Assessment list overview

Steps to Access the Assessment List:

Dashboard:

1. Start by navigating to the dashboard. This is typically the main screen after logging into the system.

2. From the dashboard, locate and click on the "Correspondence" section. This will take you to a new screen where all correspondence is listed.

3. Within the "Correspondence" section, you will see an option for "All Correspondence." Click on this to view a comprehensive list of all correspondence items.

4. Among the correspondence items, look for those tagged or labeled as "Assessment." Click on the "Assessment" filter to narrow down the list to only assessment-related items.

Assessment Filters:

1. Search by Name drop down:

2. Sorting methods:

3. Assessment States:

4. Manual Search: