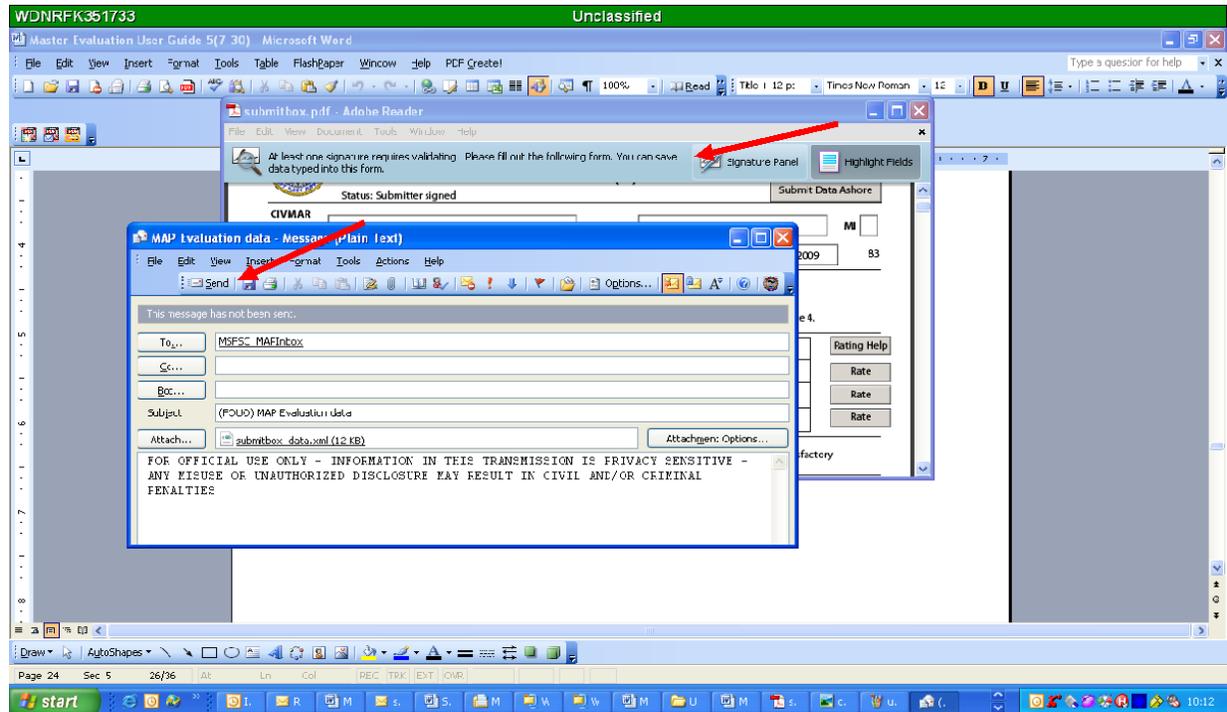


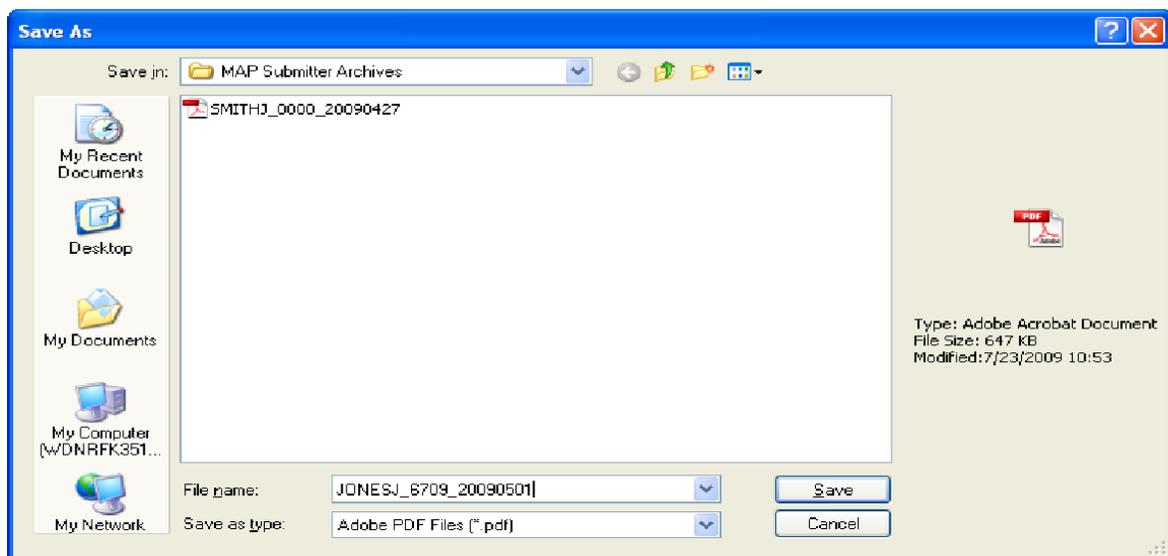
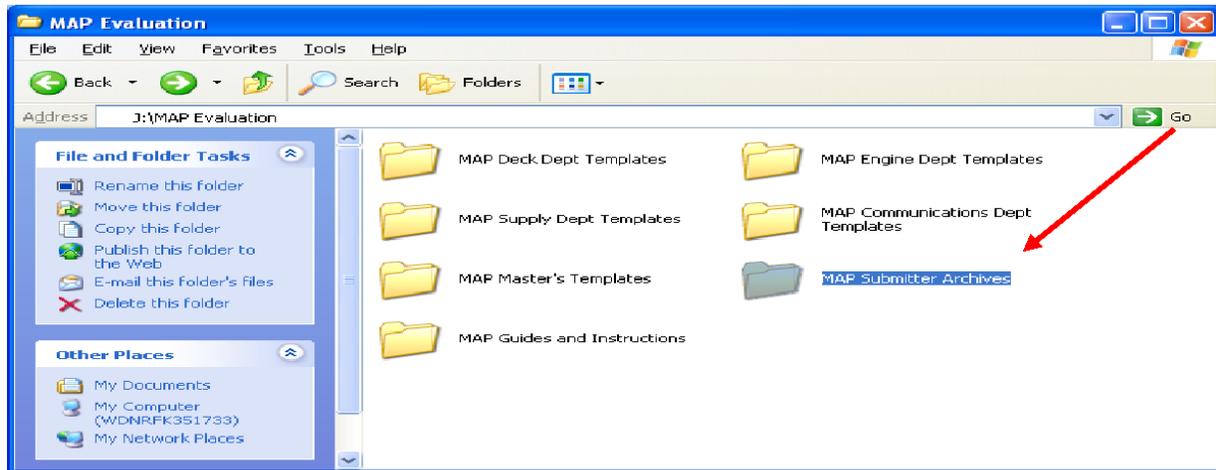
7. Select Desktop Email Application and click on the **OK** button. This will cause an email to pop-up. It will show the submitter data XML is attached. It will also be addressed to the MAPInbox.
8. ALL YOU NEED TO DO is press the SEND button.



When you press the **Send** button, the email will be sent and closed. The evaluation should now be archived.

Archiving Evaluations

1. The Submitter will archive the evaluation by dragging and dropping the email attachment from the email to the “Submitter Archive” folder within the “MAP Evaluations” folder on the LAN Drive.



2. When the ship's designated Submitter is relieved/departs the ship:
 - a. copy all archived evaluation PDFs to a CD;
 - b. mail the CD to MSFSC N14, with the appropriate privacy warning label;
 - c. delete all archived evaluations from the Submitter Archive folder;
 - d. reassign network folder permissions to the incoming Submitter;
 - e. send an e-mail notification of "change of submitter" to the MSFSC_MAPinbox and include incoming submitter's e-mail address.

Note: If the submitter has an unplanned detachment from the ship, i.e., NFFD, the Master and/or LAN Administrator will conduct the process regarding archived .pdf evaluations.

Marine Employment Division (N14) Responsibilities

1. N14 will notify ship when CD is received.
2. N14 will archive CD as appropriate to the information contained.