

Clean Transportation Funding from the MSRC

Contractor Guide: Using the Website

Version 1.0

Updated January 2018



**Clean
Transportation
Funding**
from the MSRC

Mobile Source Air Pollution Reduction Review Committee

CONTRACTOR

What You See When You Login

The default page after you login is your reviewer profile. Your permissions details are displayed where the plain page content should be. Click (1) [Manage Projects](#) in the taskbar to begin working.

1

Manage **Manage Projects** contractor

Add New Project Report Upload New Proposal Project Reports Uploaded Proposals

Clean Transportation Funding from the MSRC

Who We Are Meetings, Agendas, Minutes Media/Library Info Center Contractor Resources Contact

Search

contractor

Member for 5 months 3 weeks

First Name
Jeremy

Last Name
Heminger

Organization Name
Geographics

Mailing Address
123 test

City
riverside

State
California

Zip
12345

Notification Preferences
MSRC Agendas and Minutes
Requests for Proposals
News
Electronic Newsletter
Policy Update Notification List

Accept Terms of Service

Request for Proposals

Upcoming Meetings

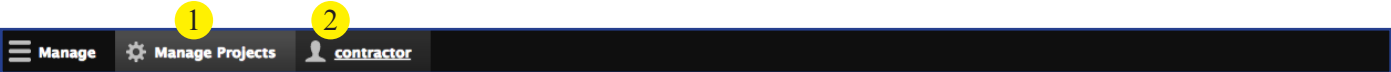
News

Sign-In

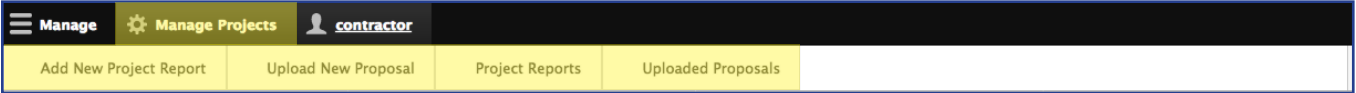
Upcoming Deadlines
No deadlines within the next 30 days

Taskbar

The taskbar has two main functions: (1) Manage Projects, (2) Contractor.



Manage Projects: Click to select a function/feature to edit.



Contractor: Click to view, edit, or logout of your profile.



Create Project Report

Click [Manage Projects](#), and then [Add New Project Report](#), in the taskbar.

The screenshot shows a web form titled "Create Project Report". It contains several fields and sections:

- Title*** (1): A text input field for the report title.
- Body** (2): A large text area for the report content, with an "Edit summary" button in the top right corner.
- Date Added*** (3): A date picker field showing "12 / 06 / 2017".
- Project Report**: A dropdown menu currently set to "Project Report".
- Add a new file**: A section with a "Browse..." button, a "No files selected." message, and a "4" callout. Below it is a link for "Upload requirements".
- Revision information** (5): A section showing "No revision" and a "Revision log message" text area.

- (1) **Title**: Create a name for the report.
- (2) **Body**: Edit the text appearing on the body of the page using common word processing settings like font styles, bullets, and links.
- (3) **Date Added**: This field is autopopulated with the date on which the news item is created.
- (4) **Add a New File**: Add up to 15 files to be displayed as an attachment on the page. These files can be items to download, articles, or links to pages.
- (5) **Revision Information**: Add a revision log message to create a record of your changes.

Upload New Proposal

Click [Manage Projects](#), and then [Upload New Proposal](#), in the taskbar.

The screenshot shows a web form titled "Create Proposal". It contains several sections: a "Title" field with a red asterisk and a yellow callout '1'; a large "Body" text area with a yellow callout '2' and a link for "About text formats"; a file upload section with a dropdown menu "Upload your proposal or final report", a "Browse..." button, and the text "No files selected." with a yellow callout '3'; and a "Project Photos" section with a yellow callout '4', a "Select files" button, and a "Show row weights" button. Below these is a table with columns: Preview, Filename, Metadata, Operations, and Order. The table currently shows "No files yet".

(1) **Title:** Create a name for the proposal.

(2) **Body:** Edit the text appearing on the body of the page using common word processing settings like font styles, bullets, and links.

(3) **Add a New File:** Add up to 15 files to be displayed as an attachment on the page. These files can be items to download, articles, or links to pages.

(4) **Project Photos:** Click to open the “pop-up” dialog box in which you can drag a photo or select files from your computer.

Edit Existing Project Reports

Click [Manage Projects](#), and then [Project Reports](#), in the taskbar.

Project Reports


RFP Title **1** Contract # Title Sort by Order **Apply**

Authored on ▼ Desc ▼

Action

Delete content ▼ **2**

Apply to selected items

<input type="checkbox"/>	Contract #	Content type	Author	Staus	Updated	Operations
<input type="checkbox"/>	MS12345 November 2017	Project Report	contractor	Published	11/09/2017 - 10:59	 Edit 3

Apply to selected items

(1) **Search:** Filter the list of all editable items by using one or all of the available options, and then click [Apply](#).

(2) **Action Drop-Down:** Use this function to indicate that you want to initiate the same action on more than one selected item.

(3) **Operations Button (Edit):** Use this function to initiate an action on a single item.

Edit Existing Proposals

Click [Manage Projects](#), and then [Uploaded Proposals](#), in the taskbar. A list of your submitted proposals will appear here.

Proposals

Action 1

Delete content ▾

Apply to selected items

<input type="checkbox"/>	Title	Content type	Author	Status	Updated ▾	Operations
<input type="checkbox"/>	Sample Partnership Proposal	Proposal	contractor	Published	11/09/2017 - 10:50	<input type="button" value="Edit"/> 2

Apply to selected items

(1) **Action Drop-Down**: Use this function to indicate that you want to initiate the same action on more than one selected item.

(2) **Operations Button (Edit)**: Use this function to initiate an action on a single item.