

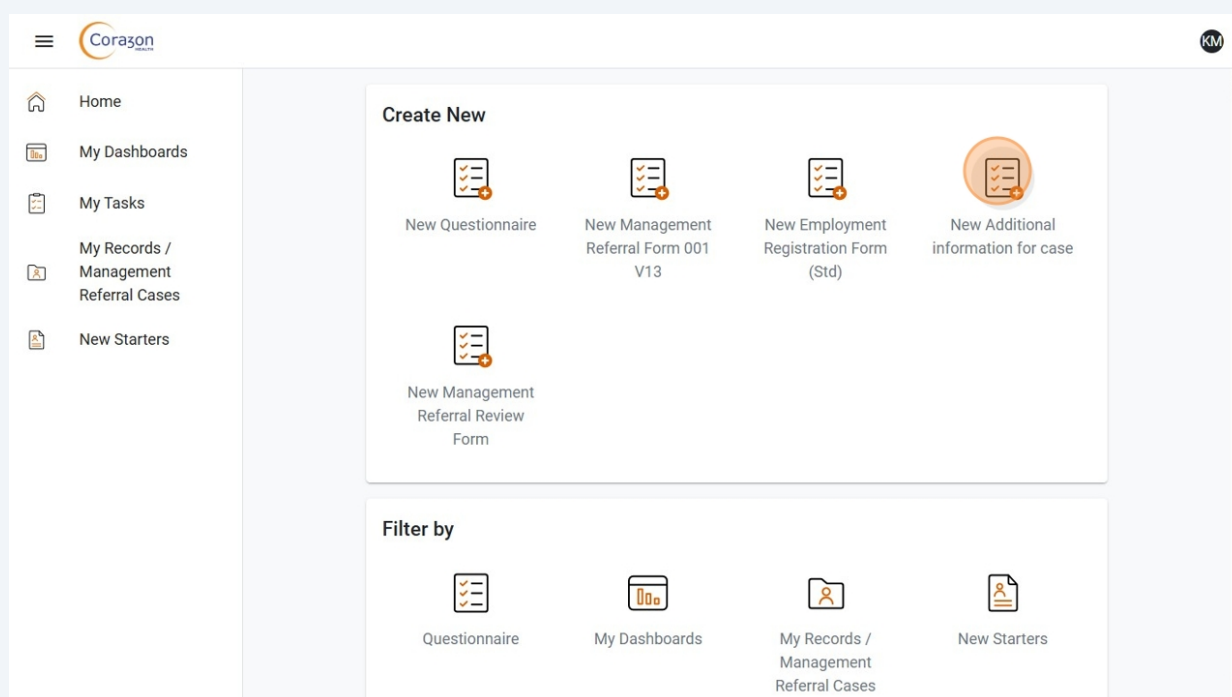
How to submit Additional Information for a case V2

- 1 Navigate to the Cority website and login.

Link: <https://corazonhealth.my.cority.com/#/login>

- 2 If you have an active Management Referral and have additional information to add (e.g. Sickness absence record, Specialist letter etc) this can be added to an open case.

Click 'New Additional information for case'.

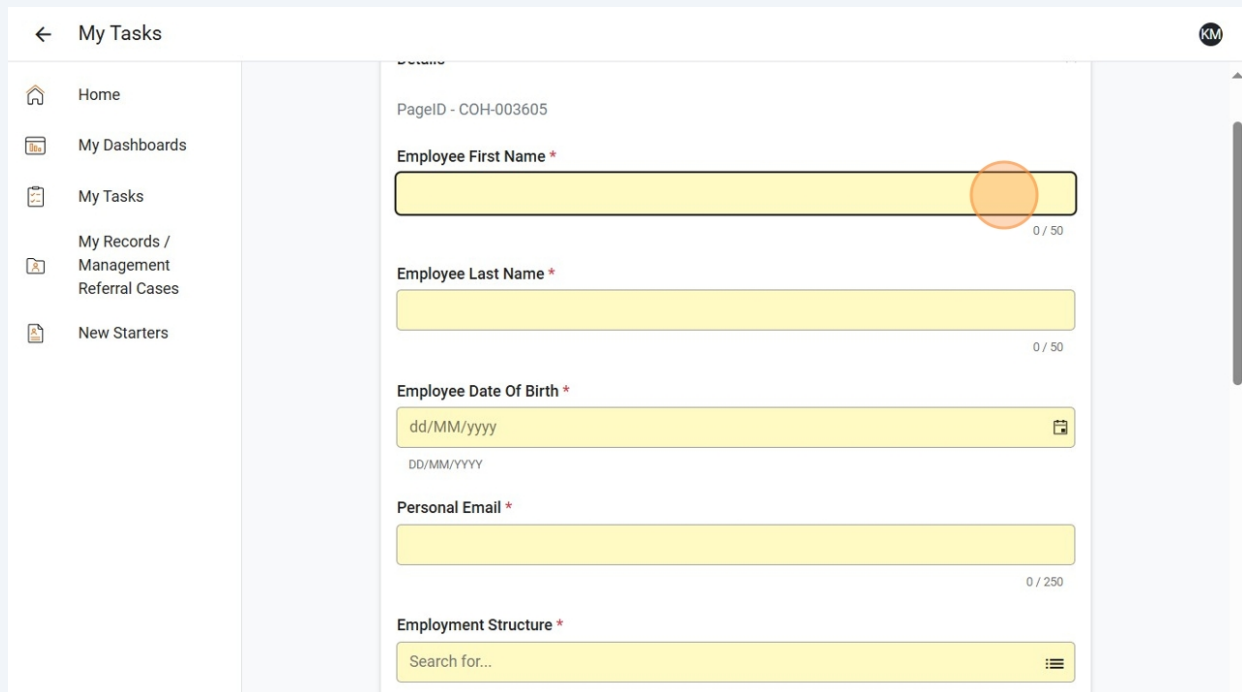


3

Please enter the Employee's First Name and Last Name.

Please enter the Employee's Date of Birth. This can be manually entered or added using the calendar by selecting the calendar icon.

Please enter the Employee's Personal Email Address.



← My Tasks KM

Home
My Dashboards
My Tasks
My Records / Management Referral Cases
New Starters

PageID - COH-003605

Employee First Name *

0 / 50

Employee Last Name *

0 / 50

Employee Date Of Birth *

dd/MM/yyyy 

DD/MM/YYYY

Personal Email *

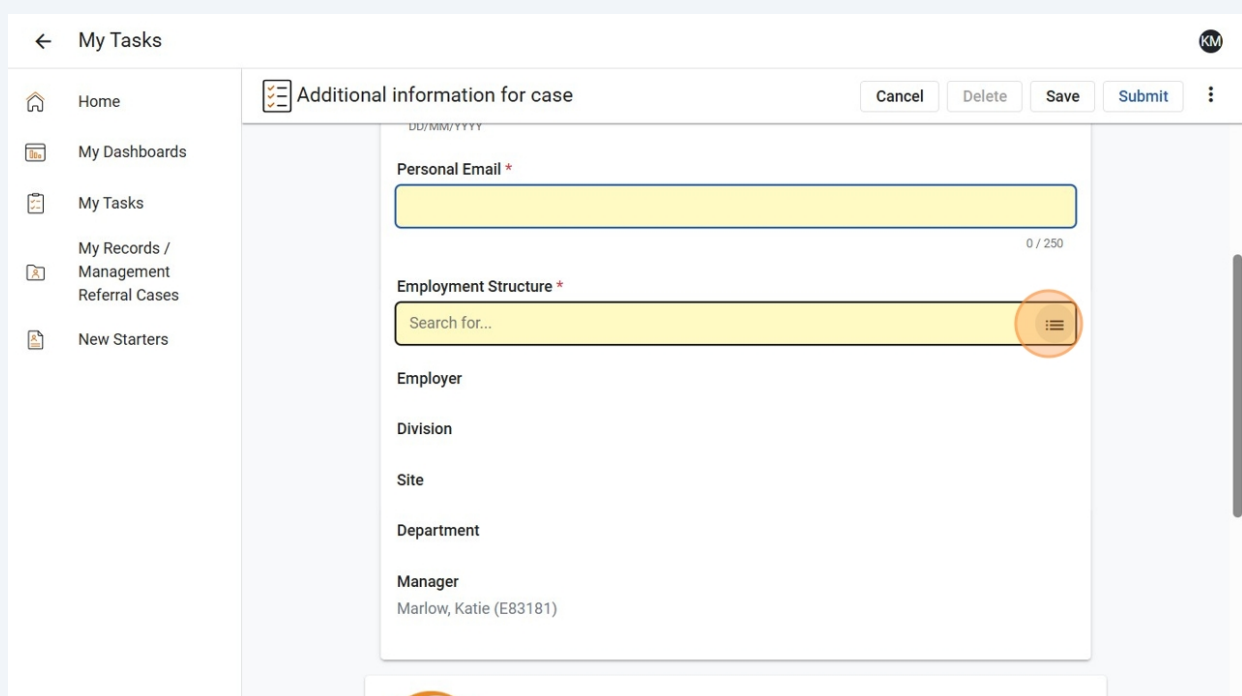
0 / 250

Employment Structure *

Search for... 

4

Please click on the Employment Structure button. This will display your organisational tree.



← My Tasks KM

Home
My Dashboards
My Tasks
My Records / Management Referral Cases
New Starters

 Additional information for case Cancel Delete Save Submit

DD/MM/YYYY

Personal Email *

0 / 250

Employment Structure *

Search for... 

Employer

Division

Site

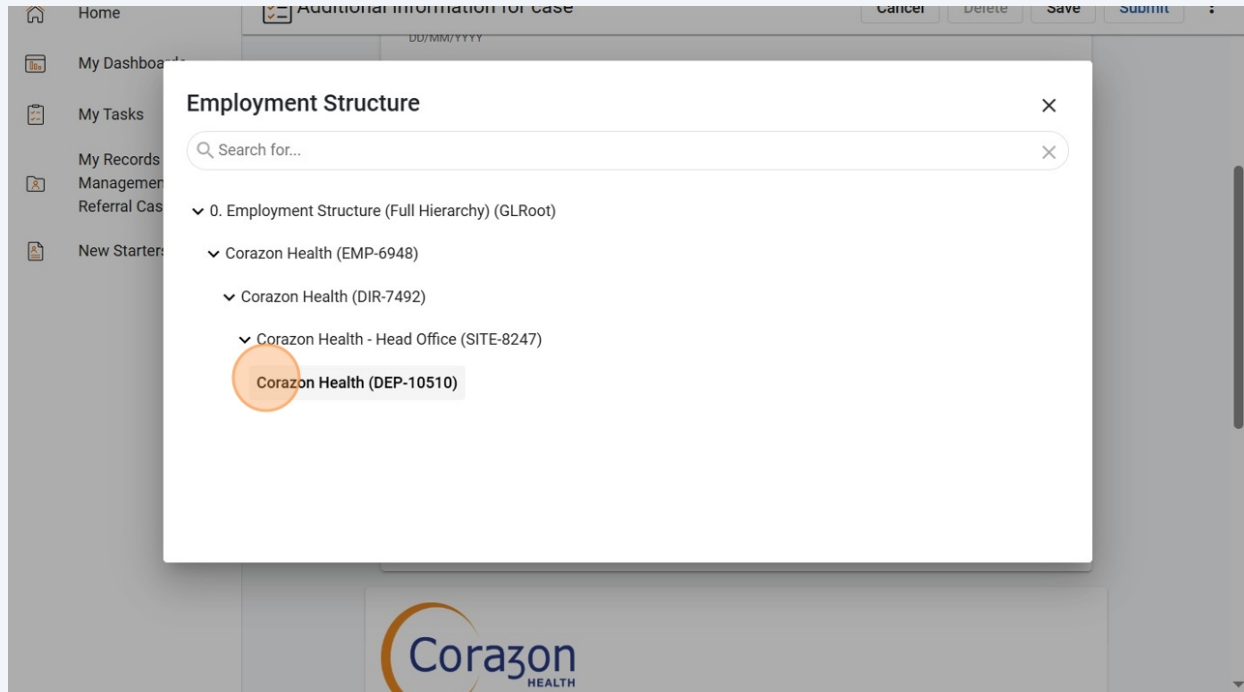
Department

Manager
Marlow, Katie (E83181)

5

You will need to pick from the bottom of the tree on the 'Department' layer.

Please note, depending on your level of access you may have several division to pick from. Please ensure you are selecting the from the relevant Division/Site/Department.



6

Please upload any attachments that are relevant to the referral (E.g. job description, sickness absence records etc).



Home

My Dashboards

My Tasks

My Records / Management Referral Cases

New Starters

Additional information for case

Cancel Delete Save Submit

Corazon HEALTH

Additional Case Information
(MR-Additional Info-0)

Please use this questionnaire to add additional information to a case via the attachment
(MR-Additional Info-1)

Referral Attachments
An attachment is required *

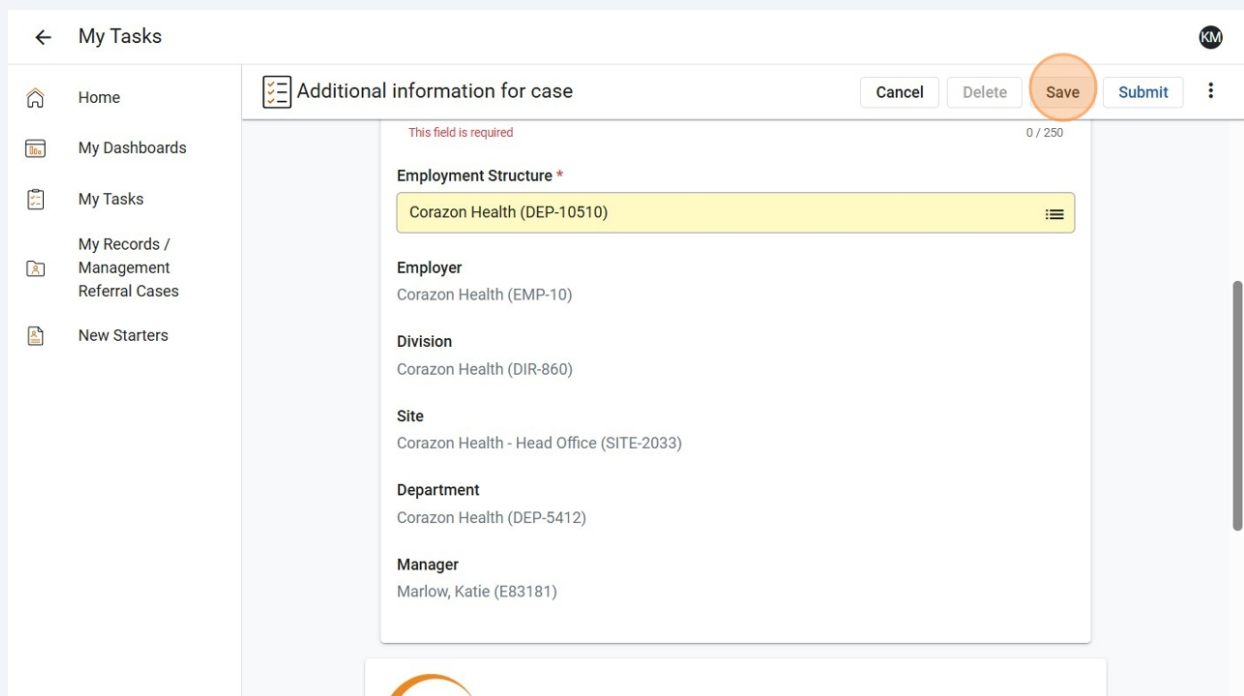
Select files...

Company Footer
(CORZ-CH-Footer)

DK_MIGCOH_2496_CHL_TargetProd

7

Click 'Save' to save the form.



← My Tasks

Home

My Dashboards

My Tasks

My Records / Management Referral Cases

New Starters

Additional information for case

Cancel Delete Save Submit

This field is required 0 / 250

Employment Structure *

Corazon Health (DEP-10510)

Employer
Corazon Health (EMP-10)

Division
Corazon Health (DIR-860)

Site
Corazon Health - Head Office (SITE-2033)

Department
Corazon Health (DEP-5412)

Manager
Marlow, Katie (E83181)

8 Click 'Submit' to submit the form.

A member of the Administration Team will be in touch soon.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area is titled 'My Tasks' and displays a 'Details' form. The form includes the following fields:

- PageID** - COH-003605
- Employee First Name *** (Text input, 0 / 50 characters)
- Employee Last Name *** (Text input, 0 / 50 characters)
- Employee Date Of Birth *** (Date input, dd/MM/yyyy format, 0 / 50 characters)
- Personal Email *** (Text input, 0 / 250 characters)

At the top right of the form, there are buttons for 'Cancel', 'Delete', 'Save', and 'Submit'. The 'Submit' button is highlighted with an orange circle. A success message 'Success Record Saved' is displayed above the form.