Using the Online System

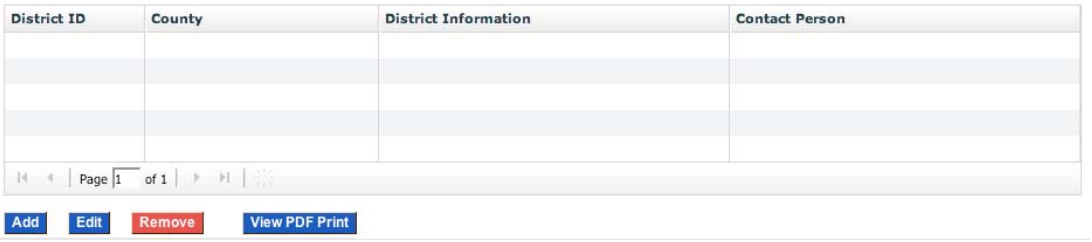
Help

- Click on the blue buttons with question marks to access Help for various sections of the RFP – a window will pop up and the area behind it will be greyed-out.
- Close the Help pop-up window to return to your application/ report.
- You may also move the help windows by clicking on the blue bar at the top of the help window, holding down and moving with your mouse.

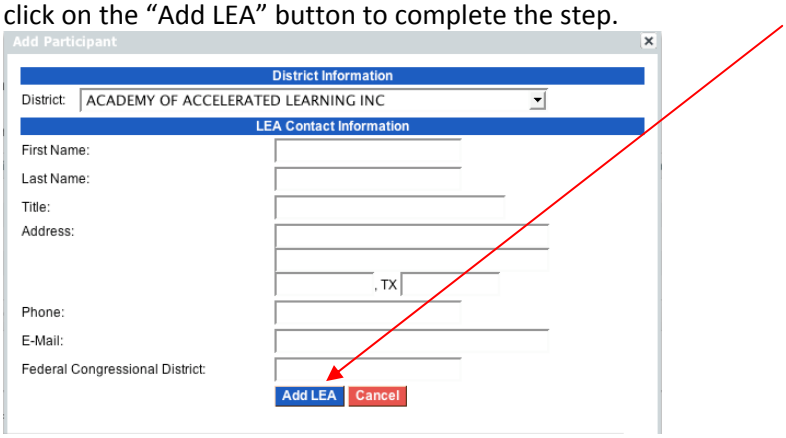
Note to Firefox users: When you select a help item, your browser might scroll to the top of the page – if this happens you will need to scroll down until you see the help window.

Data Grids

Here's an example of a data grid:



Click on "Add" to enter a new record in the table. A menu will pop-up – complete the fields and, in this example, click on the "Add LEA" button to complete the step.



To return to the proposal/ report, you will need to either add the record or click "Cancel." Once you click "Add" in the pop-out box, the new record will be saved automatically.

Text Boxes

Many of the text boxes in the online system now have formatting toolbars – to activate these, click in the box that you would like to edit/ add to:

Please use formatting and paragraphs to make your proposal/ reports more readable. Follow instructions on the login page regarding pasting from MS Word.

Numerical Fields

Do not leave numerical fields blank – be sure to enter a number into all numerical fields. Do not use symbols, decimals, dollar signs, etc.