OKLAHOMA

Transportation   Turnpike Authority   Aeronautics

Quick Reference Guide (QRG)
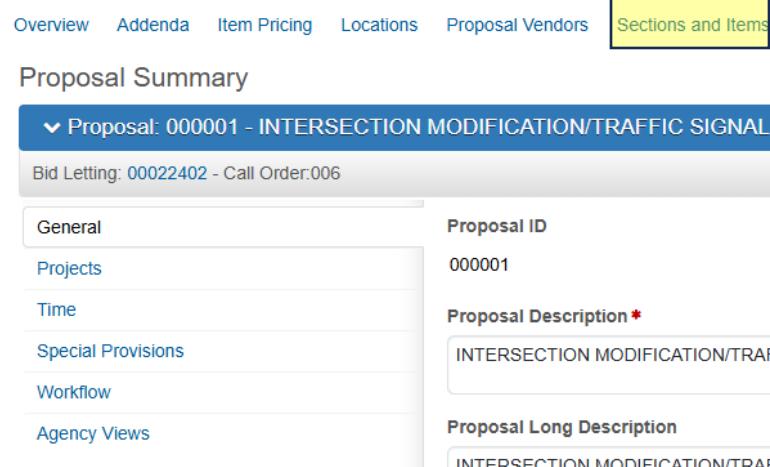# Summary of Changes

Creation Date: 01-22-2026

Revised Date:

Revised By:

Changes Made:

Proposal Sections

Step 1: From the *Proposal Summary* page, click the **Section and Items** quick link at the top of the page.

Overview   Addenda   Item Pricing   Locations   Proposal Vendors   Sections and Items

Proposal Summary

˅ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFIC SIGNALS

Bid Letting: 00022402 - Call Order:006

General	**Proposal ID**
Projects	000001
Time	**Proposal Description** *
Special Provisions	INTERSECTION MODIFICATION/TRAFF
Workflow	
Agency Views	**Proposal Long Description**
	INTERSECTION MODIFICATION/TRAF

Step 2: On the *Proposal Sections and Items* page, click the **Component Action Arrow.**

Proposal Sections and Items

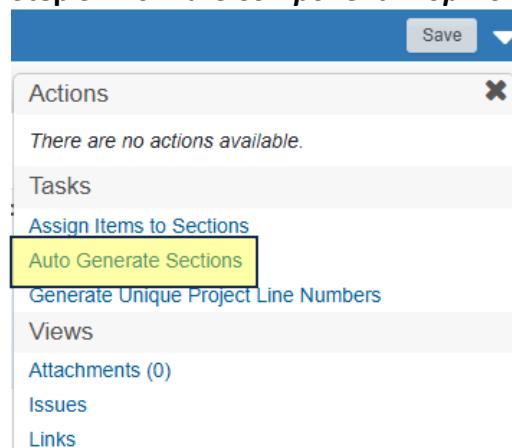˅ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFIC SIGNALS   Save ˅ ?

Bid Letting: 00022402

Proposal Sections   New   0 added   0 marked for deletion   0 changed

Step 3: From the *Component Drop Down Menu,* click **Auto Generate Sections.**

Save ˅

Actions   ✖

There are no actions available.

Tasks

Assign Items to Sections

Auto Generate Sections

Generate Unique Project Line Numbers

Views

Attachments (0)

Issues

Links

NOTE: The Base flag is checked by default. For AD-Alternate Sections/Projects, you can uncheck section that are additives. If you change anything make sure to SAVE.

Step 4: In the *ID* field, enter the needed/desired **ID.**

Cat Alt Set ID	Cat Alt Member II
ID* ▼	
0001	

Step 5: In the *Description field,* enter a Proposal Section Description.

Cat Alt Set ID	Cat Alt Member ID	Total	Life Cycle Cost	Total Wit
ID* ▼	Description * ▼			Lo
0001	ROADWAY			

Step 6: Click the **Save** button.

Save ▼ ?

Step 7: Click the **Component Action Arrow.**

Proposal Sections and Items

▼ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFIC SIGNALS	Save ▼ ?
Bid Letting: 00022402	

| Proposal Sections | New | 0 added | 0 marked for deletion | 0 changed |

Step 8: From the *Component Action Menu,* click **Generate Unique Project Line Numbers.**

Save ▼

Actions ✖

There are no actions available.

Tasks

Assign Items to Sections

Auto Generate Sections

Generate Unique Project Line Numbers

Views

Attachments (0)

Issues

Links

Step 9: Once successful, you will receive a **Green Ribbon.**

Generated Unique Project Item Line Numbers	✖