



## Quick Reference Guide (QRG) Summary of Changes

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

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**Revised Date:**

**Revised By:**

**Changes Made:**

# Creating Proposal from a Project

**Step 1:** On the *Home Dashboard* under the *Preconstruction* header, click the **Projects** link.

On this page: [Preconstruction](#) [Reference Data](#) [Data Analytics](#)

## PROJECT Pre-Construction Admin ODOT

▼ Global News Feed

▼ Preconstruction

Projects

Proposals

Lettings

Find Bid Data

**Step 2:** From the *Project Overview* screen, use the *Quick Find Search Box* to find the needed Project.

## Project Overview

▼ Project Overview

Q 123456789

System Default

Showing 1 of 1

| J/P Number | Fed/State/OTA Proj Num | Type |
|------------|------------------------|------|
| 123456789  |                        |      |

**Step 3: Click the J/P Number Link.**

Project Overview

▼ Project Overview

Q

123456789

System Default

Showing 1 of 1

| J/P Number | Fed/State/OTA Proj Num | Type |
|------------|------------------------|------|
| 123456789  |                        |      |

**Step 4: On the *Project Summary* page, click the **Component Action Menu**.**

Save

▼

?

**Step 5: From the *Drop-Down Menu*, click **Create Proposal**.**

Actions

Add New

Tasks

Check Out Project To Estimator

Create Proposal

Export Project To Estimator

Lock Project

Validate Project

Views

Attachments (0)

Issues

Links

Reports

Final Project Detail Estimate

Preliminary Project Detail Estimate

**Step 6: In the **Proposal ID** field, create a unique ID.**

Create Proposal from Project

▼ Add Proposal

Proposal ID\*

123456789

**Step 7:** In the **Proposal Description** box, update or complete the **Proposal Description**.

### Create Proposal from Project

 Add Proposal

Proposal ID \*

123456789

Proposal Description \*

test

**Step 8:** Click the **Save** button.

Save