

Job Aid: Social Chat Feature

The purpose of this job aid is to instruct users on essential functions within Fieldglass, specifically, the Social Chat feature.

Tasks

- a. [Open a Chat Window](#)
- b. [Select the Appropriate Audience](#)
- c. [Send Messages and Receive Responses](#)

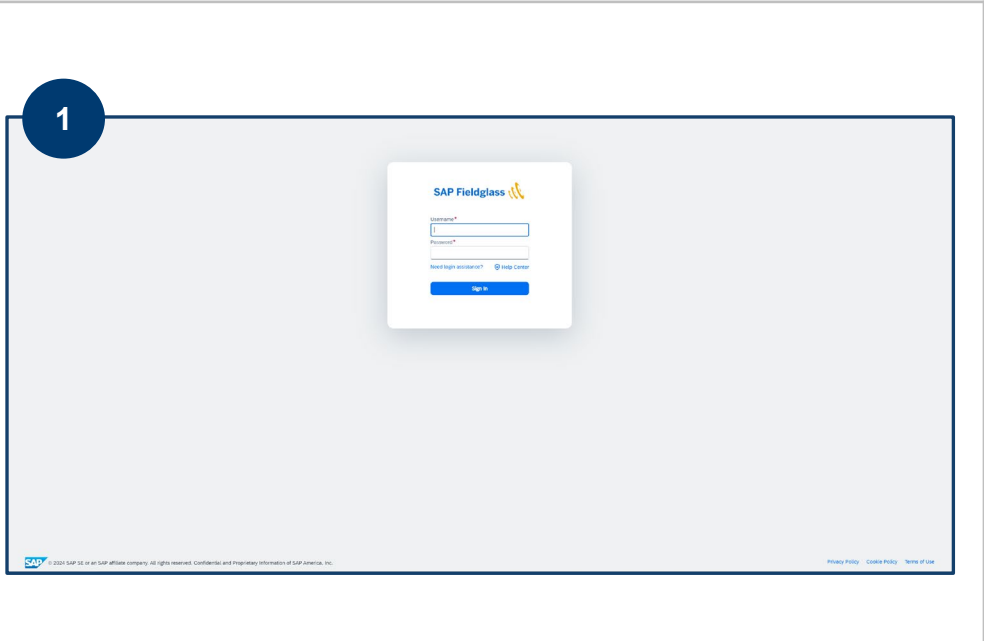
Key Terms

Social Chat - A feature within Fieldglass that allows users to communicate with other users.

1

Navigate to ctp.tva.gov (managers/proxies) or supplyctp.tva.gov (suppliers) to login to SAP Fieldglass.

The system's **single sign-on** functionality is used to login to TVA employee accounts. TVA employees skip to Step 4.

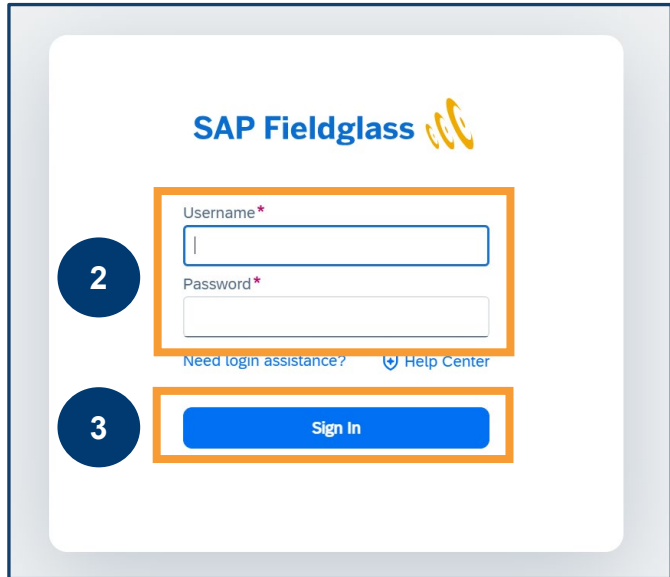


2

Login to your account by entering your **Username** and **Password**.

3

Click **Sign In**



Contractor Talent Portal

All Users

Social Chat Feature



To **communicate** with a party related to a worker or job, you must first navigate to the pertinent work area.

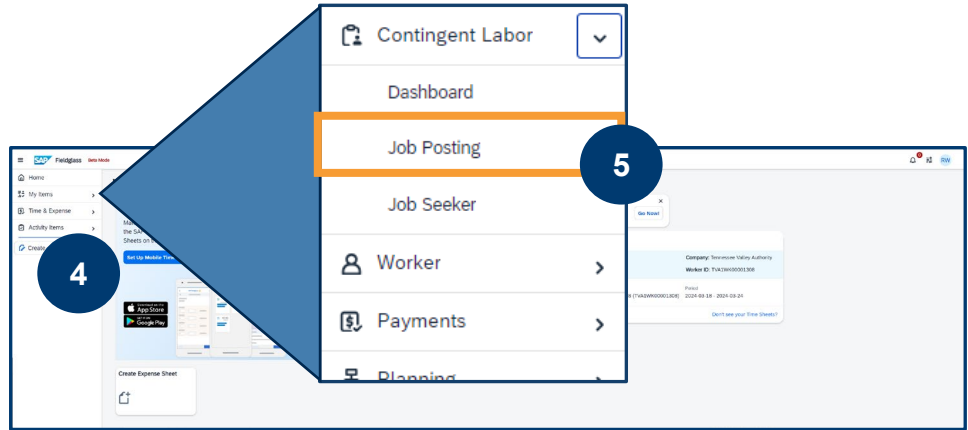
From the Home Page

4

On the Navigation Bar on the left side of the screen, click **Contingent Labor** or **Worker** to expand your options.

5

Then, click the appropriate option (**Job Postings**, **Workers**, etc.)



Job Postings

Period: 09/07/2024 to 09/07/2024 View: Owner Group By: None Apply Filters 1 Item Found

Status	EIN	ID	Title	Site	Business Unit	Primary Cost ...	Start	End	Positions	Job Se...	Hired	Available	Contingent T...
All	Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria							Enter Criteria
Closed	100409050	TVA1JP00000282	JP0087 -- PROJE...	Chattanooga Cor...	PROJECT MANA...	Default	05/13/2024	07/31/2024	1	1	0	0	Contingent Type...

Clear Sort Clear Filters Rows 1 1-1 of 1 Data as of 10:27 AM Refresh Download List Data

Search columns can be re-sized to see additional details

6

The Job Postings page is used in this example. The same steps can be followed from any of the Details screen (Job Posting, Worker, Time Sheet, Expense Sheet, etc.).

7

Click on the appropriate **ID** to enter the Details screen for that document.

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Job Posting List

JP0087 -- PROJECT MANAGER -- SAFETY SENSITIVE

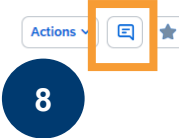
Job Posting

Progress: ✓ ✓ ✓ ○ Status: Closed Job Posting ID: TVA1JP00000282 Period: 05/13/2024 to 07/31/2024

Summary ▾ Details Job Seekers (1) Rate Details Rules Distribution Supplier Rates Interviews Approvals / Audit Trail Related

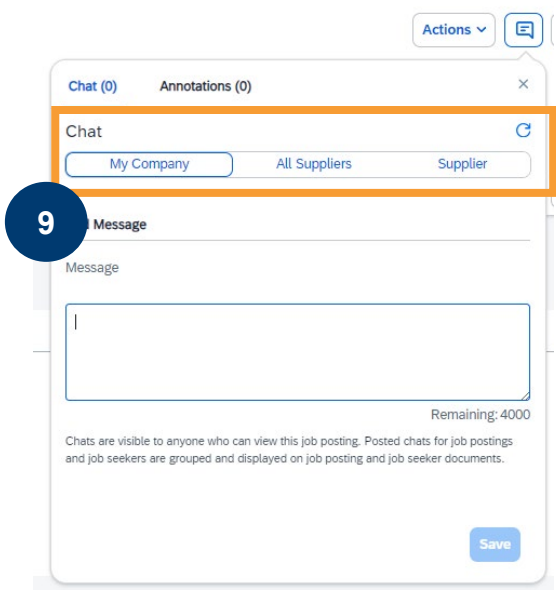
Job Posting Details

Details	Accounting
<p>Description</p> <p>THE PROJECT MANAGER IS RESPONSIBLE FOR THE OVERALL PLANNING, DIRECTION, MANAGEMENT, COORDINATION, IMPLEMENTATION, EXECUTION, CONTROL AND COMPLETION OF SPECIFIC PROJECTS ACCORDING TO SPECIFICATIONS, WITHIN BUDGET COST FROM INITIATION THROUGH COMPLETION. THE PROJECT MANAGER LEADS JOINT PROJECT TEAMS (JPTS), APPLIES PROFESSIONAL PRINCIPLES, PRACTICES AND TECHNIQUES TO MANAGE AND CONTROL PROJECT SCHEDULE, COST AND PERFORMANCE RISK TO ENSURE PROJECT IS COMPLETED WITHIN A CERTAIN SET OF RESTRAINTS (E.G., TIME, BUDGET).</p>	<p>Rates</p> <p>ST /Hr 148.43 USD OT /Hr 177.87 USD</p> <p>Cost Allocation % Default 100.000%</p> <p>Estimated Share</p>



8 Within the Details window, you can click the **Chat** icon to begin a conversation.

- 9 Available **chat options** depend on the work item you are viewing, but could include:
- 11 • **My Company** – Internal TVA chat with other TVA employees that have work item access.
 - 12 • **TVA1** – Supplier chat with TVA personnel that have work item access.
 - **All Suppliers** – Chat with all suppliers that have work item access.
 - **Supplier** – Chat with a specific supplier chosen from the drop-down menu.



10

11

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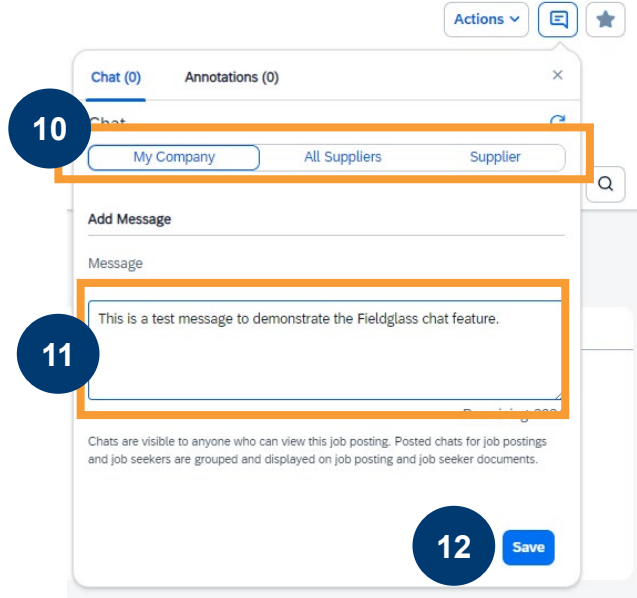
Select the appropriate **audience** for the chat from the available options.

11

Type your message in the **Message** window. Be sure not to enter information that would be considered restricted personal information, such as SSN or Date of Birth.

12

Click **Save** to send your message.



13

The message recipient will receive a notification that they have received a message with a link to the details.

The following URL will take you to the Details page:
[Click here](#)

If you are having trouble with the link above, please copy and paste the URL below into your browser's address bar:
https://ns2.fieldglass.cre.sapns2.us/SSOLogin?TARGET=any%3DTVA1&next=job_posting_detail.do%3Fid%3Dz2405081412337155671932e%26buyerCode%3DTVA1

13

14

Chat responses can be seen in the original chat window.

Continue the conversation, as needed.

