



## Quick Reference Guide (QRG) Summary of Changes

**Creation Date: 01-21-2026**

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**Revised Date:**

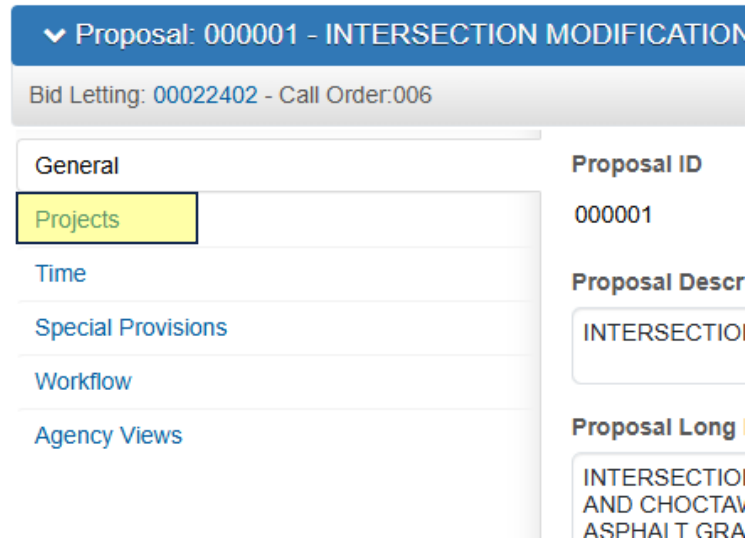
**Revised By:**

**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

**Projects**

Time

Special Provisions

Workflow

Agency Views

**Proposal ID**

000001

**Proposal Descr**

INTERSECTIO

**Proposal Long**

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**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