

# VIEWING A LEARNER'S PROFILE - CONTACT DIARY

## OVERVIEW

Smart Assessor provides the opportunity for Assessors to access the learner's profile page. This user guide will support the use of the Contact Diary 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 Contact Diary tab is a private area to record sensitive information which cannot be accessed by the learner or employer roles.
3. To add an entry, select Add New Contact Diary option.

Welcome, ryan demo (A5)

ryan test [← Learner dashboard](#)


Profile Course Action Tests and Exams **Contact Diary** ALS Contracted Work Hours

Contact Type	Assessor / Tutor	Date	Risk	Target Date	Last Session	Target Met	Documents	Comments	Actions
Telephone	ryan demo	04/09/2019	high	DD/MM/YYYY		No		Learner has expressed a desire to move employer.	 

[Add New Contact Diary](#)


4. To complete a contact diary entry, fill in all relevant fields and submit.

Contact Type:

Target date:  

Assessor/Tutor:

Target Met:  Yes  No

Date:  

Documents:  No file chosen

Risk:

Comments: