Other System User

VQManager makes provision for other system users who do not participate directly in the VQ process. People who are allocated to this role, are linked to certain users, and can then view the work the learner/assessor/IQA/Line Manager (Employer) is doing. They have direct access to these user's content.

Note:
- all learner's personal details are hidden
- OSUs cannot edit or change any content. They have view only access.

Other system users can choose the learner that they wish to view from their homepage. They can do it the following way: from the 'homepage' page, select the learner using the view hyperlink.
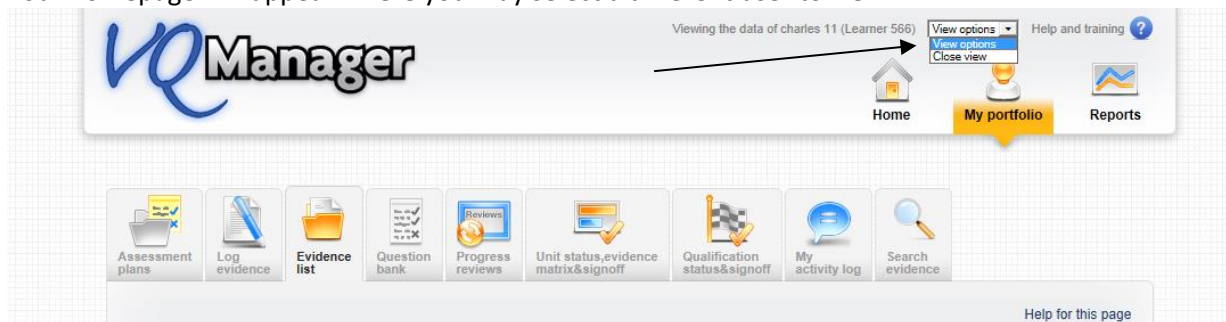

You are now logged into the relevant learner's homepage. You can navigate around and view the evidence, progress and assessments that the learner is undergoing.
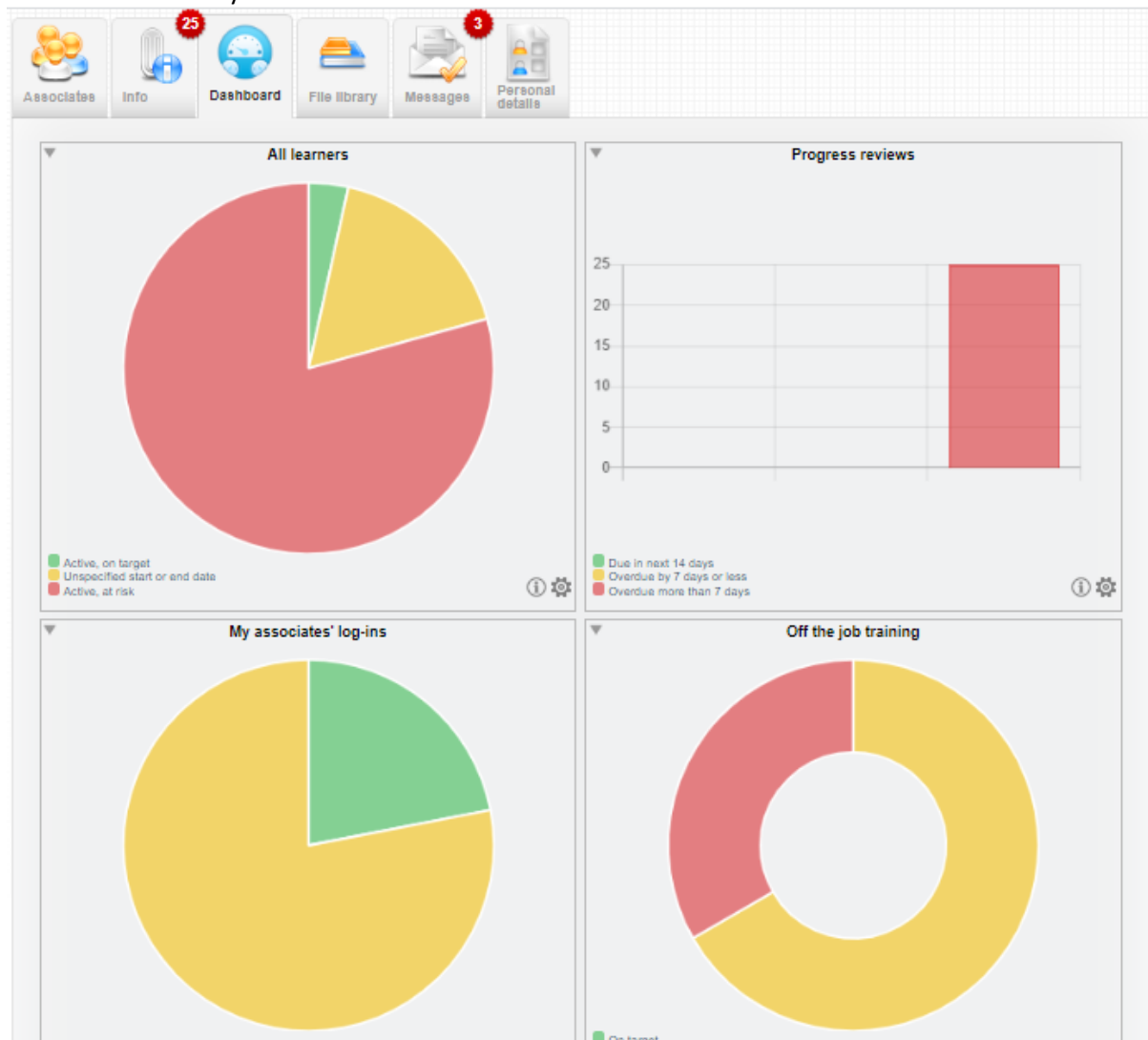
To log out of the associates area.
Click on the **Log out options** at the top right hand side of the page. Select **Close view** from the list. Your homepage will appear where you may select a different user to view.

Dashboard
Clicking in the red or green or amber areas will report on those learners in a pop up report. Click in the white area and you will see all of the learners.

Progress Reviews

On the "Info " tab in the "Home" area this lists all of the up and coming (next 14 days) and overdue reviews for the learners which have been selected. The overdue ones will appear in red.

Please note:

OSUs need to be associated with assessors as well as the learners to see the progress reviews table.