



Quick Start Guide

Welcome to ErgoPro. This is a quick introduction to the main features. If you need more information, please contact us. Once logged in, have a look at the user guide which is located on the Admin Portal Help page.

The Admin Portal


ErgoPro Admin Portal helps you manage your assessments:

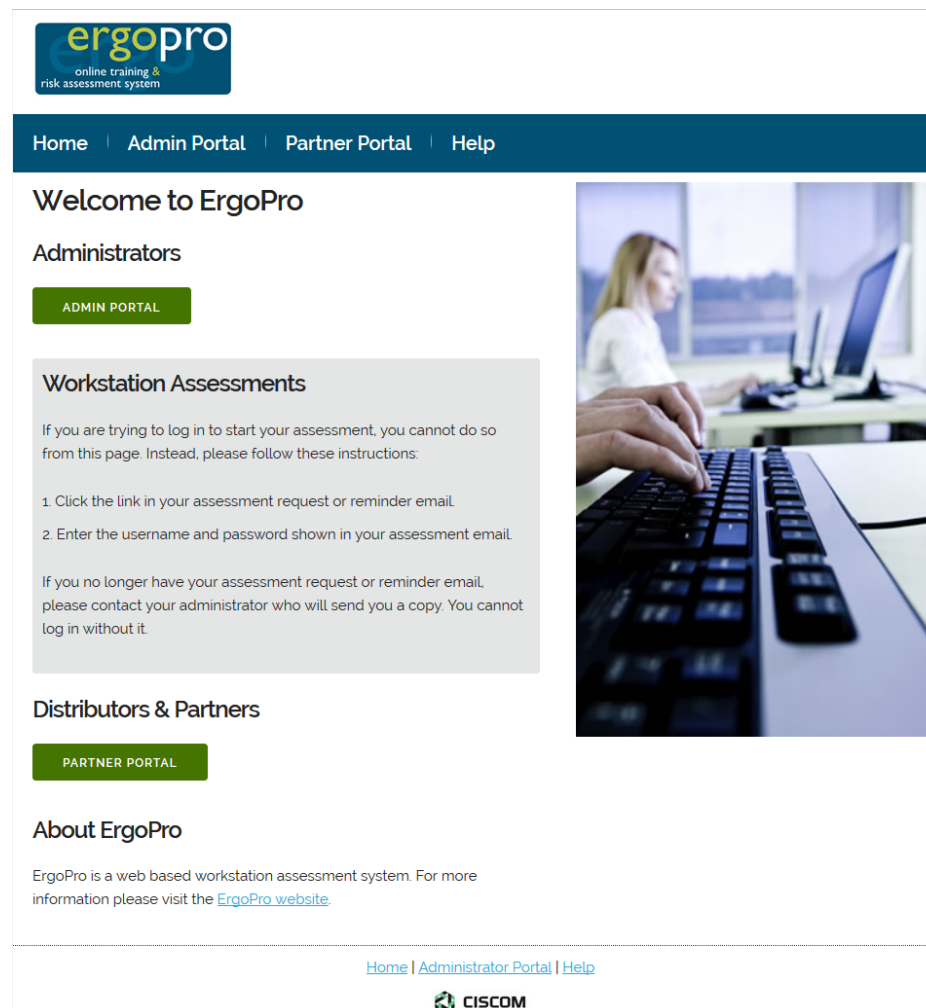
- Add staff records and send out assessments
- Search for staff records
- View assessment results, upload reports and notes
- Generate management reports and audits
- Send reminders

How to Log In to the Admin Portal

1. Go to <https://www.ergopro.co.uk>.
2. Click the Admin Portal button or the Admin Portal link in the footer of the page.
3. Enter your Admin Portal username and password.
4. Click the Log In button.
5. You will arrive at the Admin Portal Dashboard.


Search for User Records

1. From Dashboard, click  Search
2. Filter your search by entering a name or by selecting filters from the drop down lists. Just leave blank to return all records. Click the Search button and a list of matching records will be displayed.




The screenshot shows the ErgoPro website interface. At the top left is the ErgoPro logo. A navigation bar contains links for Home, Admin Portal, Partner Portal, and Help. The main content area is titled 'Welcome to ErgoPro' and includes sections for Administrators (with an ADMIN PORTAL button), Workstation Assessments (with instructions on how to log in), Distributors & Partners (with a PARTNER PORTAL button), and About ErgoPro. A photograph of a person working at a computer is visible on the right side. The footer contains links for Home, Administrator Portal, and Help, along with the CISCOM logo.

Send an Assessment

1. Search for the user to which you want to send an assessment. Click the  DSE assessment icon to send an assessment request. If other modules are enabled, you can click those icons to send other types of assessment.
2. ErgoPro will send an assessment request email. To complete the assessment, the user just needs to click the link in the email and log in using the credentials shown in the email.


Add a User

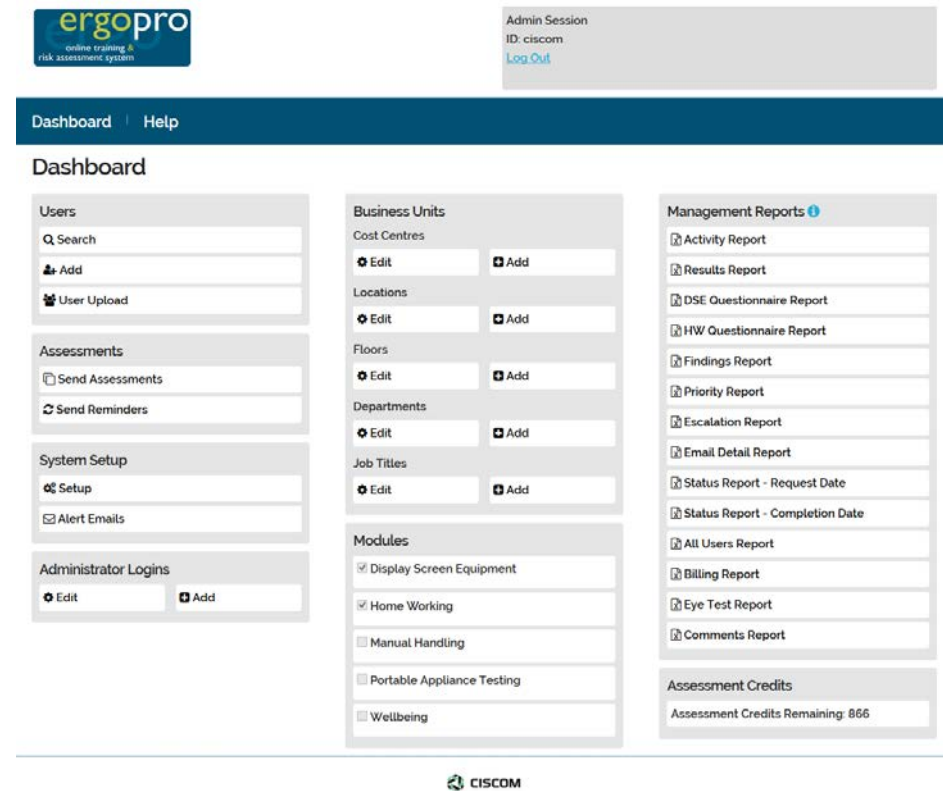
1. From Dashboard, click  Add.
2. Complete the details. You only need to enter the name and email address to get started.
3. If you want to send this new user an assessment request now, click the Send DSE Assessment box.
4. Click Save and the user will be added. If you clicked the Send Assessment box then the user will be sent an assessment request straight away.

Management Reports

1. From the Admin Menu, click on the name of the report you would like to view.
2. Select the date range and report criteria.
3. Click Submit to produce the report. Reports open in Microsoft Excel.

More Help

Click  help throughout the system or click 'Help' in the Admin Portal main menu. You can also call 01323 886205 or email support@ergopro.co.uk



The screenshot shows the ErgoPro Admin Portal Dashboard. At the top left is the ErgoPro logo with the tagline 'online training & risk assessment system'. At the top right, it displays 'Admin Session ID: ciscom' and a 'Log Out' link. Below the header is a dark blue navigation bar with 'Dashboard' and 'Help' links. The main content area is titled 'Dashboard' and is divided into several sections:

- Users:** Includes a search bar, an 'Add' button, and a 'User Upload' button.
- Assessments:** Includes 'Send Assessments' and 'Send Reminders' buttons.
- System Setup:** Includes 'Setup' and 'Alert Emails' options.
- Administrator Logins:** Includes 'Edit' and 'Add' buttons.
- Business Units:** A list of units with 'Edit' and 'Add' buttons for each.
- Management Reports:** A list of reports including Activity Report, Results Report, DSE Questionnaire Report, HW Questionnaire Report, Findings Report, Priority Report, Escalation Report, Email Detail Report, Status Report - Request Date, Status Report - Completion Date, All Users Report, Billing Report, Eye Test Report, and Comments Report.
- Assessment Credits:** Shows 'Assessment Credits Remaining: 866'.
- Modules:** A list of modules with checkboxes: Display Screen Equipment (checked), Home Working (checked), Manual Handling (unchecked), Portable Appliance Testing (unchecked), and Wellbeing (unchecked).

The CISCOM logo is visible at the bottom center of the dashboard.