
DEPARTMENT OF CULTURE AND TOURISM

Awards Management System

EVALUATOR

User Manual

How to Score and Rank Visitor Experience

Award Applications

A complete, step-by-step guide for evaluators on the Awards Management System (AMS) platform, covering sign-in, conflict of interest, scoring, returned applications, and tie-breaker rankings.

AUDIENCE
Evaluators**PLATFORM**
AMS. vxawards.dct.gov.ae**VERSION**
1.0. August 2026

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WELCOME

Introduction

This user manual is intended for evaluators assessing entries to the Visitor Experience Awards through the Awards Management System (AMS), the official online portal of the Department of Culture and Tourism (DCT).

WHAT YOU WILL LEARN

- ▶ How to sign in to AMS with the credentials the system emails you.
- ▶ How to complete your Conflict of Interest declaration before scoring begins.
- ▶ How to find the applications assigned to you and open the scoring form.
- ▶ How to score each question against the rubric, add remarks and save drafts.
- ▶ How to submit a score and how to return an application to the awards admin.
- ▶ How to rank applications in a tie-breaker round and manage your account.

1 Getting Started

Screen 1. Receive your AMS credentials

Evaluators do not register themselves. When the awards team adds you as an evaluator, the Awards Management System (AMS) automatically emails you sign-in details to your registered address.

- ▶ Look for the email from Visitor Experience Awards (noreply-vxaward@dct.gov.ae).
- ▶ Note the three items it contains: the website link, your user name, and a system-generated password.
- ▶ Open the website link to go straight to the staff sign-in page.
- ▶ If the email does not arrive, check your junk folder first, then contact DCT Support.

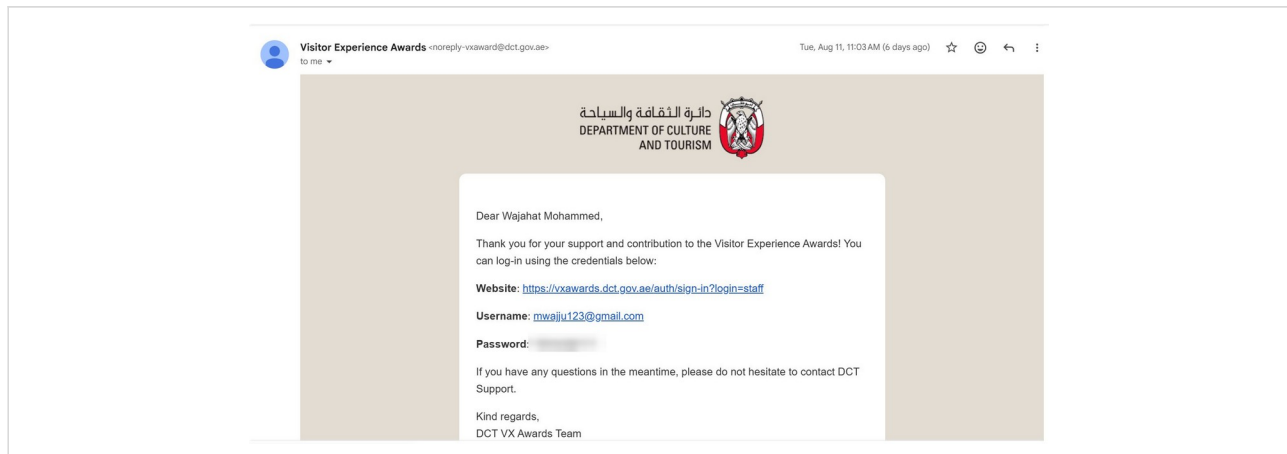
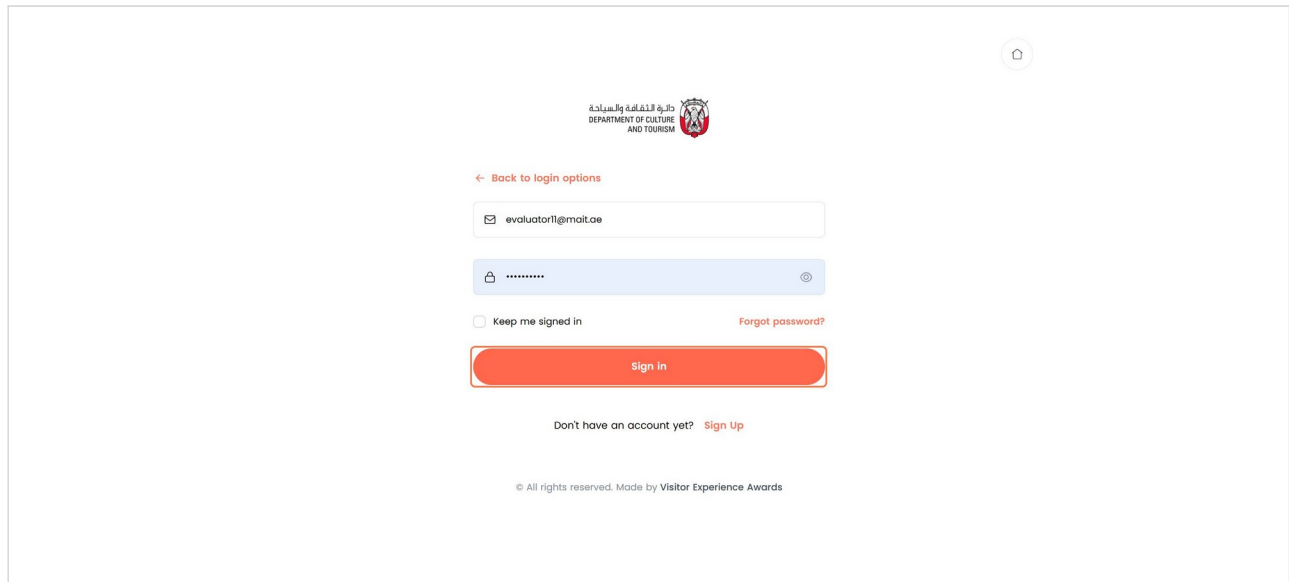


Figure 1: The automated credentials email

Screen 2. Sign in to the evaluator portal

The link in your credentials email opens the staff sign-in page. Sign in with the user name and password exactly as they appear in the email — the password is case-sensitive.

- ▶ Go to <https://vxawards.dct.gov.ae/auth/sign-in?login=staff>.
- ▶ Enter your user name (email address) and password.
- ▶ Tick Keep me signed in only if you are on a trusted device.
- ▶ Click Sign in. If your password does not work, use Forgot password?



The screenshot displays the staff sign-in page. At the top center is the logo of the Department of Culture and Tourism, featuring the Arabic text 'دائرة الثقافة والسياحة' and the English text 'DEPARTMENT OF CULTURE AND TOURISM'. Below the logo is a link that says '← Back to login options'. The main form consists of two input fields: the first is for the email address, containing 'evaluator1@mail.ae', and the second is for the password, represented by a series of dots. To the right of the password field is an eye icon for toggling visibility. Below the password field is a checkbox labeled 'Keep me signed in' and a link that says 'Forgot password?'. A large orange button labeled 'Sign in' is positioned below the form. At the bottom of the page, there is a link that says 'Don't have an account yet? Sign Up' and a footer that reads '© All rights reserved. Made by Visitor Experience Awards'.

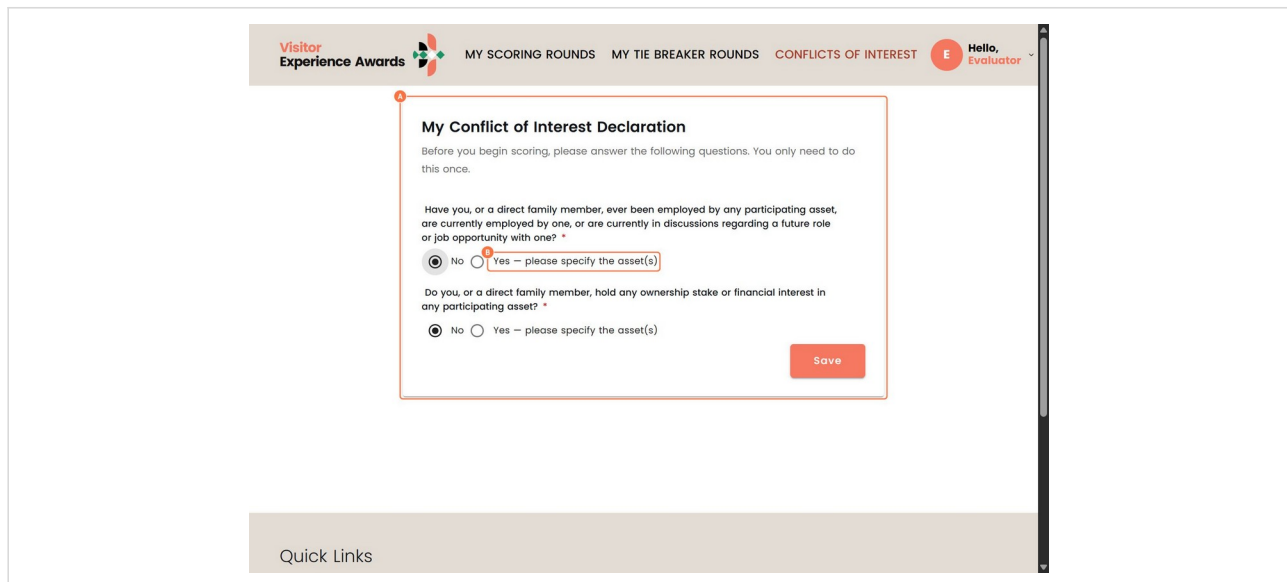
Figure 2: The staff sign-in page

2 Declaring Conflicts of Interest

Screen 3. Open your Conflict of Interest declaration

Before you begin scoring you must complete the Conflict of Interest declaration. You only need to do this once, and both questions are mandatory.

- ▶ Click CONFLICTS OF INTEREST in the top menu.
- ▶ Answer whether you, or a direct family member, have ever been employed by a participating asset, are currently employed by one, or are in discussions about a future role.
- ▶ Answer whether you, or a direct family member, hold an ownership stake or financial interest in a participating asset.



The screenshot shows the 'My Conflict of Interest Declaration' form within the 'Visitor Experience Awards' application. The top navigation bar includes 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICTS OF INTEREST'. The form itself is titled 'My Conflict of Interest Declaration' and contains two mandatory questions. The first question asks if the user or a direct family member has ever been employed by a participating asset, currently employed by one, or in discussions about a future role. The second question asks if the user or a direct family member holds any ownership stake or financial interest in any participating asset. Both questions have radio button options for 'No' and 'Yes - please specify the asset(s)'. A 'Save' button is located at the bottom right of the form. A 'Quick Links' section is visible at the bottom of the page.

Figure 3: My Conflict of Interest Declaration

Screen 4. Declare a conflict

If either answer is Yes, select the Yes option to open the panel where you list the assets concerned. Companies you declare a conflict with are excluded from your jury assignments.

- ▶ Select Yes — please specify the asset(s) for the relevant question.
- ▶ The Please specify the conflicted asset(s) panel appears below the questions.
- ▶ Leave the other question set to No if it does not apply to you.

The screenshot shows the 'My Conflict of Interest Declaration' form. At the top, there is a navigation bar with the 'Visitor Experience Awards' logo, a user profile icon labeled 'Hello, Evaluator', and several menu items: 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICTS OF INTEREST'. The main heading is 'My Conflict of Interest Declaration'. Below it, a sub-heading reads: 'Before you begin scoring, please answer the following questions. You only need to do this once.' The first question is: 'Have you, or a direct family member, ever been employed by any participating asset, are currently employed by one, or are currently in discussions regarding a future role or job opportunity with one? *'. It has two radio button options: 'No' and 'Yes - please specify the asset(s)'. The 'Yes' option is selected and highlighted with a red box. The second question is: 'Do you, or a direct family member, hold any ownership stake or financial interest in any participating asset? *'. It also has two radio button options: 'No' and 'Yes - please specify the asset(s)'. The 'No' option is selected. Below these questions is a section titled 'Please specify the conflicted asset(s)' with a sub-note: 'Companies you have conflicts with will be excluded from your jury assignments.' This section contains two dropdown menus: 'Business Sector' and 'Select Businesses'. Below these is a text area labeled 'Notes'. At the bottom right of this section is a red button labeled '+ Add Conflict'.

Figure 4: Selecting “Yes” reveals the conflicted asset panel

Screen 5. Add the conflicted asset

Add one entry for each business you have a conflict with. You can add as many as you need before saving.

- ▶ Select the Business Sector, then choose the organisation under Select Businesses.
- ▶ Selected companies appear as tags that you can remove with the × icon.
- ▶ Add an optional note (for example, “friend”) in the Notes box.
- ▶ Click + Add Conflict — the entry moves into My declared conflicts.

The screenshot shows the 'Add the conflicted asset' interface. At the top, the navigation bar includes 'Visitor Experience Awards', 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', 'CONFLICTS OF INTEREST', and a user profile 'Hello, Evaluator'. The main heading is 'Please specify the conflicted asset(s)' with a sub-note: 'Companies you have conflicts with will be excluded from your jury assignments.' Below this, there are two dropdown menus: 'Business Sector' (set to 'Events') and 'Select Businesses' (set to 'Abu Dhabi International Hunting a...'). A 'Selected companies:' section shows a tag for 'Abu Dhabi International Hunting and Equestrian Exhibition (ADHEX)' with a red 'x' icon to remove it. A 'Notes' text area is empty. A red '+ Add Conflict' button is at the bottom right of the form. Below the form, the 'My declared conflicts' section shows three entries: 'Aman Taxi' with a 'Mobility' tag, 'Abu Dhabi Cruise Terminal' with a 'Cruise Terminals' tag, and 'Bait Al Oud' with a 'Culture Sites' tag. Each entry has a red 'x' icon to remove it. A red 'Save' button is at the bottom right of the conflicts list.

Figure 5: Adding a conflicted asset

Screen 6. Save your declaration

AMS confirms each addition with a “Conflict added successfully” message. Your declaration is only stored once you save it.

- ▶ Check the list under My declared conflicts and the count badge beside it.
- ▶ Use the red bin icon to remove any entry added in error.
- ▶ Click Save to store your declaration.

The screenshot displays the 'Visitor Experience Awards' interface. At the top, there is a navigation bar with links: 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICTS'. A green notification banner at the top right states 'Conflict added successfully'. Below the navigation bar, there is a 'Notes' text area and an 'Add Conflict' button. The main section is titled 'My declared conflicts' and shows a list of four items, each with a red bin icon for removal:

- Abu Dhabi International Hunting and Equestrian Exhibition (ADIHEX) - Events
- Aman Taxi - Mobility
- Abu Dhabi Cruise Terminal - Cruise Terminals
- Bait Al Oud - Culture Sites

A 'Save' button is located at the bottom right of the conflict list. At the bottom of the screen, there is a 'Quick Links' section with a circular icon.

Figure 6: Saving the declaration

3 Your Scoring Rounds

Screen 7. Open your scoring rounds

Once your declaration is saved you can access the applications assigned to you. The MY SCORING ROUNDS menu groups them by status.

- ▶ Click MY SCORING ROUNDS in the top menu.
- ▶ Choose Pending Scores to see the applications still waiting for your score.
- ▶ Draft Scores, Submitted Scores and Returned Scores are also available from the same menu.

The screenshot shows the 'Visitor Experience Awards' interface. At the top, there is a navigation bar with 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICTS'. A dropdown menu for 'MY SCORING ROUNDS' is open, showing options: 'Pending Scores', 'Submitted Scores', 'Draft Scores', and 'Returned Scores'. The 'Pending Scores' option is highlighted. Below the navigation bar, there is a 'Declaration' section with a form. The form contains two questions with radio button options. The first question is: 'Have you, or a direct family member, ever been employed by any participating asset, are currently employed by one, or are currently in discussions regarding a future role or job opportunity with one?'. The second question is: 'Do you, or a direct family member, hold any ownership stake or financial interest in any participating asset?'. Below these questions is a section titled 'Please specify the conflicted asset(s)' with a text area for 'Business Sector', a dropdown for 'Select Businesses', and a 'Notes' field. A red button labeled '+ Add Conflict' is at the bottom right of the form. A green notification banner at the top right says 'Saved successfully'.

Figure 7: The MY SCORING ROUNDS menu

Screen 8. Review the scoring list

The All Scoring page lists every application assigned to you, with a progress bar showing how many you have scored so far.

- ▶ Check Your Scoring Progress at the top of the page (for example, 0 / 6 Applications Scored).
- ▶ Switch between the Pending, Draft, Submitted and Returned tabs — each shows a count.
- ▶ Use Advanced Filters to narrow the list by award, date or applicant.
- ▶ Click Score beside the application you want to evaluate.

Visitor Experience Awards MY SCORING ROUNDS MY TIE BREAKER ROUNDS CONFLICTS OF INTEREST Hello, Evaluator

All Scoring

Your Scoring Progress 0 / 6 Applications Scored

Pending Scores 6 Draft Scores 0 Submitted Scores 0 Returned Scores 0 Advanced Filters

Actions	App #	Category	Submitted	Applicant's name
Score	Mo_8845274	Most innovative Visitor Experience Aw...	13-Jul-2026	Demetri
Score	Su_2001009	Best Emirati Cultural Experience Award	12-Mar-2026	Tariq Mansoor
Score	Su_2001007	Best Emirati Cultural Experience Award	10-Mar-2026	Yousuf Ahmed
Score	Su_2001005	Best Emirati Cultural Experience Award	08-Mar-2026	Rashid Nasser
Score	Su_2001003	Best Emirati Cultural Experience Award	06-Mar-2026	Khalid Omar
Score	Su_2001001	Best Emirati Cultural Experience Award	04-Mar-2026	Omar Ali

1 of 6 items

Figure 8: The All Scoring list

Screen 9. Work through the application sections

The Score Application page presents the applicant's submission section by section. Read each section, then move on to the questions that carry a score.

- ▶ Read the applicant's answers in Section 3: Applicant & Business Details.
- ▶ Click Next, or click a numbered section header, to move to the next part.
- ▶ Note the banner telling you how many questions still need a score.
- ▶ Click Save as Draft at any point to keep your progress and return later.

The screenshot displays the 'Visitor Experience Awards' application interface. At the top, there is a navigation bar with the logo and links for 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICTS OF INTEREST'. A user profile icon shows 'Hello, Evaluator'. The main content area shows a question: 'Was the business closed for any extended period during the assessment period (June 1 2025 until May 31 2025)'. The answer is 'No'. Below this, a prompt asks 'If yes, specify dates and reasons *' with the answer 'N/A'. A 'Next →' button is visible. A progress indicator shows '0 Total Points out of 5'. Below the question, a list of sections is shown: '2 Section 4: Why you should win' and '3 Section 5: Main Application Questions'. A banner indicates '4 questions still need a score. You can save a draft in the meantime.' At the bottom, there are buttons for 'Save as Draft', 'Cancel', and 'Submit Score'. A 'Quick Links' section is visible at the very bottom.

Figure 9: Moving between application sections

4 Scoring an Application

Screen 10. Score a question against the rubric

Every scored question shows the applicant's answer followed by a five-point rubric. Each point has a descriptor — read them before choosing, and score against the evidence provided, not your impression of the organisation.

- ▶ Read the answer to “Show how you excel in this category” (400 words maximum).
- ▶ Under SELECT A SCORE choose 1 Poor through to 5 Exemplary using the descriptors.
- ▶ Check the Weight shown for the question — it determines how much the score contributes.
- ▶ The Weighted Score updates as soon as you select a point.

The screenshot displays the 'Visitor Experience Awards' evaluator interface. At the top, there's a navigation bar with 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICTS OF INTEREST'. A 'Hello, Evaluator' greeting is on the right. The main section is titled 'Section 5: Main Application Questions'. A question prompt asks to 'Show how you excel in this category (400 words max)' with a text area containing sustainability criteria. Below the text area is a 'SELECT A SCORE' section with five options: 1 Poor, 2 Basic, 3 Good, 4 Advanced (selected), and 5 Exemplary. Each option has a brief descriptor. Below the score selection is a 'Remarks (Optional)' text area. At the bottom, it shows 'Weight: 30%' and 'Weighted Score: 0'. There is also an 'Upload supporting evidence' button.

Figure 10: Selecting a score against the rubric

Screen 11. Add remarks to a score

Remarks are optional but strongly encouraged. They explain your reasoning to the awards team and are useful if the score is later reviewed.

- ▶ Click Remarks (Optional) and type a short justification for the score you gave.
- ▶ Watch the Weighted Score and the Total Points dial update as you score.
- ▶ Review anything the applicant attached under Upload supporting evidence.

The screenshot displays the 'Visitor Experience Awards' interface. At the top, there's a navigation bar with 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICTS OF INTEREST'. A 'Hello, Evaluator' dropdown is on the right. The main content area is titled 'Show how you excel in this category (400 words max)'. Below this, a paragraph of text describes sustainability criteria. A 'Total Points' dial shows '1.20 out of 5'. The 'SELECT A SCORE' section features five buttons: '1 Poor', '2 Basic', '3 Good', '4 Advanced' (highlighted with a red border), and '5 Exemplary'. Each button has a brief description. Below the score selection, there's a 'Remarks (Optional)' section with a text input field containing the word 'remarks'. To the right of the input field, a 'Weighted Score' of '1.2' is displayed. At the bottom, there's an 'Upload supporting evidence' section with a button that says 'No files uploaded'.

Figure 11: Adding remarks to a score

Screen 12. Score the visitor impact question

The next question asks the applicant to show how their excellence creates a positive impact on visitors. The rubric here rewards sourced figures and corroborated evidence over anecdote.

- ▶ Check whether supporting evidence has been uploaded for the previous question.
- ▶ Read the impact answer and any figures the applicant has quoted.
- ▶ Select the score that matches the strength of the evidence.

Visitor Experience Awards

MY SCORING ROUNDS MY TIE BREAKER ROUNDS CONFLICTS OF INTEREST Hello, Evaluator

1.20 Total Points out of 5

Upload supporting evidence

No files uploaded

Show how your excellence in this category creates a positive impact on visitors and their experience (400 words max)

Our tours have directed over AED 2 million in revenue to small local food businesses since launch. Participating restaurants report 30% increase in customers. Our Sustainable Dining Guide has been downloaded 15,000 times, influencing visitor dining choices across the emirate.

SELECT A SCORE

1 Poor No evidence of impact on visitors	2 Basic Impact claimed but largely anecdotal, little data	3 Good At least one sourced figure or direct feedback (e.g., engagement, satisfaction, dwell time at cultural features)	4 Advanced Several sourced figures, or impact shown across more than one measure or audience	5 Exemplary Several sourced figures with baselines, a large rather than marginal change, corroborated from more than one source
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Remarks (Optional)

Figure 12: Scoring the visitor impact question

Screen 13. Score how the approach endures

This question asks whether the approach can endure and inspire others. The rubric moves from a one-off effort through to a practice adopted across the sector.

- ▶ Read the answer to “Show how your approach can endure and inspire others”.
- ▶ Select a score from Poor (one-off, no plan to continue) to Exemplary (adopted by others in the sector).
- ▶ Add remarks if the score needs explaining.

Figure 13: Scoring endurance and inspiration

Screen 14. Score what enables success

The final scored question covers the people, partnerships and resources behind the result.

- ▶ Read the answer to “Show what enables your success”.
- ▶ Score from Poor (no clear ownership or resource) to Exemplary (a standing capability with named partners).
- ▶ Check the Weight and the resulting Weighted Score.

Figure 14: Scoring the enablers question

Screen 15. Check the total score

The card at the top of the Score Application page shows the award category, application number, submission date and your running total out of five.

- ▶ Confirm the Award Category, Application Number and Status shown for the application.
- ▶ Check the running total in the dial on the right of the card.
- ▶ Scroll back through the sections to revise any score before you submit.

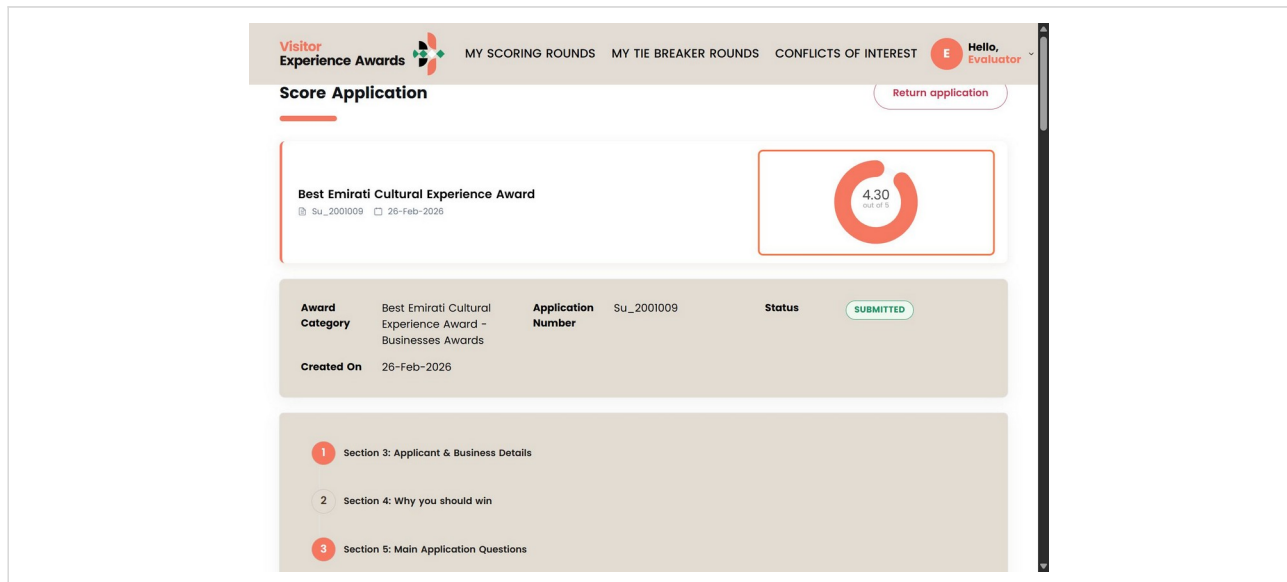


Figure 15: The running total on the Score Application page

Screen 16. Submit your score

You can only submit once every question carries a score. Until then the warning banner remains and Submit Score stays disabled.

- ▶ Make sure the “questions still need a score” banner has cleared.
- ▶ Click Save as Draft if you want to finish the evaluation later.
- ▶ Click Submit Score when you are satisfied with every score and remark.

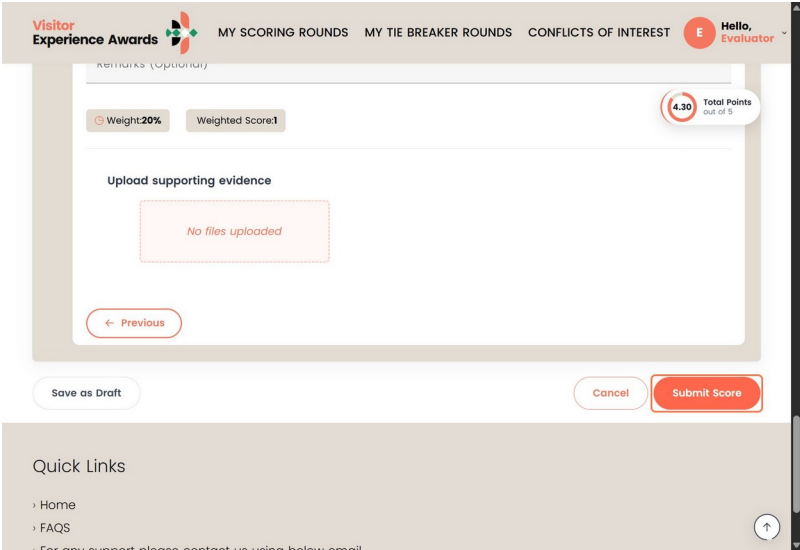
The screenshot shows the 'Submit your score' interface. At the top, there's a navigation bar with 'Visitor Experience Awards' logo, 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', 'CONFLICTS OF INTEREST', and a user profile 'Hello, Evaluator'. Below the navigation bar, there's a 'Remarks (Optional)' text area. To the right, a circular progress indicator shows '4.30 Total Points out of 5'. Below this, there are two buttons: 'Weight 20%' and 'Weighted Score 1'. A section titled 'Upload supporting evidence' contains a dashed box with the text 'No files uploaded'. At the bottom left of this section is a 'Previous' button. At the bottom of the main form area are three buttons: 'Save as Draft', 'Cancel', and 'Submit Score'. Below the main form is a 'Quick Links' section with links to 'Home', 'FAQS', and 'For any support please contact us using below email'. A small upward arrow icon is at the bottom right.

Figure 16: Submitting the score

Screen 17. Confirm the submission

A confirmation dialog asks you to verify the action. Submitted scores can no longer be edited, so review before you confirm.

- ▶ Read the Confirm Action message.
- ▶ Click Cancel to go back and revise, or Yes, Please to submit the evaluation.

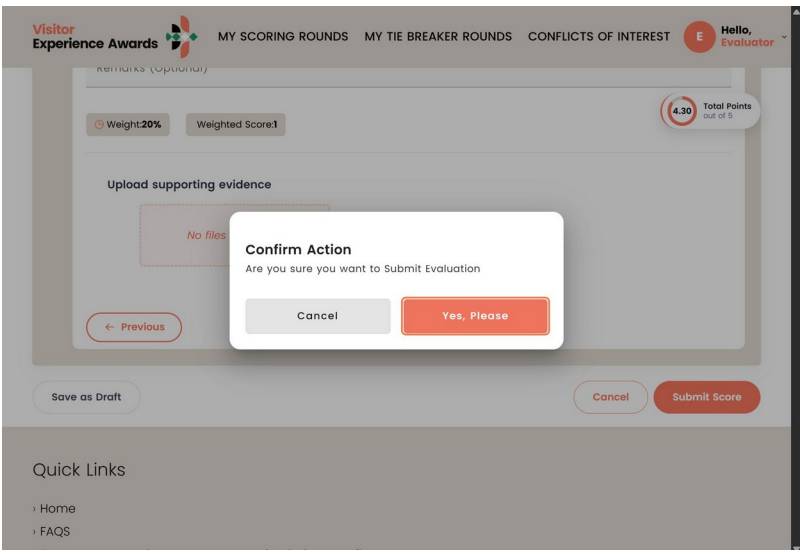
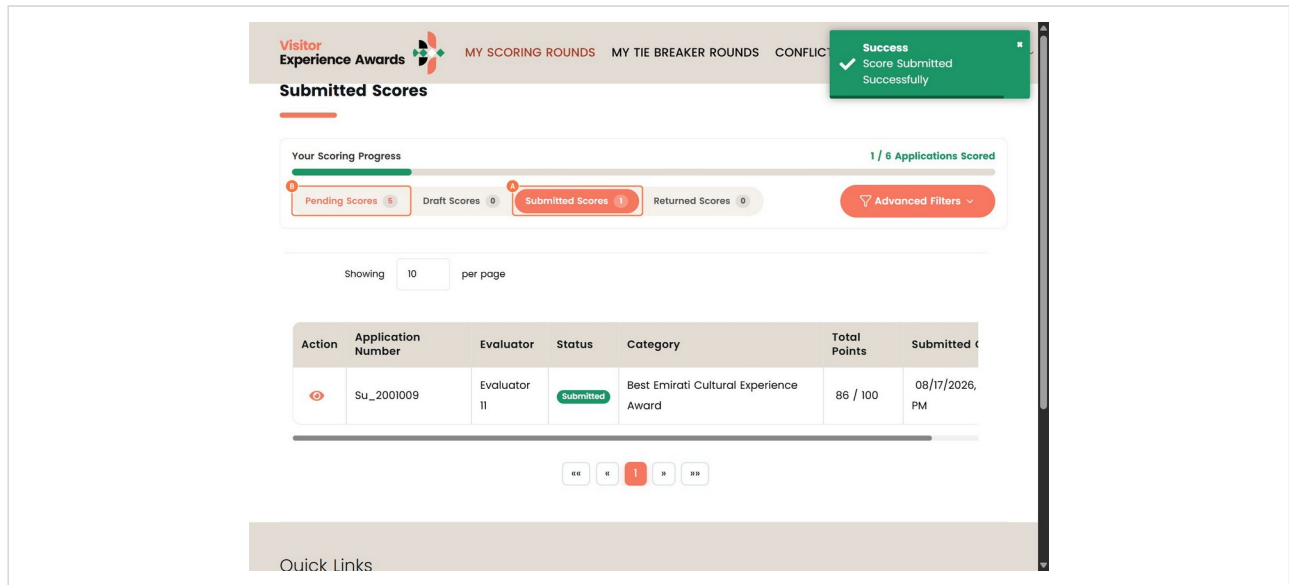
This screenshot is similar to Figure 16, but it includes a 'Confirm Action' dialog box in the center. The dialog box has the title 'Confirm Action' and the message 'Are you sure you want to Submit Evaluation'. It contains two buttons: 'Cancel' and 'Yes, Please'. The background of the submission screen is dimmed to show the dialog box.

Figure 17: The submit confirmation dialog

Screen 18. Check your submitted scores

AMS confirms with a “Score Submitted Successfully” message and moves the application into the Submitted Scores tab.

- ▶ Open the Submitted Scores tab to see the evaluation you have just completed.
- ▶ Check Total Points shown out of 100 and the submission date.
- ▶ Click the eye icon to view the submitted evaluation.
- ▶ Return to Pending Scores to continue with the next application.



The screenshot displays the 'Submitted Scores' page in the AMS Evaluator User Manual. At the top, there is a navigation bar with tabs: 'MY SCORING ROUNDS', 'MY TIE BREAKER ROUNDS', and 'CONFLICT'. A green success message box in the top right corner reads 'Success Score Submitted Successfully'. Below the navigation bar, the 'Submitted Scores' section is highlighted. A progress bar shows '1 / 6 Applications Scored'. Below the progress bar, there are tabs for 'Pending Scores (5)', 'Draft Scores (0)', 'Submitted Scores (1)', and 'Returned Scores (0)'. An 'Advanced Filters' button is also present. Below the tabs, a table lists the submitted scores. The table has columns: Action, Application Number, Evaluator, Status, Category, Total Points, and Submitted Date. The table shows one entry with Application Number 'Su_2001009', Evaluator '11', Status 'Submitted', Category 'Best Emirati Cultural Experience Award', Total Points '86 / 100', and Submitted Date '08/17/2026, PM'. Below the table, there are pagination controls showing 'Showing 10 per page' and a set of navigation buttons. At the bottom, there is a 'Quick Links' section.

Action	Application Number	Evaluator	Status	Category	Total Points	Submitted Date
	Su_2001009	Evaluator 11	Submitted	Best Emirati Cultural Experience Award	86 / 100	08/17/2026, PM

Figure 18: The Submitted Scores list

5 Returning an Application

Screen 19. Open the next pending application

If an application cannot be scored as it stands — for example, evidence is missing — you can return it to the awards admin instead of scoring it.

- ▶ Open the Pending Scores tab from the All Scoring page.
- ▶ Click Score beside the application you need to review.

Visitor Experience Awards MY SCORING ROUNDS MY TIE BREAKER ROUNDS CONFLICTS OF INTEREST Hello, Evaluator

All Scoring

Your Scoring Progress 1 / 6 Applications Scored

Pending Scores 5 Draft Scores 0 Submitted Scores 1 Returned Scores 0 Advanced Filters

Actions	App #	Category	Submitted	Applicant's Name
Score	Mo_8845274	Most Innovative Visitor Experience Aw...	13-Jul-2026	Demetri
Score	Su_2001007	Best Emirati Cultural Experience Award	10-Mar-2026	Yousuf Ahmek
Score	Su_2001005	Best Emirati Cultural Experience Award	08-Mar-2026	Rashid Nasser
Score	Su_2001003	Best Emirati Cultural Experience Award	06-Mar-2026	Khalid Omar
Score	Su_2001001	Best Emirati Cultural Experience Award	04-Mar-2026	Omar Ali

Quick Links

Figure 19: Selecting another pending application

Screen 20. Review the application details

Check the applicant profile and the submitted sections before deciding whether the application can be scored.

- ▶ Review the Applicant Profile: business name, region and full business address.
- ▶ Confirm the Award Category, Application Number, Status and Created On date.
- ▶ Read through the submitted sections to identify what is missing.

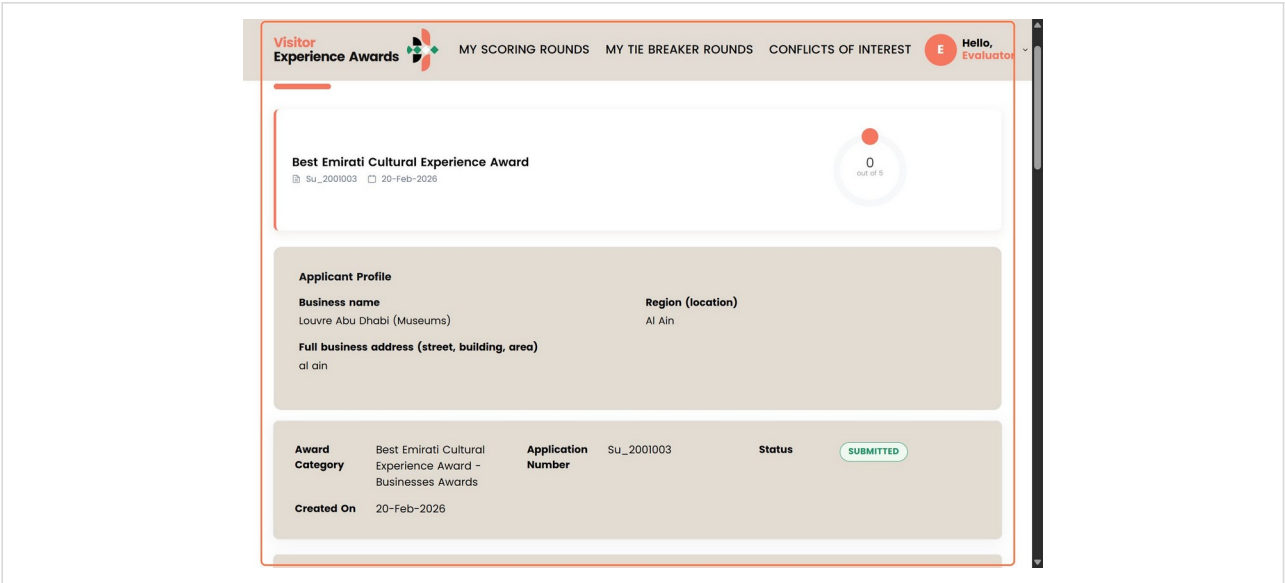


Figure 20: Applicant profile and application details

Screen 21. Start a return

The Return application button sits at the top right of the Score Application page.

- ▶ Click Return application.
- ▶ The Return application to admin dialog opens over the page.

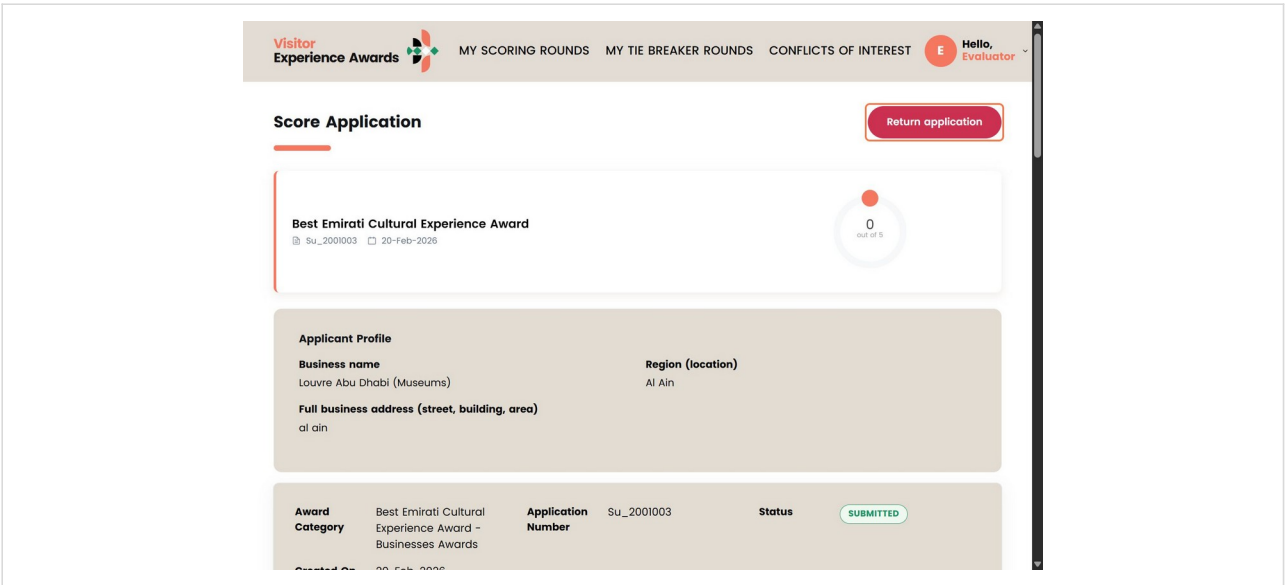


Figure 21: The Return application button

Screen 22. Open the comments box

A comment is mandatory. The awards admin uses it to tell the nominee what needs to be corrected.

- ▶ Click into the Explain why this application is being returned box.

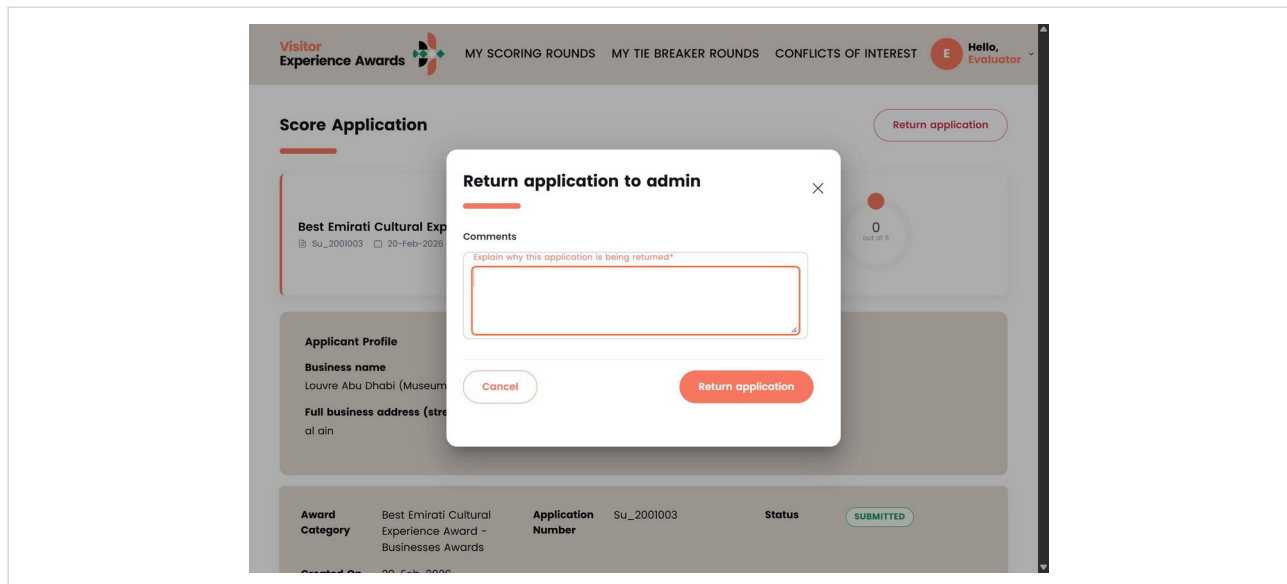


Figure 22: The “Return application to admin” dialog

Screen 23. Explain why you are returning it

Be specific: name the section and the document or detail that is missing so the nominee can fix it in one pass.

- ▶ Type your reason, for example “missing documents in specific section”.
- ▶ Keep the comment factual and free of scoring judgements.

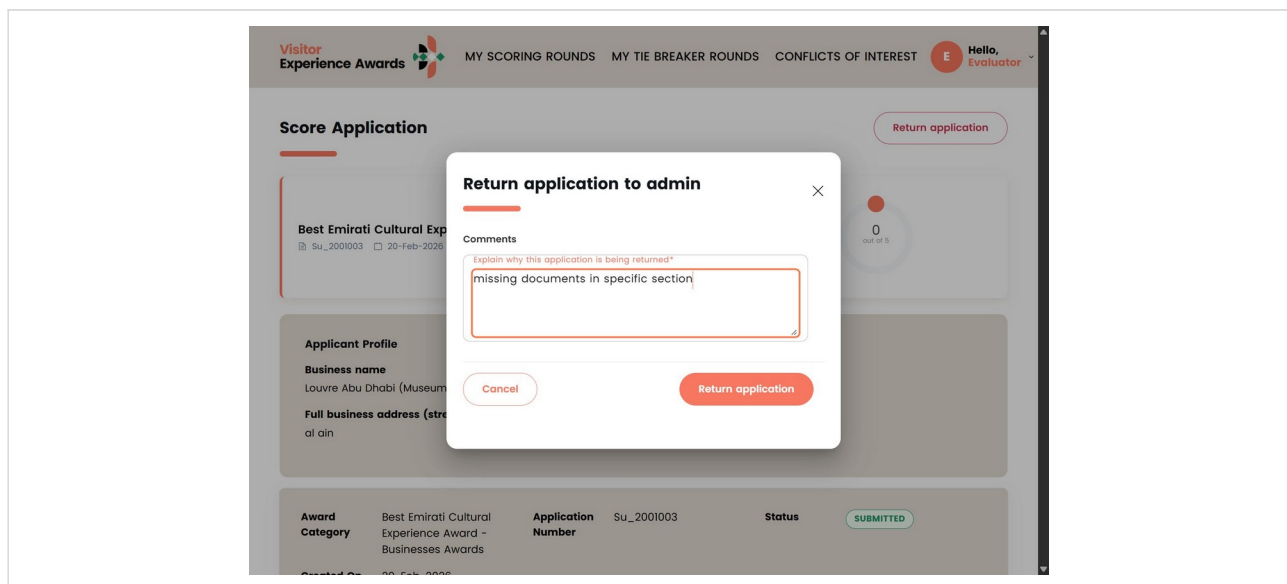


Figure 23: Entering the return reason

Screen 24. Send the application back

Once the comment is entered, confirm the return. The application leaves your pending list and goes back to the awards admin.

- ▶ Click Return application to confirm.
- ▶ Click Cancel instead if you decide to score the application after all.

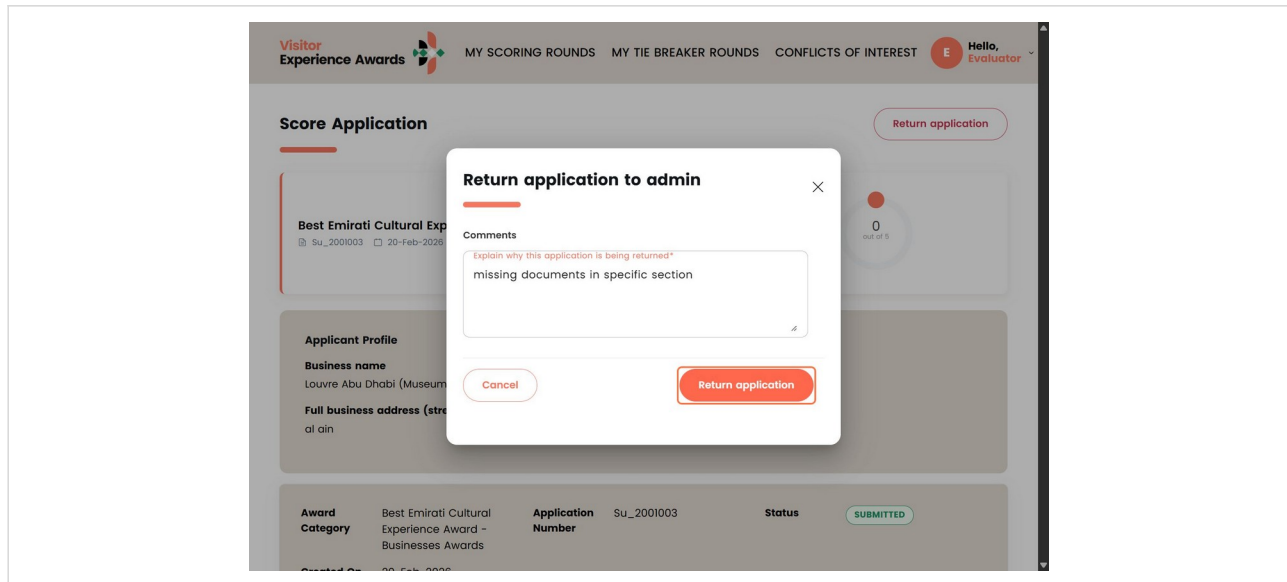


Figure 24: Confirming the return

6 Tie-Breaker Rounds

Screen 25. Open your tie-breaker rounds

When applications finish on the same score, the awards team opens a tie-breaker round and asks evaluators to rank the applications instead of scoring them.

- ▶ Click MY TIE BREAKER ROUNDS in the top menu.
- ▶ Check the Pending Tie Breakers tab and the round's start and end dates.
- ▶ Click Rank Applications to open the round.

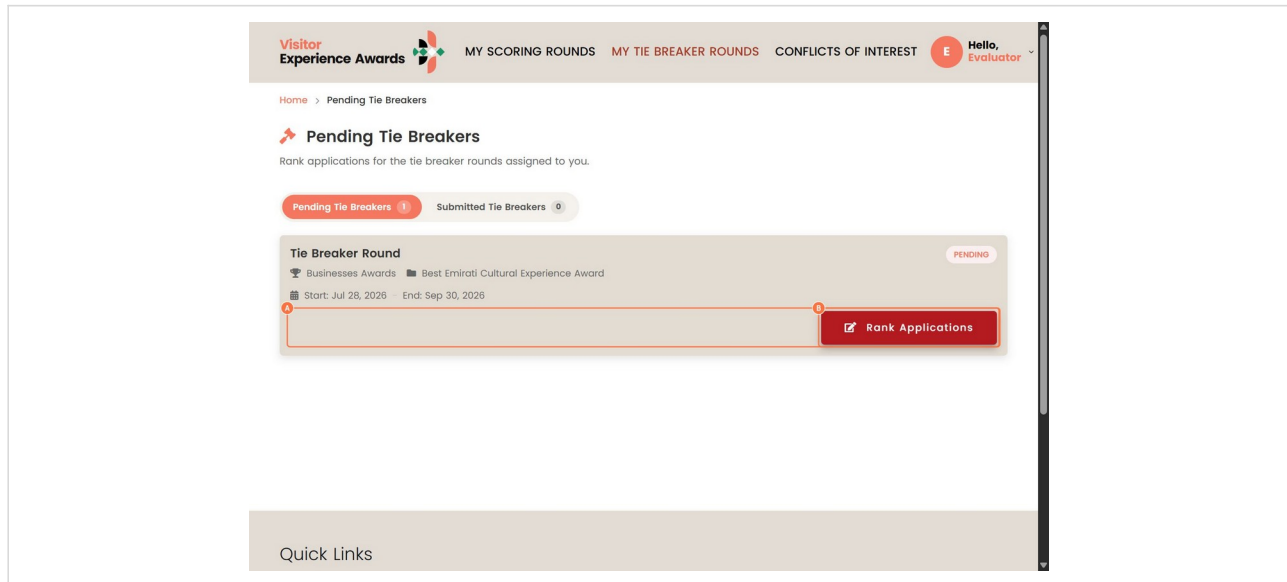


Figure 25: Pending Tie Breakers

Screen 26. Review the ranking instructions

The ranking screen lists every application in the round. Position 1 is the highest rank — the winner.

- ▶ Read the Instructions panel at the top of the page.
- ▶ Review the applications listed under Your Rankings.
- ▶ Drag and drop an application, or use the arrows, to change its position.

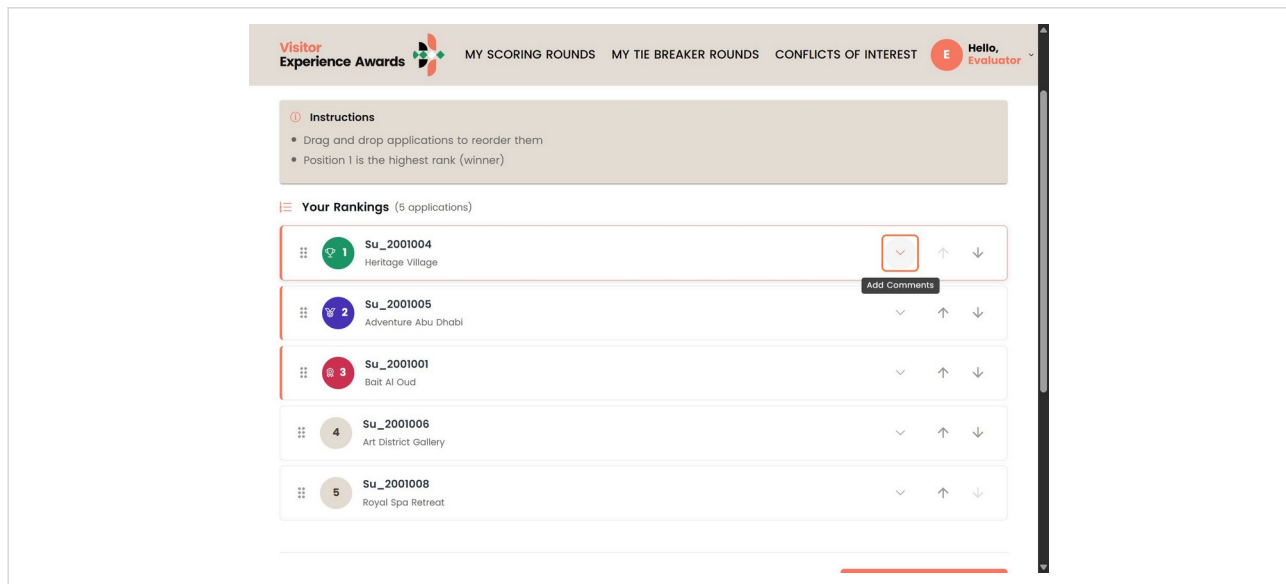


Figure 26: The tie-breaker ranking screen

Screen 27. Add comments to a ranked application

Each application can carry a comment explaining why you placed it where you did.

- ▶ Click the chevron beside an application to open Add Comments.
- ▶ Use the link on the application number to open the full application in a new tab.

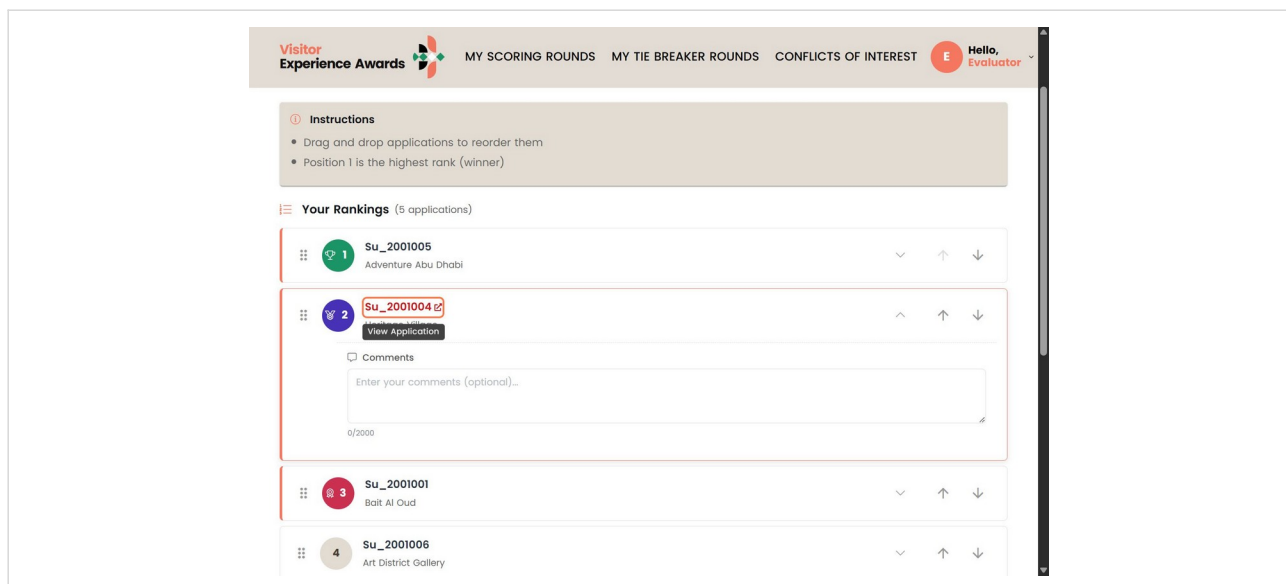


Figure 27: Adding comments to a ranked application

Screen 28. Type your comments

Comments are optional and limited to 2,000 characters.

- ▶ Type your reasoning in the Comments box.
- ▶ Collapse the panel again with the chevron when you are done.

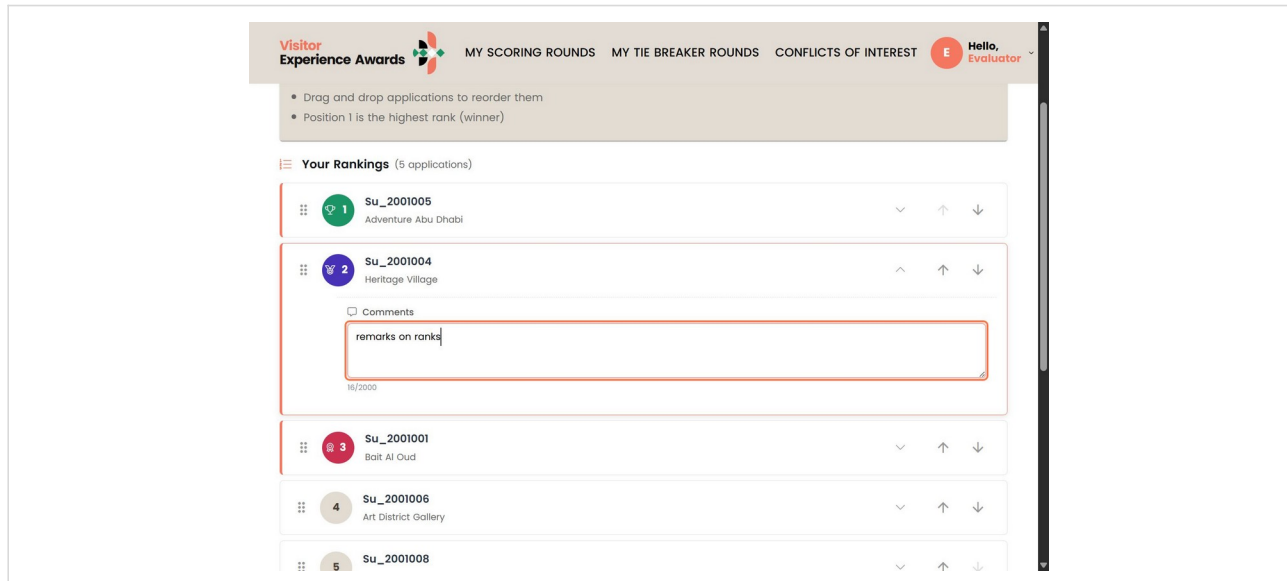


Figure 28: Ranking comments

Screen 29. Reorder the applications

Keep adjusting the order until it reflects your judgement. The medals on positions 1, 2 and 3 update as you move applications.

- ▶ Use the up and down arrows to move an application one position at a time.
- ▶ Or drag an application by its handle to a new position.
- ▶ Check the final order before you submit.

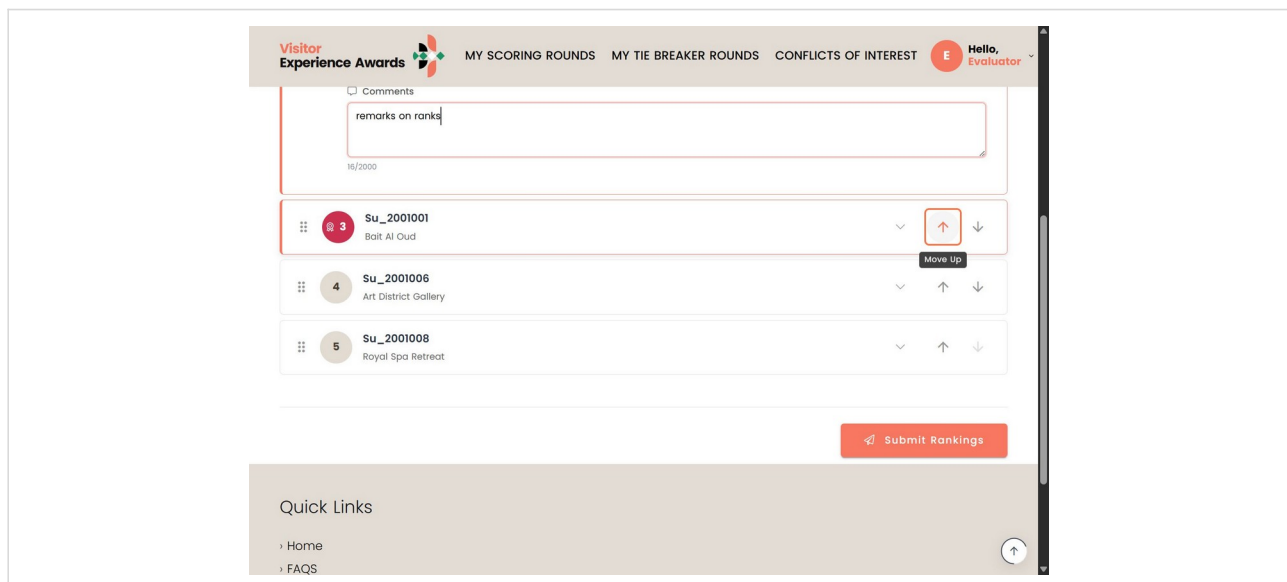


Figure 29: Moving an application up the ranking

Screen 30. Submit your rankings

Submitting closes the round for you. Review the order carefully first.

- ▶ Confirm the order shown under Your Rankings.
- ▶ Click Submit Rankings.

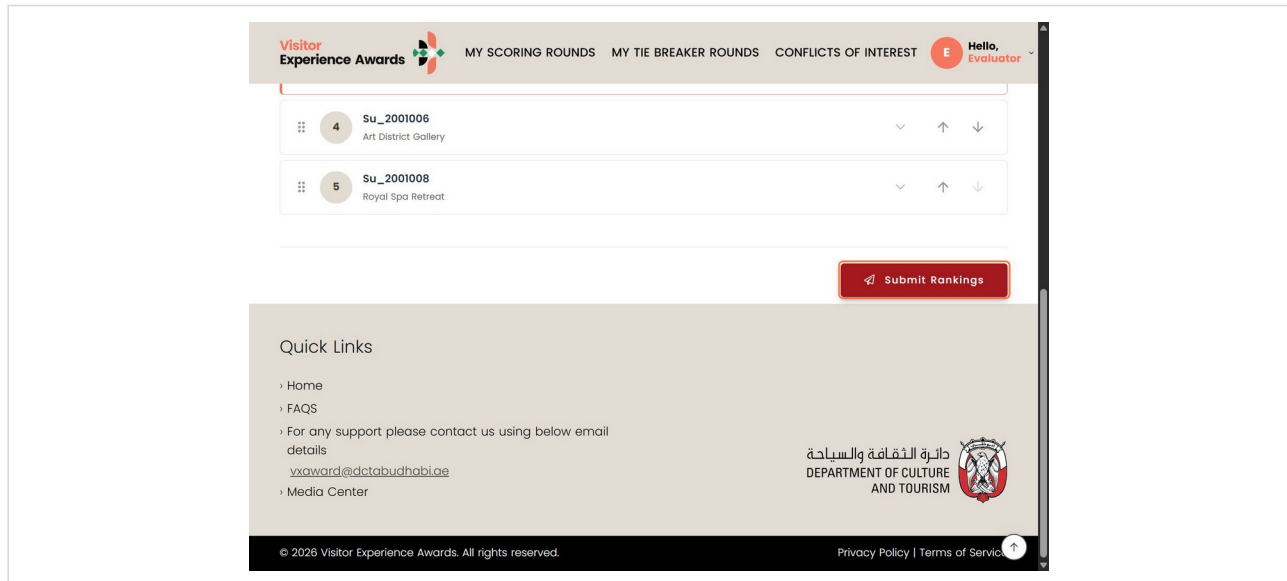


Figure 30: Submitting the rankings

Screen 31. Review your submitted rankings

After submission the list becomes read-only and shows the awarded positions alongside any comments you added.

- ▶ Check the Winner, 2nd Place and 3rd Place labels against your intended order.
- ▶ Click the eye icon beside an application to view it.
- ▶ Click Back to Tie Breaker Rounds to leave the round.

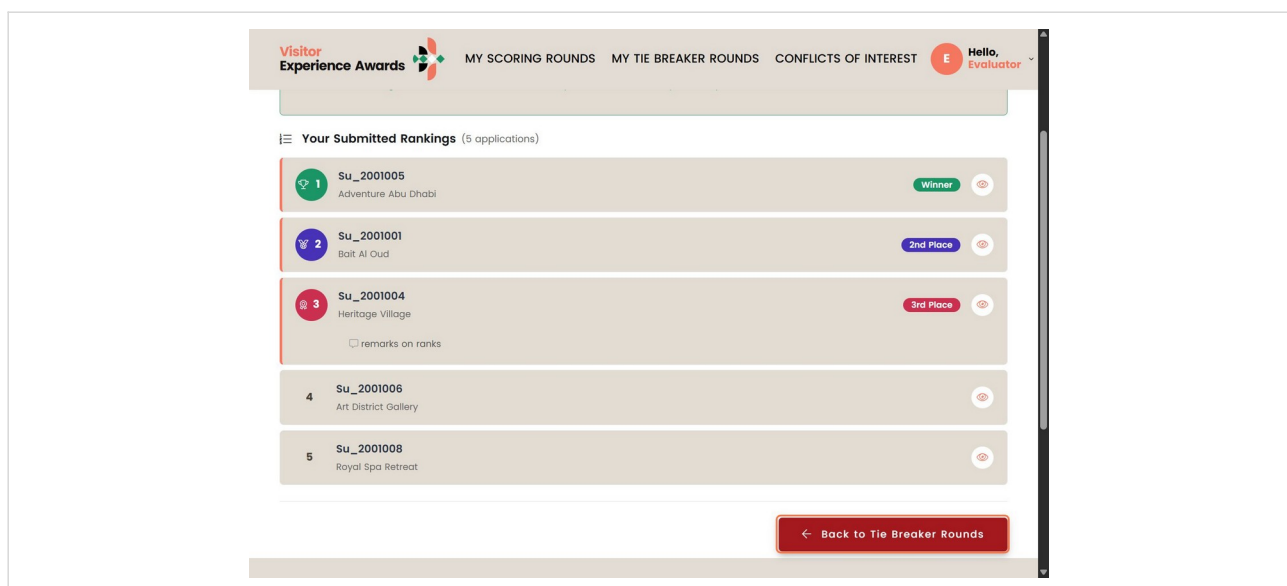


Figure 31: Submitted rankings with the awarded positions

Screen 32. Check your submitted tie-breakers

Completed rounds move from the Pending to the Submitted tab.

- ▶ Open the Submitted Tie Breakers tab to confirm the round was recorded.
- ▶ Pending Tie Breakers shows an empty state once you have no rounds outstanding.

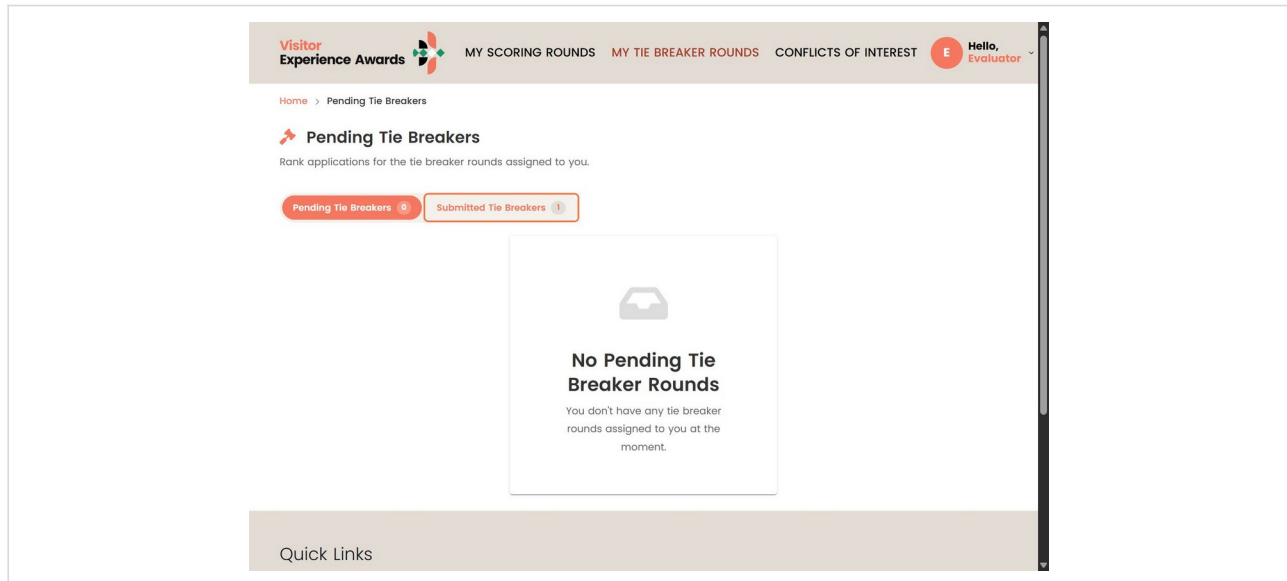


Figure 32: Submitted Tie Breakers

7 Managing Your Account

Screen 33. View rankings and open your profile

You can revisit a submitted round at any time, and reach your account details from the greeting menu in the top-right corner.

- ▶ Click View Rankings on a submitted tie-breaker round to see the order you sent.
- ▶ Click Hello, <your name> in the top-right corner.
- ▶ Select My Profile from the menu.

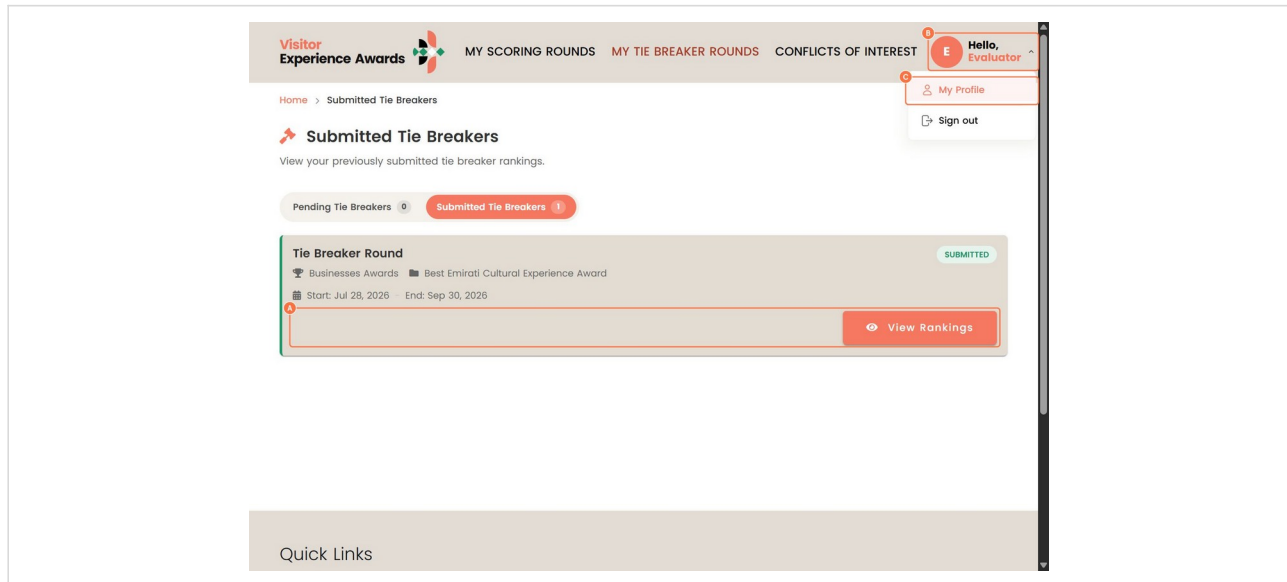


Figure 33: The profile menu

Screen 34. Review your profile and sign out

Your profile holds your personal information and a copy of your Conflict of Interest declaration. Change the system-generated password from here the first time you sign in.

- ▶ Review your Name, Email, Phone Number and Role on the Personal Information tab.
- ▶ Click Edit to update your details, or Change Password to replace the password AMS emailed you.
- ▶ Open the Conflict of Interest tab to review or update your declaration.
- ▶ Click Hello, <your name> and then Sign out when you have finished.

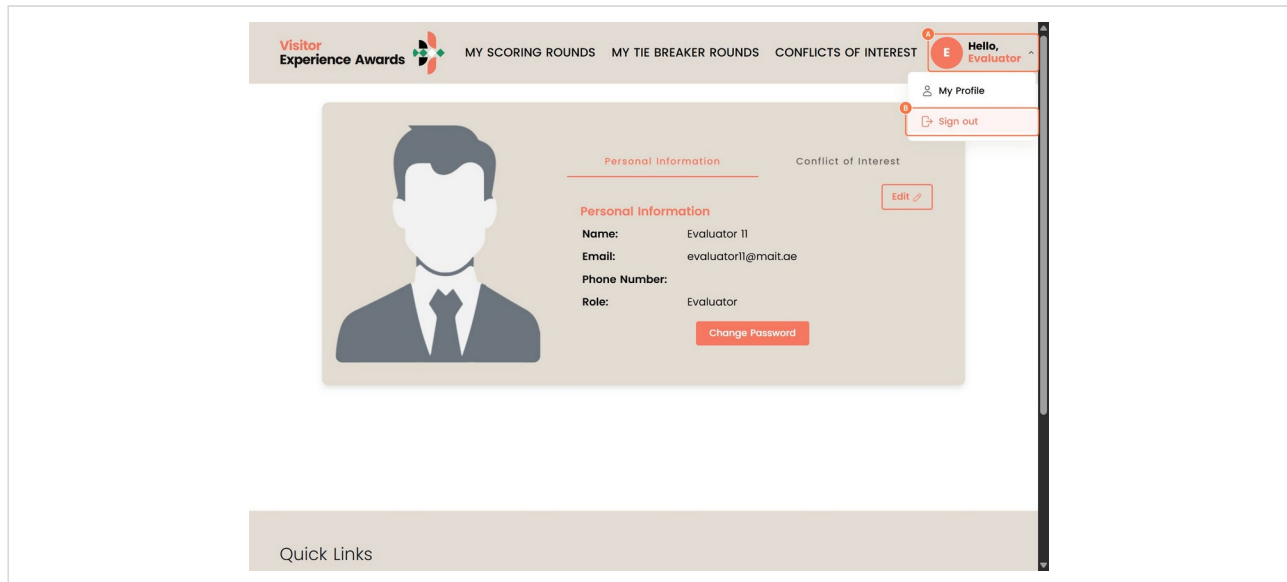


Figure 34: Personal information and sign out

SUPPORT

Need Help?

If you have any questions, the AMS support team is ready to help. Email vxaward@dctabudhabi.ae with your evaluator name and, where relevant, the application number concerned.

END OF MANUAL