After Standardisation Meeting is closed and attendees confirmed

Janet closes standardisation meeting and says who attended

System checks if the assessor has a Summit login already or is new

Existing Assessor

Assessor gets the template email entitled 'Standardisation completed by Exising IEPA'

New Assessor, No Summit Login

Assessor gets sent email template entitled 'Standardisation completed by new IEPA'

This template contains login details to Summit