DEMO SOFTWARE GUIDE
For individual team members

[1] CREATE YOUR ACCOUNT

1. To create an account on the system, you need an invitation link to join an organisation. Here is an example of such a link:
   http://gcbp.co.uk/Manage/RequestToJoinOrganisation?organisationId=ORGANISTION_ID
   you may also be given a shortened URL such as:
   http://gcbp.co.uk/Manage/Join/SHORT_ORGANISATION_ID
2. Once you have made an account you should be logged into the system. If not, press **'Login'** at the top right of the screen and enter your newly made account credentials.

[2] COMPLETE CAPABILITY ASSESSMENTS

1. On the navigation bar at the top of the page there is a button labelled **'Framework'**, press it.
2. From the first dropdown select a period over which you'd like to see your capability improve (for example, 1 year or 2 years).
3. From the second drop down select the type of the assessment you'd like to complete. '**Core'** will only ask you to rate yourself against the 11 base capabilities, whereas '**Full'** will ask you all 37 sub-capabilities and average out your core capability scores based on your responses – this is much more accurate than a core assessment.
4. Press **'Start Assessment'** and answer each question as honestly as you can.

[3] VIEW YOUR RESULTS

1. Once completed you should automatically be taken to the 'Results' page where you current capability profile will be shown. Press **Add Data**. In the second box, select **Me,** your current profile, (which will be today's date - **0 days**), then your target date, for example **12 Months Target Score**, from the three dropdowns. This will overlay the radar chart with the both your current capability profile and the one you want to have at your specified future date.
2. As you complete assessments for more future target dates, you can add these to the radar chart and compare them against one another.

[4] ACCEPT/REJECT A TEAM INVITATION

1. If you have received an invitation to join a team, head to your 'Team Manager' dashboard – it can be found by clicking 'Hello, {your email}' and then 'Team Manager'.
2. You should see a notification under the 'Invitations' heading from the team in question.
3. Respond to the invitation with either the 'Accept' or 'Reject' button.

TEAM LEADERS ONLY
To set up a team dashboard

[1] CREATE A TEAM

1. From the home screen, click **'Hello, {your email}'**. This will take you to your user management dashboard.
2. From this menu, select the **'Team Manager'** button.
3. Press the **'Create a New Team'** button.
4. Enter your team's name and submit it.
5. You should automatically navigate back to the **'Team Manager'** screen – your new team should be visible now.
6. Underneath the desired team in the **'Team Manager'** screen press the **'Add Team Member'** button.
7. Enter the email address of the user you want to add to your team and press **'Invite User to Team'**. Repeat this step for each member of your team. Note: you can only add users to a team that have already created an account. If a user still needs an account, ensure they complete part 1 of the individuals' guide.
8. You should now see pending invitations for the new users under the team listing – they must now accept the invitation before officially being part of the team.
9. To add a team to an organisation, you'll need an invitation link to join the organisation. See the links in section 1.1 of the individuals' guide for examples.

[2] VIEW YOUR TEAM'S CAPABILITY PROFILES

1. While logged in, select the **'Results'** tab from the top navigation menu.
2. From here you can select a team member, assessment and select current or target data from their respective dropdowns.
3. You can then add more team members to the graph and compare them against one another.
4. If a team member completes an assessment whilst you are on the results page, hit the refresh button at the top right of the browser and the new assessment data should be ready for you to view.

ORGANISATION LEADERS ONLY
To view your organisation's capabilities

[1] VIEW YOUR ORGANISATION'S CAPABILITY PROFILES

1. While logged in, select the **'Results'** tab from the top navigation menu.
2. From here you can select a team or organisation member, assessment and select current or target data from their respective dropdowns.
3. You can then add additional teams/members to the graph and compare the data sets against one another.
4. If a team member completes an assessment whilst you are on the results page, hit the refresh button at the top right of the browser and the new assessment data should be ready for you to view.