

# Clean Transportation Funding from the MSRC

## Contractor Guide: Using the Website

Version 1.1

Updated June 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

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

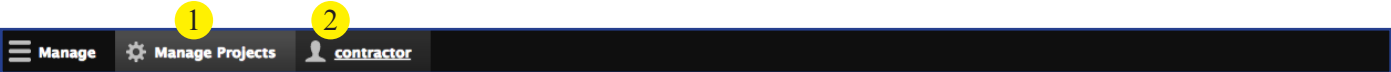
News

Sign-In

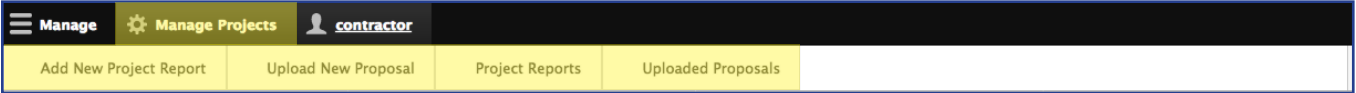
Upcoming Deadlines  
No deadlines within the next 30 days

# 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 input 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 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:

- Title:** A text input field with a red asterisk and a yellow circle containing the number 1.
- Body:** A large text area with a yellow circle containing the number 2. A link "About text formats" is located at the bottom right of this section.
- Upload your proposal or final report:** A dropdown menu with a downward arrow.
- Add a new file:** A section containing a "Browse..." button, the text "No files selected.", a yellow circle with the number 3, and a link "Upload requirements".
- Project Photos:** A section with a dropdown arrow and a yellow circle with the number 4. It includes a "Select files" button and a "Show row weights" button.
- Table:** A table with columns: "Preview", "Filename", "Metadata", "Operations", and "Order". The table content is "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	 <b>3</b>

**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.