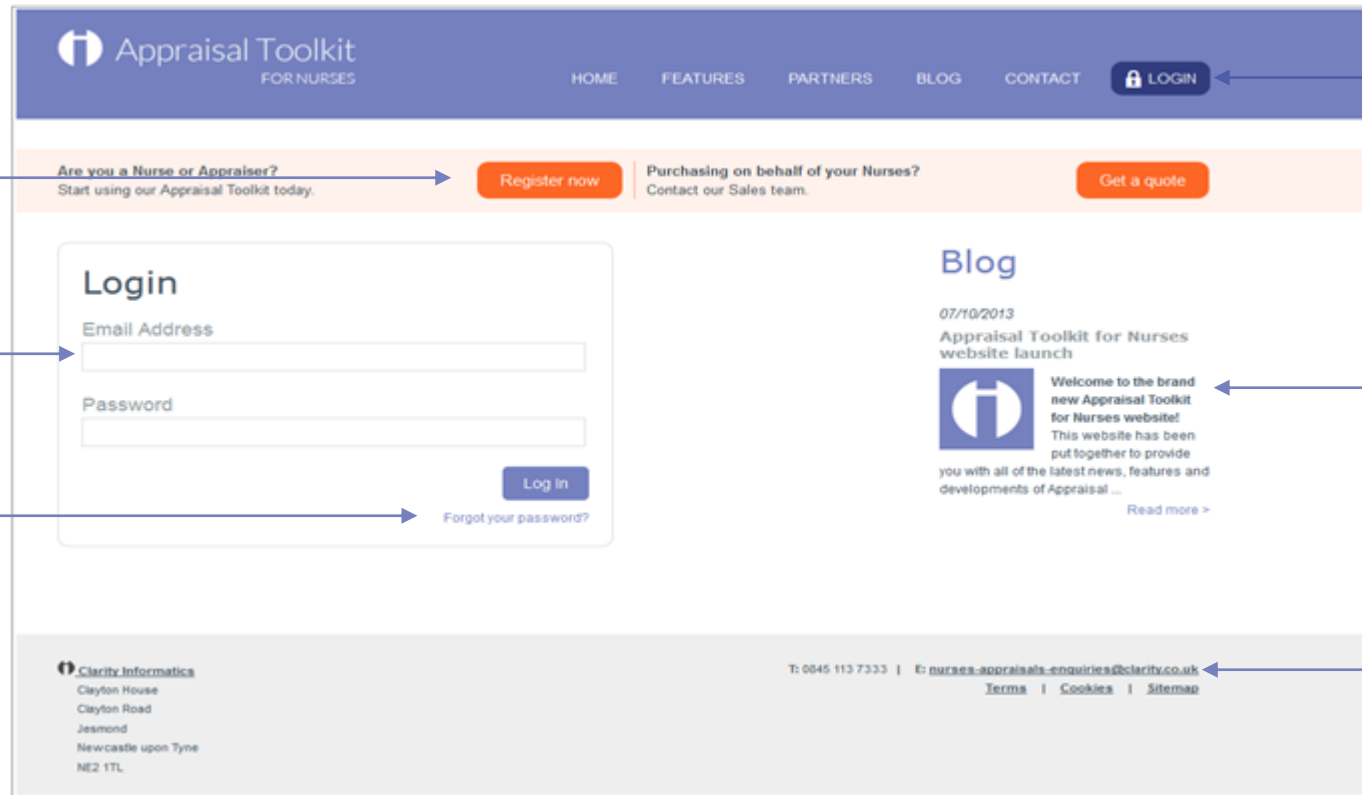


Quick Start Guide: Administrator

Accessing Appraisal Toolkit for Nurses

Appraisal Toolkit for Nurses is a fully online application; you can login at <http://appraisals.clarity.co.uk/nurses/toolkit>. To register as an Administrator, contact our Customer Support Team **0845 113 7333** or email us at nurses-appraisals-enquiries@clarity.co.uk.



New user? Click this button to register

Once you've registered, login to your account with your email address and password

Can't remember your password? Click this link to reset it

Click through this menu for Appraisal Toolkit for Nurses news and information

Keep up to date with Appraisal Toolkit for Nurses by reading our blog updates

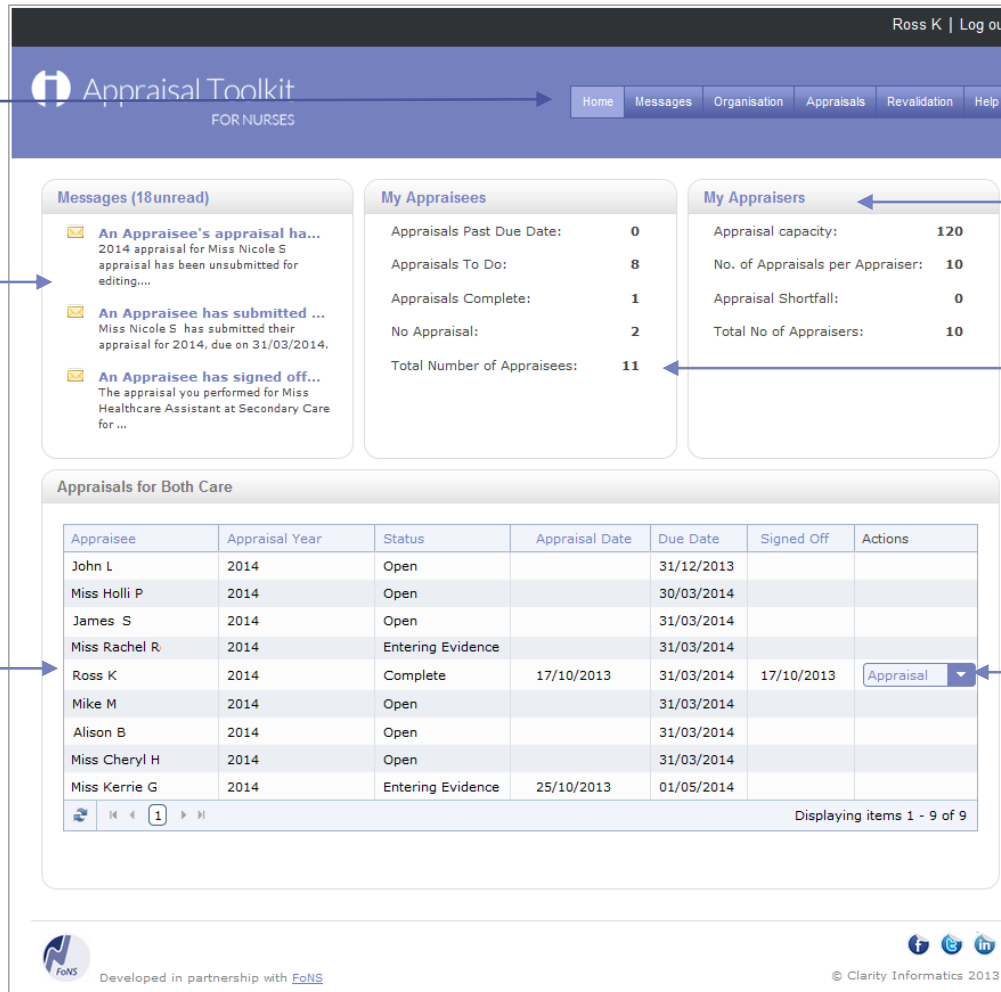
Need to contact us? Use this email address to contact our Customer Support Team directly

Your Homepage

Use this menu to navigate around Appraisal Toolkit for Nurses

Click the 'Messages' link to go to your Appraisal Toolkit for Nurses inbox

This table contains your organisation's appraisals for this year. Sort it alphabetically or by date by clicking the column headers



The screenshot shows the Appraisal Toolkit for Nurses homepage. At the top right, the user name 'Ross K' and a 'Log out' link are visible. Below this is a navigation menu with links for Home, Messages, Organisation, Appraisals, Revalidation, and Help. The main content area is divided into three columns: 'Messages (18unread)', 'My Appraisees', and 'My Appraisers'. The 'Messages' section contains three notification items. The 'My Appraisees' section shows statistics: Appraisals Past Due Date: 0, Appraisals To Do: 8, Appraisals Complete: 1, No Appraisal: 2, and Total Number of Appraisees: 11. The 'My Appraisers' section shows: Appraisal capacity: 120, No. of Appraisals per Appraiser: 10, Appraisal Shortfall: 0, and Total No of Appraisers: 10. Below these is a table titled 'Appraisals for Both Care' with columns for Appraiser, Appraisal Year, Status, Appraisal Date, Due Date, Signed Off, and Actions. The table lists 9 appraisals for the year 2014. At the bottom of the page, there are social media icons for Facebook, Twitter, and LinkedIn, and a footer with the text 'Developed in partnership with FoNS' and '© Clarity Informatics 2013'.

Click your name to change your personal details, role, or password

Keep track of your appraisees' and appraisers' activity in these overviews, or click the links to see lists of all of the appraisees or appraisers in your organisation

Click the arrow to show the drop down menu containing options to view or print the appraisal, or view the appraisees details

Click the social media links to follow Clarity on Facebook, Twitter or LinkedIn and find out about updates and news first!

Your Organisation

Navigate through each section using the navigation bar on the left of the page

Manage your nurses by assigning them to different departments

Department Name	Actions
Department 3	Manage
Department 2	Manage
Department 1	Manage

Displaying items 1 - 3 of 3

Invite your nurses to register with Appraisal Toolkit for Nurses via email, keep track of new registrations, and resend invitations to non-responders. Once they are registered you can assign them a role in the 'Add User' section

Configure your organisation's appraisal settings to match your local policy. Choose how appraisal dates are allocated, whether you want the system to automatically assign appraisers, how many appraisals your appraisers can perform per year, and more.

Appraisals

The Appraisals area allows you to add conflicts of interest and exemptions to your users, allocate appraisal due dates and revert appraisal statuses to allow appraisees or appraisers to make alterations. For more information, please see our online user guides at <http://wiki.clarity.co.uk/display/atknurse/Administrator>.

FAQs

How do I add appraisers and appraisees to my organisation?

- To invite un-registered users to join Appraisal Toolkit for Nurses as part of your organisation, click 'Organisation' in the top menu bar then 'Invite Users' in the left navigation bar. When the user has registered, click 'Add User' in the left navigation bar, search for the user and click 'Add' next to their name. Select the role from the drop down list and click 'Yes' to confirm.

An appraisee's appraisal is marked as 'Submitted' – why can't I view it?

Appraisal management can only view an appraisal once it is marked as 'Complete'. Until an appraisal is completed, the appraisee and their appraisers can adjust the appraisal as they see fit to ensure inclusion of all the necessary information.

How do I remove a user from my organisation?

To remove a user from your organisation, click 'Organisation' in the top menu. Click their role in the left navigation bar, find the user and click the arrow next to their name to bring up the drop down menu. Click the 'Remove' link to go to the Remove User page.

For further guidance please see our online documentation at <http://wiki.clarity.co.uk> , contact our Customer Support Team on **0845 113 7333** or email us at nurses-appraisals-enquiries@clarity.co.uk.