



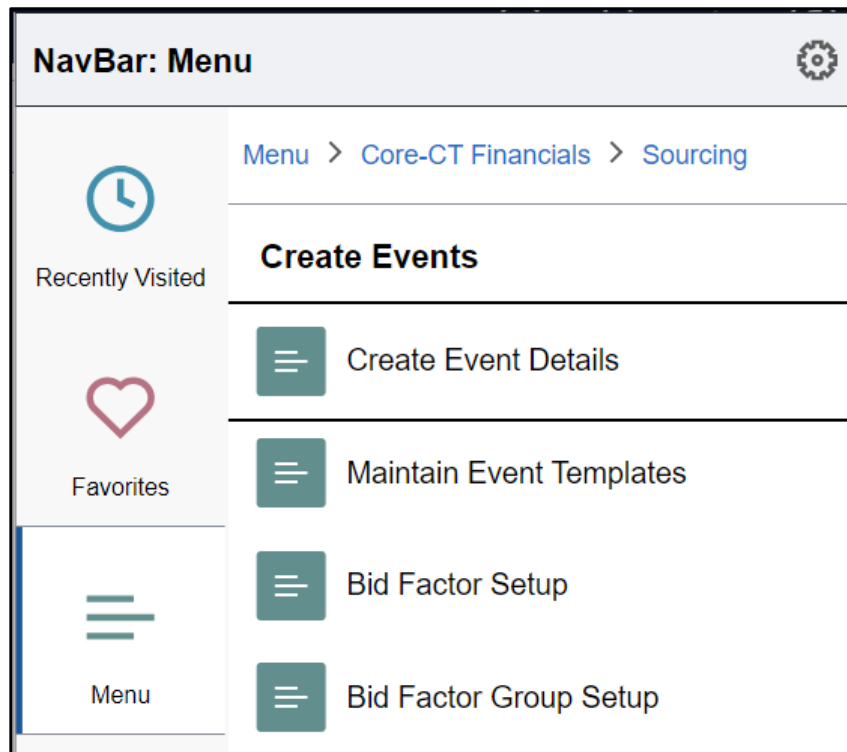
Create and Managing Events

Events are posted opportunities to which school districts can submit grant applications as bids. Templates can be created to quickly create events that have shared features and settings, such as the bid factors or the invited bidders list. If a new event type needs to be created, reference the job aid Create an Event Template.

Navigation:



Nav Bar > Menu > Core-CT Financials > Sourcing > Create Events > Create Event Details





Create a New Event:

1. Enter **Business Unit** (if not defaulted).
2. **Event ID** should be NEXT.
3. **Event Format** should be Buy.
4. **Event Type** should be RFX.
5. Click **Add**.

A screenshot of a mobile application interface for creating events. The screen has a dark blue header with navigation icons (back, refresh, heart) and the title "Create Events". Below the header is a section titled "Add a New Value" with a search button "Find an Existing Value". The main form area contains several fields: "*Business Unit" with the value "DASM1" and a search icon; "*Event ID" with the value "NEXT" and a search icon; "Event Round" with the value "1"; "Event Version" with the value "1"; "*Event Format" with a dropdown menu showing "Buy"; "*Event Type" with a dropdown menu showing "RFX"; and "Proxy Bidding (Auctions Only)" with a dropdown menu showing "Disabled". At the bottom left of the form is an "Add" button. Red boxes highlight the input fields for Business Unit, Event ID, Event Format, Event Type, and the Add button.



The **Create an Event** page contains the event creation process steps including the Event Summary, Define Event Basics, Configure Line Items, Select Bidders to Invite, Invite Collaborators, and Post Event.

1. Under the **Event Summary** section, populate the event by copying a template. In the **Copy From** field, select Sourcing Template. Press **Go**.
 - Always do this step first. If you copy a template later in the process, it will overwrite any fields you have entered on the Event Summary pages.

The screenshot shows the 'Create Event Details' page in the 'Event Summary' section. At the top, it displays 'Business Unit DASM1', 'Event ID NEXT', 'Round 1', 'Version 1', and 'Event Format Buy'. Below this, the 'Event Type' is 'RFX' with a 'Change to Auction' link. The 'Event Status' is 'Open'. The 'Event Name' and 'Description' fields are empty. The 'Time Zone' is 'EDT'. The 'Preview Date' is '04/04/2024' at '2:55PM'. The 'Start Date' is '04/08/2024' at '2:55PM'. The 'End Date' is '04/16/2024' at '2:55PM'. The 'Copy From' dropdown menu is set to 'Sourcing Template', and the 'Go' button is highlighted with a red box. Below the form, there are five steps: 'Step 1: Define Event Basics', 'Step 2: Configure Line Items', 'Step 3: Select Bidders to Invite', 'Step 4: Invite Collaborators', and 'Step 5: Post Event'. At the bottom, there are buttons for 'Save Event', 'Post', 'Save As Template', and 'Preview PDF'. A 'Refresh' button is at the bottom left, and 'Add' and 'Update/Display' buttons are at the bottom right.

The **Copy Criteria** page is displayed. This page allows users to update the parameters for the template being transferred to the event.



2. Under **Enter Copy Criteria** enter in the following information:
- **Copy From** Sourcing Template.
 - **Business Unit** DASM1.
 - **Copy Method** Override.
 - **Event Type** is RFx.

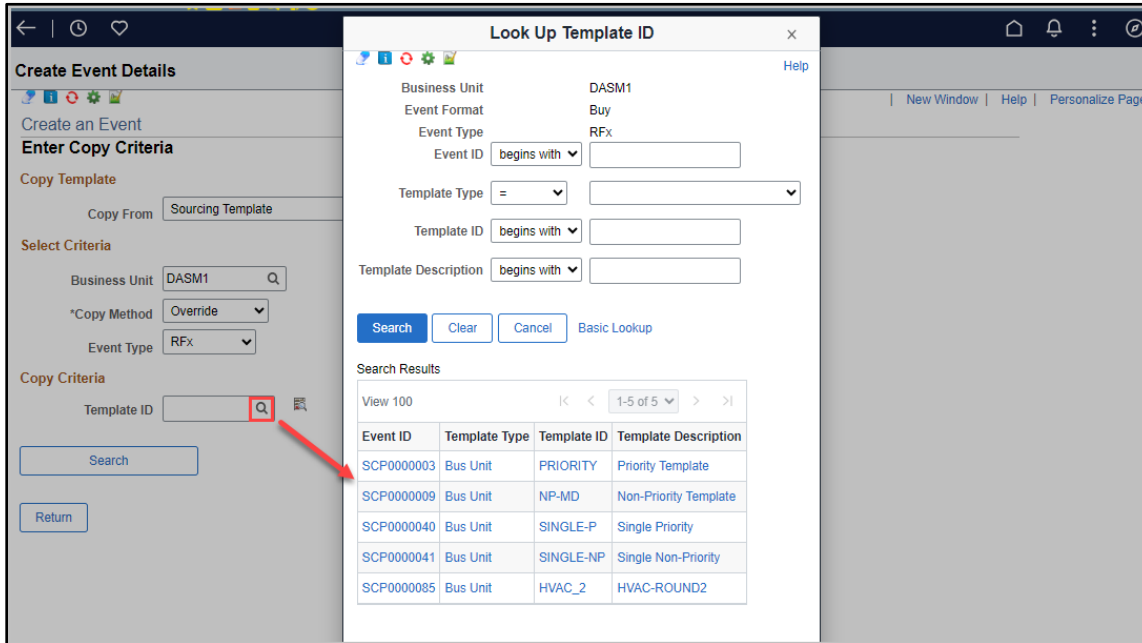
The screenshot shows a web application interface for 'Create Event Details'. The main heading is 'Create Event Details' with a sub-heading 'Enter Copy Criteria'. The form contains the following fields:

- Copy Template:** A dropdown menu labeled 'Copy From' with 'Sourcing Template' selected.
- Select Criteria:** Three fields: 'Business Unit' with 'DASM1', '*Copy Method' with 'Override', and 'Event Type' with 'RFx'. Each of these three fields is highlighted with a red box.
- Copy Criteria:** A search field labeled 'Template ID' with a magnifying glass icon.

At the bottom of the form, there are two buttons: 'Search' and 'Return'.

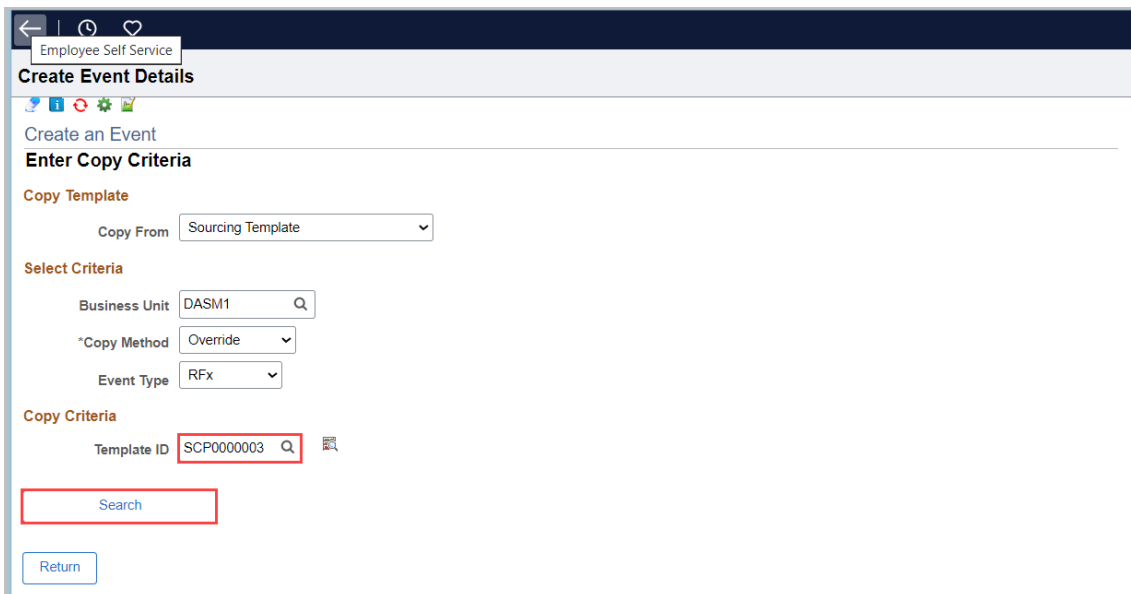


- **Template ID.**
 - Click the magnifying glass next to **Template ID** to bring up a pop-up window with all available templates.
 - Select the appropriate template.



The Template ID will populate

- Click **Search**.





- A pop-up window titled Event Lines to Copy will appear.
 - Check the box in the 'Sel' column.
 - Click **OK**.

Sel	Item	Group ID	Description	Quantity	UOM	Price	Currency	Business Unit	Event ID	Due Date	Ship To
<input checked="" type="checkbox"/>			Priority Application	1.0000	EA	1000.00000	USD	DASM1	SCP0000003	11/05/2018	0640000558

The **Line Items** page is displayed. It contains the line-item information. No changes need to be made on this page.

- Click the **Return to Event Overview** link.

Line	Item ID	Description	Category	UOM	Qty	Start Price	Ext. Amount	Weighting
1		Priority Application	72000000	EA	1.0000	1000.0000	\$1,000.00	100.00000



5. Scroll to the top of the page, and under **Event Summary**, update the following information as needed.

- **Event Name**
- **Description**
- **Preview Date and Time**
 - ***New Feature*** Events may be posted but the notifications delayed until the Preview Date.
 - If the preview date is before the time when the event is posted, the notifications will be sent out immediately.
 - If the preview date is set after the time when the event is posted, the notifications will be sent on the preview date.

NOTE: The notification process will run daily Monday – Friday at 8:00 AM. Verify that the preview date falls on a regular business working day (No weekends or holidays).

- The preview date cannot be later than the Start Date. During the preview period, suppliers are allowed to click into and review the bid but are not able to submit. If no preview period is needed, put the Preview Date Time as 1 minute before the Start Date Time.
- **Start Date and Time**
 - Once this date is reached, bids may be submitted.
- **End Date and Time**
 - Once this date is reached, bids can no longer be submitted.

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Create Event Details

Create an Event

Event Summary

Business Unit	DASM1	Event ID	NEXT	Round	1	Version	1	Event Format	Buy
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Event Type: RFx [Change to Auction](#)

Event Status: Open

*Event Name: Priority Application Invitation

Description: This Priority Event is open from October 1, 2018 to June 29, 2019.

Time Zone: EDT

Preview Date: 04/04/2024 Time: 2:55PM

Start Date: 04/06/2024 Time: 2:55PM

End Date: 04/16/2024 Time: 2:55PM

Copy From: Sourcing Template [Go](#)



Scroll down the page to **Step 1: Define Event Basics**

1. Click the link to **Event Settings and Options**.
 - The Event Settings and Options page does not update from the copied template.

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options	Payment Terms and Contact Info
Event Comments and Attachments	Event Constraints
Event Header Bid Factors	Event Reminder Notification

2. Review the fields and update as needed for the event.
3. The following checkboxes should be CHECKED.
 - i. Create PDF on Event Post.
 - ii. Bid Required on All Lines.
 - iii. Multiple Bids Allowed.
 - iv. Allow Edit of Posted Bids.
 - v. Allow Send NOA Notification
4. The following Checkboxes should be UNCHECKED.
 - i. Allow Bidder XML Downloads
 - ii. Do Not Use Best Bids on New Rounds
 - iii. Display Bid Factor Best/Worst.
 - iv. Sealed Event
 - v. Display Bid Factor Weightings
 - vi. Display Bid Factor Best/Worst
5. In the **Round/Version Display** field, select "Do Not Display."
6. In the **Notification To be Sent** field, select "Specific Bidders."
7. In the **Award Template** field, select "AUC_NOA_1".
8. In the **Non-Award Template** field, select "AUC_NONA_1".
9. In the **Start Price** field, select "Do Not Display."



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Create Event Details

Create an Event

Event Settings and Options

Business Unit DASM1 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX

Create PDF on Event Post
 Allow Bidder XML Downloads
 Bid Required On All Lines
 Multiple Bids Allowed
 Allow Edit of Posted Bids
 Do Not Use Best Bids on New Rounds
 Display Bid Factor Ideal Value

Round/Version Display: Do Not Display
 Sealed Event
 Display Bid Factor Weightings
 Display Bid Factor Best/Worst

*Award Template: AUC_NOA_1
*Non-Award Template: AUC_NONA_1

Notification To be Sent: Specific Bidders
Factor Event Score Into: Total Score
Header Weighting:
Line Factor Weighting:
Start Price: Do Not Display
 Bidders May Create Line Groups
 Allow Price Breaks with Groups

Minimum Response and Warning
Minimum number of bid response: Number of days warning prior:

> Associated Categories ⓘ

Save Event Changes GoTo: Go

Refresh Add Update/Display

< Return to Event Overview

10. When complete, click **Save Event Changes**

11. A Pop-up window will appear confirming you selection to not Display Bid Factor Ideal Value to the Bidders. Click **OK**.

You have chosen not to display bid factor ideal value to the Bidders. (18058,8609)

This action will reset 'Ideal Response Required' on all the bid factors in the event to No. Click OK to continue or Cancel if you do not want to make any changes.

OK Cancel



12. Click Return to Event Overview

13. Navigate to **Step 1: Define Event Basics** and click the link to **Event Comments and Attachments**.

The screenshot shows a navigation menu for "Step 1: Define Event Basics". The menu items are:

- * Event Settings and Options
- Event Comments and Attachments** (highlighted with a red box)
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints
- Event Reminder Notification

Below the menu, there is a section for "Step 2: Configure Line Items" with the following items:

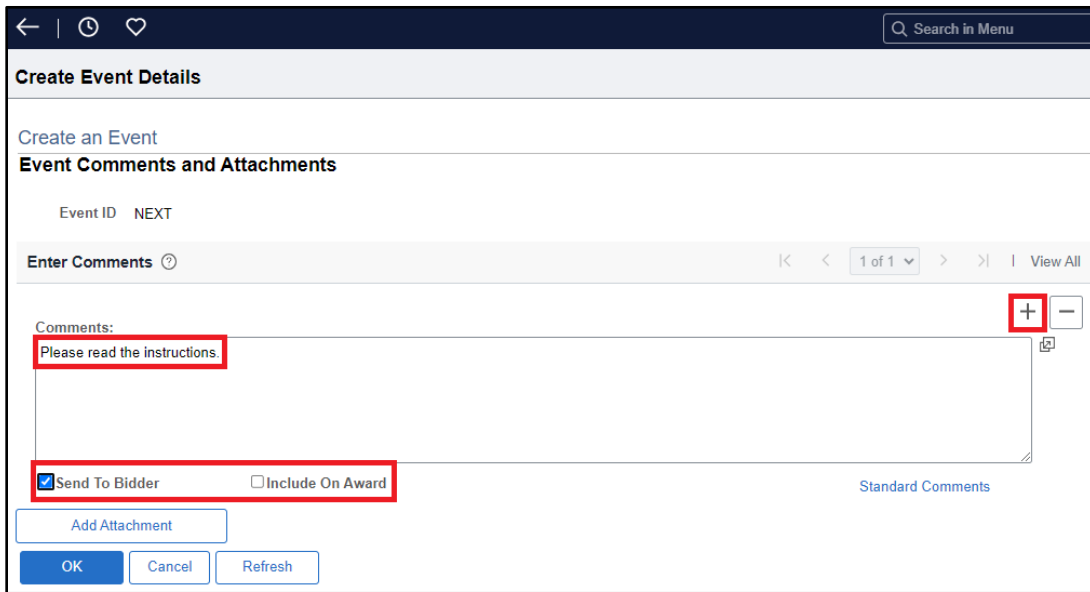
- * Line Items
- Item Line Defaults

The **Event Comments and Attachments** page displays additional comments and documentation related to the event, with the option to send them immediately or include them on the award. This content will be updated from the template. Review the pages to ensure the information is accurate for this event.

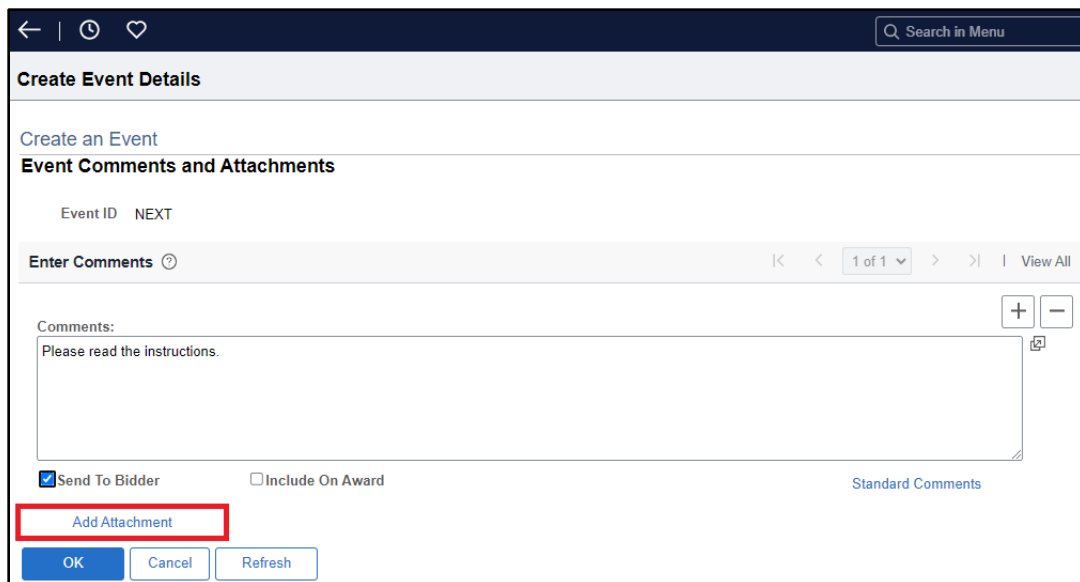


14. If needed, enter any comments into the Comments box. Click on the plus sign (+) to add an additional comment box.

15. Select the appropriate checkbox to “Send to Bidder” when the event is sent and/or to include the comment “On Award.”



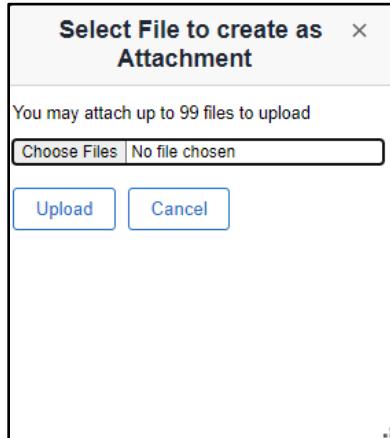
16. To add files, click the **Add Attachment** button This is the location where FAQs and documents to support the school’s application process may be uploaded.



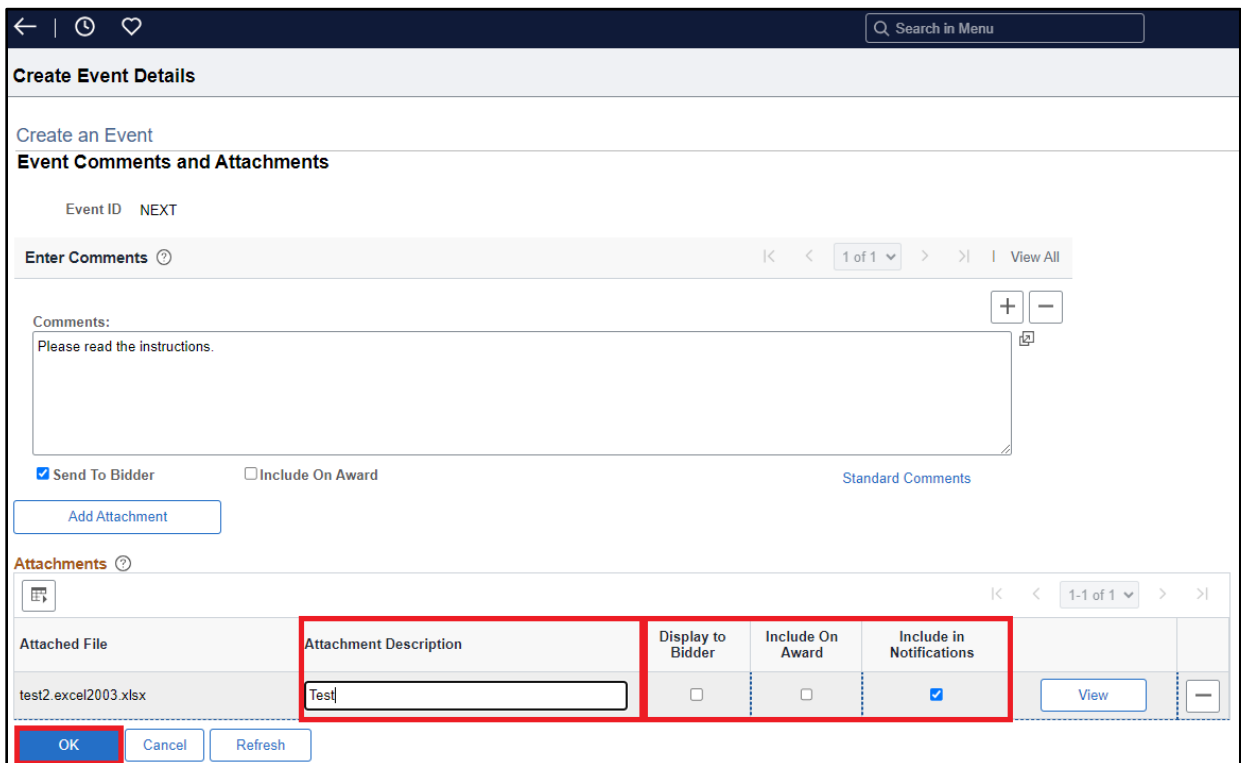


17. A pop-up window will appear.

18. Browse for the document(s) on the computer, select the document(s) and click the upload button.



19. Enter an **Attachment Description** and choose where the attachment will be displayed. (Display to Bidder, Include On Award, Include in Notifications)



20. Click **OK** to return to the Events Summary page.



21. **Step 1: Define Event Basics – Event Header Bid Factors** These are copied over from the Template. Do not make any changes.

22. Navigate to **Step 1: Define Event Basics** and click the link to **Payment Terms and Contact Info**.

A screenshot of a web application interface. The main heading is "Step 1: Define Event Basics" with a sub-heading "Enter basic information, general settings and optional rules for this event." Below this, there are three sections: "Step 2: Configure Line Items" (Create line listings for this event.) and "Step 3: Select Bidders to Invite" (Send out targeted invitations to this event, designate it as a public event, or both.). Under Step 1, there are links for "* Event Settings and Options", "Event Comments and Attachments", "Event Header Bid Factors", "Payment Terms and Contact Info" (highlighted with a red box), "Event Constraints", and "Event Reminder Notification". Under Step 2, there are links for "* Line Items" and "Item Line Defaults". Under Step 3, there is a link for "* Bidder Invitations".

The **Payment Terms and Contact Info** page specifies the contact information which will be published with the event along with payment information. This information needs to be updated in every event.



- 23. Under **Payment & Currency Information**:
- 24. The **Bill Address** should be the code for OSCG&R Address.
- 25. Enter the correct **Buyer ID**.

- 26. Under **Event Contact**:
- 27. Enter the **Contact Name**.
- 28. Enter the **Email ID**.
- 29. Enter a **Phone number**.

- 30. Click **Save Event Changes** and **Return to Event Overview**.

- 31. **Step 1: Define Event Basics – Event Constraints** are not used. Do not make any changes.



32. *New Feature* Step 1: Define Event Basics and click the link to **Event Reminder Notification**.

The Event Reminder Notification is an **optional** step to send out reminder emails that an event will be ending. Reminders may be set for either the bidders, the event creator or both.

33. Event Reminder Notification

- Click the checkbox to **Allow Event Reminder Notification**
- Enter the # of **Day(s) Prior to Event End Date** or Enter the **Notification Date**. (Updating one field will automatically update the other one)
- The **Audience** default is All.
 - Other options are Accepted, In Progress, or Not Started
- **Message Priority** is Normal
- To add additional reminders, click the plus sign (+) at the end of the row
- To remove a row, click the minus sign (-) as the end of the row.
- Click **Return to Event Overview**

34. Notification to Event Creator

- Enter the number of Day(s) prior to Event End Date.
- If no reminder is needed enter zero.

NOTE: The notification process will run daily Monday – Friday at 8:00 AM. Verify that the reminder date falls on a regular business working day (No weekends or holidays).



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Create Event Details

Create an Event

Event Reminder Notification

Business Unit DASM1 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX

Allow Event Reminder Notification

Event Reminder Notification Options

Sequence	*Day(s) Prior to Event End Date	Notification Date	*Audience	*Message Priority		
1	10	09/08/2024	All	Normal	+	-

Notification to Event Creator Day(s) Prior to Event End Date

< Return to Event Overview GoTo Go Add Update/Display

Refresh

Sample Bidder Reminder Email

Event Reminder Notification

Message 1: Priority - Normal - Reminder - Event ID : DASM1-SCP0000111 Round 1 Version 1 - Awaiting bid response. (18058,8969)

Explanation: This is a reminder that you have been invited to participate in a strategic sourcing event. Review this information and use the URL to bid on this event. Event Id: DASM1-SCP0000111 Round 1 Version 1 Event Starts: 2024-08-21 12.01.00 AM EST Event Ends: 2024-09-30 08.00.00 AM EST

Go To: [Transaction Detail](#)

Sample Event Creator Reminder Email

Event Reminder Notification

Message 1: Event ID : DASM1-SCP0000113 Round 1 Version 1 is ending soon. Event end date - 2024-09-30 11.24.00 AM EST. (18058,8971)

Explanation: This is a reminder that the strategic sourcing event you have created is ending soon. Review this information and use the URL to view this event. Event Id: DASM1-SCP0000113 Round 1 Version 1 Event Starts: 2024-09-05 11.25.00 AM EST Event Ends:2024-09-30 11.24.00 AM EST

Go To: [Notification Detail](#)

Go To: [Transaction Detail](#)

35. Step 2: Configure Line Items – Line Items and Item Line Defaults are copied over from the Template. No changes should be made.



36. Step 3: Select Bidders to Invite and click the link **Bidder Invitations**.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints
- Event Reminder Notification

Step 2: Configure Line Items
Create line listings for this event.

- * Line Items
- Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

- * Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

- Event Collaborators

The **Invite Bidders** page is useful for managing the invitation list of eligible bidders on an event. This comes pre-populated from the template. However, it is still possible to manually remove or add bidders to the current list.

37. Review the **Bidder Invitation List**

- Do not check the Public Event option above the Bidder Invitation List table. This will invite all suppliers in the state.
- To review the contact information for each supplier, go to the list icon in the tenth column.
- To delete a supplier, click the **minus button** in the tenth column.
- To add a bidder
 - Click **Search for Bidders** underneath the **Bidder Invitation List** table.
 - In the pop-up window, use any of the search criteria to find the intended supplier.
 - Check Invite column
 - Click **Return to Invite Bidders**.

Create Event Details

Modify an Event

Invite Bidders

Business Unit DASM1 Event ID SCP0000103 Round 1 Version 1 Event Format Buy Event Type RFX

> Diversity Information ⓘ

Public Event

Bidder Invitation List ⓘ

Personalize
Zoom Bidder Invitation List
Download Bidder Invitation List Table to Excel

	Location	Bidder Company	Category	Diversity	*Dispatch Method		
0000000002	Supplier	MAIN	TOWN OF ANDOVER		Email	+	-
0000000003	Supplier	MAIN	CITY OF ANSONIA		Email	+	-
0000000004	Supplier	MAIN	TOWN OF ASHFORD		Email	+	-
0000000005	Supplier	MAIN	TOWN OF AVON		Email	+	-
0000000007	Supplier	MAIN	TOWN OF BARKHAMSTED		Email	+	-
0000000008	Supplier	MAIN	TOWN OF BERLIN		Email	+	-
0000000009	Supplier	MAIN	TOWN OF BETHANY		Email	+	-
0000000011	Supplier	MAIN	TOWN OF BETHEL		Email	+	-
0000000012	Supplier	MAIN	TOWN OF BLOOMFIELD		Email	+	-
0000000013	Supplier	MAIN	TOWN OF BOLTON		Email	+	-
0000000014	Supplier	MAIN	TOWN OF BOZRAH		Email	+	-
0000000015	Supplier	MAIN	TOWN OF BRANFORD		Email	+	-
	Supplier	MAIN	CITY OF BRIDGEPORT		Email	+	-
	Supplier	MAIN	CITY OF BRISTOL		Email	+	-
	Supplier	MAIN	TOWN OF BROOKFIELD		Email	+	-

Search for Bidders

Save Event Changes

Upload Contacts from file

GoTo

Go

< Return to Event Overview

Save Bidders as Group

1-20 of 173

View 100

Click the arrows to scroll the rows of bidders.

Click the Search for Bidders link to add additional bidders.

Click the icon to bring up bidder details.

Click minus sign to remove bidders from invite list.

38. Click **Return to Event Overview**.

39. **Step 4: Invited Collaborators – Event Collaborators** is not used. Skip this section.



40. Step 5: Posted Event

- 41. If the event is not ready to be posted, click **Save Event**.
- 42. Click the **Post** button when the event is complete.
- 43. **Save as Template** do not use while creating an Event
- 44. **Preview PDF** do not use

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints
- Event Reminder Notification

Step 2: Configure Line Items
Create line listings for this event.

- * Line Items
- Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

- * Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

- Event Collaborators

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Related Links:

- Document Status Inquiry
- View All Attachments for Event
- Plan Task Associations

- 45. A message will pop-up stating that: "This will submit the Event for Approval."
Click **OK**.

This will submit the Event for Approval. (18058,207)

Once the event is approved and posted you will be limited to the changes that you can make to the event. Click OK to continue or Cancel if you are not done making changes to the event.

New Feature Events may be posted but the notifications delayed until the Preview Date.

If the preview date is before the time when the event is posted, the notifications will be sent out immediately.

If the preview date is set after the time when the event is posted, the notifications will be sent on the preview date.



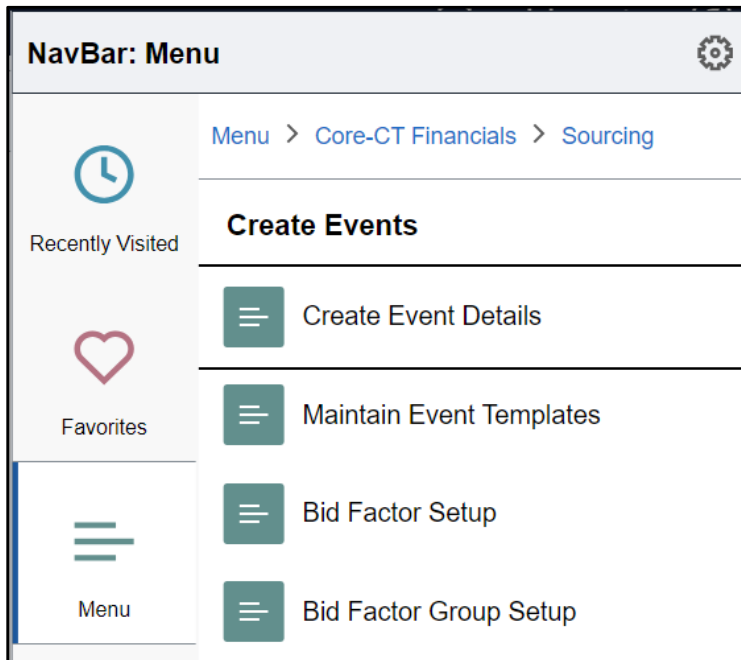
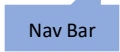
Modifying an Event

Events may require edits in situations in which the parameters are re-adjusted or the event needs to be canceled. Event modification can even occur on events that have already been posted.

Navigation:



Nav Bar > Menu > Core-CT Financials > Sourcing > Create Event Details





1. Click the Find an Existing Value

The screenshot shows the 'Create Events' interface. At the top right, there is a search bar labeled 'Search in Menu'. Below it, the 'Create Events' header is visible. The main section is titled 'Add a New Value'. On the right side of this section, a button labeled 'Find an Existing Value' is highlighted with a red rectangular box. Below this, there are several input fields: '*Business Unit' with 'DASM1' entered, '*Event ID' with 'NEXT' entered, 'Event Round' set to '1', 'Event Version' set to '1', '*Event Format' set to 'Buy', '*Event Type' set to 'RFx', and 'Proxy Bidding (Auctions Only)' set to 'Disabled'. An 'Add' button is located at the bottom left of the form.

2. DASM1 will default as the Business Unit
3. Enter any other search parameters needed.
4. Click Search.

The screenshot shows the 'Create Events' interface with the 'Find an Existing Value' section active. The 'Find an Existing Value' button at the top left is highlighted with a red box. Below it, the 'Search Criteria' section is expanded. It includes a dropdown for 'Recent Searches' and a dropdown for 'Saved Searches'. The main search criteria section contains several fields: '*Business Unit' with a dropdown set to '=' and 'DASM1' entered in the text box (highlighted with a red box); 'Event ID' with a dropdown set to 'begins with' and an empty text box; 'Event Round' with a dropdown set to '=' and an empty text box; 'Event Version' with a dropdown set to '=' and an empty text box; 'Event Format' with a dropdown set to '=' and an empty dropdown menu; 'Event Type' with a dropdown set to '=' and an empty dropdown menu; 'Event Name' with a dropdown set to 'begins with' and an empty text box; and 'Event Status' with a dropdown set to '=' and an empty dropdown menu. At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and 'Search' and 'Clear' buttons. The 'Search' button is highlighted with a red box.



5. Click on the row of the desired event

Create Events								
<input checked="" type="checkbox"/> Search Results 98 rows - Business Unit "DASM1"								
< < 1-10 of 98 > > View All								
Business Unit	Event ID	Event Round	Event Version	Event Format	Event Type	Event Name	Event Status	
DASM1	SCP0000100	1	1	Buy	RFx	Priority Application Invitation	Posted	>
DASM1	SCP0000099	1	1	Buy	RFx	Priority Project 0329_4	Open	>
DASM1	SCP0000098	1	1	Buy	RFx	Priority Application Invitation	Posted	>
DASM1	SCP0000097	1	1	Buy	RFx	HVAC Application Invitation	Posted	>
DASM1	SCP0000096	1	1	Buy	RFx	Non-Priority Application Invitation	Open	>
DASM1	SCP0000095	1	1	Buy	RFx	Priority Application Invitation	Posted	>
DASM1	SCP0000094	1	1	Buy	RFx	Priority Application Invitation	Open	>
DASM1	SCP0000093	1	1	Buy	RFx	Fluid Project Bid Factor	Posted	>
DASM1	SCP0000092	1	1	Buy	RFx	HVAC Application Invitation	Posted	>
DASM1	SCP0000091	1	1	Buy	RFx	Priority Single Application Invitation	Posted	>



6. Edit the necessary fields.
7. Click **Save Event**.
8. If the event has not been posted, click **Post Event** to send out the event out to the bidders.
9. If the event has been posted, a pop-up message will display to determine the next steps:
First pop up message: Do you want to recreate the file generated at the posting?
 - i. Yes- will regenerate and save.
 - ii. No - will save the event.Second pop up message: Do you want to notify the invites again?
 - i. Yes - will send an email to all bidders.
 - ii. No – does nothing.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Contact Info
Event Constraints
Event Reminder Notification

Step 2: Configure Line Items
Create line listings for this event.

* Line Items

Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Related Links:

Document Status Inquiry View All Attachments for Event
Plan Task Associations

i Last Updated By: Accenture-Jorge Jimenez 04/09/2024 09:49 AM EDT



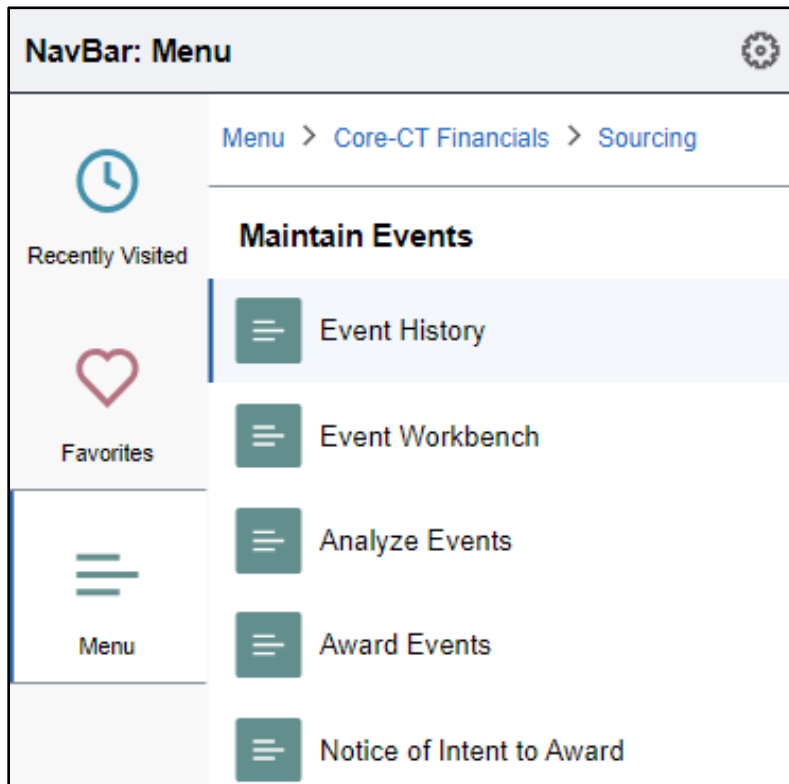
Viewing Event History

Event History is a space for viewing all changes made to any Strategic Sourcing event. It is also a central location for performing several event-related actions including analyzing bids.

Navigation:



Nav Bar > Menu > Core-CT Financials Sourcing > Maintain Events > Event History





1. Click the Find an Existing Value

← | 🕒 | ❤️

Create Events

🔗 📄 🔄 ⚙️ 🗑️

Add a New Value [🔍 Find an Existing Value](#)

*Business Unit 🔍

*Event ID 🔍

Event Round 1

Event Version 1

*Event Format ▼

*Event Type ▼

Proxy Bidding (Auctions Only) ▼



2. DASM1 will default as the Business Unit
3. Enter any other search parameters needed.
4. Click Search.

← | 🕒 | ❤️ 🔍 Search in Menu

Event History

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches 🔖 Saved Searches

*Business Unit =

Event ID

Event Round =

Event Version =

Event Format =

Event Type =

Event Name

Template ID

Template Type =

Allow Proxy Bidding =

[^ Show fewer options](#)

Case Sensitive



5. Click on the row of the desired event

← | 🕒 | ❤️ 🔍 Search in Menu

Event History

⏪ < 1-10 of 98 > ⏩ | View All

Business Unit	Event ID	Event Round	Event Version	Event Format	Event Type	Event Name	Template ID	Template Type	Allow Proxy Bidding	
DASM1	SCP0000001	1	1	Buy	RFx	Non-Priority Application Invitation	(blank)	(blank)	No	>
DASM1	SCP0000002	1	1	Buy	RFx	Priority Application Invitation	(blank)	(blank)	No	>
DASM1	SCP0000003	1	1	Buy	RFx	Priority Application Invitation	PRIORITY	Bus Unit	No	>
DASM1	SCP0000004	1	1	Buy	RFx	Non-Priority Application Invitation	NON-PRIOR	Bus Unit	No	>
DASM1	SCP0000005	1	1	Buy	RFx	Non-Priority Application Invitation	(blank)	(blank)	No	>
DASM1	SCP0000006	1	1	Buy	RFx	Non-Priority Application Invitation	(blank)	(blank)	No	>
DASM1	SCP0000007	1	1	Buy	RFx	Non-Priority Application Invitation	(blank)	(blank)	No	>
DASM1	SCP0000008	1	1	Buy	RFx	Non-Priority Application Invitation	(blank)	(blank)	No	>
DASM1	SCP0000009	1	1	Buy	RFx	Non-Priority Application Invitation	NP-MD	Bus Unit	No	>
DASM1	SCP0000010	1	1	Buy	RFx	Non-Priority Application Invitation	(blank)	(blank)	No	>



The **Event History** page displays the history of the event, and contains icons that will navigate users to important event-related actions:

- 6. **Create Event:** Launches **Event Details**
- 7. **Event Approval:** Event approval is not used
- 8. **Dispatch Event:** Dispatch Event is not used
- 9. **Receive Bids:** Launches **Bidder Response**
- 10. **Analyze Bids:** Launches **Analyze Event**
- 11. **Award Event:** Links to **Award Details**

NOTE: If there are no results, the associated link will not be active (e.g. If no bids have been awarded, the Award Event link will not be active)

Event History

Event Information

Bus. Unit	Event ID	Event Name	Format	Type	Status
DASM1	SCP0000001	Non-Priority Application Invitation	Buy	RFx	Pending Award


Version History


☰ 🔍


 < < 1-1 of 1 > > | View All


Round	Version	Event Status	Modified By	
1	1	Pending Award	DAS-Dixon Michelle R	🔍


Event Stage



[Create Event](#)


[Event Approval](#)


[Dispatch Event](#)


[Receive Bids](#)


[Analyze Bids](#)


[Award Event](#)