

Quick Reference Guide

eSource Users

eSource

It is a web application. You use this system to create Sourcing Events when cost is the only consideration for selection.

Posting an RFQ

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click eSource Menu
4	Click Post New eSource
5	Click Solicitation Process and select appropriate choice (RFQ)
6	Click Purchasing Type and select appropriate choice (State Entity Contract, Open Market)
7	Click Category Type and select appropriate choice (Information Technology, Goods, Services/Special Projects, Infrastructure)
8	Click Submit
9	Enter all required information in Header Panel
10	Enter Estimated Contract Value
11	Click Competitive Solicitations link to see Guideline chart
12	Enter Closing Date
13	Enter Closing Time
14	Click Offeror's Conference and select Optional or Mandatory (if applicable)
a	Click Enter Offeror's Conference Information to add information regarding Offeror's Conference
b	Click Save Offeror's Conference Information and return to eSource posting
15	Click Keyword Search and Assign NIGP Codes
a	Enter key word in appropriate box
b	Click NIGP Search
c	Click check box opposite appropriate NIGP Code(s)
d	Click Assign 5 Digit Codes
16	Click Attach eRFQ Template (SPD-SP022)
a	Click Browse to locate completed eRFQ Template
b	Locate document and click Open
c	Attach eRFQ Template. This attachment will appear in the Header section of the eSource (file automatically renamed eRFQ Template)
17	Click Submit the Document to return to eSource Posting page
18	Click Submit to return to eSource Review page
19	Click Add New Line Item after completing and submitting the Header Panel Information
20	Complete eSource Line Item Description page
a	Enter Line Title
b	Select Unit of Measure from drop down menu
c	Enter Number of Units
d	Assign NIGP number from drop down menu
e	Enter Description Model/Brand
21	Click Add/Delete Documents to add documents to Line Item
a	Click Browse to locate documents
b	Locate document and click Open
c	Attach documents to line item.
d	Enter title you want related to this document

Quick Reference Guide

eSource Users

Step #	Do This:
e	Click Submit the Document
22	Click Return when finished adding documents to return to eSource Line Item Description page
23	Click Submit when finished—this takes you back to eSource Review page with Header Information and Line Information displayed
24	Click Save & Release
25	Click Next to proceed with eSource supplier selection
26	Click Accept Supplier List to accept suppliers listed
27	Click Notify to notify suppliers
a	To cancel posting process, click Exit which saves your solicitation but does not send notification to suppliers
28	Click Notify Suppliers to complete posting
29	Click Return to Menu
Adding/Deleting Documents to Open RFQ	
1	Login to the GPR
2	Click Main Menu
3	Click eSource Menu
4	Click Review and Maintenance
5	Click Open eSource Events
6	Click Next
7	Click eSource Number
8	Click Edit eSource
9	Click Update Header
10	Click Add/Delete Documents to add or delete documents
a	Click Browse
b	Locate documents and click Open
c	Attach documents related to your solicitation
d	Enter title you want related to this document.
e	Click Submit the Document
11	If deleting document, click Select document for Deletion box
a	Click Delete selected Document
12	Click Return to return to eSource Posting page
13	Click Submit
14	Click Save eSource and Notify Suppliers
15	Enter eMail message to suppliers
16	Click Send Email
Adding Lines and documents to Open RFQ	
1	Complete Steps 1-8 above
2	Click on Add New Line Item after completing and submitting the Header Panel Information
3	Complete eSource Line Item Description page
a	Enter Line Title
b	Select Unit of Measure
c	Enter Number of Units
d	Assign NIGP to Line from drop down menu
e	Enter Description Model/Brand
4	Click Add/Delete Documents to add documents related to this line item
a	Click Browse
b	Locate document and click Open
c	Attach document related to line item.
d	Enter title you want related to this document
5	Click Submit the document
6	Click Return to return to eSource Line Item Description page

Quick Reference Guide

eSource Users

Step #	Do This:
7	Click Submit
8	Click Save eSource and Notify Suppliers
9	Enter eMail message to suppliers
10	Click Send Email
Saving Event in eSource for Release Later	
1	Click Save eSource to Release Later to save your Solicitation for later release
2	Click Return to Menu to display eSource main menu
3	To access a Saved Event, click on Review and Maintenance of eSource (in Main Menu)
4	Click Saved eSource Events
5	Click Next
6	Locate eSource event from list and click on eSource Number
7	Click Update Header or Add New Line Item to review/revise information
8	Click Submit to return to eSource Review page
9	Click Save and Release
10	Click Next to see list of suppliers
11	Click Accept Supplier List and proceed to that section of this Quick Reference Guide (See <i>Accepting Complete Suppliers List</i>)

Posting an RFP

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click eSource Menu
4	Click Post New eSource
5	Click Solicitation Process and select appropriate choice (RFP)
6	Click Purchasing Type and select appropriate choice (State Entity Contract, Open Market)
7	Click Category Type and select appropriate choice (Information Technology, Goods, Services/Special Projects, Infrastructure)
8	Click Submit
9	DPA Exemption Screen appears
a	If Exempt, click Yes radio button
b	Select one statement that best fits the situation for this solicitation from drop down menu
c	Enter Justification for DPA Regulation Exemption
d	Click Continue
e	If not Exempt, click No radio button (to go directly to eSource Posting page)
f	Click Continue
10	Enter all required information in Header Panel
11	Enter Estimated Contract Value
12	Click Competitive Solicitations link to see Guideline chart
13	Enter Closing Date
14	Enter Closing Time
15	Click Offeror's Conference and select Optional or Mandatory (if applicable)
a	Click Enter Offeror's Conference Information to add information regarding Offeror's Conference
b	Click Save Offeror's Conference Information and return to eSource posting
16	Click Keyword Search and Assign NIGP

Quick Reference Guide

eSource Users

Step #	Do This:
Codes	
a	Enter key word in appropriate box
b	Click NIGP Search
c	Click check box opposite appropriate NIGP Code(s)
d	Click Assign 5 Digit Codes
17	Click Attach eRFP Document (eRFP Template-SPD-SP020)
a	Click Browse
b	Locate eRFP Template and click Open
c	Click Submit
18	Click Attach eRFP CostSheet to add eRFP Cost Sheet
a	Click Browse
b	Locate eRFP CostSheet and click Open
19	Click Submit the Document
20	Click Attach eRFP Requirements to upload documents related to solicitation (Mandatory Response Worksheet, Mandatory Scored Response Worksheet, Additional Scored Response Worksheet)
a	Click Browse for all documents
b	Locate eRFP Requirements documents and click Open
c	click Upload to upload all documents at once and return to eSource Posting page
21	Click Submit (when all documents are attached)
22	Click Save & Release
23	Click Next to proceed with eSource supplier selection
24	Click Accept Supplier List to accept suppliers listed
25	Click Notify to notify suppliers
a	To cancel posting process, click Exit which saves your solicitation but does not send notification to suppliers
26	Click Notify Suppliers to complete posting
27	Click Return to Menu
Adding/Deleting Documents to Open RFP	
1	Login to the GPR
2	Click Main Menu
3	Click eSource Menu
4	Click Review and Maintenance
5	Click Open eSource Events
6	Click Next
7	Click eSource Number of the event you want to edit
8	Click Edit eSource to see eSource Review page
9	Click Update Header to see eSource Posting page
10	Click Add/Delete Documents to add or delete documents
a	Click Browse to locate documents
b	Locate eRFP documents and click Open
c	Attach additional eRFP documents
d	Enter title you want related to this document
11	Click Submit the Document
12	Click on box next to documents you want to delete
13	Click Delete selected Document
14	Click Return to return to eSource Posting page
15	Click Submit

Quick Reference Guide

eSource Users

Step #	Do This:
16	Click Save eSource and Notify Suppliers
17	Enter eMail message to suppliers
18	Click Send Email
	Saving an Event in eSource for Release Later
	Once the solicitation information has been entered you can save to release later. To do this follow the steps below.
1	Click Save eSource to Release Later
2	Click Return to Menu to display eSource main menu
3	To access a Saved Event, click Review and Maintenance of eSource (in Main Menu)
4	Click Saved eSource Events
5	Click Next
6	Locate eSource event from list and click on eSource Number
7	Click Update Header to review/revise Header Panel information if necessary
8	Click Submit
9	Click Save & Release
10	Click Next to continue with posting
11	Click Accept Supplier List and proceed to that section of this Quick Reference Guide (See <i>Accepting Complete Suppliers List</i>)

Posting an RFI

Step #	Do This:
1	To post an RFI follow all the initial steps for posting an RFP or RFQ
2	Click Solicitation Process (Select RFI)
3	Click Purchasing Type and select Request for Information—No Contract Required
4	Click Category Type and select appropriate choice (Information Technology, Goods, Services/Special Projects, Infrastructure)
5	Click Submit to go to eSource Posting page
6	Enter all required information in Header Panel
7	Click Add/Delete Documents to add/delete documents to the eRFI
a	Click Browse
b	Locate eRFI documents and click Open
c	Enter title you want related to this document.
d	Click Submit the document to attach documents
8	Click Return
9	Click Submit
10	Click Save & Release
11	Click Next to proceed with eSource supplier selection
12	Click Accept Supplier List to accept suppliers listed
13	Click Notify to notify suppliers
14	To cancel posting process, click Exit which saves your solicitation but does not send notification to suppliers
15	Click Notify Suppliers to complete posting
16	Click Return to Menu

Quick Reference Guide

eSource Users

Posting an RFQc

Step #	Do This:
1	To post an RFQc follow all the initial steps for posting an RFP or RFQ
2	Click Solicitation Process (Select RFQc)
3	Click Purchasing Type and select appropriate choice (State Entity Contract, Open Market)
4	Click Category Type and select appropriate choice (Information Technology, Goods, Services/Special Projects, Infrastructure)
5	Click Submit
6	Enter all required information in Header Panel
7	Click Add/Delete Documents to add/delete documents to the eRFQc
a	Click Browse
b	Locate eRFQc documents and click Open
c	Enter title you want related to this document.
d	Click Submit the document to attach documents
8	Click Return to return to eSource Posting page
9	Click Submit to return to eSource Review page
10	Click Save & Release
11	Click Next to proceed with eSource supplier selection
12	Click Accept Supplier List to accept suppliers listed
13	Click Notify to notify suppliers
14	To cancel posting process, click Exit which saves your solicitation but does not send notification to suppliers
15	Click Notify Suppliers to complete posting
16	Click Return to Menu

Accepting Suppliers List

Step #	Do This:
1	Click Accept Supplier List to accept list of supplier's elected
2	Click Notify to notify selected suppliers
3	Click Notify Suppliers to complete posting of event
4	Or click Exit to clear list of suppliers and return to Main Menu
5	Click Return to Menu

Adding System Generated Suppliers

Step #	Do This:
1	Once you have started posting process for an event, click Save & Release
2	Click Back to add more NIGP Codes to notify additional suppliers
3	Click Next to automatically select suppliers based on NIGP codes added
4	Click Accept Supplier List
5	Click Notify
6	Click Notify Suppliers
7	Click Return to Main Menu

Quick Reference Guide

eSource Users

Adding Registered Suppliers

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click on Open eSource Events
5	Click on eSource Number to locate event
6	Click Add Suppliers and review two options: Add Registered Supplier E-Mail Nonregistered Suppliers about this eSource
7	Click Add Registered Suppliers
8	Enter Supplier's name and click Search
9	Locate Supplier name on list
10	Click Add Supplier opposite supplier name
11	Click Add and Notify the Supplier (supplier is automatically notified via eMail)

Adding Non-Registered Suppliers

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click on Open eSource Events
5	Click on eSource Number to locate event
4	Click Add Suppliers and review two options: Add Registered Supplier and E-Mail nonregistered Suppliers about this eSource
5	Click Email Nonregistered Suppliers about this eSource
6	Enter Supplier's e-mail address
7	Enter additional information in the dialog box
8	Click Send Email
9	Click Back button once you have added all suppliers

Editing Open eSource Bids

Step #	Do This:
Editing Open RFP	
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click Open eSource Bids
5	Click Next
6	Locate eSource Event from the list and click eSource Number
7	Click Update Header to update information regarding this event
8	Make necessary updates to description, closing date and/or time, schedule an Offeror's Conference, add/delete NIGP Codes, add/delete documents
a	For RFP's click Attach eRFP Document to add or delete documents
b	Click Submit the Document
c	Repeat steps above to add more documents
9	Select document for deletion and click on Delete selected Document to delete
10	Click Submit

Quick Reference Guide

eSource Users

Step #	Do This:
11	Click Save eSource and Notify Suppliers
a	In the eMail message information regarding changes you made
12	Click Send Email
13	Click Return to Menu
Editing Open RFQ	
1	Click Event Number to add documents, add line items or delete line items
2	Click Delete to delete existing line items
3	Click Add New Line Item to add new lines
4	Click Update Header to update and add documents
5	Click Submit
6	Click Save and Notify Vendors
7	Email Dialogue box: Enter message to the vendors with brief description of the action taken with the editing of the bid
8	Click Send Email
9	Click Return to Menu

Evaluate Bid Responses

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click Under Evaluation eSource Events
5	Click Next
Evaluating RFQ	
1	Evaluating RFQ follow the first 5 steps above
2	Locate eSource event from list and click eSource Number
3	Click View Responses
4	Click Bid next to supplier name
5	Review supplier's response
6	Download and save each file submitted by suppliers
7	Review suppliers response to RFQ (System ranks suppliers from low to high)
Evaluating RFP	
1	Evaluating RFP follow the first 5 steps above
2	Locate eSource event from list and click eSource Number
3	Click Next
7	Click View Responses to see list of suppliers who responded on eSource
8	Click Bid next to each supplier to see their individual response
9	Click on all documents submitted and uploaded by the supplier and save them to the appropriate folders on your computer for later review
Evaluating RFI and RFQc	
1	Click on Review and Maintenance.
2	Click on Completed eSource Bids (RFQC & RFI).
3	Click Next.
4	Click on RFI to evaluate
5	Click on View eSource.

Quick Reference Guide

eSource Users

Step #	Do This:
6	Select all documents submitted by supplier and save to appropriate folders on PC
Evaluating an RFQc	
1	Click on Review and Maintenance .
2	Click on Completed eSource Bids (RFQC & RFI) .
3	Click Completed eSource Bids (RFQc & RFI)
4	Click Next
5	Locate eSource event from list and click eSource Number
6	Click View eSource
7	Click eSource Number
8	Click Qualified Suppliers
9	Click Company Name for each supplier and review all documents submitted
10	Select all documents submitted by supplier and save to appropriate folders on PC

Email Suppliers

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click Open eSource Events
5	Click Next
6	Click eSource Number to locate bid
7	Click Email Suppliers
8	Enter message to supplier in the Email Dialogue box
9	Click Send Email
10	Click Return to Menu

Resend Notices

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click Open eSource Events
5	Click Next
6	Locate eSource event from list and click eSource Number
7	Click Resend Notice . Screen displays all Suppliers
8	Click Resend box next to the suppliers you want to resend notices to
9	Click Verify Supplier Contacts (list of suppliers you have checked will appear)
10	Click Resend box next to suppliers you want to resend the notice to
11	Click Resend Notification
12	Click Return to Menu

Cancel an Open Event in eSource

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource

Quick Reference Guide

eSource Users

Step #	Do This:
4	Click Open eSource Bids
5	Click Next
6	Locate eSource event from list and click on the eSource Number
7	Click Cancel eSource . Screen presents a Dialogue box in which you are to provide a brief explanation as to why you are canceling the eSource
8	Enter reason for cancellation of event
9	Click Cancel eSource#xx-xxx-xxxx to complete cancellation and notify suppliers

Award an Event

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click Under Evaluation eSource Events
5	Click Next
6	Locate eSource event from list and click on eSource Number
Award RFP Event to Single Supplier	
1	Click Award eSource . The screen presents all information related to solicitation
a	Click on appropriate award methodology (Single): Single : Award to Single Suppliers Split : Split Award between Suppliers Multiple : Award to Multiple Suppliers Primary/Secondary : Award to Primary/Secondary Suppliers
b	Select NIGP Code
c	Enter Amount in box opposite single supplier you want to award to
d	Click Single Award radio button opposite the single supplier you want to award to
e	Enter Award Comments opposite single supplier you want to award to
f	Enter the bid amount opposite the other suppliers that were rejected
g	Select Award Reject Reason for each of these suppliers from drop down menu: <ul style="list-style-type: none"> Not Highest Scoring Proposal Non-Responsible Non-Responsive Failed Contract Negotiations Supplier Withdrawal No Bid
h	Enter General Comments in dialog box at the bottom of page.
2	Click Set NOA or NOIA
3	Prepare and upload Award documents (NOIA or NOA). To upload the document, click Upload RFP Award Documents
4	Click Browse to search for and select documents
5	Enter title you want related with this document (eSource Event Number should be included in document title)
6	click Submit the Document to upload documents

Quick Reference Guide

eSource Users

Step #	Do This:
7	Click Submit the document
8	Click Return
9	Click Award ES-RFP-XXXXX-XXXX
a	Or Click Exit RFP Award Process . This will delete are award selection(s).
10	Click Return to Menu

Award RFP to Multiple Suppliers	
1	Click Award eSource . The screen presents all information related to solicitation
a	Click on appropriate award methodology (Multiple): Single : Award to Single Suppliers Split : Split Award between Suppliers Multiple : Award to Multiple Suppliers Primary/Secondary : Award to Primary/Secondary Suppliers
b	Select NIGP Code
c	Enter Award Amount in box opposite suppliers you want to award to
d	Click Multiple Award radio button opposite the suppliers you want to award to
e	Enter Award Comments opposite suppliers you want to award to
f	Enter the bid amount opposite the other suppliers that were rejected
g	Select Award Reject Reason for each of these suppliers from drop down menu: <ul style="list-style-type: none"> • Not Highest Scoring Proposal • Non-Responsible • Non-Responsive • Failed Contract Negotiations • Supplier Withdrawal • No Bid
h	Enter General Comments in dialog box at the bottom of page.
2	Click Set NOA or NOIA
3	Prepare and upload Award documents (NOIA or NOA). To upload the document, click Upload RFP Award Documents
4	Click Browse to search for and select documents
5	Enter title you want related with this document (eSource Event Number should be included in document title)
6	click Submit the Document to upload documents
7	Click Submit the document
8	Click Return
9	Click Award ES-RFP-XXXXX-XXXX
a	Or Click Exit RFP Award Process
10	Click Return to Menu

Award RFP to Primary/Secondary	
1	Click Award eSource . The screen presents all information related to solicitation
a	Click on appropriate award methodology (Primary/Secondary): Single : Award to Single Suppliers Split : Split Award between Suppliers Multiple : Award to Multiple Suppliers Primary/Secondary : Award to

Quick Reference Guide

eSource Users

	Primary/Secondary Suppliers
b	Select NIGP Code
c	Enter Award Amount in box opposite suppliers you want to award to
d	Click Primary Award radio button opposite the supplier you want to make the primary award to
e	Click Secondary check box opposite the supplier you want to make the secondary award to
f	Enter Award Comments opposite suppliers you want to award to
g	Enter the bid amount opposite each supplier that was rejected
h	Select Award Reject Reason for each of these suppliers from drop down menu: <ul style="list-style-type: none"> • Not Highest Scoring Proposal • Non-Responsible • Non-Responsive • Failed Contract Negotiations • Supplier Withdrawal • No Bid
i	Enter General Comments in dialog box at the bottom of page.
2	Click Set NOA or NOIA
3	Prepare and upload Award documents (NOIA or NOA). To upload the document, click Upload RFP Award Documents
4	Click Browse to search for and select documents
5	Enter title you want related with this document (eSource Event Number should be included in document title)
6	click Submit the Document to upload documents
7	Click Submit the document
8	Click Return
9	Click Award ES-RFP-XXXXX-XXXX
a	Or Click Exit RFP Award Process . This will delete are award selection(s).
10	Click Return to Menu

Award RFQ to Single Supplier	
1	Click Award eSource . The screen presents all information related to solicitation
a	Click on appropriate award methodology (Single): Single : Award to Single Suppliers Primary/Secondary : Award to Primary/Secondary Suppliers
b	If you decide not to award a particular line, click No Award for this line
c	Amount per Line is displayed opposite suppliers
d	Click Single Award radio button opposite the single supplier you want to award to
e	Enter Award Comments opposite supplier you want to award to

Quick Reference Guide

eSource Users

f	Select Award Reject Reason for each of these suppliers from drop down menu: <ul style="list-style-type: none"> • Not Highest Scoring Proposal • Non-Responsible • Non-Responsive • Failed Contract Negotiations • Supplier Withdrawal • No Bid
g	Enter General Comments in dialog box at the bottom of page.
h	Click Award eSource ES-RFQ-XXXXX-XXXX
2	Click Set NOA or NOIA
3	Prepare and upload Award documents (NOIA or NOA). To upload the document, click Upload RFQ Award Documents
4	Click Browse to search for and select documents
5	Enter title you want related with this document (eSource Event Number should be included in document title)
6	Click Submit the Document to upload documents
7	Click Submit the document
8	Click Return
9	Click Award ES-RFQ-XXXXX-XXXX
a	Or Click Exit RFQ Award Process
10	Click Return to Menu

Award RFQ to Primary/Secondary	
1	Click Award eSource . The screen presents all information related to solicitation
a	Click on appropriate award methodology (Primary/Secondary): Single : Award to Single Suppliers Primary/Secondary : Award to Primary/Secondary Suppliers
b	Select NIGP Code
c	Enter Award Amount in box opposite suppliers you want to award to
d	Click Primary Award radio button opposite the supplier you want to make the primary award to
e	Click Secondary check box opposite the supplier you want to make the secondary award to
f	Enter Award Comments opposite suppliers you want to award to
g	Enter the bid amount opposite each supplier that was rejected
h	Select Award Reject Reason for each of these suppliers from drop down menu: <ul style="list-style-type: none"> • Not Highest Scoring Proposal • Non-Responsible • Non-Responsive • Failed Contract Negotiations • Supplier Withdrawal • No Bid
i	Enter General Comments in dialog box at the bottom of page.
h	Click OK
2	Click Set NOA or NOIA
3	Prepare and upload Award documents (NOIA or NOA). To upload the document, click Upload RFQ Award Documents

Quick Reference Guide

eSource Users

4	Click Browse to search for and select documents
5	Enter title you want related with this document (eSource Event Number should be included in document title)
6	click Submit the Document to upload documents
7	Click Submit the document
8	Click Return
9	Click Award ES-RFQ-XXXXX-XXXX
a	Or Click Exit RFQ Award Process
10	Click Final Step-Post the Award and Notify the Suppliers
11	Click OK to confirm
12	Click Return to Menu

Re-award an Event

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Click Awarded eSource Events
5	Click Next
7	Locate the eSource event from list and click on the eSource Number to be re-awarded
8	Click Re-Award eSource
9	Click on method of Award (Single or Primary/Secondary Award)
10	Click on radio button opposite supplier you want to award to (Check box for Secondary Award)
11	Enter the rationale for the Re-Award in Award Comments box on right
12	Enter comments in General Comments box at bottom of screen
13	Click Re-Award eSource at the bottom of the screen
14	Enter message to the supplier in the dialog box at the bottom of the eSource Re-Award Summary screen
15	Complete and attach revised NOIA or NOA with the new award information (Do not delete the original NOA since it is part of the permanent record)
16	Click Final Step-Post the Award and Notify the Suppliers
17	Click OK
18	Click Return to Menu

Closing an Event without Responses

Step #	Do This:
1	Login to the GPR
2	Click Main Menu
3	Click Review and Maintenance of eSource
4	Select Under Evaluation eSource Events
5	Click Next
6	Locate eSource event from list and click on eSource Number
7	Click Award eSource
8	Click Close eSource and a confirmation screen will appear indicating that the event status has been changed to Closed.
9	Click Return to Menu

