

## How to unlock a trainee's submission

After a trainee has made a submission for assessment, it may need to be amended or sent to another assessor. This can be done by Training Officers (also known as 'default assessors' in OneFile). Submissions can be unlocked back to trainees (so that they can make amendments to them); to different assessors associated with the trainee (so that the correct person can assess the submission); or they can be unlocked back to Training Officers / supervisors, so that they can feedback on them. Follow the steps below to unlock a trainee's submission.

1. Login to OneFile at <https://login.onefile.co.uk/>
2. From within the 'Trainee Dashboard' on your OneFile home page, click on the trainee's name in order to go to their portfolio. See Figure 1.

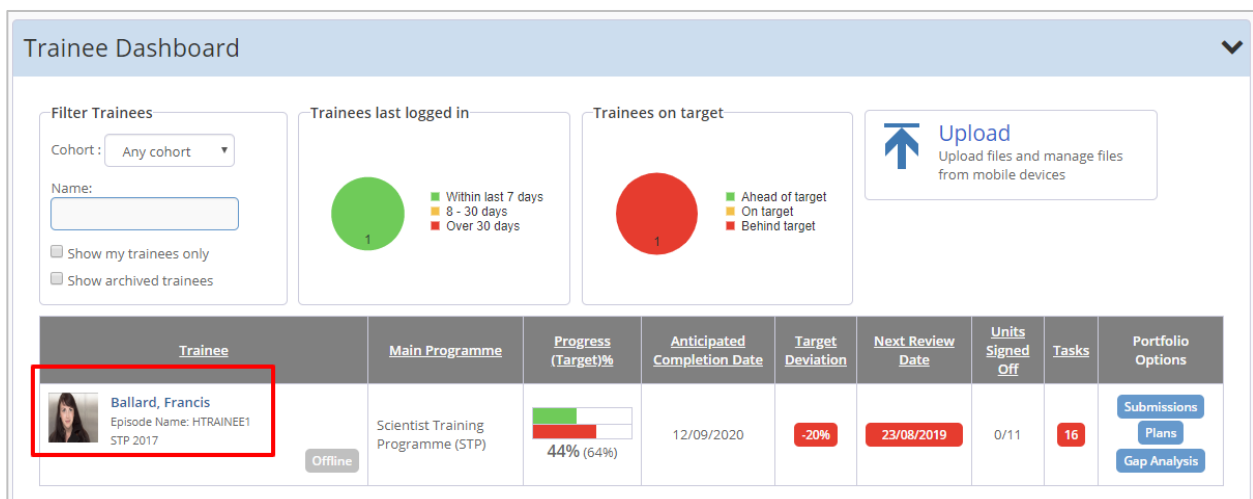


Figure 1.

3. To access a list of the trainee's submissions, click on the 'Pending' tile on the trainee's portfolio landing page. See Figure 2.

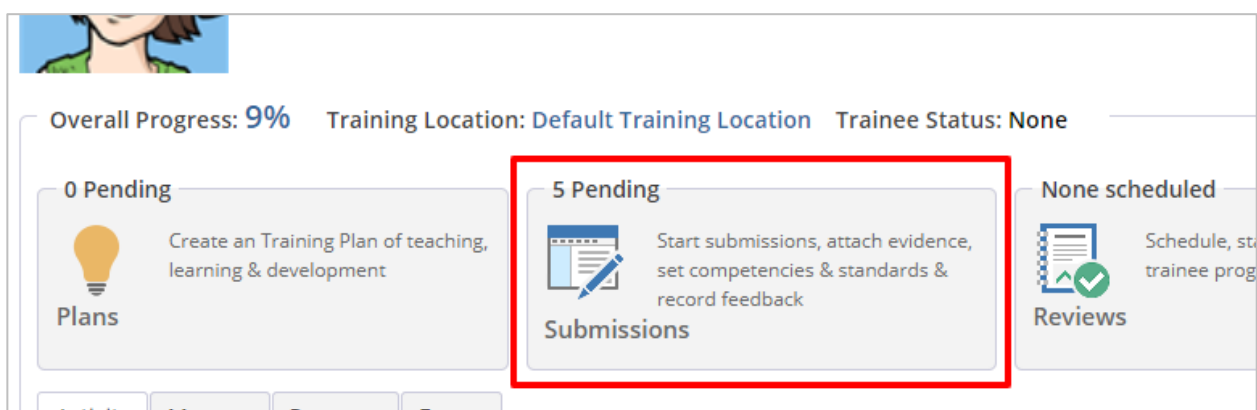


Figure 2.

4. You will now be presented with a list of the trainee’s pending submissions. On this page you can also filter the list using the drop-down menu at the top right of the list in order to see ‘Completed’ or ‘Pending’ submissions. See Figure 3.

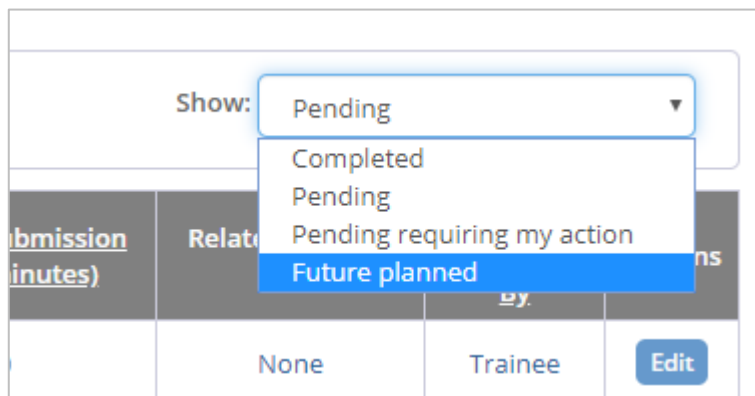


Figure 3.

5. When you find the submission that you wish to unlock from one of these lists, click on the blue box relating to that submission to open it. See Figure 4.

09/11/2017	<a href="#">DOP5</a>	Take a patient history for a patient with a suspected allergic reaction.	DOPS	0	0	None	Trainee	<a href="#">Edit</a>
03/11/2017	<a href="#">DOP4</a>	Perform an manual WBC differential	DOPS	0	0	None	Assessor	<a href="#">Edit</a>
03/11/2017	<a href="#">COM33</a>	Contribute to education & training	Competency	0	0	None	Assessor	<a href="#">Edit</a>

Figure 4.

6. When the relevant submission is opened click on the padlock symbol in the top right-hand corner to begin the unlocking. See Figure 5.

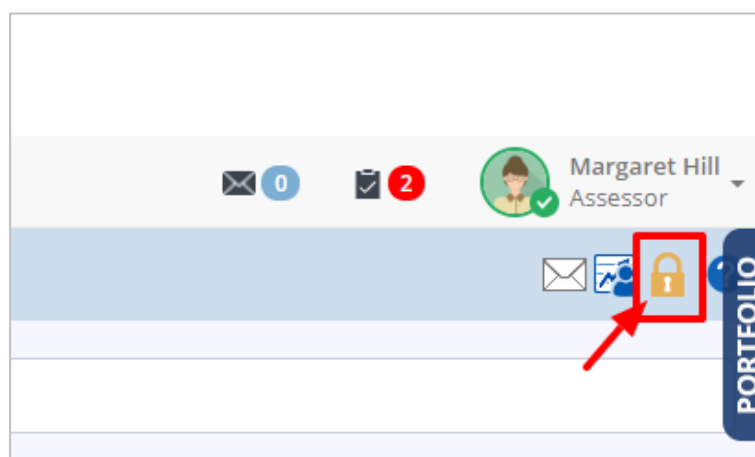


Figure 5.

7. You will then see a view showing a list of the people that the submission can be unlocked to. See Figure 6.

Submission Ref	Currently Assigned to:	Default Assessor
CBD7	Assessor	Oscar Watson

Who should the submission be unlocked to?

- Bianka Rasmussen (Trainee)
- Assessor 2, Testing (Assessor)
- Hill, Margaret (Assessor)
- Watson, Oscar (Assessor)

Reason for unlocking submission?

Figure 6.

8. Once you have selected the appropriate individual by clicking the check box beside their name, you need to supply a brief reason for unlocking the submission, otherwise the system will not allow you to proceed.

The unlock button can then be selected and the submission will then be successfully unlocked and should appear in the relevant individual's task list to action.