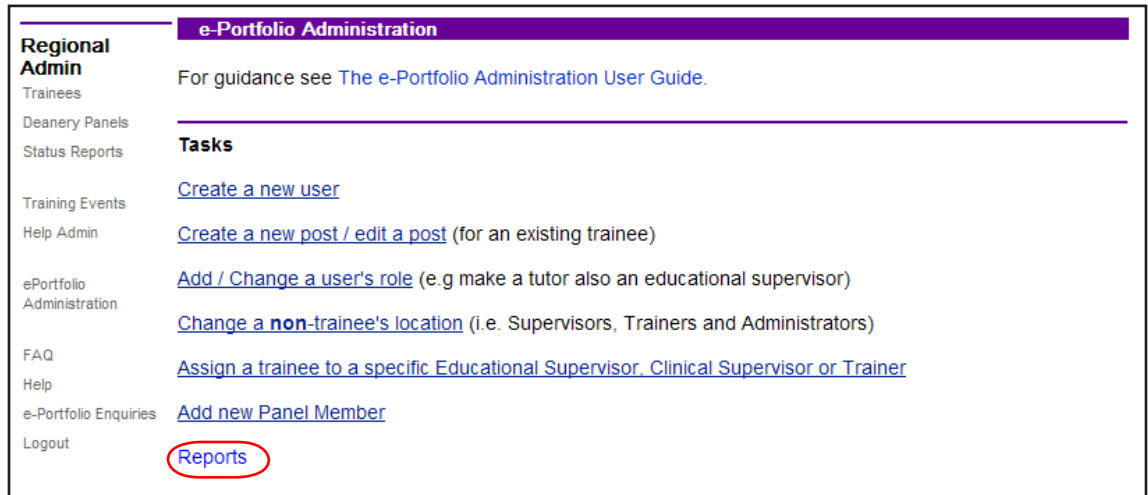


## ePortfolio Version 3.2 - A guide to Reporting

Version 3.2 of the ePortfolio introduces reporting for Deanery Administrators. The following is a guide on how to use the features of the reports and how to request additional reports.

The Reports option is found within ePortfolio Administration.



**Regional Admin**

- Trainees
- Deanery Panels
- Status Reports
- Training Events
- Help Admin
- ePortfolio Administration
- FAQ
- Help
- e-Portfolio Enquiries
- Logout

**e-Portfolio Administration**

For guidance see [The e-Portfolio Administration User Guide](#).

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**Tasks**

- [Create a new user](#)
- [Create a new post / edit a post](#) (for an existing trainee)
- [Add / Change a user's role](#) (e.g make a tutor also an educational supervisor)
- [Change a non-trainee's location](#) (i.e. Supervisors, Trainers and Administrators)
- [Assign a trainee to a specific Educational Supervisor, Clinical Supervisor or Trainer](#)
- [Add new Panel Member](#)
- Reports**

Clicking on Reports will allow you to see the current report options.



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**e-Portfolio Administration: Reports**

- [Trainees by deanery](#)
- [Trainees by area](#)
- [Historical Declarations](#)
- [Trainees by CCT date range](#)
- [Trainees who passes or failed the AKT](#)
- [All who passed or failed the CSA](#)
- [List of those on maternity, sickness or OOP](#)
- [Trainees with ARCP results](#)
- [ARCP Outcomes by Trainee](#)
- [Trainees that have completed a PSQ](#)
- [Educational Supervisors and the trainees that they have supervised](#)

For most reports if you click on it, you will get various options for parameters.

These can vary from a drop down selection;



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**e-Portfolio Administration: Reports**

- [Trainees by deanery](#)
- [Trainees by area](#)  
Region:
- [Historical Declarations](#)
- [Trainees by CCT date range](#)
- [Trainees who passes or failed the AKT](#)
- [All who passed or failed the CSA](#)
- [List of those on maternity, sickness or OOP](#)
- [Trainees with ARCP results](#)
- [ARCP Outcomes by Trainee](#)
- [Trainees that have completed a PSQ](#)
- [Educational Supervisors and the trainees that they have supervised](#)

A date selection;

**Regional Admin** | e-Portfolio Administration: Reports

- 1. [Trainees by deanery](#)
- 2. [Trainees by area](#)
- 3. [Historical Declarations](#)
- 4. [Trainees by CCT date range](#)
  - From:
  - To:
- 5. [Trainees who passes of failed the AKT](#)
- 6. [All who passed or failed the CSA](#)
- 7. [List of those on maternity, sickness or OOP](#)
- 8. [Trainees with ARCP results](#)
- 9. [ARCP Outcomes by Trainee](#)
- 10. [Trainees that have completed a PSQ](#)
- 11. [Educational Supervisors and the trainees that they have supervised](#)

Or both.

**Regional Admin** | e-Portfolio Administration: Reports

- 1. [Trainees by deanery](#)
- 2. [Trainees by area](#)
- 3. [Historical Declarations](#)
- 4. [Trainees by CCT date range](#)
- 5. [Trainees who passes of failed the AKT](#)
- 6. [All who passed or failed the CSA](#)
  - Result:
  - From:
  - To:
- 7. [List of those on maternity, sickness or OOP](#)
- 8. [Trainees with ARCP results](#)
- 9. [ARCP Outcomes by Trainee](#)
- 10. [Trainees that have completed a PSQ](#)
- 11. [Educational Supervisors and the trainees that they have supervised](#)

After selecting your parameters, click on the Show button to view the report.

**Regional Admin** | e-Portfolio Administration: Reports

- 1. [Trainees by deanery](#)
- 2. [Trainees by area](#)
- 3. [Historical Declarations](#)
- 4. [Trainees by CCT date range](#)
- 5. [Trainees who passes of failed the AKT](#)
- 6. [All who passed or failed the CSA](#)
- 7. [List of those on maternity, sickness or OOP](#)
- 8. [Trainees with ARCP results](#)
- 9. [ARCP Outcomes by Trainee](#)
- 10. [Trainees that have completed a PSQ](#)
- 11. [Educational Supervisors and the trainees that they have supervised](#)
  - Educational Supervisor:

This will open the report in a new window.

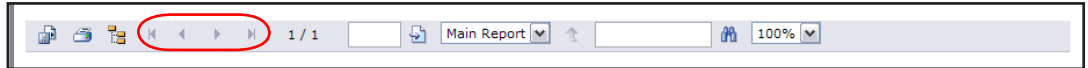
1 / 1 | Main Report | 100%

### Record of Education Supervision

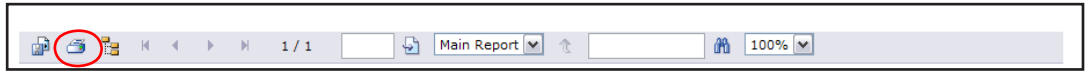
Educational Supervisor						
Title	First Name	Surname				
Dr	Patience	A'Virtue				
Trainees						
Title	First Name	Surname	GMC Number	Hospital	From	To
Dr	GP	Trainee1	2121212	Z RCGP Test Location 1	02/02/2008	02/08/2008
Dr	GP	Trainee1	2121212	Z RCGP Test Location 1	02/02/2009	03/08/2009
Dr	GP	Trainee1	2121212	Z RCGP Test Location 1	04/08/2009	04/08/2010
Dr	GP	Trainee1	2121212	Z RCGP Test Location 1	01/08/2007	01/02/2008
Dr	GP	Trainee4	4242424	G Hospital	02/08/2008	02/12/2008

From here, you have several options.

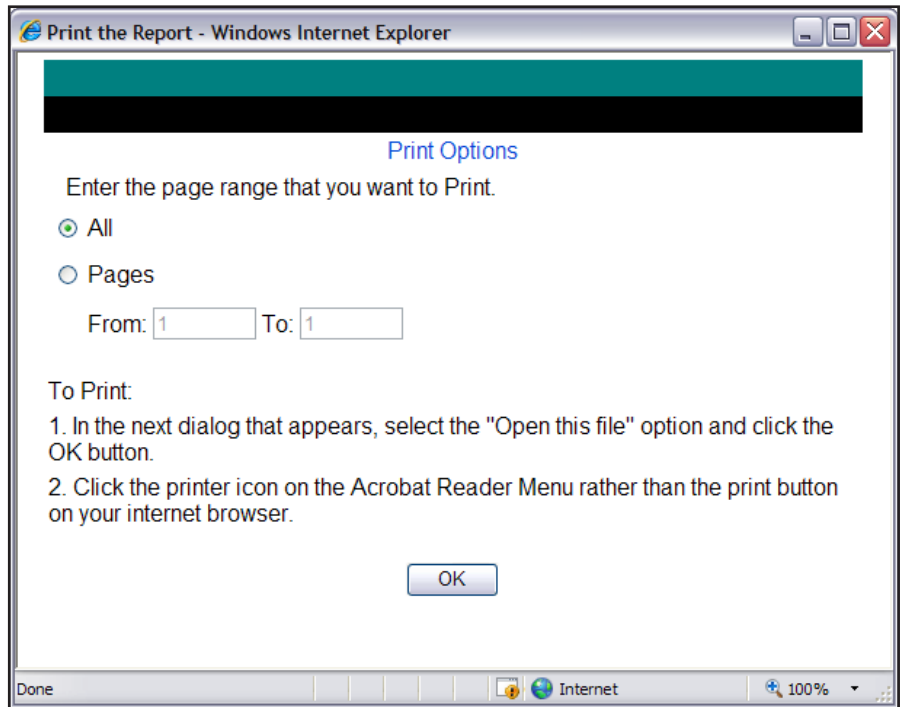
If the report is more than one page in length, the arrows will let you navigate to another page.



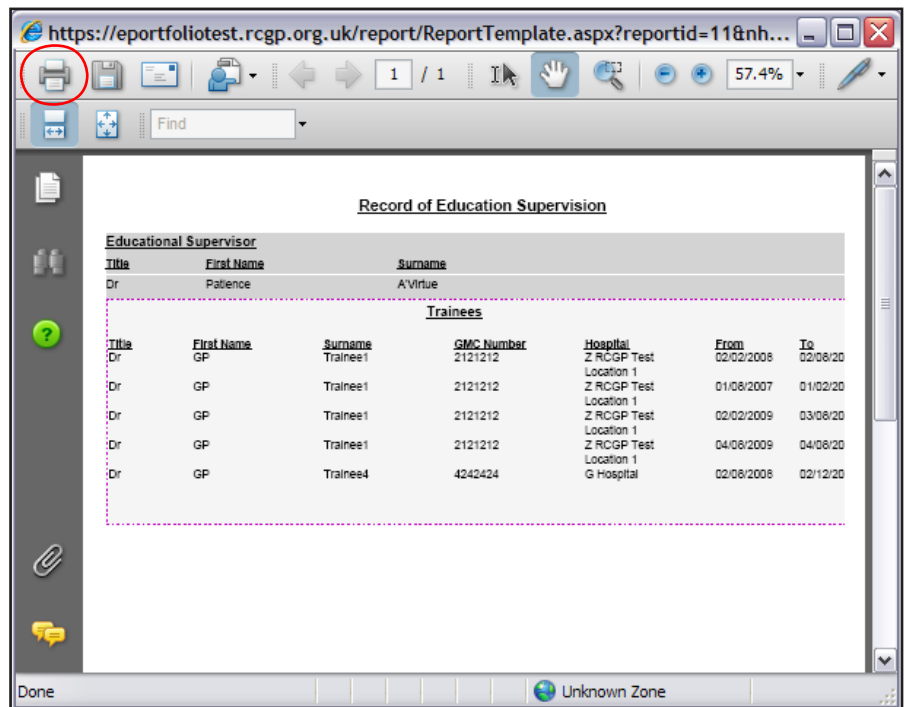
If you want to print out a report, click on the print icon.



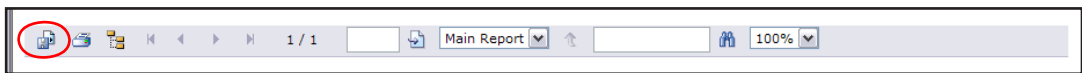
This will open a new window with options.



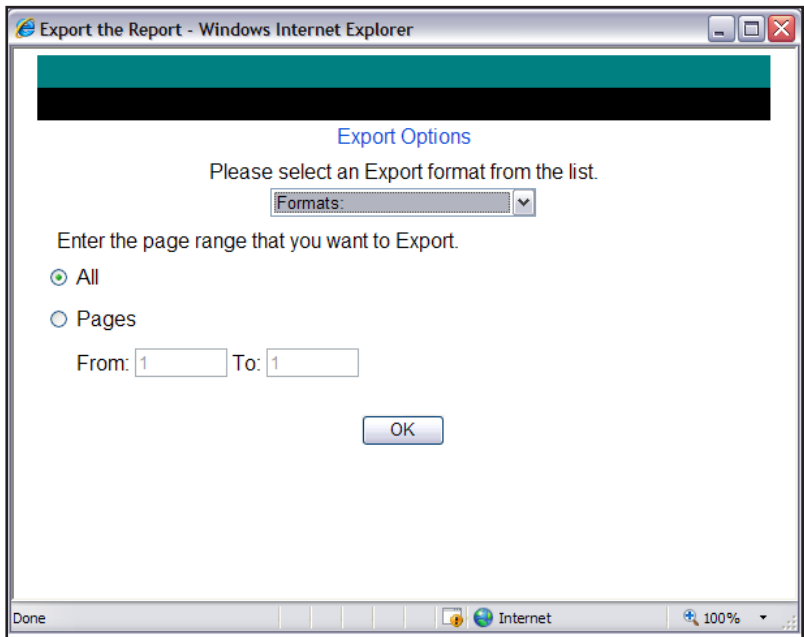
Clicking OK take you to a new window where you can print the report. (The layout may vary on different browsers) Click the print button here to print the report.



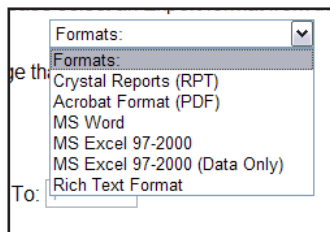
The other main option that you have is exporting. Click on the Floppy Disc icon to begin the export process.



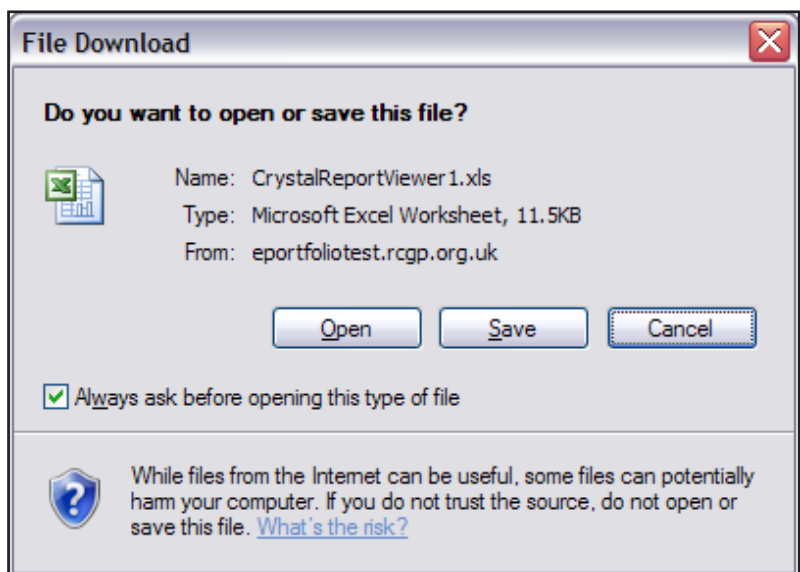
This will open the export window where you can select the format you want to use.



Below are the currently available formats. Select the one you require and then click OK.



You will then see a standard file download box. Save the item as you would any other. This screen may vary depending on your browser and you may wish to rename the file.



## **Requesting new reports.**

We have included a range of reports initially based on feedback. However we realise that we may not have included all reports that are needed. Therefore if you need a new report, please email [nmrcgp@rcgp.org.uk](mailto:nmrcgp@rcgp.org.uk)

We will need to know specifically what information you want to have in a report, so as detailed a description as possible is preferred.

We will then look at the requests and determine if a report can be constructed. Not all requests will be possible unfortunately. We will get back to you letting you know if it is possible or not and how long we expect it will take to add it to the ePortfolio.

For every new report we have to construct it and then test it shows the right information. We would also like to introduce new reports in batches so it would be highly unlikely that we will add them individually.

This is a new system for us and we expect that as we start producing more reports, the process will become easier and more streamlined as we go along. We want this to be a useful tool for you, but we want to get it right, so please bear with us.

Should you have any queries or concerns over reporting, please contact our helpdesk on 0207 344 3075 or by email at [nmrcgp@rcgp.org.uk](mailto:nmrcgp@rcgp.org.uk) and we will do our best to help you.