SWIFT
Statewide Integrated Financial Tools

QUICK REFERENCE GUIDE

Amend an Event by Editing the Current Version

December 4, 2012

Topic Overview

After an event has been posted, it may need to be amended or changed for a variety of reasons. An event can be updated after the approval process (workflow) is complete. Events that have successfully passed the approval process and are currently viewable will have a status of Posted. Events that have ended will have a status of Event Completed or Pending Award. Events with any of these statuses can be amended and reposted. The individual situation for each event, as well as agency guidelines, will determine if the amendment can be done by editing the current version or if a new version is needed. If a new version is needed, please see the Create a New Version process.

The event creator has the ability to amend the event by creating a new version or editing the event without a new version. The key difference between the two methods is editing the current version does not require the approval process to be reinitiated.

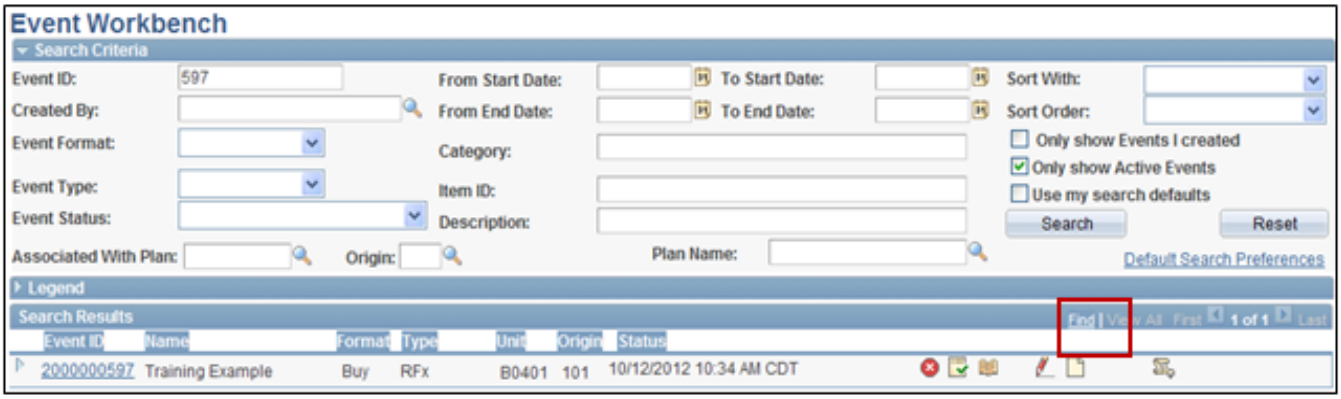
Amend an Event by Editing the Current Version

Note: Do not select the Save Event Changes button until completely finished making changes to the event. Each time Save Event Changes is selected, the vendor is notified that a change has been made. The vendor should not be notified until all of the changes have been made to the event.

Navigation: Sourcing, Maintain Events, Event Workbench

Search for the event you wish to edit

Click the *Edit* icon

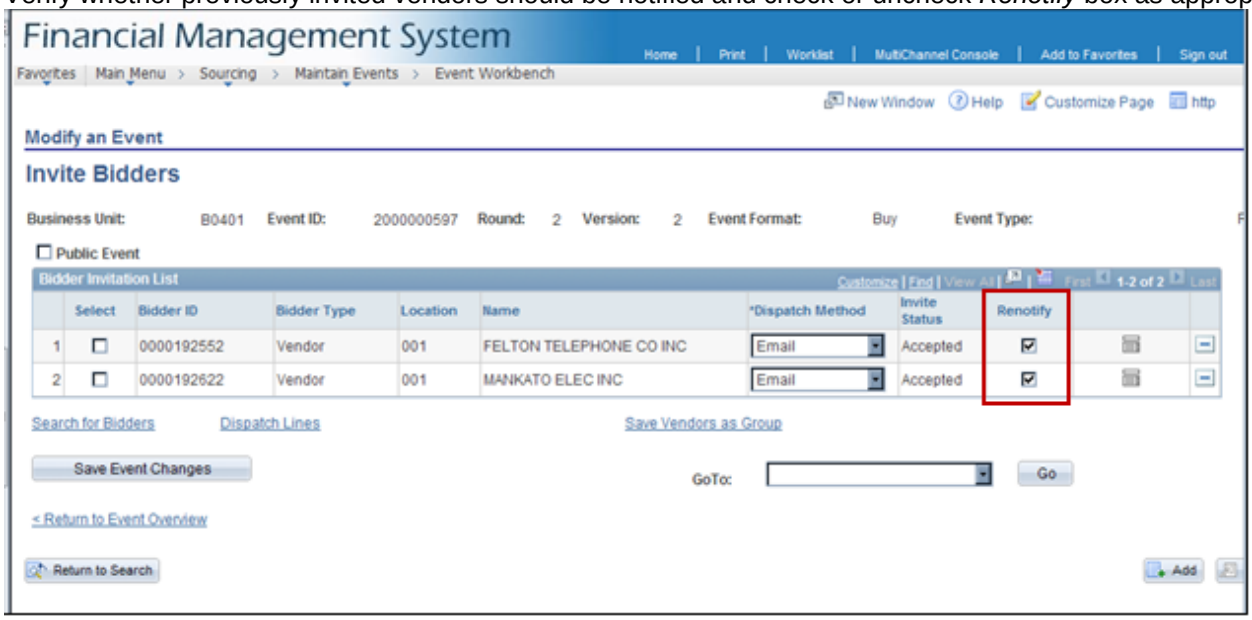


The **Event Summary** page will open and the event can be updated as necessary. Changes can be made to the following areas on an event: Event Header Description; Preview, Start and End dates; Event Settings and Options; Add Comments and Attachments at both the Header and Line level; Add Bid Factors at both the Header and Line level; Add, Delete, and Renotify Vendors.

Update the Description field identifying any pertinent changes to the event.

Note: Inform the responders and potential responders of any changes. The individual situation for each event, as well as agency guidelines, may determine what needs to be done with the event when changes are made. If you are required to identify what was changed in the event then update the description field so those viewing the event will be able to easily tell what was changed. The more detailed the description, the easier it is for the responders or potential responders to locate the changes.

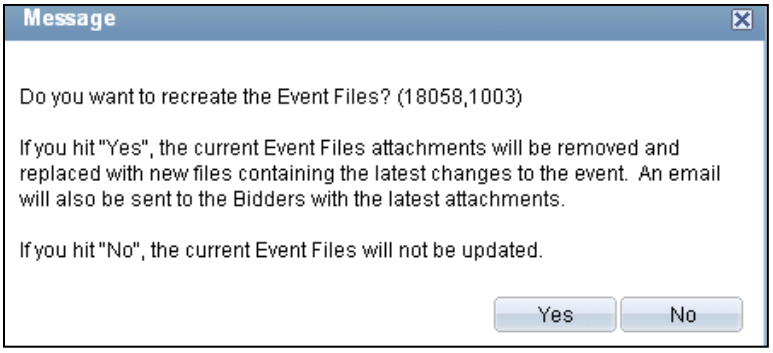
Click the **Bidder Invitations** link.
Verify whether previously invited vendors should be notified and check or uncheck *Renotify* box as appropriate:



Click **Return to the Event Overview** link.
After the changes have been made, click **Save Event**.

A confirmation message will appear asking to recreate the event files. This refers to the PDF version automatically created and attached to the event when it was first created.

Click **Yes**.



Note: Only those vendors that have the **Renotify** checkbox selected will receive a notification.

Once the messages have been addressed the changes will be complete and the vendor will be notified that there have been changes to the event.