

# ASSESSOR MODULE

- SaQsham is an online portal wherein nation-wide health centers and public health facilities can come up for national level certification.
- This provides a step-by-step approach for conducting Quality assessment by providing a holistic view to all stakeholders on methodology and scope of work.


## SaQsham Link:

<https://saqsham.nhsrindia.org>

### Assessor Profile on SaQsham

Profile


Test Assessor Profile




Update Picture

Full Name	Test Assessor	User Type	Assessor
Email Id	testmail@abc.com	Mobile No	9834582792
State	Delhi	Designation	-
User Role	Assessor	Address	Delhi
Update Profile			

Test Assessor Task

Acceptance Pending  
0

Reconfirmed Pending  
0

## Update Profile for Assessor on SaQsham portal

### Edit Profile Tab

- Basic details of assessor such as Permanent Address, Office Address, Designation, Mobile No., Email ID, Certificate No., etc. can be updated

### Education Details Tab

- Assessor's Education Details can be updated in this tab such as Qualification Name, Year of Passing, Specialization, etc.

### Work Experience Tab

- Assessor's past and current Work Experience can be updated in this tab such as Company/Organization Name, State, From Date, To Date, Job Type, Nature of Duties, etc.

### Assessment Details Tab

- Assessor's assessment details will be updated in this tab such as Facility Name, Facility Type, State, region, District, Program, Assessment Date and the Status

### Relieving Details Tab

- Assessor's Relieving Authority Details can be updated in this tab such as Name, Address, Email ID, Contact No., Designation, Company/Organization Name.
- In case the user does not want a relieving letter, they can leave this section blank.

### Training Details Tab

- Assessor's Training Details can be updated in this tab such as Training Type, Training Name, From Date, To Date, Address, etc.

# Create Availability Process

## Creation of Availability

1. Click on Services Menu, Under Services Menu, click on Create Availability Menu

2. The calendar of the current month along with the next 4 months will be displayed

3. To create the availability, click on the dates for which the user wants to create their availability for assessment

4. A confirmation popup will be displayed. To confirm, click on the Ok button

5. The dates on which the user has created availability will be highlighted in green in the calendar.

## Deletion of the Availability Created

1. Click on Services Menu, Under Services Menu, click on Create Availability Menu

2. The calendar of the current month along with the next 4 months will be displayed

3. . The dates on which the user has created availability will be highlighted in green in the calendar.

4. To delete the availability, click on the green highlighted date.

5. A confirmation popup will be displayed. To delete, click on the Ok button

# Pre – Assessment Application Actions

**1. Go to SaQsham URL and enter your Login Credentials as provided through mail.**

You will be able to view Assessor Profile Page.

**2. On the Top Left Side of the Screen Menu Appears.**

**3. Click on the Assessment Applications Actions.**

Details of all the assessment for which the user is selected will be visible on this list page.

**4. The user has the option to Accept/Reject the Assessment. To Accept, click on the Accept button under the Action column.**

**8. Next, the user needs to fill their travel itinerary. To do so, click on the Travel Itinerary button, fill the details and submit.**

**7. Next, the user needs to fill their declaration. To do so, click on the Declaration of Impartiality button, fill the details and submit.**

**6. Once the Relieving/Invitation Letter has been sent by the NHSRC team, the user will be able to view it here by clicking on the View Relieving/Invitation Letter button.**

**5. 15 days prior to the starting of the Assessment Date, Re-Confirm will start getting displayed. To Re-confirm, click on the Accept button under the Action column.**

**9. Next, the user needs to select the Team Leader. To do so, click on the Team Leader Selection button, select the team leader and submit.**

**10. Once the Toolkit has been sent by the NHSRC team, the user will be able to view it here by clicking on the View Toolkit button.**

# Assessment Score Entry

**1. Go to SaQsham URL and enter your Login Credentials as provided through mail.**

You will be able to view Assessor Profile Page.

**2. On the Top Left Side of the Screen Menu Appears.**

**3. Click on the Assessment Score Entry Menu.**

Details of all the assessment which the user has accepted and completed the document generation will be visible on this list page.

**4. The user has the option to download the editable auto-generated format for the Opening Meeting. To do so, click on the Action Button dropdown and click on Opening Meeting.**

**8. Once all the details are complete, the user will click on the Final Assessment Save button to save.**

**7. Along with the scoring, the user needs to enter the Major Gaps, Evidences and Strengths in the respective text box fields for each department.**

**6. The checklist will get populated. The user has the option to manually enter the data from the web or in case the scoring is done through Gunak, the score will auto-populate here.**

**5. Post the Assessment, the user will enter the score in the checklist. To do so, click on the Action Button dropdown and click on Score Entry.**

**9. The user has the option to download the editable auto-generated format for the Executive Summary. To do so, click on the Action Button dropdown and click on Opening Meeting.**

**10. The user has the option to download the editable auto-generated format for the Closing Meeting. To do so, click on the Action Button dropdown and click on Opening Meeting.**

## Post – Assessment Application Actions

**1. Go to SaQsham URL and enter your Login Credentials as provided through mail.**

You will be able to view Assessor Profile Page.

**2. On the Top Left Side of the Screen Menu Appears.**

**3. Click on the Assessment Applications Actions.**

Details of all the assessment for which the user is selected will be visible on this list page.

**4. On the day of Assessment, the button for Opening Meeting will get activated. The user will fill it and has the option to upload any document they wish to.**

**8. Once the details are verified, the user will click on the Submit button .**

**7. The user will verify the details and the PSS Score. In case the user wished to edit the PSS score, they have the option to do it here.**

**6. Once the scoring is complete, the button for the Executive Summary will get activated. The major gaps of all the departments will be auto-populated.**

**5. Once the details are entered, the user will click on the Submit button .**

**9. On the last day of the assessment, the button for the Closing Meeting will get activated. The user will fill it and has the option to upload any document they wish to.**

**10. Once the details are entered, the user will click on the Submit button.**

# Help Desk

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