



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-21-2026

Revised Date:

Revised By:

Changes Made:

Adding Projects on a Proposal

Step 1: On the **General Tab** on the **Proposal Summary Screen**, click the **Projects Tab**.

Proposal Summary

▼ Proposal: 000001 - INTERSECTION MODIFICATION

Bid Letting: 00022402 - Call Order:006

| | |
|--------------------|---|
| General | Proposal ID |
| Projects | 000001 |
| Time | Proposal Descr |
| Special Provisions | INTERSECTIO |
| Workflow | |
| Agency Views | Proposal Long |
| | INTERSECTIO AND CHOCTAW ASPHALT GRA |

Step 2: On the **Projects Tab**, click the **Select Projects** button.

Proposal Summary

▼ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFI

Bid Letting: 00022402 - Call Order:006

| | |
|---------|--------------------|
| General | Select Projects... |
|---------|--------------------|

Step 3: With the **Select Projects** window open, search and select your needed **Project** by selecting the **Project** and clicking the **Add to Proposal** button.

Add to Proposal