



## Quick Start Guide

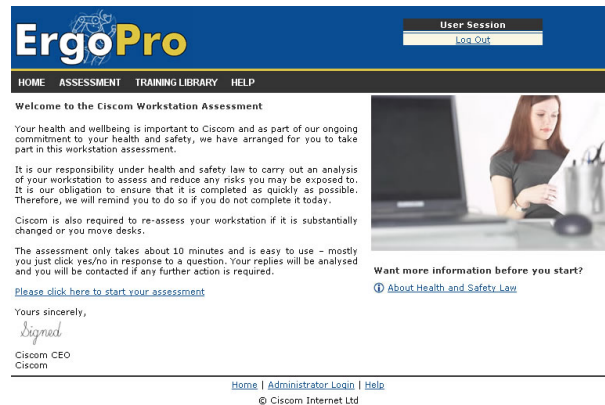
The ErgoPro workstation assessment system is intuitive web based software. After a few pointers you will be using the system in no time. There are two main areas you need to look at:

### 1. The Workstation Assessment

We have set up a test user to enable you to log in and view the assessment. The web address, user name and password are contained in our email.

#### Start an Assessment

1. You will arrive at the welcome page (Right)
2. Click on the 'Please click here to start your assessment' link
3. Enter the user name and password we sent in our email and click 'Login'



### 2. The Administration System

The ErgoPro administration system enables your Administrator, Human Resources or Occupational Health staff to:

- Add staff records and request new workstation assessments. You can also upload staff records in bulk
- Search for staff and view completed workstation assessment results and history
- Add notes and update records
- Generate management reports
- Send automated follow-ups

#### Log In to the Administration System

1. Click on the 'Administrator Login' link in the footer of any ErgoPro page
2. Enter the administrator user name and password we sent in our email and click 'Login'. You will be taken to the main menu.

#### Add a User

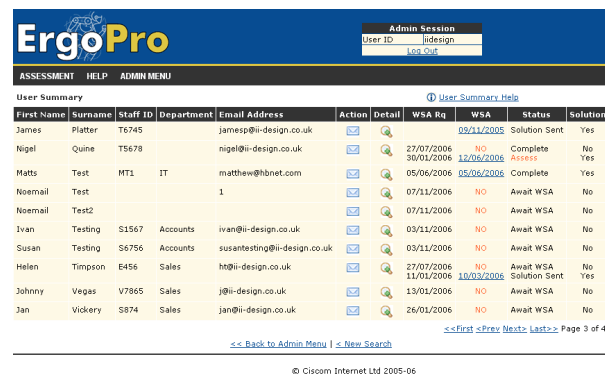
Click on 'Add User' in the main menu. A password is automatically generated but you can overwrite it if you prefer. You must enter at least the name and email address. If the required Cost Centre, Location, Department and Job Title are not available from the drop down lists then you will need to go back to the main menu and add them first by clicking on the relevant 'Add ....' Link.

Click 'Update' and the user will be added. The user is automatically sent a welcome email with their user name and password along with instructions.

#### Search for Users

Click 'User Search / Summary / Edit'. Filter your search by entering name or staff number, or by

selecting filters from the drop down lists. Click 'Submit' and a list of matching staff will be displayed.



Completed workstation assessments are shown in the WSA column as a date. Click on the date to view the assessment results.

Click on the (Detail) icon to view user detail and workstation assessment history. You can also view any Solutions sent to the user.

#### Management Reports

From the Admin Menu, click on the name of the report you would like to produce. Type in a date range and select report criteria. Click 'Submit' to produce the report. Reports open in Microsoft Excel.

#### More Help

Click on the (i) icons throughout the system or click 'Help' in the main menu. You can also call 01323 418153 or email [support@ergopro.co.uk](mailto:support@ergopro.co.uk)