

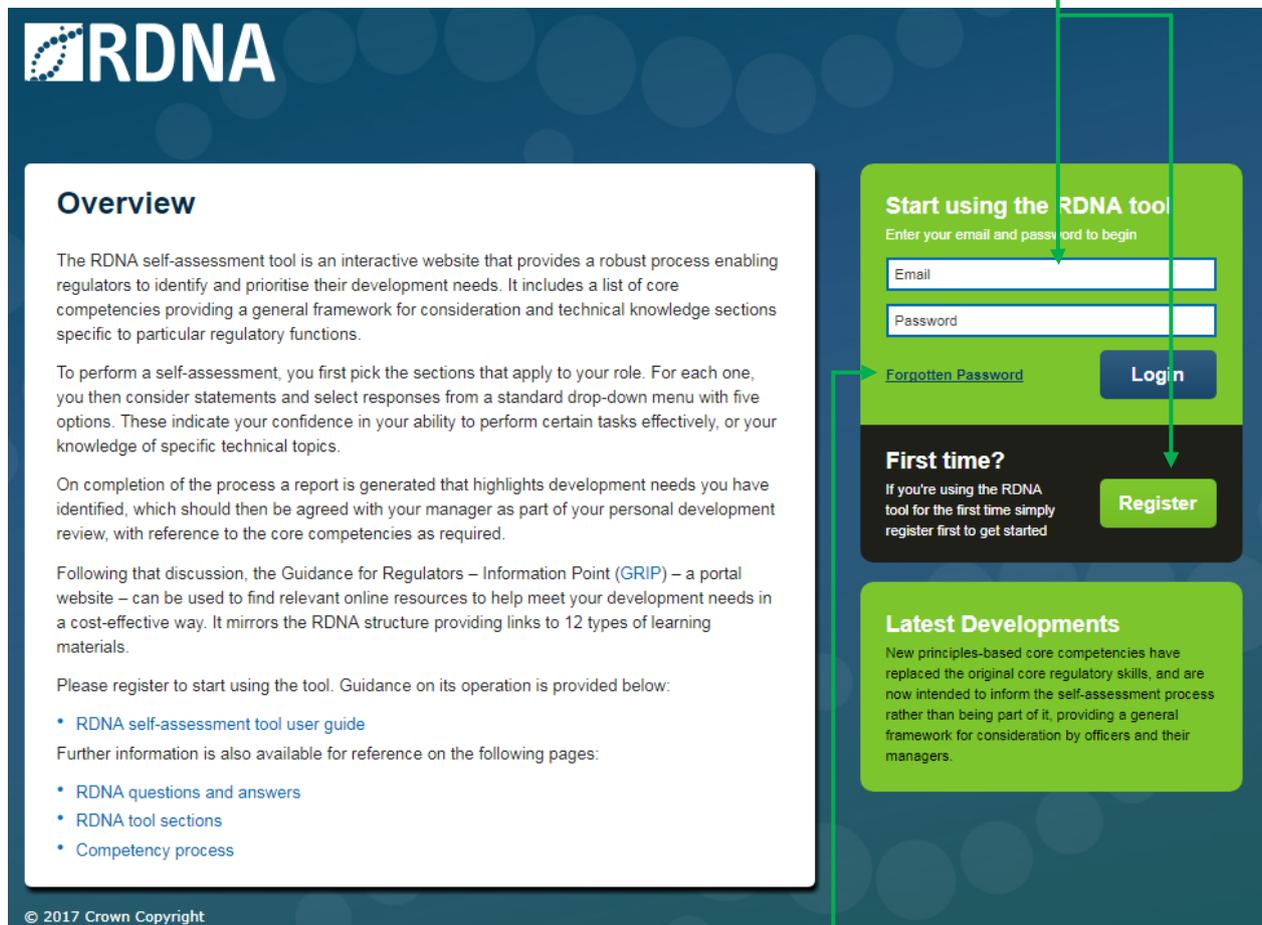
## How to use the RDNA tool

### Step 1

Go to the link <http://rdna-tool.bis.gov.uk/>

### Step 2

On the screen with which you are presented, login using the login details for your account, or click 'Register' if you do not have an account.



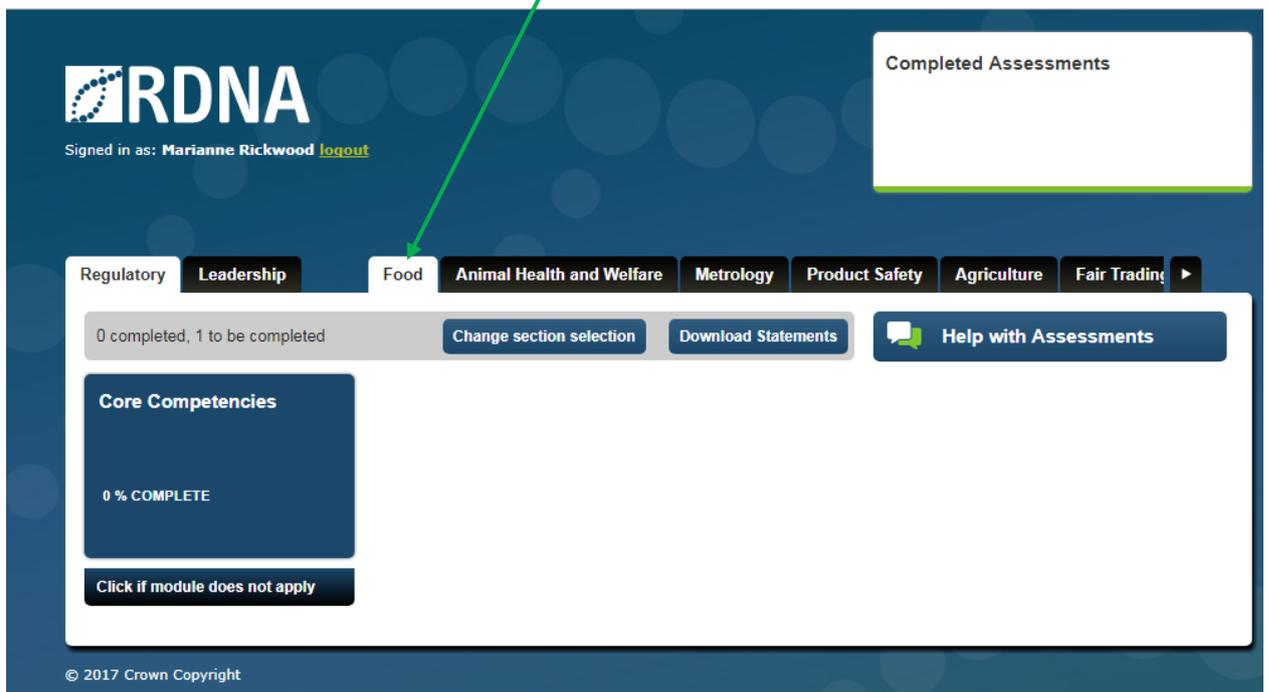
The screenshot shows the RDNA tool homepage. On the left is an 'Overview' section with text about the tool's purpose and usage. On the right is a 'Start using the RDNA tool' section with a login form (Email and Password fields, a 'Login' button, and a 'Forgotten Password' link). Below that is a 'First time?' section with a 'Register' button. At the bottom right is a 'Latest Developments' section. Green arrows from the text above point to the 'Forgotten Password' link and the 'Register' button.

If you are unsure whether you have an account, click 'Forgotten password' and follow the on-screen instructions.

On the login screen you will also see the 'RDNA self-assessment tool user guide'. This will help you make the most of the tool.

### Step 3

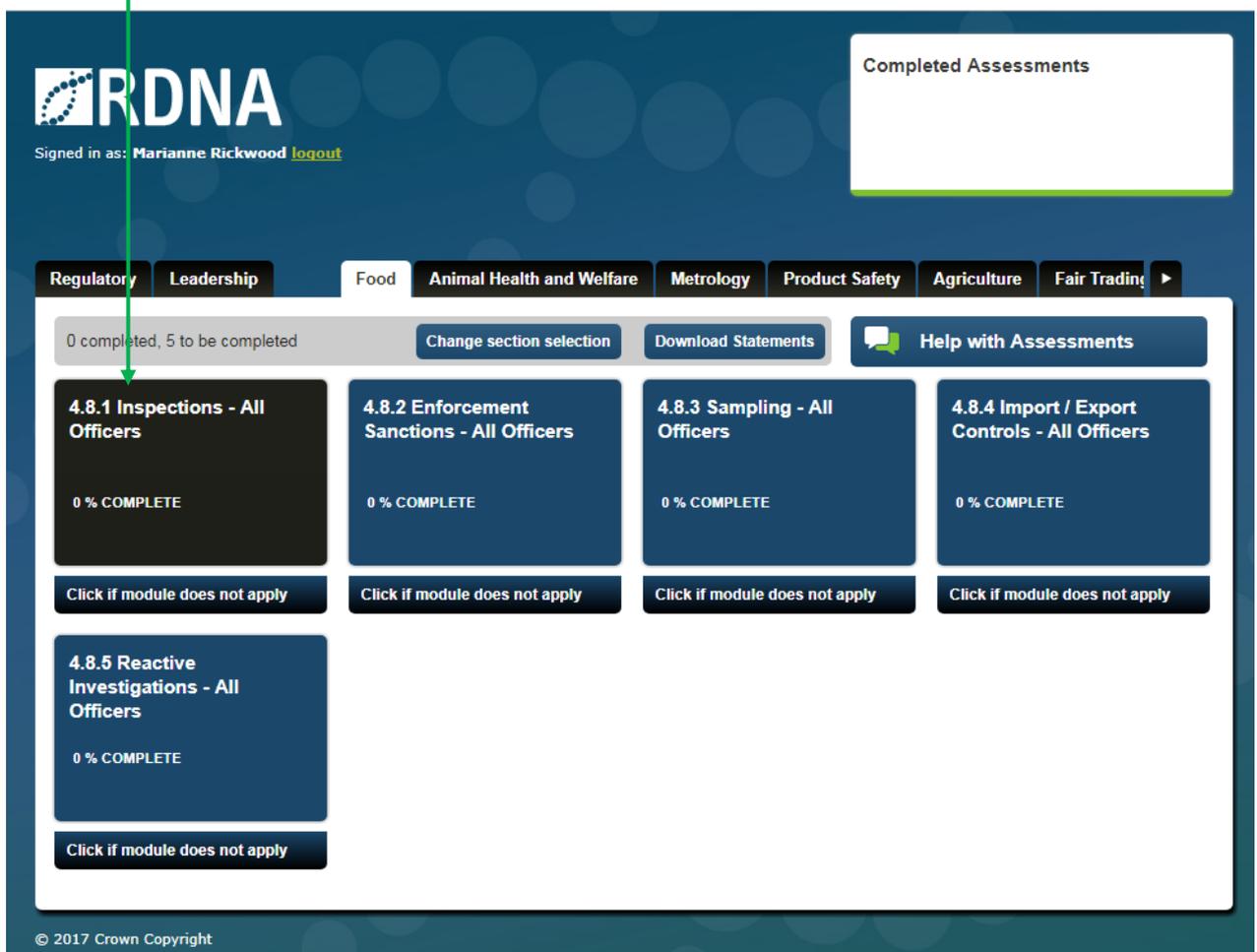
Once you are logged in, select the section in which you wish to carry out your self-assessment. For the purposes of creating this guide, the 'Food' area will be used as an example:



The screenshot shows the RDNA dashboard interface. At the top left is the RDNA logo and the text "Signed in as: Marianne Rickwood [logout](#)". At the top right is a box labeled "Completed Assessments". Below the logo is a navigation bar with tabs for "Regulatory", "Leadership", "Food", "Animal Health and Welfare", "Metrology", "Product Safety", "Agriculture", and "Fair Trading". The "Food" tab is selected and highlighted. Below the navigation bar, a status bar indicates "0 completed, 1 to be completed" and includes buttons for "Change section selection", "Download Statements", and "Help with Assessments". The main content area displays a card for "Core Competencies" with "0 % COMPLETE" and a button "Click if module does not apply". At the bottom left, there is a copyright notice: "© 2017 Crown Copyright". A green arrow points from the text in Step 3 to the "Food" tab.

### Step 4

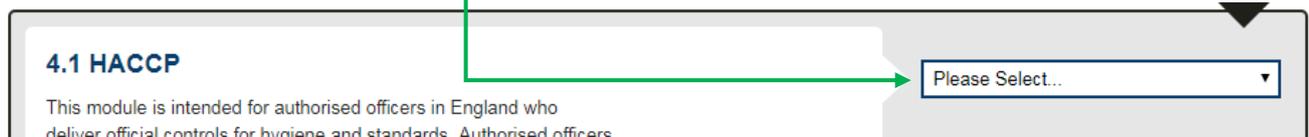
Click on the area of the self-assessment you want to start with:



The screenshot shows the RDNA dashboard with the "Food" section selected. The navigation bar is the same as in Step 3. The status bar now indicates "0 completed, 5 to be completed". The main content area displays five cards for self-assessment modules, each with "0 % COMPLETE" and a "Click if module does not apply" button. The modules are: "4.8.1 Inspections - All Officers", "4.8.2 Enforcement Sanctions - All Officers", "4.8.3 Sampling - All Officers", "4.8.4 Import / Export Controls - All Officers", and "4.8.5 Reactive Investigations - All Officers". At the bottom left, there is a copyright notice: "© 2017 Crown Copyright". A green arrow points from the text in Step 4 to the "4.8.1 Inspections - All Officers" card.

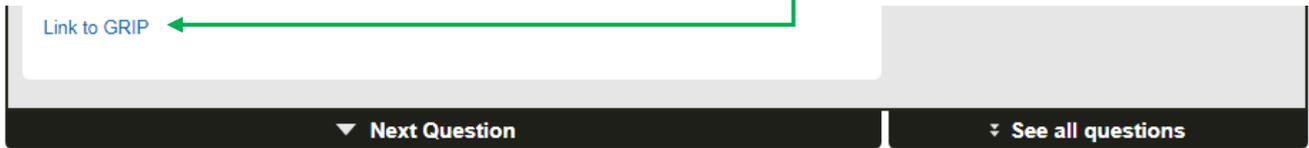
### Step 5

Read the information provided on the next page and select whether you are confident in that topic using the drop-down menu to the right of the screen:



### Step 6

Scroll down to the bottom of the same screen and click 'Link to GRIP':



Save

This will take you to the GRIP tool. Please see the 'How to use the GRIP tool' user guide for information on how to use GRIP.