HELIX

FREQUENTLY ASKED QUESTIONS

ASSOCIATING AN **ENTERPRISE** WITH YOUR **PROGRAMME**

HOW TO **ASSOCIATE AN ENTERPRISE WITH A PROGRAMME**

- Find the Enterprise, either in Enterprise/Search Enterprise or the Quick Jump list's Enterprise tab.
- If you don't have access to an Enterprise record, please email CCP.
- Select Action/Programmes
- If the Enterprise isn't already associated with your programme, click on Add.
- Select your programme from the Enterprise Programme pop-up.
  You can type the first few letters of the programme name to find it quicker.
- Enter a Start Date and End Date (these are mandatory).

  To automatically add the overall programme dates, click on Populate dates from programme.
- Click on Save.