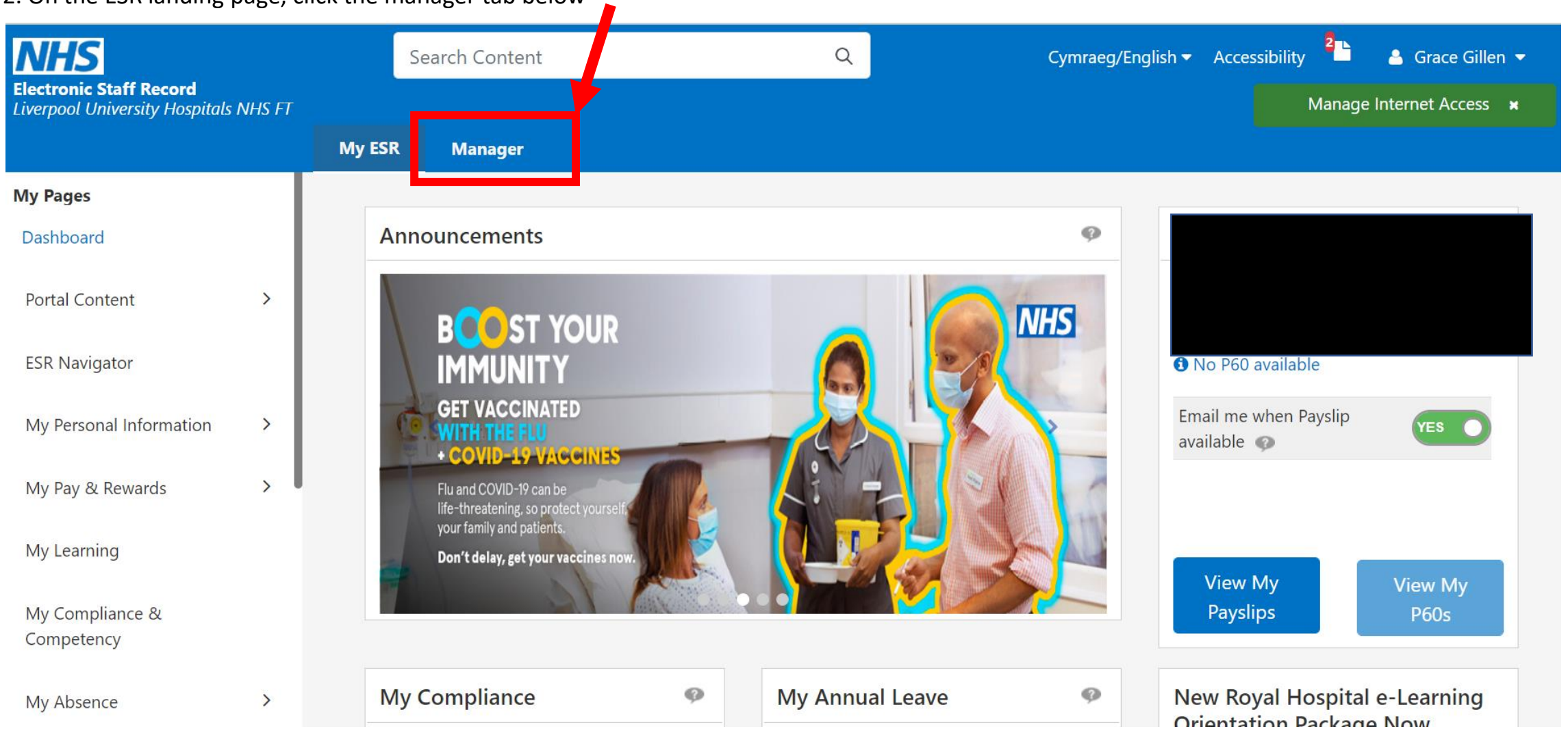
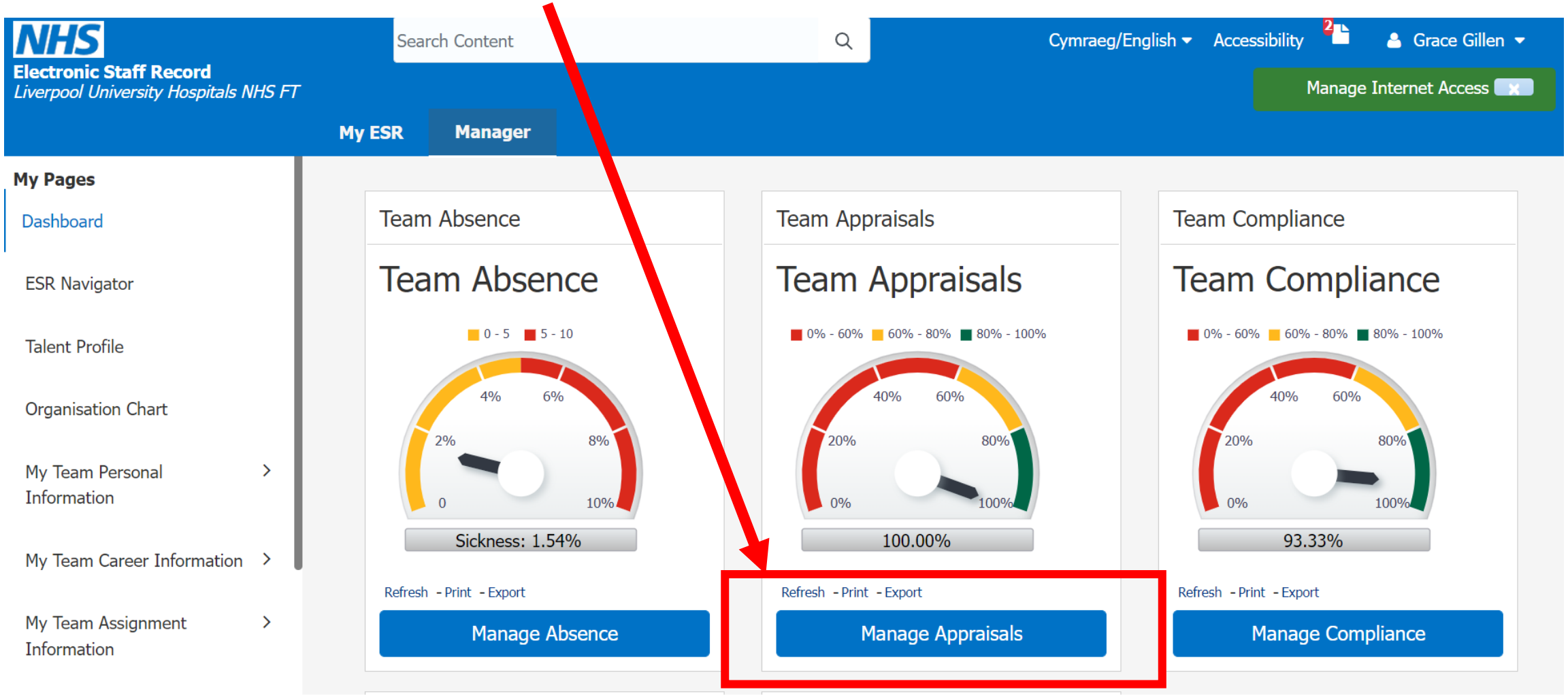
Marking an appraisal as completed

Only appraisals marked as completed will be counted towards appraisal compliance. Use this manager's guide to check any appraisals which are marked as 'in progress' or 'saved' and follow the steps to mark them as 'completed'.

1. Log into ESR with your smartcard.
2. On the ESR landing page, click the manager tab below



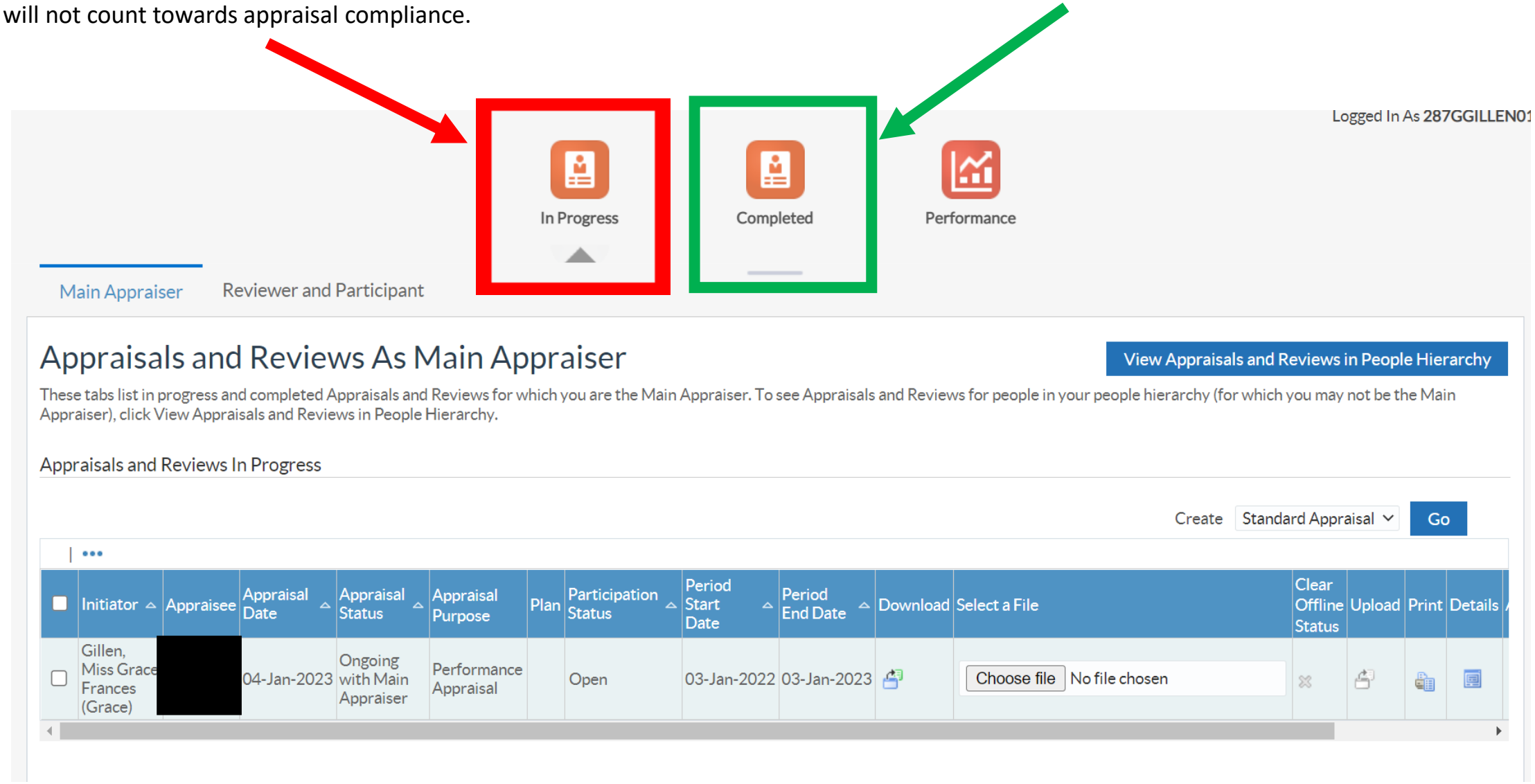
3. On the ESR Manager Tab, click ‘Manage appraisals’



4. Using the orange tabs at the top, you can now check the status of your appraisals:

In Progress tab- any appraisals listed here are either 'saved', 'in progress', 'planned' or 'ongoing with main appraiser' are not marked as complete and will not count towards appraisal compliance.

Completed tab- any appraisals listed here are marked as complete and will be counted in appraisal compliance.



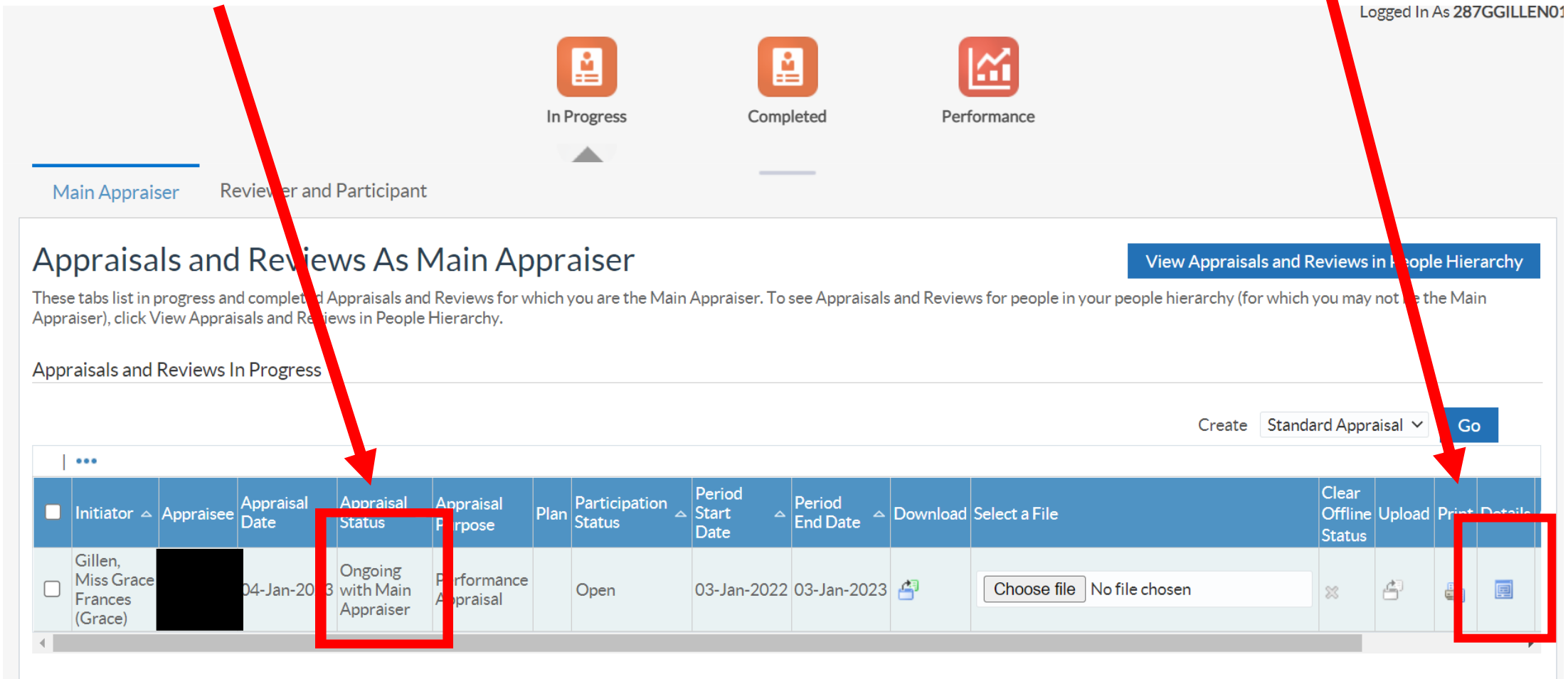
Viewing appraisals marked as ‘in progress’ and marking them as complete

5. On the Appraisals and Reviews as Main Appraiser page find the record that has an appraisal status which says the following:

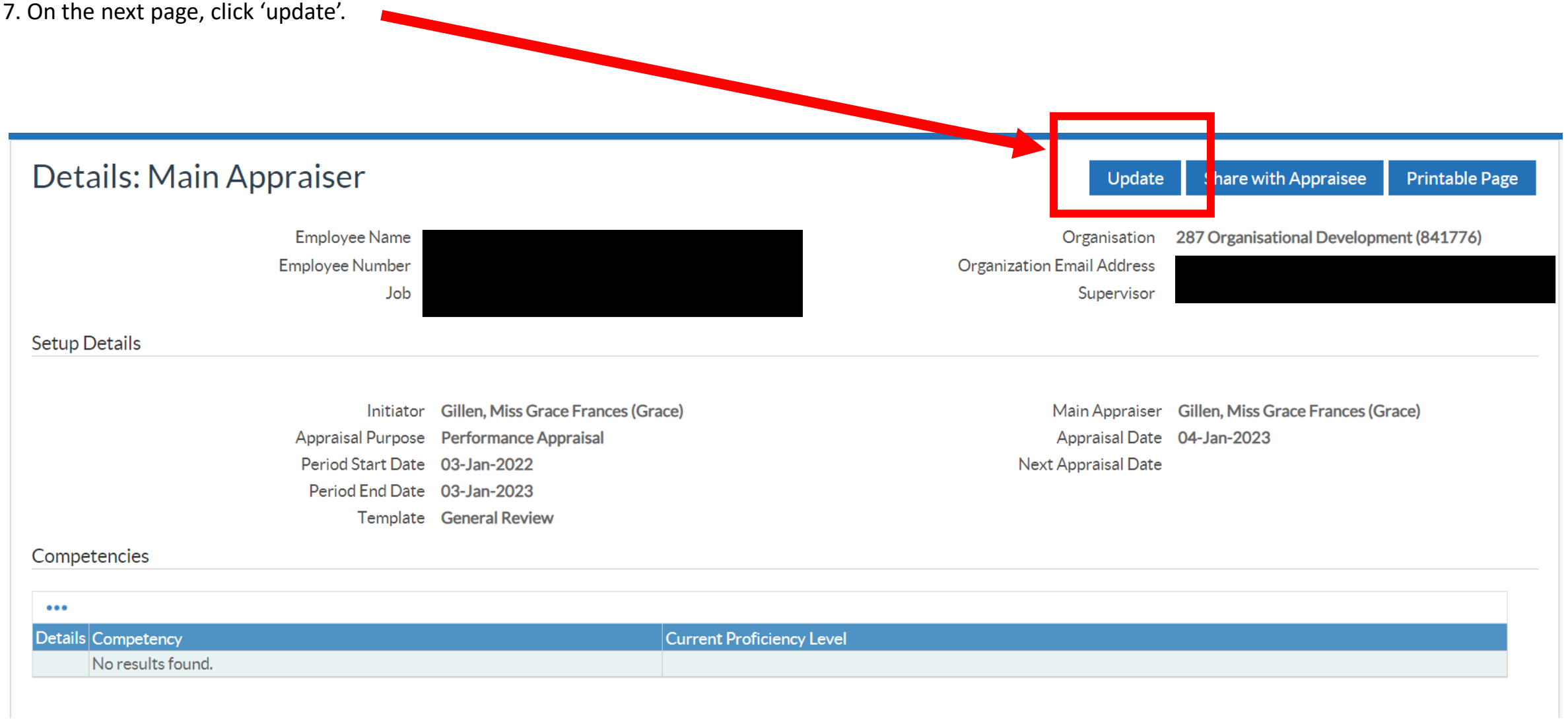
- Saved
- In progress
- Planned
- Ongoing with main appraiser

All of the above are appraisals which **are not marked** as complete and you need to follow the next steps.

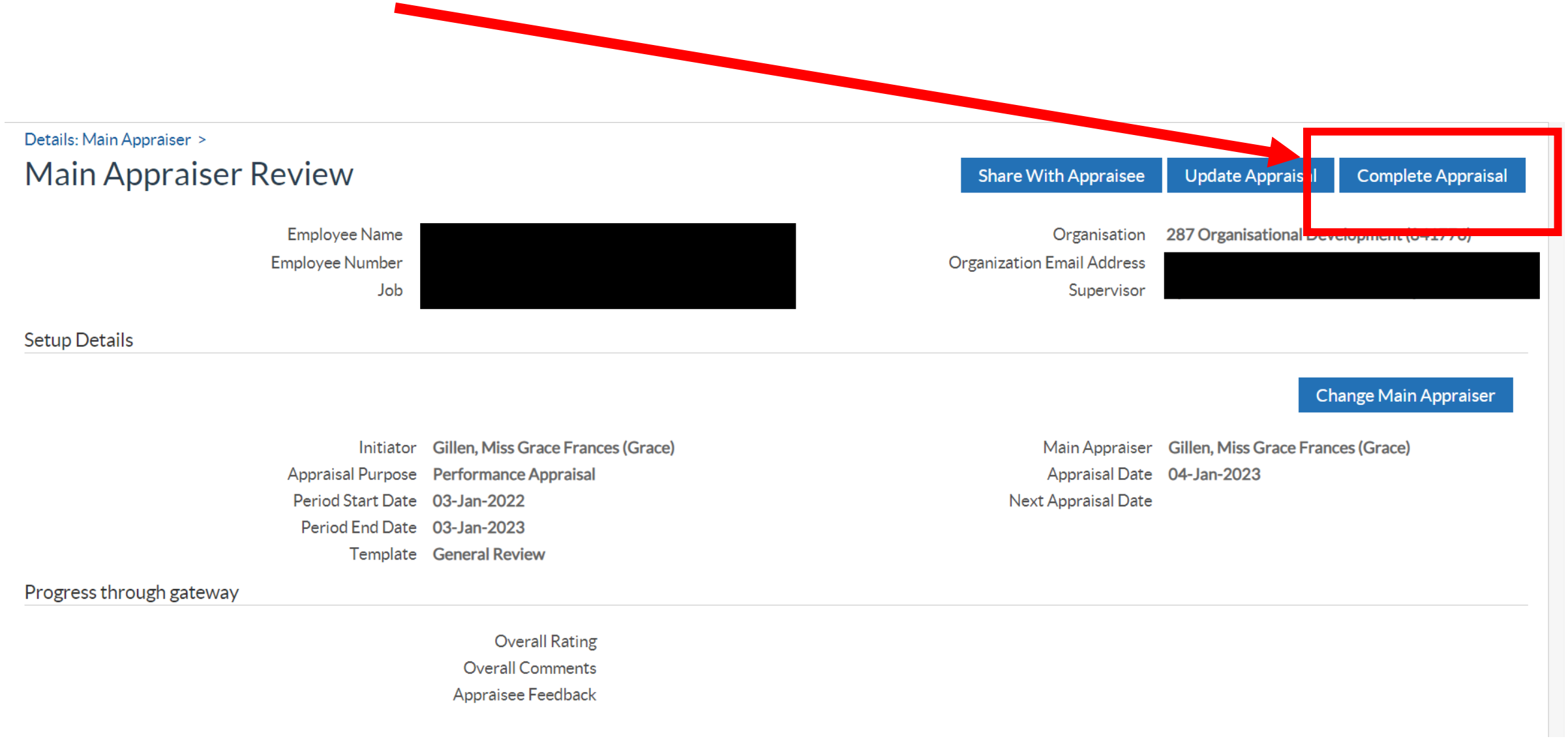
6. Click the icon that say’s ‘details’.



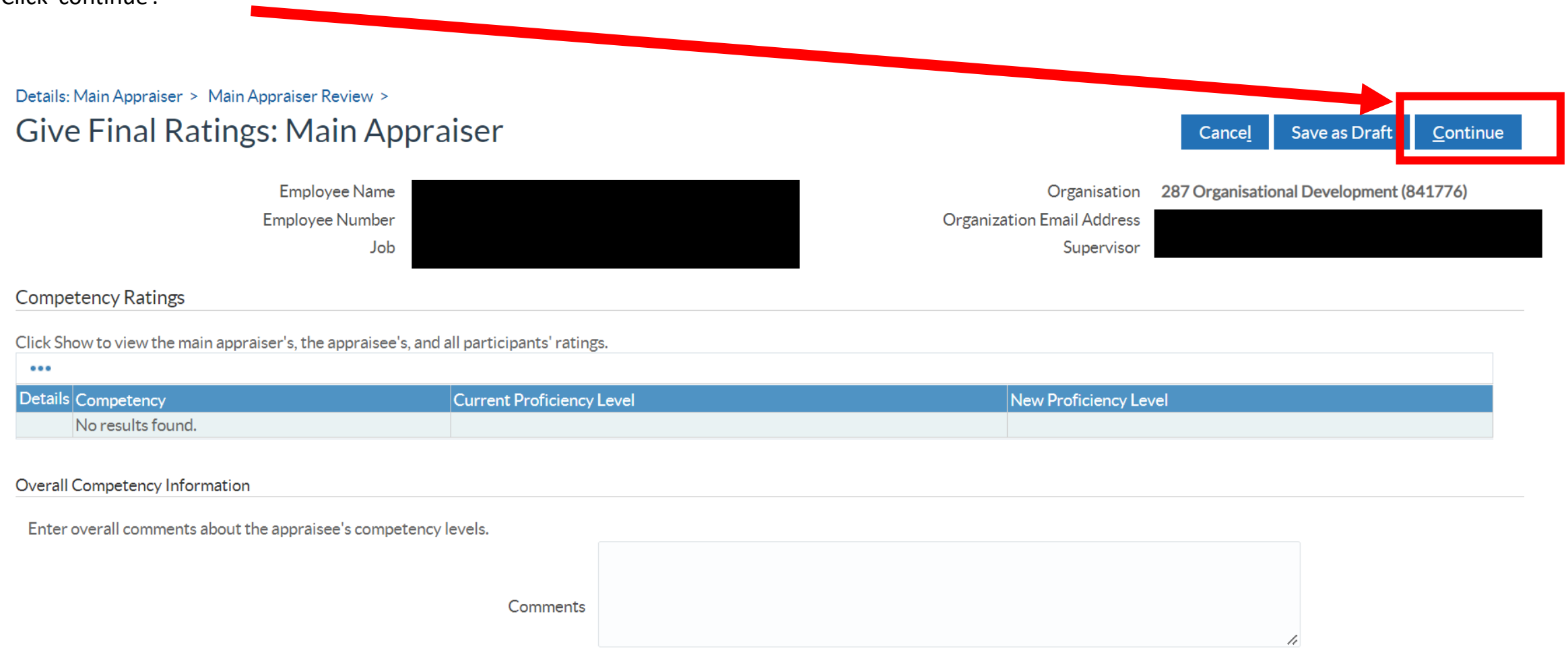
7. On the next page, click ‘update’.



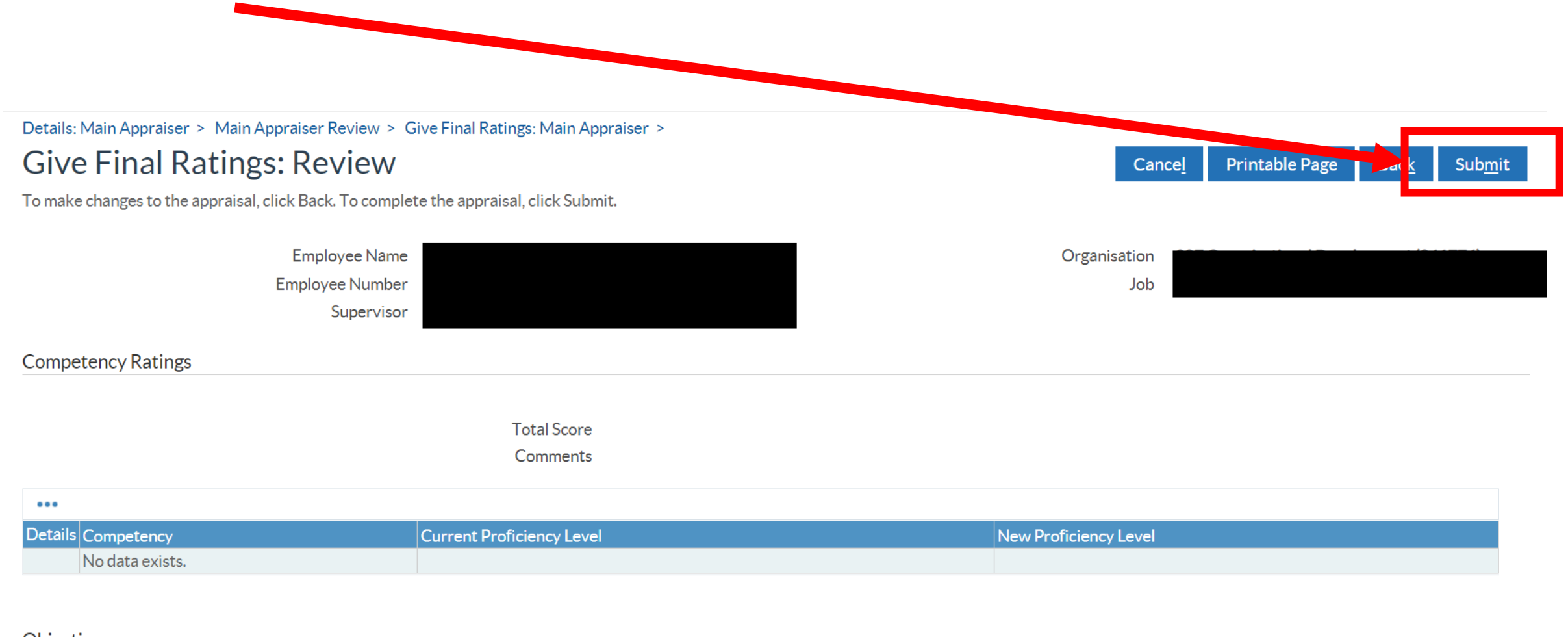
8. Click ‘complete appraisal’.



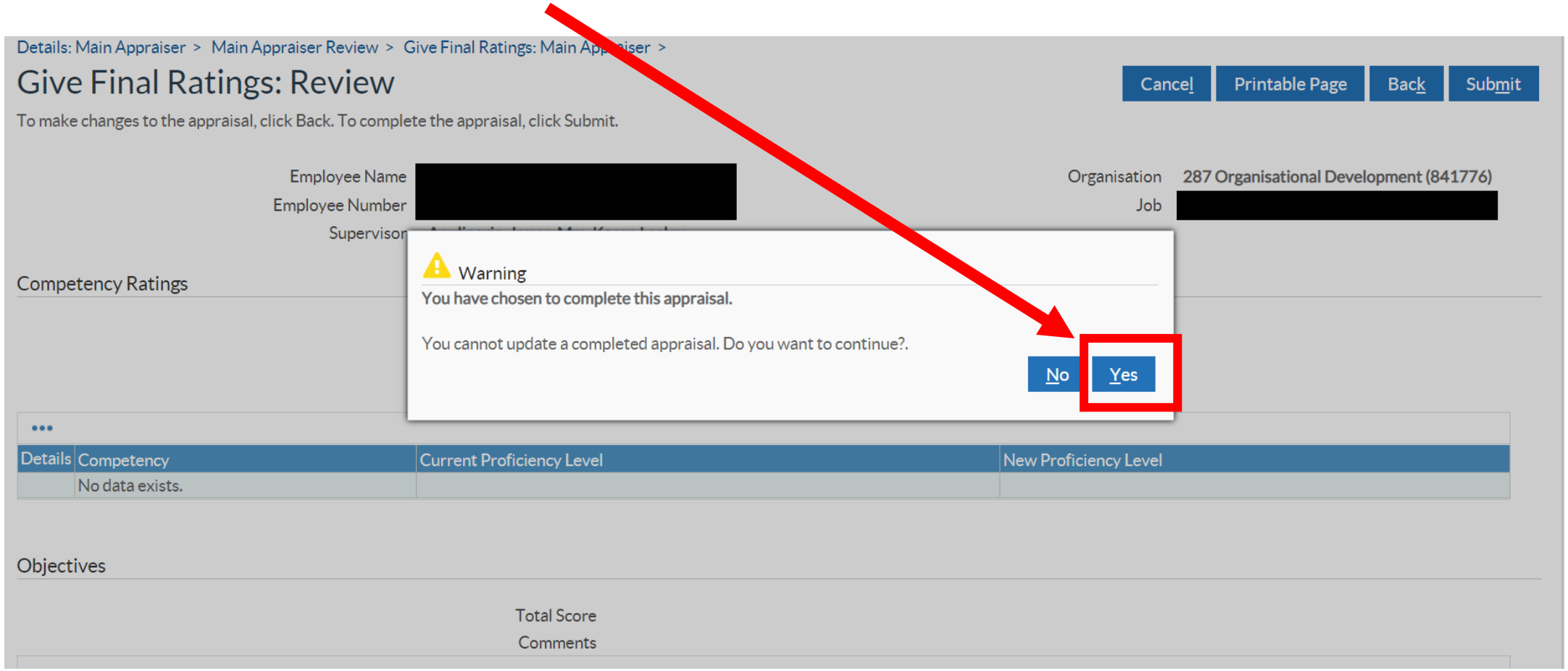
9. Click ‘continue’.



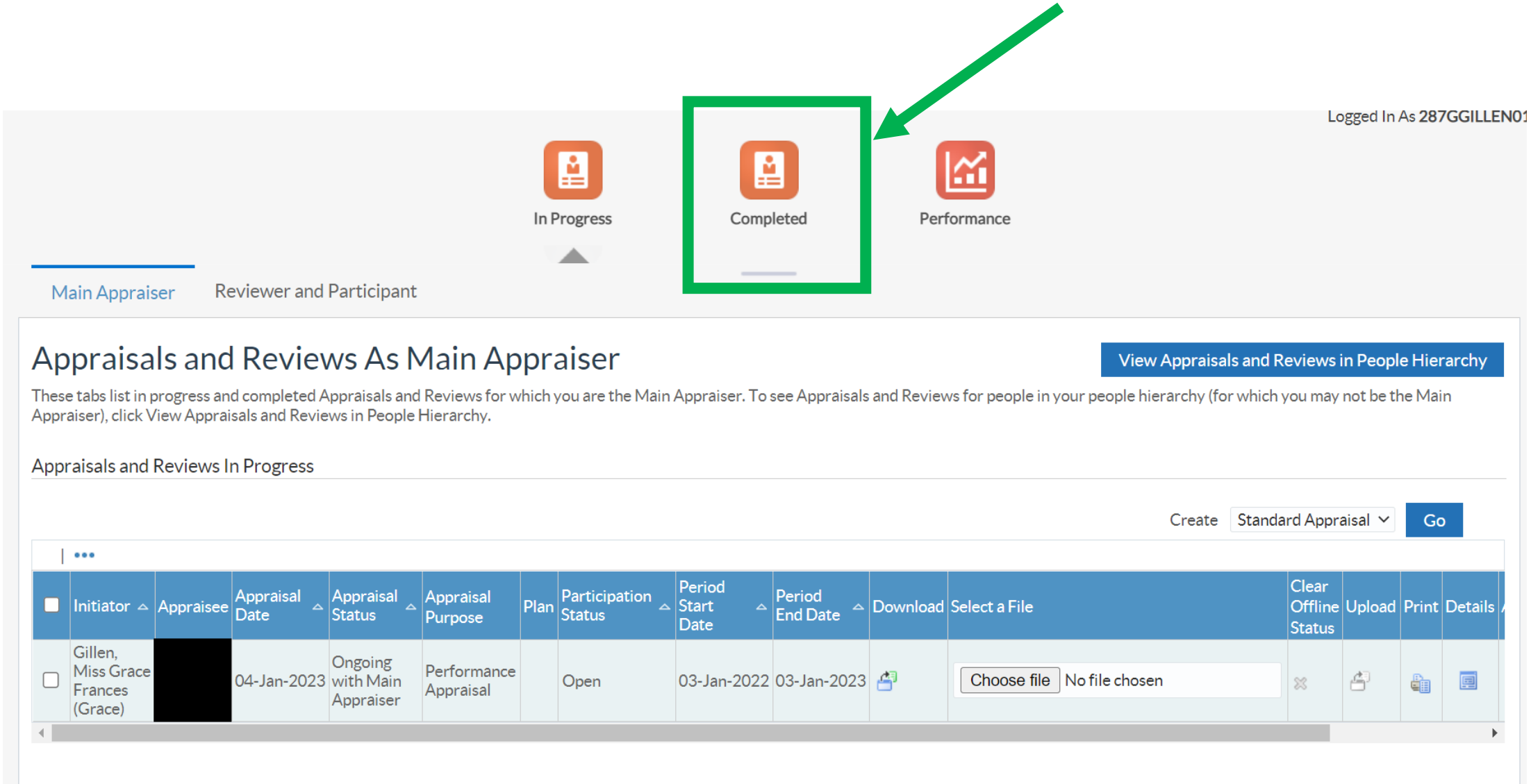
9. Click ‘submit’.



10. When the following message appears, click ‘yes’.



A confirmation message will now appear and your appraisal is now marked as completed.

11. You can now check your appraisals status under the completed tab on the appraisals section.

Click on the Completed tab- you can now check that your appraisals appear under this tab.