

Self-Evaluations for Admin

Assigning Ergonomic Self-Evaluations

1. From the Platform homepage, select **Programs** from the top navigation bar
2. Select **Self-Assessment** from the “Computer Ergonomics” program
3. Select **New Document** in the top right corner
4. Select the “Document Type”, “Category”, and “Assign To”
5. Select **Assign**

Accessing Self-Evaluations

1. Login to the RSS Platform at <https://app.riskandsafety.com/>
2. Select **Programs** from the top navigation bar
3. Select **Self-Assessment** from the “Computer Ergonomics” program
4. Search for specific Self-Assessments using the search field or sort using the up or down arrows beside heading titles
5. Select the self-assessment you wish to view
6. Delete, Assign Follow-Up, or Download Report by selecting the three-dot menu in the top right

Follow-up and Action Items

1. From the Platform homepage, reports that require action will appear under the “Workspace” heading
2. Select the report, then select **Follow-Up** on the left column
3. Address all Follow-Up items, then select **Submit** in the right corner
4. Confirm submission, and you will be returned to the report
5. Select **Detailed View** to view the adjusted risk score

Self-Assessment Metrics

1. From the Platform homepage, Select **Programs** from the top navigation bar
2. Select **Self-Assessment** from the “Computer Ergonomics” program

Note: As individuals complete their self-assessments, the statuses will update.

3. Select **Metrics** on the navigation bar on the left side
4. Drag and drop widgets by clicking, holding, and dragging the data box to your desired configuration

5. Remove widgets by selecting the three-dot menu in the widget box and selecting **Remove**
6. To add a widget, select **Add Widget** in the top right corner, then select the widget you would like to view
7. To reset the Metrics display, select the three-dot menu in the top right corner and select **Reset Widgets**