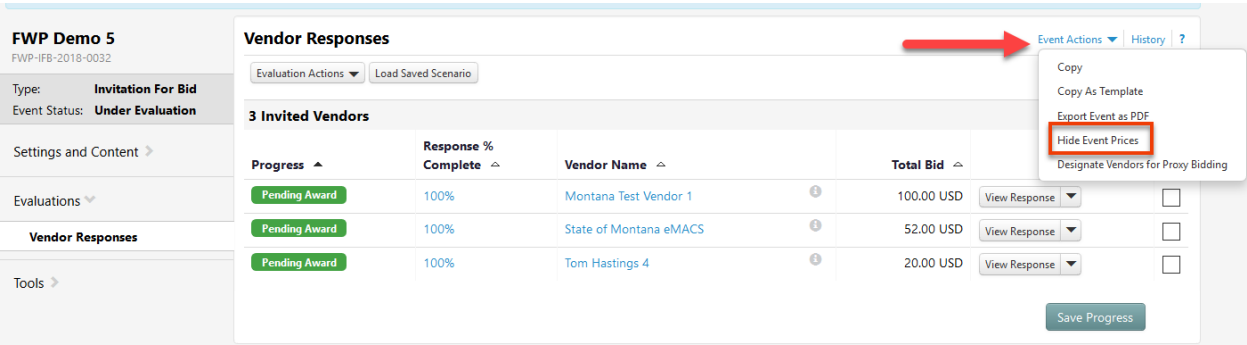
Hiding Event Prices on Events in Sourcing Director within eMACS

Event Owners can “toggle” (turn on/off), the hiding and showing of prices from the “Event Actions” dropdown menu on events. When events prices are hidden, they are hidden for all users, and users see the words “Event Prices Hidden” in place of prices.

NOTE: The pricing for your events need to be set up in the Product and Service line items section to be hidden. This functionality does NOT hide pricing that appears in any attachments of your event. In most cases, this functionality won’t be used. However, it may be used by a procurement officer in circumstances where an evaluation committee has chosen to “seal” costs until the last step of an evaluation process.

Step-by-Step

1. Navigate to an event in any status.
2. When viewing an event, select Event Actions, then Hide Event Prices.
3. Prices are hidden for all users, and users see the words Event Prices Hidden in place of prices.
4. To show event prices again, select Event Actions, then Show Event Prices.