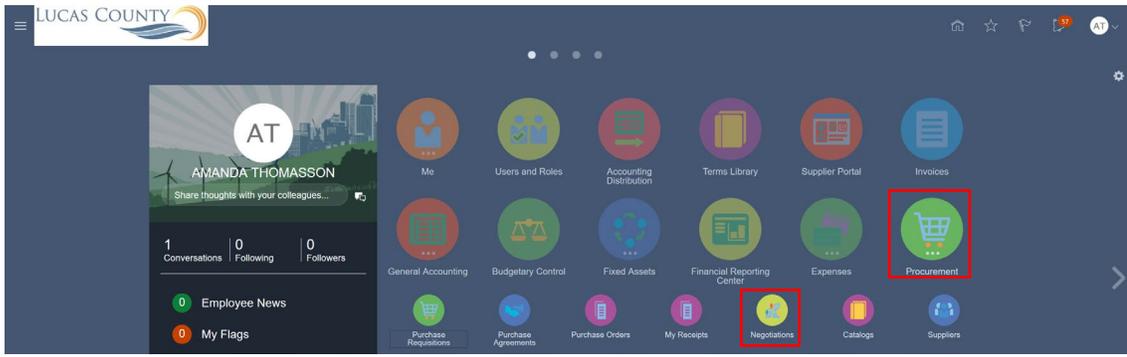


Creating Personalized Views

Audience: Buyers

Purpose: You may wish to search frequently for RFQs that are in draft status. This job aid assists you with saving that search for re-use in order to save time entering parameters.

Step	Action
1	<p>Log into Oracle. From the Home page, navigate to Procurement > Negotiations.</p> 
2	<p>From Negotiations, click the Task icon and select Manage Negotiations.</p> 
3	<p>From the Manage Negotiations window, click the Advanced button.</p>

4	<p>Select Status: Equals > Draft.</p> <p>** Status Equals <input type="text" value="Draft"/></p>
5	<p>Select Negotiation Type: Equals > Invitation to Bid.</p> <p>Negotiation Type Equals <input type="text" value="Invitation to Bid"/></p>
6	
7	<p>Enter a name for the search.</p>
8	<p>Click OK.</p>
9	<p>Click Search.</p>
10	<p>Click Done.</p>