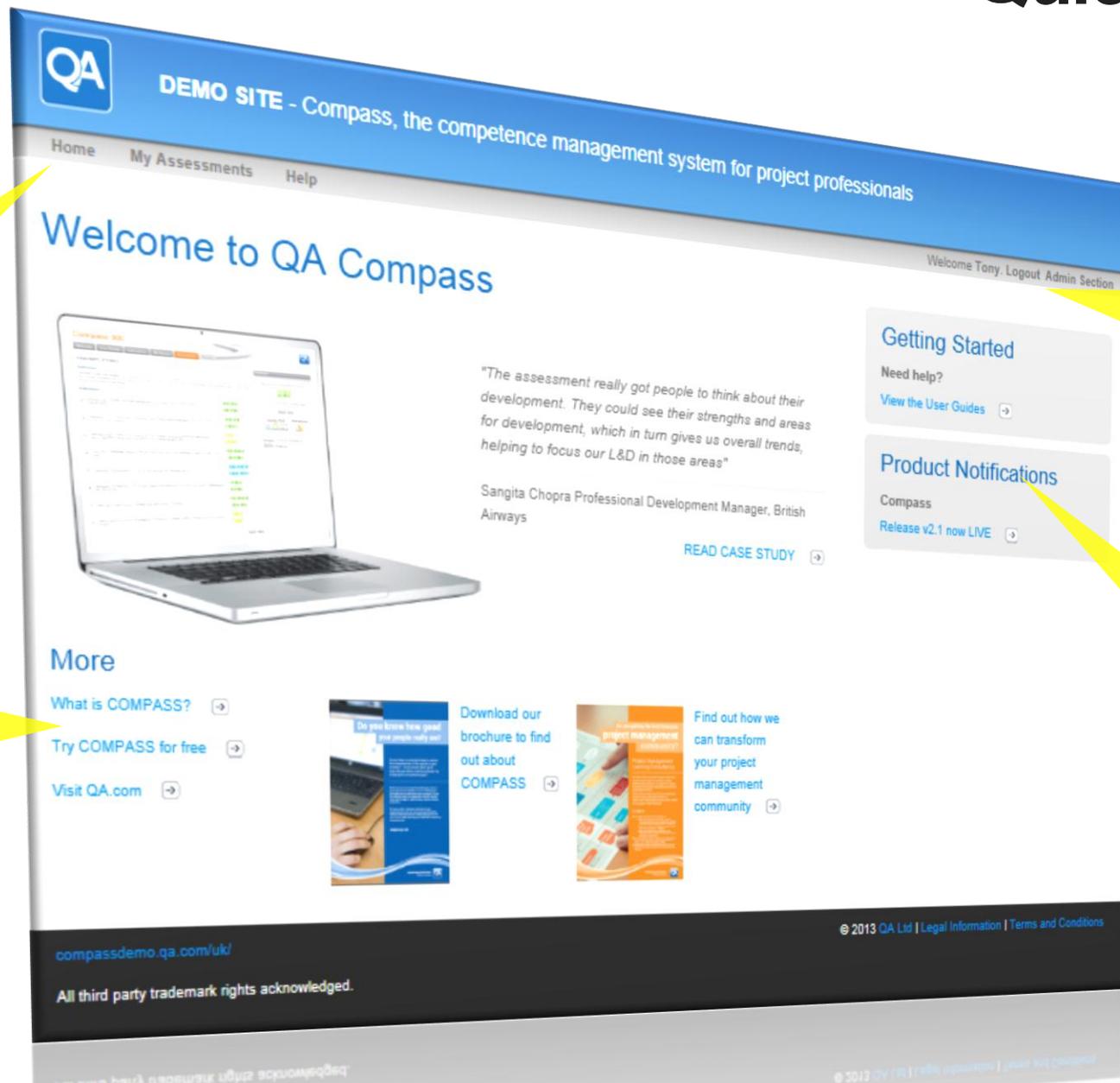




COMPASS Home screen

Quick Start Guide

Version 2 [Oct13]



Use the menu bar to go to My Assessments or download documents from the Help page.

Find out more about COMPASS and QA using the links. Try a limited version of COMPASS for free.

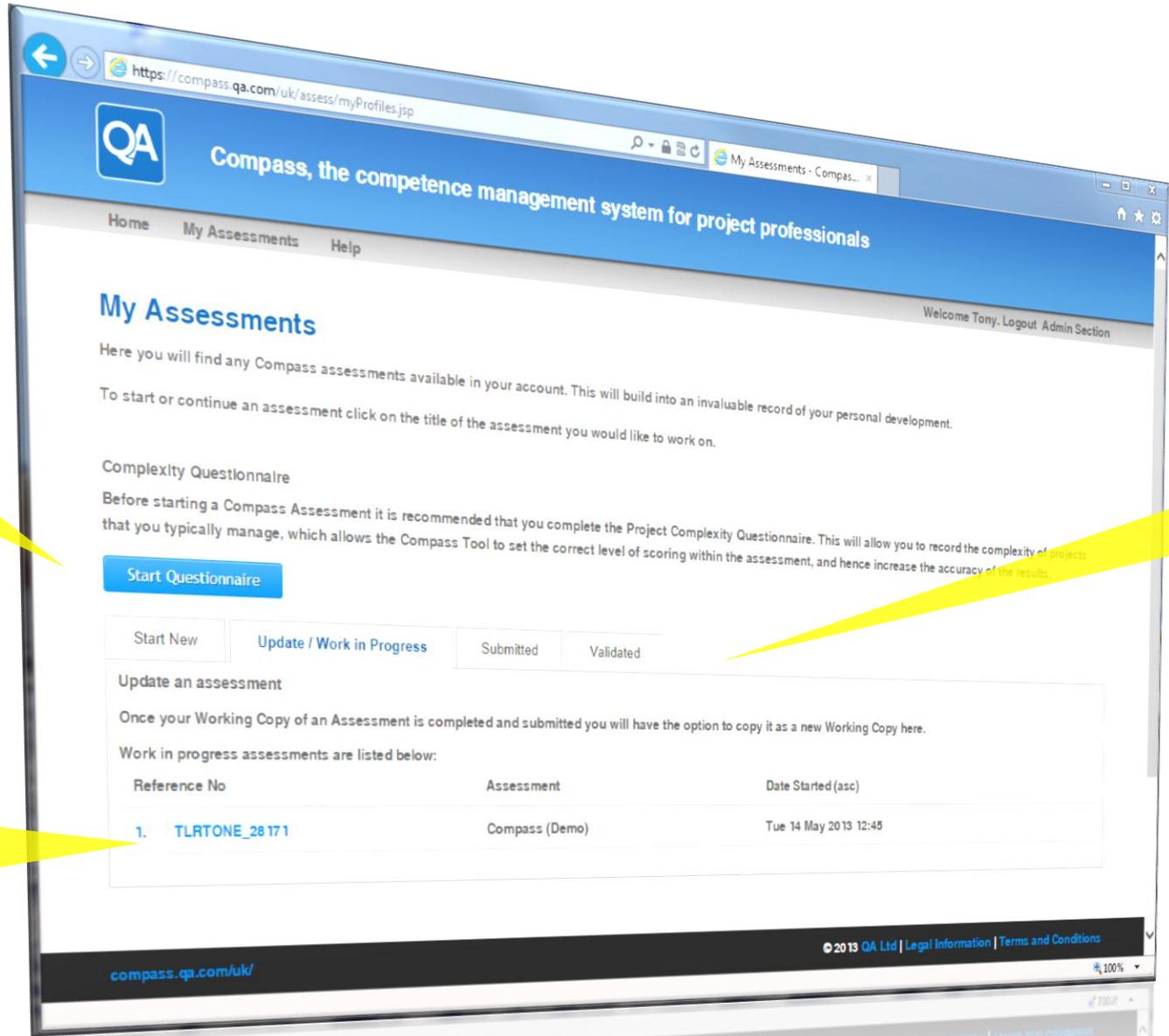
Log in or Register here. Click your name when you have logged in to view and edit your COMPASS profile including changing your password.

The notification panels feature links to Help documents and information on the latest releases



If you haven't completed a Complexity Questionnaire, then you can do it here. This determines if you have worked on complex projects or non-complex projects.

Simply click the link for an Assessment to launch it.



Use the Tabs to locate assessments that have been allocated to you, and ones that have been started, completed and validated.

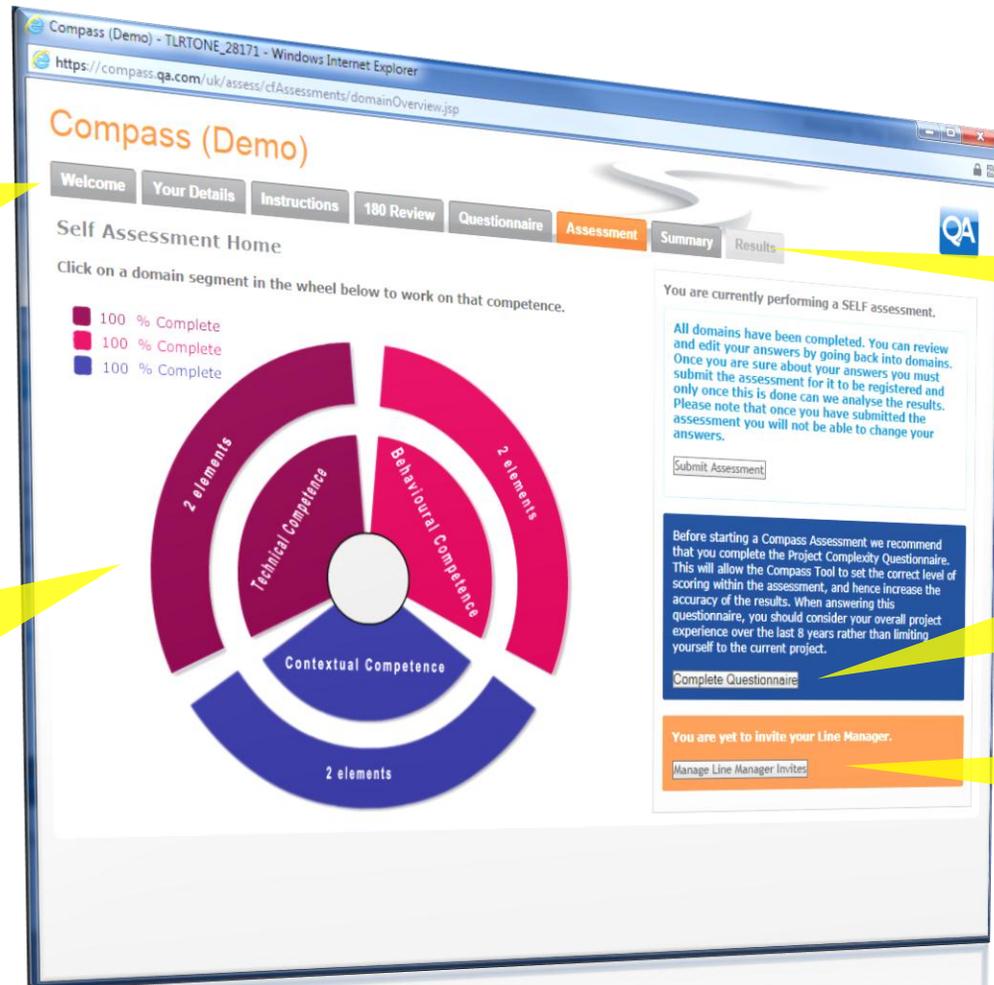


Assessment navigation

Quick Start Guide

Click on the tabs at the top to jump to specific tasks.
When you start COMPASS it will automatically take you through each tab in turn.

The 'Wheel of Competence' acts as your navigation and shows progress through the assessment. Click on a segment to go to that section.



Use the Summary Tab to jump directly to a competence or to track your scores and grades.

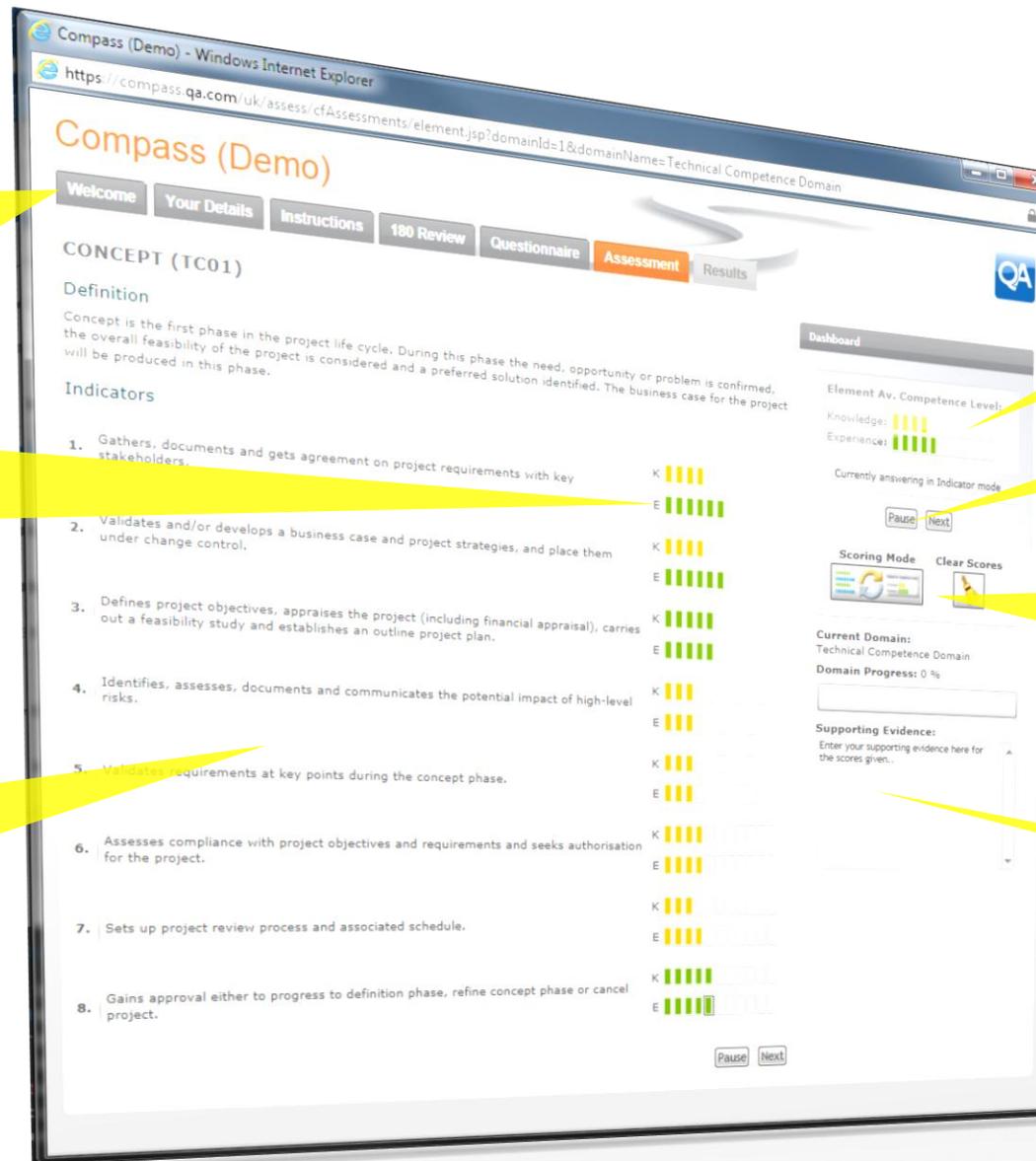
The result of your complexity questionnaire is shown here.. You will not be able to score higher than 5 if you have not completed the questionnaire or the results shows you have only worked on non-complex projects.

OPTIONAL FEATURE: You can invite your Line Manager and up to 4 others to complete an assessment of you. Manage your invitations here or by using the 180 Review tab at the top.



Competence detail screen

Quick Start Guide



Click on the tabs at the top to jump to specific tasks. When you start COMPASS it will automatically take you through each tab in turn.

Rollover the 'slider bar' to indicate your score. You will get a 'tool tip' that appears as you rollover, to explain what each score means.

When you score at the detail level, you have 'slider bars' for Knowledge and Experience for each indicator.

The dashboard shows the averaged score for the competence.

Use the PREV & NEXT buttons to move through the competencies.

You can switch between detail scoring (as shown) or summary scoring which means you just use the slider bars in the dashboard to indicate the average score for the competence.

You can add in evidence to justify your score. Evidence is optional.