



QUICK REFERENCE GUIDE:

1.5 Adding Categories

Background:

Categories are used to group items as required by the type and complexity of the project. Category choices are: Basic Bid, Additive Alternate, or NTP.

Roles:

Project User, Proposal User

Navigation:

Project Overview > Project > Project Summary

1. From Project Summary, select the **Categories and Items** quick link.
2. Select the Categories tab and click the **New** button.
3. From the **Category ID** dropdown, select the appropriate category.
4. Select **Combine Like Categories** if appropriate.*
5. Click **Save**.
6. Repeat steps 2 – 5 to add additional categories.

*Combine Like Categories applies to projects that will be advertised with one or more additional projects. This function allows multiple categories with the same Category ID (and the associated pay items) to combine into one category at the Proposal level.

Next Steps:

Items are added to the project and associated to a category. See QRG - *Adding Items*

If you need further assistance please contact your Module Admin
Last Updated October 2023