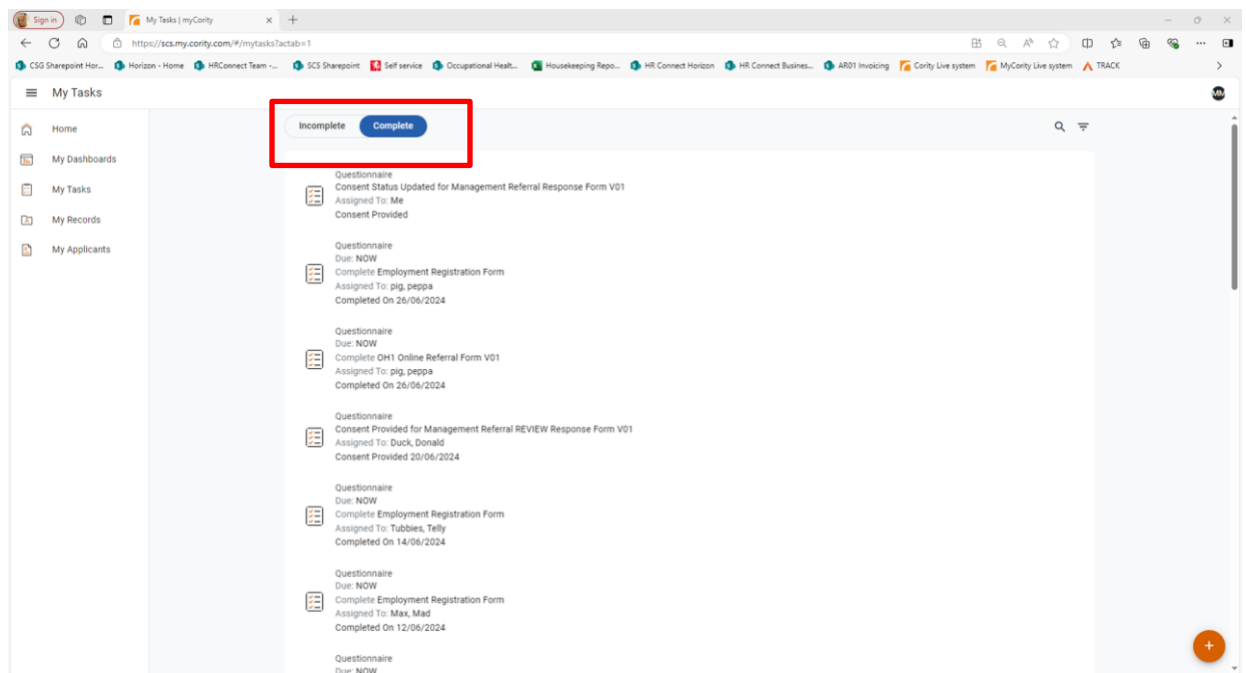


## Cority Download Instructions

Our Occupational Health system is changing to OPAS on 12<sup>th</sup> February 2025, after this date you will not have access to any historical documents currently available on Cority. This includes Management Referral reports, submitted referrals with any supporting documents, supervisor messaging and any Employment Health Questionnaires that were initiated by you.

In order to prepare for this change please follow the instructions below to ensure all documentation is printed off before the change date.

1. Access Cority via your login
2. On the left hand side select My Tasks
3. You will need to navigate to the complete section at the top of the screen



4. There is a list of Employees and their tasks displayed, click on the relevant employee to access. For Management referral reports you will need to select the option reading Management Referral response in order to access the report.

- Once correct employee is selected, navigate to the top right hand corner to the 3 dots.

The screenshot shows a web browser window displaying the 'Management Referral Response Form V01'. The browser's address bar shows the URL: <https://scs.my.cority.com/#/questionnaire/medicalquestionnaireresponseheaderstandaloneportal/133589?questionnaireid=332>. The browser's tab is titled 'Management Referral Response'. The page has a navigation menu on the left with options like 'Home', 'My Dashboards', 'My Tasks', 'My Records', and 'My Applicants'. The main content area is the form itself, which includes a 'My Tasks' header with 'Cancel', 'Save', and 'Submit' buttons. A red circle highlights three vertical dots next to the 'Submit' button. The form content includes: 'ADDRESSEE ONLY - CONFIDENTIAL', 'Clinic location: Telephone consultation', 'Appointment date: 04/04/2024', and several questions about employee fit and medication.

- Clicking on these dots will allow you to print out the report or save as a PDF for your own records.
- The report produced by Occupational Health will include the original referral within the document so there is no need for a separate print out.
- Any Employment Health clearances should be emailed to the manager specified on the form outside of the system. These emails will be sent from [NOREPLY-StaffCareServices@cority.com](mailto:NOREPLY-StaffCareServices@cority.com) , so please check your inbox as a first step. If you require a copy of the clearance letter please contact Occupational Health at [Occupational.health@staffcareservices.org.uk](mailto:Occupational.health@staffcareservices.org.uk).