B Impact Assessment (BIA) Navigation Guide

This guide provides step-by-step instructions to help users efficiently navigate the new B Impact Assessment (BIA) platform. This will assist you in locating key features and functionalities within the system.

1. Notifications Page

To access notifications for the company:

1. Click the **bell icon** located in the top right corner of the screen.

2. Reviews Page

To review past assessments:

1. Click **“Measure”** in the left-hand menu.
2. Navigate to **“Assessment History.”**
3. Scroll down to find the **“Review Summary”** box.
4. Click the **“View”** button in the bottom right corner of the box.

3. Using the Question Filter

To filter questions in an assessment:

1. Click **“Measure”** in the left-hand menu.
2. Click **“B Impact Assessment”**
3. Click the **“Question Filter”** button located in the top right corner of the screen.

4. Accessing the Verification Report

There are two methods to access the Verification Report:

Method 1:

1. Click **“Home”** in the left-hand menu.
2. Scroll down to the **“Reports”** box.
3. Click **“View all.”**
4. On the new page, select **“Verification”** (last item in the list).

Method 2:

1. Click **“Measure”** in the left-hand menu.
2. Scroll down to the **“Active Assessment”** box.
3. Click the **three-dot button** on the right-hand side.
4. Select **“Verification Report”** from the dropdown menu.

5. Managing Bookmarks

To view and manage bookmarks:

1. Click **“Home”** in the left-hand menu.
2. Scroll down to the **“Reports”** box.
3. Click **“View all.”**
4. On the new page, select **“Bookmarks”** (third item in the list).

6. Managing Your Public Profile

To access and update your public profile:

1. Click **“Certify”** in the left-hand menu.
2. Scroll down to the **“Public Profile”** box.
3. Click **“Manage Profile.”**

7. Viewing Company Details

To access company details:

1. Click **“Certify”** in the left-hand menu.
2. Scroll down to the **“Company Details”** box.
3. Click **“View Company Details.”**

8. Managing Team Members

To manage team members associated with your account:

1. Click the **button with your initials** in the top right corner.
2. Select **“Manage Account”** from the dropdown menu.
3. On the new page, click **“Team Members”** in the left-hand menu.