

Accessing the supervisor activity report

5 Steps

Created by

WDAT

Creation Date

June 15, 2023

Last Updated

July 17, 2023

STEP 1

Click on Reports

The screenshot shows the RCR e-portfolio dashboard. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports' (highlighted with a red box), and 'User management'. The main content area displays the user profile for 'TestCOS1 TestCOS1' with a 'View profile' button. Below the profile, there are several widgets: 'Inbox' with a welcome message and a 'Go to my inbox' button; 'Create a new event' with options for 'MySelf' and 'Someone else'; 'My Trainees' listing 'TestCO1 TestCO1' and 'TestCO3 TestCO3' with a 'View all users' button; 'E-portfolio support' with links to user guides and FAQs; and 'Become an examiner' with information about FRCR examinations.

STEP 2

Click on Supervisor activity report

You can use the search box at the top of the page to find the report

The screenshot shows the 'Reports' page in the RCR e-portfolio. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports' (highlighted with a blue box), and 'User management'. The main content area features a search box with the text 'Start typing to search' and a 'Search' button. Below the search box, it says 'Found 13 items'. The search results are ordered by 'most recent' and include the following reports: 'Supervisor activity report' (highlighted with a red box), 'PDP goals report', 'Clinical rotation goals report', 'CR exam results summary', and 'All Training Post Collection'. On the right side, there are sections for 'Bookmarked searches', 'Advanced search' (with fields for 'State' and 'Can be run by'), and 'Information'.

STEP 3

Enter the date range for the report

Supervisor activity report

name ★

Current user ✕

Date from ★

15/6/2023

Date to ★

15/6/2023

Reset to default values

Generate

Export as csv file

STEP 4

Click on Generate

Supervisor activity report

name ★

Current user ✕

Date from ★

1/1/2019

Date to ★

15/6/2023

Reset to default values

Generate

Export as csv file

STEP 5

You can view your report in the e-portfolio, or you can download the report by clicking **Export as csv file** or **Download PDF**

Current user ✕

Date from ★
1/1/2019

Date to ★
15/6/2023

Reset to default values

[Generate](#) [Export as csv file](#)

[Download PDF](#)

event type	event owner	Invitation date	Date responded
ARCP	Jake Neale (training account only)	-	-
	Jake Neale (training account only)	-	-
	Jake Neale (training account only)	-	-
	Jake Neale (training account only)	-	-
	Jake Neale (training account only)	-	-
5			
ARCP(FOR PRE-POPULATION PRIOR TO ARCP)	Jake Neale (training account only)	-	-
1			

