ODAA Bulletin Board/ODAA Question and Answer Forum (Contractor Submitter, Reviewer, Approver)

The Bulletin Board and Question and Answer Forum provide a common location for a user to view announcements and Frequently Asked Questions (FAQ’s).

The boards/forums that a user can access, as well as the capabilities available to the user, are dependent upon the user role. A detailed description of the user privileges can be found in the user manual for each role.

Instructions for Accessing the ODAA Bulletin Board and ODAA Question and Answer Forum can be found in the Help Menu Quick Reference Guide (QRG).

The instructions in this QRG apply to both the ODAA Bulletin Board and the ODAA Question and Answer Forum.

View a Post/Question
All users can view posts/questions in the boards/forums to which they have access.

1. Access the ODAA Bulletin Board or ODAA Question and Answer Forum. The Forum Index appears with the boards/forums to which the user has access.
2. Click the link for the desired board/forum (for example, Headquarters Question and Answer Forum).
   The Forum Index for the selected board/forum appears.
3. Click the link for a post/question to view the contents.
4. Click the name of the board/forum to return to the Forum Index, or click Forum Index to return to the main page.

Create a New Post/Question
If the user does not have the New Post button available, they do not have access to add posts/questions to the selected board/forum.

1. Access the ODAA Bulletin Board or ODAA Question and Answer Forum. The Forum Index appears with the boards/forums to which the user has access.
2. Click the link for the desired board/forum. The Forum Index for the selected board/forum appears.
3. Click New Post.
4. Enter a Subject, content in the message body, and add attachments (the user may not have permission to add attachments).
5. Click Submit.
   The user is returned to the Forum Index for the board/forum, where the new post will appear, unless the post has to be approved by a moderator, in which case a message will be received indicating the message is in a queue until it is approved by a moderator.

Reply to a Post/Question
If the user does not have the Post Reply or Quote buttons available, they do not have access to add posts/questions to the selected board/forum.

1. View a post/question.
2. Click Post Reply or Quote.
3. Enter content in the message body and/or add attachments.
4. Click Submit.
   The reply appears underneath the original post unless the reply has to be approved by a moderator, in which case a message will be received indicating the message is in a queue until it is approved by a moderator.
5. Click the name of the board/forum to return to the Forum Index for that board/forum, or click Forum Index to return to the main page.