



## DEMO SOFTWARE GUIDE

### [1] CREATE YOUR ACCOUNT

1. To create an account on the system, you need an invitation link to join an organisation. Here is an example of such a link:  
**[http://gcbp.co.uk/Manage/RequestToJoinOrganisation?organisationId=ORGANISTION\\_ID](http://gcbp.co.uk/Manage/RequestToJoinOrganisation?organisationId=ORGANISTION_ID)**  
you may also be given a shortened URL such as:  
**[http://gcbp.co.uk/Manage/Join/SHORT\\_ORGANISATION\\_ID](http://gcbp.co.uk/Manage/Join/SHORT_ORGANISATION_ID)**
2. Once you have made an account you should be logged into the system. If not, press '**Login**' at the top right of the screen and enter your newly made account credentials.

### [2] COMPLETE CAPABILITY ASSESSMENTS

1. On the navigation bar at the top of the page there is a button labelled '**Framework**', press it.
2. From the first dropdown select a period over which you'd like to see your capability improve (for example, 1 year or 2 years).
3. From the second drop down select the type of the assessment you'd like to complete. '**Core**' will only ask you to rate yourself against the 11 base capabilities, whereas '**Full**' will ask you all 37 sub-capabilities and average out your core capability scores based on your responses – this is much more accurate than a core assessment.
4. Press '**Start Assessment**' and answer each question as honestly as you can.

### [3] VIEW YOUR RESULTS

1. Once completed you should automatically be taken to the '**Results**' page where your current capability profile will be shown. Press **Add Data**. In the second box, select **Me**, your current profile, (which will be today's date - **0 days**), then your target date, for example **12 Months Target Score**, from the three dropdowns. This will overlay the radar chart with the both your current capability profile and the one you want to have at your specified future date.
2. As you complete assessments for more future target dates, you can add these to the radar chart and compare them against one another.

### [4] RESOURCES

Please also look through the limited selection of demo learning resources by pressing the '**Resources**' button at the top of the page