



iAbacus User Manual

1 — Last update: May 27, 2022

OPEUS

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Welcome

Welcome to iAbacus, the beautifully simple online tool for self-evaluation and planning.

We hope that using iAbacus will be straightforward and intuitive, and any questions you have will be covered in this user guide. However if you find you need help – feel free to [contact us](#).

Find out more about iAbacus by visiting one of these websites: [Global](#) | [Scotland](#) | [Wales](#)

Read about the model behind the iAbacus here: www.iabacus.co.uk/model

Watch a series of videos about iAbacus here: www.iabacus.co.uk/videos

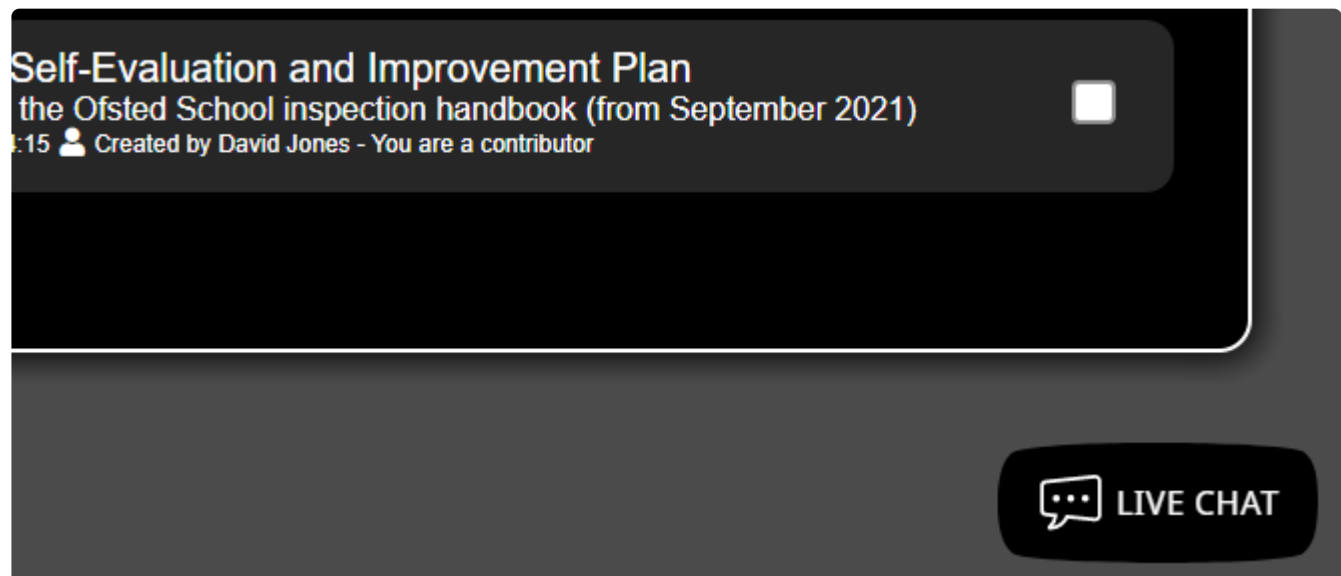
Contact Support

We're here to help. If you can't find the answer you need in this user guide, please let us know and we'll talk you through.

Email: support@iabacus.co.uk

Phone: 0115 929 3419

Live chat: If you're logged into iAbacus and an operator is available, click the button at the bottom right of the screen that says **Live chat**. (If an operator is not available you can type in your question and we will respond as soon as we are available, normally during business hours).



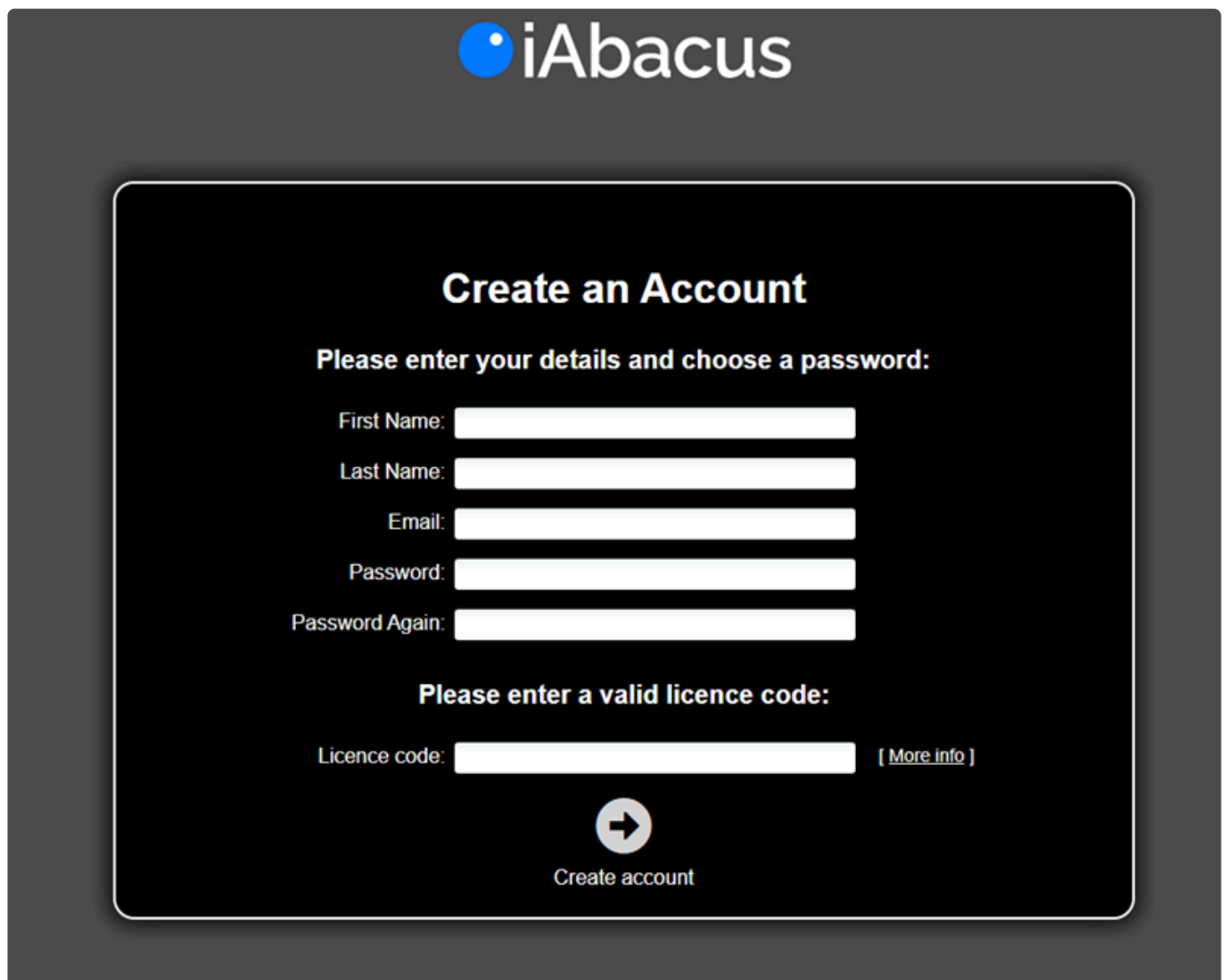
Quick Start Guide

* This quick start guide will show you how to do the very basics – from logging in to completing your first cycle of self-evaluation and improvement planning. Please use the menu on the left to find out more about each step in the process, including how you can [collaborate](#) with others and [create reports](#) to share.

Create your iAbacus® account at www.iabacus.me/create

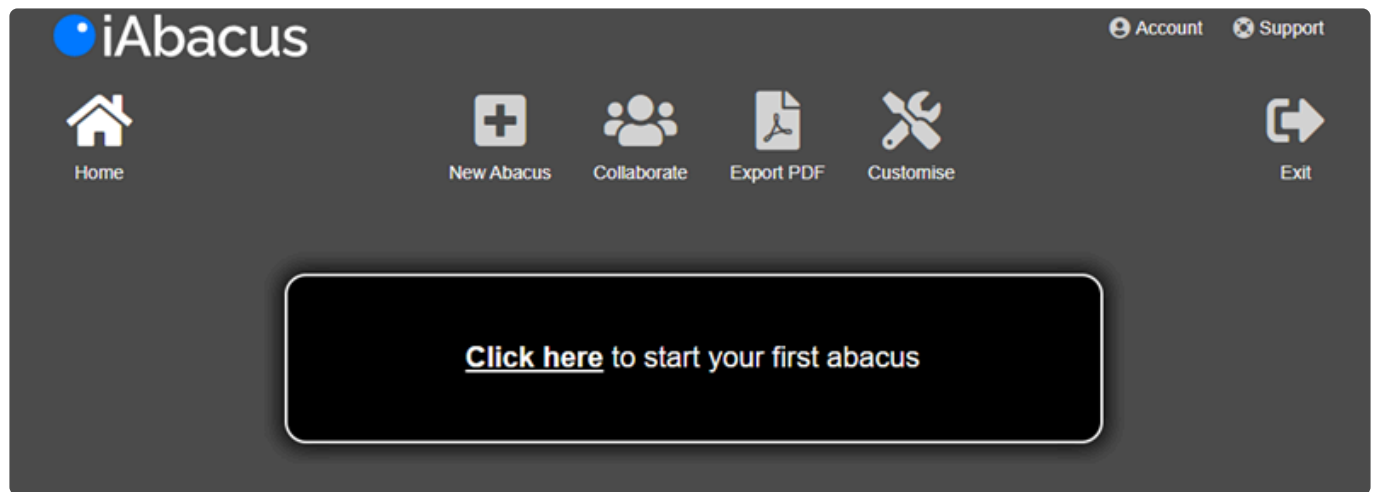
Complete the form with your details and licence code. (Your licence code should have been given to you by your school iAbacus administrator. If you do not have a licence code, please contact your school's administrator, or contact [iAbacus support](#).)

When you've done this, click the arrow at the bottom of the form to continue.



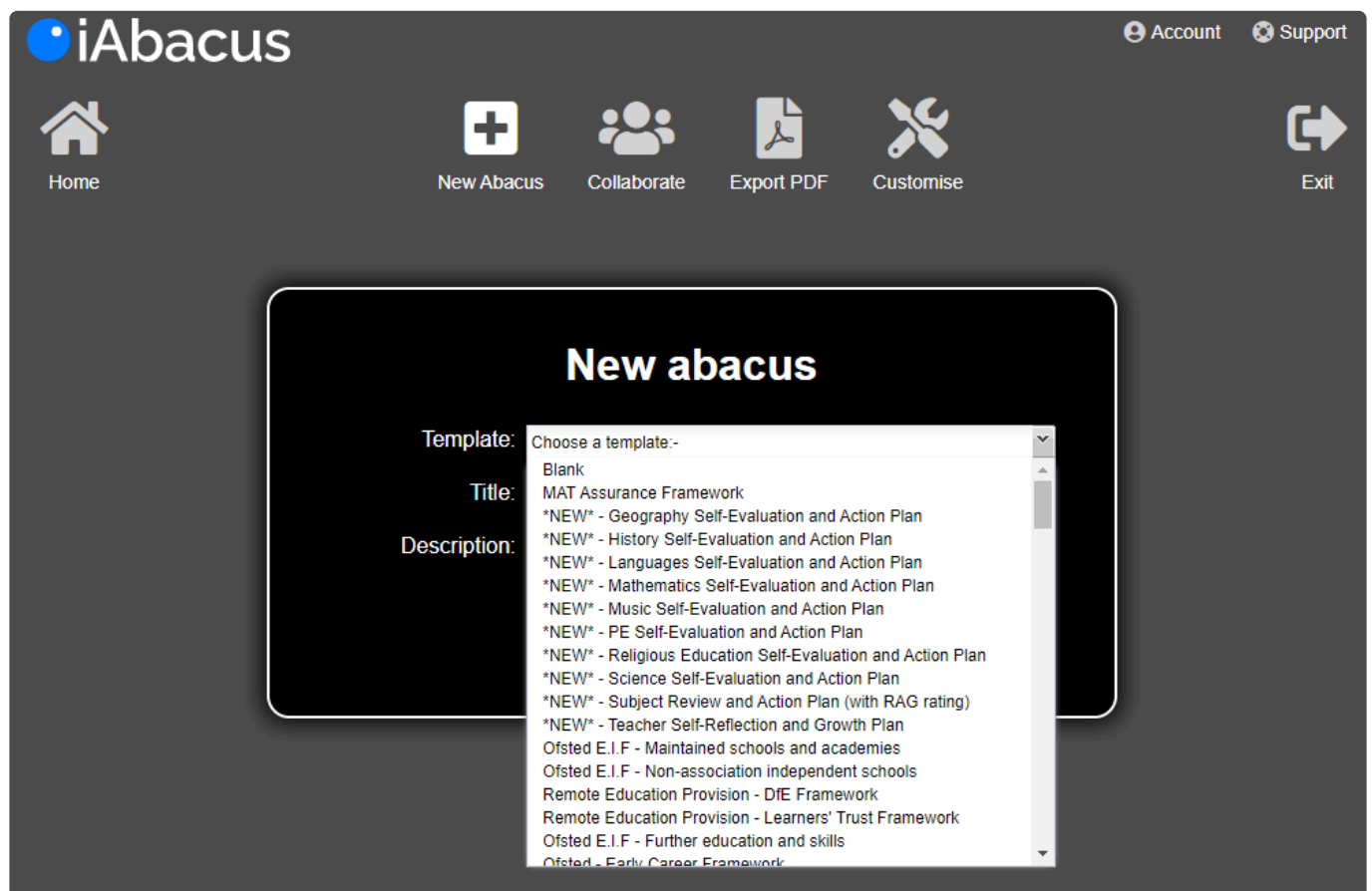
The screenshot shows the iAbacus 'Create an Account' form. At the top is the iAbacus logo. Below it, the title 'Create an Account' is centered. The form is divided into two main sections. The first section, titled 'Please enter your details and choose a password:', contains five input fields: 'First Name:', 'Last Name:', 'Email:', 'Password:', and 'Password Again:'. The second section, titled 'Please enter a valid licence code:', contains a single input field for 'Licence code:' and a link '[More info]' to its right. At the bottom of the form is a large circular button with a right-pointing arrow and the text 'Create account' below it.

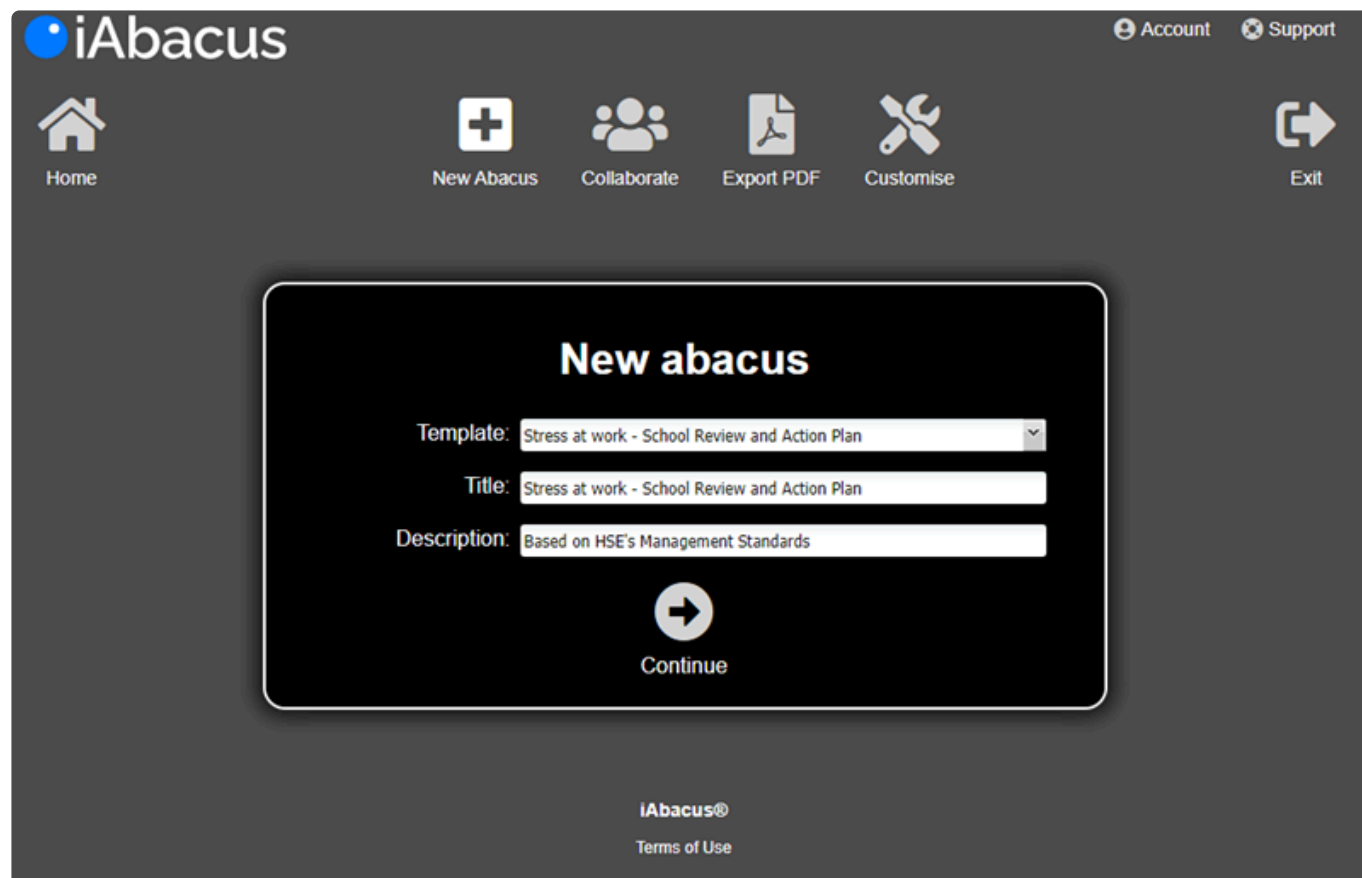
You will see a confirmation message that your account has been created. Click the arrow to go into your Home screen. Most likely it will be empty, like this:



Choose a template.

([More information about choosing a template](#))





The image shows the iAbacus web application interface. At the top left is the iAbacus logo. At the top right are links for 'Account' and 'Support'. Below the logo is a navigation bar with icons and labels: 'Home' (house icon), 'New Abacus' (plus icon), 'Collaborate' (people icon), 'Export PDF' (PDF icon), 'Customise' (wrench icon), and 'Exit' (exit icon). The main content area features a 'New abacus' form. The form has a title 'New abacus' and three input fields: 'Template' (a dropdown menu), 'Title' (a text field), and 'Description' (a text field). The 'Template' dropdown is set to 'Stress at work - School Review and Action Plan'. The 'Title' field contains 'Stress at work - School Review and Action Plan'. The 'Description' field contains 'Based on HSE's Management Standards'. Below the input fields is a 'Continue' button with a right arrow icon. At the bottom of the page, there is a footer with 'iAbacus®' and 'Terms of Use'.

iAbacus

Account Support

Home New Abacus Collaborate Export PDF Customise Exit

New abacus

Template: Stress at work - School Review and Action Plan

Title: Stress at work - School Review and Action Plan

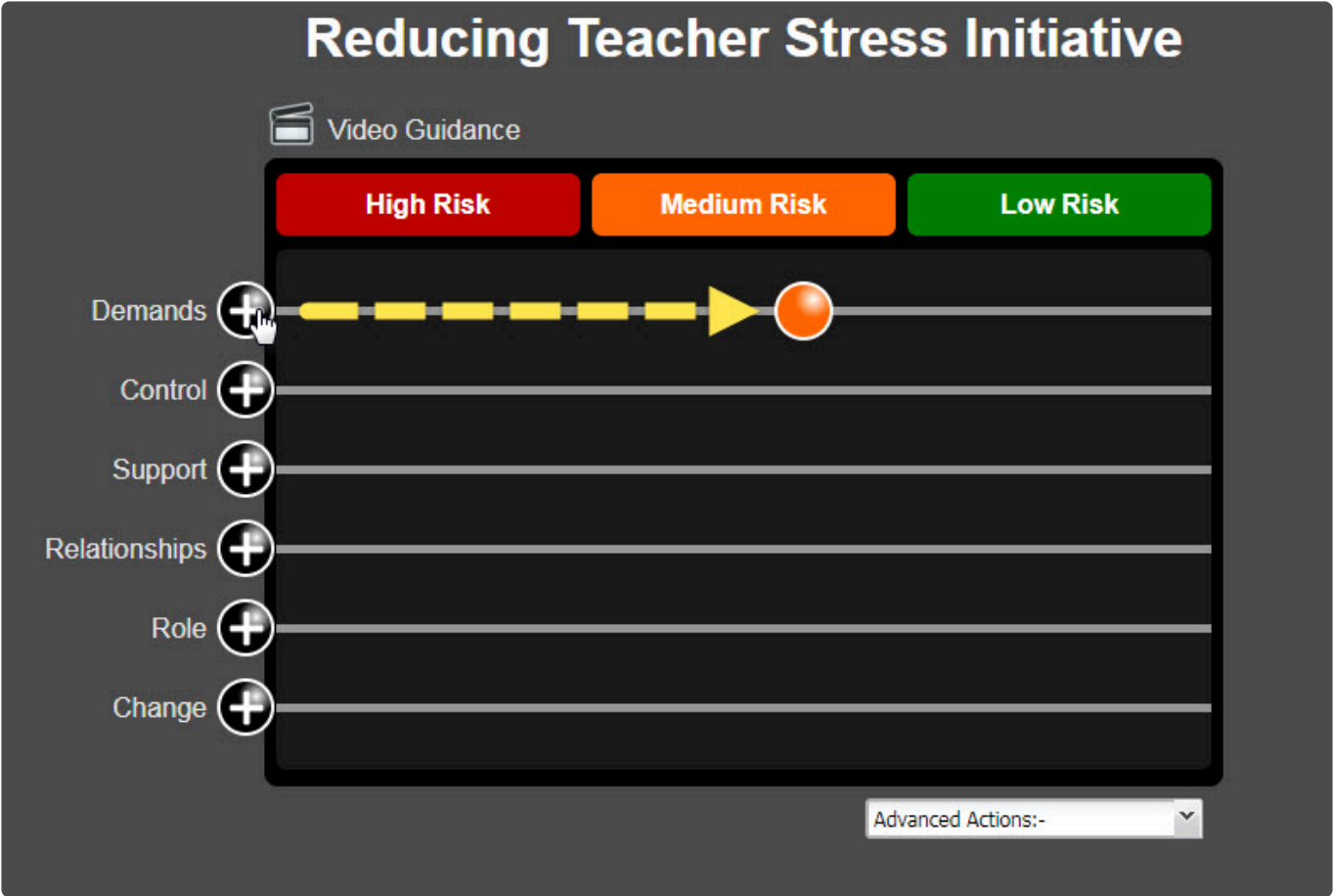
Description: Based on HSE's Management Standards

Continue

iAbacus®
Terms of Use

Slide a bead.

([More information about making a judgement](#))



User Accounts

This section tells you how to create your account, if you don't already have one, how to log in and how to update your details.

Create your user account

If you are logging into iAbacus for the first time, you will need to create a user account.

1. Go to www.iabacus.me.
2. On the login screen, click 'Create an account'.

The image shows the iAbacus login interface. At the top, the iAbacus logo is displayed. Below it, a dark grey rounded rectangle contains the text "Please enter your login details or create an account". Under this text are two white input fields: "Email:" and "Password:". Below the password field is a circular button with a right-pointing arrow and the word "Login" underneath it. At the bottom right of the dark rectangle is a link that says "Forgot my password".

iAbacus

**Please enter your login details
or create an account**

Email:

Password:


Login

[Forgot my password](#)

3. On the next screen, enter your details and choose a password.

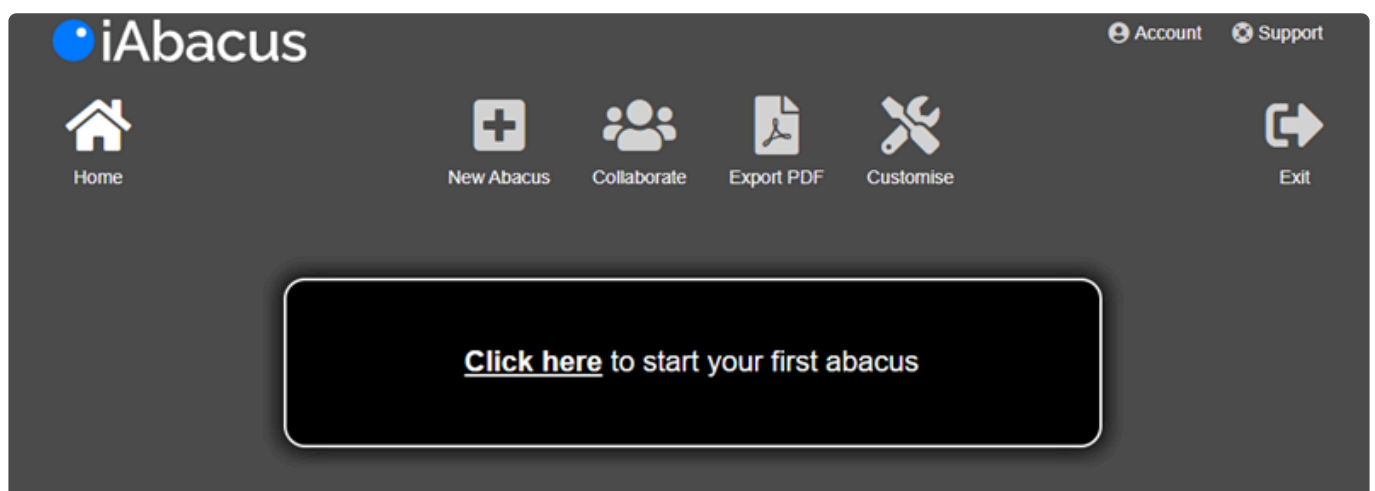
Enter your licence code, which should have been given to you by your school iAbacus administrator. If you do not have a licence code, please contact your school's administrator, or contact [iAbacus support](#).

When you've done this, click the arrow at the bottom of the form to continue.






The image shows a dark-themed 'Create an Account' form for iAbacus. At the top is the iAbacus logo. The form is titled 'Create an Account' and asks the user to 'Please enter your details and choose a password:'. It includes input fields for 'First Name', 'Last Name', 'Email', 'Password', and 'Password Again'. Below these is a section for 'Please enter a valid licence code:' with a 'Licence code' input field and a '[More info]' link. At the bottom of the form is a circular button with a right-pointing arrow and the text 'Create account'.







4. You will see a confirmation message that your account has been created. Click the arrow to go into your Home screen. Most likely it will be empty, like this:




However, if a colleague has already invited you to collaborate on an abacus, this will appear on your Home screen:




 Account  Support


 Home  New Abacus  Collaborate  Export PDF  Customise  Exit

Folders: [Open all](#) | [Close all](#) Order by: [title](#) | [created date](#) | [last updated](#)

 Home Folder


Select: [all](#) | [none](#)


Choose an option:- 




School Self-Evaluation and Improvement Plan

Based on the Ofsted School inspection handbook (from September 2021)

27/04/22 - 14:15  Created by David Jones - You are a contributor



 New folder

Log in to your account

To log into your account, go to www.iabacus.me.

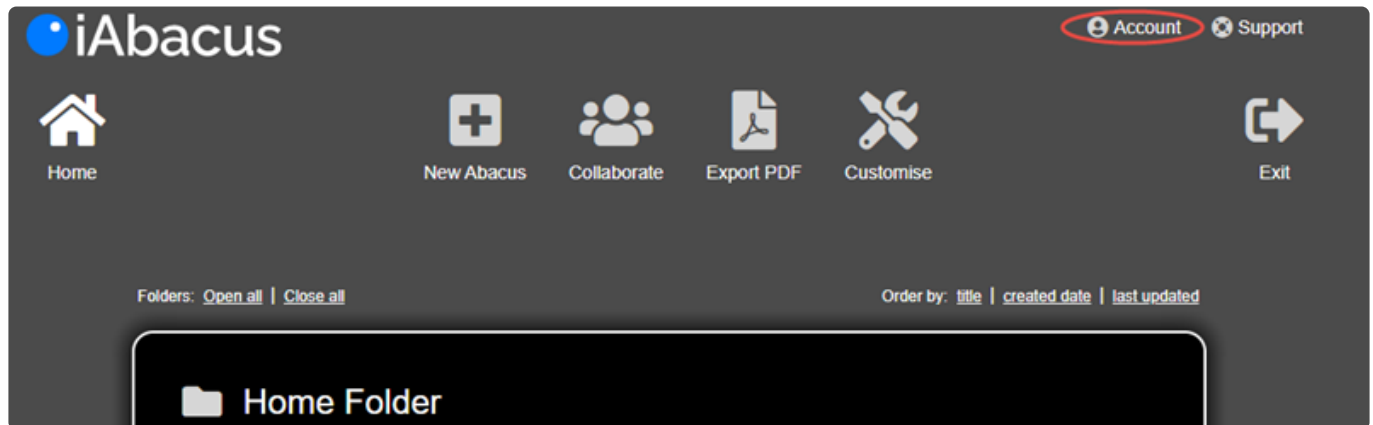
At the Log in screen, enter the email address you used to create your account and your password, and click the button at the bottom of the form.

The image shows the iAbacus login interface. At the top, the iAbacus logo is displayed in white on a dark grey background. Below the logo, a white-bordered rounded rectangle contains the login form. Inside this rectangle, the text "Please enter your login details or create an account" is centered. Below this text are two input fields: "Email:" followed by a white text box, and "Password:" followed by a white text box. Below the password field is a circular button with a right-pointing arrow and the word "Login" underneath it. At the bottom right of the dark grey background, the text "Forgot my password" is visible in white.

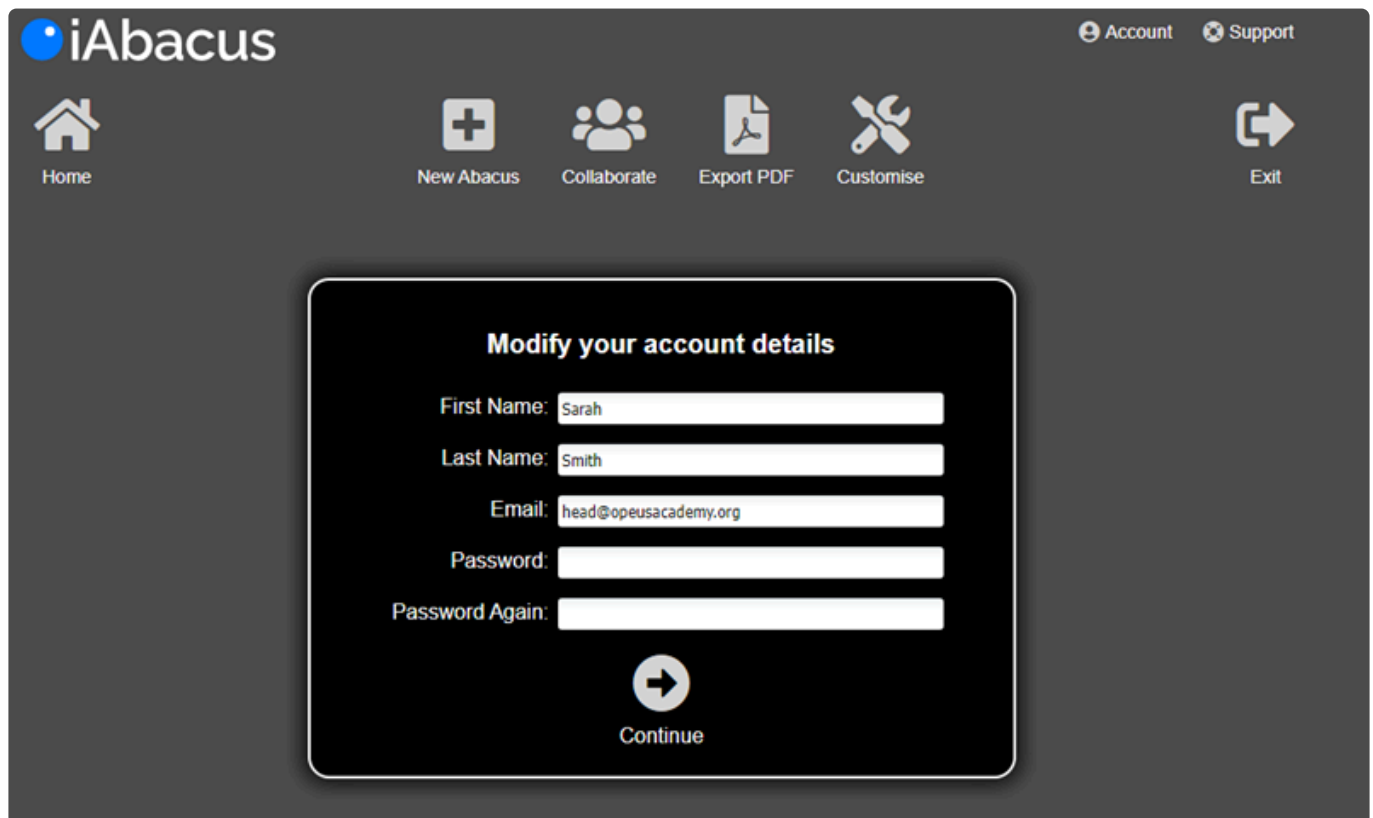
If you have forgotten your password, please click 'Forgot my password' at the bottom of the form.

Update your details

You can update your details at anytime by clicking on My Account at the top right of your screen.



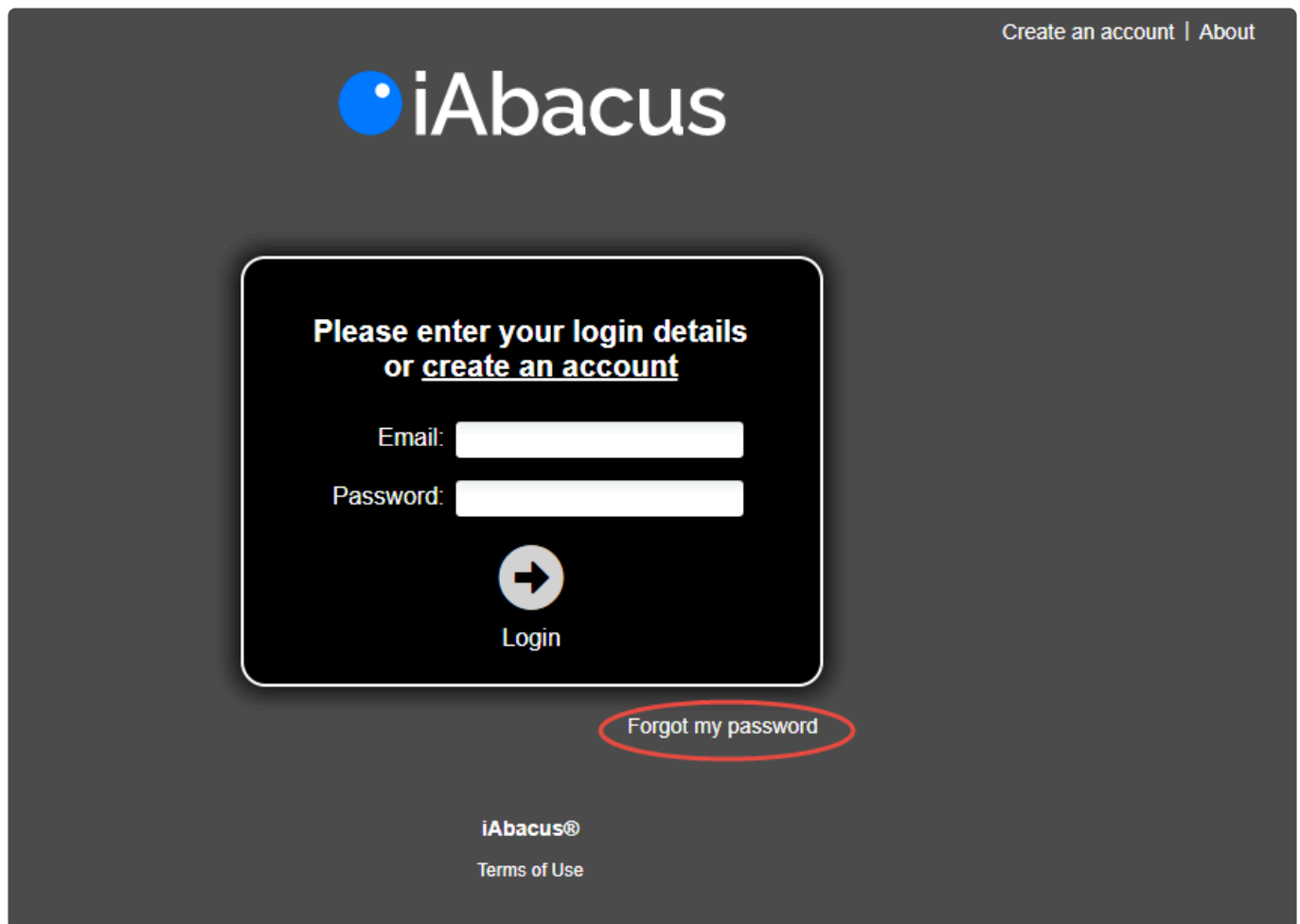
Here you can change your name and email, and update your password.

The screenshot shows the 'Modify your account details' form. The form is titled 'Modify your account details' and contains five input fields: 'First Name' (with the value 'Sarah'), 'Last Name' (with the value 'Smith'), 'Email' (with the value 'head@opeusacademy.org'), 'Password', and 'Password Again'. Below the fields is a 'Continue' button with a right-pointing arrow icon.

Please note, the email that appears in your account details is the email you will use to log in. Therefore if you update your email, it will also update your log in details.

Retrieve your password

If you have forgotten your password, go to the log on screen (www.iabacus.me) and click on 'Forgot my password'.



The image shows the iAbacus login and password recovery interface. At the top right, there are links for "Create an account" and "About". The iAbacus logo is centered at the top. Below it, a dark box contains the text "Please enter your login details or create an account". There are two input fields: "Email:" and "Password:". Below the password field is a circular button with a right-pointing arrow and the text "Login". Below the login button, the text "Forgot my password" is circled in red. At the bottom, there is a link for "Terms of Use" and the iAbacus® logo.

Enter the email address you use to log in and we will then email instructions regarding your password.

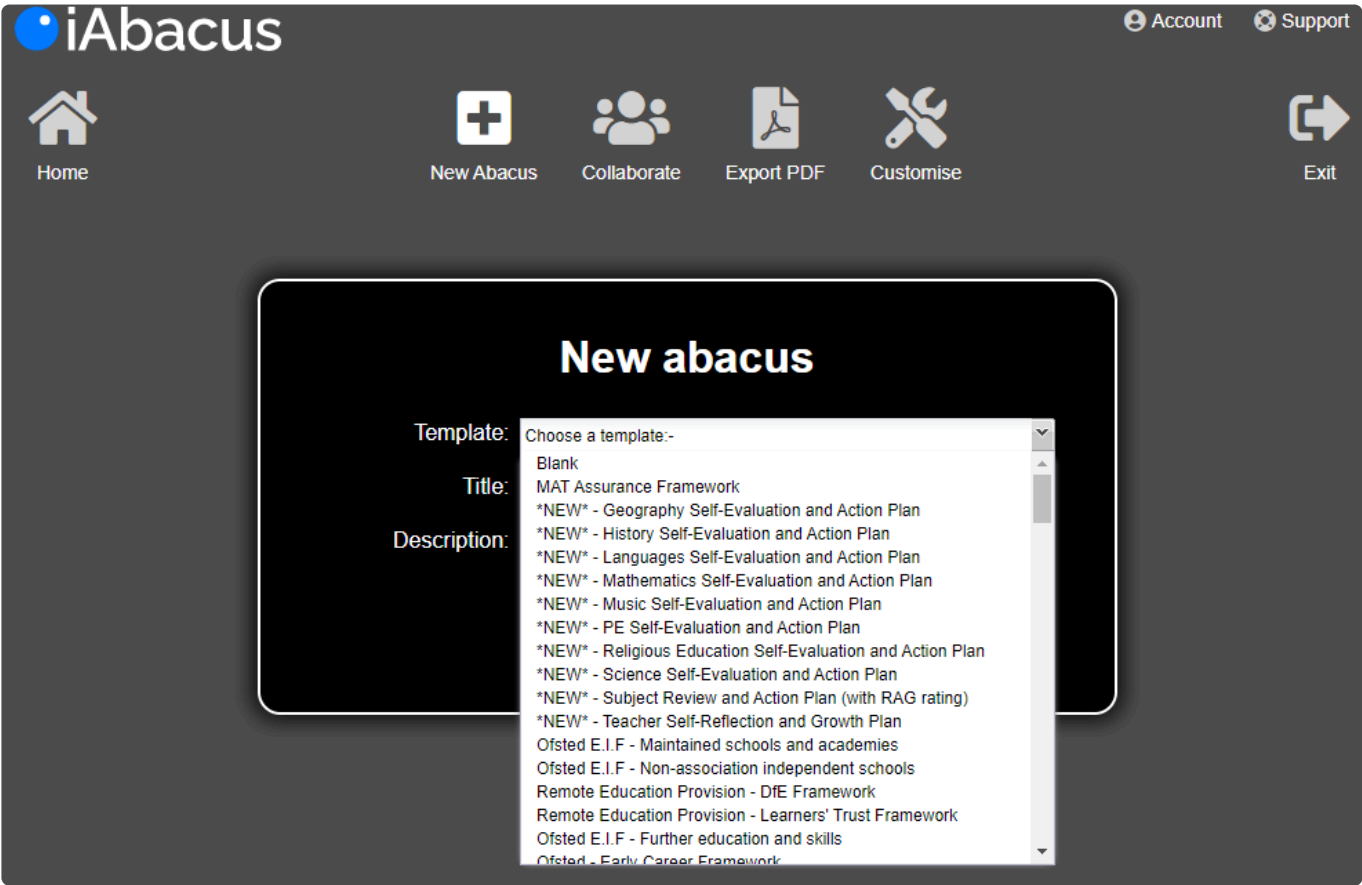
If you can't remember the email you used to log in, or you still have problems accessing your account please contact your school administrator or [iAbacus support](#).

Create and Complete an Abacus

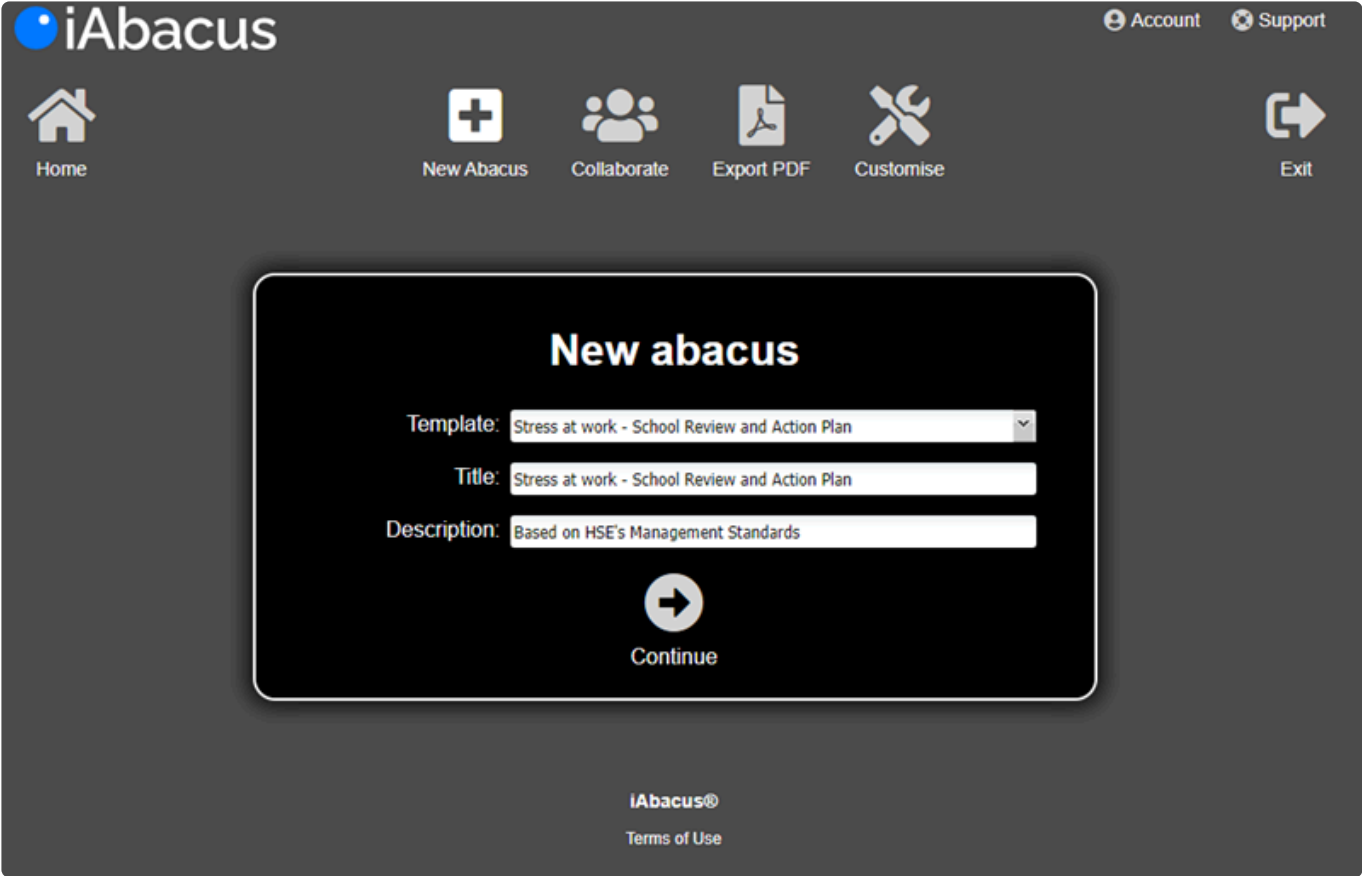
Your iAbacus comes preloaded with templates that you can use straight away, or customise to suit your own context. This sections explains the various screens in a template and walks you through the process. To customise a template, see [section 13 – Create and customise an abacus template](#)

Start with a template

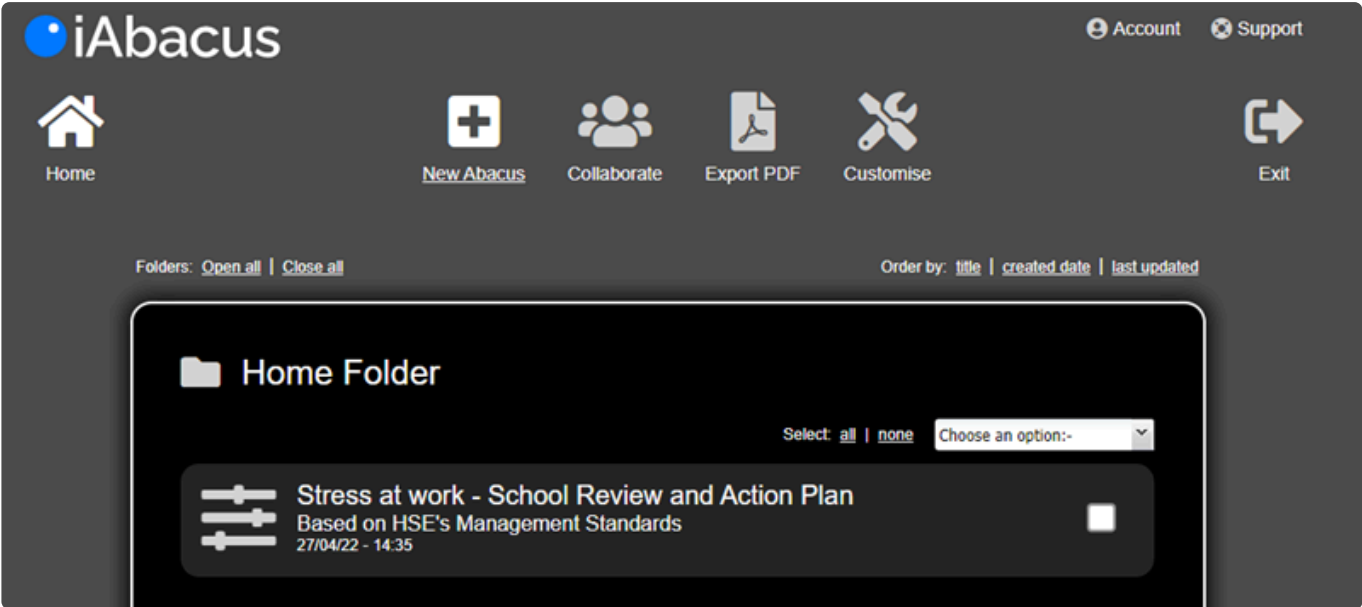
To begin, click on the [New Abacus](#) button at the top of your home screen. The first drop down menu you see is Template. Click the choose a template drop down and a list of templates will appear.



Once you have chosen your template, you can amend the title and description, if you choose, so that they are meaningful to your school. If you have multiple folders set up, you can choose a folder for your abacus.



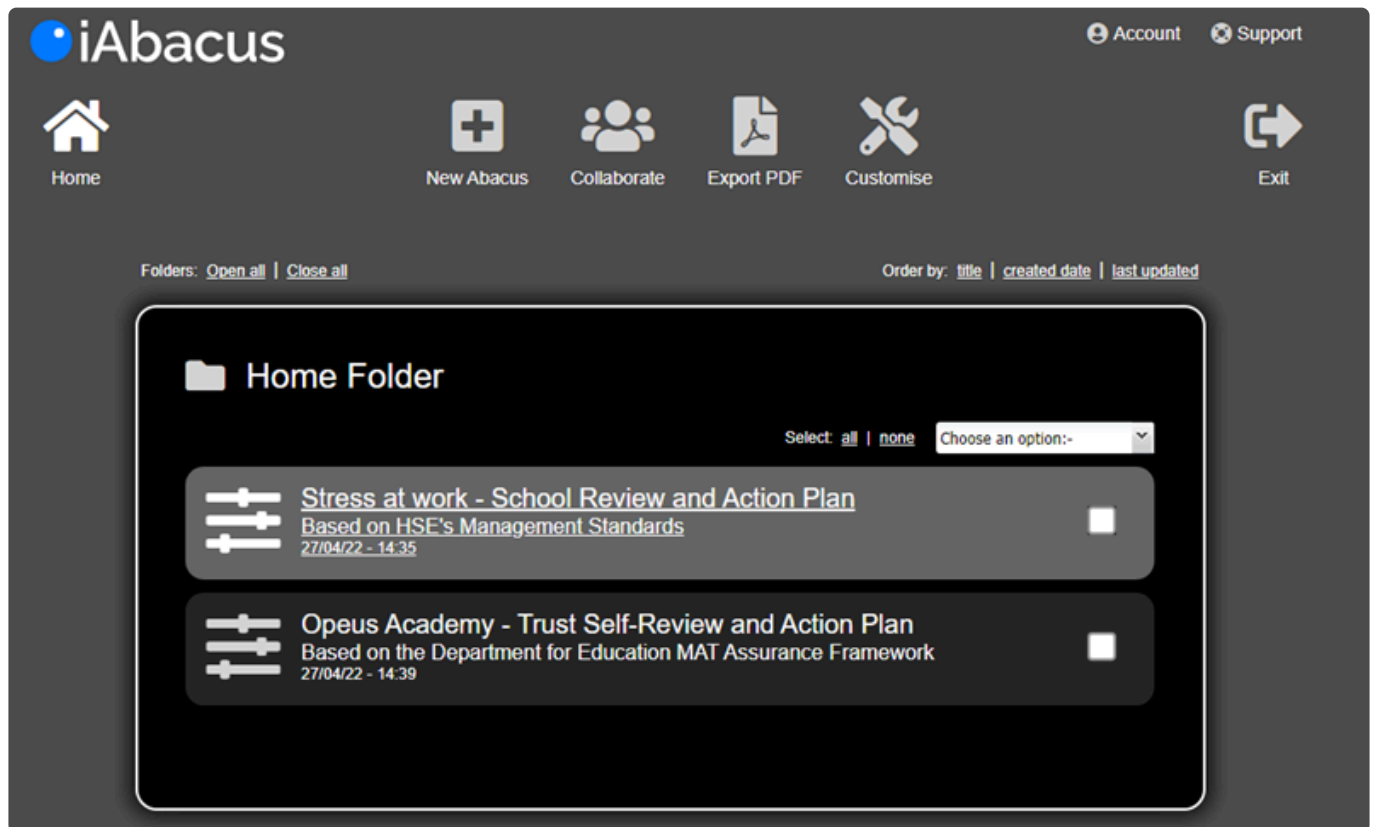
* The title is what others will see on their home screen if you opt to share the abacus with them. The description will appear underneath the title, as you see here:



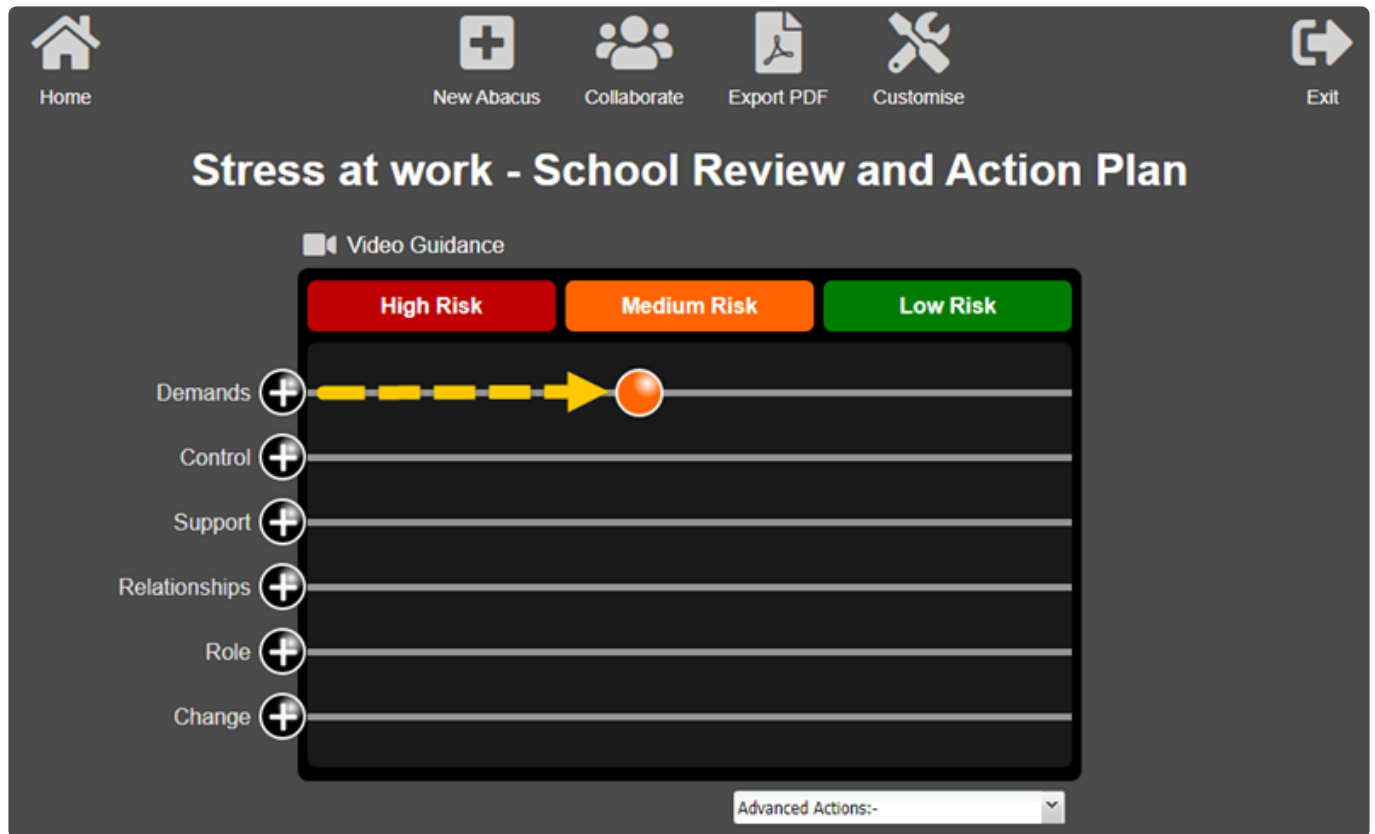
Make a judgement

iAbacus starts with the intuitive judgement of the professional – that's you – of where you are now in relation to where you need to be. To see this, follow the instructions or watch the video at the bottom of the page.

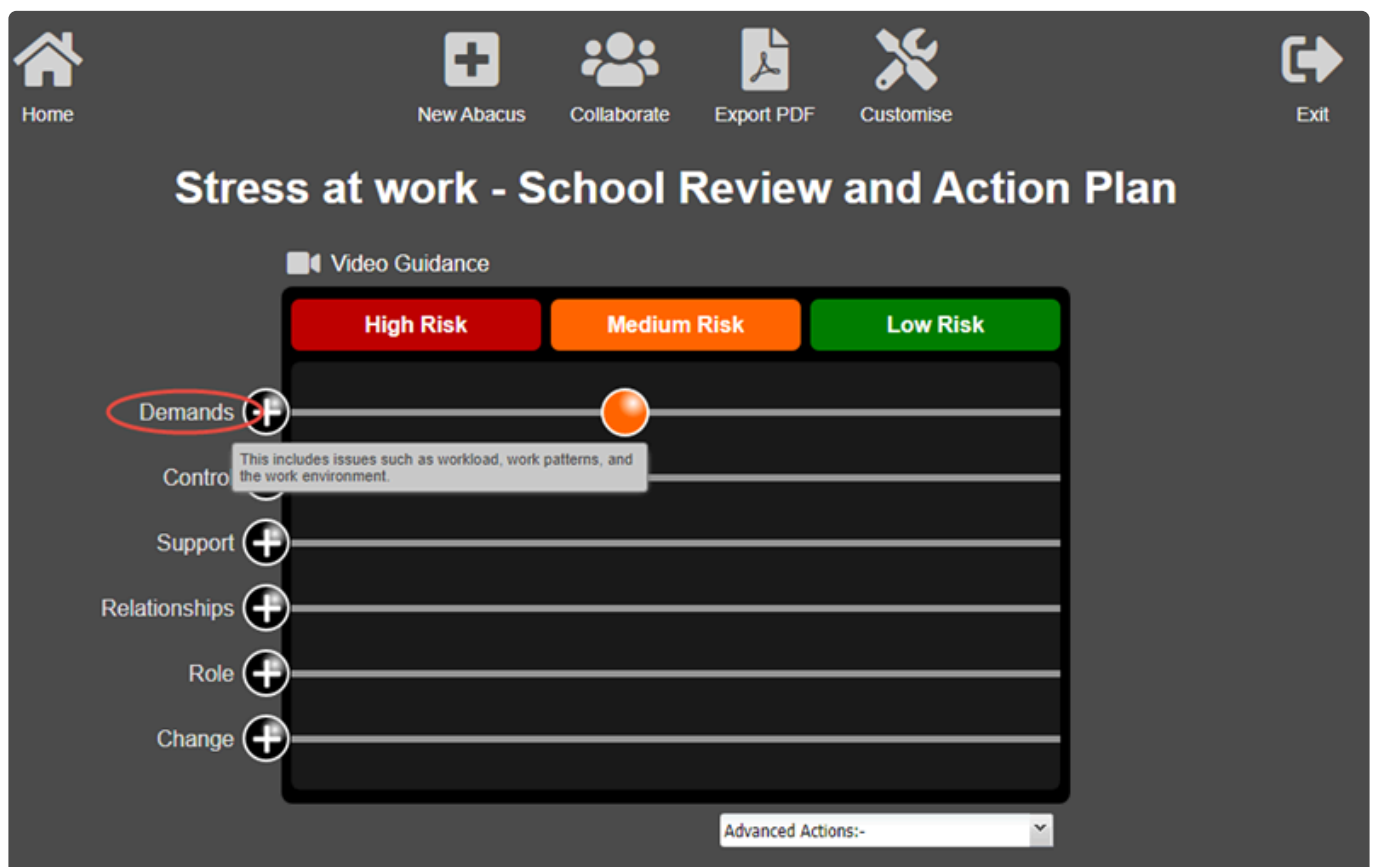
Once you have retitled and saved a template, it appears as an abacus on your Home screen. To open it click on the title of the abacus.



To make your initial judgement against each area in the left hand column, place your cursor or finger over the plus sign and drag to the right.

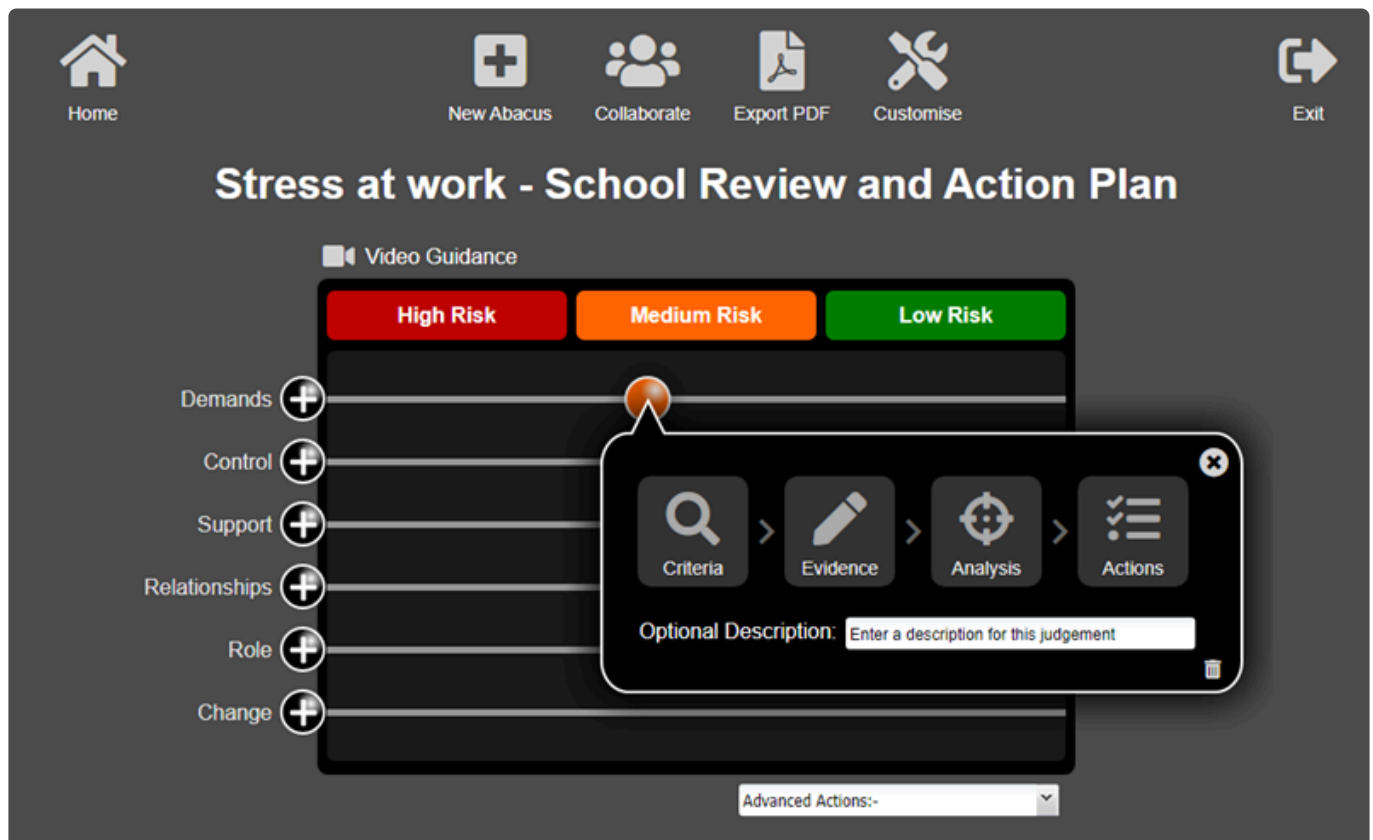


There may be a further description related to that topic area. You will see this by hovering your cursor over the name of the area in the left hand column.



You can always amend your judgement simply by sliding the bead again.

If the template you are using is based on a framework that includes more detailed criteria for each area, you can see this by clicking the Review Criteria button in the pop up box that appears when you click on or move a bead.



Once you review the criteria, you may want to adjust your judgement, or you may feel it is correct.

Video Guidance Account Support ☒ Save & Close

Criteria > Evidence > Analysis > Actions

Demands

Check your judgement against the criteria and moderate as appropriate.


High Risk Medium Risk Low Risk

The standard is that:

- employees indicate that they are able to cope with the demands of their jobs; and
- systems are in place locally to respond to any individual concerns.

What should be happening:

- The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work
- People's skills and abilities are matched to the job demands
- Jobs are designed to be within the capabilities of employees
- Employees' concerns about their work environment are addressed

 Continue

Once you are done, either click Save and Close in the top right corner, or click Continue to go to the [Provide Evidence](#) screen. You can always come back later and amend what you have done.

The video below shows the process.

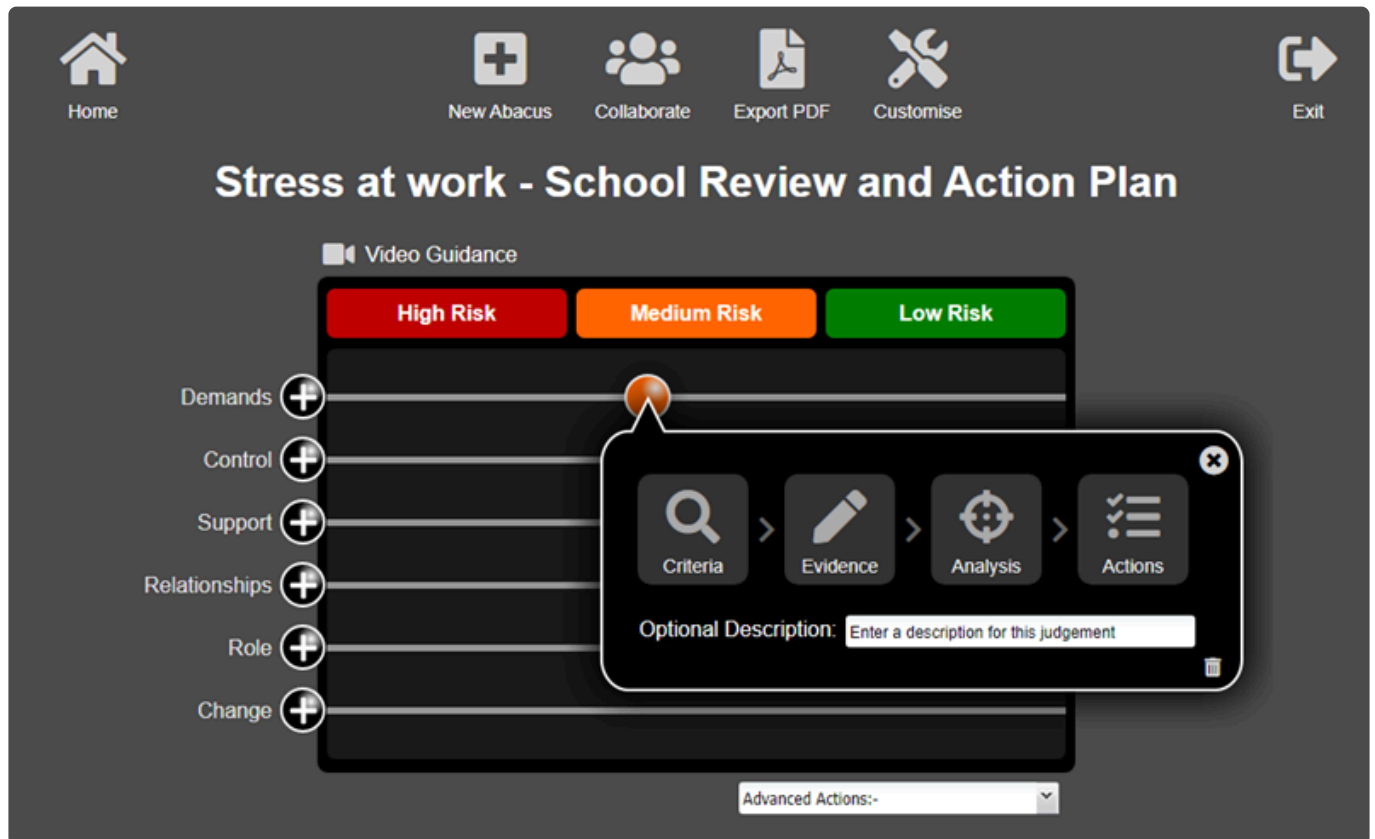


<https://player.vimeo.com/video/351650053>

Provide evidence

Once you have made your initial judgement, you can write an evidence statement to justify your judgement, attach files and include web links to other evidence.

To do this, click on the bead you wish to provide evidence for, and then click the Provide Evidence button.



On the Provide Evidence screen, there is space to type your evidence statement. Below this, you can attach Word, Excel, PowerPoint or other types of files (bottom left) or links to other websites (bottom right).

Video Guidance Account Support ☒ Save & Close

Criteria Evidence Analysis Actions

Demands / Medium Risk

Write an evidence statement to justify your judgement, attach files or enter web-links to other evidence.

Enter your supporting evidence here...

Characters : 0

Attach a file containing evidence

Attach a file containing evidence

Attach a file containing evidence

[+ more attachments]

Enter a web-link to evidence

Enter a web-link to evidence

Enter a web-link to evidence

[+ more links]

Once you have included your evidence, either click Save and Close in the top right corner, or click Continue to go to the Analyse Factors screen. You can always come back later and amend what you have done.

The video below shows the process.

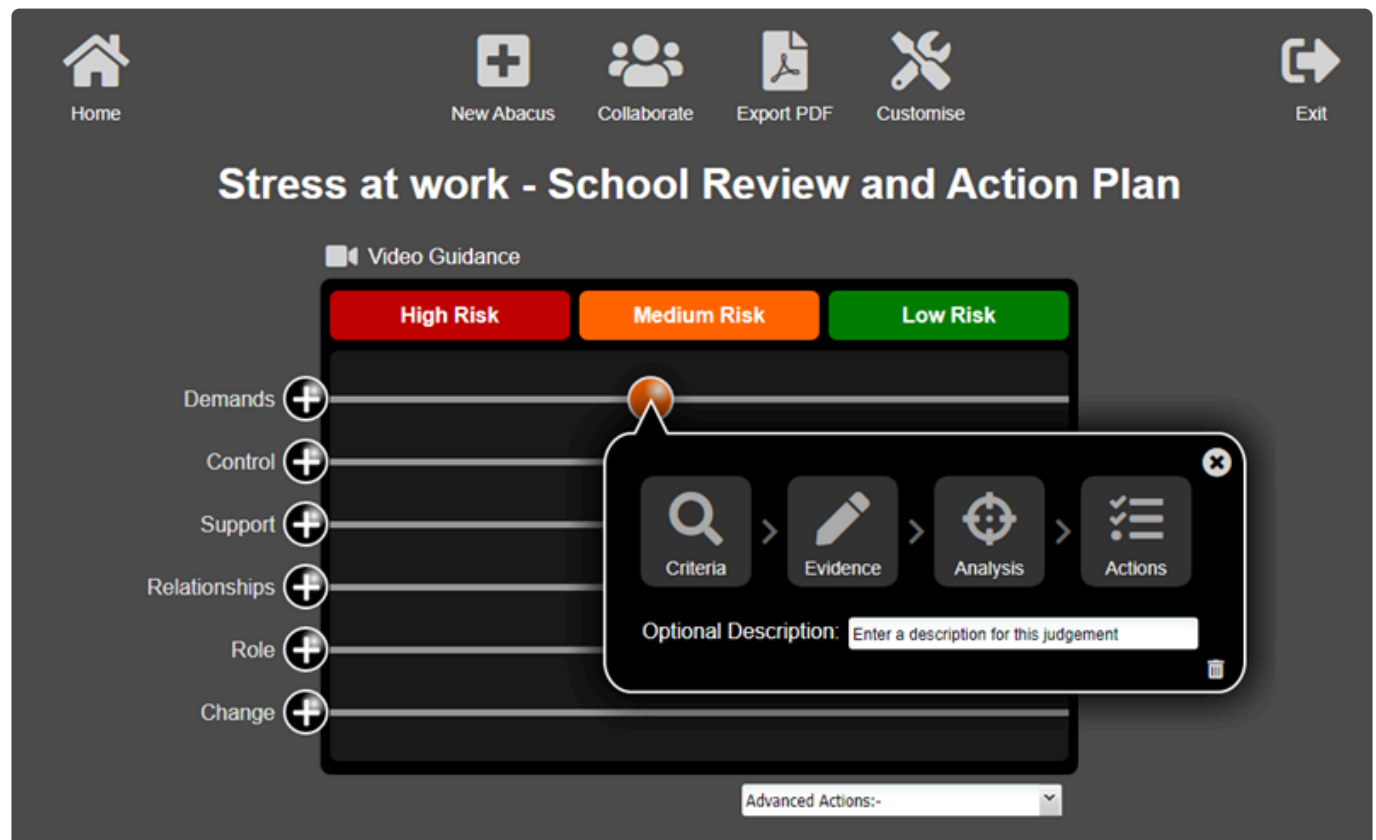


<https://player.vimeo.com/video/351661917>

Analysis

Once you have provided your evidence statement, the next screen allows you to pinpoint factors that help or hinder, currently or in the future, and to reorder them.

To do this, click on the bead you wish to analyse, and click the Analysis button.



Include the helping factors on the left and the hindering factors on the right. You can reorder them by clicking on and dragging the arrows to the left of the box.

The screenshot shows the 'Analysis' step of the iAbacus process. At the top, there's a navigation bar with 'Criteria', 'Evidence', 'Analysis' (active), and 'Actions'. A 'Video Guidance' icon is on the left, and 'Save & Close' is on the right. The main heading is 'Demands / Medium Risk'. Below it, a box contains instructions: 'Identify factors (information, people, circumstances etc that either HELP, or HINDER, currently.', 'Identify (future) interventions that may well HINDER the situation.', and 'Prioritise the likely most effective factors.' The central part features a diagram with 'Helping Factors' on the left and 'Hindering Factors' on the right, both pointing towards a central orange circle. Below this, there are two columns of input fields. The 'Helping Factors' column has a green header 'New timetable' and a green header 'Additional training for line managers', followed by three empty white fields. The 'Hindering Factors' column has a red header 'Too much time spent marking', followed by three empty white fields. Both columns have a '+ more' link at the bottom. At the bottom of the screen, there are icons for 'Drag to re-order' and 'Delete', and a large 'Continue' button with a right-pointing arrow.

Video Guidance

Account Support

Save & Close

Criteria Evidence Analysis Actions

Demands / Medium Risk

- Identify factors (information, people, circumstances etc that either HELP, or HINDER, currently.
- Identify (future) interventions that may well HINDER the situation.
- Prioritise the likely most effective factors.

Helping Factors → **Hindering Factors**

New timetable

Additional training for line managers

Too much time spent marking

[+ more helping factors]

[+ more hindering factors]

Drag to re-order Delete

Continue

Once you have finished the analysis, either click Save and Close in the top right corner, or click Continue to go to the Plan Actions screen. You can always come back later and amend what you have done.

The video below shows the process.

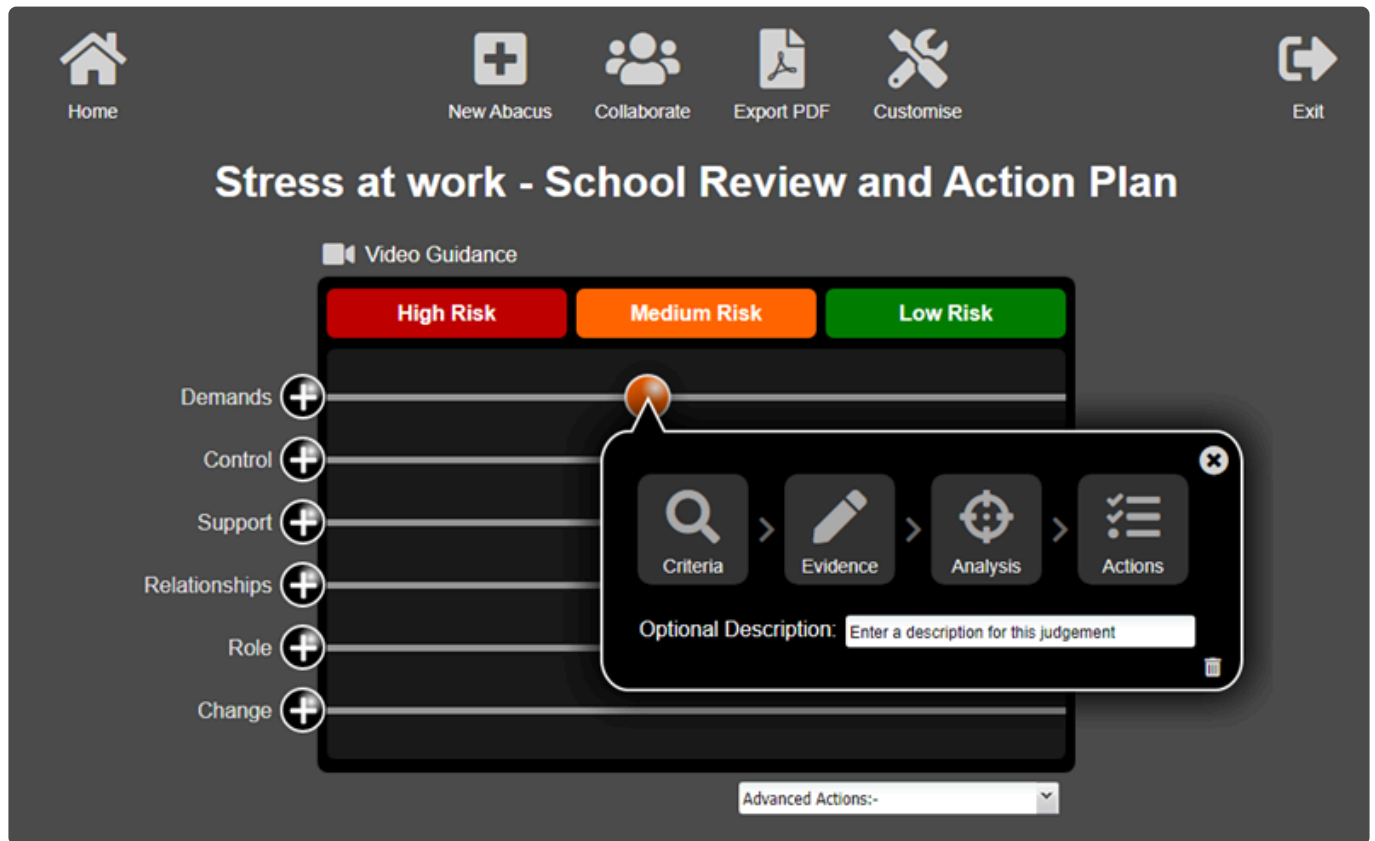


<https://player.vimeo.com/video/351661931>

Plan actions

Once you have made your analysis of the helping and hindering factors, you can start to write your action plan.

To do this, click on the bead you wish to create an action plan for, and then click the Actions button.



On the Plan Actions screen, click the expand icon to start planning actions for some or all of your hindering factors. You may also want to plan actions to strengthen your helping factors.

Video Guidance

Account Support

Save & Close

Criteria Evidence Analysis Actions

Demands / Medium Risk

Plan your actions to strengthen the "helping" factors or weaken the "hindering" factors

Click the icon below to add actions.

- New timetable
- Additional training for line managers
- Too much time spent marking

| What? | Who? | Success? | When? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------------------------------|--|--|----|----|----|---|---|---|---|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|
| 1. Review best practice in marking 2. Introduce new marking policy 3. Schedule staff training | Marking and feedback working group | 1. New policy approved 2. Staff trained in using new policy 3. Staff survey indicates decrease in time spent marking | Enter a frequency / pick a date: September 2022 <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> </tbody> </table> | S | M | T | W | T | F | S | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

PROGRESS: 48% [Add progress notes / files](#)

Re-order Hide

You can use the sliding progress scale to indicate how close the action is to completion. By clicking on the button that says Add Progress Notes / Files, next to the progress scale slider, you can attach files and web links, and include notes about progress.

The screenshot shows a progress tracking interface for the task "Too much time spent marking". At the top, there are two expandable sections: "New timetable" and "Additional training for line managers". The main task title "Too much time spent marking" is followed by four columns: "What?", "Who?", "Success?", and "When?".

- What?**
 - 1. Review best practice in marking
 - 2. Introduce new marking policy
 - 3. Schedule staff training
- Who?**
 - Marking and feedback working group
- Success?**
 - 1. New policy approved
 - 2. Staff trained in using new policy
 - 3. Staff survey indicates decrease in time spent marking
- When?**
 - Enter a frequency / pick a date:
 - Calendar for September 2022 showing the 28th as the selected date.

Below the columns, a progress bar shows "PROGRESS: 48%" with a "Hide progress notes / files" button. A rich text editor follows, with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink. The text area contains the placeholder "Enter comment about your progress...". A character count "Characters : 0" is at the bottom right of the editor.

At the bottom, there are three rows of "Attach a file" and "Enter a web-link" fields, each with a "Browse" button. Below these are "Re-order" and "Hide" buttons.

Once you have included your evidence, click Save and Close in the top right corner. You can always come back later and amend what you have done.

The video below shows the process.

<https://player.vimeo.com/video/351672082>

Update and Maintain an Abacus

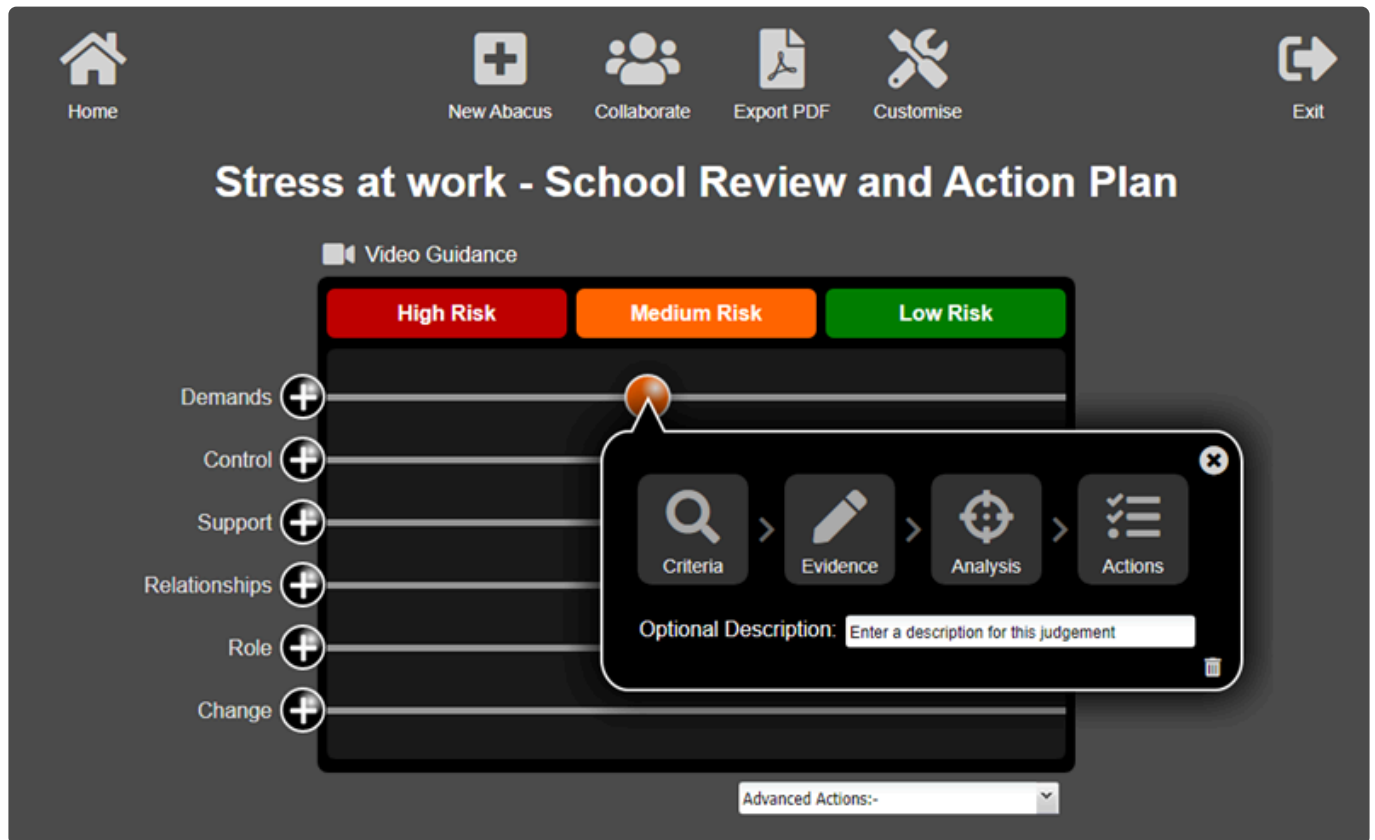
The beauty of iAbacus is that it is easy to add to and amend, making it a useful tool throughout the year.

Once you have created and populated an abacus, you can go back at any time to update judgements, add or change supporting evidence, add commentary and capture progress against the action plan.

Update existing evidence, analysis and actions

You can go back to any of the screens at any time and add or change judgements, evidence and commentary. You can also update progress against items in your action plan.

To do this, simply click on the relevant bead, and then click on the section you wish to amend or update.



- * The Provide Evidence and Plan Actions sections have text boxes in which you can include commentary. If you make changes to the text in error, you can undo these by using the undo button in the tool bar at the top of the text area.

[illegible]

More guidance on features in each of the sections can be found here:

5.3 Provide evidence

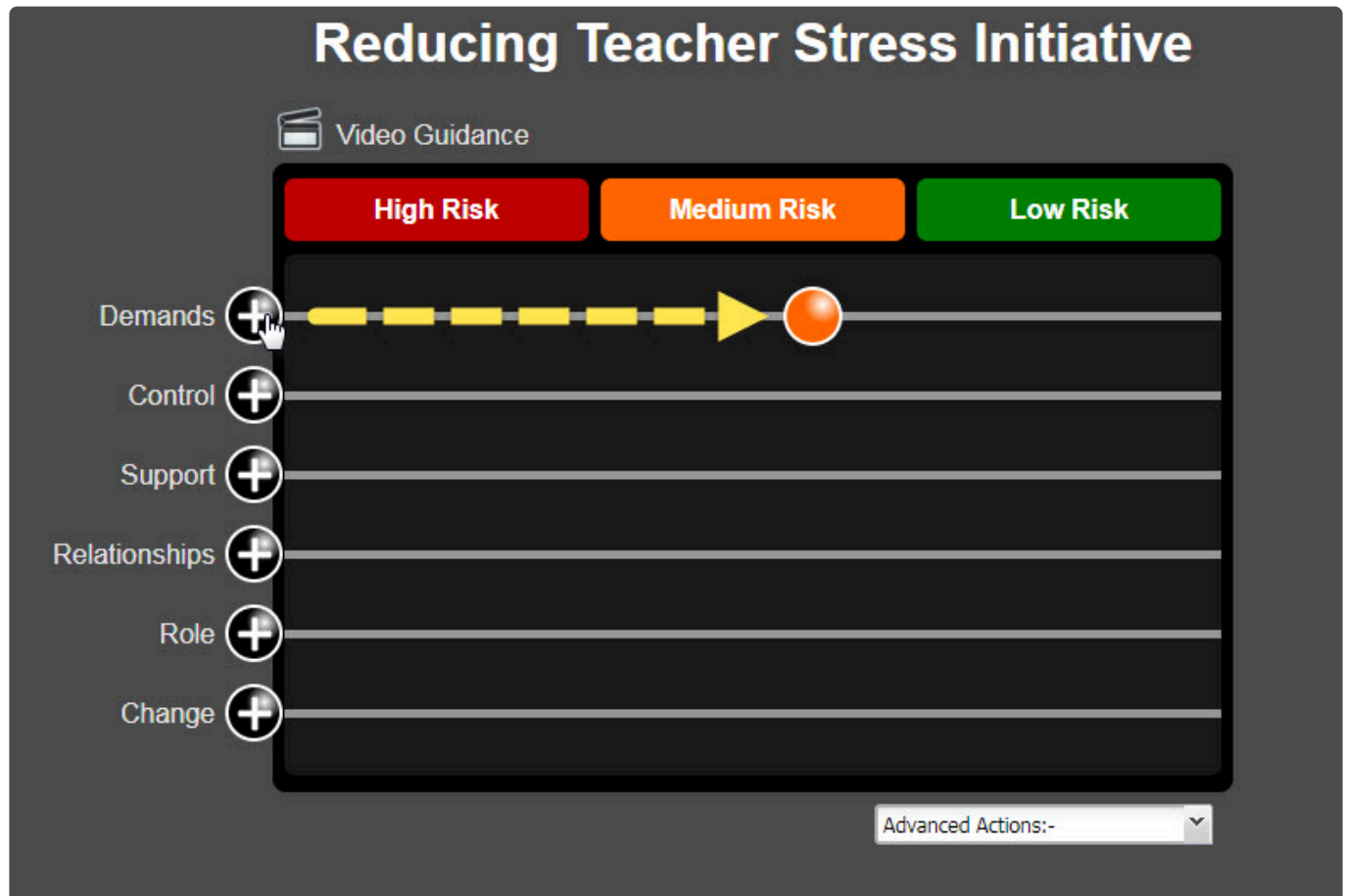
5.4 Analyse factors

5.5 Plan actions

Add or amend a judgement (or bead)

To amend a judgement, simply click on an existing bead and drag it to a new position.

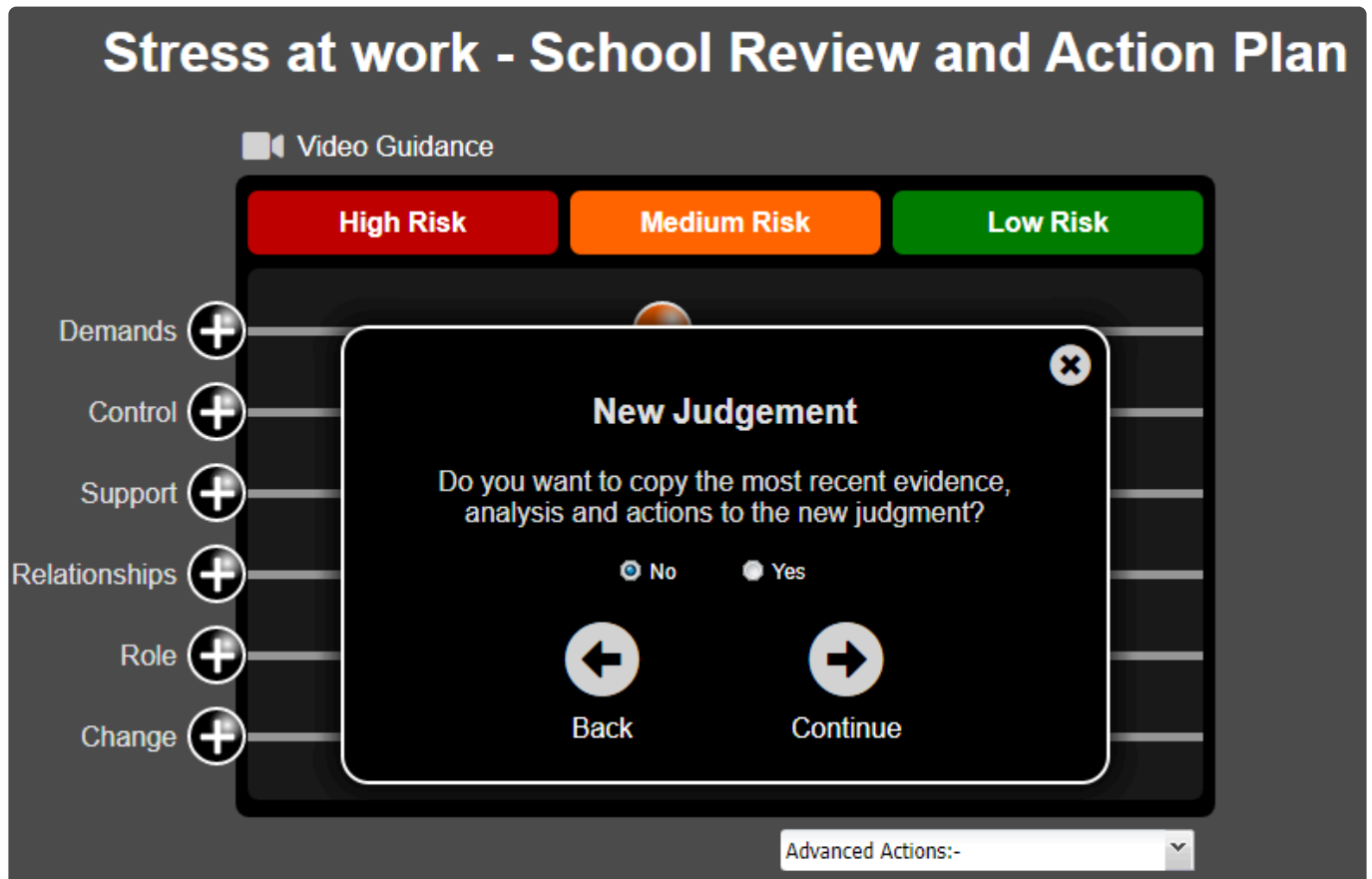
If you wish to add a bead, simply click on the plus sign next to the area to review, and slide it to the right. You can have more than one bead on an area, which is useful if you wish to [track progress over time](#).



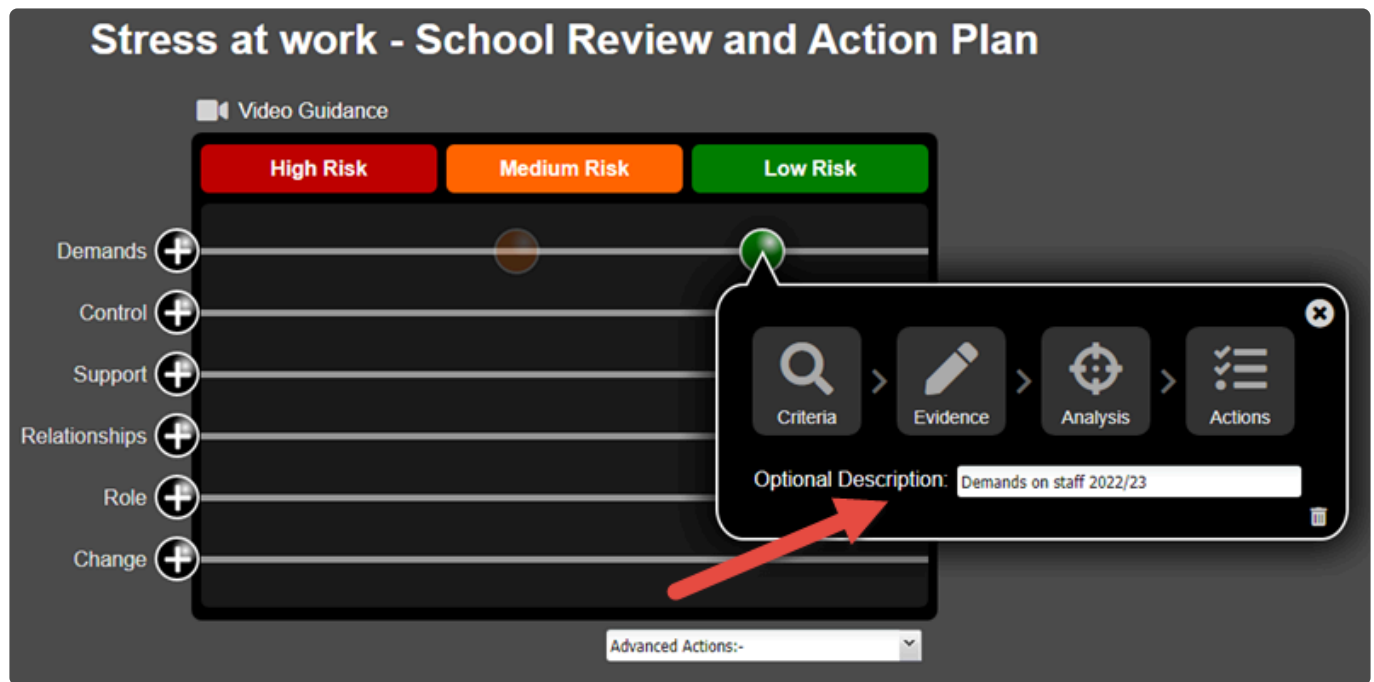
Track progress over time

Your iAbacus can easily be used to track progress over time. Simply slide a second bead along the abacus, and a third and fourth. You can give each bead a name, or description, to differentiate them.

When you slide an additional bead, a pop up box will appear asking if you wish to copy the evidence, analysis and actions from the previous bead to the new bead. Tick either yes or no.

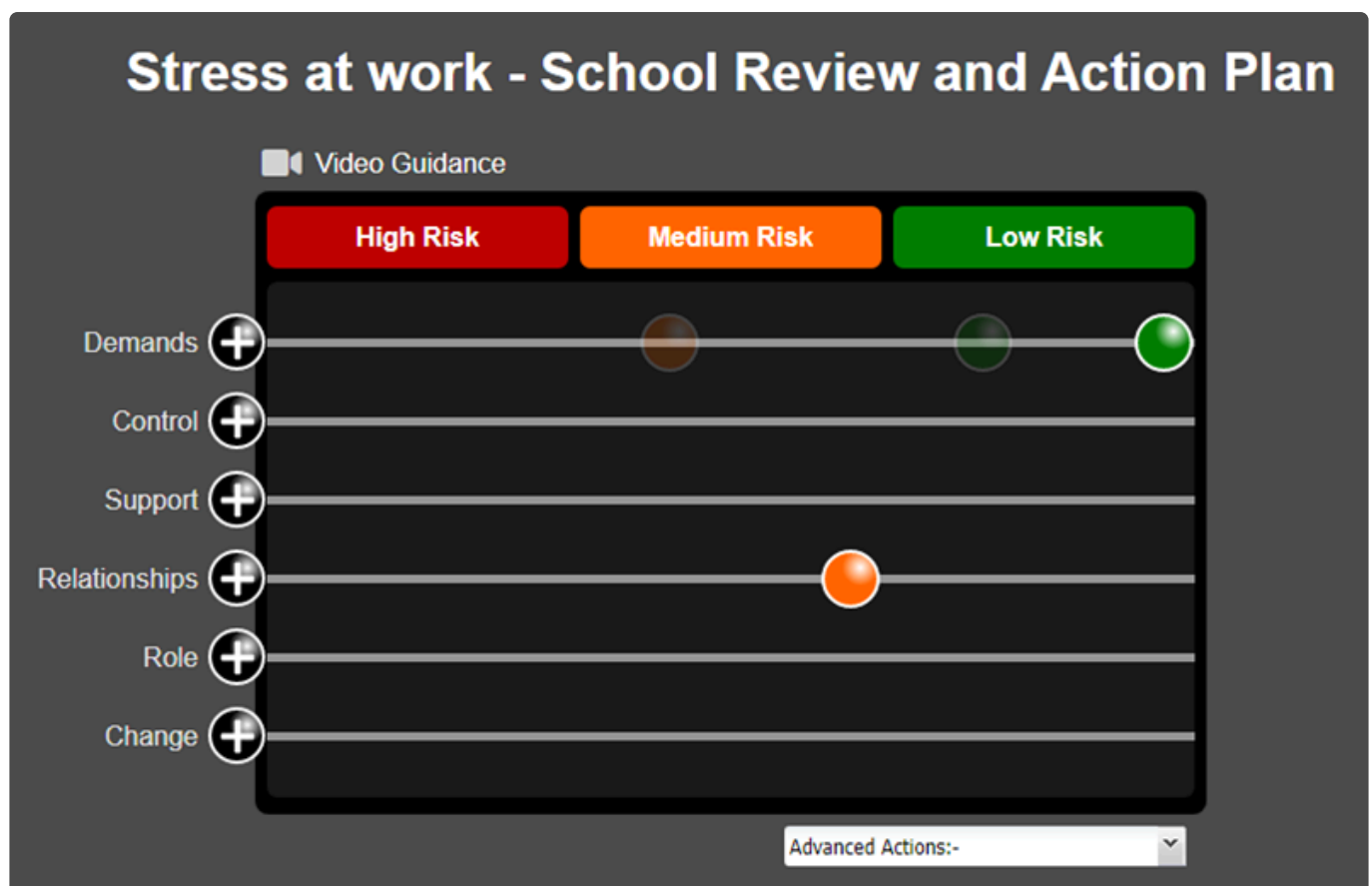


In the next pop up box, if you wish you can include a descriptor that includes a date, in order to see when the assessments were made.



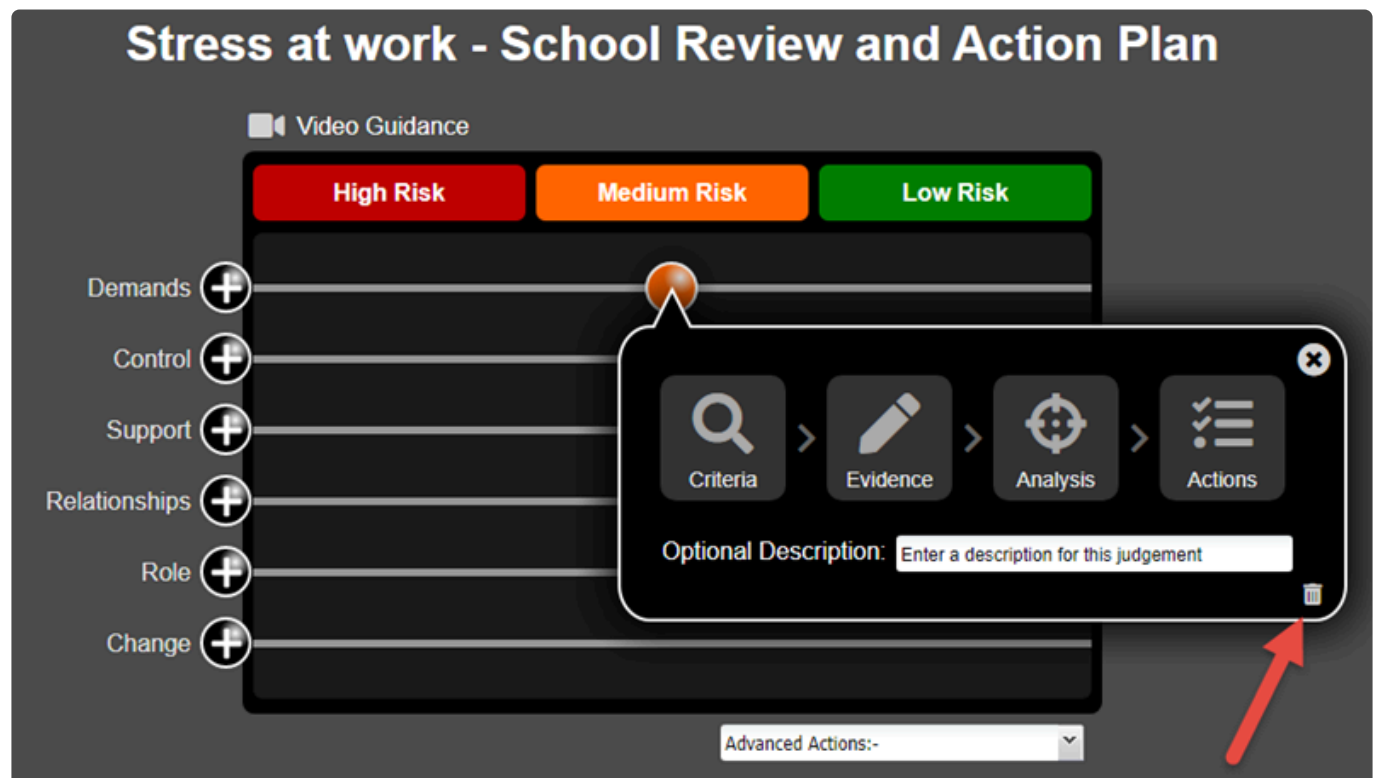
You can then add to and change the text in the evidence, factors and actions.

The latest bead will always appear in full colour and previous beads appear faded, in order to easily tell which is the most recent.



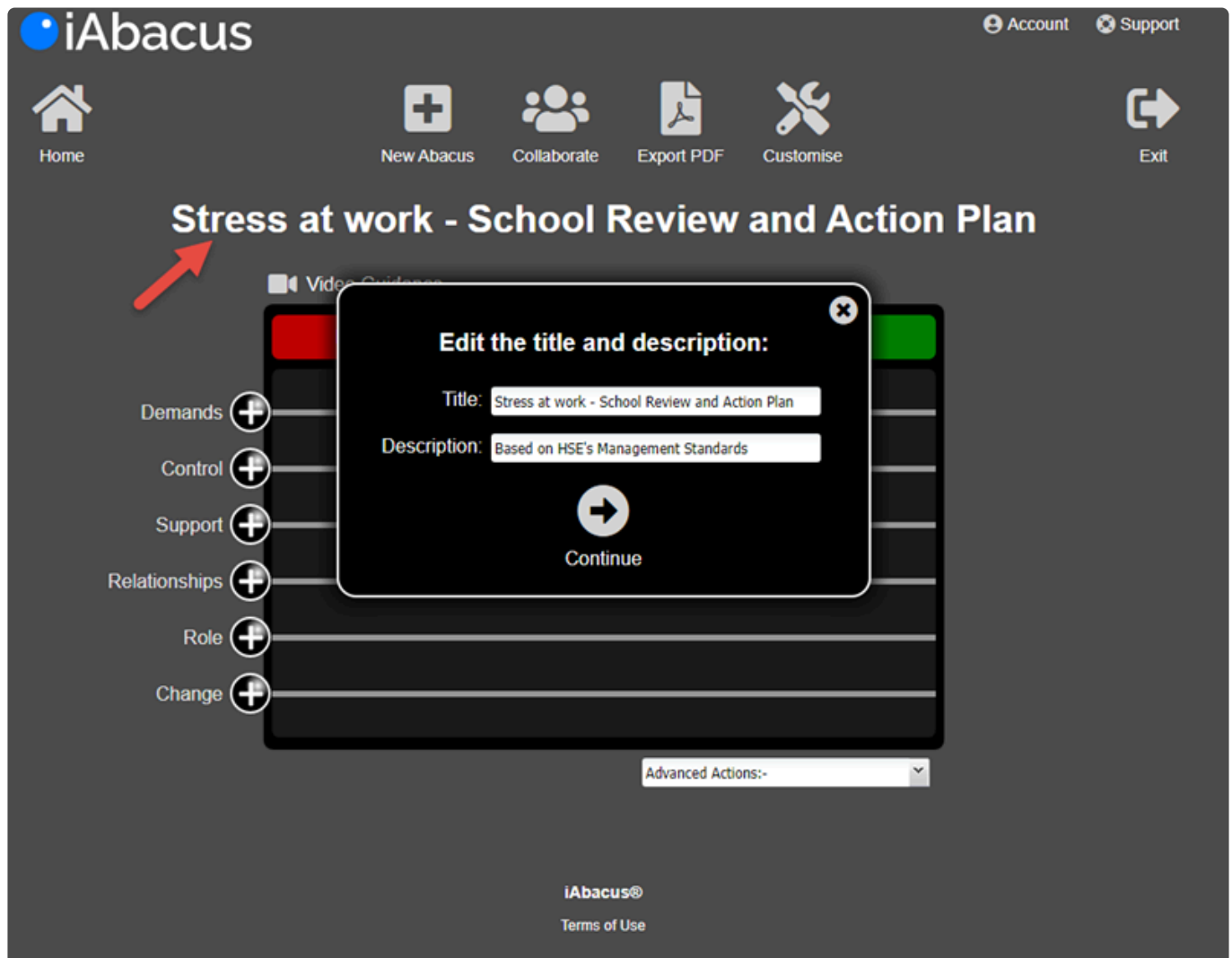
Delete an existing judgement (or bead)

If you wish to delete a bead on an abacus, click on the bead, then click the delete button.



Change the title/description

You can edit the title and description of an abacus by clicking on the title of the abacus. When you have finished editing select the continue button and you will be taken back to the abacus.



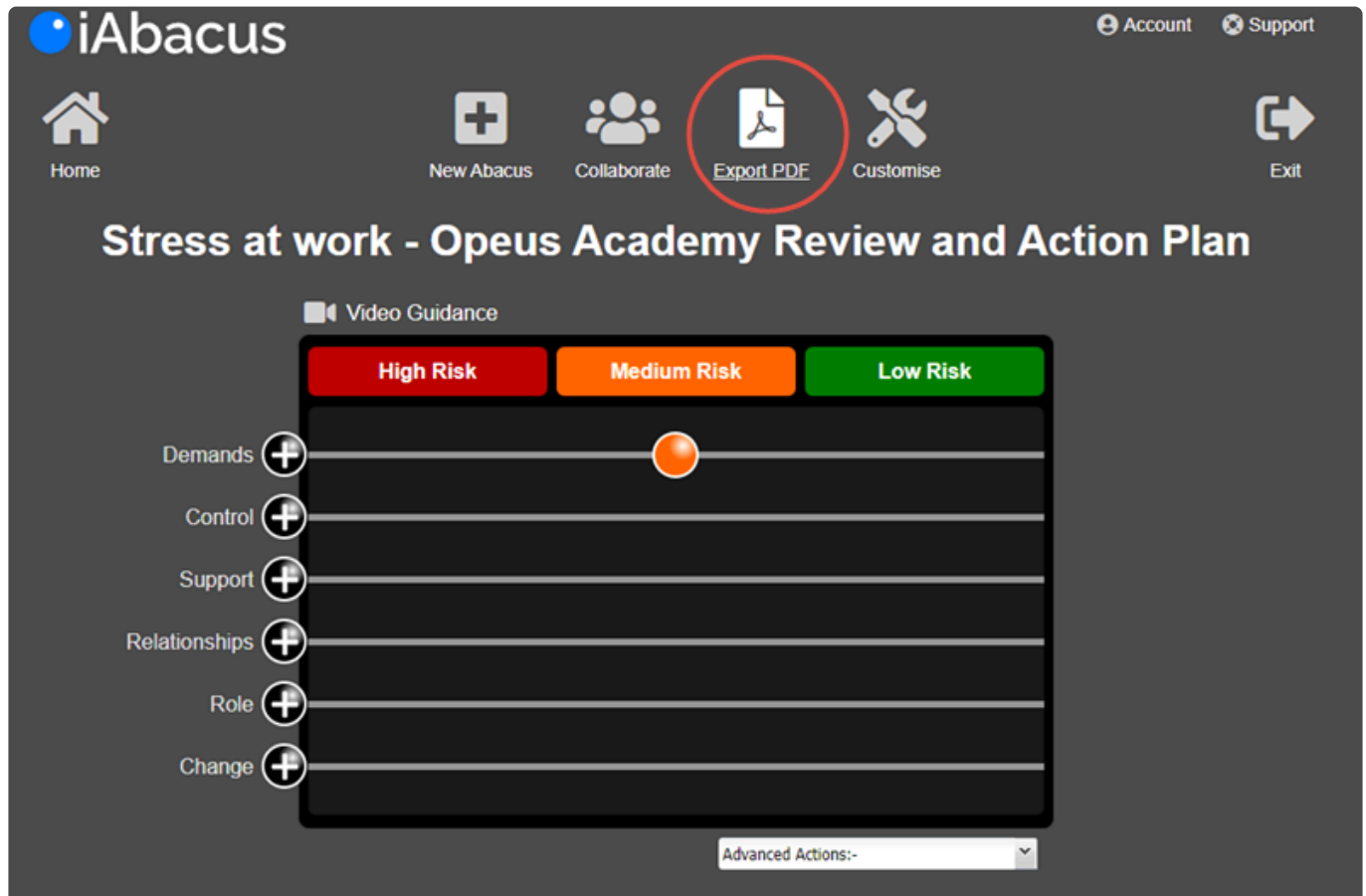
Reports

iAbacus allows you to create pdf reports which you can easily share with others. These documents are perfect for printing and emailing as attachments.

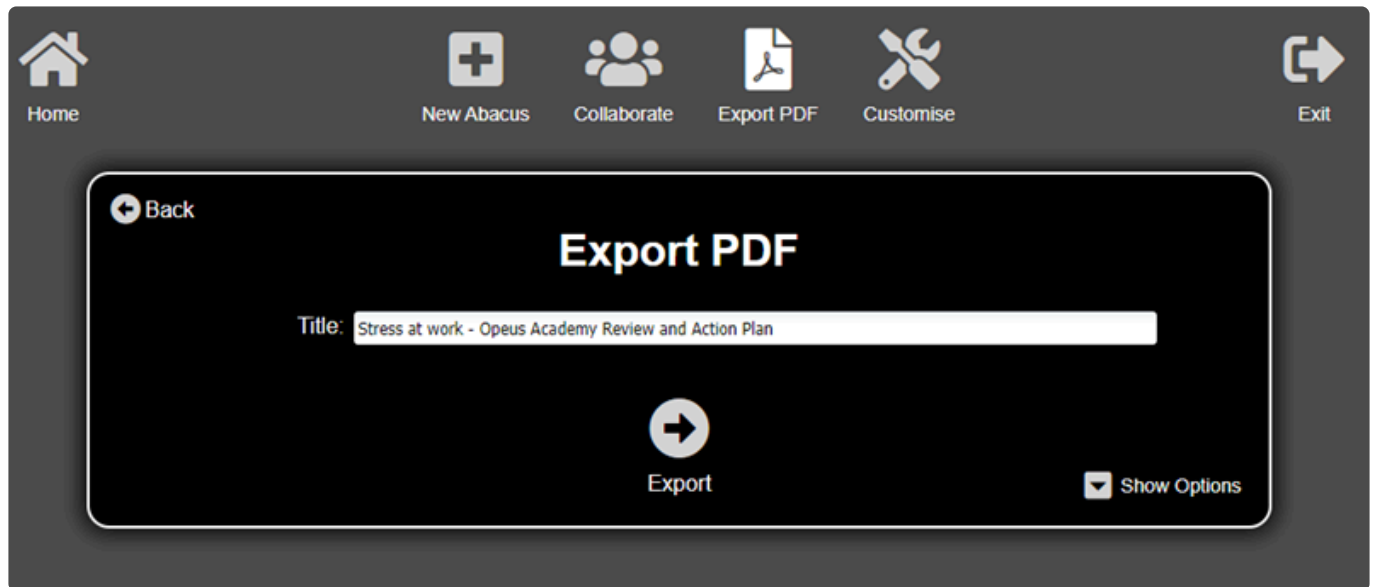
Create reports

There are a number of options for customising your reports, to make them as detailed or a high level as you wish.

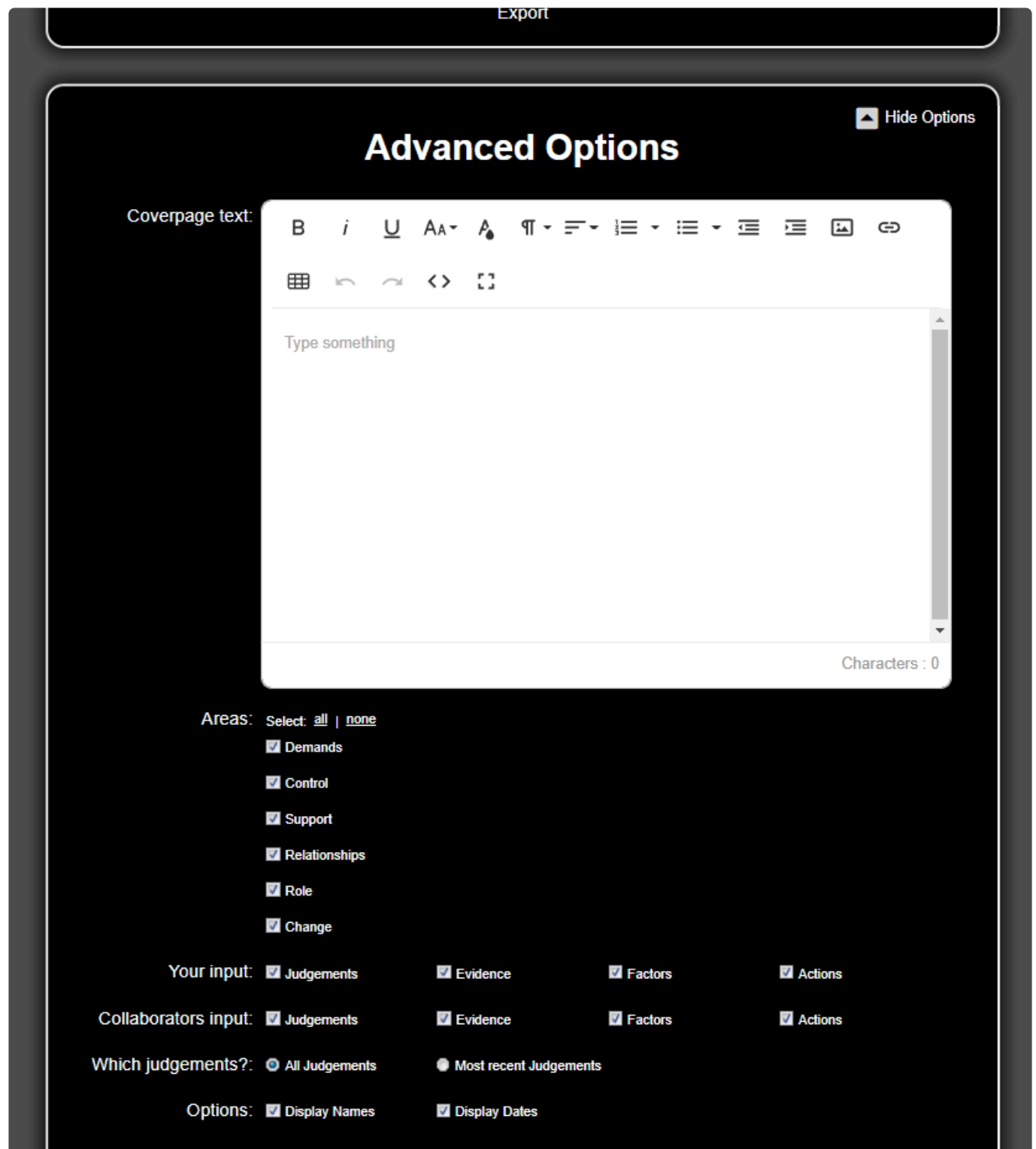
To create a report, first click on the Export pdf button at the top of the screen.



You will be taken to the export pdf page. If you just want the standard report creating then select the export button and your report will be generated (you can change the title of the report). Select the download pdf button and the report should appear in your web browser. Use the tools in your browser to save it wherever you choose.



There are advanced options so that you can customise your report. You can access these by clicking on the 'show options' button.



In the advanced options you can:

Add a cover page with text/logo if you wish.

By using the tick boxes, you can include or exclude areas, your inputs, and input from anyone invited to collaborate on the abacus.

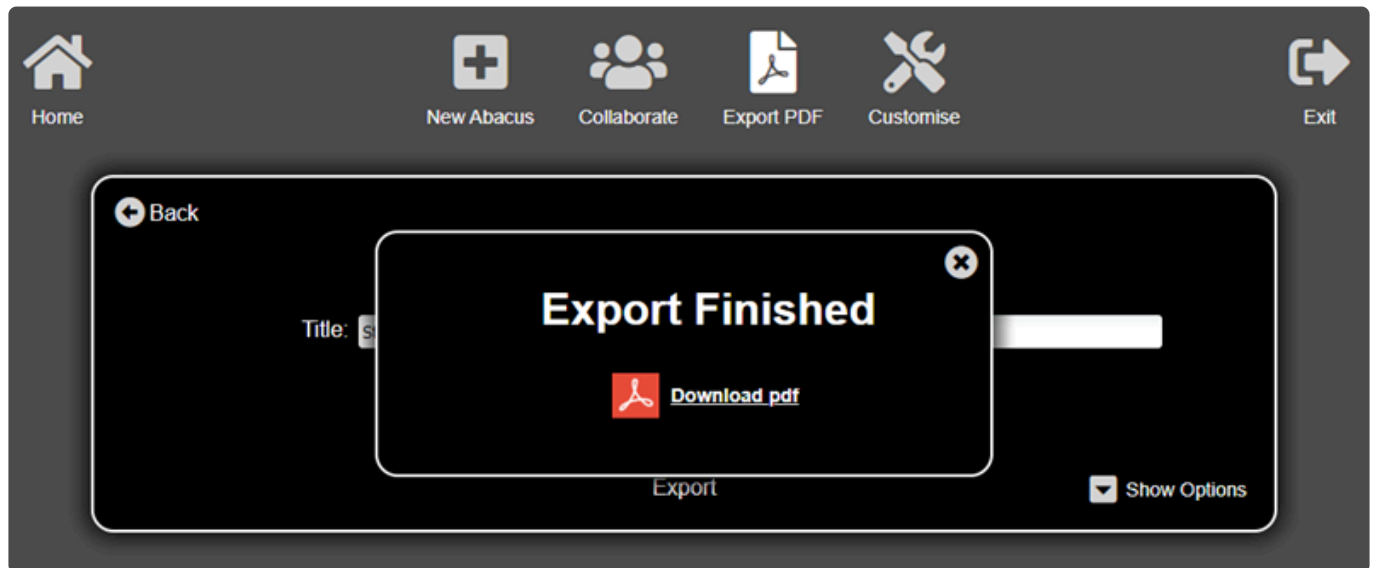
If you have more than one bead on an area you can include all judgements or just the most recent one.

You can decide if you want the name of the owner of each bead shown and the date the bead was

initially dragged onto the abacus.

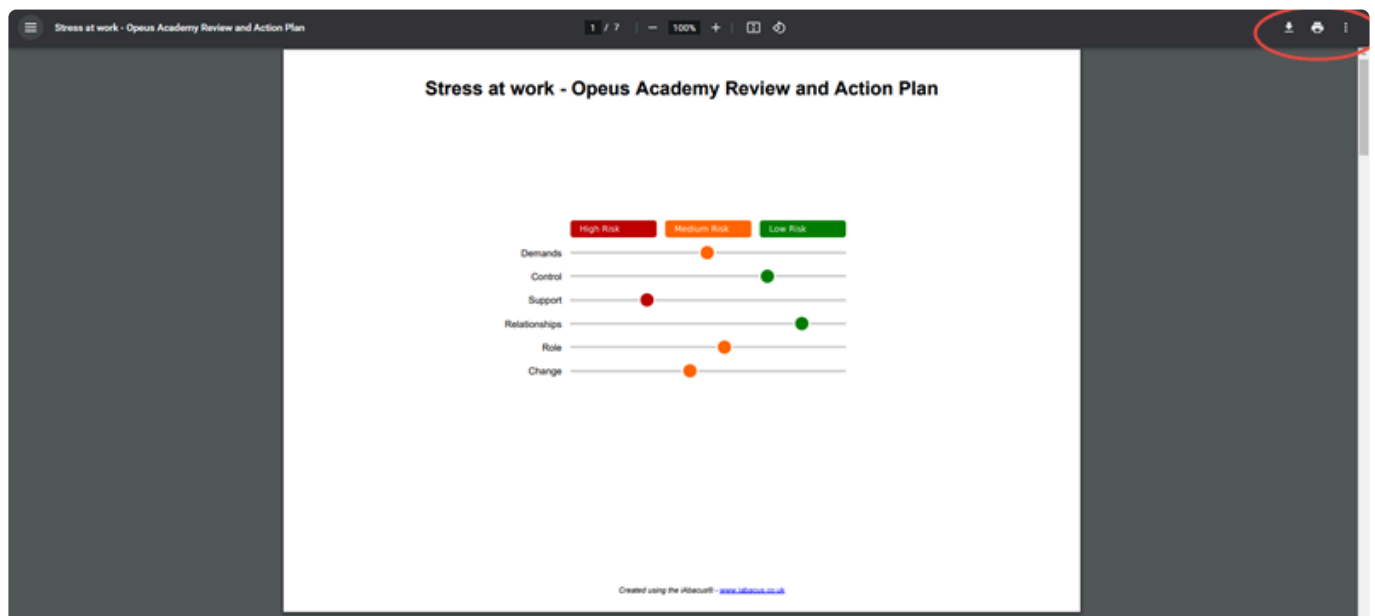
When you are done, scroll back up and click the export button.

Clicking on export will generate your report. You will then see a box saying your report is ready.



Click on Download Pdf.

The Pdf should appear in your web browser. Use the tools in your browser to save it wherever you choose.



On the pdf report you can click any of the beads or areas on the left hand side to jump down to that page of the report. This is particularly useful if you have a large report or know which bead you wish to view.

Collaboration

One of the powerful features of iAbacus is that it lets teams and colleagues collaborate on abacuses, in several different ways. This section outlines the options available.

Invite collaborators

As the owner of an abacus, you can invite colleagues to collaborate on it in a number of ways.

- Viewers can see the abacus but cannot edit it
- Contributors can add their own beads to the abacus, as well as evidence, analysis and actions
- Editors can edit other users' beads, as well as evidence analysis and actions

To invite collaborators, click on the Collaborate button at the top of the screen.

Using the drop down menu next to Type of Collaborator, you can choose whether the recipient is given viewer, contributor or editor status.

The Message box contains prepopulated text that will appear in the body of the email. You can change

this simply by clicking on and amending the text.

The title of the email will be Your Invitation to Collaborate.



The email that is generated from the invite screen will have admin@iabacus.me in the 'from' line. Therefore you may wish to include your direct address in the email.



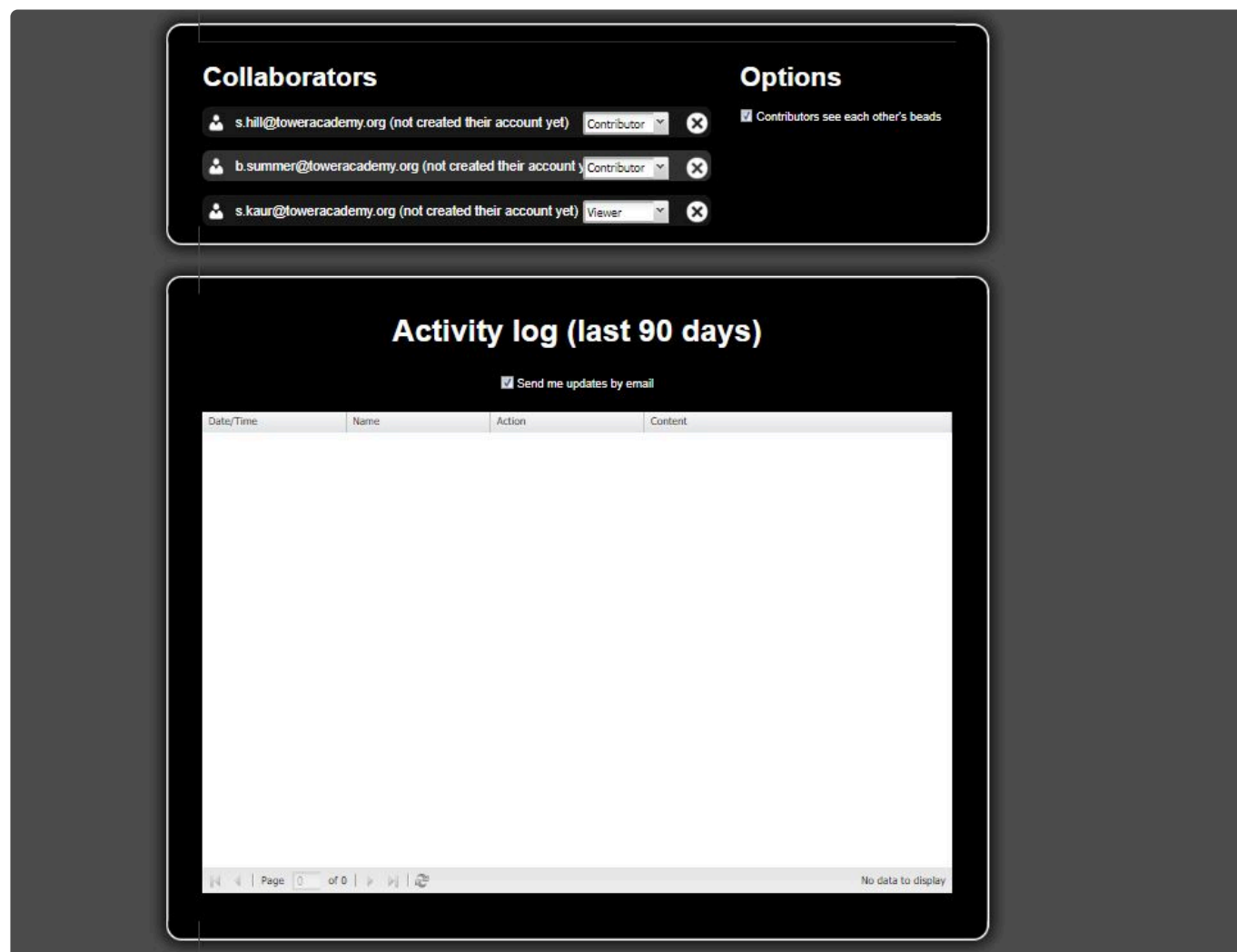
The person receiving the email will need to have an iAbacus licence in order to accept the invitation and log in. If you need to allocate or purchase licences, please [contact us](#).

When you are finished, click Send Invitation. A pop up box will appear confirming that the invitation has been sent.

You can add collaborators at any time.

Manage existing collaborators

To manage existing collaborators, click on the Collaborators button at the top of the screen. Scroll down to the second box titled Collaborators.



Here you can change the permissions of existing users by using the drop down menus to the right of the individual's email address.

If an individual has not created an account yet, it will say (not created their account yet) next to the email address.

To remove a contributor from that abacus, click the X next to their name.

There is also an option to allow or disallow contributors from seeing each others' beads. As the abacus owner, you will see all the beads.

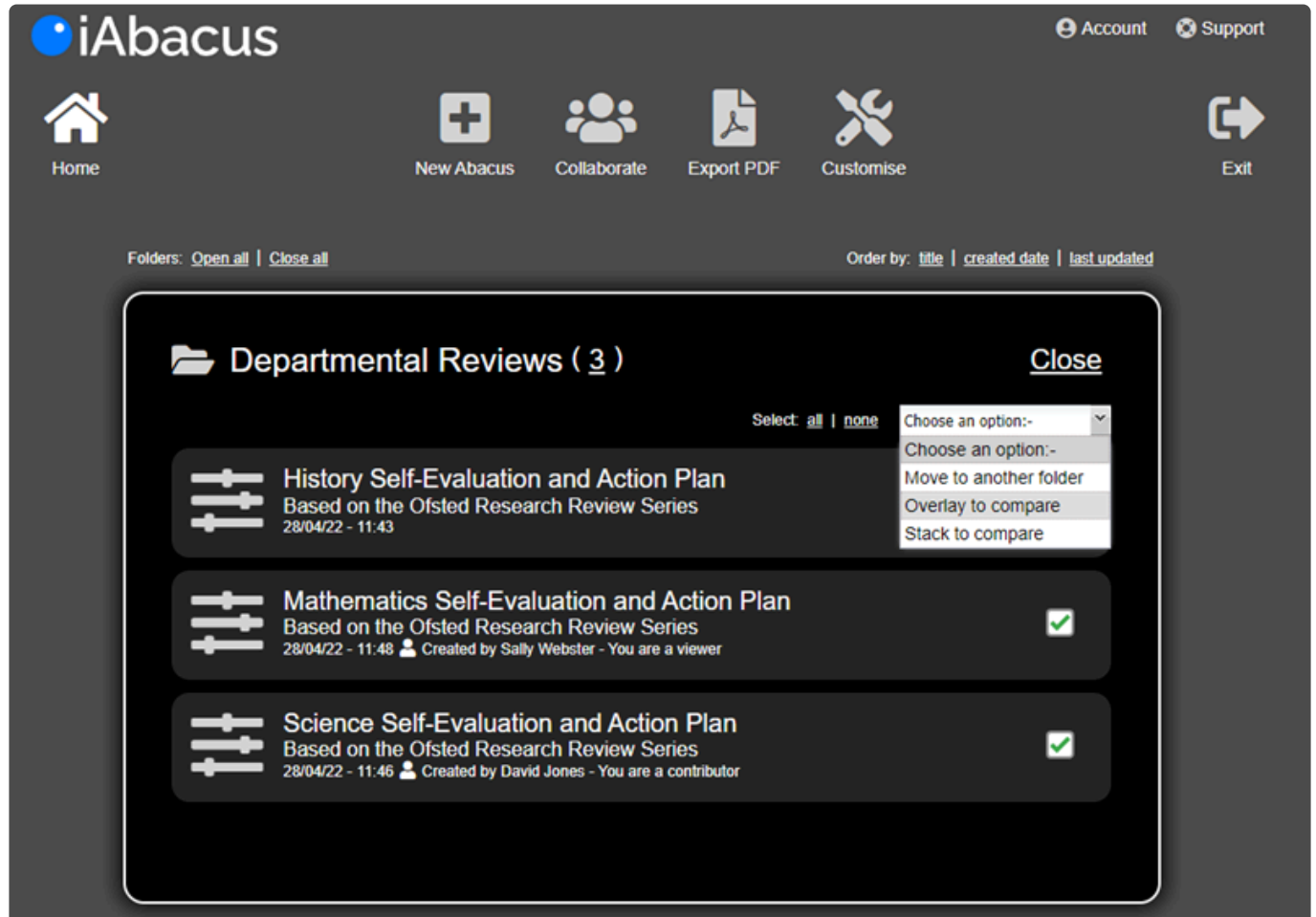
The Activity Log tells you when individuals have logged in and the changes they made.

Analyse Multiple Abacuses

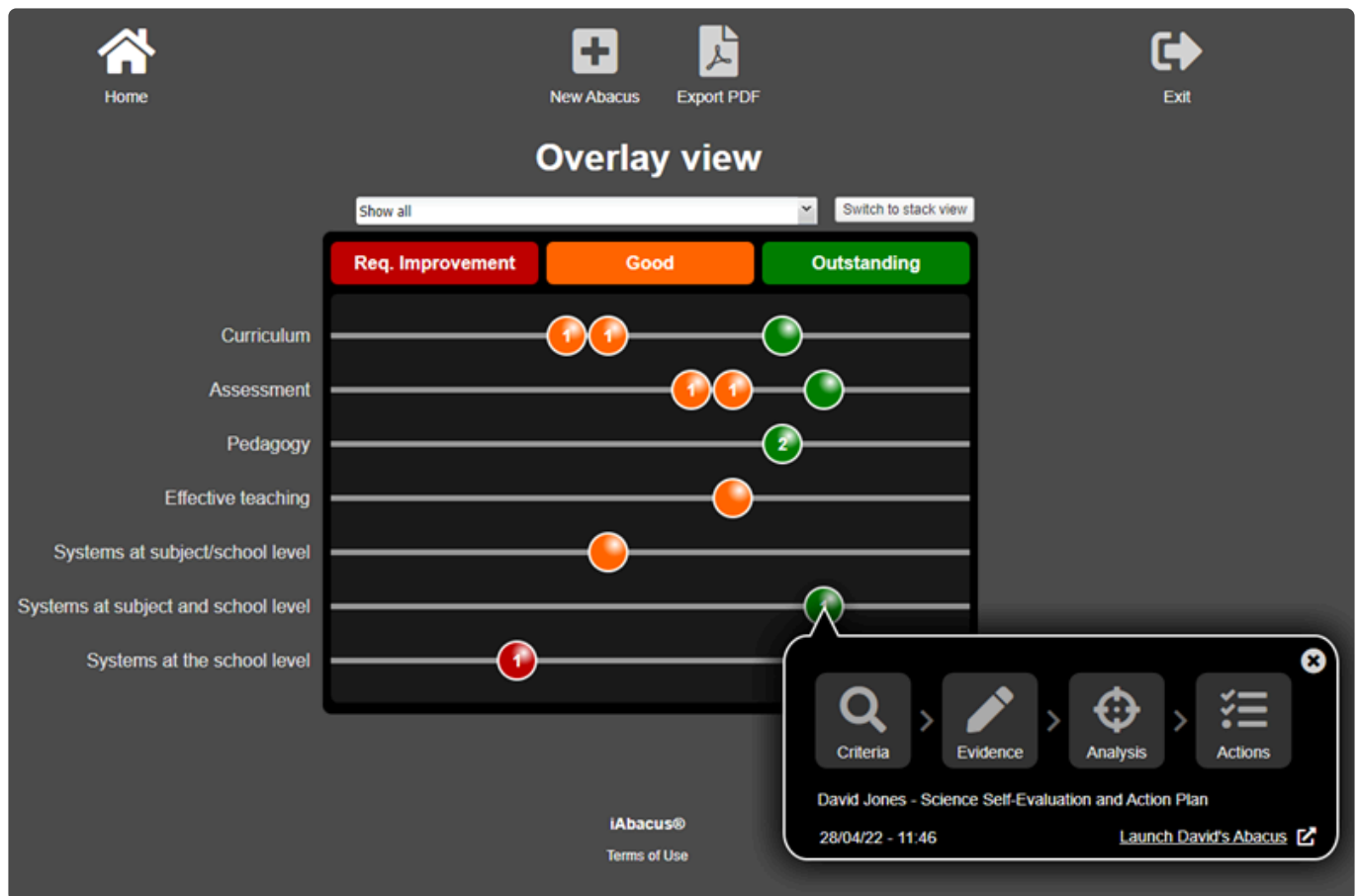
One of the powerful features of iAbacus is that it lets you see multiple abacuses in a single screen, for an overall view of performance and progress. This section explains the options available.

Overlay abacuses

To overlay abacuses, go to the Home screen. Tick the box to the right of the abacuses you wish to overlay, or click Select All. Click on the Choose an Option drop down menu and select Overlay to compare.



The next screen will display an overlay of your abacuses. Click on each bead to see the owner and title, and to drill down to evidence, analysis and planning.



If you wish to create a pdf report of the overlay view, simply click the export pdf button at the top of the screen. You will need to add a title before clicking export. Selecting 'show options' will show the advanced options for [customising a report](#).

iAbacus Account Support

Home New Abacus Export PDF Exit

Export PDF for overlay

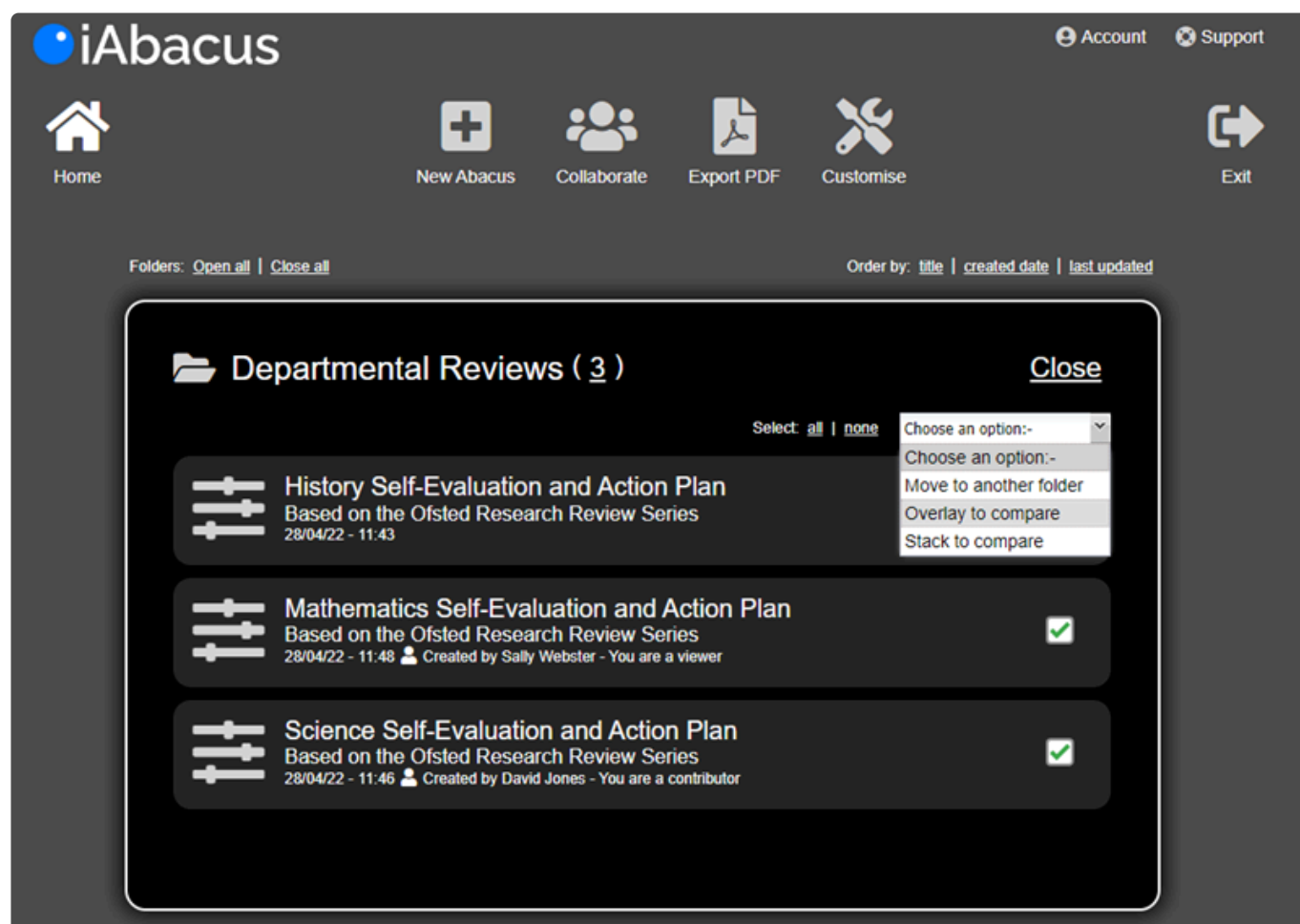
Back

Title:

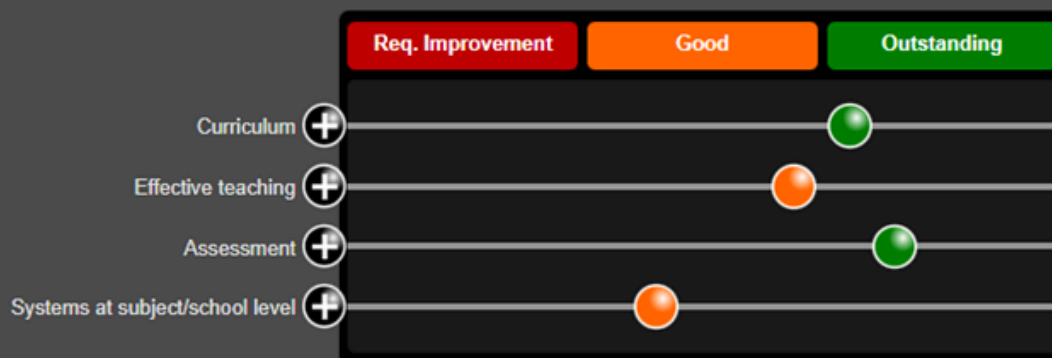
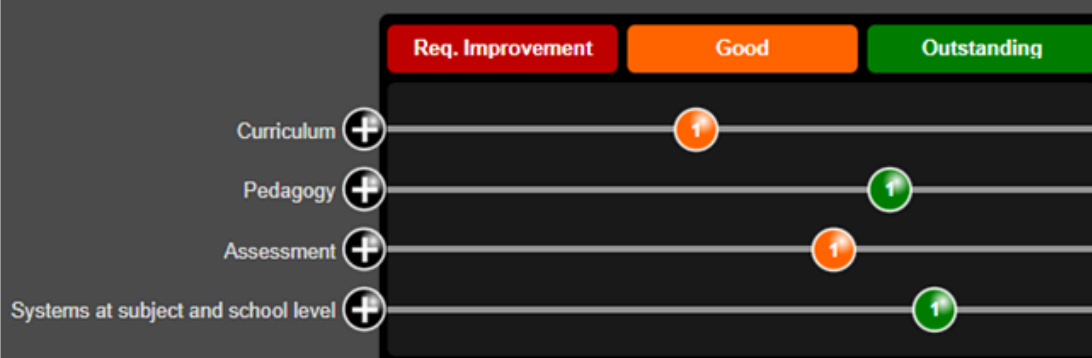
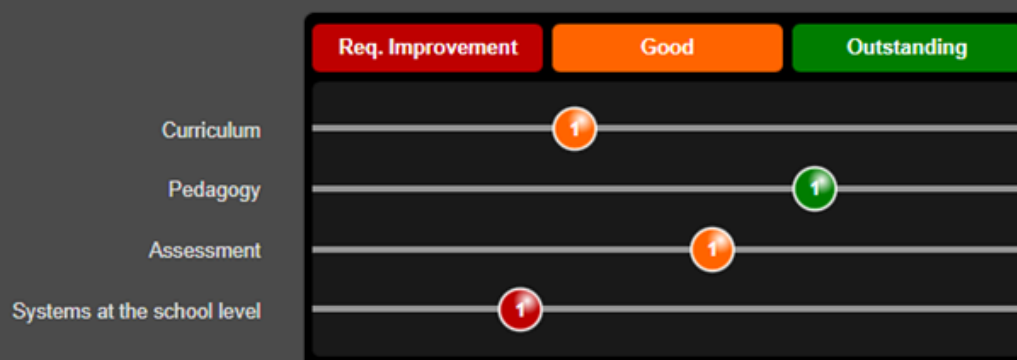
☒ Show Options

Stack abacuses

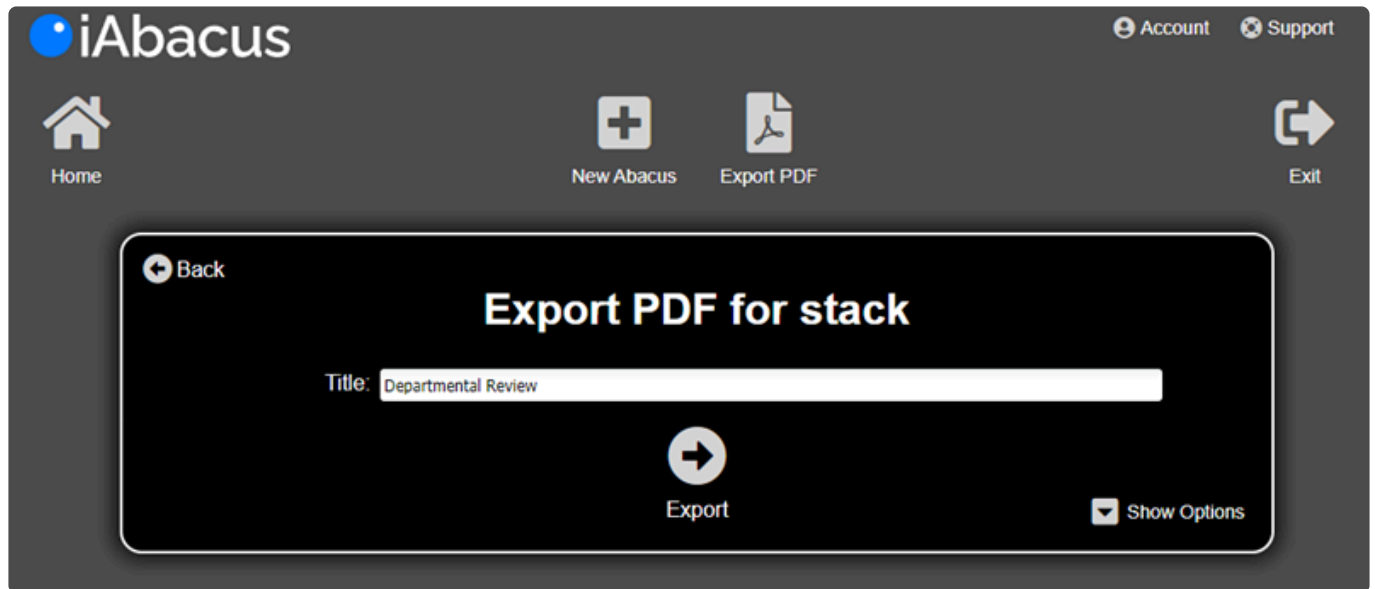
To stack abacuses, go to the Home screen. Tick the box to the right of the abacuses you wish to stack, or click Select all. Click on the Choose an option drop down menu and select Stack to compare.



The next screen will display a stacked view of your abacuses, along with the owner and name of each. Click on each button to drill down to evidence, analysis and planning.

Stack view[Switch to overlay view](#)**Simon Richardson - History Self-Evaluation and Action Plan****David Jones - Science Self-Evaluation and Action Plan****Sally Webster - Mathematics Self-Evaluation and Action Plan**

If you wish to create a pdf report of the stacked view, simply click the Export pdf button at the top of the screen.



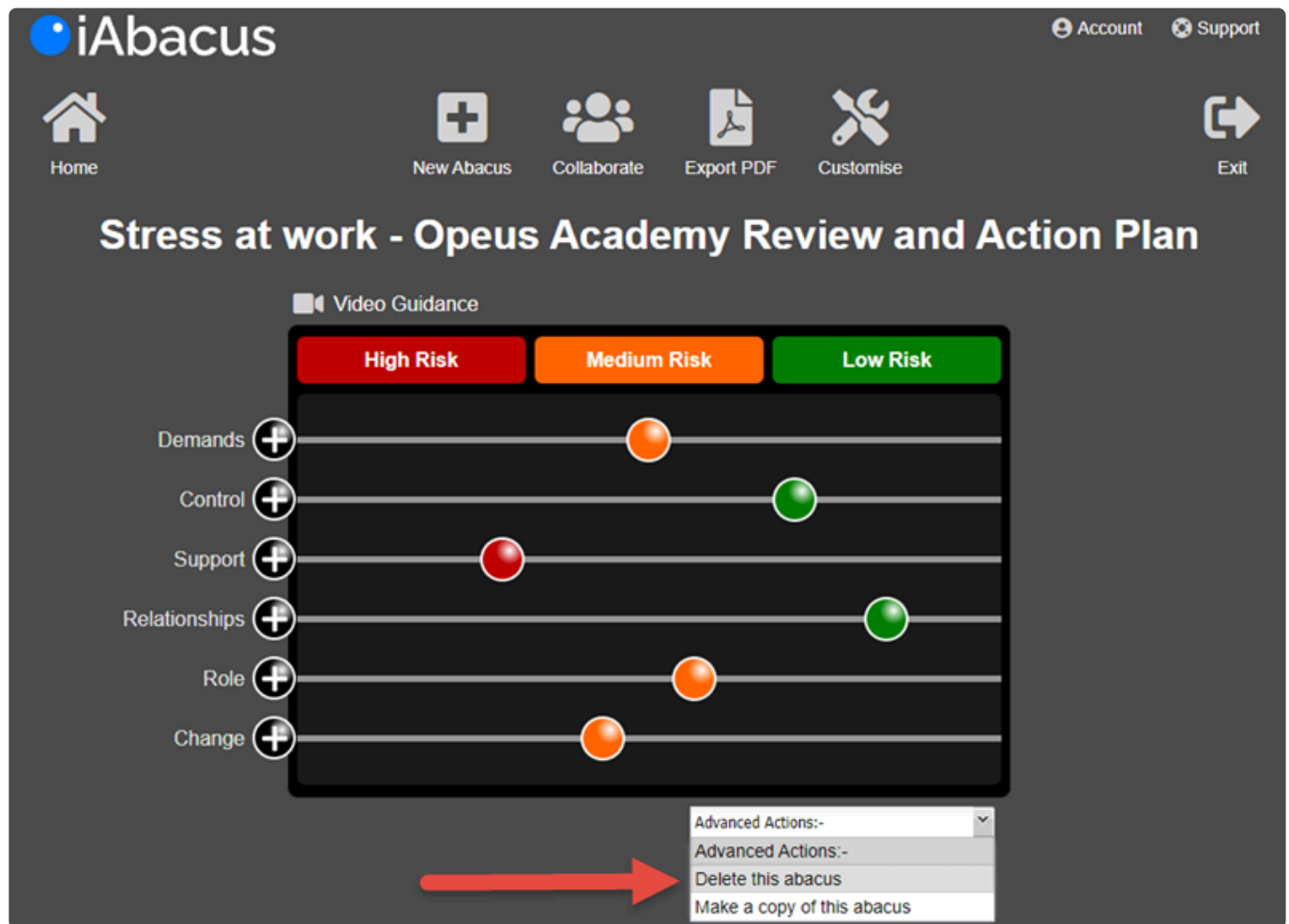
Here you have all the usual options for [customising a report](#).

Managing your Abacuses

This section explains how you delete an abacus you no longer need, or copy and reuse an abacus you have previously created. This may be helpful in departmental planning, for instance, where you wish to create abacuses with the same criteria for several different academic faculties.

Delete an abacus

If you no longer need an abacus and wish to delete it, first open the abacus you wish to delete. Click on the arrow next to Advanced actions at the bottom of the abacus, and scroll to Delete this abacus.



A pop up box will appear asking if you are sure you wish to do this. Please note, deleting an abacus will delete all judgements, evidence, analysis and action planning by all users associated with that abacus.

Account

Support

Home

New Abacus

Collaborate

Export PDF

Customise

Exit

Stress at work - Opeus Academy Review and Action Plan

Video Guidance

High Risk

Medium Risk

Low Risk

Demands

Control

Support

Relationships

Role

Change

Are you sure?

Are you sure you want to delete this abacus? This will delete all judgements, evidence, analysis and action planning by all users.

No, cancel

Yes, delete

Advanced Actions:-

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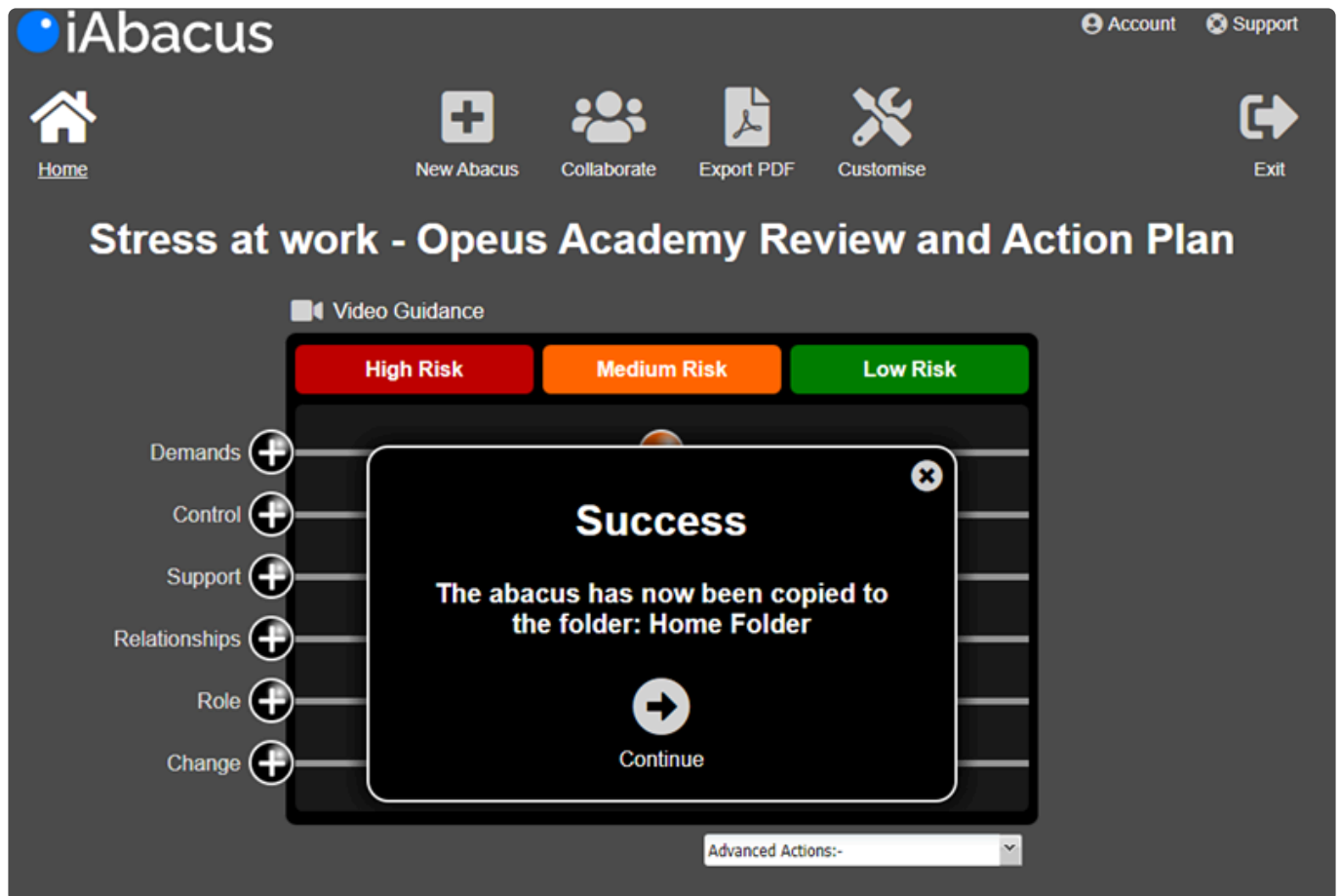
Copy an abacus

If you wish to copy and amend an abacus, for instance to make an abacus for each subject area, first open the abacus you wish to copy. Click on the arrow next to Advanced actions at the bottom of the abacus, and scroll to Make a copy of this abacus.

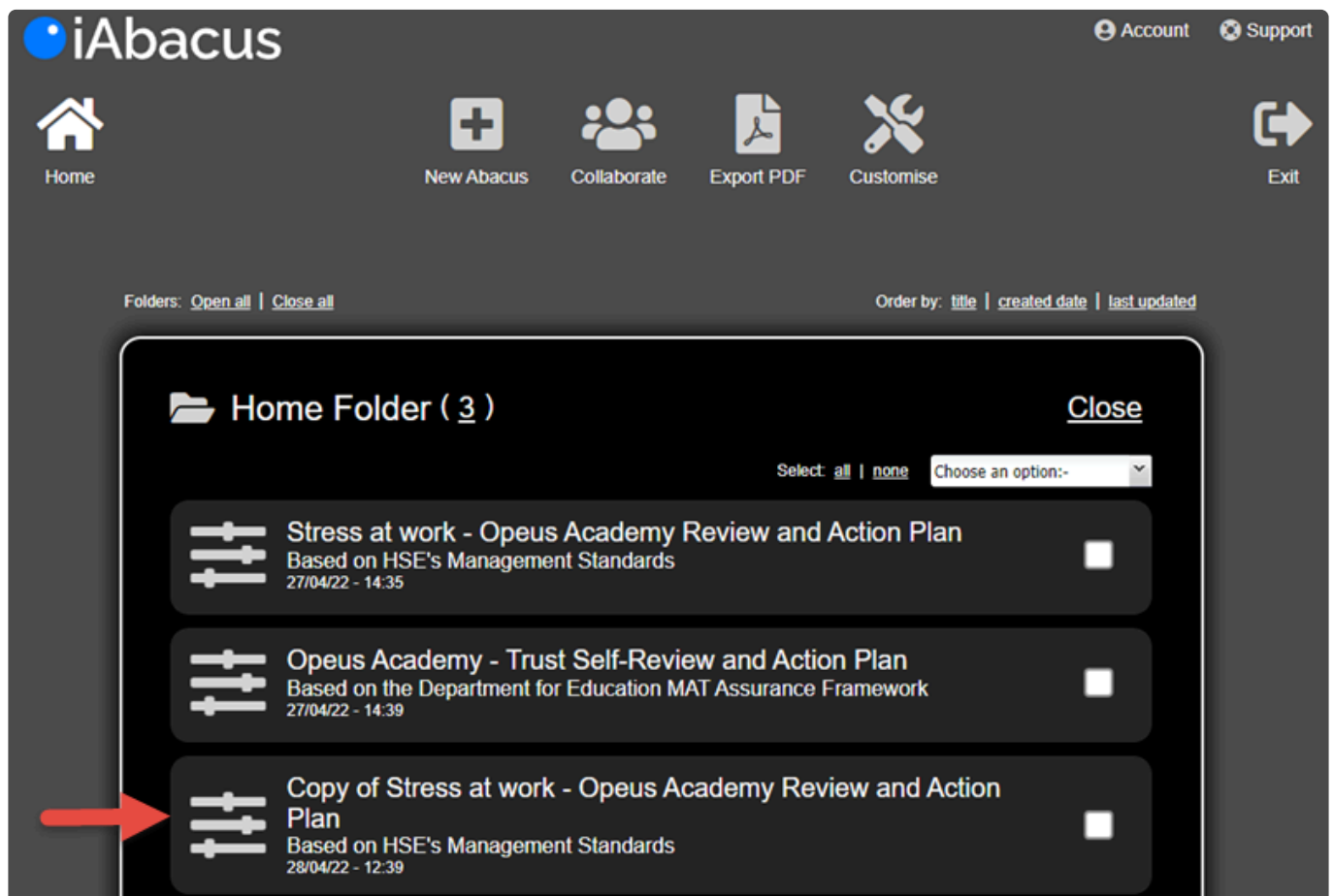
The screenshot shows the iAbacus web application interface. At the top, there's a navigation bar with the iAbacus logo and links for Account and Support. Below this is a secondary navigation bar with icons and labels for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main content area is titled 'Stress at work - Opeus Academy Review and Action Plan'. It features a 'Video Guidance' button and a risk assessment chart. The chart has three columns for 'High Risk' (red), 'Medium Risk' (orange), and 'Low Risk' (green). The rows represent different factors: Demands, Control, Support, Relationships, Role, and Change. Each row has a slider with a colored dot indicating the risk level. A red arrow points to the 'Advanced Actions' dropdown menu at the bottom right, which lists 'Delete this abacus' and 'Make a copy of this abacus'.

| Factor | High Risk | Medium Risk | Low Risk |
|---------------|-----------|-------------|----------|
| Demands | | ● | |
| Control | | | ● |
| Support | ● | | |
| Relationships | | | ● |
| Role | | ● | |
| Change | | ● | |

You will see a pop up box that confirms a copy of the abacus has been saved to your Home screen.

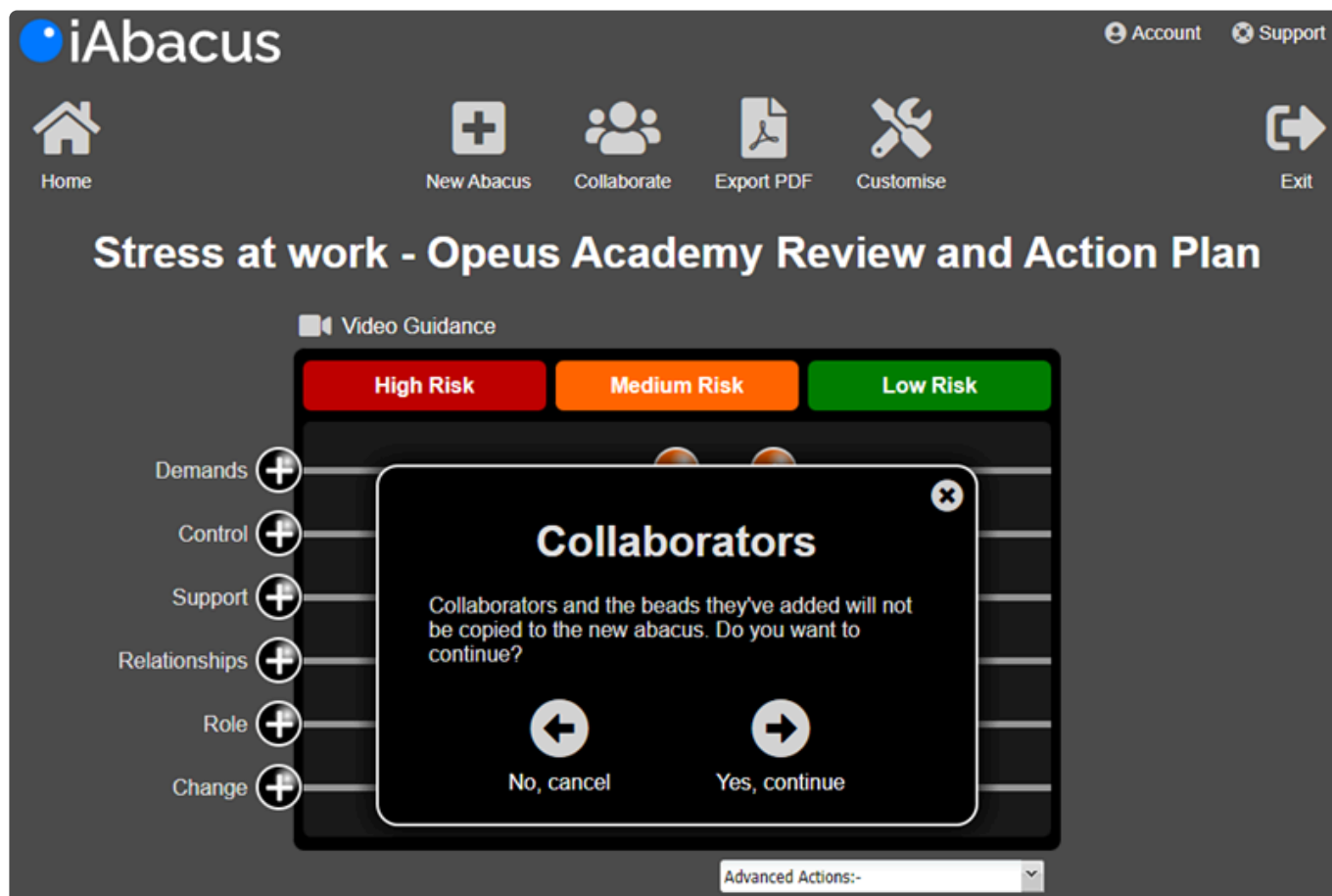


Click on the Home button at the top of the page to see the copy in your folder.



You can then [edit the title and description](#) for the copied abacus.

* If you have invited users to collaborate on your abacus, the users and their beads will not be copied to the abacus and you will receive the warning message shown below



Folders

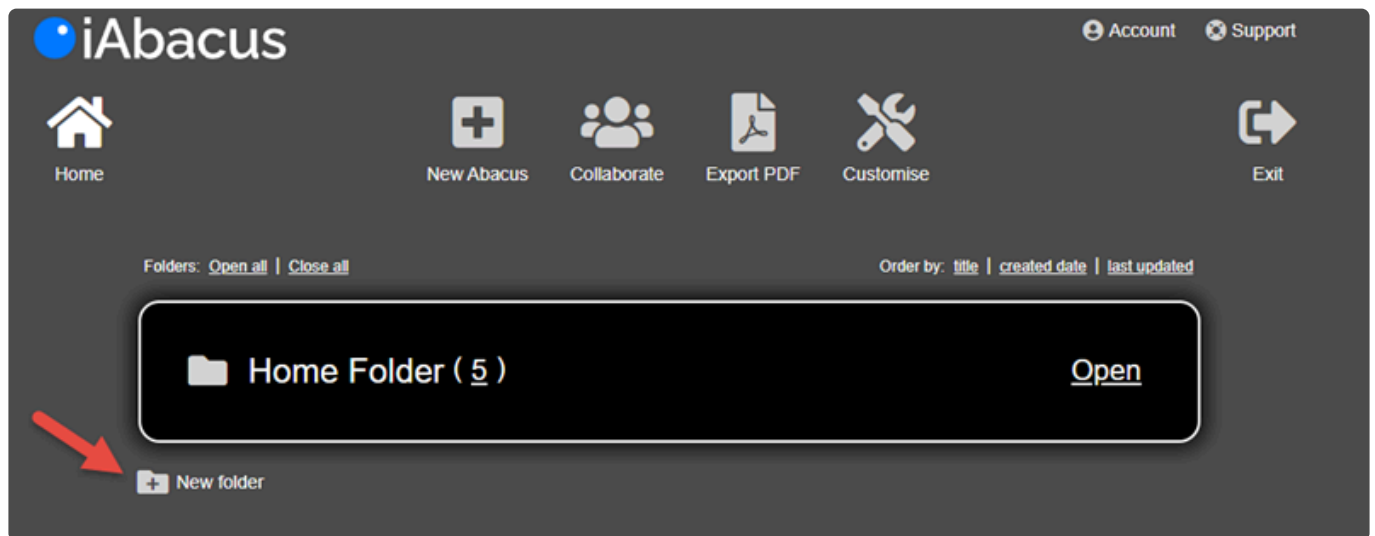
On your home screen iAbacus gives you the option to group abacuses into folders, which can be a useful organisational tool.

Add a new folder

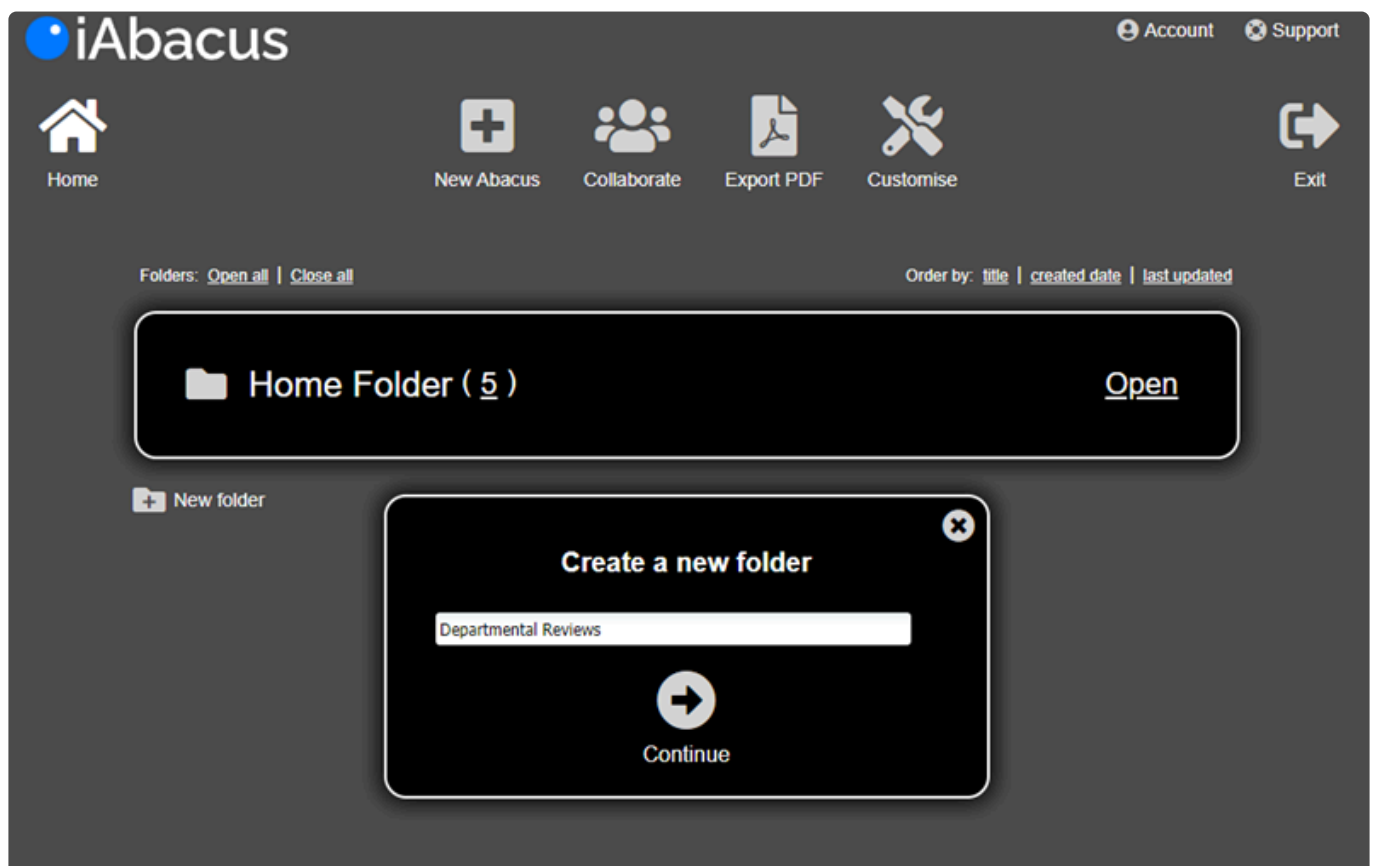
The first abacus you create will automatically appear in a folder titled Home Folder. You can [rename this folder](#).

Once you have created your first abacus, you can add new folders from the Home screen.

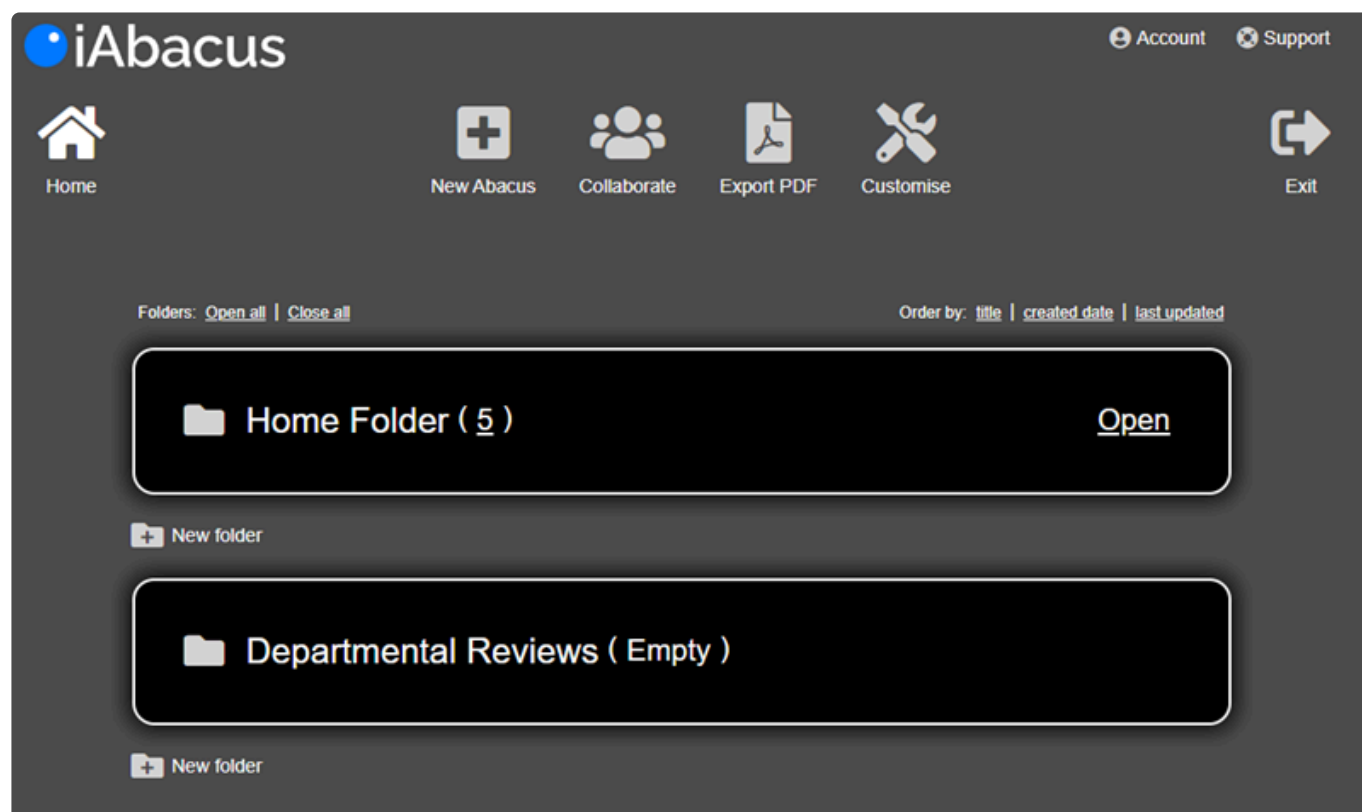
To do this, click on the New folder icon below any of the existing folders.



A pop up box will appear where you can name the folder.



Once you have made your changes, click Continue.



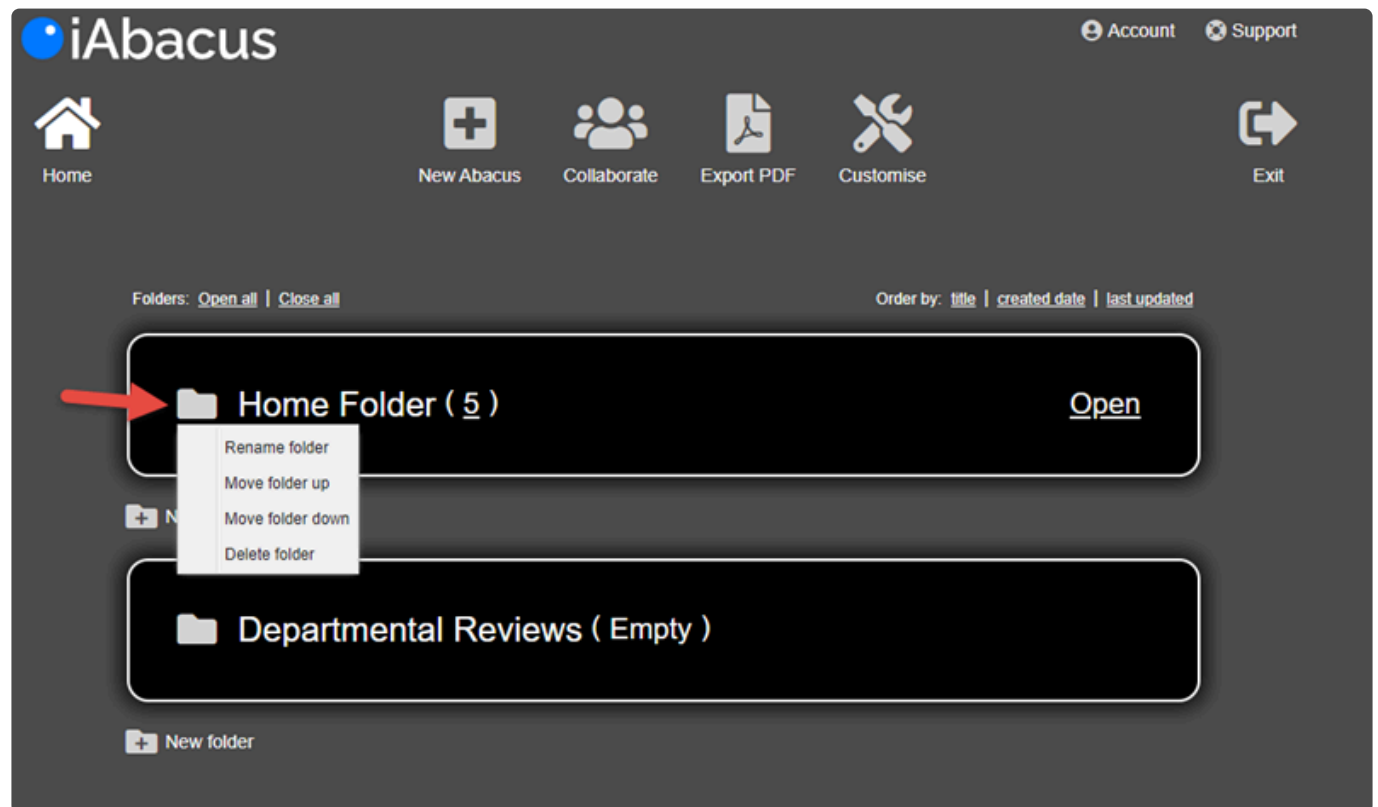
* You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

When you create new abacuses, the new folder will appear in the drop down list of folder options.

Move a folder

If you have several folders, you can change the order in which they appear on the Home screen.

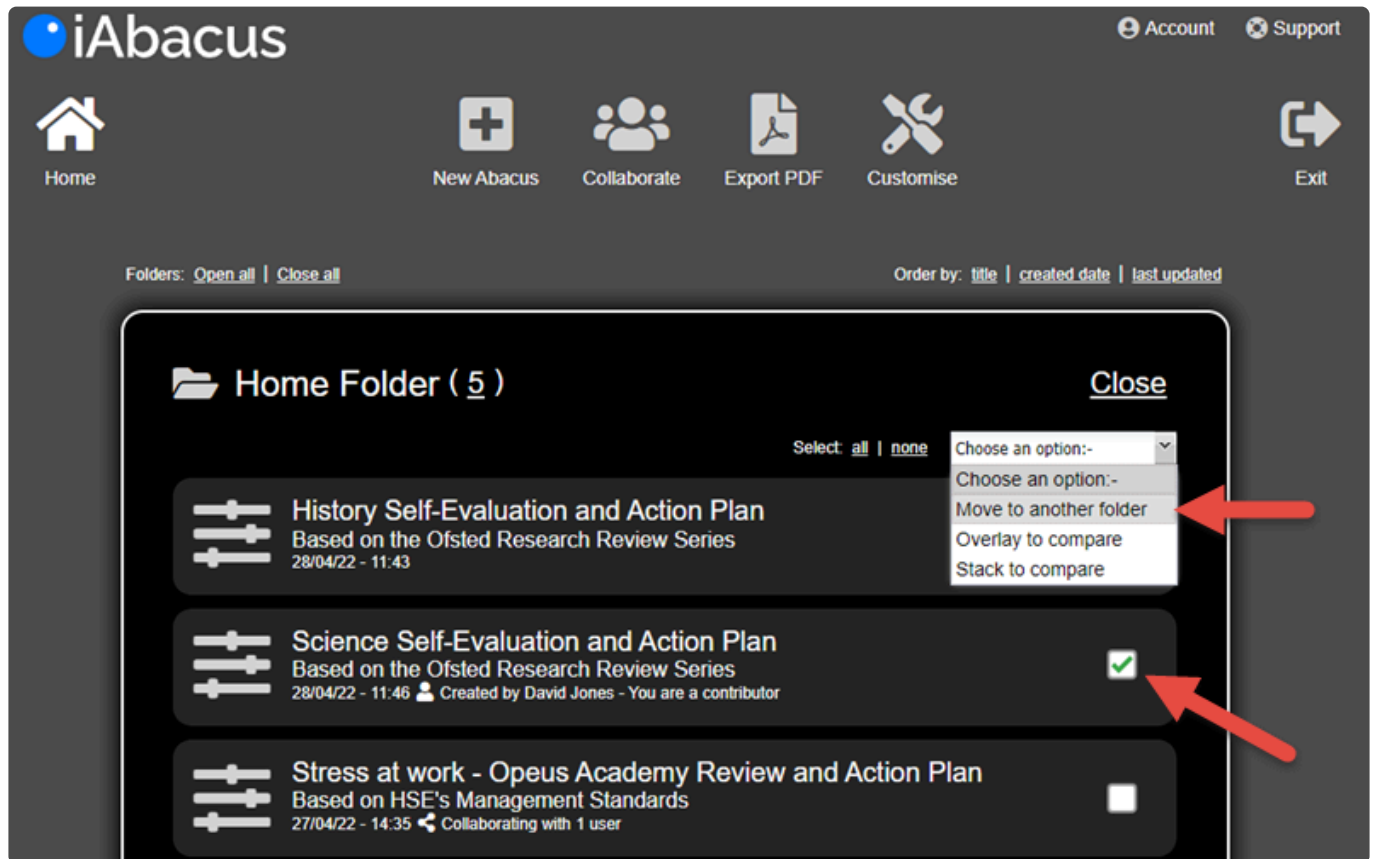
Simply click on the name of the folder. In the drop down menu, click Move folder up or Move folder down. Do this as many times as you need to until the folder is where you want it.



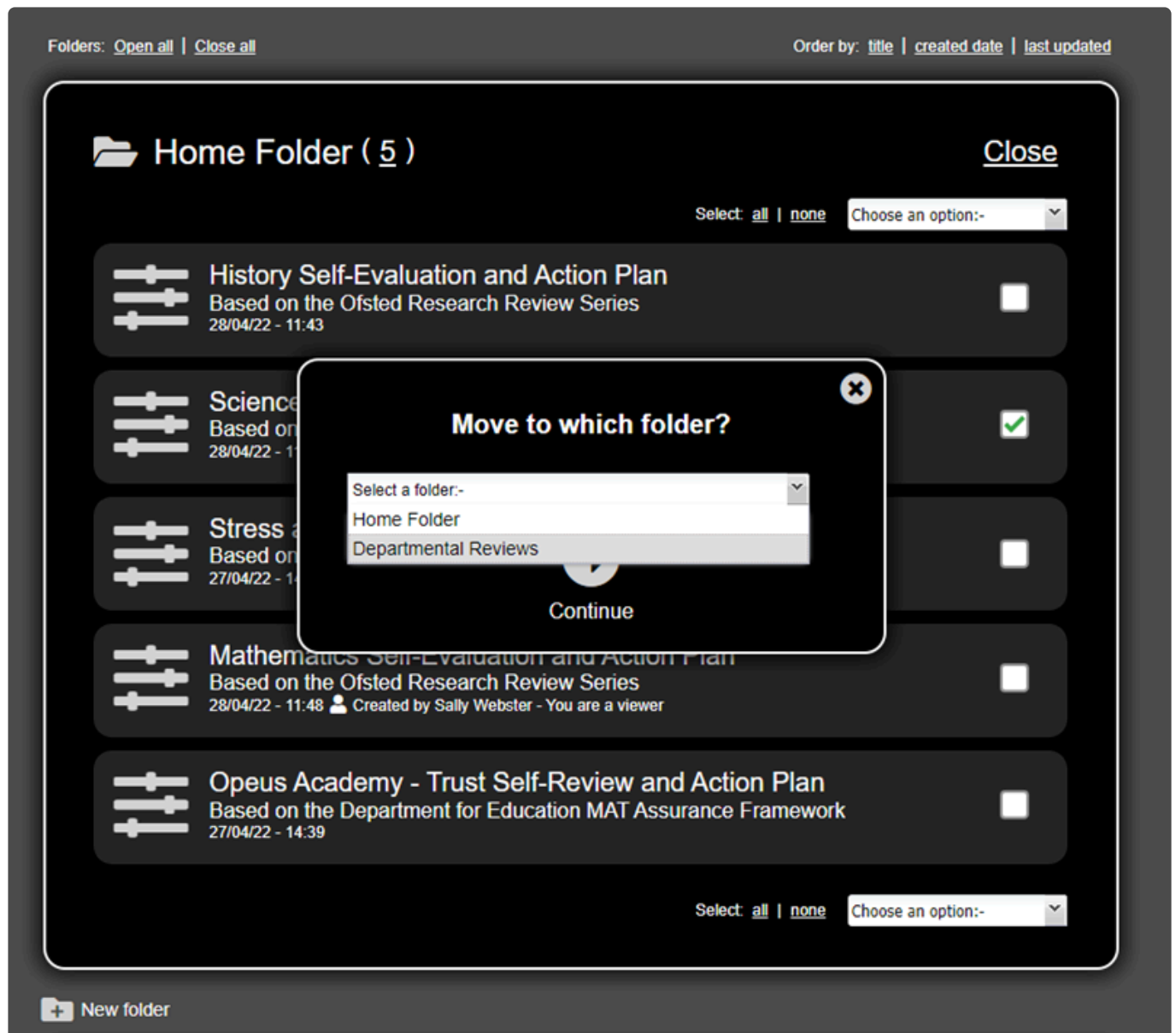
Move an abacus to a folder

You can move an abacus from one folder to another on the Home screen.

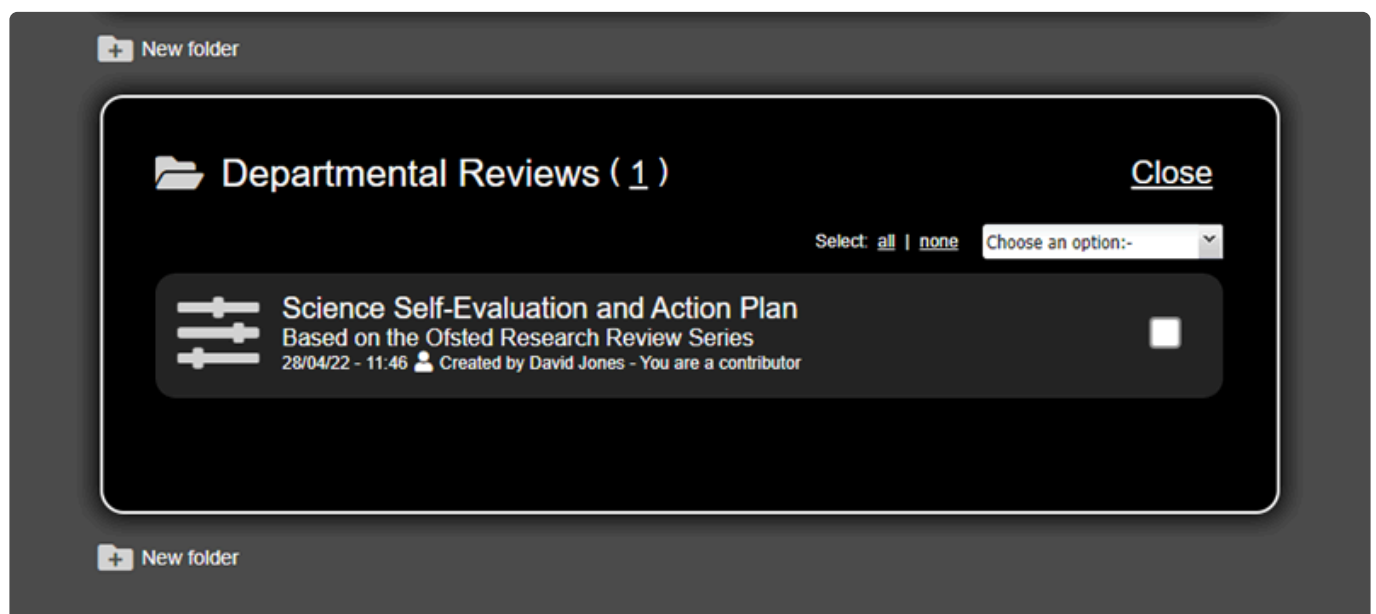
Firstly, expand the folder by selecting open. To select the abacus you wish to move, tick the box to the right of its name. You can select multiple abacuses in a folder by ticking each individually, or click Select all. Then click the Choose an option drop down menu and select Move to another folder.



A pop up box will appear with a drop down list of all your folder. Choose the appropriate one and click continue.

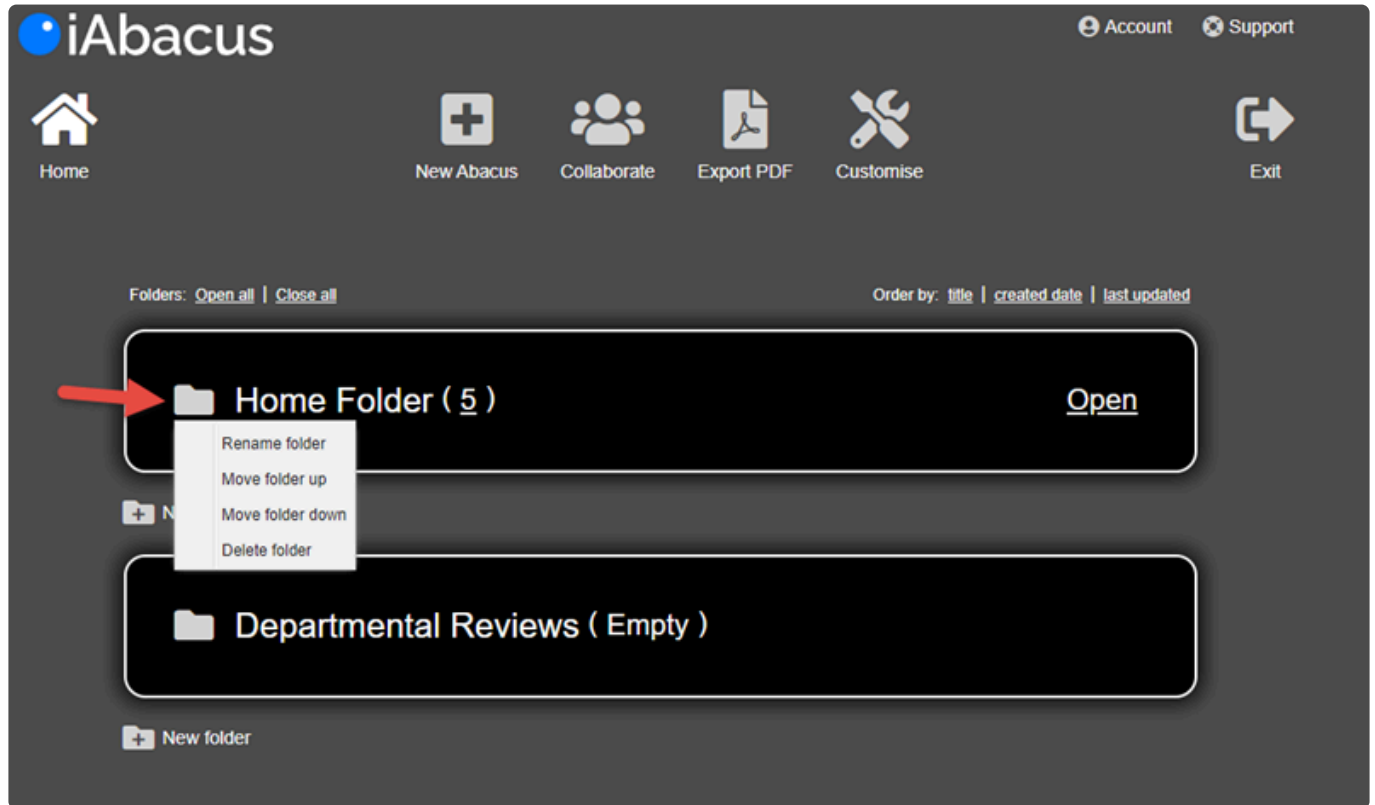


The abacus will be moved to the selected folder.

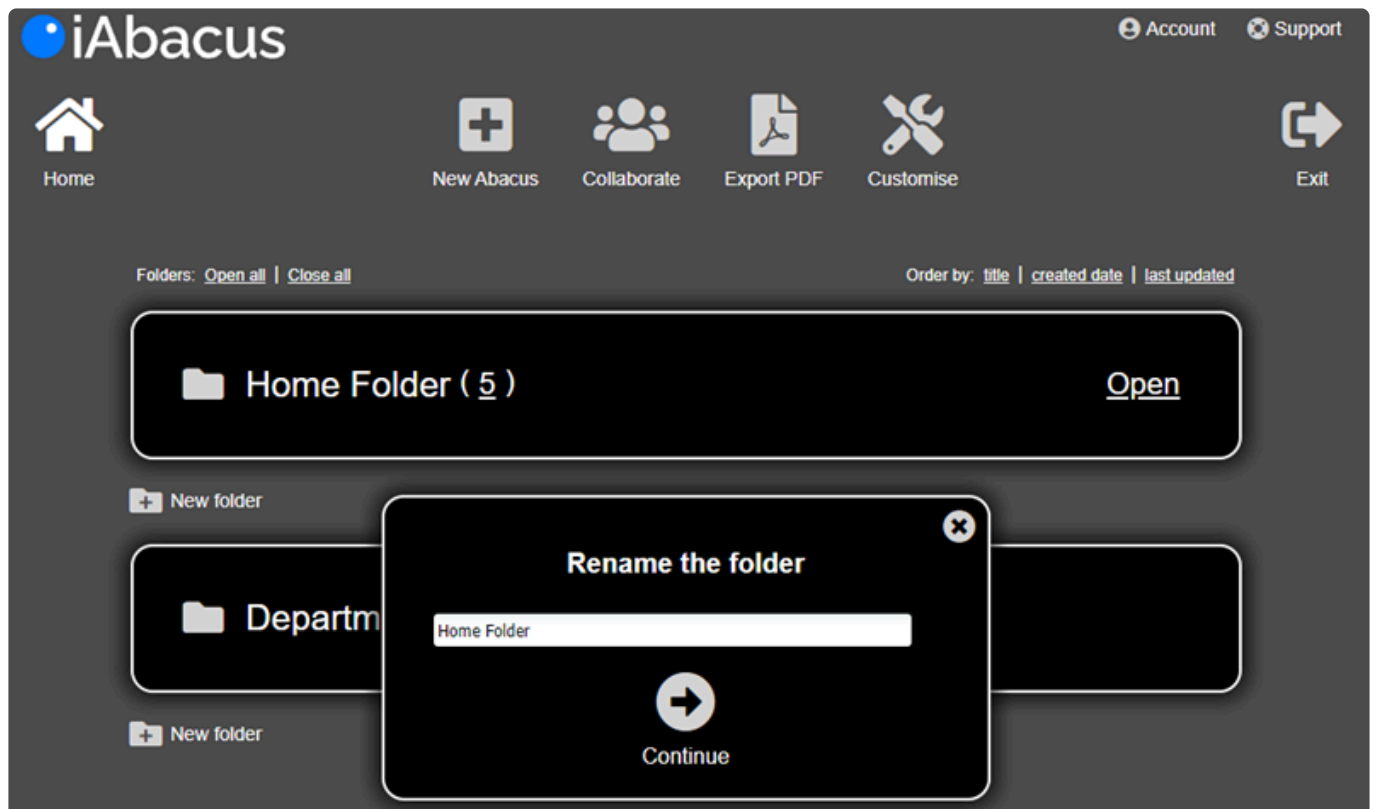


Rename a folder

When you create your first abacus, it will automatically go into a folder titled Home Folder. You can change the name of this folder, or any other folder you create, simply by clicking on the name of the folder on the Home screen and scrolling to Rename folder.



A pop up box will appear that lets you amend the name.

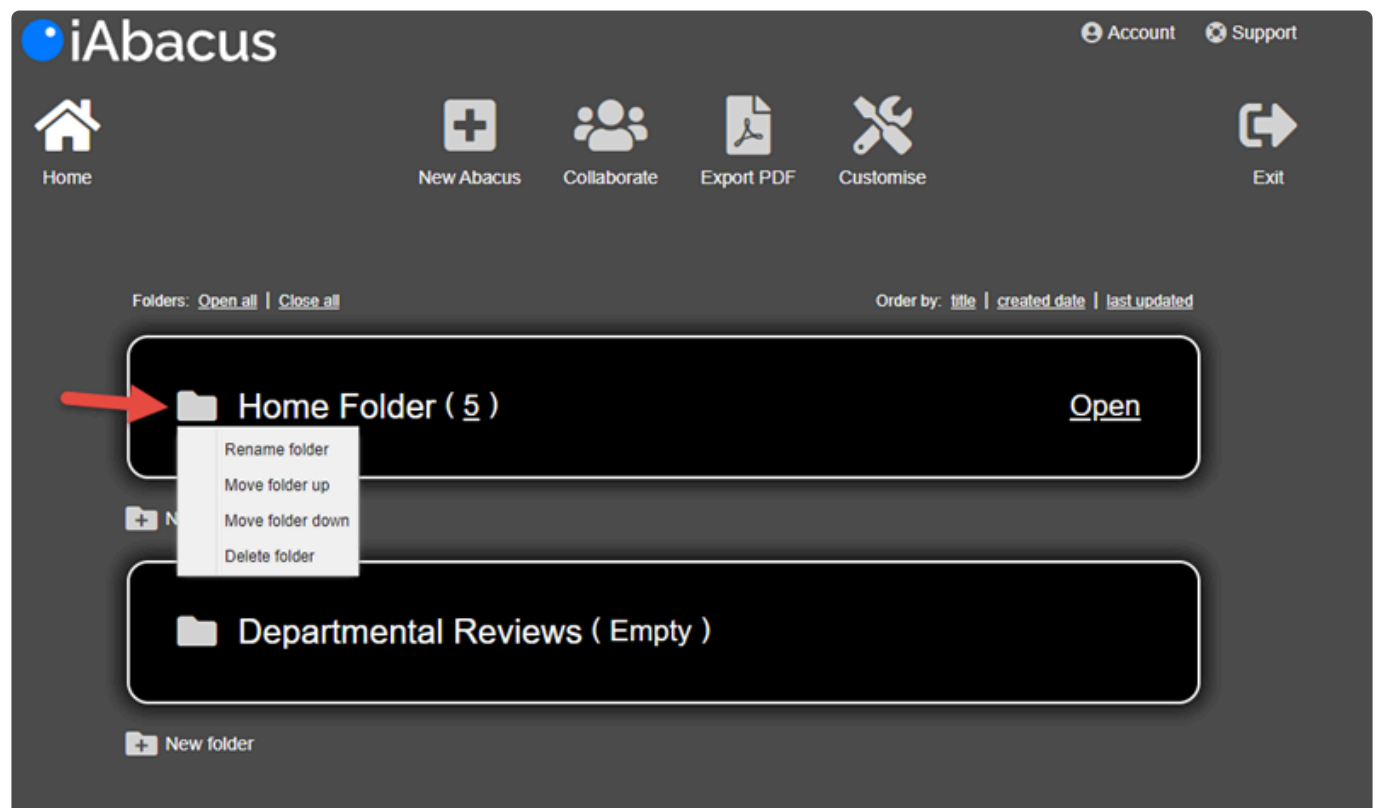


Once you have made your changes, click Continue.

* You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Delete a folder

To delete a folder, simply click on the name of the folder from the Home screen. In the drop down menu, click Delete folder.



! As a safety feature, you can only delete empty folders. If there are abacuses in the folder, you will need to delete these first before you can delete the folder itself.

Additional Abacus Functionality

iAbacus comes with additional functionality which will be helpful for some users.

We are always interested in hearing from you about particular challenges or needs you have that iAbacus may be able to address. If you have a specific need, please get in touch – we may already have built in functionality that will do what you need.

Using RAG rated criteria

iAbacus gives the option of adding statements to the Review Criteria screen that users can then rate Red, Amber, or Green (RAG). This could be useful if there are specific 'sub criteria' that you wish each user to consider. This functionality may already be set up on a template or you can add statements to rate yourself in the customise option see [13.14 Add Rag Rated Statements](#)

When you go to the Review Criteria step, you will see the statements at the bottom of the pop up box.

Leadership

Review the statements from the framework below and moderate your judgement accordingly.
You can RAG rate each statement by clicking on the RED, AMBER or GREEN marker.

Identify **Develop and plan** **Implement** **Embed** **Sustain**

School leaders have a clear vision and approach for remote education, and maintain awareness of any issues or barriers related to effective delivery.

Not yet in place or there are major gaps.

| | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Remote education plan - There is a plan in place for remote education and a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Remote education plan - The plan is underpinned by high expectations to provide the quality delivery of a planned curriculum for all (including vulnerable children and children with SEND), which is aligned as close as possible to the in-school curriculum. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Communication - Governors, staff, parents and carers are aware of the school's approach and arrangements for remote education. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Monitoring and evaluating - The school has systems in place to monitor the impact of remote education. This includes: understanding the impact on staff workload and how to mitigate against it - staffing changes - having access to appropriate management information (such as staff and pupil sickness and absence data) to help the school respond to changing contexts. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Continue

You can RAG rate each statement by clicking on the coloured box.

Video Guidance Save & Close

Criteria > Evidence > Analysis > Actions

Leadership

Review the statements from the framework below and moderate your judgement accordingly.
You can RAG rate each statement by clicking on the RED, AMBER or GREEN marker.

Identify Develop and plan Implement Embed Sustain

School leaders have a clear vision and approach for remote education, and maintain awareness of any issues or barriers related to effective delivery.

Not yet in place or there are major gaps.

| | |
|---|--|
| Remote education plan - There is a plan in place for remote education and a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education. | RED AMBER GREEN |
| Remote education plan - The plan is underpinned by high expectations to provide the quality delivery of a planned curriculum for all (including vulnerable children and children with SEND), which is aligned as close as possible to the in-school curriculum. | RED AMBER GREEN |
| Communication - Governors, staff, parents and carers are aware of the school's approach and arrangements for remote education. | RED AMBER GREEN |
| Monitoring and evaluating - The school has systems in place to monitor the impact of remote education. This includes: understanding the impact on staff workload and how to mitigate against it - staffing changes - having access to appropriate management information (such as staff and pupil sickness and absence data) to help the school respond to changing contexts. | RED AMBER GREEN |

Continue

By clicking the pen icon next to each statement you can add additional notes/evidence for the statement and add an attachment/link if required.

Identify Develop and plan Implement Embed Sustain

School leaders have a clear vision and approach for remote education, and maintain awareness of any issues or barriers related to effective delivery.

Not yet in place or there are major gaps.

Remote education plan - There is a plan in place for remote education and a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education.

Remote education plan - The plan is underpinned by high expectations to provide the quality delivery of a planned curriculum for all (including vulnerable children and children with SEND), which is aligned as close as possible to the in-school curriculum.

Communication - Governors, staff, parents and carers are aware of the school's approach and arrangements for remote education.

Monitoring and evaluating - The school has systems in place to monitor the impact of remote education. This includes: understanding the impact on staff workload and how to mitigate against it - staffing changes - having access to appropriate management information (such as staff and pupil sickness and absence data) to help the school respond to changing contexts.

Enter a note...

Attach a file Browse Enter a web-link

Continue

The rag rated statements will appear on your pdf reports along with any additional notes you may have added.

Leadership



Name: Nick Robinson (nick2@opeus.org)

Date: 28/04/2022

| | |
|--------------------|---|
| RAG Rating: | Remote education plan - There is a plan in place for remote education and a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education. |
| | Remote education plan - The plan is underpinned by high expectations to provide the quality delivery of a planned curriculum for all (including vulnerable children and children with SEND), which is aligned as close as possible to the in-school curriculum. |
| | Communication - Governors, staff, parents and carers are aware of the school's approach and arrangements for remote education. |
| | Monitoring and evaluating - The school has systems in place to monitor the impact of remote education. This includes: understanding the impact on staff workload and how to mitigate against it - staffing changes - having access to appropriate management information (such as staff and pupil sickness and absence data) to help the school respond to changing contexts. |

Evidence:

Choosing suggested helping and hindering factors

Your template may have suggested helping and hindering factors assigned to it. They may be standard on your template or you can add them to the abacus yourself in the customise option see [13.13 Add Suggested helping and hindering factors](#)

If suggested factors are assigned to your abacus, then you will see a 'lightning bolt' icon on the analyse factors page

Video Guidance Account Support ☒ Save & Close

Criteria > Evidence > Analysis > Actions

Leadership / Embed

- Identify factors (information, people, circumstances etc that either HELP, or HINDER, currently.
- Identify (future) interventions that may well HINDER the situation.
- Prioritise the likely most effective factors.

Helping Factors

⚡

🗑

⚡

🗑

⚡

🗑

⚡

🗑

⚡

🗑

[+ more helping factors]

⚡

🗑

⚡

🗑

⚡

🗑

⚡

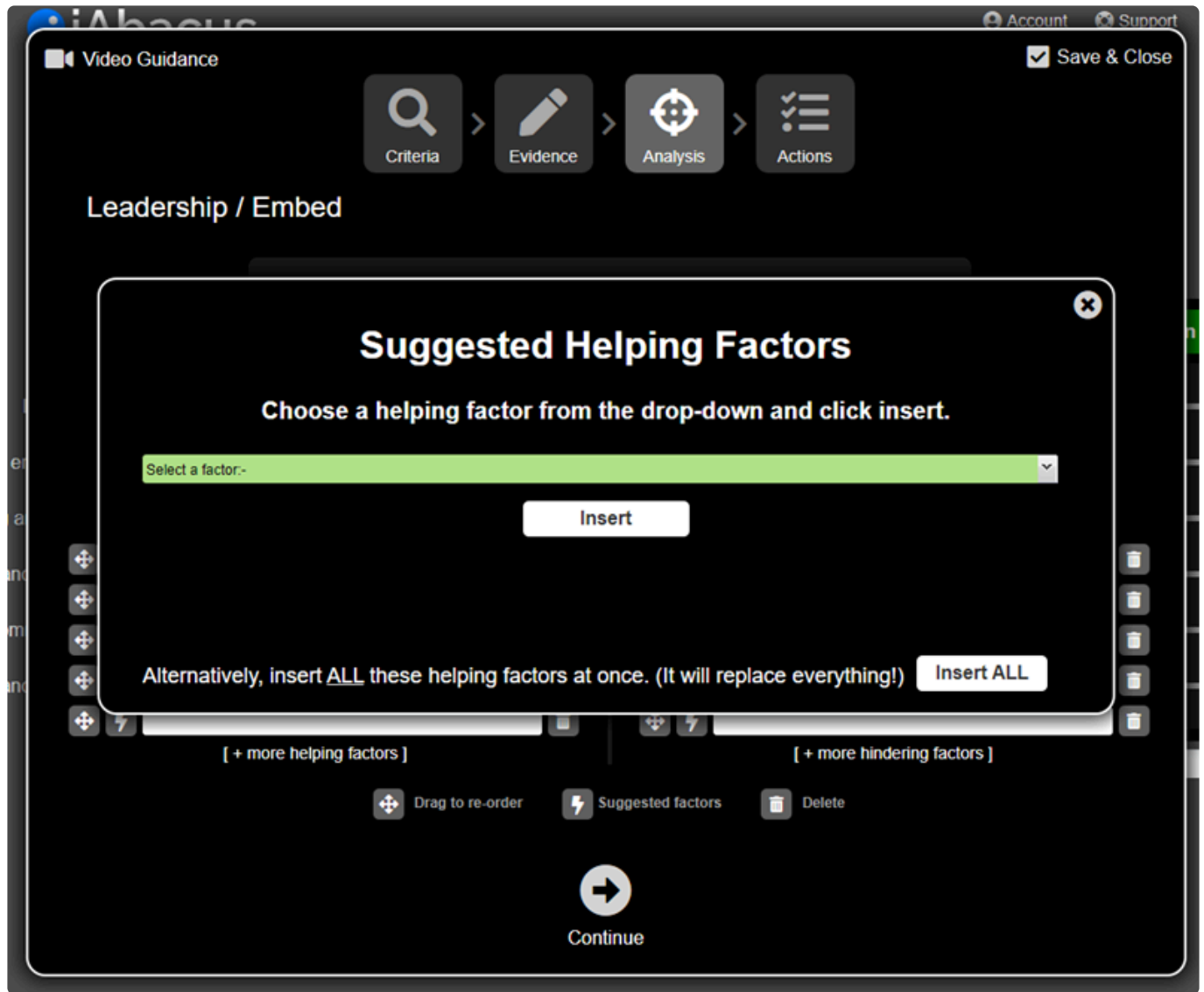
🗑

⚡

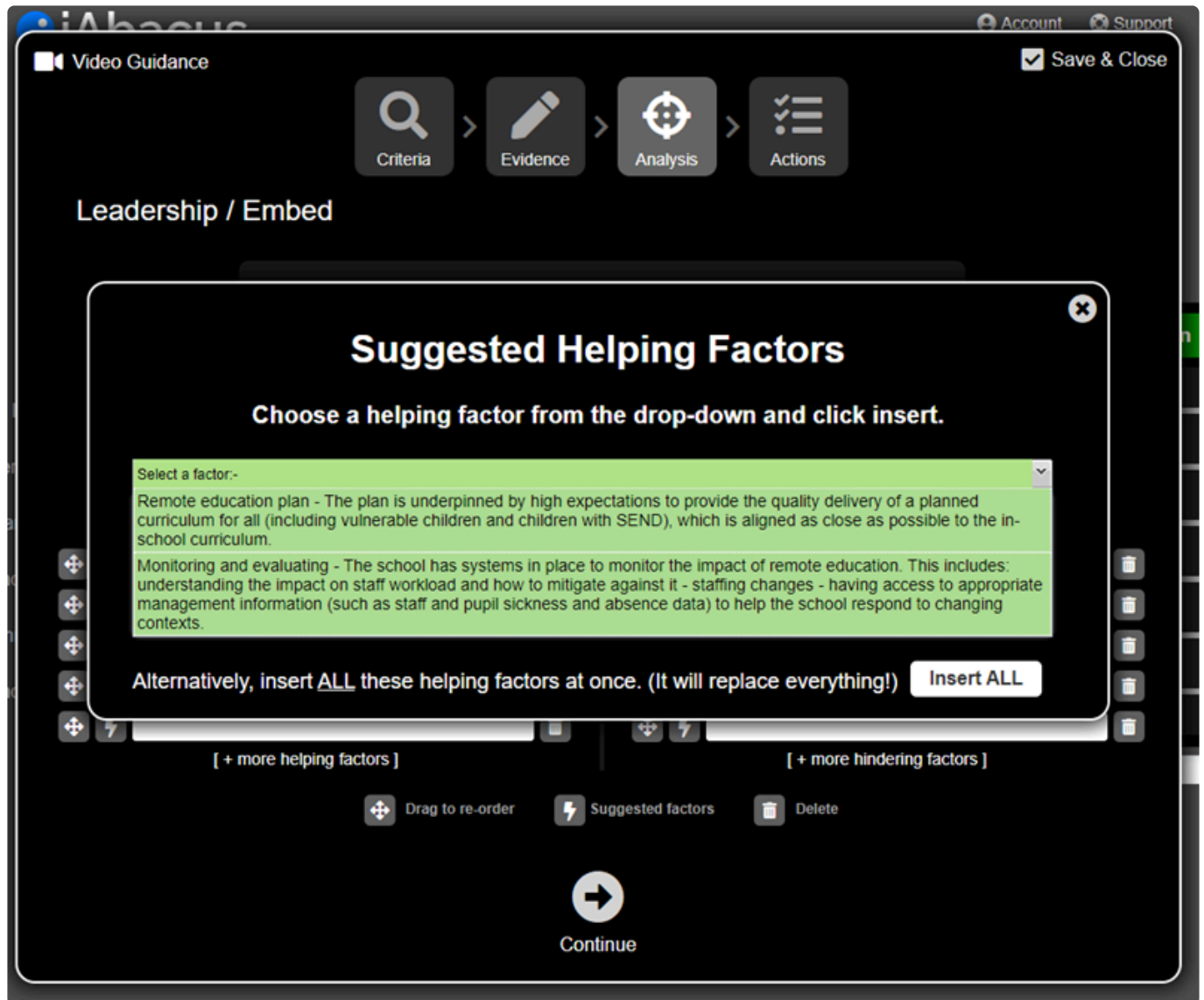
🗑

[+ more hindering factors]

Clicking this icon will bring up suggested helping and hindering factors which have been added in the customise option which can be inserted. It will also contain any RAG rated statements which have been rated in the review criteria section. (see [12.1 Using RAG rated criteria](#)). Green rated statements will appear in the helping factors list, red and amber rated statements in the hindering factors list.



You can choose a helping factor from the drop down list and click insert to automatically insert it.



Alternatively, you can insert all of the suggested helping factors at once. This will, however, replace all helping factors which you currently have and will lose any of your action plans which have been assigned to that factor. A warning message will be displayed advising you of this though.

Video Guidance Account Support ☒ Save & Close

Criteria > Evidence > Analysis > Actions

Leadership / Embed

Suggested Helping Factors

Choose a helping factor from the drop-down and click insert.

Select a factor:-

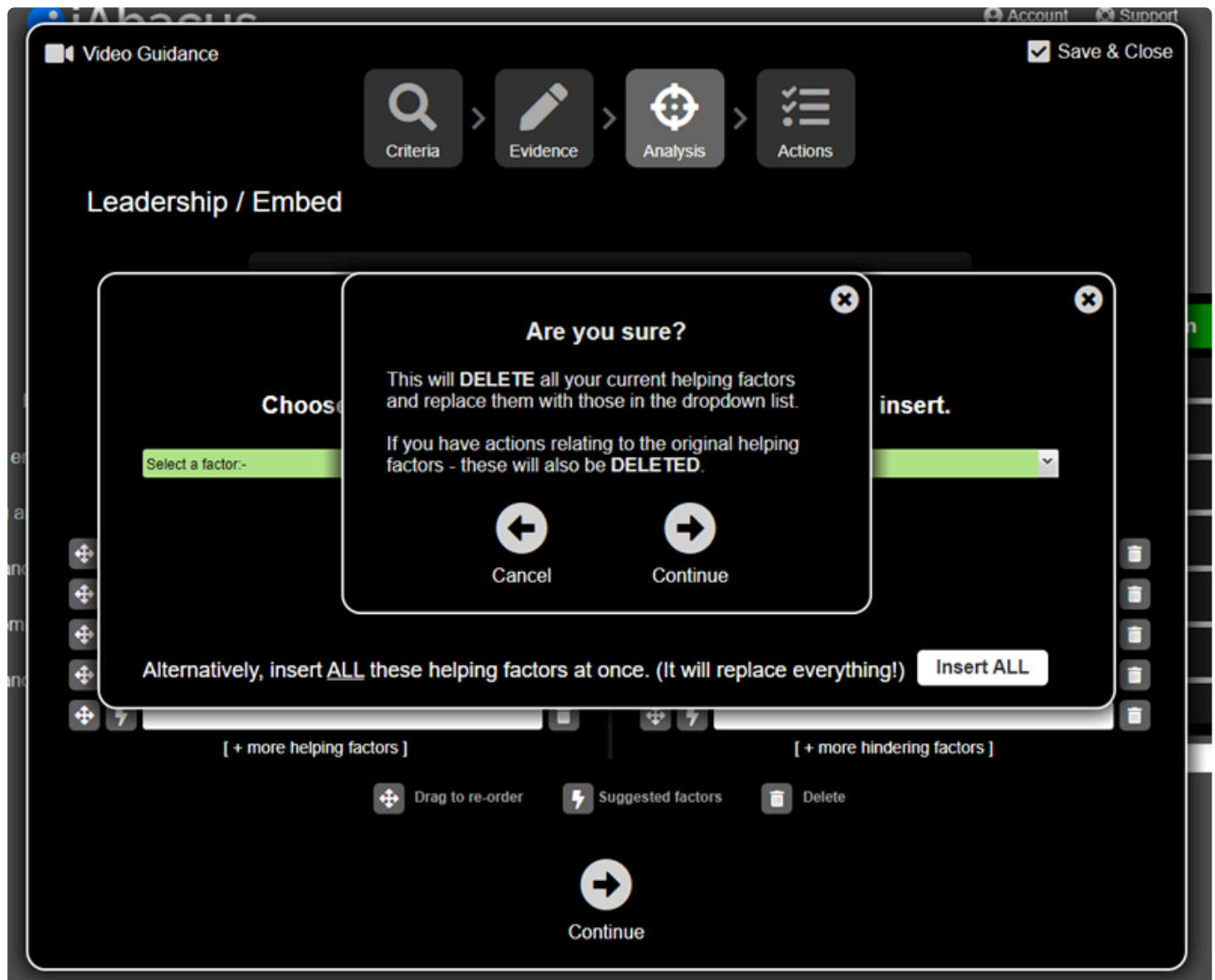
- Remote education plan - The plan is underpinned by high expectations to provide the quality delivery of a planned curriculum for all (including vulnerable children and children with SEND), which is aligned as close as possible to the in-school curriculum.
- Monitoring and evaluating - The school has systems in place to monitor the impact of remote education. This includes: understanding the impact on staff workload and how to mitigate against it - staffing changes - having access to appropriate management information (such as staff and pupil sickness and absence data) to help the school respond to changing contexts.

Alternatively, insert **ALL** these helping factors at once. (It will replace everything!) **Insert ALL**

[+ more helping factors] [+ more hindering factors]

Drag to re-order Suggested factors Delete

Continue



All of the suggested helping factors will be automatically inserted.

Video Guidance Account Support ☒ Save & Close

Criteria > Evidence > Analysis > Actions

Leadership / Embed

- Identify factors (information, people, circumstances etc that either HELP, or HINDER, currently.
- Identify (future) interventions that may well HINDER the situation.
- Prioritise the likely most effective factors.

Helping Factors

⚡ Remote education plan - The plan is underpinned by high expi

⚡ Monitoring and evaluating - The school has systems in place to

⚡

⚡

⚡

[+ more helping factors]

Hindering Factors

⚡

⚡

⚡

⚡

⚡

[+ more hindering factors]

⚡ Drag to re-order
⚡ Suggested factors
🗑 Delete

➡
Continue

The process can be repeated for hindering factors, just select the lightning bolt icon for a hindering factor to insert them using the same steps as above.

The screenshot shows the iAbacus web application interface. At the top, there is a navigation bar with 'Account' and 'Support' links. Below this, a 'Video Guidance' button is visible. The main navigation area includes four icons: 'Criteria' (magnifying glass), 'Evidence' (pencil), 'Analysis' (target), and 'Actions' (list). The current view is 'Leadership / Embed'. A central dialog box titled 'Suggested Hinderling Factors' is open, containing a dropdown menu with two options: 'Remote education plan - There is a plan in place for remote education and a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education.' and 'Communication - Governors, staff, parents and carers are aware of the school's approach and arrangements for remote education.' Below the dropdown, there is a button 'Insert ALL' and a text prompt: 'Alternatively, insert ALL these hinderling factors at once. (It will replace everything!)'. At the bottom of the dialog, there is a 'Continue' button. The background interface shows a list of factors on the left and right sides, with a central area for managing them, including buttons for 'Drag to re-order', 'Suggested factors', and 'Delete'.

Video Guidance

Account Support

Save & Close

Criteria Evidence Analysis Actions

Leadership / Embed

Suggested Hinderling Factors

Choose a hinderling factor from the drop-down and click insert.

Select a factor:-

- Remote education plan - There is a plan in place for remote education and a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education.
- Communication - Governors, staff, parents and carers are aware of the school's approach and arrangements for remote education.

Alternatively, insert **ALL** these hinderling factors at once. (It will replace everything!) **Insert ALL**

[+ more helping factors] [+ more hinderling factors]

Drag to re-order Suggested factors Delete

Continue

Auto Collaboration

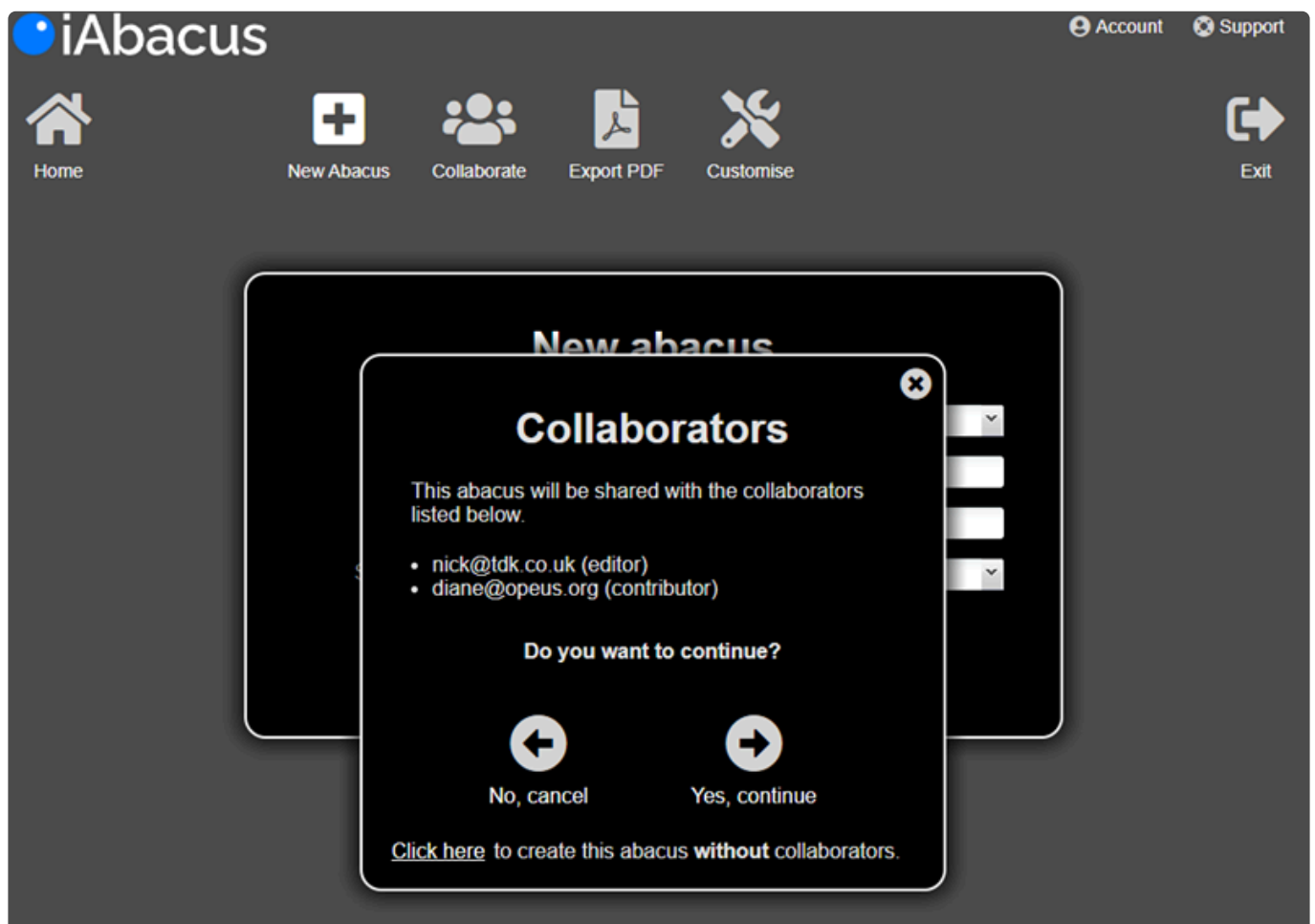
When staff select a specific template you (and others) may want to be invited as a collaborator automatically whenever an abacus from that template is created. This can be done using auto collaboration.

We do need to set this up behind the scenes so just contact us and let us know:

- 1) What template you want it applied to
- 2) Who the abacus should be shared with
- 3) What type of collaborator you want them to be (editor, contributor or viewer).

If you have multiple folders on your home screen you can also let us know what folder you would like the abacuses to be put in so you can manage them more easily.

When staff then select the template from the create abacus list they will be advised that it will be shared and will list the collaborators.



Managing iAbacus Templates

Users can manage their own templates across their licence code.

This feature is made available to specific users so you have to ask our admin team to add this feature for any administrators in your organisation who want to manage templates.

The video below shows how this feature works.



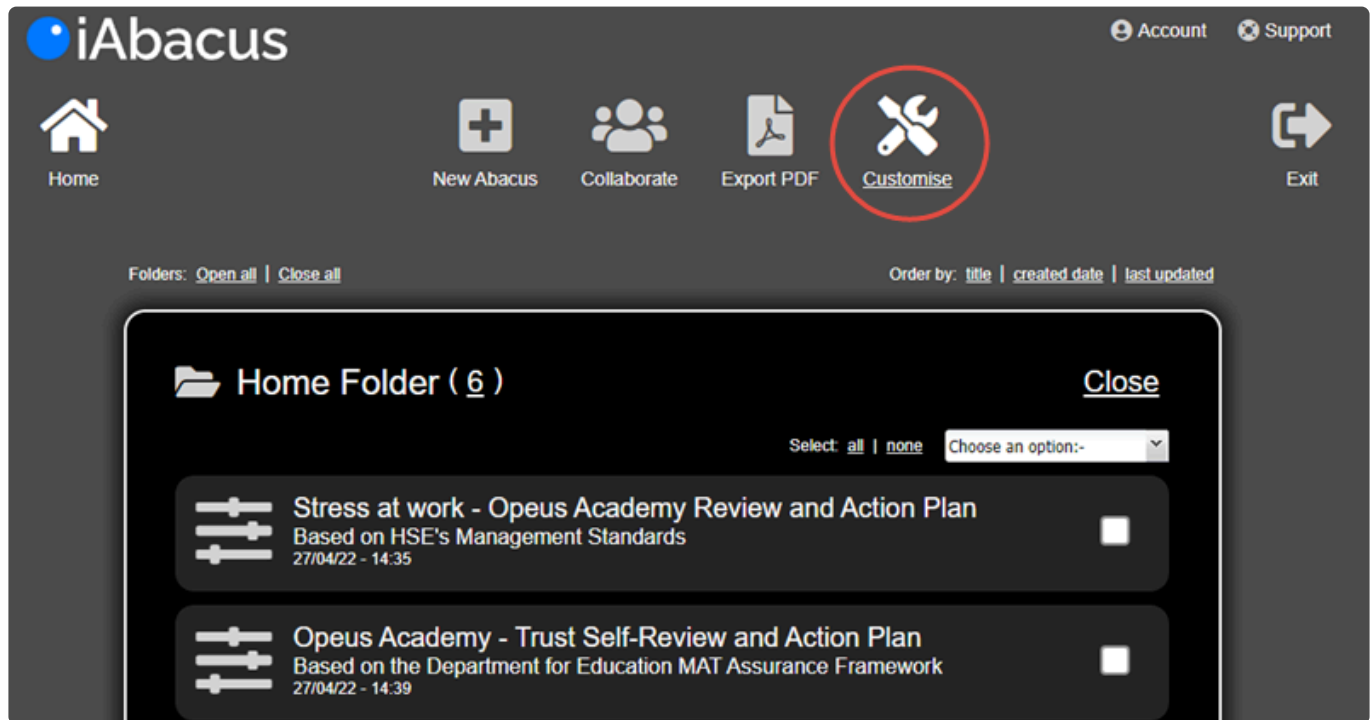
<https://player.vimeo.com/video/667674433>

Create and Customise an Abacus Template

Most of the elements of an abacus can be changed by clicking on the Customise button at the top of the screen. There are two ways to access this:

Click on Customise on the home screen, then click on the abacus you want to amend.

Click on the abacus you want to amend, then click on the customise button.



Once you have clicked the Customise button, any text that is underlined is able to be changed by clicking on it.

The screenshot shows the iAbacus web application interface. At the top, the iAbacus logo is on the left, and 'Account' and 'Support' links are on the right. Below the logo is a navigation bar with icons and labels: Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. A 'Back' button is located to the left of the main title. The main title is 'Stress at work - Opeus Academy Review and Action Plan', followed by the subtitle 'Based on HSE's Management Standards'. The central part of the interface is a risk assessment tool with three columns: 'High Risk' (red), 'Medium Risk' (orange), and 'Low Risk' (green). Each column has a '+ Add Level' button. To the left of the tool is a list of stressors: Demands, Control, Support, Relationships, Role, and Change, each with a toggle switch and a '+ Add Area' button. The tool itself shows a grid of colored circles (red, orange, green) representing risk levels for each stressor. At the bottom right, there is a 'Show Options' button.

iAbacus

Account Support

Home New Abacus Collaborate Export PDF Customise Exit

Back **Stress at work - Opeus Academy Review and Action Plan**

Based on HSE's Management Standards

High Risk Medium Risk Low Risk + Add Level

Demands Control Support Relationships Role Change + Add Area

Show Options

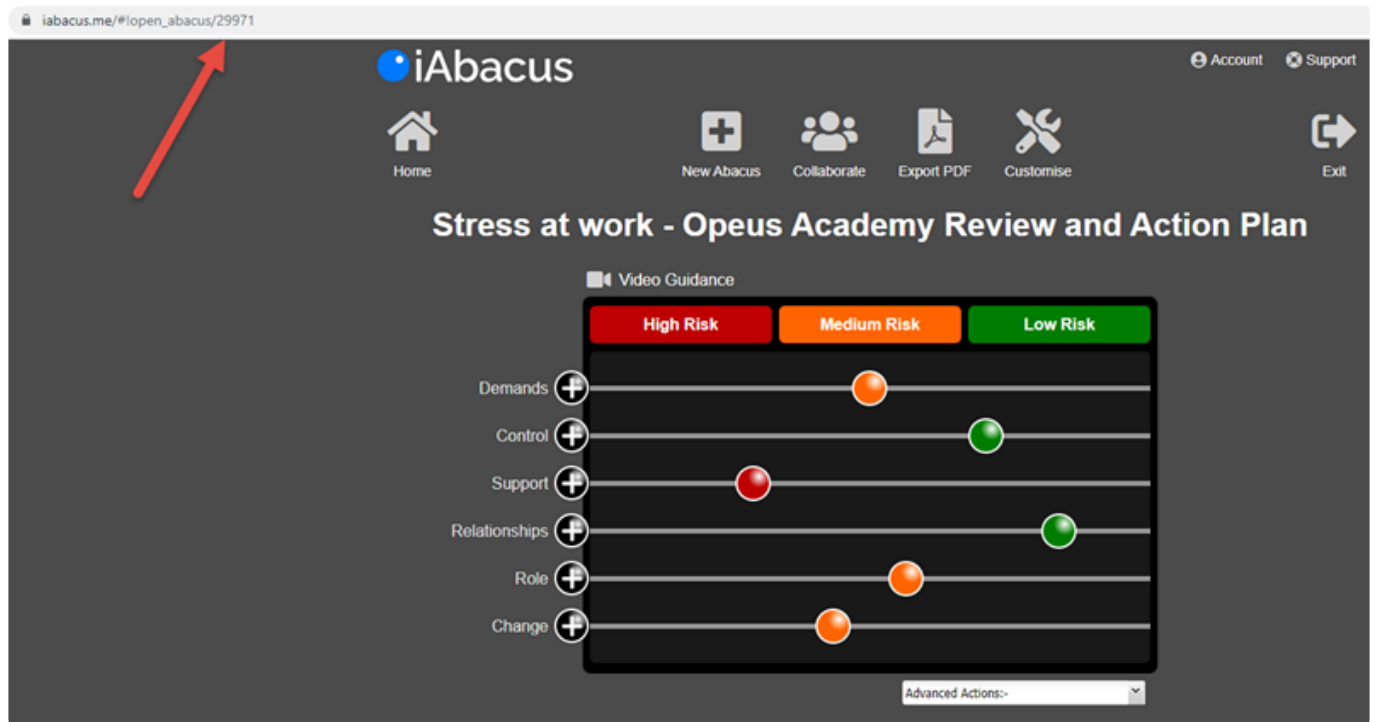
Once you have made your changes to your abacus, click on the back button to return to the abacus.

Converting an abacus to a template

You may have created an abacus which you would like to make available as a template to all users on your licence code.

You just need to let us know the id of the abacus which you would like converting and we can do this for you so that it appears in your new abacus template list.

The id is either a 4 or 5 digit number in the web address bar as shown in the screenshot below.



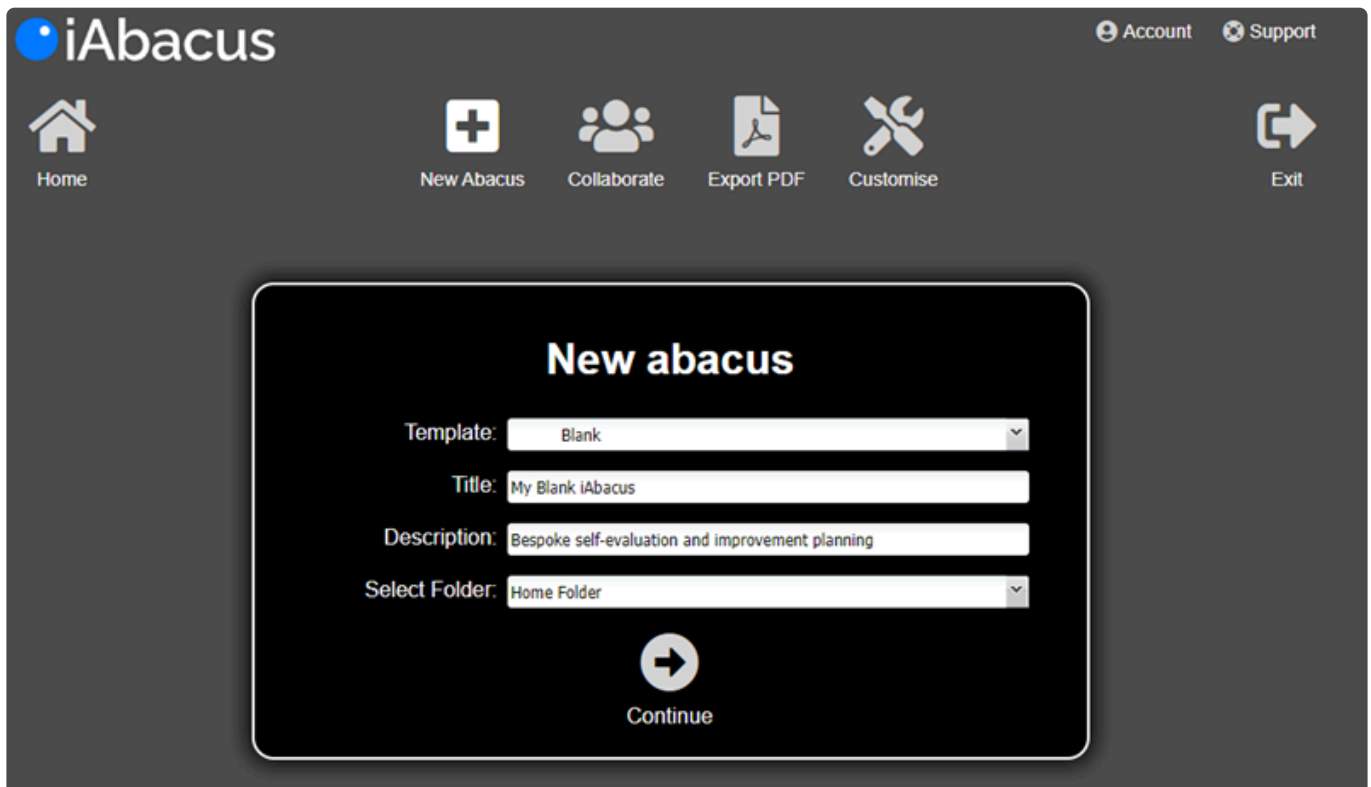
Only the structure of the abacus can be converted to a template, any evidence, factors and actions you have added will not be transferred to the template.

Choose your starting template (blank or existing template)

iAbacus comes prepopulated with templates that you can amend to suite your needs, using the Customise button at the top of the screen (see sections 13.3 to 13.14 below).

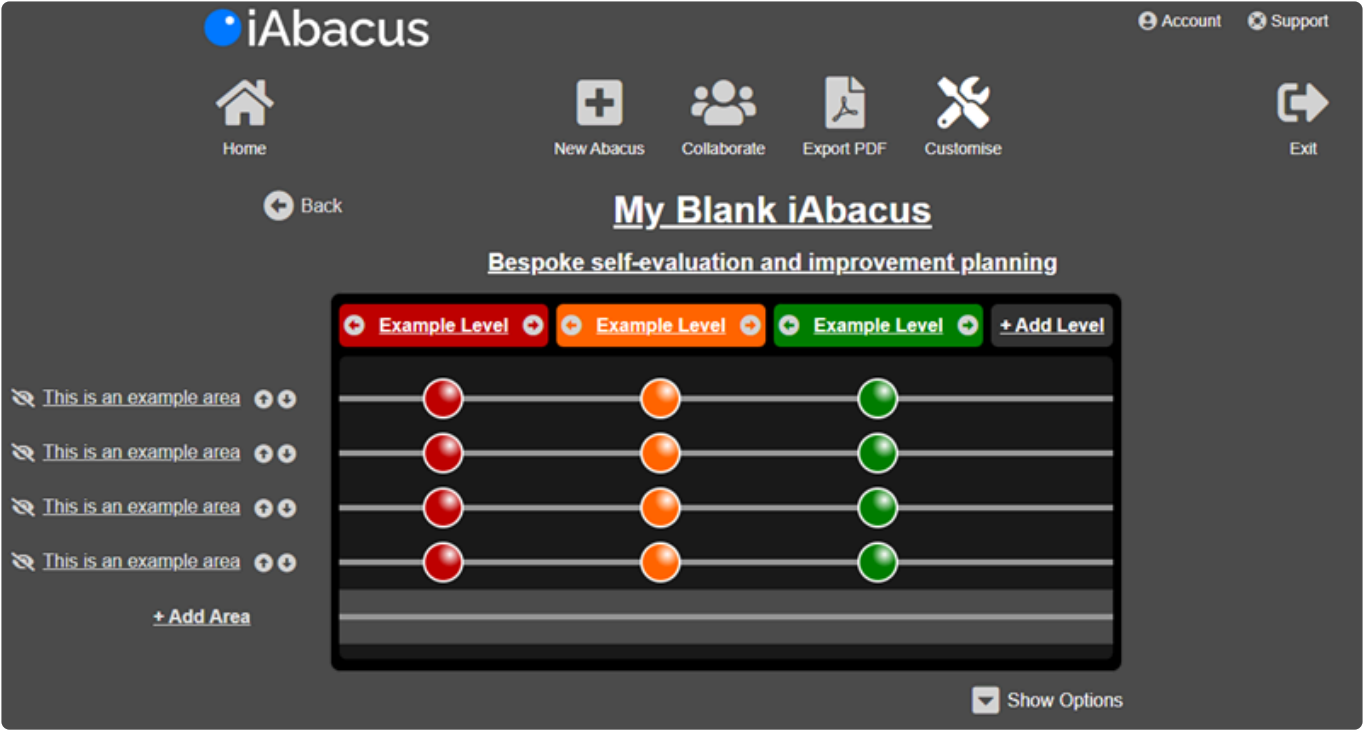
However you also have the option of creating your own abacus from scratch. To do this, click on the New Abacus button at the top of the screen.

In the pop up box, the first option in the drop down menu to the right of Template is Blank. Choose this option, title your abacus and assign it to a folder. Then click the arrow.



The screenshot shows the iAbacus application interface. At the top, there is a navigation bar with the iAbacus logo on the left and 'Account' and 'Support' links on the right. Below the navigation bar is a row of icons: Home (house), New Abacus (plus sign), Collaborate (three people), Export PDF (document with arrow), Customise (wrench and screwdriver), and Exit (door with arrow). The 'New Abacus' button is highlighted. A modal dialog box titled 'New abacus' is open in the center. It contains four fields: 'Template' with a dropdown menu showing 'Blank', 'Title' with the text 'My Blank iAbacus', 'Description' with the text 'Bespoke self-evaluation and improvement planning', and 'Select Folder' with a dropdown menu showing 'Home Folder'. At the bottom of the dialog is a 'Continue' button with a right-pointing arrow icon.

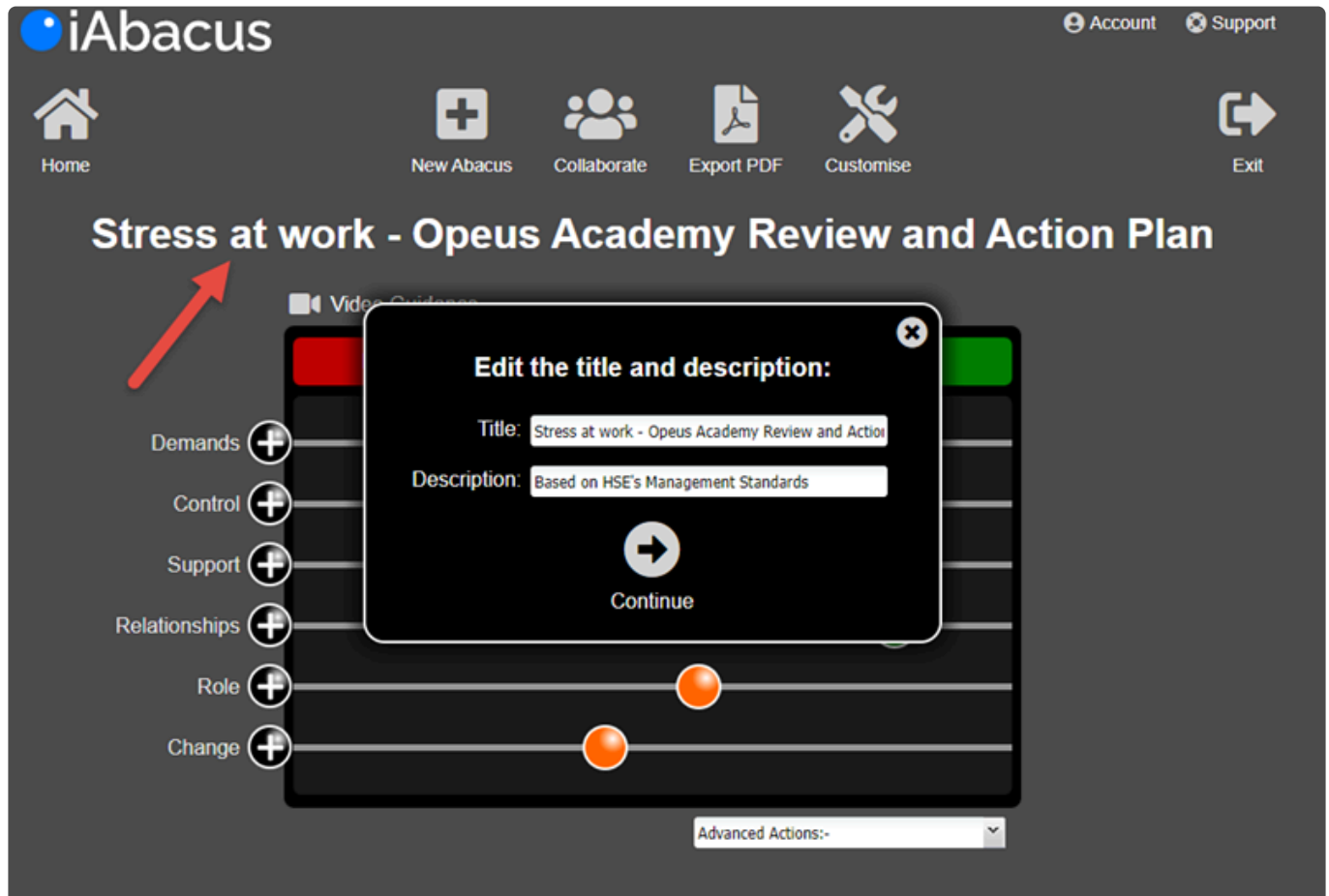
Your blank abacus will appear. To amend all elements of your abacus, click the Customise button at the top of the screen.



Title and description: edit text

There are two ways to change the title of an abacus and the accompanying description.

1) If you just need to change the title or description then you can click the title of the abacus to open up the editing box.



2) If you are going to customise more aspects of an abacus then you can change the title and description using the customise abacus feature.

First click on the Customise button at the top of the screen.

Account

Support

Home

New Abacus

Collaborate

Export PDF

Customise

Exit

Back

Stress at work - Opeus Academy Review and Action Plan

Based on HSE's Management Standards

Demands

Control

Support

Relationships

Role

Change

+ Add Area

High Risk

Medium Risk

Low Risk

+ Add Level

Show Options

Click on either the title or the description. This will bring up a pop up box that lets you change the text.

iAbacus is product of TDK Business Technologies Ltd

Page 90 of 131

The screenshot shows the iAbacus web application interface. At the top, there is a navigation bar with the iAbacus logo, 'Account', and 'Support' links. Below this is a secondary navigation bar with icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main content area is titled 'Stress at work - Opeus Academy Review and Action Plan'. A 'Back' button is visible. A 'High Risk' label is present at the top of the main content area. A pop-up box titled 'Edit the title and description:' is open, showing a form with 'Title: Stress at work - Opeus Academy Review and Action Plan' and 'Description: Based on HSE's Management Standards'. A 'Continue' button with a right arrow icon is at the bottom of the pop-up. The background shows a list of stressors with risk levels indicated by colored circles (red for high, orange for medium, green for low). A 'Show Options' button is at the bottom right of the main content area.



You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

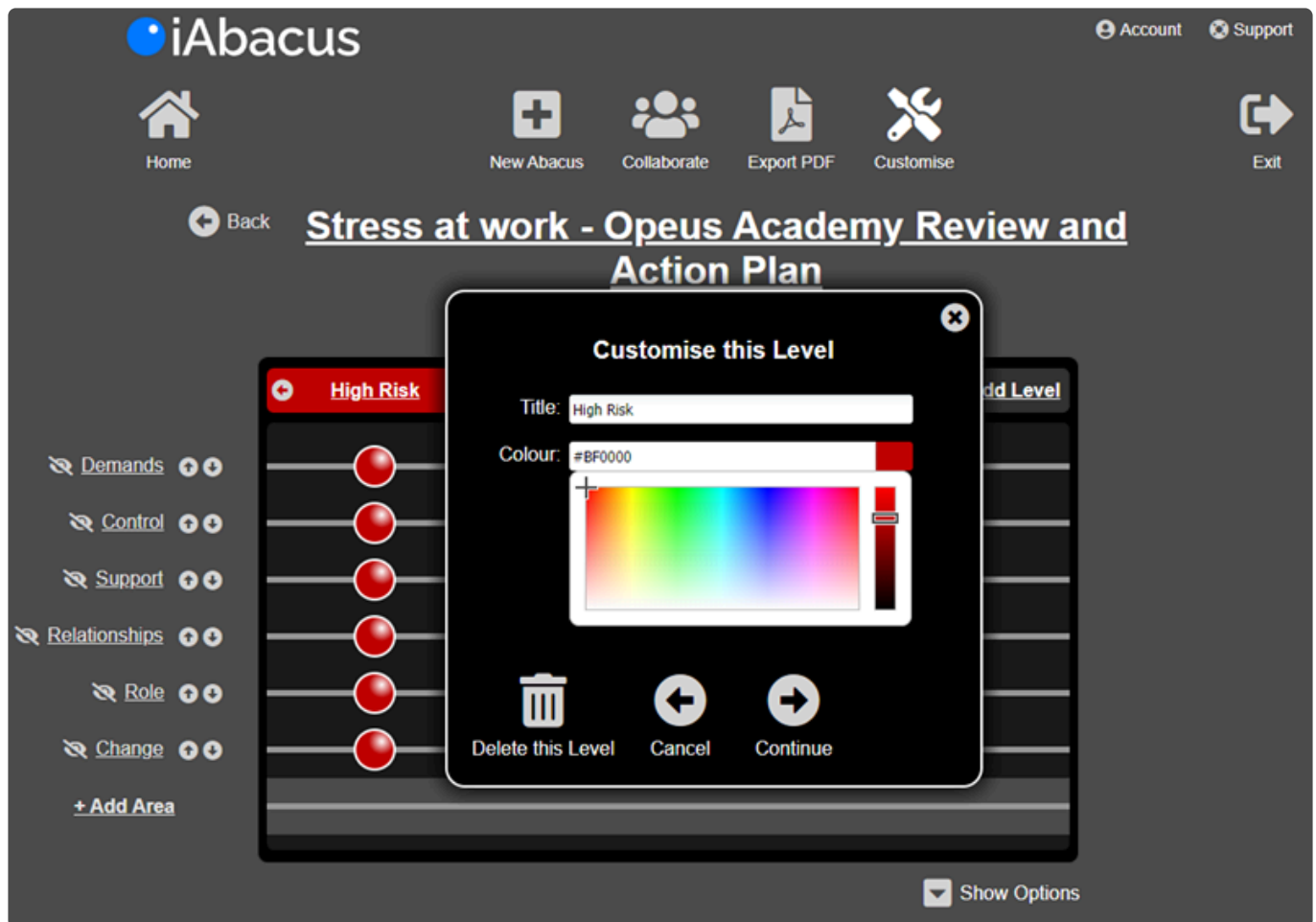
Once you have made your changes to your abacus, click on the back button to return to the abacus.

Levels across the top: edit text and colour

To change the text and colour of the levels across the top of your abacus, first click on the Customise button at the top of the screen.

The screenshot shows the iAbacus interface for a stress assessment. The top navigation bar includes icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main title is "Stress at work - Opeus Academy Review and Action Plan", with a subtitle "Based on HSE's Management Standards". The interface features a sidebar on the left with categories: Demands, Control, Support, Relationships, Role, and Change, each with expand/collapse icons. The main content area displays a risk assessment table with three columns: High Risk (red), Medium Risk (orange), and Low Risk (green), plus an "Add Level" button. The table has six rows, each representing a category from the sidebar. A "Show Options" button is located at the bottom right of the table.

Click on the level you want to change. This will bring up a pop up box that lets you change the text and the colour.



* You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Once you have made your changes to your abacus, click on the back button to see the changes.

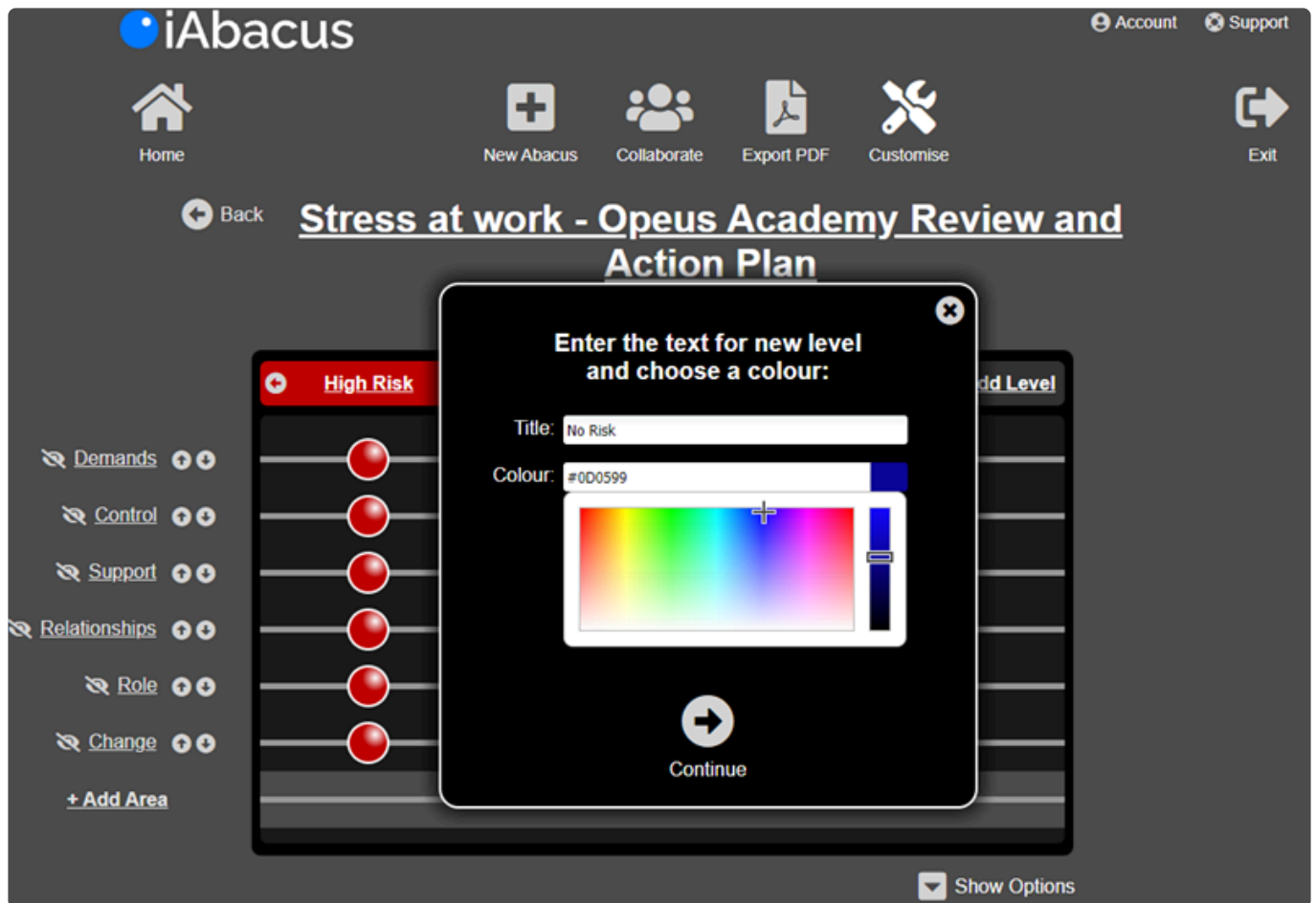
Levels across the top: add or delete

It may be that you want a three, four, or ten point scale across the top of your abacus on which to measure progress. You can do this by adding and deleting the levels. First click on the Customise button at the top of the screen.

The screenshot shows the iAbacus interface for a 'Stress at work' review. The top navigation bar includes 'Home', 'New Abacus', 'Collaborate', 'Export PDF', 'Customise', and 'Exit'. The main title is 'Stress at work - Opeus Academy Review and Action Plan', with a subtitle 'Based on HSE's Management Standards'. Below this, there are three risk level buttons: 'High Risk' (red), 'Medium Risk' (orange), and 'Low Risk' (green), each with a dropdown arrow. To the right of these buttons is a '+ Add Level' button. The main content area is a table with five rows, each representing a category: 'Demands', 'Control', 'Support', 'Relationships', and 'Role'. Each row has three colored circles (red, orange, green) corresponding to the risk levels. Below the table is a '+ Add Area' button. At the bottom right, there is a 'Show Options' button.

| | High Risk | Medium Risk | Low Risk |
|---------------|-----------|-------------|----------|
| Demands | ● | ● | ● |
| Control | ● | ● | ● |
| Support | ● | ● | ● |
| Relationships | ● | ● | ● |
| Role | ● | ● | ● |

To add levels, simply click the Add level button to the right of the list. This will bring up a box that lets you add a name for the level and choose a colour.



* You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Account

Support

Home

New Abacus

Collaborate

Export PDF

Customise

Exit

Back

Stress at work - Opeus Academy Review and Action Plan

Based on HSE's Management Standards

Demands

Control

Support

Relationships

Role

Change

+ Add Area

High Risk

Medium Risk

Low Risk

No Risk

+ Add Level

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Show Options

Once you have made your changes to your abacus, click on the back button to see the changes.

Areas to review: edit text

To edit the text associated with the areas you are evaluating, first click on the Customise button at the top of the screen.

The screenshot shows the iAbacus application interface. At the top, there's a navigation bar with icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main title is 'Stress at work - Opeus Academy Review and Action Plan', with a subtitle 'Based on HSE's Management Standards'. Below this, there's a table with three columns: 'High Risk' (red), 'Medium Risk' (orange), and 'Low Risk' (green). The table has five rows, each representing a different area: Demands, Control, Support, Relationships, and Role. Each row has a red circle in the High Risk column, an orange circle in the Medium Risk column, and a green circle in the Low Risk column. To the left of the table, there's a sidebar with icons for Demands, Control, Support, Relationships, Role, and Change, each with a plus and minus icon. At the bottom right, there's a 'Show Options' button.

| | High Risk | Medium Risk | Low Risk |
|---------------|-----------|-------------|----------|
| Demands | ● | ● | ● |
| Control | ● | ● | ● |
| Support | ● | ● | ● |
| Relationships | ● | ● | ● |
| Role | ● | ● | ● |

Click on the area you want to edit. This will bring up a pop up box that lets you amend and add text associated with that area.

iAbacus Account Support

Home New Abacus Collaborate Export PDF Customise Exit

Back **Stress at work - Opeus Academy Review and Action Plan**

Customise this Area

Area: Demands Header Only: ☐

Mouseover Text:

B *i* U

This includes issues such as workload, work patterns, and the work environment.

Characters : 79

☒ Show Options

Delete this area Cancel Continue

By clicking on the show options button you will see the advanced options for customising the area.

Hide Options

Advanced Options

Extra Guidance:

Enter a web address

Title:

Enter a title

Prompts:

Review criteria

Provide evidence

Analyse factors

Plan actions

B

i

U

A

<>

Type something

Characters : 0

Suggested factors:

Enter suggested helping and hindering factors for this area:

Helping Factors

[+ more factors]

Hindering Factors

[+ more factors]

RAG Rating:

Enter statements that are to be RAG rated on the "Review Criteria" screen:

[+ more statements]

Drag to re-order

Show these RAG rated statements on PDF reports

Common Criteria: Enter criteria that will appear across all levels in this area:

B *i* U AA ▾ A ▾ ¶ ▾ ▸ ▹ ► ▻ ▸ ▹ ► ▻ ↶ ↷ <>

Type something




Characters : 0

Default Evidence: Enter the evidence text that will appear by default for this area:

B *i* U AA ▾ A ▾ ¶ ▾ ▸ ▹ ► ▻ ▸ ▹ ► ▻ ↶ ↷ <>

Type something

Characters : 0

 Delete this area
  Cancel
  Continue

You can change:

- Title of the area
- Mouseover text – appears when you hover the cursor over the title of the area
- A [web link](#): that appears next to the title of the area, for extra guidance
- [Prompts](#) that appear on the Review, Evidence, Analyse and Plan pages, as additional instructions
- [Suggested helping and hindering factors](#) – this will be available on the Analyse page
- [Statements that can be RAG rated](#) – this will appear on the Review page
- “Common Criteria” – If the criteria for all of your beads in the area is the same, by typing the criteria in this box the criteria will be the same across all of your beads. This helps to save time when creating a custom abacus.
- “Default Evidence” – Any evidence added to this box will always show as evidence when a bead is dragged onto the abacus.



You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Once you have made your changes to your abacus, click on the back button to see the changes.

Areas to review: add, delete and re-order

To add, delete or re-order the areas for review listed on the left of your abacus, first click on the Customise button at the top of the screen.

The screenshot shows the iAbacus web application interface. At the top, there's a navigation bar with the iAbacus logo, 'Account', and 'Support' links. Below this is a menu with icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main content area is titled 'Stress at work - Opeus Academy Review and Action Plan' with a subtitle 'Based on HSE's Management Standards'. On the left, there's a list of areas for review: Demands, Control, Support, Relationships, Role, and Change, each with a plus-minus icon. At the bottom of this list is a '+ Add Area' button. The central part of the screen displays a risk assessment table with three columns: High Risk (red), Medium Risk (orange), and Low Risk (green), and a '+ Add Level' button. The table has six rows, each corresponding to an area from the left list. Each row contains three colored circles (red, orange, green) representing the risk level. At the bottom right, there is a 'Show Options' button.

| | High Risk | Medium Risk | Low Risk | |
|---------------|-----------|-------------|----------|--|
| Demands | Red | Orange | Green | |
| Control | Red | Orange | Green | |
| Support | Red | Orange | Green | |
| Relationships | Red | Orange | Green | |
| Role | Red | Orange | Green | |
| Change | Red | Orange | Green | |
| + Add Area | | | | |

To add an area, go to the bottom of the list and click on the + Add area button. In the pop up box, type a name for your area and click Continue.

iAbacus Account Support

Home New Abacus Collaborate Export PDF Customise Exit

Back **Stress at work - Opeus Academy Review and Action Plan**

Based on HSE's Management Standards

| | High Risk | Medium Risk | Low Risk | + Add Level |
|---------------|-----------|-------------|----------|-------------|
| Demands | ● | ● | ● | |
| Control | ● | ● | ● | |
| Support | ● | ● | ● | |
| Relationships | ● | ● | ● | |
| Role | ● | ● | ● | |
| Change | ● | ● | ● | |
| + Add Area | | | | |

Show Options



You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

To delete an area completely, click on the name of the area. In the pop up box that appears, scroll to the bottom and click on Delete.



This will delete all the pages associated with that area: Review, Evidence, Analyse and Plan.

You may want to list the areas in order of importance. To re-order the areas, click on the arrows to the right of area titles. This will move them up or down the list, one place at a time.

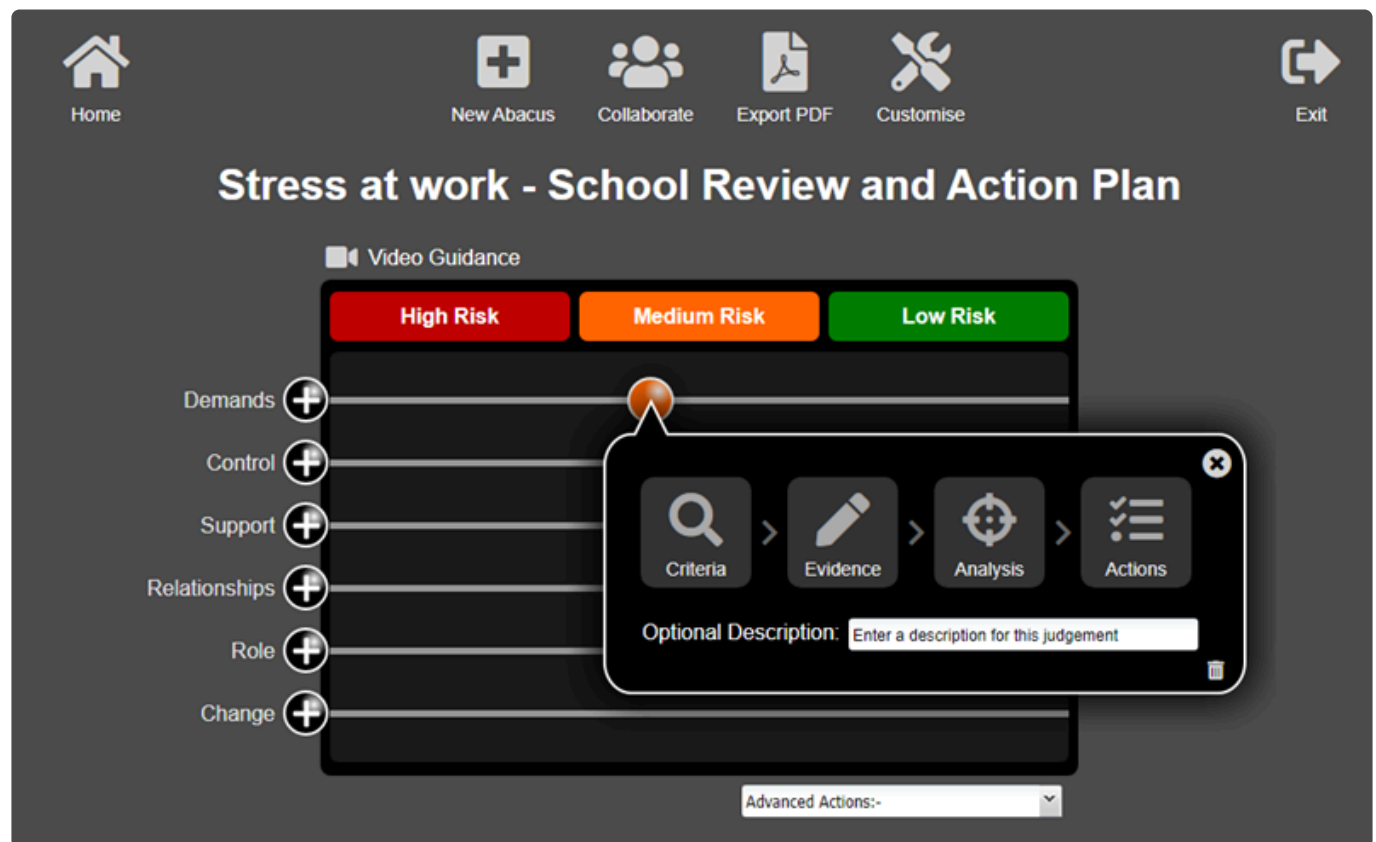
The screenshot shows the iAbacus web application interface. At the top, the iAbacus logo is on the left, and 'Account' and 'Support' links are on the right. Below the logo is a navigation bar with icons for Home, New Abacus, Collaborate, Export PDF, and Customise, along with an Exit button. The main heading is 'Stress at work - Opeus Academy Review and Action Plan', with a subtitle 'Based on HSE's Management Standards'. A 'Back' button is located to the left of the heading. The central part of the interface is a risk assessment table with three columns: 'High Risk' (red), 'Medium Risk' (orange), and 'Low Risk' (green), and a '+ Add Level' button. The rows represent different areas of stress: Demands, Control, Support, Relationships, Role, and Change. Each row has a red circle under 'High Risk', an orange circle under 'Medium Risk', and a green circle under 'Low Risk'. To the left of the table is a sidebar with a list of areas: Demands, Control, Support, Relationships, Role, and Change, each with a plus icon. The 'Demands' item is highlighted with a red circle. Below the sidebar is a '+ Add Area' button. At the bottom right of the table is a 'Show Options' button.

| | High Risk | Medium Risk | Low Risk | + Add Level |
|---------------|-----------|-------------|----------|-------------|
| Demands | ● | ● | ● | |
| Control | ● | ● | ● | |
| Support | ● | ● | ● | |
| Relationships | ● | ● | ● | |
| Role | ● | ● | ● | |
| Change | ● | ● | ● | |
| + Add Area | | | | |

Once you have made your changes to your abacus, click on the back button to see the changes.

Review criteria: edit text

When you click on a bead you are given a number of options; the first is Review Criteria.



If you are using a template, once you click the Review Criteria button, you will see standards, or descriptors, related to that level.

Video Guidance

Account Support

Criteria Evidence Analysis Actions

Save & Close

Demands

Check your judgement against the criteria and moderate as appropriate.

High Risk Medium Risk Low Risk

The standard is that:

- employees indicate that they are able to cope with the demands of their jobs; and
- systems are in place locally to respond to any individual concerns.

What should be happening:

- The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work
- People's skills and abilities are matched to the job demands
- Jobs are designed to be within the capabilities of employees
- Employees' concerns about their work environment are addressed

Continue

On some templates, the standards, or descriptors, are the same for each level. On other templates, the descriptors are different for each level, ie there are different descriptors for good than for outstanding.

There are two ways to amend, add or delete text on the Review Criteria page, depending on whether you want common or bespoke criteria for each level.

1) Use this method if you wish to apply the same standards, or descriptors, to each bead level across an area of review. Once you have opened the abacus, click on the Customise button at the top. Click on the area you wish to edit.

iAbacus Account Support

Home New Abacus Collaborate Export PDF Customise Exit

Back **Stress at work - Opeus Academy Review and Action Plan**

Based on HSE's Management Standards

| | High Risk | Medium Risk | Low Risk | + Add Level |
|---------------|-----------|-------------|------------|-------------|
| Demands | Red Bead | Orange Bead | Green Bead | |
| Control | Red Bead | Orange Bead | Green Bead | |
| Support | Red Bead | Orange Bead | Green Bead | |
| Relationships | Red Bead | Orange Bead | Green Bead | |
| Role | Red Bead | Orange Bead | Green Bead | |
| Change | Red Bead | Orange Bead | Green Bead | |
| + Add Area | | | | |

Show Options

In the pop up box, scroll down to Common Criteria. Text in this box will appear in the Review Criteria for each bead level. The icons immediately above the text let you apply basic formatting as well as link to web pages.

[+ more factors] [+ more factors]

RAG Rating: Enter statements the are to be RAG rated on the "Review Criteria" screen:

Statement 1

Statement 2

[+ more statements]

☐ Show these RAG rated statements on PDF reports

Common Criteria: Enter criteria that will appear across all levels in this area:

B I U T Color Background Bulleted List Numbered List Link Unlink Code

This where you can add common criteria to appear across all levels related to this area.

Default Evidence: Enter the evidence text that will appear by default for this area:

* Remember to scroll to the bottom of the pop up box and click Continue to save your edits. If you click the X at the top right of the pop up box your text will not save.

2) Use this method if you wish to enter different criteria, or descriptors, for each bead level across an area of review. Once you have opened the abacus, click on the Customise button at the top. Then click on the abacus bead whose criteria you wish to edit.

The screenshot displays the iAbacus web application interface. At the top, there is a navigation bar with the iAbacus logo, an Account icon, and a Support icon. Below this is a secondary navigation bar with icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main content area is titled 'Stress at work - Opeus Academy Review and Action Plan' and is based on HSE's Management Standards. It features a grid of risk levels (High Risk, Medium Risk, Low Risk) and a list of criteria (Demands, Control, Support, Relationships, Role, Change). A red arrow points to the 'Medium Risk' bead for 'Demands'.

| | High Risk | Medium Risk | Low Risk |
|---------------|-----------|------------------------|------------|
| Demands | Red Bead | Orange Bead (Selected) | Green Bead |
| Control | Red Bead | Orange Bead | Green Bead |
| Support | Red Bead | Orange Bead | Green Bead |
| Relationships | Red Bead | Orange Bead | Green Bead |
| Role | Red Bead | Orange Bead | Green Bead |
| Change | Red Bead | Orange Bead | Green Bead |

On the left side, there is a list of criteria with expand/collapse icons: Demands, Control, Support, Relationships, Role, Change, and an 'Add Area' button. At the bottom right, there is a 'Show Options' button.

This will open a pop up box that lets you edit the text. The icons immediately above the text let you apply basic formatting as well as link to web pages.

Enter the criteria for Area: Demands - Level: Medium Risk

The standard is that:

- employees indicate that they are able to cope with the demands of their jobs; and
- systems are in place locally to respond to any individual concerns.

What should be happening:

- The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work
- People's skills and abilities are matched to the job demands
- Jobs are designed to be within the capabilities of employees
- Employees' concerns about their work environment are addressed

Characters : 488

Continue

[Terms of Use](#)

* Remember to scroll to the bottom of the pop up box and click Continue to save your edits. If you click the X at the top right of the pop up box your text will not save.

Review, evidence, analyse and plan steps: disable or enable

The full iAbacus model includes five stages:

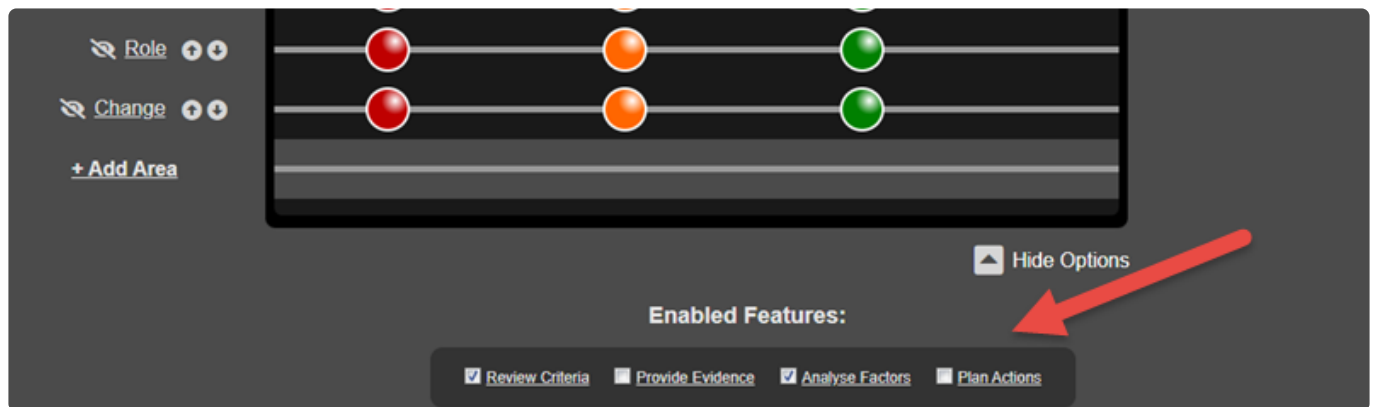
- Slide a bead to make a judgement
- Review relevant criteria or standards and amend the judgment if needed
- Provide evidence to support the judgement
- Analyse helping and hindering factors
- Develop an implement an action plan to mitigate the hindering and utilise the helping factors

However there may be times when you do not need to use all of the steps. In these cases you may wish to disable, or turn off, some or all of the steps.

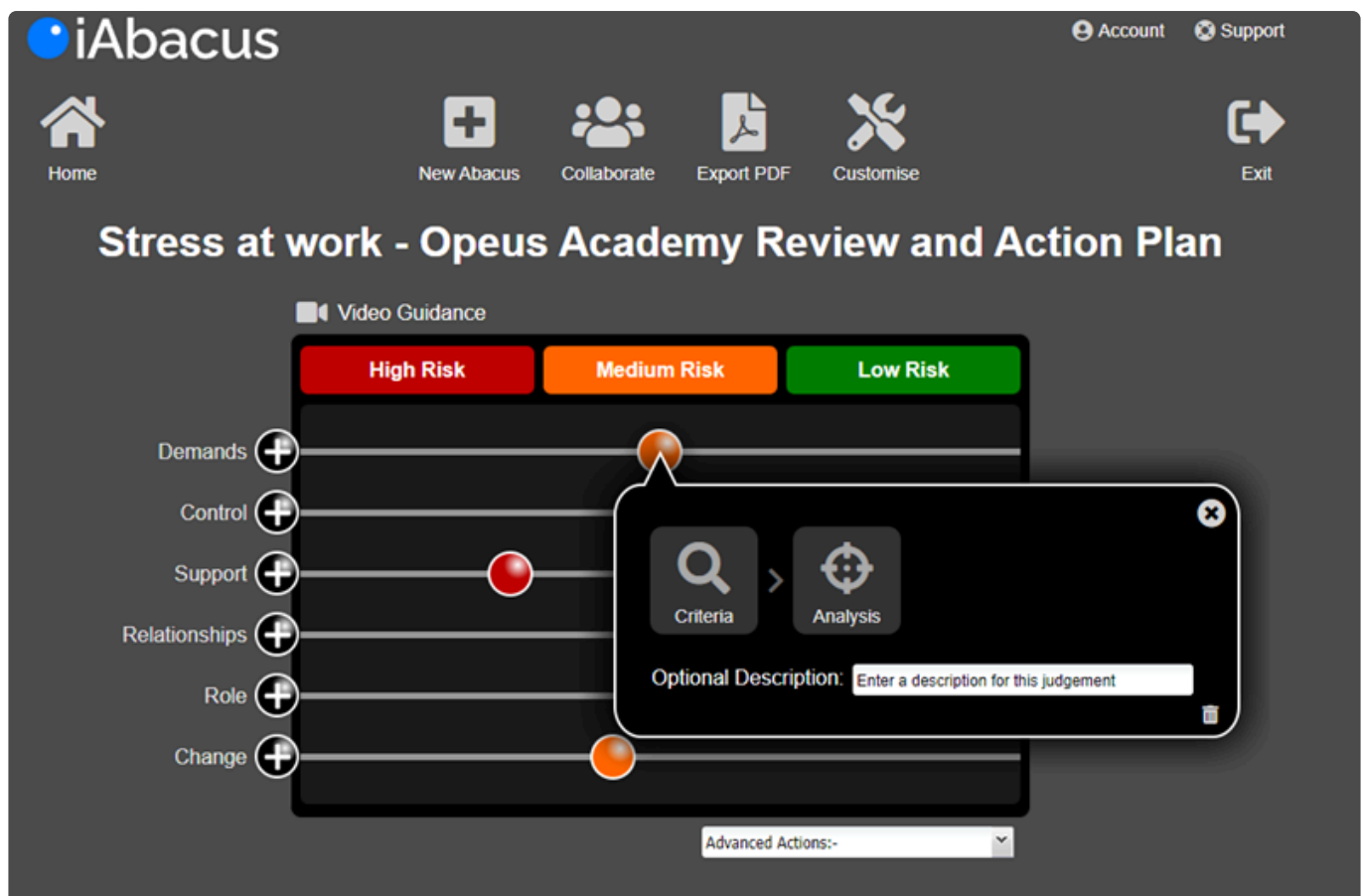
To do this, click on the Customise button at the top of the page. Underneath the beads you will see show options. Click on this and you will see Enabled Features, and the titles for each of the steps underlined with a tick box next to them. Simply remove the tick for any boxes you do not wish to use.

The screenshot shows the iAbacus web application interface. At the top, there is a navigation bar with icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. Below this, a sidebar on the left lists categories: Demands, Control, Support, Relationships, Role, and Change, each with a toggle switch. The main content area displays a risk assessment table titled "Stress at work - Opeus Academy Review and Action Plan" based on HSE's Management Standards. The table has columns for High Risk, Medium Risk, and Low Risk, and rows for each category. A "Show Options" button is located at the bottom right of the table.

| | High Risk | Medium Risk | Low Risk |
|---------------|-----------|-------------|------------|
| Demands | Red Bead | Orange Bead | Green Bead |
| Control | Red Bead | Orange Bead | Green Bead |
| Support | Red Bead | Orange Bead | Green Bead |
| Relationships | Red Bead | Orange Bead | Green Bead |
| Role | Red Bead | Orange Bead | Green Bead |
| Change | Red Bead | Orange Bead | Green Bead |



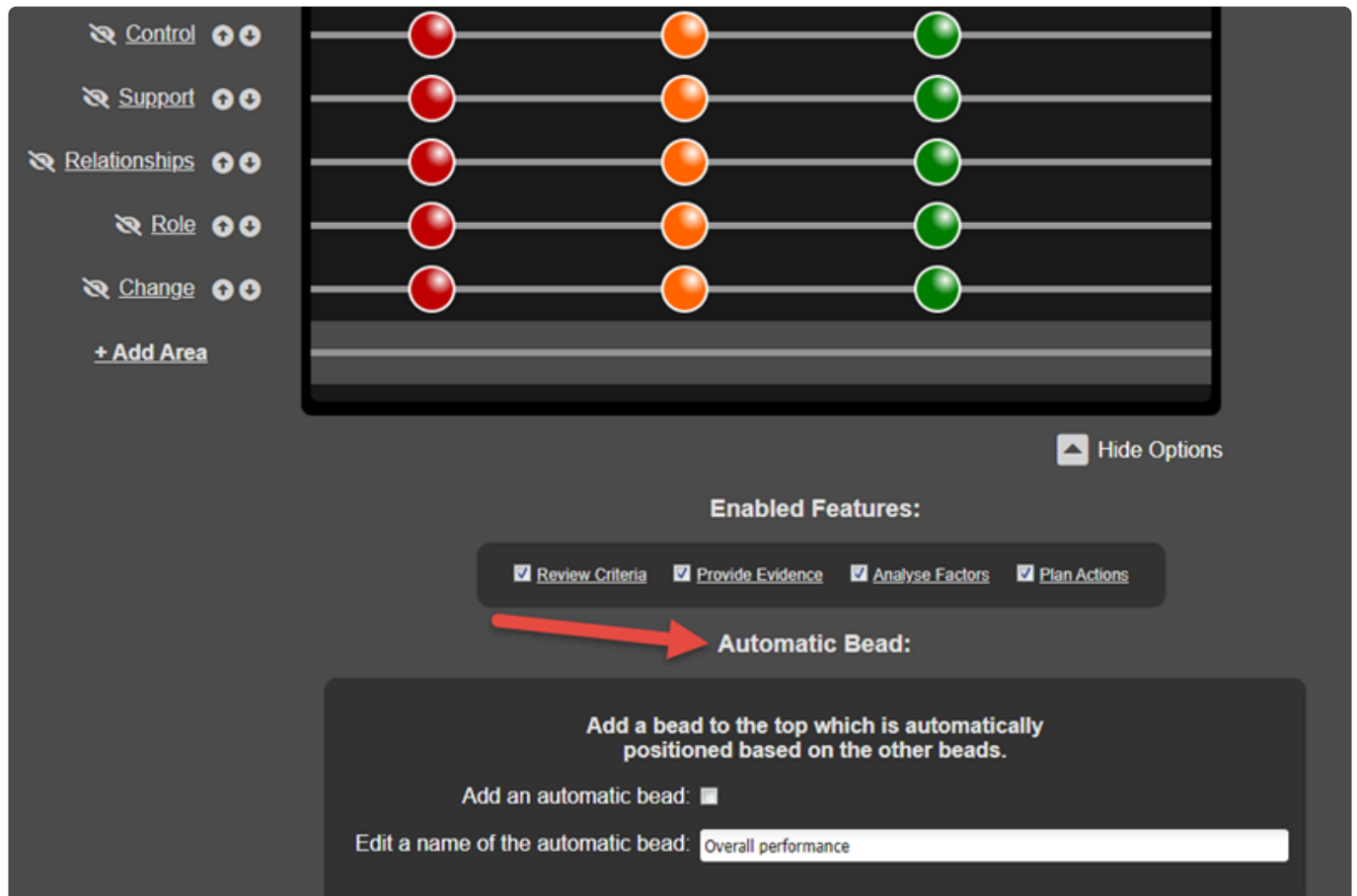
Once you have made your changes to your abacus, click on the back button to see the changes.



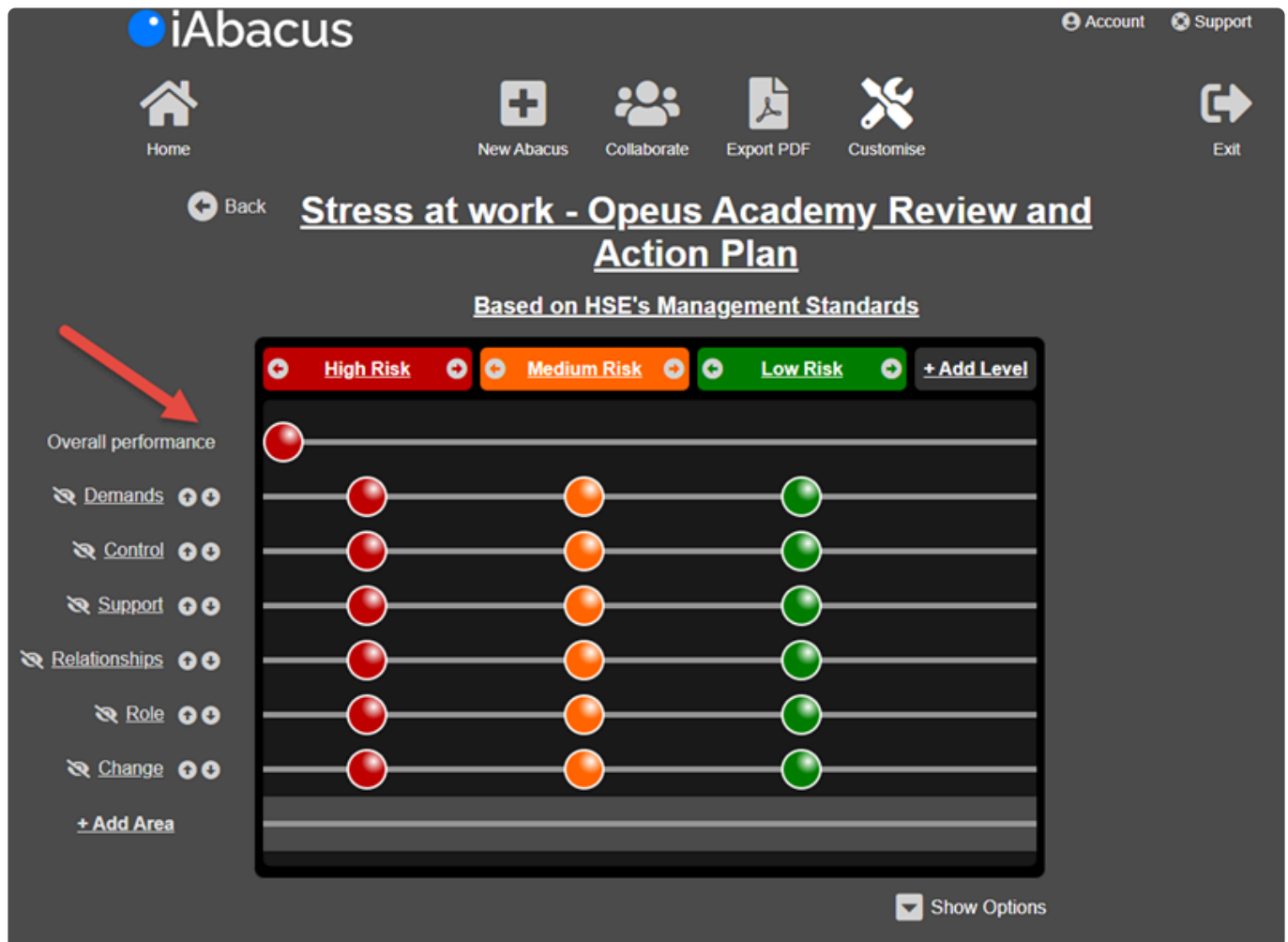
Add overall performance bead

You have the option of adding a bead to the top of your abacus that gives a measure of overall performance. This is automatically calculated, using the average of all the other beads.


To add a bead for overall performance, click the Customise button at the top of the screen. At the bottom of the abacus click the show options button and scroll down to the automatic bead setting.








Tick the box to the right of Add an Automatic Bead. The default name of the bead is Overall Performance but you can change this by editing the text in the box.



Once you have made your changes, click the back button. You will see the overall bead at the top. This is a weighted average based on the position of the other beads on the abacus.



AccountSupport

HomeNew AbacusCollaborateExport PDFCustomiseExit

Stress at work - Opeus Academy Review and Action Plan

Video Guidance

| | High Risk | Medium Risk | Low Risk |
|---------------------|-----------|-------------|----------|
| Overall performance | | | |
| Demands | | | |
| Control | | | |
| Support | | | |
| Relationships | | | |
| Role | | | |
| Change | | | |

Advanced Actions:-

Add links to web guidance and videos for area under review

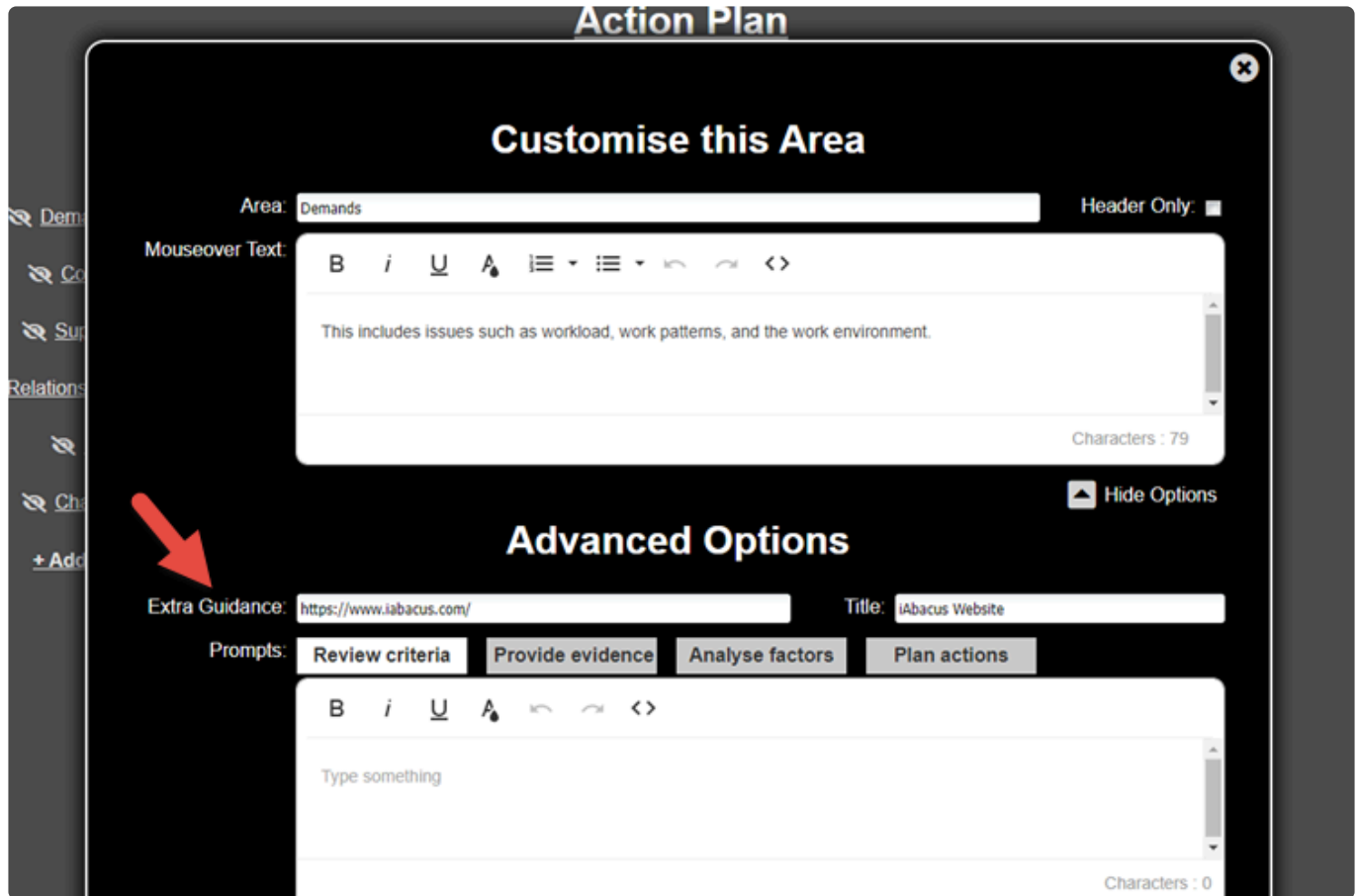
iAbacus lets you add links to websites and videos that provide further information or guidance for users. Use the method below to add web links or scroll down to read the method for adding video links. (Please note that some websites will not work because not all sites allow permission to be opened in iframe)

1. Web links

To add a web link to additional guidance related to the area for review, click on the Customise button at the top of the screen.

The screenshot shows the iAbacus interface for a stress at work review. The top navigation bar includes icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main title is "Stress at work - Opeus Academy Review and Action Plan", with a subtitle "Based on HSE's Management Standards". Below the title is a table with three columns: High Risk (red), Medium Risk (orange), and Low Risk (green). The table has six rows: Demands, Control, Support, Relationships, Role, and Change. Each row has a red circle in the High Risk column, an orange circle in the Medium Risk column, and a green circle in the Low Risk column. A "+ Add Level" button is next to the Low Risk column. On the left side, there are links for Demands, Control, Support, Relationships, Role, and Change, each with a "+ Add Area" button. At the bottom right, there is a "Show Options" button.

Click on the area for which you want to add a web link. In the pop up box, click show options – you will see a section titled Extra Guidance. Type the web address in the box to the right (ensure you include the https:// for the link to work). You can also include a name for the web page in the box to the right.



You must click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Once you have made your changes and clicked Continue, click on the back button to see the changes.

The web link will appear as an icon to the left of the name of the area on the abacus.

iAbacus Account Support

Home New Abacus Collaborate Export PDF Customise Exit

Back **Stress at work - Opeus Academy Review and Action Plan**

Based on HSE's Management Standards

High Risk Medium Risk Low Risk + Add Level

Demands Control Support Relationships Role Change + Add Area

Show Options

When you click on the icon, the web page will appear in a pop up window.



Links to Videos

You can also link to a video file from a webpage such as YouTube or Vimeo. The video will play within a pop up window inside iAbacus.

Click on the area for which you want to add a web link. In the pop up box click show options – you will see a section titled Extra Guidance. Type the web address in the box to the right (ensure you include the https:// for the link to work). You can also include a name for the web page in the box to the right.

Customise this Area

Area: Demands Header Only: ☐

Mouseover Text:

B *i* U **A**

This includes issues such as workload, work patterns, and the work environment.

Characters : 79

Advanced Options

Extra Guidance: Title:

Prompts: **Review criteria** **Provide evidence** **Analyse factors** **Plan actions**

B *i* U **A**

Type something

Characters : 0

Suggested factors: Enter suggested helping and hindering factors for this area:

Helping Factors Hindering Factors

Once you have made your changes and clicked Continue, click on the back button to see the changes.

The video link will appear as an icon to the left of the name of the area on the abacus.

iAbacus Account Support

Home New Abacus Collaborate Export PDF Customise Exit

Back **Stress at work - Opeus Academy Review and Action Plan**

Based on HSE's Management Standards

High Risk Medium Risk Low Risk + Add Level

Demands Control Support Relationships Role Change + Add Area

Show Options

When you click on the icon, the video will appear in a pop up window.

iAbacus Account Support

Home New Abacus Collaborate Export PDF Customise Exit

Demands Control Support Relationships Role Change + Add Area

Maths Self-Evaluation and Action Plan

Video Guidance

Inadequate Req. improvement Good Outstanding

Quality of education

Curriculum intent Curriculum implementation Curriculum impact

Other aspects

Leadership and management

Advanced Actions

03:12

Show Options

Add prompts and guidance

You have the option of adding prompts and written guidance for each of the steps: Review Criteria, Provide Evidence, Analyse Factors, Action Plan.

To do this, click on the Customise button at the top of the screen.

The screenshot shows the iAbacus web application interface. At the top, there is a navigation bar with icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. Below this, a sidebar on the left lists categories: Demands, Control, Support, Relationships, Role, and Change, each with a plus icon. The main content area displays a risk assessment table titled "Stress at work - Opeus Academy Review and Action Plan" based on HSE's Management Standards. The table has columns for High Risk (red), Medium Risk (orange), and Low Risk (green), and a "+ Add Level" button. The table has rows for each category, with red, orange, and green circles indicating the risk level. A "Show Options" button is located at the bottom right of the table.

Click on the area for which you wish to add prompts and guidance. In the pop up box click show options and you will see a section titled Prompts, with the steps listed horizontally. Click on a step, and then add the prompts and guidance for that step. You can use the format icons at the top of the white box to add basic formatting to the text. Do this for each of the required steps (review criteria, provide evidence, analyse factors and plan actions).

Action Plan

Customise this Area

Area: Header Only: ☐

Mouseover Text:

Characters : 79

Advanced Options

Extra Guidance: Title:

Prompts:

Characters : 0

Suggested factors:

Helping Factors **Hindering Factors**



You must scroll down and click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Once you have made your changes and clicked Continue, click on the back button to see the changes.

The prompts will appear on each of the pop up boxes as users go through the steps.

AccountSupport

Video GuidanceSave & Close

CriteriaEvidenceAnalysisActions

Demands

This is where you can add additional prompts to help users when they are reviewing the criteria

High RiskMedium RiskLow Risk

The standard is that:

- employees indicate that they are able to cope with the demands of their jobs; and
- systems are in place locally to respond to any individual concerns.

What should be happening:

- The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work
- People's skills and abilities are matched to the job demands
- Jobs are designed to be within the capabilities of employees
- Employees' concerns about their work environment are addressed

Continue

Add suggested helping and hindering factors

You have the option of adding suggested helping and hindering factors, to act as prompts for users.

To do this, click on the Customise button at the top of the screen

The screenshot displays the iAbacus user interface for a stress at work review. The top navigation bar includes the iAbacus logo, a 'Back' button, and several icons for Home, New Abacus, Collaborate, Export PDF, Customise, and Exit. The main title is 'Stress at work - Opeus Academy Review and Action Plan', with a subtitle 'Based on HSE's Management Standards'. Below this is a table with three columns: 'High Risk' (red), 'Medium Risk' (orange), and 'Low Risk' (green), and a '+ Add Level' button. The rows represent different areas of stress: Demands, Control, Support, Relationships, Role, and Change. Each row has a red circle in the High Risk column, an orange circle in the Medium Risk column, and a green circle in the Low Risk column. A '+ Add Area' button is located at the bottom left of the table. A 'Show Options' button is at the bottom right of the interface.

Click on the area for which you wish to add suggested helping and hindering factors. In the pop up box – click shown options and you will see a section titled Suggested Factors. Add helping factors into the green boxes and hindering factors into the red boxes.

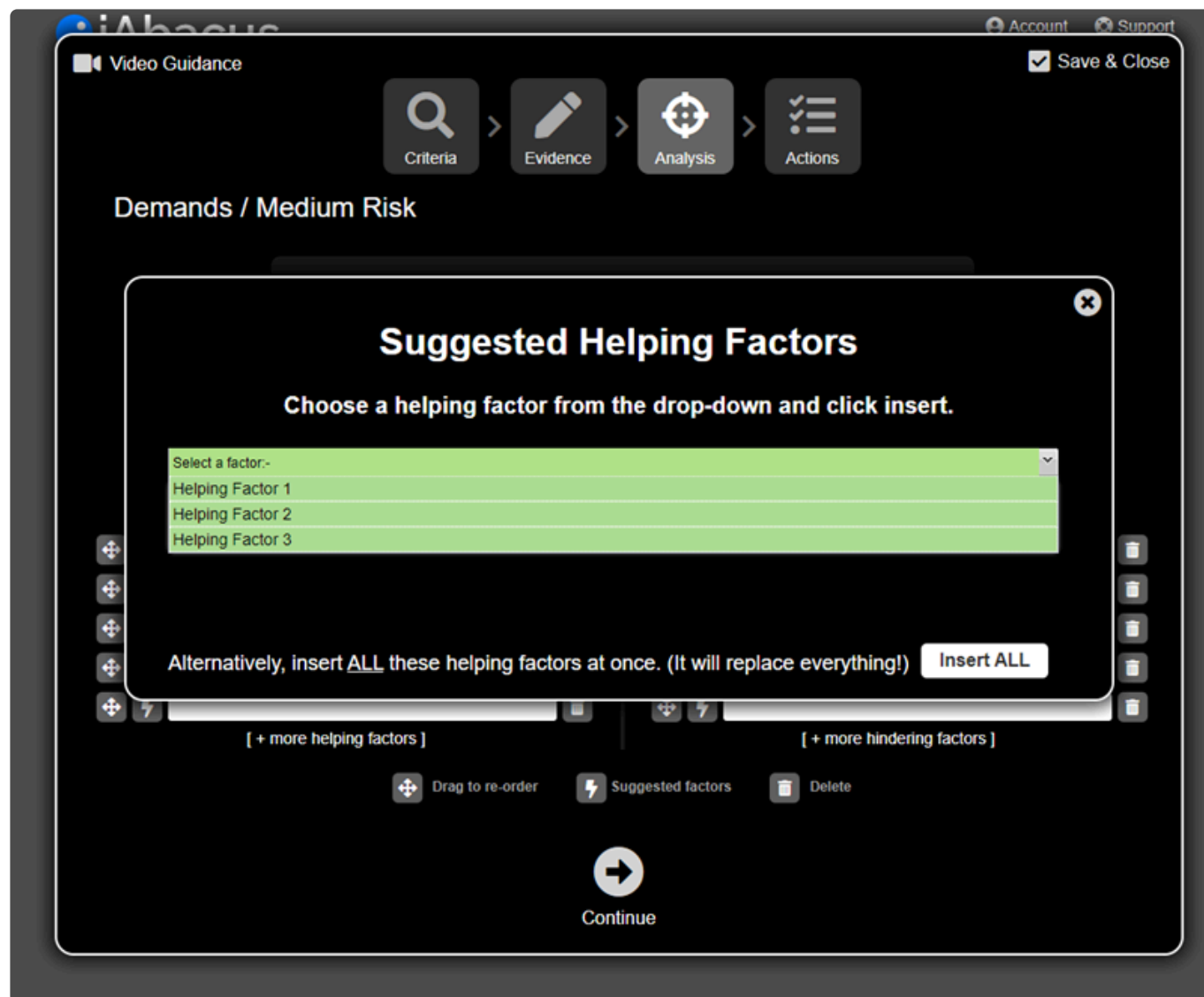


You must scroll down and click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Once you have made your changes and clicked Continue, click on the back button to see the changes.

When users go to the Analyse Factors step, they can access the suggested factors by clicking on the lightning bolt to the left of the free text box. The icons at the bottom of the pop up box clarify this.





Add RAG rated statements

You have the option of adding statements to the Review Criteria screen that users can then rate Red, Amber, or Green (RAG).

To do this, click on the Customise button at the top of the screen. Click on the area for which you wish to add RAG rated factors.

The screenshot shows the iAbacus interface for 'Stress at work - Opeus Academy Review and Action Plan'. The title is 'Based on HSE's Management Standards'. The interface includes a navigation bar with 'Home', 'New Abacus', 'Collaborate', 'Export PDF', 'Customise', and 'Exit'. A 'Back' button is also present. The main content area displays a risk rating system with three levels: High Risk (red), Medium Risk (orange), and Low Risk (green). On the left, there are categories: Demands, Control, Support, Relationships, Role, and Change, each with a plus/minus icon. Below these is a '+ Add Area' button. The main area displays a grid where each category has a corresponding colored circle (red, orange, or green) indicating its risk level. At the bottom right, there is a 'Show Options' checkbox.

In the pop up box click show options and scroll down to a section titled RAG rating, and add the statements to be RAG rated into the text boxes. **If you would like to show the RAG statements on your pdf report then select the tick box.** You can also change the order of the statements using the drag to re order buttons.

The screenshot shows a dark-themed interface with two main sections: 'Helping Factors' (green text) and 'Hindering Factors' (red text). Each section contains five white input fields stacked vertically. Below each section is a link '[+ more factors]'. Below these sections is a 'RAG Rating:' section with the instruction 'Enter statements that are to be RAG rated on the "Review Criteria" screen:'. This section contains three pre-filled statements: 'RAG statement 1', 'RAG statement 2', and 'RAG statement 3', each with a drag handle icon on the left. Below these are two empty input fields, also with drag handles. At the bottom right of this section is a link '[+ more statements]'. At the bottom left are two checkboxes: 'Drag to re-order' (checked) and 'Show these RAG rated statements on PDF reports' (unchecked).



You must scroll down and click the Continue button in order to save your changes. If you click the X at the top right of the pop up box, your changes will not save.

Once you have made your changes and clicked Continue, click on the back button to see the changes.

When users go to the Review Criteria step, they will see the statements at the bottom of the pop up box. They RAG rate each statement by clicking on the coloured box.

AccountSupport

Video Guidance

CriteriaEvidenceAnalysisActions

Save & Close

Demands

This is where you can add additional prompts to help users when they are reviewing the criteria

High Risk

Medium Risk

Low Risk

The standard is that:

- employees indicate that they are able to cope with the demands of their jobs; and
- systems are in place locally to respond to any individual concerns.

What should be happening:

- The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work
- People's skills and abilities are matched to the job demands
- Jobs are designed to be within the capabilities of employees
- Employees' concerns about their work environment are addressed

| | |
|-----------------|---|
| RAG statement 1 | <div><div></div><div></div><div></div><div></div></div> |
| RAG statement 2 | <div><div></div><div></div><div></div><div></div></div> |
| RAG statement 3 | <div><div></div><div></div><div></div><div></div></div> |

Continue

Printable “How to” guides

To print this user guide as a pdf, use the button at the bottom of the Table of Contents to the left, which says Download as a PDF.

13.13. Add suggested helping and hindering factors

13.14. Add RAG rated statements

14. Printable “How to” guides

 Download as PDF

[area under review](#)

Feedback

[Post your comment on this topic.](#)