



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 SIGNAL

Bid Letting: 00022402 - Call Order:006

General

Projects

Time

Special Provisions

Workflow

Agency Views

Select Projects...

J/P Number

1770404

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

Proposal Summary

▼ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFIC SIGNAL

Bid Letting: 00022402 - Call Order:006

General

Projects

Time

Type search criteria or press Enter

New

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

> 00 - CONTRACT REQUIREMENTS Yes

▼

Time ID ▼

00

Time Description ▼

Time Type ▼

Number of Time Units ▼

Completion Date ▼

mm/dd/yyyy

Start Date ▼

mm/dd/yyyy

LD / Disincentive Rate ▼

Liquidated Damages Unit of Time ▼

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

A screenshot of a form with a light blue header bar. Below the header, there are several fields. On the left, 'Time ID' is a dropdown menu with '00' selected. To its right is 'Completion Date' with a date input field showing 'mm/dd/yyyy' and a calendar icon. Below 'Time ID' is the 'Time Description' field, which is highlighted with a yellow border and contains the text 'Test'. To the right of 'Time Description' is 'Start Date' with another 'mm/dd/yyyy' date input field. Below 'Time Description' is 'Time Type' with a dropdown arrow. To the right of 'Time Type' is 'LD / Disincentive Rate' with an empty input field.

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

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

A screenshot of the 'Time Type' dropdown menu. The menu is open, showing three options: 'AD - Available Days', 'CD - Calendar Days', and 'DT - Completion Date'. The 'CD - Calendar Days' option is highlighted with a yellow background. The dropdown arrow is visible on the right side of the menu.

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.

A screenshot of the form showing the 'Number of Time Units' field. The 'Time ID' is '00', 'Time Description' is 'Test', and 'Time Type' is 'CD - Calendar Days'. The 'Number of Time Units' field is highlighted with a yellow border and contains the value '120'. Below it is the 'Time Unit' dropdown menu, which is currently empty. At the bottom, there is a 'Main Proposal Time' dropdown menu.

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.

Save	▼	?
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