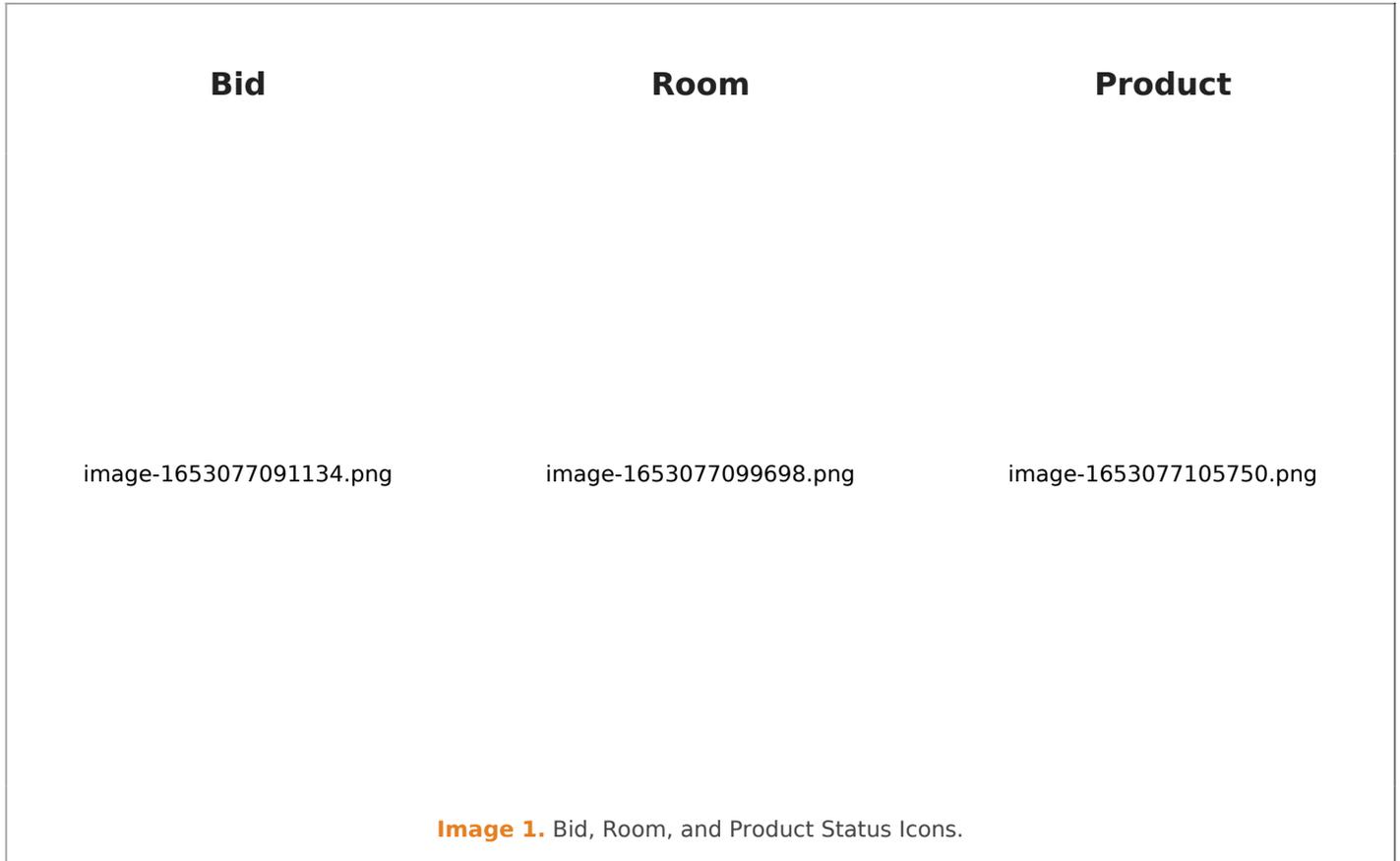


Status Icons

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.png The bid has not yet been submitted. This same icon is used for unsubmitted rooms and products.

image-1653078683145.png The bid has been submitted and there are changes pending approval or requested.

image-1653078724463.png The bid has been submitted and is currently locked and under review by a project manager.

image-1653078751141.png The bid has been returned to you with questions.

image-1653078778484.png The bid is ready for your final approval.

image-1653078810235.png The 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.png The room is new and has not been review by a project manager.

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

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

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

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

Product

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

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

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

image-1653079451632.png The 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.

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