Demand Initiation in The Hub

Create a New Hub Space

Manage Hub Space Permissions

Create a Project in the Hub Space

Upload Documents to the Hub Space

Request Project Approvals in the Hub- via Discussion

Appendix A. Workflow Diagrams

Appendix B. Project Approval Requirements

Appendix C. Project Process Checklist

Appendix D. OPEX/CAPEX Guidelines

Appendix E. Documentation Requirements

Appendix F. 24 Hour Clock Conversion Table

Appendix G. Helpful Links

<u>NOTE:</u> Unless otherwise indicated, mouse clicks (single or double) are done using the **left** mouse button.

1. Create a New Hub Space

NOTE: Proposal Managers usually create the Hub Space for a given project.

NOTE: Most activities in The Hub require permissions. Those permissions are assigned by name and not role.

1.1. Open the URL below to load the Create Space dialog box (for the Active Proposals Hub Space) on The Hub.

https://thehub.huntsman.com/editplace.jspa?parentObjectID=2609&parentObjectType=14&containerType=14

1.2. The **Create Space (in Active Proposals)** dialog box is displayed. See figures H1 and H2.

Figure H1. Create Space dialog box (near full screen capture).

COMMUNICATE COLLADDATA INNOVATE HOME NEWS	CONTENT PEOPLE PLACES DCREATE + LINKS +	٥	419 points	n -	HUNTSMAN Enriching lives through innovation Q
Browse templates Use a template to get pre-set feature	Create Space (in (2) Active Proposals)	•			🔆 Banner Design
Place Image Activity Content People Suit CONTENT AND ACTIVITY Space Features and Activity	Give your place a name. URL: https://behub.huntaman.com/community/huntaman.n Description Tell people what your space is about.	0	TOP PARTI	Change of Actions	- About Share
Blogs II Polls Events	Permissions A new space will inherit permissions from its parent space. Any future permission changes to the parent space will automatically be reflected here. You can modify permissions via Manage > Permissions. Tags Tag your content to make it easier to find		There space. KEY CONT	are no top pa	articipants yet in this CES 个学童章
	Advanced options Preview Preview and browse templates		No cor	CONTENT	y selected
Create Space Cancel			There' To feat conten	s no featured ture content, it, and click o	I content in this yet. go to a piece of n the "Add to

Figure H2. Create Space dialog box (dialog box only).

Create Space (in @ Active Proposals)	×
Name (Required)	
39000 - Documentation Verification for Demand Initialization Procedures	~
URL: https://thehub.huntsman.com/community/huntsman-n 39000-documentation-ve	
Description Tell people what your space is about.	
	-75
Permissions	
A new space will inherit permissions from its parent space. Any future permission changes to the parent space will automatically be reflected here. You can modify permissions via Manage > Permissions.	be
Tags Tag your content to make it easier to find	
Advanced options	
Preview and browse templates	

1.3. Click in the Name data entry field to enter (<u>the name of the Hub Space</u>). Example: (PMO Number- 5 digits) – (official name of the project) or for example 19211 – Project Documentation Test. NOTE: The name of the Hub Space should be the same as the name of the project in the Demand Intake document.

NOTE: The URL for the new Hub Space will appear below the Name data entry field. Make note of the URL. If there is not a green checkmark at the end of the URL field the Hub Space will need to be renamed. See figure H3.

Figure H3. URL with green checkmark (partial screen c	apture only).
---	---------------

Create Space (in 🐵 Active Proposals)	×
Name (Required)	
99999 - New Hub Space	*
URL: https://thehub.huntsman.com/community/huntsman-n 99999-new-hub-space 🗸	
Description Tell people what your space is about.	
	0
Permissions	
A new space will inherit permissions from its parent space. Any future permission changes to the pa You can modify permissions via Manage > Permissions .	rent space will automatically be reflected here.
Tags Tag your content to make it easier to find	
•	
Advanced options	

NOTE: The URL can be saved as a favorite in the browser for easy retrieval later.

1.4. Click in the **Description** data entry field to enter (<u>a description of the Project for</u> which the Hub Space is being created).

NOTE: Default permissions will be inherited from the parent space (in this case Active Proposals).

- 1.5. Click in the Tags data entry field to enter (applicable tags for the Hub Space).
- 1.6. Enter (the text for each tag) and press Enter after the text for each tag is entered.

NOTE: Tags are not case-sensitive; tags entered with capital letters will revert to all lower-case text when saved.

NOTE: At minimum the project number, project name, and the project number and name together should be tagged here to facilitate later searches.

- 1.7. Click the Advanced options hyperlink to open the **Place navigation** drop down menu
- 1.8. From the **Place navigation** drop down menu click the radio button next to **Overview**.
- 1.9. Verify that all data entered and selected is complete and correct.
- 1.10. Click Preview in the lower left corner of the **Create Space** dialog box. See figure H4.

Figure H4. Create Space dialog box completed (dialog box only).

00000	0 - Documentation Verification for Demand Initialization Procedures	~
JRL: http	ps://thehub.huntsman.com/community/huntsman-n 39000-documentation-ve 🗸	
)escript	tion Tell people what your space is about.	
This H	Hub Space is a sample for use in documentation only.	
, ermiss	sions	
new sp		e reflected
iere. You	bace will infert permissions from its parent space. Any future permission changes to the parent space will automatically b u can modify permissions via Manage > Permissions .	
iere. You ags T	tace will infert permissions from its parent space. Any future permission changes to the parent space will automatically b u can modify permissions via Manage > Permissions . Tag your content to make it easier to find	
iere. You ags Ta	ace will infert permissions from its parent space. Any future permission changes to the parent space will automatically of u can modify permissions via Manage > Permissions. Fag your content to make it easier to find ocumentation x hub space procedures x	
ere. You ags Tr Ø do Adva	acce will infert permissions from its parent space. Any future permission changes to the parent space will automatically of a can modify permissions via Manage > Permissions. Fag your content to make it easier to find ocumentation x hub space procedures x anced options	
ere. You Tags Ta Co Co Adva Pla	ace navigation	
ere. You ags Tr da da Adva Pla	ace navigation Activity + Pages	
ere. You Fags Tr do C Adva Pla	ace navigation Activity + Pages Configure a stream-driven Activity page for this place, plus additional custom-created pages in a tabbed view. The left-hand tab is the o landing page.	default
ere. You ags Ti Ø da Adva Pla	ace navigation Activity + Pages Configure a stream-driven Activity page for this place, plus additional custom-created pages in a tabbed view. The left-hand tab is the or landing page. Overview	default
ere. You ags Tr @ dc @ Adva Pla @ @	ace navigation Activity + Pages Configure a stream-driven Activity page for this place, plus additional custom-created pages in a tabbed view. The left-hand tab is the c landing page. Overview Configure a widget-based Overview page as this place's landing page.	default
ere. You ags T: dc Adva Pla 0 0	ace will infert permissions inom its parent space. Any future permission changes to the parent space will automatically of u can modify permissions via Manage > Permissions. Fag your content to make it easier to find ocumentation x hub space procedures x anced options ace navigation Activity + Pages Configure a stream-driven Activity page for this place, plus additional custom-created pages in a tabbed view. The left-hand tab is the or landing page. Overview Configure a widget-based Overview page as this place's landing page. Activity + Overview Configure a bit based Overview page as this place's landing page.	default

- 1.11. After Preview is clicked in the **Create Space** dialog box the new **Hub Space** is displayed with the name provided during space creation.
- 1.12. Click Create Space in the lower left corner of the dialog box. See figure H5.

99999 - Docum	entation Procedures Verification			Change general place s	iner Des ettings a
e Image Activity Content Pe	ople Subspaces Calendar Reports			Actions - 🖸 Ab	out
Space Features and Ac	tivity		٥		
Blogs	Documents	Discussions			
III Polls	Ø Projects	External Objects			
Events	📍 Ideas	Videos			

Figure H5. Newly created Hub Space.

- 1.13. After Create Space is clicked the default view for the new Hub Space is displayed.
- 1.14. Click the X in the upper right corner of the YOU CAN CUSTOMIZE THIS PAGE dialog box to remove it. See figure H6.

Figure H6. Removing the YOU CAN CUSTOMIZE THIS PAGE dialog box (partial screen capture only).

999999 - The F	ome news content	PEOPLE PLACES 🧨 CREATE 🗸	LINKS +		Folk	owing in 🦗 '	Q 1 stream
Overview Content	People Subspaces and Proj	jects Calendar Reports		Actions -	About	Share	Manage
	S BACE						

- 1.15. From the toolbar at the upper right side of the page click the Manage tab to reveal the dropdown menu for Manage options.
- 1.16. In the **Manage** dropdown menu click Overview page to open the **Edit Place Overview** page. See figure H7.



Figure H7. Manage Overview page (partial screen capture only).

- 1.17. After Overview page is clicked in the Manage dropdown menu the Edit PlaceOverview page is displayed.
- 1.18. In the **Layout** selection dialog box within the **Edit Place Overview** page click the top left Layout to select it. See figure H8.

Figure H8. Layout selection (highlighted) (partial screen capture only).

hub	COMMUNICATE COLLABORATE INNOVATE	HOME	NEWS	CONTENT	PEOPLE	PLACES	/ CREATE -	LINKS •	0 423 points	" .	HUNTSMAN Enriching lives through innovation Q
Edit Place Choose a layout a	Place Overview Page a layout and drag widgets onto your Overview Page to customize it. Widgets placed on the page below can be configured by selecting the V symbol.										
Adding a	significant number of Widgets	widgets (es	pecially those	e using images)	may impact b	oth the user e	xperience and perfor	mance of the application. Please test any changes you make.			
	Content Places People Other	* * *	Select to the availab	a category left to see le widgets							
Publish Layo	ut Save for Lat	er D	iscard Change	Copy	Restore	Defaults					

1.19. After the top left Layout is clicked the widgets below and to the right in the Edit Place Overview rearrange.

NOTE: Only the **Space Overview** and **Projects** widgets are required.

1.20. Remove the widgets that are not needed by clicking on them once to highlight them and then clicking the down caret on the right side of the dialog box and selecting Remove this widget in the dropdown menu to remove each unused widget. See figure H9.

NOTE: The unused widgets that usually need to be removed are **Spaces**, **Recent Activity**, **Actions**, and **Popular Tags**.

Figure H9. Remove this widget (highlighted) (partial screen capture only).

	Proves Administration of the own operation and Administration only	
	Space Administrators: Philippe Verborgt, Erik Romens, Eliana Yochida, Chou Nen Ee, Mark Diamond, William Walton, Jose Galicia, Nadia Wouters, Ramon Cantu, Matt Hom, Nacie Van Laer, Edde Blacknell, Suan Kguyen, Raymond Holleman, Tino Hengeveld, Joeg Gorcal Karumathi, Michael Taw, Temy Simpson, Monica Ballesio, Elizabeth Ng, Gene Domon, Douglas DeFreece, Gregory Cavaller, Tags: modulense, hub documentation	Yolanda Garcia, Cindy Vleminckx, Kevin Reed, Shoaib Patel, Wolfgang Baer, Jes, Hulfang Ler, Janny Yu, Beau Wheeless, Casey Salge, Kirsche Heins, St Jim Shirley, Sivaprakash Veluswamy
	Created: Nov 19, 2018	
FACES		Pi Edit this widget
PAGES		 ☑ Edit this widget ⊘ Minimize this widget
PACES here are no sub-spaces. ROJECTS		 ☑ Edit this widget ☑ Minimize this widget ☑ Remove this widget
PACES There are no sub-spaces. MOJECTS There are no projects in this place		Edit this widget Minimize this widget Remove this widget
SPACES There are no sub-spaces. PROJECTS There are no projects in this place		Edit this widget Minimize this widget Remove this widget

- 1.21. Verify the **Space Overview** and **Projects** widgets are the only remaining widgets.
- 1.22. Verify the data entered and selected is complete and correct.
- 1.23. After verification click Publish Layout in the lower left portion of the Edit PlaceOverview page. See figure H10.

Figure H10. Publish Layout (highlighted) (partial screen capture only).

Edit Place	e Overviev	w Page		
Choose a layout a	nd drag widgets ont	to your Overvi	ew Page to customize it. Widge	ets placed on the page below can be configured by selecting the ♥ symbol.
	t chow mo this age			
	rt snow me this aga	all I.		
Adding a	significant number	of widgets (es	pecially those using images) ma	ay impact both the user experience and performance of the application. Please test any changes you make.
Layout	Widgets			
	Content	•		
	Places	•		
	People	•	Select a category	
	Other	•	to the left to see	
田田			available widgets	
	_			
Publish Layo	ut Save for L	ater D	scard Changes Copy	Restore Defaults

1.24. After Publish Layout is clicked in the Edit Place Overview page dialog box a confirmation dialog box is displayed. See figure H11.

Figure H11. Confirmation dialog box.



- 1.25. Click OK in the confirmation dialog box to publish the layout for the Hub Space.
- 1.26. After OK is clicked in the **confirmation dialog box** the **Hub Space page** is displayed in the layout specified in the preceding steps. See figure H12.

Figure H12. Created Hub Space.

COMMUNICATE COLLAROPATE INNOVATE HOME	NEWS CONTENT PEOPLE	e places 🧨 create 🗸	LINKS •	0 423 points	HUNTSMAN Erriching lives through innovation
99999 - Document In Active Proposals ~ Overview Content Peop	tation Procedures	Verification Calendar Reports		Actions -	Following in & 1 stream About Share Manage •
	Project for Verification of Hub Sut Space Administrators: Philippe Verborgt, Erik Romers, E. Ramon Cantu, Matt Horn, Nicole' Karumathii, Michael Tiaw, Terry S Tags: procedures, hub documentation Created: Nov 19, 2018	-Space Creation and Administration liana Yochida, Chou Nen Ee, Mark D Yan Laer, Eddie Blacknell, Suan Ngu impson, Monica Ballesio, Elizabeth I	Dnly amond, William Walton, Jose Galicia, Nadia Wouters, Yol (en, Raymond Holleman, Tino Hengeveld, Joey Gonzales, g, Gene Domon, Douglas DeFreece, Gregory Cavalier, Jir	anda Garcia, Cindy Vlemincky, Kevin Ree , Huifang Ler, Janny Yu, Baau Wheeless, m Shirley, Sivaprakash Veluswamy	d, Shoaib Patel, Wolfgang Baer, Casey Salge, Kirsche Heins, Shaji
PROJECTS There are no projects in this place					
Home Top of page Help				© 2007-21	018 Jive Software Powered by jiVe

Back to Top

2. Manage Hub Space Permissions

- 2.1. From the toolbar in the upper right portion of the **Project Hub Space** page click the Manage tab to reveal the dropdown menu for **Manage** options.
- 2.2. Click on Permissions in the Manage drop down menu to reveal the Space Permissions dialog box. See figure H13.

Figure H13. Permissions in the Manage dropdown menu (partial screen capture only).

0 423 points 🔐 🗸	HUNTSMAN Enriching lives through innovation
Fo	llowing in 🛧 1 stream
Actions - About	Share Manage -
a, Cindy Vleminckx, Kevin Reed, Shoaib P; er, Janny Yu, Beau Wheeless, Casey Salg∉ Sivaprakash Veluswamy	Settings Blog Overview page Announcements Categories
	Permissions Image Files Create a sub-space Create a project Export Ideas Import Ideas

2.3. After Permissions is clicked in the Manage dropdown menu the Permissions For: (Hub Space name) dialog box appears. See figure H14.

Figure H14. Permissions dialog box (partial screen capture only).

jive		.Jive SBS a.0.2. Logged in as william_waiton@huntsman.com Logge
Overview Spaces P	ermissions -	View Sr
Space Permissions Space Permission Levels	Permissions For: 99999 - Documentation Procedures Verification in Default Space > Huntsman Networks > Functions and Shared Services > Global IT > At Proposals & Projects > Proposals > Active Proposals > 39999 - Documentation Procedures Verification	Jump to another space
	This space inherits permissions from: O Active Proposals Customize this space's permissions Clicking the link above will immediately disable inheritance. You can always re-establish inheritance if you change your mind. Groups with access	etter space name or troose all spaces
	S All Registered Users 7 Permission level: Create 7 S PMO Team Permission level: Administer 7	

2.4. Click Customize this space's permissions. See figure H15.

Figure H15. Customize space permissions (partial screen capture only).

jive		Jive SBS 8.0.2 Logged in as william_waiton@huntsman.com Logg
Overview Spaces Po	smissions	View S
 Space Permissions Space Permission Levels 	Permissions For: 99999 - Documentation Procedures Verification in Default Space > Huntaman Networks > Functions and Shared Services > Global IT > All Proposals & Projects > Proposals > Active Proposals > 99999 - Documentation Procedures Verification	
		Jump to another space
	This space inherits permissions from:	or broase all spaces
	S All Registered Users ? Permission level: Create ? Permission level: Administer ?	

2.5. Click the Create a user override hyperlink under User Overrides. See figure H16.

Figure H16. Create user override hyperlink (partial screen capture only).

Permissions For: 99999 - Documentation Procedures Verification in Default Space > Huntsman Networks > Functions and Shared Services > Global IT > All Proposals & Projects > Proposals > Active Proposals > 99999 - Documentation Procedures Verification

This space is using a custom permission scheme	
Re-establish permission inheritance to 😮 Active Proposals	
Groups with access	
🚯 Add group 🤌 User access check	
🖏 All Registered Users 👔	
Permission level: Create 🔁	
🤮 PMO Team	
Permission level: Administer 📝	
Create a user override Beau Wheeless Permission level: Custom level 2	
Casey Salge Permission level: Custom level 7	
Chou Nen Ee Permission level: Custom level 2	
Cindy Vleminckx Permission level: Custom level 2	

2.6. Click in the data entry field that appears under Create a user override to enter (the name of the Proposal Manager for the project). Click the name of the Proposal Manager from the displayed names to create a user override for that Proposal Manager. See figure H17.

Permissions For: 99999 - Documentation Procedures Verification in Default Space > Huntsman Networks > Functions and Shared Services > Global IT > All

Figure H17. Name entry (partial screen capture only).

roposals & Projects > Proposals > Active Proposals > 99999 - Documentati	1 Procedures Verification
This space is using a custom permission scheme	
Re-establish permission inheritance to 🌍 Active Proposals	
Groups with access C Add group Der access check	
All Registered Users Permission level: Create	
28 PMO Team Permission level: Administer 💽	
User Overrides ?	
Start typing to find a user Set exception	

2.7. Once the name of the Proposal Manager appears in the data selection field next to the Set exception button, click Set exception to create a user override for the Proposal Manager. See figure H18.

Figure H18. Set exception (partial screen capture only).

ive		Jive SBS 8.0 Logged in as william_waiton@huntsman.c
Overview Spaces Pe	rmissions	View
Space Permissions Space Permission Levels	Permissions For: 99999 - Documentation Procedures Verification in Default Space > Hurtsman Networks > Functions and Shared Services > Global (T > All Proposals & Projects > Proposals > Active Proposals > S0009 - Documentation Procedures Verification	Jump to another space
	This space is using a custom permission scheme Re-establish permission inheritance to O Active Proposals Groups with access O Add group Over access check	or browse all spaces
	S All Registered Users 2 Permission level: Create 2	🗙 Remove group
	38, PMO Team Permission level: Administer 👔	🗙 Remove group
	User Overrides 7 © Create a user override	\/jew/manage users
	Start typing to find a user Jim Shirley X Set exception	

2.8. After Set exception is clicked in the **Permissions For: (Hub Space name)** dialog box a **Set exception for (name)** dialog box appears. See figure H19.

Figure H19. Set exception for (name) dialog box (full screenshot).

Set	exceptio	n fo	r Jim Shirley	Close
A	ccess an	dad	dministration	
0	No acces Negative o	s (thi overri	s User will not be able to view the space) ides might not function properly with all External Storage providers	
۲	User can a	cces	is space	
0	User can n	nana	ge space (select for options)	
C	ontent ty	pes		
	External O	bjec	ts	
	Create	•	Permits creating and commenting on external activity.	
	Discussio	ns		
-	Create	•	Permits creating new discussions, replying to and viewing discussions, and adding attachments to discussions.	
	Create	•	Permits creating, commenting on, and voting in polls.	
	orcate			
	Blog Post	s	-	
	Create	•	Permits creating and commenting on blog posts.	
	Document	ts		
	Create	۲	Permits creating, commenting on, rating, and adding attachments to documents.	
	Videoe			
1974	Create Vid	deo	 Permits creating, commenting on, rating, and viewing videos. 	
	Content S	hare	S Dermite creation shares to contant nublished in other places	
	Create	•	Permita creating antices to content published in ourier places.	
	Ideas			
	Create	۲	Permits creating and commenting on ideas.	
	Reports			
	View	•	Permits viewing reports.	
	-			
	Create		 Permits creating, commenting on, and viewing events. 	
	oreate			
A	dditional	per	missions	
N N	Create Pro When checked,	j <mark>ects</mark> , allow	s these users to create a project in the When checked, allows these users to create announcements	
			Managa Naug Streama	
			When checked, allows these users to manage news streams.	
		-1		
Sa	ve Cance	el		

2.9. Near the top of the **Set exception for (name)** dialog box, click the <u>radio button</u> next to **User can manage space (select for options)**.

2.10. After the radio button next to User can manage space (select for options) is clicked in the Set exception for (name) dialog box the menu changes and selection options displayed are altered. See figure H20.

Figure H20. User can manage space (partial screen capture only).

Set exception for Jim Shirley	Close
Access and administration No access (this User will not be able to view the space) Negative overrides might not function properly with all External Storage providers User can access space User can manage space (select for options) 	
Content types External Objects	
Create Permits creating new discussions, replying to and viewing discussions, and adding attachments to c	liscussions.

2.11. Immediately under the User can manage space radio button (select for options), click the check box to the left of Full Control and the check box to the left of Moderate to select both options. See figure H21.

Figure H21. User can manage space (select for options) selections (partial screen capture only).

		Close
Access and administration		
Negative overrides might not function properly with all Extern	al Storage providers	
User can access space User can manage space (select for options)		
Full Control	n Moderate	
Permits the customization of the space overview page, the editing of space details, creating subspaces, managing permissions, deleting the space, creating a category, and managing the space blog (when present).	Enables the moderation queue on all content in the space, and allows these users to edit all content in the space regardless of content type.	

2.12. Verify that all data entered and selected is complete and correct.

- 2.13. After verification click Save in the lower left portion of the Set exception for (name) dialog box to create the exception. See figure H21 (above).
- 2.14. After Save is clicked in the Set exception for (name) dialog box a confirmation that the Override was added very briefly appears. See figure H22.

Figure H22. Override added confirmation (partial screen capture only).



- 2.15. Return to the **User Overrides** dialog box.
- 2.16. Verify that (the Proposal Manager) appears in the list of exceptions.
- 2.17. The Proposal Manager now becomes the owner of the project in The Hub.
- 2.18. Close the browser window.

Back to Top

3. Create a Project in The Hub Space

3.1. The Hub Space and the Hub Project are named exactly the same. Only the icons displayed for the Hub Space and the Hub Project are different. See figure H23.

Figure H23. Hub Project (left) and Hub Space (right) icons.

🕢 99999 - Docu	mentation Proj	399999- Documentation Proje
Chathan () De Trech	
Status. C	Л паск	
Followers	Time left	Followers
1	3 months	1
For documentation	purposes only	This Hub Space is being created for documentation purposes only

- 3.2. From the toolbar at the top of the **Hub Space for the Project**, click **Actions** to reveal the **CREATE** dropdown menu.
- 3.3. Click Project in the **CREATE** menu. See figure H24.

Figure H24. Project creation (partial screen capture only).



3.4. After Project is clicked in the **CREATE** dropdown menu the **Create Project** dialog box appears. See figure H25.

Figure H25. Create Project dialog box.

Create Project (in [®] 99999 - Documentati)	×
Name (Required)	
99999 - Documentation Procedures Verification	~
Description Tell people what your project is about.	
Project Start Date (Required) Project End Date (Required) Project Owner (Required)	
William Walton ×	
lag sour content to make it easier to find	
Advanced options	
Preview Preview and browse templates	

- 3.5. Click in the Name data entry field to enter (exactly the same case-sensitive name entered when creating the Space). Example: 33924 Rockwood Backoffices & IT Integration Ariba. Copy the name from the Hub Space and paste it into the Hub Project Name data entry field if necessary.
- 3.6. Click in the **Description** data entry field to enter (<u>a concise description for the project</u>).
- 3.7. Click in the Project Start Date data entry field to select (<u>the scheduled date for the start of the project in the month/date/year format</u>) from the calendar date selection tool.
- 3.8. Click in the **Project End Date** data entry field to select (<u>the scheduled date for the</u> <u>conclusion of the project in the month/date/year format</u>) from the calendar date selection tool. See figure H26.

Figure H26. Project Date entries.

Create Project (in ⑧ 99999 - Documentati…)					×			
Name (Required)								
99999 - Documentation Procedures Verification								~
Description Tell people what your project is about.								
Test Only								
								//
Project Start Date (Required) 11/20/2018 Project End Date (Required)	12/2	0/201	8					
Project Owner (Required)		ev	Dece	mber	2018	N	lext >	
William Walton ×	SUN	MON	TUE	WED	THU	FRI	SAT	
Tage Tag your content to make it easier to find	25	26	21	28	29 C	30	1	
	4	3 10	4	5 12	0 13	14	0 15	
Advanced options		17	18	19	20	21	22	
		24	25	26	27	28	29	
Preview Preview and browse templates	30	31	1	2	3	4	5	

3.9. Select the **Project Owner** by clicking the <u>down caret</u> next to the **Project Owner** data selection field and clicking the <u>name of the Project Owner</u> from the listed names in the dropdown menu to select it.

NOTE: The default Project Owner for the new Hub Project is the creator of the Hub Project.

- 3.10. Click in the Tags data entry field to enter (applicable tags for the Hub Space).
- 3.11. Enter (the text for each tag) and press Enter after the text for each tag is entered.

NOTE: Tags are not case-sensitive; tags entered with capital letters will revert to all lower-case text when saved.

- 3.12. Click the Advanced options hyperlink near the bottom of the dialog box.
- 3.13. The selection options for **Place navigation** are displayed
- 3.14. Click the radio button next to **Overview** in the **Place navigation** options list.
- 3.15. Verify all data entered and selected is correct and complete.
- 3.16. Click Preview in the lower left portion of the dialog box. See figure H27.

Figure H27. Create Project dialog box (complete).

Create Project (in @ 99999 - Documentati)	×
Name (Required)	
99999 - Documentation Procedures Verification	~
Description Tell people what your project is about.	
Test Only	
Project Start Date (Required) 12/3/2018 Project End Date (Required) 5/31/2019 Project Owner (Required) Image: Comparison of the second s	
Tags Tag your content to make it easier to find Image: Content to make it easier to find <td></td>	
Place navigation	
Activity + Pages Configure a stream-driven Activity page for this place, plus additional custom-created pages in a tabbed view. The left-hand tab is the default landing page.	
Overview Configure a widget-based Overview page as this place's landing page.	
Activity + Overview Configure both an Activity page and an Overview page, either of which can be the landing page.	
Note: When the Overview page is displayed, any existing file pages will be hidden.	
Preview and browse templates	

- 3.17. The **Create Project** page is displayed. See figure H26.
- 3.18. In the lower left corner of the **Hub Space** screen click Create Project. See figure H28.

Figure H28. Create Project page.



After Create Project is clicked in the Create Project page the Project Page is displayed. See figure H29.

Figure H29. Project Page inside the Project Hub Space.

							0 433 points	Functing lives through innovation
999999 - D in 99999 - Docu overview T	Occumentatio	on Procedures s Verification ~ eople Calendar	S Verification				Actions -	Following in 1 stream
PROJECT OVERVIEW	PROJECT CALEND	AR					(3)	ACTIONS
	Ci Draviava			Today			Nexts	Create a task
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Create a checkpoint
	18	19	20	21	22	23	24	Start a discussion
	25	26	27	28	29	30	Dec 1	 Upload a file
Test Only Owned by: William Walton	2	3	4	5	6	7	8	 Write a blog post Create a poll
Tags: procedures, documentation, the hub training, pmo hub training, task verification	9	10	11	12	13	14	15	Import/Export tasks Create by email
Created: Nov 20, 2018	RECENT ACTIVITY						Eitter -	 Project feeds Create an event
PROJECT STATUS							1 1023 -	 Create an idea Create a video
On Track Update								POPULAR TAGS
CHECKPOINTS								None of the content here has been tagged.
12/3/18 5/31/19								Browse all tags to see tags used elsewhere.
xlay								
TASKS No tasks								
fome Top of page Help							© 2007-201	8 Jive Software Powered by JIVE

3.19. The **Project** and the **Hub Space** are both now created in The Hub. The link at the bottom of the **Space Overview** for the **Hub Space** with the speedometer displayed to its left is the **Project Page link**. See figure H30.

Figure H30. Project Page link in the Space Overview screen.

COMMUNICATE COLLABORATE INNOVATE HOME	NEWS CONTENT PEOPLE PLACES 🖋 CREATE + LINKS +	42 points HUNTSMAN Ericiting lives through invocation Q
999999 - Documer In Active Proposals ~ overview Content Pe	ntation Procedures Verification	Following In + 1 stream Actions - About Share Manage -
	Project for Verification of Hub Sub-Space Creation and Administration Only Space Administrators: Philippe Verogt, Erik Romers, Eliana Yochida, Chou Nen Ee, Mark Diamond, William Walton, Jose Galicia, Nadia V Ramon Cantu, Matt Hom, Nicole Van Laer, Eddie Blacknell, Suan Nguyen, Raymond Holleman, Tino Hengeveld, Joe Simpson, Monica Ballesio, Elizabeth Ng, Gene Domon, Gregory Cavalier, Jim Shirley, Sivaprakash Veluswamy Tegs: procedures, hub documentation Created: Nov 19, 2018	Weuters, Yolanda Garcia, Cindy Vleminckx, Kevin Reed, Shoaib Patel, Wolfgang Baer, ey Gonzales, Huifang Ler, Janny Yu, Kirsche Heins, Shaji Karumathil, Michael Tiaw, Terry
PROJECTS	cation in 59599 - Decumentation Procedures Verification was updated 3 minutes ago	May 31, 2010 O On Track

3.20. Click the X in the upper right portion of the YOU CAN CUSTOMIZE THIS SPACE dialog box. See figure H31.

Figure H31. Removing the YOU CAN CUSTOMIZE THIS PAGE dialog box (partial screen capture only).

999 in 99	999 - The Hub Documentati				Follov	wing in 🦗 1	stream
Over	rview Content People	Subspaces and Projects	Calendar Reports	Actions -	About	Share	Manage

3.21. Tasks, content, discussions, and project information can now be entered in the Active Proposal Hub Space (also called a container) using the Actions menu at the top of the page. When the planned project becomes an official project the Hub Project will be moved to the Active Project Space.

Back to Top

4. Upload Documents to the Hub Space

NOTE: All project documentation will be uploaded to and maintained in The Hub.

4.1. From within the **Project Hub Space** click the Actions menu to reveal the **Create** dropdown list.

4.2. From the **Create** dropdown menu select Uploaded File to upload a file to the subspace. See figure H32.

Figure H32. Uploaded File in the Create menu (partial screen capture only).

	0 423 points 🛛 👭 🗸	HUNTSMAN Enriching lives through innovation
	F	ollowing in 🛧 1 stream
	Actions - About	Share Manage -
	CREATE	
	Discussion	
s Volanda Garcia Cind	Document	Wolfgang Baer
izales, Huifang Ler, Jani ier, Jim Shirley, Siyapra	Duploaded File	Kirsche Heins, Shaji
-,	Blog Post	
	Poll	
	O Project	
	Sub-space	
	Video	
	🥊 Idea	-
	Event Event	
	MORE	
	Create via email	
	Feeds	are Powered by jive

4.3. After Uploaded File is clicked in the **Create** dropdown menu the **Upload a file** Hub page is displayed. See figure H33.

Figure H33. Upload a file Hub page.

COMMUNICATE COLLAREARTE HITO MYE HOME NEWS CONTENT PEOPLE	PLACES 🧪 CF	REATE ← LINKS ←	0 433 points	HUNTSMA Enriching lives through inn	AN novation Q
Upload a file					
	C	Click to select a file or drag and drop your file here			
Description Providing a description can help people find your file when searching					
				@ Mention 1 App	
In a Flace Reach a specific audience or organize your posts by subject or group. Segges - Documentation Procedures Verification Change in 99999 - Documentation Procedures Verification 1 Follower					
Hidden Hide your content from everyone else.					
Specific People Work privately with a few people before opening it up to your communi The The Hub Community Make your content visible to everyone in your community.	lv.				
ags Tag your content to make it easier to find.					
Advanced options Aublish Save Draft Cancel					
lome Top of page Help			© 2007	7-2018 Jive Software Powered by	jive

4.4. Click the Click to select a file hyperlink in the File block to open a Windows Choose a File to Upload selection dialog box. See figure H34.

Figure H34. Click to select a file hyperlink (partial screen capture only).

	HOME	NEWS	CONTENT	PEOPLE	PLACES	🧨 CREATE 🗸	LINKS v
Dupload a file							
ile							
							1
						Click to	select a file
						or drag and	d drop your file here
escription Providing a description	n can help pe	ople find you	r file when search	iina			
escription Providing a description	n can heip pe	ople find you	r file when search	ling			

Figure H35. Windows Choose a File to Upload selection dialog box.

Upload selection dialog box is displayed. See figure H35.

Working L	locs	Search Process Pieces		
Organize 🔻 🛛 New folde	r			
🔆 Favorites 📃 Desktop	Documents library Process Pieces	Arrange by:	Folder 🔻	
Downloads	Name	Date modified	Туре	
Recent Places	New folder	11/5/2018 1:05 PM	File folder	
	Demand Initiation_The Hub_V1.0.docx	11/20/2018 11:58	Microsoft	
	🔁 Demand Initiation_CER_V1.5.pdf	11/19/2018 11:06	Adobe Act	
	🔁 Demand Initiation_Planview_V2.5.pdf	11/19/2018 11:04	Adobe Ac	
Non Business Critica	Demand Initiation_Planview_V2.5.docx	11/19/2018 11:04	Microsoft	
	Demand Initiation_CER_V1.5.docx	11/19/2018 10:56	Microsoft	
Videos	Demand Intake Tips.docx	10/18/2018 10:03	Microsoft	
VIGEOS	Financial Reconciliation_Financial Log.docx	10/16/2018 8:47 AM	Microsoft	
Computer	Financials Updates_Planview.docx	10/12/2018 1:36 PM	Microsoft	
Marcompater	Closing Projects.docx	10/11/2018 10:34	Microsoft	
Groups (\\USHOF\/1	Demand Initiation_PPMC.docx	10/10/2018 11:39	Microsoft	
H130290 (\\netrochi	SM9_Converting Change Potocols.docx	10/2/2018 3:51 PM	Microsoft	
	SM9_Assigning Change Potocols.docx	10/2/2018 2:55 PM	Microsoft	
	📹 Stage Gate B Raw.docx	10/1/2018 8:01 AM	Microsoft	
Network	Execution Raw.docx	10/1/2018 7:59 AM	Microsoft	
TILLION	Stage Gate C Raw.docx	10/1/2018 7:56 AM	Microsoft	
	📬 Stage Gate A Raw.docx	10/1/2018 7:48 AM	Microsoft	
	Financial Log_Monthly Status.docx	9/27/2018 7:25 AM	Microsoft	
	💼 Financial Log Calendar.docx	9/26/2018 2:08 PM	Microsoft	
	(III		•	
File na	me:	✓ All Files (*.*)		

- 4.6. Locate the file to be uploaded to the project sub-space.
- 4.7. Once the file is located double click the file name to upload it to The Hub.
- 4.8. After the file name to be uploaded is double clicked the hyperlink in the **File** data block is changed to the name of the file to be uploaded to The Hub. See figure H36.

Figure H36. File uploaded to The Hub (partial screen capture only).

COMMUNICATE COLLABORATE INNOVATE				162 points	.	HUNTSMAN
HOME NE	NS CONTENT PEOPLE	PLACES 🧨 CREATE -	LINKS +			۹
🚹 Upload a file						
File						
		Demand Initiation				
		Click to u	nload a new file			
		or drag an	d drop your file here			
Title						
Demand Initiation The Hub V1.0.docx	Sync Your Office I	Documents				

4.9. The **Title** field is prefilled with the name of the file uploaded.

NOTE: The title of the file can be altered here if necessary but the file will remain the same as the source file unless altered.

- 4.10. Click in the **Description** data entry field to enter (a description of the file).
- 4.11. The radio button next to **In a Place** for the file location will be selected by default. The Hub Space to which the file was uploaded should be displayed next to the radio button.

NOTE: If for some reason the file is to be shared outside the project sub space the other options can be selected using the radio buttons next to each option.

- 4.12. Click in the Tags data entry field to enter (applicable tags for the Hub Space).
- 4.13. Enter (the text for each tag) and press Enter after the text for each tag is entered.

NOTE: Tags are not case-sensitive; tags entered with capital letters will revert to all lower-case text when saved.

NOTE: At minimum the project name should be tagged here to facilitate later searches.

- 4.14. Click the Advanced options hyperlink to reveal the available advanced options.
- 4.15. Click the radio button next to **Restrict authors** to enable editing restrictions.

NOTE: Specific people can be selected and granted editing rights here.

4.16. Click the radio button next to **Require approval before publication** to enable prepublication approval requirements.

NOTE: Specific people can be selected as pre-publication approvers here.

4.17. Click the radio button next to **Restrict comments** to enable restrictions on comments.

NOTE: There is no specificity to this function; options are limited to all comments allowed or no comments allowed.

- 4.18. Verify all data entered and selection chosen are complete and correct.
- 4.19. Click Publish in the lower left corner of the screen to upload the file. See figure H37.

NOTE: If necessary the upload can be saved as a draft and executed later.

Figure H37. Publishing the Upload (partial screen capture only).

	Hub Procedures sub-space Change
	in 99998 - Hub Procedures
	1 Follower
0	Hidden Hide your content from everyone else.
0	Specific People Work privately with a few people before opening it up to your community
0	The The Hub Community Make your content visible to everyone in your community.
aas	Tao your content to make it easier to find
ags	Tag your content to make it easier to find
ags Ø	Tag your content to make it easier to find
ags	Tag your content to make it easier to find
ags Ad	Tag your content to make it easier to find vanced options Restrict authors By default all members with edit document rights in this place can edit
ags Ad	Tag your content to make it easier to find vanced options Restrict authors By default, all members with edit document rights in this place can edit. Only L can edit this document
ags Ad	Tag your content to make it easier to find vanced options Restrict authors By default, all members with edit document rights in this place can edit. O Only I can edit this document Allow specific people to edit this document
ags ✓ Ad ✓	Tag your content to make it easier to find vanced options Restrict authors By default, all members with edit document rights in this place can edit. O Only I can edit this document Image: Allow specific people to edit this document Image: Allow specific people to edit this document Image: Allow specific people to edit this document Image: Allow specific people to edit this document
ags ✓ Adi ✓	Tag your content to make it easier to find vanced options Restrict authors By default, all members with edit document rights in this place can edit. O Only I can edit this document Image: Allow specific people to edit this document
Fags	Tag your content to make it easier to find vanced options Restrict authors By default, all members with edit document rights in this place can edit. Only I can edit this document Only I can edit this document Allow specific people to edit this document Jane Doe, john.smith@example.com, kim.wood@example.com, Require approval before publication
Fags	Tag your content to make it easier to find vanced options Restrict authors By default, all members with edit document rights in this place can edit. O Only I can edit this document Allow specific people to edit this document Jane Doe, john.smith@example.com, kim.wood@example.com,
Fags	Tag your content to make it easier to find vanced options Restrict authors By default, all members with edit document rights in this place can edit. O Only I can edit this document Image: Allow specific people to edit this document

4.20. After Publish is clicked in the **Upload file** dialog box the uploaded file appears in the Hub Space. See figure H38.

Figure H38. Completed upload appearing in the Project Hub Space (partial screen capture only).

	UNICATE INFORATE ATE HOME NEWS CONTENT PEOPLE PLACES 🎤 CREATE - LINKS -	0 442 pc
99999 - D in 99999 - D Overview	- Documentation Procedures Verification Documentation Procedures Verification ~ Tasks Content People Calendar	
Start a discussion	All Content (1) 🖺 Blog Posts (0) 🗎 Documents (1) 📮 Discussions (0) 👖 Polls (0) 📋 External (0) 💾 Events (0) 🌻 Ideas (0) 🚦	Videos (0)
Dpload a file	Filter by action: None Filter by shared content	
 Write a document Write a blog post 	Type to filter by text Filter by tag Sort by latest activity: newest first •	
Create a poll Create an idea	Demand Intake Form template - 20180906 - FINAL V2.docx	
Create an event	Example for uploading Demand Intake form (or other docs) to the resider the sease on the lub.	
Create a video	project space on the mut	
VIEW THE BLOG 99999 - Documentation Procedures Verification	Isst modified by William Waton ○ 0	

Back to Top

5. Request Project Approvals in The Hub- via Discussion

5.1. From within the **Hub Project** under the **Actions** menu on the right side of the screen

click Start a discussion. See figure H39.

Figure H39. Start a discussion (partial screen capture only).

			761013	About onare manage
			120	ACTIONS
Today			Next »	🔲 Create a task
lednesday	Thursday	Friday	Saturday	Create a checkpoint
	20	21	22	Start a discussion
				Write a document
	27	28	29	Dpload a file
				Write a blog post
	3	4	5	Create a poll
				Import/Export tasks
	10	11	12	Sector Secto
				Project feeds
	3			Create an event
			Filter *	🥊 Create an idea
				Create a video

5.2. The **Start a discussion** dialog box is displayed. See figure H40.

Figure H40. Start a discussion dialog box (modified vertically compressed screen shot- the actual Hub page is taller).

COMMUNICATE COLLABORATE INNOVATE HOME NEWS CONTENT PEOPLE PLACES PCREATE+ LINKS+	0 569 points	-	HUNTSMAN Enriching lives through innovation
I Start a discussion			
Ark this discussion as a question - this encourages people to answer for points and helps you track answers.			
Font family • Font air T _x I::::::::::::::::::::::::::::::::::::			
		@ Mention	TApp 👒 Attach
In a Place Reach a specific audience or organize your posts by subject or group. Segs9- Project Documentation Only Change in 99999- Documentation Project Only 1 Follower			
Specific People Work privately with a few people before opening it up to your community.			
The The Hub Community Make your content visible to everyone in your community.			
Tags Tag your content to make it easier to find			
Post Cancel			
Home Top of page Help	© 200	7-2018 Jive So	ftware Powered by jiVe

5.3. Click in the Discussion Title data entry field (under **Start a discussion** at the top of the screen) to enter the (<u>title of the discussion</u>). See figure H41.

NOTE: The title of the discussion should at a minimum contain the name of the project and indicate the discussion is meant to process approvals for the project.

Figure H41. Discussion title entry field (partial screen capture only).



5.4. Click the checkbox next to **Mark this discussion as a question** to enable answer tracking. See figure H42.

Figure H42. Mark this discussion as a question (partial screen capture only).

•	2011		00	000		1	10			
Approv	val	ls to	or 99	9999)- H	roje	ct Do	cun	ner	itation Only
🛛 😰 Mark t	this c	discuss	sion as	a ques	tion -	this en	courages p	eople t	o ans	wer for points and helps you track answer
Font family	this c	discuss Font si	sion as T_x	a ques i≘	tion - i≡	this en ←⊒ Ξ	courages p	eople t	o ans	wer for points and helps you track answer

5.5. Click in the data entry field below **Mark this discussion as a question** to enter the (text description of the discussion). See figure H43.

NOTE: The text description should contain reference to the project approval process and indicate the presence of a link to the Demand Intake document for the project.

Figure H43. Text data entry field (partial screen capture only).



5.6. Click the Insert Link icon in the toolbar above the text entry field to create a hyperlink to the Demand Intake document. See figure H44.

Figure H44. Insert link icon (partial screen capture only).

Approva	als for 99	999- Pr	oject	Docum	entation Or	ılv
🛛 😰 Mark this	discussion as	a question - t	his encoura	ages people to	answer for points and	helps you track answers
Font family	Font si • T _x		: . →	▶ Ø		
គេខ្ល	1	<u></u>				

- 5.7. The **Insert Link** dialog box is displayed.
- 5.8. Paste the (<u>URL for the Project Demand Intake document</u>) in the **URL:** text entry field. See figure H45.

NOTE: The All Content hyperlink in the Insert Link dialog box launches a search function. The Browse History hyperlink in the Insert Link dialog box launches a list of recently visited documents and projects. Either All Content or Browse History can also be used to link the Demand Intake form.

Figure H45. URL text entry data field and Insert (partial screen capture only).

Web Address	All Content	Browse History	
\sim			
Use the form below	v to insert a link to	web page or to an email address into your discuss	sion document or bl
post.	r to moore a mile to	web page of to an email address into your discuss	sion, accument of b
1101*			
URL:	()	atous Ora-Wast as and	
(example: http:/	/mysite.com/ or	steve(@mailfast.com)	
http://			
Lease and the second			

- 5.9. Click Insert in the lower right corner of the Insert Link dialog box. See figure H45 (above).
- 5.10. The link to the Demand Intake document now appears in the data entry field. See figure H46.

Figure H46. Hyperlink to the Demand Intake document in the data entry field (partial screen capture only).



5.11. Click the radio button next to **Specific People** in the sharing selection area. See figure H47.

Figure H47. Radio button next to Specific People (partial screen capture only).

•	Specific People Work privately with a few people before opening it up to your community
	Lane Doe, john.smith@example.com,

4				
Post	Cancel			

Home | Top of page | Help

Tags Tag your content to make it easier to find

5.12. Click the Select People icon next to the **Specific People** data entry field. See figure H48.

Figure H48. Select People icon (partial screen capture only).

	Specific People Work privately with a few people before opening it up to your community.
	上 Jane Doe, john.smith@example.com,
	The The Hub Community Make your content visible to everyone in your community.
2	The The Hub Community Make your content visible to everyone in your community.
	The The Hub Community Make your content visible to everyone in your community. Tag your content to make it easier to find

Home I	I append to not	Heln
i ionic 1	Top of page 1	1 toth

5.13. The **Select People** dialog box is displayed. See figure H49.

Figure H49. Select people dialog box.

ollowing	Organizational Chart	Search	Newest	
\sim				
L .	Beth Wright	eliz	abeth_wright@huntsman.com	
	Douglas DeFreece	dou	glas_k_defreece@huntsman.com	
	Duc Phan	duc	_phan@huntsman.com	
(R)	Gene Domon	gen	e_domon@huntsman.com	
	Jim Shirley	jim_	_shirley@huntsman.com	
2	Joe Brewer	joe	_brewer@huntsman.com	
	John Brown	johr	n_e_brown@huntsman.com	
	Jose Galicia	jose	e_galicia@huntsman.com	
	Juan Flores	juar	n_flores@huntsman.com	
	Julie Boudreaux	julie	e_boudreaux@huntsman.com	
A	Kevin Reed	kev	in_reed@huntsman.com	
	Kirsche Heins	kirs	che_heins@huntsman.com	
ected.				
neeteu.				

5.14. Using the data in table 1 (below) select the approvers for the project using steps 5.15 and 5.16 (below the table).

Table 1. Project Approval personnel.

Stage Gate A	Approver	Work Type 1	Work Type 2	Work Type 3
Business Relationship Manager	Varies by Tower	Mandatory	Mandatory	Mandatory
Tower Approval #	Varies by Tower	Mandatory	Mandatory	Mandatory
Stage Gates B and C	Approver	Work Type 1	Work Type 2	Work Type 3

Security and Compliance	Sharon Lippe	Mandatory	Mandatory	Mandatory
Finance	Lisa Bracken	Mandatory	Mandatory	Mandatory
Governance/Project Management Office	John E Brown	Mandatory	Mandatory	Mandatory
Project Portfolio Management Center	Varies by Tower	Mandatory	Optional	
Service Introduction	Mike Dowling	Optional	Optional	
Operations	Eng Hung Goh	Optional	Optional	
Project and Contract Services	Bennett Edwards III	Optional	Optional	
End User Services	Mike Dowling	Optional	Optional	
Mergers & Acquisitions and Data & Analytics	Param Moothath	Optional	Optional	
Global Business Process	Greg Cavalier	Optional	Optional	
Manufacturing and Engineering	Kirsche Heins	Optional	Optional	
Collaboration and Mobility	Paul Crowcroft	Optional	Optional	
Sourcing and Contracts *	Stan Hospod	Optional	Optional	

NOTE: * = only if external vendor resources need to be sourced.

NOTE: Ensure any resource commitments and/or approvals received are recorded on the relevant hub space. The approval date by PMO will be used as the Stage Gate C approval date.

NOTE: Projects of work type 3 are expected to be run mostly with resources within their own tower. Only if additional IT areas need to deliver resources not covered by standard processes (= any work covered by existing work type 4 or work type 5 requests), resource commitments would need to be obtained.

5.15. Click the checkbox to the left of each approving person listed in the **Select People** dialog box. See figure H50.

NOTE: Use the scroll bar on the right side of the **Select People** dialog box to view and select additional personnel.

NOTE: The **Following** list is the default indicated list of personnel from which to choose the approvers. The user would be well served to follow the approvers listed below so they appear in the default list. Click the Organizational Chart hyperlink to view the personnel in the same organization as the user. Click the Search hyperlink to manually enter names for which to search. Click the Newest hyperlink to view the personnel who have joined the company. Figure H50. Select People dialog box with some approvers selected.

ollowing	Organizational Chart	Search	Newest	
2	Beth Wright	eliz	abeth_wright@huntsman.com	
6	Douglas DeFreece	dou	glas_k_defreece@huntsman.com	
2	Duc Phan	duc	_phan@huntsman.com	
(A)	Gene Domon	gen	e_domon@huntsman.com	
	Jim Shirley	jim_	shirley@huntsman.com	
2	Joe Brewer	joe	brewer@huntsman.com	
	John Brown	johr	i_e_brown@huntsman.com	
2	Jose Galicia	jose	_galicia@huntsman.com	
	Juan Flores	juar	_flores@huntsman.com	П
	Julie Boudreaux	julie	_boudreaux@huntsman.com	JL
1	Kevin Reed	kev	n_reed@huntsman.com	
6	Kirsche Heins	kirs	che_heins@huntsman.com	V
lected: Ki	rsche Heins John Brown Jir	n Shirley Do	uglas DeFreece Kevin Reed	
iceted. Ni	ische fielins, sonn brown, on	in Shirley, Do	igius Del lecce, Revin Recu	

5.16. Once all approving personnel are selected in the Select People dialog box click Add Selected People in the lower left corner of the Select People dialog box. See figure H51.

Figure H51. Add Selected People.

onowing	Organizational Chart	Search	Newest	
\sim				
. 🧟 .	John Brown		john_e_brown@huntsman.com	
. 🔔 .	Jose Galicia		jose_galicia@huntsman.com	
	Juan Flores		juan_flores@huntsman.com	
. 🛐 .	Ju <mark>l</mark> ie Boudreaux		julie_boudreaux@huntsman.com	
0 💄 1	Kevin Reed		kevin_reed@huntsman.com	
e 🛐 i	Kirsche Heins		kirsche_heins@huntsman.com	
a 🚺 I	Lisa Bracken		lisa_bracken@huntsman.com	
8 🚨 I	Matt Horn		matt_horn@huntsman.com	
e 🔝 i	Ramon Cantu		ramon_cantu@huntsman.com	
. 🗶 :	Suan Nguyen		suan_nguyen@huntsman.com	
*	Tisha Benjamin Evans		tisha_benjamin_evans@huntsman.com	
. 🔒 .	Yolanda Garcia		yolanda_garcia@huntsman.com	

5.17. After clicking Add Selected People in the **Select People** dialog box the selected people appear as the **Specific People** listed in the sharing section. See figure H52.

Figure H52. Selected people listed under Specific People (partial screen shot only).

	In a Place Reach a specific audience or organize your posts by subject or group.					
۲	Specific People Work privately with a few people before opening it up to your community.					
	Jane Doe, john.smith@example.com					
	📓 Kirsche Heins 🗴 📓 Ramon Cantu 🗴 📓 Douglas DeFreece 🗴 🧝 John Brown 🗴 🏦 Matt Horn 🗴 🤽 Beth Wright 🗴 🤽 Kevin Reed 🗴 🚉 Suan Nguyen 🗴					
0	The The Hub Community Make your content visible to everyone in your community.					
ags	The The Hub Community Make your content visible to everyone in your community. Tag your content to make it easier to find					
O Tags	The The Hub Community Make your content visible to everyone in your community. Tag your content to make it easier to find					

- 5.18. Click in the Tags data entry field to enter (applicable tags for the Discussion).
- 5.19. Enter (<u>the text for each tag</u>) pressing Enter after the text for each tag is entered in the **Tags** data entry field. See figure H53.

NOTE: Tag the project number and full project name, the project number separately, the project name separately, and any other pertinent information.

NOTE: Tags are not case-sensitive when saved; tags entered with capital letters will revert to all lower-case text when saved.

Figure H53. Tags as entered in the Tags data entry field (partial screen capture only).

0	In a Place Reach a specific audience or organize your posts by subject or group.
۲	Specific People Work privately with a few people before opening it up to your community.
	Jane Doe, john.smith@example.com,
	👹 Kirsche Heins 🗴 📓 Ramon Cantu 🗴 餐 Douglas DeFreece 🗴 🕷 John Brown 🗴 🔝 Matt Horn 🗴 🧟 Beth Wright 🗴 🙎 Kevin Reed 🗴 🎑 Suan Nguyen 🗴
0	The The Hub Community Make your content visible to everyone in your community.
Tags	Tag your content to make it easier to find
	procedures X how to request project approvals in the hub X documentation X approvals X 99999- project documentation only X
6	



Home | Top of page | Help

- 5.20. Verify all data entered and selected is complete and correct.
- 5.21. Click Post in the lower left corner of the **Start a discussion** screen to publish the discussion in the **Hub Project**. See figure H54.

Figure H54. Completed Start a discussion screen with Post highlighted (modified vertically compressed screen shotthe actual Hub page is taller).

COLLAROPATE INNOVATE HOME NEWS CONTENT PEOPLE PLACES CREATE + LINKS +	0 569 points	2	HUNTSMA Enriching lives through innor Q
Start a discussion			
pprovals for 99999- Project Documentation Only			
2 Mark this discussion as a question - this encourages people to answer for points and helps you track answers.			
ant family • Fort si • Ty : 注 注 · · · ▶			
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