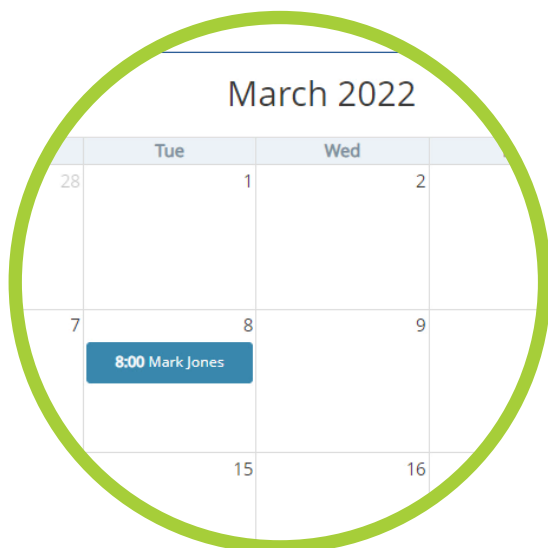


Unlocking MARS while in the lockout period

If you are in the lockout period before or after the appraisal meeting has taken place, and you need to enter further evidence to your appraisal folder, you will need to contact your Appraiser. It is at their discretion if they wish to open the folder for you to add further evidence.

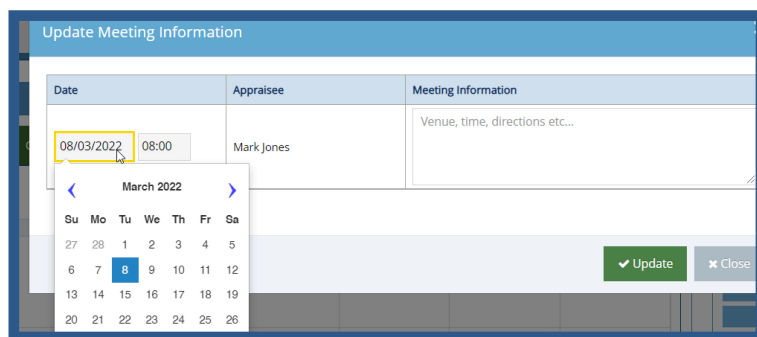
Should the Appraiser agree to unlock this for you, the below steps will need to be followed.

Once the appraisal summary has been agreed, this CANNOT be edited or unlocked.



The Appraiser needs to complete this action;

Firstly go to Appraiser > Manage. Then go to the date of the meeting you wish to change. You should then click on the name of the Doctor



You then need to change the meeting date to a date more than 7 days in the future to take the doctor out of lockout.

IMPORTANT: DO NOT change the meeting date to more than 30 days in the future as you will lose the information already added to the appraisal summary.

We recommend selecting a date 10 days in advance of today's date. This will take the doctor out of lockout to add additional information. After this has been done, you should edit the meeting date back to the actual date using the steps above.

Any queries on the above process should be directed to the MARS Service Desk, heiw.mars@wales.nhs.uk



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