

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR TRAINEES

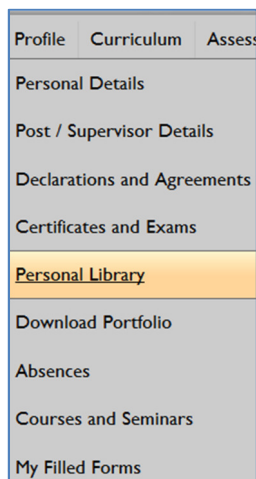
How to save documents in the Personal Library

The Personal Library has a capacity of 80MB of storage space. Documents can be uploaded here as collection of evidence.

Follow the guide on how to upload files in the personal library.

Step 1:

From the Profile tab, select the 'Personal Library' sub-menu.




Step 2:

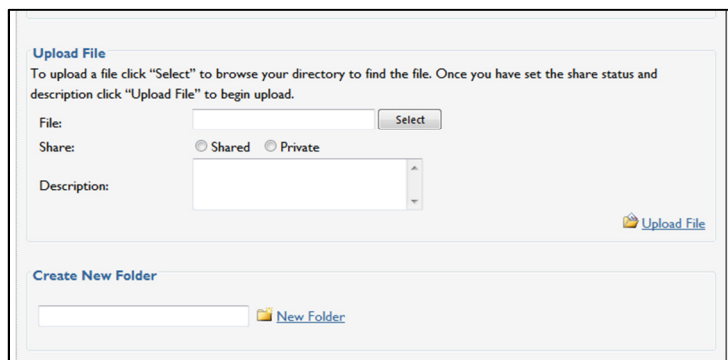
Create a folder first. Type in the name of the folder you want to file all your documents under and then select 'New folder'. The new folder will appear in the Library where you can upload files under.



Step 3:

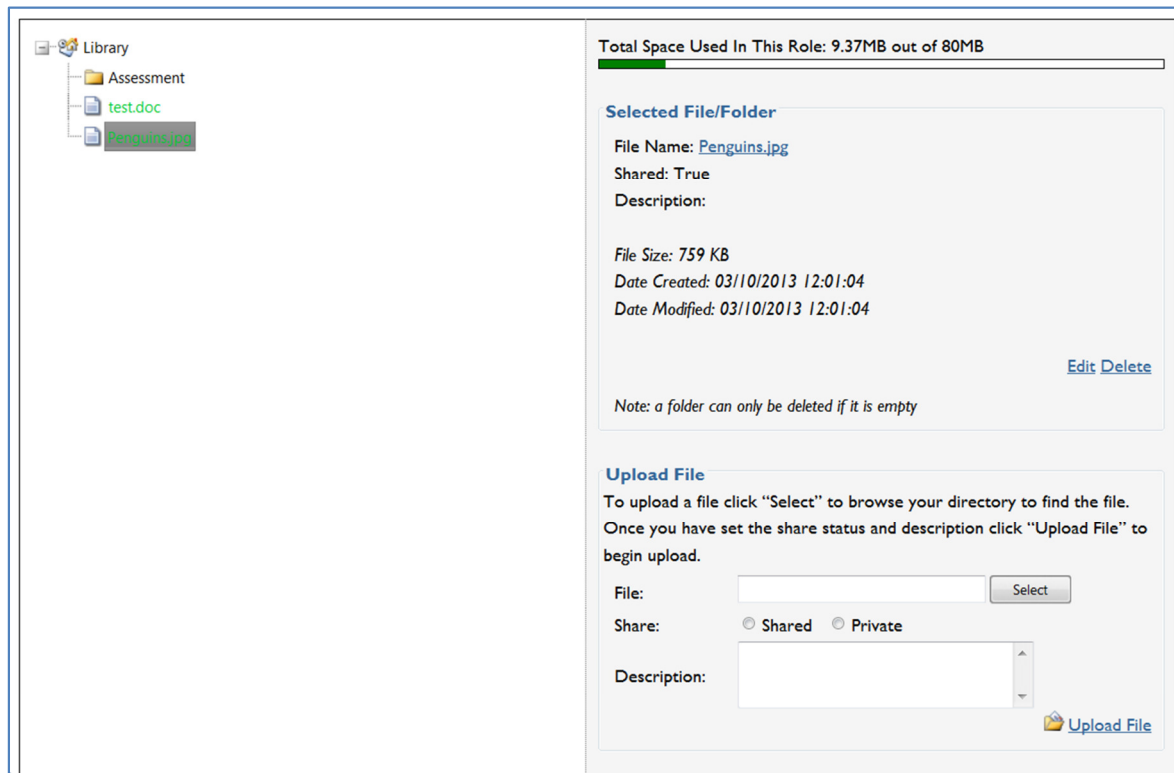
Under the 'Upload file' section, browse the file you want to upload. Once you have selected this, you can restrict who can view this by clicking on 'Shared' or 'Private'. You can add a description of the file/document for your information.

Once you have done this, click on 'Upload file'  [Upload File](#)



Step 4:

The file is now saved in the personal library. You can view the file by clicking on the file name.



Library

- Assessment
 - test.doc
 - Penguins.jpg

Total Space Used In This Role: 9.37MB out of 80MB

Selected File/Folder

File Name: [Penguins.jpg](#)
Shared: True
Description:

File Size: 759 KB
Date Created: 03/10/2013 12:01:04
Date Modified: 03/10/2013 12:01:04

[Edit](#) [Delete](#)

Note: a folder can only be deleted if it is empty

Upload File

To upload a file click "Select" to browse your directory to find the file. Once you have set the share status and description click "Upload File" to begin upload.

File: [Select](#)

Share: Shared Private

Description:

[Upload File](#)

Step 5:

If you want to delete a file from your Personal Library, select the relevant file and then click on the delete button.



Selected File/Folder

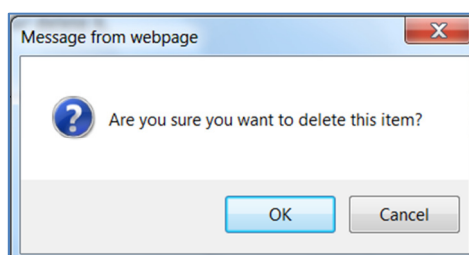
File Name: [Penguins.jpg](#)
Shared: True
Description:

File Size: 759 KB
Date Created: 03/10/2013 12:01:04
Date Modified: 03/10/2013 12:01:04

[Edit](#) [Delete](#)

Note: a folder can only be deleted if it is empty

Confirm you want to delete the file.



Message from webpage

Are you sure you want to delete this item?

[OK](#) [Cancel](#)