

10 QUICK STEPS TO COMPLETING A CPEi OR CPEs

1. **Enter Contractor Scores Button**
2. **Update Project Listing**
3. Select a **Project Number** from the drop down box. (D3)
 - a. The **Vendor Number, Contractor** and **Contract ID** automatically populate.
4. Enter the **Review Date**
5. **Enter Evaluation Period Ends Date**
6. Select the **Category Tab** for contractor scoring or use the **Select Tab** drop down.
7. Use **drop down menus** at the end of each question to **select a score** of 0-4.
8. To Print: Select the **VDOT Representative Comments Tab**.
9. Select: **PRINT ENTIRE REPORT**
 - a. A copy of the report will automatically open in **CutePDF Pro** (*if this is selected as your default printer*). (D6)
 - b. A hardcopy can be printed using the PRINT button (*printer icon, upper left hand corner of screen*). (D6)
 - c. Clicking **Cancel** will take you back to the previous screen
10. **THE FINAL REPORT BUTTON SENDS FINAL SCORES TO THE ANNUAL PORTION OF THE DATABASE FOR ANNUAL CALCULATIONS!**

TIME TO DO A FINAL:

1. **SENDING SCORES TO ACE OR CM - Click: EXPORT ANNUAL DATA, Address email, hit SEND**
 2. **SEND FINAL SCORES to CENTRAL OFFICE – Click: ANNUAL CENTRAL OFFICE UPDATE.**
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ANSWERS TO COMMON PROBLEMS

CAN'T FIND YOUR PROJECT:

Update Project Listing: Click to update project and vendor listings. Click “OK” and the project list will be updated.

PRINTING:

Printing Problems usually occur because CUTEPDF Writer is not the default printer OR CutePDF Professional has not been installed.

- a. Make sure CutePDF Writer is your default Printer
- b. Click Start, All Programs, CutePDF, & ensure CutePDF Professional is listed.
 - i. If not, call the help desk and request that it be installed.
 - ii. If so, continue with the instructions below.
- c. Open CutePDF Professional
- d. Click View
 - i. Ensure there is a check beside the following two options, if not click to ensure a checkmark appears, close and then try to print again.
 1. Integrate with CutePDF Writer
 2. Append CutePDF Writer Jobs

NEED TO FIND A RECORD OR YOU GET A DUPLICATE RECORD ERROR:

From Main Menu select **Update Contractor Scores** and then use arrow keys at the bottom of the screen

OR

Update Record Button can be used to continue scoring or change scores on a previously entered record. Use arrow keys at the bottom of the screen.