

Solicitation DPC Admin

Reference Guide

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Search Solicitation

Select the **Search** button in the navigation bar to search and view Solicitations. The user is navigated to the Search page. Enter criteria and select the **Search** button to retrieve the desired Solicitation(s).

Upon selecting a Solicitation from the search results, the user will be navigated to the Solicitation page. All information is read-only, with the exception of primary and secondary contacts. The user may edit the primary and secondary contacts using the **Lookup** and **Delete** buttons to the right of those fields. Only secondary contact may be deleted.

The Solicitation DPC Admin may also add attachments using the **Choose Files** or **Add Attachment URL** buttons in the Attachments section. The user may also rename or delete existing attachments using the **Edit** and **Delete** buttons within the Action column.

When all updates have been completed, select the **Save Changes/Publish Changes to Draft** button to apply all changes.

Product/Service / NAICS Lookup

To view Product/Service Codes or NAICS codes, expand the **Lookup** dropdown menu in the navigation bar and select the desired lookup tool.

The user will be navigated to the selected lookup page. Codes and descriptions may be searched using the following operators:

- **Equal To:** The data entered in the field will return results that are equal to the entered characters.
- **Contains:** The data entered in the field will return results that contain the entered characters.
- **Starts With:** The data entered in the field will return results that begin with the entered characters.
- **Ends With:** The data entered in the field will return results that end with the entered characters.

Manage Admin Email

To manage system emails, expand the Administration dropdown menu in the navigation pane and select **Admin Email**. The user will be navigated to the Admin email page.

Select the **Preview** button in the Action column to view a preview of the body of the email notification.

Select the **Edit** button in the Action column to view and edit the email notification. The following fields may be edited:

- Description
- Subject
- Status (Active or Inactive)
- Body

When all updates are completed, select the **Save** button to confirm and save changes.

Select the **Restore** button to restore the email's Description, Subject, Status, To, and Body fields to their default values.

Manage Contract Opportunities Error Codes

The Solicitation DPC Admin has the ability to edit system error codes and messages. To manage Contract Opportunities error codes, expand the Administration dropdown menu and select **Contract Opportunities Error Codes**.

Edit Existing Error Codes

To edit an error code/message, select the **Edit** icon in the Action column on the Contract Opportunities Error Codes page. A modal will display in which the user may edit the error message and indicate whether users may have the option to repost to SAM. Select the **Confirm** button to save any changes or select the **Cancel** button to close the modal without saving changes.

Add New Error Codes

To create a new Contract Opportunities Error Code, select the **Add Error Code** button at the bottom of the page. A modal will display in which the user may enter an Error Code, Error Message, and select whether users may have the option to repost to SAM.

Document Upload

The Solicitation DPC Admin has the ability to upload documents in the Solicitation module that will be available to all Solicitation users (including public users) via the Documentation menu. To view all existing documents, expand the Administration dropdown menu and select **Document Upload**.

To view a document, select the file name or URL in the File Name/URL column. The file will be downloaded to the local directory for viewing.

Delete Document

To delete an existing document, select the **Delete** button in the Action column.

Add New Document

To upload a new document, select the Add button at the bottom of the page. The user will be navigated to the Document Upload Add page. Enter data in the **Document Description** field as required. Users may upload a file in the **File Name** field and/or enter a URL in the **Document URL** field.