

To send a pre employment questionnaire you must first create an employee record.

To do this, start by clicking on 'create new employee' under Employee management.

曫 Employee Management	
Employee overview >	
Create new employee	

Enter the employee's details, ensuring to include their PERSONAL email address as this is the address that the questionnaire will be sent to.

	th	<b>€</b> Back				9.	*
Case Management Create new case All cases Open cases	> >	Create new employee Home / Employees / Create new employee Please search for the employee you wish to ref	ier using the fields below. If you cannot find the	employee you are searching for, you may re	gister a new employee.		
Closed cases All referrals	> >	Employee number Employee Number		<u>Personal email address</u> Personal Email Address			
Open referrals Closed referrals	> >	Title*	Sex	Work email address*			
😁 Employee Managemen	nt	Select a due	UNKNOWN	Work Email Address			
Employee overview	>	First name*		Date of Birth*			
Create new employee	>	First Name		Day Month	n 👻 Year		
User Management		Surname*		Address details*			
Users overview	>	Surname		Address Line 1			
Create new user	>	Mobile phone number*		Address Line 2			
♡ Other		Mobile Phone					
MI reports	>	Work Phone Number	Work Phone Number				
<b>*</b> U	2	Work Phone		House Name/Number	Post or Zip code		

Once you are happy with all of the details you have entered, click 'create new employee'



The employee record will now exist on the portal

Elm Court, Boreenmanna Road, Cork, T12HHW2



You can now search for the employee in 'Employee overview' under Employee management



Once you have found the correct employee, click on their name and their details should open up. At the top of the page you should see a 'send questionnaires' button.

Cognate Healt	h	🗲 Back								9.	4
		Employees overview	🕼 Edit details	🖻 Refer	Send questionnaires	⊖ Reallo	cate referrals				
O Case Management		2									
Create new case	>										
All cases	>	Admin Test Ma	anager								
Open cases	>	<b>5</b> 1 1									
Closed cases	>	Employee number					Email address				
All referrals	>	Department					Work email address	v	v@cognate.ie		
Open referrals	>	Division					Address line 1	n	in		
Closed referrals	>	Date of birth		1/1,	/1900		Post or Zip code	Ţ	12 HHW2		
Employee Management	t	Sex		Fen	nale		City	C	Cork		
Employee overview	>	Phone number		087	624 3983						
Create new employee	>	Status:									
😤 User Management											
Users overview	>										
Create new user	>	Shared Docum	ents						Upload a docu	ment	
170		There are no docume	ents uploaded yet.								
♡ Other											
MI reports	>										

Once you have clicked this, you should be able to choose which questionnaire you would like to send to the employee, in this case it is pre employment (online) questionnaire.

mployee Deta	ails	Select Questionnaire(s)	Select Questionnaire Module	
Employee Number		OHA Case Management Consent Form	O TEST Mod	
Name	Admin Test Manager	Pre-Employment (Online) Questionnaire	1	
Department		1		
Date of Birth	1/1/1900			
Phone Number	087 624 3983			
Email Address				
Last Activity				
Fitness				
Status				
Address	nn Corle T12 HHW2			

**Cognate Health** 

Elm Court, Boreenmanna Road, Cork, T12HHW2



Once you click send, the questionnaire will be sent to the employee via secure link.

To view the status of the questionnaire, simply search for the employee in employee overview again and click on their name. This time you will see a 'Questionnaires' section where you can track the status of the questionnaire. You can also view or download the certificate once it has been returned by the OHP/OHN

Sent Date   Include Questionnaires   Complete - Fit with recommendations   Document	Questionna	ires			
21/9/202   Pee Employment (Online) Questionnaire   Complete - Fit with recommendations   Document	Sent Date	Included Questionnaires	Status	Low Risk Certificate	Refer
	21/9/2022	Pre-Employment (Online) Questionnaire	Complete - Fit with recommendations	Document	