

Editing and Adding Event Timelines

Event Timelines gives you the ability to add, delete and change times to meet the needs of the RFx. There are three standard timelines that must be set up for all RFx documents and are displayed graphically in the Timeline section.

How to work with Standard Timelines

1. The **Creation Timeline** is the period when you define sourcing needs and by which time you must complete creating the RFx.
2. The **Response Timeline** is the period when the suppliers must submit their responses to the RFx (includes time for questions).
3. The **Evaluation Timeline** is the period when you will compare and evaluate supplier responses.
4. Click on the graphical timeline you wish to set dates for and enter dates and time in the **From** and **To** fields. (This should be done for all three timelines.)
5. Click **Done**. The timeline graphic will display your new dates on the timeline.
6. You can add additional timelines, e.g. for rewarding the contract, with the **Plus** icon. New timelines do not have to line up with the dates of the other timelines.

The top screenshot shows a graphical timeline interface. It features a horizontal axis with dates from 13 to 5. Three horizontal bars represent different timelines: an orange bar for 'Creation Timeline' (spanning from 13 to 20), a purple bar for 'Response Timeline' (spanning from 23 to 28), and a pink bar for 'Evaluation Timeline' (spanning from 30 to 5). Numbered callouts 1, 2, and 3 point to these bars respectively.

The bottom screenshot shows the 'EVENT TIMELINE' configuration form. It includes a 'Time Zone' dropdown set to 'Pacific Standard Time (UTC-8:00)'. The form has three rows: 'Creation Timeline', 'Response Timeline', and 'Evaluation Timeline'. The 'Creation Timeline' row is active, showing 'From 12/13/17 10:13 am' and 'To 12/20/17 10:13 am'. Numbered callouts 4 through 6 highlight the 'From' field, the 'To' field, and the 'DONE' button at the bottom right.

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Tips

- The **Creation end date** ('To' field) must be before the **Response start date** ('From' field) and the **Response end date** must be before the **Evaluation start date**.
- In the default setting - the Response start date starts one day after the Creation End date and lasts a week. Evaluation starts a day after Response and lasts a week.
- Work backwards and define the **Evaluation Start Date** first since the system doesn't allow you to have overlapping start and end dates.
- Pay attention to both time and date to avoid problems if you are planning certain aspects of your project on the same day.
- If you change a timeline's dates, everyone assigned to the document will receive a notification.