

QUICK START GUIDE

From downloaded ZIP to a complete, evidence-linked assessment

APPROVED FILES ONLY • EVIDENCE FIRST • SAVE OFTEN

Follow the eight steps in order. Complete every applicable sub-indicator so another reviewer can understand—and verify—your judgement.



01 Download the approved package

Download the approved VMRA-SAT desktop ZIP and the correct country data file to an approved local folder. Confirm the operating-system version and local IT requirements; never use an unverified executable.



03 Install / launch and verify

Run the correct Windows or macOS build (Intel or Apple Silicon, as applicable). Follow local security procedures—do not bypass controls. Reopen once to confirm access.



05 Complete the NRA input

For every applicable sub-indicator, read the Fact Sheet first. Record the responsible institution, legal/procedural basis, operating process, coverage, exceptions, known gaps and evidence reviewed.



07 Select status; create the IDP

Implemented = full scope, operating and evidenced. Partially = important gaps. Not Implemented = absent/not demonstrated. Not Applicable only if permitted and justified. For each gap, add an action, owner, priority, resources, target date/milestone and activity status.



02 Extract the complete ZIP

Extract the whole package before opening the software. Do not run the application from inside the compressed folder. Keep all extracted files together.



04 Import the country data file

≡ Menu → Data source → Import external file → Browse. For a new import, choose No only if current work is not needed; select the data file, then verify country, software version and assessment state.



06 Link precise, traceable evidence

Add title, unique reference, version/date, owner, location or URL, and the exact section or heading that supports the judgement. State outdated, contradictory or limited evidence in the NRA input.



08 Export a controlled data file

Save first. ≡ Menu → Data source; enter a new filename without spaces, choose Browse and the approved folder, then export. Verify the file, retain a backup and share only through the agreed assessment process.

READY TO EXPORT? FOUR FINAL CHECKS

✓ NRA narratives are complete

✓ Evidence links open and are specific

✓ Statuses match narrative and evidence

✓ Every gap has a dated, owned IDP action