



DEFENSE SECURITY SERVICE

OFFICE OF THE DESIGNATED APPROVING AUTHORITY (ODAA)
BUSINESS MANAGEMENT SYSTEM

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 is approved by a moderator.

6. 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.

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.