

Using the Discussion Forum

The Discussion Forum is a tool that exists to enable communication between OSCG&R and School Districts. Messages can be about filling out an application, a specific event, or general inquiries.

Navigation: *Main Menu > My Event Activity*

The screenshot shows the 'Supplier Homepage' interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Supplier Portal Configuration > Supplier Homepage > Supplier Homepage. The left sidebar contains a navigation menu with the following items:

- Supplier Homepage (with settings and back icons)
- My Alerts (with refresh and settings icons)
- Links (with refresh and settings icons)
- Maintain Supplier Information
 - Initiate Supplier Change
 - User Profiles
 - Addresses
 - Contacts
- Manage Events and Place Bids
 - Bidding Homepage
 - My Event Activity** (highlighted with a red box)
 - Discussion Forums
- Review Payment Information
 - Invoices
 - Payments
 - Account Balances
- School Construction
 - Payment Request
- My Profile Information
 - Change My Password

The main content area displays a 'Welcome to the Supplier Homepage' message. The text reads: 'Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page. Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize. Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.'

1. The Event Activity page displays Events you have been invited to, Events you have previously bid on, and Events you have been awarded. To send a message using the Discussion Forum, click the numbered hyperlink **'Events Invited To'** to send a message for a new application, or click the numbered hyperlink next the **'Events Bid On'** to submit an inquiry for an existing application.

2. Click the **Event ID** to enter the event.

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
DASM1-100000002	Sell	Priority Event	Posted	05/08/2018 10:51AM PDT	05/08/2018 2:07PM PDT	

- This is the Event Details page. Click the **Discuss Event in Forum** link to launch the discussion forum.

Event Details

Welcome, TOWN OF ANDOVER
User: VSS-TOWN OF ANDOVER

Event Name Priority Demonstration

Event ID DASM1-1000000092

Event Format/Type Sell Event RFX

Event Start Date 09/12/2018 10:45AM EDT

Event End Date 09/30/2018 10:34 AM EDT

[Bidding Instructions](#)

Bid ID New

Bid Date

Bid Currency US Dollar

Hide Additional Event Info

Description:

This priority event is for training demonstration purposes.

Contact DAS-Dixon Michelle R

Phone

Email doit.core.emailtest@ct.gov

Online Discussion [Discuss Event in Forum](#)

Payment Terms

Billing Location DAS AP Address

Event Currency Dollar

Conversion Rate 1.00000000

Edits to Submitted Bids Allowed

Multiple Bids Allowed

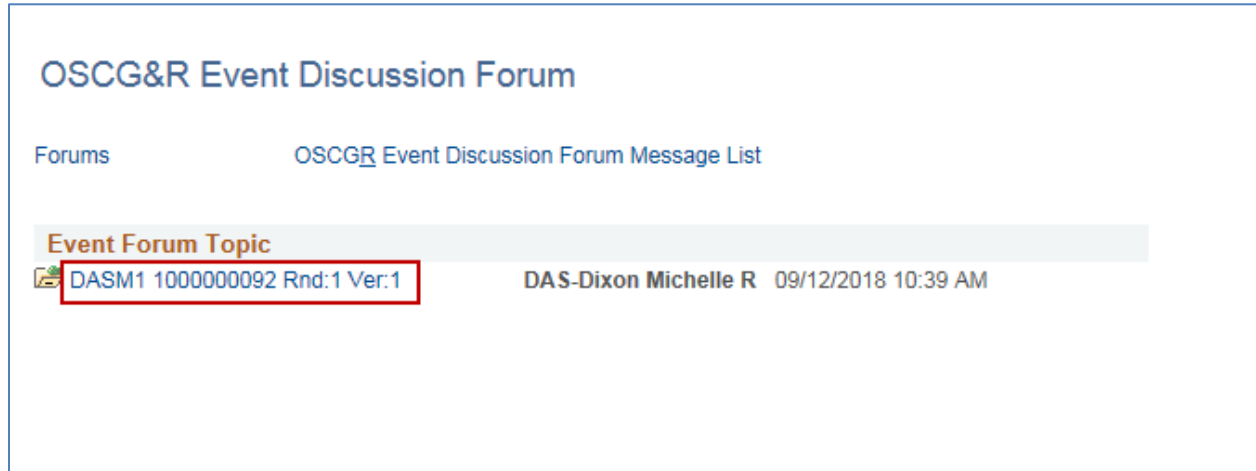
Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	16
Required Questions	16
Questions Responded To	0

This is the **Discussion Forums** page. The forum specific to your event will appear.

4. Click on the link for the event forum name using the first column to view all posted message threads.



The screenshot shows the 'OSCG&R Event Discussion Forum' page. At the top, there is a header with the forum name. Below it, there are two links: 'Forums' and 'OSCGR Event Discussion Forum Message List'. A section titled 'Event Forum Topic' contains a table with one row. The first column of this row is 'DASM1 1000000092 Rnd:1 Ver:1', which is highlighted with a red box. The second column contains 'DAS-Dixon Michelle R 09/12/2018 10:39 AM'.

5. In the message window, click the **Reply** button.



The screenshot shows a message window titled 'Event Discussion'. The message content is as follows:

&Message

Author DAS-Reault Thomas L
Datetime: 08/01/2018 10:16 AM
Email doit.core.emailtest@ct.gov
Subject RE: Test - Zaire
Message test rec'd

At the bottom of the message content area, there is a 'Reply' button, which is highlighted with a red box. Below the button is a link that says 'Return to Message Thread'.

6. The window will change to message composition. The Author will be automatically populated with your information.
 - Fill-out the **Email** address you wish to be contacted or notified at. Please note: You will not receive notifications from the forum, but the OSCG&R team may reach out to you directly.
 - The **Subject** will be pre-populated with a default
 - Input the **Message**, and if additional documentation is needed, use the **Add Attachment** underneath the **Message** box
 - Mark the message as private by checking the **Private Message** box.
Please note: message marked as private are not exempt from Freedom of Information requests. A private message is between you and the OSCG&R team and not visible to other school districts.
7. **Submit** the form. You will not receive a notification when a response is posted, so please check back on a regular basis.

Event Discussion
x

[Help](#)

&Message

Author DAS-Reault Thomas L

Datetime: 08/01/2018 10:16 AM

Email doit.core.emailtest@ct.gov

Subject RE: Test - Zaire

Message test rec'd

Groupbox

Author **Private Message**

Datetime: 08/31/2018 02:41 PM

Email

Subject

Message

[Add Attachment](#)

[Return to Message Thread](#)