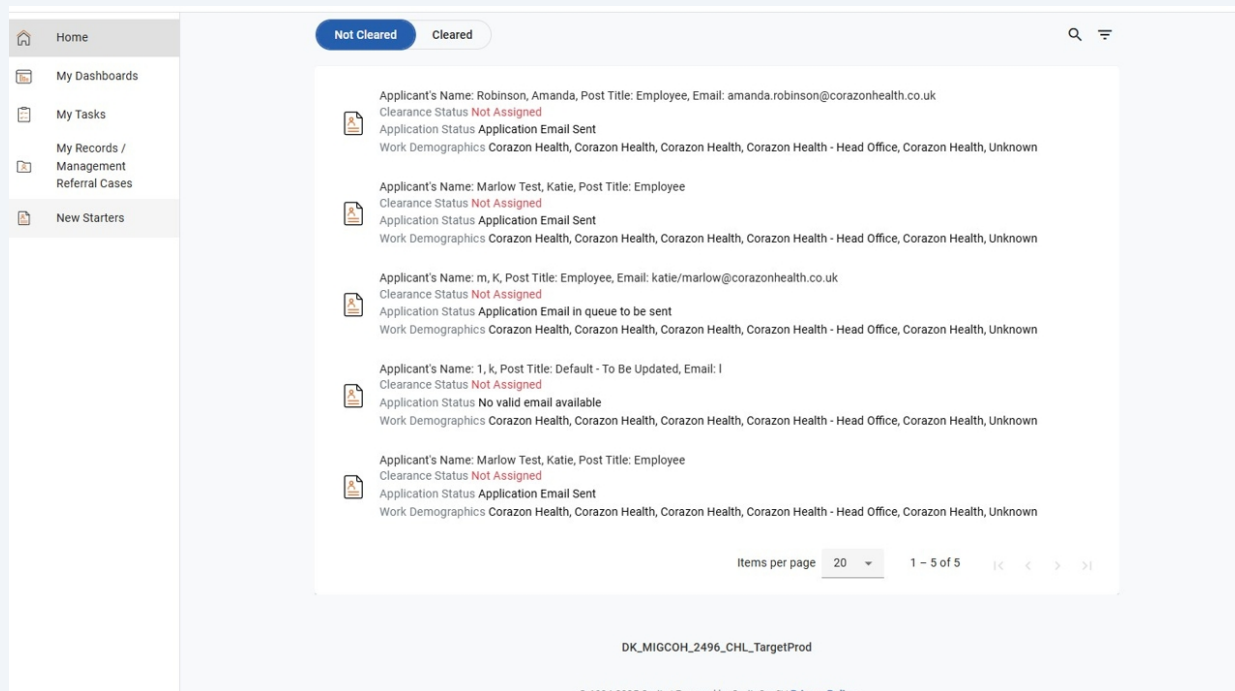


How to view a New Starter Questionnaire once submitted V2

1 Navigate to the Cority website and login.

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

2 Click 'New Starters'.



The screenshot shows the 'New Starters' page in the Cority system. The left sidebar contains navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area has tabs for 'Not Cleared' and 'Cleared'. Below the tabs is a list of applicants with the following details:

Applicant's Name	Post Title	Email	Clearance Status	Application Status	Work Demographics
Robinson, Amanda	Employee	amanda.robinson@corazonhealth.co.uk	Not Assigned	Application Email Sent	Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unknown
Marlow Test, Katie	Employee		Not Assigned	Application Email Sent	Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unknown
m, K	Employee	katie/marlow@corazonhealth.co.uk	Not Assigned	Application Email in queue to be sent	Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unknown
1, k	Default - To Be Updated		Not Assigned	No valid email available	Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unknown
Marlow Test, Katie	Employee		Not Assigned	Application Email Sent	Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unknown

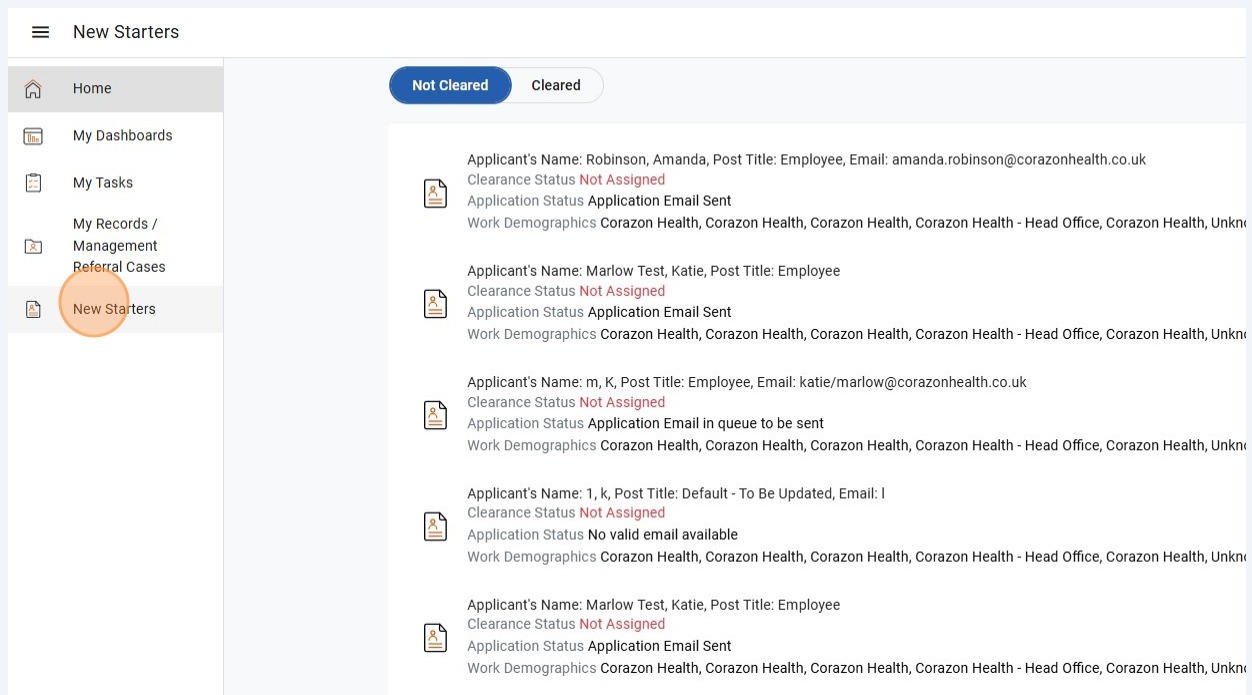
At the bottom of the list, there is a pagination control showing 'Items per page' set to 20, and '1 - 5 of 5' items. The footer of the page includes the text 'DK_MIGCOH_2496_CHL_TargetProd' and '© 1994-2025 Cority | Powered by CorityOne™ | Privacy Policy'.

3 To view those in progress, select the 'Not Cleared' tab.

'Clearance Status' - This will always remain Not Assigned until cleared

'Application Status' - This will indicate the progress of a questionnaire and will be one of the following options:

- **Application Email Sent** - The questionnaire has been sent to the employee.
- **PPQ Saved** - Employee has accessed and saved their questionnaire.
- **PPQ Submitted** - Corazon has received and is processing their questionnaire.



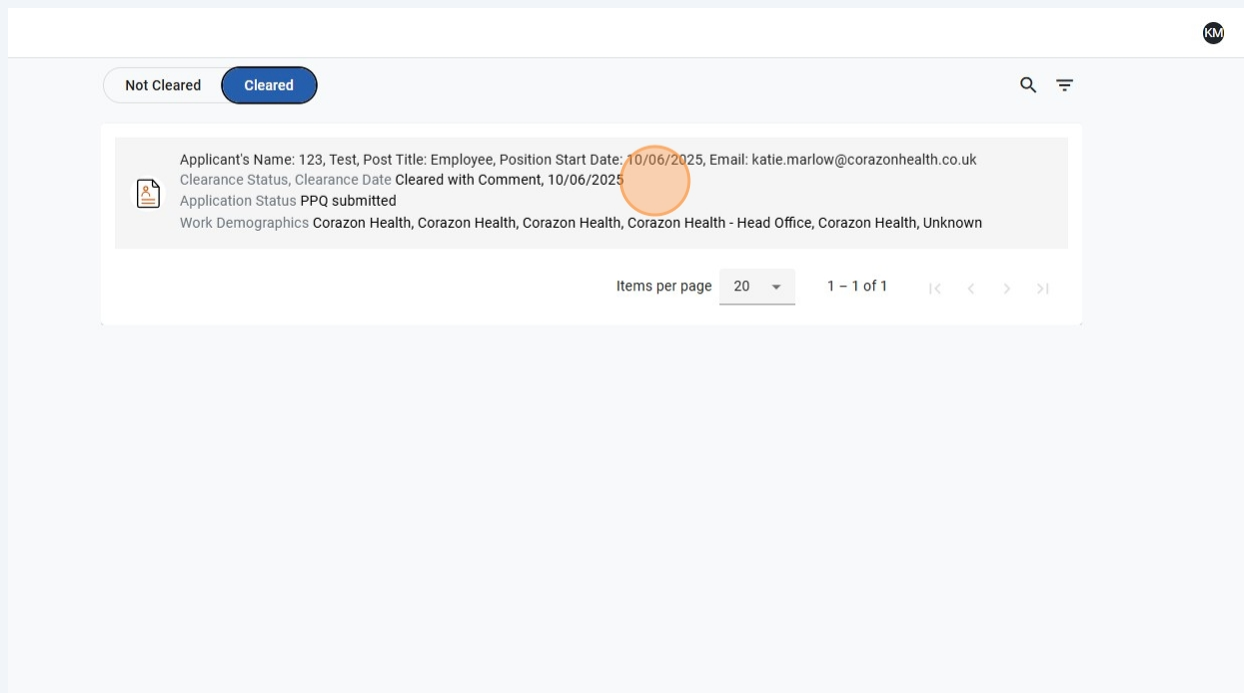
The screenshot displays the 'New Starters' page. On the left, a sidebar menu includes 'Home', 'My Dashboards', 'My Tasks', 'My Records / Management', 'Referral Cases', and 'New Starters' (which is highlighted with an orange circle). The main content area has two tabs: 'Not Cleared' (active) and 'Cleared'. Below the tabs, a list of new starters is shown, each with a document icon, their name, post title, email, clearance status, application status, and work demographics.

Applicant's Name	Post Title	Email	Clearance Status	Application Status	Work Demographics
Robinson, Amanda	Employee	amanda.robinson@corazonhealth.co.uk	Not Assigned	Application Email Sent	Corazon Health, Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unkn
Marlow Test, Katie	Employee		Not Assigned	Application Email Sent	Corazon Health, Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unkn
m, K	Employee	katie/marlow@corazonhealth.co.uk	Not Assigned	Application Email in queue to be sent	Corazon Health, Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unkn
1, k	Default - To Be Updated		Not Assigned	No valid email available	Corazon Health, Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unkn
Marlow Test, Katie	Employee		Not Assigned	Application Email Sent	Corazon Health, Corazon Health, Corazon Health, Corazon Health - Head Office, Corazon Health, Unkn

4

To view certificates once processed, you will receive an automated email notification to prompt login.

Click the 'cleared' tab and select the questionnaire required.



5

This will then display the Fitness for Clearance and any relevant comments and adjustments.

If a Management Referral is recommended following a New Starter Questionnaire, this will appear under the 'Fit for Duty Clearance Status'.

You will have very little information on the employee/applicant and the reason for referral. Unfortunately, we are unable to share what was declared within the NSQ with you.

When submitting the Management Referral, please state in the details of the referral section that the referral is being made following on from an NSQ. This will alert the clinician to review all information declared on the NSQ form.

The screenshot displays a web portal titled "Employee Job Position (Portal)". On the left is a sidebar menu with options: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area is divided into several sections:

- Employee:** 123, Test (E92813)
- Post Title:** Employee (COH-11) with a checked box for "Primary Job Position".
- Position Start Date:** 10/06/2025 (DD/MM/YYYY)
- Additional Information:**
 - Date NSQ Received:** 10/06/2025 (DD/MM/YYYY)
 - Date NSQ Processed:** 10/06/2025 (DD/MM/YYYY)
 - Delay Reason:**
 - Date Clearance Issued:** 10/06/2025 (DD/MM/YYYY)
 - Fit for Duty Clearance Status:** Cleared with Comment (CORZ-03-Comment-NSQ)
 - Comments and Adjustments:** Fit for Role - recommend DSE on commencement due to disclosed MSK conditions.
 - Adjustment:**
 - PO Number for NSQ:**
- GDDLO:**

6

To download/print the report click on the 3 dots in the top right corner.

← Employee Job Position

Employee Job Position (Portal)

Home

My Dashboards

My Tasks

My Records / Management Referral Cases

New Starters

Employee Job Position

Details



Employee

123, Test (E92813)

Post Title

Employee (COH-11)

☒ Primary Job Position

Position Start Date

10/06/2025

DD/MM/YYYY

Additional Information

Date NSQ Received

10/06/2025

DD/MM/YYYY

Date NSQ Processed

10/06/2025

DD/MM/YYYY

Delay Reason

Date Clearance Issued

10/06/2025

DD/MM/YYYY

Fit for Duty Clearance Status

Cleared with Comment (CORZ-03-Comment-NSQ)

7 Click 'Print or Export'.

Please note that New Starter Questionnaire certificates are available for 90 days before they will expire from your dashboard. Should you need a copy of a certificate after this point, please contact the Admin Team who will assist you.

Employee Job Position

Employee Job Position (Portal)

Employee Job Position

Details

Employee
123, Test (E92813)

Post Title
Employee (COH-11)

Position Start Date
10/06/2025
DD/MM/YYYY

☒ Primary Job Position

Additional Information

Date NSQ Received 10/06/2025 DD/MM/YYYY	Date NSQ Processed 10/06/2025 DD/MM/YYYY
Delay Reason	
Date Clearance Issued 10/06/2025 DD/MM/YYYY	Fit for Duty Clearance Status Cleared with Comment (CORZ-03-Comment-NSQ)
Adjustment	Comments and Adjustments Fit for Role - recommend DSE on commencement due to disclosed MSK conditions.

Print or Export

Resend Email