter the name assigned to the Worktag you are submitting supporting documentation for.

The screenshot shows a single text input field for entering the name assigned to the Worktag.

5. Click Browse to attach a document
 - a. If you have more than one document attached you can hold the Ctrl key and select multiple documents.
 - b. u... the correct documents, hover your... the named documents.



6. Check all boxes that apply to the attachments being submitted. Then click on the submit button.

