



QUICK REFERENCE GUIDE:

1.3 Adding/Editing Tentative Advertising info

Background:

Adding information to Tentative Advertising fields on the Project Summary will populate project information to the Tentative Advertising Schedule website, so prior to populating the TAS fields ensure that information is entered correctly.

Roles:

Proposal User

Navigation:

Project Overview > Project > Project Summary

1. From the General tab, scroll to the Tentative Advertising Schedule section.
2. Enter the **Tentative Advertise Month, Tentative Advertise Year, TAS ONLY Engineer's Estimate Amount**, and, if applicable, the **Tentative Advertise Additional Info**.
3. Select the **Beginning Construction Year** and **Ending Construction Year** from the dropdowns.
4. Click **Save**.

Note: The Design Manager Phone Number field will populate once the Design Manager has been entered into the appropriate field in the Staffing Info section (updates nightly). See QRG - *Add or Edit Project Information*.

Attaching a file to the tentative advertisement

Consult regional and statewide policy for guidance on the specific types of documents to upload and the information that should be included within them.

If you need to attach a file to the tentative advertisement, go to this site:

http://web.dot.state.ak.us/nreg/design/awp_prelim/

In the IRIS Program Number field, search for and select your project.

1. Select the type of attachment:
 - a. Preliminary Plans
 - b. Cross Sections
 - c. Reports
2. Click Choose File, search for and select the file you want to upload.
3. Click Upload File

Next Steps:

Continue editing project information and items. See QRG – *Add or Edit Project Information*.

If you need further assistance please contact your Module Admin
Last Updated February 2024