



## Miami-Dade County

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# View Event Q&A Forum Job Aid

Version 1.0

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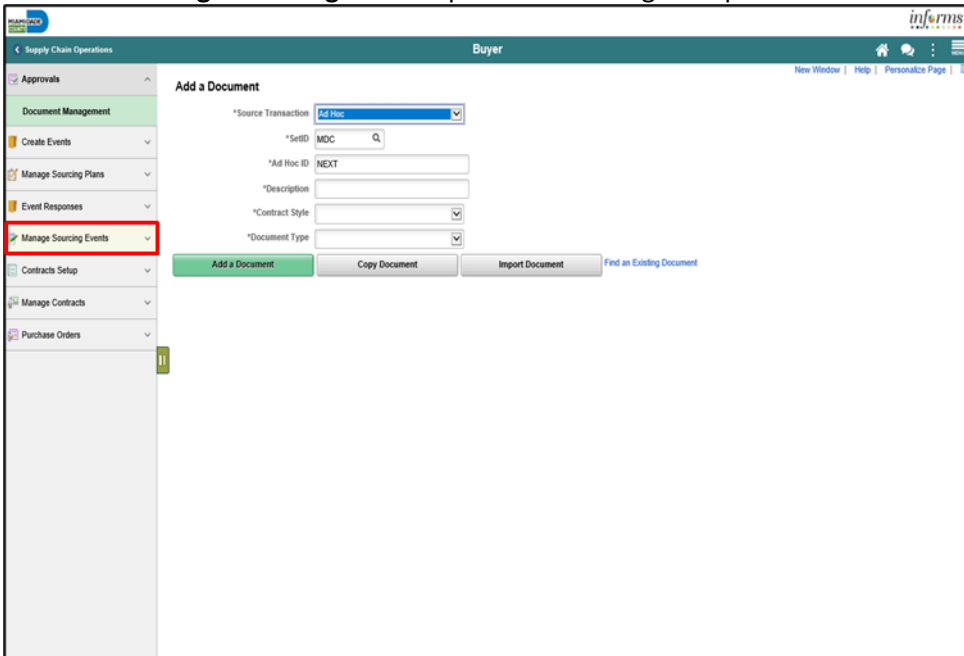
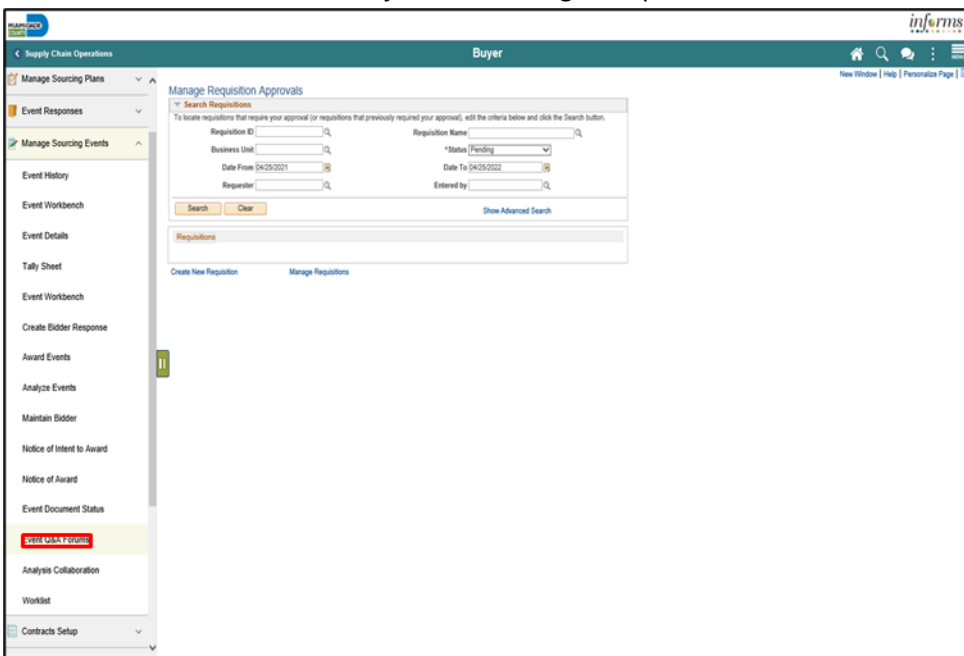
## PURPOSE

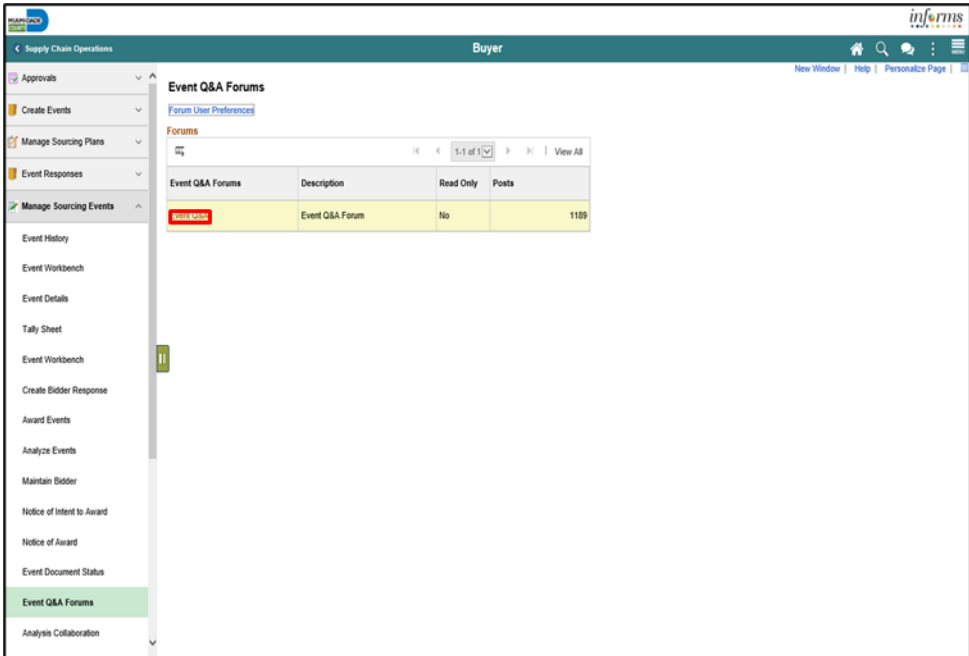
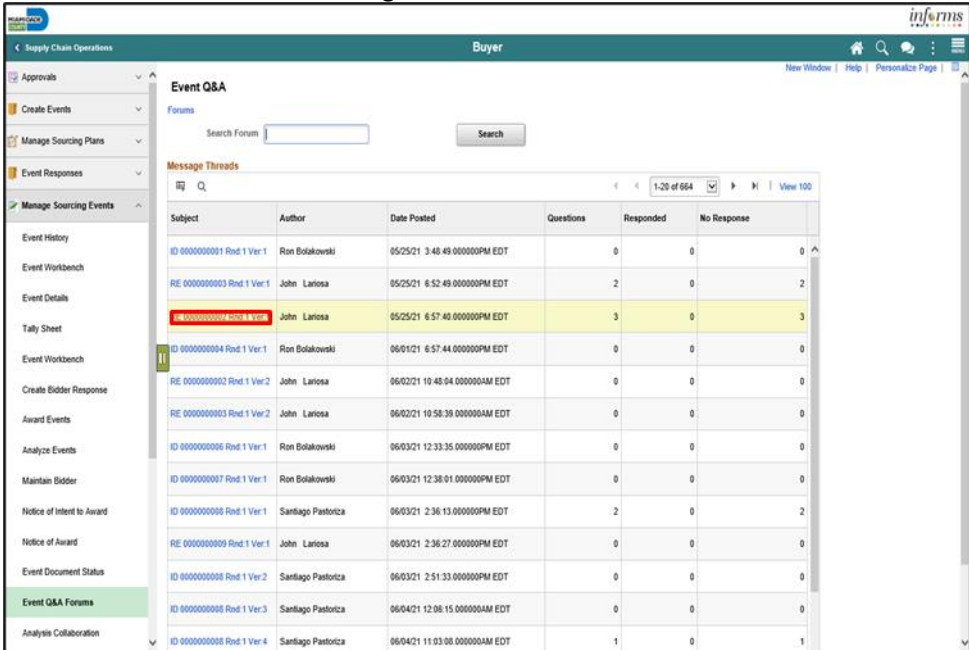
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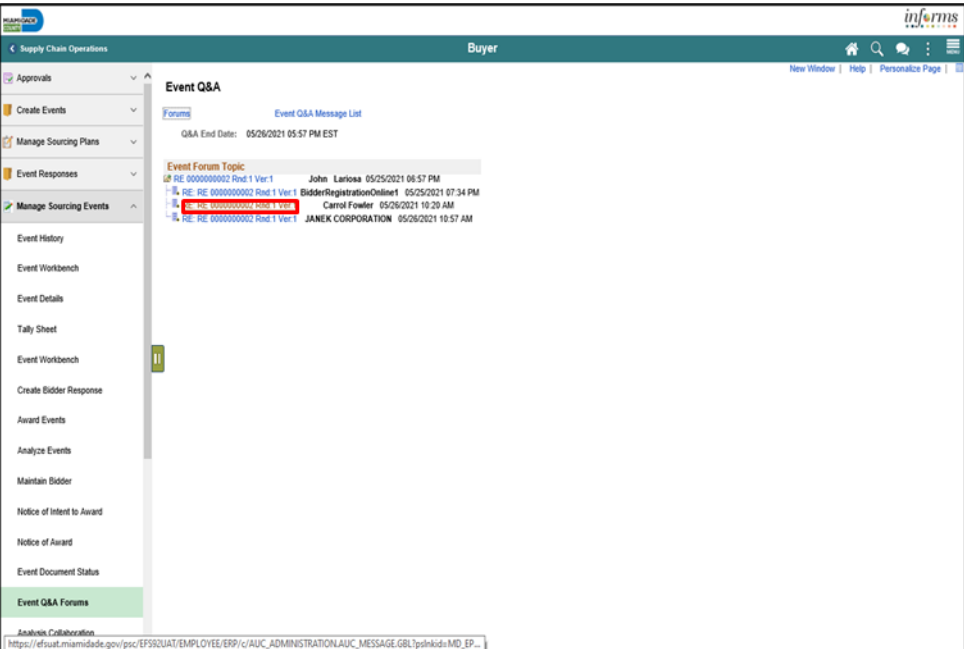
### Purpose

This document explains the key activities involved in viewing the event Q&A forum. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

## VIEW EVENT DISCUSSION

Step	Action
1.	Navigate to: <b>Finance/Supply Chain (FSCM) &gt; Supply Chain Operations &gt; Buyer</b>
2.	<p>Select the <b>Manage Sourcing Events</b> option in the navigation pane.</p> 
3.	<p>Select the <b>Event Q&amp;A Forum</b> object in the navigation pane.</p> 

Step	Action
4.	<p>Select the <b>Event Q&amp;A</b> link.</p> 
5.	<p>Select the relevant event message thread.</p> 

Step	Action
6.	<p>Select the relevant links within the Forum.</p> 
7.	<p>Select the <b>Return to Message Thread</b> link.</p> 