

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. At the top, there is a breadcrumb trail: 'Main Menu > Supplier Portal Configuration > Supplier Homepage > Supplier Homepage'. Below this is the 'Core-CT' logo. The main content area is titled 'Supplier Homepage' and contains a left-hand navigation menu and a main content area. The navigation menu is organized into several sections: 'My Alerts', 'Links', 'Maintain Supplier Information' (with sub-items: Initiate Supplier Change, User Profiles, Addresses, Contacts), 'Manage Events and Place Bids' (with sub-items: Bidding Homepage, My Event Activity, Discussion Forums), 'Review Payment Information' (with sub-items: Invoices, Payments, Account Balances), 'School Construction' (with sub-item: Payment Request), and 'My Profile Information' (with sub-item: Change My Password). The 'My Event Activity' link is highlighted with a red rectangular box. The main content area displays a 'Welcome to the Supplier Homepage' message, followed by a paragraph explaining the WorkCenter structure and a list of actions available for each 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.

Supplier Homepage | My Alerts | Links | Maintain Supplier Information | Manage Events and Place Bids | Review Payment Information

Event Activity Summary
Click on number to view events below
Events Invited To: **29** | Events Bid On: 14 | Events Awarded: 4

Search Criteria
Event Format: [] | Events Invited To | Events Bid On | Events Awarded
Event Type: [] | Date Range: From [] [] Through [] []

Legend

Refresh

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

Event Activity | User: VSS-TOWN OF ANDOVER

Event Activity Summary
Click on number to view events below
Events Invited To: 29 | Events Bid On: 14 | Events Awarded: 4

Search Criteria
Event Format: [] | Events Invited To | Events Bid On | Events Awarded
Event Type: [] | Date Range: From [] [] Through [] []

Legend

| 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 | |

Find | First | 1-29 of 29 | Last

- 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.emalltest@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.

OSCG&R Event Discussion Forum

Forums [OSCGR Event Discussion Forum Message List](#)

Event Forum Topic

| | |
|---|--|
|  DASM1 1000000092 Rnd:1 Ver:1 | DAS-Dixon Michelle R 09/12/2018 10:39 AM |
|---|--|

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

Event Discussion ✕ Help

&Message

Author DAS-Reault Thomas L

Datetime: 08/01/2018 10:16 AM

Email doit.core.emailtest@ct.gov

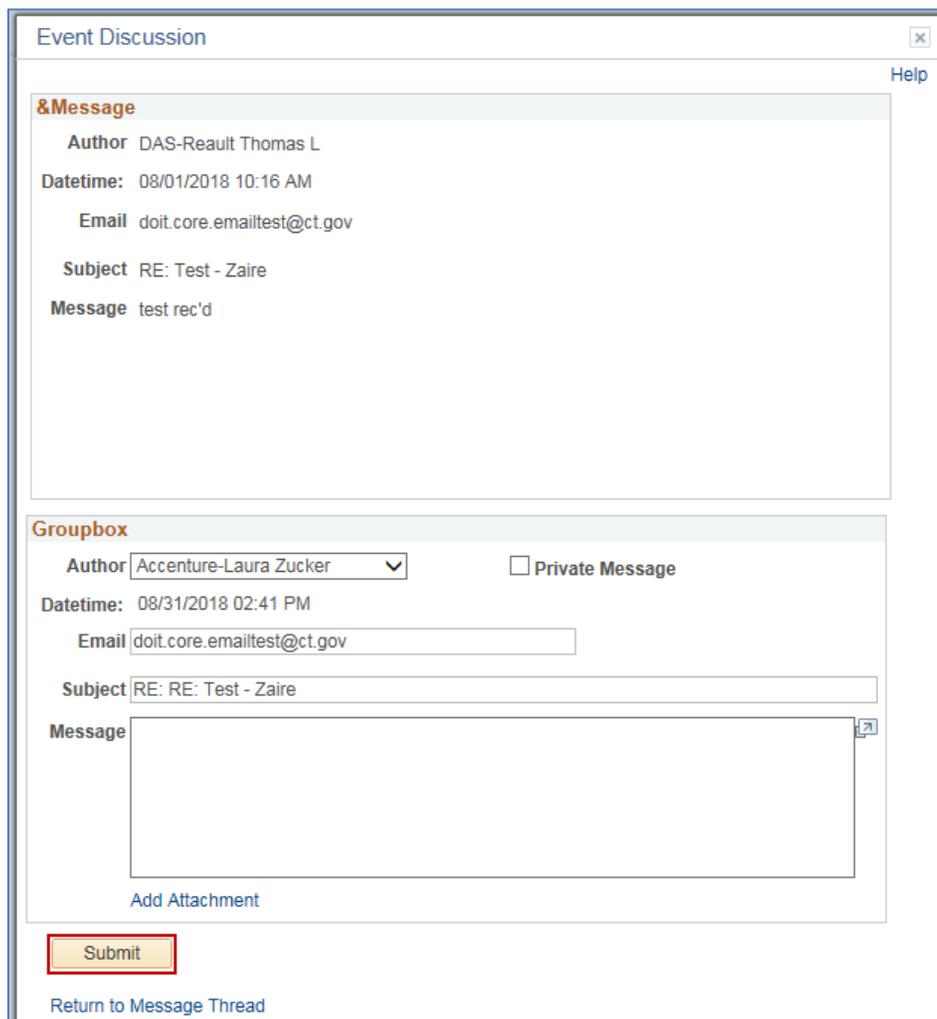
Subject RE: Test - Zaire

Message test rec'd

Reply

[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 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 Accenture-Laura Zucker Private Message
Datetime: 08/31/2018 02:41 PM
Email doit.core.emailtest@ct.gov
Subject RE: RE: Test - Zaire
Message
[Add Attachment](#)

[Return to Message Thread](#)