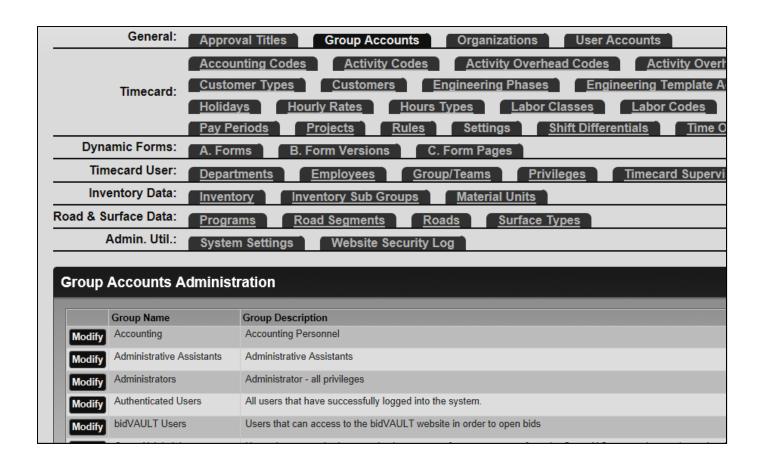# Add users to bidVAULT group

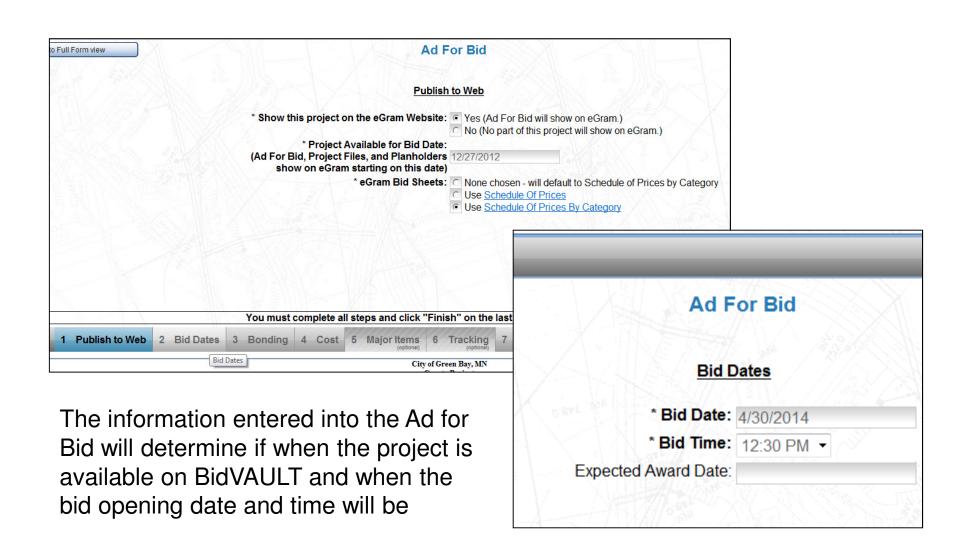In eGram, select the users that need to be able to send projects to, and open projects from, bidVAULT.
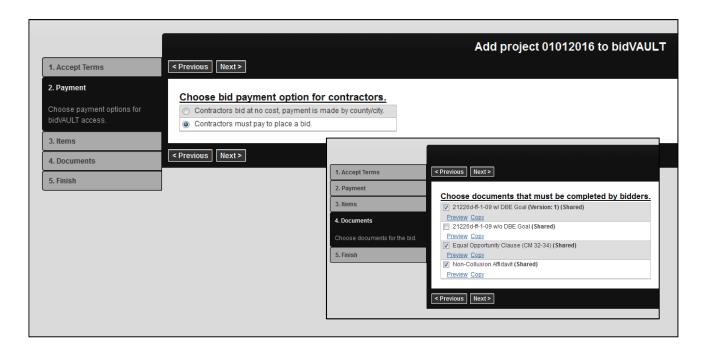
Setup planholder/bidding terms

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	Ye
	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.		su
	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	no
	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	No
Modify	EMAIL_ADDRESS	Email address (or addresses separated by semi-colons) that will receive all notifications from the eApproval process.	noreply@rtvision.com	su
	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.	Th int ho pla [c if y the

Bid Dates and Schedule of Prices

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
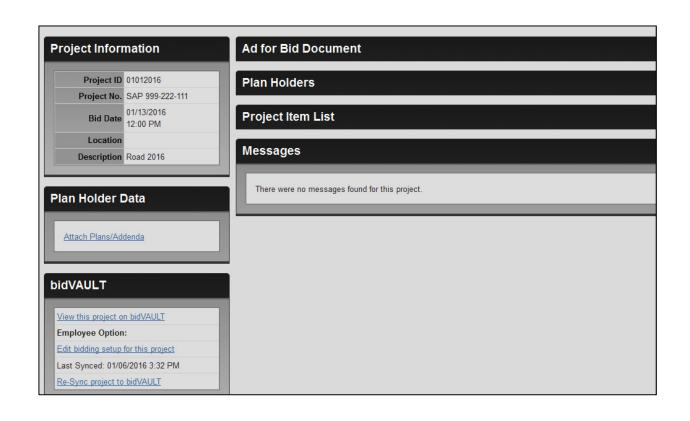
Guided interface for adding projects to BidVAULT

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

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, <u>only sync one</u> of the projects to Bidvault.

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

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