



Post Level 4 Training Manual

Overview

If any buttons have this border,
your attention is needed.

The screenshot shows the QM Easy dashboard interface. A red arrow points from the text above to the 'Educator Appraisals' button (3). Another red arrow points from the text below to the 'Upcoming Dates' table. The dashboard includes a header with the QM Easy logo and user profile, a main area with 'Quality Management System Tools' and 'Monitoring Tools' sections, and a right-hand sidebar with an 'Upcoming Dates' table.

Due_Date	Task
15-Mar	Record Check
05-Apr	Classroom Review
15-May	QMS Appraisals (Mid)

- ① See Post Level 2 and 3 Training Manual
- ② Post Level 3 Self appraisals, awaiting your approval.
See Post Level 2 and 3 Training Manual for usage instructions
- ③ Post Level 4's have a summary overview and access to ALL records for ALL users.
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- ⑧ Edit/Update your own user profile and password.
Your profile page will also allow access to Super User functions and features.
(See Super User Access Training Manual)