



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-22-2026

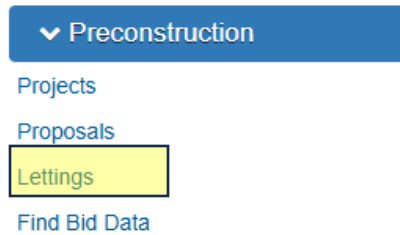
Revised Date:

Revised By:

Changes Made:

Adding a Letting

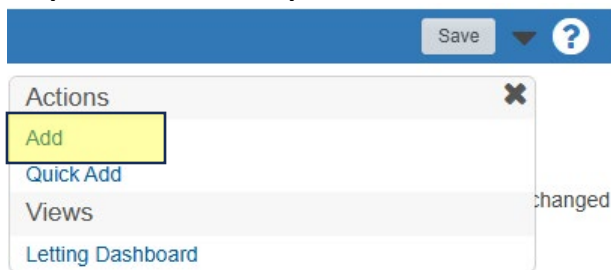
Step 1: From the *Home Dashboard*, click the **Lettings** link.



Step 2: From the *Bid Letting Overview* page, click the **Component Action Arrow**.



Step 3: From the *Component Action Menu*, click **Add**.



Step 4: Enter the following fields:

- **Bid Letting ID**
- **Letting Date**

Add Bid Letting

A form titled 'Add Bid Letting' with a blue header bar containing a dropdown arrow and the text 'Add Bid Letting'. The form has two fields: 'Bid Letting ID *' with the value '00019852' and 'Letting Date *' with the value '01/22/2026' and a calendar icon.

NOTE: You can optionally fill out the Letting Time and Letting Status fields.

Step 5: Click the **Save** button.

