

Instructions to Attach FSMC RFP/ New & Renewal Contract Documents in Smartsheet Dynamic View

1. Click on this [link](#) to access the Smartsheet file in Dynamic View.
2. Find your 'SFA Contact Name First Last Name' and click on it.



Smartsheet Dynamic View

25-26 FSMC Contract Submittals ⓘ

Filter

SFA Contact Name First Last Name	SFA Name	ESC Number	SFA Contact Email	SFA Number	Contract Type	Renewal Type	FSMC Name	SFA Contact Phone Number	Superintendent Name First Last	Superintendent Mailing Address	Superintendent Mailing City
Evelyn Ward	Gracie's Corner ISD	20	evelyn.ward@texasagriculture.gov	00000	New Contract			+1 (210) 315-5932	Evelyn Ward	2035 Gracie Stree	San Antonio

3. Once the 'SFA Contact Name First Last Name' is clicked, it will be highlighted in blue. You will see the detailed data and attachment(s) link. Click on Attachments.



25-26 FSMC Contract Submittals ⓘ

Filter

SFA Contact Name First Last Name	SFA Name	ESC Number	SFA Contact Email	SFA Number	Contract Type	Renewal Type	FSMC Name	SFA Contact Phone Number	Superinte
Evelyn Ward	Gracie's Corner ISD	20	evelyn.ward@texasagriculture.gov	00000	New Contract			+1 (210) 315-5932	Evelyn W

Details

Attachments (0)

SFA Number
00000

SFA Name
Gracie's Corner

ESC Number
20

SFA Contact Name First Last Name
Evelyn Ward

SFA Contact Email



4. Once you click on Attachments, you will then see a box to attach your files. Click on it to upload your documents.

25-26 FSMC Contract Submittals ⓘ

Filter [icon] [icon] [icon]

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Evelyn Ward	Gracie's Corner ISD	20	evelyn.ward@texasagriculture.gov	00000	New Contract			+1 (210) 315-5932	Evelyn Wi

Details

Attachments (0)

No attachments to display

Attach a File