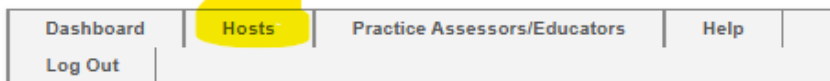


## How to Add an Assessor or Educator to Your Service's Profile

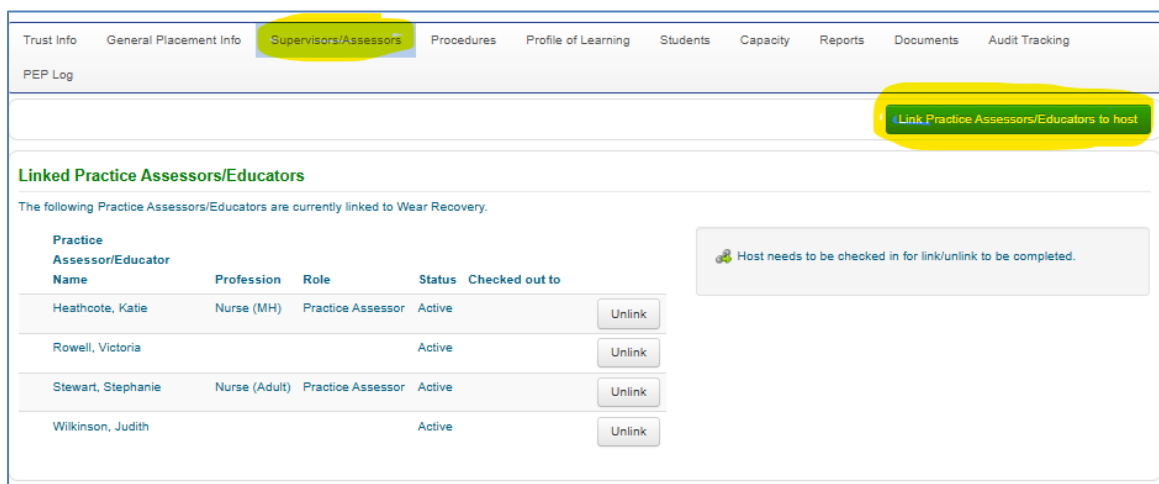
To add an Assessor or Educator record to your service, you need to go to Hosts on PEP



and click on the 'Start PEP Edit' icon next to the service/area that you need to add to:



Go to the Supervisors/Assessors tab and it will bring up Assessors/Educators already added (linked). To add a new Assessor or Educator, click on the "Link Practice Assessors/Educators to host" button

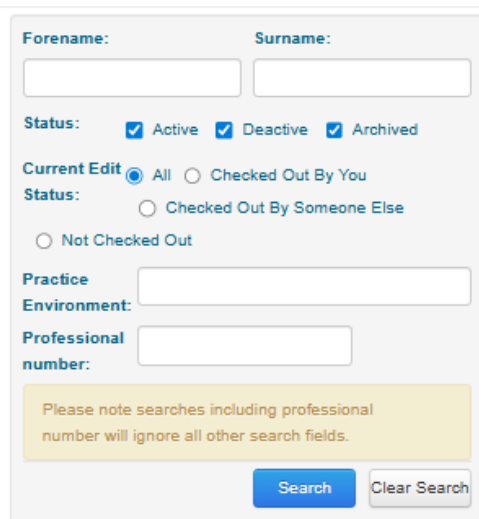


The screenshot shows the PEP system interface. The 'Supervisors/Assessors' tab is highlighted in yellow. A button labeled 'Link Practice Assessors/Educators to host' is also highlighted in yellow. Below this is a section titled 'Linked Practice Assessors/Educators' with a table of currently linked individuals.

Practice Assessor/Educator Name	Profession	Role	Status	Checked out to
Heathcote, Katie	Nurse (MH)	Practice Assessor	Active	
Rowell, Victoria			Active	
Stewart, Stephanie	Nurse (Adult)	Practice Assessor	Active	
Wilkinson, Judith			Active	

Each row in the table has an 'Unlink' button to its right. A message box states: 'Host needs to be checked in for link/unlink to be completed.'

Enter criteria to search for the Assessor or Educator in this box and press Search



A search form with the following fields and options:

- Forename:
- Surname:
- Status:  Active  Deactive  Archived
- Current Edit:  All  Checked Out By You
- Status:  Checked Out By Someone Else
- Not Checked Out
- Practice Environment:
- Professional number:

A yellow box contains the text: 'Please note searches including professional number will ignore all other search fields.'

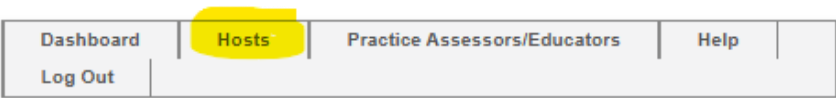
Buttons: Search, Clear Search



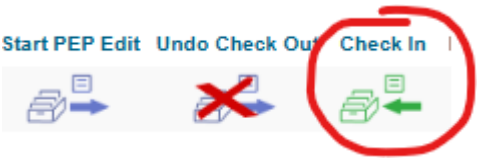
When you find the Assessor or Educator, press the Link button next to their name

- Please note that if you have just created the Assessor or Educator record, it may not immediately appear when you search for it.
- If your search is unsuccessful, you will need to create the Assessor or Educator. Please follow the [How to Create an Assessor or Educator record](#) guide.

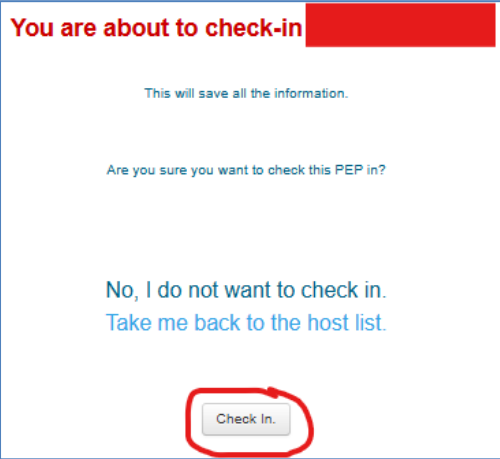
When you have linked the Assessor or Educator, you need to save your changes by checking in your profile. To do this, click on the 'Hosts' button in the top right-hand corner of the screen:



You will be taken back to the main screen. You must now click on the green Check In icon next to the service to check in your service profile and finalise the changes.



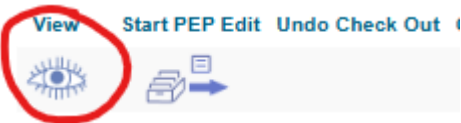
Then click on the Check In button on the screen below to fully check in your service profile.



**Failure to do this will mean that any changes you have made are not saved.**

A message will appear at the top of the page confirming that the record has been checked in successfully

To view that the Assessor or Educator has been added, click on the View button next to the service



Go to the Supervisors/Assessors tab and it will bring up Assessors/Educators already added (linked).

