# 1.   Logging In

Go to www.neoshrsystems.com

Option A: User name + Password
Enter your username and password, then click *Log in*.

Option B: Single Sign On
If you have an existing Microsoft account, you can use the SSO option instead of the Username/password option
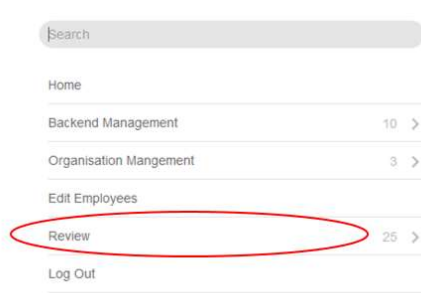
2.   Welcome Page

Once you have successfully logged in, the welcome page will appear. The menu pane will fan out upon selecting the menu ICON ☰ MENU on the top left corner of the screen.
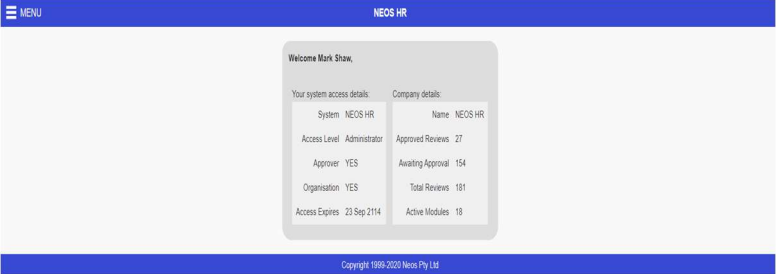
3.   Navigate to Required Activity

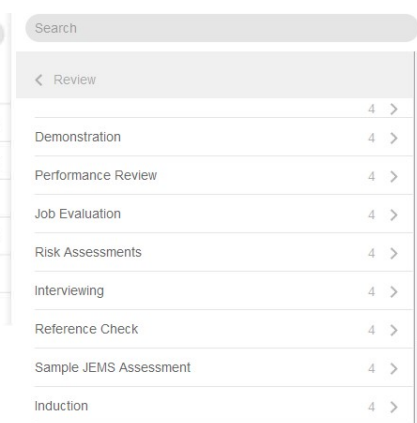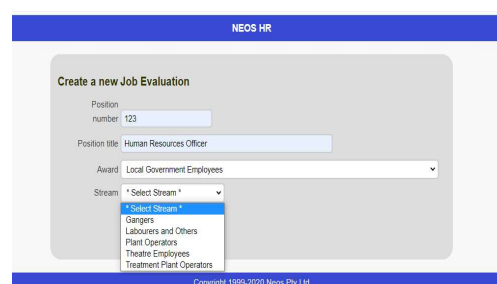| Step 1	Step 2	Step 3
Select 'Review' on the menu pane	Select the desired assessment. In this example "Job Evaluation" Options will depend on agree licence agreements	Enter the reference number and reference name. As required select the required data set using the drop down list Click on <submit> to commence your assessment.
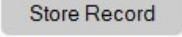
.4.   Complete Assessment

- Select one option from each key measure
  (note: key measure changes colour to bluey)
- Click on **?** next to the key measure for explanation or advice on what is being assessed. This is for information only.
- Select the 💬 icon to add a comment against the Key Measure (remember to save comment)
- Repeat for all key measures
- Repeat for all tabs provided
- Use the Notes Tab on the far right to add general comments to the overall assessment (optional).
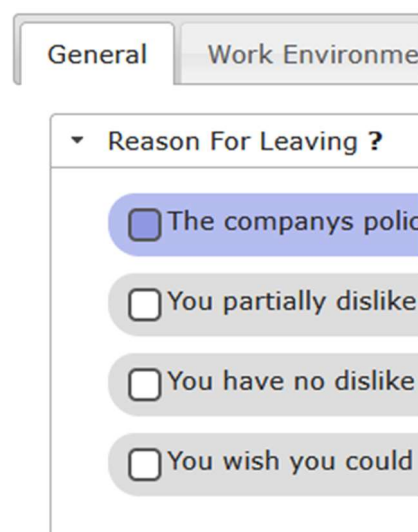
When a selection has been made against all key measures, the **Store Record** ICON will appear on the bottom left corner. Click on <store record> to save your assessment.

Nb: All assessments are created in draft and must be approved by a nominated person prior to being "locked".

5.   Reports

The management summary screen will appear upon the storing of a record. It is a list of all assessments made for the module. The assessment you have just completed will be the first in the list.

TO VIEW &/OR PRINT THE REPORT

1. Click the report to highlight it yellow.

2. Click featured on the bottom left hand side of the list. A dialog box will appear outlining options for different formats of the report.

3. Select your report – it will download as a PDF file.

6.   Other Features

 This function allows you to export the list of assessments that appear on the results screen

 (Only available if you created the original assessment) This will take you through the assessment, enabling you to view the assessors' selections and comments.

 (Where available) You may choose to approve the record by selecting if you agree with the assessment

 Add an independent comment by another user. This will not change the original record or the result.

 Cancel all amendments and return to management summary screen

 Select update to save changes.

 (Where available) Use to permanently delete a record