# Apet®360Pro™ Procurement Portal
# User Guide 21

# Restricting Evaluators

## Overview

This User Guide describes the steps involved to restrict Users from evaluating certain sections of a Job.  Examples would be the finance members of an evaluation team are only able to evaluate the provider costs and technical members are only able to evaluate technical sections.

### Restrict Evaluators

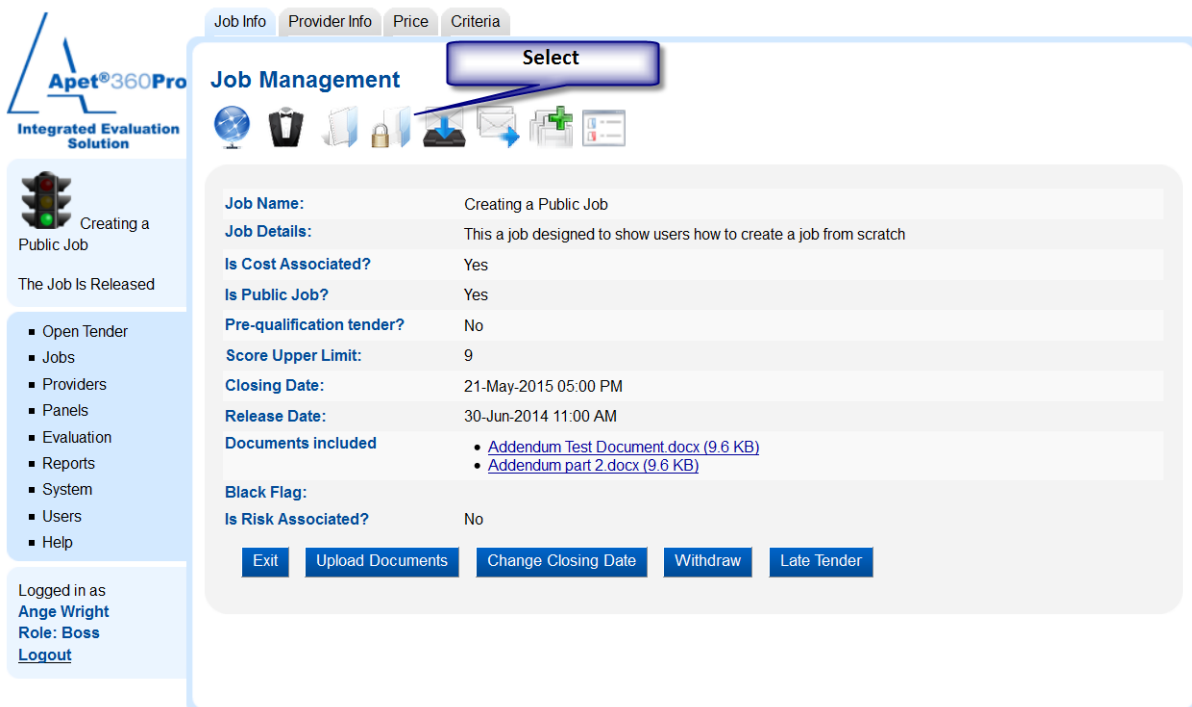1.  Navigate to the Job and select the folder icon with a padlock



**Figure 1 Job Management page**

2.  Select the evaluators that are being restricted

You can either restrict evaluators to evaluate either the costs or the sections using the general lists at the top of the page, OR  you can restrict evaluators to specific sections.

Do not do both because the general list restriction will apply.

Click on the names of the users/evaluators you wish to restrict. By **selecting** their name you are **restricting** them **from** seeing the sections.  Ie, click on the section you do **not** want them to access.

3.  Audit reason

You will need to complete an audit reason if you are restricting evaluators after the job has closed.
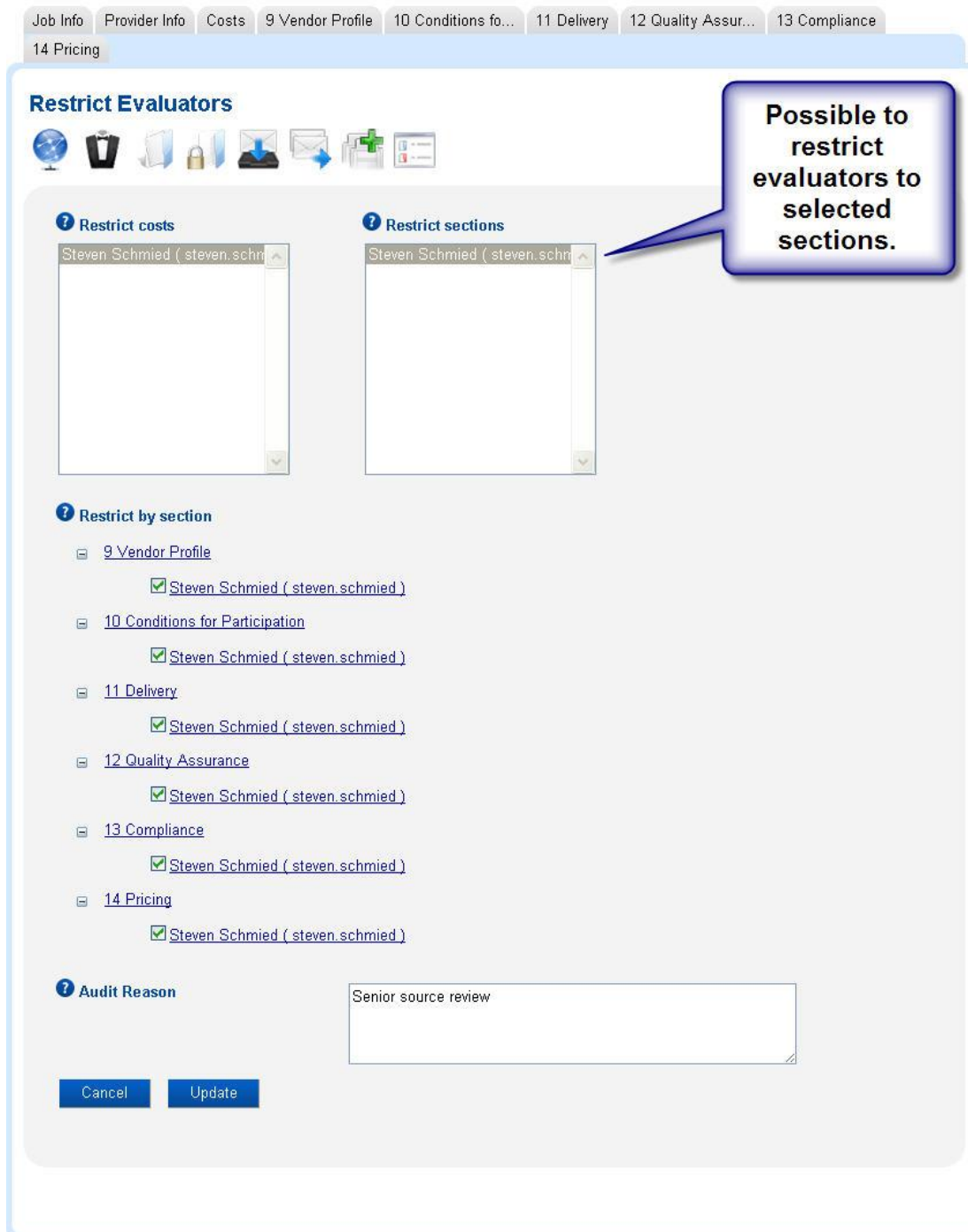


Figure 2 Restrict evaluators

4. Evaluator's perspective

From the evaluator's perspective, if they have been restricted to evaluating only the sections, the Price tab will not appear when they come to evaluate the Providers.

In the above example, Steve Schmied cannot see any of the sections.