



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-22-2026

Revised Date:

Revised By:

Changes Made:

Proposal Times

Step 1: On the *Proposal Summary* page, click the **Time Tab**.

Proposal Summary

▼ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFIC SIGNALS

Bid Letting: 00022402 - Call Order:006

General	Select Projects...
Projects	J/P Number
Time	1770404
Special Provisions	
Workflow	
Agency Views	

Step 2: Click the **New** button.

Proposal Summary

▼ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFIC SIGNALS

Bid Letting: 00022402 - Call Order:006

General	Type search criteria or press Enter
Projects	
Time	New

Step 3: In the **Time ID** field, enter the **Time ID**.

00 - CONTRACT REQUIREMENTS	Yes
▼	
Time ID * <input type="text" value="00"/>	Completion Date <input type="text"/>
Time Description * <input type="text"/>	Start Date <input type="text"/>
Time Type * <input type="text"/>	LD / Disincentive Rate <input type="text"/>
Number of Time Units <input type="text"/>	Liquidated Damages Unit of Time <input type="text"/>

Step 4: In the **Time Description** field, enter a needed **Description**.



Time ID *

Completion Date

Time Description *

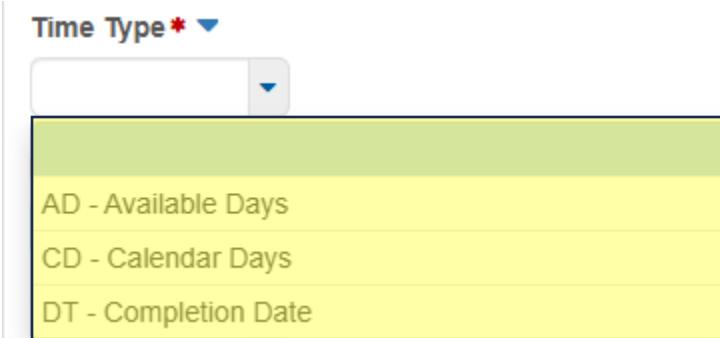
Start Date

Time Type *

LD / Disincentive Rate

Step 5: In the **Time Type** field, click the **Drop-Down Arrow** and select the needed **Time Type**.

- **Available Days**
- **Calendar Days**
- **Completion Date**



Time Type *

AD - Available Days

CD - Calendar Days

DT - Completion Date

Step 6: In the **Number of Time Units** field, enter the number of **Time Units** for the Proposal. For example, if the Time Unit is Days, then the **Number of Time Units** will essentially be the Number of Days.



Time ID *

Time Description *

Time Type * CD - Calendar Days

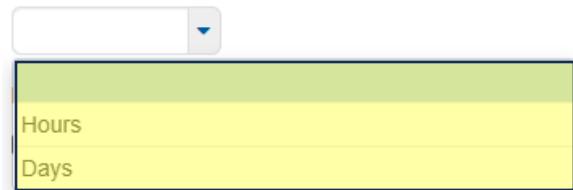
Number of Time Units *

Time Unit *

Main Proposal Time

Step 7: In the **Time Unit** field, click the **Drop-Down Arrow** and select the needed **Time Unit**.

Time Unit* ▾



Hours

Days

Step 8: Now that all of the **System Required Fields** (Red * next to it) have been filled out, fill out any other needed/desired fields and click the **Save** button.

