▲ APPEX360

Plant Excellence Intelligence Platform

Getting Started Guide

Your first walkthrough of the APPEX360 platform. By the end of this guide you will have logged in, completed your first assessment, and viewed your Executive Homepage.

Version 1 — September 29, 2026

APPEX360 Knowledge Centre

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First 30 Minutes with APPEX360

Your first walkthrough of the APPEX360 platform. By the end of this guide you will have logged in, completed your first assessment, and viewed your Executive Homepage.

1. Overview

Purpose
This guide helps you get productive with APPEX360 in your first 30 minutes.

Who should use it
New users who have received their login credentials. You do not need technical training or prior experience with plant excellence platforms.

Expected outcome
By the end of this guide you will have logged in, completed your first assessment, viewed your Executive Homepage, and know where to find your Boardroom.

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2. Quick Start

Complete these steps in order. Each takes 2–5 minutes.

☐ Log in at your organisation's APPEX360 URL using the credentials you received by email.
☐ Complete your first assessment by clicking "Start Assessment" on the Executive Homepage.
☐ Rate your current capability across the areas presented.
☐ Submit the assessment.
☐ View your results on the Executive Homepage.
☐ Open the Boardroom from the side navigation.
☐ Download your Executive Snapshot PDF.

Total time: approximately 25 minutes.

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3. Detailed Walkthrough

Step 1 — Log in

Open the welcome email from APPEX360 and click the login link. You will arrive at the login screen. Enter your email address and temporary password. The system will prompt you to set a new password.

Step 2 — Executive Homepage

After logging in, you land on the Executive Homepage. This is your command centre. At the top you will see your organisation name and a health score summary.

On the right side, you will see the Executive Dashboard showing your current scores across key dimensions.

Step 3 — Start your first assessment

Click the "Start Assessment" button in the centre of the page. This opens the assessment wizard.

Select the assessment type that matches your role. For first-time users, "Quick Health Check" is recommended.

Step 4 — Complete the assessment

Rate your organisation's capability for each question. Use the 1–5 scale:

1 — Not addressed
2 — Initial awareness
3 — Defined approach
4 — Managed and measured
5 — Optimised

Answer honestly. There are no wrong answers. The assessment typically takes 10–15 minutes.

Step 5 — Submit and view results

Click "Submit" when you reach the end. Your responses are analysed immediately.

The Executive Homepage now shows your assessment results including an overall health score, category breakdowns, and recommended actions.

Step 6 — Open the Boardroom

Click "Boardroom" in the left navigation menu. This is where executive reporting is presented. You will see visual summaries across all assessment categories.

Step 7 — Download your Executive Snapshot

From the Executive Homepage, click "Download PDF" to generate an Executive Snapshot suitable for sharing with your leadership team.

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4. Best Practices

Answer assessments collaboratively. Involve team members from different functions.

Complete the first assessment within your first session. Partial results are saved but a full picture is more useful.

Use the Executive Homepage as your daily starting point. It shows your current status at a glance.

Download a PDF snapshot after each assessment to track progress over time.

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5. Common Mistakes

Skipping questions. Every response helps build a more accurate picture. If you are unsure, select the rating that feels closest.

Overthinking answers. Your first instinct is usually correct. Extended deliberation rarely improves accuracy.

Not involving your team. A single perspective provides limited insight. Encourage multi-functional participation.

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6. Troubleshooting

Cannot log in: Click "Forgot password" on the login screen. If the reset email does not arrive, contact your administrator.

Assessment does not load: Refresh the page. If the problem persists, check your internet connection.

PDF download fails: Your browser may be blocking pop-ups. Allow pop-ups for your APPEX360 domain.

Results look incorrect: Assessments can be retaken at any time from the Executive Homepage.

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7. Related Features

Administrator Guide — user management, system setup, and configuration.
Executive Guide — deeper walkthrough of reporting and intelligence tools.
Assessment Guide — comprehensive guide to creating and managing assessments.
Boardroom — executive visual reporting.

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8. Frequently Asked Questions

How long does an assessment take?
Most assessments take 10–15 minutes.

Can I retake an assessment?
Yes. Assessments can be retaken at any time from the Executive Homepage.

Who can see my results?
Your organisation's administrators and executives can see aggregate results. Individual responses are visible to you and designated reviewers.

Is my data secure?
Yes. APPEX360 encrypts data in transit and at rest. See our Privacy Policy for details.

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