

# Viewing your to do list

A guide for trainers and administrators

4 Steps

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Created by

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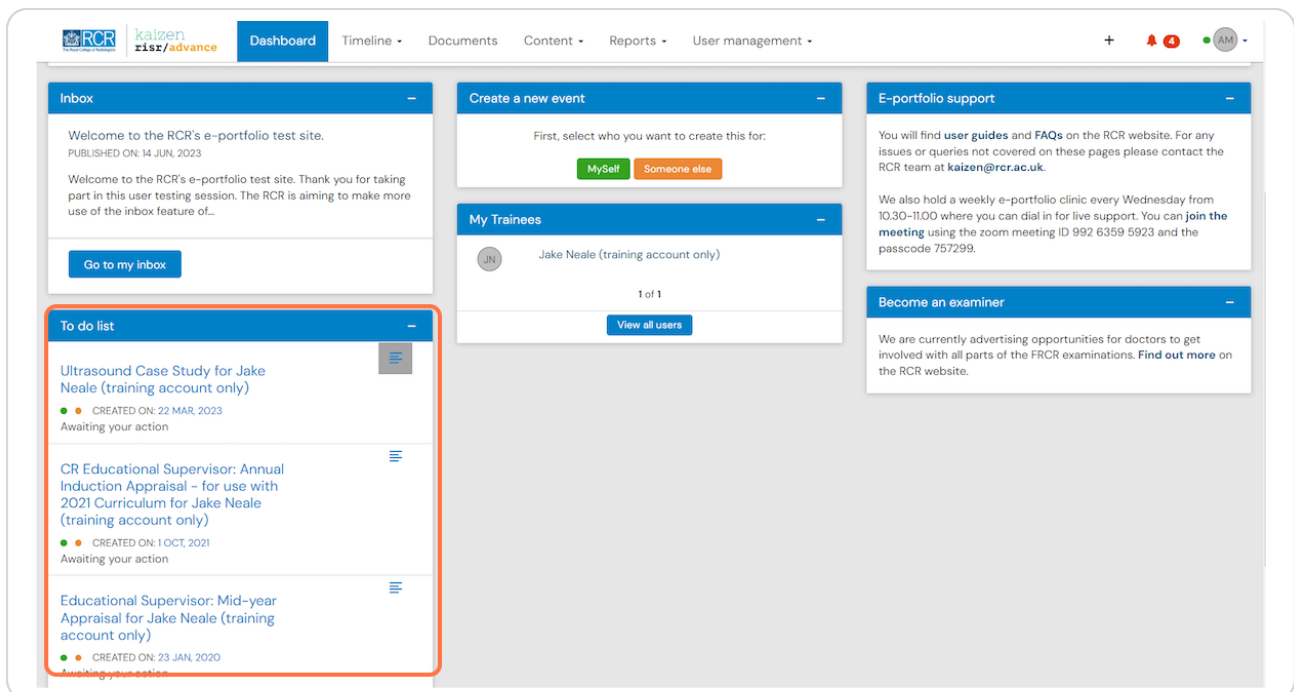
## STEP 1

Any assessments and reports that are awaiting your response will appear in your to do list

## STEP 2

You can view your to do list on your dashboard

You can also click on the bell icon at the top right hand corner of your screen to view both your to do list and any saved drafts.



The screenshot displays the RCR dashboard interface. At the top, there is a navigation bar with the RCR logo, 'kaizen rcr/advance', and a 'Dashboard' tab. Other navigation options include 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. A notification bell icon is visible in the top right corner.

The dashboard is divided into several sections:

- Inbox:** Contains a welcome message to the RCR's e-portfolio test site, published on 14 JUN, 2023. It includes a 'Go to my inbox' button.
- Create a new event:** A section for creating events, with options for 'MySelf' and 'Someone else'.
- My Trainees:** Lists trainees, currently showing 'Jake Neale (training account only)' with a 'View all users' button.
- E-portfolio support:** Provides information on user guides, FAQs, and a weekly e-portfolio clinic.
- Become an examiner:** Advertises opportunities for doctors to get involved with FRGR examinations.

The 'To do list' section is highlighted with a red box and contains three items:

- Ultrasound Case Study for Jake Neale (training account only):** Created on 22 MAR, 2023. Status: Awaiting your action.
- CR Educational Supervisor: Annual Induction Appraisal - for use with 2021 Curriculum for Jake Neale (training account only):** Created on 1 OCT, 2021. Status: Awaiting your action.
- Educational Supervisor: Mid-year Appraisal for Jake Neale (training account only):** Created on 23 JAN, 2020. Status: Awaiting your action.

### STEP 3

Click on an assessment title to open it

The screenshot displays a user interface with a 'To do list' on the left and a 'My Trainees' sidebar on the right. At the top left, there is a blue button labeled 'Go to my inbox'. The 'To do list' has a blue header with the text 'To do list' and a minus sign. The first item in the list is 'Ultrasound Case Study for Jake Neale (training account only)', which is highlighted with an orange border. Below this title, it says 'CREATED ON: 22 MAR, 2023' and 'Awaiting your action'. The second item is 'CR Educational Supervisor: Annual Induction Appraisal - for use with 2021 Curriculum for Jake Neale (training account only)'. The 'My Trainees' sidebar has a blue header with the text 'My Trainees'. Below the header, there is a circular profile picture with the initials 'JN' and the name 'Jake Neale (training' followed by a '1' indicating a count. At the bottom of the sidebar, there is a blue button labeled 'View'.

## STEP 4

You can also click on the icon to the right of assessment title to view a preview of the assessment without leaving your dashboard

use of the inbox feature of...

[Go to my inbox](#)

### To do list

- Ultrasound Case Study for Jake Neale (training account only)**  
● ● CREATED ON: 22 MAR, 2023  
Awaiting your action
- CR Educational Supervisor: Annual Induction Appraisal - for use with 2021 Curriculum for Jake Neale (training account only)**  
● ● CREATED ON: 1 OCT 2021

### My Trainees

JN Jake Neale (training)

1

[View](#)

