

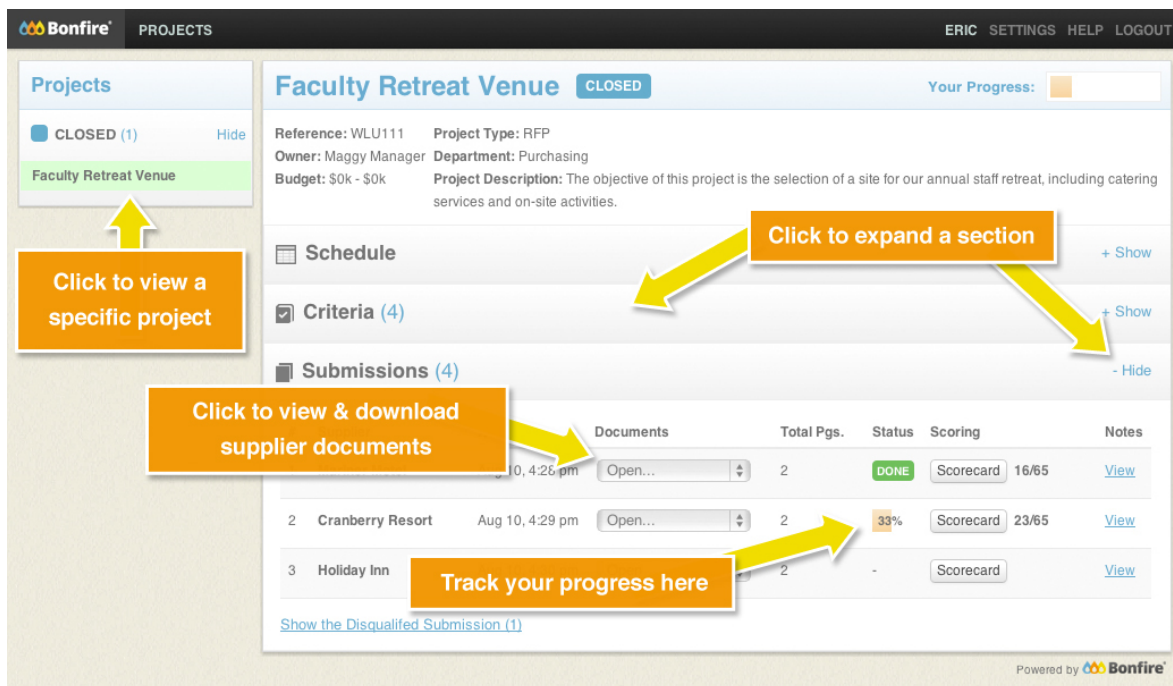
## EVALUATING PROJECTS IN BONFIRE: BONFIRE TRAINING

Bonfire allows you to easily and quickly evaluate vendor submissions without the hassle of dealing with paper documents, complicated excel scoring sheets, and a messy directory structure on your X drive. All of the submissions and criteria are in one place. Your scores and comments are automatically saved and your progress is tracked, so you can quickly jump in and out of Bonfire and pick up where you left off. Progress tracking combined with light email reminders ensures you meet your deadlines effortlessly.

Below you'll find some simple instructions to get you up and running with evaluation in Bonfire.

### A. Working with a Project

The Project View gives you an overview of your project - key dates, the evaluation criteria, and the supplier submissions.



The screenshot shows the Bonfire interface for a project titled "Faculty Retreat Venue" which is in a "CLOSED" state. The interface includes a sidebar with a "Projects" list, a main header with project details, and a main content area with sections for "Schedule", "Criteria (4)", and "Submissions (4)".

Key project details shown include: Reference: WLU111, Project Type: RFP, Owner: Maggy Manager, Department: Purchasing, and Budget: \$0k - \$0k. The project description states: "The objective of this project is the selection of a site for our annual staff retreat, including catering services and on-site activities."

Instructional callouts with arrows point to various elements:

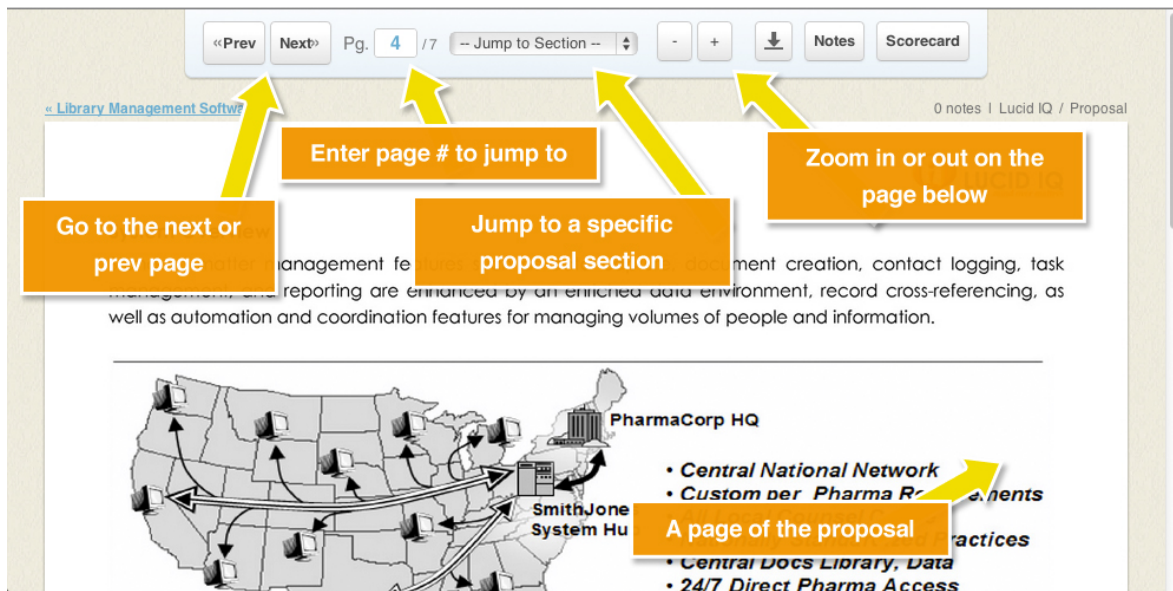
- "Click to view a specific project" points to the "Faculty Retreat Venue" item in the sidebar.
- "Click to expand a section" points to the "+ Show" buttons for the "Criteria" and "Submissions" sections.
- "Click to view & download supplier documents" points to the "Open..." button in the "Documents" column of the submissions table.
- "Track your progress here" points to the "33%" progress indicator in the "Status" column of the submissions table.

Documents	Total Pgs.	Status	Scoring	Notes
10, 4:26 pm Open...	2	DONE	Scorecard 16/65	View
2 Cranberry Resort Aug 10, 4:29 pm Open...	2	33%	Scorecard 23/65	View
3 Holiday Inn	2	-	Scorecard	View

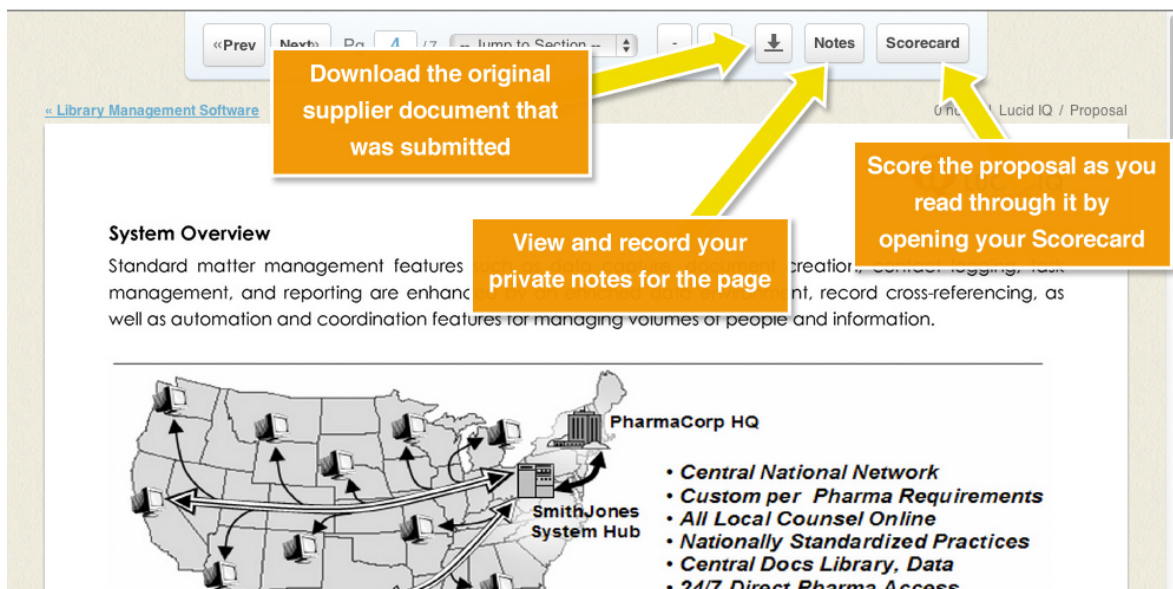
Powered by Bonfire

## B. Scoring Submissions

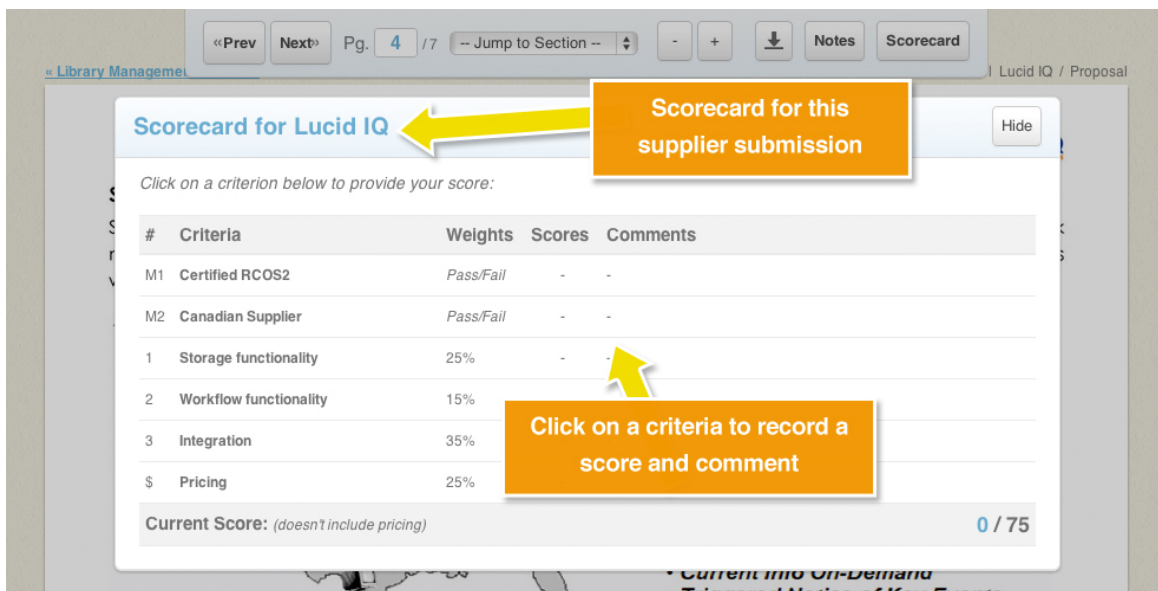
The Document View lets you view the supplier documents right in your browser - you can navigate quickly and find what you're looking for.



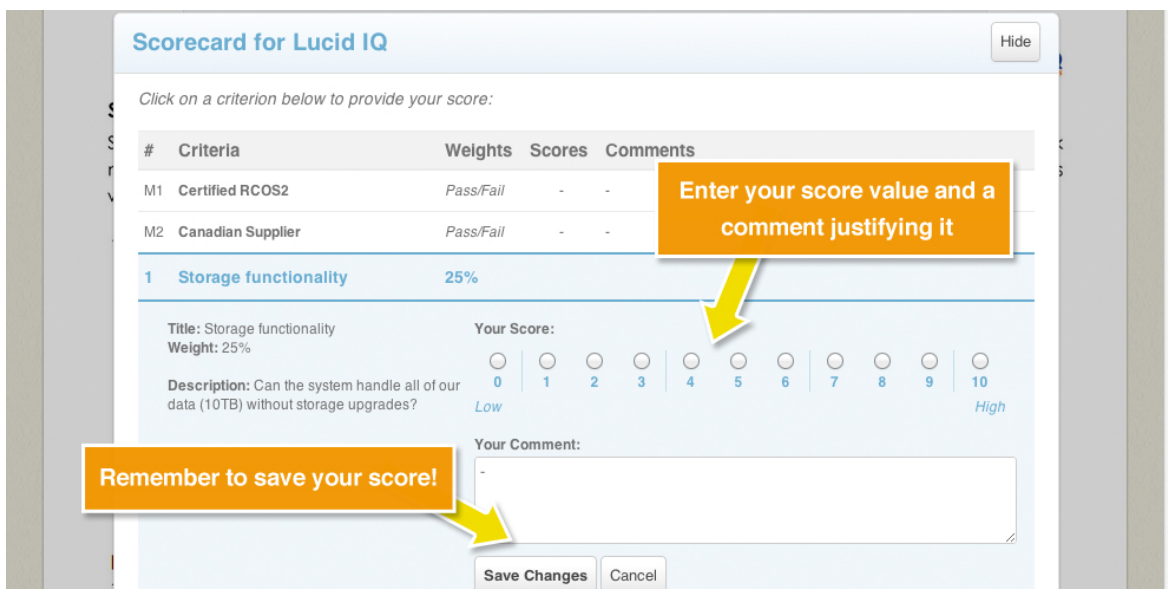
You can also record your scores, write private notes, and download the documents.



It's easy to open the scorecard and record your score:



After selecting criteria to score:



That's it!

If you have any questions or comments please contact [Support@GoBonfire.com](mailto:Support@GoBonfire.com) and we will gladly help.