



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-22-2026

Revised Date:

Revised By:

Changes Made:

Assigning a Proposal to a Letting

Step 1: On the **Bid Letting Summary** page, click the **Proposals** Tab.

Bid Letting Summary

▼ Bid Letting: 00019852

General

Proposals

Workflow

Step 2: Click the **Select Proposals** button.

Bid Letting Summary

Bid Letting 00019852

▼ Bid Letting: 00019852

General

Proposals

Workflow

Q Type search criteria or press Enter

Select Proposals...

No rows found matching criteria.

Step 3: From the **Select Proposal** pop up window, find your needed **Proposal** and click the **Add to Letting** button.

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Load next 50			Showing 10 of 133
			Add to Letting

Step 4: Click the **Save** button.

Save

▼

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NOTE: Your proposal has now been assigned to a letting.