To Fill Out the EOC:

1. Login to AWP
2. Set your role to NDOT_EOC_User role
3. Filter the contract and contractor you are evaluating by entering the contract or contractor in the filter
   a. Note: Primes and subs are indicated in the Prime column

4. Click the Row Action menu for the Contractor you’re evaluating and select Add
   a. Fill in the following fields:
      i. Evaluated By - Person determining the scores for the evaluation
      ii. Starting Date and Ending Date - This is the date range for which the contractor did the work
      iii. Evaluation Date - The date the evaluation was done
      iv. Comments - Enter any comments that apply to the contractor evaluation as a whole
   b. Click Save
5. Click the Ratings tab
   a. Expand the rating sections to enter the ratings for each of the questions.
   b. For each question, select N/A or the Percent of Time
      i. Note: Selecting N/A will remove that question and its score from the evaluation results.
      ii. Note: All questions must be filled out with one of these two fields to be considered complete.
   c. Click Save
   a. This can also be done from the Contractor Evaluation Overview component Row Action menu for the contract evaluation you’d like to approve.
   b. Note: The Status will update to Pending Approval
To Approve the EOC:
1. Login to AWP
2. Set your role to NDOT_EOC_User role
3. As the District final reviewer
   a. Review the EOC in AWP and/or run the Detail Report to verify data is filled out properly
   b. When the evaluation is complete, click the Action menu and select Approve
   c. Note: The person that approves the EOC may be in a different position depending on the district you are in.

To Set EOC Back to Draft from Pending:
1. Login to AWP
2. Set your role to NDOT_EOC_User role
3. On the Contractor Evaluation Summary Component Action menu, click Change to Draft from Pending Approval
   a. This can also be done from the Contractor Evaluation Overview component Row Action menu for the contract evaluation you’d like to set back to draft.

To Set EOC back to Draft from Approved:
1. Login to AWP
2. Set your role to NDOT_EOC_Admin role
3. On the Contractor Evaluation Summary Component Action menu, click Change to Draft from Approved
   a. This can also be done from the Contractor Evaluation Overview component Row Action menu for the contract evaluation you’d like to set back to draft.

To Delete an EOC:
1. Login to AWP
2. Set your role to NDOT_EOC_Admin role
3. On the Contractor Evaluation Summary Component Action menu, click Delete

To View reports:
1. Login to AWP
2. Set your role to NDOT_EOC_User role
3. On the Contractor Evaluation Overview component or the Contractor Evaluation Summary component, click on the following reports:
   a. Evaluation of Contractor - Detail Report
      i. Used to view the summary of all the scores for a single evaluation
   b. Evaluation of Contractor - Summary Report
      i. Used by the Contracts section to determine a contractor’s overall rating
   c. Note: These can also be accessed from the SSRS Portal from any role