

Check

The **Check module** of **ACMS** is all about conducting fast checks in the workplace. Authorised users can mark off against criteria to execute things like 'Fitness for Duty'.

The module is designed to support checking of same criteria for multiple candidates. So, rather than finding a person and conducting an assessment according to criteria, this allows you to select that task (i.e. 'Fitness for Duty' check) and then mark off everyone you see against a few criteria related to that task.

On this page:

- [Configuration](#)
- [Check Workbench](#)
- [Check Admin](#)
- [Candidate Dashboard Tab](#)
- [Reporting and Dashboards](#)

Configuration

The system is configured with one 'Default Check' and then an unlimited number of 'Custom Checks'. These are designed as follows:

1. Default Check
 - Designed to be used as a 'Fitness for Duty' check, but can be used for any binary check (i.e. Fit/Unfit, or Yes/No). This will always form part of every check.
2. Custom Check
 - Any other checks you want to make (e.g. Fatigue). This will contain customisable properties (i.e. the information you want to give to the manager undertaking the check, the questions to be asked and answered during the check, constraints for the answers, etc.). These checks can be targeted at individuals or audiences.

Check Workbench

A default check must be configured on ACMS – this will normally be a 'Fitness for Duty' check.

The Check Workbench is a facility to configure additional custom checks. Bespoke check criteria can be built and then attached to an Audience to control the group of people that must be subjected to that check. Any number of custom checks can be configured and attached to any number of audiences.

Check Admin

The Check Admin is the space in which the results of checks for multiple candidates at once can be viewed.

Candidate Dashboard Tab

When the Check module is enabled, a "Check" Tab appears on the candidate dashboard where you can see any checks carried out against that candidate.

Reporting and Dashboards

Custom reporting and bespoke dashboards are available.