PIPELINE
FAQS

Are there setup procedures to start my Pipeline?
Your Pipeline is automatically updated based on your Guide Saved Searches.

Is there an online tour of Pipeline I can view?
Yes. When you login to your Pipeline for the first time a click-through tour will appear. You can revisit this tour at any time using the "?" icon in the upper right hand corner of your Pipeline.

Where can I find my Pipeline, I don't have a link to Spending Forecast Center or Term Contract Center?
The Pipeline tool is only available with a subscription to Spending Forecast Center or Term Contract Center.

If I delete a project in my Pipeline will it remove it from My Guide?
Yes. Pipeline is based on your Guide Saved Searches and the results of those Searches. If you delete a project it from Pipeline it will be deleted from MyGuide.

If I delete a project from the MyGuide inbox will it still be in my pipeline?
No. Projects are synched between MyGuide and Pipeline. Removal from one will mean removal from the other.

When should I expect to see my monthly Pipeline Summary notification?
The Pipeline Summary is delivered the first week of each month. The Summary will contain current and new opportunities – new opportunities are those published in throughout the previous month.

Are there limits on the number of records I can export in Pipeline at one-time?
Yes. Similar to all other exports, 1000 records per export is the limit.

I track my team and industries using specific searches. How can I view the Pipeline for a specific folder?
Using the "Your Searches" in the Filters box, de-select the folders you don't wish to view in your Pipeline. By default, all boxes are checked and all folders are viewed in your Pipeline.

How often are new opportunities added to my Pipeline?
New opportunities are added to your Pipeline as they are published within Onvia's database. You can login anytime, set your filter to "show new opportunities only" to view all new opportunities since the previous month's Summary notification.

How can I change the time duration settings on my Pipeline?
From the pipeline page and general settings page.

How is my Pipeline timeline defined?
For Term Contracts, Contract end date. For Project Previews, Project Start date.

If I make a change by adding or removing a search, when do the changes take effect?
The next day.

What if I don't want to receive the Pipeline email notification, can I stop it?
Yes. Go into settings / email settings and select off. Your online pipeline will continue to be populated.

My Pipeline doesn't have a graph but instead a message, "At this time there are no opportunities available in your Pipeline" but I have met the criteria listed below the message.
If you have met the criteria listed under this message you may need to check that you have a time filter(s) selected in the left hand column under the Date Range timeline.

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