

RFP & Proposal Express (Qvidian) Add-In User Guide

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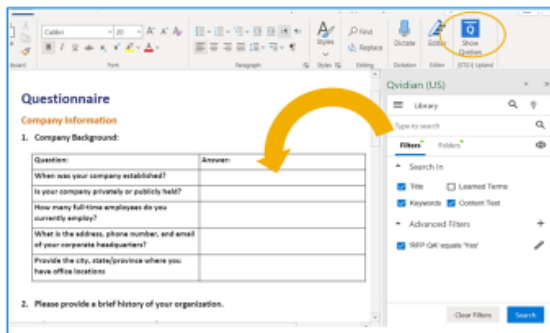
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Qvidian for Microsoft Office Add-In Overview

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RFP Proposal & Express (Qvidian) for Microsoft Office Add-In

Users save time by harnessing the power of the RPE Qvidian library directly within Word & Excel



- ✓ Intuitive Interface
- ✓ Easy to Use
- ✓ Productivity Booster
- ✓ Streamlined Functionality
- ✓ Time Saving Process

Efficiently adds answers to RFPs/questionnaires in Word & Excel and easily tackles the **most complex customer forms**

Replaces tedious cut-and-paste process with the **simplicity of clicking Insert** to add an answer

Automates searching using *First Pass* which **inserts the best answers** to questions in bulk

"Wow is all I have to say. I have been using the add on and I have to say in all the years I have been here this might be the best tooling I have seen...I see this being a huge time saver...Bravo" - Frequent User Testimonial

DELL Technologies

Why Use RFP & Proposal Express (Qvidian) for Microsoft Office Add-In

RFP & Proposal Express (Qvidian) for Microsoft Office is ideal for current users of the RFP & Proposal Express tool who currently cut & paste content into their RFPs.

It will help you to:

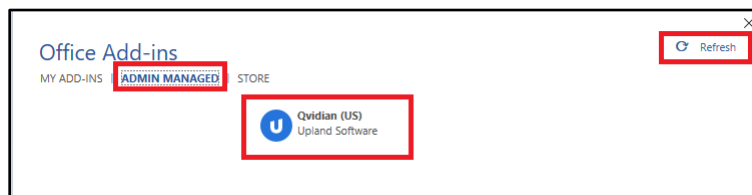
- Work More Efficiently and Reduce Errors
 - Stop switching back and forth between RFP & Proposal Express and your customer response
- Eliminate Tedious Cutting & Pasting
 - Use Insert to directly add a single answer
 - Answer questions in bulk with FirstPass
- Saves Sales Team Members Time
- Please Note: Qvidian is the back-end SaaS of RFP & Proposal Express. It includes the tool architecture, the tool content library and is the name of the Add-In you will see in Microsoft Office Word & Excel.

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How to Install Qvidian for Microsoft Office Add-In

Installing the Qvidian for Microsoft Office Add-In for Word and Excel

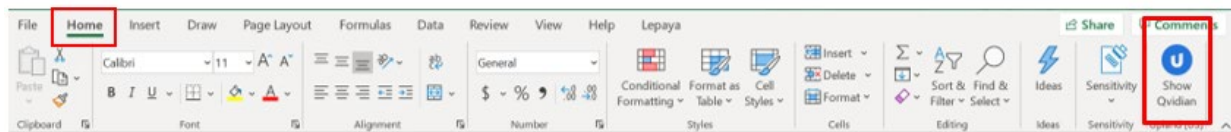
- 1) If you have not accessed the RFP & Proposal Express before, please [click here](#) and then wait 48 hours to get access to the add-in. After 48 hours you may proceed to the next step below.
- 2) In Word or Excel, in the Home menu, click “Add-ins” then click on “Get Add-ins.”
- 3) On the Add-ins popup, select “**Admin Managed**”. (If you are a **Partner**, you will see the Add-in by selecting “**Store**” instead of “**Admin Managed**”.) You should see one called “Qvidian (US)” NOTE: the “US” refers to the location of the database, not the user! **If you don’t see the Add-in you may need to click on “Refresh” to see the Qvidian (US) icon when installing the plugin. If you still don’t see the Add-In please email us at RFP_and_Proposal_Express@Dell.com**



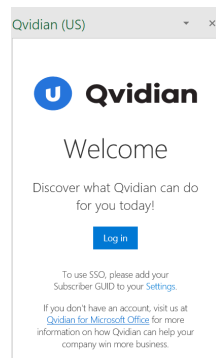
- 4) Select it and click “Add” – the add-in will then be installed.

Running the add-in for the first time:

Once the add-in is installed, an icon “**Show Qvidian**” will appear on the “Home” ribbon. Click this.



- 1) A log-in panel will open on the right of the screen. Click the Log in button.



- 2) The panel will login to the RFP & Proposal Express (Qvidian) Library using SSO.

Please note: Partners will have to specify the Subscriber GUID to access our database as SSO will not work for them.



Welcome

Discover what Qvidian can do for you today!

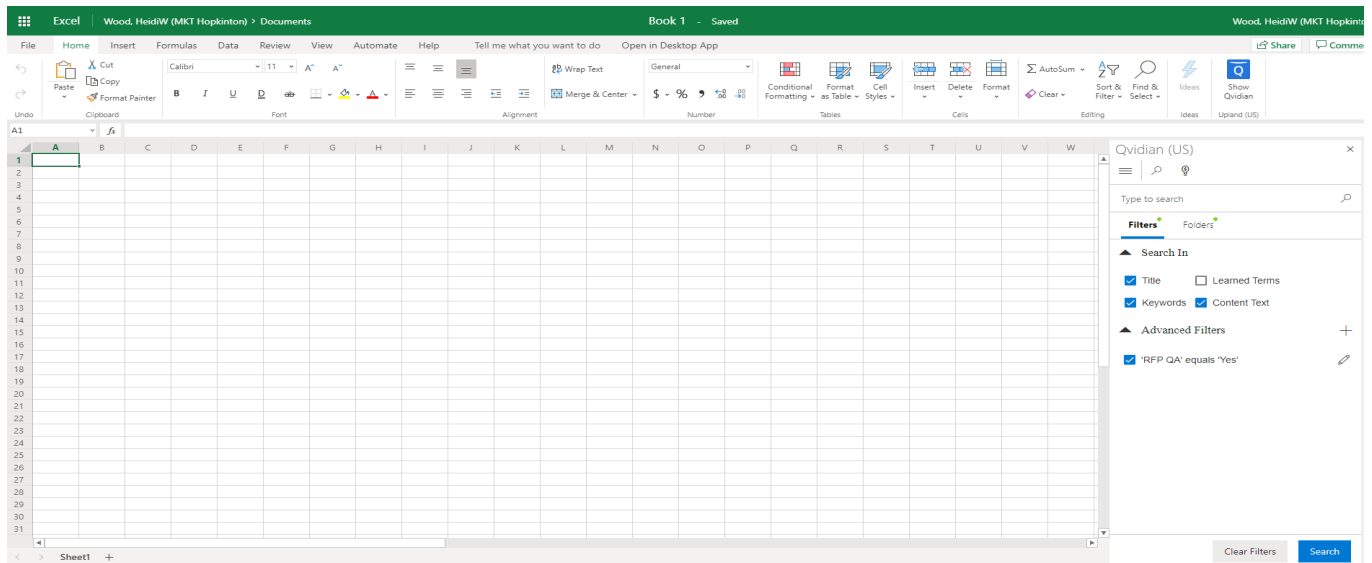
[Log in](#)

To use SSO, please add your Subscriber GUID to your [Settings](#)

Specify your **Subscriber GUID** (56d03f95-89a3-4d8c-b314-1112724d573c)

Running the add-in thereafter:

- 1) From then on, in either Word or Excel, every time you open the Qvidian for Microsoft Office Add-In panel and click “Login”, it will connect you to the RFP & Proposal Express (Qvidian) Library automatically.
- 2) After logging in you will notice the library search is now part of the Excel or Word screen.



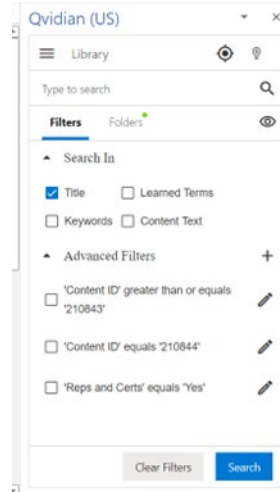
Please note: If your default language is not English and you are getting an exception error when you login, try setting your default language to English and try again.

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How to Use the Qvidian for Microsoft Office Add-In

Menu Layout Definitions

See reference picture below for menu layout.



When you hover your mouse over the top icons in the Qvidian for Microsoft Office Add-In menu you will notice the following options:

- Settings/Logout
- Search on selected cell(s)/text
- FirstPass cells in Excel and FirstPass paragraphs or tables in Word

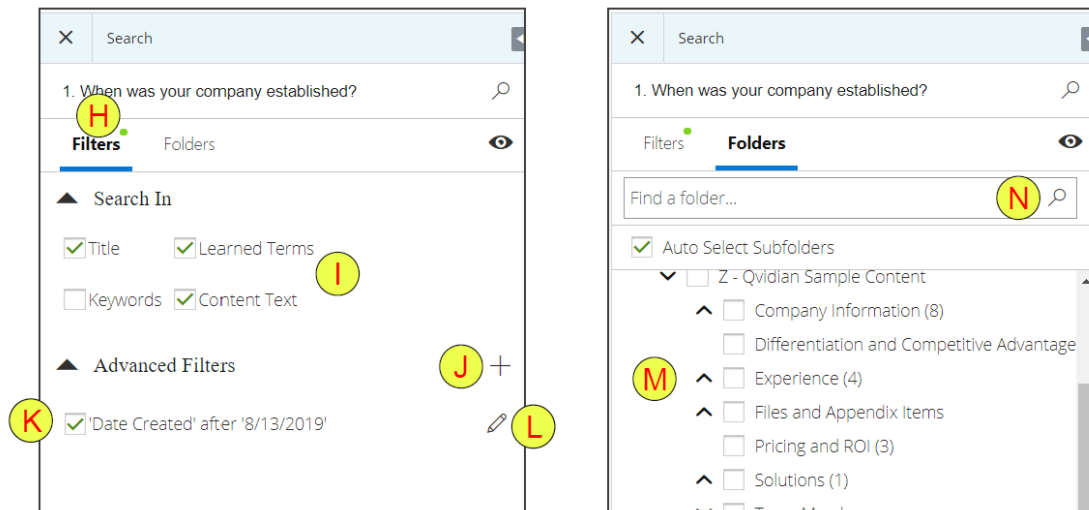
Other options available are:

- Type keyword to search box with the search icon in it.
- Filters and Folders option
- Search In box with the options
 - Title
 - Learned Terms
 - Keywords
 - Content Text
- Advanced Filters Box (which allows you to filter your result set)
- Clear Filters button
- Search button

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Selecting Folders and Filters

To find the most relevant content faster, users can refine search results with filters and folders. When filters or folders are selected, the Qvidian for Microsoft Office Add-In will show a green dot next to the relevant tab (see “H” below), so users can easily verify that the Qvidian for Microsoft Office Add-In is refining the search. Qvidian for Microsoft Office Add-In will remember filters and folders between sessions until a user clicks “Clear Filters” or “Clear Folders.”

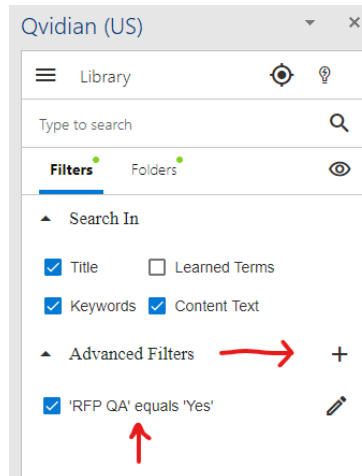


Standard Filters - Check or uncheck one or more of the “Search In” filters (see “I” above) to turn it on or off. Filters limit results to showing only records that contain one or more of the search terms in their Title, Learned Terms, Keywords, or Content Text.

Tip: You will find more results if you check off the boxes for Title, Keywords, and Content Text. The Learned Terms box will be useful after you have search in the library for a period of time. Then you can click the box for Learned Terms. You may want to adjust your selections periodically.

Advanced Filters - Click the “+” button (see “J” above) to add one or more advanced filters. Advanced filters can leverage any available content record metadata field, including custom metadata (e.g., Language, Expiration Date, etc.). Once created, users can switch advanced filters on and off via their corresponding checkmark (see “K” above). Users can also click the pencil icon (see “L” above) to edit existing filters.

Tip: When searching on customer’s questions you will find it beneficial to add the Advanced Filter “RFP QA” equals ‘Yes’. You can also filter on “Product Search”. Click on the “+” sign to expand your options. Remember that when you choose more than one filter it will affect the results returned as they all need to apply to the content being returned.



Folders - Provides a simplified view of the Qvidian content library. By expanding and collapsing folders and checking and unchecking folders to include or exclude them, users can limit their searches to specific folders (**see “M” above**). Users can also search their library’s folder structure to locate specific folders faster (**see “N” above**).

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Saved Folder & Filter Settings

Between sessions, the Qvidian for Microsoft Office Add-In will remember users’ most recent folder and filter settings. This helps users get back to work faster, without having to reconfigure their desired settings every time they access the Qvidian for Microsoft Office Add-In. To clear all filter settings or all folder settings, users can click the “Clear Filters” or “Clear Folders” button, respectively.

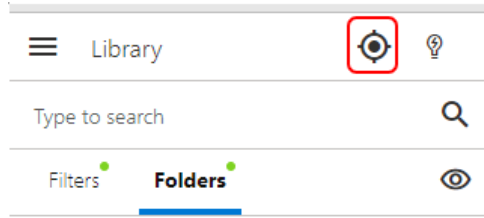
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Searching Methods

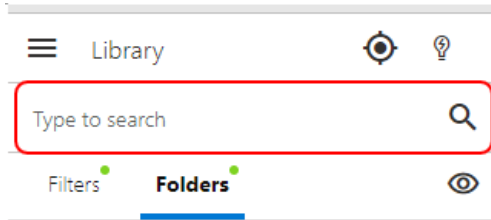
General Searching

From the Qvidian for Microsoft Office Add-In sidebar, users can directly search the Qvidian library by either selecting existing text from the questionnaire or manually typing in custom search terms.

Existing Text - Select a cell that contains a question in **Excel** or click anywhere in the paragraph of a question in **Word**, and then click “Search” to search the Qvidian library for the question text. You can alternatively select a word or phrase anywhere in the questionnaire, and then click “Search” to search for only that word or phrase.



Custom Search Terms - Manually type any words into the search box to search the Qvidian library for those custom search terms.



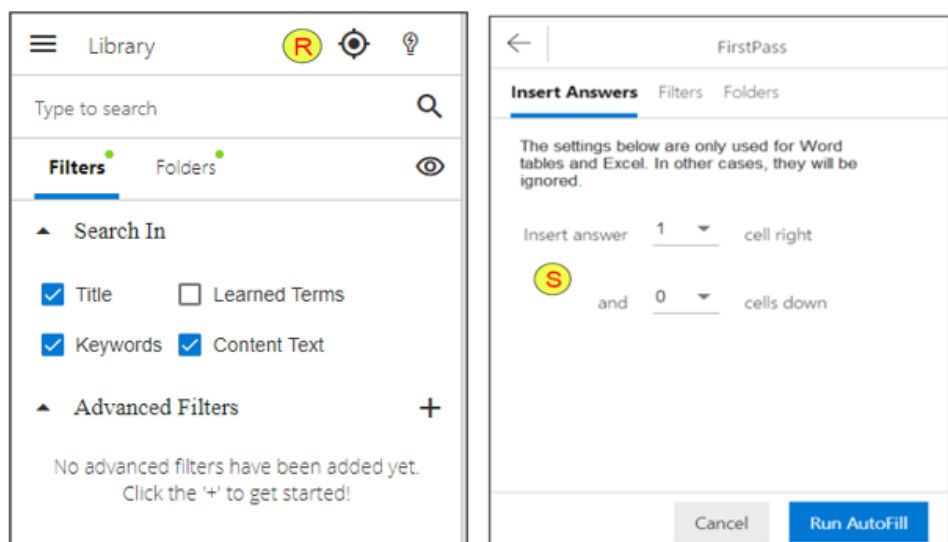
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FirstPass (for Microsoft Office Add-In only)

FirstPass helps users create a first draft response faster by automatically inserting the most relevant answer to a block of selected questions at the same time. This way, users can spend more time customizing answers and crafting responses to more complex questions.

In Word- Highlight one or more questions, and then click FirstPass (**see “R” below**) to insert the most relevant answer to all the selected questions automatically.

In Excel (and Word Tables)- Highlight one or more question cells, and then click **FirstPass (see “R” below)**. On the Insert Answers screen that appears, you can select where you want the answers to be inserted (**see “S” below**). For example, “1 cell right and 0 cells down”.



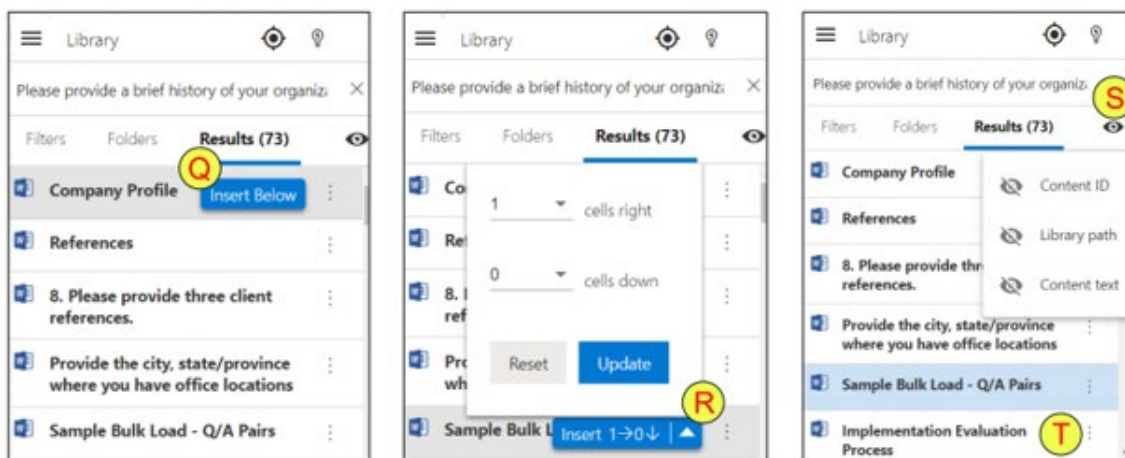
Please note: The blue Search button that appears at the bottom of the Filters and Folders preview panel will not perform a refined search. It is better when searching on an item to click either one of the two search icons on the top of the panel.

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Inserting Content

After completing a search, the top content results appear in the Qvidian for Microsoft Office Add-In side panel, sorted by relevance. When you hover over an answer suggestion, a blue Insert button appears.

- **Insert into Word Questionnaire-** Clicking “Insert Below” (see “Q” below) on a content record inserts the answer into a new paragraph under the selected question.
- **Insert into Excel Questionnaire or Word Table-** By default, clicking Insert on a content record inserts the answer one cell to the right of the active cell. Users can adjust the default insert location by clicking the white arrow icon (see “R” below).



In both cases, the Qvidian for Microsoft Office Add-In will automatically associate the search terms you used with the content you inserted, increasing the accuracy of the Qvidian for Microsoft Office Add-In's future content suggestions.

- If a user adds a content record that contains images or tables to a cell in Excel, only the text will be inserted. Due to Excel's limitations, the image and table will not be added to the cell.
- If a record that is stored in an incompatible format appears in the search results (e.g., a PowerPoint presentation), the insert button will be grayed out.

Important to remember: Before selecting Insert make sure your cursor is in the appropriate cell in which you want the answer to be inserted into **or** your options above are selected correctly, as the undo button in Excel is not available to remove your inserted content if added in the wrong cell. In addition, when inserting content into a cell in Excel or a table in Word, it may add an additional line at the end of the content. You will need to manually remove these additional lines. An enhancement request has been submitted to Qvidian to fix this issue in a future release.

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View Content Data & Details

After running a search, the Search Panel will display only the titles of matching content by default. To make a more informed decision, users can adjust the default content data the Qvidian for Microsoft Office Add-In displays by clicking the eye icon (**see “S” above**). From the menu that appears, users can opt to show the Content ID, Library folder path, and the first three lines of text for all results.

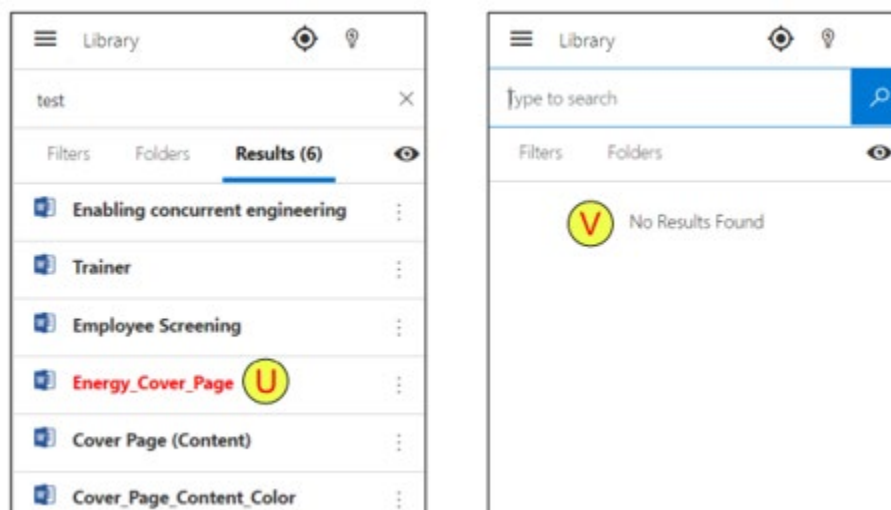
To get even more information about a specific record, users can click the vertical ellipsis on a search result (**see “T” above**) to open a menu with four options:

- **Preview** - Opens an HTML preview of the content record. Users can also select and copy text from the preview window (the Qvidian for Microsoft Office Add-In will record this as content usage). This feature is only available for content in Word format. PDF and Excel content cannot be previewed.
- **View Details** - Opens a panel displaying the content record's metadata. Users can also select and copy text from Details (the Qvidian for Microsoft Office Add-In will not record this as content usage).
- **Download** – You will be able to download the content in either a PDF, Word, or Excel format.
- **Feedback** – Allows you provide and view feedback for a particular piece of content.

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Expired Content & No Results Alerts

To simplify identifying expired content in search results, the Qvidian for Microsoft Office Add-In will display the titles of expired records in bold red font (**see “U” below**). If a search does not return any results, the Qvidian for Microsoft Office Add-In will display the message “No Results Found” (**see “V” below**).



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Qvidian for Web Overview

Similar to Qvidian for Microsoft Office which enables users to access the Qvidian library right in Microsoft Word and Excel the Qvidian for Web goes beyond those applications. Just pick your favorite browser (or all of them) to get access to this amazing new feature!

Qvidian for Web is available in Chrome, Microsoft Edge, and Firefox web stores:

- Chrome - [US Version \[go.uplandsoftware.com\]](https://go.uplandsoftware.com)
- Microsoft Edge - [US Version \[go.uplandsoftware.com\]](https://go.uplandsoftware.com)
- Firefox - [US Version \[go.uplandsoftware.com\]](https://go.uplandsoftware.com)

Qvidian for Web is easy to use. With Qvidian for Web we can now access the Qvidian library information for filling out PDF certifications with fields enabled along with online certifications and questionnaires and other web-based tools such as Google Docs, Sheets, and Slides:

Qvidian for Web allows you to:

- Find and consume your content quickly and easily on various RFP portals, websites, and web-based tools, such as Google Docs, Sheets, and Slides.
- Quickly access and download content stored in Qvidian.
- Quickly copy answers and paste as needed.
- Focus your search using Folders and Filters.
- Find the right content with Suggested Filters.
- Easily see content preview or details.
- Read and leave feedback on content.

Once loaded, Qvidian for Web, which operates in a separate window, interacts with web pages and enabled PDF documents to add a context menu option, allowing you to search Qvidian with your selected text.

- Finding Content: Use the 'Type to search' field to type or paste your question and run your search.
 - Select folders and filters to constrain your search. Qvidian offers suggested filters to recommend ways to filter your search results based on Custom Metadata applied to the content found in your search results.
 - Click ellipsis on right corner to Preview content, view details, or view and leave feedback on content.
- Using Content: Once you find the content you're looking for, you can:
 - Click the "Copy Text" button to copy the response. This response can now be pasted into your online portals, certifications, and text fields in PDF documents.

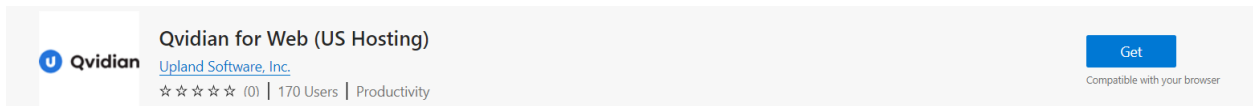
Note: Pasting into a Rich Text control will preserve most formatting and graphics. Pasting into a regular text box will use the plain text.

- Download any desired content (e.g. standard PDFs or PPT decks can be managed in Qvidian and then downloaded by users across your company).
- Copy a portion of selected text from the HTML Preview.

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Installing the Qvidian for Web Settings

- Qvidian for Web is available in Chrome, Microsoft Edge, and Firefox web stores.
 - Chrome - [US Version \[go.uplandsoftware.com\]](#)
 - Microsoft Edge - [US Version \[go.uplandsoftware.com\]](#)
 - Firefox - [US Version \[go.uplandsoftware.com\]](#)
- Click Get



- When this window pops-up, click Add extension

Add "Qvidian for Web (US Hosting)" to Microsoft Edge?

The extension can:

- Read and change all your data on all websites

Add extension

Cancel

- You will then get the message below




Qvidian for Web (US Hosting) has been added to Microsoft Edge



- Manage your extensions by clicking Settings and more > Extensions.

- Or click on this icon  to open your Qvidian for Web extension

 Qvidian for Web (US Hosting)

- When this window will pop-up, click Settings



Welcome

Discover what Qvidian can do for you today!

[Log in](#)

To use SSO, please add your Subscriber GUID to your [Settings](#).

- Specify your **Subscriber GUID** (56d03f95-89a3-4d8c-b314-1112724d573c)

← Settings

Subscriber GUID

56d03f95-89a3-4d8c-b314-1112724d573c

- ☐ Disable SSO authentication
- ☐ Turn on debugging mode

- Click Save
- Go to Settings

← Settings

Subscriber GUID

56d03f95-89a3-4d8c-b314-1112724d573c

- ☐ Disable SSO authentication
- ☐ Turn on debugging mode

- Welcome to Qvidian for Web

Library

Type to search

Filters Folders

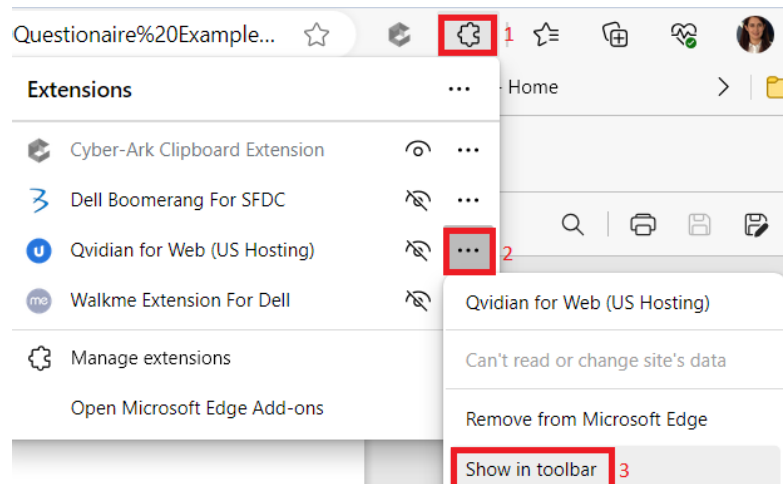
Search In

- ☒ Title ☒ Learned Terms
- ☐ Keywords ☒ Content Text

Advanced Filters

- ☒ 'RFP QA' equals 'Yes'

- To add Qvidian for Web to your tool bar, follow the steps below



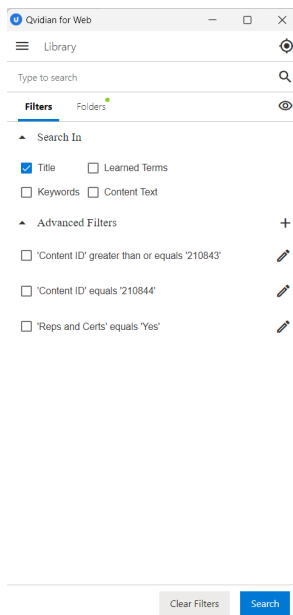
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How to Use the Qvidian for Web Add-In

Menu Layout Definitions

Below are the features that are available for use in Qvidian for Web:

- Settings/Logout
- Type keyword to search box with the search icon in it.
- Filters and Folders option
- Search In box with the options
 - Title
 - Learned Terms
 - Keywords
 - Content Text
- Advanced Filters Box (which allows you to filter your result set)
- Clear Filters button
- Search button



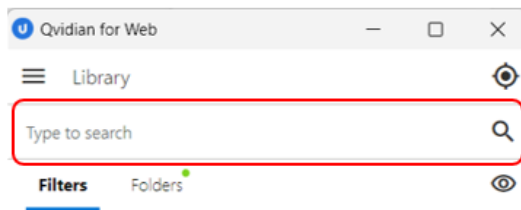
Selecting Folders and Filters

Selecting folders and filters in Qvidian for Web Add-In works the same as Qvidian for Microsoft Office Add-In. Please visit that section in this user guide for a detailed outline of this feature.

Searching Methods

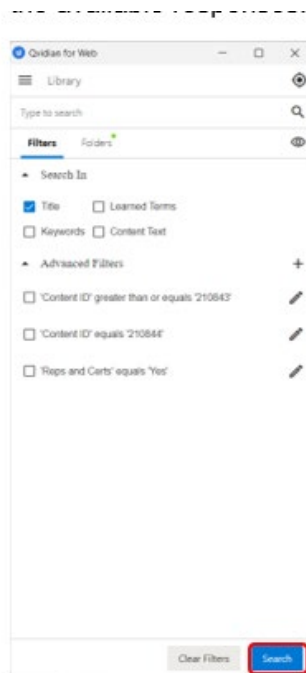
Using the Search Field:

Please use the search field available in Qvidian for Web to search for content in it. Copy and paste or manually type questions or keywords into this text field to search for information.



Using the Search Button:

Click on the search button to access all the records in the folder chosen. Users can then scroll through all the available responses.



Click the copy button to copy the response and then paste it into your document.

Using the Search on selected text button:

Select any questions or keywords on your online questionnaire or online bid that you would like to search for in Qvidian for Web. Now click the search on selected text button. Qvidian pulls up results for the text searched for.



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Inserting Content

When you hover over your search results in Qvidian, a blur button named 'Copy Text' appears. Please use this to copy your responses and then paste it in the relevant field in your response document. Be sure to save your document once the responses are copied there.

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View Content Data & Details

Options to view content data and details in Qvidian for Web are the same as what is available for the Microsoft Office Add-In. Please visit those sections in this user guide for a detailed description of **View Content Data and Details**.

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Expired Content & No Results Alerts

Expired content and alerts for no results appear in Qvidian for Web the same as Qvidian for Microsoft Office Web Add-In. Please visit those sections in this user guide for a detailed description.

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How to use Qvidian for Web in PDF documents:

Qvidian for Web can be used to fill PDF Bids and Certifications in PDF format. Users can copy the questions in PDF and search for responses in Qvidian for Web. The PDF Document needs to have text fields enabled for responses from Qvidian to be pasted into it.

Users can use the 'Add Text Box' button available in the 'Comment' set of tools in Adobe Reader to add text boxes in documents where they are not available. The text boxes are customizable in Adobe Reader and can be inserted against customer questions in forms

Where pre enabled fields are present in PDFs, use these for pasting your responses from Qvidian. You can use these responses on Adobe for Web application as well.

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How to use Qvidian for Web in online PDF documents:

Qvidian for Web can be used to fill online PDF copies. The online PDF copies need to have text fields enabled for responses from Qvidian to be pasted into it.

Users can copy the questions in the online PDF and search for responses in Qvidian for Web.

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How to use Qvidian for Web in Online Bids/Questionnaires/Certifications:

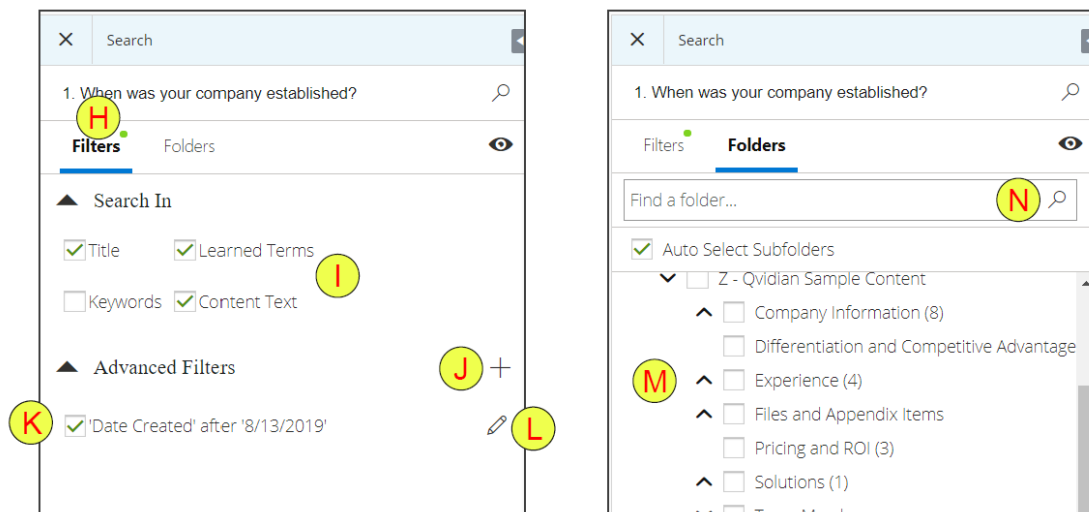
Copy responses from Qvidian for Web directly onto your online Bid/Questionnaire/Certification response fields. Most of the online requests have fields already enabled in their forms. You can paste the responses you copied from Qvidian for Web into these.

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Add-In FAQs & Tips for Success

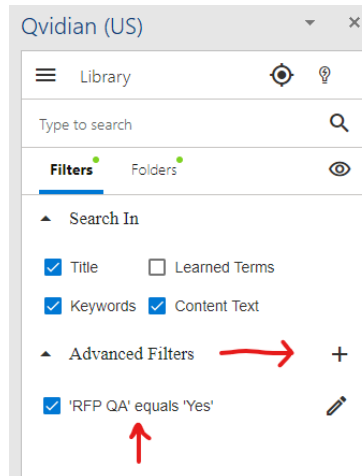
How do I get the best results returned for my search?

To find the most relevant content faster, users can refine search results with filters and folders. When filters or folders are selected, the Qvidian for Microsoft Office Add-In will show a green dot next to the relevant tab (see “H” below), so users can easily verify that the Qvidian for Microsoft Office Add-In is refining the search. The Qvidian for Microsoft Office Add-In will remember filters and folders between sessions until a user clicks “Clear Filters” or “Clear Folders.”



Tip - Between sessions, the Qvidian for Microsoft Office Add-In will remember users’ most recent folder and filter settings. This helps users get back to work faster, without having to reconfigure their desired settings every time they access Qvidian for Microsoft Office Add-In. To clear all filter settings or all folder settings, users can click the “Clear Filters” or “Clear Folders” button, respectively.

Tip: When searching on customer’s questions you will find it beneficial to add the Advanced Filter “RFP QA” equals ‘Yes’. You can also filter on “Product Search”. Click on the “+” sign to expand your options. Remember that when you choose more than one filter it will affect the results returned as they all need to apply to the content being returned.



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Which Search method should I use to perform my search?

General Searching

From the Qvidian for Microsoft Office Add-In sidebar, users can directly search the Qvidian library by either selecting existing text from the questionnaire or manually typing in custom search terms.

Existing Text - Select a cell that contains a question in **Excel** (see below example) or click anywhere in the paragraph of a question in **Word** (see below example), and then click “Search” to search the Qvidian library for the question text. Alternatively, select a word or phrase anywhere in the questionnaire, and then click “Search” to search for only that word or phrase.

Excel Example

6.1 Company Information		
	Full Legal Corporate Name and Address	
	What is your company Federal Tax ID#	
→	Is your company Public or Private?	Select the cell with a phrase or question that you want to search and then click on search. Or you can highlight any phrase in the cell and click search to narrow your search.
	Stock (Ticker) Symbol	
	What is your Dun & Bradstreet Rating?	
	Revenue most recent Fiscal Year and link to financials.	

Word Example

Profile/Corporate History

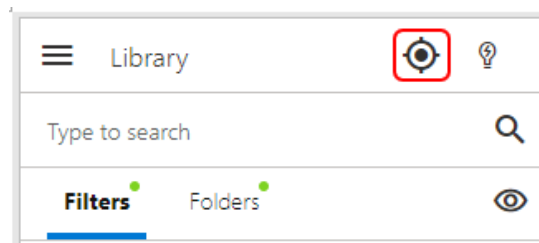
What is the Name and Address of your company?

Put your cursor anywhere in the sentence and then click on search. Or you can highlight any phrase in the sentence and click search to narrow your search.

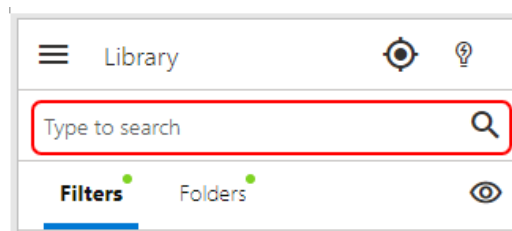
What is the background of your company, its size and number of resources? Please include: Ownership of company (Public, Private, Corporate, Partnership, Subsidiary of larger company, etc.).

Please provide a business overview for your company.

Click on this search icon above the search box.



Custom Search Terms - Manually type any words into the search box to search the Qvidian library for those custom search terms.

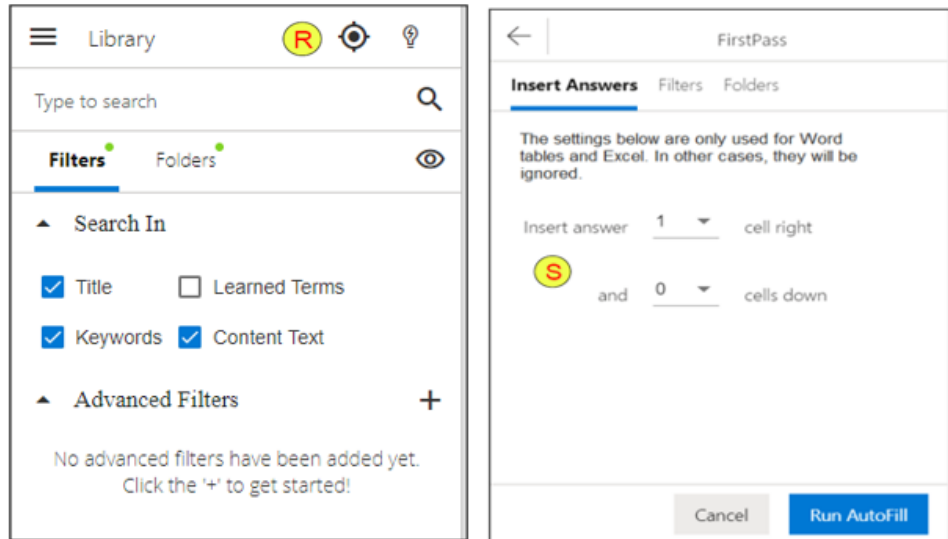


FirstPass – (Not available in Qvidian for Web)

FirstPass helps users create a first draft response faster by automatically inserting the most relevant answer to a block of selected questions at the same time. This way, users can spend more time customizing answers and crafting responses to more complex questions.

In Word- Highlight one or more questions, and then click FirstPass (see “R” below) to insert the most relevant answer to all the selected questions automatically.

In Excel (and Word Tables)- Highlight one or more question cells, and then click FirstPass (**see “R” below**). On the Insert Answers screen that appears, tell the Qvidian for Microsoft Office Add-In where you want the answers to be inserted (**see “S” below**). For example, “1 cell right and 0 cells down”.



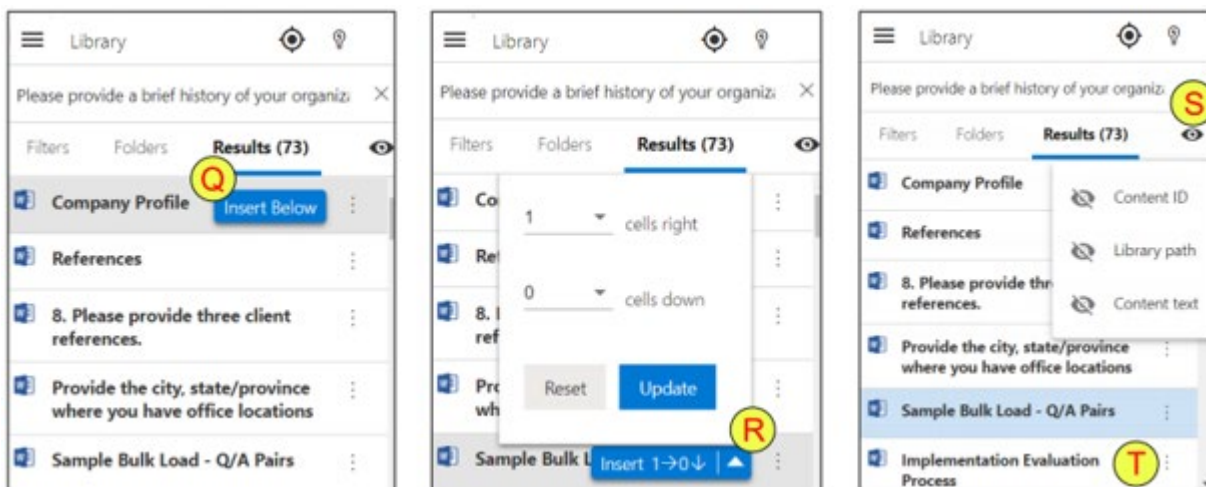
Tip - The Search button on the bottom of the menu, under the Filters and Folders option performs a generic search and does not necessarily search on the selected text.

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How do I insert an answer into my document?

After completing a search, the top content results appear in the Qvidian for Microsoft Office Add-In's side panel, sorted by relevance. When you hover over an answer suggestion, a blue Insert button appears.

- **Insert into Word Questionnaire-** Clicking “Insert Below” (see “Q” below) on a content record inserts the answer into a new paragraph under the selected question.
- **Insert into Excel Questionnaire or Word Table-** By default, clicking Insert on a content record inserts the answer one cell to the right of the active cell. Users can adjust the default insert location by clicking the white arrow icon (see “R” below).



In both cases, the Qvidian for Microsoft Office Add-In will automatically associate the search terms you used with the content you inserted, increasing the accuracy of the Qvidian for Microsoft Office Add-In's future content suggestions.

- If a user adds a content record that contains images or tables to a cell in Excel, only the text will be inserted. Due to Excel's limitations, the image and table will not be added to the cell.
- If a record that is stored in an incompatible format appears in the search results (e.g., a PowerPoint presentation), the insert button will be grayed out.

Tip - Before selecting Insert make sure your cursor is in the cell in which you want the answer to be inserted into or your options above are selected correctly, as the undo button in Excel is not available to remove your inserted content if added in the wrong cell.

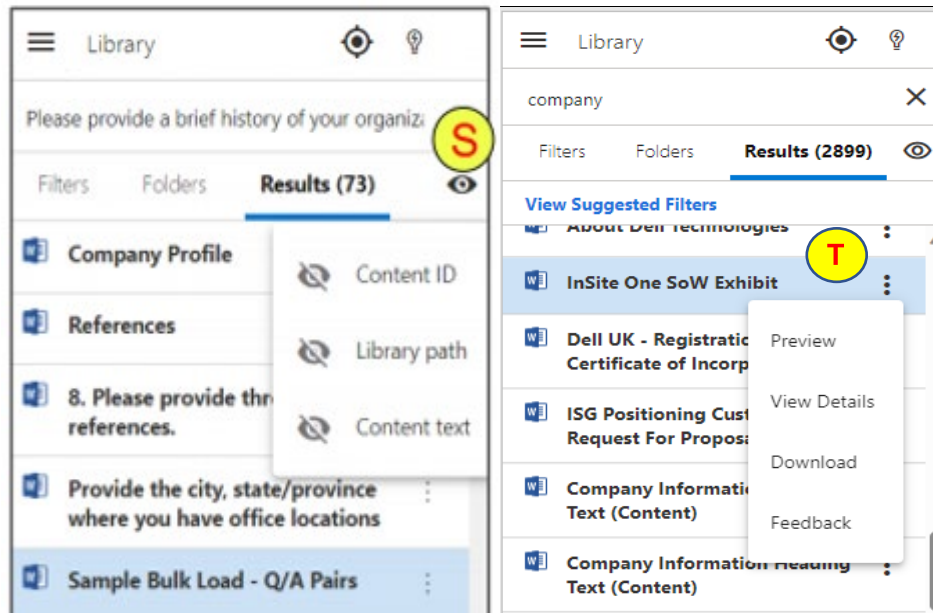
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How do I view the contents of an item returned from my search?

After running a search, the Search Panel will display only the titles of matching content by default. To make a more informed decision, users can adjust the default content data that the Qvidian for Microsoft Office Add-In displays by clicking the eye icon (, **see “S” below**). From the menu that appears, users can opt to show the Content ID, Library folder path, and the first three lines of text for all results.

To get even more information about a specific record, users can click the vertical ellipsis on a search result (**see “T” below**) to open a menu with two options:

- **Preview**- Opens an HTML preview of the content record. Users can also select and copy text from the preview window (the Qvidian for Microsoft Office Add-In will record this as content usage). (**See Example 1 below**)
- **View Details**- Opens a panel displaying the content record's metadata. Users can also select and copy text from Details (the Qvidian for Microsoft Office Add-In will not record this as content usage). (**See Example 2 below**)
- **Download** – You will be able to download the content in either a PDF, Word, or Excel format.
- **Feedback** – Allows you provide and view feedback for a particular piece of content.



Example 1 - Preview

Qvidian (US)-QvidianWebAddins

Preview Details

Dell Technologies Profile

At Dell Technologies, our purpose is to drive human progress on a global scale, through greater access to better technology, combination and unprecedented capabilities power true transformation for people and organizations everywhere.

Digital transformation has become essential to all businesses and we have expanded our portfolio to include holistic solution integrated solutions help customers modernize their IT infrastructure, manage and operate in a multi-cloud world, address w evolving security threats.

With our extensive portfolio and our commitment to innovation, we have the ability to offer secure, integrated solutions that native infrastructure era.

As a hybrid of digital experts, we deliver real results for customers across a spectrum of industries. Dell Technologies includ company with the power to drive digital transformation and generate real results every day for the customers and people who

Example 2 - Details

Preview **Details**

Title:

Please provide a company profile / overview.

Alert Text:

N/A

Alert Enabled:

No

Checked Out:

No

Checked Out By:

N/A

Comments:

N/A

Content ID:

203819

Content Format:

docx file format

Content Type:

Q/A

Created By:

Heidi Wood

Date Created:

Dec 13, 2017, 2:38:45 PM

Date Last Modified:

Jan 7, 2021, 10:52:09 PM

Expires On:

N/A


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How can I view a PDF file that is attached in an answer?

While the capability of viewing a PDF file is not possible in the preview screen (due to Microsoft limitations), you can open the file after you insert the answer into your document. Simply insert and click on the PDF file icon, which will allow you to open the file in a PDF reader application.

Insurance Details

Public and Product Liability Insurance

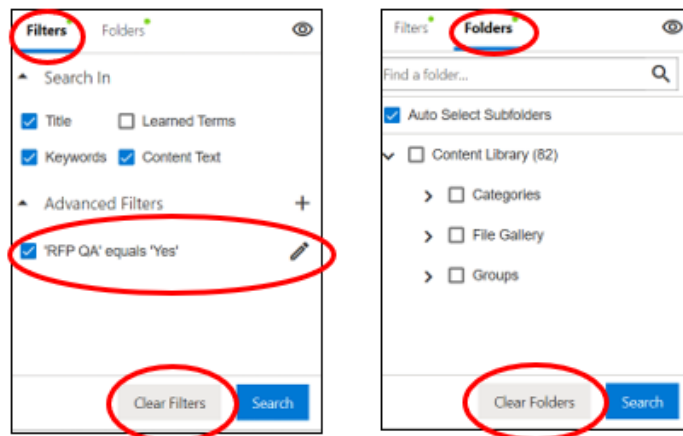
Policy number(s):	0000089671
Name of insurance companies:	AIG Australia Limited
Policy Effective Date:	1 March 2021
Policy Expiry Date:	1 March 2022
Limit of liability:	The Australian Dollar equivalent of USD 25,000,000 each Occurrence in respect of General Liability The Australian Dollar equivalent of USD 25,000,000 each Occurrence and in the Aggregate any one policy period in respect of Products Hazard
Terms and coverage of the insurance including conditions and exclusions	We are under confidentiality obligations with our insurers not to provide detail
For a current policy, whether or not any past or current claims made under the policy have materially affected, or are likely to materially affect, the tenderer's ability to meet its obligations under any resultant contract;	No
Certificates of Currency:	 Australia_NZ \$25M CGL COI.pdf

This icon will not work in preview mode. However once inserted into the document you will be able to click on it and open in a PDF reader.

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What should I do if I can't find the answer I need?

If you have selected certain folders to search in (you will see a green dot next to the Filters and Folders option), try clearing your folder selection and try the search again. If you still are unable to find the answer and you have applied a filter to your search, try clearing or deleting the filter so that no filter is selected. It is best to leave the folders and filters unchecked if searching in another language then English. If your folders and filters are cleared and you still do not find the answer you can email us at RFP_and_Proposal_Express@dell.com



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Is the Search on Selected Text feature available in Qvidian for Web?

Unfortunately, this feature is not available for Qvidian for Web currently though we do see this button available in Qvidian for Web.

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Can the Qvidian for Web Add-In be used to fill out PDF and online certifications?

Yes. PDF for Web can be used to fill out PDF and online certifications too. Users can copy search results from Qvidian for Web into their PDFs or online Bids, Questionnaires and Certifications.

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What features are available in the Qvidian Add-Ins?

Qvidian for Microsoft Office Add-In

- Qvidian for Microsoft Office allows users to access the Qvidian library directly from Microsoft Word and Excel without having to switch between two applications.
- Qvidian for Microsoft Office users can highlight paragraphs and individual questions/phrases of the customer bid/certification and then perform a search for responses in the Qvidian for Microsoft Office Add-In
- Qvidian for Microsoft Office users can also manually type in questions or paste questions in the search field.
- Qvidian for Microsoft Office users have the option to use FirstPast when highlighting several questions that they want to search on. First Past will automatically insert the most used content by using Machine Learning from past similar searches.
- Qvidian for Microsoft Office users can use the insert button available when hovering over the results to insert content directly into the bid/certification document. Users will be given options as to where they would like to insert it (either below or in Excel you can identify which cell to paste it in)
- Qvidian for Microsoft Office users can choose to restrict the search only to specific folders within the Qvidian library.
- Qvidian for Microsoft Office allows users to filter searches either by Title, Keywords, Learned Terms and Content Text. There are also advanced filters such as language, date created, date last modified etc. that can be applied as well to searches. These filters are beneficial when looking for responses of a specific nature.
- Qvidian for Microsoft Office allows users to preview, view details, download and share feedback by clicking on the ellipsis available on the right of each search result.
- Qvidian for Microsoft Office users can customize their search results view by clicking on the eye button available on the right of the window to access the customization options for search results.

Qvidian for Web

- Qvidian for Web allows users to access the Qvidian library information from browsers, PDF documents (from both desktop & online PDF applications) and other web-based tools such as Google Docs, Sheets, and Slides.

- Qvidian for Web users can copy or manually type in individual questions or phrases from the customer bid/certification into the search field box and search for responses. This is done by clicking the copy text button that appears when hovering over the search result to copy it to the clipboard memory. The response can now be pasted in your customer Bid or Certification documents.
- Qvidian for Web users can highlight individual questions/phrases of the online customer bid/certification and then perform a search for responses in the Qvidian for Microsoft Web Add-In.
- Qvidian for Web users can choose to restrict their search only to specific folders within the Qvidian library.
- Qvidian for Web lets users perform searches by four filters namely Title, Keywords, Learned Terms and Content Text.
- Qvidian for Web users have the option of adding advanced filters such as language, date created, date last modified etc. when performing searches. These filters help when looking for responses of a specific nature.
- Qvidian for Web allows users to preview the search results before using them. Users can customize their search results previews by clicking the eye button available on the right of the window to access the customization options for search results.
- Qvidian for Web users can click on the ellipsis available on the right of each search result to download, share feedback, view details and preview the content.

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