

# Complete Evaluations

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## Auto-Login

When an evaluation is available to complete you will receive an email from New Innovations, Click on the 'Auto Login' link to bypass the login screen and access the just evaluation(s) that need to be completed.

New Innovations  
Automated Daily Email

**Evaluations**

**Message From:** GME  
**Subject:** Evaluations  
**Reply Address:** (none)

Nathan Gullick , You have 1 evaluation(s) due by 9/25/2009 for Nate Test 09/22/2009-09/25/2009.

Auto Login

Click the link below to bypass the login screen and access just evaluation(s) that need to be completed:  
[Click Here](#)

## NI Home Screen

1. On the NI Home Screen, find the section labeled "Notifications"
2. Under the sub-heading 'Evaluations'
3. Click - You have 'X' evaluations to complete. Click here to **complete it/them**.

Notifications

Evaluations

- You have 4 evaluations to complete. Click here to [complete them](#).
- Click here to [select a person to evaluate](#).

[End of Notifications]

4. Click **Evaluate** next to the evaluation to be completed or select **Submit Selected Evaluations as NET**.

* NET		Subject Name	<a href="#">Session Name</a>
<input type="checkbox"/>	<a href="#">Evaluate</a>	Addictive Medicine-Marnocho	Applicant Appraisal Form
<input type="checkbox"/>	<a href="#">Evaluate</a>	ZApplicant Appraisal Form *	Applicant Appraisal Form

[Submit Selected Evaluations as NET](#)(Not Enough Time with subject)

[All](#) | [None](#) | [Invert](#)

* NET		Subject Name	<a href="#">Session Name</a>
<input checked="" type="checkbox"/>	<a href="#">Evaluate</a>	Addictive Medicine-Marnocho	Applicant Appraisal Form
<input checked="" type="checkbox"/>	<a href="#">Evaluate</a>	ZApplicant Appraisal Form *	Applicant Appraisal Form

5. Complete the Evaluation.
6. Select **Submit Final** if you're finished or **Save Draft** to save your choices/notes to be completed at a later date. Choosing Save Draft will keep the evaluation in your Notifications section of the Home Screen until you select Submit Final.

[Submit Final](#) | [Save Draft](#)