

VOA Proposal Submission Instructions v1.0

- 1) After logging in, click on Proposal Dashboard in the left navigator

The screenshot shows the VOA Home page in a Windows Internet Explorer browser. The address bar displays <https://test.voa.va.gov/default.aspx>. The page header includes the United States Department of Veterans Affairs logo and a search bar. The navigation menu on the left lists various options, with 'Proposal Dashboard' highlighted in a red box. The main content area is titled 'Proposal Listing' and contains an 'Add Proposal' button, a 'Previous Uploads' table, and an 'Export to Excel' button. The table is currently empty, showing 'No records to display.'

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

2) Click on Add Proposal button in the center of the page

The screenshot shows the VOA Home page in a Windows Internet Explorer browser. The address bar displays `https://test.voa.va.gov/default.aspx`. The page header includes the United States Department of Veterans Affairs logo and a search bar. The main navigation bar contains links: Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Related Links. The left sidebar shows the user is logged in as 'Glen Livet' and provides links to various sections: Virtual Office of Acquisition, Reverse Auction, VAI2, New Innovation, Innovation Dashboard, My Ideas, Proposal Dashboard (highlighted with a red box), T4 Proposal, VRM Proposal, T4 Library, and Misc Items. The main content area is titled 'Proposal Listing' and features an 'Add Proposal' button (highlighted with a red box). Below this is a 'Previous Uploads' table with columns: Title, Document(s), Description, Proposal Type, and Date Uploaded (EST). The table is currently empty, displaying 'No records to display.' and an 'Export to Excel' button. The status bar at the bottom shows the URL `https://test.voa.va.gov/Proposals/ProposalsDashboard.aspx` and a 'Local intranet' security warning.

VOA Home - Windows Internet Explorer

`https://test.voa.va.gov/default.aspx`

File Edit View Favorites Tools Help

VOA Home HomeMain VOA Home HomeMain

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages
Search
Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us Related Links

Glen Livet Logout

Virtual Office of Acquisition
VOA Logged in Welcome
Reverse Auction
VAI2
New Innovation
Innovation Dashboard
My Ideas
Proposal Dashboard
T4 Proposal
VRM Proposal
T4 Library
Misc Items
AwardList
Q & A
FAQ

Proposal Listing

Add Proposal

Previous Uploads

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

Export to Excel

`https://test.voa.va.gov/Proposals/ProposalsDashboard.aspx` Local intranet 100%

- 3) A form will open up to be filled out. Proposal Type should be selected to coincide with the solicitation number that is being proposed against

VOA Home - Windows Internet Explorer

https://test.voa.va.gov/default.aspx

File Edit View Favorites Tools Help

VOA Home HomeMain VOA Home HomeMain

UNITED STATES
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Search All VA Web Pages Search

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Glen Livet Logout

Virtual Office of Acquisition
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Reverse Auction

VAi2
New Innovation
Innovation Dashboard

My Ideas

Proposal Dashboard

T4 Proposal

VRM Proposal

T4 Library

Misc Items
AwardList
Q & A
FAQ

Proposal Listing

Add Proposal

Title: my proposal title goes here

Description: my brief proposal description goes here

Proposal Type: Please Select

Select File: Please Select
VA118-11-RP-TEST1
VA118-11-RP-TEST2

Remove

Browse... Clear

Add

Upload Close

Previous Uploads

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

Export to Excel

Local intranet 100%

- 4) After filling out the rest of the form, click on the BROWSE button to select your proposal file. To add additional file upload areas, click on ADD and then BROWSE again to select an additional file. **NOTE: ZIP files are permitted, but please do not submit ZIPX files.** When the form is filled out and the files are selected click on the UPLOAD button to start your proposal submission.

VOA Home - Windows Internet Explorer

https://test.voa.va.gov/default.aspx

File Edit View Favorites Tools Help

VOA Home HomeMain VOA Home HomeMain

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages Search

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Virtual Office of Acquisition
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Reverse Auction

VAi2
New Innovation
Innovation Dashboard

My Ideas

Proposal Dashboard

T4 Proposal

VRM Proposal

T4 Library

Misc Items
AwardList
Q & A
FAQ

Proposal Listing

Add Proposal

Title: my proposal title goes here

Description: my brief proposal description goes here

Proposal Type: VA118-11-RP-TEST1

Select File: (Must be .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .mpp, .zip, .vsd, .dotx, .dotm, .xltx, .xltm, .xslm, .potx, or .potm and be less than 100mb)

\\VHAEASCLU1\USER55\whaeasevangm1\Documents\65 mb file Browse... Clear

\\VHAEASCLU1\USER55\whaeasevangm1\Documents\Download... Browse... Clear

Remove

Add

Upload Close

Previous Uploads

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
No records to display.				

Export to Excel

Local intranet 100%

- 5) A dialogue box will appear that shows the status of your upload. Please do not close the window until this upload is complete.

The screenshot shows the VOA Home website in a Windows Internet Explorer browser. The address bar displays <https://test.voa.va.gov/default.aspx>. The website header includes the United States Department of Veterans Affairs logo and a search bar. The navigation menu includes Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Related Links. The left sidebar contains links for Glen Livet, Logout, Virtual Office of Acquisition, Reverse Auction, VAI2, New Innovation, Innovation Dashboard, My Ideas, Proposal Dashboard, T4 Proposal, VRM Proposal, T4 Library, and Misc Items. The main content area is titled "Proposal Listing" and contains an "Add Proposal" form. A file upload progress dialog box is open, showing the upload status of a file named "65 mb file.doc". The dialog box displays the following information:

- Uploaded 15% (10.21MB) Total 69.48MB
- Uploaded files: 0% (0) Total files: 2
- Uploading file: \\VHAEASCLU1\USERSS\vhaseevangm1\Documents\65 mb file.doc
- Elapsed time: 00:00:14s Estimated time: 00:01:24s Speed: 726.56KB/s

The dialog box also shows the file path: \\VHAEASCLU1\USERSS\vhaseevangm1\Documents\Download. Below the dialog box, there is a "Previous Uploads" table with columns: Title, Document(s), Description, Proposal Type, and Date Uploaded (EST). The table currently displays "No records to display." and an "Export to Excel" button is located below the table.

Waiting for <https://test.voa.va.gov/Proposals/ProposalsDashboard.aspx?RadUrid=4afadf82-0966-4f9e-86b1-a2fc170c51eb...>

- 6) Upon completion, a grid will display with the files uploaded. A date and time stamp will accompany your submission. Submissions cannot be changed to an already submitted proposal. To change/modify/edit your submission, please resubmit a new form using the ADD PROPOSAL button and describe the situation in the description on the form.

The screenshot shows the VOA Home website in a Windows Internet Explorer browser window. The address bar displays <https://test.voa.va.gov/default.aspx>. The page features the United States Department of Veterans Affairs logo and a navigation menu with links: Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and Related Links. A search bar is located in the top right corner.

On the left side, there is a sidebar with the following links: [Glen Livet](#), [Logout](#), [Virtual Office of Acquisition](#), [VOA Logged in Welcome](#), [Reverse Auction](#), [VAi2](#), [New Innovation](#), [Innovation Dashboard](#), [My Ideas](#), [Proposal Dashboard](#), [T4 Proposal](#), [VRM Proposal](#), [T4 Library](#), [Misc Items](#), [AwardList](#), [Q & A](#), and [FAQ](#).

The main content area is titled "Proposal Listing" and contains an "Add Proposal" button. Below this is a table titled "Previous Uploads" with the following data:

Title	Document(s)	Description	Proposal Type	Date Uploaded (EST)
my proposal title goes here	65 mb file.doc - 64.94 MB dgl4500_manual_150.zip - 4.53 MB	my brief proposal description goes here	VA118-11-RP-TEST1	6/8/2011 10:18:27 AM

Below the table is an "Export to Excel" button.