

Accessing your e-portfolio inbox

A guide for trainers and administrators

3 Steps

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STEP 1

You will find a preview of your inbox on your dashboard

If you have unread messages you will also see an orange banner above your profile information and the bell icon in the top righthand corner will be red.

The screenshot shows the RCR e-portfolio supervisor dashboard for a user named TestCOS1. The dashboard is titled "Supervisor dashboard" and includes a navigation menu with options like "Timeline", "Documents", "Content", "Reports", and "User management". The main content area is divided into several sections:

- Profile:** Displays the user's name "TestCOS1 TestCOS1" and a "View profile" button. Below this, there are sections for "Current information" (Specialty: Clinical oncology, 5 Jun, 2023 - 14 Jul, 2023) and "Locations" (Test location: 5 Jun, 2023 - 14 Jul, 2023). A "Collapse" button is visible on the right.
- Inbox:** A section highlighted with an orange border, containing a welcome message: "Welcome to the RCR's e-portfolio test site. PUBLISHED ON: 14 JUL, 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..." and a "Go to my inbox" button.
- Create a new event:** A section with the text "First, select who you want to create this for:" and two buttons: "MySelf" (green) and "Someone else" (orange).
- My Trainees:** A section listing two trainees: "TestCO1 TestCO1" and "TestCO3 TestCO3", each with a "TT" icon. A "View all users" button is at the bottom.
- E-portfolio support:** A section providing user guides and FAQs, and information about a weekly e-portfolio clinic.
- Teaching Observation for TestCO1:** A section with a "To do list" header and one item: "Teaching Observation for TestCO1 TestCO1".
- Become an examiner:** A section advertising opportunities for doctors to get involved with FRCR examinations.

STEP 2

You can access your inbox through the preview on your profile

You can go directly to a message by clicking on its subject line, or click on Go to my inbox to view all messages. You can also click on the bell icon.

The screenshot shows the 'Supervisor dashboard' for 'TestCOS1 TestCOS1'. The profile section includes 'Current information' (Specialty: Clinical oncology, 5 Jun, 2023 - 14 Jul, 2023) and 'Locations' (Test location: 5 Jun, 2023 - 14 Jul, 2023). Below the profile is an 'Inbox' notification: 'Welcome to the RCR's e-portfolio test site. PUBLISHED ON: 14 JUL, 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...'. A 'Go to my inbox' button is present. Other dashboard sections include 'Create a new event', 'My Trainees' (listing TestCO1 TestCO1 and TestCO3 TestCO3), 'E-portfolio support', and 'Become an examiner'.

STEP 3

Your messages will be displayed in your inbox, with unread messages highlighted in orange

Clicking the subject line will open the message

The screenshot shows the 'Inbox' view. A message is displayed with an orange highlight on the subject line: 'Welcome to the RCR's e-portfolio test site'. The message body reads: '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 the e-portfolio to contact trainees directly about issues related to...'. The message is dated 'PUBLISHED ON: Jun 6, 2023'. At the bottom, it says 'You have reached the end of the list.'.

