Edit a Project

User Scenario

| steps | Comments | questions | ideas |

Open Tool → **See if the desired project is in the initial list** → **If not, click "Filter" to find it.** → **Select "Upcoming Bids" from Status and click Search** → **Click the Edit button (pencil) to the left of the desired project** → **The project opens and can be edited** → **When changes are complete, click Save and Publish**

They can click on column headers to resort the projects.

What's the best location for the filter button? Should it be "Search"? But, the button you click to actually do the search is "Search" so it could be confusing to have the same label used in 2 places.

The first page of Upcoming Bids will be displayed

A project may be edited many times, adding documents, changing status, or other changes as the information becomes available.

Can they just click "Publish" to save and publish? Change the button name?