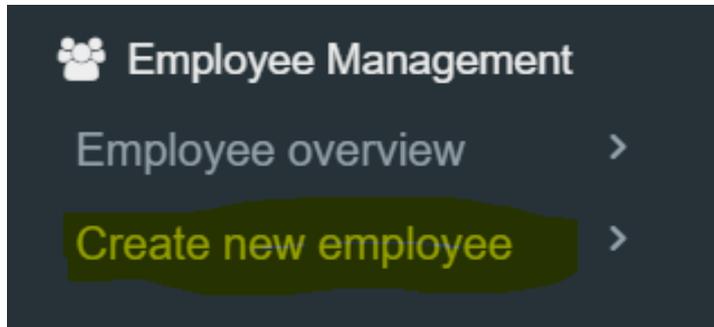
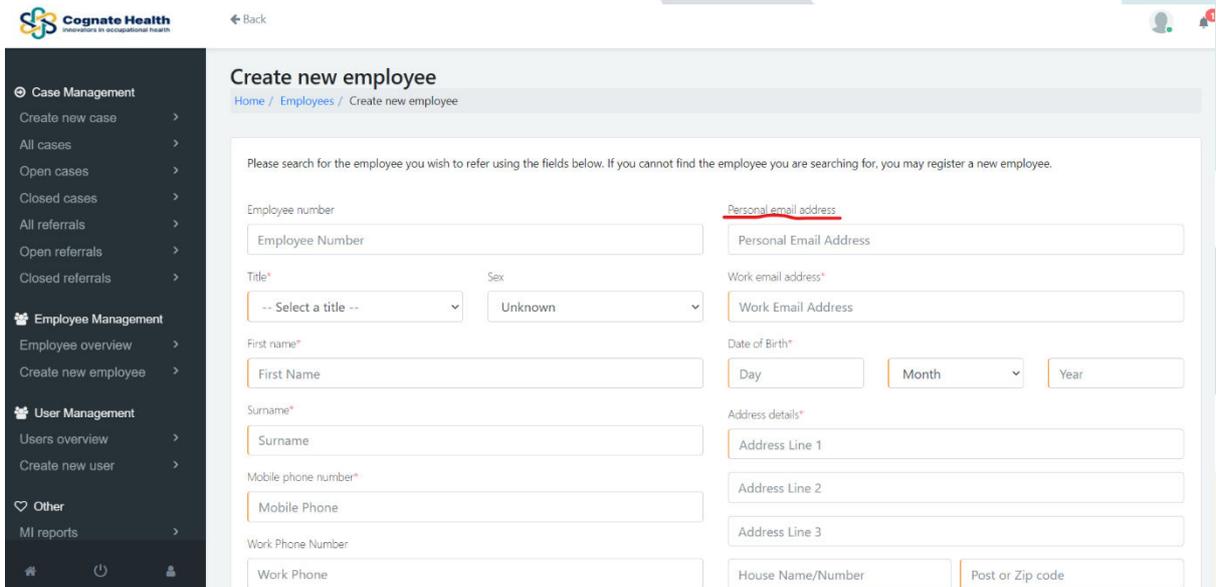


To send a pre employment questionnaire you must first create an employee record.

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



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



The screenshot shows the 'Create new employee' form with the following fields:

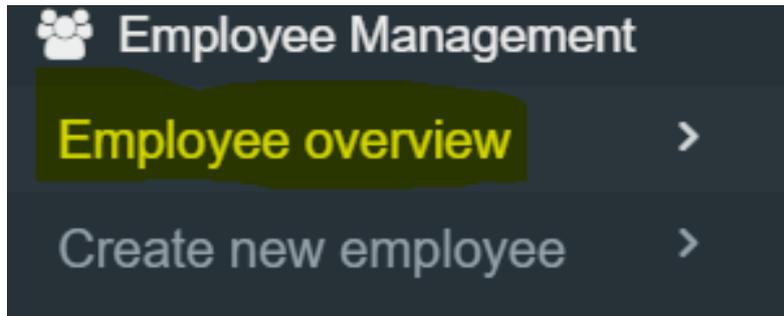
- Employee number: Employee Number
- Title*: -- Select a title --
- Sex: Unknown
- Personal email address: Personal Email Address
- Work email address*: Work Email Address
- First name*: First Name
- Date of Birth*: Day, Month, Year
- Surname*: Surname
- Address details*: Address Line 1, Address Line 2, Address Line 3
- Mobile phone number*: Mobile Phone
- Work Phone Number: 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'

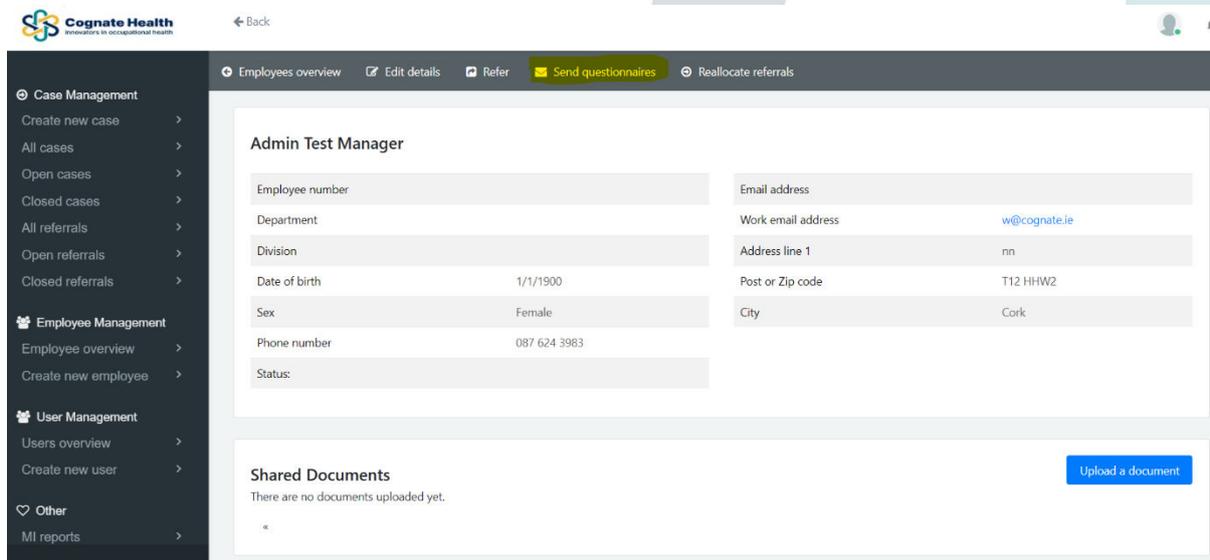
Create new employee

The employee record will now exist on the portal

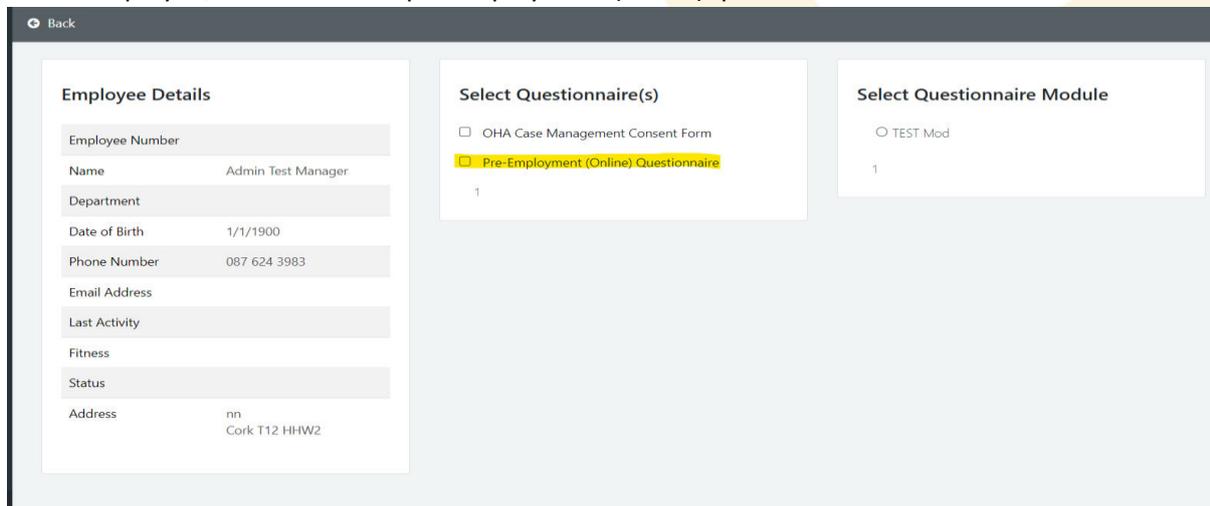
You can now search for the employee in 'Employee overview' under Employee management



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.



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.



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

Questionnaires

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