

InterScope Release 6.5
Electronic Evaluations Processing
February 19, 2010

Abstract

This document describes the processing of electronic Designer and Contractor Evaluation as implemented in Release 6.5 of InterScope.

NOTE:

***This document is still under revision for Release 6.5.
The use of the Activity buttons described in this document have been replaced in Release 6.5
with the Document and Workflow menus.***

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1. INTRODUCTION

InterScope Release 6.5 now contains enhanced features for the electronic processing of Designer and Contractor Evaluations. Electronic processing of online evaluations was first introduced with release 6.4.2. Release 6.5 now contains improvements to the notification and online entry of evaluation information.

A key element of business workflow automation is the ability to communicate with workflow participants during workflow execution. In InterScope Release 6.5, this is accomplished using alert notifications that are sent automatically to project participants.

Owner Agencies receive periodic email notifications when evaluations are either **DUE** or **PAST DUE**.

Designers and Contractors receive email notifications containing a printable evaluation whenever an evaluation is **SUBMITTED** or **ACCEPTED**.

2. ELECTRONIC EVALUATION PROCESSING IN INTERSCOPE

The Workflow for the Evaluations in Release 6.5 appears in the following diagram. The remainder of this document deals with the details of the workflow processing and interactions with InterScope release 6.5

State Construction Office - Interscope Designer and Contractor Evaluations Processing - Release 6.4.4, January 8, 2010

WORKFLOW STEP	DESIGNER	CONTRACTOR	OWNER	SCO	INTERSCOPE
Evaluations are created in InterScope					(1) Evaluations are automatically created In InterScope as follows: (1a) For Designers: When a Package is created. (1b) For Contractors: When a Construction Contract is created.
Owner edits Evaluation			(2) Enters evaluation anytime during the project lifecycle		
Owner submits Evaluation			(3) Completes evaluation and submits to SCO for review and Acceptance		
SCO reviews and accepts evaluations				(4) Accepts Evaluation	
InterScope sends weekly Evaluation Notifications	(5b) Receives SUBMITTED or ACCEPTED evaluation. Addresses comments to Owner.	(5b) Receives SUBMITTED or ACCEPTED evaluation. Addresses comments to Owner.	(5b) Receives Alert for DUE, PAST DUE Evaluations. Performs Steps 2, 3 to complete and submit evaluation		(5a) Periodically, InterScope sends out Email Alerts to CPCs, Designers and Contractors for DUE, PAST DUE, SUBMITTED AND ACCEPTED evaluations

3. ACCESSING EVALUATIONS

There are two ways to access Designer and Contractor evaluations in InterScope:

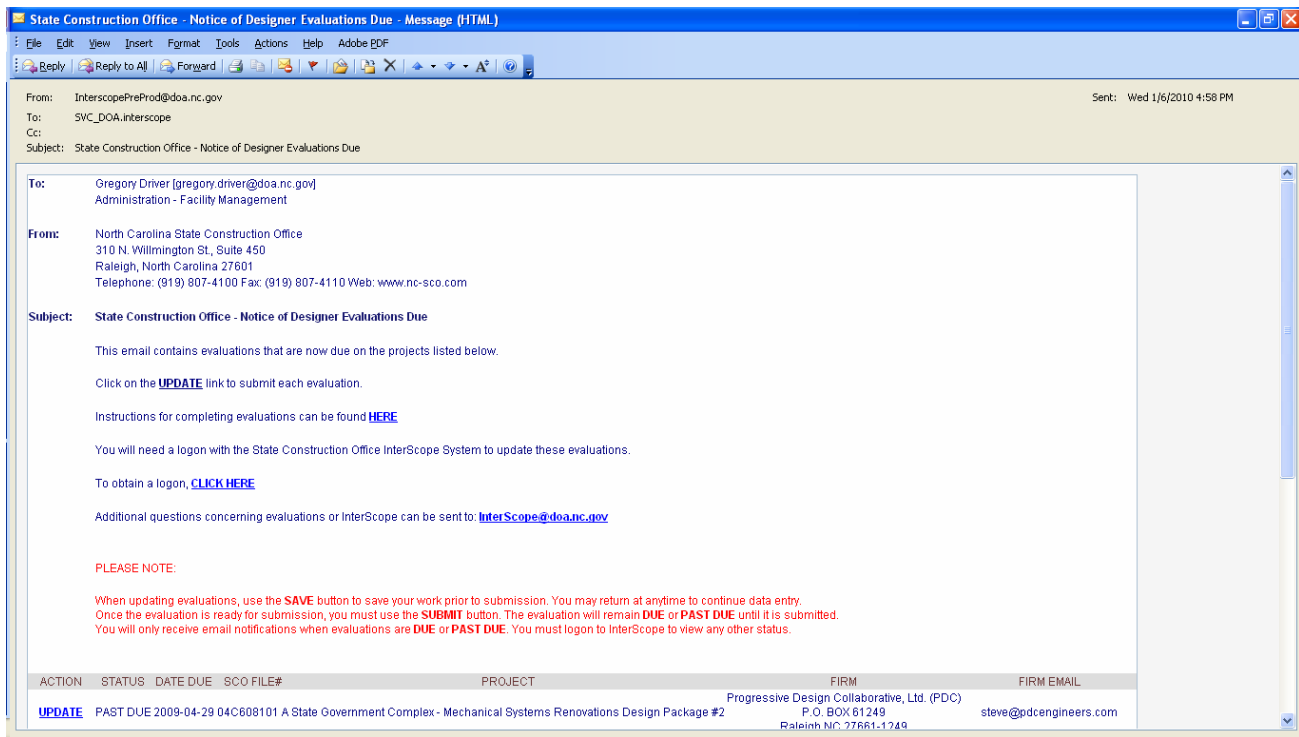
1. Responding to periodic Email alerts
2. Finding evaluations using Interscope queries

Each method is described below.

4. RECEIVING AND RESPONDING TO EMAIL ALERTS

Periodically, Interscope generates email alert notifications listing the evaluations that are **DUE** or **PAST DUE**.

These are sent to the email address of the CPC that is registered with Interscope for the Owner Agency.



The email notification contains a number of hyperlinks to ease access to Interscope:

- The [HERE](#) link opens a PDF version of this document which contains the detailed instructions for completing evaluations.
- The [CLICK HERE](#) link is a short-cut to the InterScope main logon page. It contains links for Requesting a new logon and recovering lost passwords.
- An email link is also provided so that a message can be sent to the Interscope Administrator.

Subject: State Construction Office - Notice of Designer Evaluations Due

This email contains evaluations that are now due on the projects listed below.

Click on the [UPDATE](#) link to submit each evaluation.

Instructions for completing evaluations can be found [HERE](#)

You will need a logon with the State Construction Office InterScope System to update these evaluations.

To obtain a logon, [CLICK HERE](#)

Additional questions concerning evaluations or InterScope can be sent to: InterScope@doa.nc.gov

Clicking on the [UPDATE](#) link in the Evaluations list will automatically display the main **InterScope** logon page.

Once logon is successful, the Evaluation Update page is immediately displayed. No search or navigation is required to access the evaluation.

Updates can then be made according to the instructions in section **UPDATING EVALUATIONS**.

ACTION	STATUS	DATE DUE	SCO FILE#	PROJECT	FIRM	FIRM EMAIL
UPDATE	PAST DUE	2009-04-29	04C608101 A	State Government Complex - Mechanical Systems Renovations Design Package #2	Progressive Design Collaborative, Ltd. (PDC) P.O. BOX 61249 Raleigh NC 27661-1249	steve@pdcengineers.com
UPDATE	PAST DUE	2008-01-26	04C594501 A	State Government Complex Life Safety Code Corrections	AlphaCollier, Inc. 891 Washington St Raleigh NC 27605	info@AlphaCollier.com
UPDATE	PAST DUE	2008-01-26	04C594501 B	State Government Complex Life Safety Code Corrections	AlphaCollier, Inc. 891 Washington St Raleigh NC 27605	info@AlphaCollier.com

Agency CPCs will continue to receive email alert notifications for evaluations that are **DUE** or **PAST DUE**.

valuations which are **SUBMITTED**, **ACCEPTED** or **PENDING** will not appear in this listing.

5. FINDING EVALUATIONS USING INTERSCOPE QUERIES

Access the following URL to logon to InterScope Release 6.5 –

<http://interscope2.doa.state.nc.us:8080/interscope/logon.action?>

The following screen will appear.



Enter the **username** and **password** that has been established for your account and press the **Log In** button.

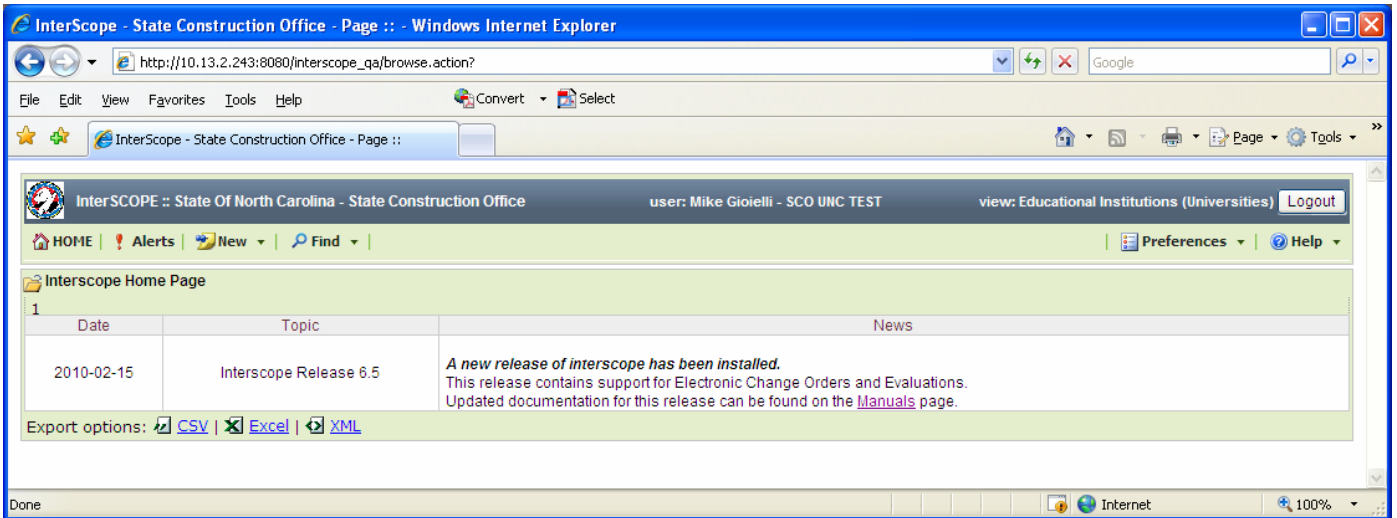
If you do not have an InterScope logon, use the **Request Logon** button on the lower portion of the Logon page to fill out and submit a logon request.

The following screen will appear depending on the Role that has been established for your user account.

InterScope Roles are: **Designer**, **Contractor**, **Owner** (Agency) and **Monitor** (State Construction).

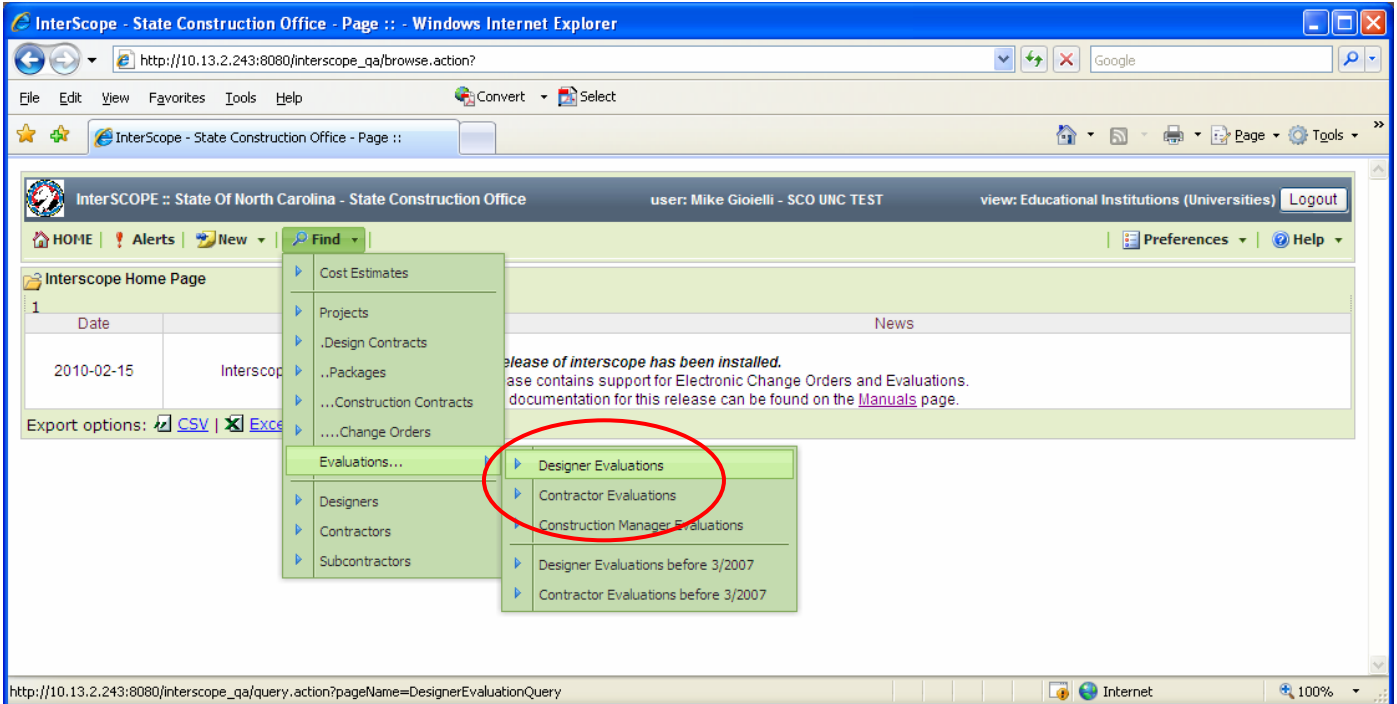
The Menu options shown on the page header are dependant on the type of logon, so different options will appear for each role.

The following is a typical screen display after an Owner (Agency) logon.



5.1 SELECTING THE EVALUATION QUERY PAGE

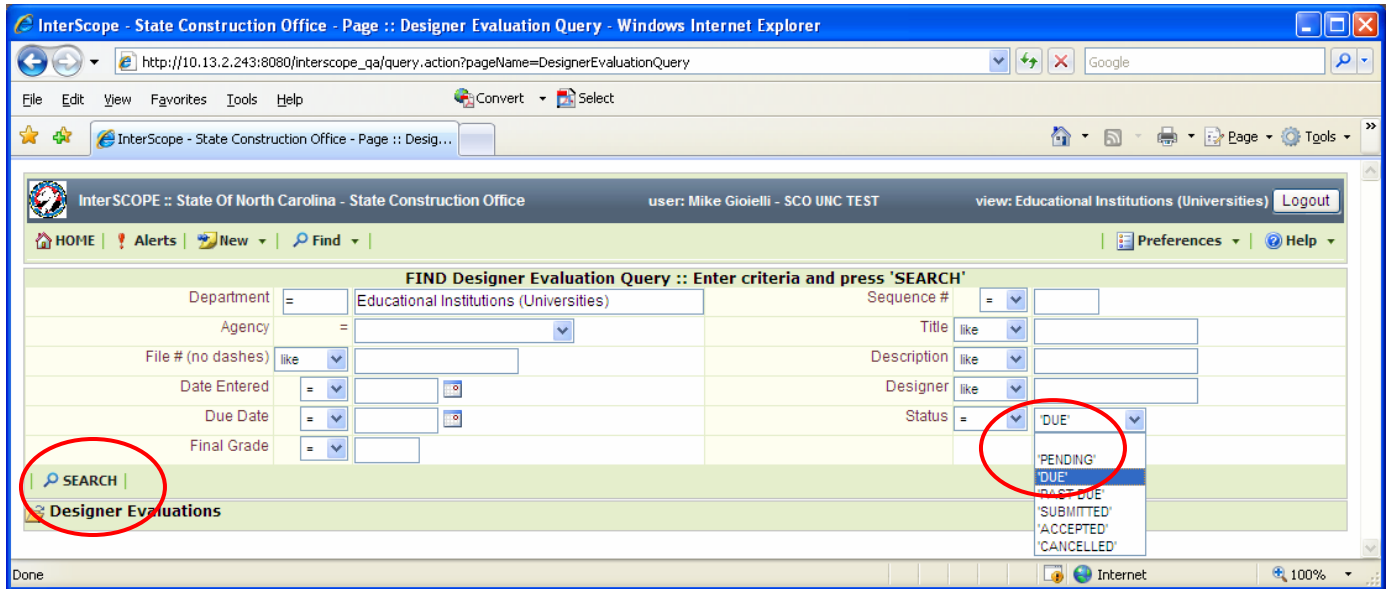
Use either the **Find > Evaluations > Contractor Evaluations** or **Designer Evaluations** options on the Menu bar to display an Evaluations query page:



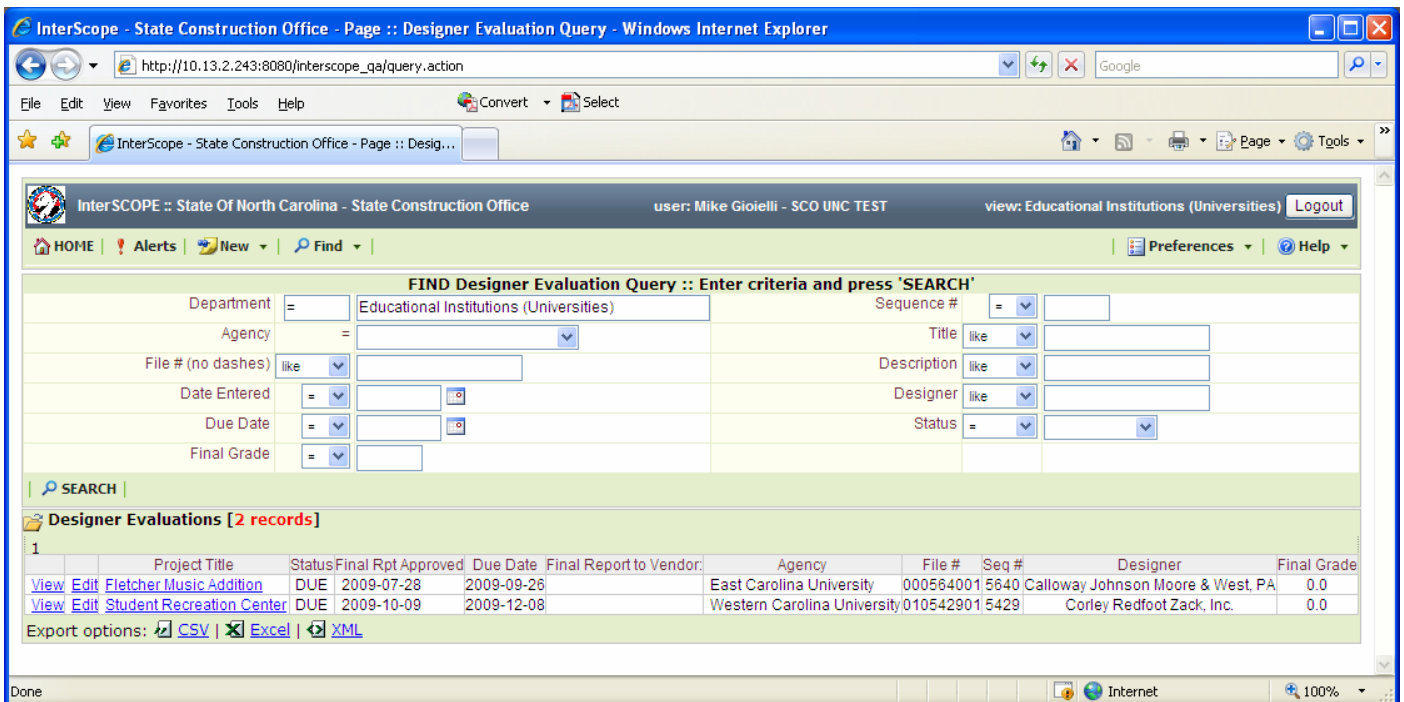
NOTE: When navigating in the FIND menu, drag the mouse across each menu option to see the each submenu.

5.2 QUERYING FOR THE EVALUATION

A page will appear allowing entry and submission of search criteria. These examples demonstrate a query to find all Designer or Contractor evaluations that are available for data entry that are **PAST DUE**.



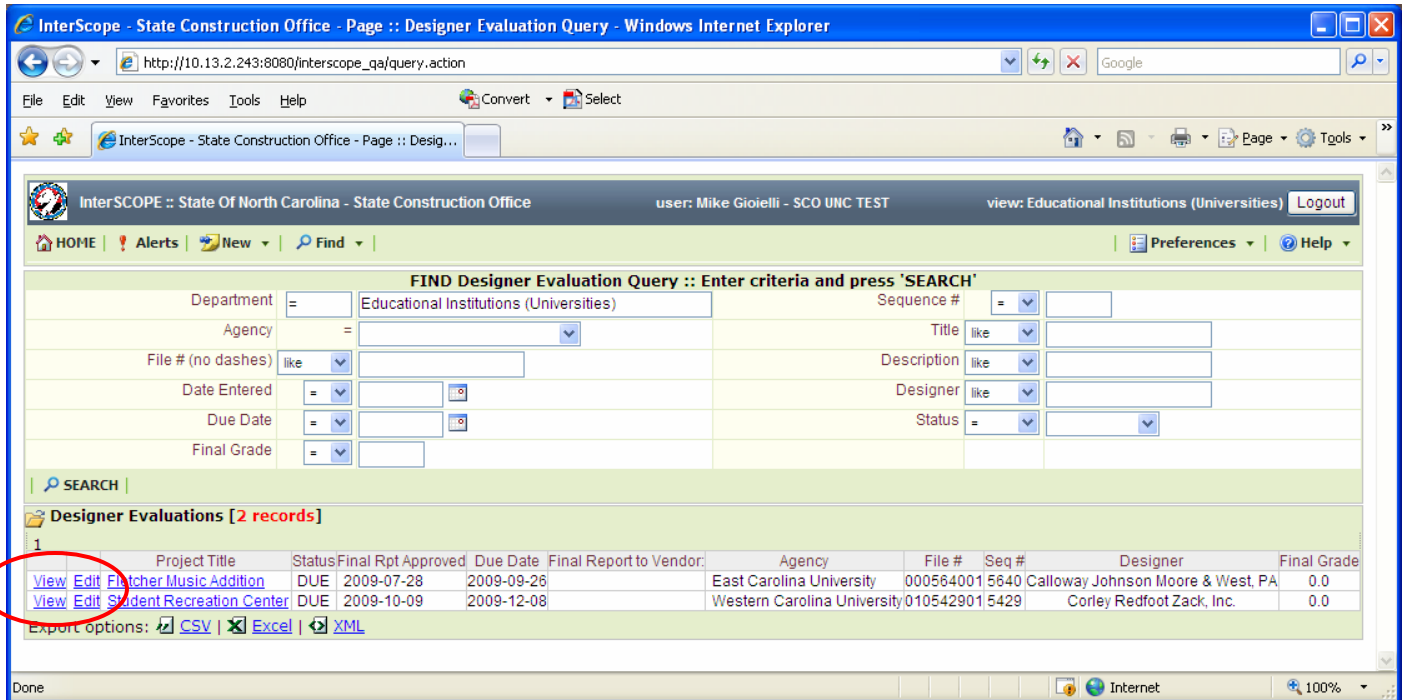
Click on the **Search** button to return a list of evaluations matching the search criteria.



Use the Search List or narrow the Search List by entering more selective information in the Query fields and pressing the **Search** button

5.3 SELECTING THE EVALUATION

Clicking the [View](#) link to view the Evaluation or the [Edit](#) link to edit the Evaluation.



5.4 EDITING THE EVALUATION

The Evaluation Update page will display after the [Edit](#) link is selected. Refer to the next section for detailed instructions.

6. COMPLETING EVALUATIONS

Only Owner Agencies (or any InterScope user given the appropriate permission) are allowed to edit and submit evaluations for review, processing and acceptance.

(Admin Note: Such users must be given the following permissions: evaluationSubmit, evaluationApproval. Use the Admin applet under Release 6.5 to set these permissions.)

The general steps for completing an Evaluation are as follows:

1. **Fill in all required fields (Marked in Red). Interscope will validate that these fields have been entered prior to saving any changes.**



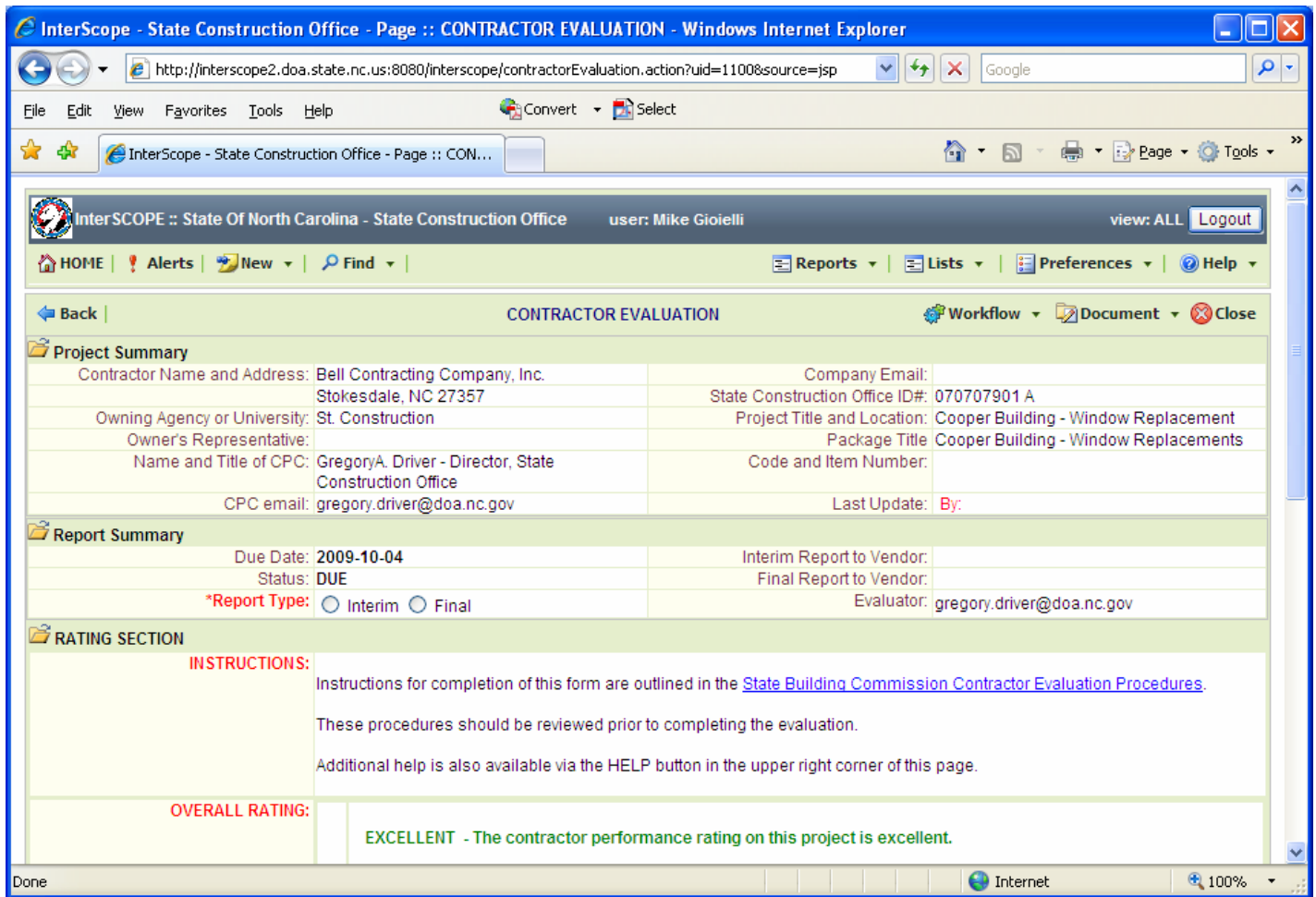
The screenshot shows a portion of the Interscope evaluation form. On the left, there is a field labeled 'Report Type:' in red text. Below this label are two radio buttons: 'Interim' and 'Final'. The 'Final' radio button is selected. To the right of this field is a yellow highlighted area containing the label 'Evaluator:' in red text. To the right of this label is a text input field containing the email address 'awu@facilities.unc.edu'.

- a. For *Report Type*, indicate either Interim or Final
 - b. Complete the *Rating Section*.
 - c. Update the email address in the *Evaluator* field if it is not correct.
2. Click on the [? HELP](#) button in the upper right corner for additional instructions or to access relevant State Statutes concerning the completion of this evaluation.
 3. **Save the Evaluation**
 4. If you are ready to Submit it to SCO for review by the Designer or Contractor and SCO, use the *Submit* option.
 5. If you are not ready to Submit the evaluation, use the *Cancel* option to exit the evaluation. You may return at any time to update and submit the evaluation.

The following sections contain detailed descriptions of the Contractor and Designer Evaluation Update pages.

6.1 THE CONTRACTOR EVALUATION PAGE

The Contractor Evaluation page contains the following sections and folders.



Activity Buttons – located in the upper right corner, these buttons are used for Saving or Submitting the Evaluation.



Project Summary – contains detailed information for the Contractor, Owner Agency, and Project.

Project Summary			
Contractor Name and Address:	Mid-Atlantic Infrastructure Services Winston Salem, NC 27105	Company Email:	ijohnson@mis-usa.net
Owning Agency or University:	UNC Chapel Hill	State Construction Office ID#:	000551202 B
Owner's Representative:		Project Title and Location:	Northeast Chiller Plant/Parking Deck
Name and Title of CPC:	AnnaA. Wu - Director of Facilities Planning	Package Title:	NE Chiller Plant/Parking Deck - Site Utilities
CPC email:	awu@facilities.unc.edu	Code and Item Number:	
		Last Update:	01-04-2010 16:50:00 By: mgioielli

Report Summary – contains detailed date and status information for the evaluation.

Report Summary	
Due Date: 2008-04-22	Interim Report to Vendor:
Status: DUE	Final Report to Vendor: 12/29/2009
Report Type: <input type="radio"/> Interim <input checked="" type="radio"/> Final	Evaluator: awu@facilities.unc.edu

Required input fields in this section are: **Report Type**, and **Evaluator**.

Rating Section – organized into subsections for detailed scoring of each evaluation criteria.

RATING SECTION	
INSTRUCTIONS: Instructions for completion of this form are outlined in the State Building Commission Contractor Evaluation Procedures . These procedures should be reviewed prior to completing the evaluation. Additional help is also available via the HELP button in the upper right corner of this page.	
Rating:	<input checked="" type="radio"/> EXCELLENT - The contractor performance rating on this project is excellent. Merit Nomination: In addition, an award nomination may be made to the State Building Commission. Certificate of Merit nominations are reviewed by the State Construction Office and State Building Commission and presented at the annual Construction Conference. This Contractor is being nominated for a Certificate of Merit Award: <input type="text" value="No"/> <input type="button" value="v"/> You must attach a nomination letter to this evaluation using the Attachments section below.
	<input type="radio"/> ACCEPTABLE - The contractor performance rating on this project is acceptable.
	<input type="radio"/> UNACCEPTABLE - The contractor performance rating on this project is unacceptable. It is recommended that the State Construction Office convene a hearing per the procedures outlined in Section 322-A of the State Construction Manual. You must attach supporting documentation using the Attachments feature below.

Required input fields in this section are: **Rating**

Comments – allows input of detailed comments.

Comments
Comment: <input type="text"/>

Attachments – allows attachment of supporting documentation.

Attachments
Upload: <input type="text"/> <input type="button" value="Browse..."/>

6.1.1 WORKING WITH THE CONTRACTOR RATING SECTION

A hyperlink is listed in this section for obtaining the the State Building Commission Evaluation Procedures (**SUBCHAPTER 30F - STATE BUILDING COMMISSION CONTRACTOR EVALUATION PROCEDURES**)

Familiarity with these procedures is an important part of the evaluation process.

The section allows the selection of three possible ratings:

EXCELLENT
ACCEPTABLE
UNACCEPTABLE

In addition, a Contractor may be recommended for a **Certificate of Merit Award** to be presented during the annual State Construction Conference. Indicate this recommendation by selecting “**Yes**” on this input field.

This Contractor is being nominated for a Certificate of Merit Award:

The **Certificate of Merit Award** recommendation must be accompanied by supporting documentation. Interscope will not allow an award recommendation to be saved without such documentation. The Attachments feature should be used to upload any relevant documentation supporting this rating.

Any **UNACCEPTABLE** rating must be accompanied by supporting documentation. Interscope will not allow an **UNACCEPTABLE** rating to be saved without such documentation. The Attachments feature should be used to upload any relevant documentation supporting this rating.

6.2 THE DESIGNER EVALUATION PAGE

The Designer Evaluation page contains the following sections and folders.



The screenshot displays the 'Designer Evaluation' page in the InterSCOPE application. The browser window title is 'InterSCOPE - State Construction Office - Page :: - Microsoft Internet Explorer'. The address bar shows the URL: <http://10.13.2.243:8080/interscope/designerEvaluation.action?id=1401&source=jsp>. The user is identified as 'Mike Gioielli'.

The page content includes the following sections:

- Project Summary:** A table with fields for Contractor Name and Address (Hart Design Group, Durham, NC 27713), Company Email (ahernandez@hartdq.com), Owning Agency or University (UNC Chapel Hill), State Construction Office ID# (090777901 A), Owner's Representative, Project Title and Location (165 E. Franklin Street Vance Hall Restroom Renovations and ADA Improvements), Name and Title of CPC (AnnaA. Wu - Director of Facilities Planning), Package Title (165 E. Franklin Street Vance Hall Restroom Renovations and ADA Improvements), CPC email (awu@facilities.unc.edu), Code and Item Number, and Last Update (By:).
- Report Summary:** Fields for Due Date, Status (PENDING), Interim Report to Vendor, Final Report to Vendor, Report Type (radio buttons for Interim and Final), and Evaluator (awu@facilities.unc.edu).
- RATING MATRIX (click to open):** A button labeled 'Score' with a value of 0.0.
- Instructions:** A paragraph explaining the policy of the State Building Commission to evaluate designers for capital improvement projects. It includes a numerical scale: 5 = OUTSTANDING, 4 = STRONGLY AGREE, 3 = AGREE, 2 = DISAGREE, 1 = STRONGLY DISAGREE, 0 = NOT APPLICABLE. It also states that scoring shall be kept to one decimal place (example: 4.0, 4.1, 4.2).
- Programming & Advance Planning:** A section with a score of 0.0. It contains four numbered items, each with a score of 0.0.
- Schematic Design:** A section with a score of 0.0. It contains four numbered items, each with a score of 0.0.
- Design Development:** A section with a score of 0.0. It contains four numbered items, each with a score of 0.0.
- Construction Documents:** A section with a score of 0.0. It contains four numbered items, each with a score of 0.0.

The bottom of the browser window shows a JavaScript error: `javascript:doExpand('id1','ar1');` and the Internet Explorer logo.

(Note: Each folder may be expanded or collapsed by clicking on the folder icons:

 (folder is collapsed)  (folder is open)

Activity Buttons – located in the upper right corner, these buttons are used for Saving or Submitting the Evaluation.



Project Summary – contains detailed information for the Designer, Owner Agency, and Project.

Project Summary			
Contractor Name and Address:	Hart Design Group Durham, NC 27713	Company Email:	ahernandez@hartdg.com
Owning Agency or University:	UNC Chapel Hill	State Construction Office ID#:	090777901 A
Owner's Representative:		Project Title and Location:	165 E. Franklin Street Vance Hall Restroom Renovations and ADA Improvements
Name and Title of CPC:	AnnaA. Wu - Director of Facilities Planning	Package Title:	165 E. Franklin Street Vance Hall Restroom Renovations and ADA Improvements
CPC email:	awu@facilities.unc.edu	Code and Item Number:	
		Last Update:	By:

Report Summary – contains detailed date and status information for the evaluation.

Report Summary			
Due Date:		Interim Report to Vendor:	
Status:	PENDING	Final Report to Vendor:	
'Report Type:'	<input type="radio"/> Interim <input type="radio"/> Final	'Evaluator:'	awu@facilities.unc.edu

Required input fields in this section are: Report Type, and Evaluator.

RATING MATRIX – organized into subsections for detailed scoring of each evaluation criteria.

RATING MATRIX (click to open)		Score
		0.0
Instructions		
<p>It is the policy of the State Building Commission to evaluate designers for capital improvement projects as defined in G.S. 143-135.27 based on criteria contained herein. To be timely and useful, designer evaluation data will be accumulated within 30 days of submission of the final report. Prior to completion of the final designer evaluation, the capital projects coordinator shall submit the proposed evaluation to the designer for comment. Comments received from designers shall be considered by the capital projects coordinator. At this stage, the capital projects coordinator shall prepare the final designer evaluation and provide a copy to the designer. This form approved by the State Building Commission shall be used for this purpose. It is imperative that the final designer evaluation be completed and presented to the State Construction Office for all capital projects within 60 days of the final report.</p> <p>RATE EACH CATEGORY USING THE EVALUATION CRITERIA FOUND IN 01 NCAC 30E THAT APPLIES TO THE FOLLOWING NUMERICAL SCALE: 5 = OUTSTANDING 4 = STRONGLY AGREE 3 = AGREE 2 = DISAGREE 1 = STRONGLY DISAGREE 0 = NOT APPLICABLE SCORING SHALL BE KEPT TO ONE DECIMAL PLACE (EXAMPLE: 4.0, 4.1, 4.2)</p>		

Comments – allows input of detailed comments.

Comments
Comment: <input type="text"/>

Attachments – allows attachment of supporting documentation.

Attachments
Upload: <input type="text"/> <input type="button" value="Browse..."/>

6.2.1 WORKING WITH THE DESIGNER EVALUATION RATING MATRIX

The Rating Matrix is designed to behave in similar fashion as the Microsoft Excel workbook that is currently downloaded and used to calculate the overall Designer evaluation score.

The final score is an averaged calculation of individual categories that are applicable for the evaluation.



Each category is an averaged calculation of the individual criteria scores which are applicable (grade > 0.0)

A category or criterion is applicable and only included in calculation if it has a score greater than 0.

A detailed screenshot of the Rating Matrix application window. The title bar reads 'RATING MATRIX (click to open)' and the 'Score' field shows '0.0'. Below the title bar is a tab labeled 'Instructions'. The main content area contains the following text:

It is the policy of the State Building Commission to evaluate designers for capital improvement projects as defined in G.S. 143-135.27 based on criteria contained herein. To be timely and useful, designer evaluation data will be accumulated within 30 days of submission of the final report. Prior to completion of the final designer evaluation, the capital projects coordinator shall submit the proposed evaluation to the designer for comment. Comments received from designers shall be considered by the capital projects coordinator. At this stage, the capital projects coordinator shall prepare the final designer evaluation and provide a copy to the designer. This form approved by the State Building Commission shall be used for this purpose. It is imperative that the final designer evaluation be completed and presented to the State Construction Office for all capital projects within 60 days of the final report.

RATE EACH CATEGORY USING THE EVALUATION CRITERIA FOUND IN [01 NCAC 30E](#) THAT APPLIES TO THE FOLLOWING NUMERICAL SCALE:
 5 = OUTSTANDING 4 = STRONGLY AGREE 3 = AGREE 2 = DISAGREE 1 = STRONGLY DISAGREE 0 = NOT APPLICABLE
 SCORING SHALL BE KEPT TO ONE DECIMAL PLACE (EXAMPLE: 4.0, 4.1, 4.2)

Below the instructions is a table with the following structure:

Category	Score
Programming & Advance Planning	0.0
1. The Designer assisted the Owner in defining a preliminary Project Budget Schedule that identified milestone design and construction delivery dates	0.0
2. The Designer provided a detailed space program that identified primary users and spaces, including Facilities Condition Assessment Recommendations	0.0
3. The Designer included any special requirements relating to regulatory restraints, physical characteristics, historic or environmental issues, site constraints, etc...	0.0
4. The Designer included any special requirements from the Owner's guidelines for energy conservation, sustainable design and construction, life cycle cost evaluations, hazardous materials, etc...	0.0

An Example:

The Designer has been graded as follows on these applicable categories:

Programming & Advance Planning = 3.0 (Agree)

Schematic Design = 2.0 (Disagree)

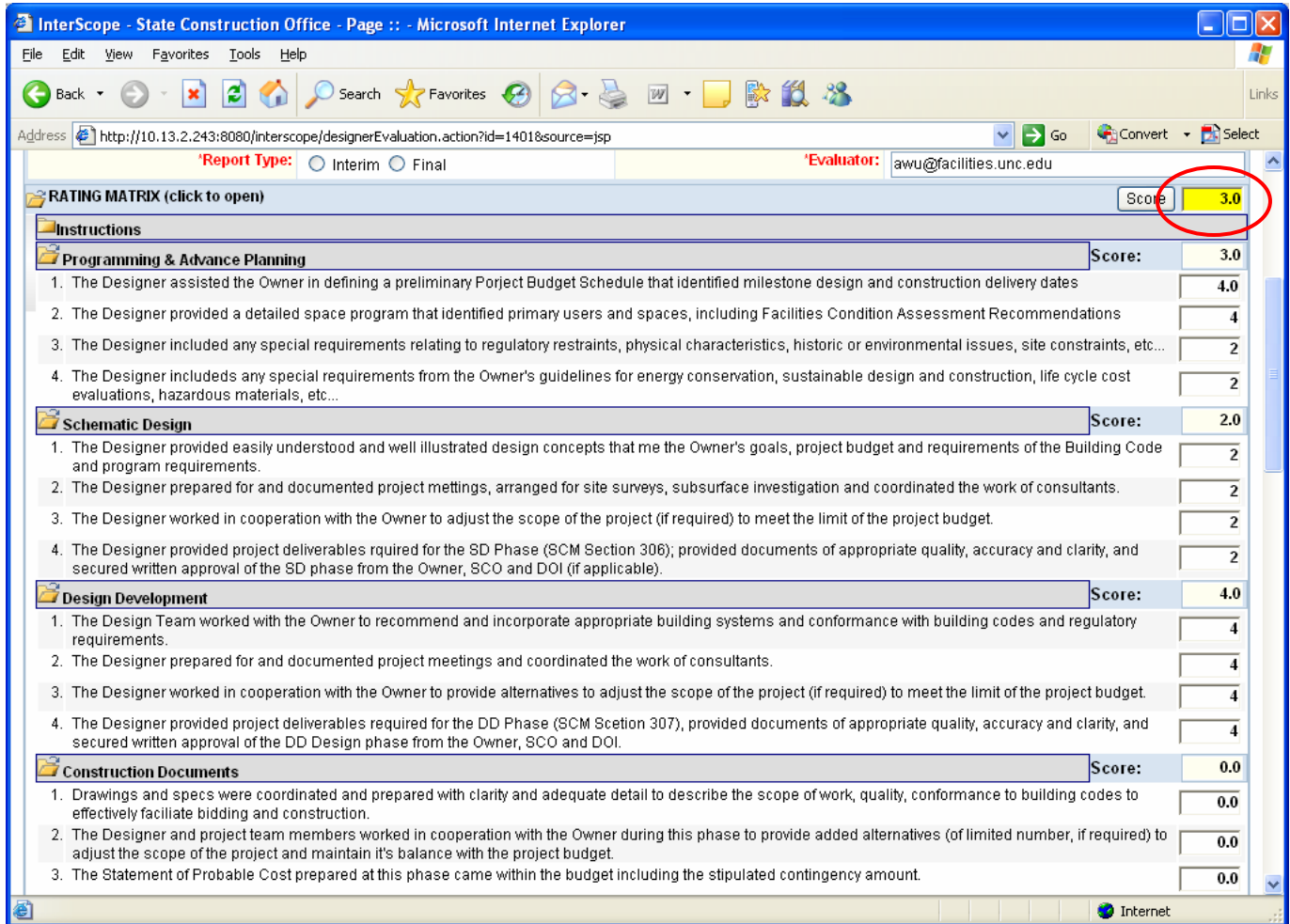
Design Development = 4.0 (Strongly Agree)

Since no other categories have been graded, it is assumed they are not applicable and not included in the overall score.

Therefore the Final Score is 3.0 using the following calculation:

The_sum_of_the_applicable_category_scores / The_number_of_applicable_categories

$$3 = (3.0 + 2.0 + 4.0)/3$$

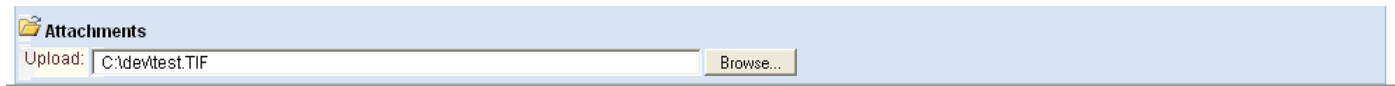
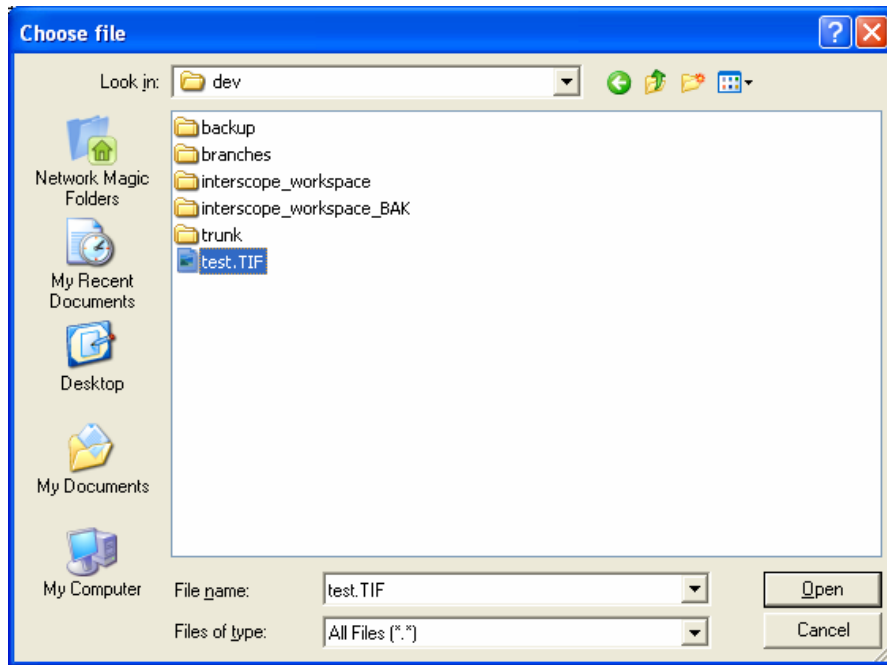


6.3 ATTACHING SUPPORTING DOCUMENTATION

Web readable documents may be attached and stored with the Evaluation for retrieval and review.

[A Web readable document is one that can be opened and viewed within a web browser. Documents of this type are typically Microsoft Office documents (Word, PowerPoint, Excel), PDF files (.pdf) and Image files (.gif, .bmp)]

To attach a document, enter the complete local filename or use the Browse button to locate a file on the local computer:



Select **Save** from the **Activity Buttons** to upload and store the file with the Evaluation.

Once the evaluation is saved, the page will be refreshed. Notice that the status remains **PENDING**.

6.4 SAVING THE EVALUATION

To save the Evaluation for future editing without submitting it for acceptance, select **Save** from the **Activity Buttons**.

The screenshot shows the Interscope web application interface. At the top, the browser title is "InterSCOPE - State Construction Office - Page :: - Microsoft Internet Explorer". The address bar shows the URL: <http://10.13.2.243:8080/interscope/designerEvaluation.action?id=1401&source=jsp>. The user is logged in as "Mike Gioielli".

The main content area is titled "Designer Evaluation". At the top right of this section, there are three buttons: "Submit", "Save", and "Cancel". The "Save" button is circled in red. Below the buttons is a "Project Summary" section with a table of project details:

Contractor Name and Address:	Hart Design Group Durham, NC 27713	Company Email:	ahernandez@hartdq.com
Owning Agency or University:	UNC Chapel Hill	State Construction Office ID#:	090777901 A
Owner's Representative:		Project Title and Location:	165 E. Franklin Street Vance Hall Restroom Renovations and ADA Improvements
Name and Title of CPC:	AnnaA. Wu - Director of Facilities Planning	Package Title:	165 E. Franklin Street Vance Hall Restroom Renovations and ADA Improvements
CPC email:	awu@facilities.unc.edu	Code and Item Number:	
		Last Update:	By:

Below the project summary is a "Report Summary" section with the following information:

- Due Date:
- Status: **PENDING**
- Interim Report to Vendor:
- Final Report to Vendor:
- Report Type: Interim Final
- Evaluator: awu@facilities.unc.edu

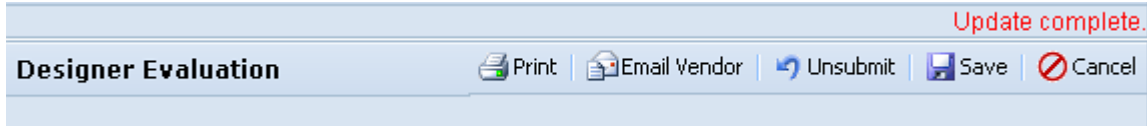
The "RATING MATRIX (click to open)" section shows an overall score of 3.0. It includes a table of ratings for different categories:

Instructions	Score
Programming & Advance Planning	3.0
1. The Designer assisted the Owner in defining a preliminary Project Budget Schedule that identified milestone design and construction delivery dates	4.0
2. The Designer provided a detailed space program that identified primary users and spaces, including Facilities Condition Assessment Recommendations	4
3. The Designer included any special requirements relating to regulatory restraints, physical characteristics, historic or environmental issues, site constraints, etc...	2
4. The Designer included any special requirements from the Owner's guidelines for energy conservation, sustainable design and construction, life cycle cost evaluations, hazardous materials, etc...	2
Schematic Design	2.0
1. The Designer provided easily understood and well illustrated design concepts that met the Owner's goals, project budget and requirements of the Building Code and program requirements.	2
2. The Designer prepared for and documented project meetings, arranged for site surveys, subsurface investigation and coordinated the work of consultants.	2

6.5 SUBMITTING THE EVALUATION FOR REVIEW AND ACCEPTANCE

Once the evaluation is complete and ready for submission to State Construction, select **Submit** from the **Activity Buttons**.

Once the page refreshes, a new set of **Activity Buttons** will be displayed.



The **Print** button generates a printable PDF document containing the evaluation details.

The **Email Vendor** button also generates the PDF evaluation and attaches it to an email that is then sent to the email address defined in Interscope for Designer or Contractor.

The **Unsubmit** button can be used to cancel the Submit operation allowing further changes to be made to the evaluation. The evaluation must then be Submitted again for acceptance.

The **Save** button allows additional comments and attachments to be associated with the evaluation.

7. NOTIFICATIONS FOR EVALUATIONS SUBMITTED OR ACCEPTED (DESIGNERS, CONTRACTORS)

Periodically, Interscope generates email alert notifications for Designers and Contractors for evaluations that have been **SUBMITTED** or **ACCEPTED**.

These are sent to the email address of the Designer or Contractor firm that is registered with Interscope.

The email contains a summary of the evaluation as well as a printable attachment showing the details for each evaluation category.