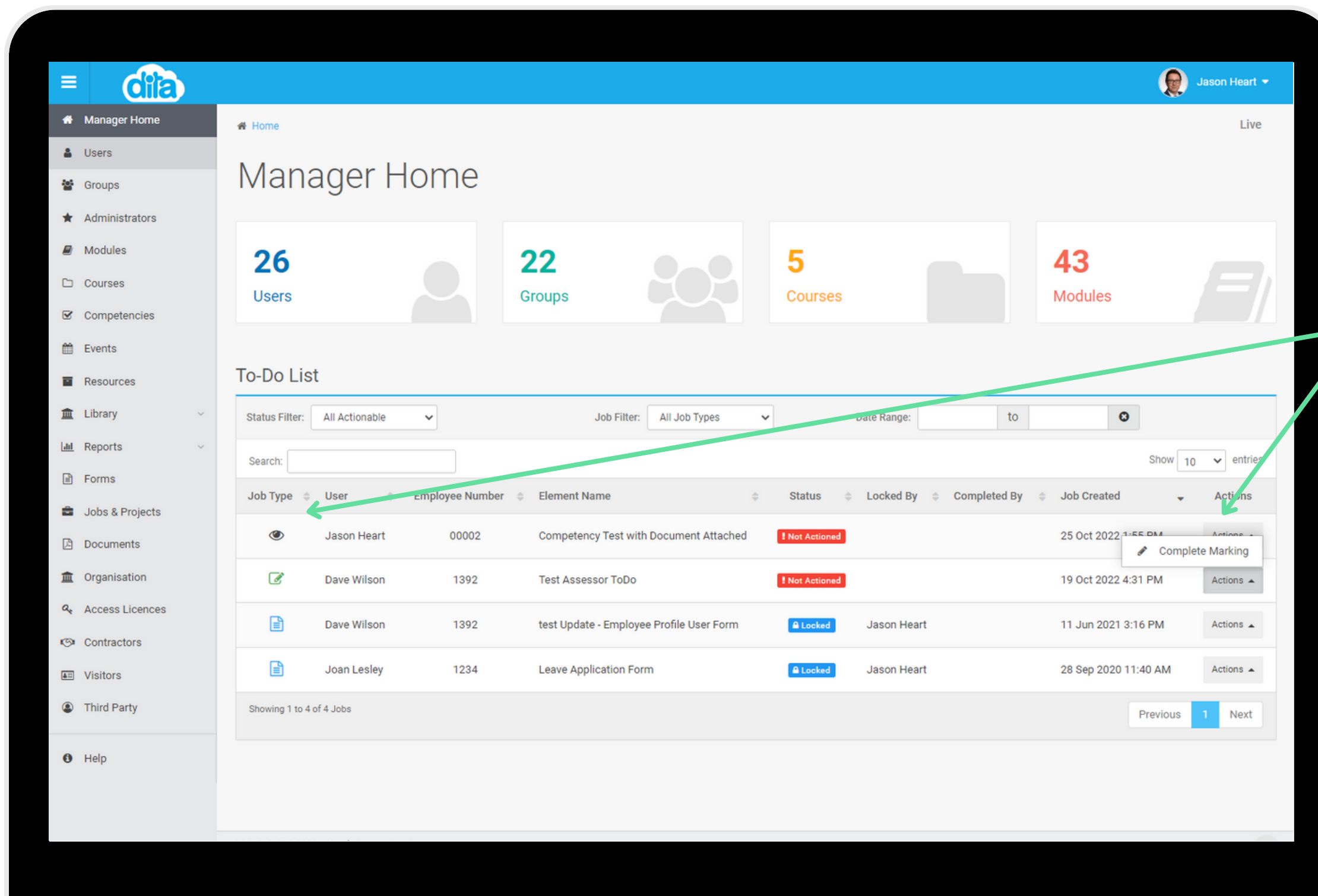


Updated Manager To-Do List



Get a clearer picture of what's in your Manager To-Do List and what tasks you need to complete. We've added a **Job Type** so you know what's outstanding, and updated the **Actions** to match the job.



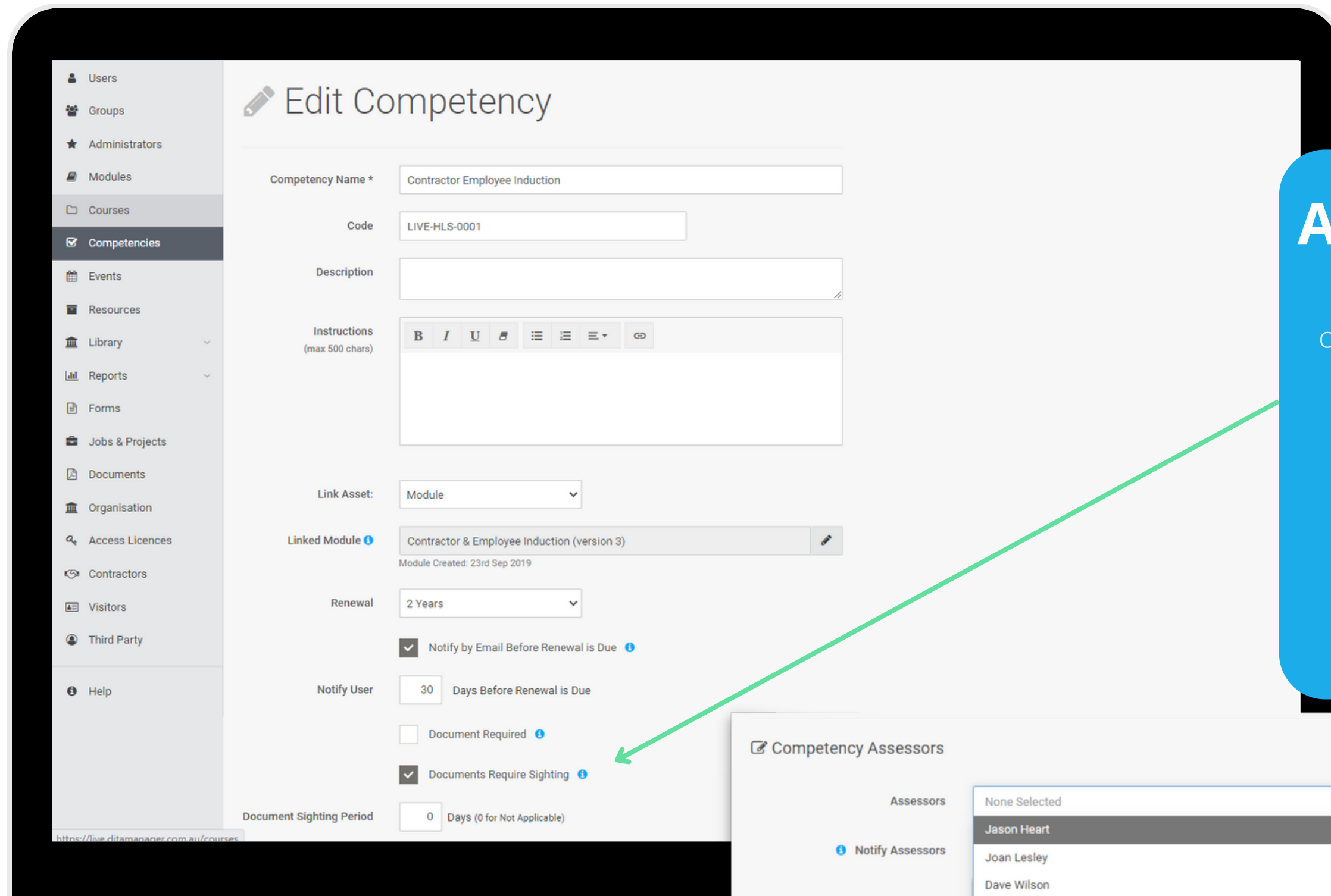
Easier Actions

Each job type has a default action, making it easier for you to know what you need to do with a To-Do List item.

For Example, Competency Sighting will need to be sighted and an assessment will need marking.

Assign a Competency Assessor

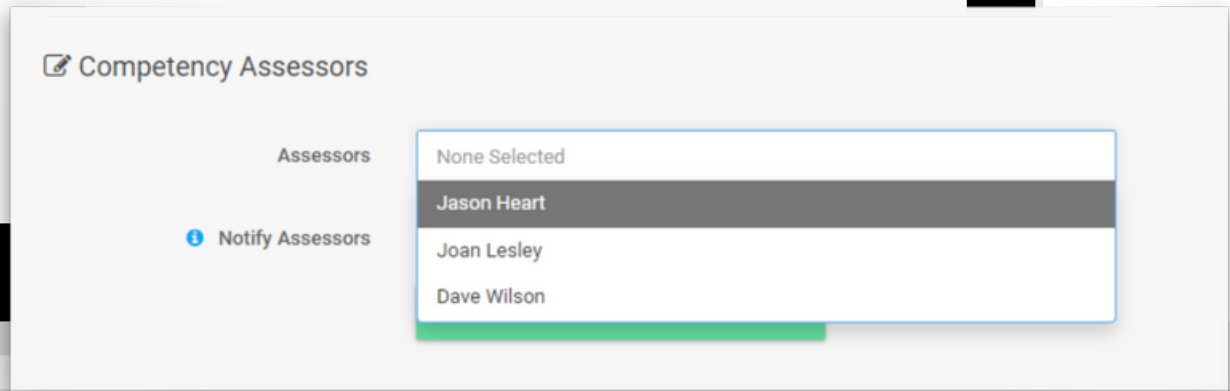
Each compliance element in your organisation may have a key individual managing the requirements. You can now assign specific people to assess each competency element with evidence to be sighted.



Adding an Assessor

In the Competency Tab, select the competency that requires the assessor

1. In the Actions, select Edit Competency
2. Ensure you tick the box "Evidence Requires Sighting"
3. Scroll to the bottom of the page and add the Assessor from the drop-down list of system administrators



Competency Renewal Dates



Flexibility has now been added when editing a renewal period for an existing competency. You will see a checkbox which says **"Re-Calculate User Renewal Date"**. By checking that box, all existing users will have their competency renewals updated. By simply leaving it blank, the update will apply only to new users who are assigned the competency.

