



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-22-2026

Revised Date:

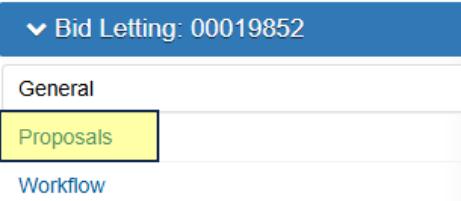
Revised By:

Changes Made:

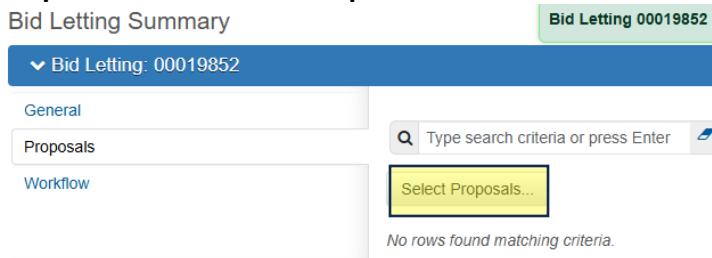
Assigning a Proposal to a Letting

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

Bid Letting Summary



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



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



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



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