



# UKG TeleStaff Manage and Administer Bidding Instructor Led Training



# Course Topics

Welcome to the UKG TeleStaff™ Bid Administrator Training.

This session covers the following topics:

## 1. Understand Bidding

- Bidding Dashboard
- Queue Bids
- Preference Bids
- Bid items

## 2. Navigate the Bidding Tool

- Bidding Dashboard features
- Bidding window
- Bidding for self and others

## 3. Manage Bids

- Close the bid
  - Export bid results

## 4. Prepare new bid

# The People of Telestaff

- **Herbert Tarbutton** is an end user who uses TeleStaff to view their personal schedule, as well as view the schedule of their colleagues, initiate trades, request time off, and so on. Herbert bids to select a work location and shift as well as annual vacation time.
- **Haku Smith** uses TeleStaff to manage scheduling-related tasks for employees. Haku approves time off, fills daily vacancies, and manages extra duty opportunities. Haku also uses the bid to bid for a work location and annual vacation time, as well as help manage the bid for his employees.
- **Sabrina Smith** is the TeleStaff expert for the organization. Sabrina is responsible for reviewing all new features and determining which should be implemented. Sabrina also maintains and manages the bid.

# Bid Overview

# What is Bidding?



## Bid Feature

- Centralized tool to manage bid processes.
- Employees directly bid for desired positions or leave, creating a more flexible scheduling environment.
- Employees are given more control over their schedules and have improved tracking capabilities during the bidding process.
- Enforces organization rules by ensuring a fair and transparent bidding process.
- Each type of bid provides distinctly different, user-friendly processes for recording bids within the system with assurance that bids are managed in accordance to established organization procedures.



## Benefits

- Saves time.
- Eliminates errors, accurately enforcing policies.
- Automates data entry.
- Centralize bidding tool; all records and results easily exported to saved files.
- Provides transparency and ensures fairness throughout the entire bid process from beginning to end.
- Quicker results and greater flexibility for the employees including smartphone compatibility.

# What is Bidding?

## What scheduling items may be optioned for a bid?

### 1. Vacation/PTO

- Creates leave work code on the calendar on awarded dates
  - Single dates
  - Range of dates

### 2. Position

- Creates a new assignment
  - Area
  - Shift
  - Shift with shift mask

### 3. Work opportunities

- Roster bid for overtime/extra duty opportunities

# Bid Strategy – Queue

Consists of a list of sorted bidders, often defined by hierarchy

Bid one at a time.

The screenshot displays the UKG Employee Vacation Bidding interface. At the top, the UKG logo is on the left, and navigation icons for Dashboard, Calendar, Multi-Day, Roster, My Info, People, Reports, Bidding, and Setup are in the center. The user's name, Smith, Sabrina, and a Sign Out link are on the right.

The main heading is "Auction: Employee Vacation Bidding". Below this, there are controls for settings, sorting, and a search bar. A list of bidders is shown on the left, with "1. Tarbutton, Herbert S. Active" selected. The right side shows "TURN 1" with a note that bidding results will be finalized by Friday at 3pm. There are buttons for "Auction" and "Items", and "Win" and "Award" buttons. A list of 52 items is shown, with a "1st" indicator. The items are grouped by date ranges, each with a "Bid" button:

- Jan 04 - Jan 10
- Jan 11 - Jan 17
- Jan 18 - Jan 24\*
- Jan 25 - Jan 31
- Feb 01 - Feb 07
- Feb 08 - Feb 14
- Feb 15 - Feb 21\*
- Feb 22 - Feb 28
- Mar 01 - Mar 07
- Mar 08 - Mar 14
- Mar 15 - Mar 21
- Mar 22 - Mar 28

A "Save" button is located at the bottom right of the interface.

# Bid Strategy – Preference

Bidders designate their bid items choices by indicating a first choice, second choice, third choice, concurrently.

Bidders bid simultaneously.

The screenshot displays the UKG Bidding interface. At the top, the UKG logo is on the left, and navigation icons for Dashboard, Calendar, Multi-Day, Roster, My Info, People, Reports, Bidding, and Setup are in the center. The user's name, 'Smith, Sabrina', and a 'Sign Out' link are on the right. The main content area is titled 'Auction: Positions' and includes a search bar and a list of bidders. The bidder 'Tarbutton, Herbert S.' is selected. The right-hand pane shows the bidding details for 'TURN 1', which is set to close on Tuesday at 5pm. It lists several units and their items with corresponding bid values or 'Enter Bid' prompts.

Unit	Item	Value / Action
Unit 1 -a (3 items)	1st: 1//Unit 1 -a/EMPLOYEE #1	3
	1st: 1//Unit 1 -a/EMPLOYEE #2	2
	1st: 1//Unit 1 -a/EMPLOYEE #3	1
Unit 1 -b (2 items)	1st: 1//Unit 1 -b/EMPLOYEE #1	Enter Bid
	1st: 1//Unit 1 -b/EMPLOYEE #2	Enter Bid
Unit 1 -C (2 items)	1st: 1//Unit 1 -C/EMPLOYEE #1.(PM)	Enter Bid
	1st: 1//Unit 1 -C/EMPLOYEE #2	Enter Bid
Unit 2 -a (2 items)		

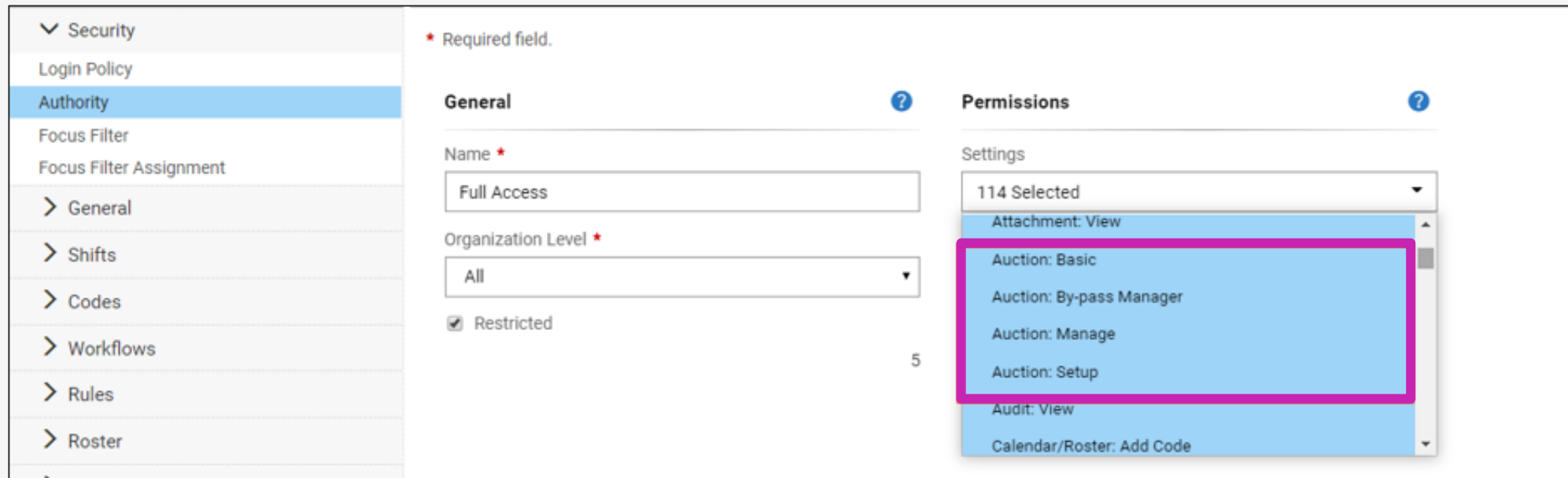


# Permissions

Permissions determine user access.

The bidding administrator has the following authorities to manage the bid:

- Auctions: Manage
- Auctions: Setup
- Auction: By-pass Manager



The screenshot displays the configuration interface for an Authority. On the left, a navigation menu includes 'Security' (expanded), 'Login Policy', 'Authority' (selected), 'Focus Filter', and 'Focus Filter Assignment'. Below these are expandable sections for 'General', 'Shifts', 'Codes', 'Workflows', 'Rules', and 'Roster'. The main content area is divided into two panels: 'General' and 'Permissions'. The 'General' panel includes a 'Name' field with the value 'Full Access', an 'Organization Level' dropdown set to 'All', and a checked 'Restricted' checkbox. The 'Permissions' panel shows a list of 114 selected permissions. A pink box highlights a subset of these permissions: 'Attachment: View', 'Auction: Basic', 'Auction: By-pass Manager', 'Auction: Manage', 'Auction: Setup', 'Audit: View', and 'Calendar/Roster: Add Code'.

# Dashboard Overview

Bidding dashboard lists each bid and its details.

The screenshot shows the UKG Bidding dashboard. At the top, there is a navigation bar with icons for Dashboard, Calendar, Multi-Day, Roster, My Info, People, Reports, Bidding, and Setup. The Setup icon is highlighted with a pink box. Below the navigation bar, the main content area is titled 'Bidding' and contains three sections: 'Vacation Bids' and 'Position Bids'. Each section lists specific bidding opportunities with their status, descriptions, and remaining bidders. Two callout boxes are present: one pointing to the 'Manage' link in the 'Employee Vacation Bidding' section, and another pointing to the 'Remaining bidders' count in the same section.

**Access to administer the bid**

**Indicates place in line to bid**

Section	Item	Auction Status	Your Status	Remaining Bidders
Vacation Bids	Employee Vacation Bidding   <a href="#">Manage</a>	Open		11
	Supervisor Vacation Bidding   <a href="#">Manage</a>	Open	Bid later	3
Position Bids	Positions   <a href="#">Manage</a>	Open	Bid later	45

# Bid Window Overview

Manage bid view

- Bidders list is created

The screenshot shows the UKG Bidding interface for an 'Employee Vacation Bidding' auction. The top navigation bar includes icons for Dashboard, Calendar, Multi-Day, Roster, My Info, People, Reports, Bidding, and Setup. The user 'Smith, Sabrina' is logged in. The main content area is divided into two sections. On the left, a list of bidders is shown, with a callout box pointing to the right-pointing arrow next to each name. On the right, a table of bidding items is displayed, with a callout box pointing to the 'Remain: 3/3' column.

**Callout 1:** List of bidders. Select the arrow to bid for the employee.

**Callout 2:** Items available for bid. The ability to bid is activated when a bidder is selected.

TURN 1		
Edit   Bidding results will be finalized by this Friday at 3pm		
Auction	Items	
1st		
Jan 04 - Jan 10	Wins: 0 Awards: 0	Remain: 3/3
Jan 11 - Jan 17	Wins: 0 Awards: 0	Remain: 3/3
Jan 18 - Jan 24*	Wins: 0 Awards: 0	Remain: 3/3
Jan 25 - Jan 31	Wins: 0 Awards: 0	Remain: 3/3
Feb 01 - Feb 07	Wins: 0 Awards: 0	Remain: 3/3
Feb 08 - Feb 14	Wins: 0 Awards: 0	Remain: 3/3
Feb 15 - Feb 21*	Wins: 0 Awards: 0	Remain: 3/3
Feb 22 - Feb 28	Wins: 0 Awards: 0	Remain: 3/3
Mar 01 - Mar 07	Wins: 0 Awards: 0	Remain: 3/3
Mar 08 - Mar 14	Wins: 0 Awards: 0	Remain: 3/3

# Employee View

Simplified access and view

The screenshot displays the UKG Employee View interface. At the top, the UKG logo is on the left, and navigation icons for Dashboard, Calendar, Roster, My Info, Reports, and Bidding are in the center. The user's name, Tarbutton, Herbert S., and a Sign Out link are on the right. The main content area is titled 'Bidding' and contains two sections: 'Employee Vacation Bidding' and 'Positions'. The 'Employee Vacation Bidding' section shows an auction status of 'Open' and 'Your Status' as 'Bid now', with a description: 'Please contact Sabrina Smith if you have questions for Vacation bidding.' A callout bubble points to this section with the text: 'Navigate to your other bids, such as Position bid.' Below this, the 'Auction: Employee Vacation Bidding' section is shown, indicating 'TURN 1' and that 'Bidding results will be finalized by this Friday at 3pm'. It shows '1st' of '52 items'. A table lists bid items with date ranges and 'Bid' buttons. A callout bubble points to the date range 'Jan 18 - Jan 24\*' with the text: 'Bid items, such as vacation date range.' Another callout bubble points to a 'Bid' button with the text: 'Select Bid to choose the item'.

Date Range	Action
<a href="#">Jan 04 - Jan 10</a>	<input type="button" value="Bid"/>
<a href="#">Jan 11 - Jan 17</a>	<input type="button" value="Bid"/>
<a href="#">Jan 18 - Jan 24*</a>	<input type="button" value="Bid"/>
<a href="#">Jan 25 - Jan 31</a>	<input type="button" value="Bid"/>
<a href="#">Feb 01 - Feb 07</a>	<input type="button" value="Bid"/>
<a href="#">Feb 08 - Feb 14</a>	<input type="button" value="Bid"/>
<a href="#">Feb 15 - Feb 21*</a>	<input type="button" value="Bid"/>
<a href="#">Feb 22 - Feb 28</a>	<input type="button" value="Bid"/>
<a href="#">Mar 01 - Mar 07</a>	<input type="button" value="Bid"/>

# Bid Phases

Three bid process phases: bid, win and award.

Select bid items to view details

2. [Edwards, Howard](#) Active B >  
07/29/2020 13:58 - 12:38

1. [Eide, Donald](#) Complete W >  
01/02/2020 11:55

4. [Wilsey, James L.](#) Complete A >  
May 18 - May 24 (Turn 1)

**UKG** Dashboard Calendar Multi-Day Roster My Info People Reports Bidding Setup Smith, Sabrina Sign Out

Auction: Employee Vacation Bidding

TURN 2 **CLOSED**  
Edit | Bidding results will be finalized by this Friday at 3pm

Other Auctions

Win Award

All bidders

1. [Tarbutton, Herbert S.](#) Complete A >  
Jan 25 - Jan 31 (Turn 1)

2. [Edwards, Peter](#) Complete A >

3. [Kane, Ruben](#) Complete A >

4. [Stott, Kelsi](#) Complete A >

5. [Appleton, Ned](#) Complete A >

6. [Alvarado, Woody](#) Complete A >

7. [Bone, Julian](#) Complete A >

8. [Tate, Dillan](#) Complete A >

9. [Levine, Omar](#) Complete A >

10. [Mercer, Ivan](#) Complete A >

11. [Betts, Alvin](#) Complete A >

1st

Jan 04 - Jan 10 Sold Out Wins: 3 Awards: 3 Remain: 0/3

Jan 11 - Jan 17 Wins: 1 Awards: 1 Remain: 2/3

Jan 18 - Jan 24\* Wins: 1 Awards: 1 Remain: 2/3

Jan 25 - Jan 31 Sold Out Wins: 3 Awards: 3 Remain: 0/3

Results

A Betts, Alvin (Turn 2)

A Edwards, Peter (Turn 2)

A Tarbutton, Herbert S. (Turn 1)

Audit Quantity

0

Static Maximum Invoked

	Total	Won	Remain
Static Maximum Invoked	3	3	0

Feb 01 - Feb 07 Wins: 1 Awards: 1 Remain: 2/3

Feb 08 - Feb 14 Wins: 1 Awards: 1 Remain: 2/3

Feb 15 - Feb 21\* Wins: 1 Awards: 1 Remain: 2/3

Feb 22 - Feb 28 Wins: 2 Awards: 2 Remain: 1/3

**Let's Bid!**

# Queue Style Bidding

**Auction: Employee Vacation Bidding**

TURN 1  
Edit | Bidding results will be finalized by this Friday at 3pm

Search [ ] [Q]

All bidders

- 1. Tarbuton, Herbert S. **Active**
- 2. Edwards, Peter
- 3. Kane, Ruben
- 4. Stott, Kelsi
- 5. Appleton, Ned

1st

- Jan 04 - Jan 10
- Jan 11 - Jan 17
- Jan 18 - Jan 24\*

Wins: 0 Awards: 0 Remain: 3/3

Wins: 0 Awards: 0 Remain: 3/3

Wins: 0 Awards: 0 Remain: 3/3

Win Award

Other Auctions

**Auction: Employee Vacation Bidding**

TURN 1  
Edit | Bidding results will be finalized by this Friday at 3pm

Search [ ] [Q]

All bidders

- 1. Tarbuton, Herbert S. **Active**
- 2. Edwards, Peter
- 3. Kane, Ruben
- 4. Stott, Kelsi
- 5. Appleton, Ned
- 6. Alvarado, Woody

1st

- Jan 04 - Jan 10
- Jan 11 - Jan 17
- Jan 18 - Jan 24\*
- Jan 25 - Jan 31
- Feb 01 - Feb 07

Bid

Bid

Bid

Bid

Bid

Win Award

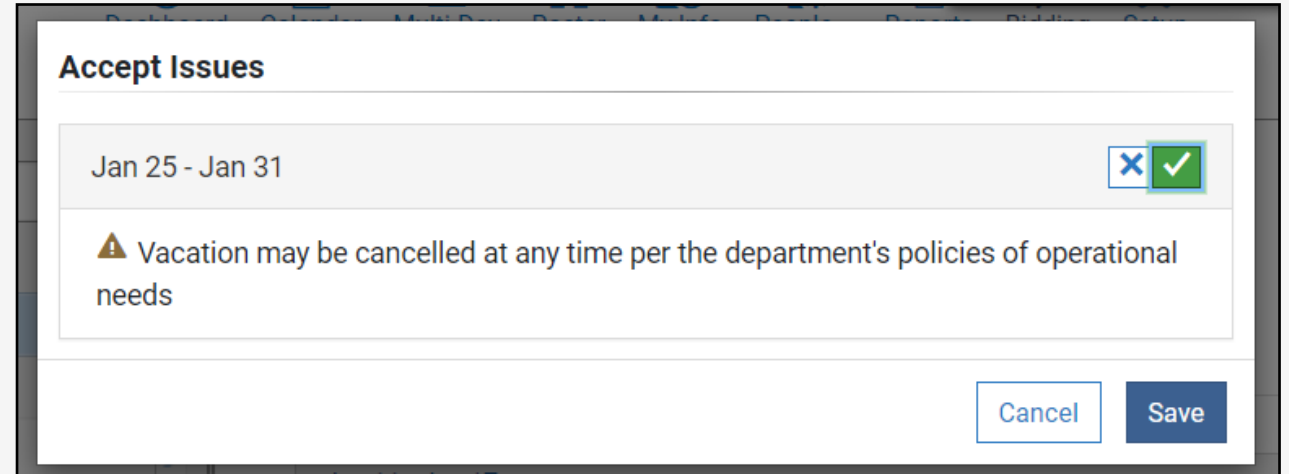
Other Auctions

# Dynamic and Static Issues

Issues may serve as a warning or a disclaimer to the employee


Issues may prevent the employee from bidding

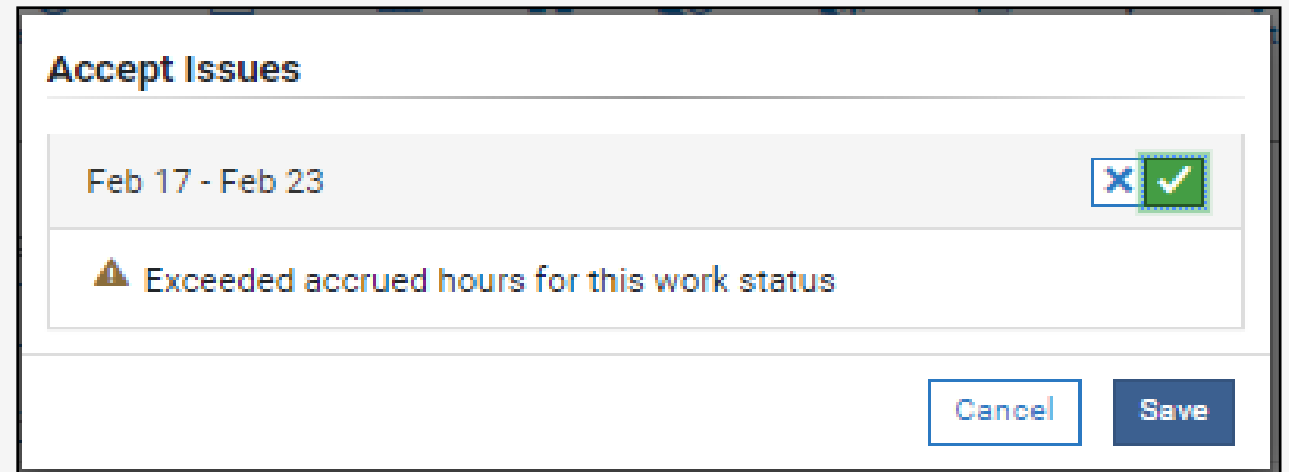
Issues may be overridden by a bid administrator



**Accept Issues**


Jan 25 - Jan 31

 Vacation may be cancelled at any time per the department's policies of operational needs



**Accept Issues**

Feb 17 - Feb 23

 Exceeded accrued hours for this work status



# Bid in a Queue Bid Exercise

## Exercise 1 – Bid for Employees

# Start a New Turn

Bids may have multiple turns or rounds.

The screenshot displays a bidding interface. On the left, a list of bidders is shown, each with a checkbox, name, status, and a 'W' icon. On the right, a context menu for 'TURN 1' is open, with 'Start new turn' highlighted. A 'Confirm' dialog box is overlaid on the bottom right, asking for confirmation to modify the auction turn.

Checkbox	Rank	Name	Status	W	Arrow
<input type="checkbox"/>	1.	<a href="#">Tarbutton, Herbert S.</a>	Complete	W	>
<input type="checkbox"/>	2.	<a href="#">Edwards, Peter</a>	Complete	W	>
<input type="checkbox"/>	3.	<a href="#">Kane, Ruben</a>	Complete	W	>
<input type="checkbox"/>	4.	<a href="#">Stott, Kelsi</a>	Complete	W	>
<input type="checkbox"/>	5.	<a href="#">Appleton, Ned</a>	Complete	W	>
<input type="checkbox"/>	6.	<a href="#">Alvarado, Woody</a>	Complete	W	>
<input type="checkbox"/>	7.	<a href="#">Bone, Julian</a>	Complete	W	>

**TURN 1**  
Edit | Bidding results will be finalized by  
Auction ▾ Items ▾  
Start new turn  
Back to previous turn  
Close auction  
Reset auction...  
Award winners...  
Resolve auction

**Confirm** [X]  
⚠ Use caution when modifying auction turns.  
Are you sure you would like to modify the auction turn?  
Cancel OK

# Start a New Turn Exercise

## Exercise 2 – Start a New Turn

# Set Bid Times Demonstration

Recreate Bidders List...  
Assign bid times...  
Show users off bid list

- 3. Edwards, Eddy
- 4. Wilsey, James L.
- 5. Albers, Ronald C.
- 6. Castro, Albert L.
- 7. Magee, Gilbert A.
- 8. Morgan, Samuel L.
- 9. Gonzalez, Efren

### Assign Bid Times

List Preview  
Last bid time: 01/21/2020 09:00

Day	Start Time	End Time	Expires In	Interval	Bidder/Interval	Break Times
<input type="checkbox"/> Sun	08:00	17:00		min 5.0	min 1	<a href="#">Break Times</a>
<input checked="" type="checkbox"/> Mon	08:00	17:00		min 30.0	min 1	<a href="#">Break Times</a>
<input checked="" type="checkbox"/> Tue	08:00	17:00		min 30.0	min 1	<a href="#">Break Times</a>
<input checked="" type="checkbox"/> Wed	08:00	17:00		min 30.0	min 1	<a href="#">Break Times</a>
<input checked="" type="checkbox"/> Thu	08:00	17:00		min 30.0	min 1	<a href="#">Break Times</a>
<input checked="" type="checkbox"/> Fri	08:00	17:00		min 30.0	min 1	<a href="#">Break Times</a>
<input type="checkbox"/> Sat	08:00	17:00		min 5.0	min 1	<a href="#">Break Times</a>

No bids before\* 01/13/2020 08:00

Name	Start Time	End Time
Tarbutton, Herbert S.	01/13/2020 08:00:00	
Mahaffey, Bill K.	01/13/2020 08:30:00	
Edwards, Eddy	01/13/2020 09:00:00	
Wilsey, James L.	01/13/2020 09:30:00	
Albers, Ronald C.	01/13/2020 10:00:00	
Castro, Albert L.	01/13/2020 10:30:00	
Magee, Gilbert A.	01/13/2020 11:00:00	
Morgan, Samuel L.	01/13/2020 11:30:00	
Gonzalez, Efren	01/13/2020 12:00:00	
Zavala, Anthony	01/13/2020 12:30:00	
Leftige, Dave H.	01/13/2020 13:00:00	
Navarro, Joseph M.	01/13/2020 13:30:00	
Lozano, John	01/13/2020 14:00:00	
Martinez, Ronald V.	01/13/2020 14:30:00	
Vasquez, Miguel R.	01/13/2020 15:00:00	
Barraza, Juan S.	01/13/2020 15:30:00	

# Set Bid Times cont.

Bid times are assigned and visible to each employee

Notification sent

**Auction: Vacation**

Search

All bidders

- 1. Bell, Yvette Active  
12/19/2019 10:00
- 2. Kane, Ruben Bid later  
12/19/2019 10:30
- 3. Cooke, Leslie Bid later  
12/19/2019 11:00
- 4. Stott, Kelsi Bid later  
12/19/2019 11:30
- 5. Appleton, Ned Bid later  
12/19/2019 12:00
- 6. Alvarado, Woody Bid later  
12/19/2019 12:30
- 7. Pacheco, Roy Bid later  
12/19/2019 13:00
- 8. Faulkner, Sterling Bid later  
12/19/2019 13:30
- 9. Bowls, Brad Bid later

Action	Type	For	Contact	Status	Description	Date	On	Shift	List	Work Code	Start	End	Hours	By	Initiated	Expires	Listened To	Reserved
<span>Accept</span>	Message	Edwards, Eddy	949-300-7897	Lacks Targeted Contact Method	You are now an active bidder in auction: Employee Vacation Periods.	12/27/2019	2019-12-27 06:08:20							Smith, Sabrina A.	2019-12-27 06:07:26	2019-12-27 23:59:00		2019-12-27 23:59:00

**Bidding**

[Employee Vacation Bidding](#)

Auction Status: Open , Your Status: Bid later [10/01 08:00]

People ahead **1**

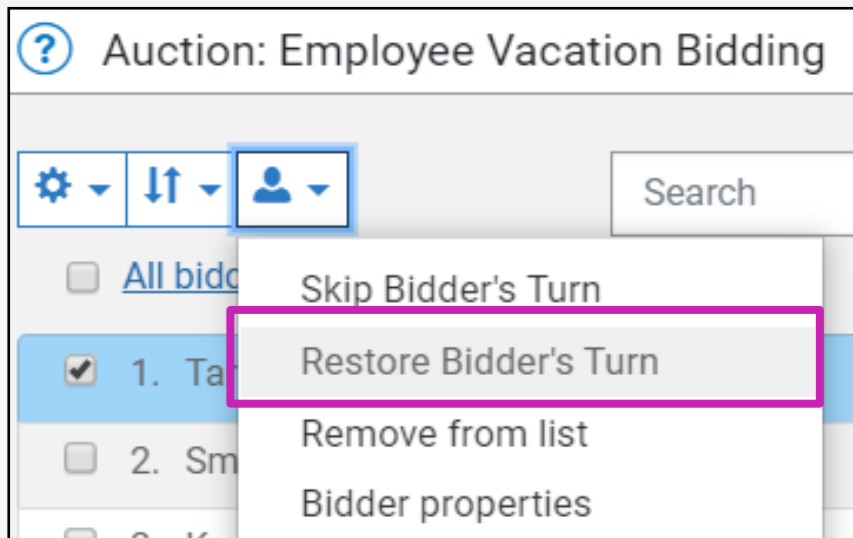
Description: Please contact Sabrina Smith if you have any questions for vacation bidding.

# Set Bid Times Exercise

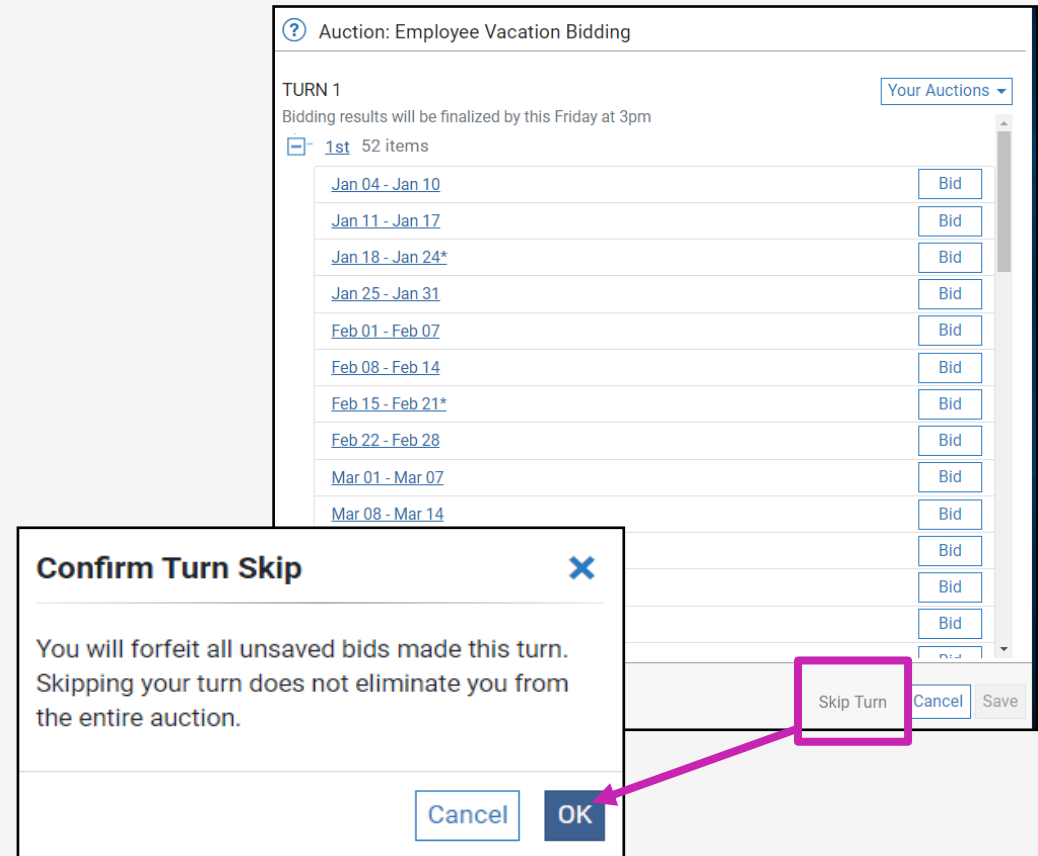
## Exercise 3 – Set Bid Times

# Skip Turns

Bid administrator skips for employee via Bidders Actions menu



Bid administrator skips for employee via Bidders Actions menu



# Skip Turns Exercises

**Exercise 4 – Skip Turn as Bid Administrator**

**Exercise 5 – Skip Turn as Employee**



# Correct Mistakes

This screenshot shows the UKG Auction: Employee Vacation Bidding interface. A context menu is open over the bidder list, with the 'Remove bids...' option highlighted in a pink box. A pink arrow points from this option to the 'Manage Bid Items' window shown in the adjacent screenshot.

UKG Dashboard Calendar Multi-Day Roster My Info People Reports Bidding Setup Smith, Sabrina Sign Out

Auction: Employee Vacation Bidding

TURN 2  
Edit | Bidding results will be finalized by this Friday at 3pm

Other Auctions

- All bidders
- 1. Tarbutton, Herbert S. W
- 2. Edwards, Peter
- 3. Kane, Robert
- 4. Stone, David
- 5. Alvarado, Woody
- 6. Alvarado, Woody
- 7. Bone, Julian
- 8. Tate, Dillan
- 9. Levine, Omar

1st

- Jan 04 - Jan 10
- Jan 11 - Jan 17
- Jan 18 - Jan 24\*
- Jan 25 - Jan 31
- Feb 01 - Feb 07
- Feb 08 - Feb 14
- Feb 15 - Feb 21\*
- Feb 22 - Feb 28

This screenshot shows the 'Manage Bid Items' window in UKG. It displays bid details for Tarbutton, Herbert S. for the period Jan 25 - Jan 31. The bid is marked as 'Non-Retractable' and 'Remove'. The 'Accept Warnings' button is visible, and the 'Accept all' checkbox is checked.

UKG Dashboard Calendar Multi-Day Roster My Info People Reports Bidding Setup Smith, Sabrina Sign Out

Manage Bid Items

Descriptions

Accept Warnings

Jan 25 - Jan 31

Accept all

Tarbutton, Herbert S. B W

Non-Retractable

Remove

Feb 15 - Feb 21\*

Accept all

Tarbutton, Herbert S. B W

Non-Retractable

Remove

Honor rules for wins Cancel OK

This screenshot shows the UKG Auction: Employee Vacation Bidding interface. A context menu is open over the bidder list, with the 'Restore Bidder's Turn' option highlighted in a pink box.

UKG Dashboard

Auction: Employee Vacation Bidding

- All bidders
- 1. Tarbutton, Herbert S. W
- 2. Edwards, Peter
- 3. Kane, Robert
- 4. Stone, David
- 5. Appleton, Ned

This screenshot shows the UKG Auction: Employee Vacation Bidding interface. The bidder list shows Tarbutton, Herbert S. as 'Complete' and Edwards, Peter as 'Active'.

UKG Dashboard

Auction: Employee Vacation Bidding

- All bidders
- 1. Tarbutton, Herbert S. Complete
- 2. Edwards, Peter Active
- 3. Kane, Robert

# Correct Mistakes Exercises

## Exercise 6 – Retract a Bid and Restore a Turn

# Close the Bid

TURN 1

[Edit](#) | Bidding results will be finalized by this Friday at 3pm

Auction ▾ Items ▾

- Start new turn
- Back to previous turn
- Close auction**
- Reset auction...
- Award winners...
- Resolve auction...
- View Resolve Manager

**Confirm** ✕

You are about to close the auction. No bidding will be allowed.

Are you sure you would like to close this auction?

[Cancel](#) [OK](#)

⚙️ ⬆️ 👤 Search 🔍

**TURN 1 CLOSED**

[Edit](#) | Bidding results will be finalized by this Friday at 3pm

Auction ▾ Items ▾

1st

- Jan 04 - Jan 10
- Jan 11 - Jan 17

<input type="checkbox"/>	1. Tarbutton, Herbert S. <span>✔️ Complete</span>		➤
<input type="checkbox"/>	2. <a href="#">Edwards, Peter</a> <span>✔️ Complete</span>	W	➤
<input type="checkbox"/>	3. <a href="#">Kane, Ruben</a> <span>✔️ Complete</span>	W	➤
<input type="checkbox"/>	4. <a href="#">Stott, Kelsi</a> <span>✔️ Complete</span>	W	➤

**UKG** 🏠 Dashboard 📅 Calendar 📊 Multi-Day 👥 Roster 👤 My Info ⚙️ People 📄 Reports 📣 Bidding

? Bidding

📅 **Vacation Bids**

Employee Vacation Bidding | [Manage](#)

**Auction Status: 🔒 Closed**

Description: Please contact Sabrina Smith if you have questions for Vacation bidding.

# Complete the Bid Exercise

**Exercise 7 – Close the Bid**

# Award the Bid

Auction ▾ Items ▾

- Start new turn
- Back to previous turn
- Close auction
- Reset auction...
- Award winners...**
- Resolve auction...
- View Resolve Manager...

UKG Dashboard Calendar Multi-Day Roster My Info People Reports Bidding Setup Smith, Sabrina Sign Out

### Manage Bid Items

Descriptions Accept Warnings

Place new Work Code on Calendar [Edit details](#)

Jan 25 - Jan 31

Tarbutton, Herbert S. B W

⚠ Non-Retractable  
⚠ Editing Won Item

[Pending Awards \(5\)](#)

Place new Work Code on Calendar [Edit details](#) →

Place new Work Code on Calendar [Edit details](#)

Place new Work Code on Calendar [Edit details](#)

Place new Work Code on Calendar [Edit details](#)

Place new Work Code on Calendar [Edit details](#)

Place new Work Code on Calendar [Edit details](#)

**Place new Work Code on Calendar**

Awardee: Tarbutton, Herbert S. Calendar Date: 01/25/2021

From: 01/25/2021 07:00 Through: 01/25/2021 15:00

Shift: 1st Work Code: Vacation

Region: Region 2 Station: Station 2

Unit: Unit 2-b Position: /.../Unit 2-b/EMPLOYEE #2

Physical Unit: Unit 2-b Staffing Detail: Bid

Honor rules for wins

Calendar Personal Advanced List Threshold

January 2021 My Calendar Tarbutton, Herbert S. Select All Weeks (5-53) 7

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jan 1	2
	...	...	...	...	...	...
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	...	...	...	...	...	...

# Award the Bid Exercise

## Exercise 8 – Awarding the Bid

# Archive the Bid

Items ▾

- Remove bids...
- Export Bid Bidders CSV**
- Export Bid Results CSV
- Fill by rules...
- Fill by bidder

AutoSave Off | biddersExport (3).csv - Excel | Seiver, Brooke SB

	A	B	C	D	E	F	G	H	I	J	K
1	RscMaster	SrcAuctite	SrcAuctitemNamCh	Status	Ordinal	RscMasterNameCh	BidderMa	BidTime	BidMinutes	TurnBidCc	TurnWinC
2	228	372	Jan 25 - Jan 31	DONE	1	Tarbutton, Herbert S.				0	0
3	230	369,372	Jan 04 - Jan 10, Jan 25 - Jan 31	DONE	2	Edwards, Peter				1	1
4	236	374,398	Feb 08 - Feb 14, Jul 26 - Aug 01	DONE	3	Kane, Ruben				1	1
5	238	376,410	Feb 22 - Feb 28, Oct 18 - Oct 24	DONE	4	Stott, Kelsi				1	1
6	240	386,377	May 03 - May 09, Mar 01 - Mar 07	DONE	5	Appleton, Ned				1	1
7	239	414,369	Nov 15 - Nov 21, Jan 04 - Jan 10	DONE	6	Alvarado, Woody				1	1
8	243	420,369	Dec 27 - Jan 02*, Jan 04 - Jan 10	DONE	7	Bone, Julian				1	1
9	249	370,376	Jan 11 - Jan 17, Feb 22 - Feb 28	DONE	8	Tate, Dillan				1	1
10	254	371,386	Jan 18 - Jan 24*, May 03 - May 09	DONE	9	Levine, Omar				1	1
11	261	373,375	Feb 01 - Feb 07, Feb 15 - Feb 21*	DONE	10	Mercer, Ivan				1	1
12	260	396,372	Jul 12 - Jul 18, Jan 25 - Jan 31	DONE	11	Betts, Alvin				1	1
13											

AutoSave Off | resultsExport (3).csv - Excel | Seiver, Brooke SB

	A	B	C	D	E	F	G	H	I	J	K		
1	RscMaster	SrcAucter	Person	Item	Bid	B	W	A	Qty	Source	Turn	Payroll ID	Er
2	239	369	Alvarado, Woody	Jan 04 - Jan 10	1	4/20/2020 14:53	4/20/2020 14:53	4/21/2020 9:43			2	15	
3	243	369	Bone, Julian	Jan 04 - Jan 10	1	4/20/2020 14:53	4/20/2020 14:53	4/21/2020 9:43			2	19	
4	230	369	Edwards, Peter	Jan 04 - Jan 10	1	4/20/2020 12:19	4/20/2020 12:19	4/21/2020 9:43			1	5	
5	249	370	Tate, Dillan	Jan 11 - Jan 17	1	4/20/2020 12:21	4/20/2020 12:21	4/21/2020 9:43			1	27	
6	254	371	Levine, Omar	Jan 18 - Jan 24*	1	4/20/2020 12:21	4/20/2020 12:21	4/21/2020 9:43			1	29	
7	260	372	Betts, Alvin	Jan 25 - Jan 31	1	4/20/2020 14:54	4/20/2020 14:54	4/21/2020 9:43			2	36	
8	230	372	Edwards, Peter	Jan 25 - Jan 31	1	4/20/2020 14:52	4/20/2020 14:52	4/21/2020 9:43			2	5	
9	228	372	Tarbutton, Herbe	Jan 25 - Jan 31	1	4/20/2020 12:19	4/20/2020 12:19	4/21/2020 9:43			1	3	
10	261	373	Mercer, Ivan	Feb 01 - Feb 07	1	4/20/2020 12:21	4/20/2020 12:21	4/21/2020 9:43			1	35	
11	236	374	Kane, Ruben	Feb 08 - Feb 14	1	4/20/2020 12:20	4/20/2020 12:20	4/21/2020 9:43			1	11	
12	261	375	Mercer, Ivan	Feb 15 - Feb 21*	1	4/20/2020 14:54	4/20/2020 14:54	4/21/2020 9:43			2	35	
13	238	376	Stott, Kelsi	Feb 22 - Feb 28	1	4/20/2020 12:20	4/20/2020 12:20	4/21/2020 9:43			1	13	
14	249	376	Tate, Dillan	Feb 22 - Feb 28	1	4/20/2020 14:54	4/20/2020 14:54	4/21/2020 9:43			2	27	

# Archive the Bid Exercise

## Exercise 9 – Export Bid Results



# 2 Preference Bidding and Advanced Bidding Topics

# Preference Overview

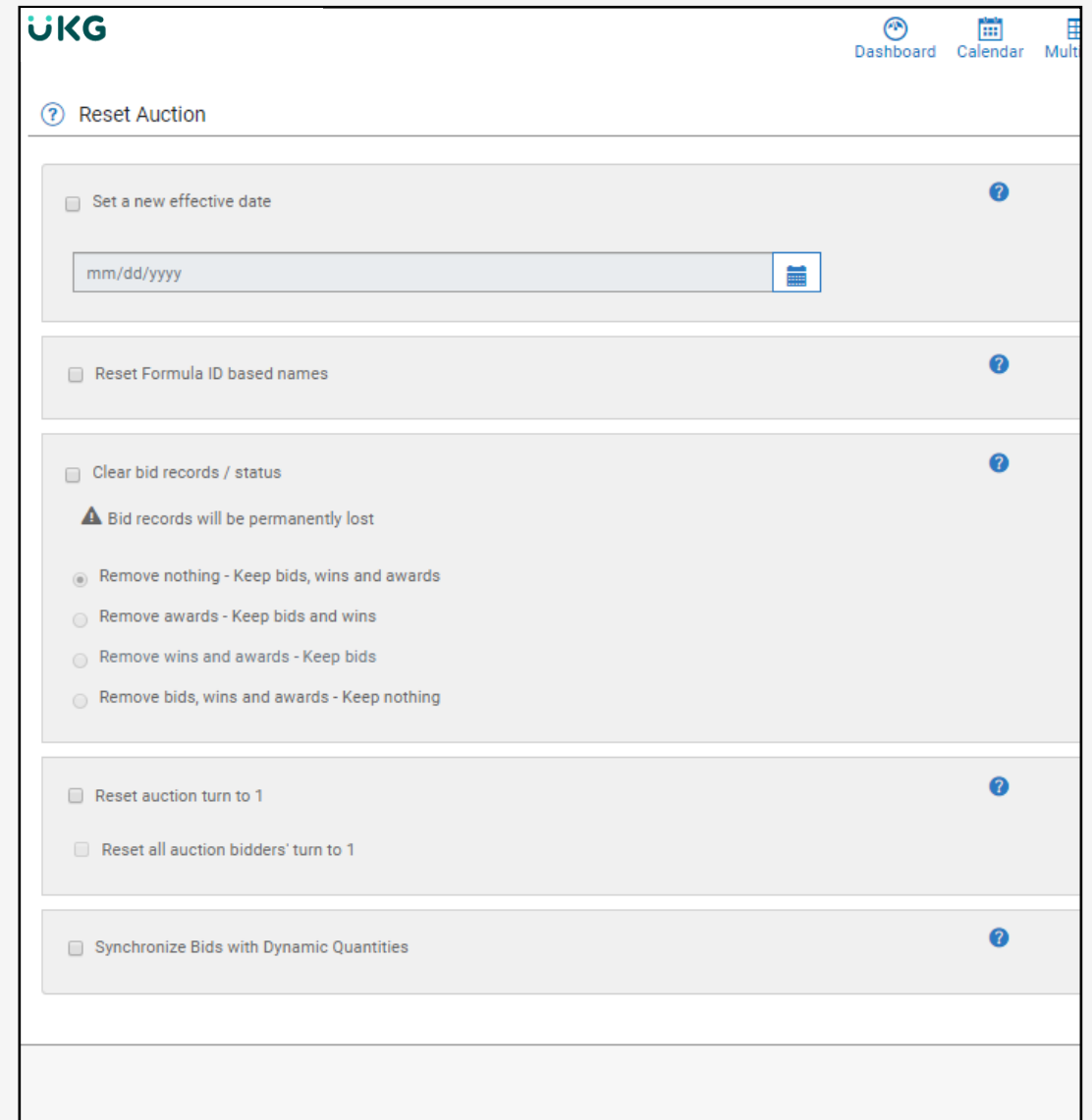
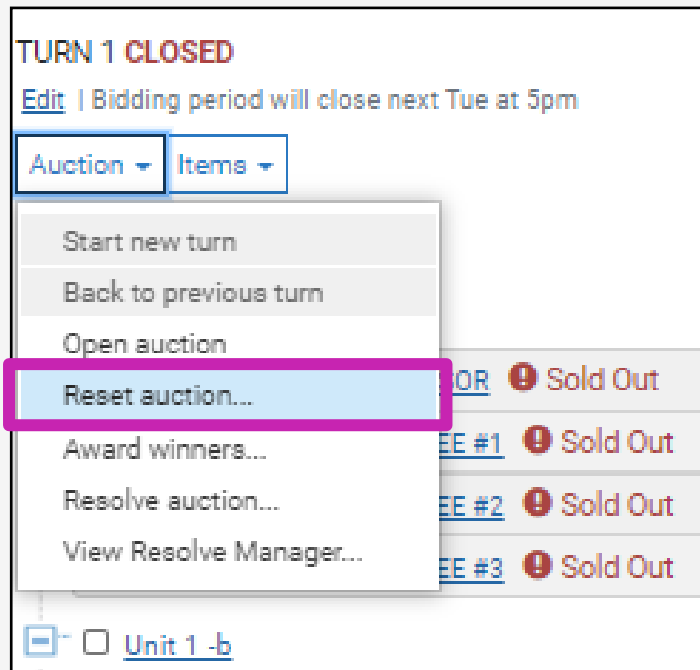
The screenshot displays the UKG Auction: Positions interface. On the left, a list of 14 bidders is shown, with the first bidder, Eddy Edwards, selected. A callout bubble points to this list with the text "All bidders may bid concurrently". The main area shows "TURN 1" bidding information, including a search bar and a table of items. The table lists items grouped by unit (Unit 1-a, Unit 1-b, Unit 1-C, Unit 2-a, Unit 2-b) and employee. Each item has a corresponding input field for a bid value. A callout bubble points to these input fields with the text "Enter choices by preference". A "Save" button is located at the bottom right of the interface.

Unit	Item	Preference
Unit 1-a	1st: 1//Unit 1 -a/EMPLOYEE #1	3
	1st: 1//Unit 1 -a/EMPLOYEE #2	Enter Bid
	1st: 1//Unit 1 -a/EMPLOYEE #3	2
Unit 1-b	1st: 1//Unit 1 -b/EMPLOYEE #1	1
	1st: 1//Unit 1 -b/EMPLOYEE #2	Enter Bid
Unit 1-C	1st: 1//Unit 1 -C/EMPLOYEE #1 (PM)	Enter Bid
	1st: 1//Unit 1 -C/EMPLOYEE #2	Enter Bid
Unit 2-a	1st: 1//Unit 2 -a/EMPLOYEE #1	Enter Bid
	1st: 1//Unit 2 -a/EMPLOYEE #2	Enter Bid
Unit 2-b	1st: 1//Unit 2 -b/EMPLOYEE #1	Enter Bid
	1st: 1//Unit 2 -b/EMPLOYEE #2	Enter Bid

# Reset the Bid

Resetting the bid allows bid administrators to reuse a bid for a future bid.

Redefine dates people bid in the manage bidding area.



# Reset the Bid Exercise

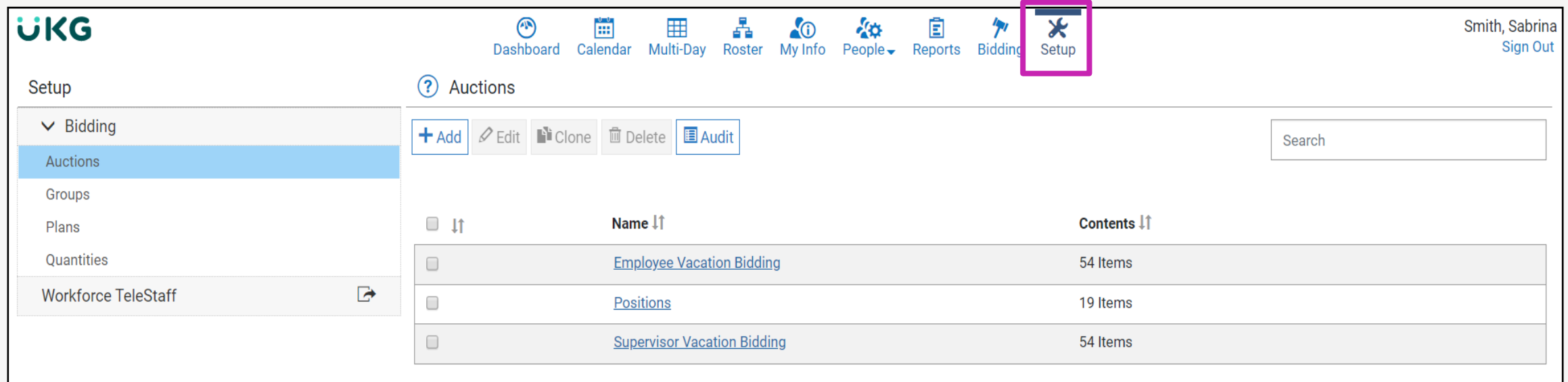
## Exercise 10 – Resetting the Bid

# Update and Validate Bid Items

Items may be removed from the bid either temporarily or permanently.

- Common for a position bid, possible for dates in a vacation bid.

Remove bid items for bidding by hiding the items within setup.



The screenshot displays the UKG Setup interface. The top navigation bar includes icons for Dashboard, Calendar, Multi-Day, Roster, My Info, People, Reports, Bidding, and Setup. The Setup icon is highlighted with a red box. The user's name, Smith, Sabrina, and a Sign Out link are visible in the top right corner. The main content area is titled 'Auctions' and features a sidebar on the left with a 'Bidding' dropdown menu. The 'Auctions' menu item is selected. The main area contains a table with columns for Name and Contents. The table lists three auction items: 'Employee Vacation Bidding' (54 Items), 'Positions' (19 Items), and 'Supervisor Vacation Bidding' (54 Items). Above the table are buttons for '+ Add', 'Edit', 'Clone', 'Delete', and 'Audit'. A search bar is located on the right side of the table.

	Name ↓↑	Contents ↓↑
<input type="checkbox"/>	<a href="#">Employee Vacation Bidding</a>	54 Items
<input type="checkbox"/>	<a href="#">Positions</a>	19 Items
<input type="checkbox"/>	<a href="#">Supervisor Vacation Bidding</a>	54 Items

# Update and Validate Bid Items

A screenshot of the UKG 'Auction: Positions' interface. A dropdown menu is open, showing options like 'Select all', 'Select none', and a list of employee positions. The option 'Select same level' is highlighted with a pink box.

A screenshot of the UKG 'Auction: Positions' edit form. The 'Visible Conditions' section is highlighted with a pink box, showing a toggle for 'Is visible' which is currently turned on. Other fields include Name Formula ID, Description, and Award Type.

A screenshot of the UKG 'Auction: Positions' list view. It shows a list of bid items grouped by unit (Unit 1-a, Unit 1-b, Unit 1-c, Unit 2-a, Unit 2-b). Each item has a bid value entered, such as 1 for Unit 1-a/EMPLOYEE #3, 2 for Unit 1-b/EMPLOYEE #1, and 3 for Unit 1-b/EMPLOYEE #2.

# Reset the Bid Exercise

## Exercise 11 – Make a Position Visible But Not Biddable

The screenshot displays the 'Auction: Positions' interface. On the left, a list of bidders is shown, with '3. Tarbutton, Herbert S.' selected. The right pane shows 'TURN 1' with a bidding period closing next Tuesday at 5pm. It lists several units: Unit 1-a, Unit 1-b, Unit 1-c, Unit 2-a, and Unit 2-b. Each unit contains two items. The 'Enter Bid' field for the second item of Unit 2-b is highlighted with a red box, indicating the target for the exercise.

# Description and Instruction Fields

UKG Auction: Positions

Dashboard Calendar Multi-Day Roster My info People

Required field.

**General**

Name \* Positions

Effective Date 01/01/2021

From mm/dd/yyyy

Through mm/dd/yyyy

Conditions

Bidders BID Positions

Win Order BID Win Order

**Advanced**

Bidder maximum 1

Bidder minimum

Institution <None>

External ID

Blind auction

Show "Sold Out"

Check Dynamic

Allow bid retr

Allow bidders

Description  
Results will be announced next week Wed at noon

Instructions  
Bidding period will close next Tue at 5pm

UKG Auction: Positions

Settings Sort Filter Search

All bidders

1. Edwards, Howard Complete 09/14/2020 15:24

2. Tarbutton, Herbert S. Complete 09/14/2020 15:24

3. Edwards, Mabel Complete 09/14/2020 15:24

4. Edwards, Peter Complete

**TURN 1 CLOSED**  
Edit | Bidding period will close next Tue at 5pm

Auction Items

Unit 1 -a

**Sold Out**

1st: 1//Unit 1 -a/SUPERVISOR Sold

1st: 1//Unit 1 -a/EMPLOYEE #1 Sold

1st: 1//Unit 1 -a/EMPLOYEE #2 Sold

UKG Position Bid

Positions Manage

Auction Status: Closed, Your Status: Bid now [09/14 15:24]

People ahead 0

Remaining bidders 44

Description: Results will be announced next week Wed at noon



# Reset the Bid Exercise

## Exercise 10 – Resetting the Bid

# Create or Redraw Bidders list

A screenshot of a dropdown menu with three options: 'Create list...', 'Assign bid times...', and 'Show users off bid list'. The 'Create list...' option is highlighted with a pink rectangular box. Above the menu is a search bar with a magnifying glass icon.

The 'Create List' page features a navigation bar with icons for Dashboard, Calendar, Multi-Day, Roster, My info, People, Reports, Bidding, and Setup. The user 'Smith, Sabrina' is logged in. A search bar is at the top right. Below it is a table with columns: '#', 'Person (45)', 'List', and 'Opportunity Factors'. A pink arrow points from the 'Create list...' option in the previous screenshot to the 'Audit' button in the top left of the table. A teal tip box is overlaid on the table.

#	Person (45)	List	Opportunity Factors
1	Edwards, Eddy	BID Positions	01
2	Edwards, Howard	BID Positions	02
3	Tarbuton, Herbert S.	BID Positions	03
4	Edwards, Mabel	BID Positions	04
5	Edwards, Peter	BID Positions	05
6	Edwards, Priscilla	BID Positions	06
7	Smith, Haku	BID Positions	07
8	Smith, Sabrina	BID Positions	08
9	Clark, Kay	BID Positions	09
10	Bell, Yvette	BID Positions	10
11	Kane, Ruben	BID Positions	11
12	Cooke, Leslie	BID Positions	12
13	Stott, Kelsi	BID Positions	13
14	Appleton, Ned	BID Positions	14
15			
16			
17			
18			
19	Bone, Julian	BID Positions	19
20	Dewese, Abraham	BID Positions	20
21	Jayden	BID Positions	21
22		BID Positions	22

Tip: Select Audit to search by person to determine why an employee either does or does not appear in the bidders list.

The 'Audit Person' dialog box shows a dropdown menu with 'Tarbuton, Herbert S.' selected. Below it is a table with columns: '#', 'List', 'List Target', and 'Opportunity Factors'.

#	List	List Target	Opportunity Factors
1	BID Positions	BID Positions	Q.PASS: AND BID - All Ranks
2	BID Positions		S.PASS: ASC BID - Sort (03)

# Reset the Bid Exercise

## Exercise 13 – Redraw Bidders List

# Bidders Properties

Auction: Positions

TURN 1  
Edit | Bidding period will close next Tue at 5pm

Auction ▾ Items ▾

Unit 1 -a

- 1st: 1//Unit 1 -a/SUPERVISOR
- 1st: 1//Unit 1 -a/EMPLOYEE #1
- 1st: 1//Unit 1 -a/EMPLOYEE #2
- 1st: 1//Unit 1 -a/EMPLOYEE #3

Search

- Skip Bidder's Turn
- Restore Bidder's Turn
- Remove from list
- Bidder properties**
- Edit bid values...
- Award items...
- Remove awards...
- Remove wins...

### Bidder Properties

Bid Time: 04/21/2020 10:40:51

Max Wins:

Time Limit:  minutes

ASAP (expedite)  Disabled

Cancel OK

# Reset the Bid Exercise

## Exercise 14 – Bidder Properties

# 3 **Manage an Active Bid**

# Preference Bid

The screenshot displays the UKG Preference Bid interface. At the top, the UKG logo is on the left, and navigation icons for Dashboard, Calendar, Multi-Day, Roster, My Info, People, Reports, Bidding, and Setup are in the center. The user's name, Smith, Sabrina, and a Sign Out link are on the right.

The main content area is titled "Auction: Positions" and includes a search bar and a list of bidders. The bidder list shows:

- 1. Edwards, Eddy (Active) 04/20/2020 11:49
- 2. Edwards, Howard (Active) 04/20/2020 11:49
- 3. Tarbutton, Herbert S. (Active) 04/20/2020 11:49
- 4. Edwards, Mabel (Active) 04/20/2020 11:49
- 5. Edwards, Peter (Active) 04/20/2020 11:49
- 6. Edwards, Priscilla (Active) 04/20/2020 11:49
- 7. Smith, Haku (Active) 04/20/2020 11:49
- 8. Smith, Sabrina (Active) 04/20/2020 11:49
- 9. Clark, Kay (Active) 04/20/2020 11:49

The detailed view on the right is for "TURN 1" and shows the bidding period will close next Tue at 5pm. It includes a "Bid" button and a "Win" button. The items are grouped into three units:

- Unit 1 -a** (4 items):
  - 1st: 1//Unit 1 -a/SUPERVISOR: Enter Bid
  - 1st: 1//Unit 1 -a/EMPLOYEE #1: 1
  - 1st: 1//Unit 1 -a/EMPLOYEE #2: Enter Bid
  - 1st: 1//Unit 1 -a/EMPLOYEE #3: 2
- Unit 1 -b** (2 items):
  - 1st: 1//Unit 1 -b/EMPLOYEE #1: 3
  - 1st: 1//Unit 1 -b/EMPLOYEE #2: Enter Bid
- Unit 1 -C** (3 items):
  - 1st: 1//Unit 1 -C/SUPERVISOR: Enter Bid
  - 1st: 1//Unit 1 -C/EMPLOYEE #1 (PM): Enter Bid
  - 1st: 1//Unit 1 -C/EMPLOYEE #2: Enter Bid

A "Save" button is located at the bottom right of the interface.

# Preference Bidding Exercise

## Exercise 15 – Bid!

Unit 1 -a 4 items	
<a href="#">1st: 1//Unit 1 -a/SUPERVISOR</a>	Enter Bid
<a href="#">1st: 1//Unit 1 -a/EMPLOYEE #1</a>	1
<a href="#">1st: 1//Unit 1 -a/EMPLOYEE #2</a>	2
<a href="#">1st: 1//Unit 1 -a/EMPLOYEE #3</a>	3



# Close the Bid

Closing the bid prevents further action by bidders.

TURN 1 Other Auctions ▾

[Edit](#) | Bidding period will close next Tue at 5pm

Auction ▾ Items ▾

- Start new turn
- Back to previous turn
- Close auction**
- Reset auction...
- Award winners...
- Resolve auction...
- View Resolve Manager...

SUPERVISOR	Bids: 0
EMPLOYEE #1	Bids: 3
EMPLOYEE #2	Bids: 1
EMPLOYEE #3	Bids: 1
Unit 1 - b	
1st: 1//Unit 1 -b/EMPLOYEE #1	Bids: 3

**Confirm** ✕

You are about to close the auction. No bidding will be allowed.

Are you sure you would like to close this auction?

Cancel OK

**Position Bids**

[Positions](#) | [Manage](#)

Auction Status: **✕ Closed** Your Status: 🟢 Bid now [08/05 12:48 - 08/12 11:28]

Description: Results will be announced next week Wed at noon

# Manage a Bid Exercise

## Exercise 16 – Close the Bid

# Resolve the Bid

Auction ▾ Items ▾

- Start new turn
- Back to previous turn
- Close auction
- Reset auction...
- Award winners...
- Resolve auction...**
- View Resolve Manager...

**Confirm Resolve** ✕

This auction will be submitted to the Resolve Manager.

**Resolve manually...** Cancel OK

**UKG** Dashboard Calendar Multi-Day Roster My info People Reports Bidding Setup

Smith, Sabrina Sign Out

Auction: Positions

TURN 1

Unit 1-a

1st: 1/Unit 1-a/SUPERVISOR Sold Out

Results

Bid	Name	Status	Total	Won	Remain
B=1	Appleton, Ned		1	1	0
B=1	Betts, Alvin				
B=1	Cumberbatch, Benedict				
W=1	Edwards, Eddy (Turn 1)	W			
B=1	Edwards, Howard				
B=1	Smith, Haku				
Audit Quantity			0		
Static Maximum invoked			1	1	0

1st: 1/Unit 1-a/EMPLOYEE #1 Sold Out

Results

Bid	Name	Status	Total	Won	Remain
B=1	Bone, Julian		1	1	0
B=1	Clark, Kay				
B=1	Edwards, Priscilla				
B=1	Hull, Joseph				
W=1	Tarbutton, Herbert S. (Turn 1)	W			
B=2	Betts, Alvin				
B=2	Smith, Haku				
B=3	Edwards, Mabel				
B=3	Johnson, Doug				
B=3	Kane, Ruben				
B=3	Larson, Bree				
Audit Quantity			0		
Static Maximum invoked			1	1	0

1st: 1/Unit 1-a/EMPLOYEE #2 Sold Out

Results

Bid	Name	Status	Total	Won	Remain
B=1	Blundell, Jayden		10	1	0
B=1	O'Sullivan, Chance				

**UKG** Dashboard Calendar Multi-Day Roster My info People Reports Bidding Setup

Resolve: Positions

Next Win Submit Remaining

Positions 04/21/2020 12:26:34

- 12:26:46 Resolving turn 1.
- 12:26:51 [Edwards, Eddy] won item [1st: 1/Unit 1 -a/SUPERVISOR].
- 12:26:51 [Edwards, Eddy] is at the auction win limit.
- 12:27:03 Resolving turn 1.
- 12:27:03 [Edwards, Eddy] is at the auction win limit.
- 12:27:03 [Edwards, Howard] won item [1st: 1/Unit 1 -a/EMPLOYEE #3].
- 12:27:03 [Edwards, Howard] is at the auction win limit.
- 12:27:11 Resolving turn 1.
- 12:27:11 [Edwards, Eddy] is at the auction win limit.
- 12:27:11 [Edwards, Howard] is at the auction win limit.
- 12:27:11 [Tarbutton, Herbert S.] won item [1st: 1/Unit 1 -a/EMPLOYEE #1].
- 12:27:11 [Tarbutton, Herbert S.] is at the auction win limit.
- 12:28:59 Resolving turn 1.
- 12:28:59 [Edwards, Eddy] is at the auction win limit.
- 12:28:59 [Edwards, Howard] is at the auction win limit.
- 12:28:59 [Tarbutton, Herbert S.] is at the auction win limit.
- 12:28:59 [Edwards, Mabel] won item [1st: 1/Unit 1 -b/EMPLOYEE #2].
- 12:28:59 [Edwards, Mabel] is at the auction win limit.
- 12:29:03 Resolving turn 1.
- 12:29:03 [Edwards, Eddy] is at the auction win limit.
- 12:29:03 [Edwards, Howard] is at the auction win limit.
- 12:29:03 [Tarbutton, Herbert S.] is at the auction win limit.

# Manage a Bid Exercise

## Exercise 17 – Resolve

# Award the Bids

- Auction ▾ Items ▾
- Start new turn
- Back to previous turn
- Close auction
- Reset auction...
- Award winners...**
- Resolve auction...
- View Resolve Manager...

UKG Manage Bid Items

Descriptions

A: nit 1-a/Employee #1

Tarbutton, Herbert S. Editing Won Item

Pending Awards (2)

Create new Assignment for Awardee [Edit details](#)

Expire Awardees current assignment [Edit details](#)

A: nit 1- c/Supervisor

Zastrow, Steve Editing Won Item

Pending Awards (3)

Create new Assignment for Awardee [Edit details](#)

Expire Awardees current assignment [Edit details](#)

Expire Holders current assignment [Edit details](#)

A: nit 4-d/Supervisor

Zastrow, Steve Editing Won Item

Pending Awards (3)

Create new Assignment for Awardee

Awardee: Tarbutton, Herbert S. From: 01/01/2020

Through: 01/01/2020 If Appears On Roster:

Station: Region One Station: (01) Station One

Unit: Unit 1-a Position: .../Unit 1-a/Employee #1

Shift: 1st

Shift Time: Shift Mask:

For Days of Week: On Duty Work Code:

On Duty Detail Code: Off Duty Work Code:

Off Duty Detail Code:

Cancel

Accept Warnings

Accept all

Accept all

Accept all

UKG People: Tarbutton, Herbert S.

Required field.

General Profiles Assignments Skills & Certifications Wage Category Messages Paybacks Probation Logged Preference Reports

Return to List Cancel Save

Assignments

Apply Filter

Test if status is Active on

04/22/2020

+ Add - Delete Audit

Assignments

- 1st /.../Unit 2 -b/EMPLOYEE #2
- 1st /.../Unit 1 -a/EMPLOYEE #1

General

Start Date: 01/01/2021

End Date: mm/dd/yyyy

Conditions:

Starting Rotation:

Suppressed

Assignment Details

Days Rotation:

Appears on Roster:

Shift: 1st

Institution/Agency/Region/Station/Unit/Position

- Institution
- Department XYZ
- Region 1
- Station 1
- Unit 1-a
- /.../Unit 1-a / EMPLOYEE #1

55

# Manage a Bid Exercise

## Exercise 18 – Awarding

**What's the Next Step?**