

Monitoring Assessment Progress

As a program owner or assessment owner, you must track the progress on all assessments after launching them. By navigating to **Assessment Details > General** or **Workflow** tab, you can monitor the details of workflow stage information, such as progress, average choice score, names of stakeholders working on the current workflow stage, and the date since the workflow entered a particular stage. That means you will know how many days the current stage stakeholders have been working on the questionnaire. Moreover, you can hover your mouse over a stage name to know which stakeholders will work on the questionnaire when the workflow is transitioned to the next stage and its subsequent stages.

▼ **Workflow: Agilience Assessments**

1 Information Gathering | **2 Review** | **3 Sign Off** | **4 Closed**

Current Stage: Information Gathering

Since: 2012-10-12 11:33:17

Current Owner(s): Administrator, John A Doe,

▼ **Status History**

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Filter by

User	From Status	To Status	Target	Date	Comments
Administrator	N/A	Information Gathering	User: John A Doe	2012-10-12 11:33:17	Action performed by Administrator
Administrator	N/A	Information Gathering	User: John A Doe	2012-10-12 11:31:07	Action performed by Administrator

The workflow **Status History** provides a complete log of activities until the assessment is closed, and the log is updated again when the assessment is re-started.