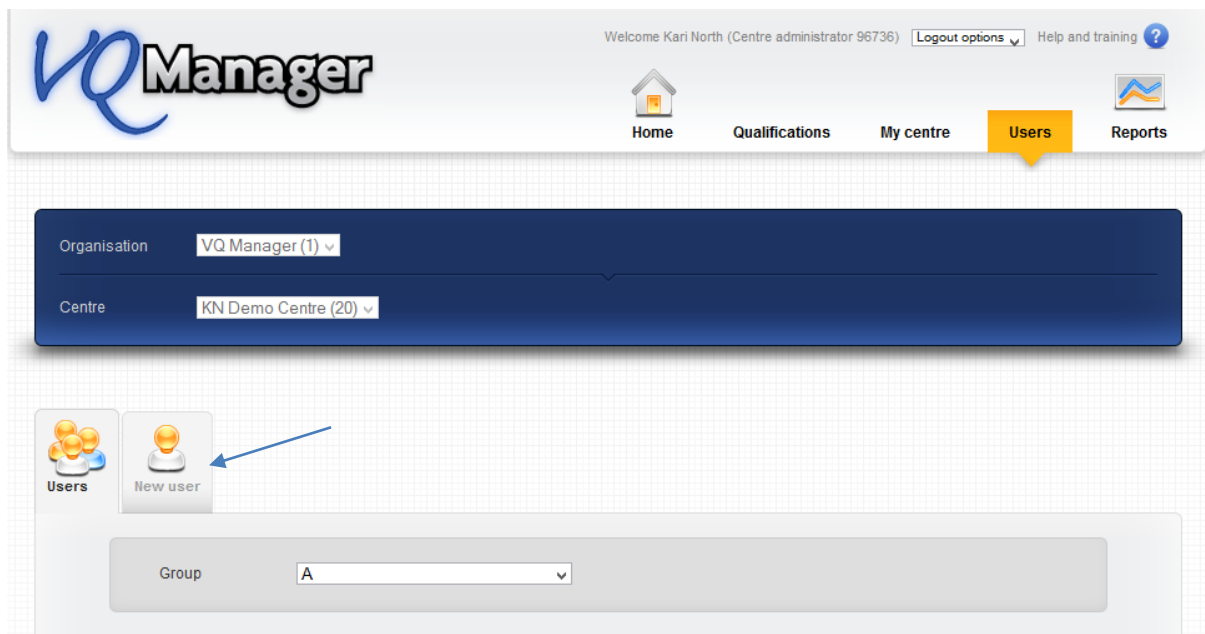


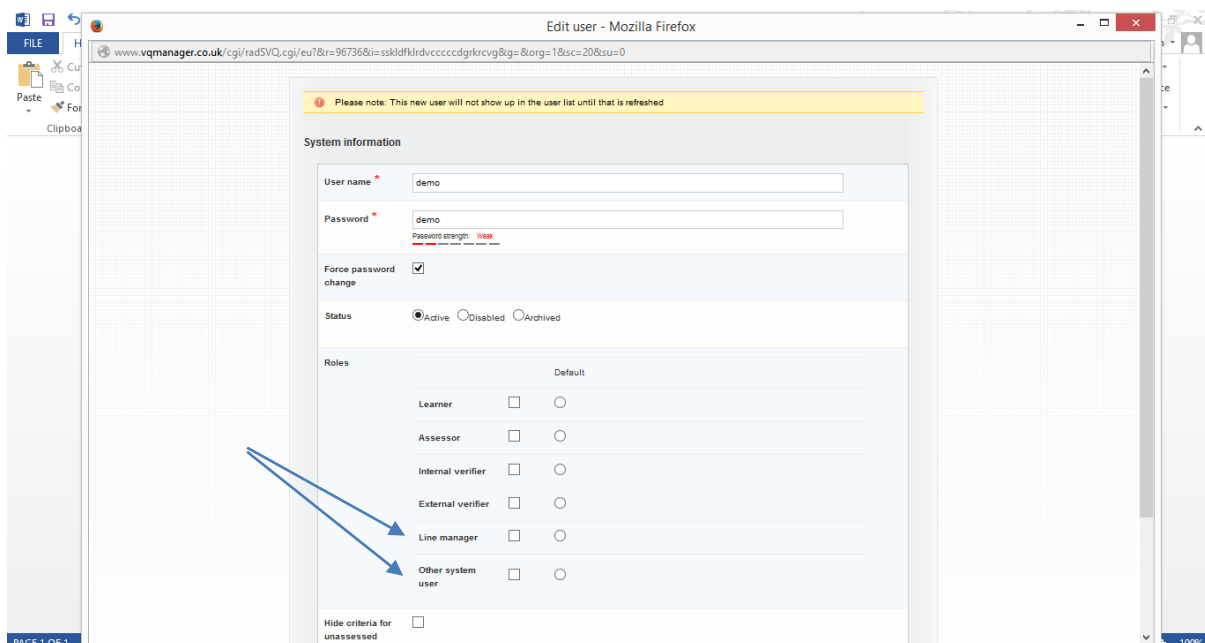
Adding a Line Manager or Other System User to VQManager

The Line Manager and Other System User have the same functionality. You select all the users you wish to view on a read only basis, very much like the EV role. You view the e-portfolio as if you are that user. You have a view only access and you cannot alter any part of the e-portfolio.

Select New user



Select Line manager in the “Role” area.



Roles	Default
Learner	<input type="checkbox"/>
Assessor	<input type="checkbox"/>
Internal verifier	<input type="checkbox"/>
External verifier	<input type="checkbox"/>
Line manager	<input checked="" type="checkbox"/>
Other system user	<input type="checkbox"/>

www.vqmanager.co.uk/cgi/radSVQ.cgi/eu?&tr=96736&i=ssklfklrdrvccccdgrkrvcvg&g=&org=1&sc=20&su=0

☐ Learner
☐ Assessor
☐ Internal verifier
☐ External verifier
☒ Line manager
☐ Other system user

Hide criteria for unassessed evidence ☐

Personal information

Title

Forename

Surname/ family name

Date of birth

National insurance number

MANDATORY: Type in the user's forenames (first names)

Scroll down and select the users you wish to see. You do not have to select all the users in that chain so for example if your OSU is an employer you would only select the learners and NOT the assessors.

Line manager associate with users

Once-off bulk associate with all learners from employer:

In future, automatically associate with all new learners from employer:

Associate with...	Role	Select
details, personal (140210)	Learner	<input type="checkbox"/>
Jones, Unity (144565)	Learner	<input type="checkbox"/>
Knee, Sid (96980)	Assessor	<input type="checkbox"/>
Leigh, Krista (96738)	Learner	<input type="checkbox"/>
Newbury, Nana (140680)	Learner	<input type="checkbox"/>
north, charlie (139944)	Assessor	<input type="checkbox"/>
reviews, progress (143633)	Learner	<input type="checkbox"/>
skills, functional (140062)	Learner	<input type="checkbox"/>
Stanley, Ken (96998)	Assessor	<input type="checkbox"/>
Stuart, John (97020)	Internal verifier	<input type="checkbox"/>
stuart, patrick (96997)	Learner	<input type="checkbox"/>
Stuart, Tim (96996)	Learner	<input type="checkbox"/>
testline, assessed (1248071)	Learner	<input type="checkbox"/>

Use the quick tick/quick untick to select all or deselect all

Select

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