



QUICK REFERENCE GUIDE:

Transitioning a Proposal

Background:

Prior to transitioning a proposal, the proposal must be in the Workflow Phase: Awarded.

Roles:

Letting User

Navigation:

Proposal Overview (type in the Search function and select the proposal being transitioned)

1. From the **Proposal Summary** select the **Time** tab on the left hand side of the screen
2. Populate the **Start Date** with today's date and click **Save**
3. From the **Proposal Summary**, select the component action menu select **Transition Proposal to Construction**
 - a. Click **Execute**
4. To confirm the Proposal has been transitioned click the **Global Actions Menu** and select **Open Process History**
5. Look for the **TransitiontoConstruction** Process and confirm that under **Success, Yes** is populated
6. If **No** is populated under **Success**, open the **Error.log**, address the errors and begin again

If the Proposal has been transitioned in error, the Regional Contract Chiefs can undo the transition. (The proposal's transition cannot be undone once construction has begun the activation process).

To undo the transition, from the home page in the **Contract Administration Overview** search for the transitioned contract. In the **Row Action Menu** select **Undo Transition**.

Next Step:

Contract Activation (performed by Construction)