

## VIEW AND EDIT AN EXISTING PDP AND ATTACH EVIDENCE

If you would like to amend a current PDP entry or maybe change its status to achieved, follow the steps below.

1. Click on 'PDP' on the left menu.
2. Select the entry that you wish to amend by clicking on the  icon for the entry.
3. This will open up the entry for you to edit the information.

**Personal Development Plan**

[Return to PDP](#)

**Edit a PDP entry**

Learning Objectives	Learn about causes of chest pain
Action Plan	Search internet. Cuttings from journals Talk to my GP Trainer
Time Scale	10 days
How will I know when it's achieved	GP Trainer to test me
Has it been achieved?	<input type="checkbox"/>

Storage used 30% of 10Mb

Supporting Evidence   Attach file   (Max size 5Mb)

4. If you would like to mark the entry as achieved, tick the box at the bottom of the entry. You can return to your achieved PDP entries at any time.
5. If you would like to attach supporting evidence, in the supporting evidence section, locate the file using the browse button and then click on upload. Please note, there is a 5Mb limit to the attachment.