



INTELLIGENT RISK SOFTWARE

**MANAGE WORKER
REVIEW TYPES**

VAULT

[DISCLAIMER]

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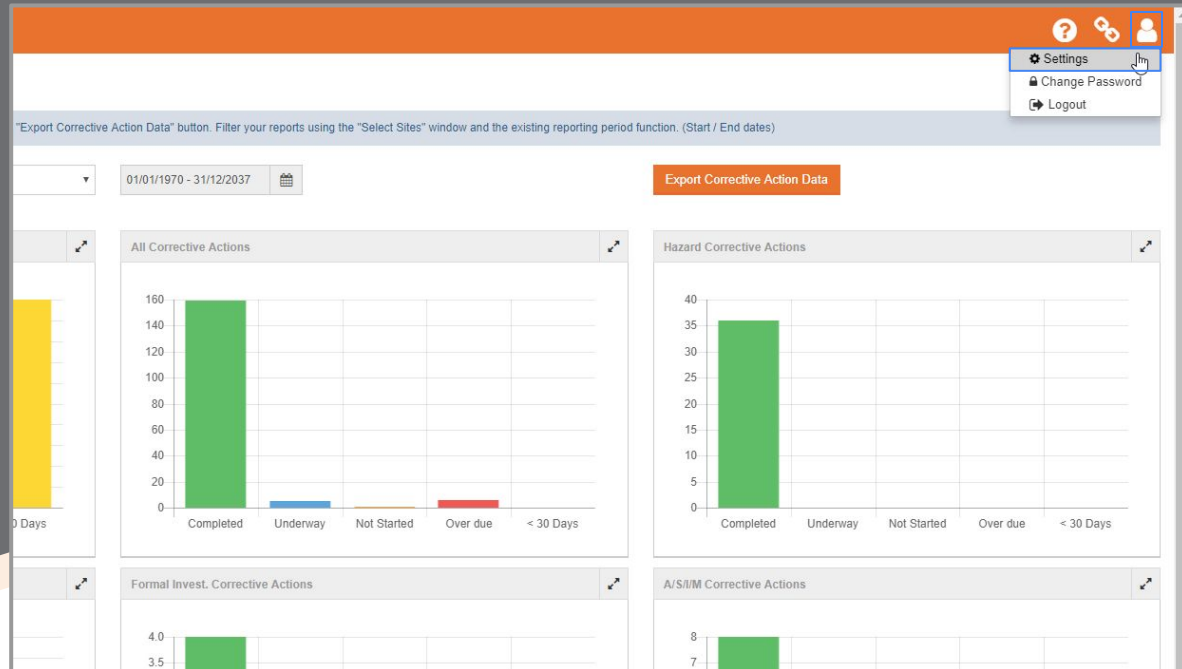
[Manage Review Types] Introduction



Vault provides the ability to record reviews for individual Workers, help with which can be found in the Vault Support Portal

However, before a review can be added, Worker Review Types must be added to Vault Settings

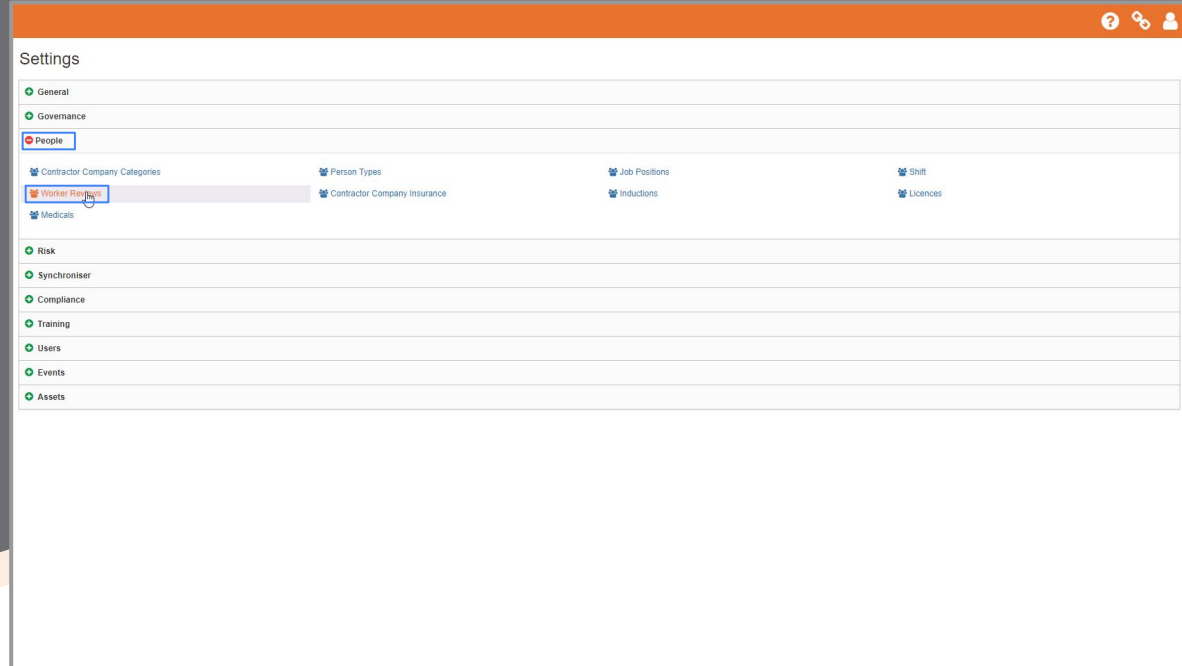
This can be found under the *Profile* icon at the top of the screen



[Manage Review Types] Settings, People Section



Click to expand the *People* section, then **click** *Worker Reviews*



[Manage Review Types] Add Category



A *register* is shown, which displays all existing categories already added to Vault

To add a new *Review Type*, **click Add**

Type the new *Review Type* name, then **click Save**

The screenshot shows the 'Settings / Worker Reviews' interface. At the top, there is a search bar and an 'Add' button. Below is a table with the following entries:

Type	Actions
Worker Notes	Actions
H&S Review	Actions
Annual Review	Actions

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. A 'Back' button is located in the top right corner of the main content area. A modal window titled 'Worker Reviews' is open, showing a 'Type' field with the text '6-month review' and 'Save' and 'Cancel' buttons at the bottom.

[Manage Review Types] Edit, Delete



The new Review Type is added to the Register and is now available when adding a new Review item to a Worker record.

To **edit** or **delete** an existing Review Type, **click Actions**, then select the appropriate option

A screenshot of a web application interface titled "Settings / Worker Reviews". The interface features a search bar at the top left and an "Add" button at the top right. Below the search bar is a table with the following rows: "6-month review", "Worker Notes", "H&S Review", and "Annual Review". Each row has an "Actions" dropdown menu to its right. The "Actions" menu for the "Annual Review" row is open, showing "Edit" and "Delete" options, which are highlighted with blue boxes. At the bottom of the table, there is a pagination control showing "Show 10 entries" and "Showing 1 to 4 of 4 entries". A "Back" button is located at the bottom right of the interface.

