



## Bid Room Procedures (DGS Only)

With the understanding that people learn differently, these End-User Procedures provide multiple, easy-to-use training methods for each function of the COSTARS System.

### **Cue Card: Step by Step Instructions**

This method offers a step by step guide with the option to illustrate a step by displaying a screen image by clicking on the underlined text. You may easily print this guide to refer to as you perform the necessary steps.

### **Simulation: Watch the Process**

This method allows users to watch an example of the process as it is performed from beginning to end. The simulation may run continuously (Select Auto Playback) with an option to pause at a step or the user may choose to manually progress the simulation step by step (Select Standard Tutorial).

### **Guided Help: Perform the Process with a Guide**

This method allows users to perform the actual function while a step by step guide is displayed (with the option to pause) in the top corner of the computer screen as you perform the process.

Select the link to the task below for which you would like instructions. On the next screen, select from the drop down menu in the top right hand corner to choose your preferred method of learning.

### **Task Modules:**

[Entering COSTARS Administrative Fee Payment](#)

[Run Contract Fee Reports](#)

[Salt Request Search](#)

[Searching COSTARS Exclusive Vendor Information](#)

[Searching Member Information](#)

[Searching Statewide COSTARS Participating Vendor Information](#)