Proposal Manager Functions

Training Document

Homepage | Solicitation | Solicitation Homepage | User Dashboards

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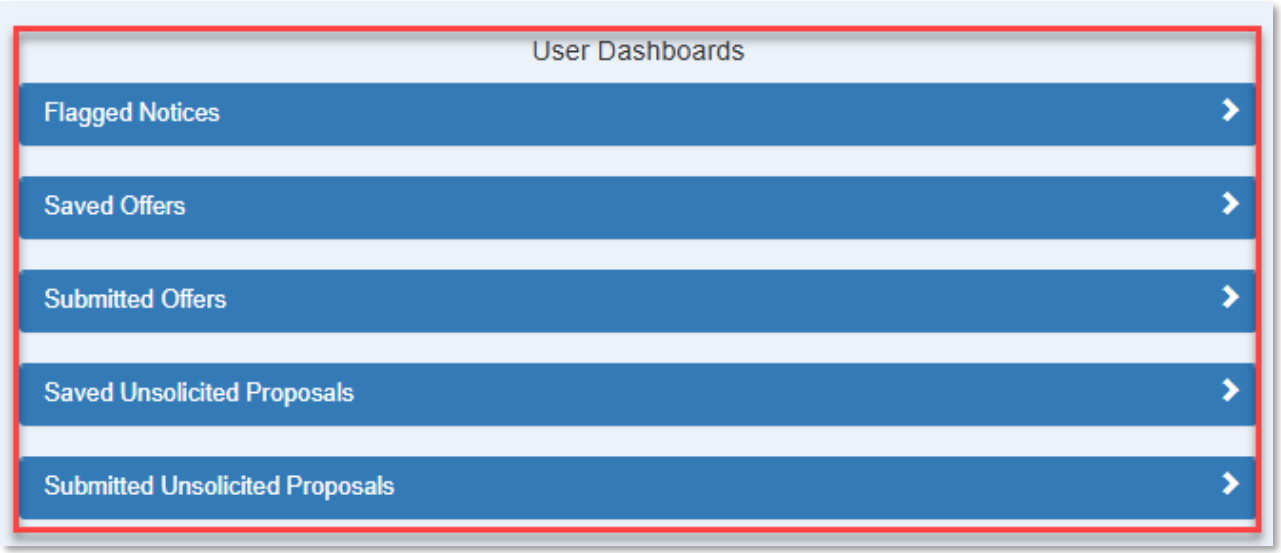
Roles	Solicitation Roles with the capability to view User Dashboards • Proposal Manager
User Navigation	Log in to PIEE as a Proposal Manager user to access the Solicitation Application. **User Dashboards** are located on the Solicitation Module Homepage. Select the **arrow icon** to expand a Dashboard. 
Indicating Interest	The Proposal Manager can receive PIEE Notice Update notifications of specific notices by **indicating interest**. By indicating interest, the notice is also be flagged and available to view from the **Flagged Notices** User Dashboard.

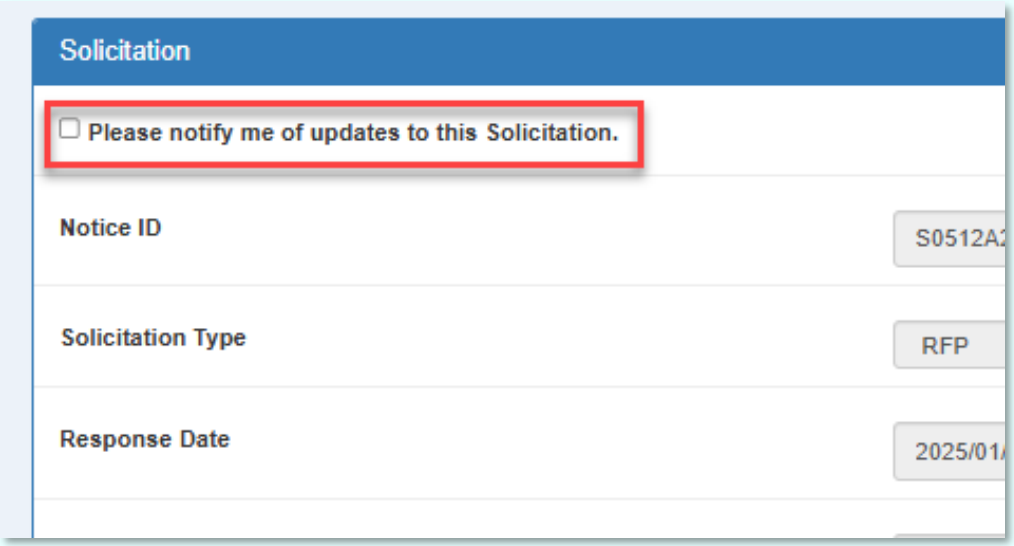
Select **Search** on the Solicitation navigation bar at the top of the screen. The user is led to the **Notice Search Criteria** screen to enter known data of the notice of interest.

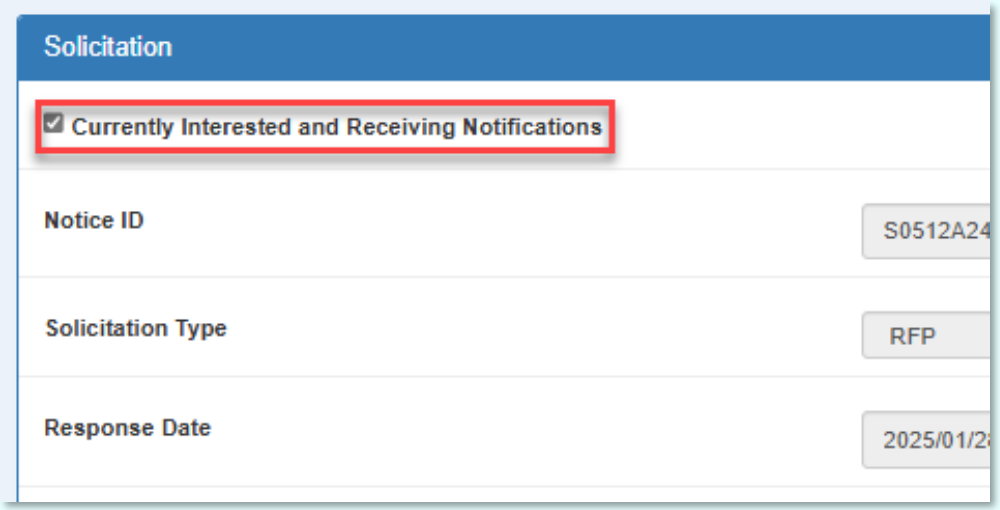
Click the **Search** button to view search details. Refer to Search training for more information located at **WBT > Solicitation > General Functions > Search**.

Click the **Notice ID** hyperlink to view the notice.

Select "Please notify me of updates to this Solicitation**"** checkbox to be notified of updates. The checkbox field now displays "Currently Interested and Receiving Notifications". Notifications for the notice of interest appears in the **PIEE notifications** and the notice is now available for viewing in the **Flagged Notices** dashboard located on the Solicitation module home screen.

If the Proposal Manager's CAGE Codes become restricted from the notice, their indicated interest is removed.

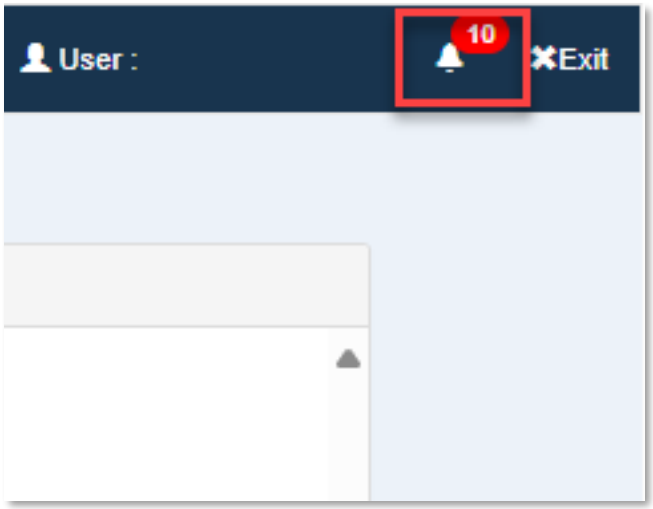


<table>
<tr>
<td></td>
<td>


Buttons:

Update Notification (checkbox)

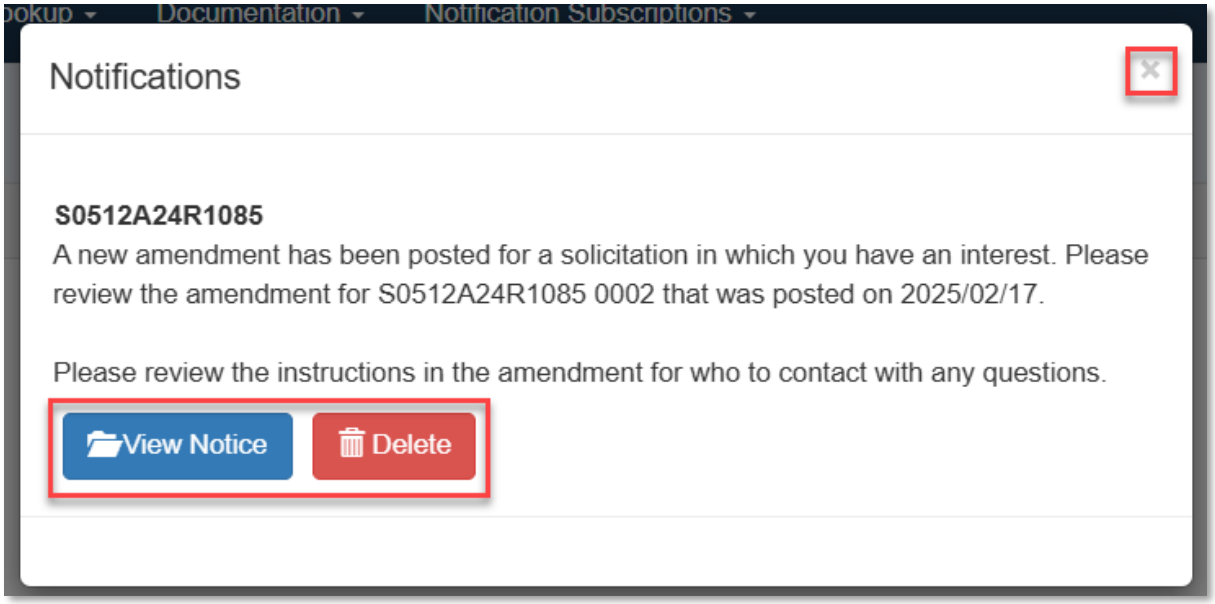
</td>
</tr>
<tr>
<td>PIEE Notifications</td>
<td>
Click the Bell icon on the top right of the Solicitation home screen to view system notifications. A pop-up displays showing the notification messages for the Proposal Manager user.



Click the View Notice button to access the notice referenced in the notification.
</td>
</tr>
</table>

Click the **Delete** button to delete the notification. Deleting the notification does not remove the user's interest of the specified notice.

Click the **X icon** at the top right of the window to close the Notifications pop-up.



Buttons:

- Bell icon (***to display notification pop-up***)
- View Notice (***to access the notice***)
- Delete (***to delete the notification***)
- X icon (***to close the Notifications pop-up***)

Flagged Notices

The **Flagged Solicitation** dashboard displays all notices in which the Proposal Manager has indicated interest. Click the arrow to expand the Flagged Notices dashboard.

Notices can be filtered by entering data or using the drop-down menu of the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu or by entering a number in the **Closing within # days** field.

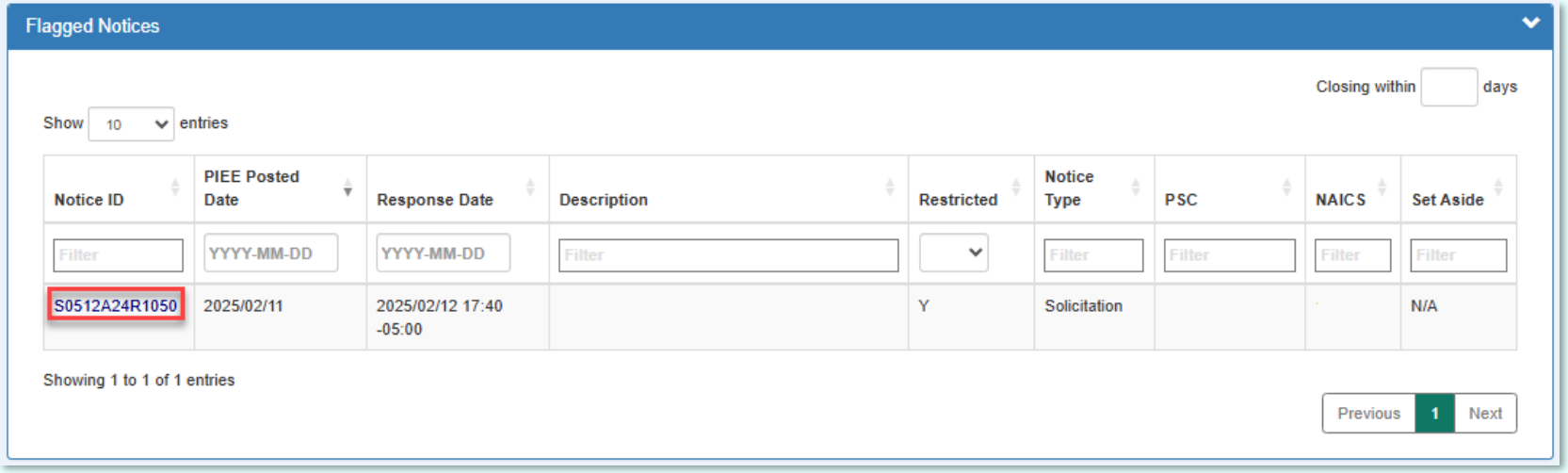
Flagged Notices User Dashboard Headers:

- Notice ID (***hyperlink***)

- PIEE Posted Date (*format: YYYY-MM-DD*)
- Response Date (*format: YYYY-MM-DD HH:MM Time Zone*)
- Description
- Restricted
- Notice Type
- PSC
- NAICS
- Set Aside

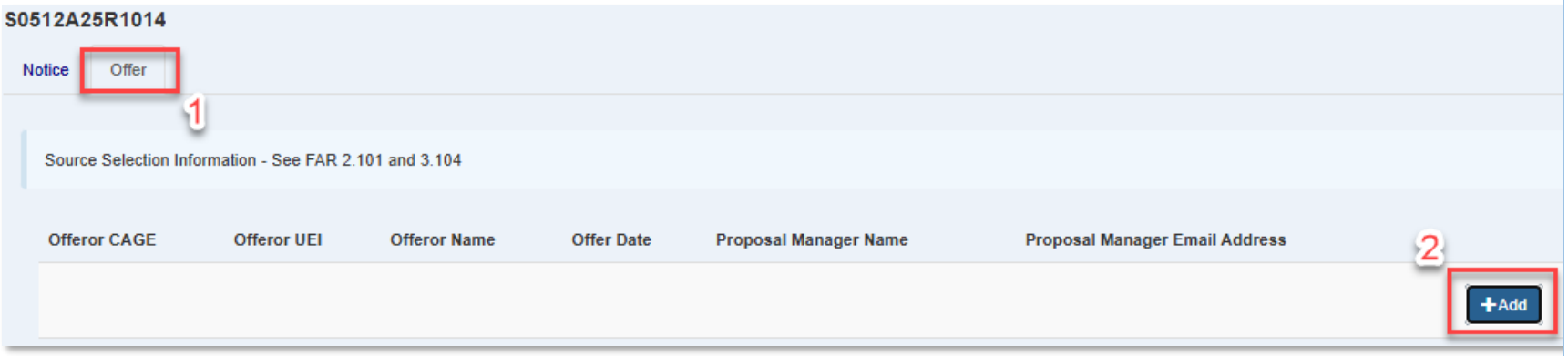
Flagged Notices User Dashboard Filter Fields:

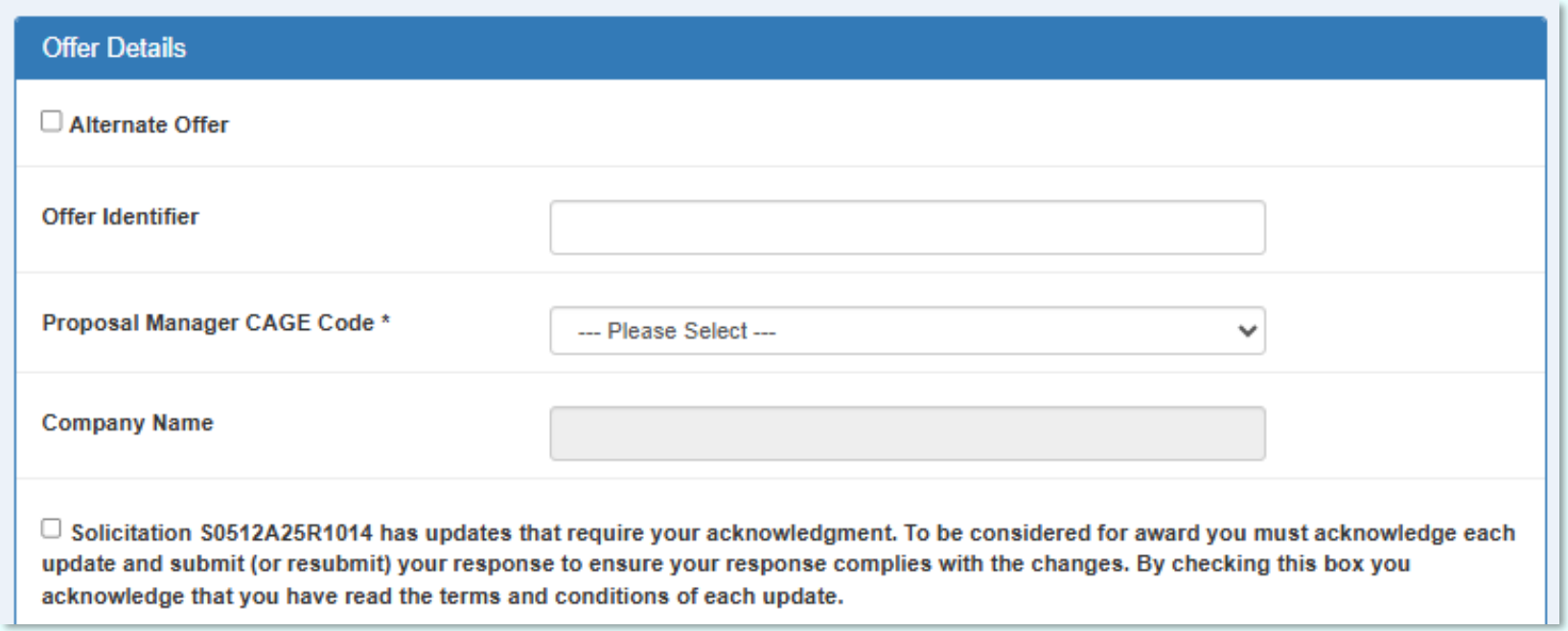
- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Closing within # days (*field is editable; must be numeric characters*)
- Notice ID (*field is editable*)
- PIEE Posted Date (*format: YYYY-MM-DD*)
- Response Date (*format: YYYY-MM-DD Time Zone*)
- Description (*field is editable*)
- Restricted (*options: Y / N*)
- Notice Type (*field is editable*)
- PSC (*field is editable; must be numeric characters*)
- NAICS (*field is editable; must be numeric characters*)
- Set Aside (*field is editable*)

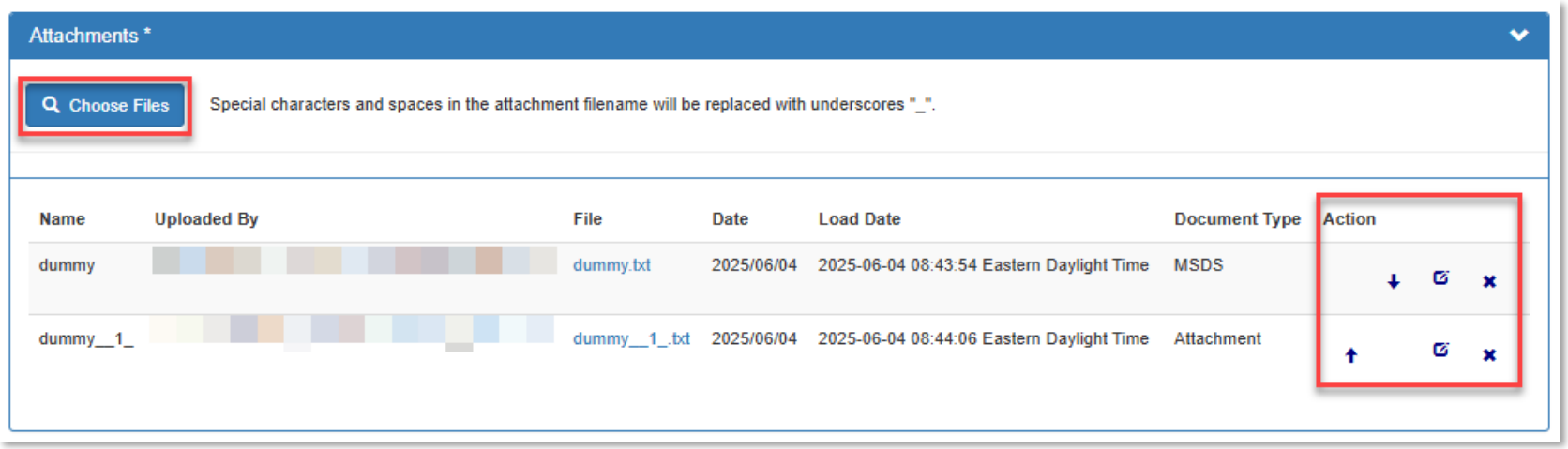


NOTE: Click the arrows next to the headers to sort in ascending/descending order.

Click the **Notice ID** hyperlink in the Notice ID column to view the notice of interest.

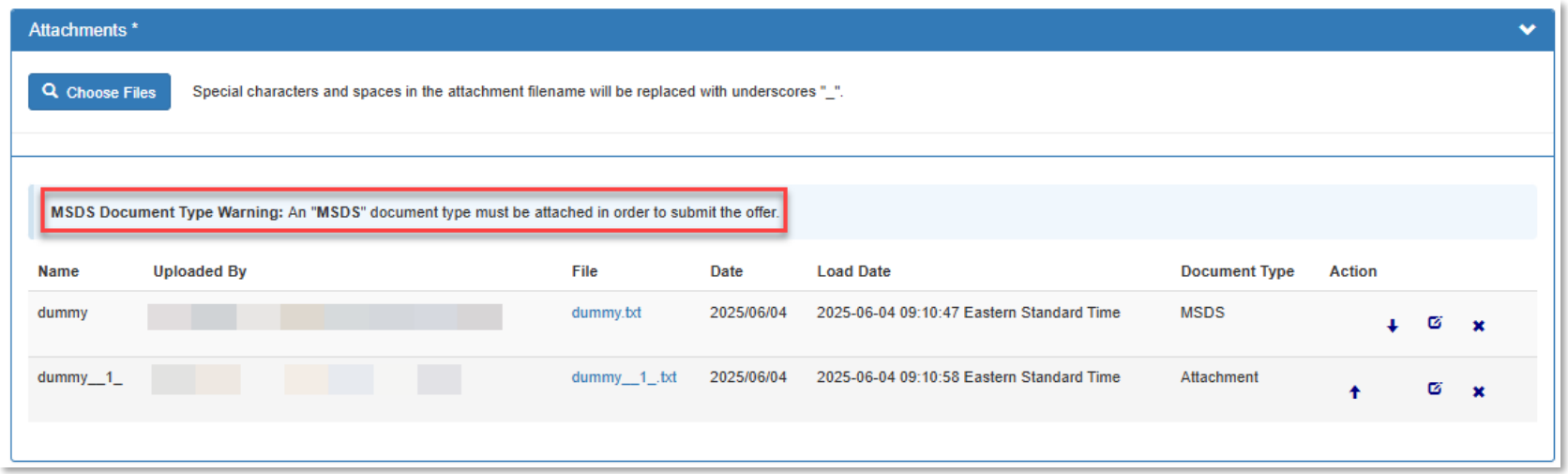
Posting Offer	Click the **Notice ID** hyperlink in the Notice ID column to view the existing notice. Click the **Offer** tab. The user is brought to the Offer screen. Click **Add** to expand the Offer Details and begin the Posting Offer process.  *Offers Headers:* • Offeror CAGE • Offeror UEI • Offeror Name • Offer Date • Proposal Manager Name • Proposal Manager Email Address *Buttons:* • Offer Tab (***leads to the Offer screen***) • Add (***to expand offer details***) *NOTE: If the notice has been updated, then access to the Offer tab is available on the latest update of the notice.*
Offer Details	Select the **Alternate Offer** checkbox to indicate that the offer varies from the solicitation requirements. If the notice has updates, a mandatory checkbox is displayed with a message stating: "Solicitation (Notice ID) has updates that require your acknowledgment. To be considered for award you must acknowledge each update and submit (or resubmit) your response to ensure your response complies with the changes. By checking this box you acknowledge that you have read the terms and conditions of each update." Select the **checkbox**.

	Offer Details Fields: • Alternate Offer (***checkbox***) • Offer Identifier (***up to 80 alphanumeric characters***) • Proposal Manager CAGE Code (***drop-down; read-only***) • Company Name (***auto-populated from CAGE code***) • Update Acknowledgment (***checkbox; if applicable***) 
Attachments	To add attachments to the offer, click the **Choose Files** button. Added Attachment files are displayed in the table below with populated information. Click the buttons in the **Action** column to reorder, edit, or delete attachments. Click the **x** icon to delete the file and remove the file from the Attachments table.



Material Safety Data Sheet (MSDS)

Vendors are required to submit a Material Safety Data Sheet (MSDS) as an attachment with their offers if it has been designated as mandatory by the Solicitation Manager. Material Safety Data Sheets are identified in the **Document Type** field of the [Edit Attachment Information Pop-Up](#).



Submitting an offer without attaching the MSDS document displays a message stating: “An “MSDS” document type must be attached in order to submit the offer in accordance with FED-STD-313 or MIL-STD-882E.”

- An "MSDS" document type must be attached in order to submit the offer in accordance with FED-STD-313 or MIL-STD-882E.

*Attachments * Fields:*

- Name (***up to 255 alphanumeric characters including special characters; excluding specific characters: <>’&”***)
- Uploaded By (***defaults to user’s name and email address***)
- File (***up to 2000 alphanumeric characters***)
- Date (***defaults to date of original uploaded or resubmitted file***)
- Load Date (***displays original date, time, and time zone of uploaded file***)
- Document Type (***options: Attachment / MSDS; defaults to “Attachment”***)
- Action
  - Move Up
  - Move Down
  - Edit
  - Delete

Buttons:

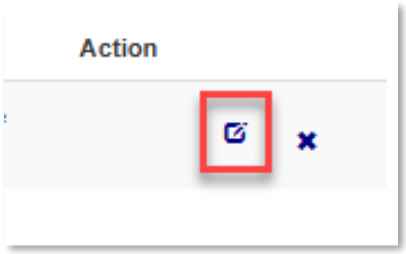
- Choose Files (***select to locate and attach a file from the local directory***)

Action Buttons:

- Move (***arrows display to reorder multiple attached files***)
- Edit (***leads to Attachment Information pop-up***)
- Delete (***x icon; removes the line item and cannot be restored***)

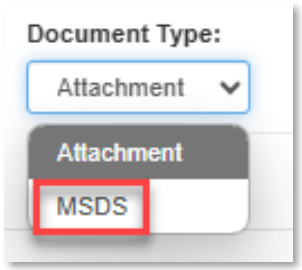
Edit Attachment Information Pop-Up:

To edit an attachment name, select the **Edit** icon in the Action column.

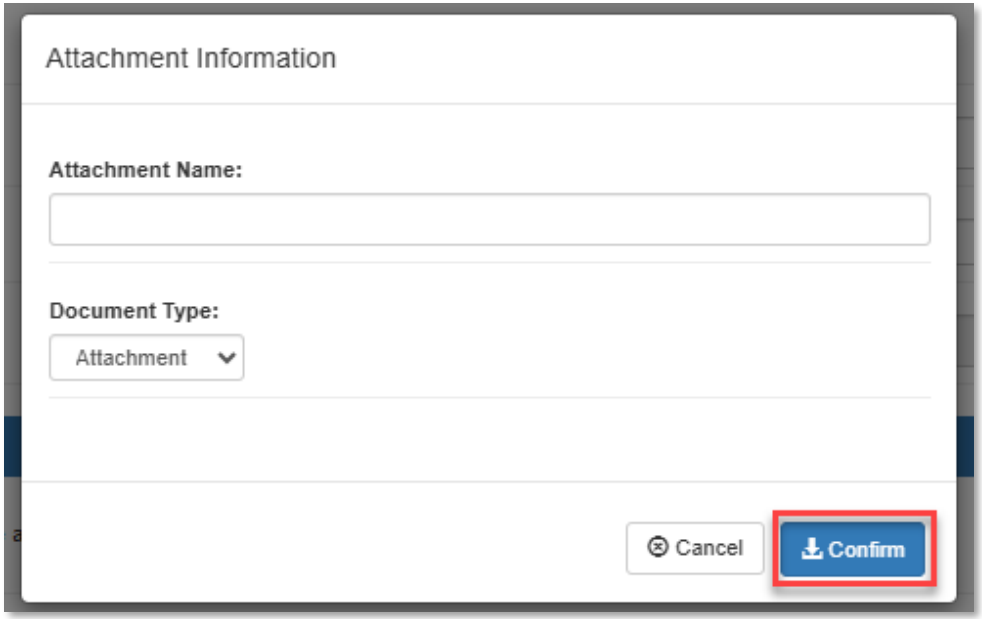


To modify the attachment's name, enter the new file name in the **Attachment Name** field.

To identify the attachment as a **Material Safety Data Sheet (MSDS)** document, select **MSDS** in the **Document Type** drop-down menu.



To confirm all edited attachment information, click the **Confirm** button. All edits are now visible in the Attachments section.



Attachment Information Pop-Up Fields:

- Attachment Name (***up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"***)
- Document Type (***options: Attachment / MSDS; defaults to "Attachment"***)

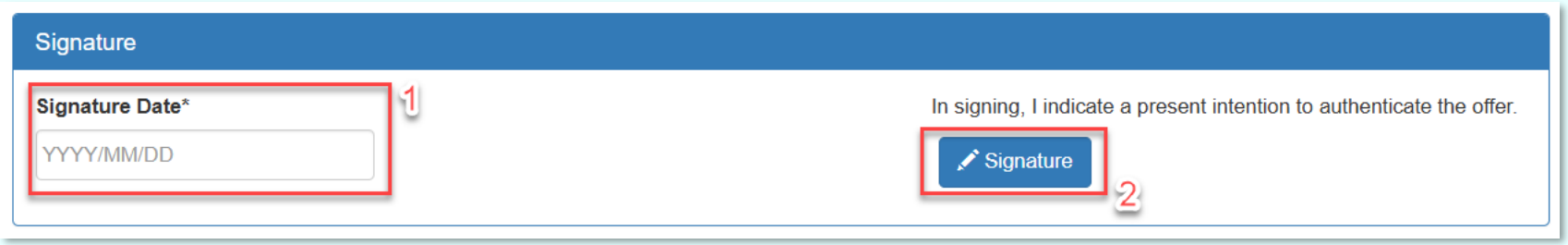
Buttons:

- Cancel (***to disregard changes and close pop-up***)
- Confirm (***to confirm attachment name change***)

Signature

Enter the date in the **Signature Date** field.

Click the **Signature Button** to display the Sign Document pop-up and submit the offer.



Signature Fields:

- Signature Date* (***format: YYYY/MM/DD***)

Buttons:

- Signature (***leads to Sign Document pop-up***)

Sign Document Pop-Up:

Enter the Proposal Manager's **Digital Pin** and **OTP (One-Time Password)**.

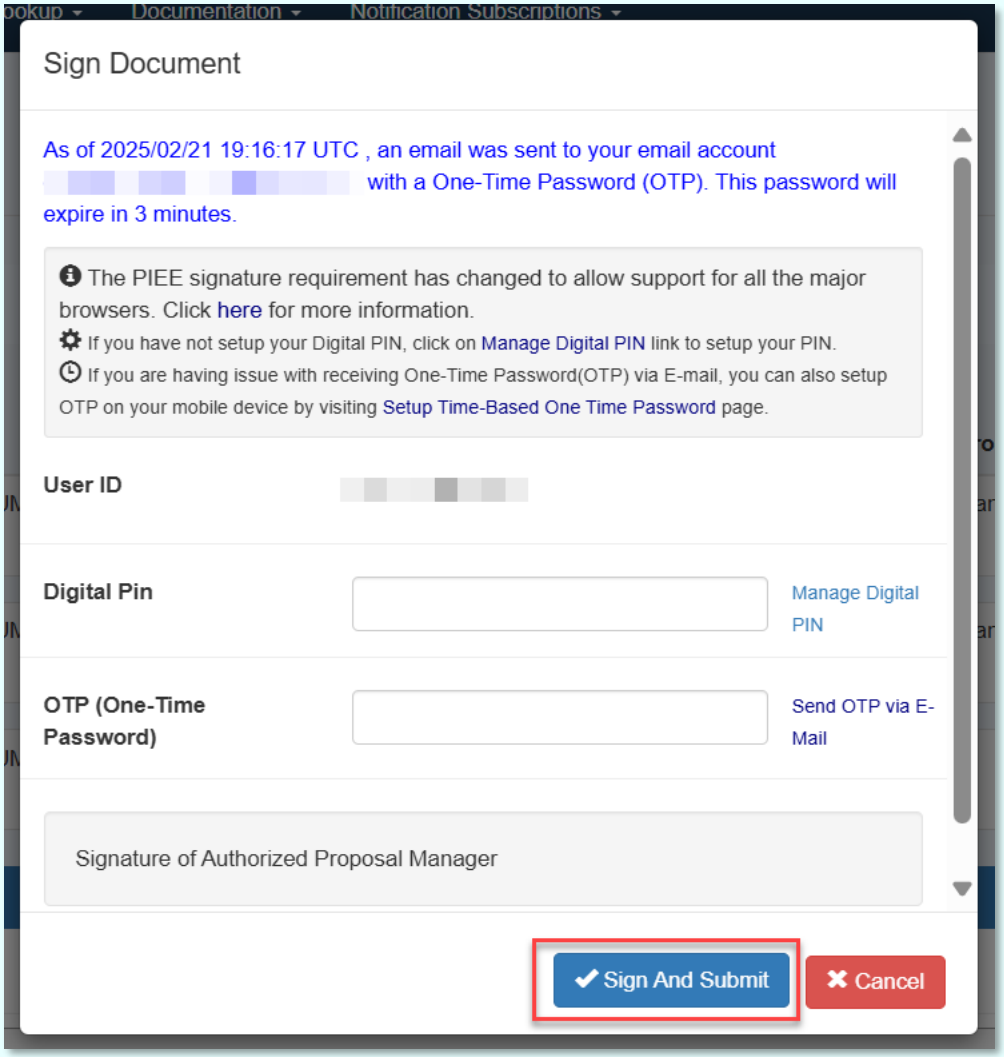
Click the **Sign And Submit** button to submit offer.

Sign Document Pop-up Fields:

- User ID (***auto-populated; defaults to user's name***)
- Digital PIN (***must be 6 numeric characters***)
- OTP (***One-Time Password***)

Buttons:

- Sign and Submit (***to submit offer***)
- Cancel (***to close pop-up***)



*NOTE: Digital PIN can be created clicking the **Manage Digital PIN** hyperlink; also located at **My Account > Setup Digital PIN**.*

*NOTE: OTP (One-Time Password) can be sent by clicking the **Send OTP via E-mail**; also located at **My Account > Setup Authenticator App/Time Based One Time Password**.*

Offer Submission Success	Successfully submitting an offer displays a confirmation message stating: “The offer was submitted on (Signature Date, Time, Time Zone) (Signature Date and UTC Time Zone) by (Proposal Manager Name). Please print this page and maintain for your records.” The Solicitation Manager assigned to the notice is notified of the offer submission. • The offer was submitted on 2025-02-21 03:33:21 PM Eastern Daylight Time (2025-02-21 19:33:21 UTC) by . Please print this page and maintain for your records.
Save Offer	The **Save Offer** button is available at any time during the creation process prior to submitting the offer. A CAGE Code is required to save an offer. Click the **Save Offer** button. The button saves all data in completed fields that pass validations. Signature **Signature Date*** YYYY/MM/DD *** Asterisk indicates required entry.** Save Offer Successfully saving an offer displays a confirmation message at the top of the screen saying: “Offer has been successfully saved! The offer is not submitted until the Post Offer action is taken”. The saved offer is now located on the **Saved Offers** dashboard.

- Offer has been successfully saved! The offer is not submitted until the Post Offer action is taken.

Buttons:

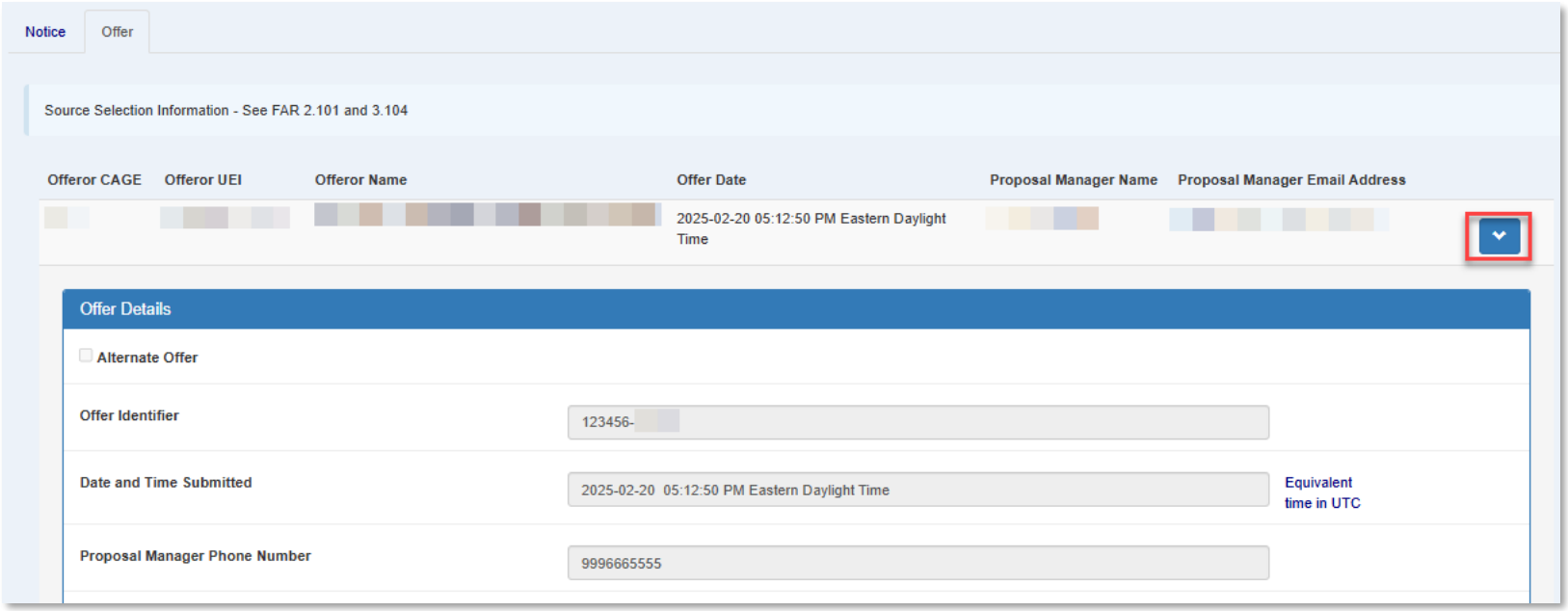
- Save Offer (***saves offer and does not post to PIEE***)

NOTE: Unsolicited Proposals follow the same process for saving a proposal. Saved unsolicited proposals are found in the ***Saved Unsolicited Proposals User Dashboard*** *located on the Solicitation module home screen.*

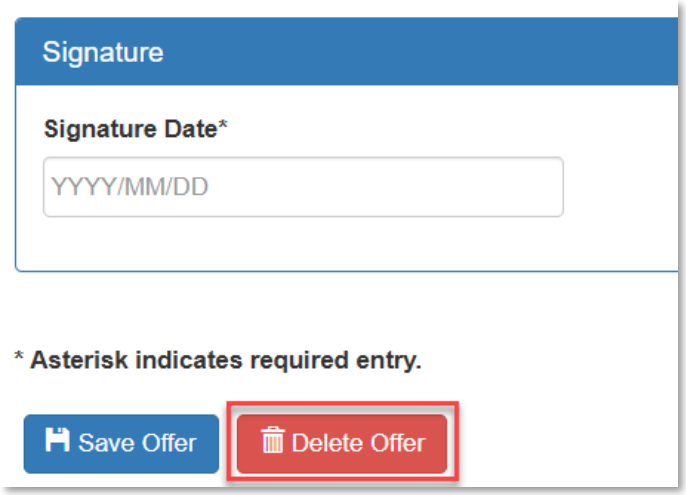
Delete Saved Offer

The **Delete Offer** button becomes visible after a Notice is successfully saved. Locate the offer under **Saved Offers** on the User Dashboards on the Solicitation Module home screen.

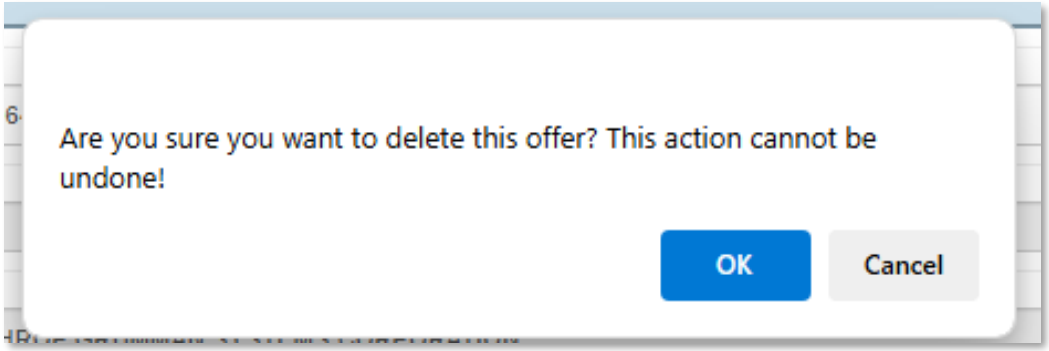
Click the **Notice ID** to view the offers of the selected notice. Click the **arrow** of the saved offer to expand Offer Details.



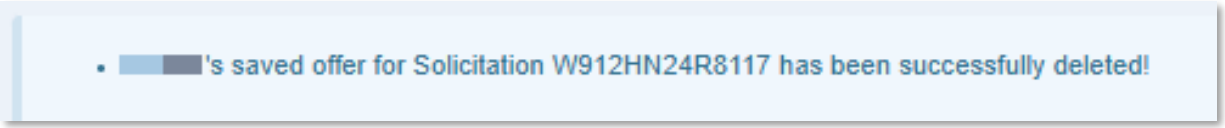
Select the **Delete Offer** button at the bottom of the page to delete a saved offer.



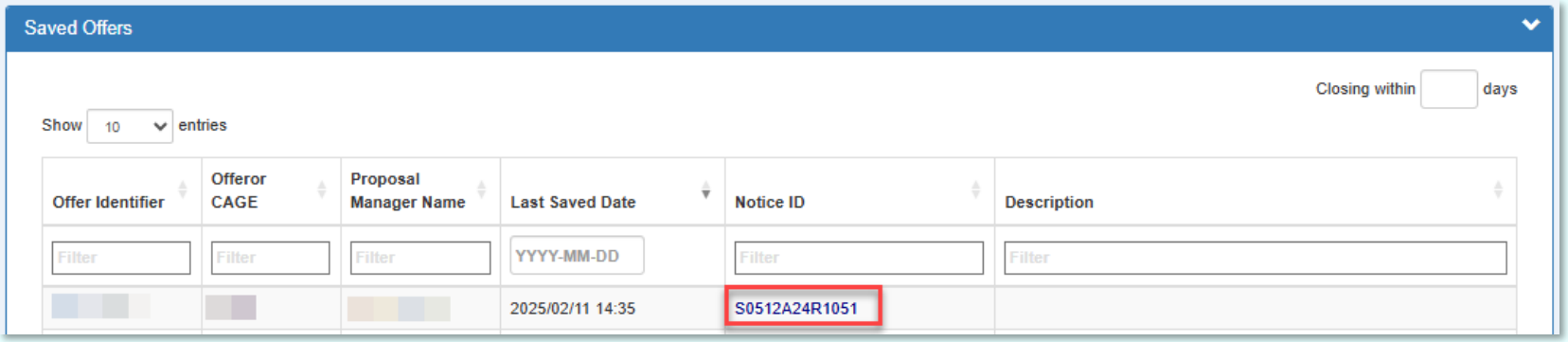
A pop-up displays with a message stating: “Are you sure you want to delete this offer? This action cannot be undone!” Click **OK**.



A confirmation message is displayed stating: “(CAGE Code)’s saved offer for Solicitation (Notice ID) has been successfully deleted!” The saved offer is removed from **Saved Offers** User Dashboard.



	Buttons: • Arrow (***expands Offer Details***) • Save Offer (***saves offer and does not post to PIEE***) • Delete Offer (***removes saved offer from Solicitation database***) *Pop-Up Buttons:* • OK (***confirms deletion***) • Cancel (***closes pop-up***) *NOTE: Unsolicited Proposals follow the same process for deletion of a saved proposal. Saved unsolicited proposals that have been deleted are removed from the* ***Saved Unsolicited Proposals User Dashboard*** *located on the Solicitation module home screen.*
Saved Offers	The **Saved Offers** dashboard displays all notices against which the Proposal Manager has saved an offer. Click the arrow to expand the Saved Offers dashboard. Notices can be filtered by entering data in the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu or by entering a number in the **Closing within # days** field. *Saved Offers User Dashboard Headers:* • Offer Identifier • Offeror CAGE • Proposal Manager Name • Last Saved Date (***format: YYYY-MM-DD HH:MM***) • Notice ID (***hyperlink***) • Description *Saved Offers User Dashboard Filter Fields:* • Show # entries (***options: 10 / 20 / 40 / 60 / 80 / 100***) • Closing within # days (***field is editable; must be numeric characters***) • Offer Identifier (***field is editable***) • Offeror CAGE (***field is editable; must be numeric characters***) • Proposal Manager Name (***field is editable***) • Last Saved Date (***field is editable; format: YYYY-MM-DD HH:MM***) • Notice ID (***field is editable***) • Description (***field is editable***)



Click the **Notice ID** hyperlink in the Notice ID column to view the notice.

Submitted Offers

The **Submitted Offers** dashboard displays all notices against which the Proposal Manager has submitted an offer. Click the arrow to expand the Submitted Offers dashboard.

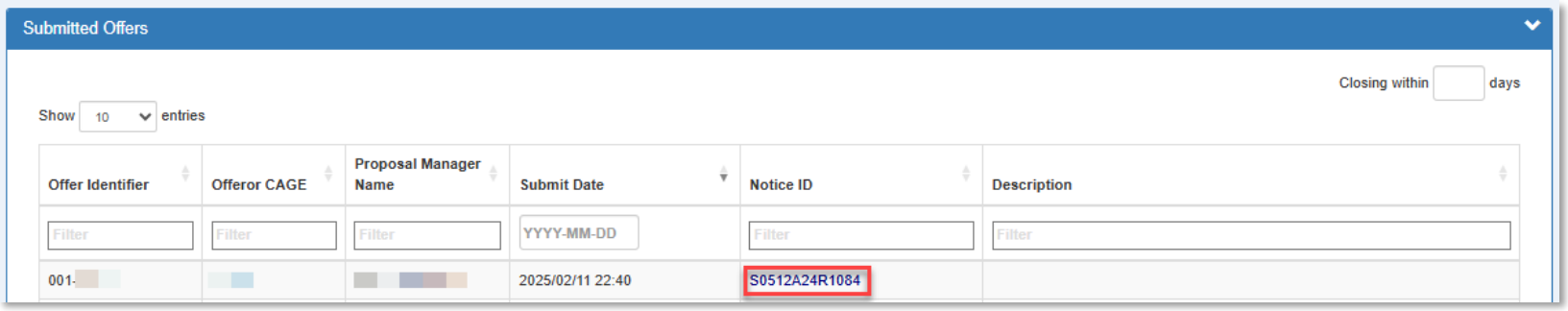
Notices can be filtered by entering data in the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu or by entering a number in the **Closing within # days** field.

Submitted Offers User Dashboard Headers:

- Offer Identifier
- Offeror CAGE
- Proposal Manager Name
- Submit Date (***format: YYYY-MM-DD HH:MM***)
- Notice ID (***hyperlink***)
- Description

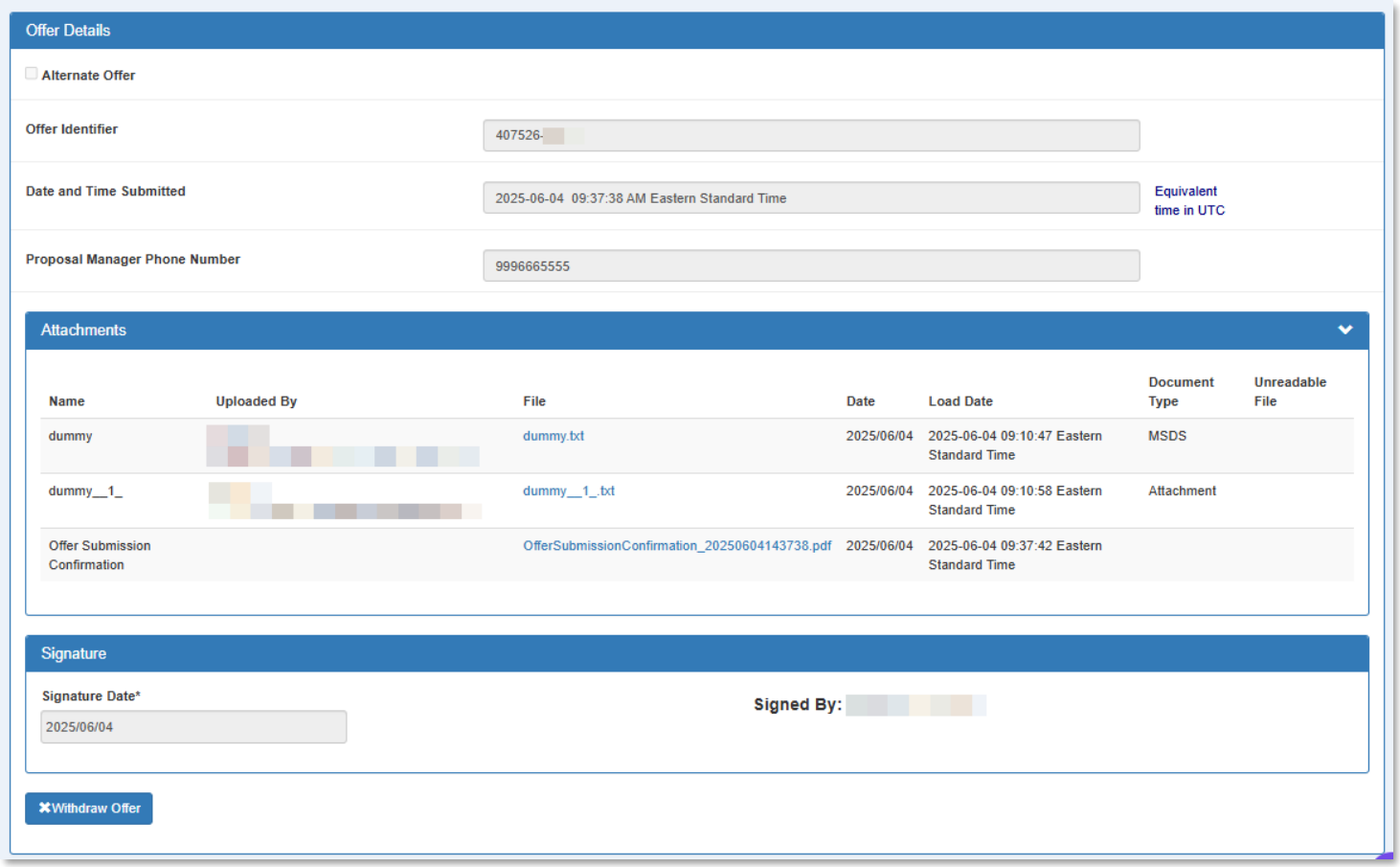
Submitted Offers User Dashboard Filter Fields:

- Show # entries (***options: 10 / 20 / 40 / 60 / 80 / 100***)
- Closing within # days (***field is editable; must be numeric characters***)
- Offer Identifier (***field is editable***)
- Offeror CAGE (***field is editable; must be numeric characters***)
- Proposal Manager Name (***field is editable***)
- Submit Date (***field is editable; format: YYYY-MM-DD HH:MM***)
- Notice ID (***field is editable***)
- Description (***field is editable***)



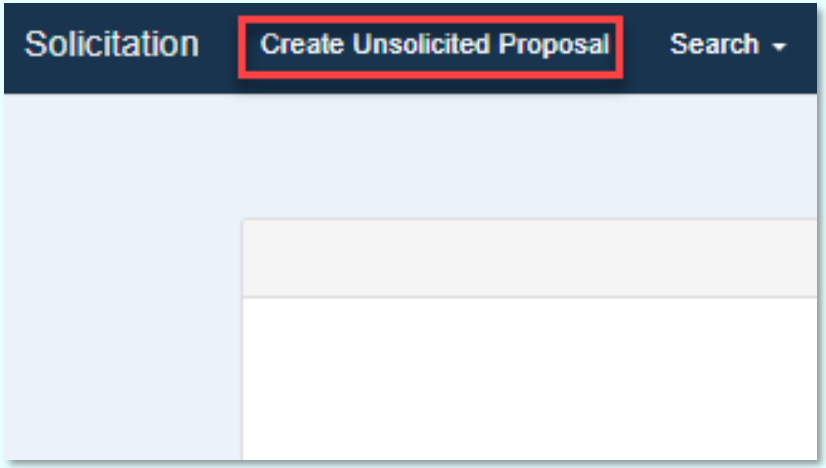
Click the **Notice ID** hyperlink in the Notice ID column to view the notice.

Submitted Offer Details are displayed as read-only. Attachments can be downloaded by clicking the **File** hyperlink adjacent to the file of interest.



Posting Unsolicited Proposal

Click **Create Unsolicited Proposal** on the Solicitation navigation bar. The user is led to Unsolicited Proposal Offer Details page.



Refer to the **Attachments** section of this training for further instructions on adding, editing, or deleting attachments.

Refer to the **Signature** section of this training for further instructions on signing and submitting an Unsolicited Proposal.

Refer to the **Save Offer** section of this training for further instructions on saving an Unsolicited Proposal.

Refer to the **Delete Saved Offer** section of this training for further instructions on deleting a saved Unsolicited Proposal.

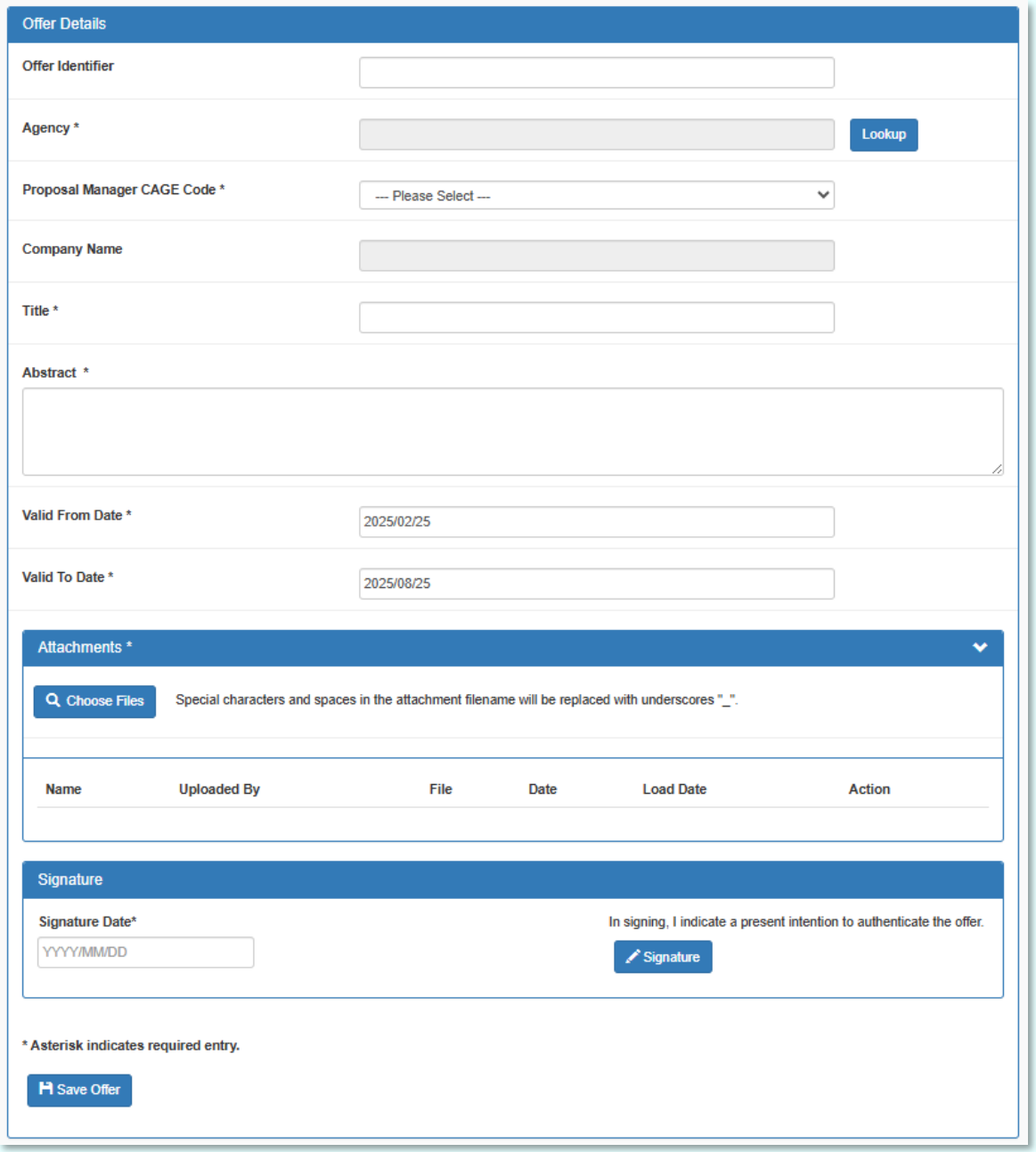
Offer Details Fields:

- Offer Identifier (***must be alphanumeric characters***)
- Agency * (***field auto-populates Agency selected in Agency Search pop-up***)
- Proposal Manager CAGE Code * (***drop-down***)
- Company Name (***field auto-populates data associated with Proposal Manager CAGE code***)
- Title * (***up to 255 alphanumeric characters***)
- Abstract * (***up to 2000 alphanumeric characters***)
- Valid From Date * (***date field is editable: format YYYY/MM/DD***)
- Valid To Date *(***date field is editable: format YYYY/MM/DD***)

*Attachments * Fields:*

- Name (***up to 255 alphanumeric characters including special characters; excluding specific characters: <>'&"***)
- Uploaded By (***defaults to user's name and email address***)
- File (***up to 2000 alphanumeric characters***)
- Date (***defaults to date of original uploaded or resubmitted file***)

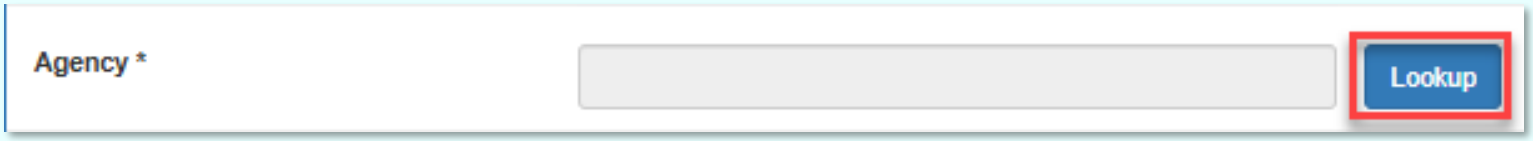
	• Load Date (***displays original date, time, and time zone of uploaded file***)
	• Action
	  ○ Move Up
	  ○ Move Down
	  ○ Edit
	  ○ Delete
	
	Signature Fields:
	
	• Signature Date* (***format: YYYY/MM/DD***)
	
	Buttons:
	
	• Lookup (***leads to Agency Search pop-up***)
	• Choose Files (***select to locate and attach a file from the local directory***)
	• Signature (***leads to Sign Document pop-up***)
	• Save Offer (***saves offer and does not post to PIEE***)
	
	Action Buttons:
	
	• Move (***arrows display to reorder multiple attached files***)
	• Edit (***leads to Attachment Information pop-up***)
	• Delete (***x icon; removes the line item and cannot be restored***)



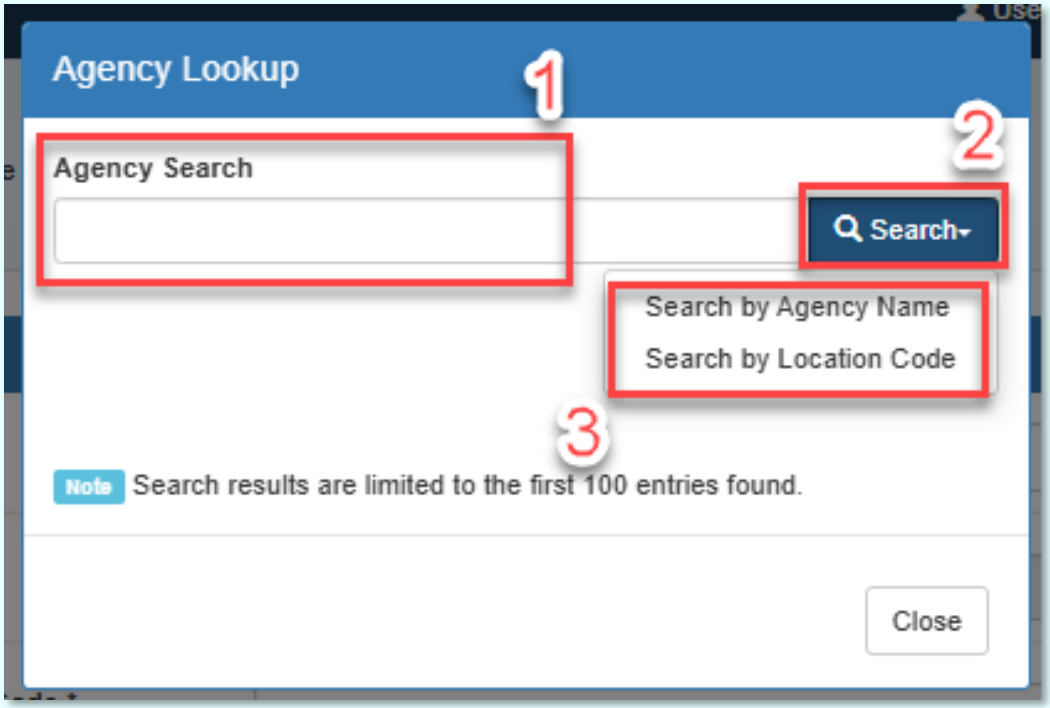
NOTE: Unsolicited Proposals follow the same process as Offers for attachments, signing and submitting a signature, saving an incomplete proposal, and deleting a saved proposal.

Agency Lookup Pop-Up:

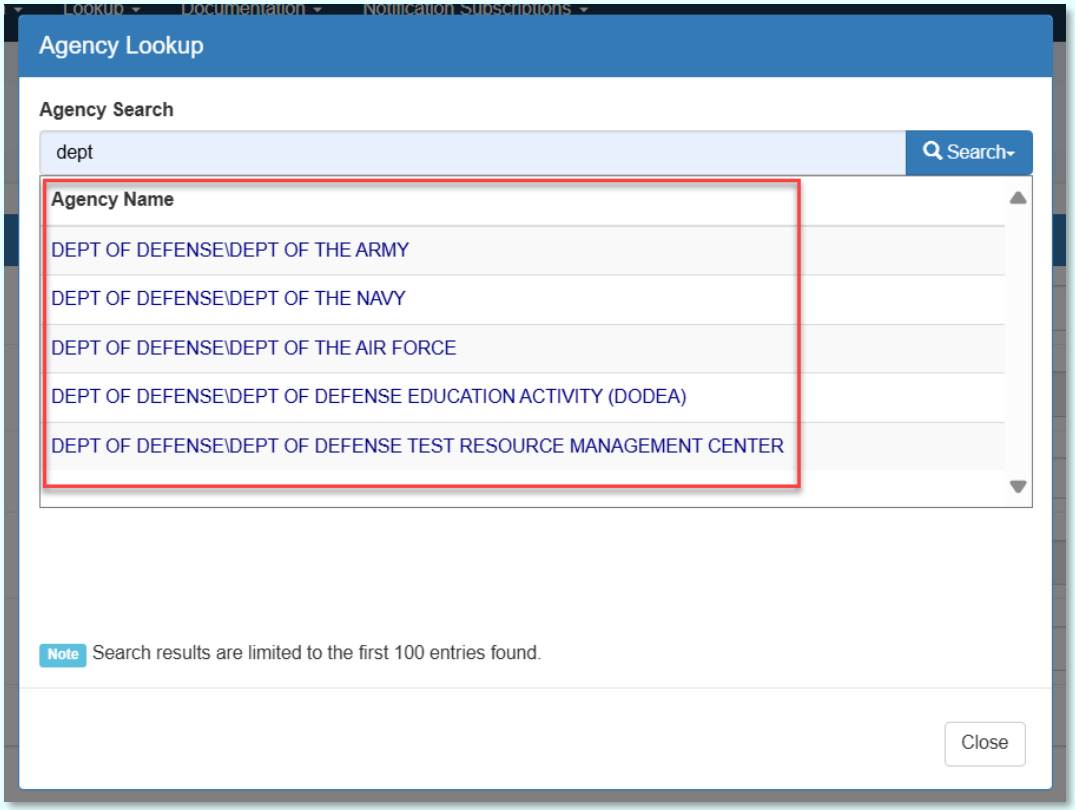
Click the **Lookup** button.



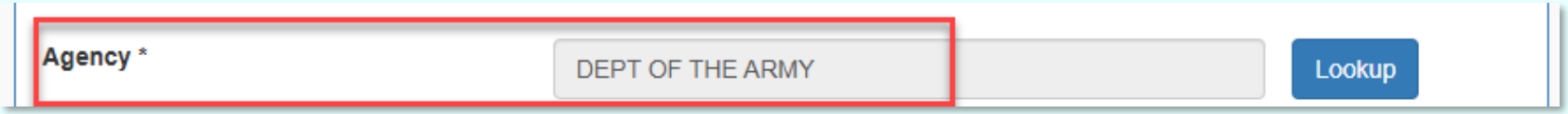
Enter data of the Agency in the **Agency Search** field and click the **Search** button. A drop-down menu displays two search options. Click **Search by Agency Name** or **Search by Location Code**.



A table displays the Agency Name search results. Click the **Agency Name hyperlink** associated with agency data searched.



The pop-up closes and the Agency data is auto-populated in the **Agency** field.



Offer Details Fields:

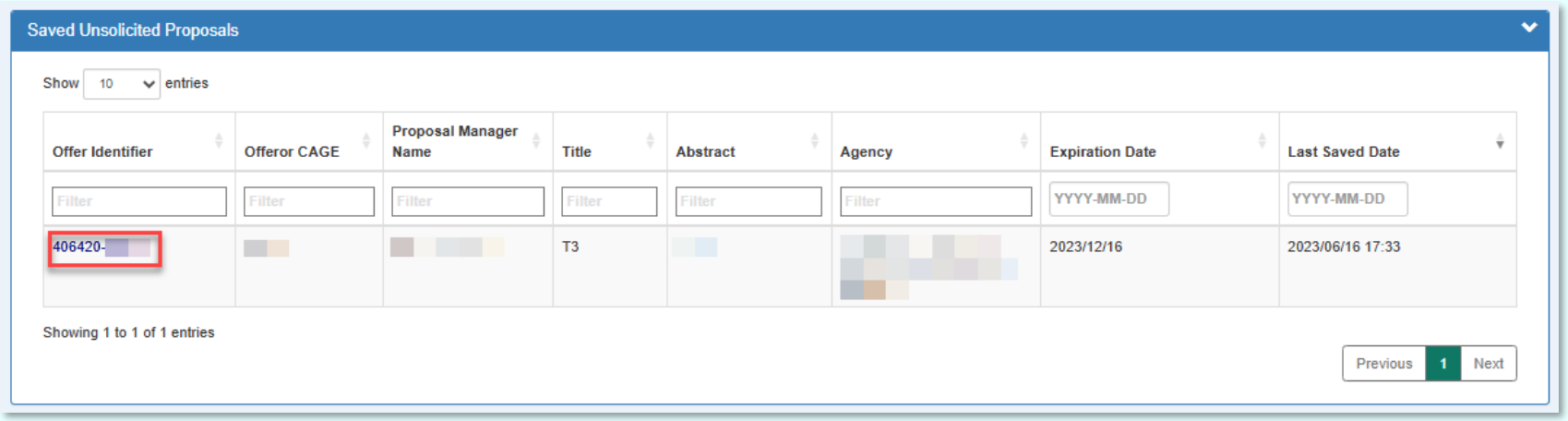
- Agency * (***field auto-populates Agency selected in Agency Search pop-up***)

Agency Lookup Fields:

- Agency Search (***field is editable***)

	Offer Details Buttons: • Lookup (***leads to Agency Lookup pop-up***) *Agency Lookup Buttons:* • Search (***drop-down; options: Search by Agency Name / Search by Location Code***) • Close (***disregards search and closes pop-up***) *NOTE: The selected Agency cannot be deleted once selected but can be overwritten by selecting another Agency Name in the Agency Lookup pop-up.*
Unsolicited Proposal Submission Success	Successfully submitting an unsolicited proposal displays a confirmation message stating: "The offer was submitted on (Signature Date, Time, Time Zone) (Signature Date and UTC Time Zone) by (Proposal Manager Name). Please print this page and maintain for your records." • The offer was submitted on 2025-02-21 03:33:21 PM Eastern Daylight Time (2025-02-21 19:33:21 UTC) by [redacted]. Please print this page and maintain for your records.
Saved Unsolicited Proposals	The **Saved Unsolicited Proposals** dashboard displays all unsolicited proposals which the Proposal Manager has saved prior to submission. Saved unsolicited proposals can be filtered by entering data in the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu. *Saved Unsolicited Proposals User Dashboard Headers:* • Offer Identifier (***hyperlink***) • Offeror CAGE • Proposal Manager Name • Title • Abstract • Agency • Expiration Date (***field is editable; format: YYYY-MM-DD***) • Last Saved Date (***field is editable; format: YYYY-MM-DD HH:MM***) *Saved Unsolicited Proposals User Dashboard Filter Fields:* • Show # entries (***options: 10 / 20 / 40 / 60 / 80 / 100***) • Offer Identifier (***field is editable***) • Offeror CAGE (***field is editable; must be numeric characters***) • Proposal Manager Name (***field is editable***) • Title (***field is editable***)

- Abstract (*field is editable*)
- Agency (*field is editable*)
- Expiration Date (*field is editable; format: YYYY-MM-DD*)
- Last Saved Date (*field is editable; format: YYYY-MM-DD HH:MM*)



Click the **Offer Identifier** hyperlink in the Offer Identifier column to view the unsolicited proposal.

Submitted Unsolicited Proposals

The **Submitted Unsolicited Proposals** dashboard displays all submitted unsolicited proposals for the offeror CAGE code.

Submitted unsolicited proposals can be filtered by entering data in the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu.

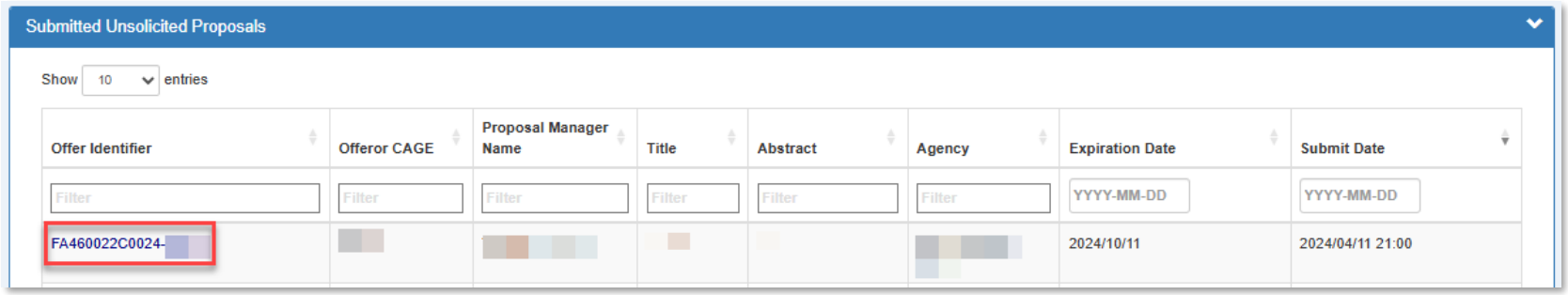
Submitted Unsolicited Proposals User Dashboard Headers:

- Offer Identifier (*hyperlink*)
- Offeror CAGE
- Proposal Manager Name
- Title
- Abstract
- Agency
- Expiration Date (*field is editable; format: YYYY-MM-DD*)
- Last Saved Date (*field is editable; format: YYYY-MM-DD HH:MM*)

Submitted Unsolicited Proposals User Dashboard Filter Fields:

- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Offer Identifier (*field is editable*)

- Offeror CAGE (*field is editable; must be numeric characters*)
- Proposal Manager Name (*field is editable*)
- Title (*field is editable*)
- Abstract (*field is editable*)
- Agency (*field is editable*)
- Expiration Date (*field is editable; format: YYYY-MM-DD*)
- Last Saved Date (*field is editable; format: YYYY-MM-DD HH:MM*)

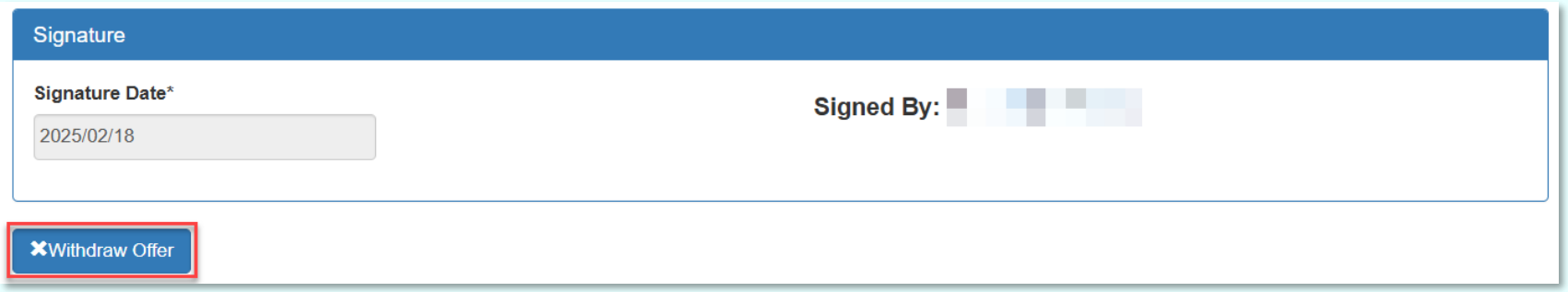


Click the **Offer Identifier** hyperlink in the Offer Identifier column to view the unsolicited proposal.

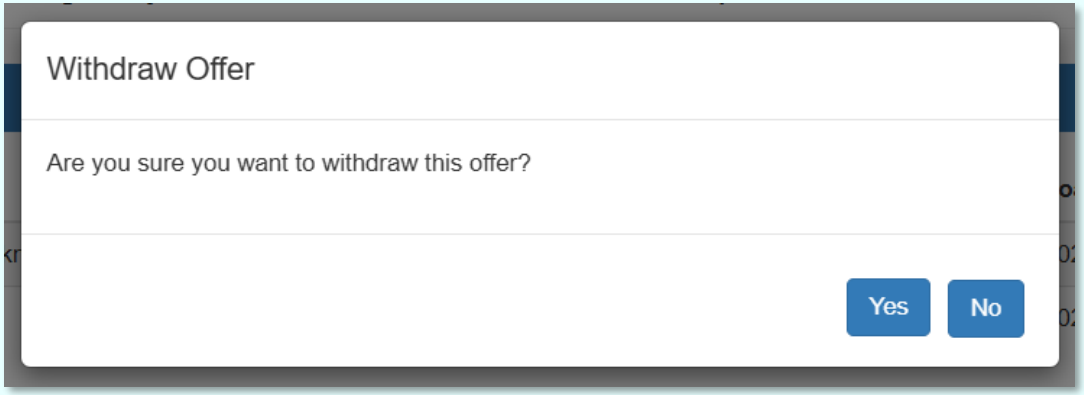
Withdraw Offer/Unsolicited Proposal

The Proposal Manager can withdraw a submitted offer or unsolicited proposal to have it removed from consideration prior to a Solicitation Manager's action. Once an offer or unsolicited proposal has been accepted or rejected by the Solicitation Manager, it cannot be withdrawn.

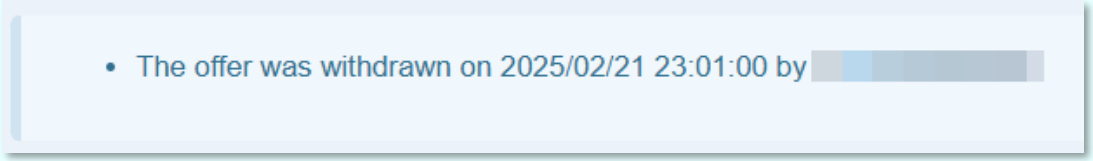
Click the **Withdraw Offer** button located at the bottom of the submitted offer details.



A pop-up displays with a message asking: "Are you sure you want to Withdraw this offer?" Click **Yes**.



Successfully withdrawing an offer displays a message at the top of the screen stating: “The offer was withdrawn on (Date and Time) by (Proposal Manager’s Name).” The submitted offer is removed from the **Submitted Offers** user dashboard.



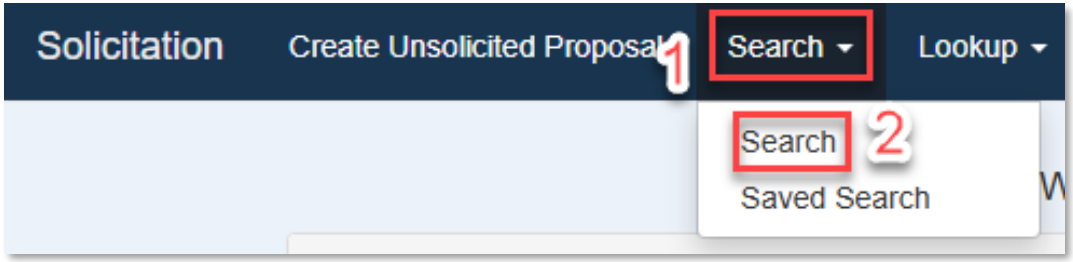
Buttons:

- Withdraw (***leads to the Withdraw Offer pop-up***)

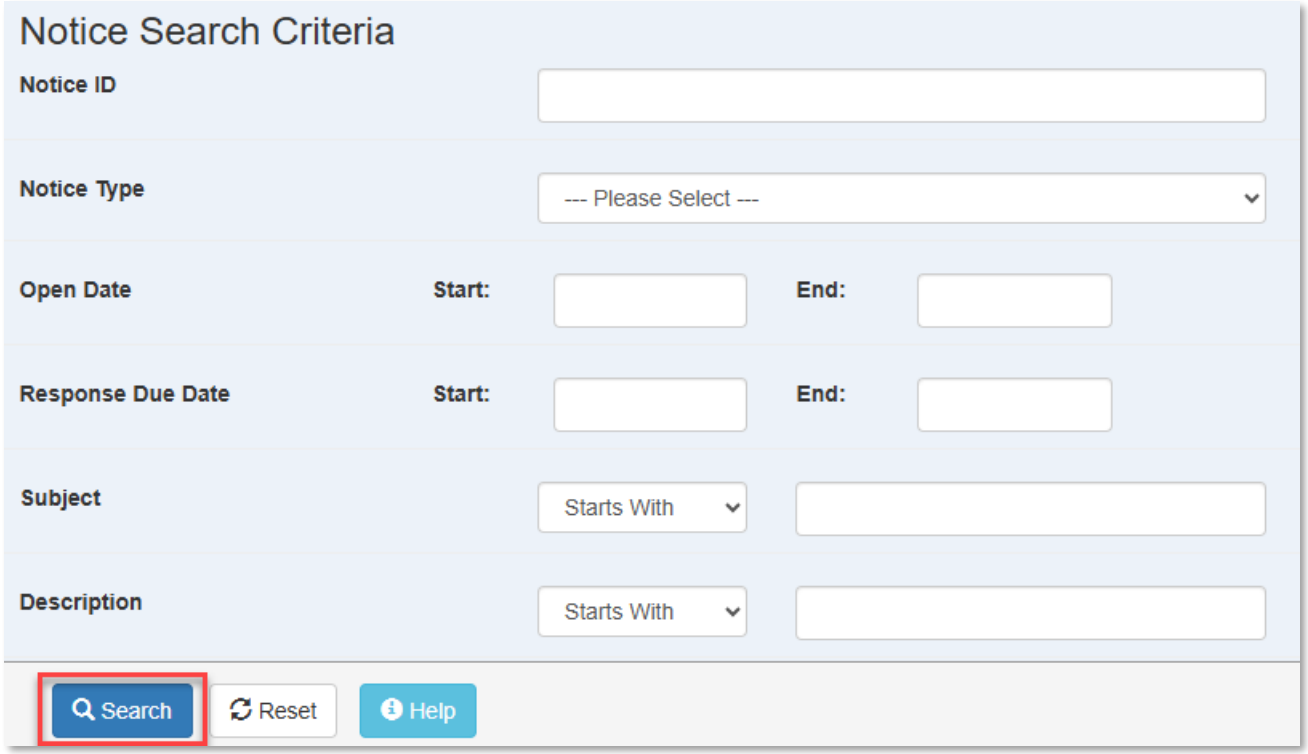
Pop-Up Buttons:

- Yes (***confirms withdrawal of Offer/Unsolicited Proposal***)
- No (***closes Withdraw Offer pop-up***)

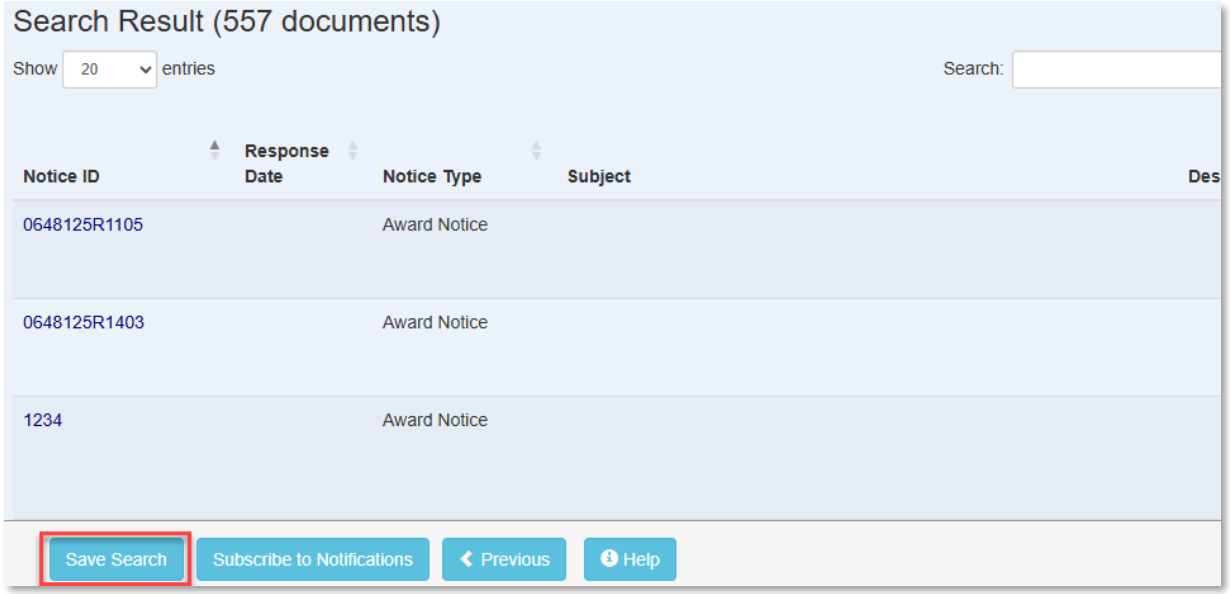
Saved Search	Proposal Managers have the ability to save searches for easy access and future use. Click **Search** in the Solicitation navigation bar. A drop-down menu is displayed. Click **Search**. The user is led to Notice Search Criteria screen.



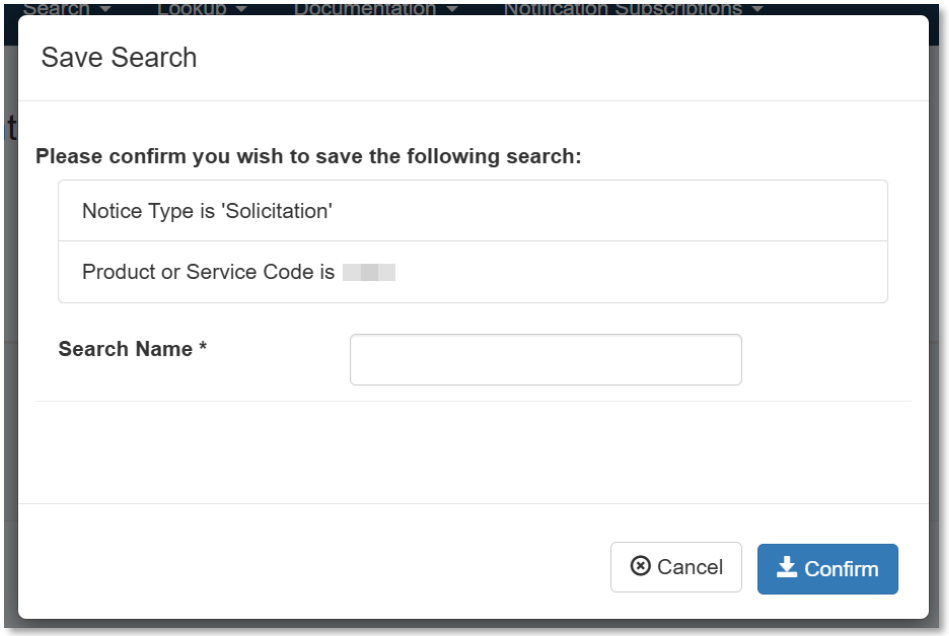
Enter data in the Notice Search Criteria fields. Click **Search**. The user is led to the Search Results screen displaying results that match the criterion entered.



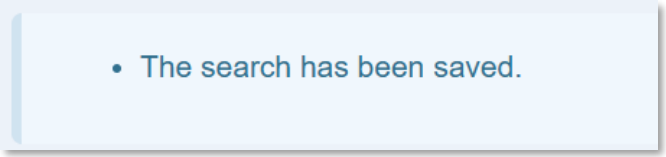
Click **Save Search** on the Search result screen.



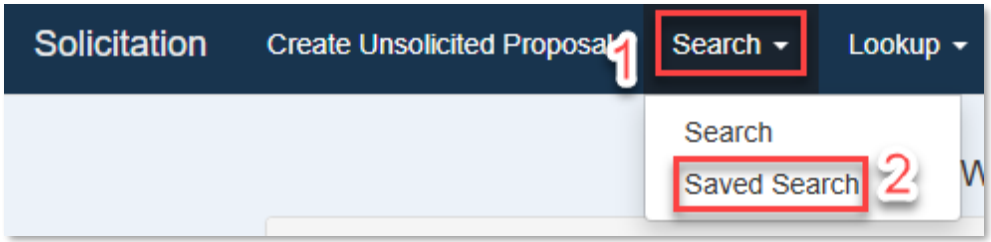
A pop-up displays a confirmation message stating: “Please confirm you wish to save the following search:” and a table of the data entered in the Notice Search Criteria fields. Enter a unique **Search Name** in the editable field for future reference and click **Confirm**.



A message displays at the top of the Search Result screen stating: “The search has been saved.”

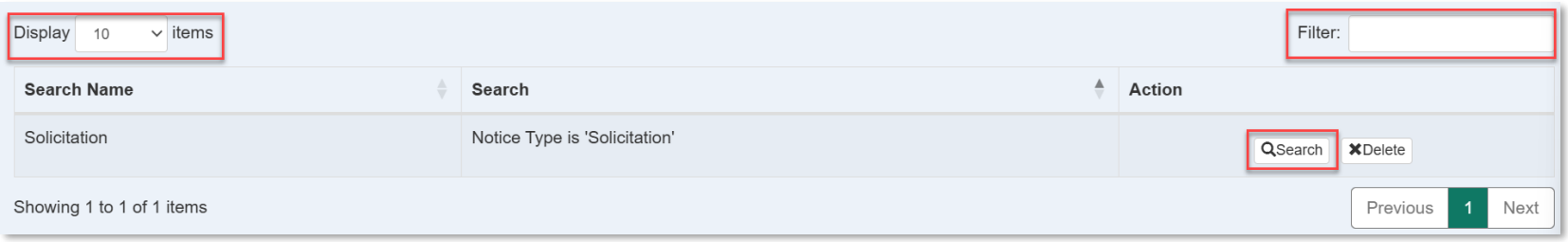


To view searches that have been saved, click **Search**, then select **Saved Search** in the navigation bar at the top of the screen.



The user is led to the Saved Search screen displaying all searches saved by the user. Saved searches can be filtered by entering data in the **Filter** field. The user can also control the number of entries displayed on the table by selecting an option on the **Display # items** drop-down menu.

Click **Search** in the **Action** column to search the Solicitation database based on the Search values listed in the Search column. The results of the saved search are displayed on the Search Results screen.



Notice Search Criteria Fields:

- Notice ID (***up to 127 alphanumeric characters including special characters***)
- Notice Type (***options: Special Notice / Solicitation / Combined Synopsis/Solicitation / Presolicitation / Sources Sought / Award / Consolidate/(Substantially) Bundle / Justification and Approval***)
- Open Date (***subfields: 'Start' / 'End'; date field is editable: format YYYY/MM/DD***)
- Response Due Date (***subfields: 'Start' / 'End'; date field is editable: format YYYY/MM/DD***)
- Subject (***parameters: Starts With / Equal To / Contains / Ends With***)
- Description (***parameters: Starts With / Equal To / Contains / Ends With***)
- Product or Service Code (***field is editable; must be valid codes in database***)
- NAICS (***field is editable; must be valid codes in database***)
- Set Aside Code (***searchable drop-down***)
    - Total Small Business Set-Aside
    - Partial Small Business Set-Aside
    - 8(a) Set-Aside
    - Historically Underutilized Business (HUBZone) Set-Aside
    - Service-Disabled Veteran-Owned Small Business (SDVOSB) Set-Aside
    - Women-Owned Small Business (WOSB) Program Set-Aside
    - Economically Disadvantaged WOSB (EDWOSB) Program Set-Aside
    - 8(a) Sole Source
    - Historically Underutilized Business (HUBZone) Sole Source
    - Service-Disabled Veteran-Owned Small Business (SDVOSB) Sole Source
    - Women-Owned Small Business (WOSB) Program Sole Source
    - Economically Disadvantaged WOSB (EDWOSB) Program Sole Source
    - Local Area Set-Aside
    - Competitive 8(a)
    - Economically Disadvantaged Woman Owned Small Business
    - Emerging Small Business
    - HUBZone
    - Partial HBCU / MI
    - Partial Small Business
    - Service-Disabled Veteran-Owned Small Business
    - Total HBCU / MI
    - Total Small Business
    - Veteran-Owned Small Business
    - Woman Owned Small Business
- Place of Performance Zip Code (***must be 5 numeric characters***)
- Contracting Office DoDAAC (***must be 6 alphanumeric characters; excluding special characters***)
- Status (***options: Open / Closed / Incomplete / No Response Due Date***)

Search Result Fields:

- Display # Items (***options: 10 / 25 / 50 / 100; controls number of entries appearing in the saved search table***)
- Filter (***field is editable; can filter results by keywords entered by the user***)

Save Search Pop-Up Fields:

- Search Name * (***field is editable***)

Saved Search Headers:

- Search Name
- Search
- Action

Action Buttons:

- Search (***leads to search results)***
- Delete (***remove save search***)

Notice Search Criteria Buttons:

- Lookup (***button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Lookup search pop-ups***)
- Search (***leads to search results screen***)
- Reset (***deletes all entered data***)
- Help (***displays help information***)

Search Results Buttons:

- Save Search (***leads to Save Search pop-up***)
- Subscribe to Notifications (***leads to Subscribe to Notifications pop-up***)
- Previous (***to navigate back to Create Notice screen***)
- Help (***displays help information***)

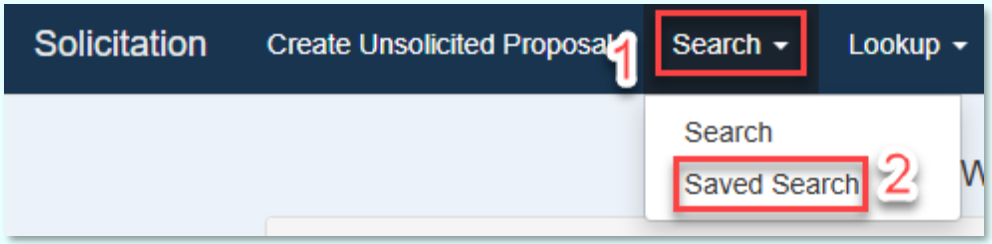
Save Search Pop-Up:

- Cancel (***to close pop-up***)
- Confirm (***to save search***)

NOTE: ***Open Date***, ***Response Due Date, Place of Performance Zip Code***, ***Contracting Office DoDAAC***, *and* ***Status*** *cannot be used to subscribe to notifications.*

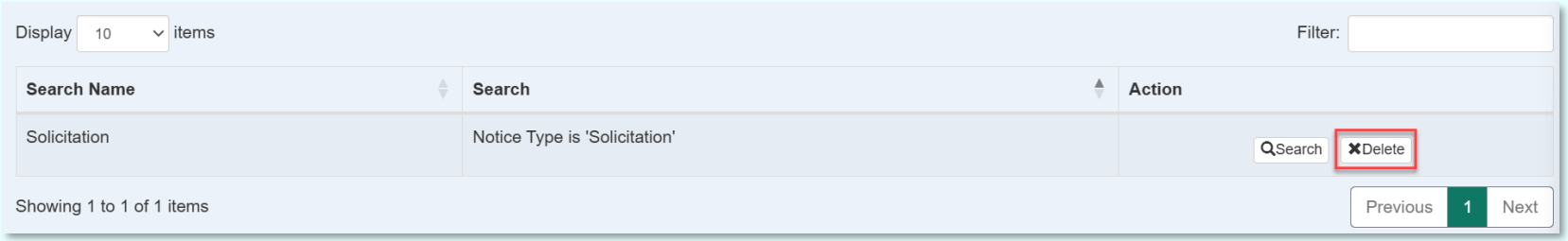
Delete Saved Search

To delete a saved search, click **Search**, then select **Saved Search** in the navigation bar at the top of the screen.

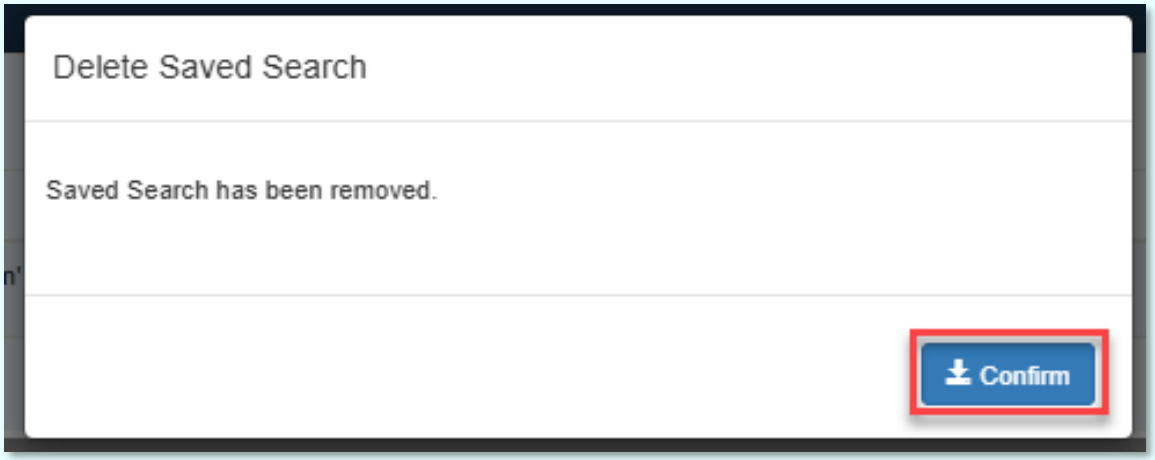


The user is led to the Saved Search screen displaying all searches saved by the user. Saved searches can be filtered by entering data in the **Filter** field. The user can also control the number of entries displayed on the table by selecting an option on the **Display # items** drop-down menu.

Click the **Delete** button in the **Action** column.



A pop-up displays a confirmation message stating: “Saved Search has been removed.” Click the **Confirm** button to delete the saved search. The saved search is removed from the table.



Search Result Fields:

- Display # Items (***options: 10 / 25 / 50 / 100; controls number of entries appearing in the saved search table***)
- Filter (***field is editable; can filter results by keywords entered by the user***)

	Saved Search Headers: • Search Name • Search • Action *Action Buttons:* • Search (***leads to search results)*** • Delete (***remove save search***) *Delete Saved Search Buttons:* • Confirm (***to delete saved search and close pop-up***)