



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-21-2026

Revised Date:

Revised By:

Changes Made:

Entering Information on Projects Tab

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
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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...
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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