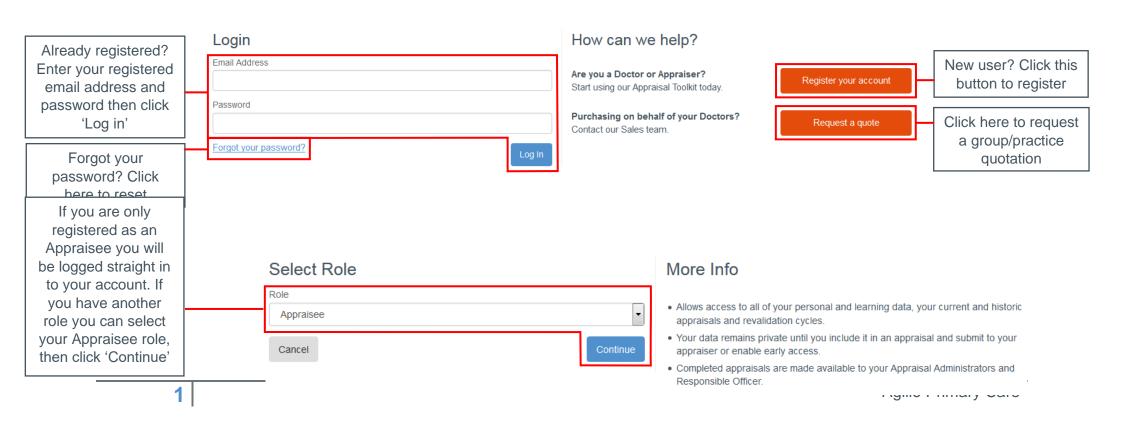


Quick Start Guide: Appraisee

Accessing Appraisal Toolkit for GPs and Hospital Doctors

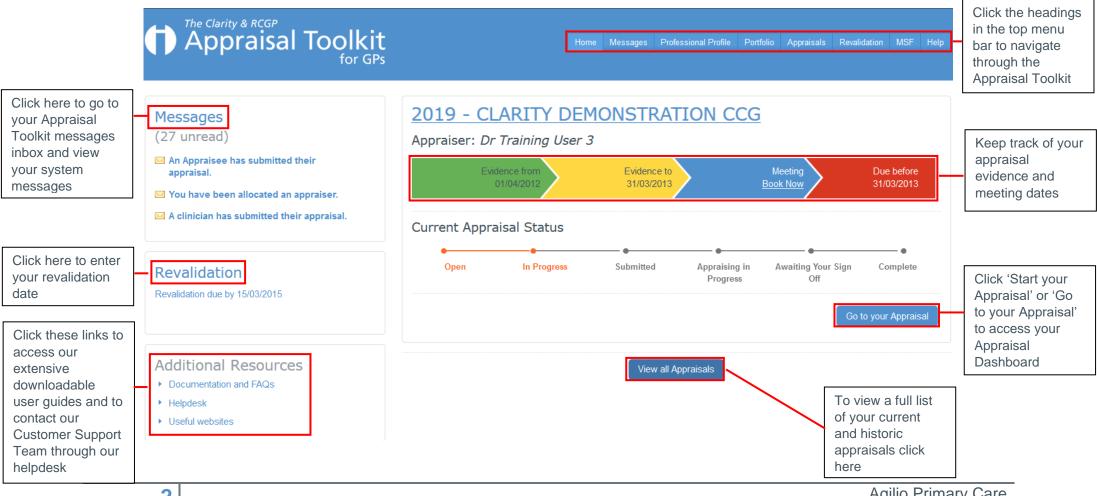
Appraisal Toolkit for GPs/Hospital Doctors is a fully online application; once you are registered you can login at https://appraisals.clarity.co.uk/doctors/toolkit.





Your Homepage

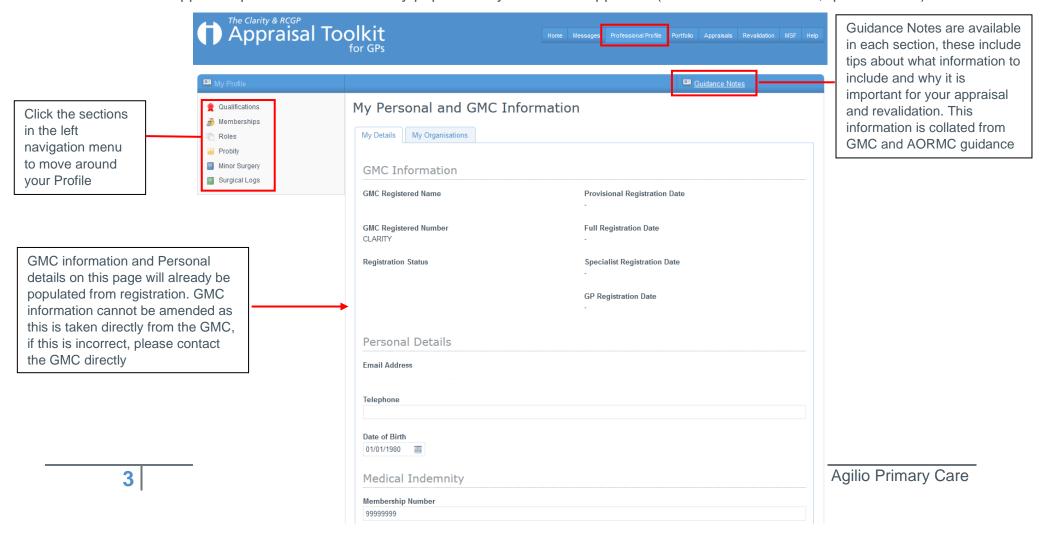
Your Homepage shows your current appraisal details and status timeline and gives quick links to your most recent appraisal messages and your historic appraisals. You can start and access your current appraisal from the Homepage.





Your Professional Profile

The Professional Profile is for you to record your professional information. Information entered into the Professional Profile dated within the current appraisal period will automatically populate in your current appraisal (i.e. date relevant roles, qualifications).

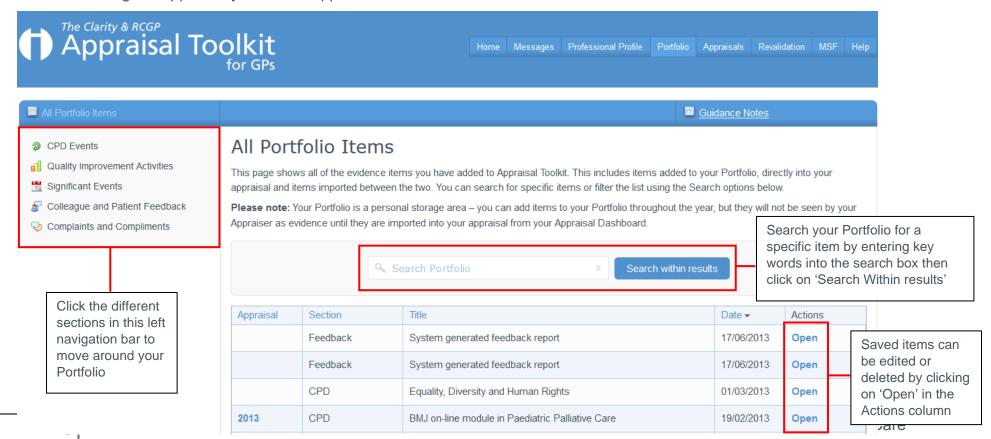




Your Portfolio

The Portfolio is the personal storage area of the Appraisal Toolkit. Evidence entered directly to the Portfolio will only been seen by yourself until you later choose to import into an appraisal.

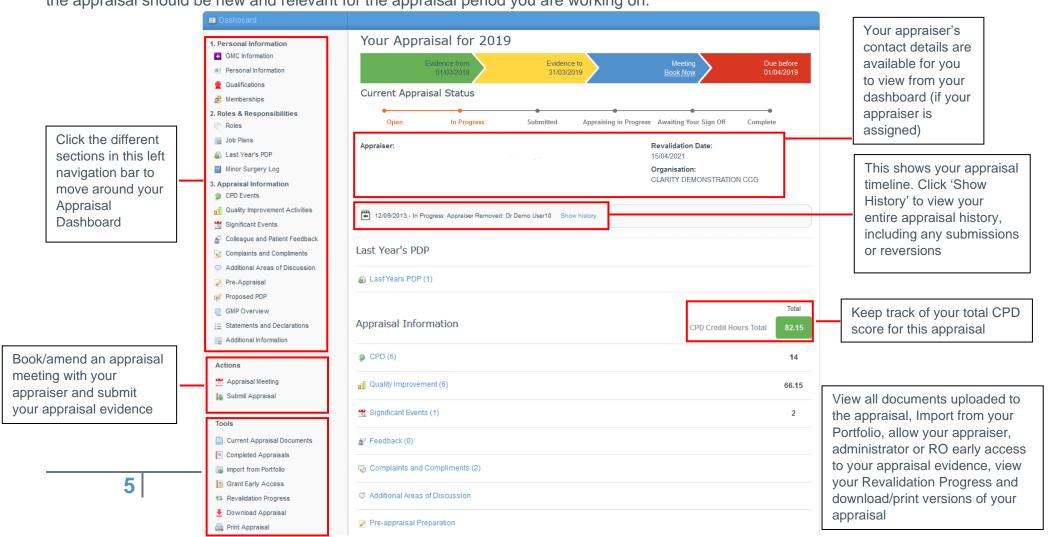
Note: Items can be imported into an appraisal from the Appraisal Dashboard. Once an item is included in an appraisal it remains in the Portfolio showing the appraisal year in the Appraisal column.





Your Appraisal Dashboard

Your Appraisal Dashboard contains the information you will be submitting to your appraiser. Information entered into section 3 of the appraisal should be new and relevant for the appraisal period you are working on.

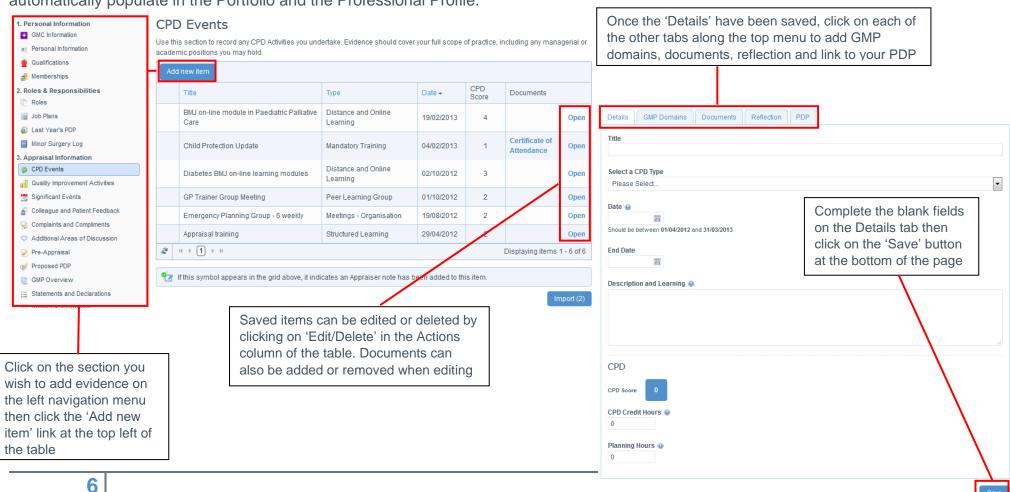




Entering evidence

Appraisal evidence can be added to the Appraisal, Portfolio and Professional Profile. Items entered directly into the appraisal will

automatically populate in the Portfolio and the Professional Profile.

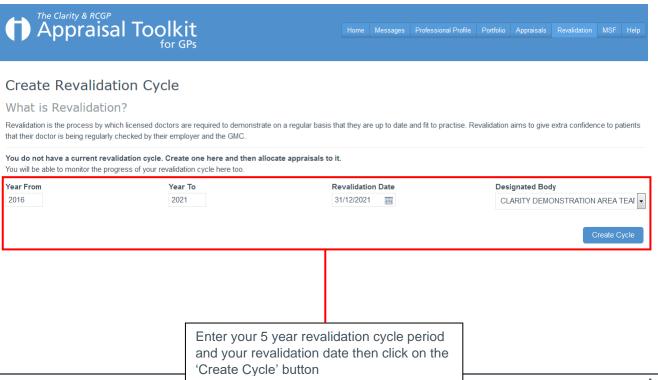




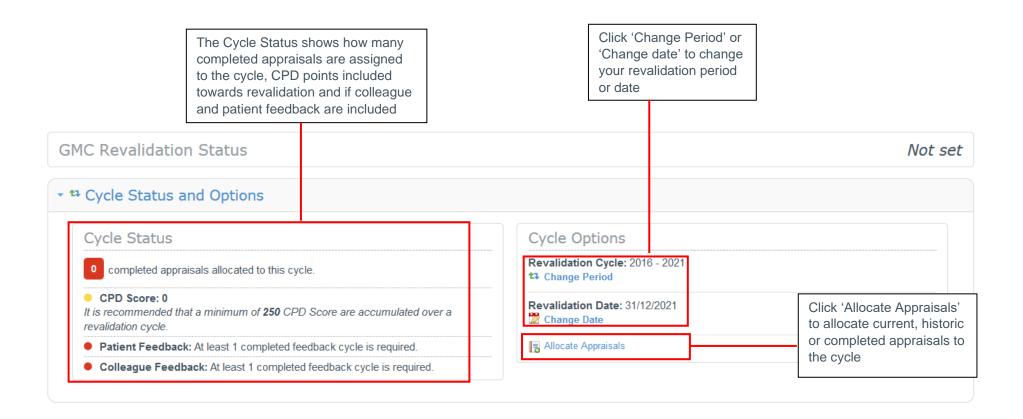
Your Revalidation

Your Revalidation page allows you to keep track on where you are up to with your Revalidation.

Note: When you first start using Appraisal Toolkit you will need to create a revalidation cycle (see screenshot below).







A table will be displayed showing evidence towards revalidation once an appraisal has been completed using Appraisal Toolkit and/or historic appraisals have been allocated with the additional information included



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.

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 email address
 - Typos in the email address
 - o Including spaces at the beginning or end of your email address
- Your password is incorrect:
 - o 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 at least 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. When the account is locked, an email is generated to the registered email address containing a link to unlock the account.

If you have been locked out or are having difficulty with your user credentials, please contact the Customer Support Team on **0191 287 5800**. You will be asked to provide your full name, GMC number and answer to your security question before your password can be reset.



How do I add PDPs?

The first time you use Appraisal Toolkit you can enter the PDP activities you have been working towards over this appraisal period. If this is your first appraisal, tick This is my first ever appraisal for this organisation. In the Last Year's PDP section and you will not need to complete the following steps.

To add a new PDP:

- View your current appraisal
- Click 'Last Year's PDP' in section 2 of the left navigation bar
- Click Add new item
- Complete each of the tabs and click

You can link your Portfolio evidence to the PDP in the 'Development Evidence tab – just tick the select your items.

Can I make amendments to my appraisal after submitting it?

If you have submitted your appraisal but your appraiser has not yet started reviewing it, you can undo your submission by clicking 'Revert Submission' in your left navigation bar. If your appraisal has an 'Appraising in Progress' status, contact your appraiser or administrator and ask them to revert it for you.



For further guidance please see our online documentation at http://wiki.clarity.co.uk, contact our Customer Support Team on **0191 287 5800**or email us at doctors@agiliosoftware.com