NER App

Guide for E-Portfolio

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Introduction

NDTP are proud to announce the launch of the National Employment Record App (NER). NCHDs can now access their NER Portal Account by using their smart device whilst on the go. The NER App is an extension of what is currently available on the NER Web Portal. The NER is an online management system that enables NCHDs to interact virtually with Medical Manpower and Occupational Health by uploading pre-employment screening documentation prior to rotation including their Hire Form, Training Certificates and Occupational Health documentation. NCHDs can also submit TSS or CCERS Applications to their Medical Manpower Department. The E-Portfolio module is also available on the app, which allows NCHDs to record their training and career development. It also gives the opportunity to have their experience validated by their Supervising Clinician / Consultant where applicable provided they have a Wi-Fi connection when doing so.

The NER App is available for download on both the Google Play Store and IOS App Store making it compatible with most Android and iPhone devices. Whilst the functionality in the app is similar to that on the NER Web Portal, NDTP have developed this user guide to assist NCHDs in navigating and using the NER App.

Background to E-Portfolio Module

The E-Portfolio module was developed to give NCHDs who are not associated with a Postgraduate Medical Training Body and do not have access to a formal Logbook, the opportunity to record any clinical or professional development activities they have undertaken and have, where applicable, this experience validated. You may seek validation of relevant records from a Supervising Clinician/Consultant, once this activity has occurred within the last six months. Information on these records will be visible to the nominated Supervising Clinician/Consultant you choose to send this data to. The Supervising Clinician/Consultant will access the data via a secure link sent by email. The Supervising Clinician/Consultant will be able to view this data until it has been processed by them or six months has elapsed since the activity date, whichever is the sooner. It is your responsibility to ensure you select the correct IMC number and email address for the nominated Supervising Clinician/Consultant.

This module is available to all NCHDs who have an NER account, however it is not intended to replace the Logbooks developed by Training bodies and therefore should not be used in place of those provided by your training body. Within the E-Portfolio, there are no mandatory or specific sections required for completion. NCHDs are responsible for the content contained within their E-Portfolio. This E-Portfolio is not endorsed by a Postgraduate Medical Training Body and thus does not lead to certification or guarantee eligibility to the Irish Medical Council's Specialist Division of the Register.

For further details on the E-Portfolio, FAQs and its terms and conditions please visit www.hse.ie/doctors

Improrant!

Please note that the inclusion of any patient information on the E-Portfolio is strictly prohibited. When completing details on your E-Portfolio it is essential that no information is included which might identify a patient / client / colleague etc such as names / DOBs / patient medical record numbers etc. Information should remain amonymous at all times. Users are reminded to be mindful of Data Protection legislation. Please refer to point 5 of the NER Terms and Conditions, available on the NER Logon screen.

The E-Portfolio module can be accessed at the bottom of the NER App Dashboard home screen menu of the app and has the following six options available once selected:

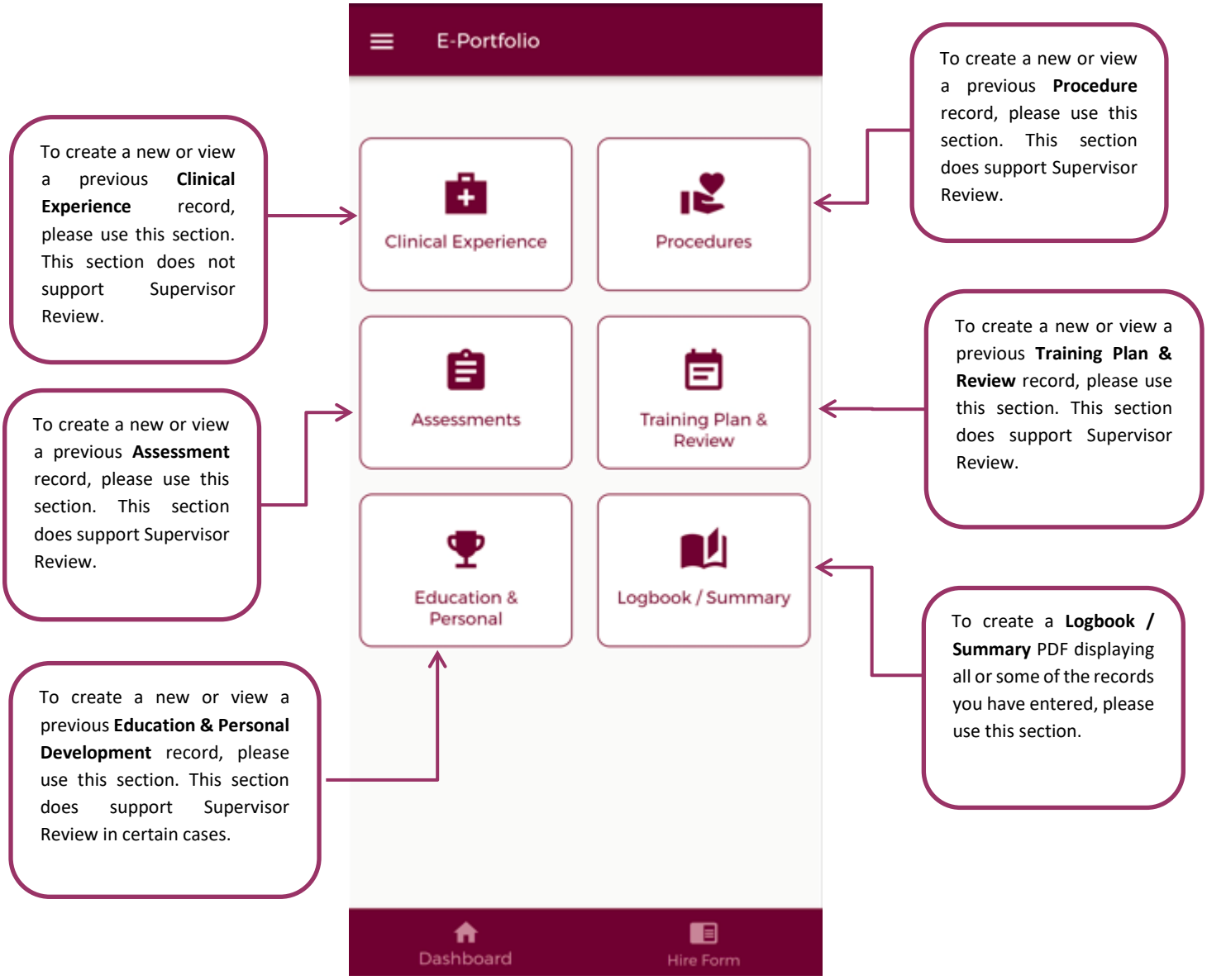

Figure 1: E-Portfolio Home-screen

1 Clinical Experience

In the Clinical Experience home screen, you will be able to manage existing records created in this section as well as add new records.

a) Clinical Experience – Home Screen

As shown in the Figure 2, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

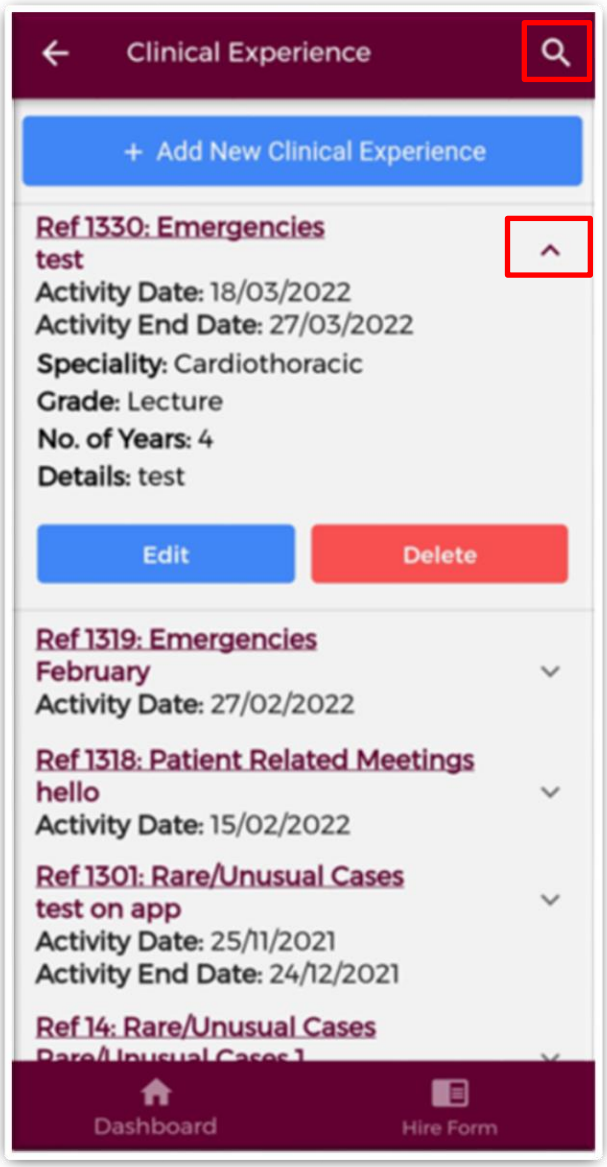

Figure 2: Clinical Experience Records

You may use the filter button (magnifying glass as shown in Figure 2) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 3.

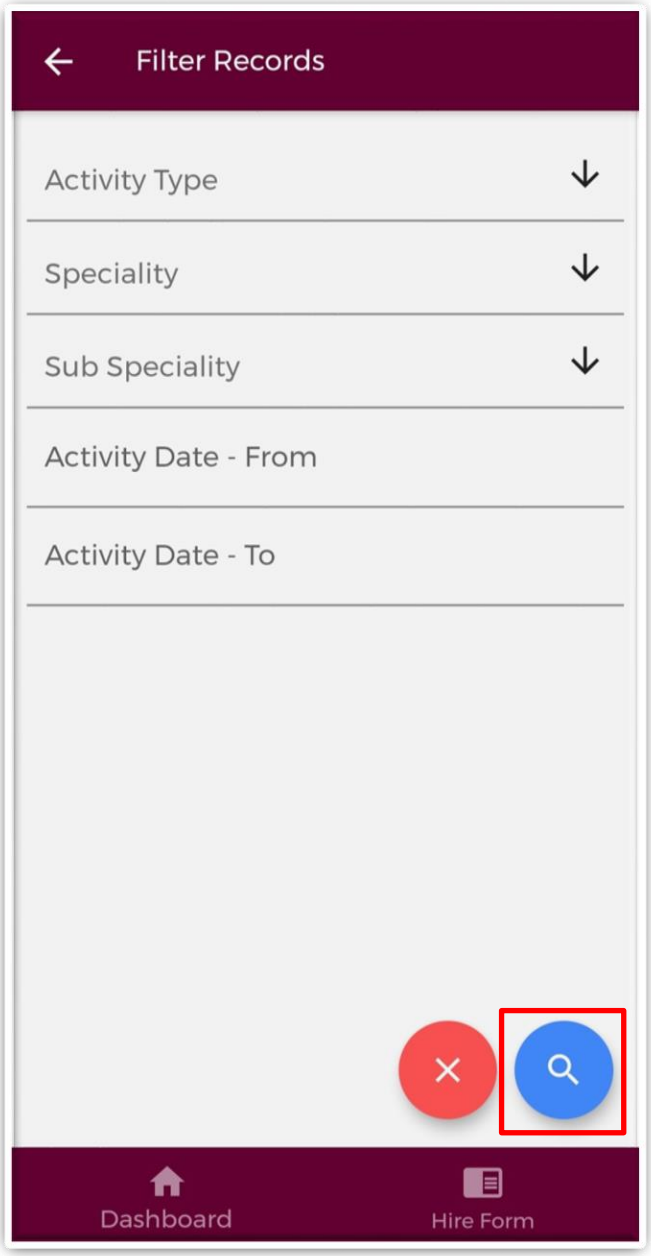

Figure 3: Clinical Experience Filters

b) Add New Clinical Experience Record

Once you tap on the "*Add New Clinical Experience'* button a screen displaying the different Activity Types will appear:

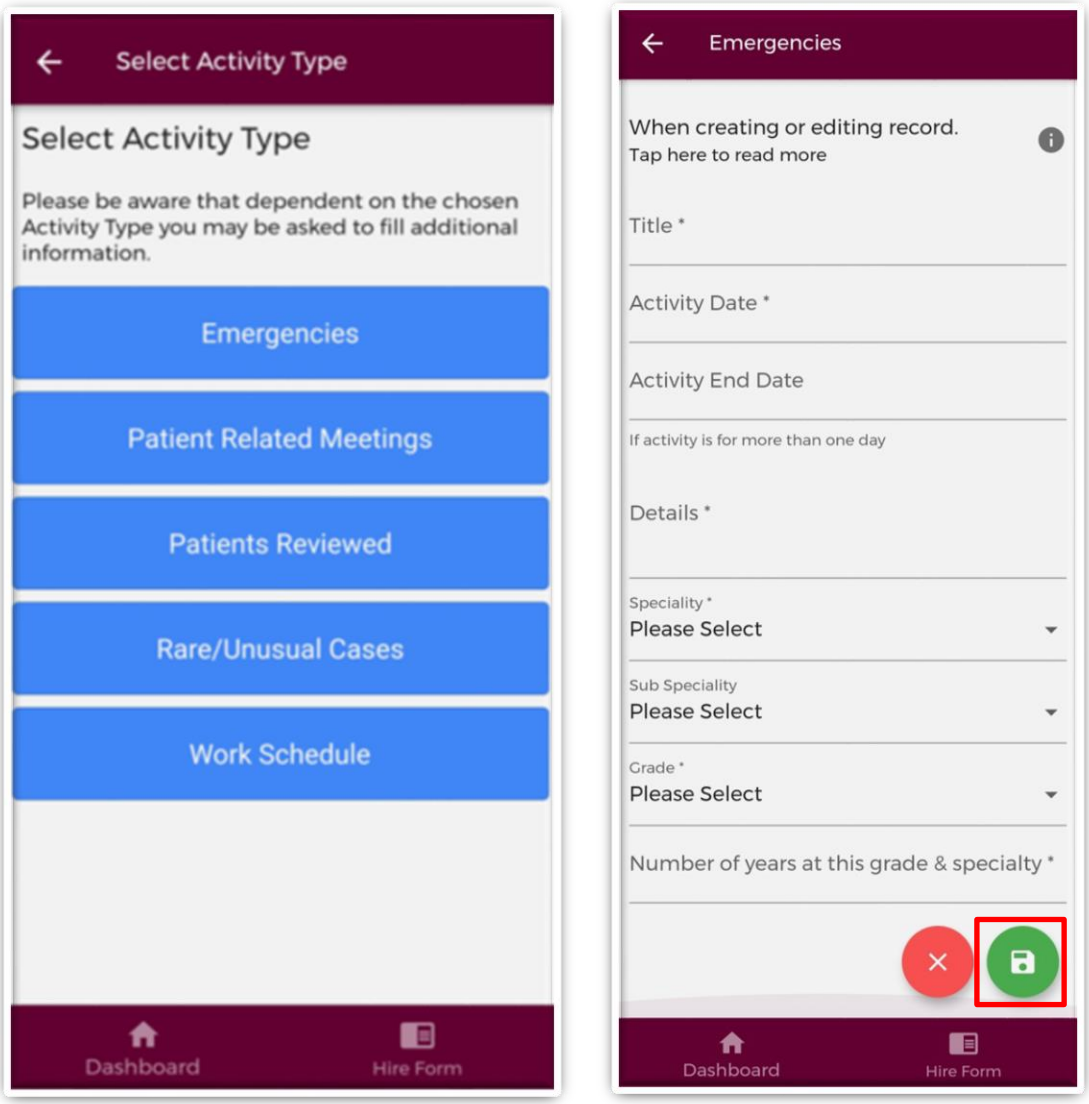

Figure 4: Clinical Experience Activity Types and Adding a New Record

Select the appropriate Activity Type from the above blue buttons. Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000.

Once you have completed all the relevant fields tap the green *"Save"* button to save this record, which will be displayed on the Clinical Experience home screen. Tap *"Cancel"* to disregard changes and return to the clinical experience screen.

NOTE: Clinical Experience Records **cannot** be sent to a Supervising Clinician/Consultant for their review

2 Procedures

In the Procedures home screen you will be able to manage existing records created in this section as well as add new records.

a) Procedures – Home Screen

As shown in the Figure 5, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

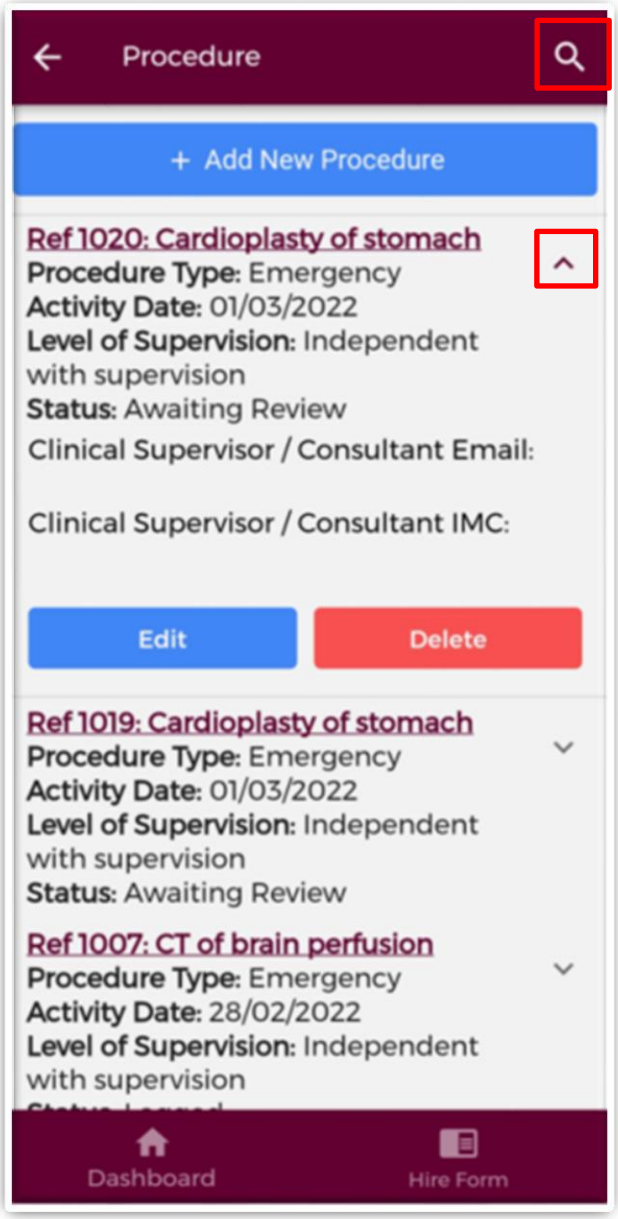

Figure 5: Procedures Records

You may use the filter button (magnifying glass as shown in Figure 5) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 6.

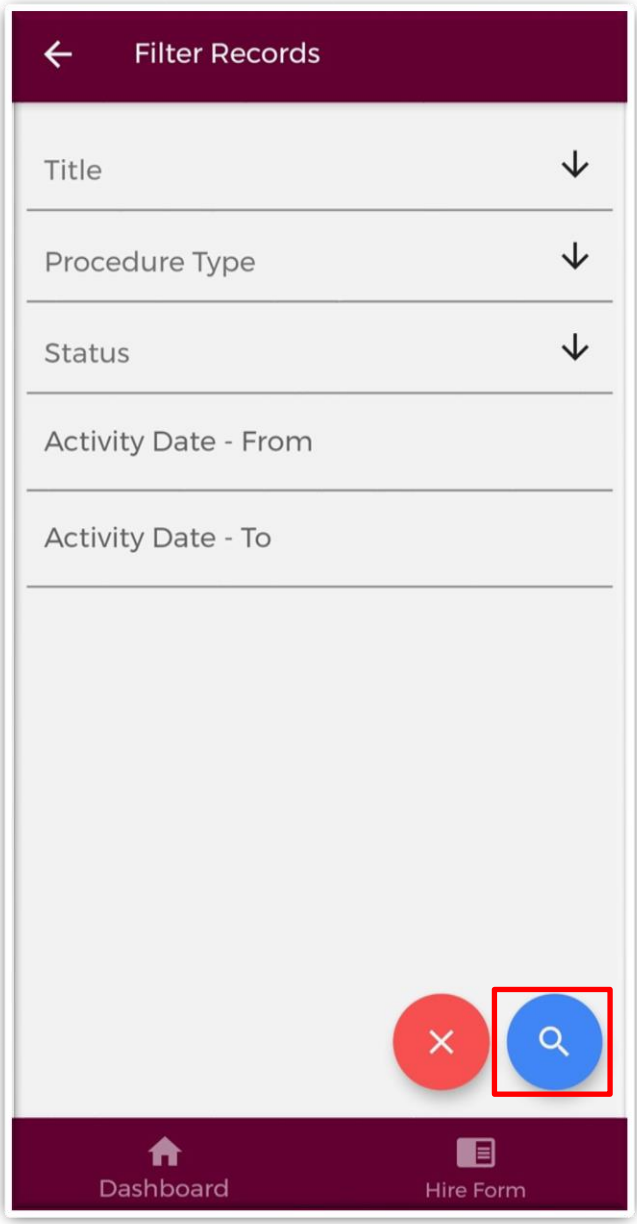

Figure 6: Procedures Filters

b) Add New Procedure Record

Once you tap on the *"Add New Procedure'* button the following screen will appear:

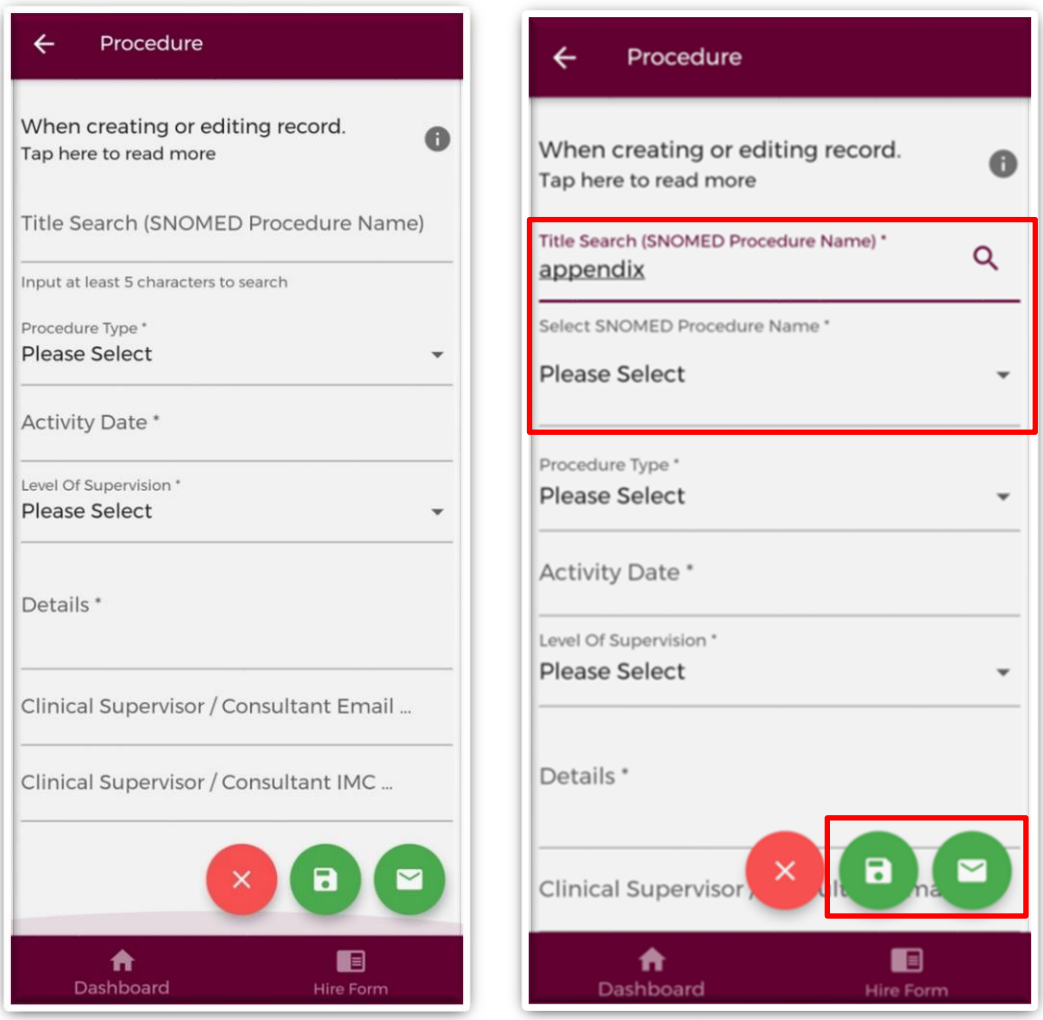

Figure 7: Add New Procedure Record

The *"Title Search (SNOMED Procedure Name)"* field will allow users to search for a procedure name from the SNOMED dictionary. You must enter a minimum of five characters to perform the search. Once this has happened, the "*Select SNOMED Procedure Name*" field will appear with the list of dropdown options associated with the item you were searching for as shown in Figure 7. You will need to select the appropriate procedure title from this dropdown.

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for a procedure from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details.

Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal email addresses will be accepted.**
To discard the entry and return to the Procedures home screen tap the red *'Cancel'* button.
To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged".*

c) Submitting a Procedure Record to a Supervising Clinician/Consultant for Review

To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).

The following validation message will appear on screen:

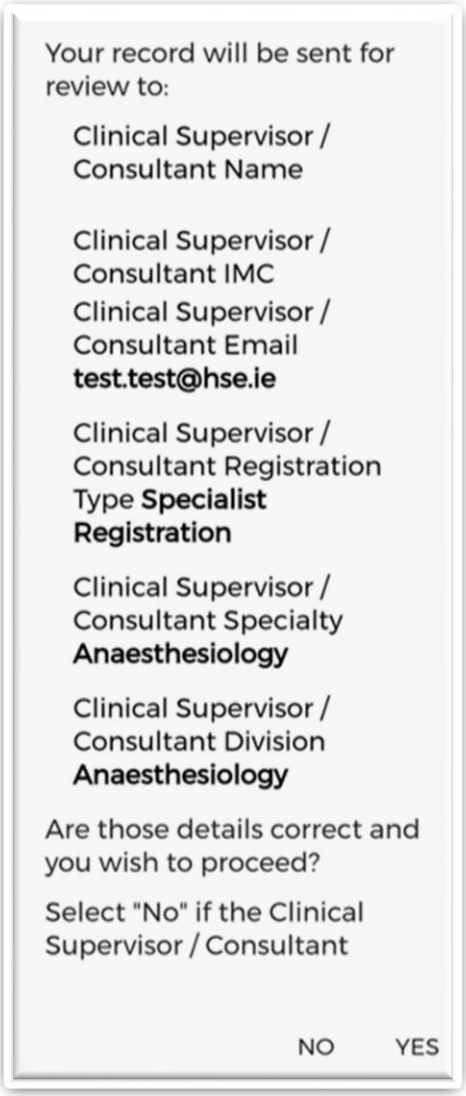

Figure 8: Pop-Up – Submit a Procedure Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Procedure input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"*. You will be able to view the consultant's feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate",* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review, will have status *"Logged".* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and tap "*Save and Submit".*

3 Assessments

In the Assessments, home screen you will be able to manage existing records created in this section as well as add new records.

a) Assessments – Home Screen

As shown in the Figure 9, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

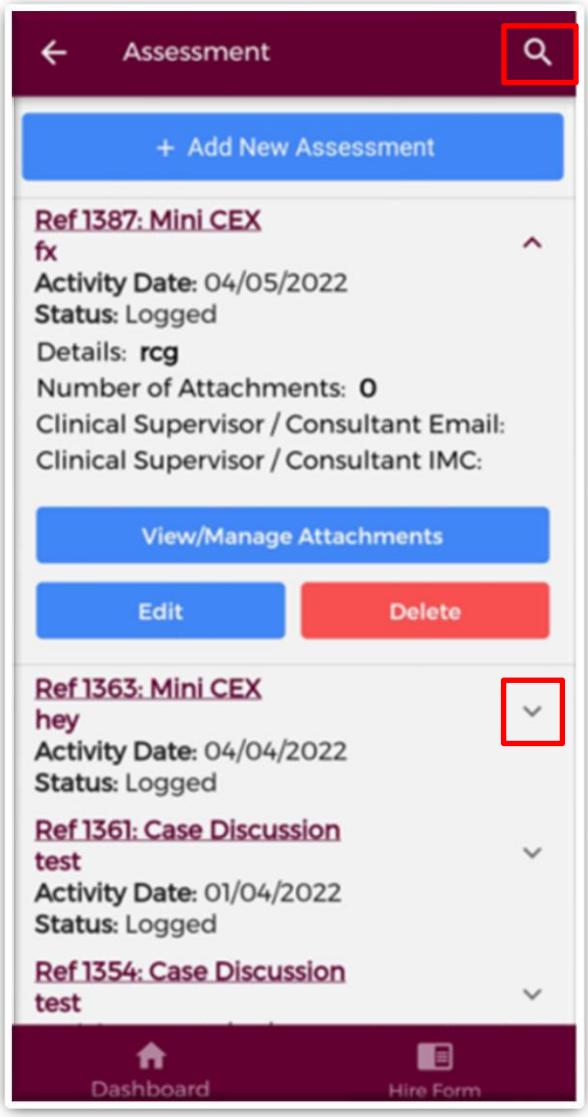

Figure 9: Assessments Records

You may use the filter button (magnifying glass as shown in Figure 9) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 10.

Figure 10: Assessments Filters

b) Add New Assessment Record

Once you tap on the "*Add New Assessment'* button the following screen will appear:

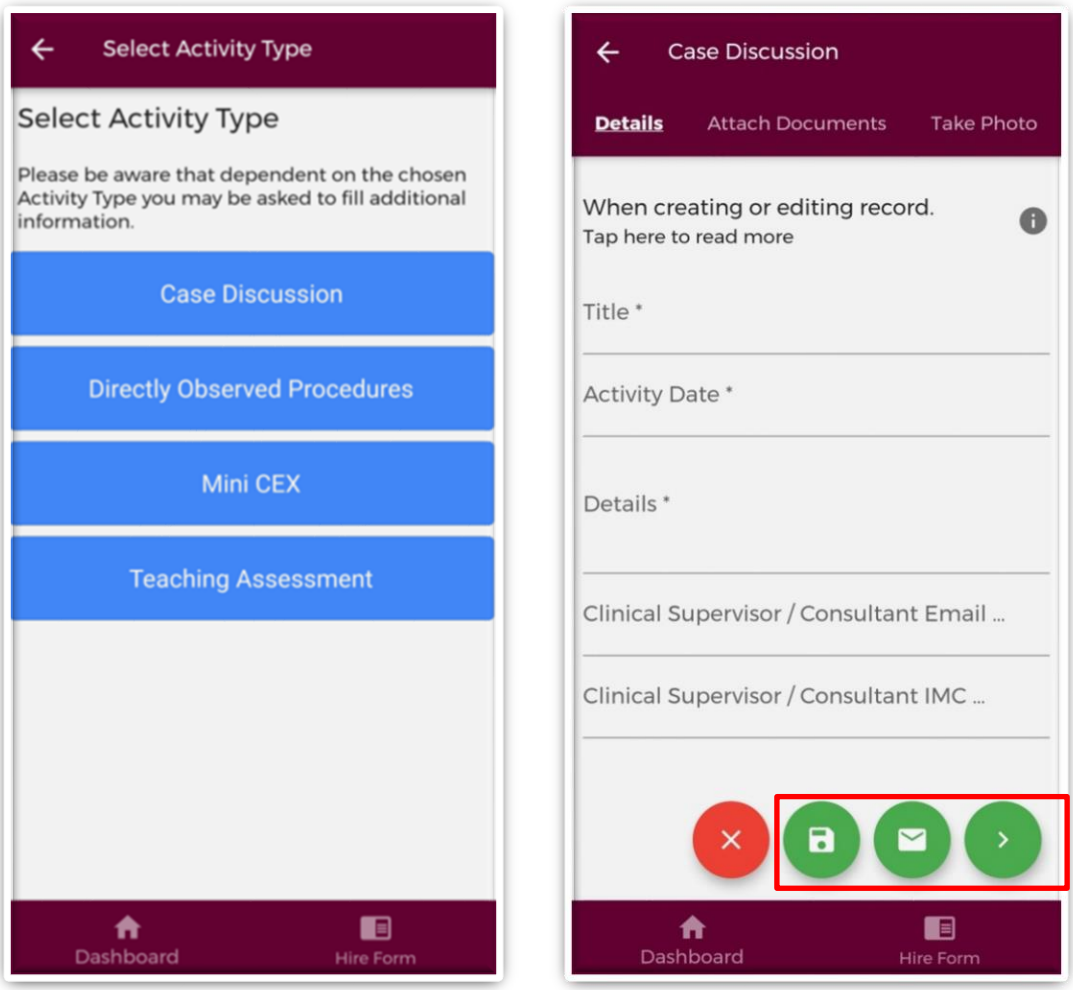

Figure 11: Adding a New Assessment Record

Select the appropriate Activity Type from the above blue buttons. Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for an Assessment from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal email addresses will be accepted.**

To discard the entry and return to the Assessments home screen tap the red *'Cancel'* button.

To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged".*
To attach a document or take a photo of the document, tap the green forward button.

c) Submitting an Assessment Record to a Supervising Clinician/Consultant for Review

To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).
The following validation message will appear on screen:

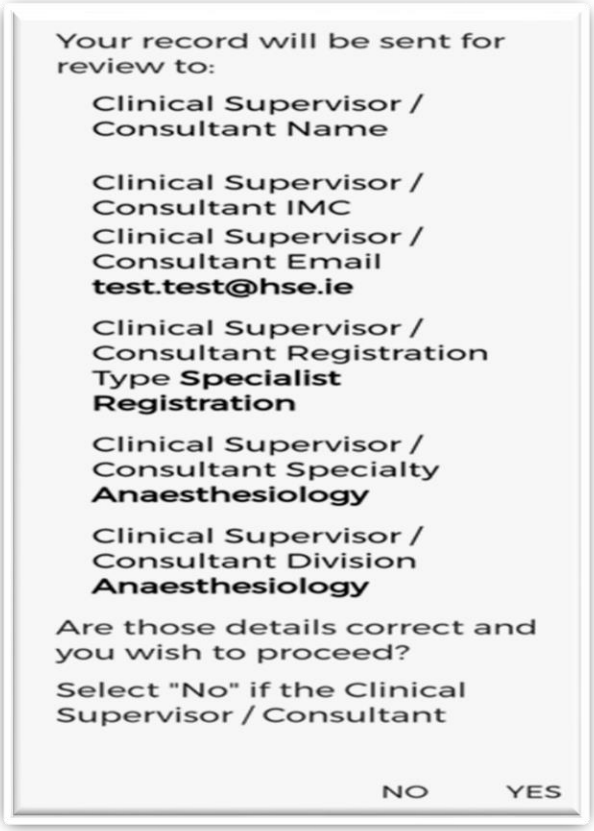

Figure 12: Pop-Up – Submit an Assessment Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Assessments input screen.
Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.
Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"*. You will be able to view the consultant's feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date

that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate"* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *"Logged"*. Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *"Edit"* on an "*Awaiting Review*" record where you can update the details correctly and tap "*Save and Submit".*

d) Attaching Documents or Taking a Photo for an Assessment Record

Supporting documentation may be attached to any Assessment record by tapping the "*Attach Documents*" button on the purple banner. The below screen will appear:

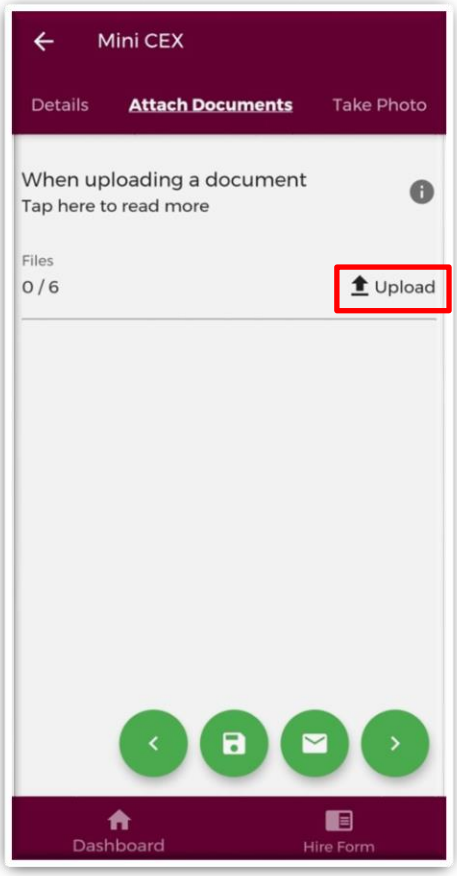

Figure 13: Attaching Documents to an Assessment Record

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this tap the "x" button beside the preview image.

To the left of the screen you will see how many attachments you have currently attached to your record. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 14:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section
3. Tap the green forward button to move to the "*Take Photo*" section

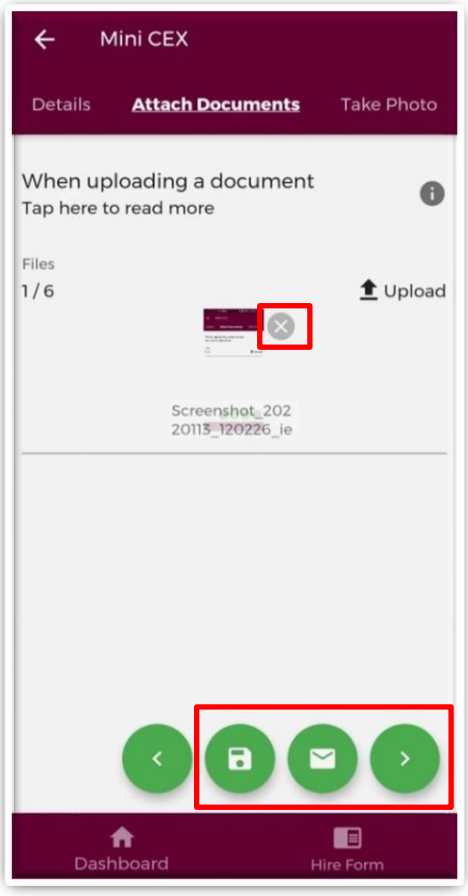

Figure 14: Attaching Documents to an Assessment Record

If you would prefer to take a photo of the document, you can navigate to the "*Take Photo*" section of the application form by using the cherry pickers on the purple banner as shown in Figure 15.
Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document.
If you need to re-take the photo tap the "*Clear Image*", button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

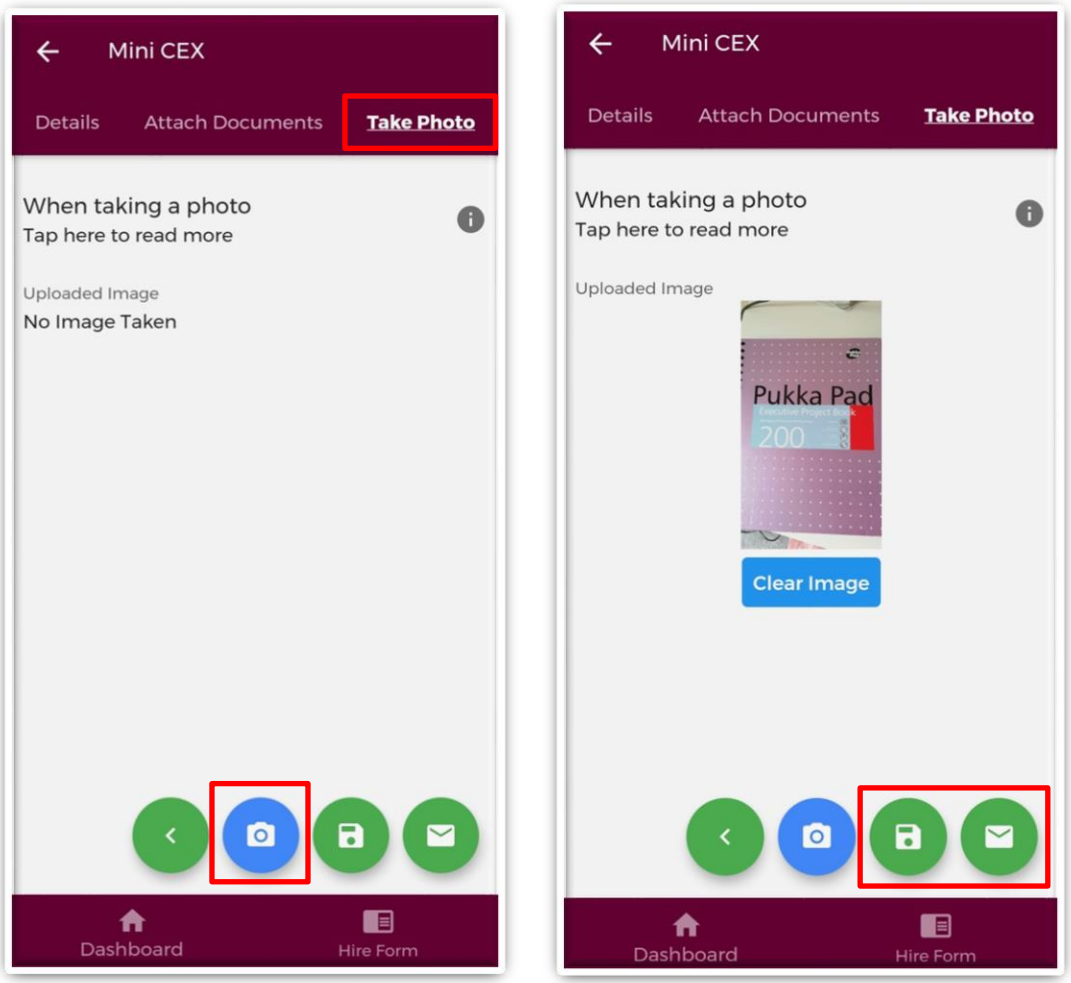

Figure 15: Taking a photo for an Assessment Record

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 15:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section

4 Training Plan & Review

In the Training Plan & Review, home screen you will be able to manage existing records created in this section as well as add new records.

a) Training Plan & Review – Home Screen

As shown in the Figure 16, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

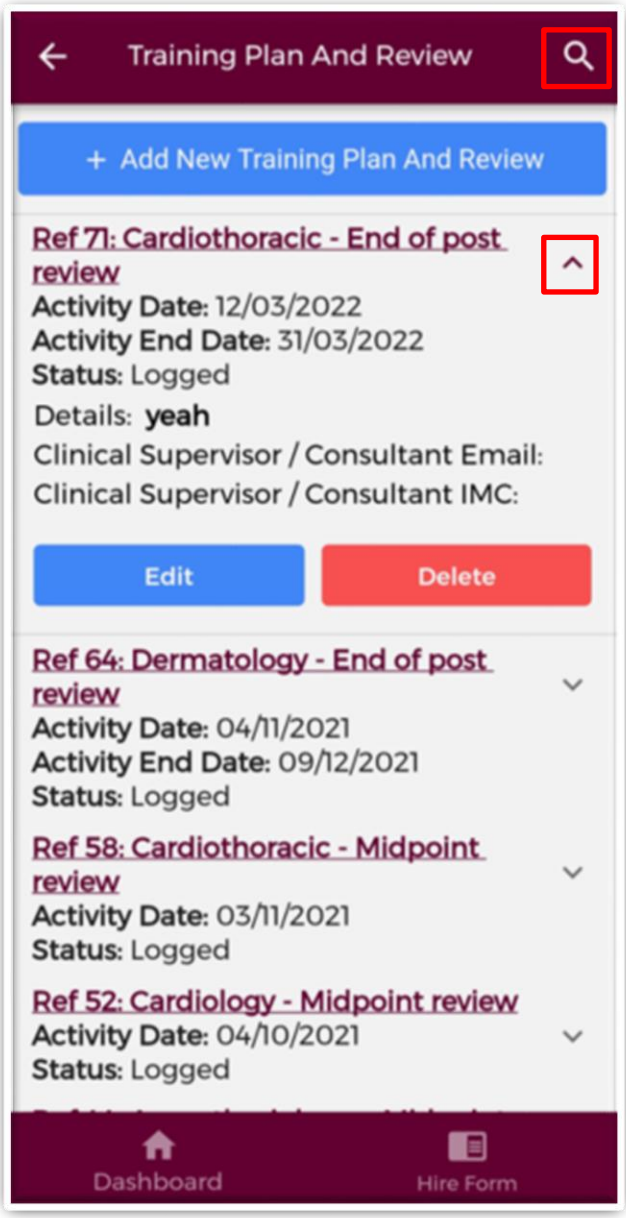

Figure 16: Training Plan & Review Records

You may use the filter button (magnifying glass as shown in Figure 16) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 17.

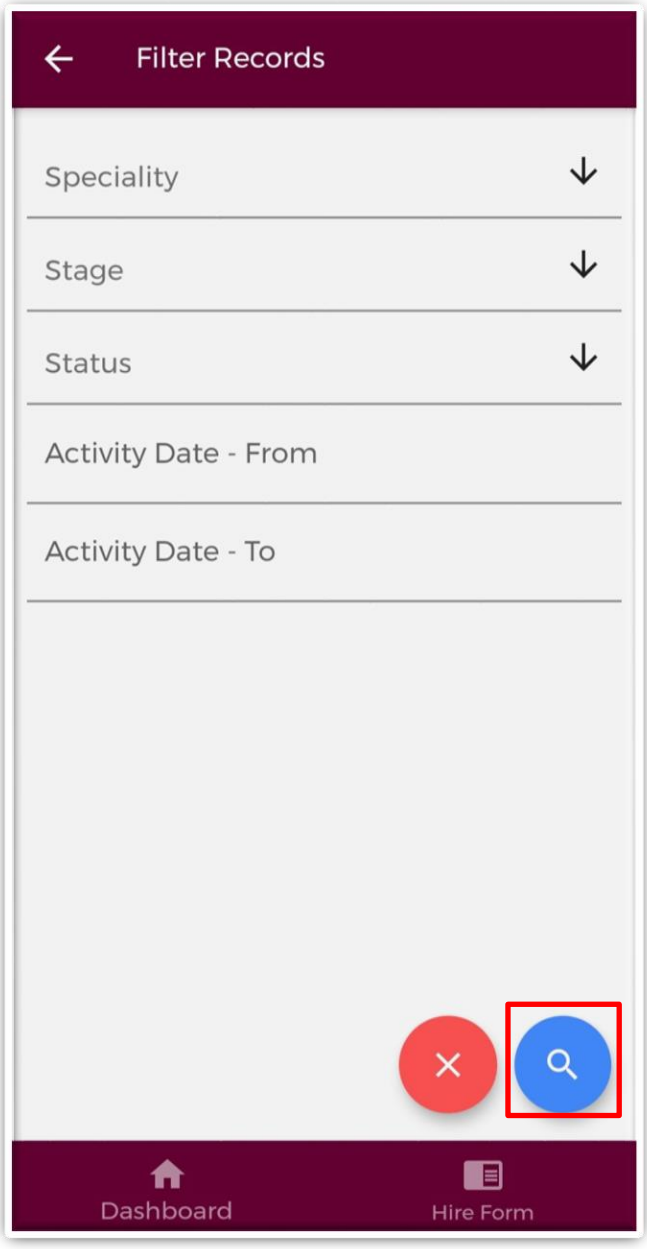

Figure 17: Training Plan & Review Filters

b) *Add New Training Plan & Review Record*

Once you tap on the "*Add New Training Plan & Review'* button the following screen will appear:

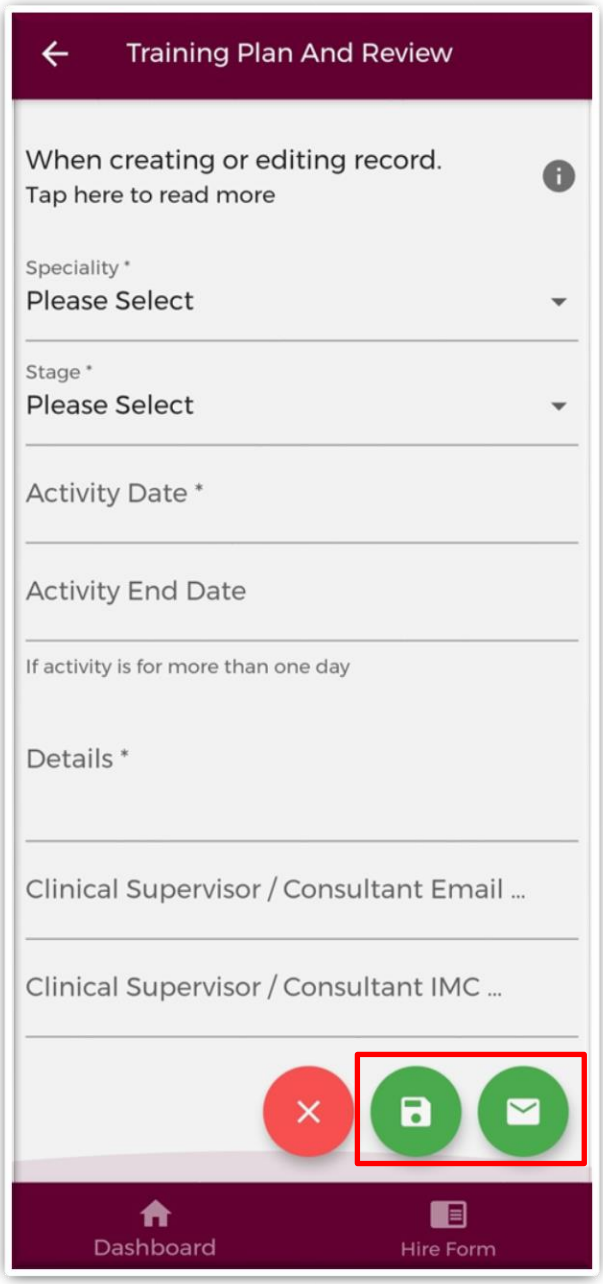

Figure 18: Add New Training Plan & Review Record

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for a training Plan & Review Record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Training Plan & Review home screen tap the red *'Cancel'* button.
To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged".*

c) *Submitting a Training Plan & Review Record to a Supervising Clinician/Consultant for Review*

To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).

The following validation message will appear on screen:

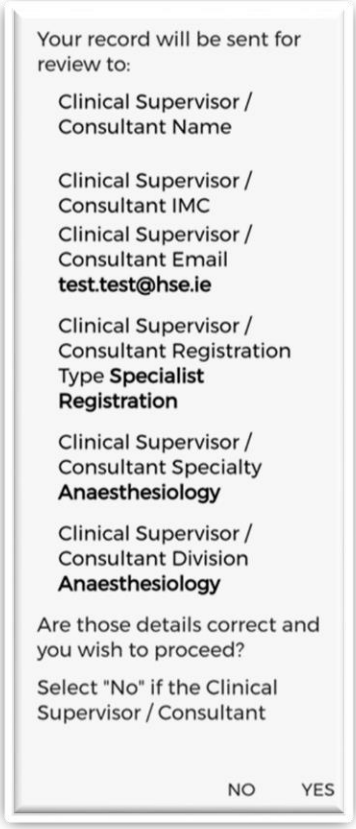

Figure 19: Pop-Up – Submit a Training Plan & Review Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Training Plan & Review input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.
Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"*. You will be able to view the consultant's feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate"* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *"Logged".* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1) Supervising Clinician/Consultant requires further information
2) Supervising Clinician/Consultant does not recognise your IMC
3) Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and tap "*Save and Submit".*

5 Educational & Personal Development

In the Educational & Personal Development home screen, you will be able to manage existing records created in this section as well as add new records.

a) Educational & Personal Development – Home Screen

As shown in the Figure 20, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

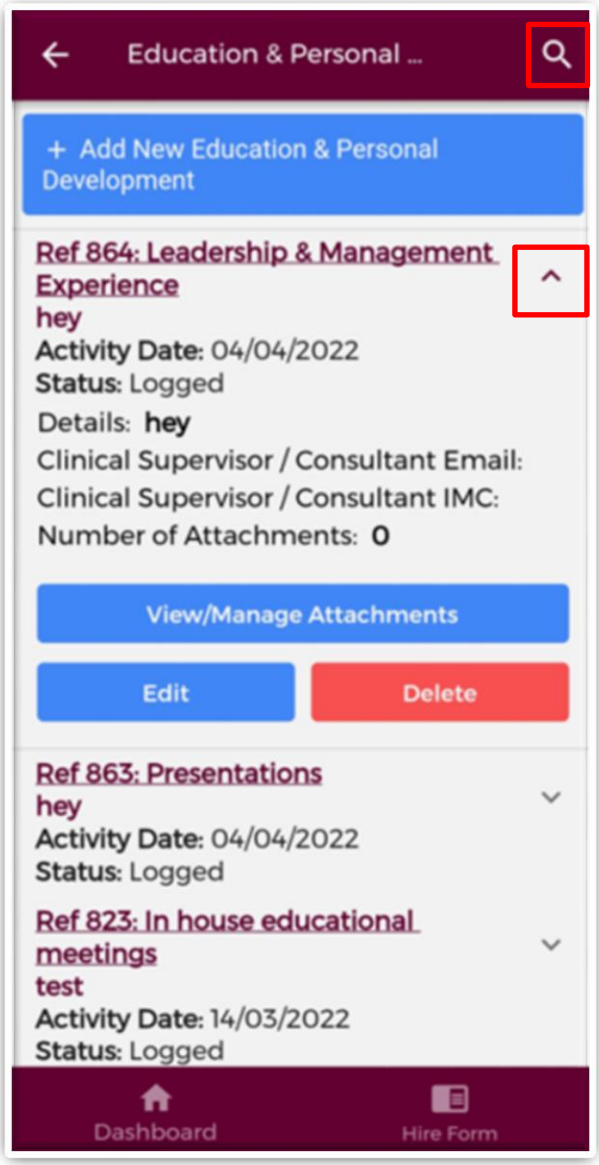

Figure 20: Educational & Personal Development Records

You may use the filter button (magnifying glass as shown in Figure 20) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 21.

Figure 21: Educational & Personal Development Filters

b) *Add New Educational & Personal Development Record*

Once you tap on the "*Add New Educational & Personal Development'* button the following screen will appear:

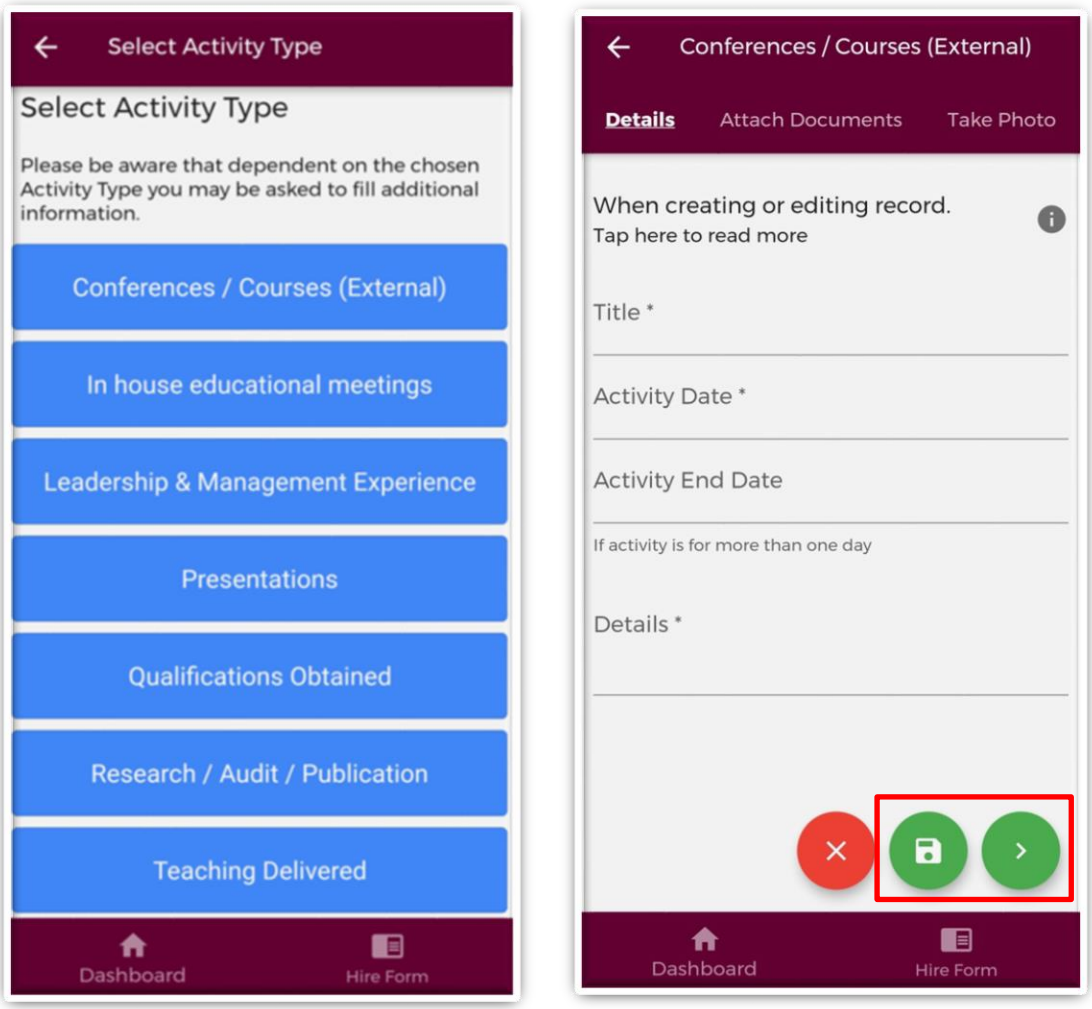

Figure 21: Adding a New Educational & Personal Development Record

Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for a Leadership & Management Experience Record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal email addresses will be accepted.**

To discard the entry and return to the Educational & Personal Development home screen tap the red *'Cancel'* button.

To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged"*.

To attach a document or take a photo of the document, tap the green forward button.

c) *Submitting a Leadership & Management Experience Record to a Supervising Clinician/Consultant for Review*

Please note not all Educational & Personal Development Records can be sent to a Supervising Clinician/Consultant for review. Only Leadership & Management Records have this functionality. To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).

The following validation message will appear on screen:

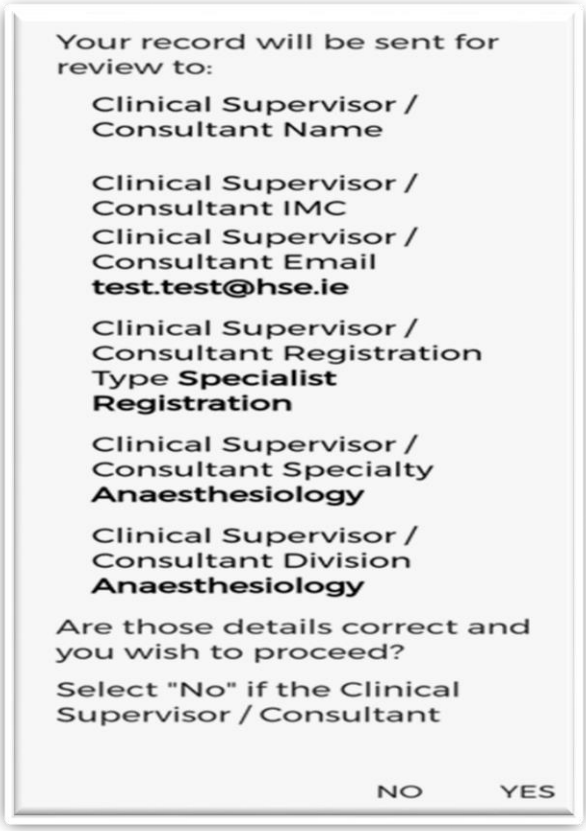

Figure 22: Pop-Up – Submit a Leadership & Management Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Educational & Personal Development input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"*. You will be able to view the consultant's feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate"* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *"Logged".* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and tap "*Save and Submit".*

d) Attaching Documents or Taking a Photo for an Educational & Personal Development Record

Supporting documentation may be attached to any Educational & Personal Development record by tapping the "*Attach Documents*" button on the purple banner. The below screen will appear:

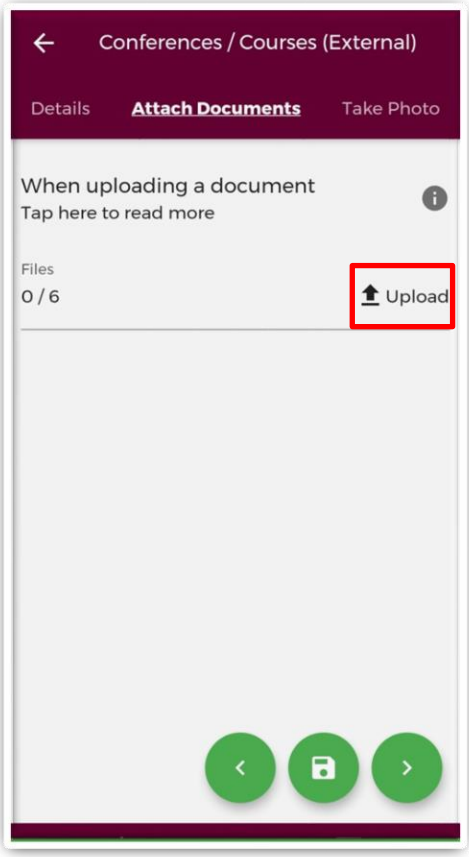

Figure 23: Attaching Documents to an Educational & Personal Development Record

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this, tap the "x" button beside the preview image.

To the left of the screen you will see how many attachments you have currently attached to your record. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 24:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section (Only for Leadership & Management Records)
3. Tap the green forward button to move to the "*Take Photo*" section

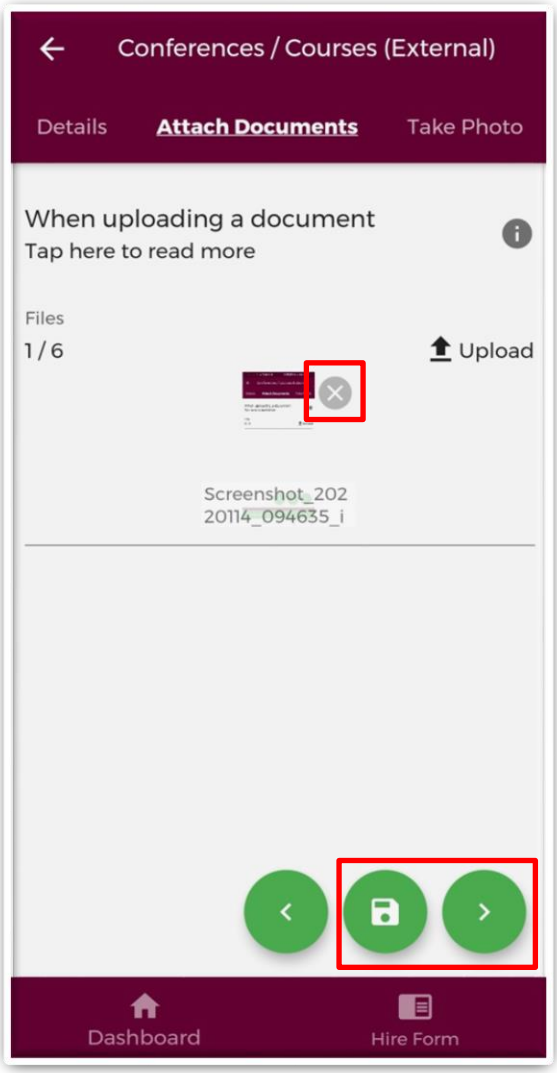

Figure 24: Attaching Documents to an Educational & Personal Development Record

If you would prefer to take a photo of the document, you can navigate to the "*Take Photo*" section of the application form by using the cherry pickers on the purple banner as shown in Figure 25. Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document. If you need to re-take the photo tap the "*Clear Image*", button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

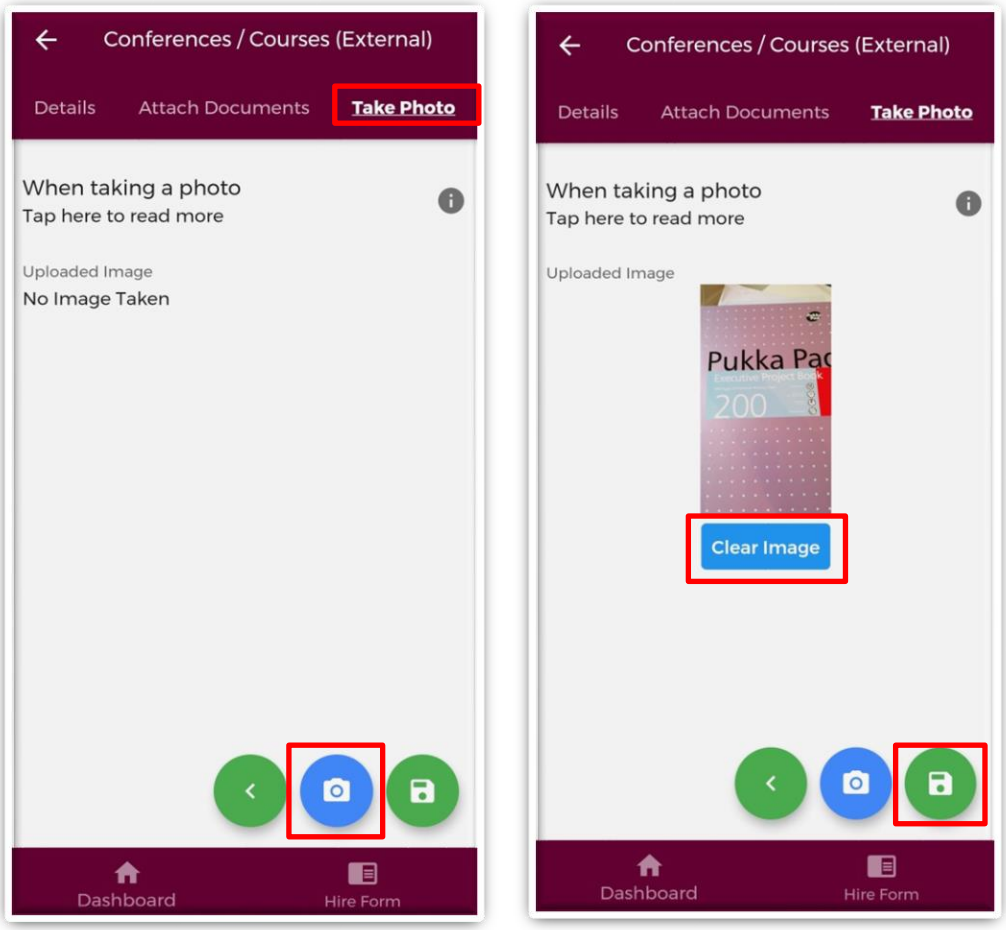

Figure 25: Taking Photos of an Educational & Personal Development Record

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 25:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section. (This will only be visible for Leadership & Management Records)

6 Logbook / Summary

The "*Logbook /Summary"* section will allow you to create both a detailed summary of logged activities, as well as an in a high level overview in a PDF format. You can refine what records are included in the PDF by using the filters provided. The *"Date From"* and *"Date To*" filters will display all records with activity dates within this time p3eriod. The following filter options are visible on the screen:

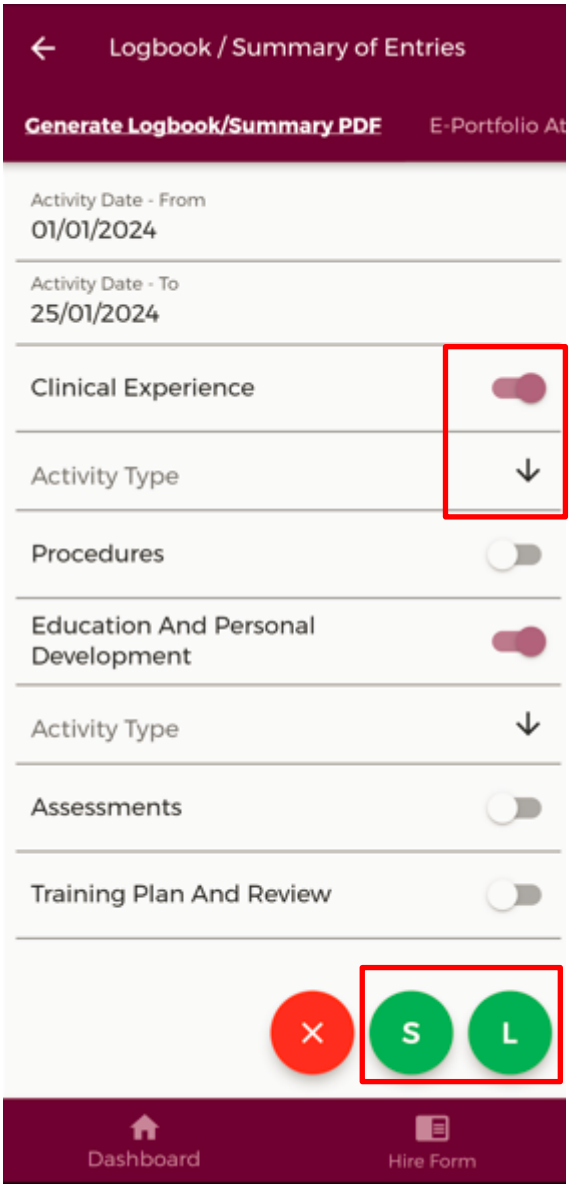

Figure 26: Filters for Generating the Logbook

To filter the sections further you can also filter by Activity Type. To do this, tap the toggle button and you will see a dropdown arrow appear as shown in Figure 26. This will display the Activity Types for that section. As shown in Figure 27 below. This is a multi-select section. You can select one or more of the Activity Types and tap "*OK*" when you are happy with the filters you have chosen.

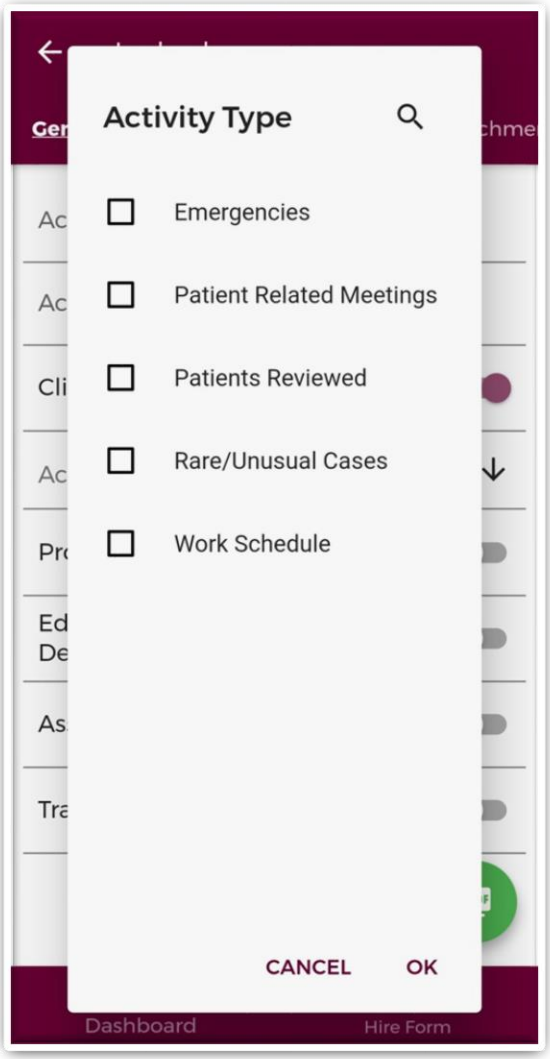

Figure 27: Activity Type Filters for Generating the Logbook

If you want to clear all the filters you have applied, tap the red *"X"* button as shown in Figure 26.

Once you have selected the filters you want to apply tap the green "S " button to generate your Summary Overview or the green L button to generate your Detailed Logbook as shown in Figure 26.

Your Summary and or Logbooks will be generated and downloaded for you to view in a screen similar to the below:

Figure 28: Downloaded Summary Book

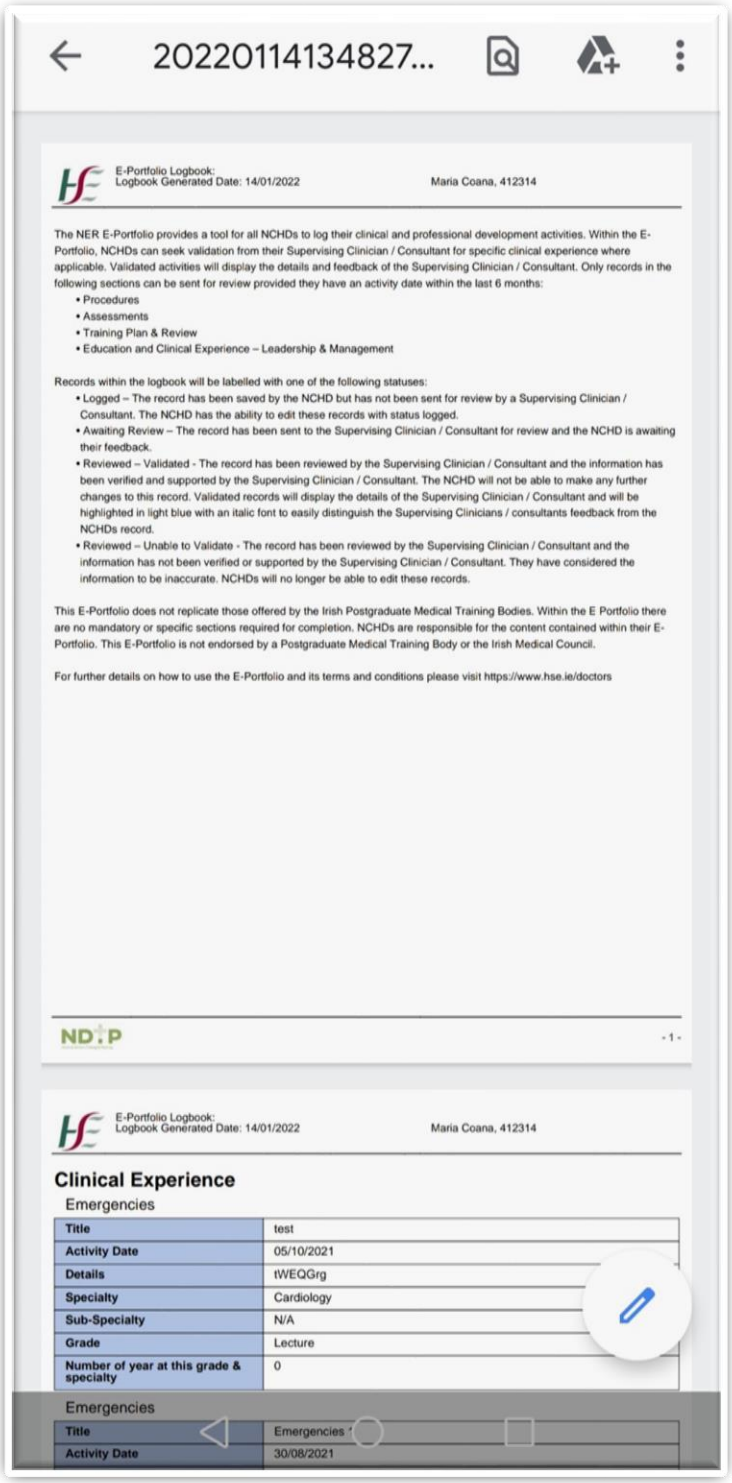

Figure 29: Downloaded Logbook

In this section, you can also view any attachments that you have uploaded to any records. To so this you can navigate to the "*E-Portfolio Attachments*" section on the purple banner as shown in Figure 30. For further details on an attachment you can expand the details by tapping the expand arrow as shown below. You can also download the attachment by using the blue "*Download"* button.

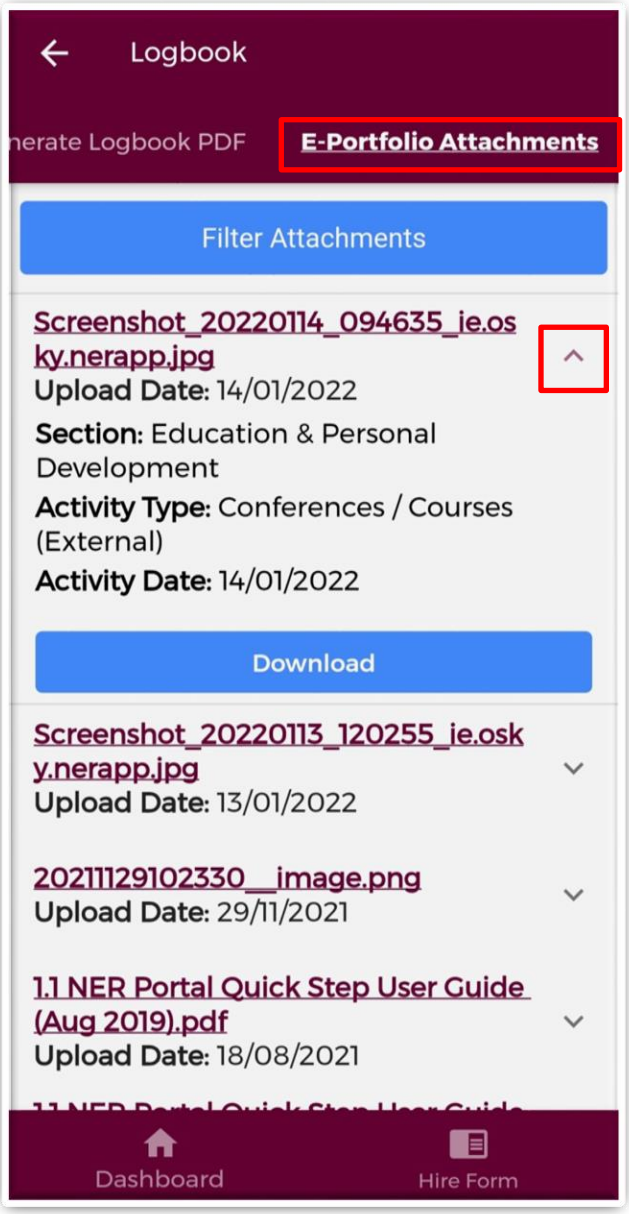

Figure 30: E-Portfolio Attachments

If you need to locate a specific attachment, you can use the blue filter button to select the appropriate filters you want to apply as shown in Figure 31. Once you have selected the filters you should tap the blue magnifying glass button to filter the attachments.

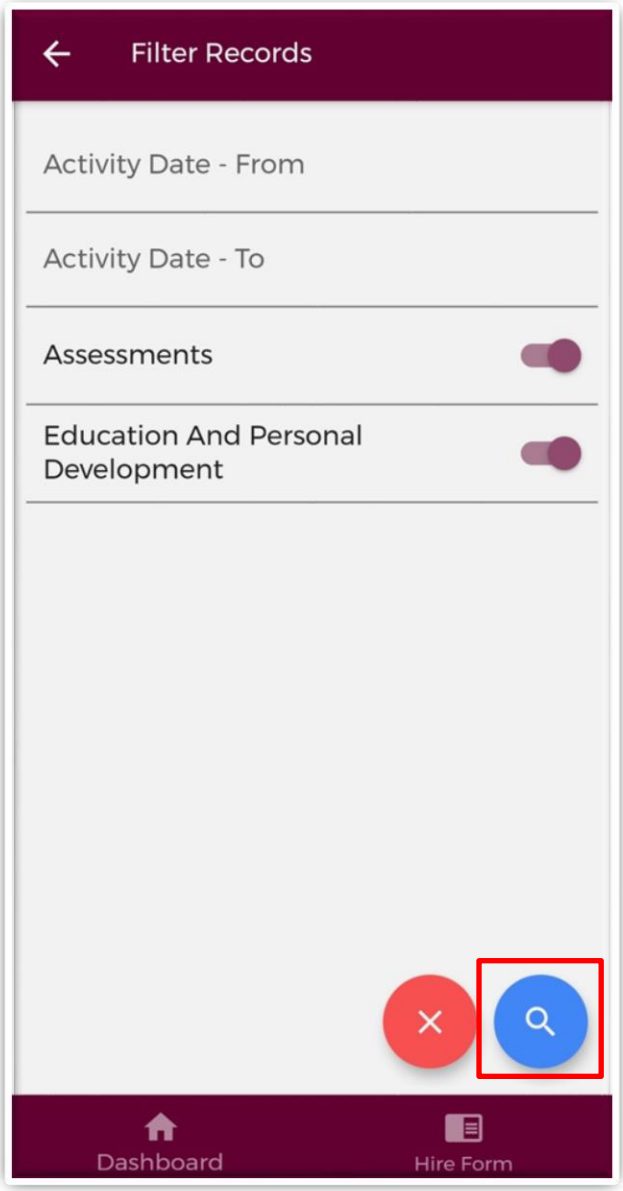

Figure 31: E-Portfolio Attachments Filters

To clear the filters applied you can tap the red “X” button.