

Virtual Process Assessor

User Guide – Demo

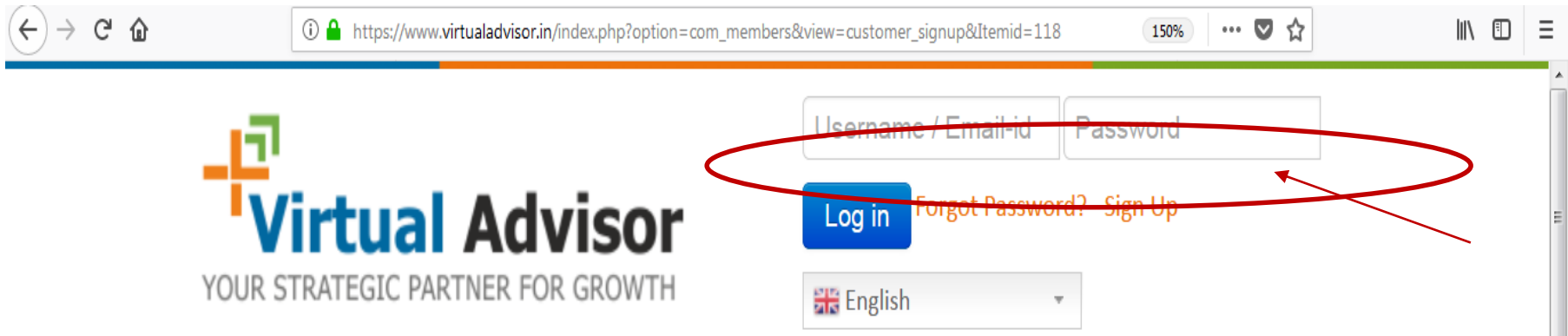
To access the DEMO version, **SIGN UP & SIGN IN.**

[Click here to refer the user guide on Sign Up & Sign In Procedure](#)

Step:1

Goto → www.virtualadvisor.in website

Login with your 'Username & Password'



The screenshot shows a web browser window with the URL https://www.virtualadvisor.in/index.php?option=com_members&view=customer_signup&Itemid=118. The page features the Virtual Advisor logo on the left and a login form on the right. The form includes two input fields: 'Username / Email-id' and 'Password'. Below these fields is a blue 'Log in' button, a link for 'Forgot Password?', and a link for 'Sign Up'. A red oval highlights the 'Log in' button and the 'Forgot Password?' link. A red arrow points from the 'Sign Up' link to the 'Forgot Password?' link. Below the login form is a language dropdown menu set to 'English'.

Step:2

You will have access to the following page.

My Tools

Profile



My Profile



Change Password

Virtual Process Assessor



Assessments
at a Glance



My Orders



My Maturity
Assessments

Step:3

Choose the “**Assessments at a Glance**” to view the list of modules

My Tools

Profile



My Profile



Change Password

Virtual Process Assessor



Assessments
at a Glance



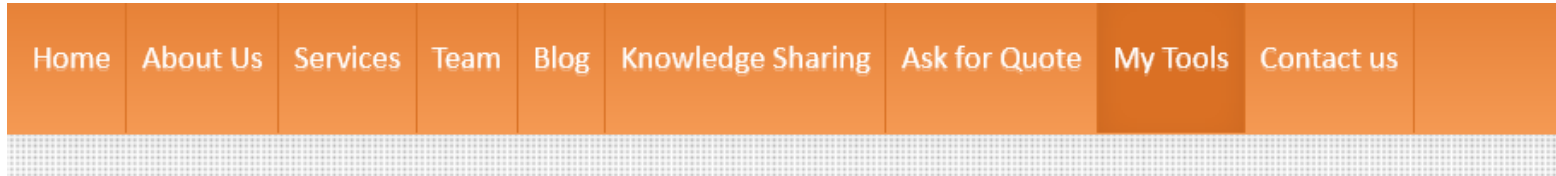
My Orders



My Maturity
Assessments

Step:4

Click on the “**Demo**” category



Maturity Assessment Category

Hospitals
(32)

Demo
(1)

**Minimum
Standard
Requirements**
(6)

Diagnostics
(4)

Step: 5

Demo comes with 2 types of Assessment



- Test Assessment



- Recommendation Assessment

Test Assessment

Test Assessment will generate a Maturity Score Card after the self evaluation of the maturity of their processes. This will enable the Hospital Teams to understand and assess the strengths based on the maturity score card.

Recommendation Assessment

Recommendation Assessment will generate a detailed Report with Observations and Recommendations from Auditors to add more value to the assessment exercise. This report also come with a Maturity Assessment Score Card. This would enable the hospital teams to strengthen their internal processes and systems to improve the overall organizational process maturity.

Step: 6

Choose the Assessment and click on the Cart -



Assessment Modules



- Test
Assessment



- Recommendation Assessment

[Click here for Instructions and Scoring Methodology](#)

0 Assessments



Demo



0.00

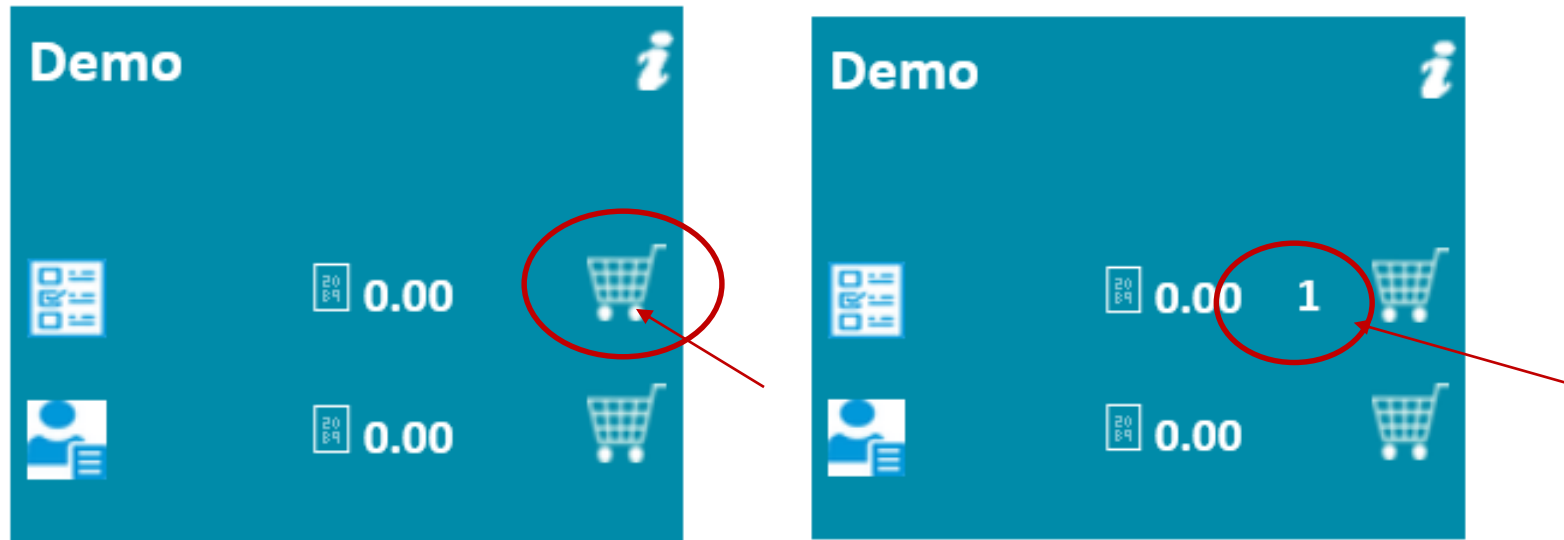


0.00



Step: 7

To purchase the assessment, click on the cart against your choice



Once added to cart, the quantity added will appear

Step: 8

Selected assessments will be highlighted in the cart. Then click on the **Cart**. This will take you to the Order/ Payment page.

Assessment Modules


 - Test
Assessment







 - Recommendation Assessment

[Click here for Instructions and Scoring Methodology](#)

1 Assessments



Demo 

	 0.00	1	
	 0.00		

Step: 9

You can view the order details as below:

Order / Payment

Order No 18-10_0885
Order Date 10-10-2018 11:51:09
Customer VACS

Assessment Name	Assessment type	Assessment Price INR	X
Demo	Test	0.00	Delete
Total		0.00	
GST 18%		0.00	
Grand Total		0.00	

Submit

You can modify or remove the assessment by clicking delete option

Click on '**Submit**' button, this will take to you to '**Back to My tools.**'


Step:10

The following message will be displayed.



Welcome Value added,

Log out

 English

Message

Payment has been updated successfully

ASSESSMENT

Step: 1

Once you receive the verification email, you have to login to your account to take up the Demo maturity assessment.

Log on to your account on www.virtualadvisor.in

Step: 2

Select '**My Maturity Assessments**' to view the status of the Assessments

My Tools

Profile



My Profile



Change Password

Virtual Process Assessor



Assessments
at a Glance



My Orders



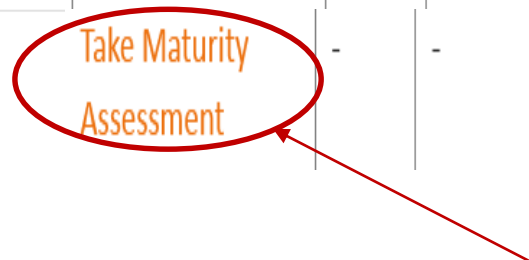
My Maturity
Assessments

Step: 3

Click on **“Take Maturity Assessment”** to initiate the assessment

My Maturity Assessments

Assessment Name ↑ ↓	Assessment Type	Assessment Purchased Date ↑ ↓	Assessment Taken Date ↑ ↓	View Assessment	Score	Percentage	Status
Demo	Recommendation	04-10-2018 15:24:46	04-10-2018 15:50:50	View Maturity Assessment	35	6%	Completed
Demo	Test	04-10-2018 15:24:46	04-10-2018 15:30:56	Take Maturity Assessment	-	-	Open



Step: 4

The following instructions will be displayed.

[Back to My Tools](#)

[Back to My Process Maturity Assessment](#)

My Maturity Assessment questions

Instructions

1. This is an Audit tool to assess the maturity level of your Organisational processes and systems.
2. Assessment also calls for verification of evidences submitted online.
3. It is recommended that all the evidence based management systems like Displays / Signages, Forms, Records and Registers, Policies, Procedures, Compliances / Licenses etc. have to be uploaded.
4. These Uploads / attachments can be in the form of Electronic copy / Scanned Copy / Photos / screen shots taken from mobile devices.
5. The Uploads can be any of the jpg, png, jpeg, doc, docx, xls,xlsx, pdf, csv files. The max file size is 8 MB.
6. To upload multiple documents as attachments, always upload in zip format.
7. When you answer the question and click "NEXT", you move on to the next question.
8. Going back to the previous question is not allowed as it is an assessment.
9. If you are not sure of your answer to any question, use the "SKIP" button to move on to the next question.
10. The Skipped questions will again appear towards the end of the assessment for you to answer.
11. Every question is either an objective type / descriptive type. After responding to the specific questions, you can always use the Additional text box option to provide any additional information
12. This tool can be used on the Desktop or on the Mobile.

Now, Questions will appear

- Read the questions carefully and understand well
- Each question might have multiple options
- The user needs to select only the options that are applicable
- A few questions will ask for an attachment which needs to be provided as requested. This might be a file, picture, etc..

After answering each question, there are 2 options to choose:

a. Next

When you click "Next" after each question, the answer you have entered is saved and cannot be altered or changed later. The answer provided will be treated as the final answer for that particular question.

b. Skip

When "Skip" is selected after a question, the answer provided for the skipped question will not be saved. This question will again be available to answer after the completion of the entire questionnaire

After the completion, if you have any skipped questions, you will have the option of

- a. "Yes"** - Which will submit the assessment without going back to the skipped questions if any
- b. "Go to skipped questions"** - By choosing this option you can go back to the skipped questions to attempt the same
- c. "Save & Exit"** - Save it for later and exit the process

Step: 8

On Completion, the Auditor will audit your assessment and a report will be emailed to you along with the score.

Alternatively, you can also check the same in your login in the www.virtualadvisor.in – ‘**My Maturity Assessments**’

Please send us your feedback on completion.

Thanks & regards,
Value Added Team

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