

Applying a Scoring Scheme

Once you have created a scoring scheme, you need to apply it to the template. You can do this in **three ways : Template Default, Per Section or Per Requirement.**

Template Default can be set when you are **creating the Template** or in the **Template Builder.**

During creation

1. Navigate to **Templates**
2. Click "**New Template**"
3. Fill out the form entering in a **Name and reference** if desired.
4. Select the scoring scheme you want for the Default.(This will be the default for the whole Template)
5. Click "**Create Template**".



When you create a new requirement, it will have the default scoring scheme.

In Template Builder

1. Navigate to **Templates.**
2. Click a **existing template.**
3. Click **Create/Edit Draft** if isn't currently in draft mode.
4. Click the "**Set Scoring**" Tab.
5. Click "Change" on the Default Scheme option.

6. Select the relevant scoring scheme from the dropdown..
7. Click “**Set As Default Scoring Scheme**”.
8. Click “**Publish**” if you are finished editing the Template.



PLEASE NOTE:

This will only change the sections which have “Default Scoring scheme” selected. This is selected by Default.

Per Section/Requirement

1. Navigate to **Templates**.
2. Click an **existing template**.
3. Click **Create/Edit Draft** (if not currently in draft mode).
4. Click the “**Set Scoring**” Tab.
5. Click “**Continue**” on the “**Set custom scores for sections and requirements**”.
6. Select the **Dropdown** for either the “**Set a custom score for this section**” or the “**Set a custom score for this requirement**” and select the scoring scheme you want to apply to that section.
7. Click “**Apply**”.
8. Click “**Publish**” if you are finished editing the Template.

