**nVALUATE**

**Evaluators Guide**

**Version 1.0**

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# Overview

## Introduction

This document provides the instructions for using the nVALUATE tool for scoring and providing comments for the Project NEXT RFP evaluation.

## Getting Started

This section covers the all your requirements before you are able to use the nVALUATE evaluation tool.

### 2.1. Minimum requirements

Following is a list of the minimum requirements you will be required to have before you can start:

* A contemporary web browser (Suggest Chrome);
* An internet connection;
* Recommend a Device with a minimum resolution of 1280 x 1040 pixels
* Username or email address confirmed by the administrator as valid for nVALUATE; and
* An initial password supplied by Project NEXT.

# Instructions

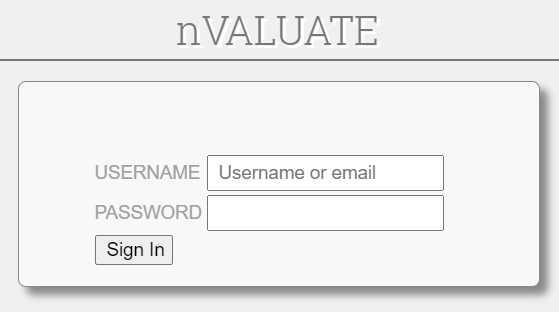
## Before you begin

[Add any specific access instructions here, such as VPN or gateways or proxy servers that may be required for access]

## First Time Sign-in

You will have been given a username or email address and an initial password. Your first sign in using these credentials will force you to enter again your initial password and choose your own password.

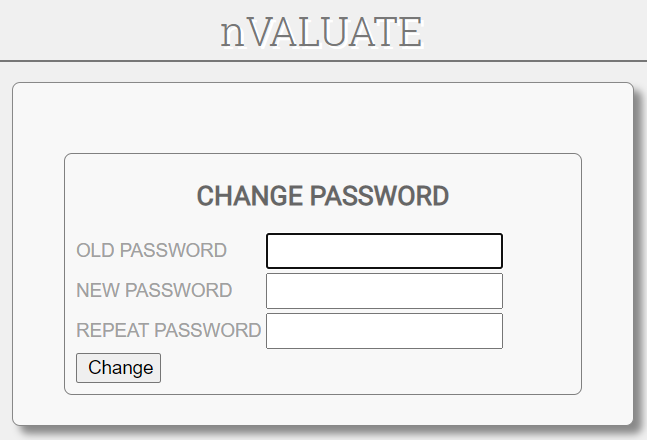
1. Go to https://<your\_site\_name>.nvaluate.com
2. You may be asked to sign on with your organisation’s normal username and password before you are taken to the nVALUATE Sign in page.
3. Sign in using your supplied **Username** and initial **Password**



Figure

1. Enter your old supplied initial password and then choose your own password and enter twice. Passwords must:

* Be a minimum of ? characters
* Include at least ? upper case character
* Include at least ? lower case character
* Include at least ? number
* Cannot be one of the last ? passwords you have used on this system prior.



Figure

1. Re-enter your Username and Password to sign in.
2. All subsequent sign-ins to the system requires you to use your chosen password.

Notes:

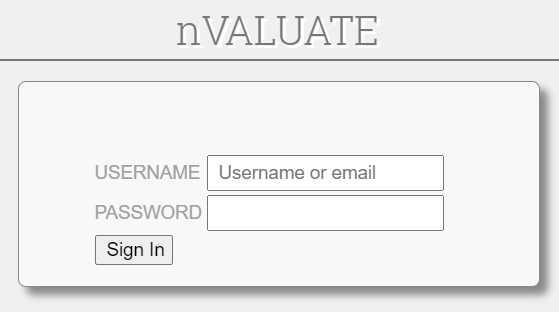
Inactivity on the system for ~30 minutes will sign you out, requiring you to sign back in again.

You cannot change your password more than once within a 24 hour period.

## Sign-in

After you have signed into the system the first time, you need to re-sign in with your Username or Email and your chosen password.

1. [Edit for any special access requirements such as VPN etc]
2. Go to https://<your\_site\_name>.nvaluate.com
3. You may be asked to sign on with your organisation’s normal username and password before you are taken to the nVALUATE Sign in page.
4. Sign in using your supplied **Username** or email and chosen **Password**

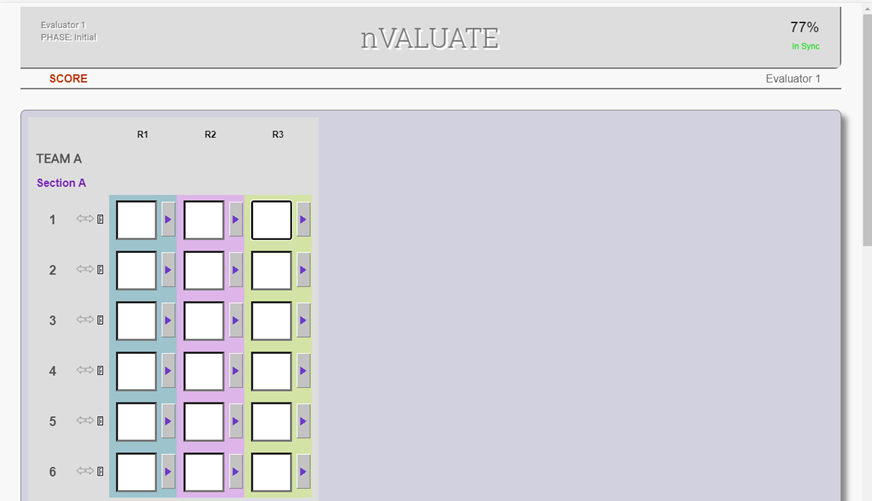


Figure

## Evaluator Screen

If you have been allocated to a team (it could be a team of one), and an enabled phase then you will be presented with a screen where you can enter the scores and comments for each of your allocated questions for each respondent.

You will only be presented with the questions allocated to you and not able to see any other questions. Therefore, question numbers will not necessarily be contiguous.



Figure

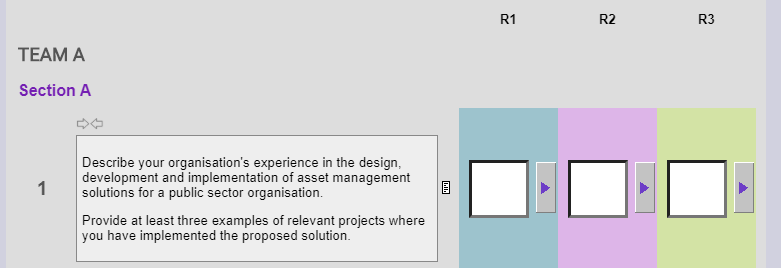
### Screen layout

With reference to Figure 4 the evaluate score screen is made up of the following:

* A header, menu bar and main scoring area;
* In the header, your name and current phase at the top left, your progress as a percentage and your synchronisation status with the server are at the top right;
* On the menu bar, your clickable name on the right, this will transfer you to the user profile maintenance screen.
* The main scoring area comprises:
  + your team name, (“Team A” in the screen shot above);
  + list of the respondents’ short names above each column (in the screen shot above the names are “R1, R2 and R3”),
  + a list of response question numbers on the left side going down the page; and
  + large white score-entry boxes used for recording scores for each question for each respondent; and
  + an expansion arrow to the right of each score entry box to expand for a comment area.

### Viewing the question

To view the actual question text, select the small to the right of the question number. This will expand the question text.



Figure

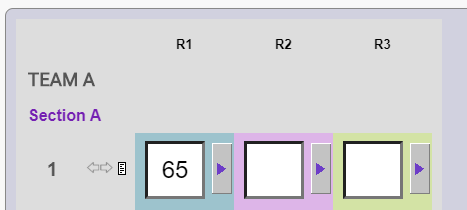
To minimise the question text select  above the text.

### Entering a score

To score a question for a respondent enter the score (typically a number between 0 and 100 inclusive) in the white score entry box in the row for the question and the column for the respondent and either **click out** or **tab out** using the tab key.

The background of the square will momentarily turn a mustard colour while the score detail is being sent to the server. Once the server has received the data the background will turn back to white again. Refer to Figure 6.

While your score is being synchronised with the serve the green “In Sync” wording at the top right of the screen will read “Not In Sync” and turn red until confirmation has been received that the score has been accepted. Typically this takes less than a second depending on connectivity.

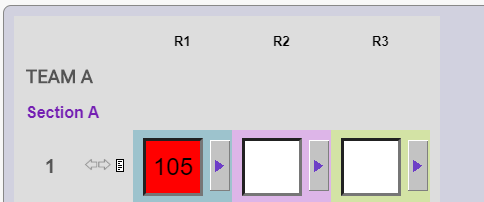


Figure

Note: Scores are only synchronised with the server when you exit the score or comment squares by tabbing or clicking out.

### Scoring Rules

Each phase has a scoring rule defined for minimum, maximum and increment values of scores. For example the initial phase allows values form 0 to 100 inclusive in multiples of 5. If you enter a score that is invalid, the scoring are will turn bright red in the background, and the progress indicator at the top right of your screen will also turn red with “ERROR” displayed. Example in Figure 7

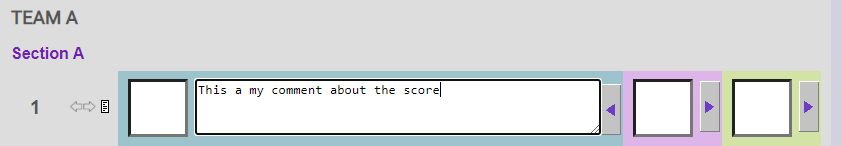


Figure

## Entering a comment

You can enter a comment with each score for each respondent. Your comments are made available to you (and your team) at the moderation stage and are used in a report for the Moderation and Final phases. You can enter up to ~8000 characters for each comment.

1. To expand the comment area select the  
      
   button.
2. Enter you comment, see example in Figure 8



Figure

When comments are hidden, the colour of the expand button indicates if there is text in the comment field or if it is blank. Blank fields have a purple coloured button, comment files with text entered have a green coloured button.

Example buttons:

Example buttons:

|  |  |
| --- | --- |
| No Text |  |
|  |  |
| Text |  |

If you need more visible room in the comment box, you can drag the bottom right corner and enlarge the size you required.

## Correcting a score

To correct or change a score re-enter a new number in the score and either click or tab out of the square. It will immediately overwrite any existing score.

## Viewing Progress

Your progress is represented as a percentage at the top right of the score screen.

This is calculated from the total number of questions and respondents.

## Entering Scores too quickly

The nVALUATE system has built in protection against denial of service attacks. This is necessary in case there has been a security breach (password compromised) and an attack is made on the scores. One of those protections is sensing how fast scores and comments are entered. You should adopt the practise of entering a score or comment immediately after you have evaluated a question.

# Support

## How to get help

[Enter site specific help information here]

# Frequently Asked Question

## FAQ

This section covers scenarios you may encounter and what to do if they occur:

**Q. I entered by Username and Password and nothing happens**

This can happen because of the Auckland Transport proxy servers and firewalls between the internet and the nVALUATE server establishing your security. To fix simply try again.

**Q. I have forgotten my Username or Password**

Contact the [Enter team name] Process Management team:

[Name, email, phone]

[Name, email, phone]

**Q. The score box background stays a mustard colour and the Synchronisation status reads “Not In Sync”**

This is because access to the server has broken or an error has occurred at the server. Reasons could be:

* Internet connection fail
* Problem with the server

Do not close the screen, and contact support. Your score screen will continue to retry and resend scores and comments that have not yet been received by the server.

If you have entered a comment and do not wish to risk losing this, it can be copied to a workspace, e.g. Word document, notepad etc and then cut and paste when access is restored.

**Q. I sign back in and the scores I had entered do not appear**

Check the phase name at top left of the screen and check that it represents the current phase you are working on. Contact support for help.