

## QUICK REFERENCE GUIDE

Updated November 1, 2019

### Add Comments and Attachments Prior to Award Completion

Agencies may need to add comments or attachments to an event after the End Date and Time has passed and before award completion.

- The event must be in a status of “Pending Award” or “Event Completed” in order to add comments and attachments prior to award completion.
- Add these comments and attachments on the Go To drop down menu on the Analyze Total page of an event.

This guide provides steps to add comments and attachments using the Analyze Total page of an event.

Steps to complete:

- Step 1: Access the event in the Event Workbench
- Step 2: Update the event

### Steps to add Comments and Attachments prior to award completion

#### Step 1: Locate an event using the Event Workbench

1. Navigate to the **Event Workbench** page.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page.
<b>WorkCenter</b>	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter, Left Menu, Sourcing, Event Workbench page.

2. On the **Event Workbench** page, enter search criteria and then select the **Search** button.

**Event Workbench**

▼ Search Criteria

Business Unit

Event ID

Created By

Event Format

Event Type

Event Status

Associated With  Origin

From Start Date  To Start Date

From End Date  To End Date

Category

Item ID

Description

Plan  Name

Sort With

Sort Order

Only show Events I created

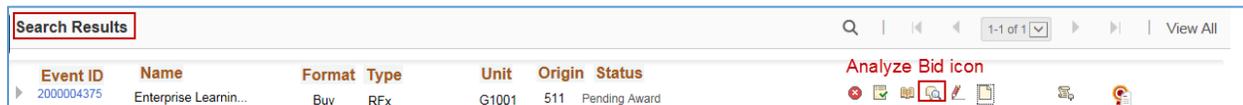
Only show Active Events

Use my search defaults

**Search**

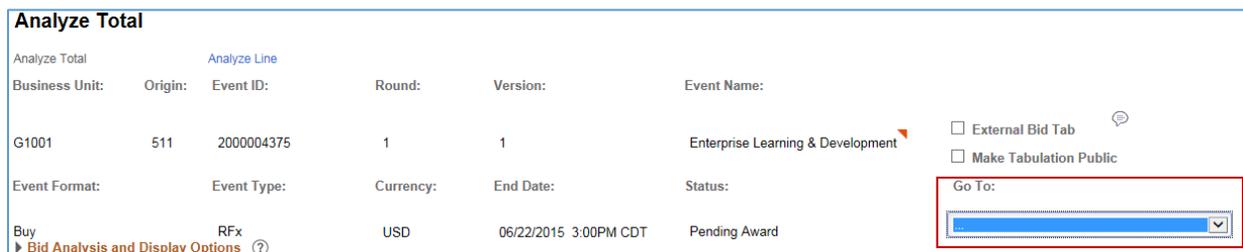
[Default Search Preferences](#)

- SWIFT displays the event on the **Search Results** section. Select the **Analyze Bids** icon for that event.



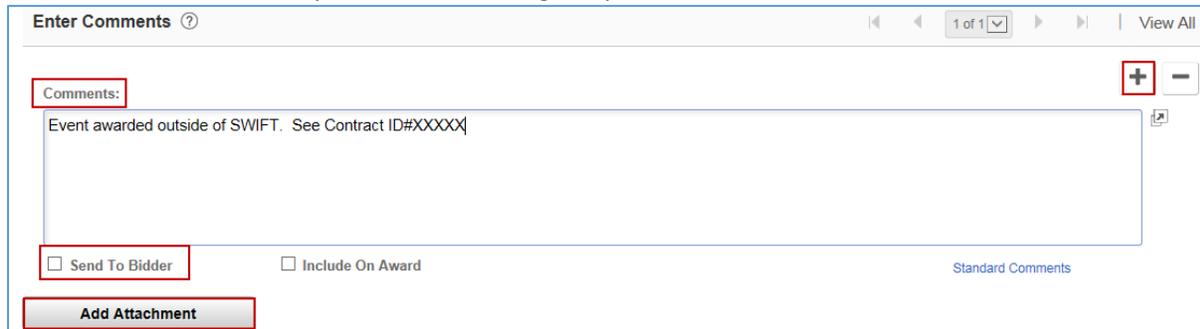
## Step 2: Update the event

- SWIFT displays the **Analyze Total** page for that event. On the top of the page, press the **Go To** drop down menu and highlight the *Event Attachments/Comments* option.

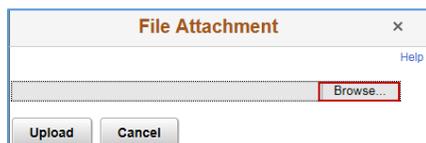


SWIFT opens up the **Event Comments and Attachments** page.

- On the **Enter Comments** section, enter comments.
  - Consider if you want the bidder to see the comment. If so, check the **Send to Bidder** box.
  - You can add multiple comments using the plus button.

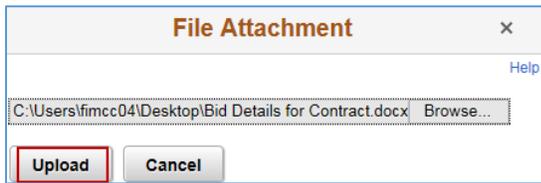


- If you wish to add an attachment, select the **Add Attachment** button.
  - SWIFT displays the **File Attachment** window. Select the **Browse** button.

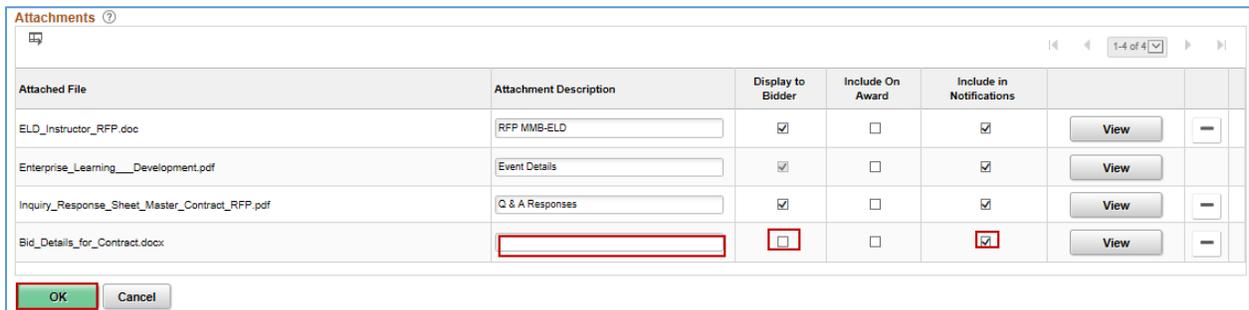


# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- SWIFT opens up your desktop. Select a file to enter. After you choose a file, press the **Upload** button.

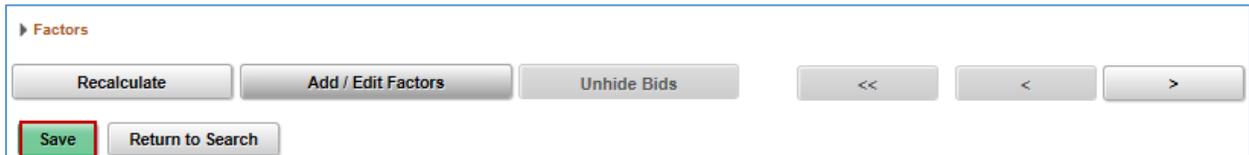


4. SWIFT returns you to the **Event Comments and Attachments** page.
  - Add an *Attachment Description*.
  - Decide if you want to display it to bidders or include on notifications.
  - Then, select **OK**.



### Step 3: Save and Process the Event.

- SWIFT returns you to the **Analyze Total** page. On the bottom of the page, press the **Save** button.



- Continue to process the event.

You have successfully entered a comment and an attachment on an event prior to award completion.