

# AssessNET Quick Start Guide

## Introduction

AssessNET is a cloud based Health and Safety Management application, which means that it can be accessed from any location at any time; all that is required is a device (mobile, tablet, computer, laptop) that can connect to the internet. This is particularly convenient for you, as you do not need to have access to your desktop or laptop computer to use AssessNET.

This guide has the following sections:

## Contents

Introduction .....	1
Logging in .....	1
Logging in for the first time .....	3
Help during login: .....	4
Managing your account .....	5
System Overview .....	6
Menu Bar .....	6
Customising your Home Page .....	7
Contacting Technical Support .....	8

## Logging in

To login, go to <https://www.assessweb.co.uk> which will bring up a log in screen.

be on the safe side

**ASSESSNET**  
ONLINE HEALTH AND SAFETY MANAGEMENT

### Login to your account

Your details will be verified over a secure encrypted connection.

Username

Password  [Forgot your details? click here](#)

Remember Me

[If you are not a user and would like to find out more, click here](#)

The data held on our system is PRIVATE PROPERTY. Unauthorized entry contravenes the Computer Misuse Act 1990 and may incur criminal penalties and damage, all logins are logged and monitored. [privacy policy](#). By logging into AssessNET, you agree with our Terms and Conditions at all time.

**RISKEX**

ISO 9001  
Quality Management

ISO 14001  
Environmental Management

OHSAS 18001  
Occupational Health and Safety Management

IS 599510      FS999509      OHS05516

Provided by Riskex Ltd under ISO 9001, OHSAS 18001 and ISO 27001 management systems

Remember me

Ticking the checkbox next to "Remember Me" will save your username to your system which will save you time if you log in frequently.

After you have completed the first step of logging in, you will be presented with another screen which asks you to enter your memorable information answer.

be on the safe side

**ASSESSNET**  
ONLINE HEALTH AND SAFETY MANAGEMENT

### Your memorable information

For added security please provide us with your secret memorable information.

Question	What town were you born in?
Answer	<input type="text"/>

**Why the extra security?**  
By implementing a 'second stage' login it will decrease the chances of your login being used by somebody who knows your password, so memorable information is now used to boost the integrity of our security system in case you accidentally share your password.

The data held on our system is PRIVATE PROPERTY. Unauthorised entry contravenes the Computer Misuse Act 1990 and may incur criminal penalties and damage, all logins are logged and monitored. [privacy policy](#). By logging into AssessNET, you agree with our Terms and Conditions at all time.

**RISKEX**

ISO 9001  
Quality Management

ISO 14001  
Environmental Management

OHSAS 18001  
Occupational Health and Safety Management

IS 999510 F399909 OHS65516

Provided by Riskex Ltd under ISO 9001, OHSAS 18001 and ISO 27001 management systems

If your login is successful, you will now see the welcome screen.

be on the safe side

**ASSESSNET**  
ONLINE HEALTH AND SAFETY MANAGEMENT

### Good afternoon, Marcus

Riskex Ltd : Mansion, Bletchley Park

**Latest News** [\[ + Add Your Own \]](#) [\[ + More News \]](#)

**Data Processing Addendum**  
We incorporated a Data Processing Addendum (DPA) into our Terms, so customers who subscrib...  
Posted 01/06/2018 by AssessNET

**Privacy Policy update**  
Riskex respects your privacy and is committed to protecting the personal data held in our ...  
Posted 24/05/2018 by AssessNET

Logout if idle after

The data held on our system is PRIVATE PROPERTY. Unauthorised entry contravenes the Computer Misuse Act 1990 and may incur criminal penalties and damage, all login attempts are logged and monitored. [privacy policy](#)

## Logging in for the first time

You will receive an email from your Health and Safety administrators inviting you to activate your AssessNET account. Follow the link in the email to set a secure password for your account.

If you have not received your username and password, please contact your administrator/Health and Safety Manager, or alternatively you can use the “forgot my details” link on the login page to be sent an email containing your login information.

Once your password has been set, you will be directed back to the log in pages, where you will be able to access the system.

If it is your first time logging in, you will need to provide a memorable answer to one of the questions within the dropdown list. This is an additional security measure which we use to prevent unauthorised access to your account.

The screenshot shows the AssessNET login interface. At the top left, a red banner contains the text "be on the safe side". The AssessNET logo is in the top right corner. The main content area is titled "Your memorable information" and includes the following text: "For added security please provide us with your secret memorable information." and "For added security, you must setup a memorable piece of information which you will be prompted for each time you login to AssessNET in the future." Below this is a form with three input fields: "Select a question" (a dropdown menu showing "What is your mother's maiden name?"), "Answer", and "Confirm answer". A "Continue" button is located below the "Confirm answer" field. Underneath the form, there is a section titled "Why the extra security?" with explanatory text. At the bottom of the page, there is a disclaimer: "The data held on our system is PRIVATE PROPERTY. Unauthorised entry contravenes the Computer Misuse Act 1990 and may incur criminal penalties and damage, all logins are logged and monitored. [privacy policy](#). By logging into AssessNET, you agree with our Terms and Conditions at all time." Below the disclaimer are logos for Riskex and three ISO certification standards: ISO 9001, ISO 14001, and OHSAS 18001.

## Logout Times

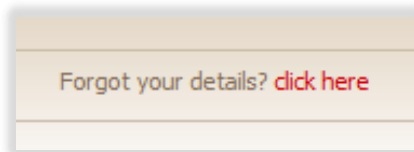
For security purposes AssessNET automatically logs users out if they have been inactive for more than 20 minutes by default.

If you find that you are taking more than 20 minutes to complete certain sections of assessments and are therefore being logged out, you can change the default logout time from the login page. The default timeout time can also be overridden by an administrator through the Admin tab within AssessNET.

### Help during login:

Your username will always stay the same as the one given to you in your initial welcoming email unless your name changes.

If you do forget your details, you can retrieve them by clicking on the "Forgot your details" link on the AssessNET log in page and entering your email address.



*be on the safe side*

**ASSESSNET**  
ONLINE HEALTH AND SAFETY MANAGEMENT

### Reset your password


Details will be sent via e-mail to the address that is registered with the account.

Before we can reset your password, we need to verify that your account is valid and that you are the authorised recipient. Please enter your full corporate e-mail address in the box provided so we may check your details against the database.

Email address

All retrieval attempts are logged for security purposes *(Your connection details will be stored)*

The data held on our system is PRIVATE PROPERTY. Unauthorised entry contravenes the Computer Misuse Act 1990 and may incur criminal penalties and damage, all login attempts are logged and monitored. [privacy policy](#)

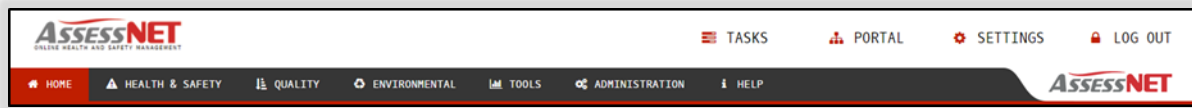
IS 599510      FS999509      OHS605516

Provided by Riskex Ltd under ISO 9001, OHSAS 18001 and ISO 27001 management systems

If your email address matches the one associated with your account, you will be sent an email a password reset email. When the user follows the link in the email, it will ask them for a new password, which if successfully changed they will be navigated back to the normal login page. For this reason, you should ensure that you keep your email address up to date on AssessNET.

## Managing your account

Click on the Settings tab on top of the page to edit your account settings.



You will be presented with a screen that allows you to change your general settings and password. If you need to change your access level, you will need to contact a global admin within your organisation who can do this for you.

### Personal Information

To ensure AssessNET can function in an efficient manner when interacting with its users, please supply as much information as possible.  
At no point is it acceptable to create a user that is not binded to your organisation, or to abuse the system with the misuse of security information such as publicising passwords and/or multiple users with one license.

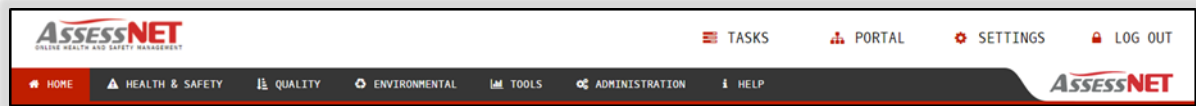
Title:	<input type="text" value="Mr"/>	Username:	<input type="text" value="MDelo.SAS"/>
Forename:	<input type="text" value="Marcus"/>	<input type="button" value="Change Password"/>	
Surname:	<input type="text" value="Delo"/>	Access Level:	<input type="text" value="Global Administrator"/>
Job Title:	<input type="text" value="Media Technician"/>	Time Out after:	<input type="text" value="50 Mins"/>
E-mail Address:	<input type="text" value="marcusdelo"/>	@	<input type="text" value="assessnet.co.uk"/>
Phone Number:	<input type="text" value="07896523654"/>		
Employment Type:	<input type="text" value="Employee"/>		
Any Identification Numbers:	<input type="text" value="e.g. Police Collar Number / Fire Call Sigi"/>		

To change your password, click on the blue "Change password" button on the right of the screen. When you have entered the new password, click "Save User Details" at the bottom.

## System Overview

### Menu Bar

The menu bar contains links to all the main areas of AssessNET which include the Health & Safety Modules and your task list.



**Home:** Clicking on this tab will take you directly to your Home Screen. On this page, you are able to view your tasks, view statistics based from the modules that you have access to, view news on future updates and recent additions to AssessNET as well as to access common areas of AssessNET.

**Tasks:** Clicking on this tab will take you directly to your Task Manager area. The Task Manager allows you to see at a glance all the tasks you have been assigned or that you have assigned to other users.

**Health & Safety:** This area is where you will spend most of your time, as it is where you can create, view and search for your Health and Safety Assessments and report incidents if you have access to the Incident Reporting module.

**Environmental:** This section allows you to manage your environmental obligations within your business.

**Quality:** This area allows you to manage the quality aspect of your business. You can manage the assets within your company, design quality management audits, etc.

**Tools:** This area contains a series of Business Tools that the developers of AssessNET have created to make your life easier. Many of these tools can be used for any purpose and not just for your health and safety needs. Tools that can be found here include Contract Reports, document management and task reports. The document manager allows you to upload documents to use within AssessNET. This allows you to import any type of document relating to any health and safety matter within your business.

**Settings:** This tab will take you to your Account Details, where you can change your login details (password) and your personal details, such as your phone number and e-mail address.

**Help:** The help tab allows you to gain access to our knowledge base and contact AssessNET's technical support. It is a valuable tool to utilise if you are stuck with any aspect of AssessNET.

**Admin:** Only those with Global administration privileges and Normal + User Managers can access this area of AssessNET. From here, Global Administrators can manage / create user

accounts, set up and alter your corporate structure, create and edit accident/Incident centres, as well as editing settings for every module that your organisation has access to.

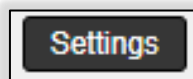
**Log out:** Ensure you click this button at the end of each session to properly secure your AssessNET account.

## Customising your Home Page

The screenshot displays the AssessNET Home Page interface. On the left, there is a 'View my Task Manager' section with a sub-header 'View any scheduled tasks / actions or events that are currently scheduled for you to deal with.' Below this are five task management options, each with a red 'Module' button: 'Create a New Assessment', 'Search for an Assessment', 'Manage and view your Assessments', 'Report an Accident / Incident', and 'Search for an Accident / Incident'. On the right, there is a 'Statistics' window with a 'Settings' button in the top right corner. It contains two tables: 'Your Tasks' and 'Accident / Incident Reporting'. The 'Your Tasks' table lists 'Overdue Tasks', 'Today's Tasks', 'Tasks Due in the Next 14 Days', and 'All Outstanding Tasks', all with a value of 0. The 'Accident / Incident Reporting' table lists 'Total Incidents for 2018' (353), 'Incomplete Incidents' (37), 'Incomplete RIDDORs' (0), and 'Incomplete Investigations' (0).

The Home Page on AssessNET has been designed to provide you with links allowing you to jump to the most commonly used areas of AssessNET quickly and easily. The home page also contains statistics relating to all the modules you have access to.

You can customise this area so that it only shows you the modules you use on a frequent basis. To access the customisation area simply click on the Edit Settings link at the top of the Statistics window.



Within this page, you will see two columns of modules. The column on the left shows you which modules you are displaying statistics for and the one on the right shows the other modules you have access to but are not currently seeing statistics for. The show and hide buttons allow you to transfer the modules between the lists while the up and down buttons allow you to arrange the order in which the modules you want to see appear.

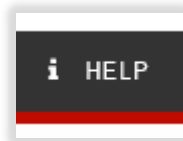
**Edit Your Homepage Statistics Area**  
[Return to home page](#)

This page allows you to control which statistics appear on your homepage. Quite simply the modules on the left hand side of the page will appear on your homepage and the modules on the right won't. Simply use the "Show" and "Hide" buttons to change which modules are shown and the up and down arrows to change their position.


Active Statistics		Inactive Statistics	
✓ Risk Assessments	Hide Down	✗ Fire Risk Assessments	Show
✓ Accident / Incident Reporting	Hide Up Down	✗ COSHH Assessments	Show
✓ Manual Handling	Hide Up Down	✗ Material Safety Data Sheets (MSDS)	Show
✓ Method Statements	Hide Up	✗ Display Screen Equipment Assessments	Show
		✗ Safety Inspections	Show
		✗ Safety Audits	Show
		✗ PUWER Assessments	Show
		✗ Quality Audit	Show

## Contacting Technical Support

If you encounter a problem that you cannot solve yourself, or if you would like to send any comments or suggestions to the AssessNET team, you can use AssessNET's built-in Technical Support facility. You can access this area quickly from anywhere in the system by clicking the "Help" tab.





Clicking "Contact Technical Support" will take you to our support system.



**Contact Technical Support**  
 Our Technical Support department is ready to assist in any way it can.  
 Contact us if you have any problems, queries or suggestions.

You will now be presented with a screen that shows following links:

 [New support ticket](#)

 [Check ticket status](#)

**New Support Ticket:** Clicking on this link will take you to a page which will allow you to contact our support desk directly. You will be able to enter details of your problem, add



screenshots and attach additional files. Try to be as specific as you can; the more details you give about your problem, the quicker it can be resolved.

**Check Ticket Status:** If you have any ongoing support tickets with us you will be able to view the progress of them by clicking this link. It will show you all of your tickets that are open, in progress and those that are completed. Our support system enables you to see the original query, as well as the technician's response and any other responses.

You will receive email notifications each time a support technician has replied to your support call and we will do our best to get back to you within one business day.

Our support system also enables you to:

- Send support calls directly from your email instead of via AssessNET by sending your query to [helpdesk@assessnet.co.uk](mailto:helpdesk@assessnet.co.uk).
- Compose responses either via the support system or straight from your email replying to the email sent by us.