



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-27-2026

Revised Date:

Revised By:

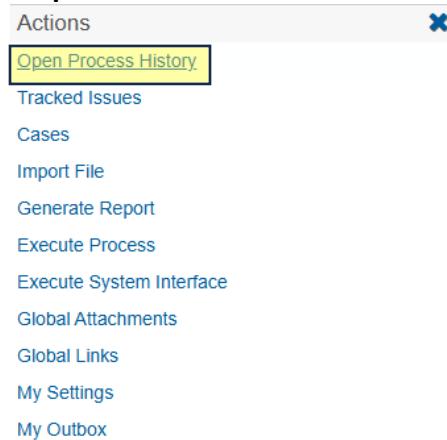
Changes Made:

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**.

Process History Overview

A screenshot of the 'Process History Overview' screen. The top navigation bar has a dropdown 'Process History Overview'. The left sidebar has tabs for 'Process History', 'System Process History', 'Scheduled', and 'Payroll Import Notifications'. The main area has a search bar, an 'Advanced' button, and a 'Status' dropdown set to 'No Filter'. A table lists process history entries. One entry is highlighted with a yellow box and a red border. This row contains columns for 'Process' (labeled 'Proposal Reviewed'), 'User ID' (ODOT\277311), 'Start Time' (01/10/2020 10:26:03 AM), and 'Finish Time' (01/10/2020 10:26:03 AM). To the right of the table, a message box shows 'Success', 'Yes', 'Output Files' (listing 000006.pdf, 000007.pdf, Error.log, 000004.pdf), and '0 marked fc'. The message box also has a red border.