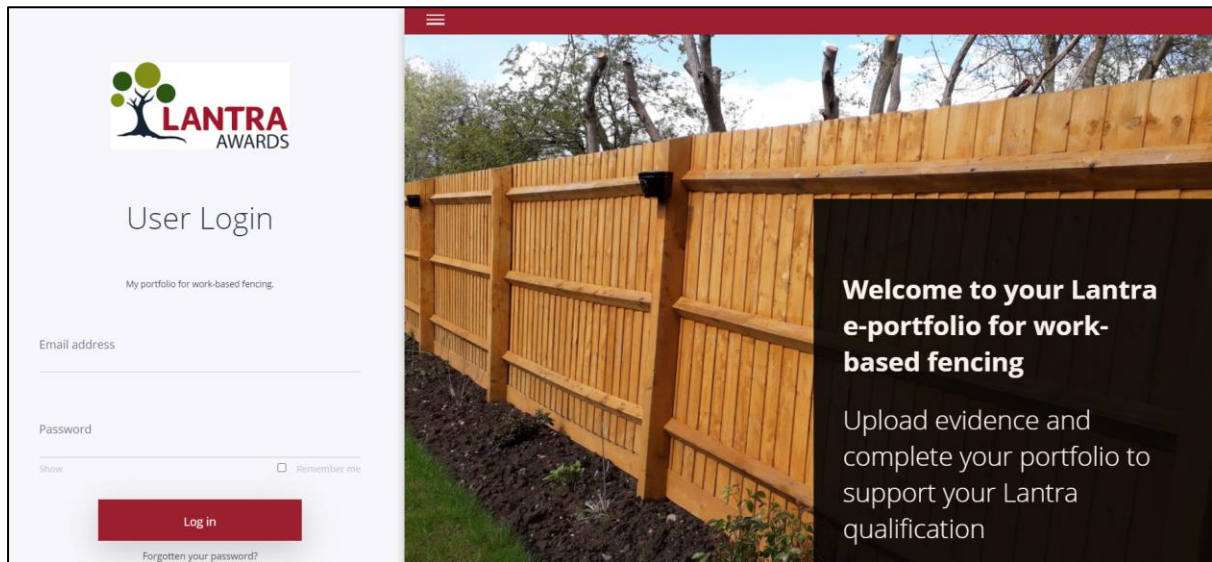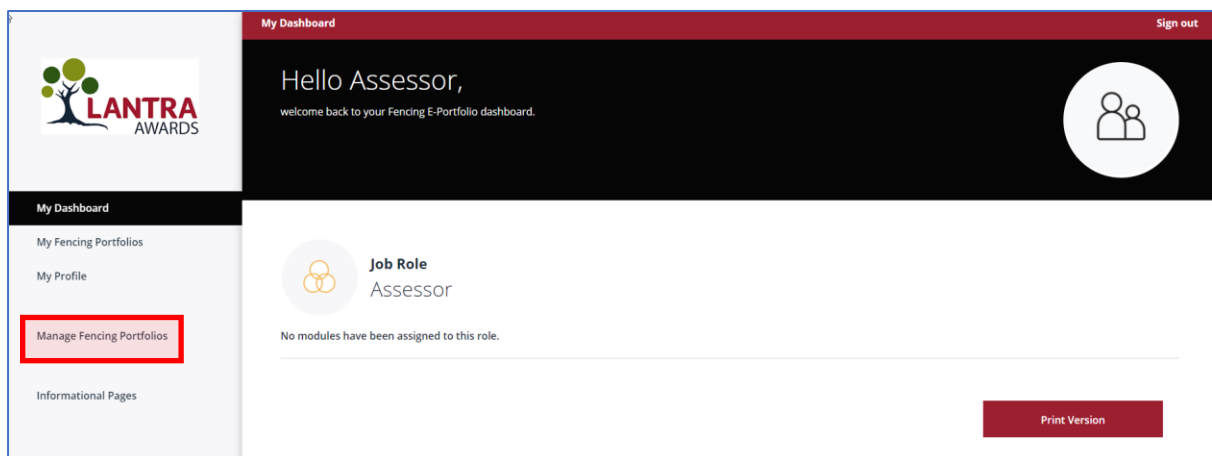# How to use Lantra Skills+ Assessors, Managers, IQA and EQA

Welcome to this short guide on how to use our Skills+ platform.

Depending on your scheme, you will have a log in page like this image. Enter your email address and password which your administrator has sent you or you have already created. Click Log In to continue.

In this example, to view the portfolios of learners, please select 'Manage Fencing Portfolio' from the left-hand menu.

Workbooks

View Workbooks

		search	Locked ▼	Search		

ID	Date Created	Member	Module Group	Next Step	Reviewer	Status	
11423	08-07-2020	SPTest User	Workbook - Long Format	IQA	IQA User	locked	✎
13812	10-09-2020	John Barr	Quad Safety	Assessor	Assessor User	locked	✎
13812	09-09-2020	John Barr	Workbooks - Forklift	Company Sign off		locked	✎
16532	19-04-2021	Marie Garnett	Workbooks - Forklift	Company Sign off	Andy Manager	locked	✎
14502	14-09-2020	Rachel Plum	Workbooks - Forklift	IQA	IQA User	locked	✎
17171	26-04-2021	Robert Tabor2	Workbooks - Forklift	Assessor	Assessor User	locked	✎

The image above shows the portfolio's you are involved in and at what stage they are at. In this example, the view is 'Assessor' so those at 'next step' – 'assessor' is those to be evaluated. Select the user you wish to view.

Expand account information ▼

Workbook

Workbooks - Forklift

Next Step: Assessor

Submit Assessor

Workbooks - Forklift	Reviews

- Section 1 - Maintenance
- Health and Safety
- Driving

Section 1 - Maintenance
unknown

External Maintenance			View status and Endorsements ▼
Unit title	Date	Location	Evidence
Show how you would....	02-01-2021	Birmingham	Evidence 1 - 06/05/2021

Engine Maintenance			View status and Endorsements ▼
Unit title	Date	Location	Evidence
Explain the ...	04-04-2021	Coventry	Evidence 1 - 29/04/2021
How do you check......	03-03-2021	Coventry	Evidence 1 - 29/04/2021

You can see all the units and modules that this learner has completed. Depending on the number of modules, the page may display modules as blue bullet points or for larger schemes, a drop-down menu of modules. Once you have read through all the evidence provided by the learner, click Submit Assessor from the top right of the screen.

A new window will open. In here you can note decide if this portfolio of evidence is a 'pass or fail' from the dropdown. Please add your comments and feedback into the box next to the 'pass or fail' dropdown.

After you have completed your assessment, please complete the Review Step Result from the dropdown menu – 'complete or retry'

Once complete select the Submit Result button at the bottom of the page. This will now move the learners work and your assessment onto the next level in the chain.

You can now see the progress for this learner by selecting the Reviews tab.