

QUICK START

Complete a collaborative VMRA-SAT assessment in seven steps

1

Choose language and text size

Use the controls at the top of the dashboard.

2

Create or join an assessment

Creators choose the WOA Member, date, assessment name and contributor name.

3

Save the access details

Copy the access code and sharing link immediately. The code cannot be recovered.

4

Share the work

Everyone with the link or code can edit. Agree who will lead each function.

5

Answer every question

Select Yes or No. Use the fact-sheet link when you need more explanation.

6

Check completion and maturity

Potential maturity appears only after a function is 100% complete.

7

Generate reports

Choose HTML, PDF or Word, then select Responses, IDP or Full Report.

Pause when the status says **Saving**. Continue when it says **Saved**.