Technology Update



ProposalBuilder: Uploading a Signed Proposal

ProposalBuilder provides sales representatives with the opportunity to include hand-signed paperwork onto their dashboard as a wet signature.

This feature allows representatives to keep their dashboard and statistics up-to-date, no matter how signed proposals are submitted.

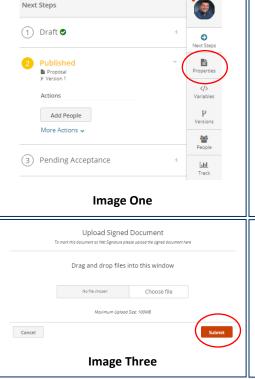
To include wet signatures, follow these steps:

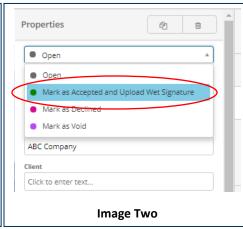
- The user will select the Properties tab, as shown to the right in image one, after the Proposal is Published.
- At the top of the page the
 rep will select the drop down where it says Open and select Mark as
 Accepted and Upload Wet Signature, as shown to the right in image
 two.
- Select Choose file and navigate to where the document is saved then select **Submit**, as shown in image three.
- Upload the PDF into ProposalBuilder as a Wet Signature, as shown in image four.
- Once the PDF is uploaded, you will see a green Accepted notification, and provide the option to download a signed PDF, as shown in image five.

If you have ProposalBuilder questions, please contact ABM Franchising Group Support at bus.sys.support@abm.com or 724-873-2977.

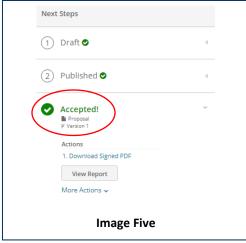
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ProposalBuilder™









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