

## How to Review a Proposal

After logging in as a User you are able to find Proposals from the User Dashboard on the **Proposals Module**.

You will find any Proposals that are waiting for you to take action in the **My Tasks** tab.

Any Proposals that you have created will be trackable through the **My Proposals** tab.

You are also able to view any Proposals that you have tagged on your **Watch List** through the appropriate tab.

You are able to find any Proposal that is currently in the system from the **All Proposal** tab.



To view the Summary of a Proposal, click on the “View Summary” icon or click on the field once it is highlighted blue as you hover over it.



To view the Proposal in more detail, click the View/Edit Proposal Icon.

