Understanding your dashboard and timeline

24 Steps

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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

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
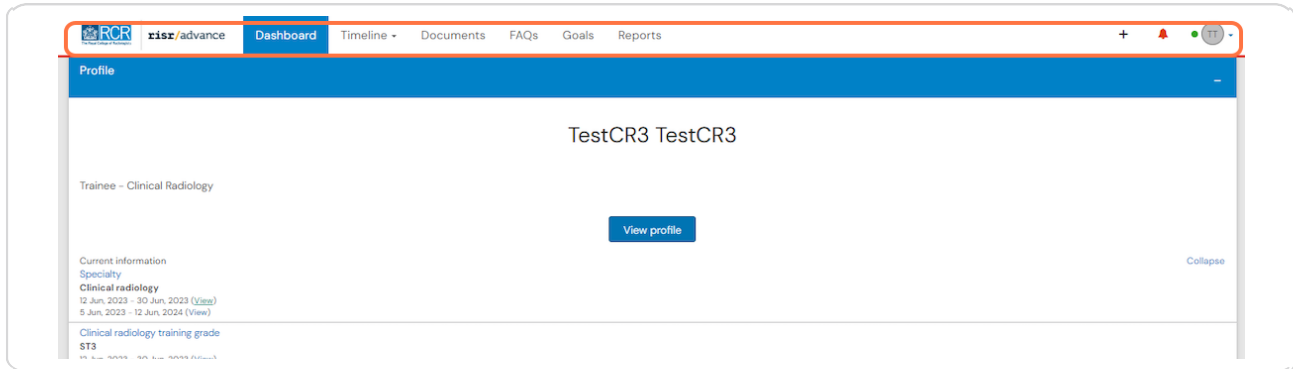

STEP 4

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.
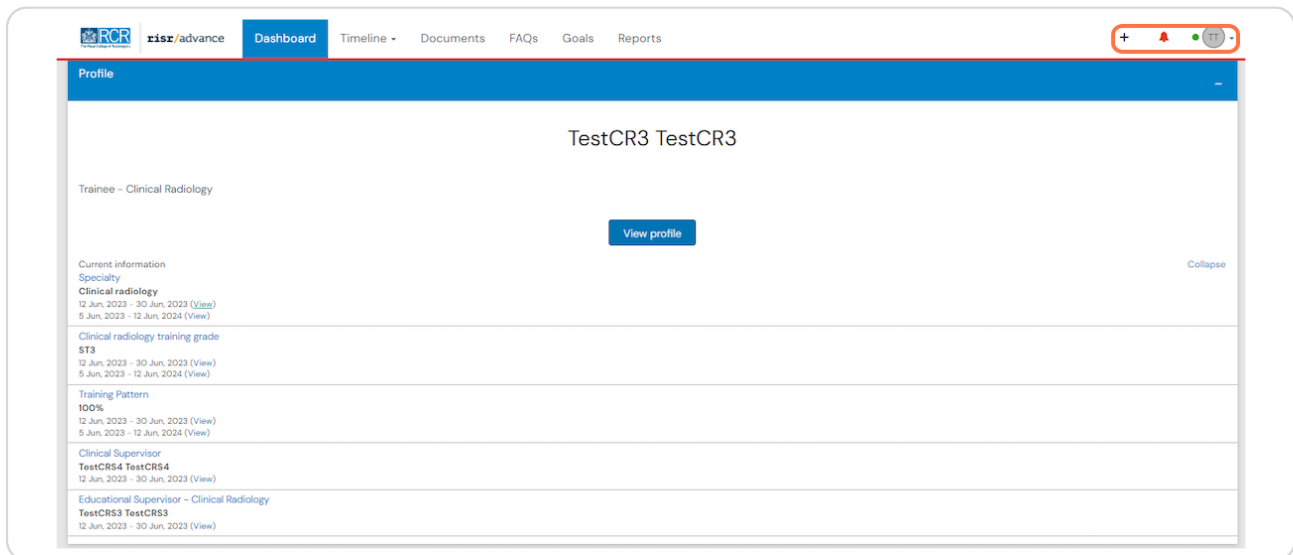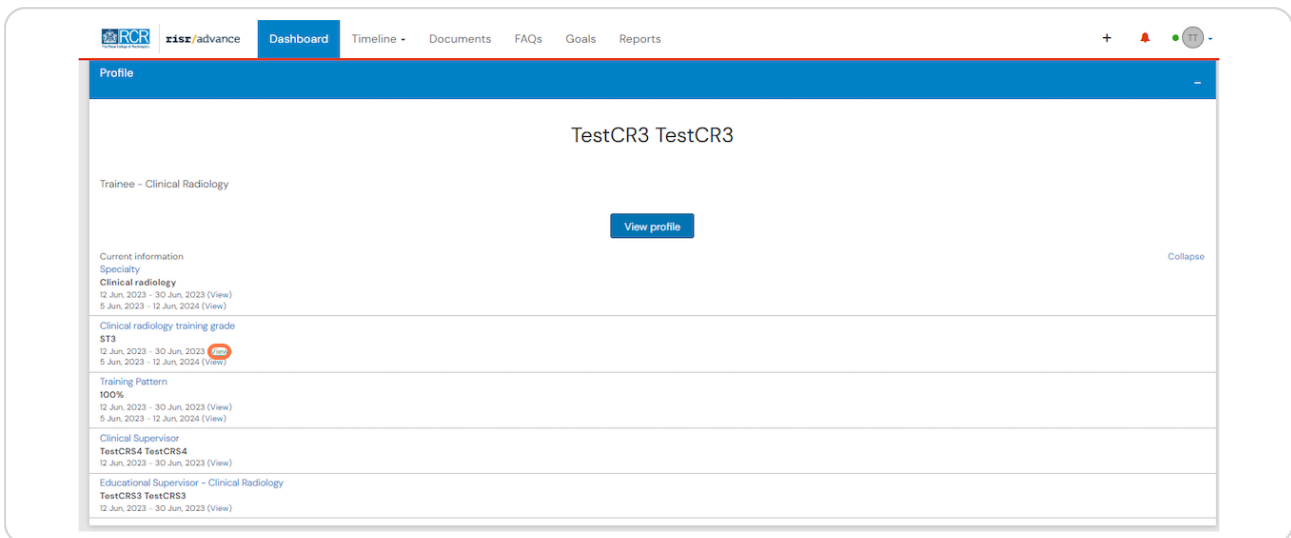
Your profile

STEP 5

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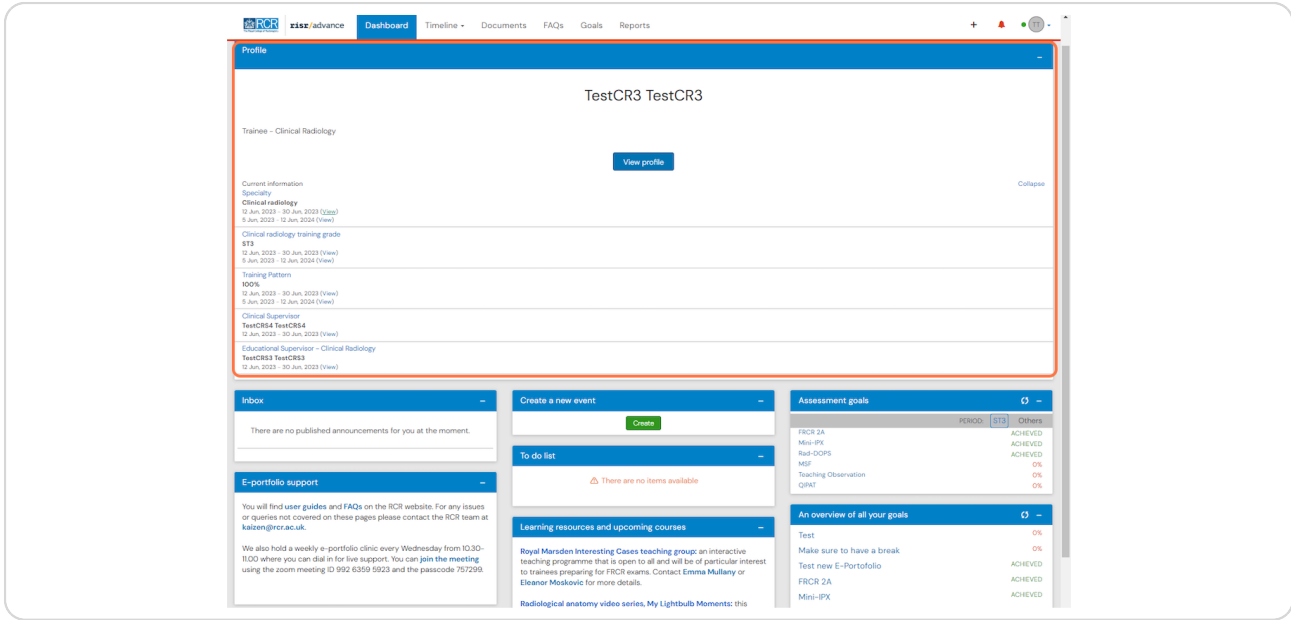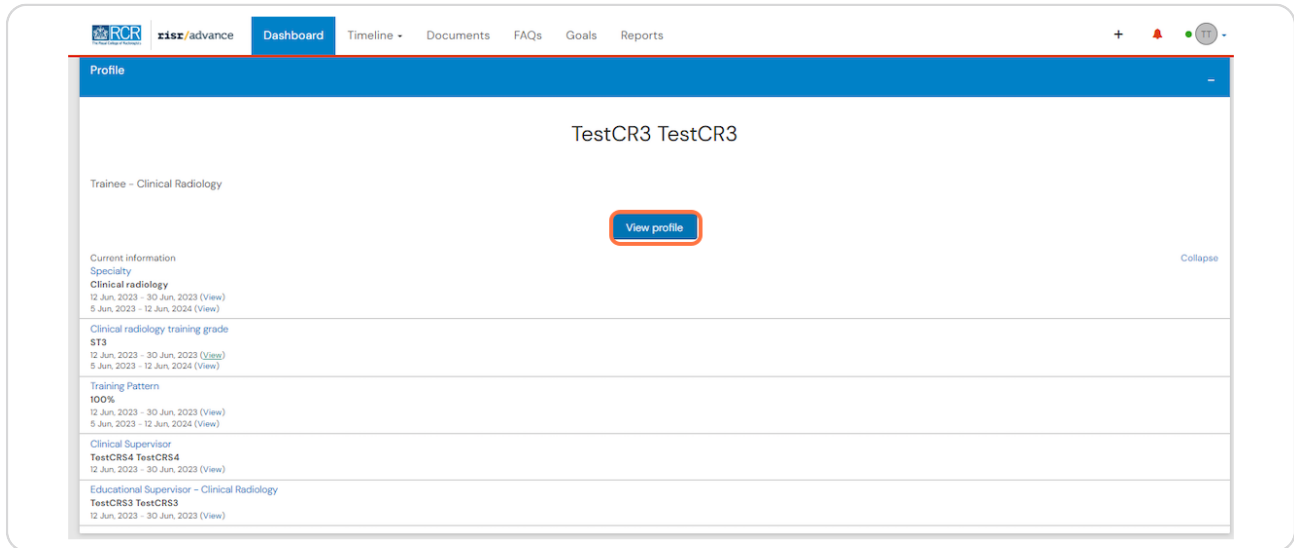

STEP 6

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

Other dashboard tiles

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

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

STEP 10

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

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

STEP 12

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

STEP 13

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

STEP 14

The dashboard will also show information about useful learning resources and upcoming courses
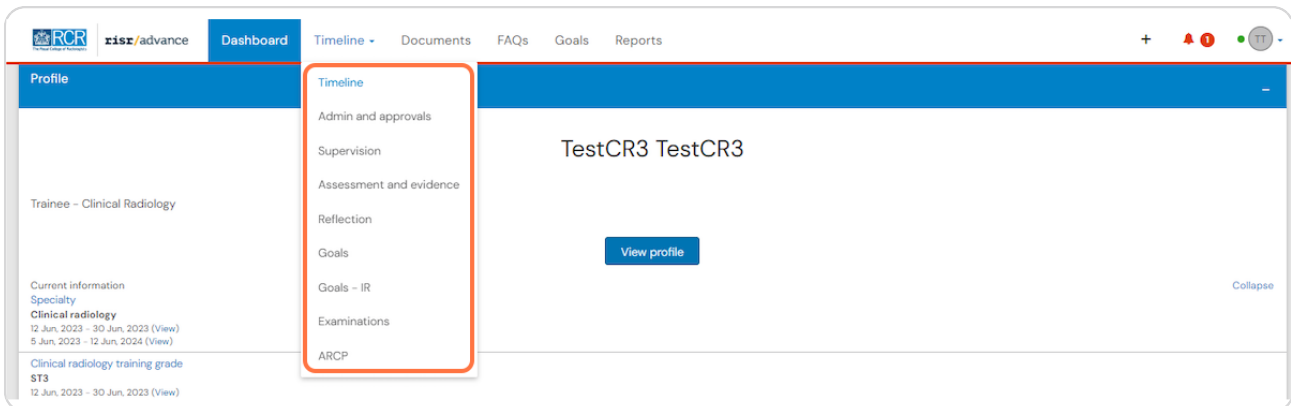
STEP 15

You can access your timeline from the task bar

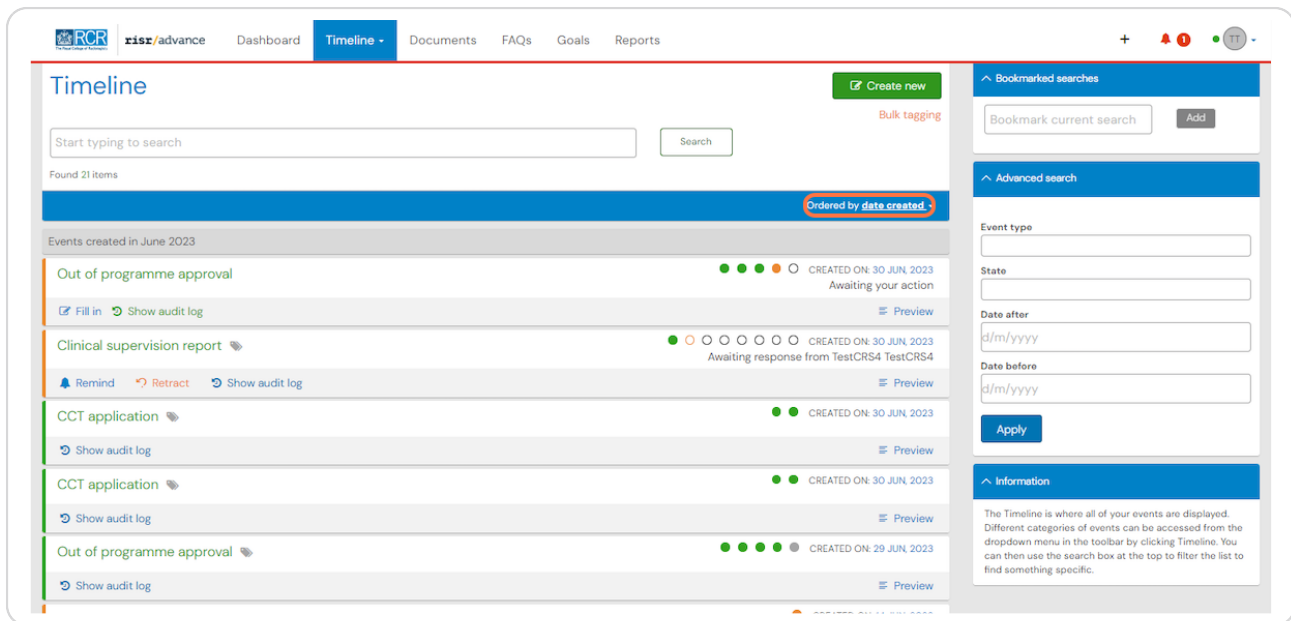Your timeline will show you all of the events that have been created on your e-portfolio
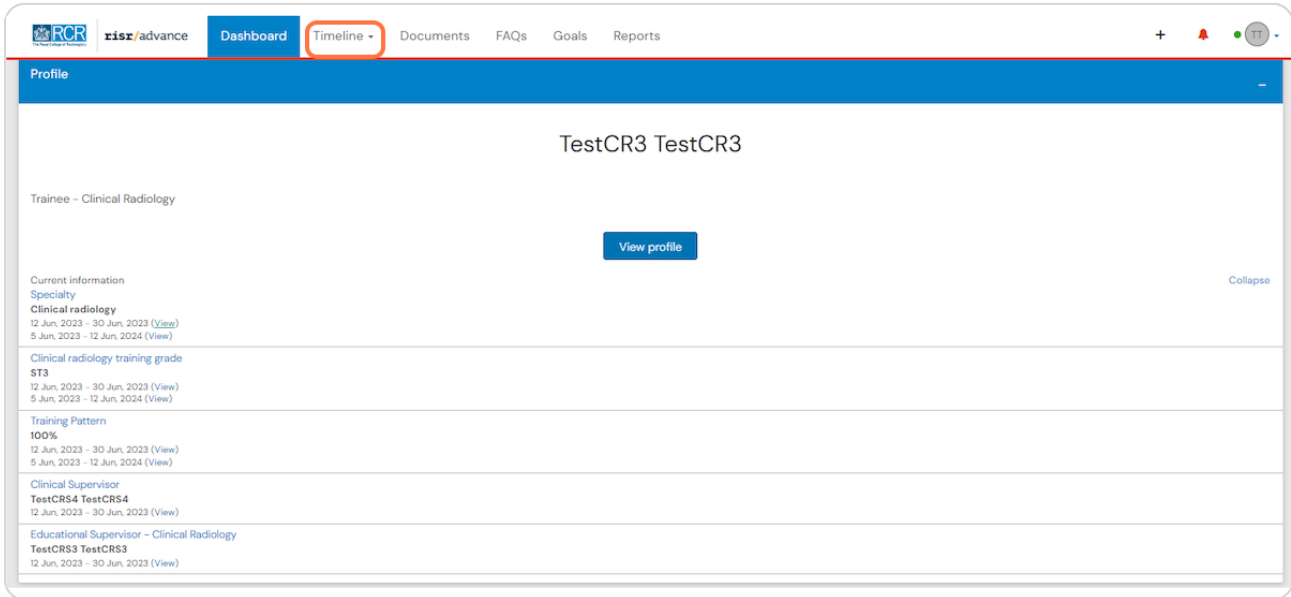
STEP 16

Clicking on Timeline will give you options to view your full timeline or to view events by category
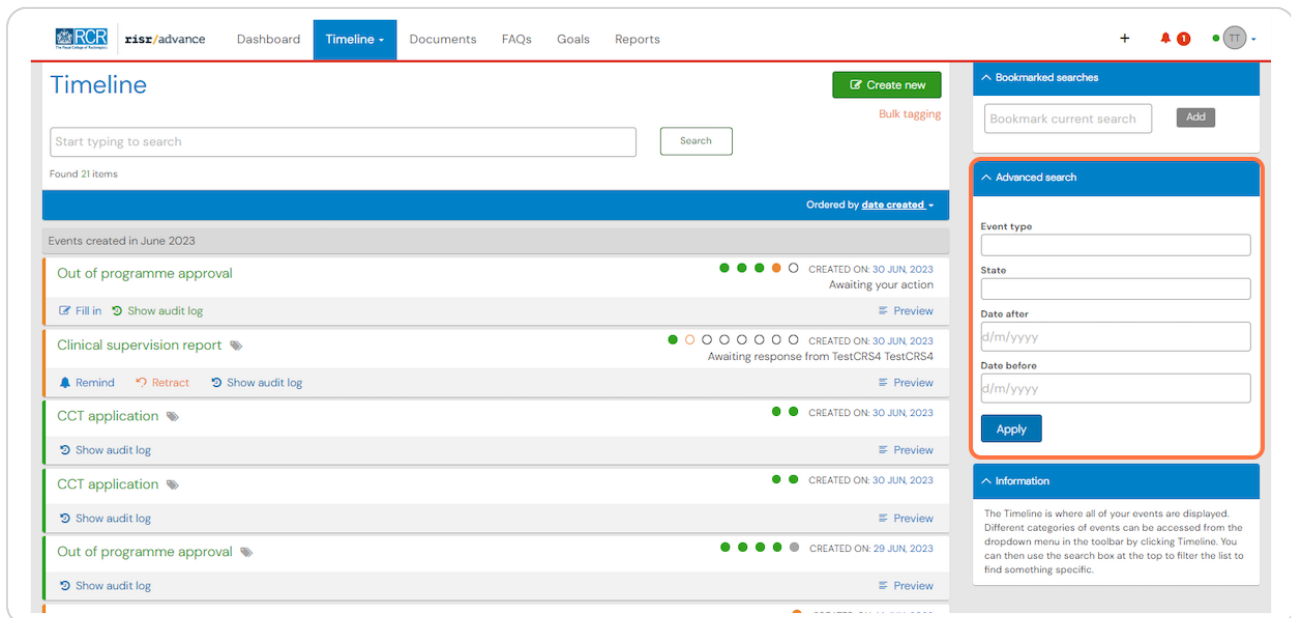
STEP 17

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

STEP 18

You can search for events using the advanced search box to the right of your timeline
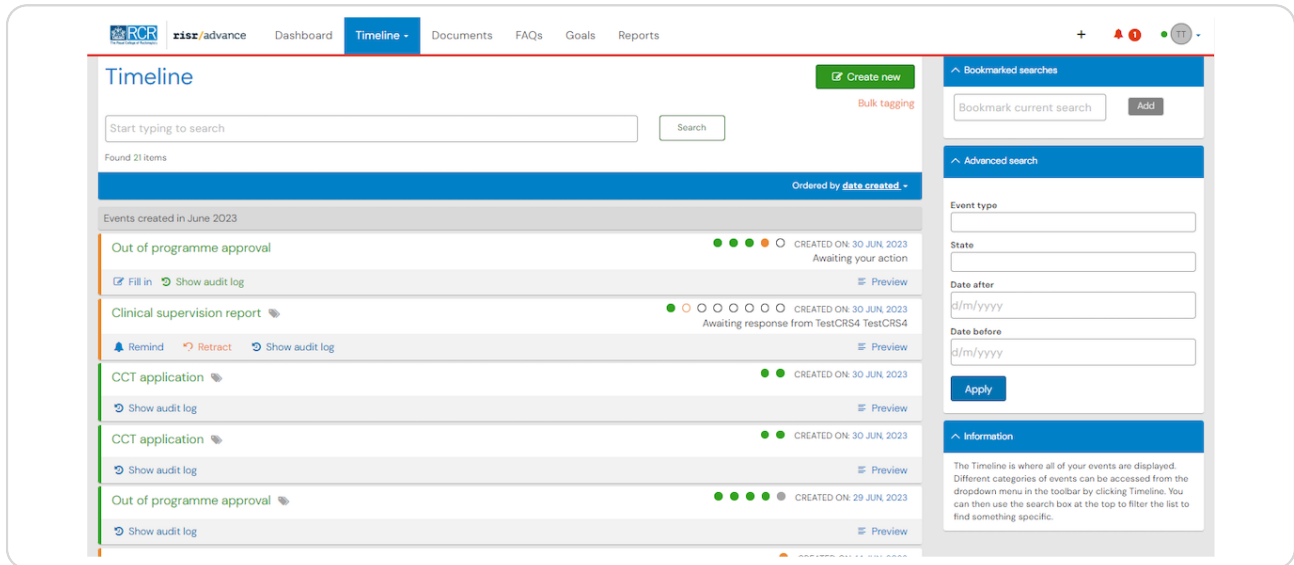
Completed events appear with a green bar on the left, events that are in progress or saved as draft will appear with an orange bar on the left

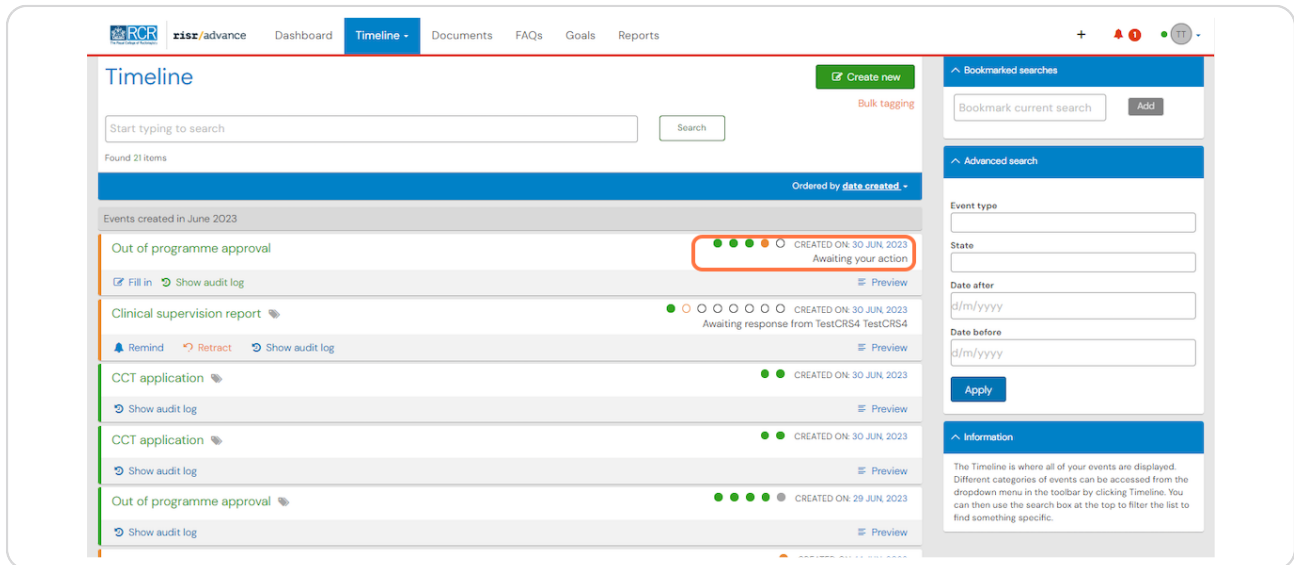Clicking on any event will take you to the detailed view of that event

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
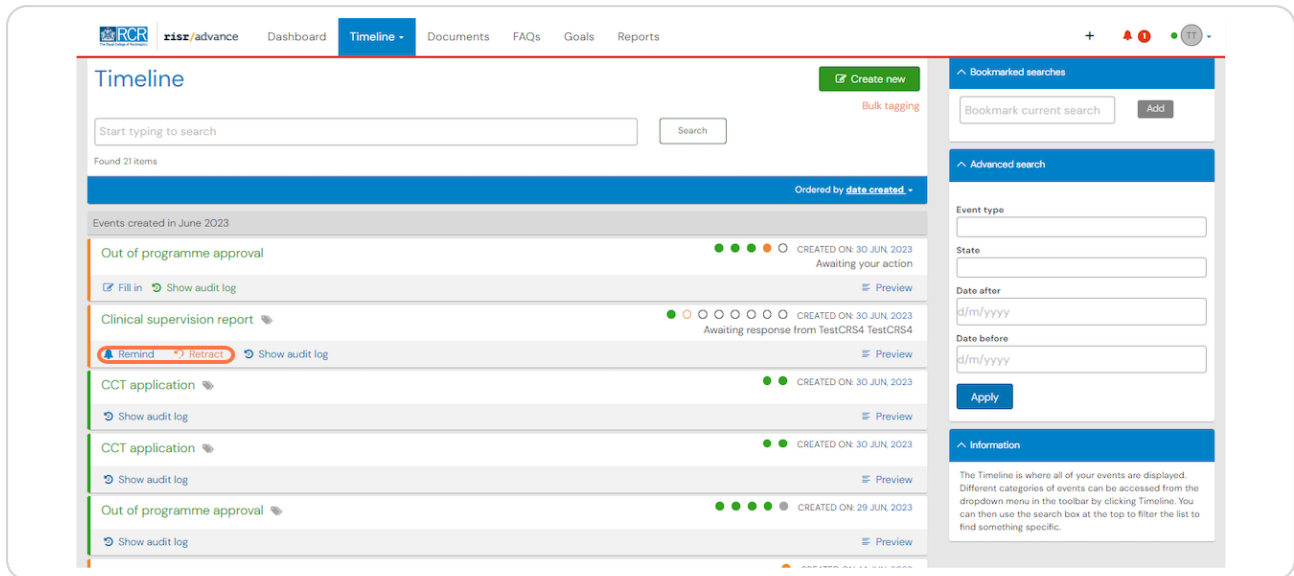
STEP 21

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

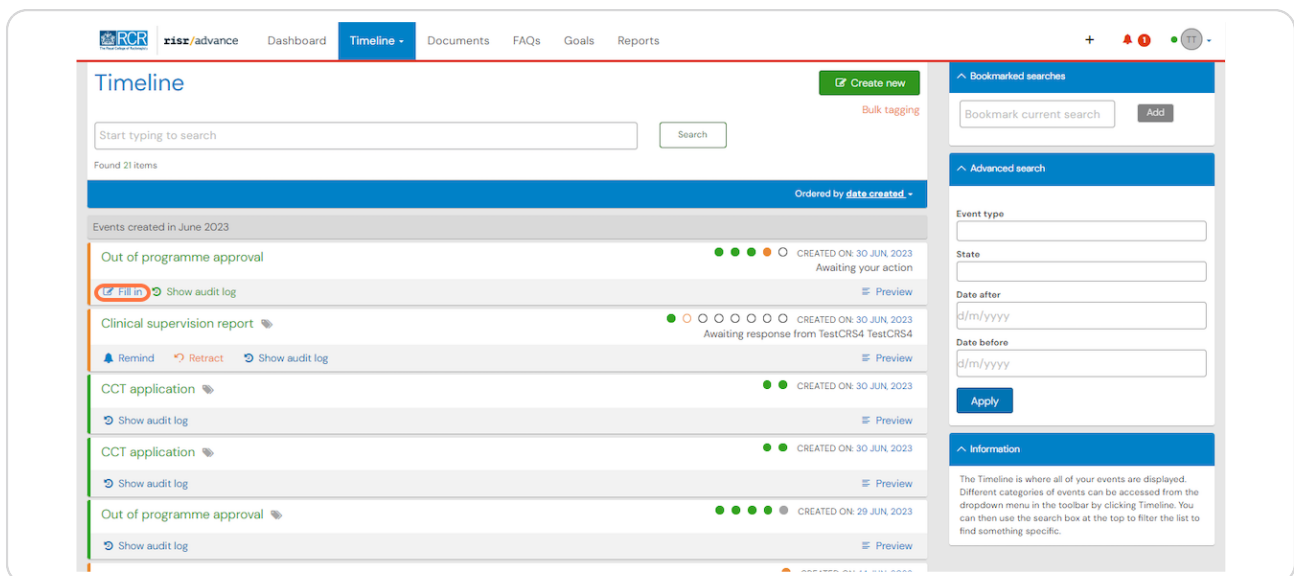You can also retract the event if you need to edit or discard it

STEP 22

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

You can also click no the event title to go to the full view and complete your section there

STEP 23

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

STEP 24

You can tag events by clicking on Bulk tagging

The Royal College of Radiologists