



QUICK REFERENCE GUIDE:

## 4.2 Managing Proposal Workflow

### Background:

Prior to changing the workflow to Assigned to Letting the Proposal must be valid (See QRG Proposal - *Proposal Validation*). The AWP Letting can be created well in advance of advertising. When the proposal is ready to be advertised, the workflow phase must be changed to **Advertising**. This workflow phase allows Letting Users to create Addenda and Notices to Bidders (and make addenda changes to project and proposal information).

### Roles:

Letting User, Proposal User

### Navigation:

Proposal Overview > Proposal > Proposal Summary

1. From the Proposal Summary component, click the **Workflow** tab.
2. From the **Workflow Phase** dropdown, select **Assigned to Letting**.
3. Click **Save**.

Note: Once the workflow phase is **Assigned to Letting**, only the Letting User role will be able update the workflow.

### Next Steps:

To create a bid letting, see QRG - *Letting Creation*.