

Add users to bidVAULT group

In eGram, select the users that need to be able to send projects to, and open projects from, bidVAULT.

The screenshot shows the eGram navigation menu with various categories and sub-items. The 'Group Accounts Administration' section is expanded, showing a table of user groups.

	Group Name	Group Description
Modify	Accounting	Accounting Personnel
Modify	Administrative Assistants	Administrative Assistants
Modify	Administrators	Administrator - all privileges
Modify	Authenticated Users	All users that have successfully logged into the system.
Modify	bidVAULT Users	Users that can access to the bidVAULT website in order to open bids

Setup planholder/bidding terms

Add customizable bidding terms that a planholder must select when they download plans; found in System Settings in eGram Administration (for use ONLY with planholder option #2).

Admin. Util.: System Settings Website Security Log			
System Settings Administration			
BID_ABSTRACT			
	Field Name	Field Description	Default Value
Modify	SHOW_PERCENT_OVER_LOW_BID	Show the percent over low bid on the Bid Abstract Summary Report. It also Ranks the bidders.	No
CONNEX			
	Field Name	Field Description	Default Value
Modify	EMAIL_ADDRESS_FOR_ORGANIZATION_ACCOUNT_REQUESTS	Email address (or addresses separated by semi-colons) where requests for user accounts (logins to access eGram) and associated rights (business types, group accounts, eApproval rights) will be sent. To accept these requests, the person(s) specified must be administrators with access to eGram.	
EADVERT			
	Field Name	Field Description	Default Value
Modify	EMAIL_ADDRESS	Email address (or addresses separated by semi-colons) that will receive all notifications from the MN/DOT Advertising Website	noreply@rtvision.com
EAPPROVAL			
	Field Name	Field Description	Default Value
Modify	ADVANCED_EAPPROVAL	Allow administrators to access advanced sections of eApproval - specifying rights for signatures, making signatures optional, adding new documents, etc.	No
Modify	EMAIL_ADDRESS	Email address (or addresses separated by semi-colons) that will receive all notifications from the eApproval process.	noreply@rtvision.com
EGRAM			
	Field Name	Field Description	Default Value
Modify	BIDDER_DISCLAIMER	When becoming a plan holder is optional, this text shows on the Yes/No form that contractors answer, when downloading plans, regarding if they would like to bid on the project.	These plans are provided as information only. If you intend to submit a bid, you must be a registered plan holder with [companyName] If you are submitting a quote you should check with the prime contractor to verify if any addenda have been issued.

Bid Dates and Schedule of Prices

to Full Form view

Ad For Bid

Publish to Web

* Show this project on the eGram Website: Yes (Ad For Bid will show on eGram.)
 No (No part of this project will show on eGram.)

* Project Available for Bid Date:
(Ad For Bid, Project Files, and Planholders show on eGram starting on this date) 12/27/2012

* eGram Bid Sheets: None chosen - will default to Schedule of Prices by Category
 Use [Schedule Of Prices](#)
 Use [Schedule Of Prices By Category](#)

You must complete all steps and click "Finish" on the last

1 Publish to Web 2 Bid Dates 3 Bonding 4 Cost 5 Major Items (optional) 6 Tracking (optional) 7

Bid Dates

City of Green Bay, MN

Ad For Bid

Bid Dates

* Bid Date: 4/30/2014

* Bid Time: 12:30 PM ▾

Expected Award Date:

The information entered into the Ad for Bid will determine if when the project is available on BidVAULT and when the bid opening date and time will be

Guided interface for adding projects to BidVAULT

Add project 01012016 to bidVAULT

1. Accept Terms < Previous Next >

2. Payment
Choose payment options for bidVAULT access.

Choose bid payment option for contractors.

Contractors bid at no cost, payment is made by county/city.

Contractors must pay to place a bid.

< Previous Next >

3. Items

4. Documents
Choose documents for the bid.

5. Finish

1. Accept Terms < Previous Next >

2. Payment

3. Items

4. Documents
Choose documents that must be completed by bidders.

21226d-ft-1-09 w/ DBE Goal (Version: 1) (Shared)
[Preview Copy](#)

21226d-ft-1-09 w/o DBE Goal (Shared)
[Preview Copy](#)

Equal Opportunity Clause (CM 32-34) (Shared)
[Preview Copy](#)

Non-Collusion Affidavit (Shared)
[Preview Copy](#)

< Previous Next >

5. Finish

Select payment terms, schedule of prices, bid documents, and click on FINISH to sync project details to BidVAULT.

If project is part of a contract, only sync one of the projects to Bidvault.

If part of a contract, you will also see additional schedule of prices by contract options in Step 3.

Select documentation to electronically populate and sign as part of the bid process

Using eGram, add, edit and re-sync project setup on BidVAULT

Project Information	Ad for Bid Document
Project ID 01012016	
Project No. SAP 999-222-111	
Bid Date 01/13/2016 12:00 PM	
Location	
Description Road 2016	
	Plan Holders
	Project Item List
	Messages
	There were no messages found for this project.
Plan Holder Data	
Attach Plans/Addenda	
bidVAULT	
View this project on bidVAULT	
Employee Option:	
Edit bidding setup for this project	
Last Synced: 01/06/2016 3:32 PM	
Re-Sync project to bidVAULT	

'Edit bidding setup' allows you to change: the bid/date time, bid available date, the schedule of prices, and cost.

'Re-Syncing projects' will update changes made in OneOffice to the bidding setup. **You will need to Re-Sync the bid if you add/remove items or add/remove projects in the contract.**

You do not need to 're-sync' projects after adding addendums.