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1.0 Overview
The Maryland State Highway Administration has developed the Partnering program to increase communication, coordination, and understanding between participants involved in SHA construction projects. The Partnering System has been designed to assist in this effort by automating the evaluation process.

The core aspect of the Partnering system is the electronic evaluation. The evaluations consist of nine default element ratings and the option of a project specific element rating. The following nine default contract elements are stored by the system and rated on a monthly basis.

Goal Elements
1. Communication
2. Teamwork
3. Cooperation and Respect
4. Issue Resolution
5. Job Progress
6. Safety
7. Material Clearance
8. MOT (Maintenance of Traffic) Grade
9. E-S (Erosion and Sediment) Grade

The Partnering system links electronic evaluations to an evaluator or contract stakeholder. Each evaluator will rate an element with a score ranging from 1 to 4 (4 being the highest). In addition, evaluator comments may be entered into the system and stored with the ratings score. The scores for these electronic evaluations are stored by the application’s database and can later be complied into PDF reports and graphical charts. The following evaluator types are stored in the system and made available for selection through the applications web interface.

Evaluators
1. Contractors
2. Subcontractors
3. Designers
4. SHA
5. Other

The Partnering Evaluation Tool provides you with a rich set of web based tools that assist in monitoring the progress of your project from the Partnering standpoint. The system allows you to create a project, submit evaluations, and create reports which summarize and analyze your project’s status. All of the features have been redesigned and enhanced in Version 2.0 of the system.

Throughout the manual the Partnering Evaluation Tool will simply be referred to as the Partnering system.
1.1 Existing Users
If you are one of the many users that have been working with Version 1.1 of the Partnering system you probably have a few questions:

- **What happened to the old site?**
  The old site has been redesigned to provide a simpler, more user friendly experience. We took suggestions from existing users and redesigned the look and feel as well as many of the input screens. We feel that although different from the original, you will find it much easier to navigate, submit evaluations, and create reports.

- **Is my projects data still available?**
  Yes! All of the data from the old system has been successfully migrated into the new version.

- **The system asks me for a Username and Password, why?**
  In an effort to provide greater security in the ever dangerous world of web based data transfer we will now require that all users possess a valid user account. To obtain a user account, please see Section 2. Please note that if you are currently working on a project, the new login process will automatically log you into that project’s data. (This process is discussed later in the manual)

Version 2.0 constitutes a major change in the Partnering system. It is strongly recommended that existing users read the new manual carefully to avoid many of the pitfalls that can be involved when moving into a new version of an existing system.

1.2 New Users
If you are new to the Partnering System, please continue on to the next sections which will provide and in depth view of system login, project creation, evaluation submission and report generation.

Note: This manual has been designed to provide existing users and new users an insight into the Partnering system. You will find that many sections of the document draw comparisons between the old system (Version 1.1) and the new system (Version 2.0). These comparisons are necessary to provide existing users with enough information to continue using the system. As a new user, you do not have to be concerned with the information regarding Version 1.1.
2.0 System Login

The Login process comprises one of the major changes/enhancements to the Partnering system.

Let us begin by discussing the login process from Version 1.1. The original login scenario was project based. Every project had a password, and a user could log into the system by selecting the project and supplying the correct password. This type of access is no longer being supported by the system.

Beginning with Version 2.0 all users will be required to possess an individual user account to the Partnering system. The account will provide an additional layer of security and authentication within the system. You will obtain your user account by contacting the Partnering Coordinator at the State Highway Administration’s main office. The Partnering Coordinator will supply you with a username and temporary password. The temporary password will be immediately expired by the system. During your first login attempt you will be prompted to change your password.

Please do not give out your password or display it in an easily accessible area.

2.1 User Account Details

In most cases your username will remain the same for the duration of your interaction with the Partnering system; however, your password will expire at given intervals (every 90 days). The system provides a simple and secure means for notifying you of password expiration and allowing you to change the password.

The bullets below outline some of the constraints regarding user accounts that are enforced in Version 2.0.

- Password must contain between 6 and 10 Characters.
- Password must contain at least one digit.
- Password expires every 90 days.
- Passwords can be reused after 20 unique changes.
- Account will be locked after 3 failed login attempts.

2.2 When to contact the Application Administrator

- You user account has been locked by the system.
- You have forgotten your password.
3.0 Getting Started

This section will walk you through your initial login and project creation processes, and in addition provides a reference for future logins and password changes.

By now you should have contacted the Partnering Coordinator to obtain you user account and temporary password. With this information in hand, you are ready to start working with the Partnering system.

The first step is of course, getting to the application. You will need to open your Internet Web Browser and navigate to the State Highway Administration’s main web page. From there you can click on the Partnering link on the left. If you are user coming from Version 1.1 of the system, the old link http://sha.mdprojects.com, will redirect you to the new site automatically.

For the examples in the manual we will be using a factious user named “test_user” and project named “TESTPROJECT”.

3.1 Login

The figure below depicts the initial welcome screen. You will need to enter the username and password provided by the Partnering Coordinator into the fields on the web page and click the Login button. The password given to you by the Partnering Coordinator is temporary and you will be required to change the password immediately. On future visits you will login with the password you create.

Figure 1: Welcome Screen
3.2 Password Expiration
The first time you login to the Partnering system (and every 90 days hereafter) you will be required to change your password. The figure below shows the form you will use to change your password.

Figure 2: New Password Form

To accomplish this task you will need to enter the old password (which will either be the one that has been supplied by the Partnering Coordinator or your current password that has been expired). Then enter the password that you are creating, once in the **New Password** field and again in the **Confirm New Password** field. Click the **Submit** button to send the changes to the database.

Once your password has been successfully changed, you will automatically be redirected to the welcome screen. At this point you will need to login with your new password.

Please refer to this section if you need help changing your password in the future. Refer to **Appendix A: Error Messages** if you receive any errors during this process.
3.3 Project Submission
(Note: If you are currently assigned to a project from Version 1.1 of the system, your project data has been migrated into the new version, you may safely skip this section.)

After your first successful login you will find limited options until you add your project into the database. The figure below shows the initial Home page that will be displayed until you add your project into the database.

Figure 3: Initial Home Page

Click the Add/Edit Project link to begin adding your project.

The Options Menu on the left of the screen provides a list of links which perform different functions within the application. The Main Menu below provides links to view application documentation, logout of the application, or contact the application administrator.

You will need to click the Add/Edit Project link to begin adding your project to the database. All other links will result in an error message at this time.
The Add/Edit Project Page provides you with a form to enter in specific information regarding your project. Once you have submitted this information it will be saved in the systems database. The Partnering system is able to direct specific users to the project that they are working with, so on future logins you will automatically be logged into your project. Additionally, the system allows you to return to this page and edit the information for modification.

Figure 3: Add/Edit Project Page

3.3.1 Project Information
The Partnering system requires that you enter information into all of the fields under the Project Information Header. These fields include:

- **District**
- **Contract Number**
- **FAP Number**
- **Project Name**
- **Cost**
- **Start, Notice to Proceed, & Estimated Completion Date**
- **Prime Contractor** – If you are unable to locate the contractor in the list provided you may add the contractor in the field marked **Enter New Contractor**.
3.3.2 Project Specific Measurement

The Project Specific Measurement section allows you to create a new measurement or rating element that can be tracked by your project. This measurement will be added to the 9 default elements that are rated for every project. You will be required to rate this element throughout the life of the project. For a list of the default elements see the Overview section of this document.

Figure 4: Completed Project Information Form
3.3.3 Saving the Project
The final step in this process is to simply click the **Save Form** button. The Partnering system will notify you if any invalid input is found during the submission process, and cancel the save operation.

When your project has been successfully saved, the page illustrated below will be displayed.

**Figure 5: Successful Save**

You are now ready to start submitting evaluations. We recommend you follow the home link, which will return you to your personnel home page within the system. Continue on to the next section which describes how information is maintained from page to page within the system.
4.0 Partnering Sessions

How does the session start?
After every successful login you will begin to participate in session with the web server. This session allows the server to recognize who is accessing different areas of the application. To successfully participate in a session with the Partnering system your web browser **must** be configured to accept cookies. If you do not know what a cookie is, do not worry, in most cases your web browser is already configured to accept cookies. If for some reason you have turned cookies off, you will need to turn them back on to work with the system. There is no alternative; you will not be able to do anything in the system without having your web browser configured to accept cookies.

How does the session end?
The session can be ended in three different ways.

1. Simply closing your web browser
2. Clicking the **Log Out** link
3. After 20 minutes of inactivity.

In the event your session is ended because of inactivity, you will be directed to an error page, and unable to access other areas of the application. At this point you will be required to log back into the system if you wish to continue.
5.0 Home Page

The Partnering system provides you with a personalized Home page tailored to your specific project's data. During a successful login you will automatically be directed to the Home page. This page will be the point of entry to the rest of the system. Figure 6 illustrates the Home page for the sample project we have created.

Figure 6: Home Page

The remainder of the section will detail each feature available in the Home page.
5.1 Navigation Links
The left column of the page is solely dedicated to providing links to other areas of the Partnering system. You will find that the navigation area is displayed throughout every page in the application.

Navigation is divided into two sections: Options Menu and Main Menu.

5.1.1 Options Menu
The Options menu contains the core links that allow you to perform various tasks in the system. Details on the links below can be found in their respective sections of this document.

- Add/Edit Project - Provides the link to Add (if no project exists) or Edit information regarding your specific project.
- Evaluations - Provides the link to submit electronic evaluations.
- Project Reports – Provides the link for the report creation section of the application.
- Project Trends - Provides the link to create trend charts for your project.
- Home – Provides the link to the Home page.

5.1.2 Main Menu
The Main Menu provides you with three links.

- Help/Faq’s – Provides a link to the user manual (this document).
- Contact Us – Allows you to send an email to the Application Administrator.
- Log Out – Ends your current session and returns you to the Partnering Welcome page.

5.2 Login Information
The Login Information section is displayed throughout all of the pages of the Partnering system. The section contains data relevant to your current session. This data includes Username, Access Level, Date, and Page Location.

5.3 Project Statistics
The Project Statistics section outlines two areas of data concerning your project, total number of users and total number of evaluations.

- Total Number of Users: This number represents the number of user accounts that can submit evaluation data.
- Total Number of Evaluations: This number represents the total amount of electronic evaluations that your project has submitted to the database.

5.4 Project Information
The Project Information section simply displays five specific pieces of information regarding your project.
5.5 Cumulative Project Averages Chart
This bar chart provides a graphical representation of your project’s element rating averages. The chart is dynamically linked to the database to provide a real-time view of your projects status. You will notice that the chart image will change after new evaluations have been submitted and averages are re-computed.
Figure 7: Cumulative Project Averages Chart

5.6 Cumulative Project Participation
This pie chart provides a graphical representation of your projects stakeholder participation averages. These averages are computed by the database and imported into the chart dynamically. The entire pie represents the total number of evaluations submitted by your project with each slice representing the percentage of evaluations submitted by the individual stakeholders.
Figure 8: Cumulative Project Participation Chart
6.0 Add/Edit Project

The Add/Edit Section of the Partnering System will allow you to edit the original project information that was entered in the system the first time the project was created. This is a new feature provided in Version 2.0.

Clicking the Add/Edit Project link of the Options Menu will load the Project Editing page. From here you may change any project information displayed and resubmit the data to the system. The changes will take effect immediately.

Figure 9: Add/Edit Project Page

It is important to note that you may not remove data from required fields. For a list of required fields see the Project Submission section of this document.
7.0 Evaluations

Clicking the Evaluations link under the Options menu will load the Complete Evaluations Page. From this page you will be able to input your rating scores and comments into the form provided. The form consists of two input sections; Evaluation Heading and Element Rating.

Figure 10: Complete Evaluation Page

7.1 Evaluation Heading
The Evaluation Heading section contains three required input areas:

1) **Period Starting** - Enter the starting date of the evaluation period in ***mm/dd/yyyy*** format.

2) **Period Ending** - Enter the ending date of the evaluation period in ***mm/dd/yyyy*** format.

3) **Evaluator** – Select the evaluator or stakeholder responsible for the evaluation data being entered.
7.2 Element Ratings
The Element Ratings section contains a numbered row for each default or project specific goal element to be rated. Each row is divided into five columns representing the different input options available for each rating element. Figure 11 shows a close up of the element ratings section.

Figure 11: Element Ratings (some elements not shown)

<table>
<thead>
<tr>
<th>N/A</th>
<th>Element</th>
<th>Rating</th>
<th>Comment</th>
<th>Comment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1).</td>
<td>Communication</td>
<td>2, 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2).</td>
<td>Teamwork</td>
<td>3, 0</td>
<td>Sample Comment</td>
<td>Positive, Negative, Neutral</td>
</tr>
<tr>
<td>3).</td>
<td>Cooperation and Respect</td>
<td>4, 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4).</td>
<td>Issue Resolution</td>
<td>3, 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Columns

1) **N/A** – This column contains the element number and a checkbox for each element that is to be rated. If an evaluator did not rate a particular element you will need to check the checkbox. When the evaluation is submitted the application will ignore elements that have been checked.

2) **Element** – This column displays the name of the element being rated.

3) **Rating** – This column contains two input sections. The drop down menu allows you to select the rating score left of the decimal. The second field allows you to enter up to two numbers right of the decimal field, if necessary. You will be required to select a score from the drop down menu.

4) **Comment** – This column contains a field that allows you to enter a comment for each element. You may enter up to 255 characters in the comment section.

5) **Comment Description** – This column contains three option buttons that describe the type of comment being made for any given element. If you choose to make a comment you will be required to select one of the comment descriptions provided.
7.3 Completed Evaluation
The two figures below show a completed evaluation.

Figure 12: Completed Evaluation (top)
Element ratings contain a valid value.

Figure 13: Completed Evaluation (bottom – scrolled)
Comments entered provide a comment description.
Once you have completed the Evaluation click the **Save Evaluation** button located at the bottom of the form. If the application detects any input errors you will be notified and the save process will be cancelled. Otherwise you will receive a Confirmation dialogue screen which allows you to quickly review the information you are about to send to the database.

**Figure 14: Confirmation Dialogue**

The Confirmation dialogue prompts you with the question *Continue with submission?* Clicking the **OK** button confirms that you have reviewed the information in the Evaluation and would like to continue sending the data to the database. Clicking the **Cancel** button will cancel the save and return you to the Evaluation form. This gives you the opportunity to edit the evaluation and re-submit at a later time.

It is important to use the opportunity provided by the Confirmation dialogue wisely. Clicking OK without reading through the information provided can result in inaccurate data being stored for your project. Once an evaluation has been saved it can be extremely difficult to locate in the large database that is used by the system.
When the save operation has performed successfully the following status page will be loaded into your browser.

Figure 15: Evaluation Status page

The status page contains an important piece of information, namely the evaluation’s unique index number. This number represents the location of the electronic evaluation in the database. Storing this number with the paper copy of the evaluation is recommended. In the event something was entered incorrectly and not caught through the Confirmation dialogue, the Application Administrator can retrieve the evaluation and remove it from the system.

At this point you may choose to submit more evaluations, return to the home page, or begin creating reports.
8.0 Project Reports

The Partnering system offers many different ways to view and analyze your project’s evaluation data. One of the great features the system provides is the ability to create reports over the Internet with real-time data. The reports that you will be creating will reflect the most current data that has been entered into the system.

Clicking the **Project Reports** link under the Options Menu allows you to create and configure Adobe PDF report documents and graphical charts.

**Figure 16: Project Reports Setup Page**

- **8.1 District Selection**
  - District Selection
  - These input fields are locked at the Project Engineer level.

- **8.2 Active Project**
  - Active Project

- **8.3 Report Options**
  - Allows you to select the type of report to create.

- **8.4 Time Frame Options**
  - Allows you to select the date range drop down menus that will be used to filter the results.

- **8.5 Multiple Evaluation Selection**
  - Use these drop down menus when Multiple Evaluation Period has been selected in the Time Frame Options Section.

- **8.6 Single Evaluation Selection**
  - Use this drop down menu when Single Evaluation Period has been selected in the Time Frame Options Section.

- **8.7 Chart Options**
  - Allows you to create different combinations of charts when you have selected the Partnering Goals Chart Summary report option.
8.1 District Selection
The District Selection section of the page contains a disabled drop down menu. The menu is only enabled for users that posses Administrator access level. The selected value will always display the District where your project is located.

8.2 Active Project
The Active Project section of the page contains a disabled drop down menu. The menu is only enabled for users that posses the District Manager or Administrator access level. The selected value will always display your project number and project description.

8.3 Report Options
The Report Options section of the page provides you with a list of report types. Each report type focuses on presenting and analyzing different areas of your projects data. The reports will be discussed in detail in sections 8.8 – 8.11.

Figure 17: Report Options

- Monthly/Quarterly Reports
  This option will produce a PDF report showing the average rating scores for each element broken down by the evaluator or stakeholder within the time frame selected. In addition the report will compile and display the comments that have been entered for each element within the same time frame.

- Project Comments
  This option will produce a PDF report containing all of the comments that have been submitted within the time frame selected.

- Partnering Goals Chart Summary
  This option will produce a 3-dimensional bar graph dependant on the time frame and chart options that have been selected.

- Evaluator Participation Chart
  This option will produce a pie chart representing the evaluator or stakeholder participation within the time frame selected.
8.4 Time Frame Options
The Time Frame Options section of the page provides you with two options that directly affect the scope of data that will be used to create the report.

Figure 18: Time Frame Options

8.5 Multiple Evaluation Selection
This section contains two drop down menus. These menus are loaded with the starting and ending dates from the evaluations that have been entered into the database. The menus allow you to filter the results of the report. For instance, you can create a ratings report that covers all of the data that has been submitted by selecting the first starting date and the last ending date. You can revise the report to show any combination of the dates provided.

The menus in this section are only utilized if you have selected the Multiple Evaluation Periods option under the Time Frame Options section.

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8.6 Single Evaluation Selection
This section contains one drop down menu that is loaded with all the individual evaluation time periods that have been entered in the system. Selecting an item from the list will filter the results of the report selected. Only evaluations that fall within the time period selected will be included in the report.

The menu in this section is only utilized if you have selected the Single Evaluation Period option under the Time Frame Options section.

Figure 20: Single Evaluation Selection

- **Period** – Sets the individual time frame that you wish to apply to the results.

8.7 Chart Options
This section contains two drop down menus that can be used to create different charts when the Partnering Goal Chart Summary report option is selected. The configuration of the different charts will be discussed in detail in section 8.10.

Figure 21: Chart Options

- **Breakdown Chart by Goal**
This menu contains a list of the Goal Elements rated by your project. Selecting an item from the list will create a chart showing information regarding the selected Goal element. For instance, selecting Communication would produce a chart showing each evaluator’s average for that goal, within the time frame specified.

- **Break Down Chart by Evaluator**
This menu contains a list of the evaluators that have submitted evaluations to the database. Selecting an item from the list will create a chart showing information regarding the selected evaluator. For instance, selecting Subcontractor would produce a chart showing that evaluators average for all of the goal elements, within the time frame specified.
8.8 Monthly / Quarterly Reports
This option produces a PDF report showing the average rating scores for each element broken down by the evaluator or stakeholder within the time frame selected. In addition, the report compiles and displays the comments that have been entered for each element within the same time frame.

If you do not have a PDF viewer you can download Adobe Acrobat Reader for free by visiting the following web site http://www.adobe.com/products/acrobat/readstep2.html.

The next sections outline the steps required to create a Monthly / Quarterly Report. The sample report being created shows the current element ratings for all evaluations that have been submitted to the sample project.

8.8.1 Configuration Options
This step requires that you give the application the parameters for the report.
8.8.2 Status Page
Clicking the View Report button will load the Report Status page into your web browser. The page provides you with two links.

- **View / Download PDF Report**
  Following this link will load the PDF report into a new window. From this window you may view the data or save the report to your workstation.

- **Previous Page**
  Following this link will return you to the Report Setup page.

Figure 23: Report Status Page
8.8.3 Viewing Monthly/Quarterly PDF
Clicking the View/Download PDF report link will load the PDF report document into a new window. Figure 24 illustrates a sample PDF document that the Partnering system has produced.

Figure 24: Monthly/Quarterly PDF

- **Time Frame the report covers.**
- **General Project Information**
- **Total number of Evaluations submitted during the time frame requested.**
- **Averages for each rating element and evaluator**

<table>
<thead>
<tr>
<th>District</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>TESTPROJECT</td>
</tr>
<tr>
<td>Name</td>
<td>PARTNERING TEST PROJECT</td>
</tr>
<tr>
<td>Prime</td>
<td>G &amp; O GENERAL CONTRACTORS, INC.</td>
</tr>
<tr>
<td>Cost</td>
<td>$2,000,000.00</td>
</tr>
</tbody>
</table>

### Evaluations Submitted

<table>
<thead>
<tr>
<th>Evaluator</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontractor</td>
<td>1</td>
</tr>
<tr>
<td>Designer</td>
<td>2</td>
</tr>
<tr>
<td>Contractor</td>
<td>3</td>
</tr>
<tr>
<td>SHA</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

### Detailed Breakdowns

<table>
<thead>
<tr>
<th>Goal</th>
<th>Subcontractor</th>
<th>Designer</th>
<th>Contractor</th>
<th>SHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>2.2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Teamwork</td>
<td>2.2</td>
<td>2</td>
<td>3</td>
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<td>3</td>
<td>3</td>
<td>2.3</td>
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<tr>
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<td>3</td>
<td>3</td>
<td>2.7</td>
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<tr>
<td>Site Progress</td>
<td>2.6</td>
<td>3</td>
<td>2</td>
<td>2.3</td>
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<tr>
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<tr>
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<td>1.5</td>
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<tr>
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<td>3</td>
<td>3</td>
<td>1.7</td>
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<tr>
<td>E-Grade</td>
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<td>3</td>
<td>1.5</td>
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### Project Comments

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<th>Type</th>
<th>Comment</th>
<th>Evaluation Period</th>
</tr>
</thead>
</table>

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8.9 Project Comments
This option will produce a PDF report containing all of the comments that have been submitted to your project within the time frame selected.

The next sections outline the steps required to create a Project Comments Report. The sample report being created shows the comments for evaluations submitted within a single evaluation period.

8.9.1 Configuration Options
This step requires that you give the application the parameters for the report.

Figure 25: Sample Report Options

Select **Project Comments** under the Report Options section.

Select **Single Evaluation Period** under Time Frame Options.

Set the Single Evaluation Period

Click the **View Report** button.

8.9.2 Status Page
Clicking the View Report button will load the Report Status page into your web browser. The page provides you with two links. See Figure 23 for an illustration of the Report Status page.

- **View / Download PDF Report**
  Following this link will load the PDF report into a new window. From this window you may view the data or save the report to your workstation.

- **Previous Page**
  Following this link will return you to the Report Setup page.
8.9.3 Viewing Project Comments PDF
Following the View/Download PDF report link will load the PDF report document into a new window. Figure 26 illustrates the resulting PDF document that the Partnering system has produced.

Figure 26: Project Comments PDF
8.10 Partnering Goals Chart Summary

This report option will produce a 3-dimensional bar graph dependant on the time frame and chart options that have been selected.

The next sections outline the steps required to create a Partnering Goals Chart Summary. The sample chart being created will show each evaluator's average for the goal element Job Progress.

8.10.1 Configuration Options

This step requires that you give the application the parameters for the chart.

Figure 27: Sample Chart Options

Select Partnering Goals Chart Summary under the Report Options section.

Select Multiple Evaluation Period under Time Frame Options.

Set the Starting and Ending dates.

Select the Goal or Evaluator to filter on.

Click the View Report button.
8.10.2 Viewing the Graph
Clicking the View Report button will load the Charts page into your web browser. This page displays the 3-Dimensional graph that was created with the provided parameters.

Figure 28: Sample Graph

Custom Reports
Right Click your mouse over the chart and select Save Picture as…. Name the file and save it to an accessible folder on your local workstation. Now you can embed the image into Microsoft Word or Adobe Acrobat documents with any other textual information you wish to convey.
8.10.3 Additional Graph Samples

The graph created in section 8.10 depicts just one of the configuration options available. The figures below show examples of graphs produced from different configuration options.

Figure 29: Additional Samples

Figure 30: Additional Samples
8.11 Evaluator Participation Chart
This option will produce a pie chart representing the evaluator or stakeholder participation within the time frame selected.

The next sections outline the steps required to create an Evaluator Participation Chart. The sample chart being created shows the total evaluator participation throughout the life of the contract.

8.11.1 Configuration Options
This step requires that you give the application the parameters for the chart.

Figure 31: Sample Chart Options
Select Evaluator Participation Chart under the Report Options section.
Select Multiple Evaluation Period under Time Frame Options.
Set the Starting and Ending dates.
Click the View Report button.
8.11.2 Viewing the Chart
Clicking the View Report button will load the Charts page into your web browser. This page displays the 3-Dimensional pie chart that was created with the parameters you provided.

Figure 32: Sample Pie Chart
9.0 Project Trends

The Project Trends section of the Partnering system offers you the ability to create a specialized chart that displays trends in element ratings over a given time period.

9.1 Configuration

Clicking the Project Trends link under the Options Menu loads the Project Trends setup page into your web browser. From this page you may use the two menus to configure the output of the chart. The sample chart being created will analyze the Cooperation and Respect goal element over a period of four months.

Figure 33: Project Trends setup

Holding down the Ctrl key select the evaluation periods you wish to include in the chart.

Select the Goal element
9.2 Viewing the Chart
Clicking the View Chart button will reload the Project Trends page placing the chart directly below the menu options.

Figure 34: Sample Chart
Appendix A: Error Messages

The purpose of this Appendix is to explain some of the common errors that can occur when working with the Partnering system. Each error described in this section will contain a brief explanation of the possible cause followed by a proposed solution. Please refer to this section in the event your interaction with the Partnering system produces an error.

A.1 Invalid Username or Password

Figure 35: Invalid Username or Password error screen

Cause
The application has received a username or password that was not recognized by the system.

Effect
Access to the system will be denied until a valid username and password are submitted.

Solution
Ensure that the Caps Lock key is not activated, check for spelling errors, and confirm that the password you are using is current.
A.2 Account is locked

Figure 36: Account is locked error screen

Cause
Your user account will be locked after three consecutive failed login attempts.

Effect
Access to log into the system is denied when you user account is locked.

Solution
Please contact the Applications Administrator to resolve this issue.
A.3 Access Denied

Figure 37: Access Denied error screen

Cause
This error message will be produced for the following reasons.

- Your session has expired. (See section 4.0 Partnering Sessions for more information)
- You have not logged into the system
- Your account privileges are not sufficient.
- You do not have cookies turned on.

Effect
You will be unable to access project data and reports.

Solution
In most cases your current working session has been abandon by the web server, you will need to log back in to the system.
A.4 Passwords do not match

Figure 38: Passwords do not match error screen

Cause
This error may be produced during a password change. You must enter your expired password into the Old Password field. If the password you enter does not match the true expired password you will receive this error.

Effect
Access to the system will be denied until the expired password is changed.

Solution
Ensure that the Caps Lock key is not activated and check for spelling errors.
A.5 Password may not be reused

Figure 39: Password may not be reused error screen

**Cause**
This error can be produced during a password change. You may only reuse a password after 20 unique changes.

**Solution**
Create a password that has not been previously used.
A.6 No project found

Figure 40: No project found error screen

Cause
You have attempted to access an area of the system that requires an active project.

Effect
You will not be able to access areas of the system that require an active project.

Solution
To add your project simply return to the Home page and click the Add/Edit Project link.
A.7 Report Criteria yielded no data

Cause
The parameters entered for a report produced no data.

Solution
Return to the report set up page and revise the parameters.