

# HOW TO UPLOAD AND ADD OTHER EVIDENCE ON ISCP

## Step 1: login as per usual

The screenshot shows the ISCP (Intercollegiate Surgical Curriculum Programme) dashboard. The user is logged in as Jeffrey Lim (Mr) with ID 6122847. The navigation menu includes HOME, CURRICULUM, DASHBOARD, LEARNING PLANS, WBAS, EVIDENCE, LOGBOOK, PORTFOLIO, ARCP, and HELP. The main content area is titled "Notices & Information" and contains a "Quickjump" dropdown menu. There are two main sections: "Notices" and "Information". The "Notices" section has a message about updating the CV and a notice about the GMC National Training Survey. The "Information" section has a sub-section for "ISCP Information" with a message about unread messages and the next Annual ARCP date.

## Step 2: navigate to "Evidence" tab for the drop-down menu

This screenshot shows the same ISCP dashboard as in Step 1, but with the "EVIDENCE" tab selected in the navigation menu. A dropdown menu is open, listing various evidence categories: Evidence, Audits, Courses/Seminars, Examinations, Ext. Conferences/Meetings, Int. Meetings, Patient Feedback, Presentations/Posters, Projects, Publications, Research, Teaching sessions by trainee, Timetable/Rota, and Other Evidence. The "Other Evidence" option is highlighted at the bottom of the list.

## Step 3: click on "Other Evidence"

This screenshot shows the ISCP dashboard with the "EVIDENCE" menu open, and the "Other Evidence" option selected. The dropdown menu is still visible, and the "Other Evidence" option is highlighted. The background content remains the same as in the previous steps.

## Step 4: this takes you to a new page, click on "Add Other Evidence"

The screenshot shows the ISCP (Intercollegiate Surgical Curriculum Programme) website. The user is logged in as Jeffrey Lim. The 'EVIDENCE' menu item is highlighted. The page title is 'Other Evidence'. There are three tabs: 'CURRENT PLACEMENT', 'CURRENT LEVEL', and 'TOTAL IN TRAINING'. A dark blue banner contains the text: 'The other evidence you have recorded in ISCP are listed below.' Below this is a large white box with a red button labeled '+ ADD OTHER EVIDENCE'. Underneath the button, it says: 'You do not have any other evidence set up at this time. Add other evidence using the button above.'

## Step 5: this takes you to another new page, title appropriately (e.g. "Trainer Report - Consultant XXX for Trainee YYY") and fill in date and brief description

The screenshot shows the 'Other Evidence' form. A link '← Back to Other Evidence list (do not save)' is visible. The form is titled 'OTHER EVIDENCE' and asks the user to 'Please complete the following'. The form fields are: 'Start Date' (calendar icon), 'End Date' (calendar icon), 'Title' (text input), 'Brief summary of evidence' (text area), and 'File' (upload section). The 'File' section shows 'No file uploaded' and an 'Upload a new file:' section with a 'Browse...' button and a 'Clear' button. A note at the bottom states: 'Please note that all files will be virus scanned during upload. Infected files will not be stored.'

## Step 6: click on "Browse" and navigate to your scanned in file and click "open" to upload

The screenshot shows a Windows Internet Explorer browser window displaying a web application. A 'Choose File to Upload' dialog box is open, showing a file explorer view of a folder named 'RITA - 2015 May'. The file 'Curriculum Vitae July 2014 - Jeffrey L...' is selected. The background web page shows a navigation menu with 'EVIDENCE' highlighted, and a form titled 'About the Other Evidence'. The form includes fields for 'Start Date', 'End Date', and 'Title', a text area for 'Brief summary of evidence', and a file upload section with a 'Browse...' button. A 'HELP' button is visible in the top right of the page.

## Step 7: fill in other sections (as appropriately) and scroll to bottom of the page to click "Save Other Evidence"

The screenshot shows the bottom portion of the web application form. It includes two text input areas: 'What will I improve or change?' and 'Action plan'. Below these is the 'Associated topics' section, which contains a 'Topics selected' field and a '+ ADD TOPICS FROM SYLLABUS' button. At the very bottom, a green bar contains the text 'Saving this evidence' and a red 'SAVE OTHER EVIDENCE' button. The browser's address bar shows 'Doctors.net.uk Webmail :...' and the page title is 'ISCP'.