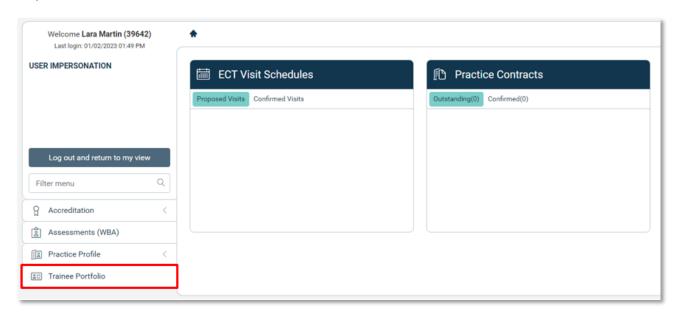


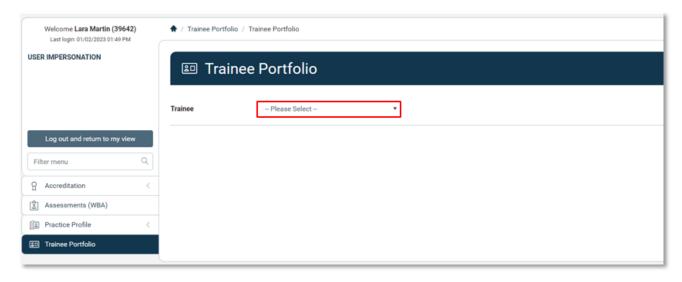
## How to view a trainee portfolio

**User: Practice Manager** 

Step 1. Click on the 'Trainee Portfolio' tab located on the left-hand side of the dashboard.

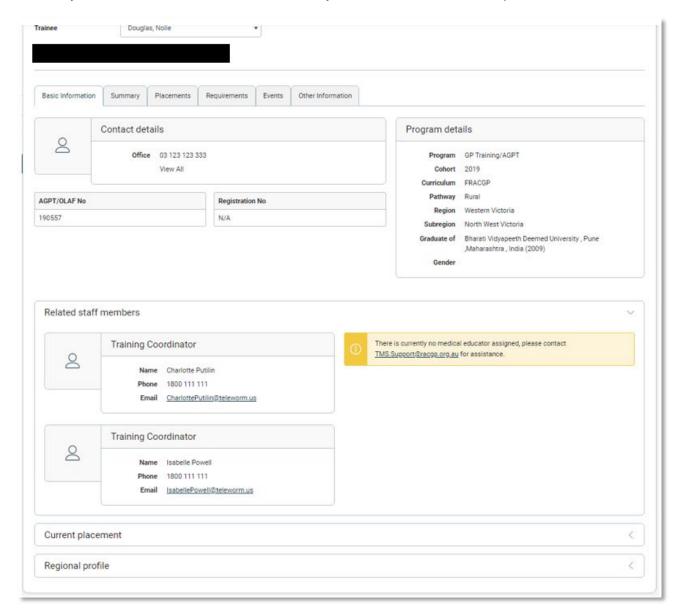


2. This will take you to the trainee portfolio page where you can select which trainee you wish to view. (use the drop-down box for this)





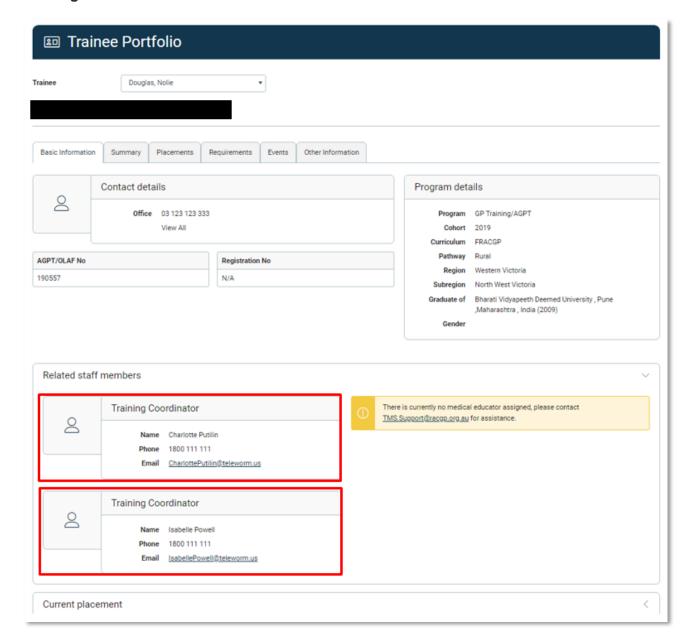
3. Once you have selected the relevant trainee, you will be directed to their portfolio.



4. You can view the trainee's contact details, Training Coordinator and Medical Educator as well as their current placement information on this page.

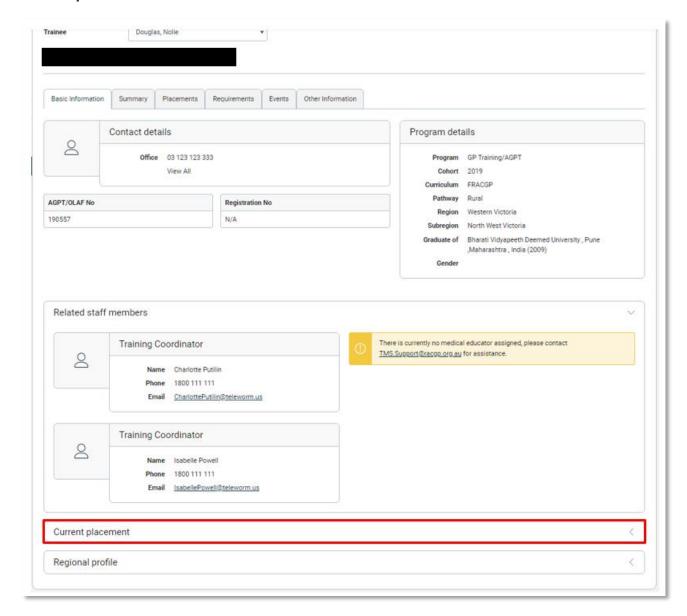


## **Training Coordinator and Medical Educator -**





## **Current placement information -**





5. You can also view the trainee's educational requirements, training time, educational release, etc. By using the tabs highlighted below.

