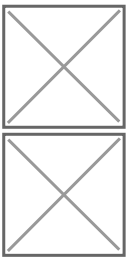


# Login and menu items

The assessor is required to enter a Username and Password, this username and password is the same as the username and password used to login to the Signify System.


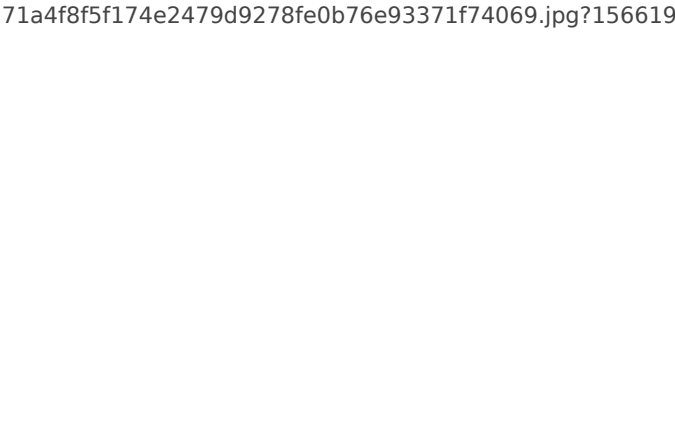
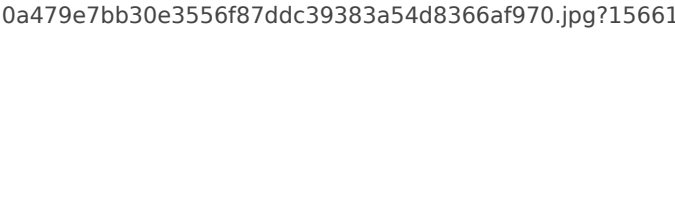

***NB: It is very important that an assessor must log out of the application after completing the assessments for the day.***

Enter **Username** and **Password** and click **LOGIN**. The application menu items will display on the landing page:



## Menu Items Functionality:

Menu Item:	Description:
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	<ul style="list-style-type: none"> <li>• The most recent employee and assessments details are synched from the system to the mobile device.</li> <li>• The most recent employee data and assessments are synched to the mobile device automatically every time a user logs into the mobile device this is however dependent on internet access.</li> <li>• Although no internet access is required to perform the assessment on site, the Assessor/Moderator must ensure that the latest employee data and assessments are synched to the mobile device, prior to conducting the assessments as internet access is required to perform the sync action. The Assessor will not have access to the latest employee or assessment data if the data have not been synced.</li> <li>• When clicking the <b>“Retrieve latest assessments and employees”</b> button the user’s Subgroup will be displayed. The user may click on the applicable subgroup to retrieve the latest employee information. The data may take a while to sync.</li> </ul>
	<ul style="list-style-type: none"> <li>• The assessor can access all employee assessments attempts from here.</li> <li>• The assessment statuses are displayed.</li> <li>• The assessor can also remove assessments attempts after it has been synced to the LMS System. This is a manual action, the assessor can do this to free up space on the mobile device after attempts have been synced. Click <b>“Remove synced attempts”</b> to delete all synced attempts.</li> <li>• By clicking “Add New” the assessor is navigated to the assessments page.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Assessor access the assessments from this menu item.</li> <li>• The latest assessments may also be downloaded from here.</li> <li>• The assessment statuses are displayed.</li> </ul>
	<p>• The assessor can navigate to the Signify System LMS Portal page by clicking the LMS web button.</p>

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