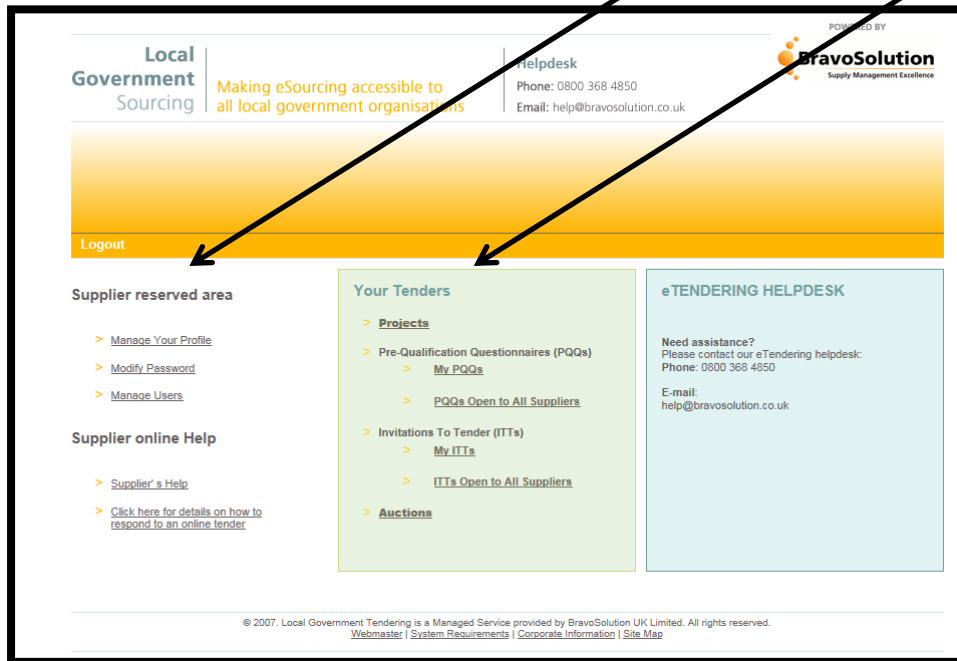


BravoSolutions Orientation Tips

What does the home page look like?

Once you have logged in you will be presented with this homepage. The Homepage is split into two main sections Supplier Reserved Area and Yours Tenders.



What does it all mean?

Supplier Reserved Area

allows you to manage for registration data, qualification questionnaire and organisational users.

Your Tenders

Projects Section

Ignore as we are not using this functionality

Pre-qualification Questionnaire

Ignore as we are not using this functionality







Invitation to Tender (ITTs)

allows you to view and response ITT opportunities posted by RBWM and others public bodies for the Passenger Transport category.

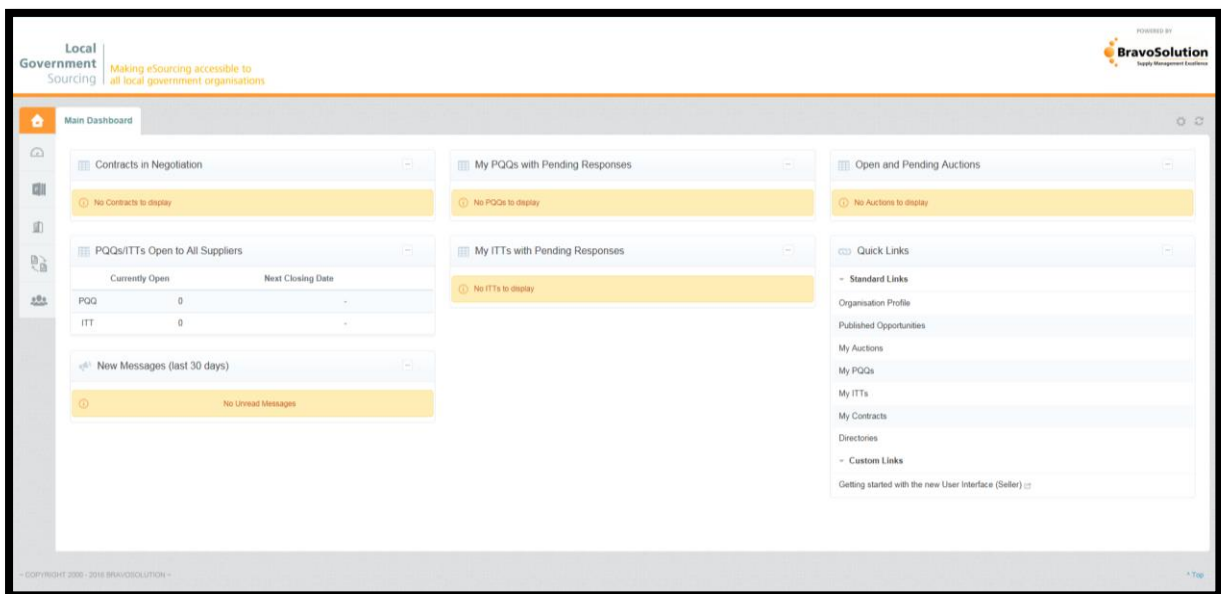
Auctions

Ignore as we are not using this functionality

What do these icons mean on the left once you move away from the homepage?

	Bravo Home Page:
	Dash Board:
	Projects: (Where you look at opportunities, view ITT's, create and submit ITT responses)
	My Organisation: (Organisational Profile allows you to view and edit all Registration and the DPS Transport Qualification)
	File Sharing: (Not used)
	User Management: (creating and deleting users in your organisation – Important in g ITT notifications)

What can I find in the Main Dashboard?



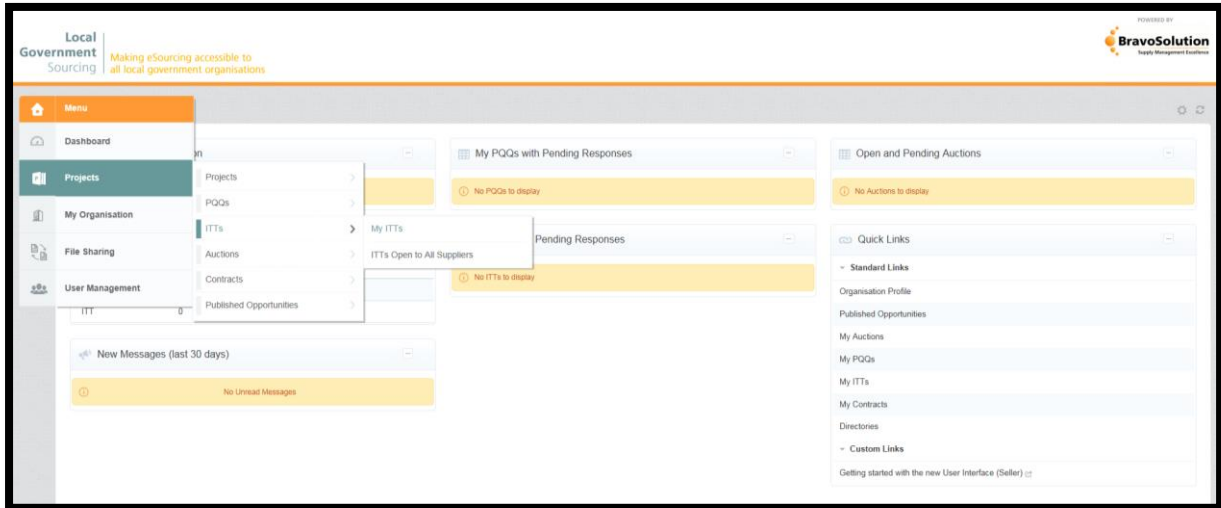
What can I find in My Organisation?

In My Organisation you can do the following:

Registration Data	Registration data page allows you to view and edit the information used to create your account, including company contact details.
Extended Profile	Is a set of questions and forms used by the RBWM to supplement the information you provide during the registration process.
Status Summary	View and amend the DPS qualification form.
Response History	This show a history of what DPS qualification form questions you have responded to.

Where do I find My ITT'S?

You can navigate to My ITT's via the homepage, dashboard or you can click on Projects, ITT's, My ITT's.



Messages

RBWM messages relating the Qualification process and the ITT can be found on the Main Dashboard. Messages can also be found inside the My ITT's and specific tender when reviewing they are shown on the second tab.

