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	Room	Product
image-1653077091134.png	image-1653077099698.png	image-1653077105750.png

Image 1. Bid, Room, and Product Status Icons.

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.

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