

ProposalBuilder Update: GMs and Sales Managers Must Update Profiles to View All Sales Representatives' Proposals

General Managers and Sales Managers using ProposalBuilder need to update their profile pages to ensure they can view all of their sales representatives' proposals.

General Managers and Sales Managers should take the following steps to update their profiles:

1. Select the icon in the upper right-hand corner and on the drop down select **User Profile**, as shown to the right, in *Figure 1*
2. Select the **Relationships** tab, and then select **Click to add reports**, which will create a drop down box with a list of sales representatives, as shown to the right, in *Figure 2*
3. Select each name to add to the list
4. Next, select the **Documents** tab, then **Proposals** on the right-hand side to view the assigned sales representatives' proposals, as shown in *Figure 3*, to the left

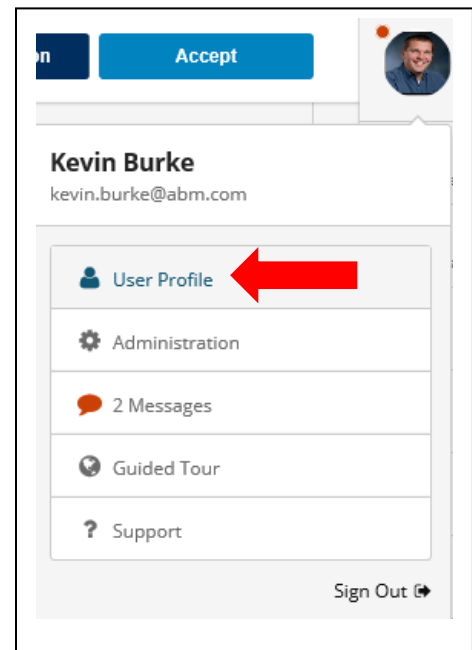


Figure 1

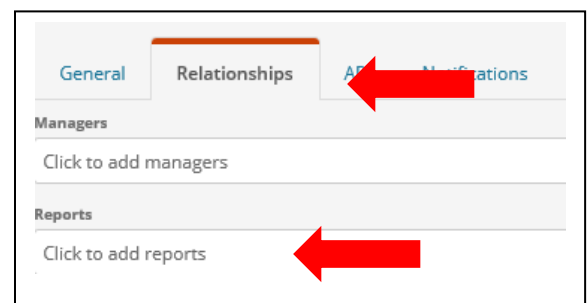


Figure 2

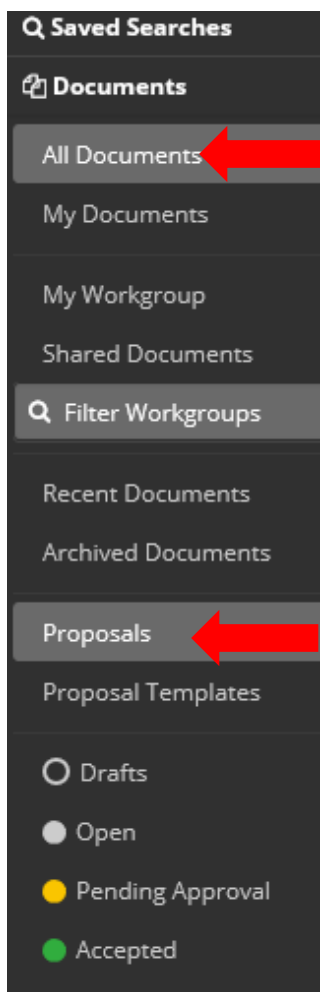


Figure 3

If you have ProposalBuilder questions, please contact ABM Franchising Group Support at bus.sys.support@abm.com or 724-873-2977. [Click here](#) for the TEGG Technology Update archive.

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