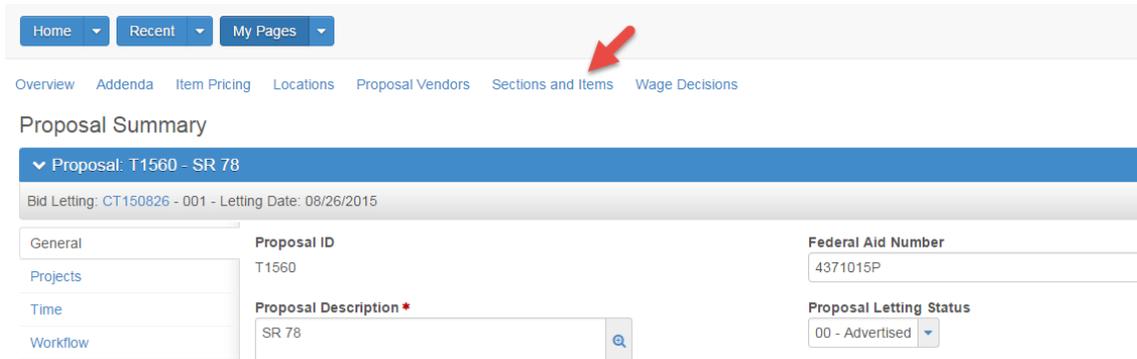


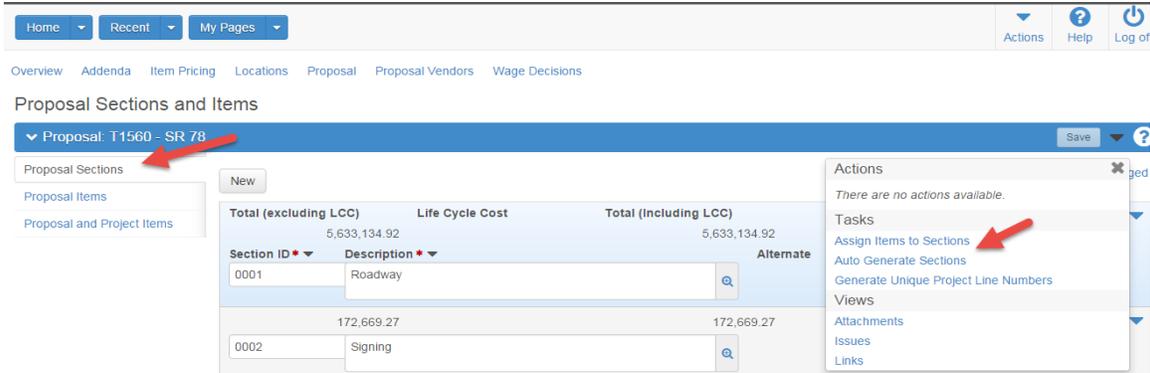
CAO Staff **MUST PERFORM** the “Auto Generate Sections” and “Assign Items to Sections” processes after attaching any Proposals to a Letting before commencing with any further steps such as generating a “Notice to Contractors,(BSN)” or performing the “Export Proposal to Expedite” process. This is as critical as the previous LAS process “Initialize letting”. Omitting this step runs a risk that proposal level data not match the project level data

From the Letting’s Proposal Summary Screen

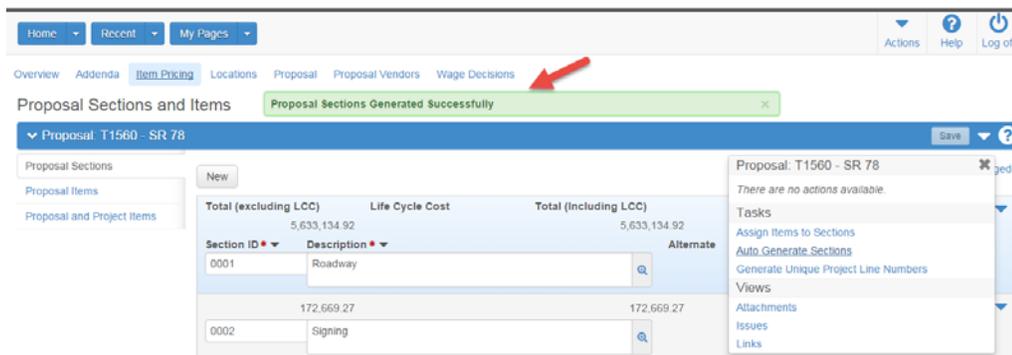
1. Click on Proposal ID
2. Click on the Proposal’s quick link “Section and Items.”



3. From the actions menu (right side arrow), select process “Auto Generate Sections”



4. The System has completed the “Auto Generate Sections” process when the message shown below appears



5. The next Step is to run the “Assign Items to Sections” process by clicking on that Quick Link.

Proposal: T1560 - SR 78

Total (excluding LCC)	Life Cycle Cost	Total (Including LCC)
5,633,134.92		5,633,134.92
Section ID * Description * Alternate		
0001	Roadway	
172,669.27		
0002	Signing	172,669.27

6. Process is complete when this Screen appears

Assign Items to Sections

Projects: 42910115201 - SR 78 FROM CANAL BOAT RAMP TO OKEECHOBEE C/L - RESURFACING

0 changed

ID	Description	Cat Alt...	Cat Alt...
(A) 0001	Roadway		
(B) 0002	Signing		