Requests - Job - Project

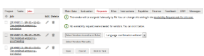
For a description of the three left-hand panels, click h
Project.

The Request tab is where you can send requests to vendors in
which vendors are available for and interested in an individua

To change the way vendor will be assigned to this job,
Requests - Task - Project.

This page is divided into two sections: 1) Before Requ
Sent and 2) After Requests Have Been Sent .

Before Requests Have Been Sent



If you have not already sent the availability requests from eit
vailability Requests - Task - Project tab, you can select the ve
receive the requests by running a filter or manually choosing
database.

Click to have the vendors automatically selected in accordanc
defined in the selected filter.

To limit the vendors, first click on the drop-down list and sele
Then click on the button.

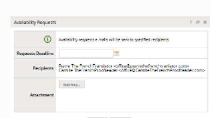
To create a filter, go to Configuration > Workflows > V
es for Availability Requests.

Click to manually select the vendors to whom availability requ

When you click on this button, a window with the Vendor Bro
the boxes of the vendors to whom the availability requests wi
click

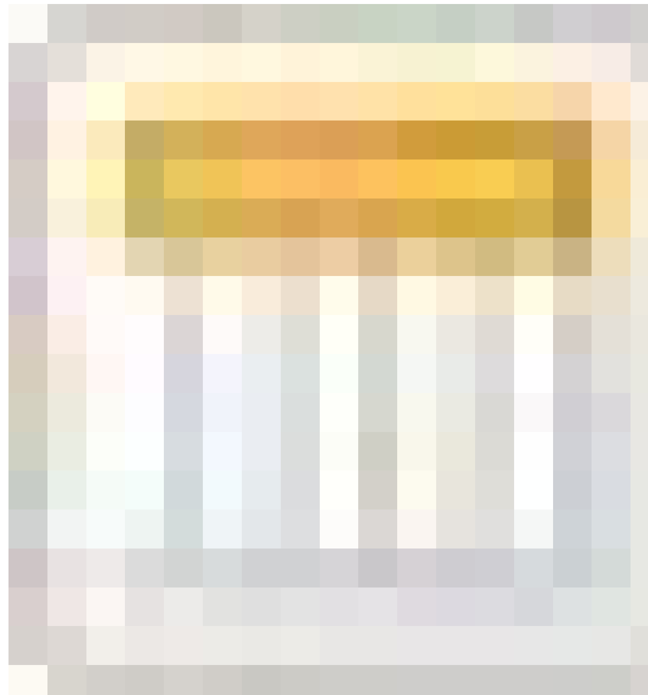
.

After you select the recipient vendors by either the filt
window where you can set the request deadline and in
to the request appears.



For a description of the window,
lity Requests Window.

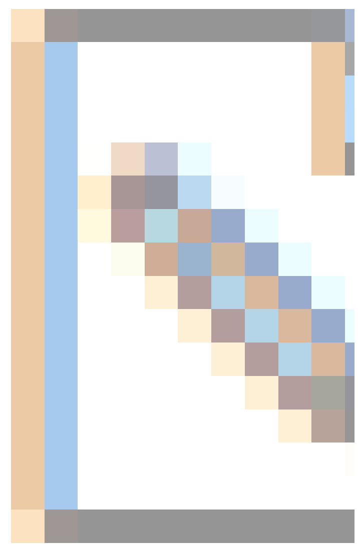
After Requests Have Been Sent

	After the availability requests are sent from either this tab or - Task - Project, you can edit and send again the request to a review the status of the requests and assign a vendor to the j
Requests Deadline	The final date permitted for the vendors' responses to this jol Manually enter the date in the appropriate date format set in n or click  and select from the calendar.

<table>
<tr>
<td>Add</td>
<td>
Click to add a new vendor to the Requests table.

When you click on this button, a window with the Ver
Select the boxes of the vendors to whom the availabi
sent and then click
Add Selected
.
After you select the new vendors, the Availability Rec
rs. You can resend the availability requests again to a
can click
Cancel
and from the Requests table send the availability req

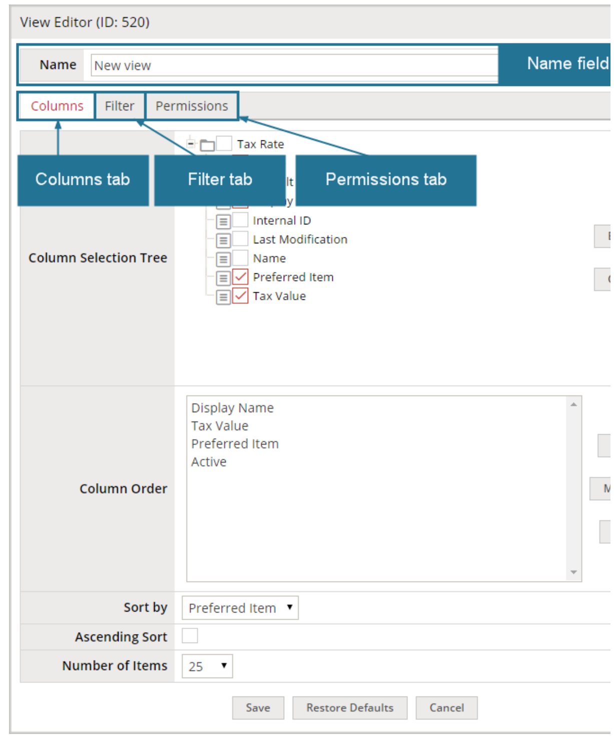
If you clicked
Cancel
and want to send the availability requests to only
you can do either of the following:

Select the vendors form the Requests table, (
and then select Send Selected Requests. The
Requests Window appears but now with only
and not all of them.
Click

to manually send a request to the vendor. W
a new window appears. For a description of t
here: E-mail Test Window.

</td>
</tr>
<tr>
<td>Refresh</td>
<td>Click to update the entities in the Requests table.</td>
</tr>
<tr>
<td>View: default ▼
default (Default)
Create new view</td>
<td>
Click to configure what and how information will be displayed
e.

When you click
Create new view
, the View Editor pop-up window appears.
Click here to find out more about the View Editor pop-up window...

View Editor Pop-up Window
</td>
</tr>
</table>

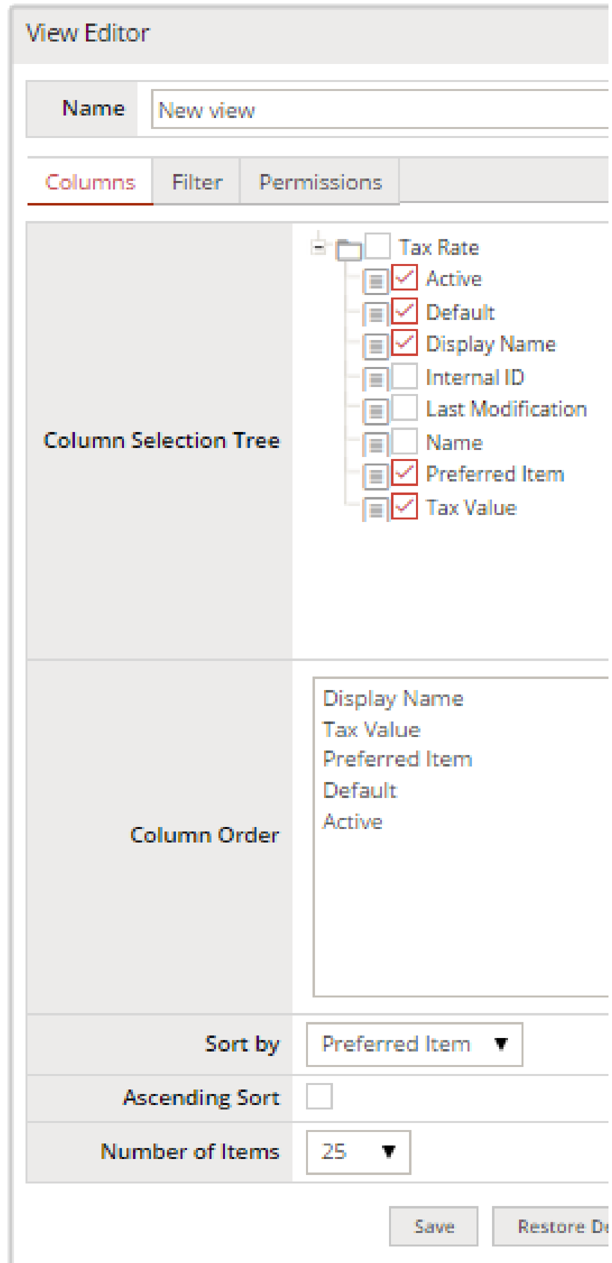


In the View Editor pop-up window you can configure wha
edit existing one. You can provide the name for your new
mns tab you can specify what information is displayed or
filtering options which can be used to browse the entities
groups of users can used the view prepared by you.

Name field

Name field

Columns tab

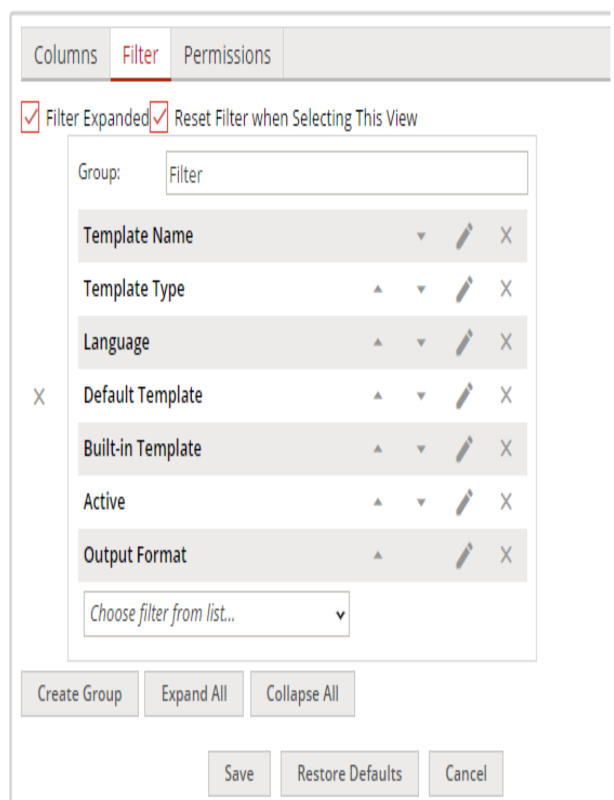


In the Columns tab you can select what information is di
order are the columns displayed and how many items is

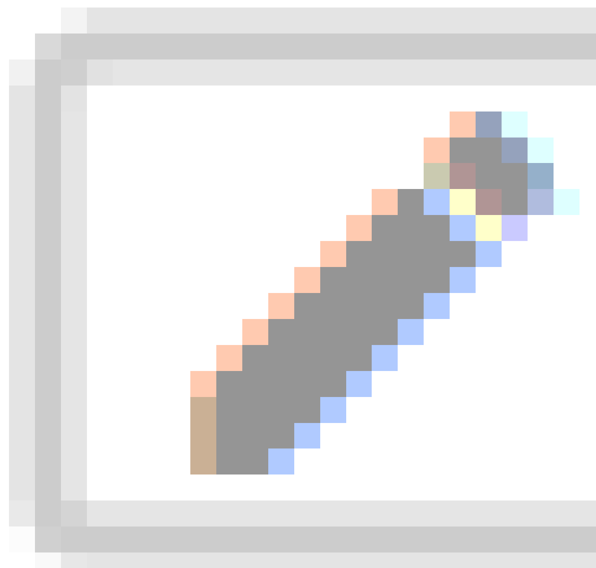
Column Selection Tree section

	Column Order section
	Sort by drop-down menu
	Ascending Sort checkbox
	Number of Items drop-down menu
	Save button
	Cancel button
	Restore Defaults button

Filter tab

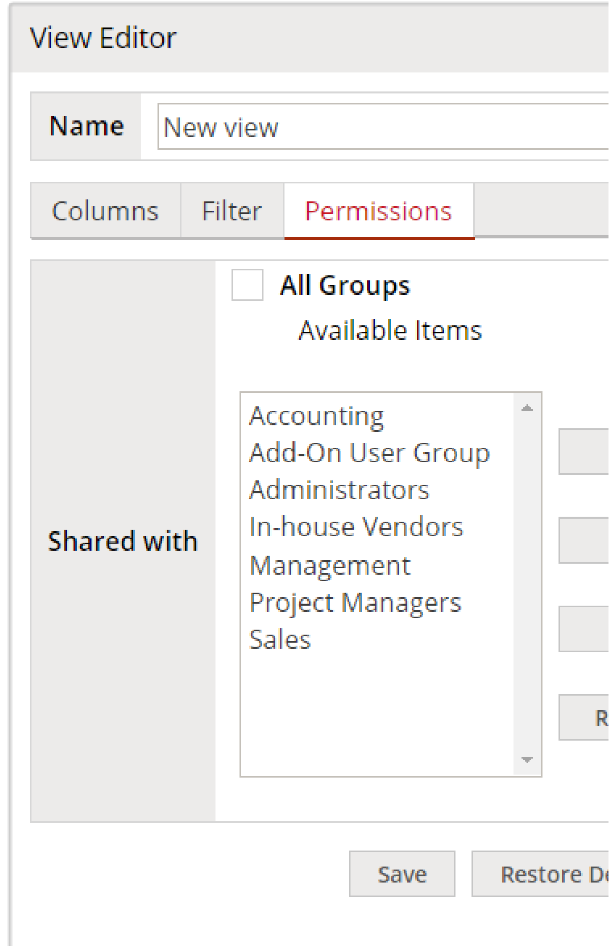


In the Filter tab of the View Editor pop-up window you ca
ones. You can also set up the details of the particular filt

	Filter Expanded checkbox
	Reset Filter when Selecting This View checkbox
	Group field
	Choose Filter from the List drop-down menu
	 icon

Create Group button
Expand All button
Collapse All button
Save button
Cancel button
Restore Defaults button

Permissions tab



In the Permissions tab of the View Editor pop-up window
editing.

Shared With section

Save button

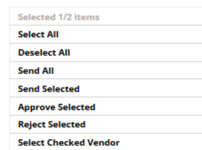
Cancel button

Restore Defaults button

<table>
<tr><td></td><td></td></tr>
<tr><td></td><td>Actions which you can apply to either one or multiple entities

This button is recommended to manage and/or modify
at once.

Click here for a description of the actions...

<table>
<tr><td>
</td><td>The list of available actions.</td></tr>
<tr><td>Select All</td><td>To select all the vendors in the Re</td></tr>
<tr><td>Deselect All</td><td>To deselect all the selected vendor
ble.</td></tr>
<tr><td>Send All Requests</td><td>To send availability requests to all
Requests table.</td></tr>
<tr><td>Send Selected Requests</td><td>To send availability requests to the
in the Requests table.</td></tr>
<tr><td>Approve Selected</td><td>To approve the requests of the sel</td></tr>
<tr><td>Reject Selected</td><td>To reject the requests of the select</td></tr>
<tr><td>Select Checked Vendor</td><td>To assign the selected vendor to th

This action can only be perf
vendor at a time.</td></tr>
</table></td></tr>
<tr><td>Edit</td><td>Click to modify.</td></tr>
<tr><td>Save</td><td>Click to apply the modifications.</td></tr>
<tr><td>Cancel</td><td>Click to terminate the modification process.</td></tr>
<tr><td>Back to Task</td><td>Click to return to this job's task.</td></tr>
</table>