

# Guidance on Viewing Published Documents.

Login to the system and then it will take you to your homepage.

The screenshot shows the homepage of a system. At the top, there is a navigation bar with 'Home', 'All opportunities', a search box, and a 'Go' button. Below this, the 'Home page' is displayed. It features several sections: 'News and announcements' with two news items, 'Company details summary' for 'Cox & Clifton', and 'Activities'. The 'Activities' section is highlighted with a red arrow and contains a table of active activities. Below the table, there are tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. A 'Workgroups' section is also visible on the right.

Buyer	Title	Current event	Event deadline
★ Cheshire	<a href="#">Example Project</a>	Example ITT	22/04/2015
★ Cheshire	<a href="#">(a) Accommodation for Service User(s)</a>	(a) Accommodation for Service Users	28/01/2016

From the **Activities** section click on the title of the Activity you wish to work on.

Each stage of the procurement process will be seen as its own section.

To view the relevant stage of the project click **Open Event** within the relevant stage, in this instance 'Example ITT'.

[Home](#) > [Example Project](#)

Activity : [Example Project](#)

The screenshot shows the 'Example Project' activity page. It features a 'Back to home page' link at the top right. Below this, there is a 'Messaging' section and an 'Audit history' section. The main content area is titled 'Events' and contains a table with one row for 'Example ITT'. The 'Example ITT' row is highlighted and includes a red arrow pointing to the 'Open event' link. The table also displays the reference number, end date, start date, and event status.

Events
<a href="#">Example ITT</a> <span style="color: orange;">In Progress</span> <a href="#">Hide details</a>   <a href="#">Open event</a>

Reference: 41      Start date: 24/03/2015  
End date: 22/04/2015      Event status: In Progress

You are able to submit a response by clicking 'Start My Response'

Cheshire - ITT 41

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**Main details**

**Title:** Example ITT **Respond by:** 03/14/2015 21:30:00  
**Description:**  
Example ITT

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**Public attachments**

Public attachments can be viewed by all procurers and suppliers involved in this rfx

[ITT Attachment.docx](#) 12 KB  
[Specification & Requirements Document.docx](#) 12 KB

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**Terms & conditions**

 [Standard Legal Terms](#)

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**Item breakdown** [Export](#)

Item description	Unit of measure	Quantity	Comments
Uniform			
Branded Jumpers (Mens)	per jumper	500	
Branded Cardigan (Womens)	per cardigan	500	

**Time remaining**

**2** Days **6** Hours **5** Minutes **28** Seconds

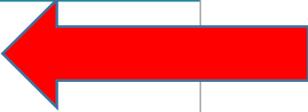
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**Messaging**

You have 0 unread message(s).  
[View messages](#)

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**Response controls**

[Start my response](#) 

[Register intent to respond](#)  
[No longer wish to respond](#)

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**My responses**

You have not yet started your response.