Accessing your e-portfolio inbox

A guide for trainers and administrators

3 Steps

Created by WDAT Creation Date July 14, 2023 Last Updated July 14, 2023



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.

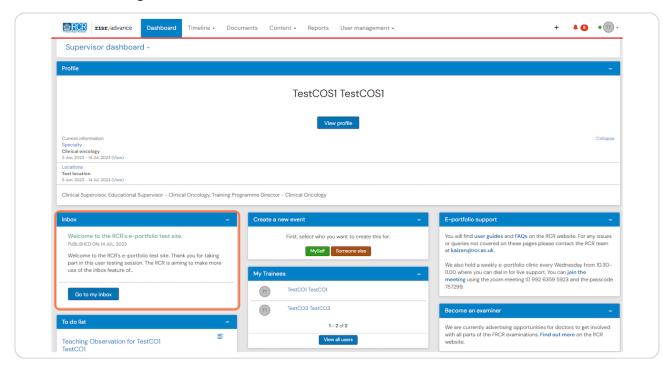
Supervisor dashboard -		
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Current information	View profile	Collaps
Specialty Clinical oncology 5 Jun, 2023 – 14 Jul, 2023 (View)		
Locations Test location		
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Test location 5 Jun; 2023 - M Jul; 2023 (View) Clinical Supervisor, Educational Supervisor – Clinical Oncology, Tra	Create a new event First, select who you want to create this for:	You will find user guides and FAQs on the RCR website. For any issues or queries not covered on these pages please contact the RCR team
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Test location 5 Jun 2023 - M Jul, 2022 (View) Clinical Supervisor, Educational Supervisor - Clinical Oncology, Training Inbox Melcome to the RCR's e-portfolio test site. FUBUSIED CN: M JUL, 2023 Welcome to the RCR's e-portfolio test site. Thank you for taking Welcome to the RCR's e-portfolio test site.	- Create a new event First, select who you want to create this for: MySelf Someone else	You will find user guides and FAQs on the RCR website. For any issues or queries not covered on these pages please contact the RCR team at kaizen@rcr.ac.uk. We also hold a weekly e-portfolio clinic every Wednesday from 10.30- 11.00 where you can dial in for live support. You can join the meeting using the zoom meeting 10.992 6389 9329 and the passcod
Test leastin 5 Juny 2023 - 14 July 2023 (View) Clinical Supervisor, Educational Supervisor - Clinical Oncology, Trainal Supervisor, Educational Supervisor - Clinical Oncology, Trainal Supervisor, Educational Supervisor, Clinical Concology, Trainal Supervisor, Tester Supervisor,	Create a new event First, select who you want to create this for: MyGelt Comeone else	You will find user guides and FAQs on the RCR website. For any issues or queries not covered on these pages please contact the RCR team at kaizen@rcr.ac.uk. We also hold a weekly e-portfolio clinic every Wednesday from 10.30- 10.00 where you can dia in for live support. You can join the
Test leadin 9 Juny 2023 - 14 July 2023 (View) Clinical Supervisor, Educational Supervisor - Clinical Oncology, Trainal Supervisor, Educational Supervisor - Clinical Oncology, Trainal Supervisor, Educational Supervisor, - Clinical Oncology, Trainal Supervisor, - Clinical Oncology, - Trainal Supervisor, - Clinical Supervisor, - Clinical Oncology, - Trainal Supervisor, - Clinical Supervisor, - Clinical Supervisor, -	Create a new event First, select who you want to create this for: MySelf Someone else My Trainees	You will find user guides and FAQs on the RCR website. For any issue or queries not covered on these pages please contact the RCR team at kaizen@rcr.ac.uk. We also hold a weekly e-portfolio clinic every Wednesday from 10.30- TLOD where you can dial in for live support. You can join the meeting using the zoom meeting 10.92 6395 9293 and the passcod



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.



STEP 3

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

Clicking the subject line will open the message





