



ASCENDER GUIDES



Bid Processing Inquiry - BWH4300

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This page is used to inquire about bid details and status information. You can retrieve data by bid number or bid status.

Run inquiry:

Retrieve a record.	Search for a record.			
	Bid Nbr	Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.	OR	Bid Status
<p>Click Retrieve. If only a bid number was entered, the bid details for the bid are displayed. If a bid status was selected, all bid numbers with the selected bid status are displayed.</p> <p>If the bid number is not known, click Directory.</p> <p>To search for a specific bid number, type data in one or more of the search fields. To search through all available data, leave all fields blank.</p> <p>Click Search. A list of bid numbers matching the search criteria is displayed.</p> <p>Select a bid number from the list. Otherwise, click Cancel.</p>				
Field	Description			
Campus ID				
Pass/Fail				

Click **Save**.

****NOTE:**

Other functions and features:

	<p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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