

# Clinicians' Quick Start Guide

## LOGGING IN TO APPRAISAL TOOLKIT

Appraisal Toolkit is an online application; you can login and register at <https://appraisals.clarity.co.uk>

### Returning Users:

If you are a returning user who has already moved from the old Appraisal Toolkit, you do not need to register. You can enter your login details into the sign in page and you will be able to access the new Appraisal Toolkit. If you are an old Appraisal Toolkit user who has not yet been confirmed as transferred, please contact our Customer Services Team on **0845 113 7111** to arrange your migration.

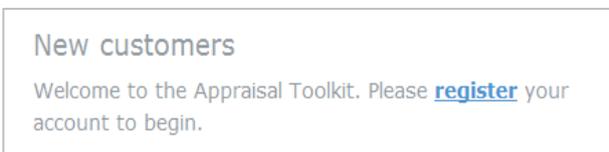
### New Users:

If you have never used the Appraisal Toolkit before you will need to register before you can access the application.

If your organisation has arranged for you to be invited to register, you will receive an email asking you to complete and confirm your registration details. Once this has been done, you will be able to log in as normal.

To register individually:

1. Click the [Register](#) link below New Customers on the right side of the page

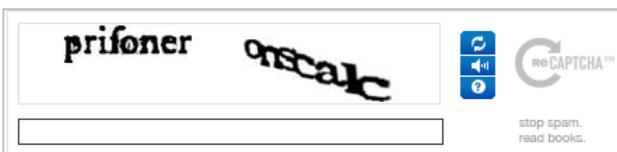


2. Complete all fields in each section:

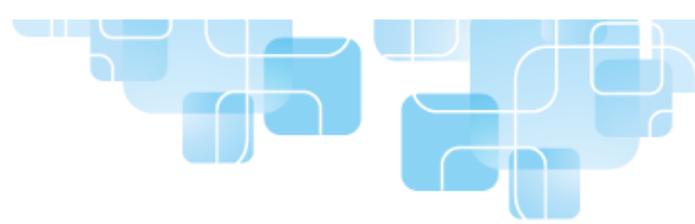
- Personal Details
- Contact Information
- Professional information
- Account Details

**Please note:** Your Professional Information must be accurate as they must match those held on the Medical Register. If your details differ from those held by the GMC, your registration will fail.

3. Once you have completed the required fields, complete the "Captcha" box by typing the two words shown into the text box



This can be refreshed or spoken aloud by clicking the   buttons.



4. Click [Register](#) once you have entered the required information. You will be sent a confirmation email containing a link to complete your registration. Click on the link to confirm your registration and complete your subscription payment, if you are registering as an individual.

**Please note:** If your organisation pays for your Appraisal Toolkit access, you will not be prompted for payment details.

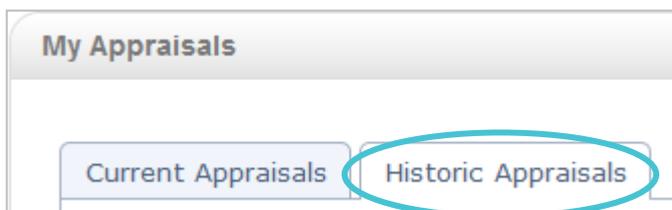
## ADDING HISTORIC APPRAISALS

If you have completed previous appraisals using a different system (or on paper), you can follow steps 1-4 to add the details of Historic Appraisals, including uploading any supporting evidence documents to the Appraisal Toolkit.

1. Click **Appraisal** on the top menu



2. Click the **Historic Appraisals** tab.



3. Click the [Add Historic Appraisal](#) link to the top left of the item box
4. Complete the fields in the **Details** tab and click [Save](#)



A form with two tabs: 'Details' and 'Documents'. The 'Details' tab is active. It contains three input fields: 'Appraisal Year', 'Appraiser', and 'Organisation'. The 'Organisation' field is a dropdown menu with the text 'Please select...'. A 'Save' button is located to the right of the form.

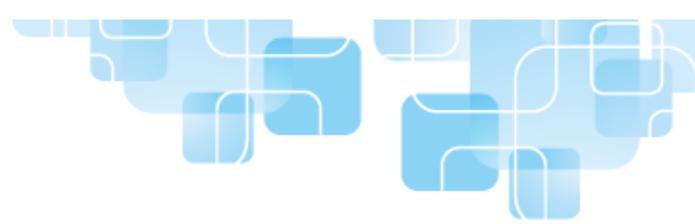
5. Click on the **Documents** tab to upload any supporting evidence from your historical appraisal

## VIEWING HISTORIC APPRAISALS

Your Historic Appraisals can be viewed as read-only.

1. Click **Appraisal** on the top menu

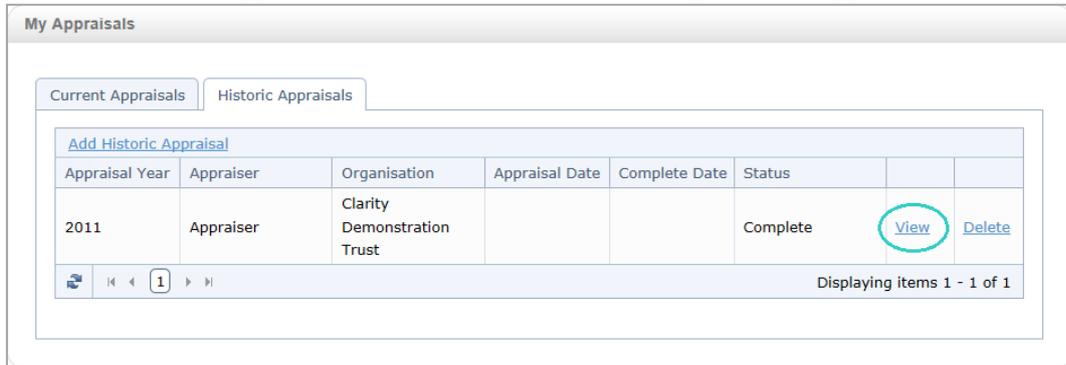




- Click the **Historic Appraisals** tab



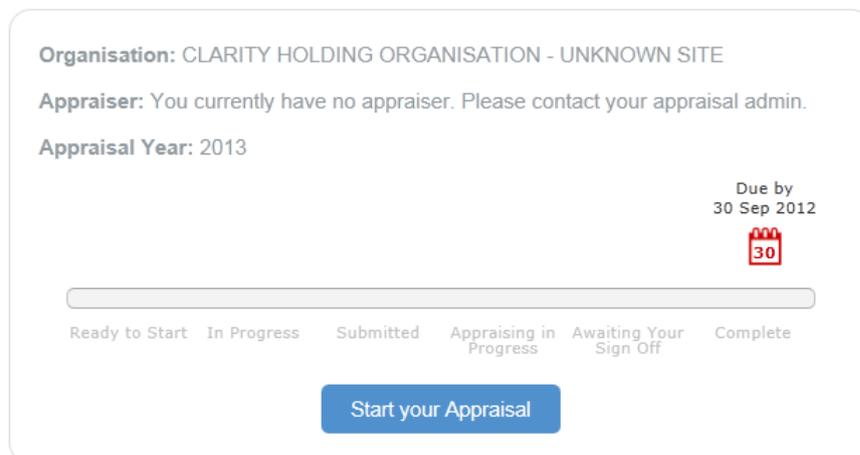
- To view a Historic Appraisal, click the **View** link to the right of the appraisal



This table lists all of your manually added Historic Appraisals and also your appraisals completed within the toolkit, including those which have been transferred from the old toolkit application, if applicable.

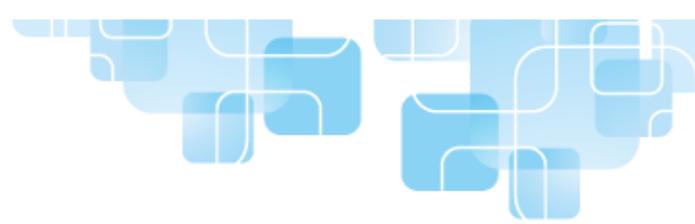
## START APPRAISAL

To start a new appraisal, click on **Start your Appraisal** on the Homepage (see below). This will take you to the appraisal dashboard, where you can manage and add evidence to the appraisal.



If you do not have a current appraisal available on your Homepage, please contact your appraisal administrator. If you are an individual subscriber, please contact the Customer Support team on 0845 113 7111 or [appraisals-support@clarity.co.uk](mailto:appraisals-support@clarity.co.uk).

**Please note:** You can only have one appraisal in progress at a time. Until your appraisal is complete, you are not able to start a new appraisal. However, you can enter evidence into the Portfolio section in preparation for your next appraisal.



## ADDING EVIDENCE TO YOUR APPRAISAL, PORTFOLIO AND PROFESSIONAL PROFILE

You can enter information directly into your Appraisal, Portfolio or Professional Profile to be imported at a later date. The evidence entered into your Portfolio will be read-only once linked to an appraisal.

1. Click **Portfolio** on the top menu



2. Select the section to add evidence to from the left navigation menu and click the [Add new item](#) link to the top left of the list of items table
3. On the **Details** tab, complete all relevant fields and click [Save](#)
4. You can then upload any supporting evidence into the **Documents** tab

**Please note:** The available fields will differ, depending on the evidence type being added.

## ADDING 'LAST YEAR'S PDP' ITEMS

Before you can submit an appraisal for review by your appraiser, you must have at least one **'Last Year's PDP'** item.

If this is your first medical appraisal, tick the box shown below and you will not need to complete the following steps.

**This is my first ever appraisal for this organisation.**

To add a new item, follow steps 1 to 4:

1. On the left hand navigation menu, click on **Last Year's PDP'**, within the Roles & Responsibilities section



**Last Year's Pdp**

If this is your first ever appraisal for the organisation that has issued it, you do not need to complete this section.

**This is my first ever appraisal for this organisation.**

[Add new item](#)

	Title	Proposed Activity	Documents	Actions
No records to display.				
Displaying items 0 - 0 of 0				

2. Click the [Add new item](#) link to the top left of the item box
3. Complete the Details, Development Evidence and GMP domains tabs (if applicable) and click [Save](#)
4. You can then upload any supporting evidence into the **Documents** tab
5. Enter a brief explanation of Last Year's PDP into the Reflection text box, evaluating your progress and the outcomes.