

## OVERVIEW

Smart Assessor provides the opportunity for Assessors to access the learner's profile page. This user guide will support the use of the action tab feature within the profile page.

## PREPARATION

Use login credentials to access Smart Assessor to view the learner's profile page.

## USER RESTRICTIONS

Master Admin, Assessor, Basic Admin, Curriculum Manager and IQA have access to the learner's profile area.

## DETAILS

1. Click onto the learner name, which will navigate to the Learners Profile page.



2. The Action tab enables Administration staff to communicate action's to Assessor's via the system.  
The information available:

- ❖ Additional actions required by admin
- ❖ Date last updated
- ❖ Complete action (Note\* will to notify the Administration staff)
- ❖ Save as outstanding
- ❖ Save as completed.

