Quick Reference Guide (QRG)
Summary of Changes

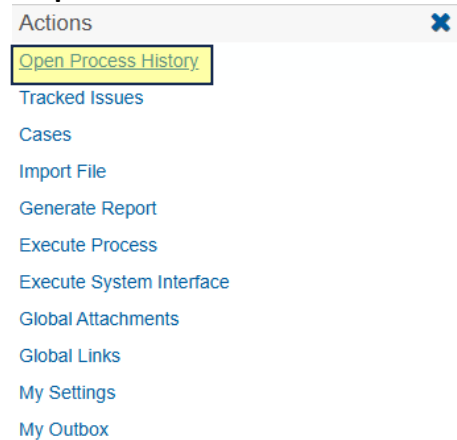**Creation Date: 01-27-2026**

Revised Date:

Revised By:

Changes Made:

Viewing and Printing Proposal Output

Step 1: After you have successfully generated the *Proposal,* select the **Global Action Menu.**

Step 2: From the *Global Action Menu,* select **Open Process History.**

Step 3: On the *Process History Overview* screen is where the **Proposal** will be found. You can *Download* or *Save* the *Proposals.*