

# Working with Maintenance Operations and Renewals funding adjustment in InfoHub

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## What is InfoHub

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

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## 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.

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## Naming conventions

### Funding Adjustment

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

Example:

An adjustment applies to a project set up in SAP:

- If the <SAP number> e.g. is: 60029226
- and it is the first application for that project **in a year** then the <application sequence number> is: 01
- and the <Project name> is: Manawatu NOC
- then the filename is: 60029226-01-Manawatu NOC-AdjustmentForm.xlsx

### Collections

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

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## How to create a Collection

Refer to [InfoHub Quick Help Guide – Collections](#). Make sure you select the right folder location to create the new collection.

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## Further help with InfoHub

For further help with InfoHub, refer to the [quick reference guides](#) or contact your InfoHub champion.

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## 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: [Annual Plan Adjustment Guide](#)

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