

Apet®360Pro™ Procurement Portal User Guide 14



Publishing a Job

Overview

This User Guide describes the steps involved to publish a Job.

1. Publishing a Public Job

When Job details have been completed, the traffic light icon will be amber; indicating the Job is ready to be published. Select 'Review and Publish' from the left hand menu, review Job details and release date, and then Click 'Publish'.

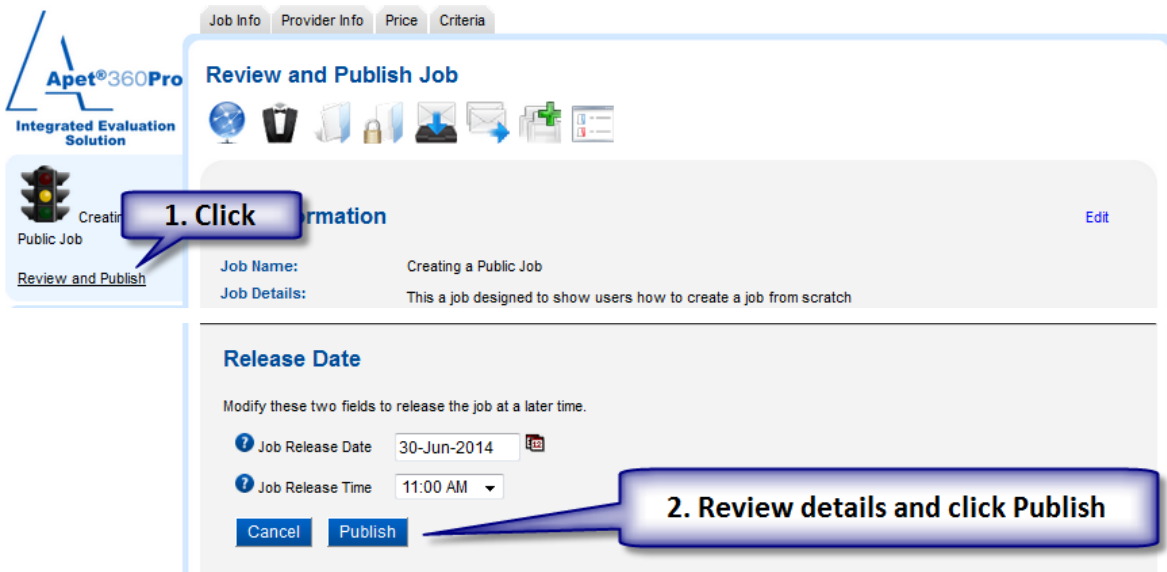


Figure 1 Publish a Public the Job

When the Job has been published a URL will be made available. This URL can be copied and pasted for the purposes of publically advertising the Job. This URL will take Providers (Tenderers) directly to your Job via the Apet®360Pro™ Provider portal.

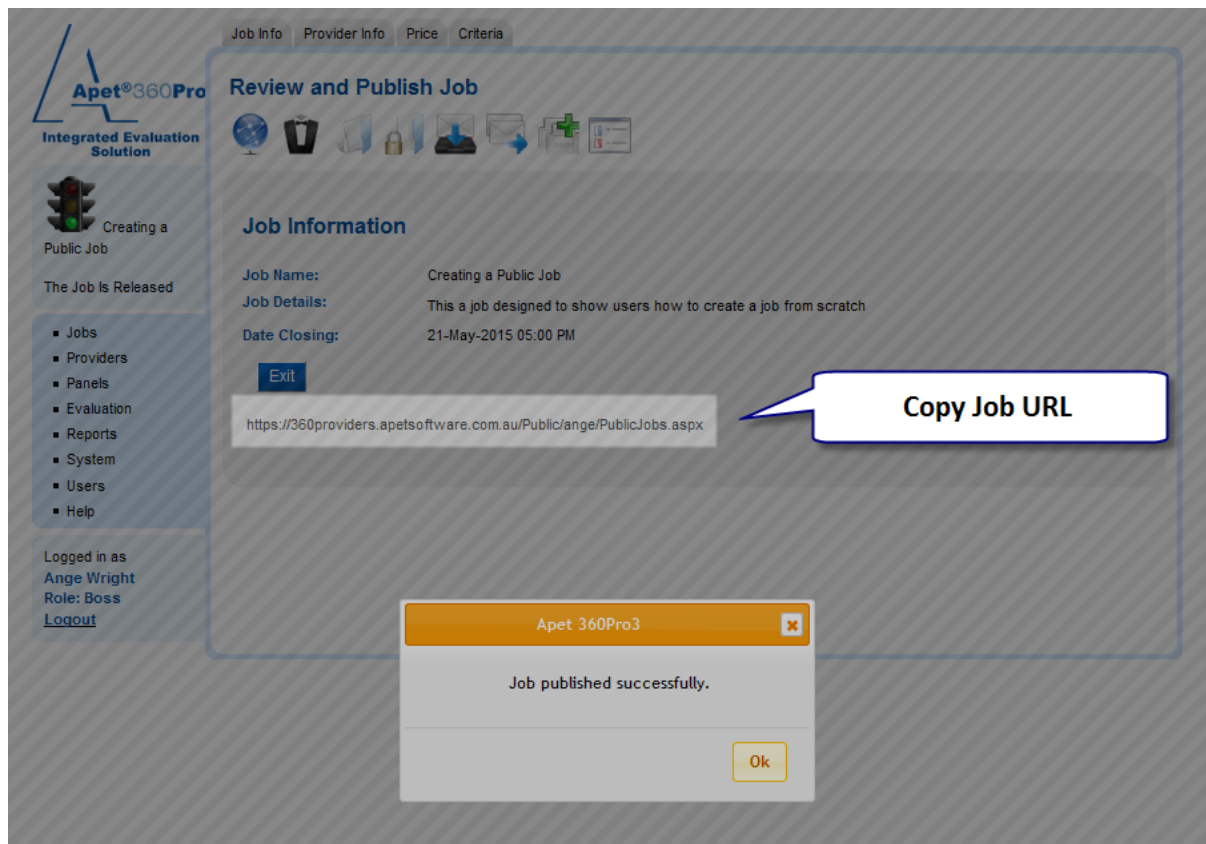


Figure 2 Published Job URL

2. Job Publishing Requires Approval

If 'Job publishing requires approval' has been selected by the Boss in Job Settings, when the Job Manager is ready to publish the Job (the traffic light has to be amber) they will have to click *Send Approval Request* at the bottom of the Review and Publish page to send an email request to the Job Approver(s). Please see User Guide 35 for more information.

If you are working within a 360Pro-ADCOM Account, it could be the case your Job requires a two-stage Approval. Please see User Guide 35 for more information.

3. Publishing a Private (Select) Job

Private Jobs are advertised via automatic email from 360Pro to pre-selected Providers (tenderers). To make Jobs Private (Select/Restricted), you add Providers/Panels to a specific Job via the Globe icon **BEFORE** the job is published.

Adding Providers to the job via the Globe icon before it is published is what makes the job Private. If no providers are added to the job before it is published, it is a 'public' job.

It is important to check the email template before publishing your private Job. Email templates are configured in the System settings.

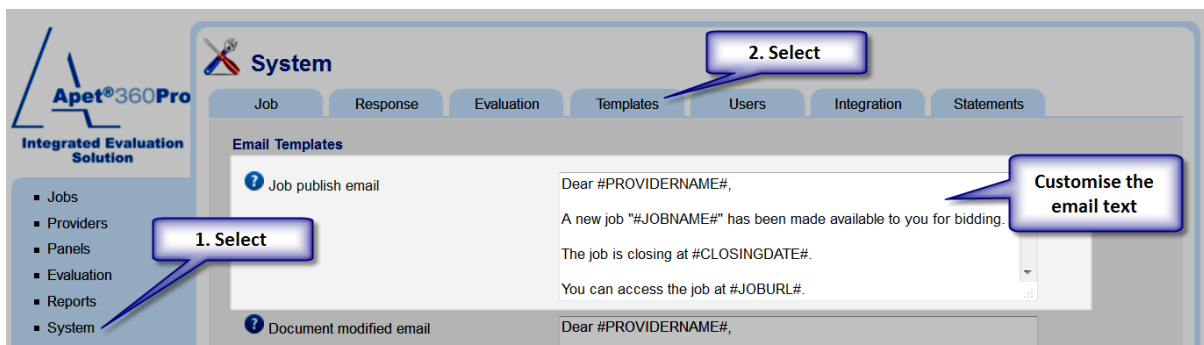


Figure 3 Configure the publication email

To Add Provider(s) or Panel(s) to a job, click on the Globe icon for that job. By selecting 'Add Provider' (Providers already listed in your 360Pro account), 'Add Public Provider' (select a Provider from all publically listed Provider accounts), or 'Add from Panel' (Select from a pre-existing Panel) you can choose who gets invited to bid on the job.

When the Job is published, the selected Providers will be advised of the Job by automatic email from 360Pro

Now that the providers/panels have been added, the email template has been set, your private Job can be published. As with Public Jobs, review Job details (note that for private Jobs, pre-selected Providers are listed), and then publish.

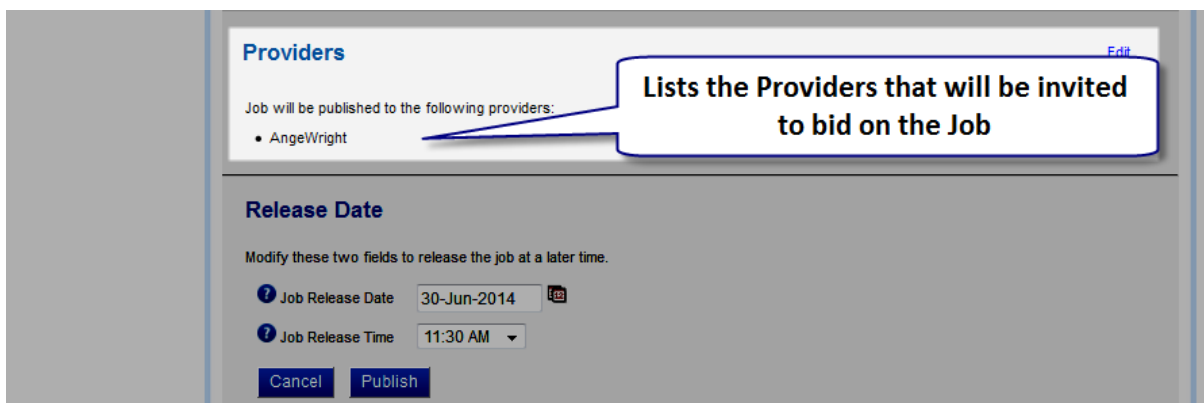


Figure 4 Publish a Private the Job

When the Job is published, a confirmation message ('you have successfully published the Job') is displayed and Providers will receive an email notifying them about the Job (URL in Figure 5 is for example purposes only, the URL in the Job published emails will be the direct URL to the Job).

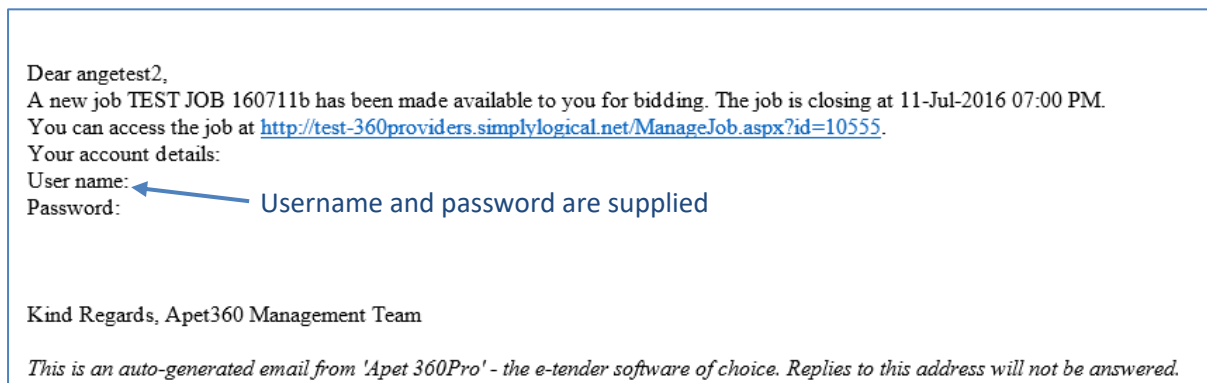


Figure 5 Email received by Provider notifying them about published Job

4. Publishing a Job at future date / time

If you want to publish a public Job that is accessible at a future date or time (i.e. 01.00AM), you can set the Release Date (date and time) fields at the bottom of the Review and Publish view. Even though you set the future date and release time, as soon as you press "Publish", you'll be unable to edit the Job details/sections/questions (i.e. from the Users side, the Job is considered published).

If you want to publish a restricted/select Job at a future date a time, the Job published email (discussed above) will be sent to the Providers **as soon as** "Publish" is pressed. It may be worth considering adding some text to the Job Published email template advising the Provider of the date and time the Job will be accessible. If the Provider attempts to log in before this time, they'll see a message on the Provider user interface "Full details of this Job will be available soon. Please check back at HH:MM DD/MM/YYYY" (with the Job release date and time inserted accordingly).

5. Withdrawing a Job

Please read *Re-publishing a Withdrawn Job before withdrawing.*

Withdrawing a published Job should be used as a **last resort** and you should contact simplylogical.net first in case there is an alternative to withdrawing the Job.

If there are aspects of the Job you would like to change/add after publishing, this may be done by issuing addenda/adding documents (i.e. you may not need to withdraw the Job). If you have any queries, you should contact simplylogical.net.

In saying that, you can withdraw the Job via the 'Withdraw' button on Job Management view.

You will be prompted to confirm your decision and all registered Providers will receive an email.

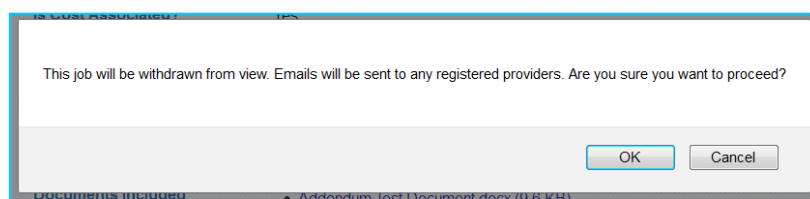


Figure 6 Confirming the action to withdraw Job

Dear AngeWright,

The job 'Creating a Job' has been withdrawn.

We apologise for any inconvenience.

Kind regards,

Apet360 Integrated Evaluation Solution

This is an auto-generated email from 'Apet 360Pro' - the e-tender software of choice. Replies to this address will not be answered.

Figure 7 Email received by registered Provider notifying them about withdrawn Job

6. Re-publishing a Withdrawn Job

When a withdrawn Public Job is re-published, you **must delete the Providers who have already registered for the original Job before re-publishing** (via the Globe icon in the Job Management view). Otherwise **only** the originally registered Providers will receive notification about the Job being re-published and it will inadvertently make the Job restricted (i.e. Private).

7. Removing a Job

You can remove your Job via the 'Remove' button on the Job Management view.

You will be prompted to confirm your decision.

If the Remove button is not visible, edit the closing date of the Job to ensure it's a date in the future. Save the new closing date and the Remove button should be available from the Job Info tab.

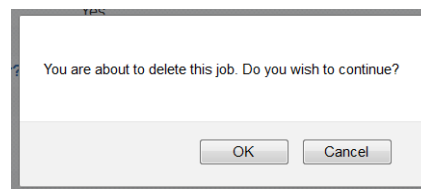


Figure 8 Confirming the action to remove Job