

Getting started with OneFile

8 steps to help you use OneFile productively

Step 1 – Set your email preferences

In order to receive email notifications from OneFile, you need to set your email preferences. Go to your profile (which is accessible from the homepage once you have logged in and the top right of every page) and click on the 'Email preferences' tab. You can then sign up to receive email notifications either every time something happens for you in OneFile or as a daily digest which summarises relevant activity for you once a day. See Figure 1.

Email Alerts

Adhoc alerts

Send me an email alert everytime something happens

Daily Digest

Send on these days:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Include this content:

Tasks to do

Unread messages

Send now

Save

Figure 1. Setting email preferences

Step 2 – Pay attention to messages and tasks

In addition to email notifications, OneFile provides you with notifications inside the system. For example, if an assessor has reviewed a submission of a competency, you will receive a message about this in OneFile. If an assessor has asked you to acknowledge their feedback on a submission, you will be set this as a task. Your homepage displays whether you have received any new messages or tasks. See Figure 2.

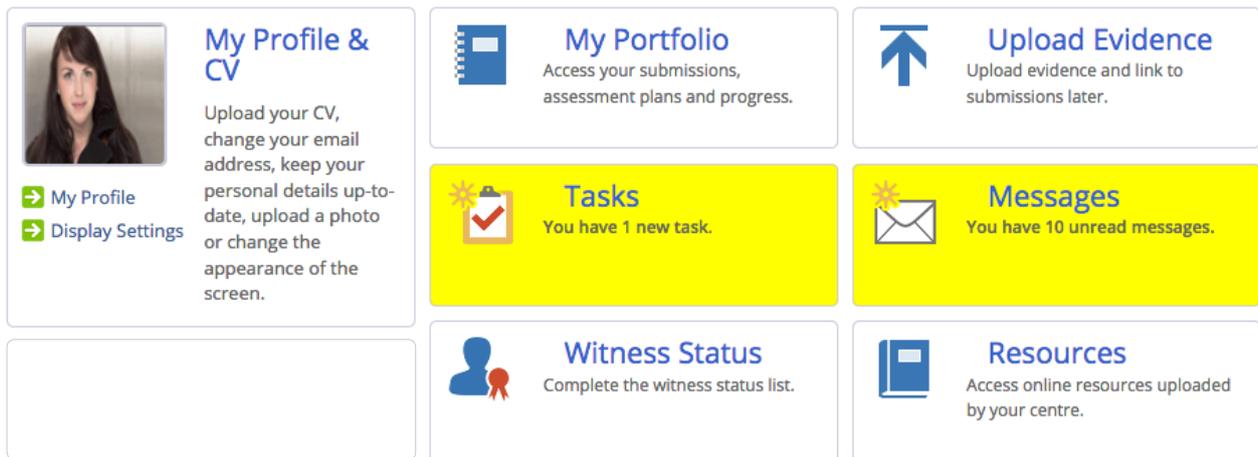


Figure 2. Highlighted tasks and messages on the trainee homepage

You can also access your messages and tasks via the icons at the top right of every page in OneFile. See Figure 3.

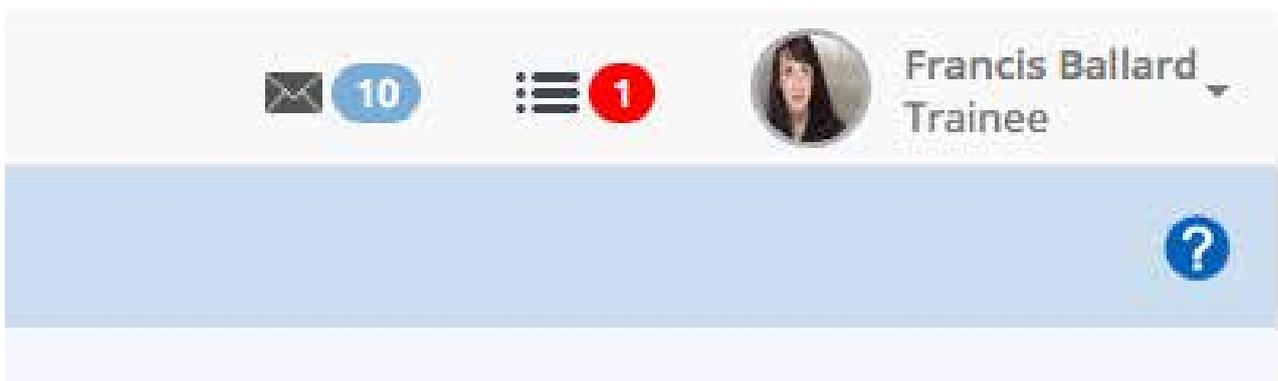


Figure 3. The messages and tasks icons

Step 3 - Upload a profile picture

The first task that you will see in your task list is a task asking you to edit your profile and upload a profile picture. We recommend that you complete this task early as it will help assessors that you only see on rotational placements to remember who you are.

Step 4 – Take a look at the Gap Analysis view of your progress

In the 'Progress' section in the left-hand menu, OneFile provides you with a series of useful tools for understanding and viewing your progress. The best of these tools can be found on the 'Gap Analysis' page. This gives you a very clear view of what you have to do and what you have already done.

When you are getting started with OneFile, we recommend that you visit the Gap Analysis page, select 'Show all' and then click on 'Apply'. You will now see a page presenting you with everything that you have to cover in your workplace-based learning. See Figure 4.

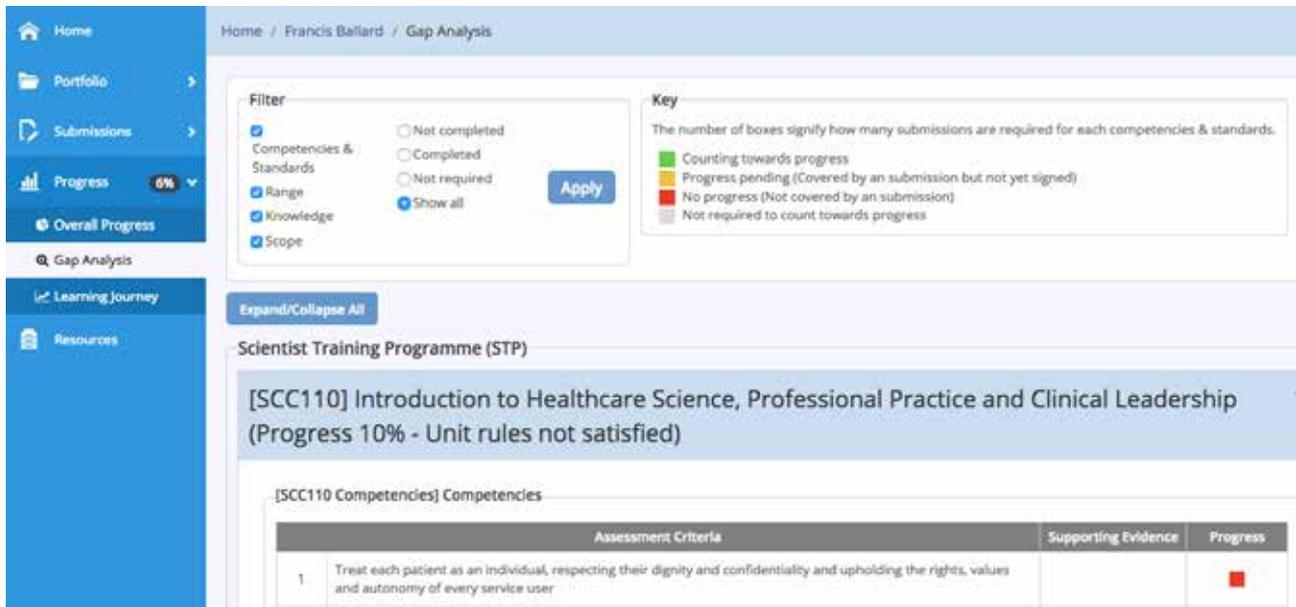


Figure 4. The gap analysis view of your progress

Step 5 – Improve your Overall Progress view

To get the best out of the 'Overall Progress' view, we recommend that you visit the 'Overall Progress' page and then select the 'Show detailed view' check box at the top right of that page. See Figure 5. Every time you now visit the Overall Progress page you will see the more detailed presentation of your progress across all of your modules.

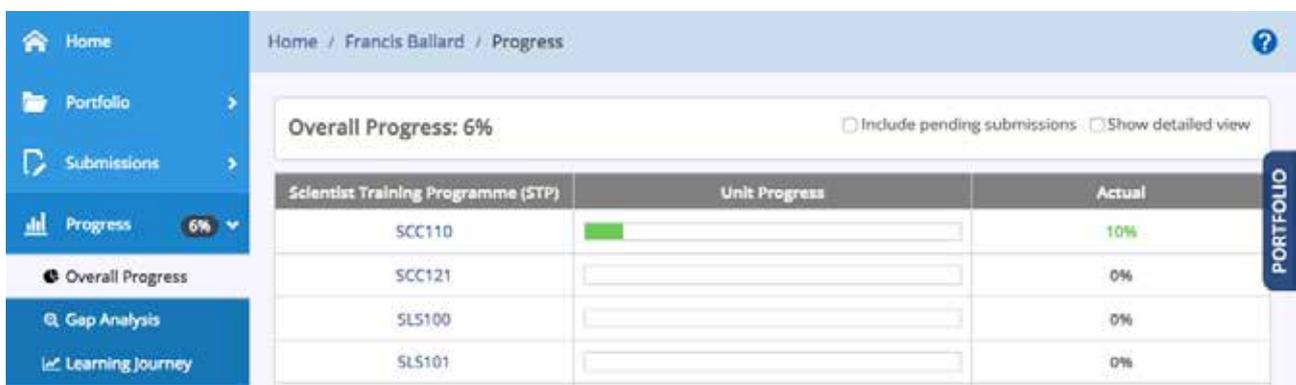
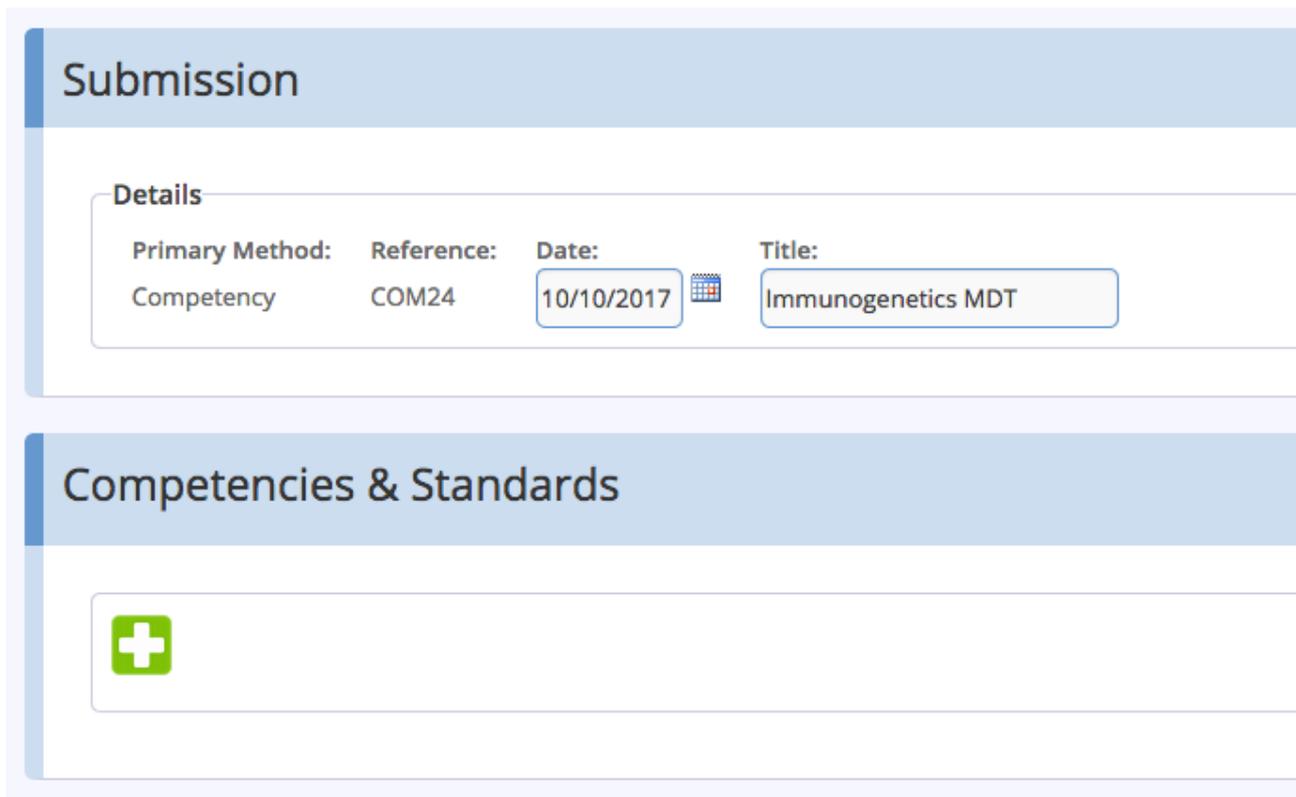


Figure 5. The overall progress view of your progress

Step 6 – When you make your first submission, choose the ‘Gap analysis view’ of competencies and standards

When you make your very first submission of a competency or assessment, you will be asked to select which competency, standard or assessment you are submitting evidence for. To make this selection, you click on the large + button. See Figure 6.



The screenshot shows a web interface for creating a submission. It is divided into two main sections:

- Submission**: This section contains a 'Details' form with the following fields:
 - Primary Method:** Competency
 - Reference:** COM24
 - Date:** 10/10/2017 (with a calendar icon)
 - Title:** Immunogenetics MDT
- Competencies & Standards**: This section is currently empty and features a large green square button with a white plus sign (+) in the top-left corner, indicating where to click to select a competency or standard.

Figure 6. Selecting competencies or standards when making a submission

At this point, you are presented with a view of all of the competencies or standards you can choose from. We recommend that you select the ‘Gap analysis view’ of the competencies or standards. See Figure 7.

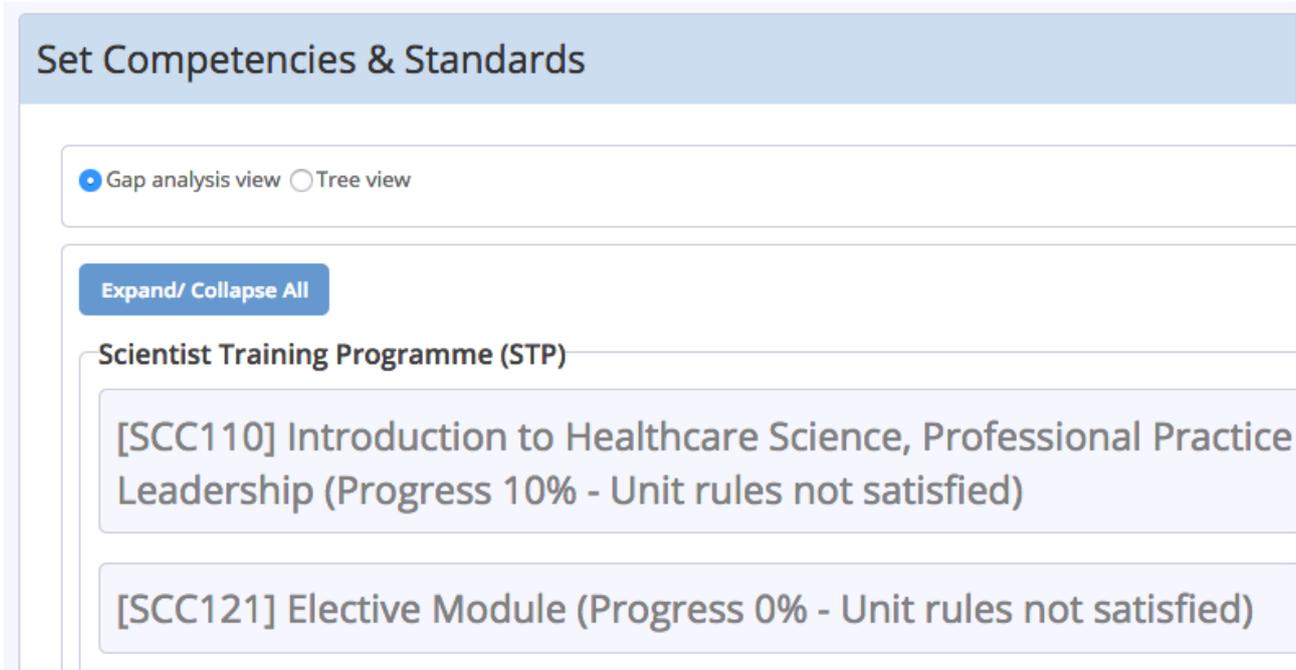


Figure 7. The gap analysis view of competencies when making a submission

Step 7 – When you make your first submission, choose to show descriptions of the competencies or standards you have selected

When you make your first submission of a competency or assessment and you have chosen the competency or standard that you are submitting evidence towards, you should click on 'Save and quit' in order to proceed to the page where you can input and attach your evidence.

On this page you are presented with a view of the competency or standard that you have selected. The default view of the competencies you have selected is not very helpful, as you can see in Figure 8.

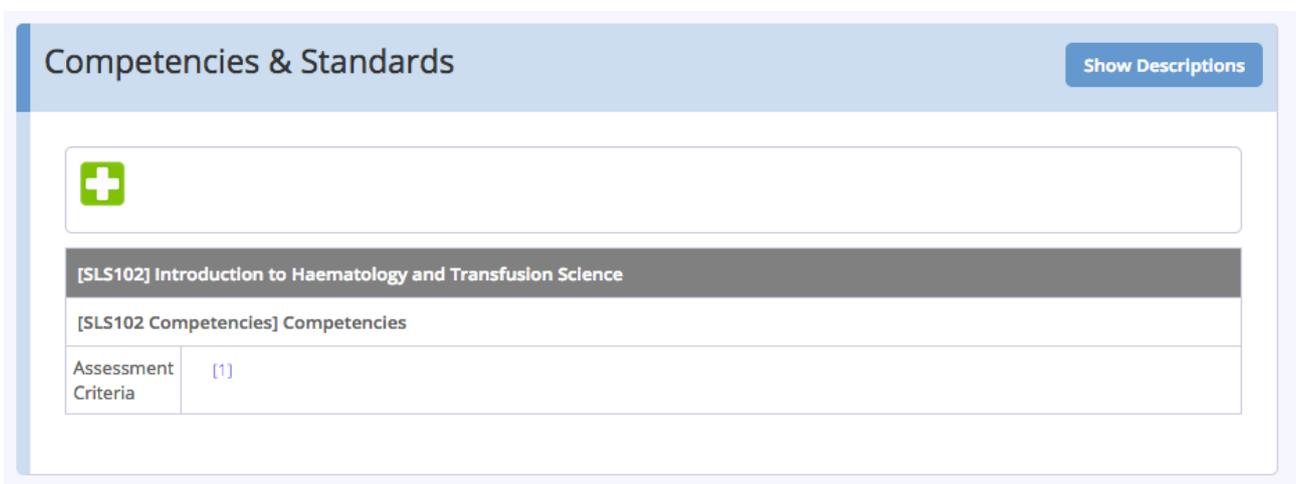


Figure 8. The default view of selected competencies and standards

We recommend that you click on the 'Show Descriptions' button (shown in Figure 8) so that you are presented with a better, more detailed view of your selections. See Figure 9.

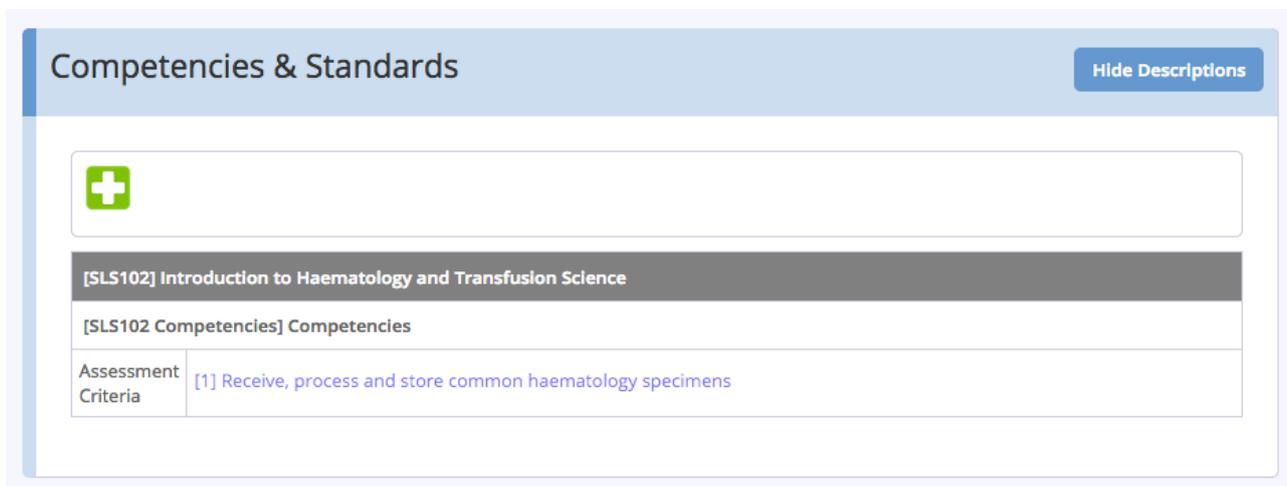


Figure 9. Selected competencies with descriptions showing

Step 8 – Understand 'Save & Quit'

When submitting competencies and assessments in OneFile, it is important to understand what OneFile means by 'Save & Quit'. In short, 'Save & Quit' is the button to click when you want to progress with a submission.

So, when you first select the competencies or standards that you want to submit evidence towards, you should click 'Save & Quit' to then progress to the page where you can input and attach evidence.

When you have input all of your evidence and signed your submission you should click 'Save & Quit' to submit your evidence to your assessor.

So, 'Save & Quit' actually means: 'Go forward'.