

## QUICK STEPS TO IMPORTING & COMPLETING AN ANNUAL/FINAL EVALUATION

### IMPORTING FILES

1. OPEN EMAIL FROM INSPECTOR
  2. Right Click on Attachment
  3. Click Save as
  4. Use Drop down at top of screen
  5. Click on:
    - a. Local Disk (C:)
    - b. CPE
    - c. CPEBACKUP
    - d. SAVE
      - i. If asked would you like to replace existing file? Click yes, if you have already imported the previously saved file.
    - e. CLOSE EMAIL
  6. Open CPE program
  7. Click IMPORT ANNUAL DATA
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### COMPLETING AN ANNUAL/FINAL CPE

Click:

1. **Enter Annual Evaluation Scores**
2. Click **Update Projects & Vendors – Click “ok”**
3. Select a **Project Number** and **Contractor** from the drop down box.
  - The **Vendor Number** and **Contract ID** will automatically populate.
4. Enter the **Review Date and Evaluation Ends Date**
5. Enter Work Performed.
6. Click drop down for **Month 1** and select the date which designates the beginning of the Annual reporting period.
  - The **appropriate score will automatically populate.**
  - Continue this process for Months 2-12.
7. Click to Select the **Category Tab** for contractor scoring.
8. Use **drop down menus** at the end of each question to **select a score** of 1-5.
10. After completing each category required, select the **VDOT Representative Comments Tab.**
11. Enter any comments that will be printed on the **Annual Performance Report.**
12. Click **Annual Performance Report** Button
  - A copy of the report will automatically open in **CutePDF Pro** (*if this is selected as your default printer*).
  - A hardcopy can be printed using the PRINT button (*printer icon, upper left hand corner of screen*).
  - Clicking **Cancel** will take you back to the previous screen
13. From Main Menu click: Annual Central Office Update. Click YES on both messages prompting for email to be sent.

## ACECM ANSWERS TO the MOST COMMON PROBLEMS

### **CAN'T FIND YOUR PROJECT:**

**Update Projects & Vendors:** Click to update project and vendor listings. This button can be used if you cannot find your project in the current list. Click “OK” and the project list will be updated.

### **PRINTING:**

Select: Annual Performance Report

- 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, and ensure CutePDF Professional has been installed.
    - i. If not, call the help desk and request that it be loaded.
    - 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 Annual Evaluation 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.

### **MONTHLY DATE AND SCORES are NOT POPULATING:**

1. Has an email been **received**, **opened**, **attachment saved** and **imported** according to instructions?
2. If step one above has been completed: Go back to email and open attachment to see if there are any scores in the document. If not, or if the correct records are not present the inspector needs to click on “Export Annual Data” **AFTER** hitting the “FINAL REPORTS” for each month an interim was completed. Once new email is received save and import again.