

# Status Icons

Status Icons are used in the Bid Program to quickly convey the status of a bid, room, or product without the need to open any additional pages. The purpose of this article is to explain the different status icons and their meanings.



## Bid

The status bar around the bid status icon represents the combined number of approved products and rooms out of the total number of products and rooms.

- image-1653078627285.pngThe bid has not yet been submitted. This same icon is used for unsubmitted rooms and products.
- image-1653078683145.pngThe bid has been submitted and there are changes pending approval. or requested.
- image-1653078724463.pngThe bid has been submitted and is currently locked and under review by a project manager.
- image-1653078751141.pngThe bid has been returned to you with questions.
- image-1653078778484.pngThe bid is ready for your final approval.
- image-1653078810235.pngThe bid is fully approved and ready for production / produced.

# Room

The status bar around the room status icon represents the total number of items approved out of the total number of items in the room.

image-1653079194976.pngThe room is new and has not been review by a project manager.

image-1653079203909.pngThe room has been reviewed but no status has been set by a project manager.

image-1653079215247.pngChanges or clarification has been requested, check the room revision notes for details.

image-1653079233345.pngThe room specs are approved, but there are unapproved items in the room.

image-1653079243390.pngThe room specs and all the items are fully approved.

# Product

image-1653079429957.pngThe product is new and has not been reviewed by a project manager.

image-1653079440528.pngThe bid has been reviewed but no status has been set by a project manager.

image-1653079446289.pngThere are changes or clarification requested, check the product revision notes for details.

image-1653079451632.pngThe product is fully approved.

# Status Menus

Clicking on any of the status icons will open a status menu giving you access to the row color, unapproved items, and revision notes. On unsubmitted orders, only the row color will be visible. These menus are to serve as a quick snapshot of what else needs to be approved or answered in the bid, room, or product. Below are snap shots of how each of these menus may look.

image-1653080026312.png

**Image 2.** Bid status menu.

image-1653080216805.png

**Image 3.** Room status menu.

image-1653080342703.png

**Image 4.** Product status menu.