So I'm going to give you a quick overview of how to initially enter an assessment. And then if you've added delegates, how you can both access then that assessment and those actions, as I said, the reporting dashboards coming soon to the team - still need to do some work on that.

So we go into assessments first, you've then got a number of options. So, assessment dashboard is where you go in and enter a new assessment. The view or edit submitted answers is where you view any assessments that have been entered so far. And that's where the delegate and lead can access the same assessments. And then likewise, for actions. That's any actions have been submitted so far, the delegate and the lead can access there. So if we go into the assessment dashboard first. So you should see here I've got one that we went through last week, we were testing last week, Zoe and Helen and Beth and myself. So that's this one that we started last week. But if I talk you through entering a new assessment, so we, first of all, we click on the ‘start new assessment’, you can then request your health board, or trust, and development department. I know we did talk about tidying some of this list up last week, didn't we? So, we will tidy this list up.

If I just select a random department or directorate, if you need to request a new department or directorate, you can use the function here at the top. If we continue. Then it goes into the, each of the areas along the top here and the questions along the left-hand panel. So if we just select the first question, this is where you can add your delegate user then, delegated user. So in here, you should be able to search for anyone, so it'll come back, come up with initial list of people who I've recently been in contact with. So Abby, you're there, because we've obviously been in contact recently. So if I just search for Zoe, I'll just add Zoe in here. We can save and close that. So we can only add one delegated user at the moment, so you can have one lead, one delegated user, and then this is where you say you, so you fill out your responses to the individual questions. So response, select yes. Your rag status. So whether you've not started, low level, significant or area of excellence, we'll say low level can put some text in here for current strengths. And then any areas for improvement as well. And then you could either just submit this, or if you want to add an action as well, you can say submit and add an action. And then is it a key action? Yes, or no? When's the review date? And then you can also add an action owner, so if I again add Zoe as the action owner here, save and close that. And again, add your text for the action. You can see the questions gone green now because we've filled and completed that one. And so then if we submit and close, that takes us back to this screen, which is already saved that. Then if I go back to the home page, go back into assessments, and view or edit submitted answers. In here now you can see the one last week which I tested with Helen. And then this is the one that I've just entered. So you'll be able to see who the assessment lead is and who the delegated user is. And then you can click on the little arrow underneath view and edit here at the end. And then that takes you into here. So then Zoe will also be able to get in and see, under the same screen, she'll be able to see it here. So then you've both got the ability to add any updates and save them so you can work on it jointly. Likewise, for the actions. If I say view and add edit submitted actions, again, we've got the two here. So that's the one that I put in last week. Just go into this one. See, again it's got, it did this last week, didn't it Zoe? It lost your name between that. I need to check why is losing the name between adding it and saving it, then you've got a number of, so you can cancel the action, put it on hold, complete it, put it in progress, and then update or return. So obviously, you'll have a long list when you delegate a number, if you've delegated a number out or started completing. At the moment you do need to go into each individual one, in and out, to see the updates and the progress. You can obviously filter by whether the key actions, filter by departments. Likewise, on the assessment. You can filter by rag or by department by health board, etc. So you can go through a whole department if you wanted to look at a number of different departments. But, essentially that is the app in terms of completing assessments, starting new assessments, adding the delegates and then being able to look at submitted ones and joint between lead and delegate user.