**TOP 10 TIPS FOR USING THE IT PLATFORM**

1. **Save as you go along**. The system will time out after 40 minutes and your work will be lost. If you think this may have happened DO NOT NAVIGATE AWAY from the page but highlight the work and right click to copy it to a clipboard.
2. **You need to submit ALL parts of the assessment**. This means that you need to submit the individual child and adult assessments SEPARATELY from the overall family assessment. If you don’t do this then different parts will be held in different areas of the platform and you won’t be able to see them all together
3. When registering for the first time please put the details of the person who **OVERSEAS YOUR CASE MANAGEMENT** as your manager.
4. You only need to complete the **FAMILY NAME** on the initial page before moving to a different tab
5. If there is an adult/child with a different family name you will not be able to change this on the individual assessment form so you will need to have the combined names when you fill in the start tab
6. The assessment should be completed for the WHOLE family. Individual child and adult assessments can then be completed for each **relevant individual**
7. You can complete the parenting assessment on each parent separately or as a whole
8. You will not be able to complete the analysis tab (in the family assessment) until you have completed the individual adult and child assessments so the family/parenting assessment should not be submitted until you have completed this analysis section.
9. You will be unable to submit your FIRST assessment or close the case until you have completed the national evaluation form (for phase 2)
10. You will need to attach your family plan sign off document to the ITplatform