

Viewing audit logs

7 Steps

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STEP 1

From your dashboard, select the trainee required

From your dashboard, select the trainee required

The screenshot shows the 'Supervisor dashboard' for 'TestCRS1 TestCRS1'. The main profile section includes a 'View profile' button and details such as 'Specialty: Clinical radiology' and 'Test location: 5 Jun, 2023 - 12 Jun, 2024'. Below the profile are several widgets: 'Inbox' with a 'Go to my inbox' button, 'Create a new event' with 'MySelf' and 'Someone else' options, 'E-portfolio support' with user guides and FAQs, 'My Trainees' listing 'TestCR4 TestCR4' and 'TestCR5 TestCR5', and 'Become an examiner' with information on advertising opportunities.

STEP 2

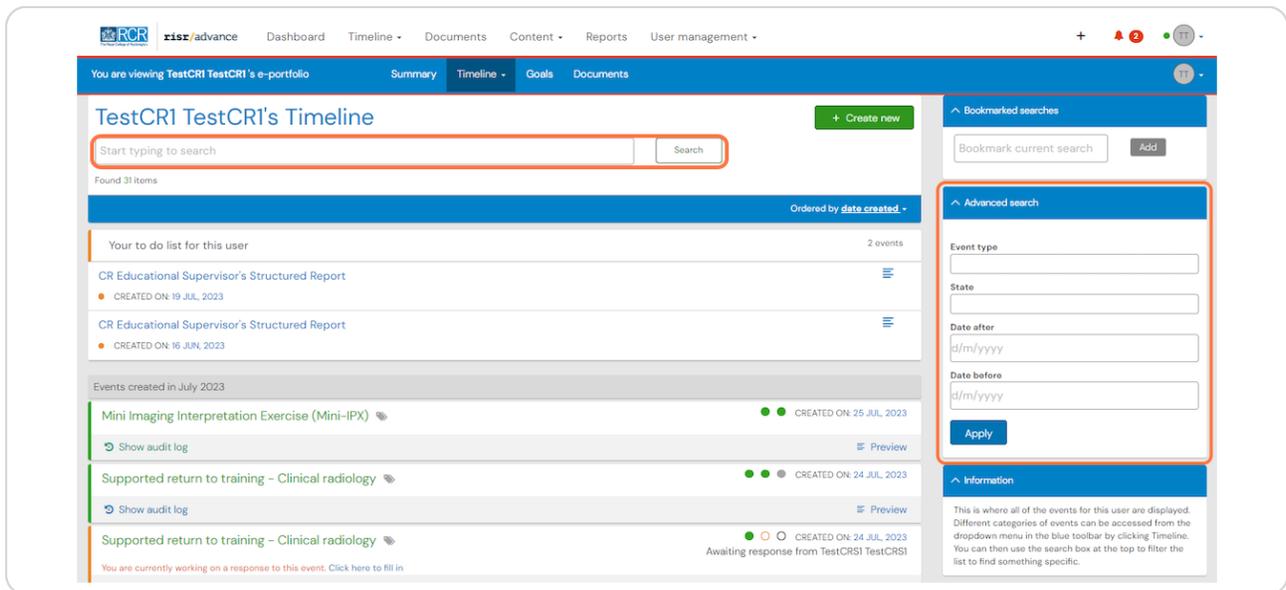
Click on Timeline on the trainee's summary dashboard and select the relevant section

The screenshot shows the 'Summary' dashboard for 'TestCR1 TestCR1'. The 'Timeline' menu is open, showing options: 'Admin and approvals', 'Supervision', 'Assessment and evidence', 'Reflection', 'Goals', 'Goals - IR', 'Examinations', and 'ARCP'. The 'Timeline' option is highlighted with a red box. The background shows the trainee's profile information, including 'Specialty: Clinical radiology' and 'Test training programme 1: 10 Jul, 2023 - 1 Aug, 2023'.

STEP 3

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

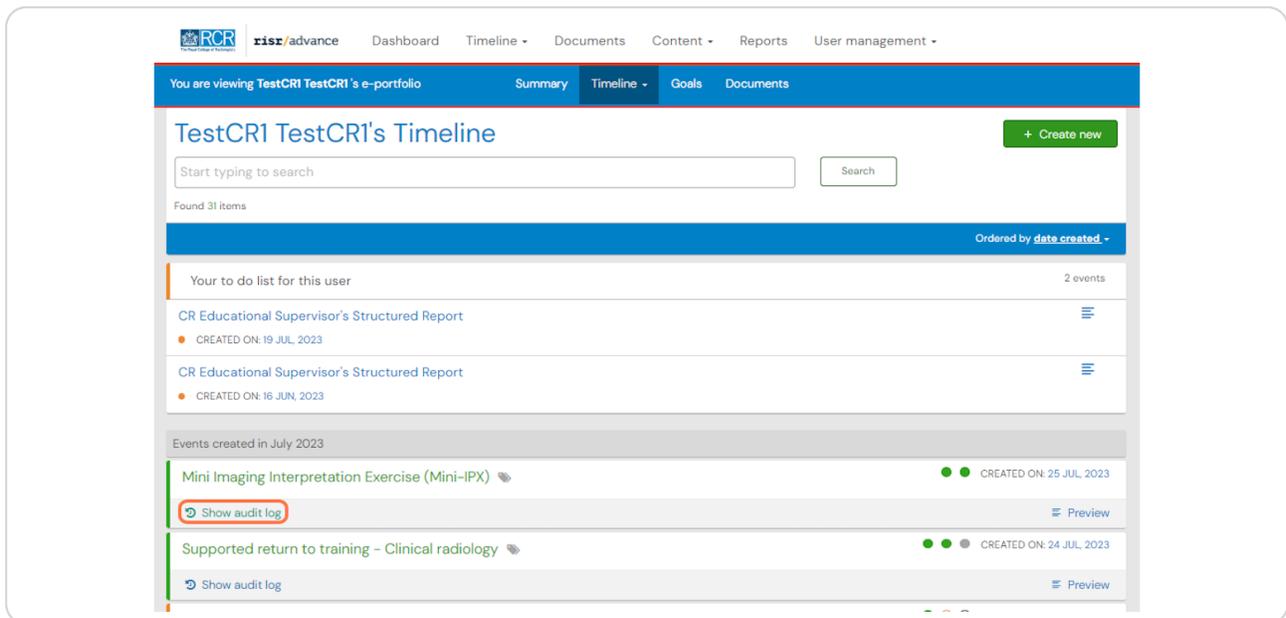
You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report



The screenshot shows the 'TestCRI TestCRI's e-portfolio' interface. At the top, there is a navigation bar with 'riscz/advance' and various menu items. Below this, the user is viewing 'TestCRI TestCRI's e-portfolio' with tabs for 'Summary', 'Timeline', 'Goals', and 'Documents'. The main content area is titled 'TestCRI TestCRI's Timeline' and features a search box with the placeholder text 'Start typing to search'. Below the search box, it indicates 'Found 31 items'. The timeline is ordered by 'date created'. There are two sections: 'Your to do list for this user' with 2 events, and 'Events created in July 2023'. The 'Your to do list' section includes two 'CR Educational Supervisor's Structured Report' items. The 'Events created in July 2023' section includes 'Mini Imaging Interpretation Exercise (Mini-IPX)' and two 'Supported return to training - Clinical radiology' items. Each event has a 'Show audit log' link and a 'Preview' link. On the right side, there is an 'Advanced search' panel with fields for 'Event type', 'State', 'Date after', and 'Date before', along with an 'Apply' button. Below the search panels is an 'Information' section with explanatory text.

STEP 4

You can click on Show audit log from the timeline or you can click on the assessment or report to view the full form

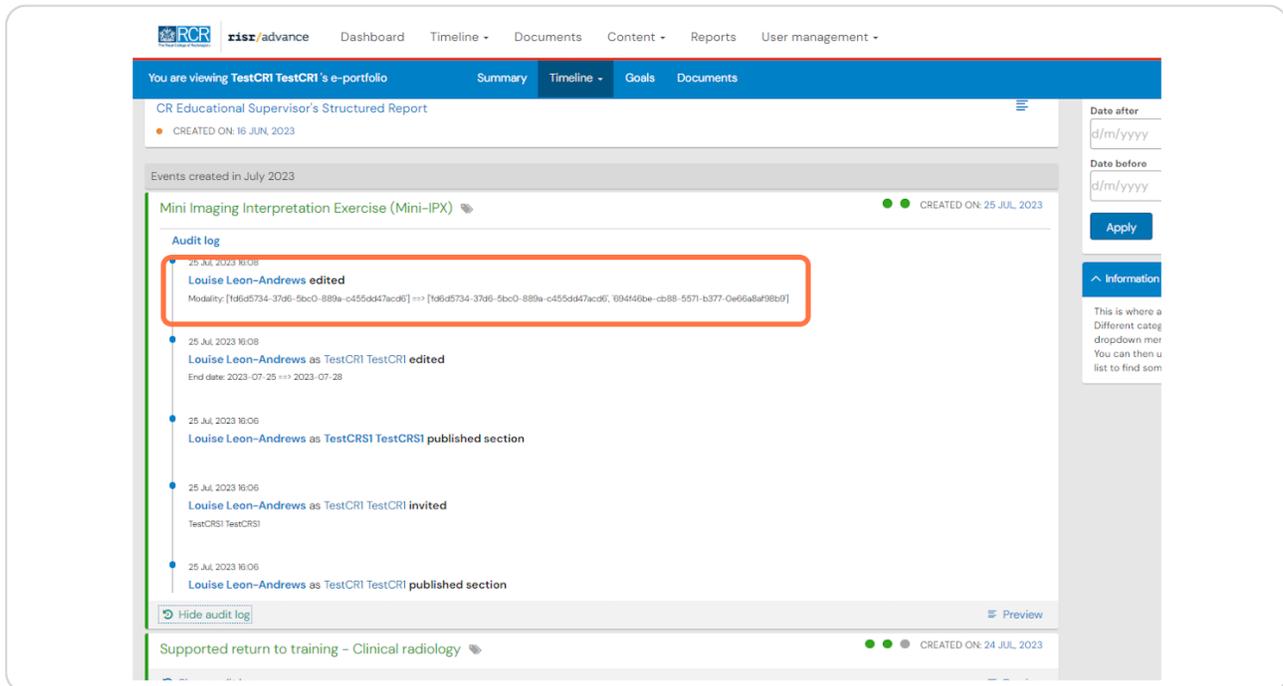


This screenshot is similar to the one in Step 3, showing the 'TestCRI TestCRI's e-portfolio' interface. The search box and advanced search panel are no longer highlighted. The 'Show audit log' link for the 'Mini Imaging Interpretation Exercise (Mini-IPX)' event is highlighted with a red box. The rest of the interface, including the navigation bar, tabs, and other events in the timeline, remains the same as in the previous screenshot.

STEP 5

When viewing the audit log from the timeline the log will open within the preview of the assessment or report

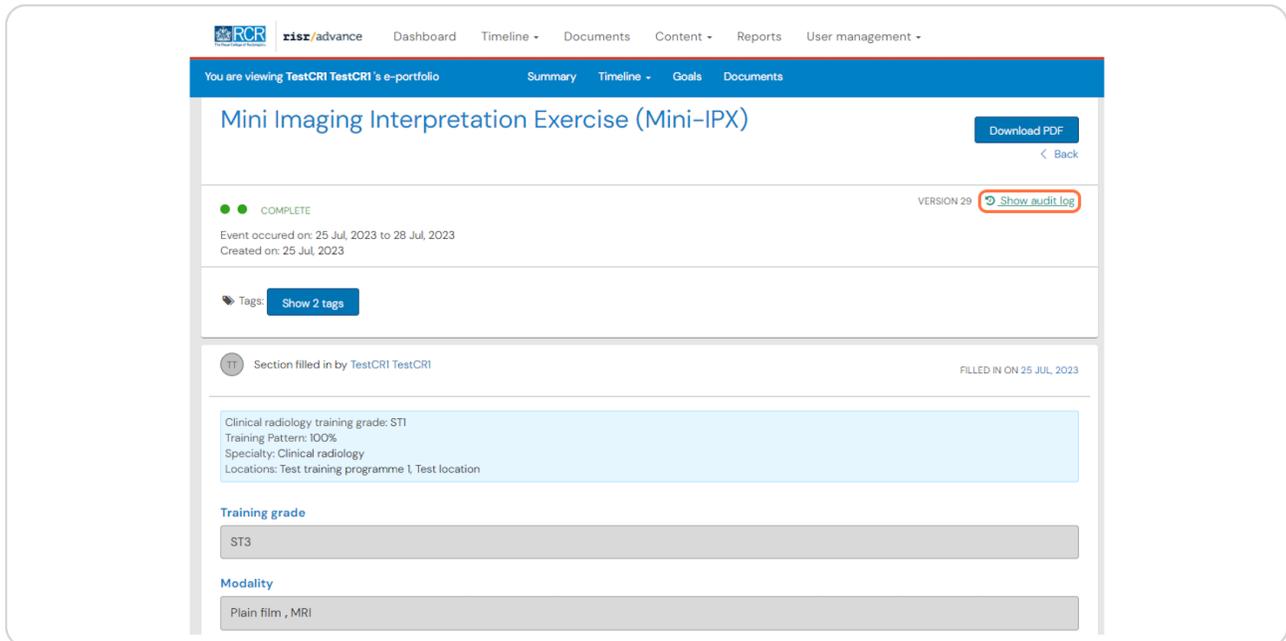
You will be able to see who made edits and the date these were made



The screenshot displays the RCR zisr/advance interface. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area shows a 'Timeline' view for 'CR Educational Supervisor's Structured Report'. The first event is 'Mini Imaging Interpretation Exercise (Mini-IPX)', created on 25 Jul 2023. An 'Audit log' section is expanded, showing a list of events. The first event is highlighted with a red box: 'Louise Leon-Andrews edited' on 25 Jul 2023 at 10:08. The event details include a long alphanumeric ID and a 'Modality' field. Other events in the log include 'Louise Leon-Andrews as TestCRI TestCRI edited', 'Louise Leon-Andrews as TestCRSI TestCRSI published section', 'Louise Leon-Andrews as TestCRI TestCRI invited', and 'Louise Leon-Andrews as TestCRI TestCRI published section'. The right sidebar contains filters for 'Date after' and 'Date before', an 'Apply' button, and an 'Information' section.

STEP 6

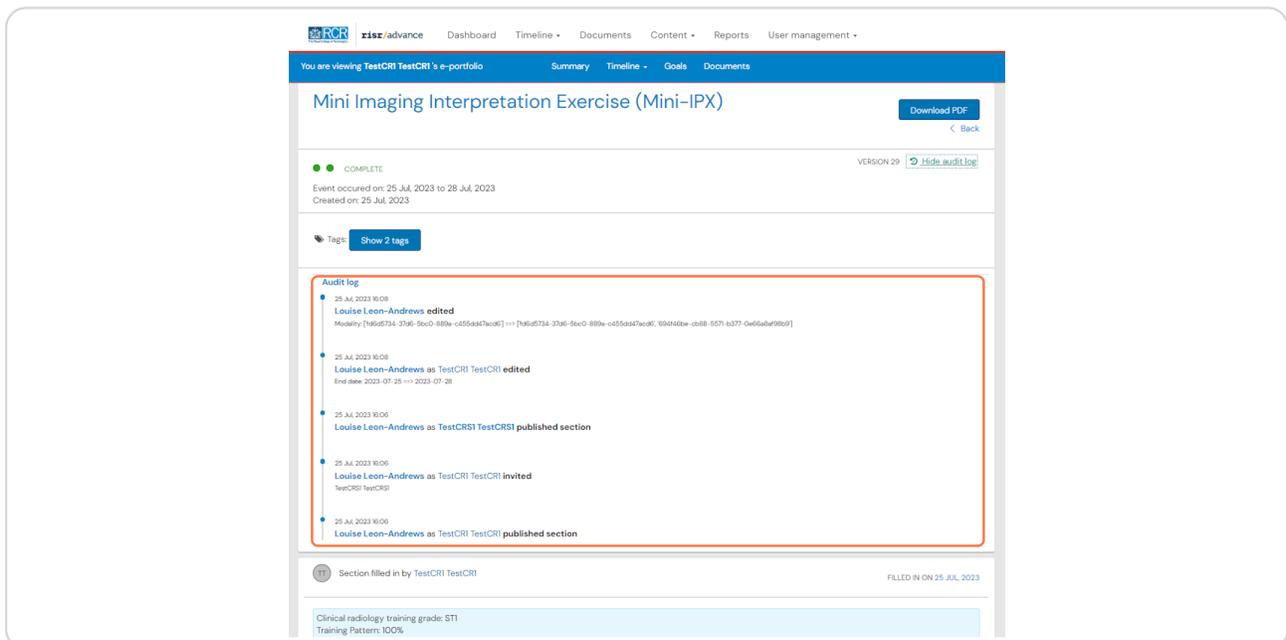
When viewing the full form you will need to click on audit log at the top right of the form



The screenshot shows the RCR e-portfolio interface for a 'Mini Imaging Interpretation Exercise (Mini-IPX)'. The page is titled 'You are viewing TestCRI TestCRI's e-portfolio' and includes navigation tabs for 'Summary', 'Timeline', 'Goals', and 'Documents'. A 'Download PDF' button and a '< Back' link are visible in the top right. The form status is 'COMPLETE' with 'VERSION 29'. A red box highlights the 'Show audit log' button. Below this, the event details are listed: 'Event occurred on: 25 Jul, 2023 to 28 Jul, 2023' and 'Created on: 25 Jul, 2023'. A 'Tags' section shows 'Show 2 tags'. The main content area displays 'Section filled in by TestCRI TestCRI' and 'FILLED IN ON 25 JUL, 2023'. The form content includes 'Clinical radiology training grade: ST1', 'Training Pattern: 100%', 'Specialty: Clinical radiology', and 'Locations: Test training programme 1, Test location'. Below this, the 'Training grade' is set to 'ST3' and the 'Modality' is 'Plain film , MRI'.

STEP 7

The audit log will show at the top of the form



The screenshot shows the RCR e-portfolio interface for the 'Mini Imaging Interpretation Exercise (Mini-IPX)'. The 'Show audit log' button from the previous step is now expanded, and the 'Audit log' section is highlighted with a red box. The audit log contains the following entries:

- 25 Jul 2023 10:08 Louise Leon-Andrews edited
Modality [7b6d5734-3746-56c0-889e-cd55a947cc9f] => [7b6d5734-3746-56c0-889e-cd55a947cc9f, Wb466be-cd88-557f-0a6b6a4f980f]
- 25 Jul 2023 10:08 Louise Leon-Andrews as TestCRI TestCRI edited
End date 2023-07-25 => 2023-07-28
- 25 Jul 2023 10:06 Louise Leon-Andrews as TestCRI TestCRI published section
- 25 Jul 2023 10:06 Louise Leon-Andrews as TestCRI TestCRI invited
TestCRI TestCRI
- 25 Jul 2023 10:06 Louise Leon-Andrews as TestCRI TestCRI published section

Below the audit log, the form details are visible: 'Section filled in by TestCRI TestCRI' and 'FILLED IN ON 25 JUL, 2023'. The form content includes 'Clinical radiology training grade: ST1' and 'Training Pattern: 100%'.

