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.**

Step 2: On the *Projects Tab,* click the **Select Projects** button.

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.