

Quick Start

Open your browser from an Internet-connected computer. Into the Address space, type:

<https://www.e-value.net>

To log in, type in your login name and password, then click the "Login" button. If you do not have your login name or password, type your e-mail address into the space provided at the bottom of the login screen and click the "Request Password" button. E*Value will send your login name and password to the e-mail address entered, provided it matches one within E*Value.

To change your password, click on the "Password Change" option on the left side of your screen. Type in your new password. Click the "Change Password" button. Passwords should be at least 6 characters in length and no longer than 10 and can be made up of a combination of letters and numbers. Passwords are not case sensitive.

To complete an evaluation, click on the "Pending" option in the "Evaluations" submenu on the left side of your screen. Your evaluations are grouped by activity with your oldest evaluations listed first.

Next, click on the "Edit Evaluation" link next to an evaluation. You may be required to complete the oldest evaluations first. If so, newer evaluations will remain in queue until your older ones are completed.

To remove an evaluation, click the "Suspend" link next to an evaluation. You will be prompted to provide a reason why you are requesting removal of the evaluation. This message will be sent to your E*Value administrator who will delete it from E*Value.

To save an evaluation, click on the "Save for Later" button at the bottom of the evaluation. This will save the answers but will not leave the evaluation in a pending state. You may come back to this evaluation later to make modifications before submitting it.

To submit a completed evaluation, click on the "Submit" button at the bottom of the evaluation. If you have not answered mandatory questions, E*Value will let you know and will highlight the incomplete mandatory questions in red. Once submitted, an evaluation can no longer be edited.

To view the evaluations you have submitted, click on the "Completed" button in the "Evaluations" submenu on the left side of your screen. Click on the evaluation you wish to view.

To log a procedure, click on the "Procedures" menu option on the left side of your screen. Choose a procedure from the list, enter all other pertinent information, and then click the "Submit Procedure" button. The supervisor you indicated will be sent an e-mail notice of your procedure and be requested to validate your claim. If the supervisor does not validate your procedure claim, you will be sent an e-mail notice indicating this.

View other reports by clicking the "Reports" menu button on the left side of your screen.

To log out of E*Value, click the "Log Out" menu button on the left side of your screen. If you leave E*Value to visit another web-site and attempt to return via the browser's "Back" button, E*Value will require you to log back in again.