

# CLIENT CONFIGURATION

## OVERVIEW

Client Configuration is an area where settings can be applied to effectively manage the way the system operates.

## PREPARATION

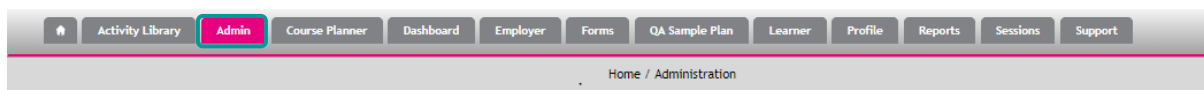
Alterations applied to setting impact the whole site and are activated immediately.

## USER RESTRICTIONS

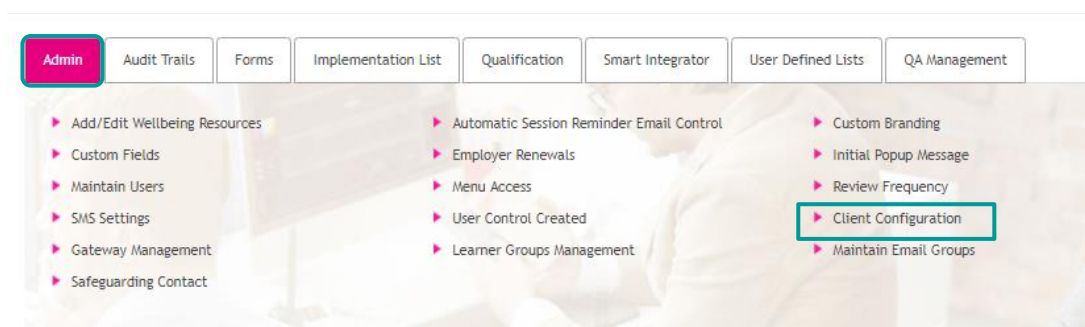
Master admin - only

## DETAILS

1. Click Admin tab from grey navigation bar.



2. Click Admin, then select Client Configuration option.



# CLIENT CONFIGURATION

## Edit Data Import Configuration

Setting	Value
---------	-------

### Evidence

Evidence Sign Off: Auto sign learner evidence when declaration is signed	<input type="checkbox"/>
Evidence Mapping: Display all gap icons	<input checked="" type="checkbox"/>

### IQA Sign Off Configuration

Allow Same Assessor to IQA Evidence	<input checked="" type="checkbox"/>
Allow Same Assessor to IQA Unit	<input checked="" type="checkbox"/>

### Learner Feedback Configuration

Allow learner feedback when no session attendance status set	<input type="checkbox"/>
Client Notification	<input checked="" type="checkbox"/>

#### Evidence:

**Evidence sign off** – Within the evidence description page if learner ticks the declaration box, the signature box will auto sign the evidence as well.

**Evidence Mapping** - When ticked if pieces of evidence are uploaded then multiple orange blocks will display within then mapping/ progress map areas, when final assessment decision the multiple blocks will display green.

**Allow same assessor to IQA evidence/unit** – This allows same user to be an IQA and Assessor for a learner.

**Allow learner feedback when no session attendance status set** – Provides opportunity for learner feedback to be provided prior to setting attendance of the session.

**Client notification** -Notification sent once the feedback completed.

## Question Bank Builder Configuration

Assessors can create Assessments	<input type="checkbox"/>
----------------------------------	--------------------------

### RAG Rating

RAG Rating to display from course duration at 0%	<input checked="" type="checkbox"/>
--	-------------------------------------

### Smart Annotator

Smart Annotator Auto-Convert File upon upload	<input checked="" type="checkbox"/>
---	-------------------------------------

### Sessions

Set Induction and Formal Review Session courses as Mandatory	<input checked="" type="checkbox"/>
--	-------------------------------------

## Welcome Email Configuration

Separate Welcome Emails	<input type="checkbox"/>
-------------------------	--------------------------

Save

**Note\***always press save when settings have been altered.

#### Question Bank Builder Configuration.

**Assessors can create Assessments** – Provides ability for assessor role to create assessments within the assign assessments option for sessions.

**RAG rating to display from duration at 0%** - All Learners are RAG rated from start date, if not ticked, then the learner will not be RAG rated until 25% way through the duration of the course.

**Smart Annotator Auto-convert file upon upload** - When ticked provide the ability to auto convert files for Smart Annotator.

**Set induction and formal review session courses as mandatory** – When ticked all aims/ courses are auto selected and are then mandatory for both session types.

**Separate welcome emails** – Ability to send separate welcome emails for username and password.