

## Apet®360Pro™ Procurement Portal User Guide 25



### Administrative Reports

#### Overview

This User Guide describes the steps involved to access administrative reports.

#### Administrative Reports

#### Types of Reports



Figure 1 Administrative reports

#### Addenda Report

The Addenda Report provides a listing by Job of all of the Addenda messages that have been issued.

This report is used for Audit / Probity reasons.

#### Audit Report

The 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, and changing documents etc.

This report is also used for Audit / Probity reasons.

## Report Audit

? Select Job

? Select User

? Audit Type

? Date range

To:

- Add question late
- Approval has been rejected
- Awarded to
- Change closing date
- Changed Provider Has Passed Pre-submission Rules
- Document Fee Paid
- Documentation change
- Edit question late
- Edit Re Awarded
- Failed Pre-submission Rules
- First level approval for publication has been given
- Job Awarding Approval has been Granted
- Job Awarding Approval has been Rejected
- Late tender window
- Not awarded to
- Passed Pre-submission Rules
- Prequalify
- Provider cost has been changed by Evaluator
- Publish Approval Request
- Publish Request Approved
- Published to
- Request Job Awarding Approval
- Request Second Level Approval
- Restrict Users
- Second level approval for publication has been given
- Send errata to
- Unlock Job
- User change
- Weight change
- Withdraw Job

Figure 2 Audit Report filters

### Provider Listing Report

The Provider Listing Report provides a report of all the Providers associated with the account. This report is used for Audit / Probity or Account management reasons.