

Viewing and adding comments to completed assessments and reports

9 Steps

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STEP 1

From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard

The screenshot shows the 'Supervisor dashboard' for a trainee named 'TestCRS1 TestCRS1'. The page has a blue header with navigation tabs: 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. Below the header, the trainee's name is displayed with a 'View profile' button. The main content area is divided into several sections: 'Current information' (Specialty: Clinical radiology, 5 Jun. 2023 - 12 Jun. 2024), 'Locations' (Test location: 5 Jun. 2023 - 12 Jun. 2024), and 'Clinical Supervisor, Training Programme Director - Clinical Radiology, Educational Supervisor - Clinical Radiology'. On the left, there is an 'Inbox' section with a 'Go to my inbox' button. In the center, there is a 'Create a new event' section with 'MySelf' and 'Someone else' buttons, and a 'My Trainees' list showing 'TestCR1 TestCR' (highlighted with a red circle) and 'TestCR4 TestCR4'. On the right, there is an 'E-portfolio support' section with links to user guides and FAQs, and a 'Become an examiner' button.

STEP 2

Click on Timeline on the trainee's summary dashboard and select the relevant section

The screenshot shows the 'Summary' dashboard for a trainee named 'TestCR1 TestCR1'. The page has a blue header with navigation tabs: 'Summary', 'Timeline', 'Goals', and 'Documents'. Below the header, the trainee's name is displayed with a 'View profile' button. The main content area is divided into several sections: 'Profile', 'Trainee - Clinical Radiology', 'Current information' (Specialty: Clinical radiology, 5 Jun. 2023 - 12 Jun. 2024), and 'Locations' (Test training programme 1: 10 Jul. 2023 - 1 Aug. 2023). A dropdown menu is open over the 'Timeline' tab, showing options: 'Timeline', 'Admin and approvals', 'Supervision', 'Assessment and evidence' (highlighted with a red circle), 'Reflection', 'Goals', 'Goals - IR', 'Examinations', and 'ARCP'.

STEP 3

Select the required assessment or report from the trainee's timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report

The screenshot shows the 'TestCRI TestCRI's Assessment and evidence' page. At the top, there is a navigation bar with 'RCR', 'risz/advance', and various menu items like 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. Below the navigation bar, the page title is 'TestCRI TestCRI's Assessment and evidence'. A search bar is present with the placeholder text 'Start typing to search'. Below the search bar, it says 'Found 2 items'. The main content area is titled 'Your to do list for this user' and shows a list of events. The first event is 'CR Educational Supervisor's Structured Report' with a creation date of '16 JUN, 2023'. The second event is 'Mini Imaging Interpretation Exercise (Mini-IPX)' with a creation date of '18 JUL, 2023'. This event is highlighted with a red box. Below it, there is another event 'Rad-DOPS' with a creation date of '12 JUN, 2023'. On the right side, there is an 'Advanced search' sidebar with fields for 'Event type', 'State', 'Date after', and 'Date before', and an 'Apply' button. At the bottom of the sidebar, there is an 'Information' section with a note: 'This is where all of the events for this user are displayed. Different categories of events can be accessed from the dropdown menu in the blue toolbar by clicking Timeline.'

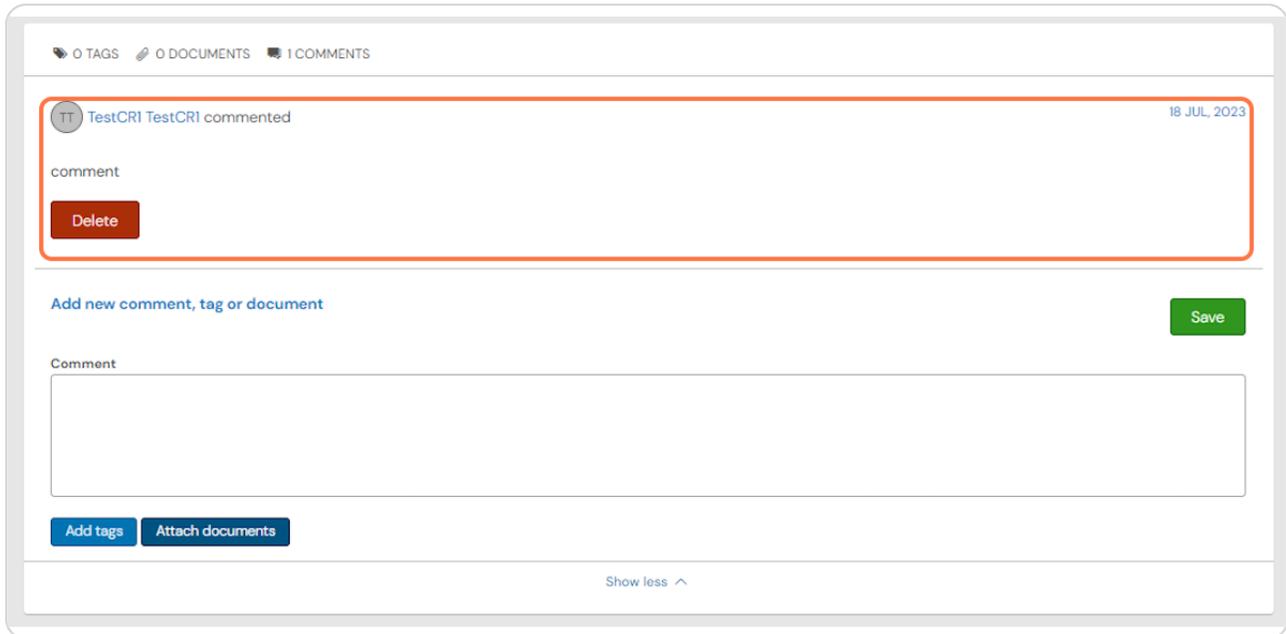
STEP 4

Scroll to bottom of the assessment and click on Show more

The screenshot shows the 'Assessor's declaration' form. The title is 'Assessor's declaration'. Below the title, there is a paragraph of text: 'By submitting this form you are agreeing that you observed the case(s) described. Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.' Below the text, there is an 'Edit' button. At the bottom of the form, there is a 'Show less' button and a 'Show more' button. Below the form, there is a summary bar showing '0 TAGS', '0 DOCUMENTS', and '1 COMMENTS'. At the bottom of the page, there is a 'Show more' button.

STEP 5

You can view any comments made by the trainee or other supervisors



0 TAGS 0 DOCUMENTS 1 COMMENTS

TT TestCRI TestCRI commented 18 JUL, 2023

comment

Delete

Add new comment, tag or document Save

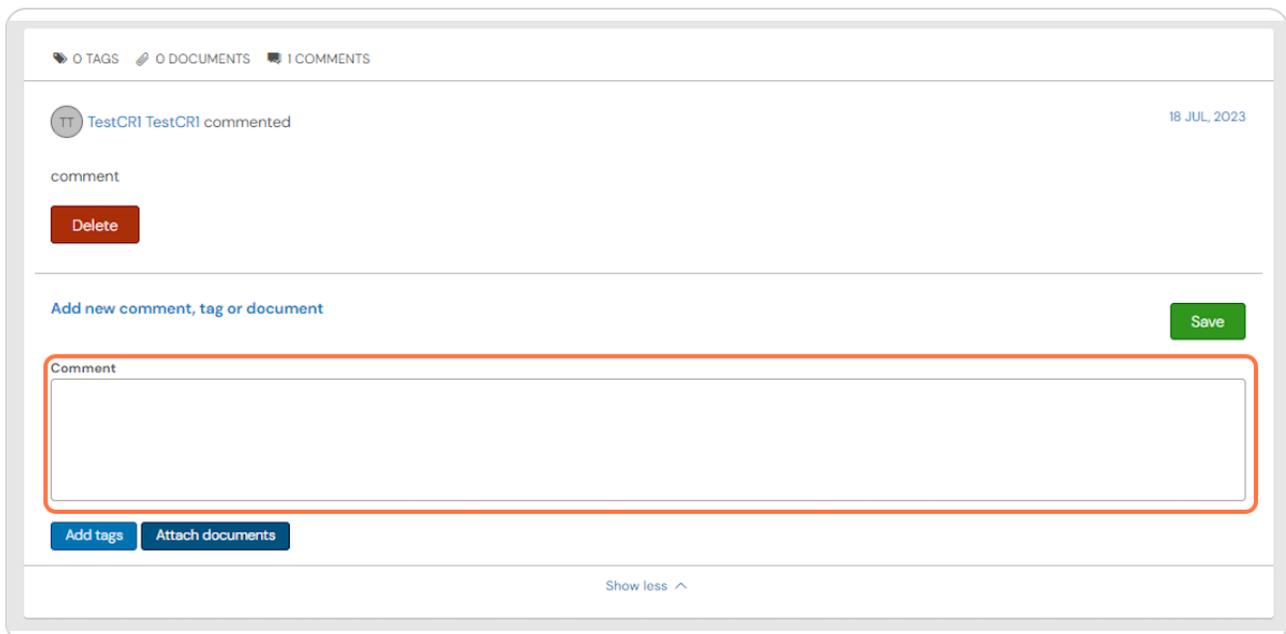
Comment

Add tags Attach documents

Show less ^

STEP 6

Add your comment by typing in the text box



0 TAGS 0 DOCUMENTS 1 COMMENTS

TT TestCRI TestCRI commented 18 JUL, 2023

comment

Delete

Add new comment, tag or document Save

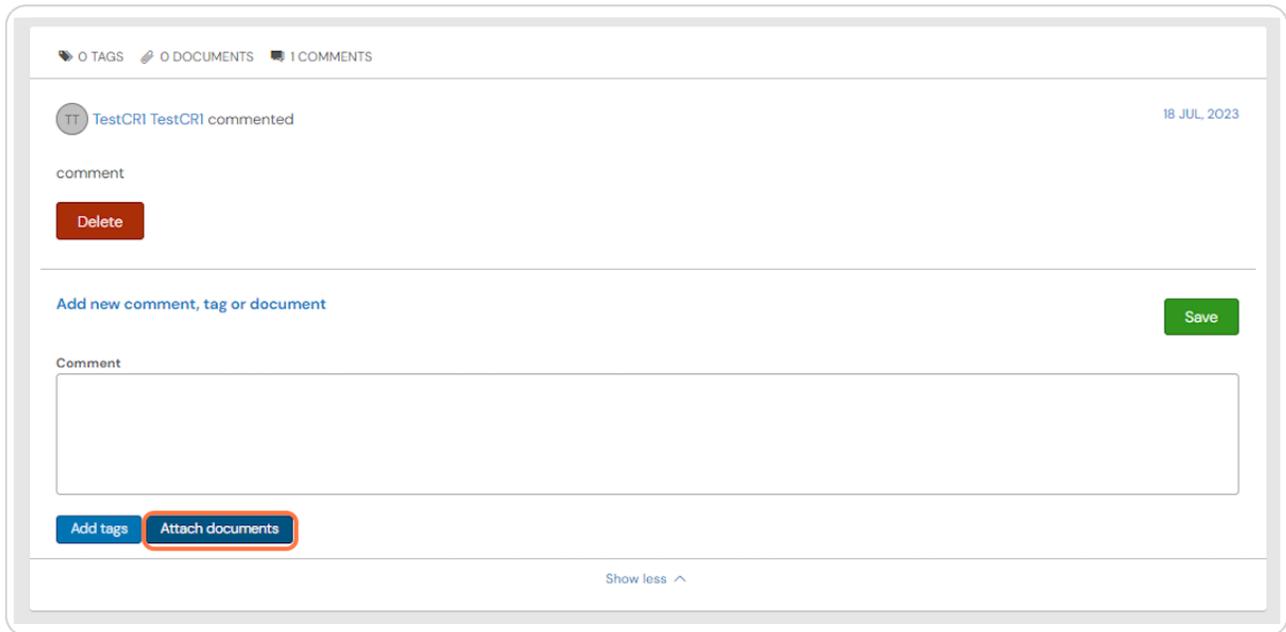
Comment

Add tags Attach documents

Show less ^

STEP 7

You can attach documents to your comment if required by clicking on Attach documents

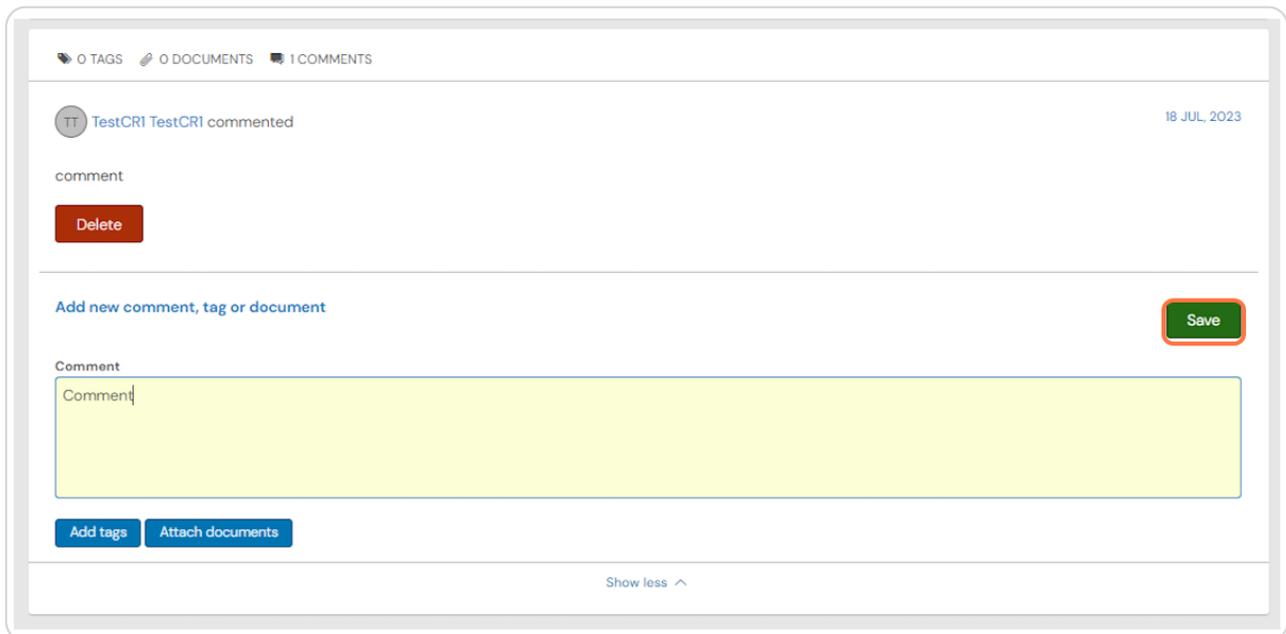


The screenshot shows a comment interface with the following elements:

- Header: 0 TAGS, 0 DOCUMENTS, 1 COMMENTS
- Comment by TestCR1: TestCR1 commented (18 JUL, 2023)
- Text: comment
- Buttons: Delete
- Section: Add new comment, tag or document (Save)
- Text: Comment
- Form: A large empty text area for the comment.
- Buttons: Add tags, Attach documents (highlighted with a red box)
- Footer: Show less ^

STEP 8

Click on Save to publish the comments

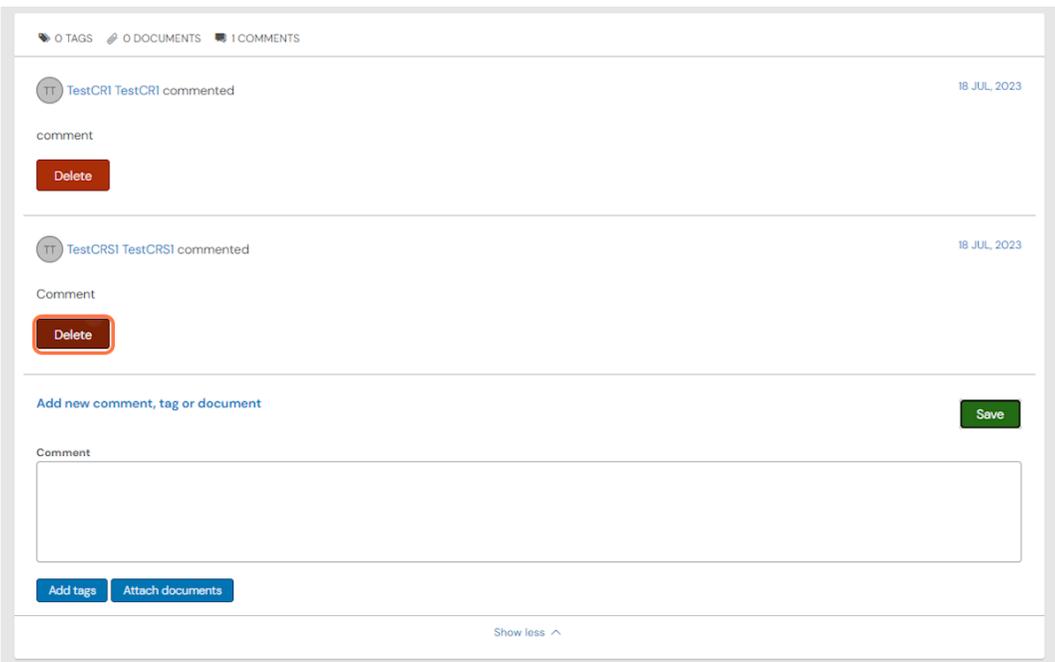


The screenshot shows the same comment interface as in Step 7, but with the following changes:

- Text: Comment (The text area now contains the word "Comment")
- Buttons: Add tags, Attach documents
- Section: Add new comment, tag or document (Save) (The Save button is highlighted with a red box)
- Footer: Show less ^

STEP 9

You can delete comments by clicking on Delete



The screenshot displays a user interface for managing comments. At the top, there are navigation links: '0 TAGS', '0 DOCUMENTS', and '1 COMMENTS'. Below this, two comment entries are shown. Each entry includes a user profile picture (a circle with 'TT'), the text 'TestCRI TestCRI commented', and the date '18 JUL 2023'. The first comment's text is 'comment', and the second is 'Comment'. Each comment has a red 'Delete' button. Below the comments is a section for adding new content, titled 'Add new comment, tag or document', with a green 'Save' button. A text input field labeled 'Comment' is provided for this section. At the bottom of this section are two blue buttons: 'Add tags' and 'Attach documents'. A 'Show less' link with a downward arrow is located at the very bottom of the interface.

