



# inventory\_directory



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Click to select inventory items to be added to the bid. The Inventory Directory is displayed.


To search for a specific item, type data in the desired search fields.

To search through all available data, leave all fields blank.

Click **Search**. A list of data that matches the search criteria is displayed.

Select the inventory items to be included in the bid.

Click **OK** to close the Inventory Directory and add the inventory items to the bid.

Click **Cancel** or  to close the Inventory Directory.