

Vendor Attachments

Highlights

- Bids will populate only with attachments associated to the specific Posting indicated.
- Attachments can be associated upon submission or in Records Management -> View Users -> Professional tab.
- Any attachments submitted with a new Resource are automatically associated with that Posting.

- **Creating a Bid and Attaching**

1. Log in to your dotStaff account and navigate to Opportunity Management -> Postings.
2. Click the “+” icon to submit a Bid to an Active Posting.
3. Type in the name and e-mail address of your new Resource

Search Results

Last Name	First Name	Email	Username	Role	Last Activity
No results found. Redefine search criteria or enter all above values to create a new user.					

- If you notice a Resource populating below with the same information you are adding, please select the existing account and navigate to the section called “Selecting an Existing Bid and Attaching”.
4. Click the arrow. Confirm all information is correct and click again.
 5. On the Resume section, you will be prompted to add any attachments. Click Resume or Other depending on file type, and then click Select.

Currently Attached Files

Download	File Name	Attachment	Date
Download	Test Resume - PDF	Test Resume - PDF.pdf	8/25/2022 10:38:28 AM

Select the file from your device and click Upload add to Currently Attached Files.

6. Your attachment will appear under Currently Attached Files with a greyed-out checkbox. Attachments uploaded upon submission are automatically associated with the Posting.
 - If you wish to remove an attachment you added initially, finish the submission process and then locate the section called “Adding/Removing Attachments After Submitting” for information on how to remove the attachment.
 7. Click the arrow. Enter rate information and click the arrow again. Review all details and submit the Bid.
 8. To add or remove additional attachments, please see the section below on “Adding/Removing Attachments After Submitting”.
- **Selecting an Existing Bid and Attaching**
 1. Log in to your dotStaff account and navigate to Opportunity Management -> Postings.
 2. Click the “+” icon to submit a Bid to an Active Posting.
 3. Type in the name and e-mail of your existing Resource. Select them in the search results displayed and click the arrow.

Search Results

Last Name	First Name	Email	Username	Role	Last Activity
Last	First	lastfirst@gmail.com	lastfirst	Resource	8/25/2022

Found 1 results.

4. Confirm all information is accurate. Click the arrow.
5. On the Resume screen, notice any attachments under “Currently Attached Files”

Currently Attached Files

Download	File Name	Attachment	Date	
<input checked="" type="checkbox"/>	Download	Scott_Fleming_Resume	Scott_Fleming_Resume.docx	12/20/2021 12:22:11 PM
<input type="checkbox"/>	Download	RTR_Scott Fleming	RTR_Scott Fleming.png	12/20/2021 12:22:11 PM

Permanently Delete Selected Files

- To select an existing attachment to be associated with this Bid, check the box next to it.
- To remove the association of an attachment, uncheck the box next to it.

- You will notice the file under Currently Attached Files with a greyed out box. This file is automatically associated to the selected Posting.
 - Click Save.
 - Associate existing attachments:
 - Check the box of any files located under Currently Attached Files. Click Save.
 - Attachments are now visible to the MSP/Client on your associated Posting.
 - Removing association of existing attachments:
 - Uncheck the box of any files located under Currently Attached Files. Click Save.
 - Unchecked attachments are no longer visible to the MSP/Client.
6. Be sure to save all your changes.