

# AssessNET Quick Start Guide

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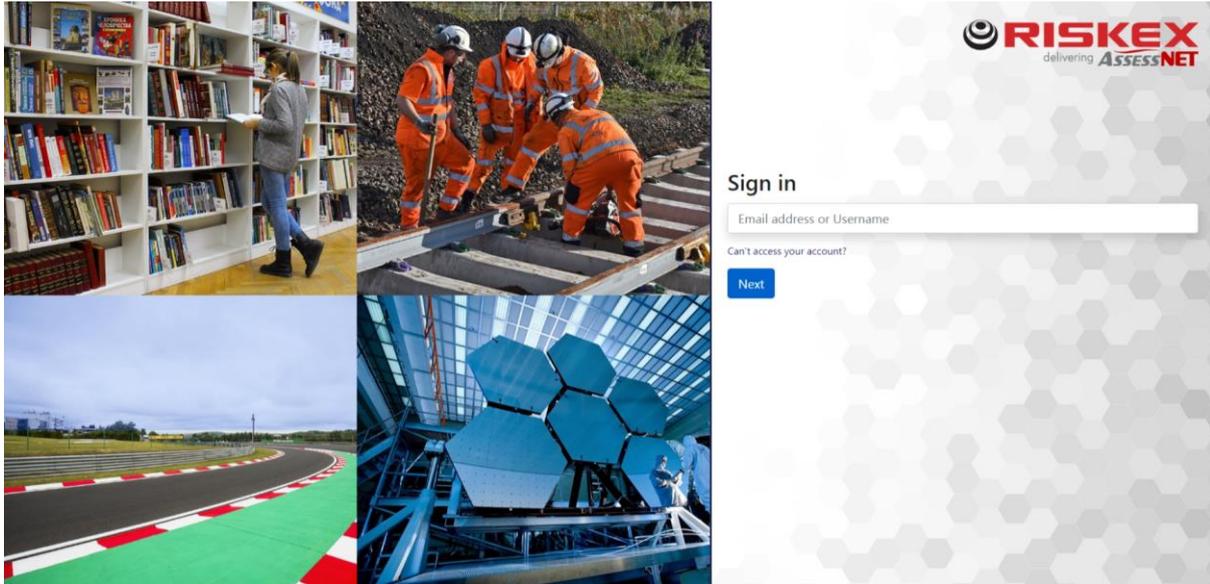
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## Introduction

AssessNET is a cloud-based Health and Safety Management application, which means that it can be accessed from any location at any time; all that is required is a device (mobile, tablet, computer, laptop) that can connect to the internet. This is particularly convenient for you, as you do not need to have access to your desktop or laptop computer to use AssessNET.

## Logging in

To login, go to [log in to AssessNET \(assessweb.co.uk\)](http://log.in.to/AssessNET(assessweb.co.uk)) which will show the following log in page.



You will first be asked to enter in your username or email to access the AssessNET system.

**Sign in**

Email address or Username

Can't access your account?

Next

You will then be asked to enter your password for your account. Please be aware that this will be case sensitive.

**Password**

Provide the password for (not you?)

Password

Cancel Next

After you have completed the first step of logging in, you will be presented with another screen which asks you to enter your PIN.



**Pin code**  
Enter the pin for your account.

Pin code

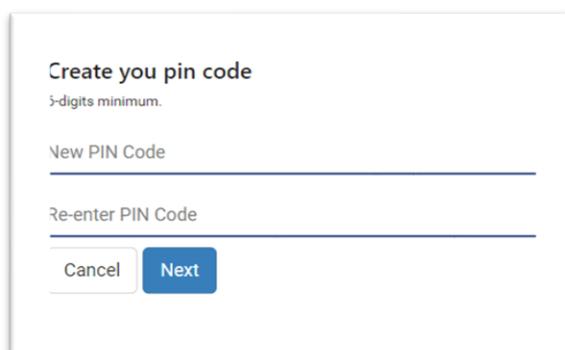
Cancel Next

## Logging in for the first time

You will receive an email from your Health and Safety administrators inviting you to activate your AssessNET account. Follow the link in the email to set a secure password for your account.

If you have not received your username and activation PIN, please contact your administrator/Health and Safety Manager, or alternatively you can use the "Can't access your account" link on the login page to be sent an email allowing you to reset your login information.

You will need to create a 6-digit PIN, please be aware when creating the PIN, it cannot have the same number more than 4 times. This is an additional security measure which we use to prevent unauthorised access to your account.



**Create your pin code**  
>=6-digits minimum.

New PIN Code

Re-enter PIN Code

Cancel Next

## Help during login:

Your username will always stay the same as the one given to you in your initial welcoming email unless your name changes.

If you do forget your details, you can retrieve them by clicking on the "Can't access your account" link on the AssessNET log in page and entering your email address.

[Can't access your account?](#)

## Recover your account

We can help you reset your password and security info. First, enter your email address and follow the instructions.

If your email address matches the one associated with your account, you will be sent an account recovery email. When you follow the link in the email, it will then ask you for a new password and PIN, which if successfully changed, you will be navigated back to the normal login page. For this reason, you should ensure that you keep your email address up to date on AssessNET.

# Navigation

The screenshot displays the AssessNET user interface. At the top, a red navigation bar contains the RISKEX logo and menu items: Helpdesk, Tasks, Portal, Settings, and Log Out. Below the navigation bar, the user's name 'Michael's Home Page' is shown, along with 'Take a Tour' and 'View Notifications 39' buttons. The main content area is divided into several sections: 'My Quick Links' with a placeholder for a cog icon; 'My Pending / Upcoming Actions' with four colored cards showing counts for Overdue (60), Due Today (0), Due within 14 days (0), and All Outstanding (62); 'Latest News and Updates' with a 'Release Notes' section titled 'Development Additions - Sprint 40 Release Notes'; and 'My Personalised Dashboard' with a placeholder for module dashboards.

The menus within AssessNET are split into several distinct sections:

## Top Menu

-  **Helpdesk** [Helpdesk](#)  
Provides options to contact our technical support team. Please refer to Contact Technical Support section further in this guide.
-  **Tasks** [Tasks](#)  
Clicking on this tab will take you directly to the Task Manager. The Task Manager allows you to view all the tasks you have been assigned or that you have assigned to other users and view the status of each task.
-  **Portal** [Portal](#)  
Provides a link to your corporate portal interface, for simplified incident and hazard reporting and Assessment lookup.
-  **Settings** [Settings](#)  
This tab will take you to your Account Details, where you can change your login details (password) and your personal details, such as your phone number and e-mail address.
-  **Log Out** [Log Out](#)  
Ensure you click this button at the end of each session to properly secure your AssessNET account.

## Side Menu



### *Homepage*

Clicking on this menu item will take you directly to your Home Screen from anywhere in the system. On this page, you are able to view your tasks, news and personally curated KPIs and quick links to areas of the system.



### *Modules*

Selecting the Modules menu item will redirect you to a page listing all the modules available on your account. Depending on your permissions, you will be able to view, create, or remove assessments recorded within the system. Additionally, by hovering over the menu item, quick links to each module will be presented without having to leave your current page.



### *Unlicenced Modules*

This menu item will list all of the modules that are unavailable on your account. Administrators may choose to turn this feature off.



### *Features*

Here you will find a selection of tools within AssessNET which support the wider module capabilities, such as a centralised Document Management tool, or RAMS module.



### *Reporting*

A dedicated menu option for listing all reporting capabilities that are permitted on your account, such as Export reports or BI analytics.



### *Administration*

Available to users with administrative permissions, this menu item will allow key areas of AssessNET to be configured, such as user accounts or individual module settings and distribution lists.



### *Help*

Provides options to contact our technical support team. Please refer to Contact Technical Support section further in this guide.

# Homepage

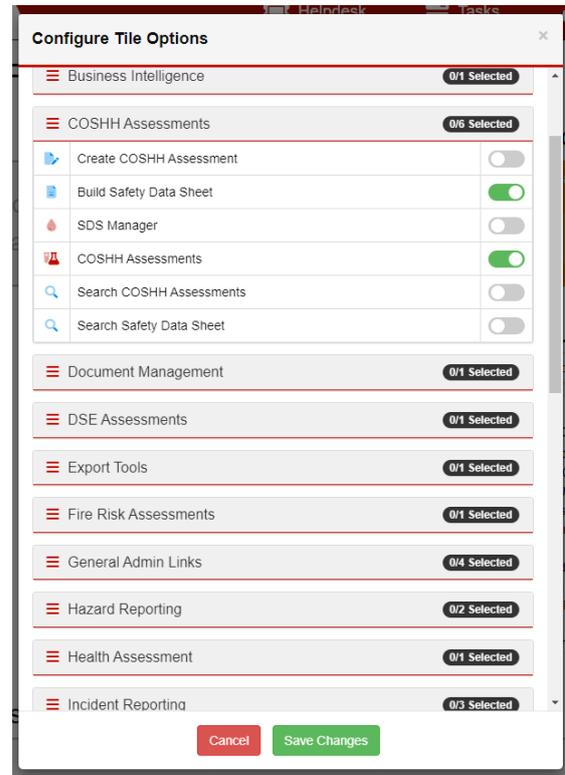
AssessNET's homepage is split into four general areas:

## Quick links

My Quick Links 



Where permitted, use the cog option to set your own tile options from the list of permitted tiles. Tiles can be moved around to reorder them to your own preference by holding down the mouse button and dragging the tile to a new position. Additionally, tiles can be expanded to an extra wide tile, using the expand icon. Use this for options you want to be displayed more prominently. Tiles can also be shrunk into groups of 4 smaller tiles using the shrink icon in expanded tiles, allowing greater control of how your own homepage is laid out.



## Tasks Statistics

My Pending / Upcoming Actions



This section offers high level statistics concerning your current allocation of tasks. Clicking on each tile will display the associated task details in Task Manager.

## News and Updates

Latest News and Updates



When new features are published into AssessNET by Riskex, or your organisation wants to communicate news items with you, they will appear here. The grey marker in the top corner of each tab will appear when a new article has been published that you haven't yet read.

Additionally, links to general health and safety-based articles are available via the Riskex Blogs tab.

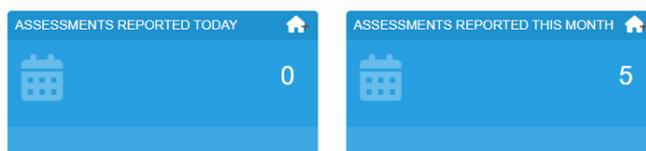
## Personal Dashboard

### My Personalised Dashboard



Each module in AssessNET offers a KPI dashboard of statistics for that module. Each tile in these dashboards can be selected to appear on your homepage, giving you real-time statistics every time you log in. Any filters applied to a dashboard when a tile is selected for your homepage will be in effect on your homepage. Each tile is colour-coded to the tile from where it was copied.

### Risk Assessment Dashboard



#### Configure Tile Options

Select from the options below to configure your Personalised Dashboard. If required, visiting the associated module dashboards directly will allow you to apply filters such as organisational structure.

☰ Accident / Incident Reporting	0/24 Selected
☰ Contractor Management	0/6 Selected
☰ DSE Assessments	0/9 Selected
✓ DSE Assessments in Date	<input type="checkbox"/>
📅 Assessments Reported Today	<input type="checkbox"/>
🕒 DSE Assessments Due Soon	<input type="checkbox"/>
👤 Number of Users	<input type="checkbox"/>
✗ Incomplete DSE Assessments	<input type="checkbox"/>
📅 Assessments Reported This Month	<input type="checkbox"/>
👤 Number of Users without a DSE Assessment	<input type="checkbox"/>
🕒 DSE Assessments Waiting Sign-Off	<input type="checkbox"/>
✗ Overdue DSE Assessments	<input type="checkbox"/>
☰ Hazard Reporting	1/9 Selected
☰ Manual Handling	0/6 Selected

You can also manage these tiles by clicking the cog icon next to the My Personalised Dashboard heading, where they can be added directly to your homepage rather than needing to navigate to a module's dashboard specifically.

## Managing your account

Click on the Settings tab on top Right of the page to edit your account settings. You will be presented with a screen that allows you to change your general settings and password. If you need to change your access level, you will need to contact a global admin -within your organisation who can do this for you.

#### Manage User Account

Account for: **Username: RLewin.SAS**

Personal Information | Apps and Devices | User History

##### Personal Information

Title	--	Time Out	15 Minutes
Forename	<input type="text"/>	Language	English (UK)
Surname	<input type="text"/>	DSE Account	Enabled
Job Title	<input type="text" value="Enter a Job Title"/>		
Email Address	<input type="text"/>		
Phone Number	<input type="text" value="Enter Number"/>		
Employment Type	Employee		
ID Number	<input type="text" value="Enter ID"/>		

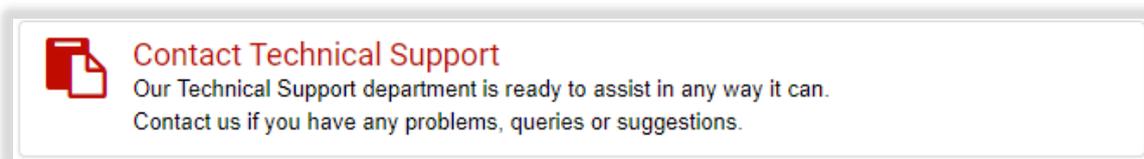
To change your password, click on the blue "Change password" button on the right of the screen. When you have entered the new password, click "Save User Details" at the bottom.

## Contacting Technical Support

If you encounter a problem that you cannot solve yourself, or if you would like to send any comments or suggestions to the AssessNET team, you can use AssessNET's built-in Technical Support facility. You can access this area quickly from anywhere in the system by clicking the "Help" tab.

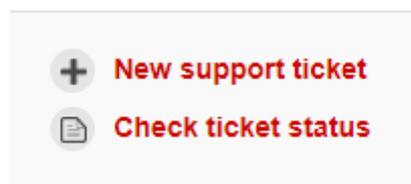


Clicking "Contact Technical Support" will take you to our support system.



You will now be presented with a screen that shows following links:

**New Support Ticket:** Clicking on this link will take you to a page which will allow you to contact our support desk directly. You will be able to enter details of your problem, add screenshots and attach additional files. Try to be as specific as you can; the more details you give about your problem, the quicker it can be resolved.



**Check Ticket Status:** If you have any ongoing support tickets with us you will be able to view the progress of them by clicking this link. It will show you all of your tickets that are open, in progress and those that are completed. Our support system enables you to see the original query, as well as the technician's response and any other responses.

You will receive email notifications each time a support technician has replied to your support call, and we will do our best to get back to you within one business day.

Our support system also enables you to:

- Send support calls directly from your email instead of via AssessNET by sending your query to [helpdesk@assessnet.co.uk](mailto:helpdesk@assessnet.co.uk).
- Compose responses either via the support system or straight from your email replying to the email sent by us.