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WELCOME TO



askabidwriter.com

IMPROVING BID SUCCESS

**THANK YOU FOR STARTING YOUR
SUBSCRIPTION WITH
ASKABIDWRITER.COM, YOU CAN NOW
LOG INTO YOUR ACCOUNT AND:**



Ask Questions



**Access Bidding
Resources**



**Learn, helping
you **improve**
your success
rate**



**Collaborate
with Global
Experts**



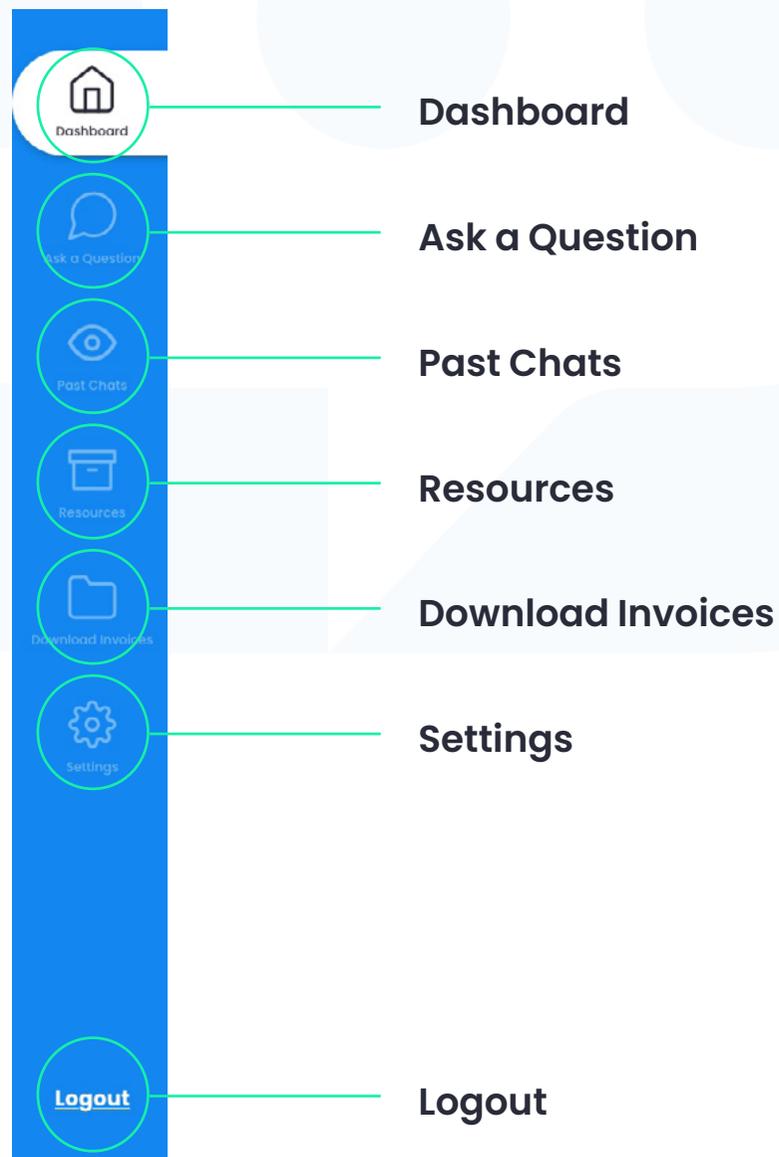
**Discover live
opportunities to
bid**

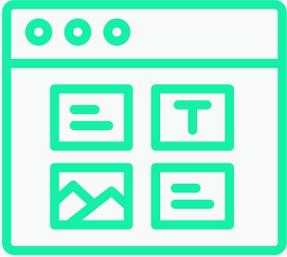
HOW TO USE



THE NAVIGATION

On the left-hand side you will find the navigation. This will allow you to navigate throughout the portal.





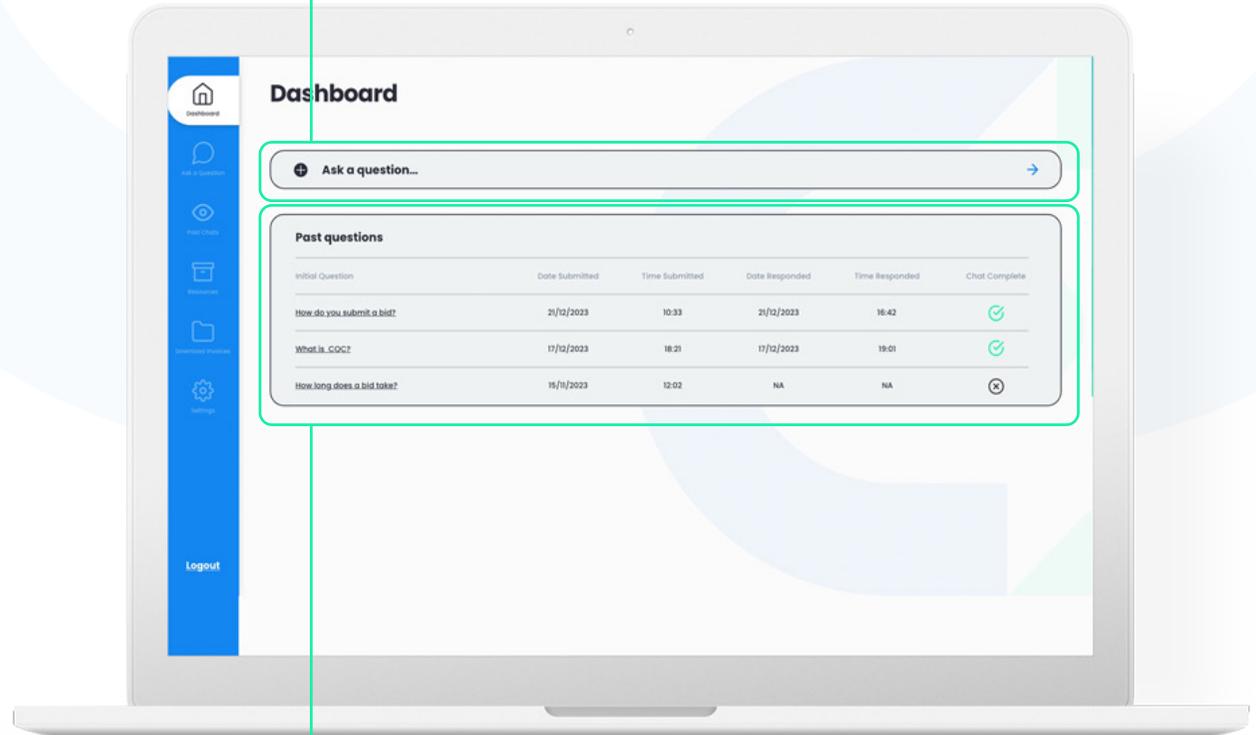
THE DASHBOARD

Via the Dashboard you will be able to ask a question related to the sector that you signed up with. When asking a question, you can also upload documents.

You will be able to view your past chats on the Dashboard.

Ask a Question

When asking a question, you can also add documents which aid your request for support. Simply click on the plus symbol.



Past Questions

- Initial Question
- Date Submitted
- Time Submitted
- Date Responded
- Time Responded
- Chat Completed



ASK A QUESTION

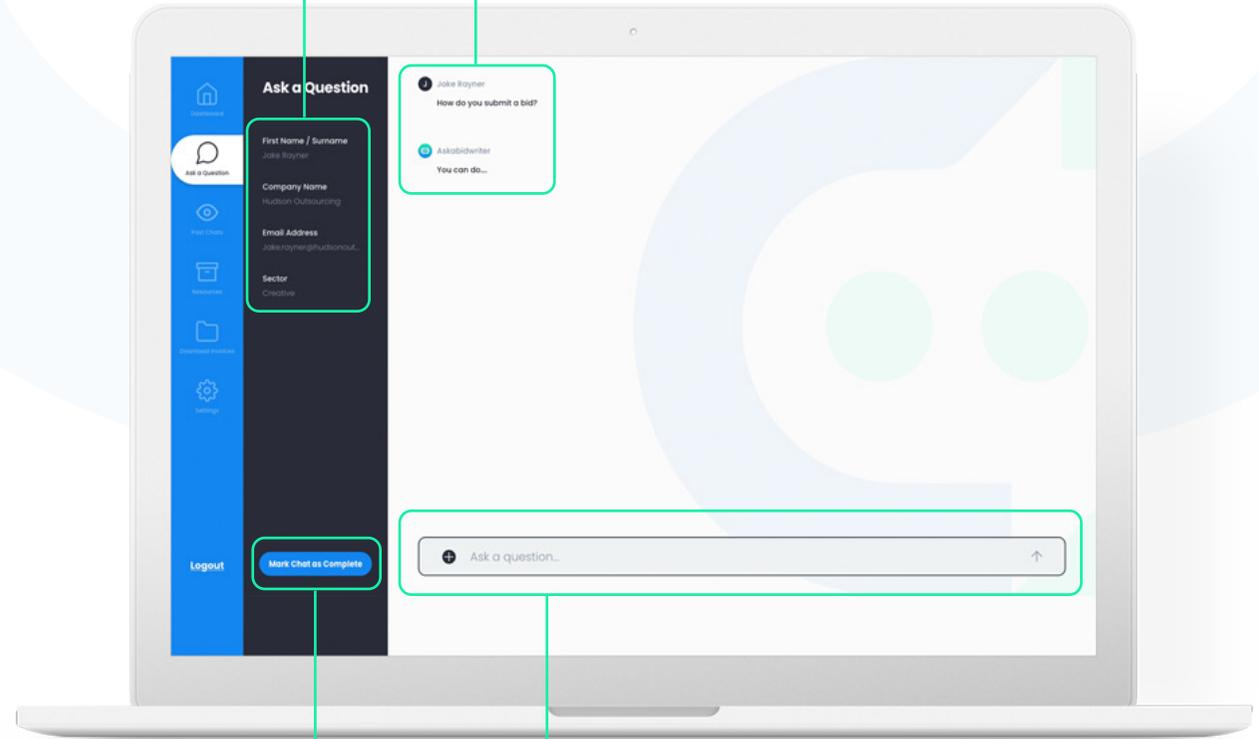
You will be able to ask a question related to the sector that you signed up with.

Your Details

In this section on 'Ask a Question' your details will be displayed here, the main purpose for this is so you can see which sector you are registered for.

Messages

The messages between you and the admin will be displayed here.



Mark Chat As Complete

Once you have asked your question and received a reply, you can either ask a follow-up question or mark the chat as complete.

Ask a Question

When asking a question, you can also add documents that aid your request for support. Simply click on the plus symbol.



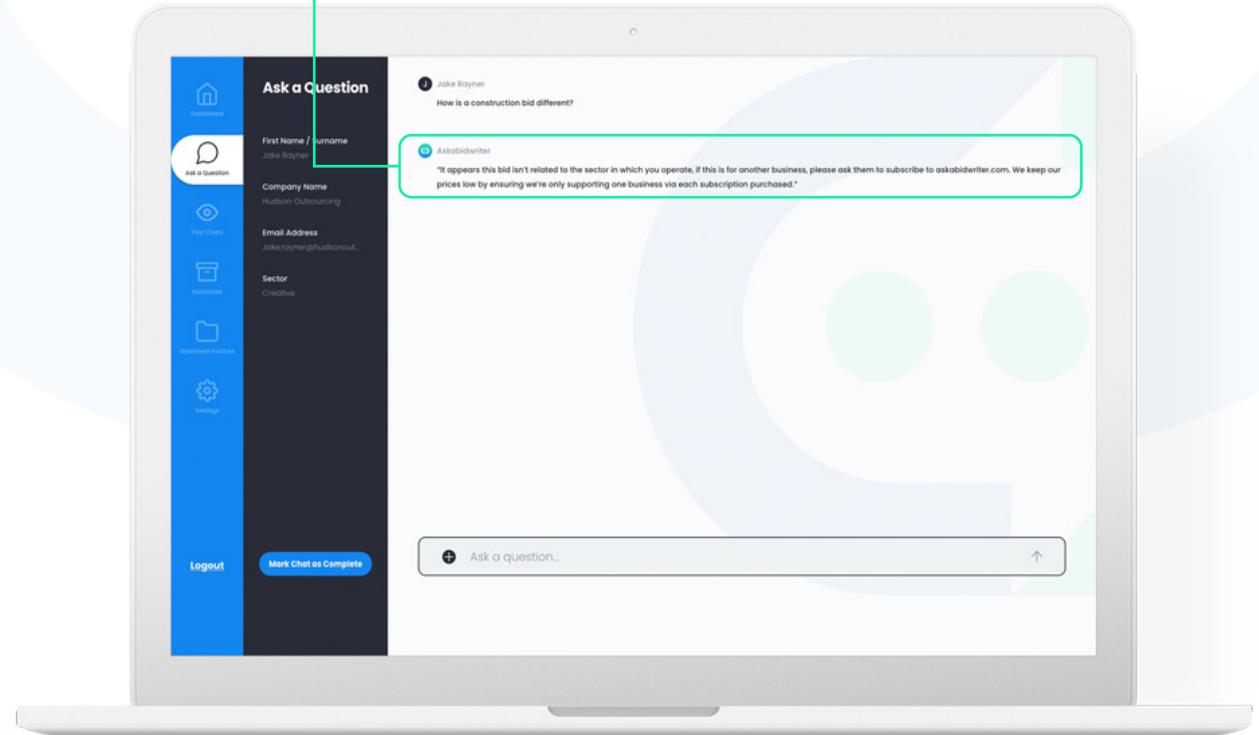
YOUR SECTOR

When you ask a question that isn't related to the sector that you're signed up for, you will receive a message stating that.

On top of general bidding questions, access is granted for sector-specific questions. These questions should be linked to your sector of choice.

Other Sector Messages

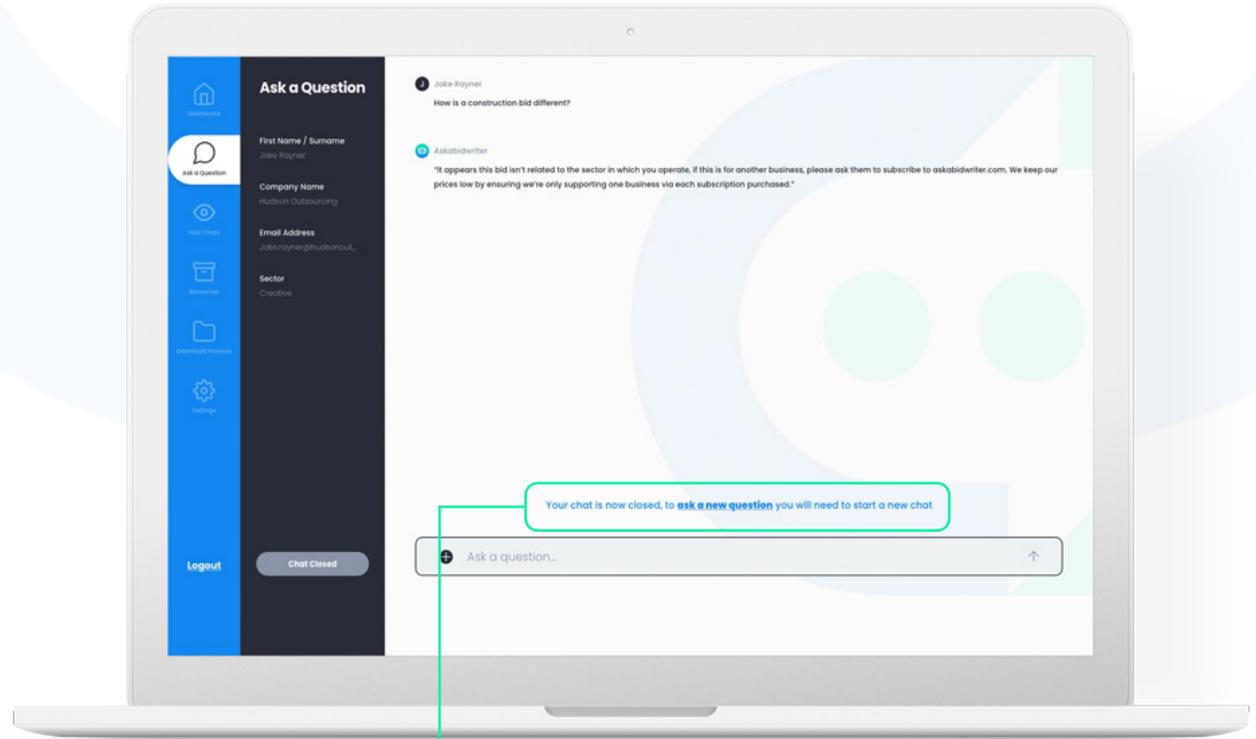
If you ask a question about a different sector, our admin team will advise on the process to follow.





MARKED CHAT AS COMPLETED

Once a chat has been marked as complete, there will be a display message that states that you won't be able to ask another question in that chat.



Closed Chat Message

Once a chat has been closed, the following message appears. You can start a new chat by clicking 'Ask a New Question'.

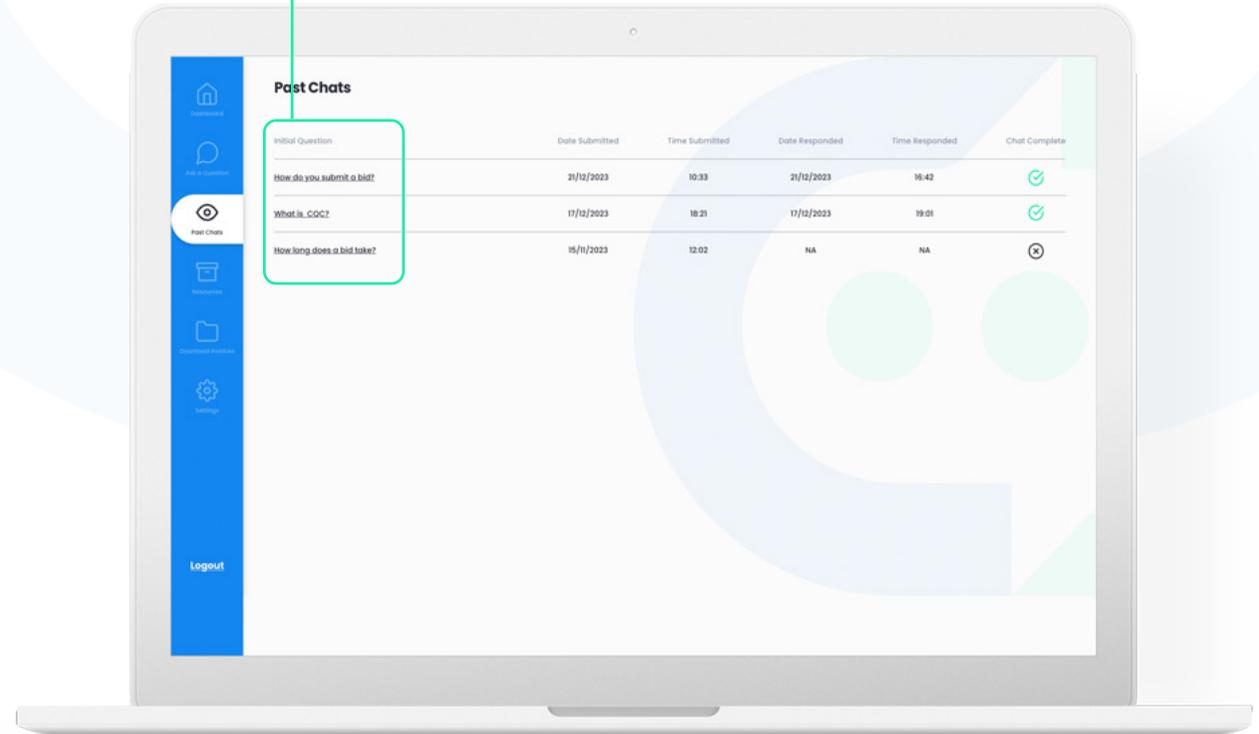


PAST CHATS

Here you can view all of the past questions that you have asked and see whether the question has been answered.

Past Questions

Clicking on the initial question will take you to the past chat, where you can view the conversation or ask another question if the chat hasn't been marked as complete.



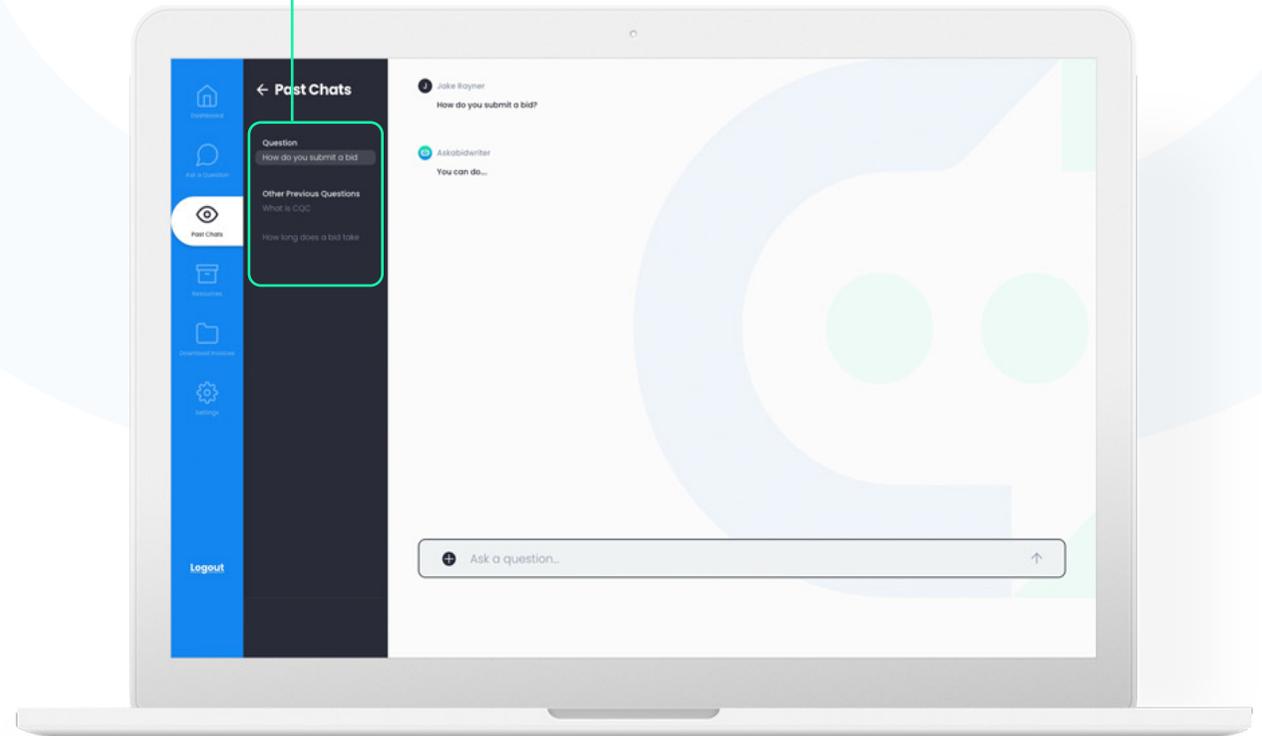


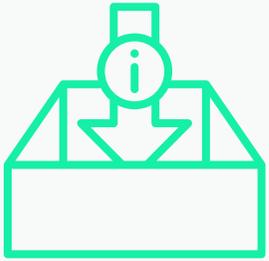
PAST CHATS (IN CHAT)

Here you can continue on with past chats that you have started or view closed chats.

Other Past Chats

Here you will find your past conversations.



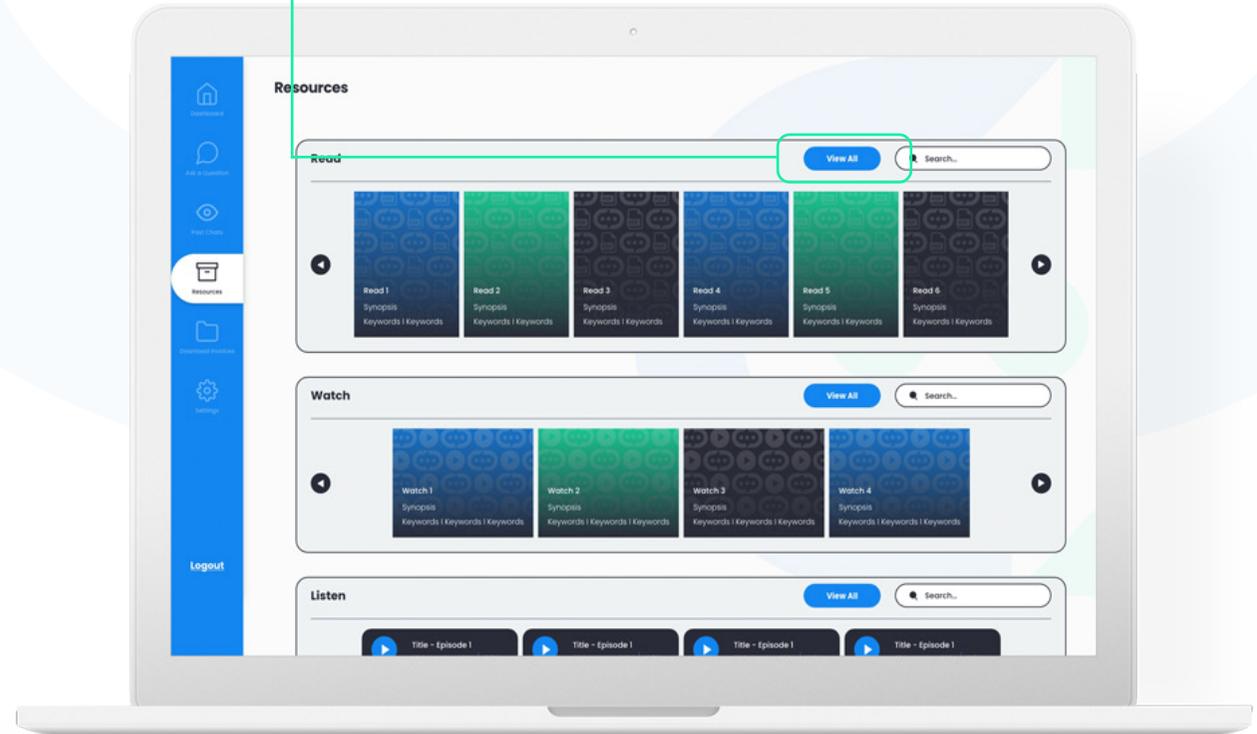


RESOURCES

The resources section has five subsections which include: 'Read', 'Watch', 'Listen', 'View Opportunities' and 'Templates'.

'View All' Button

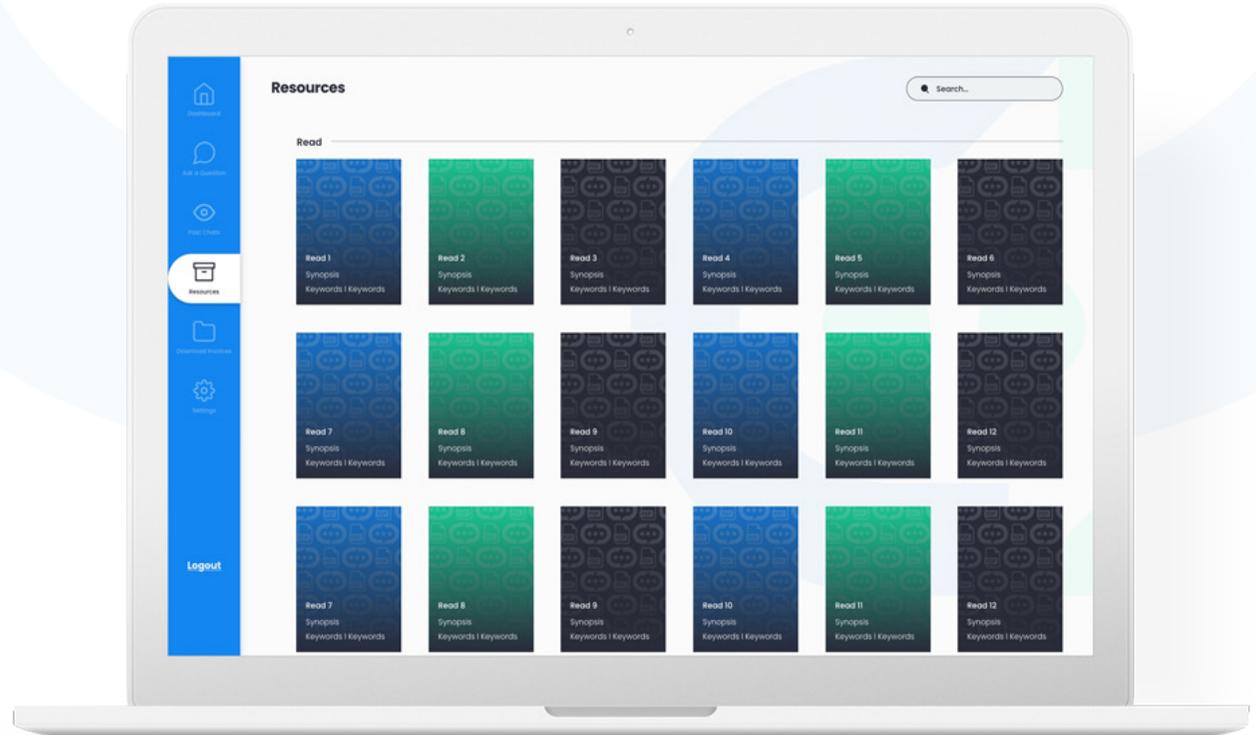
When you click on 'View All', it will take you to a separate page dedicated to the resource you clicked.





READ

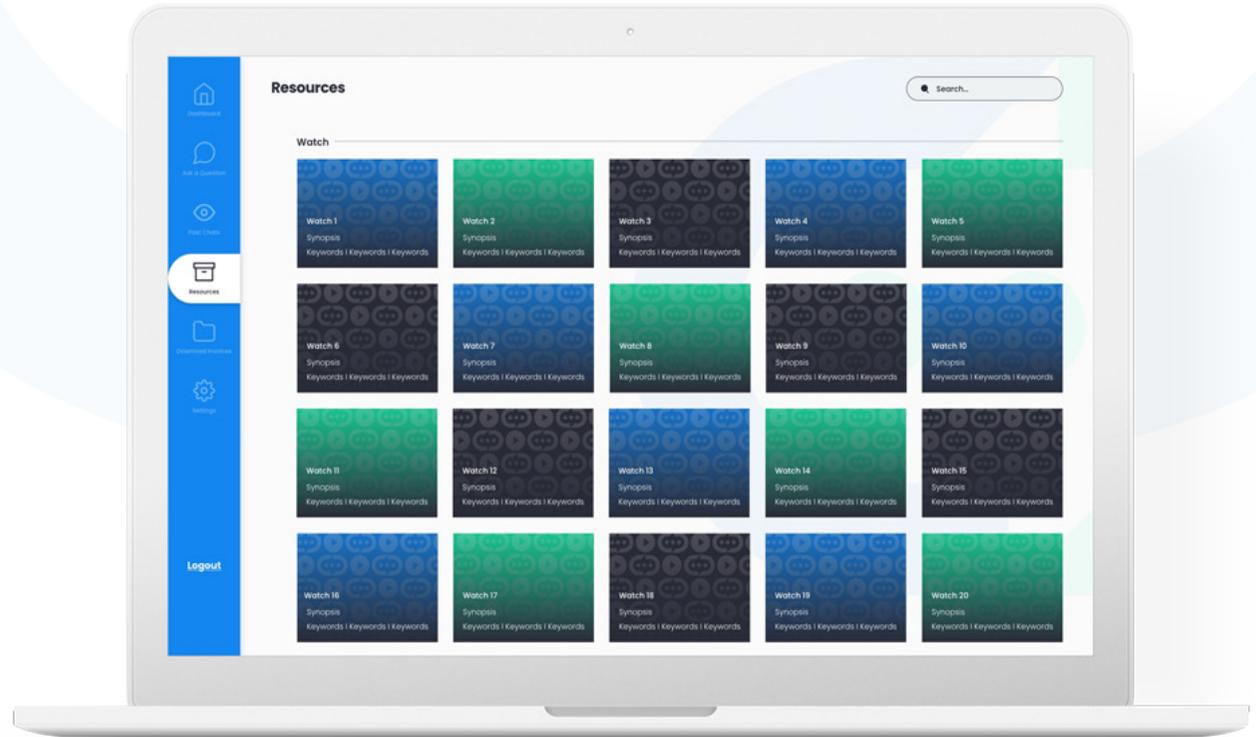
In this section there are PDFs for you to read. Many will be based around the sector that you signed up for.





WATCH

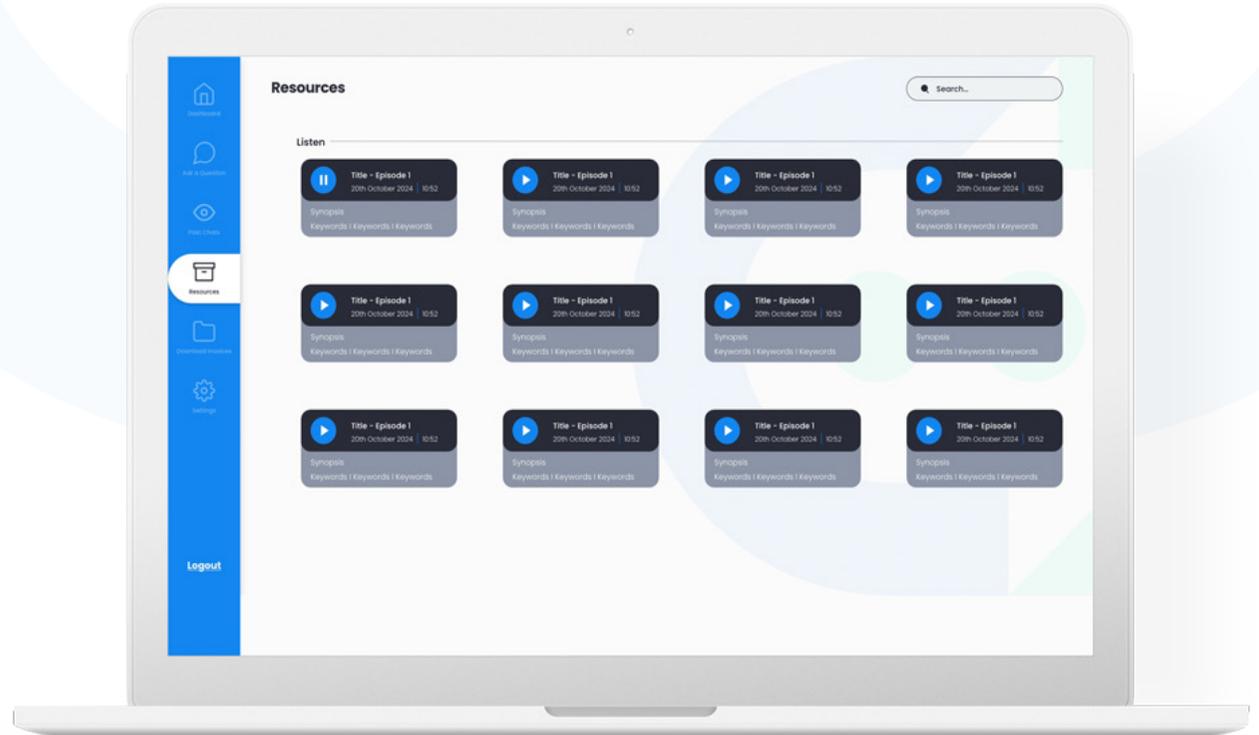
In this section there are videos for you to watch. Many will be based around the sector that you signed up for.





LISTEN

In this section there are audio resources for you to listen to. Many will be based around the sector that you signed up for.

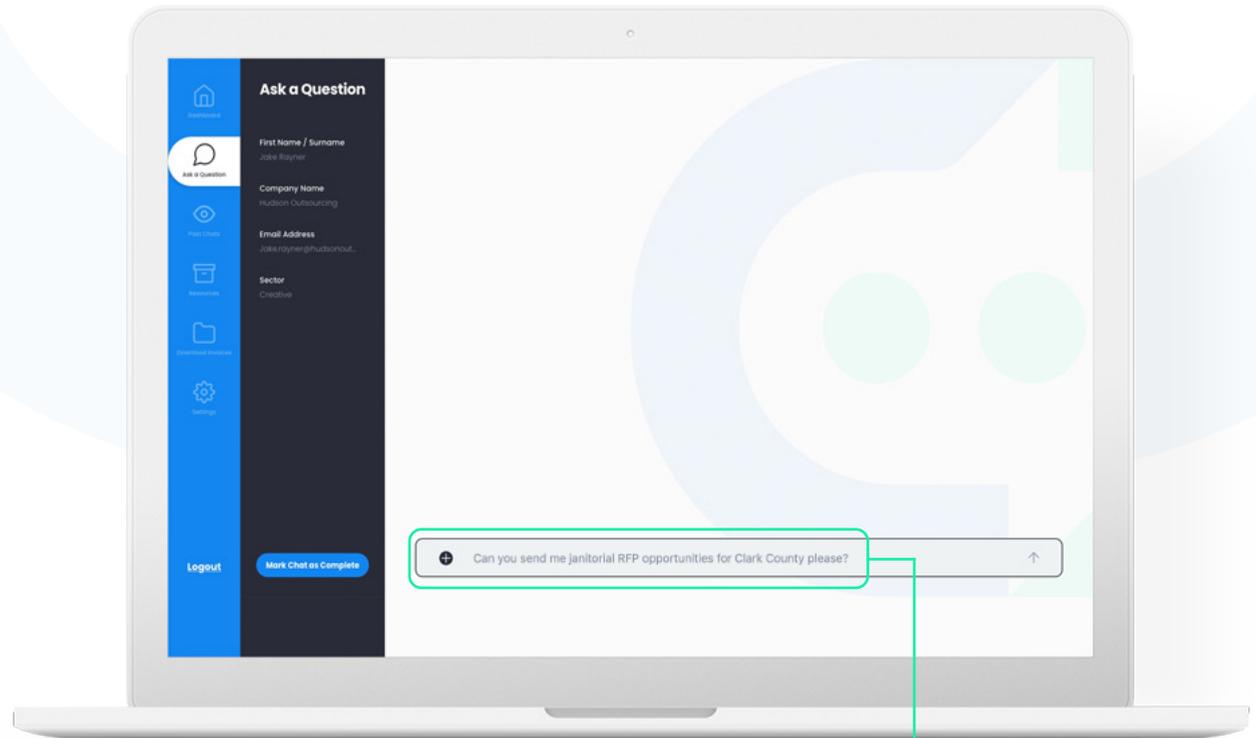




OPPORTUNITIES

Coming Soon – The opportunities section within your resources panel will grant you access to the Hudson Outsourcing opportunity tracking portal for your sector of choice.

Until then simply navigate to Ask a Question and request the type of opportunities that you are looking for.



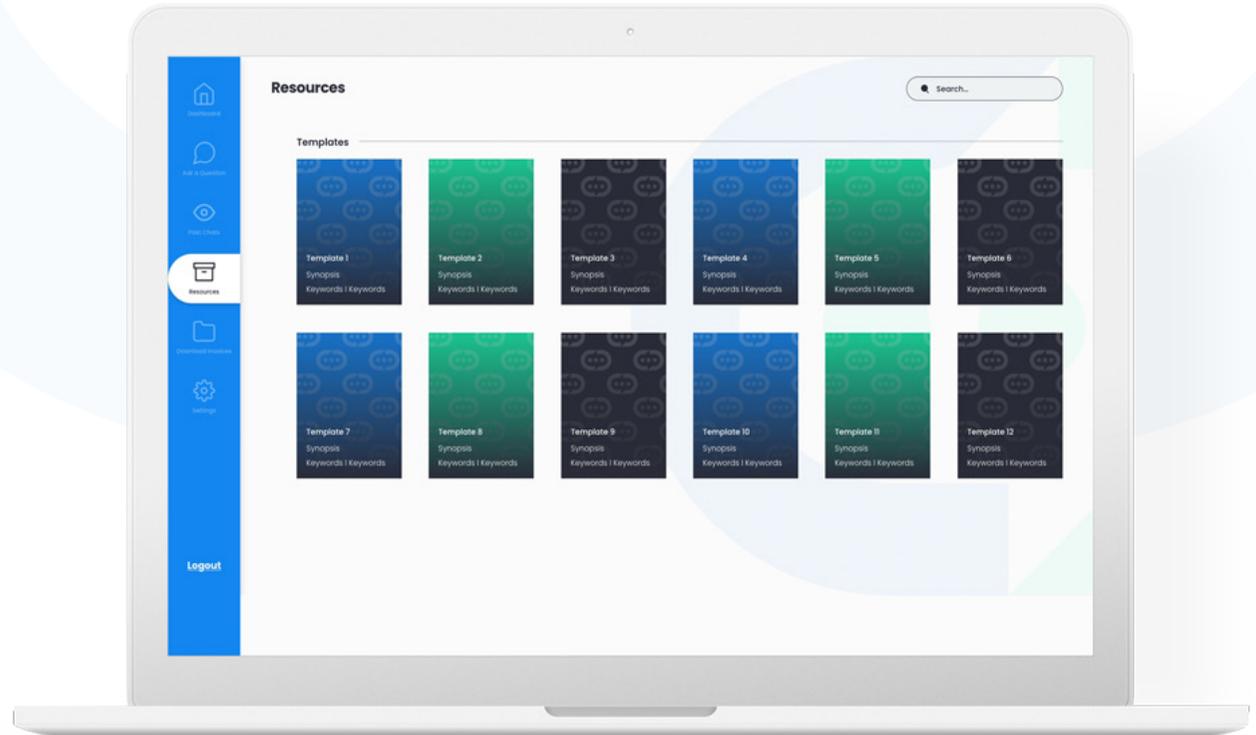
Make a Request

You can request we send you any type of opportunity either as a one off, or on a weekly/ monthly basis.



TEMPLATES

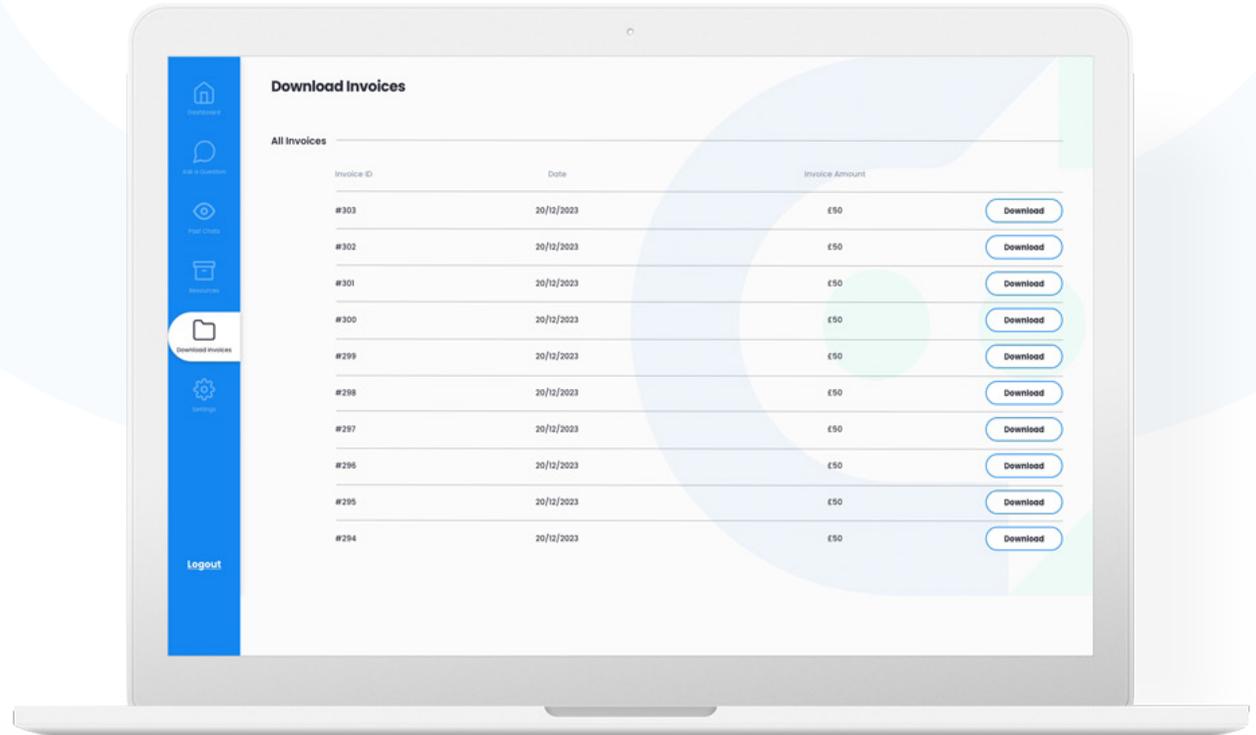
In this section you will find templates to assist you with your bidding efforts.





DOWNLOAD INVOICES

All invoices that you have paid will be shown in this section. You can see the following: 'Invoice ID', 'Date', 'Invoice Amount' and a 'Download' button.



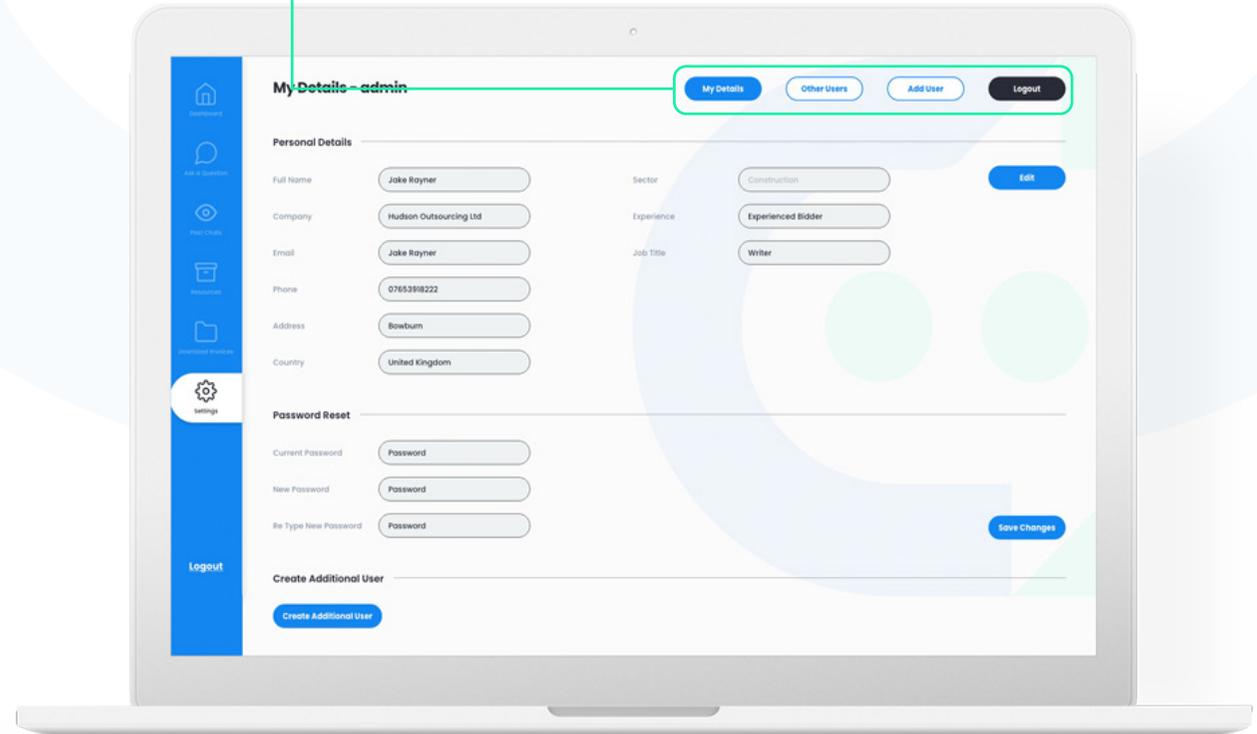


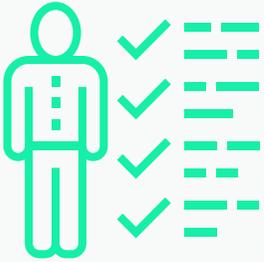
SETTINGS (ADMIN USER)

As an Admin User, you can view all of your settings. You have access to alter the settings and passwords.

Button Selection

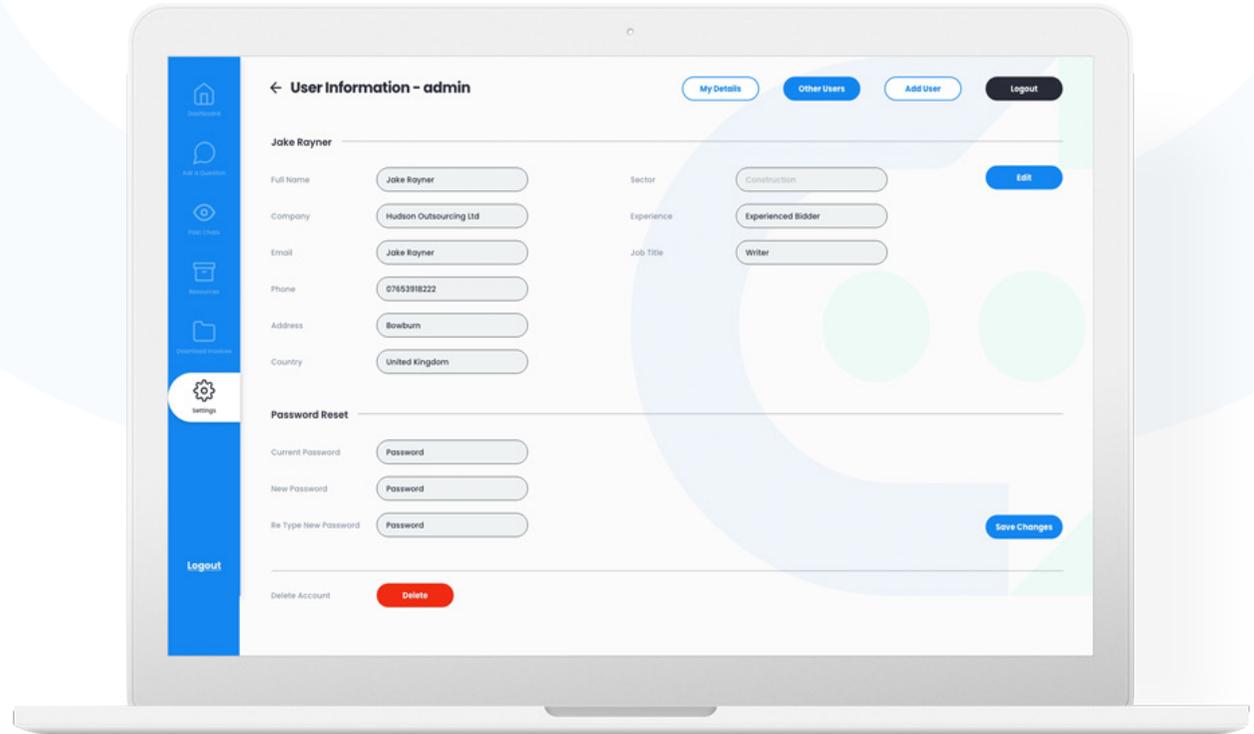
'My Details', 'Other Users', 'Add User' and 'Logout'.





ERROR ALERT – ADDING USER (ADMIN USER)

As an Admin User, you can view all the settings of the users in your company. You have access to alter the users' settings and passwords. You can also 'Delete' the account of the user.



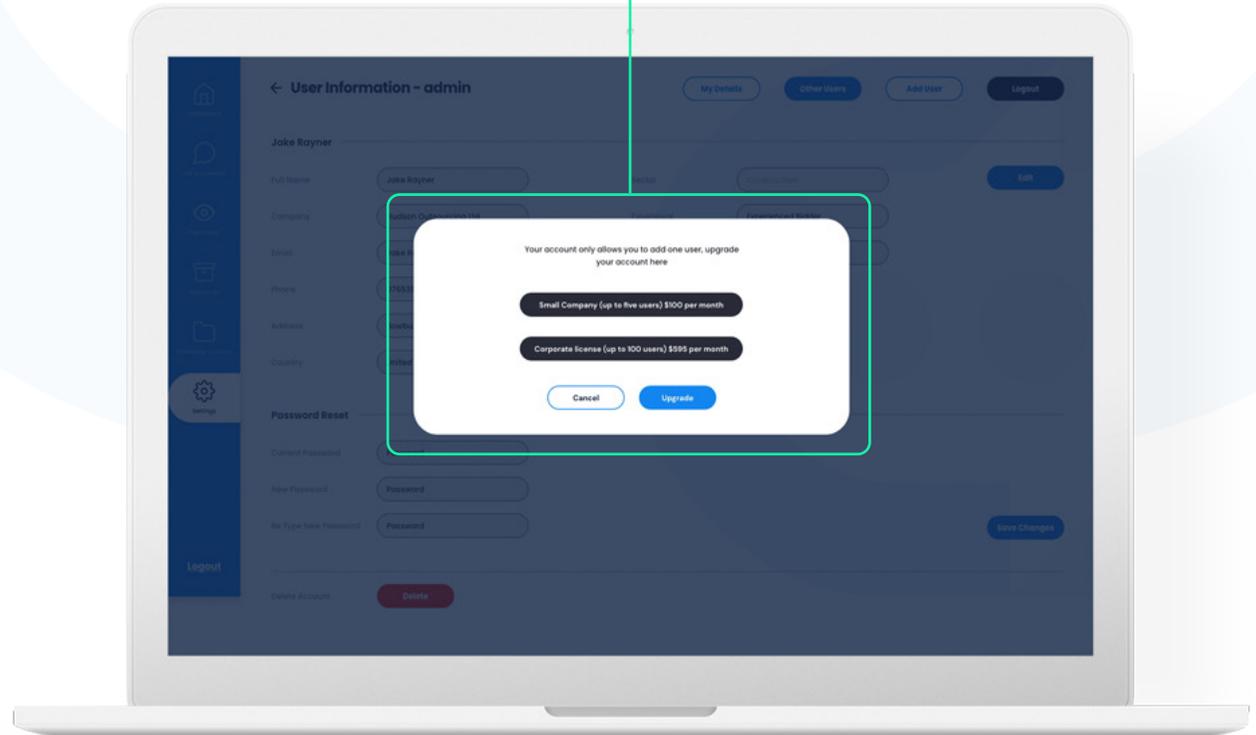


ERROR ALERT – ADDING USER (ADMIN USER)

If this error appears when you try to add a new user to your account, your account has reached its limit of users. To add more users you will need to update your subscription.

Upgrade Your Account

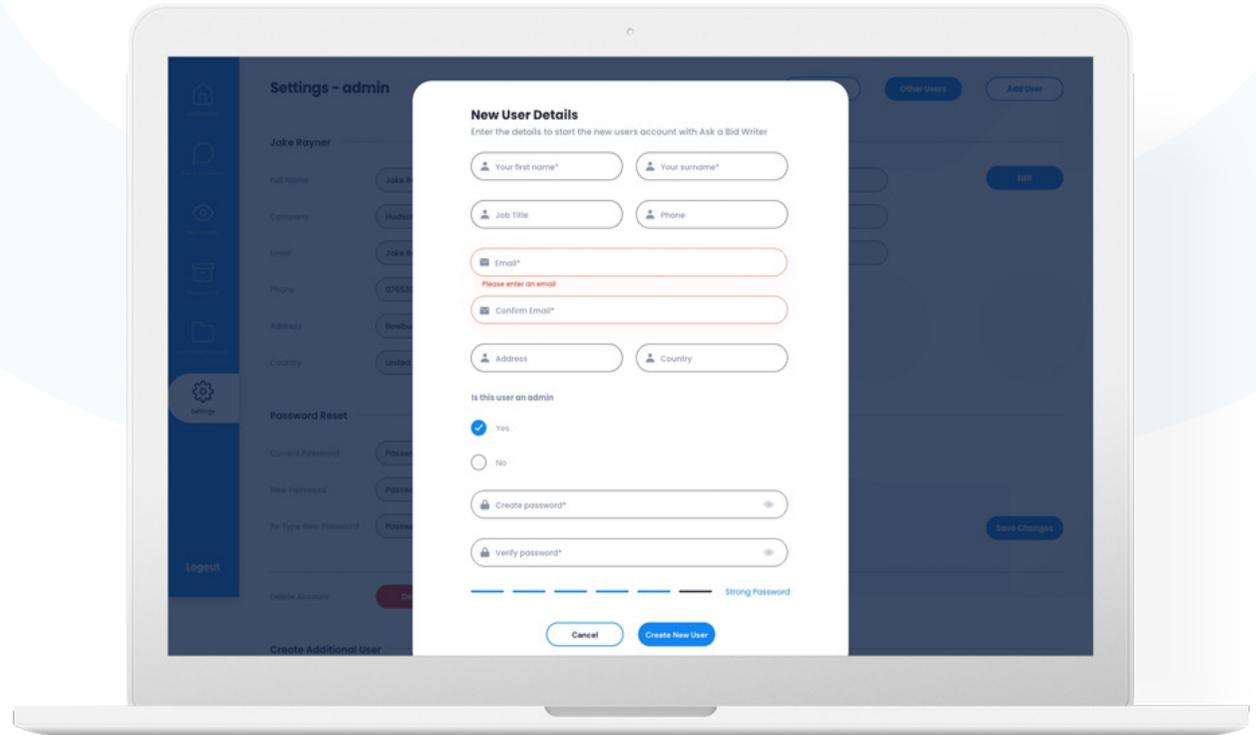
When you have reached the limit on your account for users, you will be asked to upgrade your account if you want to add another user.





ADDING NEW USER (ADMIN USER)

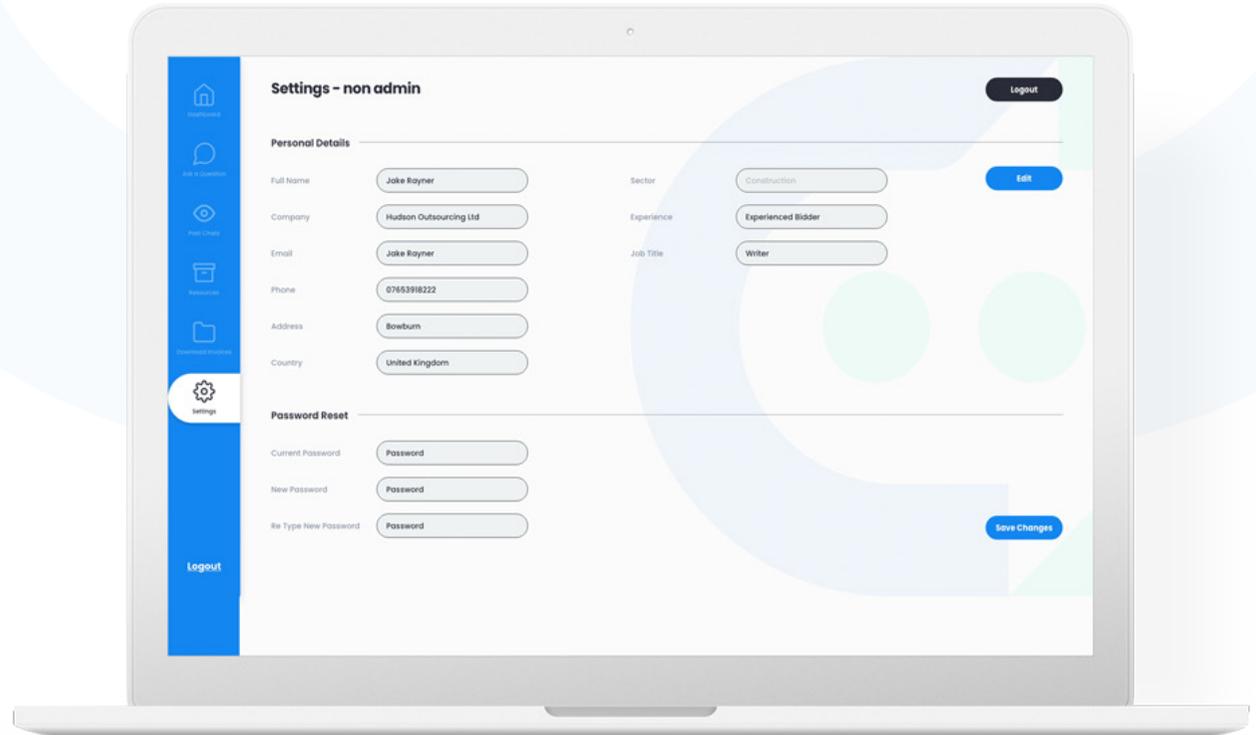
When adding a new user to your company account, you will need to fill in the 'New User Details'. Once this is done the new user will be able to log in with the details provided.





SETTINGS (NON ADMIN)

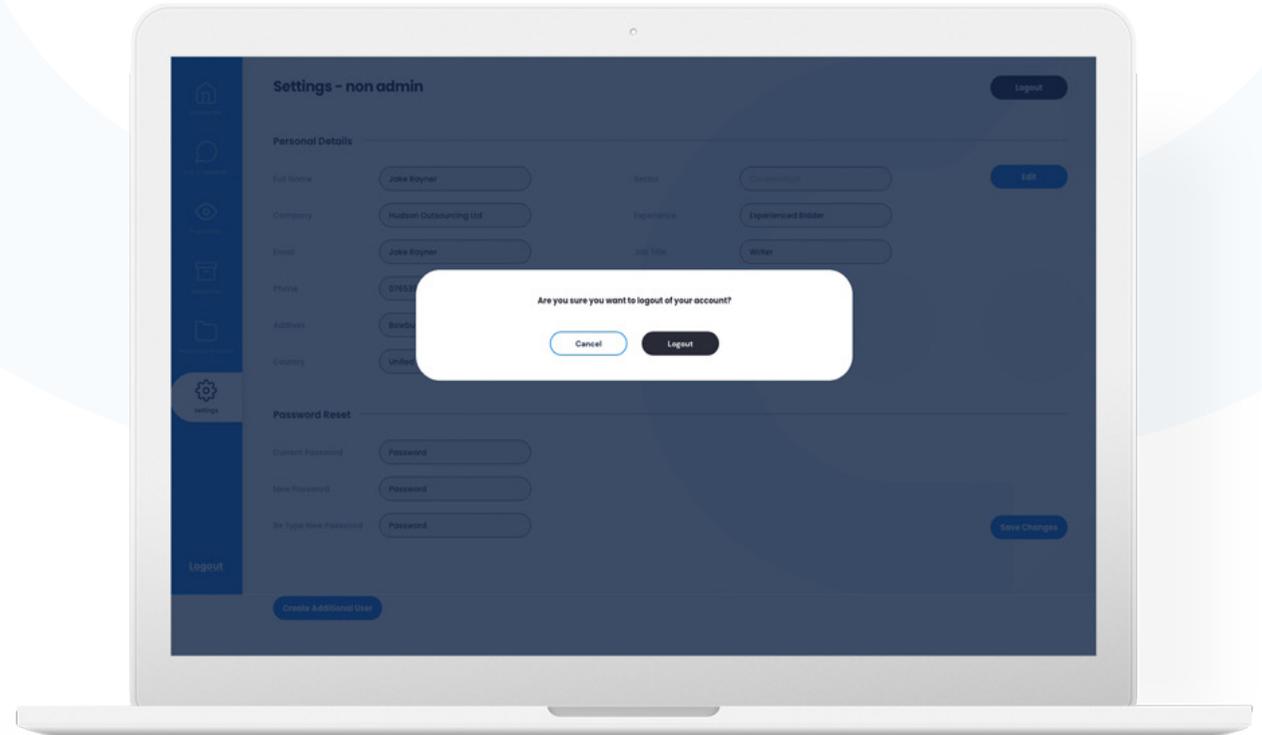
You can view all the settings of your account. You have access to alter your settings and password.





LOG OUT

Once you have clicked the logout button, the following pop-up will be displayed to make sure you want to log out of the account.



THANK YOU