



## Quick Reference Guide (QRG) Summary of Changes

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

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**Revised Date:**

**Revised By:**

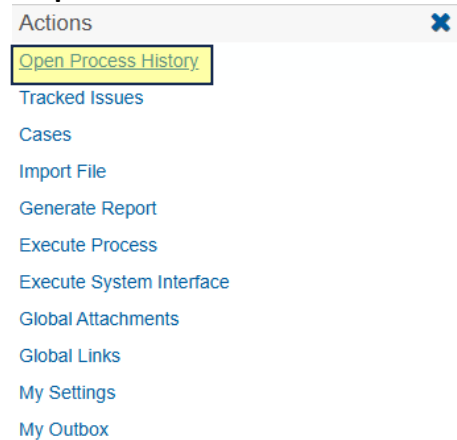
**Changes Made:**

# 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 screen has a blue header bar with a dropdown menu set to 'Process History Overview'. Below the header, there is a search bar with the text 'Type search criteria or press Enter', a 'Status' dropdown menu set to 'No Filter', and a 'Showing 50 of 101' indicator. On the left side, there is a sidebar with a list of options: 'Process History', 'System Process History', 'Scheduled', and 'Payroll Import Notifications'. The main content area displays a table with the following data:

Process	User ID	Start Time	Finish Time	Success
Proposal Reviewed	ODOT\277311	01/10/2020 10:26:03 AM	01/10/2020 10:26:03 AM	Yes

The table has five columns: 'Process', 'User ID', 'Start Time', 'Finish Time', and 'Success'. The first row shows a process named 'Proposal Reviewed' with user ID 'ODOT\277311', start time '01/10/2020 10:26:03 AM', finish time '01/10/2020 10:26:03 AM', and status 'Yes'. Below the 'Success' column, there is a section titled 'Output Files' which lists three files: '000006.pdf', '000007.pdf', and 'Error.log'. The text '0 marked for' is visible at the bottom right of the screen.