



# Appraiser's Quick Start Guide

## LOGGING IN TO APPRAISAL TOOLKIT

Appraisal Toolkit is an online application. You can login and register at <https://appraisals.clarity.co.uk>

### Returning Users:

If you are a returning Appraiser who has already moved from the old Appraisal Toolkit, you do not need to register. Enter your login details into the sign in page and you will be able to access the new Appraisal Toolkit. If you are an old Appraisal Toolkit user who has not yet been confirmed as transferred, please contact our Customer Services Team on 0845 113 7111 to arrange your migration.

### New Users:

If you have never used the Appraisal Toolkit before, you will need to register before you can access the application.

If your organisation has arranged for you to be invited to register, you will receive an email asking you to complete and confirm your registration details. Once this has been done, you will be able to log in as normal.

**Please note:** Access to Appraisal Toolkit as an **Appraiser only** is free of charge.

Once your registration is complete you can access Appraisal Toolkit using your email address and password. If you have access as both Appraiser and Clinician, you will have the option to select the role you wish to use from the drop down menu when you first login.

Roles

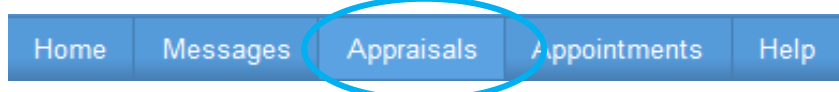
- Appraiser
- Appraiser
- Clinician

Select **Appraiser** and click 

## VIEWING A CLINICIANS DETAILS

Before a clinician has submitted their appraisal for you to review you are able to view some of their personal details, including contact information and GMC number.


1. From your home screen, click **Appraisals** from the top menu





- This will show a list of Clinicians who have been allocated to you for appraisal and the status of their current appraisal. To view a clinician's details, click the **Clinician** link below Action.

Clinician	Appraisal Year	Due Date ▼	Status	Actions
Dr Demo User4	2013	31/03/2013	Entering Evidence	<a href="#">Clinician</a>
Dr Demo User4	2012	31/07/2011	Complete	<a href="#">Appraisal</a> ▼
Dr Demo User4	2011	13/09/2010	Complete	<a href="#">Appraisal</a> ▼


Displaying items 1 - 3 of 3

If a clinician has not yet submitted their appraisal, the status will show as Entering Evidence and the **Clinician** link will be the only action you will be able to take.

You can search for a Clinician by name using the search box, or click [Show More Options](#) to search by GMC number or email address.

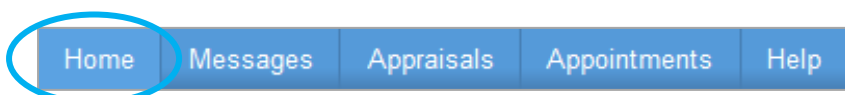
Search

[Show More Options](#)

## VIEWING AN APPRAISAL


You can view a clinician's appraisal once it has been submitted; the appraisal status will show as Ready to Appraise.

- Current/Upcoming Appraisals can be viewed from your Home page



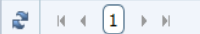
- Click the **Appraisal** link below Actions to the right of the appraisal you wish to view

Current/Upcoming Appraisals						
GMC	Clinician	Organisation	Status	Appraisal Date	Due Date ▲	Actions
CLARITY2	Dr Demo User2	Clarity Demonstration Practice	Ready To Appraise	19/09/2012	31/03/2013	<a href="#">Appraisal</a> ▼


Displaying items 1 - 1 of 1

- You can also print an appraisal by clicking the arrow on the actions drop down menu and clicking on the **Print** link



GMC	Clinician	Organisation	Status	Appraisal Date	Due Date ▲	Actions
CLARITY2	Dr Demo User2	Clarity Demonstration Practice	Ready To Appraise	19/09/2012	31/03/2013	<a href="#">Appraisal</a> ▲ <a href="#">Print</a>

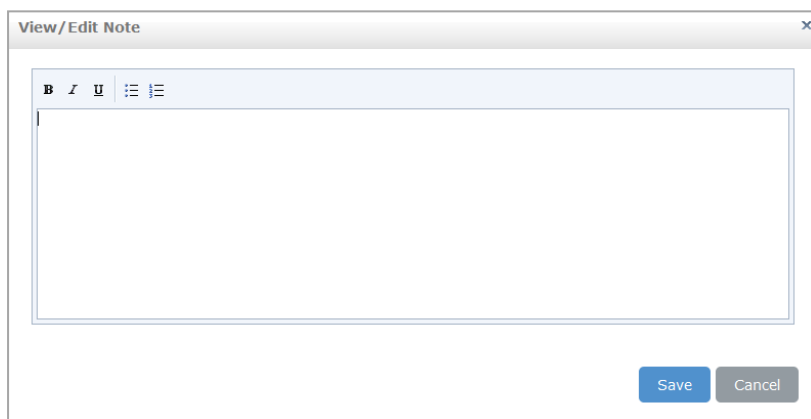

Displaying [Clinician](#)










## APPRAISER NOTES

Appraiser Notes allow you to add your own personal notes to sections and individual items. These notes are only visible to you.

1. To **add** a note to a whole section, click the  [Add Note](#) link found at the top right corner above the table of items, or click the  icon to the right of an individual item.
2. Enter your note into the text box



Click 

3. To **View/Edit** a note, click the  [View/Edit Note](#) link (or the  icon). Once changes are made, click 
4. To **delete** a note added, click the  [View/Edit Note](#) link (or the  icon). Delete the text and click . The icon will return to the  (Add note) icon if the note has been successfully deleted.