
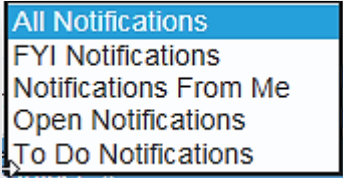
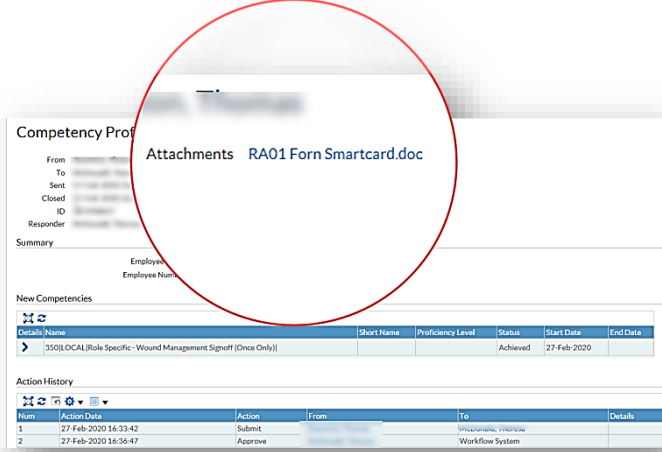
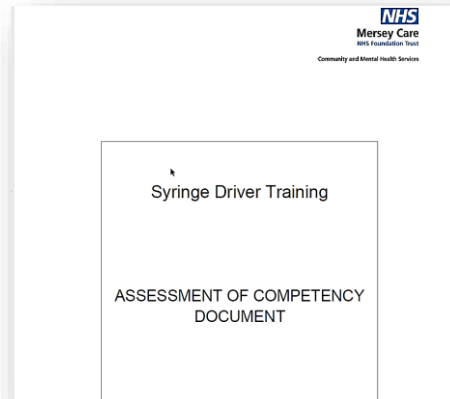


How Supervisors approve Self-Administered competency

Step 1	Log into ESR																															
Step 2	Go to notifications																															
Step 3	From worklist click on 'To do notifications'																															
Step 4	Look Notifications with the heading Competency profile for Surname/Firstname and open	 <p>Competency Profile: [Name]</p> <p>Attachments: RA01 Forn Smartcard.doc</p> <p>Summary</p> <p>Employee Name: [Name] Employee Number: [Number]</p> <p>New Competencies</p> <table border="1"> <thead> <tr> <th>Details Name</th> <th>Short Name</th> <th>Proficiency Level</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>> 350LOCAL(Role Specific - Wound Management Signoff (Once Only))</td> <td></td> <td></td> <td>Achieved</td> <td>27-Feb-2020</td> <td></td> </tr> </tbody> </table> <p>Action History</p> <table border="1"> <thead> <tr> <th>Num</th> <th>Action Date</th> <th>Action</th> <th>From</th> <th>To</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>27-Feb-2020 16:33:42</td> <td>Submit</td> <td>Workplanname - YR2020</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>27-Feb-2020 16:36:47</td> <td>Approve</td> <td></td> <td>Workflow System</td> <td></td> </tr> </tbody> </table>	Details Name	Short Name	Proficiency Level	Status	Start Date	End Date	> 350LOCAL(Role Specific - Wound Management Signoff (Once Only))			Achieved	27-Feb-2020		Num	Action Date	Action	From	To	Details	1	27-Feb-2020 16:33:42	Submit	Workplanname - YR2020			2	27-Feb-2020 16:36:47	Approve		Workflow System	
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Step 5 Click on attachments to view the competence framework document. The document can also be saved or printed from here using standard windows functionality



Step 6 Approve the notification which provides the competence to the requestor. The screen will look like this with competence achieved and action approved

New Competencies

Details	Name	Short Name	Proficiency Level	Start Date
>	350 LOCAL Role Specific - Wound Management Signoff (Once Only)		Achieved	-Feb-2020

Action History

Num	Action Date	From	To
1	27-Feb-2020 16:33:42		
2	27-Feb-2020 16:36:47		

submit

Approve