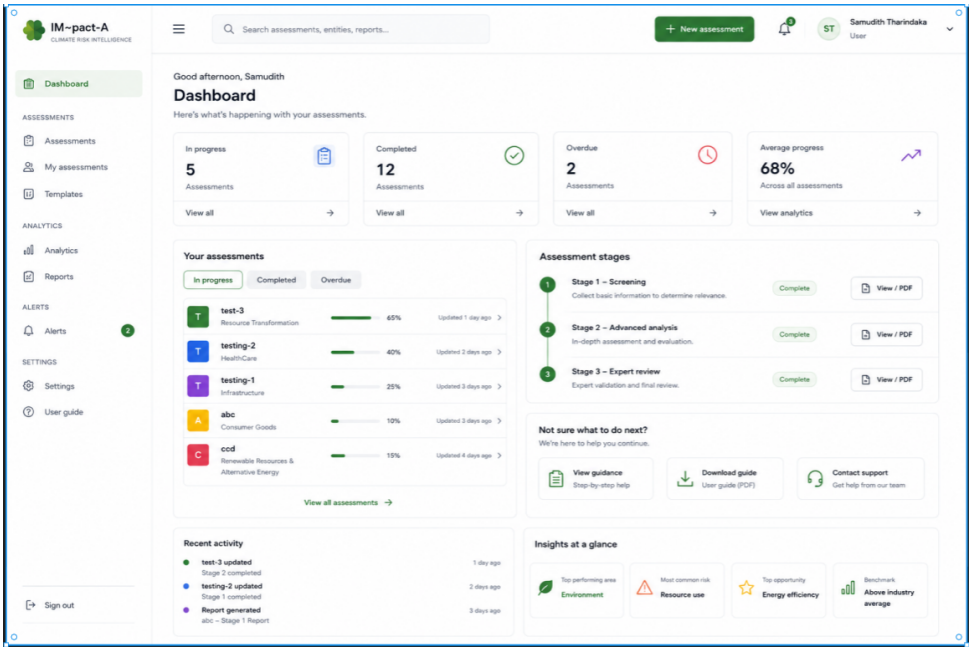
IMPACT-A

Guide 1 — Dashboard & Getting Started

Learn what each part of the dashboard means and how to find the information you need.



Purpose: A simple, step-by-step guide written so a first-time user can follow it without technical knowledge.

1. What is the Dashboard?

The Dashboard is your main starting page. It gives you a quick view of your assessments, progress, overdue work, recent activity, and useful insights. You do not need to understand every number at first. Start with the sections that help you complete your current task.

2. Understand the Main Areas

Area	What it means
In progress	Assessments that you have started but have not finished.
Completed	Assessments that are finished.
Overdue	Assessments that have passed their expected deadline.
Average progress	Your overall progress across assessments.
Your assessments	A list of assessments with their current progress.
Assessment stages	The main steps an assessment goes through.
Recent activity	A simple history of recent changes and completed actions.
Insights at a glance	Quick observations such as common risks, opportunities, or benchmarks.

3. How to Start Your Day

Step 1: Check the top summary cards

Look at In progress, Completed, Overdue, and Average progress. If you see overdue assessments, deal with those first.

Step 2: Open Your Assessments

In the left menu, select Assessments or use Your assessments on the Dashboard. This takes you to the list of assessments you can work on.

Step 3: Choose the assessment

Find the assessment you need. Read its name, category, progress percentage, and last updated time before opening it.

Step 4: Continue the work

Open the assessment and continue from the stage shown. Save your work as you move through the assessment.

Step 5: Check your progress

Return to the Dashboard when you want a quick overview. The progress percentage helps you see how much work remains.

Simple rule

If you are not sure what to do next, start with the In progress assessments and look at the Assessment stages section.

4. Understanding the Assessment Stages

Stage 1 — Screening: Basic information is collected to decide whether the assessment is relevant.

Stage 2 — Advanced analysis: More detailed information is reviewed and evaluated.

Stage 3 — Expert review: The results are checked and reviewed before the assessment is finalized.

5. Navigation Menu

Dashboard: Your overview page. Assessments: Manage assessments. My assessments: See assessments assigned to you. Templates: Use available assessment templates. Analytics: Review data and performance. Reports: Open generated reports. Alerts: See important notifications. Settings: Manage account or system preferences. User guide: Open help documentation.

6. Quick Troubleshooting

I cannot find an assessment: Use the search bar at the top and search by assessment or entity name.

The progress looks wrong: Open the assessment and check whether all required stages or sections have been completed.

I do not know what to do next: Check the assessment stage, then use the guidance/help option shown on the Dashboard.

I need help: Use the Contact support option or the User guide.