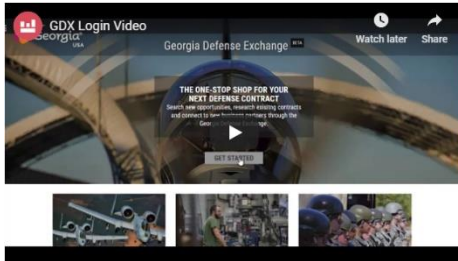


GEORGIA DEFENSE EXCHANGE (GDX)

USER TUTORIALS

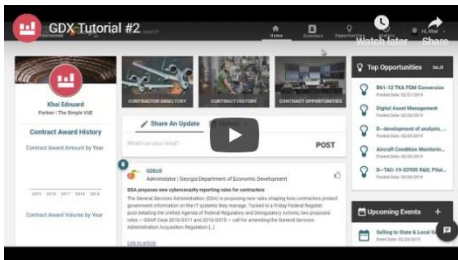


Please use the links below to watch step-by-step tutorials on how to use the Georgia Defense Exchange (GDX).



[Tutorial 1: How to create an account on GDX](#)

In this tutorial, you will see how create an account on the Georgia Defense Exchange. To sign-up for an account, please visit <https://gdx.georgia.org/signup>; Fill out the sign-up form by entering your name, email address, password, job title, company name, and company website. Once you click the “Submit” button, you will receive a verification email. Please click the link in your email to verify your account.



[Tutorial 2: How to list your company in the Contractor Directory](#)

In this tutorial, you will see how to list you company in the Contractor Directory. Once you have created an account, you can list your company by visiting <https://gdx.georgia.org/questionnaire>. You can also get to the company questionnaire by clicking the “Add your company” link on the Contractor Directory. Once you’re on the page, please fill out the required fields and click submit. Once your company has been reviewed and approved by the GDX Administrators, your company will be added to the Contractor Directory.



[Tutorial 3: How to use the Opportunities Module](#)

In this tutorial, you will see how to use the Opportunities Module to find and track contract solicitations. The Opportunities module can be found by visiting <https://gdx.georgia.org/opportunities>. Please use the filters above the table to search for contract opportunities based on Agency, NAICS or PSC Codes, Set-Asides, date range, and more.



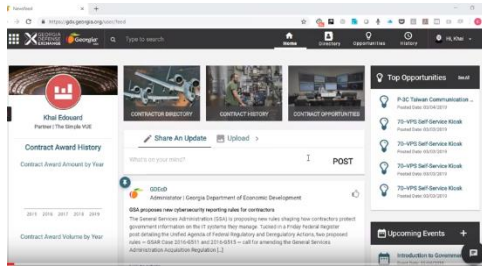
[Tutorial 4: How to use the Opportunities Module to research Pre-Solicitations or Sources Sought](#)

In this tutorial, you will see how to use the Opportunities module to research pre-solicitations or sources sought. This feature can be used to find trends in the future needs of the government. Once you have navigated to the Opportunities Module, click on the “Notice Type” filter and select “Pre-Solicitation” or “Sources Sought” to see contract opportunities that fit the criteria.



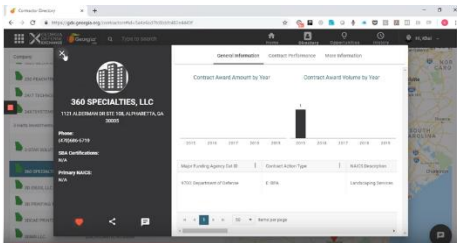
[Tutorial 5: How to use the Contract History Module](#)

In this tutorial, you will see how to use the Contract History module to research contracts award that will expire soon. This feature can help contractors prepare to bid on the new contract opportunity. Please visit the Contract History module by going to <https://gdx.georgia.org/contract-history>. In order to filter the contact awards to find the ones that will expire soon, click on the “Dates” filter, and then select “Completion Date” on the “Contract Dates” drop-down menu. Next enter the date range and then click “Apply”.



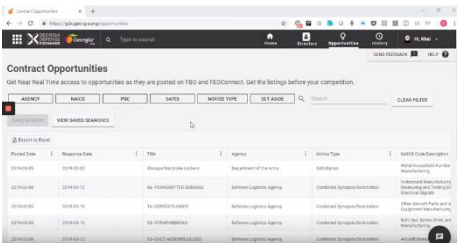
Tutorial 6: How to Track Contract Opportunities

In this tutorial, you will see how to track contract opportunities in GDX. The Opportunities module can be found by visiting <https://gdx.georgia.org/opportunities>. Once you have found a contract opportunity that you would like to save to your profile, click the “Track” button in the lower left corner of the Opportunity Window. To see all of your tracked opportunities, click on the “Tracked Opportunities” button on the left panel of the GDX homepage or by visiting <https://gdx.georgia.org/tracking>.



Tutorial 7: How to favorite items throughout GDX

In this tutorial, you will see how to favorite items throughout GDX. Favoriting is available in the Contract Directory and History Module. This can be done by clicking the “Favorite” button in the lower left corner of the profile window. To see all of your favorited items, click on the “Favorites” button on the left panel of the GDX Homepage or by visiting <https://gdx.georgia.org/favorites>.



Tutorial 8: How to save your search criteria to your profile

In this tutorial, you will see how to save your search criteria to your profile in GDX. This functionality is available in all 3 modules. Once you have selected your search criteria, click on the “Save Search” button below the row of filters. Next, enter a name for your Saved Search. To execute your saved search, click on the “View Saved Search” button and then click on the execute button.