



GovWin IQ Quick Start Guide





Getting Started

- » To begin using GovWin IQ, this guide will take you through the following steps:
 - » **Step 1: Create Your Personal Profile** Create a Personal Profile to track & share your GovWin IQ content, including: Governments & Agencies, Market Verticals, Product & Service Offerings, and Opportunities where you have Advertised Interest. Share your profile and connect with other members of the GovWin Network.
 - » **Step 2: Create & Save Your Searches** Create & Save searches based on your custom search criteria. Set a frequency to your Saved Searches in order to receive email alerts when new opportunities have been added or when content has been updated which meet your search criteria.
 - » **Step 3: Track Your Opportunities** Mark your Opportunities of interest and receive daily email alerts when updates have been made or content has changed. Choose to receive immediate Priority Update emails on your marked Opportunities.

Guide Contents

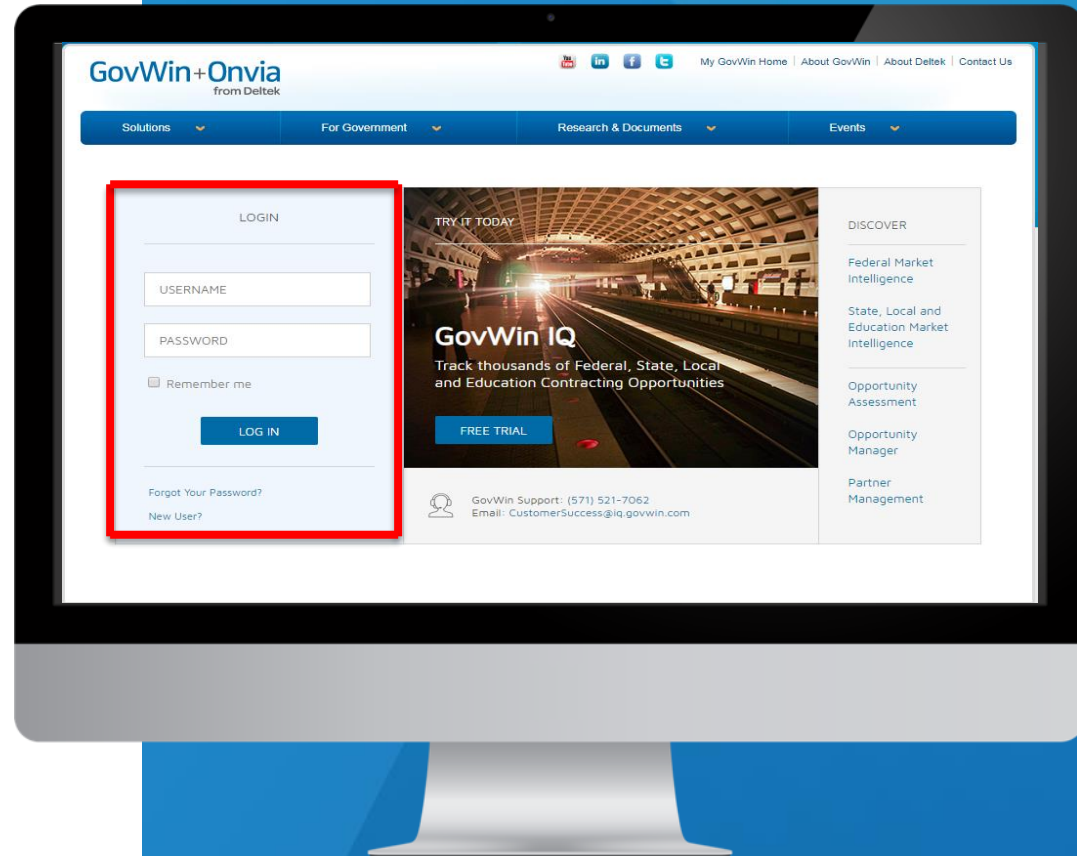
- » Logging into GovWin IQ
- » Creating your Personal Profile
- » Searching for Opportunities
- » Saving a Search
- » Tracking an Opportunity
- » My Inbox
- » Sharing GovWin IQ content

Logging into GovWin IQ



Log In to GovWin IQ

- » Open web browser and navigate to **iq.govwin.com**
- » Enter username and password credentials specific to GovWin IQ
- » Click **Log In**



Creating your Personal Profile



Access your Personal Profile

- » From the My GovWin Homepage:
 - » From the yellow banner, click on **My Profile** **If you have not previously set up a profile, a yellow banner will be visible in the Homepage until a Personal Profile is created.
 - » If you previously set up a personal profile, access it on the My GovWin tab, by clicking on **My Profile** or on the My GovWin Homepage, click on **My Profile** in the **My Quick Links** box.

IQ My GovWin


The screenshot displays the My GovWin homepage. On the left, a 'Quick Links' sidebar lists various navigation options, with 'My Profile' highlighted by a red box. At the top right, a yellow banner contains a tip: 'Tip: Sharing your **Profile** in the GovWin Network™ allows you to access over 30,000 profiles of business development professionals in the government contracting industry.' The main content area is divided into two tabs: 'My Alerts' and 'My Opportunities Chart'. The 'My Alerts' tab is active, showing a table of market and opportunity alerts. The table has columns for 'Alert' and 'Date'. The alerts listed are:

Alert	Date
New article mentions ARMY: A new article entitled Leidos makes health care acquisition was added that mentions ARMY.	08/08/2019
New article mentions CALIFORNIA: A new article entitled Upcoming Events, Webinars & Calls for Papers (Week of Aug. 5, 2019) was added that mentions CALIFORNIA.	08/07/2019
New article mentions CALIFORNIA: A new article entitled 5 ways to inject startup culture in your firm was added that mentions CALIFORNIA.	08/07/2019
New article mentions CALIFORNIA: A new article entitled 5 ways to inject startup culture in your firm was added that mentions CALIFORNIA.	08/07/2019
New article mentions CALIFORNIA: A new article entitled F-35 Track Data Fed To Army Missile Defense System was added	08/07/2019

At the bottom of the alerts section, there are links for 'View All Alerts' and 'Learn More'. On the right side of the page, there are sections for 'Access Your GovWin Networks' (with a link to 'Demo Corporation Opportunity Manager and Partner Management Network') and 'Featured Reports' (including 'State and Local Procurement Snapshot - Q2 2019' and 'Survey of State & Local Government Procurement Professionals - 2019').

Edit Contact Information

- » By default, only information obtained when your login was created will be filled out in your profile.
- » To add or change contact information details, click on **Edit Contact Information**.
- » You can also upload a photo, provided it is in .jpg, .gif, or .png format and is less than 4 MB in size.



Demo Profile
IS-Client Serv-Small Bus. at DemoCorp

Upload Photo

Edit Contact Information

Share My Profile

Profile Shared

View My Shared Profile

Herndon VA Herndon, VA 20171 United States

7038856789

demoprofile@deltek.com

My Roles & Interests

Edit

Roles & Responsibilities:

No Roles & Responsibilities entered. Click the "Edit" link to add or edit.

Markets of Interest:

Federal and State, Local & Education

My Governments

Add/Edit My Governments

+ Federal Agencies

+ SLED Governments

My Advertised Interests (Active Status)

You have not "Advertised Your Interest" on any Opportunities. To advertise your interest, please go to an Opportunity and click Advertise Your Interest.

My Offerings

Add Offerings

1 Showing 1 to 2 of 2 entries

Offering	Remove
Professional Services»Administrative, Logistics & Management	X
Professional Services»Quality Assurance, Testing & IV&V	X

1

My NAICS

Add NAICS

No NAICS entered.Click the "Add" link to add NAICS Codes.

My PSC Codes

Add PSC Codes

No PSC entered.Click the "Add" link to add PSC Codes.

My Verticals

Add/Edit Verticals

No Verticals entered.Click the "Add/Edit" link to add Verticals.

Edit Roles and Interests

- » Click on **Edit** in the **My Roles & Interests** box to access a pop-up window.
- » Type in your roles and responsibilities, highlight experience and expertise, and choose a specific Market of Interest.

The screenshot displays a user profile page on the GovWin platform. At the top, there is a user profile card with a silhouette icon, the name 'at', and links for 'Upload Photo' and 'Edit Contact Information'. To the right is a 'Share My Profile' section with a 'Profile Shared' status and a 'View My Shared Profile' link. Below this is the 'My Roles & Interests' section, which contains two text areas: 'Roles & Responsibilities' and 'Markets of Interest'. Both areas have a red 'Edit' link in the top right corner. A red box highlights the 'Edit' link in the 'My Roles & Interests' section. Below this, a pop-up window titled 'Edit Roles & Interests' is shown. The pop-up contains a text area for 'Roles & Responsibilities' with a note 'Text should be 500 characters or less.' and a dropdown menu for 'Markets of Interest' with options: 'State, Local & Education', 'Please select...', 'Federal', 'State, Local & Education' (highlighted), and 'Both'. There is a 'Save Changes' button and a close button (X) in the bottom right corner of the pop-up.

My Roles & Interests [Edit](#)

Roles & Responsibilities: No Roles & Responsibilities entered. Click the "Edit" link to add or edit.

Markets of Interest: No Government Markets of Interest selected. Click the "Edit" link to add or edit.

Edit Roles & Interests

Enter your Roles & Responsibilities and Interests to highlight your expertise and experience.

Roles & Responsibilities:

Text should be 500 characters or less.

Markets of Interest:

Please select...

Federal

State, Local & Education

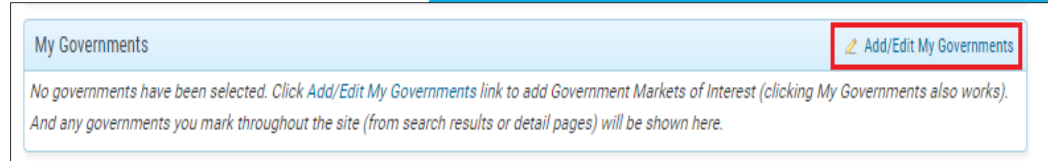
Both

Save Changes

X

Add Governments of Interest

- » Click on **Add/Edit My Governments** in the My Governments box to add.
- » On the My Governments page, you will be able to select and add Federal Agencies and SLED Governments of Interest
- » To add Federal agencies, click **Add Federal Agencies**



Select Federal Governments

- » To narrow selections to an agency, department, or office, click on the “+” sign before each agency
- » Check those you want added, then click **Add Agencies**

Add Federal Agencies to My Governments

Select the Federal Agencies that you would like to add to the list.



Tip: You can quickly add new agencies here. However, if you would like to [find Federal Agencies through the advanced search](#), enter your search criteria, then can mark any of the resulting agencies (1-5). Those agencies will then appear in your My Federal Agencies list.

★ indicates My Federal Agency

Select Agencies to Add

Selected Agencies: 1

- [-] Defense
 - [+] AIR FORCE
 - [+] ARMY
 - [+] DEFENSE
 - [+] MARINE CORPS
 - [+] NAVY
- [+] Civilian
 - [x] ADVISORY COUNCIL ON HISTORIC PRESE
 - [] AFRICAN DEVELOPMENT FOUNDATION
 - [] AGENCY FOR INTERNATIONAL DEVELOPM
 - [+] AGRICULTURE
 - [] ARCHITECTURAL AND TRANSPORTATION
 - [] ARMED FORCES RETIREMENT HOME
 - [+] BROADCASTING BOARD OF GOVERNORS
 - [] CHEMICAL SAFETY AND HAZARD INVEST
 - [+] COMMERCE
 - [] COMMISSION OF FINE ARTS

Add Agencies

Cancel

Select Agencies to Add

Selected Agencies: 0

- [-] Defense
 - [+] AIR FORCE
 - [+] AIR COMBAT COMMAND
 - [-] AIR EDUCATION AND TRAINING COMM
 - [] 19TH AIR FORCE
 - [] 2ND AIR FORCE
 - [] 59TH MEDICAL WING
 - [] AIR FORCE RECRUITING SERVICE
 - [-] AIR UNIVERSITY
 - [] AIR FORCE INSTITUTE OF TECH
 - [] AIR WAR COLLEGE
 - [] AIR FORCE ACADEMY
 - [] AIR FORCE AGENCY FOR MODELING A
 - [+] AIR FORCE DISTRICT OF WASHINGTON
 - [+] AIR FORCE GLOBAL STRIKE COMMAND
 - [] AIR FORCE INSPECTION AGENCY
 - [] AIR FORCE LOGISTICS MANAGEMENT

Your Selections:

et Documents/Analysis, Exhibit
ans and other Planning

ons here will apply to all of the

My Governments

Follow your Government markets of interest

My Federal Agencies

My SLED Governments



SLED Governments

Add SLED Governments

Select the State, Local & Education Governments that you would like to add to the list.

Tip: You can quickly add new profiles here. However, if you would like to **find SLED Governments through the advanced search**, enter your search criteria, then can mark any of the resulting profiles (1-5). Those profiles will then appear in your My SLED Governments list.

★ indicates My SLED Government

Select Governments to Add

×

Clear

CALIFORNIA

- CALIFORNIA STATE GOVERNMENT
- ALL CITY
- ALL COLLEGES/UNIVERSITIES
- ALL COUNTY
- ALL INDEPENDENT SCHOOL DISTRICT
- ALL METROPOLITAN STATISTICAL AREA (MSA)
- ALL SPECIAL DISTRICT

ALABAMA

ALASKA

ARIZONA

ARKANSAS

CALIFORNIA

COLORADO

CONNECTICUT

DELAWARE

DISTRICT OF COLUMBIA

FLORIDA

GEORGIA

HAWAII

IDAHO

ILLINOIS

INDIANA

IOWA

KANSAS

KENTUCKY

Add Governments

Cancel

Select SLED Governments

- » On My Governments page, click **Add SLED Governments** under **My SLED Governments** tab.
- » To narrow selections down to a specific local government, click on the “+” sign before each State, and pick a particular city, county, etc.
- » Check those you want to add, then click **Add Agencies**

Add Offerings

- » My Offerings can be added to your profile to help potential teaming partners find you within the network. It also lets you quickly populate the Primary Requirement field when creating Advanced Searches.
- » Click on **Add Offerings** from the My Offerings box in your profile.
- » Choose the product and industry offerings that apply to your company, then click **Add Offerings**.

The screenshot displays the 'My Offerings' section of a user profile. At the top, there is a header 'My Offerings' with a red-bordered button labeled '+ Add Offerings'. Below this, a message states: 'No Offerings entered. Click the "Add" link to add Offerings.' The main content area is titled 'Add Offerings' and includes a tip: 'Tip: You can use your My Offerings list to quickly populate the Primary Requirements field when performing advanced searches.' Below the tip, there is a section labeled 'My Offerings: *' with a red-bordered button labeled 'Add Offerings'. To the right of this button is a dropdown menu with the following options: 'Chemicals, Fuels, Lubricants & Oil', 'Clothing & Textiles', 'Defense & Aerospace' (highlighted in orange), 'Ship Building', 'Aircraft & Airport Equipment', 'Spacecraft', 'Weapons & Equipment', and 'Electric & Electronic Components & Parts'. A small 'X' button is located at the bottom right of the dropdown menu.

My NAICS

[+ Add NAICS](#)

No NAICS entered. Click the "Add" link to add NAICS Codes.

Add NAICS Codes

Add NAICS

Select the NAICS codes that you would like to add to your My NAICS list.



Tip: You can use your My NAICS list to quickly populate the NAICS field when performing advanced searches.

My NAICS: *

[Add NAICS](#)

[Cancel](#)

613|

- 311613 - Rendering and Meat Byproduct Processing
- 325613 - Surface Active Agent Manufacturing
- 326130 - Laminated Plastics Plate, Sheet (except Packaging), and Shape Manufacturing
- 332613 - Spring Manufacturing
- 333613 - Mechanical Power Transmission Equipment Manufacturing
- 334613 - Blank Magnetic and Optical Recording Media Manufacturing
- 446130 - Optical Goods Stores
- 541613 - Marketing Consulting Services
- 561613 - Employment Services

- » NAICS codes can be added to your profile to help potential teaming partners find you within the network. Saving NAICS also lets you quickly populate the NAICS field when creating Advanced Searches.
- » Click on **Add NAICS** from the My NAICS box in your personal profile.
- » A window will pop-up and you can type in numbers to search for specific NAICS. Select your NAICS then click **Add NAICS**.
- » As an alternative, click Add My Company NAICS to quickly populate your Company's NAICS

Add PSC Codes


- » Click on **Add PSC Codes** from the My PSC Codes box in your personal profile.
- » Select the PSC from the drop down box, then click **Add PSC**.

My PSC Codes + Add PSC Codes

No PSC entered. Click the "Add" link to add PSC Codes.

Add PSC

Select the PSC Codes that you would like to add to your My PSC Codes list.

 **Tip:** You can use your My PSC Codes list to quickly populate the PSC Codes field when performing advanced searches.

My PSC Codes: ★

- Z300 - Maintenance, Repair or Alteration of Real Property -- Restoration of real property
- Z3 - Maint, Alter, Repair Restor Activs**
- Z2QA - Repair Or Alteration Of Restoration Of Real Property (public Or Private)
- Z2PZ - Repair Or Alteration Of Other Non-Building Facilities
- Z2PD - Repair Or Alteration Of Waste Treatment And Storage Facilities
- Z2PC - Repair Or Alteration Of Unimproved Real Property (land)
- Z2PB - Repair Or Alteration Of Exhibit Design (non-Building)
- Z2PA - Repair Or Alteration Of Recreation Facilities (non-Building)

Share your Profile

- » Sharing your personal profile enables you to list yourself as a potential bidder on opportunities, and find other teaming points of contact in the GovWin network
- » Unless changed by you, your Personal Profile is shared with the GovWin Network.
- » To edit the sharing settings: From your Personal Profile page, click on the arrow key under **Share My Profile**. A window will pop-up where you can choose which aspects of your profile to share/ hide.
- » Note that if you have advertised interest in any opportunity, your profile and contact information **cannot** be hidden.

My Personal Profile [Change Password](#)

Share your business expertise, experience and interests

You can configure your profile and manage which information to share with other members of the GovWin Network™.

✓ Your Personal Profile is shared with the GovWin Network™.

Share My Profile

Profile Shared

View My Shared Profile

Check below to share with the GovWin Network™.

☒ **Share My Profile** (displays your Name, Title & Company)

Your Profile and Contact Information **cannot** be hidden when you have advertised interest on one or more Opportunities.

Choose any additional information you would like to share:

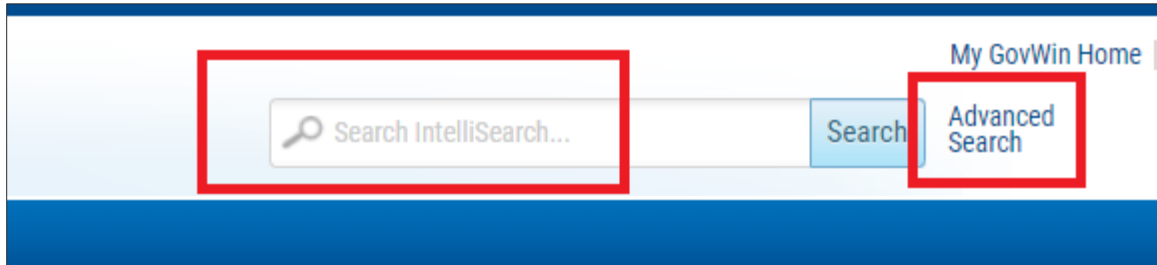
- ☐ My Contact Info (displays your Phone & Email)
- ☒ My Roles & Interests
- ☒ My Governments
- ☒ My Offerings
- ☒ My NAICS
- ☒ My Verticals

Searching for Opportunities



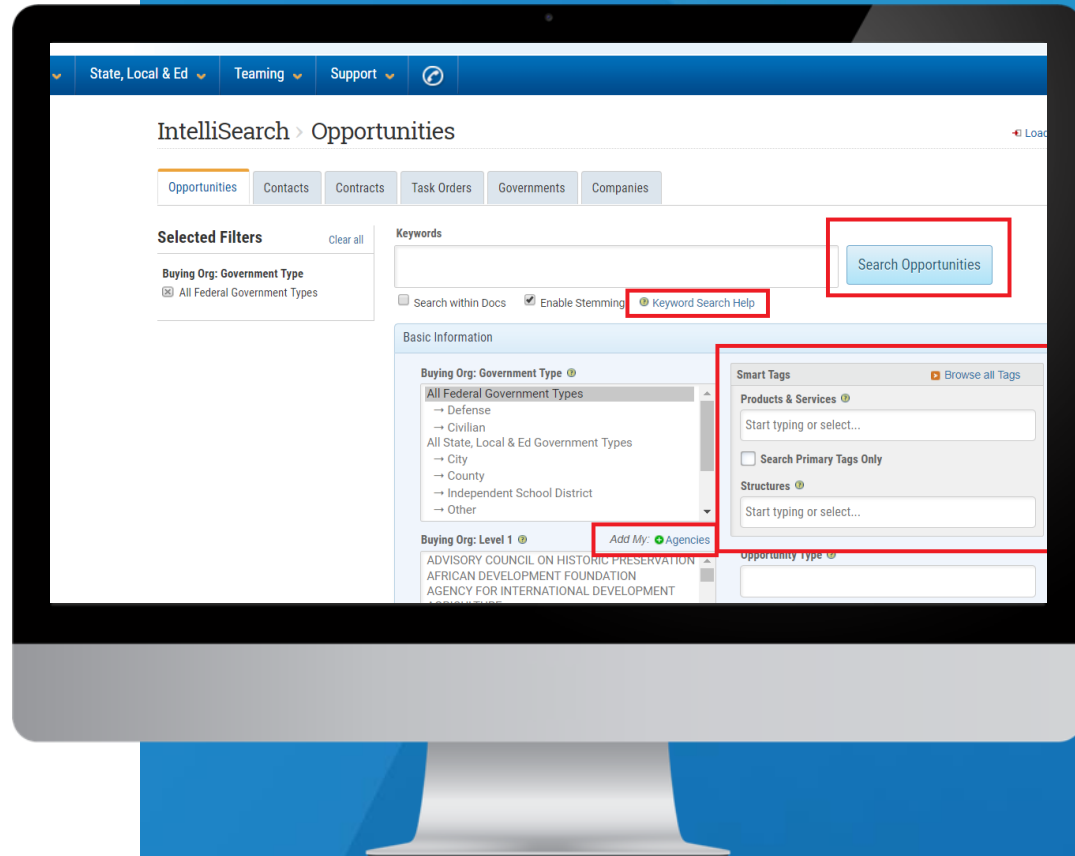
Basic Search vs Advanced Search

- Use the Basic Search IntelliSearch box if you know the solicitation number or name of a program.
- Use Advanced Search to pre-select filters to narrow your search results



Advanced Search

- » Use a combination of keywords and filters to search specific content.
 - » Tip: Hold <CTRL> on your keypad to make multiple selections.
 - » Tip: Select Keyword Search Help for best practices.
 - » Tip: Click Add My Agencies to populate Agencies selected in your personal profile.
 - » Search with Smart Tags: Vendors and agencies do not speak the same language. Smart Tags review the context of a project using a unique set of rules that determine the proper categorization of a project -even if there are misspellings and nondescript titling.
 - » Use additional filter options to narrow your results
- » When finished selecting filters, click **Search Opportunities**



Search Results: Dynamic Infographic



- » Visual analysis of search results, including Top Buying Organizations, Contractors, Place of Performance, Competition Type, and Primary Requirement
- » Enables you to see in real-time, the market landscape for your pursuits.

Filters

- » Further filter results using the filters on the left side of screen under **Narrow Your Results** by clicking or unclicking the appropriate box
- » To add or remove filters, click the **Settings** link at the top of the page

The screenshot displays the IntelliSearch Opportunities interface. At the top, the breadcrumb 'IntelliSearch > Opportunities' is visible. On the right, navigation links include 'Return to Advanced Search', 'Load Search', 'Settings' (highlighted with a red box), and 'View Full Screen'. Below the breadcrumb, the 'Selected Filters' section shows 'Buying Org: Government Type' with 'All Federal Government Types' selected, 'Product & Services' with 'Security software' selected, and 'Status' with 'Any Active' selected. A 'Narrow your results' sidebar (also highlighted with a red box) contains 'Keywords' and 'Government Type' sections. The 'Government Type' section lists 'All Federal Government Types' (113), 'All State, Local & Ed Government Types' (+171), 'City' (+72), 'Civilian' (+47), and 'Colleges/Universities' (+6). The main content area shows 'Found 113 results (Showing 1 - 20)'. It includes a summary bar with '113 Opportunities found', 'Total value of Opportunities found: \$8 (B)', and 'Average value of Opportunities found: \$87 (M)'. Below this, two search results are shown: 'ENTERPRISE WIDE CYBER SECURITY SOLUTIONS STEERING GROUP MISSION HUBZONE (ESSG)' and 'IDENTITY DOMINANCE SYSTEM MARINE CORPS INCREMENT 2 (IDS-MC INC 2)'. Each result includes details like Mark, Status, Solicitation #, Organization, Opportunity Type, Opportunity ID, Solicitation Date, Competition Type, Type of Award, Estimated Value, and Requirement.

Narrow your results

Download Options

- » Two Download Options: Individual Opportunities or Entire List
- » Download Entire List: Click **Select All**
- » Download Select Opportunities: **Check box next to desired Opportunities**
- » Click **Export**
- » Select box for either **Selected Content** or **All Content**
- » Click either **Excel** or **PDF**
- » Click **Proceed to Field Selection**
- » Select desired Fields
- » Click **Download**

The screenshot shows the IntelliSearch Opportunities interface. On the left, there are filters for 'Buying Org: Government Type' (All Federal Government Types), 'Product & Services' (Security software), and 'Status' (Any Active). Below these are sections for 'Narrow your results' with 'Keywords' and 'Government Type' (All Federal Government Types, All State, Local & Ed Government Types, City, Civilian, Colleges/Universities). The main area displays 'Found 132 results (Showing 1 - 20)'. A summary box shows '132 Opportunities found', 'Total value of Opportunities found: \$9 (B)', and 'Average value of Opportunities found: \$118 (M)'. Below this, there are 'Select all' and 'Export' buttons. A list of results is shown, with the first one selected (checkbox checked). The first result is 'Industry Day for Department of Homeland Security (DHS), Office of Biometric Identity Management (OBIM) - Mission Systems Lifecycle Support (MSLS)'. It includes details like Mark, Status, Solicitation #, Organization, Opportunity Type, and Opportunity ID. Below the list, there is a 'Proceed to Field Selection' button and a 'Cancel' button.

The screenshot shows the 'Export Options' dialog box. It has two sections: 'Content to Export:' and 'Export to:'. Under 'Content to Export:', there are two radio buttons: 'Only the Content I've selected (1)' (selected) and 'All Content in List (132)'. Under 'Export to:', there are two radio buttons: 'Excel - Limited to 5,000 items.' (selected) and 'PDF - Limited to 100 items.'. At the bottom, there are two buttons: 'Proceed to Field Selection' and 'Cancel'. There is also a close button (X) in the bottom right corner.

Saving a Search



Saving a Search

- » Save your search to get alerts when new content is added
- » To Save your Search, click **Save Search** on the upper right hand corner
- » When the Pop-Up appears
 - » Name Search
 - » Select Email Frequency of Daily or Weekly
 - » Select Email Type of New Opportunities Only or Updates and New Opportunities

The screenshot displays the eelliSearch Opportunities interface. At the top, the search title is "Cyber Security Network Security DHS Search". A red box highlights the "Save Search" button in the upper right corner. Below the search bar, it indicates "Found 47 results (Showing 1 - 20)". A summary box shows "47 Opportunities found", "Total value of Opportunities found: \$4 (B)", and "Average value of Opportunities found: \$78 (M)". A list of results is shown, with the first item being "CYBERSECURITY TALENT MANAGEMENT SYSTEM (CTMS)".

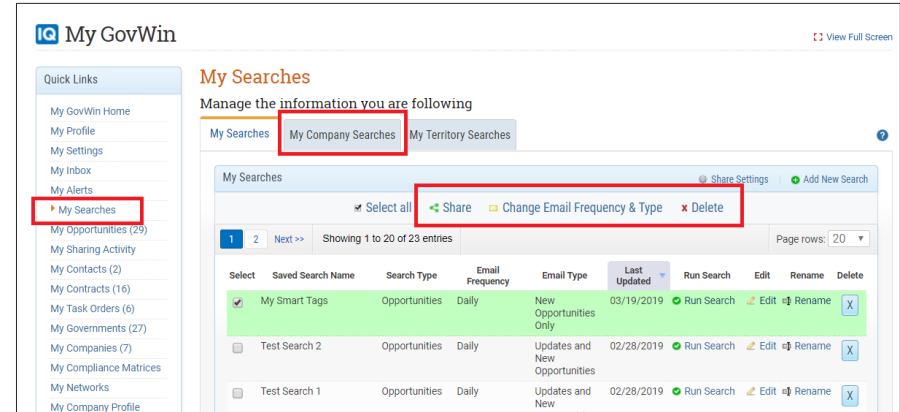
The "Save This Search" pop-up is overlaid on the bottom right. It contains the following fields:

- Search Title:** SLED Active Opps; CA Network Services
- Email Frequency:** Daily
- Email Type:** New Opportunities Only

At the bottom of the pop-up are "Save Search" and "Cancel" buttons, and a close button (X) in the bottom right corner.

Accessing, Editing, and Sharing Saved Searches

- » Click the **My Searches** link within the **Quick Links** menu.
- » My Searches is a repository for saved searches across all products, including: Opportunities, Contract Awards, and Task Order Awards.
- » Click the box next to a search and click the appropriate link to **Share, Edit Email and Alert Settings, or Delete** a search
- » Click **My Company Searches** to access searches saved by other users at your company



Tracking an Opportunity





Tracking Opportunities

- » GovWin IQ provides two options for tracking Opportunities
 - » Marking
 - » Adding to a Folder

Mark an Opportunity

- » Use this feature to receive an email when the opportunity is updated.
- » Marking an opportunity will also save the opportunity to your My Opportunities
- » To Mark an Opportunity:
 - » Click the **arrow** in the **Priority and Folder** box
 - » Click the appropriate priority level

Federal > Opportunity Details

GLOBAL COMBAT SUPPORT SYSTEM GCSSJ DATA APPLICATIONS INTEGRATION ANALYSIS SUPPORT

Opportunity ID: 174450

Buying Organization: DEFENSE » DEFENSE INFORMATION SYSTEMS AGENCY » DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION (DITCO) / PROCUREMENT
[View Org Chart](#)

Organization Type: Public Safety

Share Feedback

Opportunity ID Quick Search: ID #

At a Glance Customize

Status:	Pre-RFP
Solicitation Date:	09/2019 (Deltek Estimate)
Award Date:	12/2019 (Deltek Estimate)
Value(\$K):	5,000
Competition Type:	Small Bus Set-Aside
Primary Place of Perf:	Fort George G Meade, Maryland, United States

Priority & Folder

Snapshot

Timeline

Description

Contracts

Contacts

Resources

Vendors & Teaming

Flex Fields

Notes

Kona

Not Marked

Marked by: 0

Folder: Unassigned

Assess Opp

Assess Opportunity Capture (0) Qualifying (0)

Medium Priority

The Department of Defense (DOD), Defense Information Systems Agency (DISA), has a requirement for Global Combat Support System (GCSS-J) Data Applications & Integration Analysis Support.

Opportunity Summary

Status	Pre-RFP
Solicitation Date	09/2019 (Deltek Estimate)
Award Date	12/2019 (Deltek Estimate)

Latest Analyst Update

07/25/2019

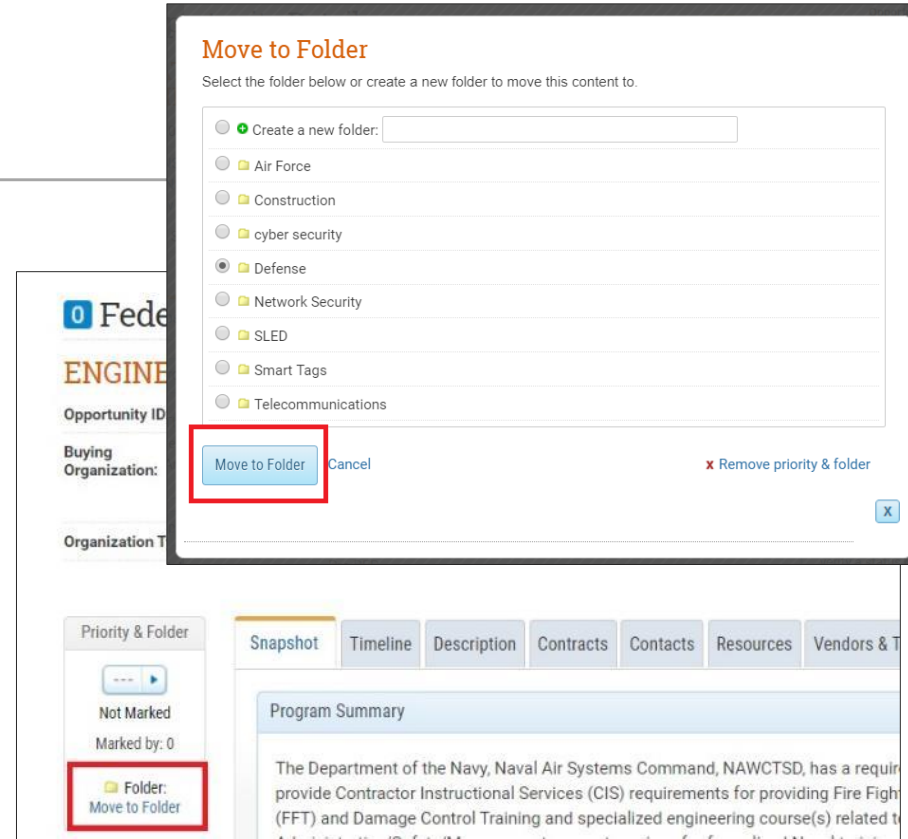
According to the DISA Forecast of Procurement Actions (circa May 2019), the RFP is projected during Q4 of FY19 and the contract award during Q1 of FY20. Deltek has contacted the Contracting Office within the past week to verify a status of the RFP release.

Please Note: Deltek has limited to no visibility to all RFQ 's that are issued as task orders.

Marking an Opportunity

Folder an Opportunity

- » Adding an opportunity to a folder will help organize your opportunities in your My Inbox
- » To Folder an Opportunity:
 - » Click **Move to Folder** in the **Priority and Folder Box**
 - » Select an existing folder or create a new folder, then click **Move to Folder**



My Opportunities

- » My Opportunities is a repository for all of your marked Opportunities, Task Orders, Bid Notifications and Lead Alerts
- » Click **My Opportunities** in the **Quick Links** box to access
- » Check the box next to an opportunity, then click **Actions and Settings** to **download or filter** your opportunities
- » Click **My Company Opportunities** to opportunities marked by other users at your company

My GovWin

View Full Screen

Quick Links

- My GovWin Home
- My Profile
- My Settings
- My Inbox
- My Alerts
- My Searches (34)
- My Opportunities**
- My Sharing Activity
- My Contracts (6)
- My Contracts (21)
- My Task Orders (9)
- My Governments (178)
- My Companies (9)
- My Compliance Matrices
- My Networks
- My Company Profile
- My Company Subscription
- Update My Salesforce Opportunities
- Update My Vantagepoint Projects

My Opportunities

Follow all of your business opportunities of interest

My Opportunities **My Company Opportunities**

My Opportunities

UNMARK 1 2 Next >> Showing 1 to 20 of 36 entries

Type	Notes	Opportunity ID	Acronym	Opportunity Name	Buying Organization	Status	Date
<input type="checkbox"/>		167789		ORGANIZATIONAL MESSAGING SERVICE OMS AND NATIONAL GATEWAY CENTER NGC SYSTEM SOFTWARE AND SECURITY ENGINEERING SERVICES	DEFENSE/ DEFENSE INFORMATION SYSTEMS AGENCY	Expired/Archived	CMT18E32006
<input type="checkbox"/>		135796	WBV-EVM-10 (EVM-10)	USACE AEC WEST BANK AND VICINITY ENVIRONMENTAL MITIGATION EVM10	ARMY/ ARMY CORPS OF ENGINEERS	Awarded	W912P618B0056 08/24/2018
<input type="checkbox"/>		6111294		Construction Services for Renewable Assets	CALIFORNIA SACRAMENTO MUNICIPAL	Expired/Archived	

Actions & Settings

- Change Display Fields
- Download to Excel
- Filter My Opps
- Add Opportunities

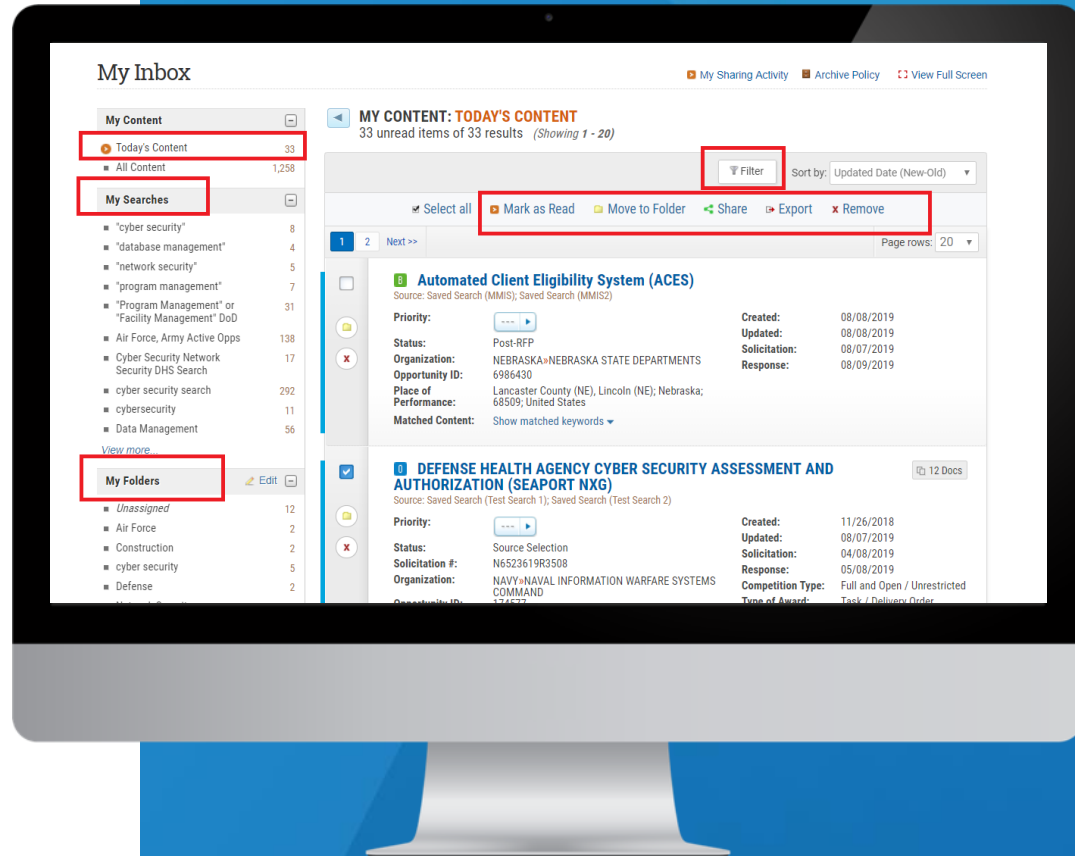
My Opportunities

My Inbox



My Inbox Features

- » My Inbox allows you to organize your Saved Searches and Opportunities
- » Review Opportunities: Saved search results populate your inbox allowing you to organize projects into customizable folders and receive updates.
- » Stay Organized: Within My Inbox you can organize leads into folders – to keep yourself organized, remove irrelevant items, review projects shared with you, filter, and sort.
- » You can filter all the content in your inbox to find the projects of interest easily. Filtering options include but are not limited to: • Content Type • Status • Priority • Keywords • Unread only
- » Review only content added Today
- » My Inbox automatically removed duplicate results
- » View content shared with you



Accessing My Inbox



- » My Inbox is accessed on your My GovWin Homepage
- » Click **My Inbox** in the **Quick Links** box
 - » OR
- » My GovWin drop down > My Inbox

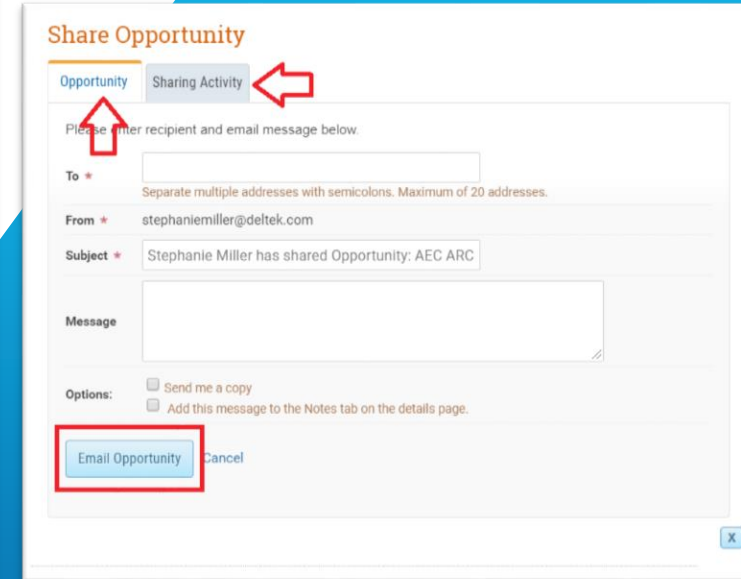
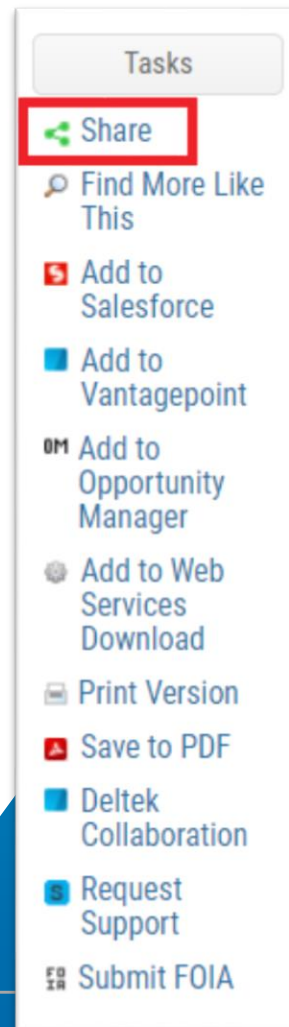
Sharing GovWin IQ Content



How to Share Tracked Opportunities

The recipient(s) of a shared Tracked Opportunity must be a GovWin IQ user, with an active login, to access any details and documents

- » Click **Share** under Tasks
- » Type in email addresses of recipients, separating each with a semicolon. There is a max of 20
- » Type in message, if desired
- » Click **Email Opportunity**
- » Click **Sharing Activity** to see who has received this opportunity



How to Share SLED Bid Notifications and SAM Procurement Notices

Shared SAM Procurement Notices and SLED Bid Notifications are sent with documents. The recipient(s) does not need a GovWin IQ login to access these documents

- » Click **Share** under Tasks
- » Type in email addresses of recipients, separating each with a semicolon. There is a max of 20
- » Type in message, if desired
- » Click **Email Bid Notification** or **Email FBO Notice**
- » Click **Sharing Activity** to see who has received this notification

The screenshot shows the 'Share Bid Notification' form. A red box highlights the 'Share' button in the 'Tasks' sidebar. A red arrow points to the 'Sharing Activity' tab. Another red arrow points to the 'To' field. The 'From' field is 'stephaniemiller@deltek.com'. The 'Subject' field is 'Stephanie Miller has shared Bid Notification: PURCH'. The 'Message' field is empty. The 'Options' section has two checkboxes: 'Send me a copy' and 'Add this message to the Notes tab on the details page'. A red box highlights the 'Email Bid Notification' button. A 'Cancel' button is also visible.

Share Bid Notification

Tasks

- Share**
- Find More Like This
- Add to Salesforce
- Add to Vantagepoint
- Add to Web Services Download
- Print Version
- Request Support

Bid Notification **Sharing Activity**

Please enter recipient and email message below.

To *

Separate multiple addresses with semicolons. Maximum of 20 add

From * stephaniemiller@deltek.com

Subject * Stephanie Miller has shared Bid Notification: PURCH

Message

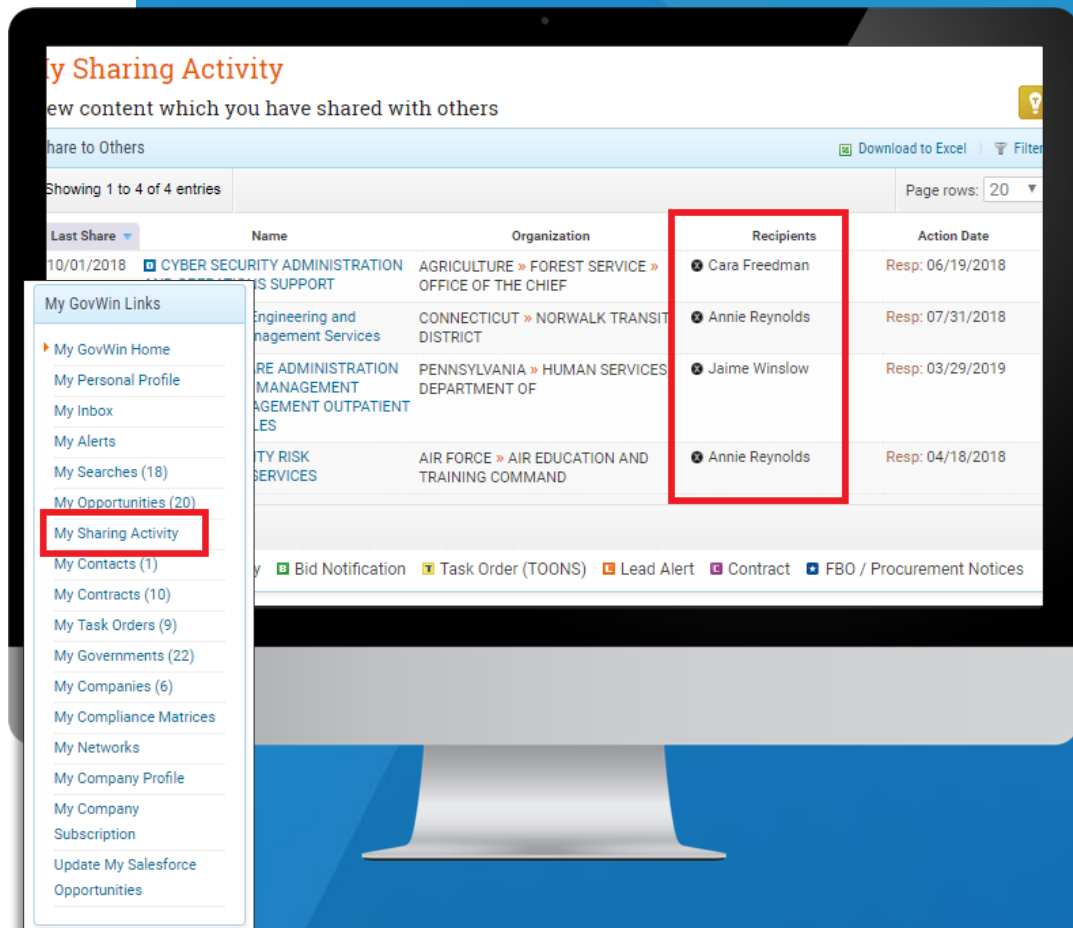
Options:

- ☐ Send me a copy
- ☐ Add this message to the Notes tab on the details page.

Email Bid Notification Cancel


How to Access My Sharing Activity

- » On the My GovWin Homepage, click **My Sharing Activity**, in the **Quick Links** box
- » View the content you shared with others and whether or not the recipients have read the information



Need Additional Help?

GovWin IQ Support

- » Utilize support videos under the GovWin IQ Support tab
- » Review additional instructional guides in the Guide Center by clicking  in the lower right corner of GovWin IQ.
- » Contact your Customer Success Manager; you can find contact information under Support in the top menu.

GovWin IQ Hotline:
Monday – Friday
8:00am – 8:00pm eastern



Call the GovWin IQ Hotline:
(571) 521-7062



Email the GovWin IQ Hotline:
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