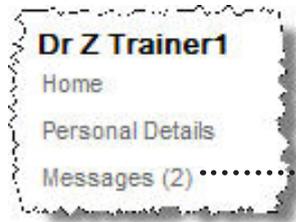


MESSAGING SYSTEM

The Messages section allows you to send and receive emails to and from other ePortfolio users for easy communication. Email addresses are listed by Person, Area or Role.



You can read your current messages in this window. The toolbar on the left will show if there are any new messages in your inbox.

Messages can be deleted by marking them for delete then clicking on 'Delete Selected'.

Messages for Dr Z Trainer1

Inbox Compose Address Book Sent Items Drafts

INBOX Date Order: - Desc - View Number of Messages: - 10 -

Status	From	Subject	Date	Delete
	RCGP Support	Response to Support ID: 5511	02/10/2007	<input type="checkbox"/>
	RCGP Support	help re access to system, Support ID: 5511	01/10/2007	<input type="checkbox"/>
	Dr GP TraineeB	teaching sign off	31/08/2007	<input type="checkbox"/>

Messages 1 To 3 Of 3

Delete Selected

INBOX (RECEIVING MESSAGES)

When a new message has been received in the inbox, an email will also be sent to the email address that has been provided on the system. The email that you receive will inform you only that you have received a new message in the messaging system.

The messages that you receive are only available in plaintext format.

Messages for Dr Z Trainer1

Inbox Compose Address Book Sent Items Drafts

From: Dr GP TraineeB
To: Dr Z Trainer1
Date Sent: 31/08/2007 at 15:00:13
Subject: teaching sign off
Message: can you sign off my teaching competency you were at the meeting

Reply Delete Close Print

Once you have read the email you can choose whether to reply, delete, print or close the current message that you are viewing.

COMPOSE (SENDING MESSAGES)

You can send messages to all other users of the ePortfolio system.

TERMS AND CONDITIONS

Users must take the same care in drafting a message as they would for any other communication. In line with current national NHS guidelines, confidential information including patient identifiable information should not be sent using the ePortfolio messaging system.

Messages of an offensive nature can be traced to the originator and action will be taken against the perpetrator.

Serious deliberate breach of the messaging policy may be regarded as gross misconduct and as such dealt with under the RCGP Disciplinary policy and procedures and/or through legal action.

There are two options for selecting the recipient of the message. You can search by person or by area (trainees only).

The screenshot shows the 'Messages for Dr Z Trainer1' interface. At the top, there are navigation buttons: Inbox, Compose, Address Book, Sent Items, and Drafts. Below this, there are two main sections:

- Select an Option:** A menu with two options: 'Search for a Person' (with a sub-option 'Search for a Person') and 'List Trainees by Area' (with a sub-option 'List Trainees by Area').
- Messaging:** A section containing the 'Terms and Conditions' text, which is identical to the text in the blue box above.

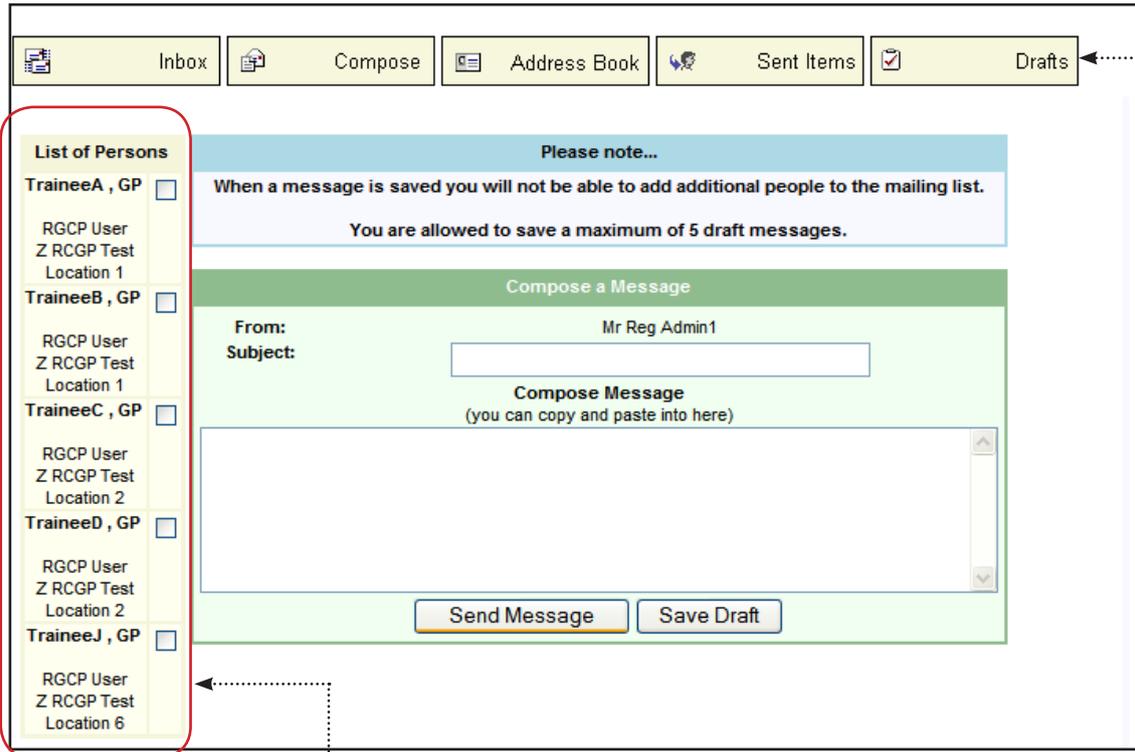
Two dashed arrows point from the 'Search for a Person' and 'List Trainees by Area' options to their respective detailed views below:

- Search for a Person:** A form with a text input for 'Please enter Person's surname:', a dropdown for 'Please select a role:' (currently set to 'Any Role'), and a 'Search' button.
- Select trainees based on Area:** A form with a table for selecting trainees. The table has two rows: '1.' with 'All Unselected' and '2.' with 'Maternity'. A 'Continue >>' button is at the bottom.

To search for a person, enter their surname and their role type within ePortfolio from the drop down box, then click search. If you are unsure of the full surname or spelling of the surname then you can use the wild card function; the wild card symbol is the percentage symbol (%). This can be placed anywhere within the surname box.

Trainees can be searched on by area also. Use the drop down box to choose an area, then click 'Continue'. This will then pick up all the trainees within the area you specified.

After selecting the surname or area in the above boxes, you will be able to start composing your messages. You can choose whether the email is sent now or whether the email should be saved for sending later (Drafts).



Select here which persons you want the message to go to. Then click 'Send Message' or 'Save Draft'.

If you chose to save draft, it can be viewed by clicking on 'Drafts'.

DRAFTS

Saved messages are shown here for the user to send them later. Please note, once a message has been saved, you will not be able to add additional people to the mailing list. You are allowed a maximum of 5 draft messages.



To send a saved message, select it from the area shown and the email will reopen. Then click send.

Delete any saved messages that you don't require here to make space for more draft messages.

ADDRESS BOOK

The address book allows you to view all the people currently on the system. You are also given the option to save them in your personal address book within ePortfolio. This is very useful if there are a few people that you contact regularly. When you first come to use the address book there will be no one listed under this section; you will need to go in and select those users you wish to see in your personal address book.

Inbox Compose Address Book Sent Items Drafts

Search for a Person to add to your Personal Address Book

Please select a role:
Clinical Supervisor

Please select a hospital:
Z RCGP Test Region 1, Z RCGP Test Location 1

Search

Personal Address Book
No People have been added to your Personal Address Book.

Select the role and hospital of the person, then click 'Send'. The address book will then show which users you have selected.

Address Book

CSuper1 Dr, Clinical Add >>

Personal Address Book

People currently listed in your Personal Address Book	Delete
1. C Super1 Dr, Clinical Z RCGP Test Location 1 Roles within Eportfolio: • Clinical Supervisor	<input type="checkbox"/>

Delete

You can now populate your Personal address book by clicking 'Add'.