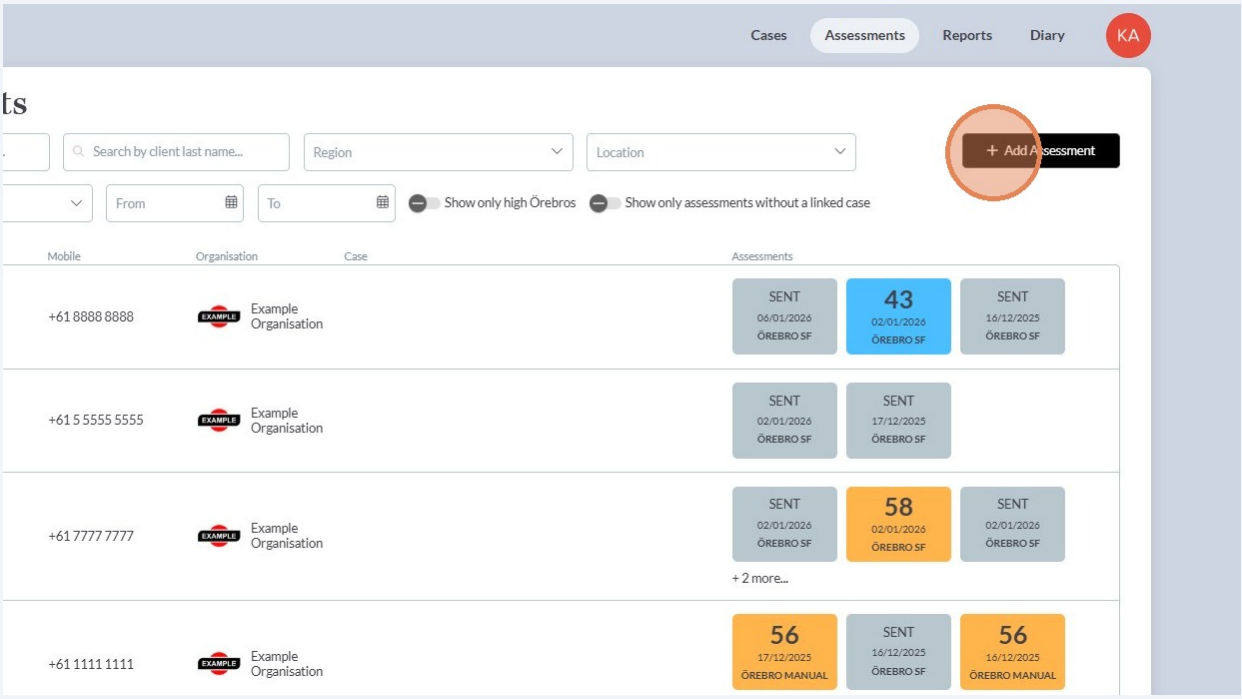
Sending Assessments via Atlas

Sending an Assessment

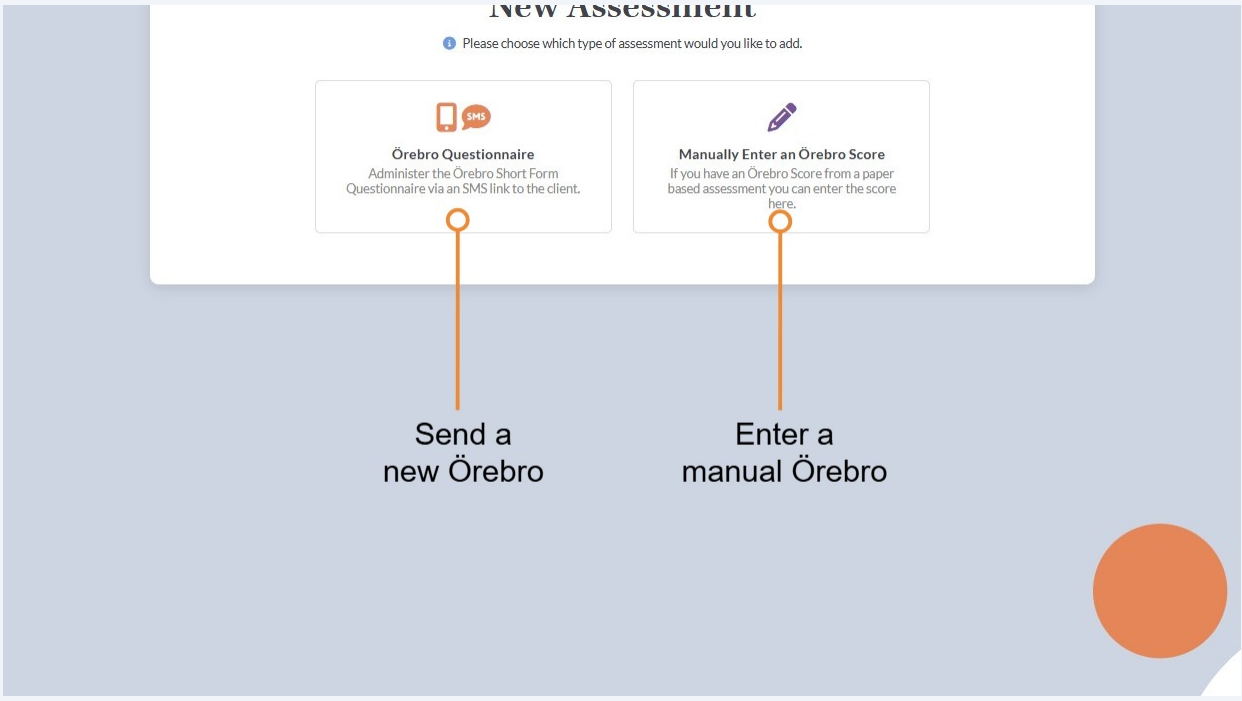
1 If your access includes Case Management, you will have access to the 'Assessments' tab where you can manage and send questionnaires to your workers.

2 From the Assessments page, select 'Add Assessment'



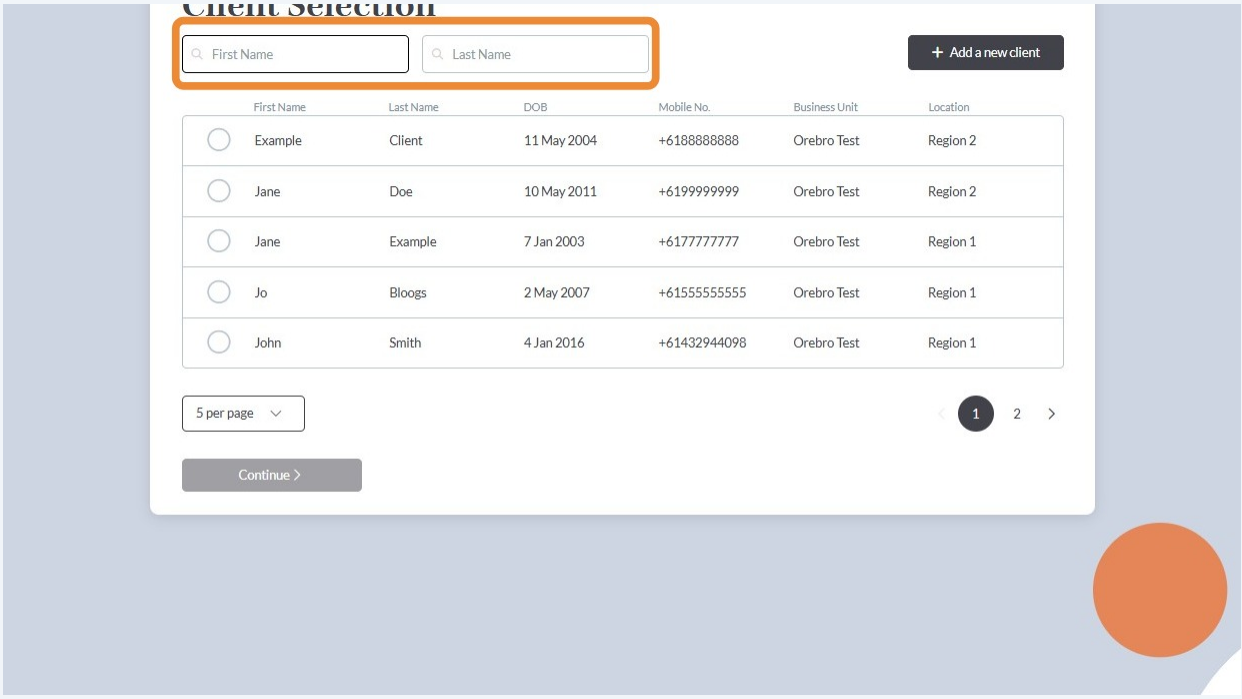
3 You have the option to send a new Orebro questionnaire electronically, or you can record a manual Orebro score (for example, if a paper form was completed).

The example below will show sending a new Örebro.

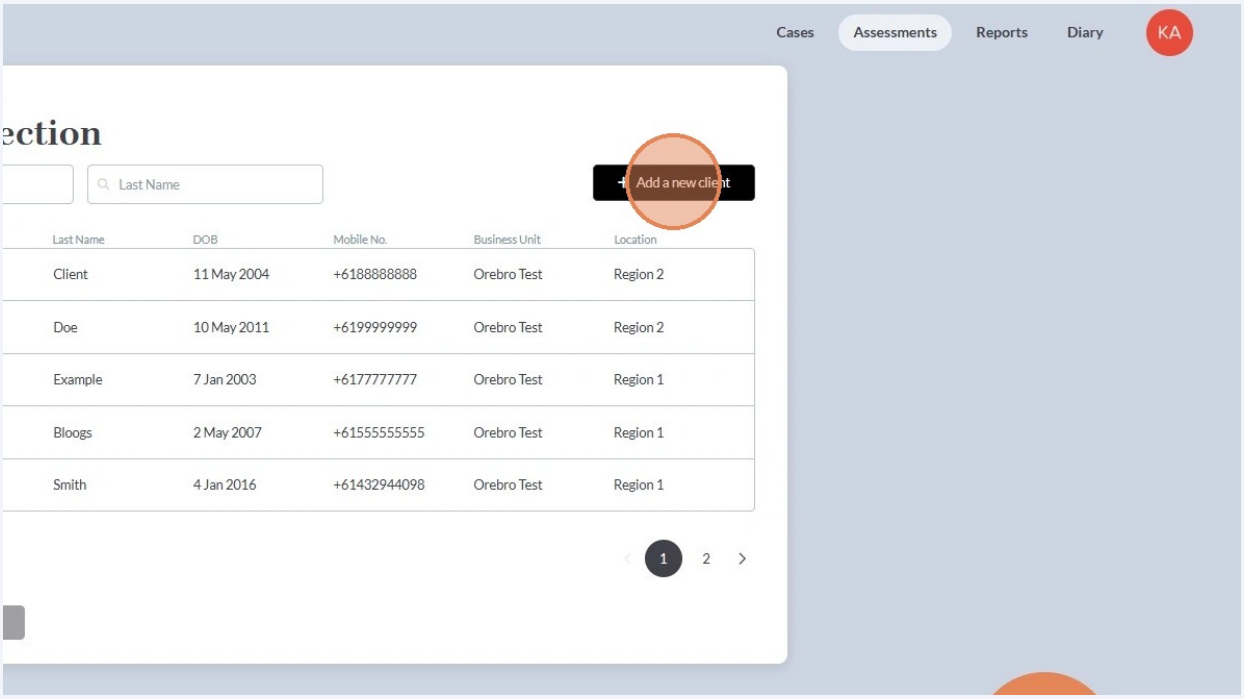


4 Click "Örebro Questionnaire"

5 Use the name search fields to check if the worker already exists in the database - this avoids duplicates.



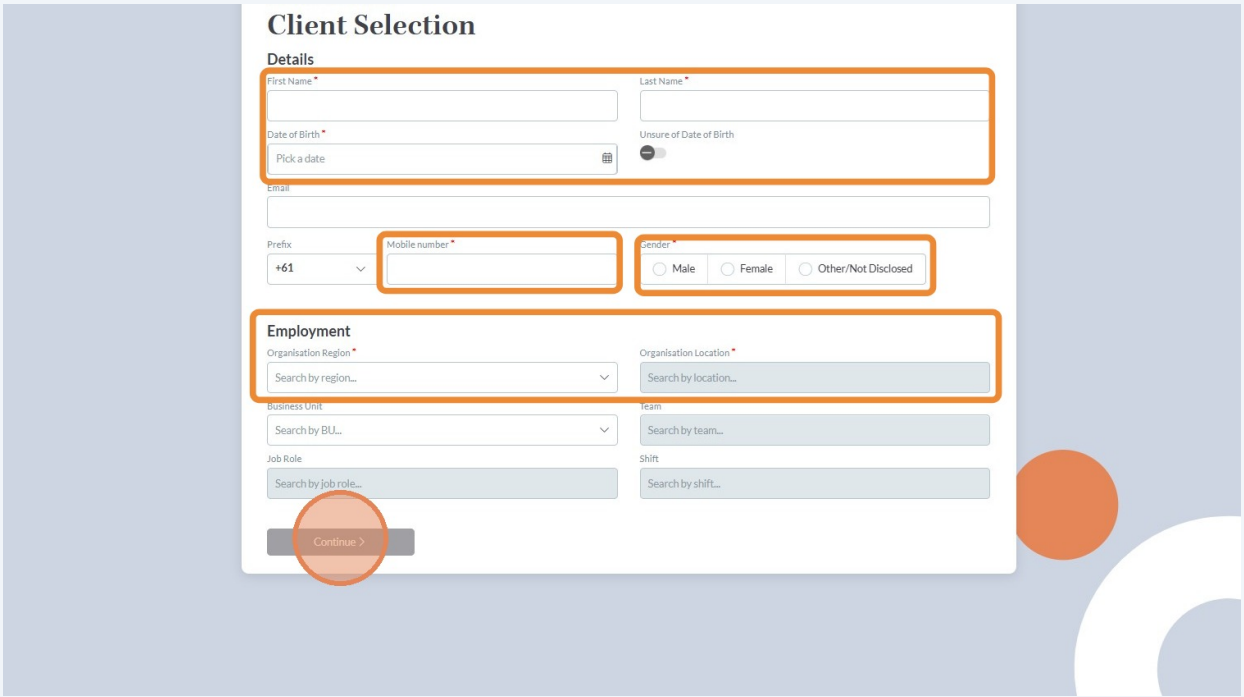
6 If they aren't already in the database, Click "Add a new client"



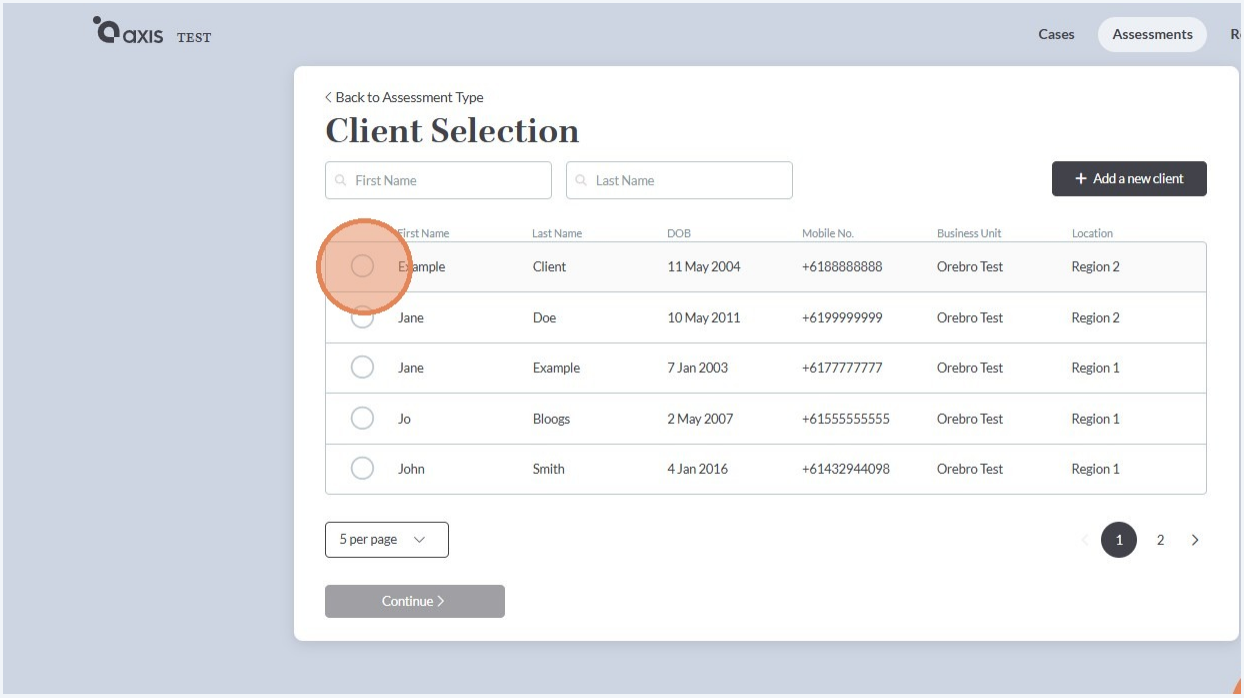
7 You will need to enter their Name, DOB (if known), mobile number, gender and employment details.

You will only need to do this once for each new client

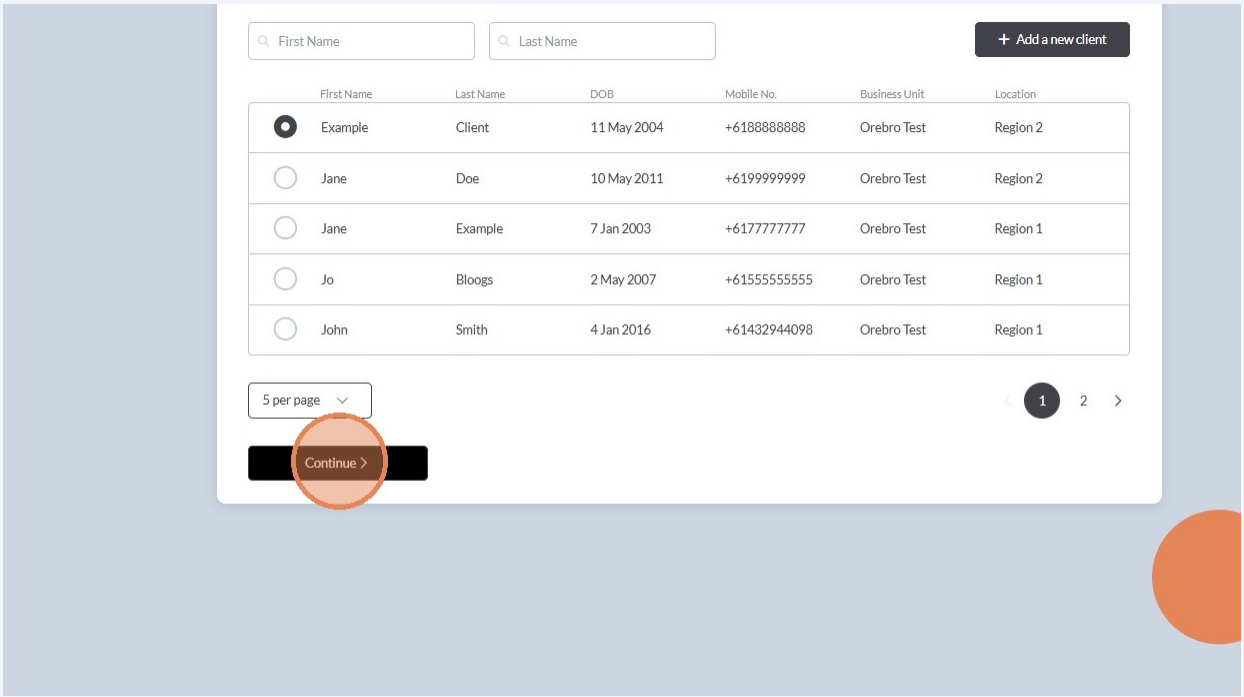
Then click Continue



8 Select the correct profile from the list

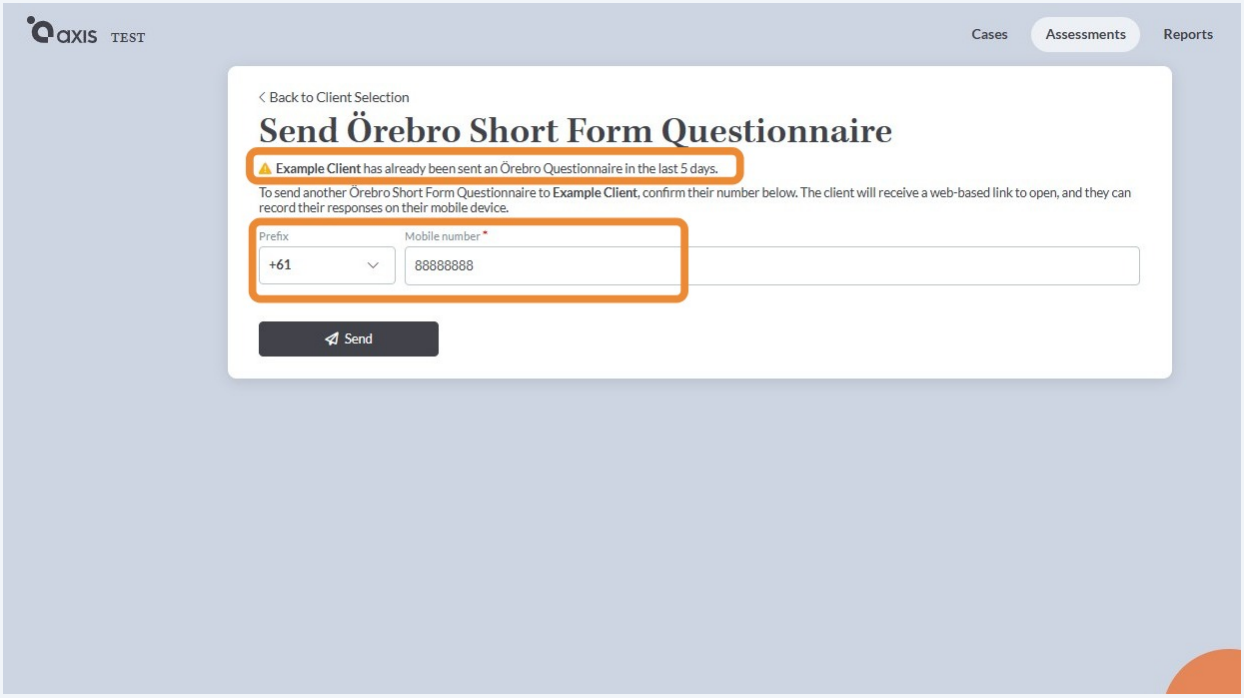


9 Click "Continue"



10 Verify the mobile number is correct.

If the worker has been sent the same questionnaire within the last 5 days, you will see a banner letting you know

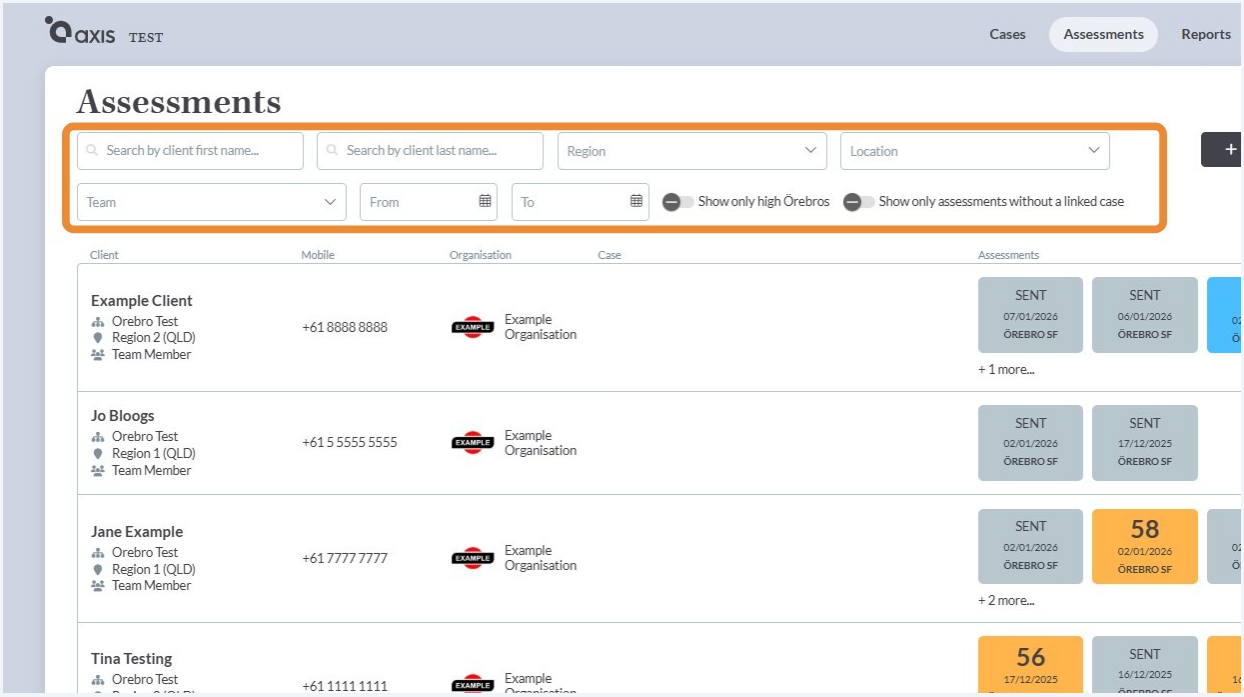


11 Click "Send" to send the link to the worker via SMS

Navigating the Assessments table

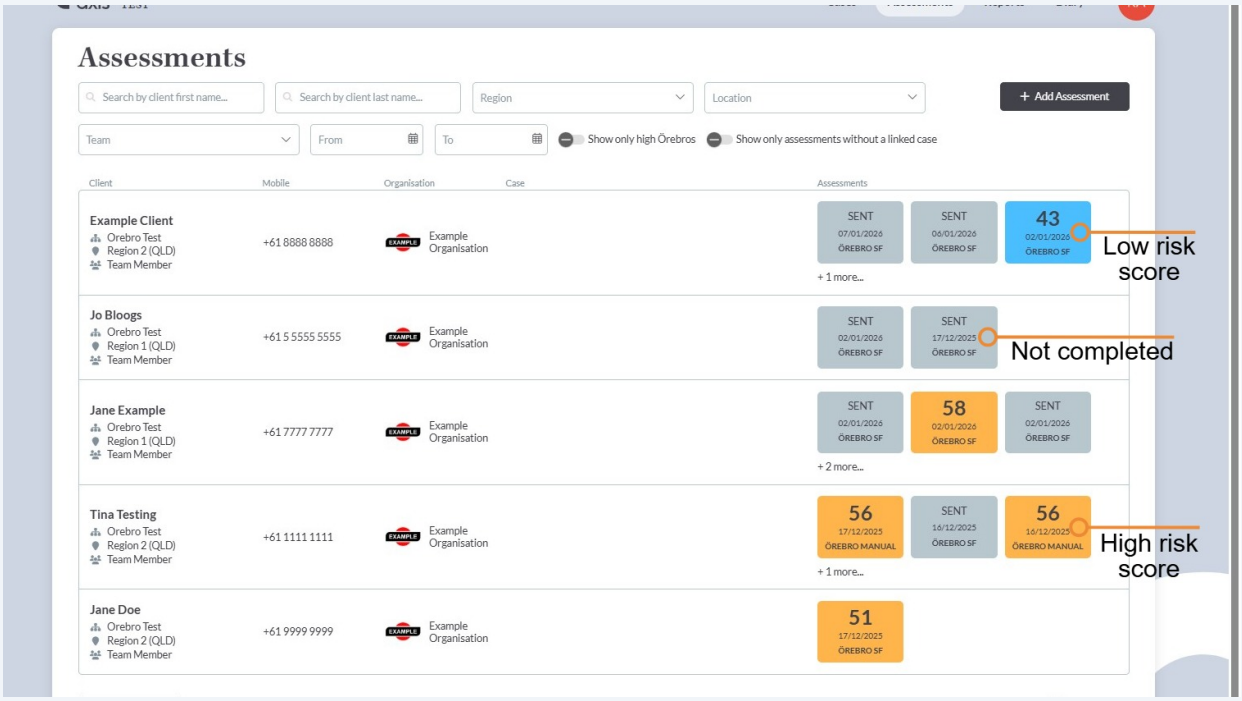
12 The questionnaire will now appear in the Assessment table.

The table will show previously sent questionnaires for the Organisation and Locations you are affiliated with, and can be filtered using the fields and toggles at the top

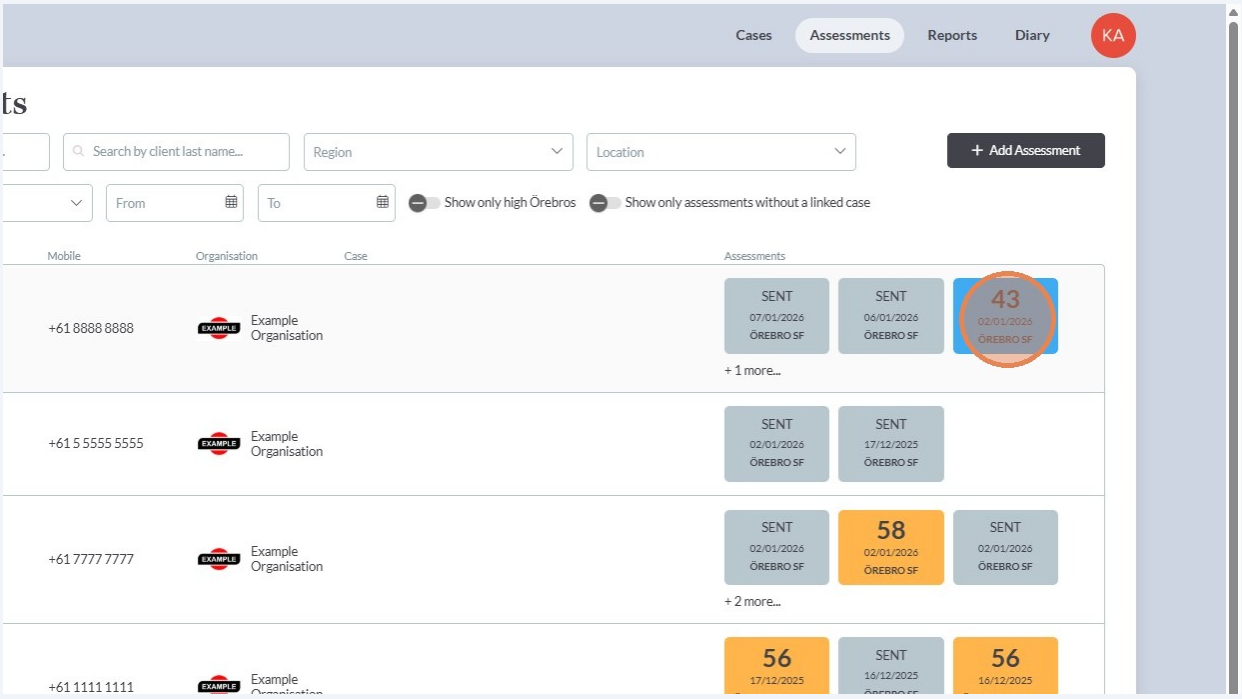


13 Questionnaires not yet filled in appear grey and show the date sent. Completed questionnaires show the score and are colour coded:

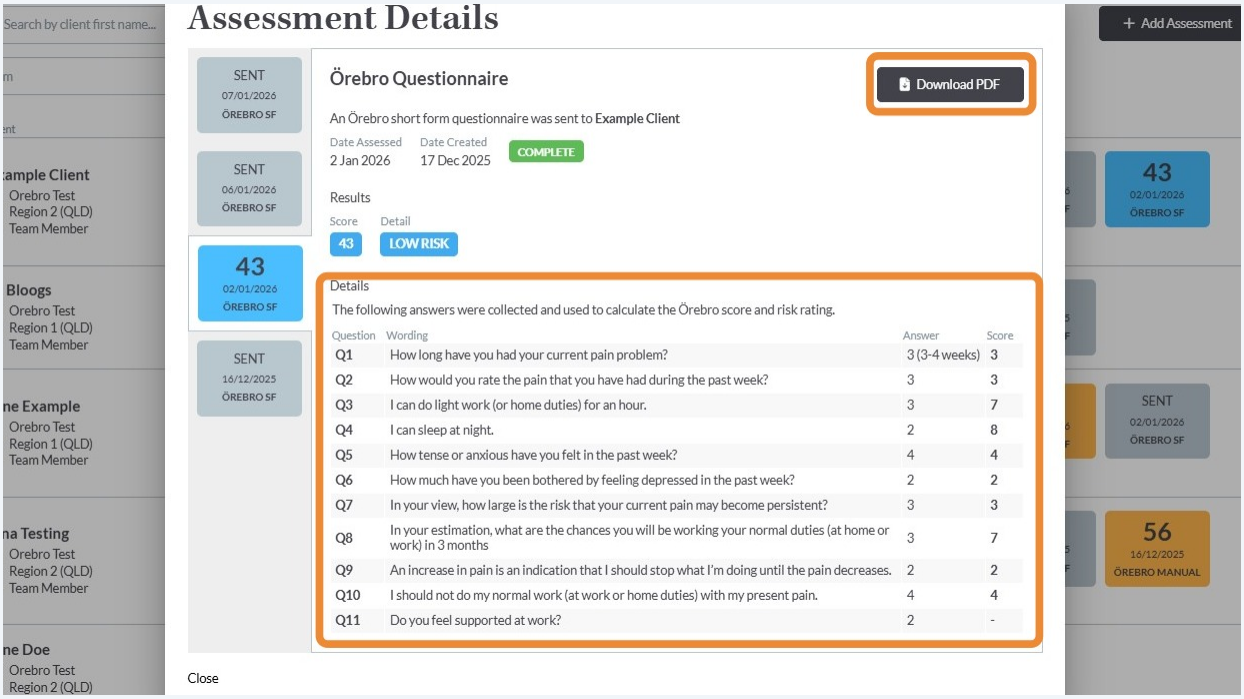
Blue indicates a low risk score and orange indicates a high risk score.



14 Click on a tile for more details

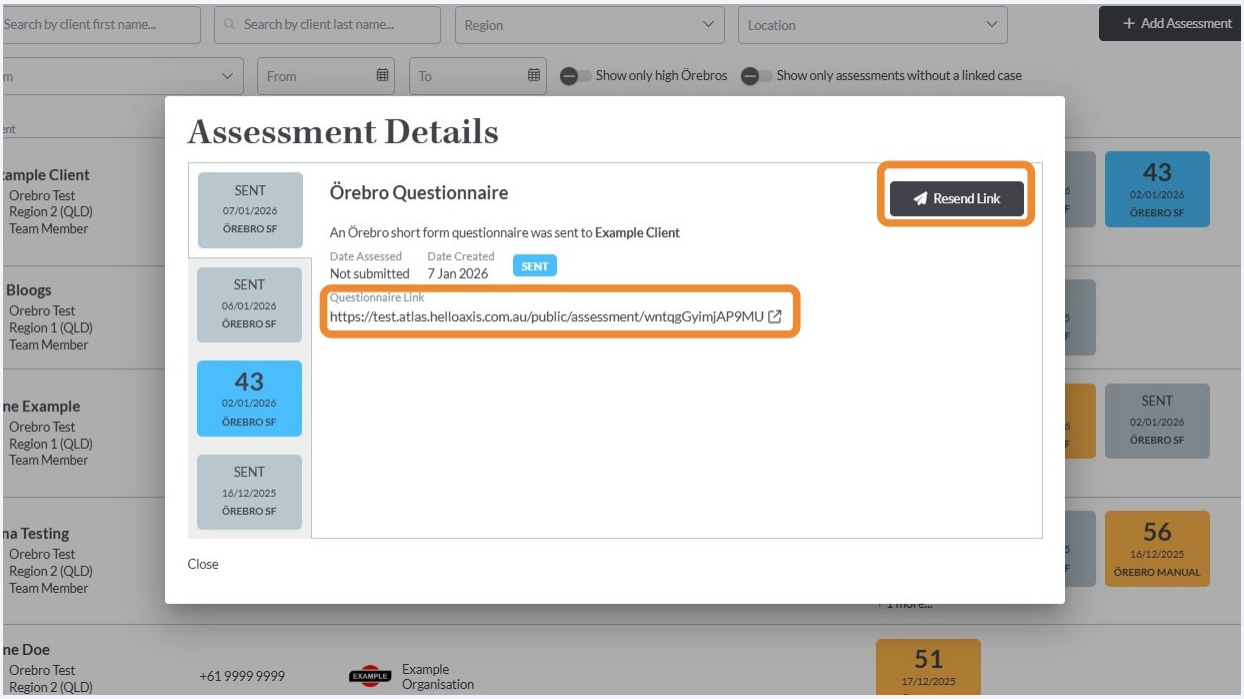


15 For a completed questionnaire, this shows the full response and the button to download a pdf copy



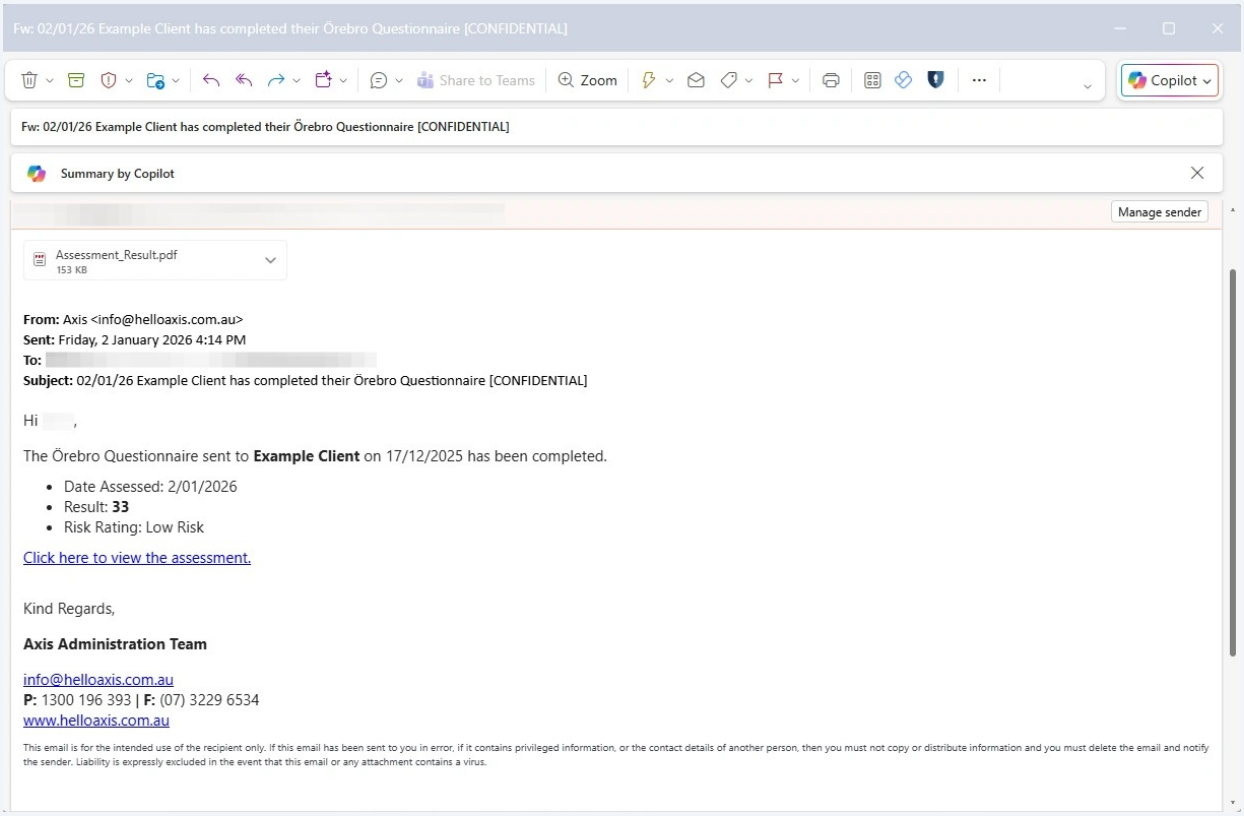
16 For uncompleted questionnaires, this allows you to resend the link via SMS, and also provides the URL for copy/paste

You can also click this link to open to assessment in a new tab for a worker to fill in on-the-spot

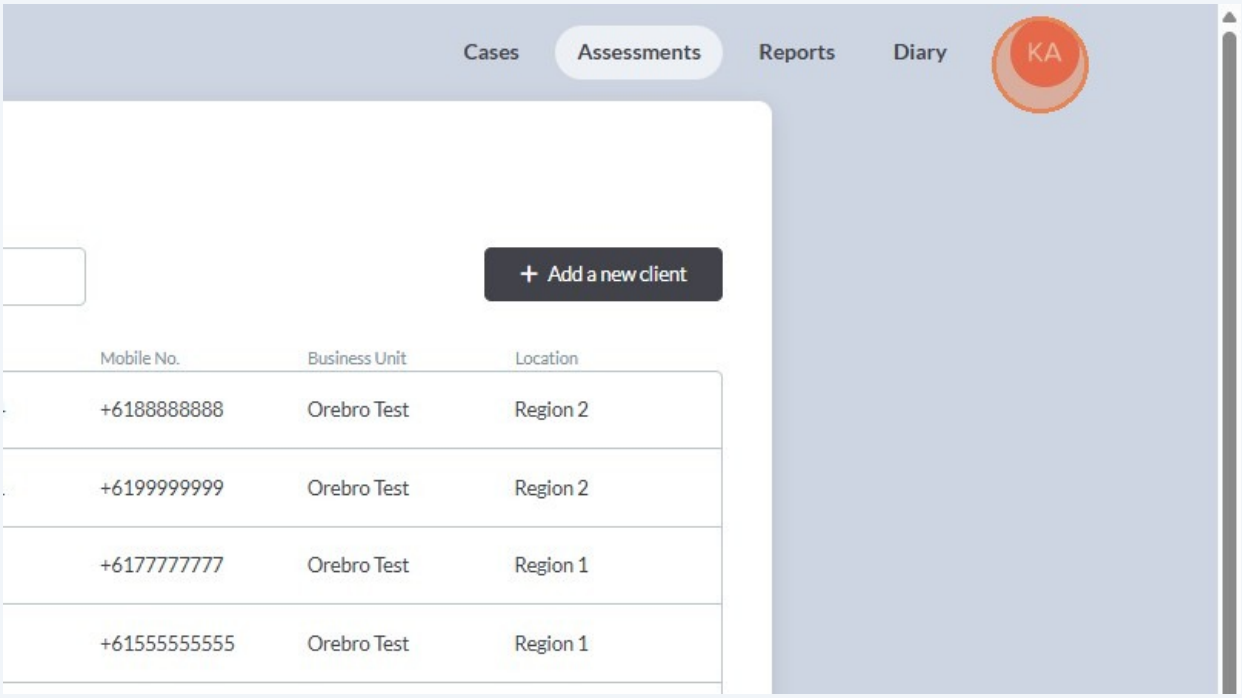


Notification Emails

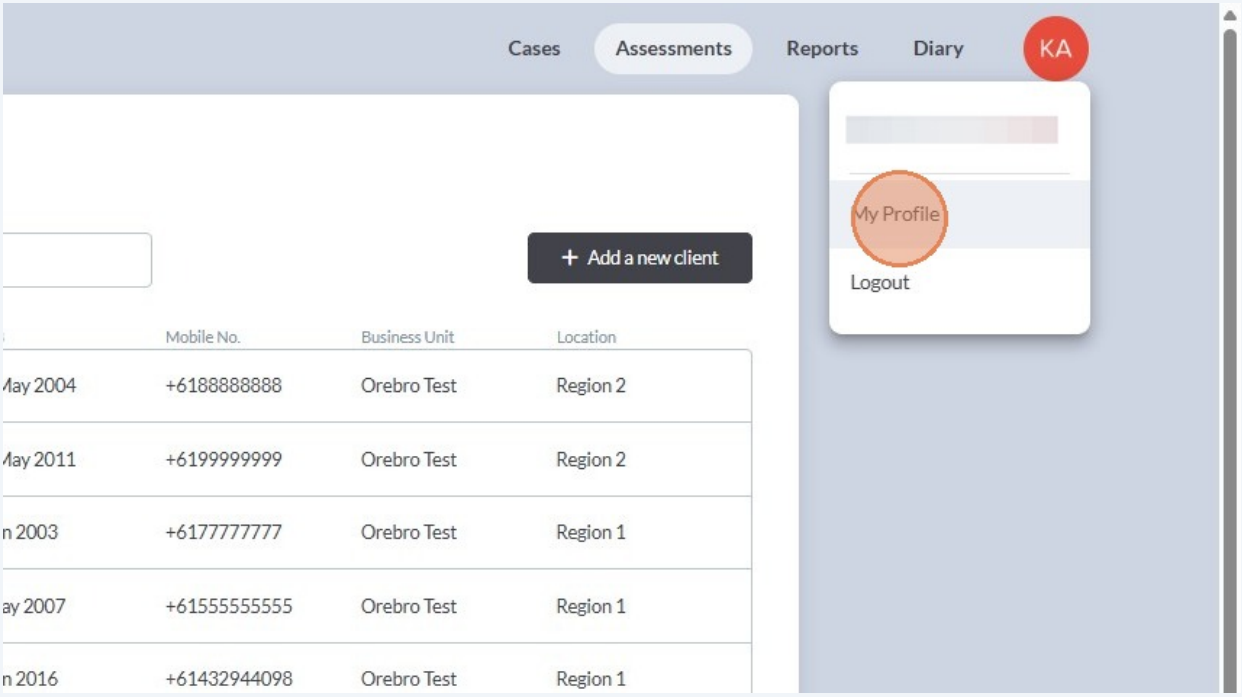
17 By default, you will receive a notification email when a questionnaire you have sent has been completed, with a copy attached



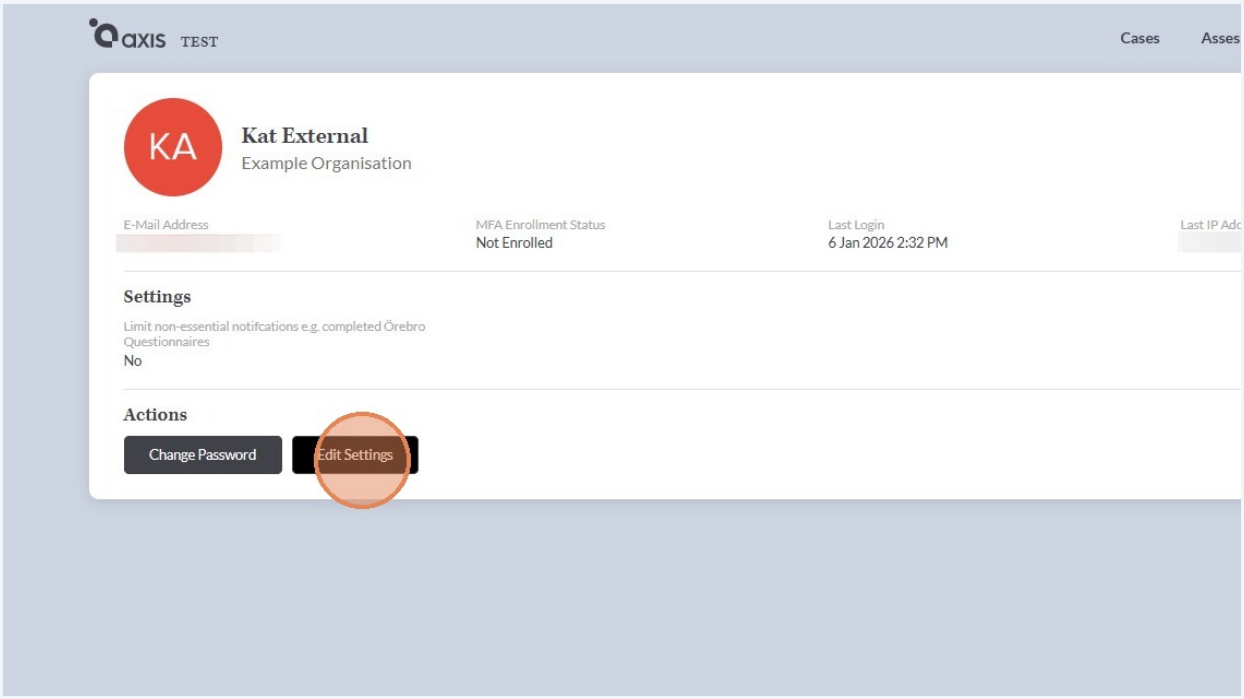
18 To disable this notification email, click on your initials in the top right corner



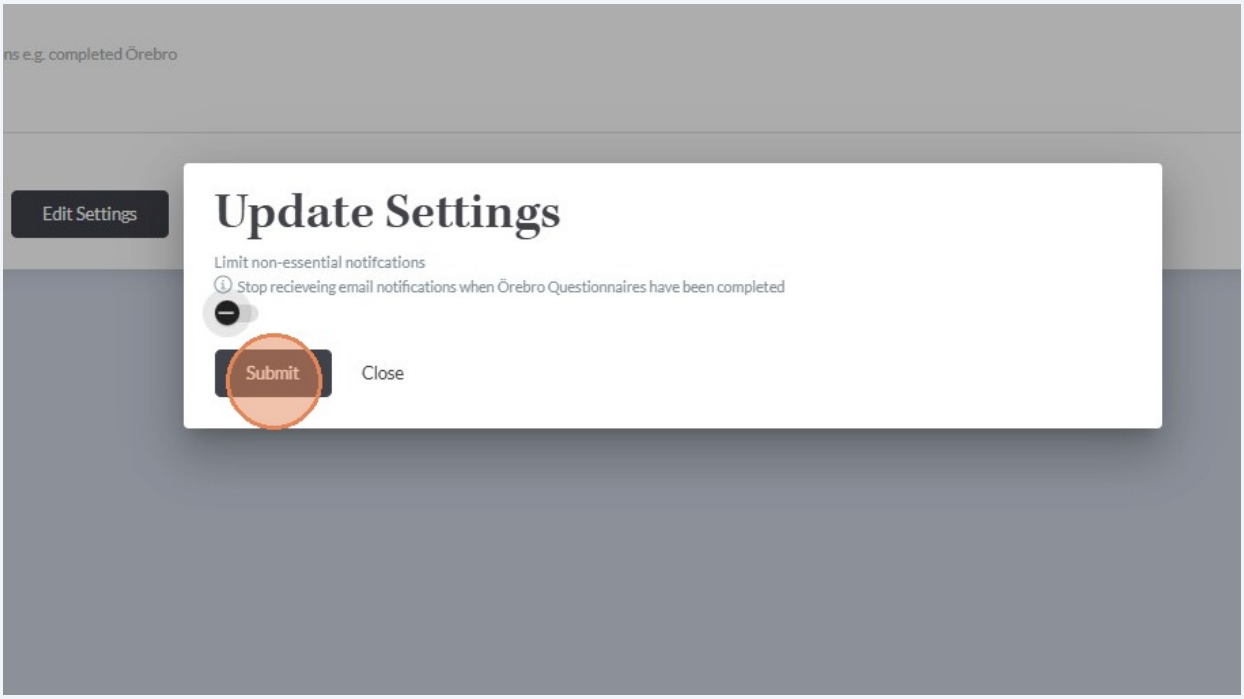
19 Click "My Profile"



20 Click "Edit Settings"



21 Use the toggle to update your notification settings then Click "Submit" to save



If you require any support accessing or using Atlas, please contact your onsite representative or reach out to our support team at **IT@helloaxis.com.au**