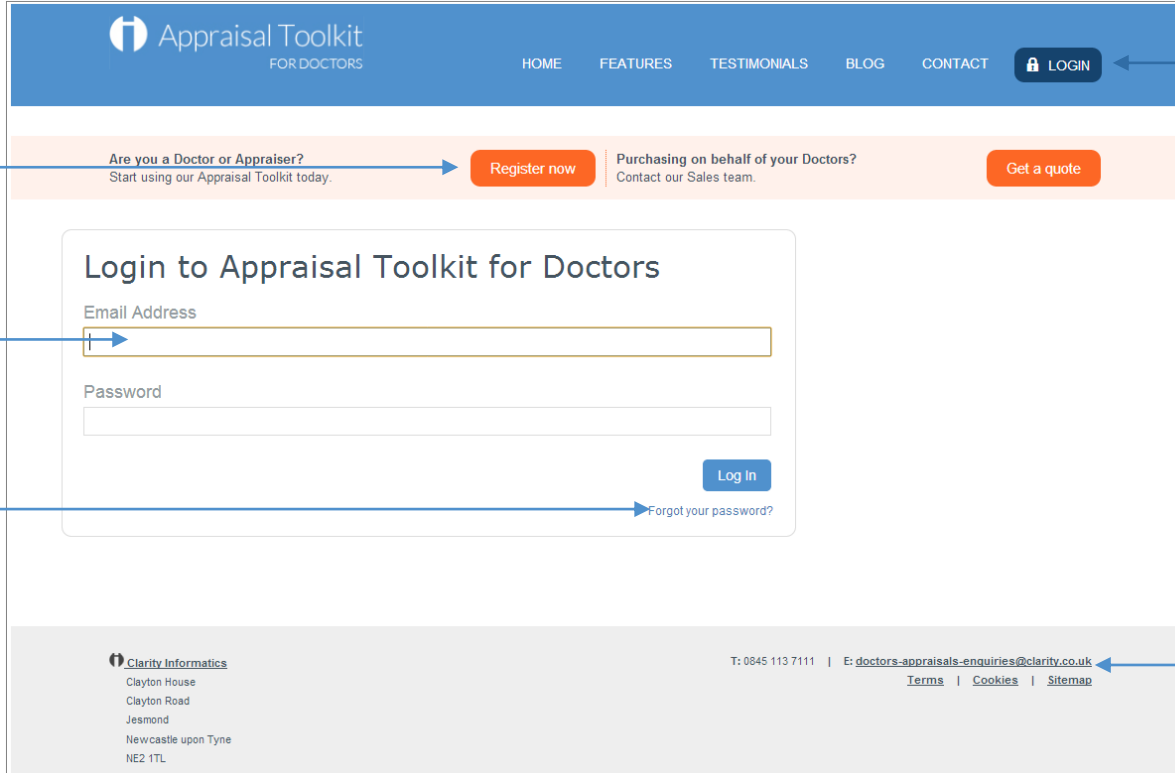


Quick Start Guide: Appraiser

Accessing Appraisal Toolkit for Doctors

Appraisal Toolkit for Doctors is a fully online application; once you are registered you can login at <http://appraisals.clarity.co.uk/doctors/toolkit>.



The screenshot shows the Appraisal Toolkit for Doctors website. At the top is a blue navigation bar with the logo and menu items: HOME, FEATURES, TESTIMONIALS, BLOG, CONTACT, and a LOGIN button. Below the navigation bar is a light orange banner with the text "Are you a Doctor or Appraiser? Start using our Appraisal Toolkit today." and a "Register now" button. To the right of the banner is a "Purchasing on behalf of your Doctors? Contact our Sales team." section with a "Get a quote" button. The main content area features a "Login to Appraisal Toolkit for Doctors" form with fields for "Email Address" and "Password", a "Log In" button, and a "Forgot your password?" link. The footer contains contact information for Clarity Informatics, including the address, phone number, and email address, along with links for Terms, Cookies, and Sitemap.

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 news and information

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

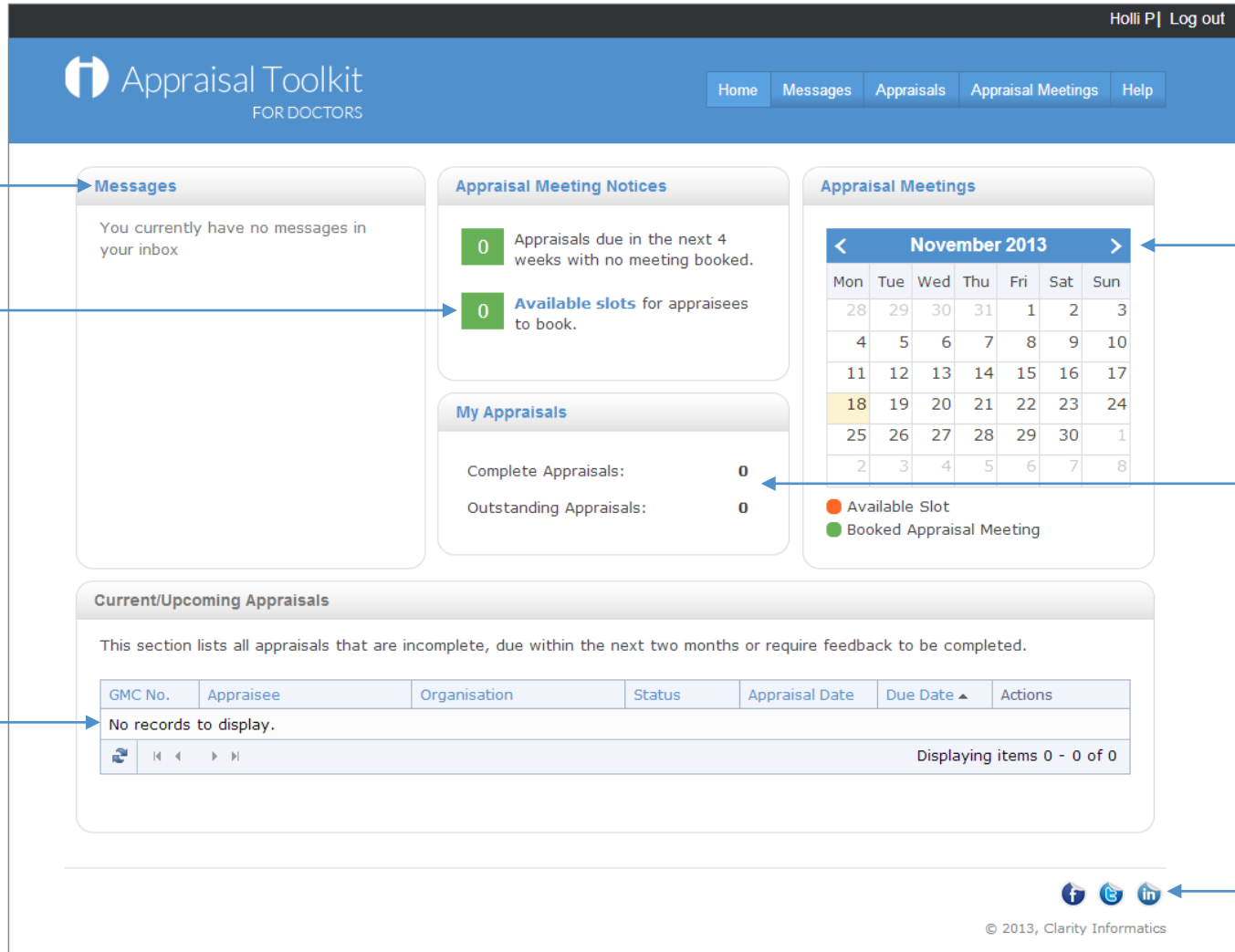
Your Homepage

Click here to go to your Appraisal Toolkit messages inbox and view your system messages

Keep track of your appraisal meetings and available meeting slots here.

This table displays any appraisals that:

- Are newly submitted
- You are already appraising
- Are due within the next two months



Messages

You currently have no messages in your inbox

Appraisal Meeting Notices

0 Appraisals due in the next 4 weeks with no meeting booked.

0 Available slots for appraisees to book.

My Appraisals

Complete Appraisals: 0

Outstanding Appraisals: 0

Appraisal Meetings

November 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Available Slot

Booked Appraisal Meeting

Current/Upcoming Appraisals

This section lists all appraisals that are incomplete, due within the next two months or require feedback to be completed.

GMC No.	Appraisee	Organisation	Status	Appraisal Date	Due Date ▲	Actions
No records to display.						

Displaying items 0 - 0 of 0

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

This calendar displays your upcoming appraisal meetings. Click the heading to go straight to the Appraisal Meetings section of your account

Keep track of how many appraisals you have performed/have left to perform during this appraisal period

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

Your Appraisals

Use the navigation bar to move to different sections of Appraisal Toolkit

This table holds all of your appraisees. Click 'Appraisee' to see their details or 'View' to see their submitted appraisal

Click the headings in this menu bar to navigate through Appraisal Toolkit.

Search for a specific appraisal using the search function

Enter your appraisee's payment details against their appraisal for your records

Appraisal Meetings

Click this button in the Availability section to create meeting slots ready for your appraisees to book their appraisal meetings

If a meeting has been booked you can view or edit it. Click 'Upcoming meetings' in the left navigation bar then 'view / edit' next to the meeting to go to the edit screen

Enter the details for the meeting you would like to create in these boxes

You can offer the slot to all appraisees or selected individuals. Click the appropriate circle to select appraisees

Click 'Suggest New Times' or 'Suggest New Location' to change the meeting details. This will send a request to your appraisee who will accept or reject the changes. If they reject the changes they may suggest their own alterations which you can accept or reject

FAQs

How do I change my email address/username?

- To change your username/email address, please contact our Customer Support Team on **0845 113 7111** or doctors-appraisals-enquiries@clarity.co.uk.

The system won't accept my username and/or password, what do I do?

There could be a number of reasons why you are be unable to Log in to Appraisal Toolkit. The most common issues are listed below:

- Your Username is incorrect:
 - Using the wrong username
 - Typos in the Username
 - Including Spaces at the beginning or end of your username
- Your Password is Incorrect
 - Using the Wrong Password
 - Misspelling your Password
 - Your password is case sensitive – you may not be including the correct Uppercase, lowercase, letters, numbers and characters (your password **must** contain seven characters, including at least one number and one special character (? / ! £ \$ % & * \ # @ ~))
- You are locked out
 - Entering the incorrect password 3 times locks out an account

For further guidance please see our online documentation at <http://wiki.clarity.co.uk> , contact our Customer Support Team on **0845 113 7111** or email us at doctors-appraisals-enquiries@clarity.co.uk.