

Understanding your dashboard and timeline

24 Steps

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Creation Date
June 30, 2023

Last Updated
July 17, 2023

STEP 1

When you log in to the e-portfolio you will be taken to your dashboard

Your dashboard has a number of features for quick and easy access to key functions

STEP 2

You can collapse and hide any section of your dashboard by clicking the - symbol in the blue title bar

The screenshot displays the RCR e-portfolio dashboard for a user named TestCR3. The dashboard is organized into several sections:

- Profile:** Shows the user's name 'TestCR3 TestCR3' and their role as 'Trainee - Clinical Radiology'. A 'View profile' button is available.
- Current information:** Lists 'Clinical radiology' with dates '12 Jun 2023 - 30 Jun 2023 (View)' and '5 Jun 2023 - 12 Jun 2024 (View)'. It also shows 'Clinical radiology training grade ST3' with similar dates.
- Training Pattern:** Shows '100%' completion with dates '12 Jun 2023 - 30 Jun 2023 (View)' and '5 Jun 2023 - 12 Jun 2024 (View)'. A 'Collapse' button is visible on the right.
- Clinical Supervisor:** Lists 'TestCR54 TestCR54' (12 Jun 2024 - 30 Jun 2023 (View)) and 'TestCR53 TestCR53' (12 Jun 2023 - 30 Jun 2023 (View)).
- Inboxes:** Includes 'Inbox' (no announcements), 'Create a new event' (with a 'Create' button), and 'To do list' (no items available).
- Assessment goals:** A table showing the status of various goals:

PERIOD	STATUS	Others
FRCR 2A	ACHIEVED	
Mini-IPX	ACHIEVED	
Rad-DOPS	ACHIEVED	
MSF	0%	
Teaching Observation	0%	
QPAT	0%	

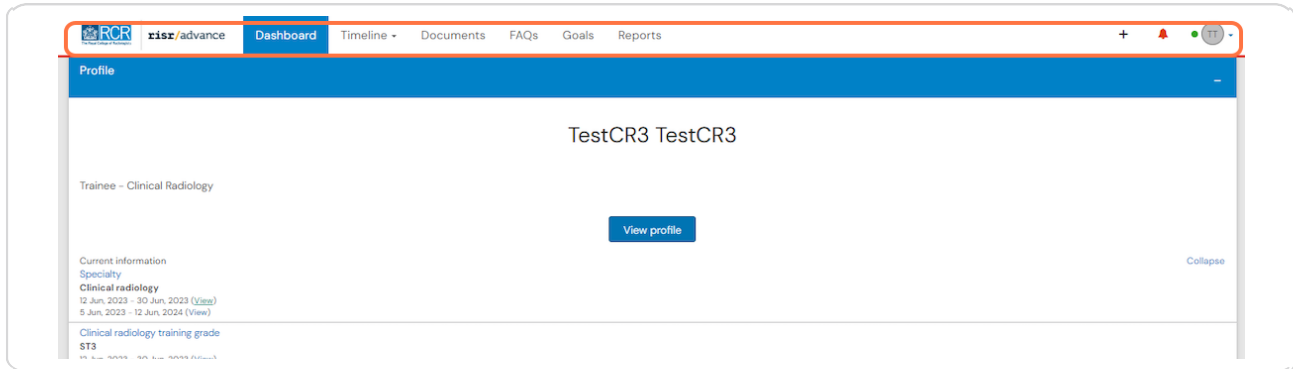
- Learning resources and upcoming courses:** Lists 'Royal Marsden Interesting Cases teaching group' and 'Radiological anatomy video series, My Lightbulb Moments'.
- An overview of all your goals:** A list of goals with their completion status:

Test	0%
Make sure to have a break	0%
Test new E-Portfolio	ACHIEVED
FRCR 2A	ACHIEVED
Mini-IPX	ACHIEVED
Rad-DOPS	ACHIEVED

STEP 3

The task bar will always be at the top of your screen

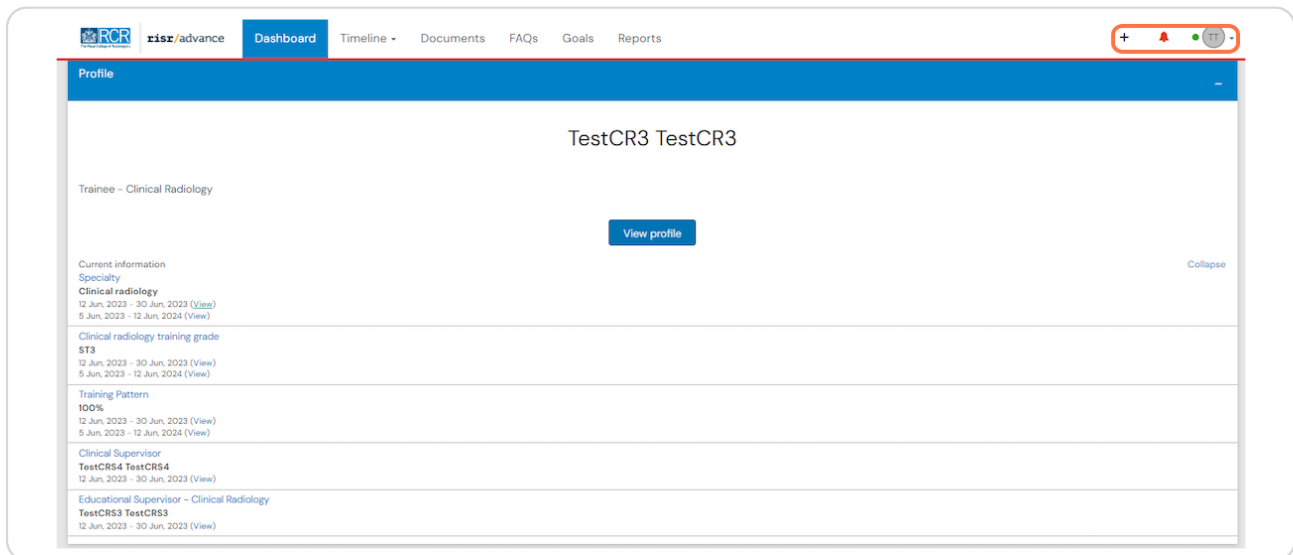
Clicking on Dashboard will always return you to your dashboard view



STEP 4

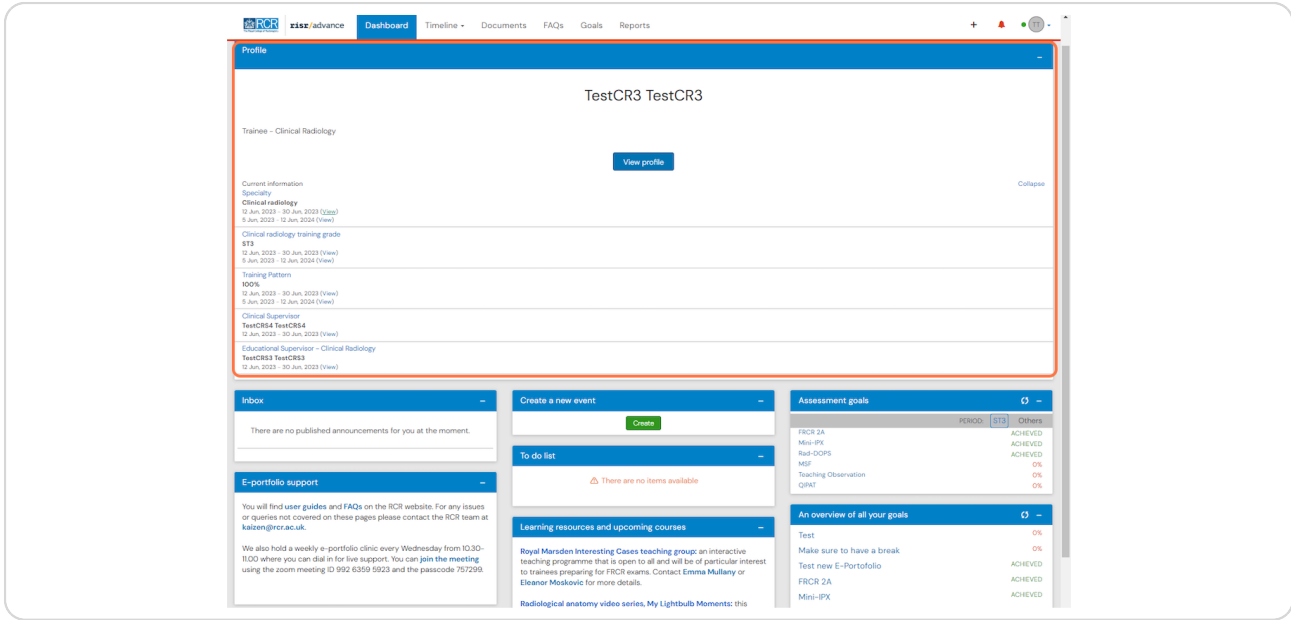
Icons in the top right hand corner take you to key sections of your e-portfolio

The + symbol allows you to create a new event, the bell icon will take you to your inbox and to do list and the circle with your initials allows you to log out or view your profile. The bell icon will appear red if you have new inbox messages or items in your to do list.



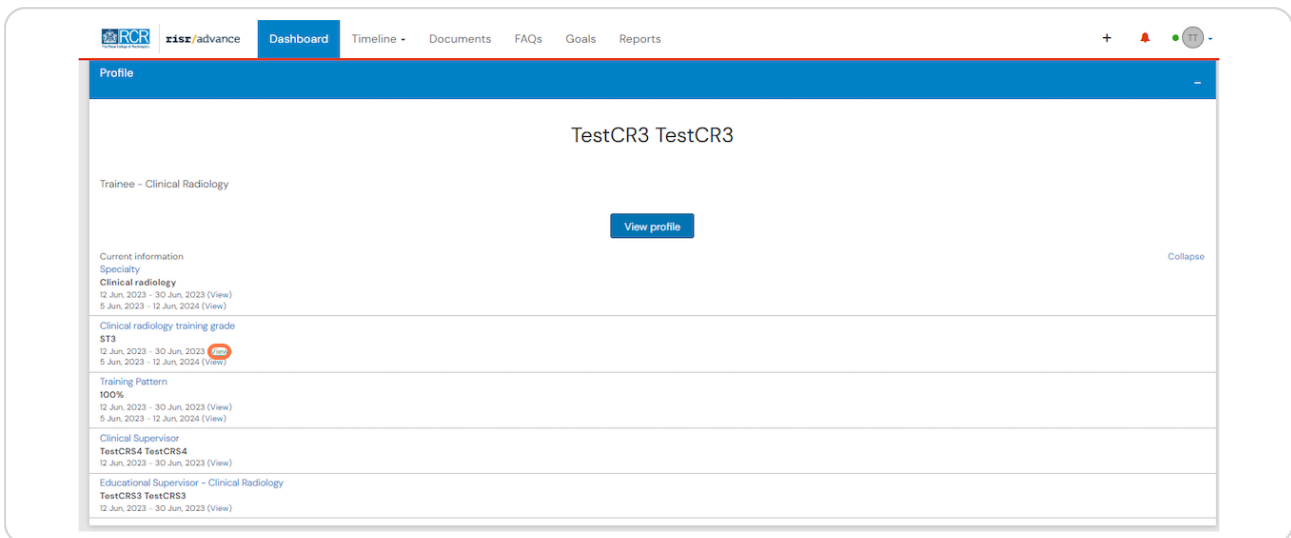
STEP 5

Your profile summarises current information related to your training such as your specialty, training grade, supervisors and current post



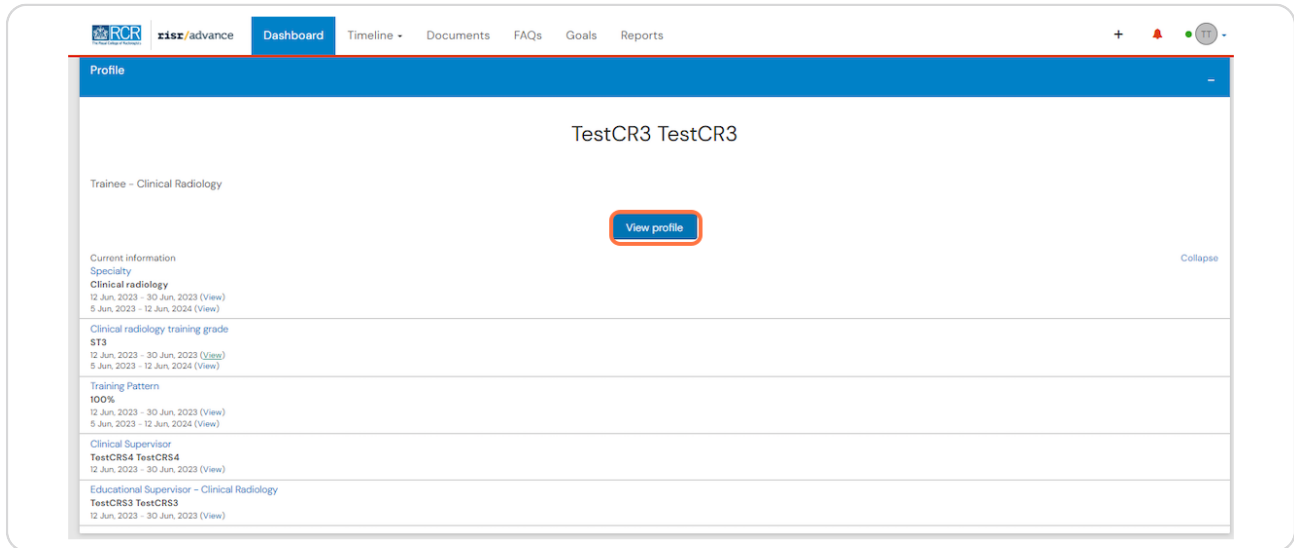
STEP 6

Click on View next to any of this information to view more details



STEP 7

You can click on View profile to view your user information and change your password



The screenshot shows the RCR e-portfolio dashboard for a user named TestCR3. The user is a Trainee in Clinical Radiology. The dashboard includes a 'View profile' button, which is highlighted with a red box. The profile information is as follows:

- Current information**
 - Specialty: Clinical radiology
 - 12 Jun, 2023 - 30 Jun, 2023 (View)
 - 5 Jun, 2023 - 12 Jun, 2024 (View)
- Clinical radiology training grade**
 - ST3
 - 12 Jun, 2023 - 30 Jun, 2023 (View)
 - 5 Jun, 2023 - 12 Jun, 2024 (View)
- Training Pattern**
 - 100%
 - 12 Jun, 2023 - 30 Jun, 2023 (View)
 - 5 Jun, 2023 - 12 Jun, 2024 (View)
- Clinical Supervisor**
 - TestCRS4 TestCRS4
 - 12 Jun, 2023 - 30 Jun, 2023 (View)
- Educational Supervisor - Clinical Radiology**
 - TestCRS3 TestCRS3
 - 12 Jun, 2023 - 30 Jun, 2023 (View)

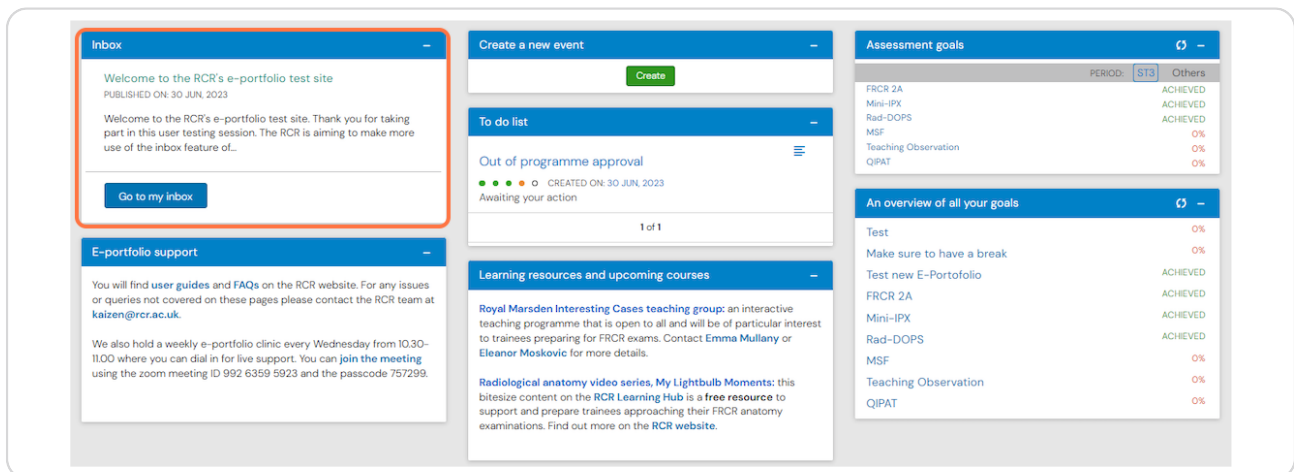
Other dashboard tiles

7 Steps

STEP 8

You can preview unread inbox messages

Click the message to view it or click Go to my inbox. The RCR will use your e-portfolio inbox to share important information regarding your training, so please check this regularly



The screenshot shows the RCR e-portfolio dashboard with several tiles. The 'Inbox' tile is highlighted with a red box and contains a message from the RCR. The 'Assessment goals' tile shows a table of goals and their status. The 'Learning resources and upcoming courses' tile lists various resources.

Inbox

Welcome to the RCR's e-portfolio test site
PUBLISHED ON: 30 JUN, 2023

Welcome to the RCR's e-portfolio test site. Thank you for taking part in this user testing session. The RCR is aiming to make more use of the inbox feature of...

[Go to my inbox](#)

E-portfolio support

You will find user guides and FAQs on the RCR website. For any issues or queries not covered on these pages please contact the RCR team at kaizen@rcr.ac.uk.

We also hold a weekly e-portfolio clinic every Wednesday from 10.30-11.00 where you can dial in for live support. You can join the meeting using the zoom meeting ID 992 6359 5923 and the passcode 757299.

Create a new event

[Create](#)

To do list

Out of programme approval
●●●○ CREATED ON: 30 JUN, 2023
Awaiting your action

1 of 1

Assessment goals

	PERIOD: ST3	Others
FRCR 2A	ACHIEVED	
Mini-IPX	ACHIEVED	
Rad-DOPS	ACHIEVED	
MSF	0%	
Teaching Observation	0%	
QIPAT	0%	

An overview of all your goals

Test	0%
Make sure to have a break	0%
Test new E-Portfolio	ACHIEVED
FRCR 2A	ACHIEVED
Mini-IPX	ACHIEVED
Rad-DOPS	ACHIEVED
MSF	0%
Teaching Observation	0%
QIPAT	0%

Learning resources and upcoming courses

Royal Marsden Interesting Cases teaching group: an interactive teaching programme that is open to all and will be of particular interest to trainees preparing for FRCR exams. Contact [Emma Mullany](#) or [Eleanor Moskvic](#) for more details.

Radiological anatomy video series, My Lightbulb Moments: this bitesize content on the RCR Learning Hub is a **free resource** to support and prepare trainees approaching their FRCR anatomy examinations. Find out more on the [RCR website](#).

STEP 9

You can preview any events awaiting your action in your to do list

Clicking the event will take you to the full view where you can complete the required actions

The screenshot shows the RCR e-portfolio dashboard with three main columns. The left column contains 'Inbox' and 'E-portfolio support'. The middle column has 'Create a new event' with a green 'Create' button, 'To do list' (highlighted with an orange border), and 'Learning resources and upcoming courses'. The right column shows 'Assessment goals' and 'An overview of all your goals'.

PERIOD:	ST3	Others
FCR 2A	ACHIEVED	
Mini-IPX	ACHIEVED	
Rad-DOPS	ACHIEVED	
MSF	0%	
Teaching Observation	0%	
QIPAT	0%	

Test	0%
Make sure to have a break	0%
Test new E-Portfolio	ACHIEVED
FCR 2A	ACHIEVED
Mini-IPX	ACHIEVED
Rad-DOPS	ACHIEVED
MSF	0%
Teaching Observation	0%
QIPAT	0%

STEP 10

You can create a new event by clicking the green Create button

The screenshot shows the RCR e-portfolio dashboard with the 'Create a new event' button highlighted by an orange border. The 'To do list' section now displays 'There are no items available' with a warning icon. The 'Assessment goals' and 'An overview of all your goals' sections remain the same as in Step 9.

PERIOD:	ST3	Others
FCR 2A	ACHIEVED	
Mini-IPX	ACHIEVED	
Rad-DOPS	ACHIEVED	
MSF	0%	
Teaching Observation	0%	
QIPAT	0%	

Test	0%
Make sure to have a break	0%
Test new E-Portfolio	ACHIEVED
FCR 2A	ACHIEVED
Mini-IPX	ACHIEVED
Rad-DOPS	ACHIEVED
MSF	0%
Teaching Observation	0%
QIPAT	0%

STEP 11

You can view a of your progress towards your current assessment goals

Clicking on a goal will take you to its full view

The screenshot shows a dashboard with several sections. The 'Assessment goals' section is highlighted with an orange border. It displays a table of goals and their progress. Below it, 'An overview of all your goals' section is also highlighted with an orange border, showing a list of goals with their completion percentages.

Goal	Progress
FRCR 2A	ACHIEVED
Mini-IPX	ACHIEVED
Rad-DOPS	ACHIEVED
MSF	0%
Teaching Observation	0%
QIPAT	0%

Goal	Progress
Test	0%
Make sure to have a break	0%
Test new E-Portfolio	ACHIEVED
FRCR 2A	ACHIEVED
Mini-IPX	ACHIEVED
Rad-DOPS	ACHIEVED
MSF	0%
Teaching Observation	0%
QIPAT	0%

STEP 12

You can also see an overview of all your current goals, including custom goals

The screenshot shows the same dashboard as in Step 11, but with the 'An overview of all your goals' section highlighted with an orange border. This section provides a comprehensive list of all goals and their current status.

Goal	Progress
Test	0%
Make sure to have a break	0%
Test new E-Portfolio	ACHIEVED
FRCR 2A	ACHIEVED
Mini-IPX	ACHIEVED
Rad-DOPS	ACHIEVED
MSF	0%
Teaching Observation	0%
QIPAT	0%

STEP 13

Options for accessing support with your e-portfolio are also shown on your dashboard

The dashboard is divided into three columns. The left column contains an 'Inbox' section with no announcements and an 'E-portfolio support' section highlighted with a red border. The middle column has a 'Create a new event' section with a 'Create' button, a 'To do list' section with 'There are no items available', and a 'Learning resources and upcoming courses' section. The right column contains 'Assessment goals' and 'An overview of all your goals' sections, both showing progress for various exams like FRCR 2A, Mini-IPX, Rad-DOPS, MSF, Teaching Observation, and QIPAT.

STEP 14

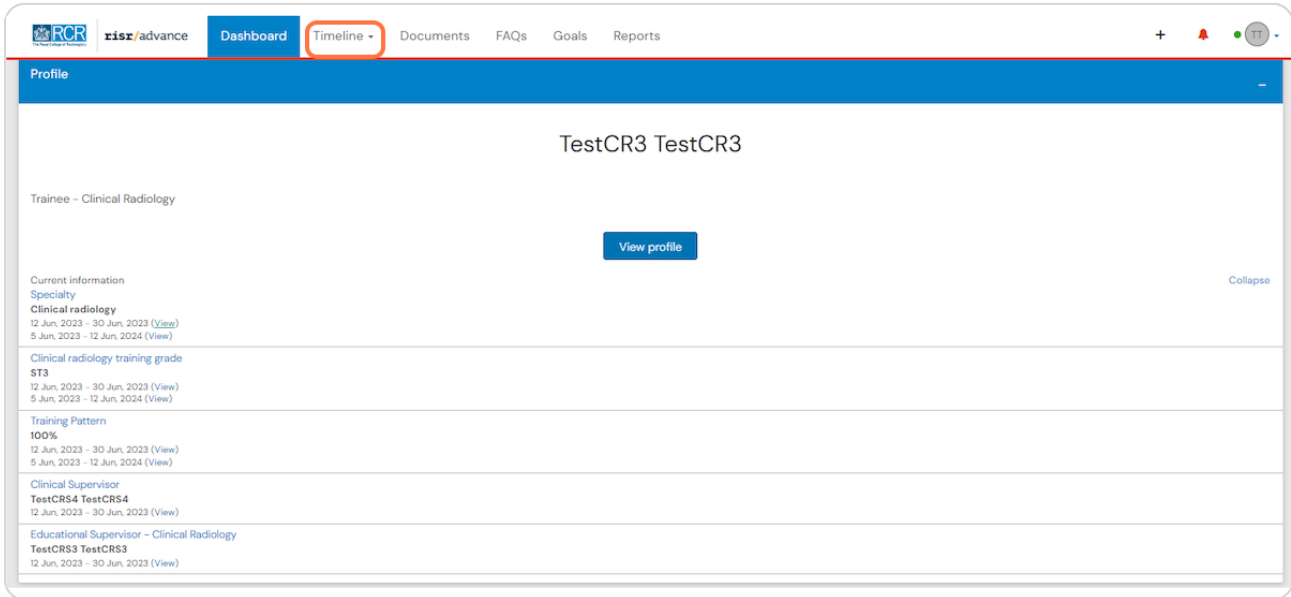
The dashboard will also show information about useful learning resources and upcoming courses

This screenshot is identical to the one in Step 13, but the 'Learning resources and upcoming courses' section in the middle column is highlighted with a red border. This section contains two paragraphs: one about the 'Royal Marsden Interesting Cases teaching group' and another about the 'Radiological anatomy video series, My Lightbulb Moments'.

STEP 15

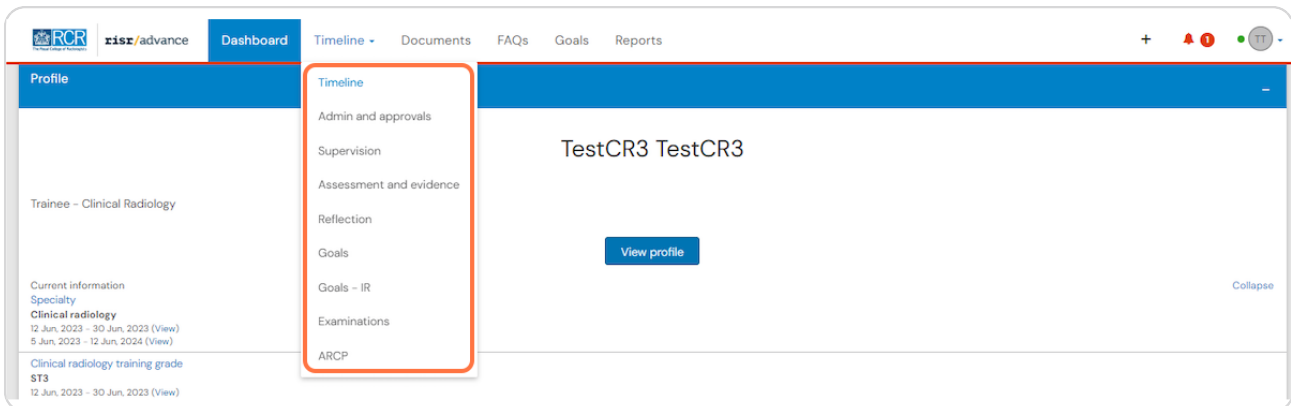
You can access your timeline from the task bar

Your timeline will show you all of the events that have been created on your e-portfolio



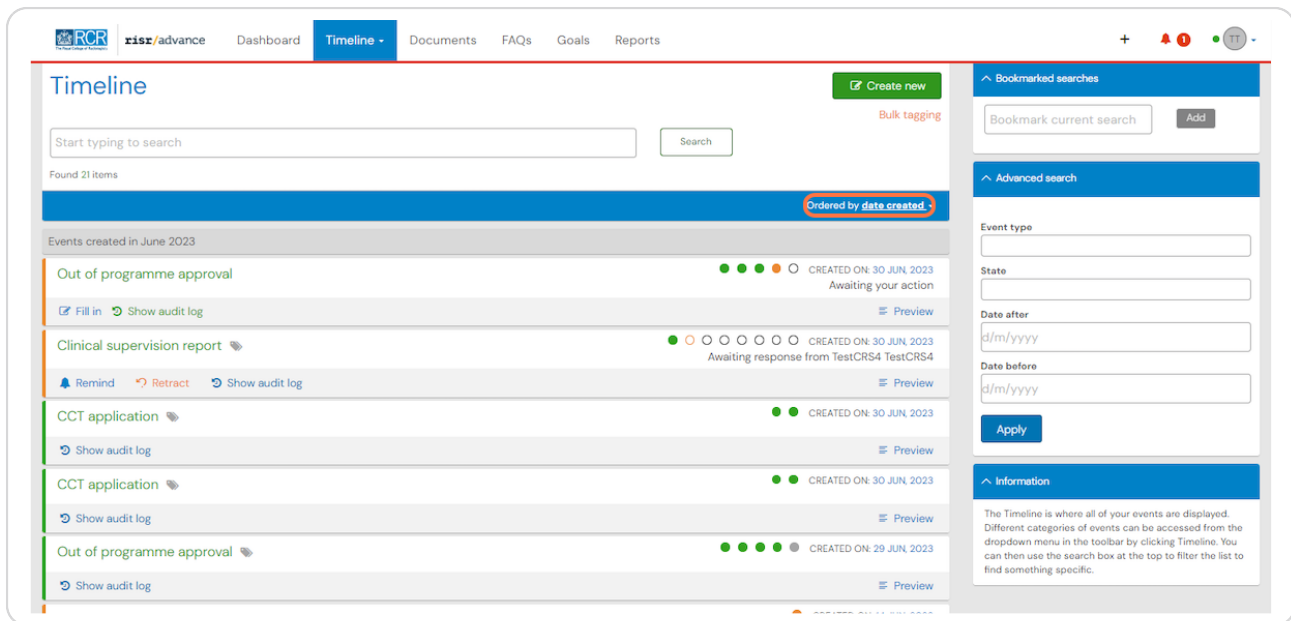
STEP 16

Clicking on Timeline will give you options to view your full timeline or to view events by category



STEP 17

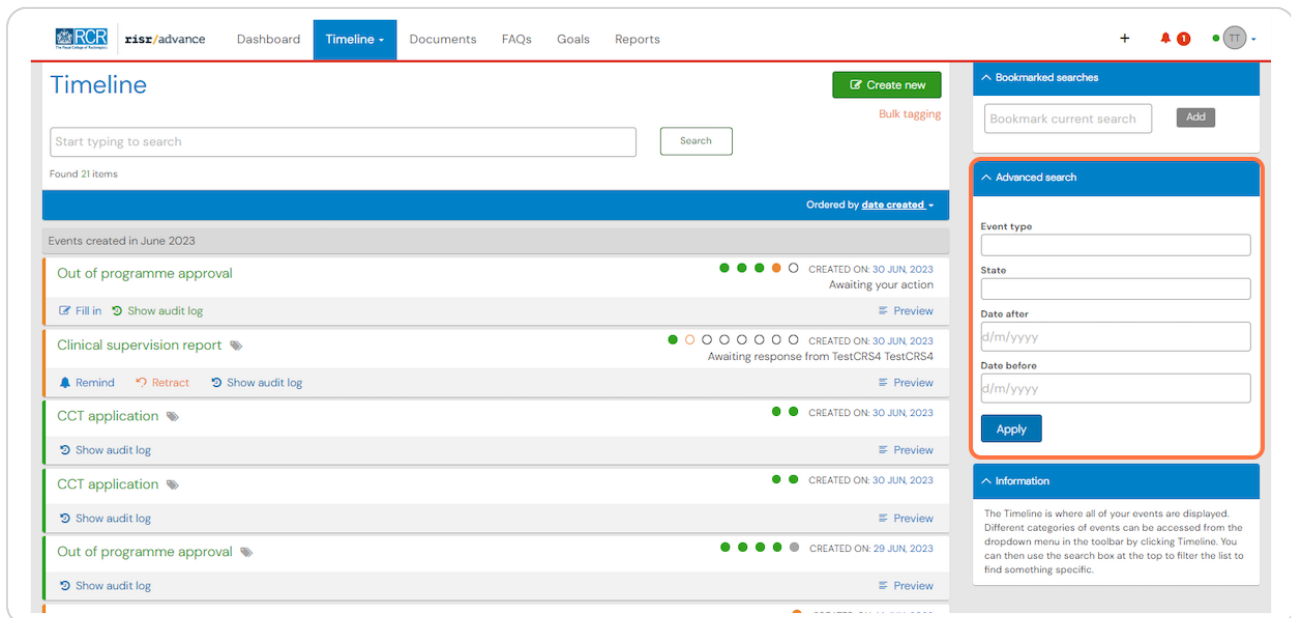
You can change the order in which events appear in your timeline by clicking the Ordered by menu



The screenshot shows the RCR timeline interface. At the top, there is a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The 'Timeline' tab is active. Below the navigation bar, there is a search bar and a 'Create new' button. The main content area displays a list of events created in June 2023. A dropdown menu is open, showing 'Ordered by date created' as the selected option. The events listed include 'Out of programme approval', 'Clinical supervision report', 'CCT application', and 'Out of programme approval'. Each event has a status indicator (colored dots) and a 'Preview' button. On the right side, there is a sidebar with 'Bookmarked searches', 'Advanced search', and 'Information' sections.

STEP 18

You can search for events using the advanced search box to the right of your timeline

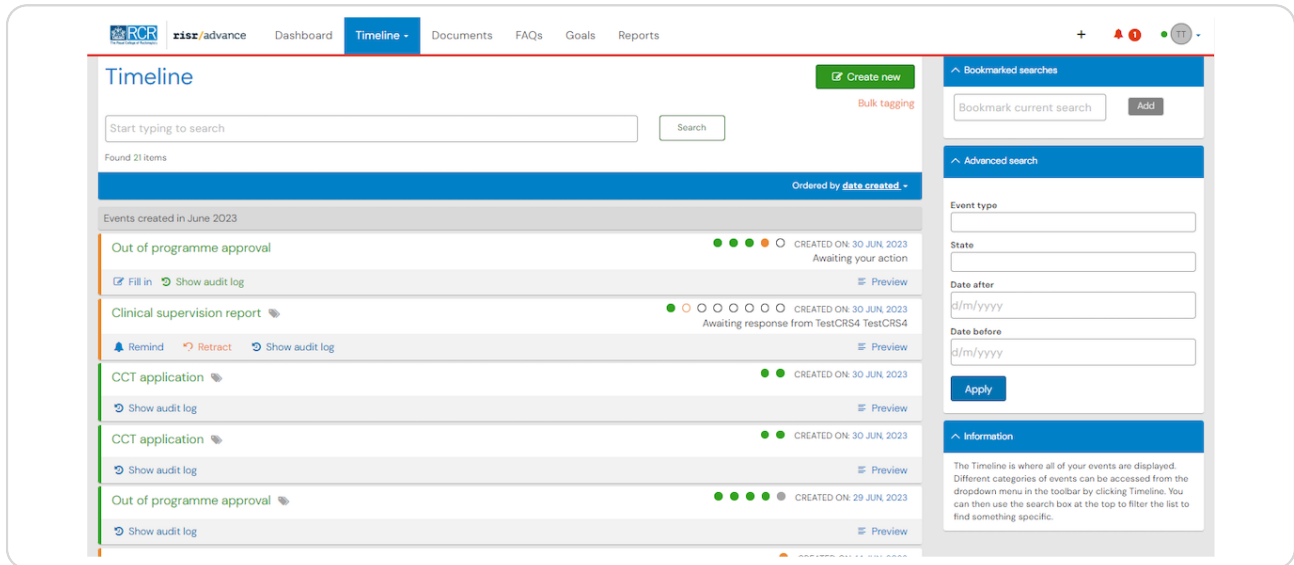


The screenshot shows the RCR timeline interface, similar to the previous one. The 'Advanced search' sidebar on the right is highlighted with a red box. This sidebar contains fields for 'Event type', 'State', 'Date after', and 'Date before', each with a date format 'd/m/yyyy'. There is also an 'Apply' button at the bottom of the sidebar. The main content area remains the same, showing the list of events and the 'Ordered by date created' dropdown menu.

STEP 19

Completed events appear with a green bar on the left, events that are in progress or saved as draft will appear with an orange bar on the left

Clicking on any event will take you to the detailed view of that event

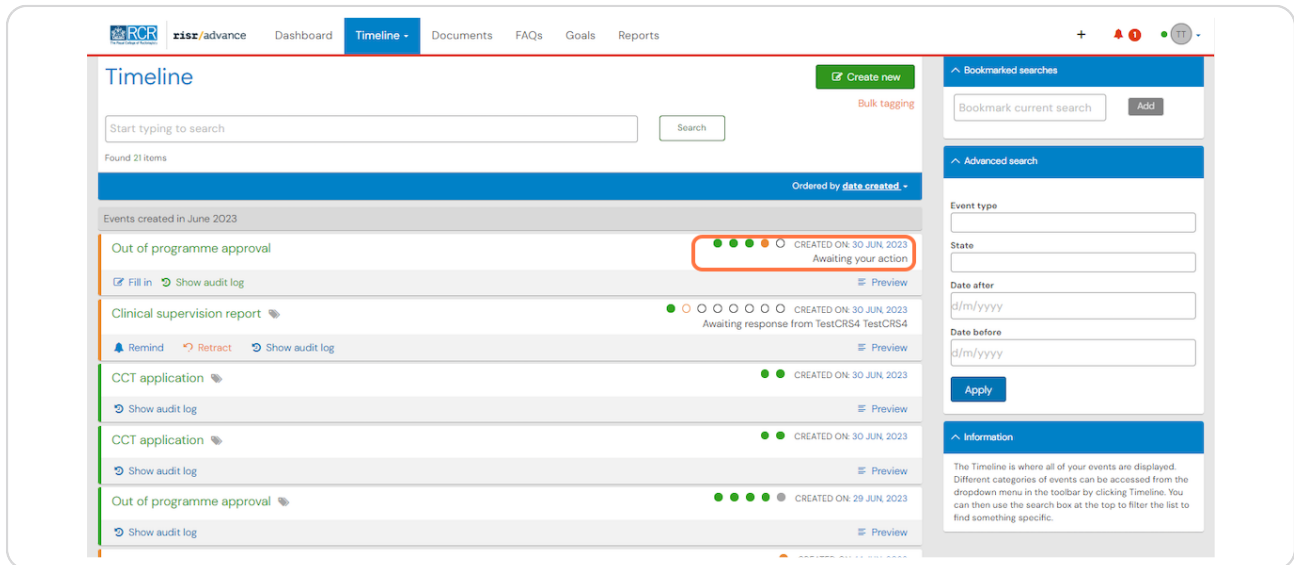


The screenshot shows the RCR Timeline interface. At the top, there is a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The 'Timeline' tab is active. Below the navigation bar, there is a search bar and a 'Create new' button. The main content area displays a list of events created in June 2023, ordered by date created. Each event has a progress indicator consisting of a row of dots. The first event, 'Out of programme approval', has four green dots and one orange dot, indicating it is awaiting action. The second event, 'Clinical supervision report', has one green dot and four orange dots, indicating it is awaiting a response from 'TestCRS4 TestCRS4'. The third and fourth events, 'CCT application', each have two green dots, indicating they are completed. The fifth event, 'Out of programme approval', has four green dots and one orange dot, indicating it is completed. Each event has a 'Preview' button and a 'Show audit log' link. On the right side, there is a sidebar with 'Bookmarked searches', 'Advanced search', and 'Information' sections.

STEP 20

You can view the progress of events using the dots next to each event.

Each dot represents a stage in the process. Green dots indicate a completed stage, while orange dots show a section that is awaiting a response. You can see who needs to respond to incomplete sections underneath the dots

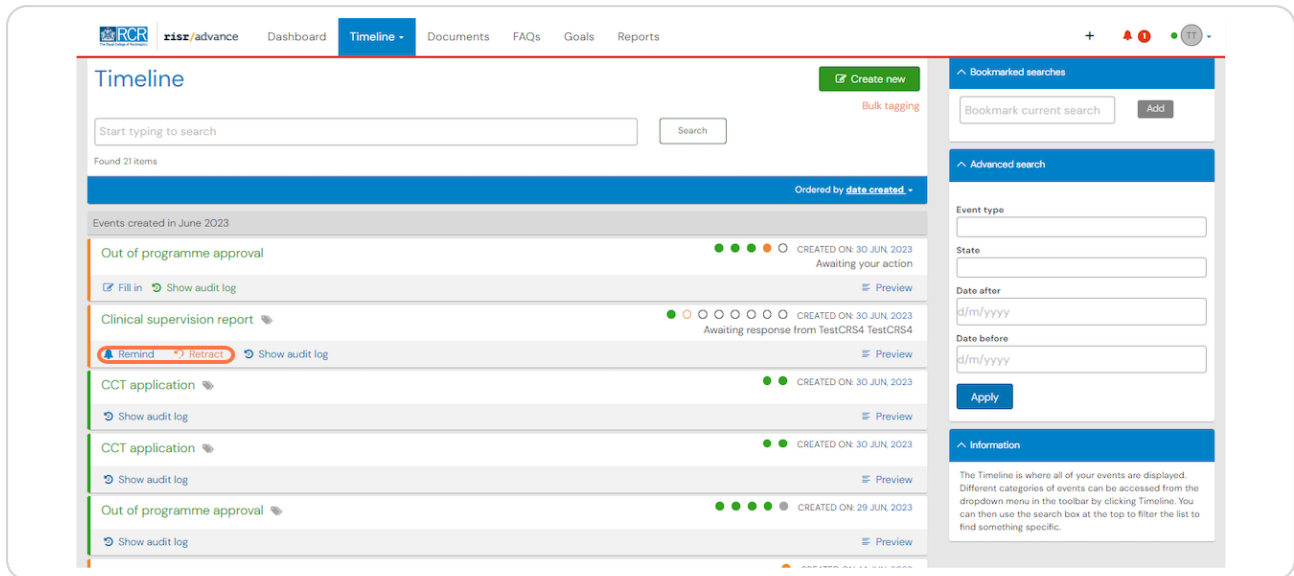


This screenshot is identical to the one in Step 19, but with a red rectangular box highlighting the progress indicator for the first event, 'Out of programme approval'. The indicator consists of five dots: four green and one orange. The text 'Awaiting your action' is visible below the indicator.

STEP 21

You can send a reminder to anyone who you are awaiting a response from by clicking on respond

You can also retract the event if you need to edit or discard it

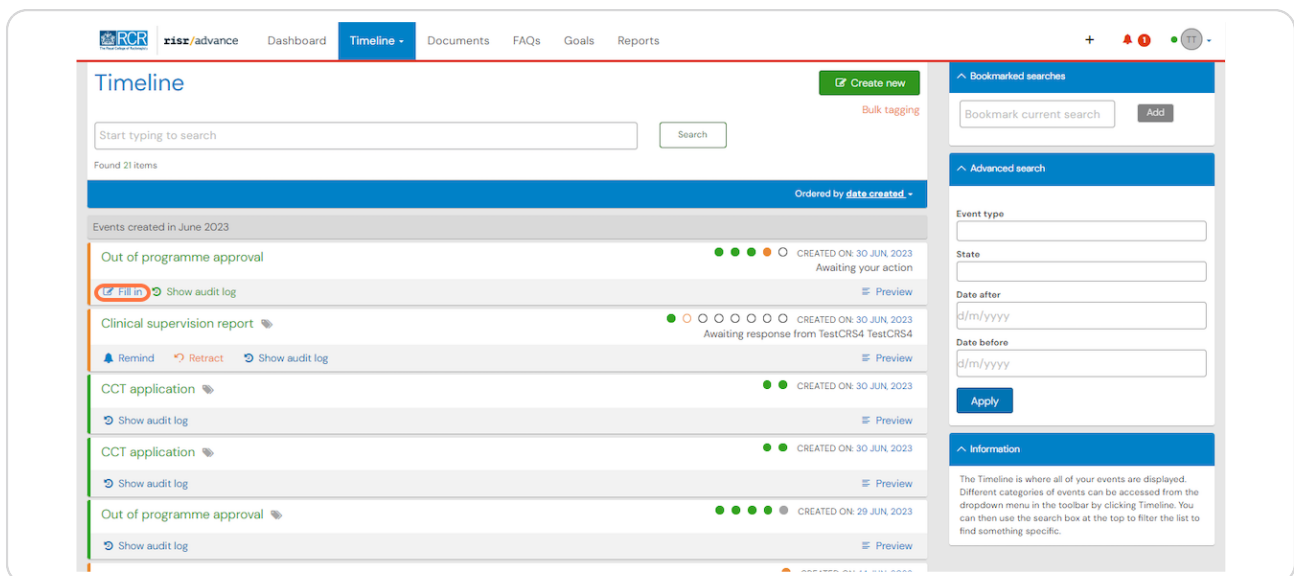


The screenshot shows the RCR Timeline interface. At the top, there is a navigation bar with 'risz/advance', 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. A search bar is present with the text 'Start typing to search' and a 'Search' button. Below the search bar, it says 'Found 21 items'. The main content area is titled 'Timeline' and contains a list of events. The first event is 'Out of programme approval' with a status of 'Awaiting your action'. The second event is 'Clinical supervision report' with a status of 'Awaiting response from TestCRS4 TestCRS4'. This event has a red box around the 'Remind' button. Other events include 'CCT application' and 'Out of programme approval'. On the right side, there are sections for 'Bookmark current search', 'Advanced search' (with fields for Event type, State, Date after, and Date before), and 'Information'.

STEP 22

If the event is awaiting your action you can click on fill in to complete your section

You can also click on the event title to go to the full view and complete your section there



The screenshot shows the RCR Timeline interface, similar to the previous one. The 'Out of programme approval' event is now highlighted with a red box around the 'Fill in' button. The 'Clinical supervision report' event is still visible below it. The rest of the interface, including the navigation bar, search bar, and right-hand sidebar, remains the same.

STEP 23

You can create new events from your timeline by clicking on Create new

The screenshot shows the RCR Timeline interface. At the top, there is a navigation bar with 'risz/advance', 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The 'Timeline' tab is active. Below the navigation bar, there is a search bar with the placeholder text 'Start typing to search' and a 'Search' button. To the right of the search bar, there is a green button labeled 'Create new' with a checkmark icon, and a red button labeled 'Bulk tagging'. Below the search bar, there is a section titled 'Events created in June 2023' with a dropdown menu set to 'Ordered by date created'. The events listed are: 'Out of programme approval' (status: Awaiting your action), 'Clinical supervision report' (status: Awaiting response from TestCRS4 TestCRS4), and 'CCT application' (status: Completed). Each event has a 'Preview' button and a 'Show audit log' button. On the right side of the interface, there are two search panels: 'Bookmarked searches' and 'Advanced search'. The 'Advanced search' panel has fields for 'Event type', 'State', 'Date after', and 'Date before', and an 'Apply' button.

STEP 24

You can tag events by clicking on Bulk tagging

The screenshot shows the RCR Timeline interface, similar to the previous one. The 'Bulk tagging' button is now highlighted with a red circle. The rest of the interface, including the search bar, event list, and search panels, remains the same.

