

QUICK REFERENCE GUIDE

Updated November 1, 2019

Preview an Event in PDF Format

Agencies can preview a copy of an event prior to posting it. Previewing it allows agencies to make sure that the event information is accurate and to solicit feedback before posting it. SWIFT emails a copy of the PDF to the event creator. This guide provides the steps to find and access the PDF preview of an event.

Steps to complete:

- Step 1: Create a new event
- Step 2: Create the PDF Preview
- Step 3: Complete and post the event

Steps to preview an event in PDF format

Step 1: Create a new event

1. Navigate to the **Add a New Value** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Create Event, Add a New Value tab.
WorkCenter	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left Menu, Sourcing, Create Events page, Add a New Value tab.

2. On the **Add a New Value** page, enter the *Business Unit* and *Origin*. Select **Add**.
3. Enter information on the **Create an Event** page.

Step 2: Create the PDF Preview

1. Before you post the event, go to the bottom of the **Event Summary** page, press the **Save Event** button, then press the **Preview PDF** button.

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event

Post

Save As Template

Preview PDF

2. SWIFT displays a message asking if you wish to send the PDF to the email listed in the contact information. Select **Yes**.

Do you want to create preview Event PDF and send it to Swift.Testing@state.mn.us? (18058,1925)

Select Yes to create the file or No to return to the Event.

3. SWIFT will email you a PDF copy of the event.

Step 3: Complete and post the event

1. Access and review the **Preview PDF** from your email.
2. Navigate to the event in SWIFT and make any necessary changes.
3. Post the event.

You have successfully previewed an event in a PDF format.