

Apet®360Pro™ Procurement Portal User Guide 23



Job Reports

Overview

Reports are provided with 360Pro™ to:

1. Manage the evaluation process
2. Provide a record of the responses and procurement process
3. Report on results

Access

Reports are only accessible to Users who are listed as Reporting Users for a specific Job. Reporting Users can be set as a default in the Default Users and Roles tab of the System settings.

Alternatively, a Boss User for a Job can set up a User as a Reporting User via the Job Management view by selecting the Tuxedo icon.



Navigation

1. Login and select 'Reports' from the left hand side menu.
2. Select the appropriate report from the list
3. Set any filters
4. Select the format for the report

The Report will then be exported via your browser. You may need to click on 'Show all downloads' on your browser to access the report.

Types of Reports

Job Reports	Description
Evaluation plus Risk	<p>A comprehensive report displaying the ranking, VFM, scores, risk assessment and prices for a Job. Great for exporting the data on complex Jobs and creating your own bar charts and plots of VFM (if a Price model has been selected). It shows the weights, scores and comments by each evaluator for each response at the Job and section level. Is available for export as Excel. Users should refer to the guide on Risk evaluation before publishing a Job if a risk evaluation is required.</p> <p>Often used for analysis or as a basis for a Tender Evaluation Report.</p> <p>If you have weighted price (via the in-built price tab) or location, you must run the Evaluation plus Risk report to obtain your overall VFM results.</p>
Evaluation Status	Shows which questions have not been evaluated by which evaluators.

Job Reports	Description
	Often used as a resource for evaluation managers.
Details	Shows the prices, weights, scores and evaluation comments at the section and question level for a Job. Can also be downloaded into Excel and used to create debrief reports. Often used as a resource for evaluation managers.
Job Details	The Job Details report will capture the Job details, Provider details, User details, and Section and Question details. If the Job has closed it can also include Provider Responses. Often used as a resource for evaluators, can be downloaded as soon as a job is published.
Results	Shows the scores and prices at the Job and section level for a Job. Provides a bar chart on Effectiveness and a plot of the VFM (if a Price model has been selected) Often used as an attachment to a Tender Evaluation Report.
Risk Details	Shows the Risks associated with a Job, using the risk evaluation function at the question level. This function is being phased out.
Job Listing	Provides a report of all the Jobs in the account with status and hit rate. Can also be downloaded into Excel and shows who the Job was Awarded to. Used to manage the account
Job (Tender) Audit Close	Provides a report of all the registrations for a Job, their degree of completeness, date and time of submission. Used for Tender box opening report.
Provider Response Report	Please see User Guide 37 Provider Response Report Used for downloading all of the Responses for capture in the Client's Record Management System.
Export To Excel	Provides an export of all of the questions, responses, pull down options, scores and comments by Evaluators at the Job and section level. See the separate User Guide for Export-to-Excel ad hoc reports in 360Pro. Things to note: <ul style="list-style-type: none"> • Provider response comments will NOT be exported if 'Rich Text' is enabled at the Job Info page. • Duplicate questions will return the data associated with the first instance. Used for data analysis of responses
Pre-qualification status	Shows that status of all responses for Pre-qualification Jobs Used to manage Pre-qualification Jobs
Info Tags - Excel	Provides a report on all the Info tags set during the evaluation of a Job and exported into Excel.

Job Reports	Description
	Used for managing evaluator issues and risks
Provider Participation Report	Provides a report listing the Jobs Providers participated in; report displays Job name (User who created the Job), Provider ID, date registered for and/or responded to, awarding details, price, and Late Reason. This report is exported into Excel.
Job Document Downloads – Excel (ADCOM ONLY REPORT)	Excel report capturing the number of times a supporting document was downloaded (optional Job and date range filters) Columns: File ID, File Name, Provider Name, Date First Downloaded, and Job Name Report does not count duplicate downloads (i.e. If a Provider downloads the same document more than once, the count remains as 1 download)
Administrative Reports	Description
Addenda Report	Provides a listing of all of the Addenda messages that have been issued by Job Used for Audit reasons.
Audit Report	Provides a report on all auditable activities that have been actioned in the account such as changing weights, restricting users, changing closing date, changing documents etc. Used for Audit reasons.
Provider Listing	Provides a report of all the Providers associated with the account. Used for Audit or Account management reasons.
Plant Listing	Provides a list of all the equipment and prices tendered for in a Plant Hire Job