How to Ask Questions using the Q&A Feature

To ask a Question in the Room, follow these steps:

1. Go to the **Left menu**. Under **View**, select **Q&A**.

2. Select **Ask a Question**.

3. To ask the question:

- Select the question priority
- Select or enter a question subject
- Enter the question

- Add any attachments for reference.

- Select all related files and/or folders.

4. Select **Ask question**.

5. You will receive an e-mail from **no-reply@information.ansarada.com** once your question has been replied.

Gre@T Demo Room | Answer to question #8324 (high priority) has been submitted

All of your Q&A records can be accessed on the Q&A menu on the left side.

How to Answer Questions using the Q&A Feature

If it is required, PRPP Bid Committee will ask questions to Participants via the Q&A.

1. When a question is asked to you, you will receive a notification e-mail.

2. To answer the question, select **View question.**

3. The link will take you to the question window, and you will be asked to log into the Room. Once you log in, you will see the following:

   - **Question subject** and **Subject group** if applicable

   - **Related Information** for any files or folders that are referenced

- **Actions** you can perform on the Question

4. Select **Answer Question and disclose the Answer**

5. Add or edit the Answer in the **Answer** text box.

6. Add any Attachments for reference, if required.

7. Select any related files and/or folders, if required.

8. Select **Answer Question and disclose the Answer.**

All of your Q&A records can be accessed on the Q&A menu on the left side.

How to Submit Your Documents

To **submit** the relevant documentation, follow these steps:

1. Receive email indicating the submission period has begun.

2. Go to Submissions tab on the Left menu. Under **Manage,** select **Submissions**.

You will be directed to the submission window and start to upload your submission to the relevant folders.

⚠ **Good to know:** Once the files are uploaded, it's submitted. If you have uploaded all your files, there is nothing left to do. The submission confirmation receipt email is not sent with every upload as content may still change and your system may detect it as spam and block future notification emails.

3. Once the Submission window has closed an email confirmation will be sent.