ePortfolio guidance

New layout to creating assessment forms
New layout for users creating or sending a ticket assessment form

All users of the Physician’s ePortfolio will now see a new design layout under the ‘Assessment’ tab on a trainee’s ePortfolio.

This replaces the ‘Available Forms’ and Existing Forms’ tab which many users were finding difficult in navigate in finding the right forms to complete.

The functionality remains the same.

This is how the existing Assessment tab looked:

The forms were separated using the two tabs: Existing forms tab displayed all forms that were completed or in draft and the Available forms tab displayed forms that could be created.
New Assessment tab layout:

This is the new layout of how users will see the display of forms completed and the new process of creating an form or ticketing.

How to create a new form or send a ticket assessment

1. Click on all forms under the Assessment menu tab
2. Select the right form you want to create from the drop down list by clicking on the + Create From button
3. Ensure you select the correct post rotation you want to create a new form for or ticket

NOTE: you will only have access to creating a form or sending a ticket assessment depending on your role and permission (which remains the same). Any forms in ‘grey’ means you do not have access to that form.
4. Once you have selected the form you want to create or ticket, the system will let you know if the form can be ticketed or not or whether you have permission.
5. Once you have selected ‘create form’ you will be directed to the form to complete. Once you have saved the form it will be displayed on the Assessment tab.